



A G E N D A

CITY OF SEASIDE

CITY COUNCIL/SUCCESSOR

AGENCY TO THE

REDEVELOPMENT AGENCY

REGULAR MEETING

440 HARCOURT AVE (COUNCIL CHAMBER)

Thursday, April 4, 2024

5:00 PM

NOTICE: *The City Council will hold its public meetings in person, with options for viewing and listening virtually or telephonically, based on availability.*

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 view 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 listen 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, 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
David R. Pacheco
Alexis Garcia-Arrazola
Rita Burks
Alex Miller

Mayor/Chair
Mayor Pro Tem/Vice Chair
Council/Agency Member
Council/Agency Member
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.

A. SEASIDE CITY NEWS BROADCAST OF UPCOMING CITYWIDE EVENTS AND COMMUNITY ANNOUNCEMENTS COVERING EVENTS BETWEEN APRIL 4 THROUGH APRIL 20

7. PRESENTATIONS

A. PRESENTATION ON THE CA GREEN BUSINESS NETWORK (LACEY RAAK)

B. PRESENTATION RECOGNIZING RISING STAR GYMNASTICS TEAM (LISA LEWIS)

8. CONSENT AGENDA

A. APPROVE AND FILE CITY CHECKS

RECOMMENDATION: Approve and file the accounts payable and wired payments made during the period of January 20, 2024 through February 23, 2024, including the payroll and benefits checks, direct deposits, and wired payments related to the pay period ending January 19, 2024, February 2, 2024, and February 16, 2024. Total Accounts Payable and Payroll for the above referenced period is \$5,491,910.76.

B. APPROVE AND FILE SUCCESSOR AGENCY CHECKS

RECOMMENDATION: Approve and file the accounts payable and wired payments made during the period of January 20, 2024 through February 23, 2024, including the payroll and benefits checks, direct deposits and wired payments related to the pay period ending January 19, 2024, February 2, 2024, and February 16, 2024. Total Accounts Payable and Payroll for the above referenced period is \$2,726.91.

C. ADOPT A RESOLUTION APPROVING A PROCLAMATION RECOGNIZING APRIL 26, 2024 AS ARBOR DAY AND TO RAISE THE ARBOR FLAG FROM

APRIL 21-26, 2024

RECOMMENDATION: Adopt a resolution recognizing Arbor Day and to raise the arbor day flag from April 21 to April 26, 2024.

D. APPROVE MAYOR'S YOUTH FUND CONTRIBUTION REQUEST FROM SEASIDE MIDDLE SCHOOL TO SPONSOR A STUDENT TO ATTEND THE EIGHTH GRADE CLASS TRIP TO JAPAN

RECOMMENDATION: Approve a request from Seaside Middle School for a donation of \$1,000.00 from the Mayor's Youth Fund to help cover the costs associated with one of their students to attend their eighth grade class Japan trip.

E. APPROVE CO-SPONSORSHIP AND WAIVE ALL FEES RELATED TO THE USE OF CITY HALL LAWN FOR THE MONTEREY COUNTY POPS! LABOR DAY CONCERT ON SEPTEMBER 2, 2024

RECOMMENDATION: Approve a request from Monterey County POPS! to co-sponsor their Labor Day Concert on the City Hall Lawn, on September 02, 2024, from 12:00 p.m. to 3:30 p.m. Approval of this item will result in a waiver of all fees and staff costs in the approximate amount of \$5,872.00.

F. APPROVE CO-SPONSORSHIP AND WAIVE ALL FEES RELATED TO THE USE OF LAGUNA GRANDE PARK AND CITY HALL LAWN FOR ACTION COUNCIL - BUILDING HEALTHY COMMUNITIES JUNETEENTH JUBILEE FESTIVAL ON JUNE 15, 2024

RECOMMENDATION: Approve a request from Action Council - Building Healthy Communities request to co-sponsor their Juneteenth Jubilee Festival at Laguna Grande Park and Seaside City Hall Lawn on June 15, 2024, from 8:00 a.m. to dusk. Approval of this item will result in a waiver of all fees and costs in the approximate amount of \$3,074.00

G. ADOPT A RESOLUTION AUTHORIZING THE CLOSURE OF CANYON DEL REY BOULEVARD FOR THREE CITY SPONSORED EVENTS ON SATURDAY, JUNE 15, 2024, THURSDAY, JULY 4, 2024, AND SATURDAY, SEPTEMBER 21, 2024

RECOMMENDATION: Adopt a resolution authorizing the closure of Canyon Del Rey Boulevard for the City of Seaside's community events on June 15, 2024, July 4, 2024, September 21, 2024.

H. ADOPT A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A QUIT CLAIM DEED TO TRANSFER PARCEL E29B.3.1 (YADON'S AREA) TO THE CITY OF MONTEREY

RECOMMENDATION: The City Council, acting as the Local Reuse Authority (LRA) and successor to the Fort Ord Reuse Authority, adopt a resolution authorizing the City Manager to execute a Quit Claim Deed for Parcel E29b.3.1 (Yadon's Area) to the City of Monterey.

I. ADOPT A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH SCHAAF & WHEELER, CONSULTING CIVIL ENGINEERS

**FOR PREPARATION OF A STUDY OF THE 90-INCH STORM DRAIN
OUTFALL FOR AMOUNT NOT TO EXCEED \$66,192.00**

RECOMMENDATION: Adopt a resolution authorizing a professional services agreement with Schaaf & Wheeler, Consulting Civil Engineers to prepare a study of the 90 inch storm drain outfall for an amount not to exceed \$66,192.00.

**J. ADOPT A RESOLUTION APPROVING A SPECIAL COUNSEL CONTRACT TO
ATTORNEY DON FREEMAN AND AUTHORIZING THE CITY ATTORNEY TO
EXECUTE THE CONTRACT**

RECOMMENDATION: Adopt a resolution approving special counsel contract and authorizing the City Attorney to execute the contract

9. PUBLIC HEARING

**A. CONSIDER FUNDING RECOMMENDATIONS FOR THE COMMUNITY
DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM FOR FISCAL YEAR
2024-2025 AND FISCAL YEAR 2025-2026**

RECOMMENDATION: Consider and approve CDBG funding allocations for fiscal year 2024-2025 and fiscal year 2025-2026 and authorize staff to draft the Fiscal Year 2024-2025 Annual Action Plan and make it available for public review and comment for a period of 30 days.

**B. AN AMENDMENT TO THE ZONING ORDINANCE TO INCREASE
EFFICIENCIES IN THE PROCESSING OF PLANNING PERMITS. THE
PROJECT IS NOT SUBJECT TO THE CALIFORNIA ENVIRONMENTAL
QUALITY ACT (CEQA) PURSUANT TO CEQA GUIDELINES SECTION
15061(B)(3) (SECOND READING - ROLL CALL VOTE)**

RECOMMENDATION: Conduct the second reading of the Ordinance approving Zoning Ordinance Amendment ZOA-24-01.

10. BUSINESS ITEMS

**A. ADOPT A RESOLUTION APPROVING REALLOCATION OF \$80,000 IN
COLLECTED TRANSIENT OCCUPANCY TAX FUNDS GENERATED BY
SHORT-TERM RENTALS AND AUTHORIZING THE FINANCE DIRECTOR TO
MAKE PROJECT BUDGET ADJUSTMENTS BASED ON THE RECOMMENDED
REALLOCATION OF PROJECT FUNDS**

RECOMMENDATION: Adopt a resolution:

- 1.) Approving reallocation of \$80,000 in collected transient occupancy tax funds generated by short-term rentals; and
- 2.) Authorizing the Finance Director to make project budget adjustments based on the recommended reallocation of project funds.

**B. ADOPT A RESOLUTION ACCEPTING THE ANNUAL MID-YEAR FINANCIAL
REPORT AND ADOPTING PROPOSED CHANGES TO THE BUDGET OF THE
CITY OF SEASIDE FOR THE FISCAL YEAR 2023-2024**

RECOMMENDATION: Adopt a resolution accepting the annual mid-year financial report and adopting proposed changes to the budget for the Fiscal Year 2023-2024.

11. COUNCIL MEMBER REQUESTS

A. NEW COUNCIL MEMBER REQUESTS

B. FOLLOW UP ON PREVIOUS REQUESTS

12. CITY ATTORNEY, CITY MANAGER, CITY COUNCIL AND MAYOR 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

Pursuant to Government Code Section 54956 et seq., the City Council and Successor Agency to Redevelopment Agency may adjourn to a Closed Session to consider specific matters dealing with litigation, certain personnel matters, property negotiations or to confer with the City Attorney. Public comments on these items are taken after being read by the City Attorney. For the public record, please state your name.

A. CONFERENCE WITH REAL PROPERTY NEGOTIATORS PURSUANT TO GOVERNMENT CODE 54956.8

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

Agency Negotiators: City Manager, et al.

Negotiating Parties: KBB Seaside Venture, et al. and City of Seaside

Under Negotiation: price, terms of payment or both

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

Monterey County Superior Court

Case Name: Arzadon, et al. v. City of Seaside, et al.

Case Number: Case # 20CV003118

C. CONFERENCE WITH LEGAL COUNSEL PURSUANT TO GOVERNMENT CODE 54956.9 (d)(2)

Potential Litigation (2 Matters)

D. PUBLIC EMPLOYEE PERFORMANCE EVALUATION PURSUANT TO GOVERNMENT CODE SECTION 54957

Title: City Manager

**E. PUBLIC EMPLOYEE PERFORMANCE EVALUATION PURSUANT TO
GOVERNMENT CODE 54957**

Title: City Attorney

14. ADJOURNMENT

Next Regularly Scheduled Meeting:
April 18, 2024
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.



CITY OF SEASIDE STAFF REPORT

Item No.: 8.A.

TO: City Council

FROM: Jaime M. Fontes, City Manager

BY: Loreene Bermudez-Onate, Accountant II

DATE: April 4, 2024

SUBJECT: APPROVE AND FILE CITY CHECKS

RECOMMENDATION

Approve and file the accounts payable and wired payments made during the period of January 20, 2024 through February 23, 2024, including the payroll and benefits checks, direct deposits, and wired payments related to the pay period ending January 19, 2024, February 2, 2024, and February 16, 2024. Total Accounts Payable and Payroll for the above referenced period is \$5,491,910.76.

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:

- \$22,500.00 to Atkinson, Andelson, Loya, Rudd & Romo for Professional legal services for the period of December 2023.
- \$17,960.09 to California-American Water for Water consumption for multiple City of Seaside service addresses. Billing period of 12/21/23-1/25/24. Service addresses include city buildings, parks, fire hydrants, irrigation stations, and city

- affordable housing.
- \$21,650.14 to City of Del Rey Oaks for Distribution of the 2022-23 SCSO Impact Fees.
 - \$12,679.24 to City of San Diego for Distribution of the 2022-23 SCSO Impact Fees.
 - \$25,000.00 to Community Partnership for Youth for Community social services grant reimbursement request for the quarter from January 1, 2024, through March 31, 2024.
 - \$47,454.56 to Conservation Technix, Inc. for Professional services for the parks & recreation master plan for the periods of October 2023 through January 2024.
 - \$18,284.00 to Department of Toxic Substances Control for Services to investigate, evaluate and/or remediate any hazardous substance at or from Lightfighter Dr. (Campus Town Phase 1A).
 - \$11,492.79 to Department of Transportation for Traffic signals & lights servicing for the period of October through December 2023.
 - \$18,297.23 to Enterprise FM Trust for monthly payment for (21) leased City vehicles for the period of February 2024.
 - \$11,070.24 to Granite Rock Company for Construction services for the Pavement Rehabilitation Project through September 30, 2023.
 - \$132,061.84 to Granite Rock Company for Construction services for Cutino Park Improvement Part 2, Phase 1 for the periods of December 2023 & January 2024.
 - \$21,086.25 to Harris & Associates, Inc. for Campus Town Phase 1 Demolition services for the period of 10/29/23-12/31/23.
 - \$11,895.00 to Hope Services for Maintenance services for the period of January 2024.
 - \$21,816.51 to Huntington Public Capital Corp. for quarterly lease contract payment for Vector and Patch Trucks for the period of 2/8/24-5/7/24.
 - \$10,677.08 to Huntington Public Capital Corp. for Lease contract payment for the Energy Project at City Hall, City Library, and Fire Department locations for the period of 3/14/24-6/13/24.
 - \$10,788.02 to Kimley-Horn and Associates, Inc. for Professional services for the Broadway Streets Corridor project through November 30, 2023.
 - \$61,577.97 to Kimley-Horn and Associates, Inc. for Professional services for the Broadway Streets Corridor project through December 31, 2023.
 - \$48,128.69 to Kraemer Engineering Inc. for Construction services for Highland Otis Park Playground Replacement project for the period of November 2023 & Fernando Park Improvements project for the period of December 2023.
 - \$11,595.87 to Marina Coast Water District for Recycled water meter services for the period of January 2024.
 - \$13,423.41 to Monterey One Water for SCSO professional services for Lift Station Maintenance during July-September 2023.
 - \$10,802.80 to Monterey Peninsula Water Mgmt District for Seaside Basin Watermaster services for the periods of December 2023 and January 2024.
 - \$20,000.00 to Palenke Arts for Organizational support for Arts center for FY

2023-24 quarter 1.

- \$69,102.35 to Parametrix, Inc. for Professional developing services for a local road traffic safety plan through December 2, 2023; Traffic calming plan for mile-long Hilby Avenue corridor through December 2, 2023.
- \$18,350.78 to Parametrix, Inc. for Professional evaluation services for the traffic-calming plan for Baker St & the mile-long Hilby Avenue corridor through December 31, 2023.
- \$25,575.00 to Pavement Engineering, Inc. for Professional services for the Pavement Rehab Project Phase 5 services through December 31, 2023.
- \$12,840.00 to Pavement Engineering, Inc. for Professional services for the Pavement Rehab Project Phase 5 services through January 31, 2024.
- \$69,050.88 to PG&E for Collective accounts for streetlights, highway lighting, park lights and city office buildings. Service for the statement period of January 2024.
- \$14,014.40 to Ross Recreation Equipment Inc. for Sabado Park playground equipment & ADA access ramp purchase and installation.
- \$17,204.54 to The Sohagi Law Group for Professional legal services for Petrovich Development for the period of December 2023.
- \$28,417.65 to The Sohagi Law Group for Professional legal services for Petrovich Development for the period of January 2024.
- \$31,487.73 to U.S. Bank-Calcard for City of Seaside purchase card transactions for the billing period of January 2024.
- \$17,504.18 to Wallace Group for December 2023 invoices for projects: Ord Terrace Elementary School crossing; Cutino Park improvements (Part 2, Phase 1); Del Monte LID project; Del Monte Manor storm drain design.
- \$11,116.22 to Wallace Group for FYE 2023 invoices for: Professional engineering services for Lincoln-Cunningham Park basketball court improvement project; Campus Town Water Augmentation; FOG Program development & training; on-call engineering support services.

The Net Payroll and Payroll benefits total was \$3,192,991.45.

The remaining checks, totaling \$1,404,013.85, 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

Reviewed for Submission to the City Council by:



Jaime M. Fontes, City Manager



CITY OF SEASIDE STAFF REPORT

Item No.: 8.B.

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

FROM: Jaime M. Fontes, City Manager

BY: Loreene Bermudez-Onate, Accountant II

DATE: April 4, 2024

SUBJECT: APPROVE AND FILE SUCCESSOR AGENCY CHECKS

RECOMMENDATION

Approve and file the accounts payable and wired payments made during the period of January 20, 2024 through February 23, 2024, including the payroll and benefits checks, direct deposits and wired payments related to the pay period ending January 19, 2024, February 2, 2024, and February 16, 2024. Total Accounts Payable and Payroll for the above referenced period is \$2,726.91.

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 Checks 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

Reviewed for Submission to the City Council by:



Jaime M. Fontes, City Manager



CITY OF SEASIDE STAFF REPORT

Item No.: 8.C.

TO: City Council

FROM: Jaime M. Fontes, City Manager

BY: Dominique Davis, City Clerk

DATE: April 4, 2024

**SUBJECT: ADOPT A RESOLUTION APPROVING A PROCLAMATION
RECOGNIZING APRIL 26, 2024 AS ARBOR DAY AND TO RAISE
THE ARBOR FLAG FROM APRIL 21-26, 2024**

RECOMMENDATION

Adopt a resolution recognizing Arbor Day and to raise the arbor day flag from April 21 to April 26, 2024.

BACKGROUND

The City of Seaside is a Tree City USA. To maintain status as a Tree City USA, the City must have a proclamation for Arbor day, which is attached. In addition, the Parks and Recreation Commission is recommended to raise the Arbor day flag at City Hall starting on Sunday, April 21, 2024, through Friday, April 26, 2024. The Parks and Recreation Commission has been planning an Arbor Day ceremony that will take place during Sustainable Seaside's Earth event on Sunday, April 21, 2024. The ceremony will conclude with raising the Arbor Day flag, and will have it flown through Friday, April 26, 2024, which is Arbor Day.

FISCAL IMPACT

There is no fiscal impact.

ATTACHMENTS

1. Arbor Day Proclamation 2024
 2. Arbor Day Flag 2024
-

Reviewed for Submission to the City Council by:

A handwritten signature in blue ink, reading "Jaime M. Fontes", is positioned above a horizontal line. Below the line, the name "Jaime M. Fontes, City Manager" is printed in a black, sans-serif font.

Jaime M. Fontes, City Manager

City of Seaside PROCLAMATION



Arbor Day April 26, 2024

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, Arbor Day is now observed throughout the nation and the world; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal.

NOW THEREFORE, BE IT PROCLAIMED, that, I, The Honorable Ian N. Oglesby, Mayor of the City of Seaside, California, on behalf of the City Council do hereby proclaim April 26, 2024 as "**Arbor Day**" in the City of Seaside, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and Further, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Ian N. Oglesby, Mayor
April 4, 2024

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEASIDE

**TO RAISE THE ARBOR DAY FLAG ON SUNDAY, APRIL 21, 2024, AND FLY
THROUGH APRIL, 26, 2024**

WHEREAS, on June 3, 2021 the City Council designated the list of commemorative observances as codified by the Library of Congress; and

WHEREAS, The City of Seaside adopted the Commemorative Flag Observances and Flag Policy on July 1 2021; and

WHEREAS, since the Arbor Day flag is not identified in the City's Commemorative Flag Observances and Flag Policy before raising the flag; and

WHEREAS, The Parks and Recreation Commission has requested the raising of the Arbor Day Flag on Sunday, April 21, 2024, and fly through Arbor Day which is recognized on Friday, April 26, 2024 ;and

WHEREAS, The City of Seaside is a Tree City USA, and to maintain status as a Tree City USA the City must approve a proclamation for Arbor Day, and flying the official Arbor Day Flag will be added support of that proclamation; and

NOW, THEREFORE, BE IT RESOLVED that this Resolution show the proud support of Arbor Day and the City's continued effort to maintain its status as a Tree City USA.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Seaside duly held on the 4th day of April 2024 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



CITY OF SEASIDE STAFF REPORT

Item No.: 8.D.

TO: City Council

FROM: Jaime M. Fontes, City Manager

BY: Dan Meewis, Recreation Director

DATE: April 4, 2024

**SUBJECT: APPROVE MAYOR'S YOUTH FUND CONTRIBUTION REQUEST
FROM SEASIDE MIDDLE SCHOOL TO SPONSOR A STUDENT TO
ATTEND THE EIGHTH GRADE CLASS TRIP TO JAPAN**

RECOMMENDATION

Approve a request from Seaside Middle School for a donation of \$1,000.00 from the Mayor's Youth Fund to help cover the costs associated with one of their students to attend their eighth grade class Japan trip.

BACKGROUND

Seaside Middle School is requesting a \$1,000.00 donation from the Mayor's Youth Fund to help cover the costs associated with one of their students to attend their eighth grade class trip to Japan. This trip will help students expand their knowledge of the world around them, discover more about themselves, grow more confident and independent, and understand new people, places, and cultures. From majestic temples and shrines to interactive and imaginative museums, a journey from the past to the present through Japanese culture. Explore the bright streets of modern Tokyo and escape to the breathtaking natural beauty of Osaka and Kyoto. Japan's playful technologies, savory stapes, and ancient architecture paint a beautiful contrast across centuries.

In order to maintain a healthy ecosystem for present and future generations, sustainability is essential. Seaside Middle School teaches their students to use the recycling bins for recycling bottles and cans and encourages them to use reusable water bottles.

Based on the information provided in the application, the request meets the criteria for the Mayor's Youth Fund Policy. They received their last donation at the December 20,

2018, City Council meeting for their Boys and Girls Basketball team. They also submitted their 2018 Mayor's Youth Fund closing report within the 60-day time frame.

FISCAL IMPACT

This request would be funded by a donation from the Green Waste Recovery's donation to the Mayor's Youth Fund. The current balance is the Mayor's Youth Fund account (601-2106) is \$42,107.02. If the City Council approves this request, the balance will decrease to \$41,107.02. This is for fiscal year 2023/24.

In the event that all of the funds in the Mayor's Youth Fund become exhausted, staff will keep a file of all applications. Once Green Waste issues the next round of funding, all applications on file will be processed at the next available City Council meeting.

ATTACHMENTS

1. MYF Seaside Middle School -Student - 8th Grade Japan Trip 2024
 2. Itemized Expense List - Seaside Middle School - EF Educational Tours - Explore Japan
 3. Japan Trip Flyer - Seaside Middle School 2024
 4. Letter regarding 501(c)(3) - Seaside Middle School
 5. W-9 - Seaside Middle School 2024
 6. Mayor's Youth Fund Closing Report 2018
-

Reviewed for Submission to the City Council by:



Jaime M. Fontes, City Manager

Terry Navarro - Online Form Submittal: Mayor Youth's Contribution Request

From: <noreply@civicplus.com>
To: <cityclerk@ci.seaside.ca.us>, <dmeewis@ci.seaside.ca.us>, <tnavarro@ci.s...>
Date: 3/14/2024 4:09 PM
Subject: Online Form Submittal: Mayor Youth's Contribution Request

Mayor Youth's Contribution Request

Purpose

The Mayor's Youth Fund was created to provide supplemental financial assistance to students and non-profit groups that provide services to improve the lives of young people living in the City of Seaside. A policy has been developed to standardize the evaluation of contribution requests and ensure that the funds are used appropriately to serve the City's youth.

Eligible Applications

Contributions will only be made to, or on behalf of, students or organized groups, such as schools and non-profit organizations based in Seaside and/or serving a majority of Seaside residents (50%) that are 18 years old or younger or enrolled in high school. Faith based organizations may apply for contributions from the Mayor's Youth Fund if the funding is not used to support religious activities such as: Religious instruction, Sunday School, and Worship. In addition, activities funded by the Mayor's Youth Fund must be open to all persons without regard to their religious affiliation.

Submittal of Contribution Requests

In order to request a contribution, the following information must be provided in writing:

- Name of the organization, person(s) benefiting, proposed use of the funds, total amount needed or fundraising goal.*
- Description of other methods being used to raise funds and/or other contributors.*
- An explanation of how the group, activity, or event will benefit Seaside youth.*
- Written description of how the use of the funds will be specifically used for youth group activities/events and has a nexus to the goals related to recycle, cleanup, and "green" sustainability to ensure a healthy environment.*

- *How this request will provide a municipal benefit (ie., benefit the community).*

- *Proof of non-profit organization status (not a taxpayer's I.D number) and a current W-9 form.*

Evaluation Process & Criteria

Contributions can only be made if approved by the City Council. Funding requests will be evaluated based on their consistency with this policy, including the following criteria.

- *Scholastic, athletic, music, environmental and art activities will be considered for funding based on the quality of the proposed activity.*

- *Evidence of activities/events related to "reduce, reuse and recycle" to ensure a healthy environment.*

- *Contributions requests will be accepted from individuals and can be made to an organization on behalf of an individual member or student.*

- *Contributions are only paid to organizations, such as non-profit groups and schools.*

- *Contributions are intended to fund actual costs related to an event or activity. (Please see "Payment Process" information provided in the following area.)*

- *Contributions from the Mayor's Youth Fund are not intended to be the sole source of funds for an organization or program and will only be made to supplement other fundraising activities.*

- *How this request will provide a municipal benefit (ie., benefit the community).*

Contribution Limits

In order to equitably distribute funds available in the Mayor's Youth Fund, the following contribution guidelines have been developed, although all contributions are subject to the discretion of the City Council. In addition, funding will be limited to one contribution per year (every 12 months).

- *Individuals - 25% of the total cost of the activity (not to exceed \$1,000)*

- Groups up to 20 people - up to \$1,500

- Groups of 21 or more people - up to \$3,000

Payment Process

If a contribution is approved by the City Council, payment will be made to the authorized organization or directly to the vendor selected by the authorized organization after submittal of a receipt or the presentation of actual invoices. No funding can go directly to an individual. This process is required in order to provide documentation required to meet municipal auditing standards.

Funding Requirements

Funding is limited to one contribution per year (every 12 months). The Mayor's Youth Fund Closing Report Form must be submitted to staff at least 60 days upon completion of the event, activity or program. Applicants that do not furnish the form may not apply for funds for the following year. A representative from the organization is required to be at the Council meeting for their application to be heard. If no representative is present then the agenda item will be postponed to another City Council meeting upon notification by the applicant. Incomplete applications will not be forwarded for Council consideration; applications not answering the question related to reduce, reuse or recycle are considered incomplete.

Individual Requests

Please attach an itemized list of all expenses. Amount of donation may not exceed 25% of the total cost of the activity and not exceed \$1,000. Applications that are incomplete will be returned.

Name of Organization	Seaside Middle School 8th Grade Japan Trip Summer 2025
Name	Amaya Washington (student)
Email Address	Misslisamariek@aol.com (mother) Jhaynesstoglin@mpusd.k12.ca.us (teacher Mr Haynes)
Address	1772 Napa St (home) 999 Coe Ave (school)
City	Seaside
State	CA
Zip Code	93955
Phone Number	8316017139 mother Lisa Washington
Additional Phone Number	8318997080 Seaside Middle School Jeremy Haynes Program Leader

Percentage of Residents or Students of Seaside 100

Number of Participants 1

Ages of Participants 12

Criteria

Applicants must meet at least one of the following criteria to be eligible for funding. Please select one or more from the following list:

Art, Athletic, Environmental, Music, Scholastic

Are you funding a reward for one of these activities? No

Description of event, activity or program funding pertains to:

Our programs help students expand their knowledge of the world around them, discover more about themselves, grow more confident and independent, and understand new people, places, and cultures. From majestic temples and shrines to interactive and imaginative museums, journey from the past to the present through Japanese culture. Explore the bright streets of modern Tokyo and escape to the breathtaking natural beauty of Osaka and Kyoto. Japan's playful technologies, savory staples, and ancient architecture paint a beautiful contrast across centuries.

Attach Additional Information as Necessary [00071716-83A7-4597-8E59-8B1D2658AA5D.jpeg](#)

Description of how the funds will be specifically used for youth groups activities/events and has a nexus to the goals of recycling, cleanup and "green" sustainability to insure a healthy environment:

In order to maintain a healthy ecosystem for present and future generations, sustainability is essential. Being a native of the Monterey peninsula, having a healthy living environment is very important to me. I am teaching my kids everyday to help keep a clean earth. I am showing them that the little things can make a difference like bringing your own bags to the grocery store, picking up a piece of litter or using a reusable water bottle. I collect recycling from my family members to add to my recyclable collection instead of being added to waste. I also make sure my waste goes to the right place. I let my kids know by walking or riding their bikes to school saves energy. As well as not to let the water run while brushing their teeth or washing dishes to conserve water. The most important thing we can do is educate them. Reduce, reuse and recycle ♻️

What other fundraising activities are you participating in to fund your event, program or activity and what other funding sources will supplement your request?

We have been using social media platforms for fundraising. Asking family & friends for donations. Organizing a raffle online to sell tickets to winner receives a hosted paint party. Amaya has been doing chores and selling her old toys and clothes to raise funds as well.

Total Amount Requested: \$1000.00

Electronic Signature Agreement I agree.

Electronic Signature Lisa Washington

Date 3/14/2024

Email not displaying correctly? [View it in your browser.](#)

Price details

Middle School: Explore Japan

Program Price* ** \$4,559

Includes:

- Round-trip airfare and on-foot transportation
- Hotels with private Japanese rooms
- Breakfast and dinner (plus your itinerary, program details)
- Full-time Tour Director
- Daily activities, tours and entrances to attractions

Global Travel Protection \$190

EF's Peace of Mind Program** Free

Total for Students (under 20) **\$4,749**

16 monthly payments \$297/mo.

Adult Supplement** \$700

Total for Adults **\$5,479**

16 monthly payments \$342/mo.

* Prices in USD only

** See [EF's Peace of Mind Program](#) for details. ** See [Adult Supplement](#) for details.



Middle School: Explore Japan

Book your tour with confidence knowing we offer the lowest prices possible.

Enroll now

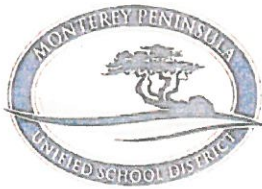
Tour Number: 2747326ZA

Group Leader: Jeremy Haynes

Requested Departure Date: 7/8/2025

Requested Return Date: 7/16/2025

Requested Departure Gateway: San Francisco (CA)



Monterey Peninsula Unified School District

Ryan Altemeyer
Associate Superintendent, Business Services

P.O. Box 1031
700 Pacific Street
Monterey, CA 93942-1031

(831) 645-1269
raltemeyer@mpusd.k12.ca.us

July 1, 2023

RE: Tax Exempt Status of MPUSD
Taxpayer Identification Number: 77-0320712

To Whom it May Concern:

Thank you for your interest in supporting our schools. We often receive inquiries about our nonprofit status. Please accept this letter as certification that the Monterey Peninsula Unified School District qualifies as a not-for profit organization. We are a state educational institution, which is considered a political subdivision of the State of California. Because of this, we are considered a nonprofit state entity rather than a private 501 (c) (3) nonprofit organization. Donations and private grants made to our schools are tax-deductible under these statutes.

If you have further questions, please feel free to contact me at (831) 645-1269.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ryan Altemeyer", is written over a horizontal line.

Ryan Altemeyer
Associate Superintendent, Business Services

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/w9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type name. See Specific instructions on page 1.

1 Name (as shown on prior income tax return). Name is required on this form. Do not leave this line blank.

Monterey Peninsula Unified School District

2 Current name (do not check) entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust's estate

☐ Limited liability company. Enter the tax classification of the single-member owner: 1-1 (C corp), 1-2 (S corp), 1-3 (LLC), 1-4 (LLC that is disregarded from the owner for U.S. federal tax purposes). Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☒ Other (see instructions) **N-12 School District**

4 Address (street, street, apartment, or suite no.) See instructions.

700 Pacific Street / P.O. Box 1031

5 City, state, and ZIP code

Monterey, Ca 93942-1031

6 List account number(s) here (optional)

7 Taxpayer's name and address (optional)

8 If exemptions (boxed) apply only to certain entities, not individuals, see instructions on page 3.

Exempt payee (line 8 only)

Exempt from FATCA reporting (line 8 only)

Exempt from FATCA reporting (line 8 only)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

9 Social security number

10 - 11 - 12 - 13 - 14 - 15 - 16 - 17 - 18 - 19 - 20

OR

11 Employer identification number

7 7 - 0 3 2 0 7 1 7

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions: You must check box 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, box 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person

DATE 7/1/2023

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/w9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you. If other amounts reportable on an information return, examples of information returns include, but are not limited to, the following:

- Form 1099-DIV (dividend income earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-INT (various types of income: prizes, awards, or gross proceeds)
 - Form 1099-IT (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1042 (foreign mortgage interest), 1042-E (student loan interest), 1042-T (dividend)
 - Form 1042-C (foreign debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien) to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you may be subject to backup withholding. See *What Is Backup Withholding*, later.

MAYOR'S YOUTH FUND CLOSING REPORT *

Date Mayor's Youth Fund was approved by council: December 20th, 2018

Name of Organization: Seaside Middle School

Contact: Aaron Sanders

Address: 999 Coe Ave Seaside, CA 93955

Email/Phone: 831. 899. 7080

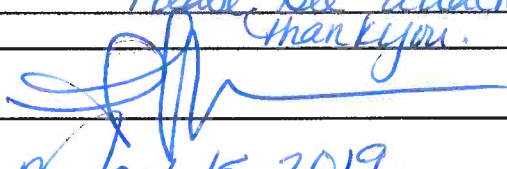
Amount of Donation Received: 3,000.⁰⁰

What Items were purchased with Mayor's Youth Fund Donation:

Thankyou- all three (3) grade level sports jersey purchase

Please describe the activities and the date the group/individual participated in related to reduce, reuse and recycle? Please provide written description, brief City Council presentation, and/or photos.

Please see attached explanation -
thankyou.

Signature: 

Date: Nov 15, 2019.

*This form is due 60 days upon receipt of funding by the applicant. Organizations that do not comply within the 60 day time period may not apply for funding for the following year.

The boys' and girls' basketball teams both participated in the sport during the month of April 2019. All three (3) grade levels made excellent strides towards recycling. A few of our ASB students that were on the team took it upon themselves to collect all of the water and Gatorade bottles at the end of the games and recycle them and put the funding toward new basketball balls to enjoy during break and lunch here at SMS . Not only did they collect enough for three(3) basketballs but also a few cones to practice rally shots. This encouragement from the City of Seaside is not only truly a gift but it has also giving our students a sense of pride and willingness to want to help themselves out. Currently our three grade level captains are researching ways to implement the "recycling bug" on campus. We are well on our way to a better school environment. We are grateful for your assistance and look forward to partnering again with the City of Seaside in the 19-20 School year.

A handwritten signature in blue ink, consisting of stylized, overlapping loops and a long horizontal stroke at the end.



CITY OF SEASIDE STAFF REPORT

Item No.: 8.E.

TO: City Council

FROM: Jaime M. Fontes, City Manager

BY: Dan Meewis, Recreation Director

DATE: April 4, 2024

**SUBJECT: APPROVE CO-SPONSORSHIP AND WAIVE ALL FEES RELATED
TO THE USE OF CITY HALL LAWN FOR THE MONTEREY COUNTY
POPS! LABOR DAY CONCERT ON SEPTEMBER 2, 2024**

RECOMMENDATION

Approve a request from Monterey County POPS! to co-sponsor their Labor Day Concert on the City Hall Lawn, on September 02, 2024, from 12:00 p.m. to 3:30 p.m. Approval of this item will result in a waiver of all fees and staff costs in the approximate amount of \$5,872.00.

BACKGROUND

Monterey County POPS! is requesting co-sponsorship to waive all fees and staff costs related to their Labor Day Concert on the City Hall Lawn on September 02, 2024. A Special Event application was submitted and reviewed by staff and the Special Event Committee.

Monterey County POPS! is an orchestra dedicated to bringing pop and patriotic music performed by professional musicians free-of-charge to the families and visitors of Monterey County while identifying, engaging, and educating under-served youth of Monterey County. The concert on the City Hall lawn would include pop and patriotic music, along with a selection of hispanic favorites. Rehearsal would start at 9:00 a.m. with opening events at noon and the concert from 2:00 p.m. to 3:30 p.m. Folks can bring their chairs and have picnic and enjoy the music on the lawn.

They are anticipating an ongoing partnership with the city providing logistics support, including any food vendors or other activities, stage, chairs and tents for the orchestra, toilets, advertising, amplified sound/music, trash collection, installation of their banner, loading zone and six reserved parking spaces on Harcourt Avenue next to the lawn.

This is the first request from the Monterey County POPS! for co-sponsorship of this event.

FISCAL IMPACT

Should the City Council approve the request for co-sponsorship of the Monterey County POPS! Labor Day Concert to waive all fees and costs, the approximate fiscal impact is as follows:

Special Event Application Fee	\$ 110.00
City Hall Lawn Rental Fee	\$ 121.00
City Hall Lawn Deposit	\$ 183.00
Amplified Sound/Music System	\$3,500.00
Public Works Staff Time/Setup and Breakdown	\$ 808.00
<u>Portable Potties & Hand Wash Station Quote</u>	<u>\$1,150.00</u>
TOTAL	\$5,872.00

ATTACHMENTS

1. Monterey County POPS! Special Event Application 2024
2. Monterey County POPS! - Fee Waiver 2024
3. Monterey County POPS! - Letter to the City Council 2024
4. Monterey County POPS! - Insurance 2024
5. Monterey County POPS! - 501(c)(3)

Reviewed for Submission to the City Council by:


Jaime M. Fontes, City Manager



**SEASIDE
CALIFORNIA**

Special Event Application

Parks and Recreation Division
986 Hilby Avenue, Seaside CA 93955
831-899-6800

Date:

Dear Event Sponsor:

Welcome to the City of Seaside. The following pages include the City of Seaside's Special Events Application and accompanying instructions developed to guide you through the application process.

Effective July 01, 2020 a \$110.00 permit fee was approved by the Seaside City Council. Please enclose a check made out to the City of Seaside with your completed application. Once the completed form is received it will be distributed to all City departments and agencies affected by your event. You will then be notified of the status of your request. On behalf of the City of Seaside we thank you for contributing to the spirit and vitality of our City through the staging of your event. **Best wishes for a successful event!**

Terry Navarro
City of Seaside
986 Hilby Avenue
Seaside, CA 93955
(831) 899-6805
(831) 718-8603
Email: tnavarro@ci.seaside.ca.us



**SEASIDE
CALIFORNIA**

Special Event Application

Parks and Recreation Division
986 Hilby Avenue, Seaside CA 93955
831-899-6800

CONTACT INFORMATION:

Organization: Monterey County POPS!

Name of Applicant: Chuck Elliott

Address: 25197 Canyon Drive City: Carmel State: CA

Phone: 831-277-5269 Email: zchazz1@gmail.com

Day of Event Contact Name and Phone: Same

EVENT INFORMATION:

Event Title: Monterey County POPS! Labor Day Concert

Event Category:

- ☐ Athletic / Recreation
☐ Celebration / Festival
☐ Carnival

- ☒ Concert / Performance
☐ Parade / March / Procession
☐ Other: _____

- ☐ Circus
☐ Dance

Event Date and Time: Monday September 2, 2024

Setup: 9 AM Event Start: 12 PM Event End: 3:30 PM Clean up: 4 PM

Event Location: Seaside City Hall Lawn

EVENT DESCRIPTION:

Please provide detailed description of your event. Include details regarding any components of your event such as the use of vehicles, animals, rides, sanitation provisions or any other pertinent information about the event.

Orchestra rehearsal starting at 9 AM. Opening events starting at noon. Concert 2-3:30 PM.

Number of Participants: 40 piece orchestra Event Benefiting: Seaside community

Federal ID # (if applicable): 77-0076147

- ☒ 501 C(3) ☐ 501 C(6) ☐ Commercial-For Profit ☐ Other: _____

Will admission be charged? ☐ Yes, tickets cost: _____ ☒ No



**SEASIDE
CALIFORNIA**

Special Event Application

Parks and Recreation Division
986 Hilby Avenue, Seaside CA 93955
831-899-6800

Is the event open to the public? ☒ Yes ☐ No

If no, how will the event be restricted? Indicate plan on detailed schematics:

How will the event be advertised and promoted? _____

Jointly by City of Seaside and Monterey County POPS!, EMail, Newspaper, radio

Signs posted: 16 foot Monterey County POPS! banner

Special equipment to be used for proposed event: *(List all electrical needs you may require)*

- | | | |
|--|---|---|
| ☒ P.A. System | ☐ Generator(s) | ☒ Amplified sound / music |
| ☐ Booths | ☐ Bleachers | ☐ Cooking fuel |
| ☒ Tents | ☒ Banners | ☐ Barricades |
| ☒ Other: POPS! will provide sound/ music system and TV broadcast. Electrical support from the City required. | | |

Will the event include music or live performances?

☒ Yes ☐ No

Will film, video, or photography be involved with the production of event?

☐ Yes ☐ No

Do you intend to sell food or beverage?

☐ Yes ☐ No

(If yes, please attach Health Department Food Vendor Certificate)

Do you intend to sell other merchandise?

☐ Yes ☒ No

Number of Vendors? _____ *(For-profit vendors must have business license on file with the City)*

Vendor Name

Vendor Address

Describe Merchandise

Will alcohol be served?

☐ Yes ☒ No

Will alcohol be sold? *(If yes, please attach ABC license)*

☐ Yes ☐ No

Parking arrangements: Streets, City Hall lot and DMV lot. Request 25 reserved spaces for POPS!



**SEASIDE
CALIFORNIA**

Special Event Application

Parks and Recreation Division
986 Hilby Avenue, Seaside CA 93955
831-899-6800

Safety / Security / Accessibility (please describe your procedures for crowd control and internal security):

Board members on site

Security Organization (if required - please attach security contract):

What City services do you anticipate you will need? (i.e. Police, Fire, Public Works, etc.)

Joint advertising of the event. Provide and set up 40 chairs for Orchestra. Electrical hookups for amplified sound/music and TV broadcast. Trash collection. 25 reserved parking spots. Provide sanitary facilities. City representative on site at event. Stage

Porta Potties

Method of trash collection/disposal and provision for additional sanitary facilities:

City of Seaside

Other pertinent information or special requests:

Install 16 foot Monterey County POPS! banner.

APPLICANT AGREEMENT

All applicable fees must be paid 30 days prior to event date. No permit revisions will be accepted less than 14 days prior to the event date. The City of Seaside retains the right to terminate the event at any time should a responsible city official determine any activity related to the event is a threat to public safety and/or property. I (we) agree to abide by all laws, rules and regulations which may apply to this area. I (we) accept specific responsibility for other members of my group and for any damage done to city property and/or facilities, and agree to clean and restore the site to the condition in which it was found prior to the holding of the specific event. I certify under penalty of perjury that all the preceding information is true to the best of my knowledge. **Completed and signed special event form must be submitted to Recreation and Community Activities Director within seven working days of receipt of form.**

Applicant Signature: Chuck Elliott

Date: 3/4/2024



**SEASIDE
CALIFORNIA**

Special Event Application

Parks and Recreation Division
986 Hilby Avenue, Seaside CA 93955
831-899-6800

APPLICATION MUST INCLUDE: Detailed schematic of event location indicating specific activity sites. For non-profit organizations, a copy of non-profit status must be submitted.

Attach to application and mail to:
City of Seaside Recreation Services
Attn: Recreation Director
986 Hilby Avenue
Seaside, CA 93955

SPECIFIC EVENT CONDITIONS OF APPROVAL

- ✓ Event organizers must clean up any event-related trash.
- ✓ All event noise or sound must be kept to a minimum, particularly before 9:00 a.m. and must not create an annoyance to co-existing events.
- ✓ Permittee is responsible for the actions of all vendors and participants during the event.
- ✓ No activities are permitted onsite that are not included on your permit application.
- ✓ All City ordinances will be strictly enforced (alcohol, dogs, etc.).
- ✓ Permit must be kept on location at all times.

Failure to comply with the above conditions may result in immediate closure of the event and a ban on future events by the organizer in the City of Seaside.

PROVISIONS

Permittee waives all claims against the City, its officers, agents and employees, for loss or damage caused by, arising out of, or in any way connected with, the exercise of this permit and permittee agrees to save harmless, indemnify and defend City, its officers, agents and employees, from any and all loss, damage or liability which may be suffered or incurred by City, its officers, agents and employees caused by, arising out of or in any way connected with exercise by permittee of the rights hereby granted, except those arising out of the sole negligence of the City.

City shall have the privilege of inspecting the premises covered by this permit any and all time. This permit shall not be assigned. City may terminate this permit at any time if permittee fails to perform and covenant herein contained at the time and in the manner herein provided. City agrees it will not unreasonably exercise this right of termination.

The parties hereto agree that the permittee, its officers, agents and employees, in the performance of this permit shall act in an independent capacity and not as officers, employees or agents of the City. No alteration or variation of the terms of this permit shall be valid unless made in writing and signed by the parties hereto.

Permittee will not discriminate against any employee or applicant for employment because of race, color, religion, ancestry, sex, sexual orientation, age national origin or physical handicaps. Permittee agrees to comply with the terms and conditions contained herein and all rules and regulation of the City subject to this permit.

Applicant Signature: _____

Date: 3/4/2024



**SEASIDE
CALIFORNIA**

Special Event Application

Parks and Recreation Division
986 Hilby Avenue, Seaside CA 93955
831-899-6800

INDEMNIFICATION, DEFENSE, HOLD HARMLESS

Applications must furnish the city with a certificate of insurance in an amount no less than \$1 million naming the City of Seaside as an additional insured. The amount of insurance is subject to increase at the discretion of the Finance Director who is the Risk Manager, depending upon the nature of the event. Such insurance must be primary to any city insurance and the city must have at least ten days' notice of cancellation.

For final event approval, you will need commercial general liability insurance that names "the City of Seaside, its officers, employees and agents" as an additional insured and any other public entities impacted by this event. Insurance coverage must be maintained for the duration of the event. To determine the amount of insurance coverage necessary, please contact Risk Manager. Please obtain the required insurance and mail an original insurance certificate to City of Seaside, Recreation and Community Activities Department, 986 Hilby Ave., Seaside, CA 93955.

BENE-MARC ATHLETIC

Insurance Agency: INSURANCE AGENCY

Insurance Agent: STEVE DECARLE

Phone Number: 831-596-7329

Policy Number: 18436181

PERMIT HOLDER hereby agrees to protect, defend, indemnify and hold and save harmless **CITY**, its officers, and employees against any and all liability, claims, judgements, costs and demands, however caused, including those resulting from death or injury to **PERMIT HOLDER'S** employees and damage to **PERMIT HOLDER'S** property, arising directly or indirectly out of the obligations or operations herein undertaken by **PERMIT HOLDER**, including those arising from the passive concurrent negligence of **CITY** but save and except those which arise out of the active concurrent negligence, sole negligence, or the sole willful misconduct of **CITY**. **PERMIT HOLDER** will conduct all defense at its sole cost and expense. **CITY** shall be reimbursed by **PERMIT HOLDER** for all costs or attorney's fees incurred by **CITY** in enforcing this obligation.

Applicant Signature: Chuck Elliott

Date: 3/4/24

(For Office Use Only)

Authorization

- ☐ Building _____
- ☐ Planning _____
- ☐ Police _____
- ☐ Fire _____
- ☐ Finance _____

- ☐ Recreation _____
- ☐ Redevelopment _____
- ☐ Public Works _____
- ☐ County Health _____

Comments: _____

Fee Waiver Request Form

Parks and Recreation Division

986 Hilby Avenue, Seaside CA 93955

831-899-6800

Page 1 of 2

CONTACT INFORMATION:

Organization: Monterey County POPS!

Name of Applicant: Chuck Elliott

Address: 25197 Canyon Drive Carmel City:
State: CA

Phone: 831-277-5269 Email:
zchazz1@gmail.com

EVENT INFORMATION:

Event Title: Monterey County POPS!/City of Seaside Labor Day Concert

Event Description: Orchestra rehearsal starting at 9 AM. Opening events starting at noon. Concert 2-3:30 PM.

Event Date: September 2, 2024 Room(s) Requested:

Time (including set-up): 9 AM - 4 PM Approximate Number of Guests:
400

ADDITIONAL INFORMATION:

Reason for Requesting Fee Waiver: Benefit to the Seaside community. Monterey County POPS! will invest about \$15K for our professional musicians.

Have you received a Fee Waiver in the past? No

What is your organization's tax identification number? 77-0076147

What percentage of your members or participants resides in Seaside? 16 %

Is your organization based in Seaside? No

Is your organization able to provide liability insurance? Yes

Will alcohol be served or sold at your event? No

Applicant Signature: Charles P. Elliott 3/4/2024
Date:



**SEASIDE
CALIFORNIA**

Parks and Picnics Facility Use Request Form

Parks and Recreation Division
986 Hilby Avenue, Seaside CA 93955
831-899-6800

CONTACT INFORMATION:

Name of Applicant: CHUCK ELLIOTT

Address: 25197 CANYON DRIVE City: CARMEL Zip: 93923

Phone: 831-277-5269 Email: ZCHAZZ@TAHOOCITY

☐ Resident ☒ Non-Resident Organization: MONTREY COUNTY PARKS

FACILITY RESERVATION:

Intended Use/Activity: LAKESIDE DAY CONCERT

Reservation Date(s): 9/2/24 Times: (Available 8 AM-Dusk) 8-5

Location Requested: (All fees per current adopted fee schedule)

Soper

- | | | |
|---|---|-------------------------------------|
| ☐ BBQ Area 1 | ☐ BBQ Area 2 | ☐ BBQ Area 3 |
| ☐ Large BBQ Area | ☐ Entire BBQ Areas | |

Laguna Grande Park

- | | | |
|--|--|--|
| ☐ Lakeside BBQ Area 1 | ☐ Lakeside BBQ Area 2 | ☐ Entire Lakeside BBQ Areas |
| ☐ Eucalyptus BBQ Area | ☐ Hillside BBQ Area 1 | ☐ Hillside BBQ Area 2 |
| ☐ Hillside BBQ Area 3 | ☐ Hillside BBQ Area 4 | ☐ Hillside BBQ Area 5 |
| ☐ Hillside BBQ Area 6 | | |

Other

- | | | |
|--|--|--|
| ☐ Metz BBQ Area | ☐ Ellis Park BBQ Area | ☐ Robert's Lake |
| ☒ City Hall Lawn | ☐ Sports Complex | |

Do you intend to play music? (No amplified, live music, or bands allowed) ☒ Yes ☐ No

Do you intend to use the BBQ pits? ☐ Yes ☒ No

☐ Bounce House (additional fee)

Estimated Attendance: 400

(For Office Use Only)

Permit Fee: _____

Authorized Agent: _____ Date: _____

Note: - Original to Resource Management/Recreation Department
- Copy to Police Department



**SEASIDE
CALIFORNIA**

Parks and Picnics Facility Use Request Form

Parks and Recreation Division
986 Hilby Avenue, Seaside CA 93955
831-899-6800

I, the undersigned, hereby certify that I will be personally responsible for any damage sustained to the grounds, buildings, furniture, or equipment occurring through the occupancy of said facilities. I will also be responsible for the enforcement of the Department rules and regulations. City Ordinance 9.12020 makes it unlawful for any person to knowingly make, continue or cause to be made or continue any excessive, unnecessary or unusually loud noise. City Ordinance 9.08.060(B)(1) makes it unlawful for any person using a park to consume or have in his/her possession an open container of any alcoholic beverage. Please be aware that the City does not provide electricity for any park reservation other than a reservation made for a City Function.

For rentals on Nights/Weekends or Holidays please call 831-394-6811 for police matters. For rental concerns or restroom issues, please call 831-760-2236. If no one responds within 15 minutes, then call 831-860-2336. It is also recommend that you have a copy of your receipt on hand during your rental.

Initials: CPE

Food Sales and Prohibited Goods & Materials:

- ❖ All food providers within the city utilizing disposable food service ware shall use certified compostable products, or recyclable non-plastic products. This includes but is not limited to plates, napkins, straws, cups, bottles, lids, utensils, bowls, stirrers, beverage plugs, trays and hinged or lidded containers. Non-plastic single-use products shall be allowed only if they are currently accepted for composting or recycling by the designated waste hauler and the Monterey Regional Waste Management District.
- ❖ Vendors are prohibited: to use any PLASTIC water bottles, use Styrofoam/polystyrene packaging, and provide plastic straws.
- ❖ The use of all types of balloons is prohibited at all City of Seaside parks and facilities.

Initials: CPE

IT IS DISTINCTLY UNDERSTOOD AND AGREE, that the applicant assumes all risk for loss, damage, liability, injury, and costs or expenses that may arise during or because of such use or occupancy of the facility of the city of Seaside and its Public Works Department. The applicant further agrees that in consideration of being permitted to use said facilities, he/she will save and hold the City of Seaside and said Public Works Department and/or its employees, free and harmless from any loss claims liability, damage and/or injuries to persons or property that in any way may be caused by applicants use or occupancy of said facilities.

NOTE: All Park Rental Fees Are Non-Refundable
75% of cleaning deposits will be refunded within 14 -21 working days after use of facility.
The remaining 25% of the deposit will be kept in the Janitorial/Maintenance account.

(Rental Area Must Be Clean In Order To Receive a Refund)

Signature of Applicant: Chuck Elliott

Date: 3/5/24

City of Seaside City Council

Ladies and Gentlemen:

The Monterey County POPS! proposes to co-sponsor with the City of Seaside a "Monterey County POPS!/City of Seaside Labor Day Concert" on Monday September 4, 2024.

Monterey County Pops! is an orchestra dedicated to bringing pops and patriotic music performed by professional musicians free-of-charge to the families and visitors of Monterey County while identifying, engaging, and educating under-served youth of Monterey County.

The concert on the City Hall lawn would include pops and patriotic music, along with a selection of Hispanic favorites. Rehearsal would start at 9 AM, with opening events at noon and the concert from 2-3:30. Folks would bring their chairs and picnics and enjoy the music on the lawn.

POPS! would provide the \$15K funding for our 40 piece professional orchestra.

We anticipate an ongoing partnership with the City providing logistic support, including any food vendors or other activities, fee waiver, stage, chairs and tents for the orchestra, toilets, advertising, amplified sound/music, trash collection, installation of our banner, loading zone and 6 reserved parking spaces on Harcourt Avenue next to the lawn.

We would be delighted to add this Seaside Labor Day event to our other annual concerts in Monterey and Carmel.

Sincerely,

Chuck Elliott
Operations Officer, Monterey County POPS!



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/5/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # OE67789 BENE-MARC ATHLETIC INSURANCE AGENCY 6301 Southwest Blvd, Suite 101 Fort Worth, Texas 76132	CONTACT NAME:		
	PHONE (A/C, No, Ext): (800)247-1734	FAX (A/C, No): (817) 738-1811	
	E-MAIL ADDRESS: SpecialEvents@Bene-Marc.com		
INSURED Tenant Users of Bene-Marc Special Event Insurance Program Bene-Marc Special Event Insurance Services, LLC Monterey County POPS! Labor Day Concert -Steve DeCarli	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: HDI Global Specialty SE		
	INSURER B: AXIS Insurance Company		
	INSURER C:		
	INSURER D:		
	INSURER E:		
		INSURER F:	

COVERAGES**CERTIFICATE NUMBER:** Cert# 9071-54385-17114**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Excludes Participant Legal Liability for Athletic or Sports Participants GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC	X		18LB6181 Sexual Abuse/Molestation Coverage included with a limit of \$50,000 per Occurrence/\$100,000 Aggregate.	01/01/2024	01/01/2025	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000.00
	MED EXP (Any one person)						\$ 5,000.00	
	PERSONAL & ADV INJURY						\$ 1,000,000.00	
	GENERAL AGGREGATE						\$ 5,000,000.00	
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	\$
	UMBRELLA LIAB ☐ EXCESS LIAB ☐ OCCUR ☐ CLAIMS-MADE ☐ DED ☐ RETENTION \$						BODILY INJURY (Per person)	\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
A	Third Party Property Damage			18LB6181	01/01/2024	01/01/2025	EACH OCCURRENCE	\$
B	Excess Accident Medical			SRPO-50328-316	01/01/2024	01/01/2025	AGGREGATE	\$
							WC STATU-TORY LIMITS	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

City of Seaside including its current and former trustees, officers, directors, employees, and volunteers are added to this policy as additional insured, as their interests may appear.

Event: Monterey County POPS! Labor Day Concert - Steve DeCarli to be held 09-02-2024 at City of Seaside; Seaside City Lawn ; Seaside City Lawn area .

CERTIFICATE HOLDER Cert# 9071-54385-17114**CANCELLATION**

CITY OF SEASIDE

986 HILBY AVENUE

SEASIDE

CA 93955

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Alisa Lynn Hall

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
City of Seaside 986 Hilby Avenue Seaside, CA 93955
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

Date:

17 OCT 1985

NIR

Monterey Bay Symphony Association
1340 Munras, Suite 308
Monterey, CA 93940

Employer Identification Number:
77-0076147
Accounting Period End: 6
May 31
Foundation Status Classification:
509(a)(1) & 170(b)(1)(A)(vi)
Advance Ruling Period Ending:
May 31, 1987
Person to Contact: Taxpayer
Service Representative
Contact Telephone Number:
(800) 424-1040

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably be expected to be a publicly supported organization described in section 170(b)(1)(A)(vi) and 509(a)(1).

Accordingly, you will be treated as a publicly supported organization, and not as a private foundation, during an advance ruling period. This advance ruling period begins on the date of your inception and ends on the date shown above.

Within 90 days after the end of your advance ruling period, you must submit to us information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, you will be classified as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, you will be classified as a private foundation for future periods. Also, if you are classified as a private foundation, you will be treated as a private foundation from the date of your inception for purposes of sections 507(d) and 4940.

Grantors and donors may rely on the determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you submit the required information within the 90 days, grantors and donors may continue to rely on the advance determination

Y OCT 1965

REGISTRY OF
CHARITABLE TRUSTS
OCT 21 1965

until the Service makes a final determination of your foundation status. However, if notice that you will no longer be treated as a section 170(b)(1)(A)(vi) and 509(a)(1) organization is published in the Internal Revenue Bulletin, grantors and donors may not rely on this determination after the date of such publication. Also, a grantor or donor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of section 170(b)(1)(A)(vi) and 509(a)(1) status, or acquired knowledge that the Internal Revenue Service had given notice that you would be removed from classification as a section 170(b)(1)(A)(vi) and 509(a)(1) organization.

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. Also, you should inform us of all changes in your name and address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

You are required to file Form 990, Return of Organization Exempt from Income Tax, only if your gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late, unless there is reasonable cause for the delay.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Dues, subscriptions, ticket purchases, and similar payments may not necessarily qualify as deductible contributions, depending on the circumstances.

In the event you carry on fund raising activities, such as sales of merchandise or admission tickets to benefit performances, you may not represent that the full purchase price of such item entitles the patron to a deduction for federal income tax purposes. In those cases in which your fund raising activity is designed to solicit payments which are in part a gift and in part the consideration for goods, services, or other benefits, you must determine in advance of solicitation the amount to be attributed as the consideration and the amount to be attributed as a gift. You should clearly indicate these respective amounts in the publicity for such activity and upon any ticket, receipt, or other evidence issued in connection with payment. Moreover, the amount attributable to the consideration must reflect that fair market value of such goods, services, or other benefits and be reasonable in comparison with those for which there are established charges.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

District Director

ARTICLES OF INCORPORATION
OF
MONTEREY BAY SYMPHONY ASSOCIATION

**ENDORSED
FILED**
In the office of the Secretary of State
of the State of California

JUL - 9 1985

MARCH FONG EU, Secretary of State
Leslie Glenn
Deputy

I

The name of this corporation is MONTEREY BAY SYMPHONY ASSOCIATION.

II

A. This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes.

B. The specific purpose of this corporation is to present music of the highest quality to the people of the State of California.

III

The name and address in the State of California of this corporation's initial agent for service of process is:

W. K. STEWART
26415 Carmel Rancho Boulevard
Carmel, CA 93923.

IV

A. This corporation is organized and operated exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

B. No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

REGISTRY OF
CHARITABLE TRUSTS
Jul 23 '85

V

The property of this corporation is irrevocably dedicated to charitable purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person. Upon the dissolution or winding up of the corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

DATED: July 3, 1985.



W. K. STEWART
Incorporator

I hereby declare that I am the person who executed the foregoing Articles of Incorporation, which execution is my act and deed.



Incorporator

STATE OF CALIFORNIA

FRANCHISE TAX BOARD
SACRAMENTO, CALIFORNIA 95867
October 21, 1985



N/R
In reply refer to
342:APP:PTS:rjs:g

MONTEREY BAY SYMPHONY ASSOCIATION
1340 Munras Avenue
Monterey, CA 93940

Purpose : Educational and Charitable
Form of Organization : Corporation
Accounting Period Ending: May 3
Organization Number : 1280616

On the basis of the information submitted and provided your present operations continue unchanged or conform to those proposed in your application, you are exempt from state franchise or income tax under Section 23701d, Revenue and Taxation Code. Any change in operation, character or purpose of the organization must be reported immediately to this office so that we may determine the effect on your exempt status. Any change of name or address also must be reported.

You are required to file Form 199 (Exempt Organization Annual Information Return) or Form 199B (Exempt Organization Annual Information Statement) on or before the 15th day of the 5th month (4 1/2 months) after the close of your accounting period. See annual instructions with forms for requirements.

You are not required to file state franchise or income tax returns unless you have income subject to the unrelated business income tax under Section 23731 of the Code. In this event, you are required to file Form 109 (Exempt Organization Business Income Tax Return) by the 15th day of the 5th month (4 1/2 months) after the close of your annual accounting period.

If the organization is incorporating, this approval will expire unless incorporation is completed with the Secretary of State within 60 days.

Exemption from federal income or other taxes and other state taxes requires separate applications.

Please furnish this office with a copy of the organization's proposed budget.

Exempt Organization Unit
Telephone (800) 852-7050

cc: W. K. Stewart
Registrar of Charitable Trusts

COPY



CITY OF SEASIDE STAFF REPORT

Item No.: 8.F.

TO: City Council

FROM: Jaime M. Fontes, City Manager

BY: Dan Meewis, Recreation Director

DATE: April 4, 2024

SUBJECT: APPROVE CO-SPONSORSHIP AND WAIVE ALL FEES RELATED TO THE USE OF LAGUNA GRANDE PARK AND CITY HALL LAWN FOR ACTION COUNCIL - BUILDING HEALTHY COMMUNITIES JUNETEENTH JUBILEE FESTIVAL ON JUNE 15, 2024

RECOMMENDATION

Approve a request from Action Council - Building Healthy Communities request to co-sponsor their Juneteenth Jubilee Festival at Laguna Grande Park and Seaside City Hall Lawn on June 15, 2024, from 8:00 a.m. to dusk. Approval of this item will result in a waiver of all fees and costs in the approximate amount of \$3,074.00

BACKGROUND

The Action Council Building Healthy Communities is requesting to hold their annual "Juneteenth Jubilee Festival" on Saturday, June 15, 2024. Juneteenth is the oldest nationally celebrated commemoration of the ending of slavery in the United States. This day is celebrated with performances (speakers, singers, dancers, etc.), a barbecue, watermelon, and red soda. Juneteenth Jubilee Festival is open to the public and no fees will be charged. This application was reviewed by the City's Special Event Committee.

This event will also need to utilize Canyon Del Rey for the activities of the event. The closure of Canyon Del Rey will greatly enhance the event, and will allow for greater safety for participants, volunteers, and the organizing team.

They are requesting the use of a portable stage, a sound system, electrical access, bounce houses, the city's pop-up tents, 10 tables, 85 chairs, portable restrooms and washing stations. The last fee waiver and co-sponsorship request was approved at the March 16, 2023, City Council meeting.

FISCAL IMPACT

Should the City Council approve the request for the full fee waiver for the event, the approximate fiscal impact is as follows:

Special Event Application	\$ 110.00
Laguna Grande Park Rental Fee	\$ 121.00
City Hall Lawn Rental Fee	\$ 112.00
Laguna Grande Park & City hall Lawn Deposit	\$ 381.00
Bounce House Fee	\$ 34.00
Public Works/Setup and Breakdown	\$ 808.00
Portable Potties & Hand Wash Station	\$1,150.00
<u>Insurance</u>	\$ 358.00
TOTAL	\$3,074.00

ATTACHMENTS

1. Action Council - Building Healthy Communities - Juneteenth - Fee Waiver Request & Special Event Application 2024
2. Temporary Street Closure Policy- Action Council - Building Healthy Communities 2024

Reviewed for Submission to the City Council by:


Jaime M. Fontes, City Manager



**SEASIDE
CALIFORNIA**

Fee Waiver Request Form

Parks and Recreation Division
986 Hilby Avenue, Seaside CA 93955
831-899-6800

CONTACT INFORMATION:

Organization: Action Council -Building Healthy Communities

Name of Applicant: Rosalyn Green

Address: PO Box 327 _____ City: Seaside

State: Ca 93955

Phone: 831-901-9180 Email: rosalynbhc@actioncouncil.org

EVENT INFORMATION:

Event Title: Juneteenth Jubilee Festival

Event Description: celebration of black culture commemorating emancipation

Event Date: 6/15/24 Room(s) Requested: Laguna Grande Park

Time (including set-up): 8:00am-8:00pm Approximate Number of Guests: open to public

ADDITIONAL INFORMATION:

Reason for Requesting Fee Waiver: City co-sponsored annual event

Have you received a Fee Waiver in the past? ☒ Yes, the event was on
6/17/23 ☐ No

What is your organization's tax identification number? _____

What percentage of your members or participants resides in Seaside? 80%

Is your organization based in Seaside? ☒ Yes ☐ No

Is your organization able to provide liability insurance? ☒ Yes ☐ No

Will alcohol be served or sold at your event? ☐ Yes ☒ No



**SEASIDE
CALIFORNIA**

Fee Waiver Request Form

Parks and Recreation Division
986 Hilby Avenue, Seaside CA 93955
831-899-6800

CONTACT INFORMATION:

Organization: Action Council -Building Healthy Communities

Name of Applicant: Rosalyn Green

Address: PO Box 327 _____ City: Seaside

State: Ca 93955

Phone: 831-901-9180 Email: rosalynbhc@actioncouncil.org

EVENT INFORMATION:

Event Title: Juneteenth Jubilee Festival

Event Description: celebration of black culture commemorating emancipation

Event Date: 6/15/24 Room(s) Requested: Laguna Grande Park

Time (including set-up): 8:00am-8:00pm Approximate Number of Guests: open to public

ADDITIONAL INFORMATION:

Reason for Requesting Fee Waiver: City co-sponsored annual event

Have you received a Fee Waiver in the past? ☒ Yes, the event was on
6/17/23 ☐ No

What is your organization's tax identification number? _____

What percentage of your members or participants resides in Seaside? 80%

Is your organization based in Seaside? ☒ Yes ☐ No

Is your organization able to provide liability insurance? ☐ Yes ☒ No

Will alcohol be served or sold at your event? ☐ Yes ☒ No



POLICY REGARDING ROOM RENTAL FEES AND WAIVERS

Fees may be waived for activities that benefit the majority of Seaside residents. Any new organizations requesting fee waivers are required to submit a letter of intent and complete the Fee Waiver Request form to the Recreation Services Department. The application will be submitted to the City Manager or his designee for review and approval. In the event that the fee waiver request is denied by the City Manager, the request can be appealed to the City Council. Applicants must demonstrate that the following criteria are satisfied:

1. At least 60% of the organization's membership must consist of Seaside residents. The organization must provide documentation verifying membership residency.
2. The organization must be a 501(C)3 non-profit or public benefit organization and provide taxpayer identification number.
3. The organization must provide an in-kind service/donation to benefit and augment the City of Seaside. A written statement must be submitted with the application outlining specific donations and/or services provided by the organization to the City of Seaside.

FEE WAIVERS FOR MEETING ROOMS

1. Meetings are limited to four hours.
2. All organizations receiving fee waivers must give seven days notice of cancellation. If no notice is given of cancellation, the City reserves the right to deny further fee waiver requests.
3. Due to limited space, organizations may not request fee waivers for any more than one meeting room use per year; fee waivers are not intended to provide for ongoing weekly or monthly meeting use.
4. No faith based organizations may apply for fee waivers due to the separation of church and state.

AUDITORIUM RENTAL FEE WAIVER

Organizations requesting the use of the Auditorium must:

1. Pay the non-refundable portion of the deposit per event.
2. An organization requesting use of the auditorium for a special event or meeting may receive no more than one fee waiver request within a 90-day period.
3. Provide special event liability insurance. The following is required:
 - a. Provide an "Occurrence Made" liability insurance policy, naming the city as additionally insured, with limits of \$1 million per occurrence and \$2 million aggregate. A copy of that policy must be provided to the Recreation Services Department.
 - OR
 - b. Purchase Special Event Liability insurance through the Recreation Services Department at the time of fee waiver request. This insurance covers not only the city, but also those renting the facility.
4. Fundraising activities of any nature do not qualify for fee waivers.
5. Special events may be required to provide security at renter's expense. A photocopy of the contract must be on file with the Recreation Services Department. The number of security guards required is determined by the nature of the event and the numbers in attendance.

***A City-sanctioned organization is defined as "any community based group or organization that in cooperation with the Recreation Services Department, provides an entertainment, recreation and/educational service benefiting the citizens of Seaside."**

****All deposits are placed in the maintenance and janitorial fund designated for the upkeep and repair of the Oldemeyer Center.**



SEASIDE CALIFORNIA

Parks and Picnics Facility Use Request Form

Parks and Recreation Division
986 Hilby Avenue, Seaside CA 93955
831-899-6800

CONTACT INFORMATION:

Name of Applicant: Rosalyn Green/ Tinisha Dunn

Address: PO Box 327 City: Seaside Zip: 93955

Phone: 831-901-9180 Email: rosalynbhc@action.org

☒ Resident ☐ Non-Resident Organization: Monterey County Black Caucus/ Juneteenth

FACILITY RESERVATION:

Intended Use/Activity: Juneteenth Jubilee Festival

Reservation Date(s): 6/15/24 Times: (Available 8 AM-Dusk) 8:00am - Dusk

Location Requested: (All fees per current adopted fee schedule)

Soper

- | | | |
|---|---|-------------------------------------|
| ☐ BBQ Area 1 | ☐ BBQ Area 2 | ☐ BBQ Area 3 |
| ☐ Large BBQ Area | ☐ Entire BBQ Areas | |

Laguna Grande Park

- | | | |
|--|--|---|
| ☐ Lakeside BBQ Area 1 | ☐ Lakeside BBQ Area 2 | ☒ Entire Lakeside BBQ Areas |
| ☐ Eucalyptus BBQ Area | ☐ Hillside BBQ Area 1 | ☐ Hillside BBQ Area 2 |
| ☐ Hillside BBQ Area 3 | ☐ Hillside BBQ Area 4 | ☐ Hillside BBQ Area 5 |
| ☐ Hillside BBQ Area 6 | | |

Other

- | | | |
|--|--|--|
| ☐ Metz BBQ Area | ☐ Ellis Park BBQ Area | ☐ Robert's Lake |
| ☒ City Hall Lawn | ☐ Sports Complex | |

Do you intend to play music? (No amplified, live music, or bands allowed) ☒ Yes ☐ No

Do you intend to use the BBQ pits? ☐ Yes ☒ No

☒ Bounce House (additional fee)

Estimated Attendance: community

(For Office Use Only)

Permit Fee: _____

Authorized Agent: _____ Date: _____

Note: - Original to Resource Management/Recreation Department
- Copy to Police Department



**SEASIDE
CALIFORNIA**

Parks and Picnics Facility Use Request Form

Parks and Recreation Division
986 Hilby Avenue, Seaside CA 93955
831-899-6800

I, the undersigned, hereby certify that I will be personally responsible for any damage sustained to the grounds, buildings, furniture, or equipment occurring through the occupancy of said facilities. I will also be responsible for the enforcement of the Department rules and regulations. City Ordinance 9.12020 makes it unlawful for any person to knowingly make, continue or cause to be made or continue any excessive, unnecessary or unusually loud noise. City Ordinance 9.08.060(B)(1) makes it unlawful for any person using a park to consume or have in his/her possession an open container of any alcoholic beverage. **Please be aware that the City does not provide electricity for any park reservation other than a reservation made for a City Function.**

For rentals on Nights/Weekends or Holidays please call 831-394-6811 for police matters. For rental concerns or restroom issues, please call 831-760-2236. If no one responds within 15 minutes, then call 831-860-2336. It is also recommend that you have a copy of your receipt on hand during your rental.

Initials: RG

Food Sales and Prohibited Goods & Materials:

- ❖ All food providers within the city utilizing disposable food service ware shall use certified compostable products, or recyclable non-plastic products. This includes but is not limited to plates, napkins, straws, cups, bottles, lids, utensils, bowls, stirrers, beverage plugs, trays and hinged or lidded containers. Non-plastic single-use products shall be allowed only if they are currently accepted for composting or recycling by the designated waste hauler and the Monterey Regional Waste Management District.
- ❖ Vendors are prohibited: to use any PLASTIC water bottles, use Styrofoam/polystyrene packaging, and provide plastic straws.
- ❖ **The use of all types of balloons is prohibited at all City of Seaside parks and facilities.**

Initials: RG

IT IS DISTINCTLY UNDERSTOOD AND AGREE, that the applicant assumes all risk for loss, damage, liability, injury, and costs or expenses that may arise during or because of such use or occupancy of the facility of the city of Seaside and its Public Works Department. The applicant further agrees that in consideration of being permitted to use said facilities, he/she will save and hold the City of Seaside and said Public Works Department and/or its employees, free and harmless from any loss claims liability, damage and/or injuries to persons or property that in any way may be caused by applicants use or occupancy of said facilities.

NOTE: All Park Rental Fees Are Non-Refundable

**75% of cleaning deposits will be refunded within 14 –21 working days after use of facility.
The remaining 25% of the deposit will be kept in the Janitorial/Maintenance account.**

(Rental Area Must Be Clean In Order To Receive a Refund)

Signature of Applicant: Rosalyn Green

Date: 3/6/24



**SEASIDE
CALIFORNIA**

Special Event Application

Parks and Recreation Division
986 Hilby Avenue, Seaside CA 93955
831-899-6800

Date: 3/18/24

Dear Event Sponsor:

Welcome to the City of Seaside. The following pages include the City of Seaside's Special Events Application and accompanying instructions developed to guide you through the application process.

Effective July 01, 2020 a \$110.00 permit fee was approved by the Seaside City Council. Please enclose a check made out to the City of Seaside with your completed application. Once the completed form is received it will be distributed to all City departments and agencies affected by your event. You will then be notified of the status of your request. On behalf of the City of Seaside we thank you for contributing to the spirit and vitality of our City through the staging of your event. **Best wishes for a successful event!**

Terry Navarro
City of Seaside
986 Hilby Avenue
Seaside, CA 93955
(831) 899-6805 (Office)
(831) 718-8603 (Fax)
Email: tnavarro@ci.seaside.ca.us



**SEASIDE
CALIFORNIA**

Special Event Application

Parks and Recreation Division
986 Hilby Avenue, Seaside CA 93955
831-899-6800

CONTACT INFORMATION:

Organization: Action Council_Building Healthy Communities

Name of Applicant: _Rosalyn Green/ Tinisha Dunn

Address: _PO Box 327_____ City: __Seaside

_____ State:Ca _____

Phone: _831-901-9180_____ Email: rosalynbhc@actioncouncil.org

Day of Event Contact Name and Phone: __Rosalyn Green/ Tinisha Dunn

831-901-9180_____

EVENT INFORMATION:

Event Title: Annual Juneteenth Jubilee Festival

Event Category:

☐ Athletic / Recreation

☐ Concert / Performance

☐ Circus

☒ x Celebration / Festival

☐ Parade / March / Procession

☐ Dance

☐ Carnival

☐ Other:

☐ _____

Event Date and Time: _Dawn- Dusk

Setup: _____ Event Start: _ _____ Event End: _____ Clean up: _____
_____ 8:00am _____

Event Location: ____Laguna Grande Park Lakeside 1 & 2 + City Hall Lawn



**SEASIDE
CALIFORNIA**

Special Event Application

Parks and Recreation Division

986 Hilby Avenue, Seaside CA 93955

831-899-6800

EVENT DESCRIPTION:

Please provide detailed description of your event. Include details regarding any components of your event such as the use of vehicles, animals, rides, sanitation provisions or any other pertinent information about the event.

Annual_Celebration of black culture commemorating

emancipation, Speakers, Performances,

vendors,

kids zone to include jump houses

Number of Participants:

___Community___

Event Benefiting:

___Community___

Federal ID # (if applicable): _____

☒ 501 C(3) ☐ 501 C(6) ☐ Commercial-For Profit ☐

Other: _____

Will admission be charged? No ☒ Yes, tickets cost: _____ x ☒
No

Is the event open to the public? Yes ☒ Yes ☐ No

If no, how will the event be restricted? Indicate plan on detailed schematics:

How will the event be advertised and promoted? ___Flyers, Social Media, News Outlets

Signs posted:

___No___



SEASIDE CALIFORNIA

Special Event Application

Parks and Recreation Division
986 Hilby Avenue, Seaside CA 93955
831-899-6800

Special equipment to be used for proposed event: *(List all electrical needs you may require)*

☒ x P.A. System

☒ x Generator(s)

☒ x Amplified sound / music

☒ x Booths

☐ Bleachers

☐ Cooking fuel

☒ x Tents

☐ Banners

☒ x Barricades

☐ Other:

Stage, Bounce Houses & Porta-Potties + 10 Tables
85 chairs.

Will the event include music or live performances? yes

☒ Yes ☐ No

Will film, video, or photography be involved with the production of event?

☒ Yes ☐ No

yes

Do you intend to sell food or beverage?

☐ Yes ☐ No

(If yes, please attach Health Department Food Vendor Certificate)

Do you intend to sell other merchandise?

☐ Yes ☐ No

Number of Vendors? _____ *(For-profit vendors must have business license on file with the City)*

Vendor Name

Vendor Address

Describe Merchandise

Will alcohol be served? No

☐ Yes ☒ No

Will alcohol be sold? *(If yes, please attach ABC license)* No

☐ Yes ☒ No

Parking arrangements: _____

Safety / Security / Accessibility *(please describe your procedures for crowd control and internal security):*

_____ Seaside PO

Security Organization *(if required - please attach security contract):*



**SEASIDE
CALIFORNIA**

Special Event Application

Parks and Recreation Division
986 Hilby Avenue, Seaside CA 93955
831-899-6800

What City services do you anticipate you will need? (i.e. Police, Fire, Public Works, etc.)

____ Public Works (Police and Fire are Participants)

Public Works

Method of trash collection/disposal and provision for additional sanitary facilities:

☒ Pick up team established

Other pertinent information or special requests:

APPLICANT AGREEMENT

All applicable fees must be paid 30 days prior to event date. No permit revisions will be accepted less than 14 days prior to the event date. The City of Seaside retains the right to terminate the event at any time should a responsible city official determine any activity related to the event is a threat to public safety and/or property. I (we) agree to abide by all laws, rules and regulations which may apply to this area. I (we) accept specific responsibility for other members of my group and for any damage done to city property and/or facilities, and agree to clean and restore the site to the condition in which it was found prior to the holding of the specific event. I certify under penalty of perjury that all the preceding information is true to the best of my knowledge. **Completed and signed special event form must be submitted to Recreation and Community Activities Director within seven working days of receipt of form.**

Applicant Signature: _Rosaly Green_

Date: 3/18/24



**SEASIDE
CALIFORNIA**

Special Event Application

Parks and Recreation Division
986 Hilby Avenue, Seaside CA 93955
831-899-6800

APPLICATION MUST INCLUDE: Detailed schematic of event location indicating specific activity sites. For non-profit organizations, a copy of non-profit status must be submitted.

Attach to application and mail to:

**City of Seaside Recreation Services
Attn: Recreation Director
986 Hilby Avenue
Seaside, CA 93955**

SPECIFIC EVENT CONDITIONS OF APPROVAL

- ✓ Event organizers must clean up any event-related trash.
- ✓ All event noise or sound must be kept to a minimum, particularly before 9:00 a.m. and must not create an annoyance to co-existing events.
- ✓ Permittee is responsible for the actions of all vendors and participants during the event.
- ✓ No activities are permitted onsite that are not included on your permit application.
- ✓ All City ordinances will be strictly enforced (alcohol, dogs, etc.).
- ✓ Permit must be kept on location at all times.

Failure to comply with the above conditions may result in immediate closure of the event and a ban on future events by the organizer in the City of Seaside.

PROVISIONS

Permittee waives all claims against the City, its officers, agents and employees, for loss or damage caused by, arising out of, or in any way connected with, the exercise of this permit and permittee agrees to save harmless, indemnify and defend City, its officers, agents and employees, from any and all loss, damage or liability which may be suffered or incurred by City, its officers, agents and employees caused by, arising out of or in any way connected with exercise by permittee of the rights hereby granted, except those arising out of the sole negligence of the City.

City shall have the privilege of inspecting the premises covered by this permit any and all time. This permit shall not be assigned. City may terminate this permit at any time if permittee fails to perform and covenant herein contained at the time and in the manner herein provided. City agrees it will not unreasonably exercise this right of termination.

The parties hereto agree that the permittee, its officers, agents and employees, in the performance of this permit shall act in an independent capacity and not as officers, employees or agents of the City. No alteration or variation of the terms of this permit shall be valid unless made in writing and signed by the parties hereto.

Permittee will not discriminate against any employee or applicant for employment because of race, color, religion, ancestry, sex, sexual orientation, age national origin or physical handicaps. Permittee agrees to comply with the terms and conditions contained herein and all rules and regulation of the City subject to this permit.

Applicant Signature: Rosalyn Green Date: 3/18/24



**SEASIDE
CALIFORNIA**

Special Event Application

Parks and Recreation Division
986 Hilby Avenue, Seaside CA 93955
831-899-6800

INDEMNIFICATION, DEFENSE, HOLD HARMLESS

Applications must furnish the city with a certificate of insurance in an amount no less than \$1 million naming the City of Seaside as an additional insured. The amount of insurance is subject to increase at the discretion of the Finance Director who is the Risk Manager, depending upon the nature of the event. Such insurance must be primary to any city insurance and the city must have at least ten days' notice of cancellation.

For final event approval, you will need commercial general liability insurance that names "the City of Seaside, its officers, employees and agents" as an additional insured and any other public entities impacted by this event. Insurance coverage must be maintained for the duration of the event. To determine the amount of insurance coverage necessary, please contact Risk Manager. Please obtain the required insurance and mail an original insurance certificate to City of Seaside, Recreation and Community Activities Department, 986 Hilby Ave., Seaside, CA 93955.

Insurance Agency: _____ Insurance Agent: _____

Phone Number: _____ Policy Number: _____

PERMIT HOLDER hereby agrees to protect, defend, indemnify and hold and save harmless **CITY**, its officers, and employees against any and all liability, claims, judgements, costs and demands, however caused, including those resulting from death or injury to **PERMIT HOLDER'S** employees and damage to **PERMIT HOLDER'S** property, arising directly or indirectly out of the obligations or operations herein undertaken by **PERMIT HOLDER**, including those arising from the passive concurrent negligence of **CITY** but save and except those which arise out of the active concurrent negligence, sole negligence, or the sole willful misconduct of **CITY**. **PERMIT HOLDER** will conduct all defense at its sole cost and expense. **CITY** shall be reimbursed by **PERMIT HOLDER** for all costs or attorney's fees incurred by **CITY** in enforcing this obligation.

Applicant Signature: Rosalyn Green _____ Date: 3/18/24 _____

(For Office Use Only)

Authorization

- | | |
|---|--|
| ☐ Building _____ | ☐ Recreation _____ |
| ☐ Planning _____ | ☐ Redevelopment _____ |
| ☐ Police _____ | ☐ Public Works _____ |
| ☐ Fire _____ | ☐ County Health _____ |
| ☐ Finance _____ | |



SEASIDE
CALIFORNIA

Special Event Application

Parks and Recreation Division
986 Hilby Avenue, Seaside CA 93955
831-899-6800

Comments: _____



TEMPORARY STREET CLOSURE POLICY

I. Purpose

- A. It is the policy of the City of Seaside to encourage neighborhood, business, and community activities that promote the health, welfare, safety, and harmony of its citizens. Temporary street closures for such activities will be authorized when those closures are not anticipated to cause harm to or be a significant disruption to the general public.
- B. The purpose of this policy to the define parameters under which requests for temporary street closures for community and special events will be considered and processed. Except as otherwise provided by law, it shall be unlawful to close any public street unless a Street Closing Permit has been issued by the City of Seaside in accordance with this policy.

II. Scope

This policy applies to all roads and streets in the City of Seaside road system.

- A. City Manager's Administrative Approval: The City Manager, with recommendation of City staff, is authorized to approve:
 - 1. City sponsored events and community events that occur on an annual or routine basis, and have been previously approved by the City Council (i.e., Hot Cars Cool Nights, Red White and Blues, Farmer's Market, Fire Department Open House, etc.); and
 - 2. Closures lasting for eight hours or less where the majority of residents / businesses within 500 feet of the proposed closure support the closure (i.e. a neighborhood block party).
- B. City Council Approval: City Council approval is required for:
 - 1. Special events of a non-routine nature;
 - 2. Events lasting longer than eight hours; and
 - 3. Requests for closure of traffic arteries or streets with a speed limit that exceeds 30 miles per hour.

III. Policy Criteria

- A. Disposition of Temporary Street Closure Requests is administrative in nature under the authority of the City Manager and the Seaside City Council.
- B. A notice of application for street closure must be distributed to residents and business affected by the potential closure sample form attached.
- C. Fire hydrants on the specified street closure shall not be obstructed by vehicles, temporary structures, tents or other obstacles that impede the fire departments ability to access the hydrant in the event of an emergency. A minimum of 20-foot unobstructed path must be maintained for emergency vehicle access to the street if the event is not a complete, hard closure. If the event plans on having a hard closure, both the fire and police departments must be made aware of the closure in advance so alternative routes of response can be planned. An Emergency Access plan must be submitted and approved by the Fire Department and Police Department.



- D. The applicant shall conduct all activities in such a manner that the health and safety of the public are not negatively impacted.
- E. Promptly following the conclusion of the event, the applicant shall clean the right-of-way equivalent to its condition prior to the temporary closure.
- F. Approval of the request is subject to other conditions that may be specified by the City Manager or City Council.
- G. Conditions considered for all street closures include (but are not limited to):
 - 1. Impact of the proposed closure on residents, occupants, or businesses.
 - 2. Impact of the proposed closure on the accessibility of emergency vehicles into the closure areas.
 - 3. Impact of the proposed closure on vehicular traffic such as circulation, site lines, traffic movement, and availability of alternate routes for traffic.
 - 4. Potential interference with commercial and business activities in the immediate vicinity.
 - 5. Conditions existing within the surrounding area that, when occurring in conjunction with a street closure, might create a hardship or an unnecessary inconvenience to the public or persons residing in the area.
- H. The applicant is responsible for all costs associated with establishing, running, or maintaining the closure, including reimbursing the City for any costs associated with the closure, unless a fee waiver is approved by the City Council.
- I. The proposed street closure must be compatible with the neighborhood / commercial area of the requested street or road.
- J. The location must be large enough for the anticipated the crowd capacity as determined by the City's Police Chief, Fire Chief, City Engineer, and Risk Manager.
- K. The temporary street closure shall be for a period less than eight (8) hours, including any set up time and breakdown time, unless approved by City Council.
- L. The City of Seaside maintains the right to cancel approval of the street closure at any time.
- M. The City reserves the right to limit the number of street closures in particular areas in order to limit disruption to residents and businesses.
- N. The City Manager will maintain and update the application and other forms to support this policy.

IV. Application Procedure

- A. The applicant shall submit a Seaside Application for Temporary Street Closing Permit at least 90 days prior to the date of the proposed street closure. Applications submitted less than 90 days cannot be guaranteed a response for approval or denial.
- B. A site map must be included with the application detailing a 20-foot emergency vehicle access lane through closure, or alternative emergency vehicle access in accordance with an approved Emergency Access Plan.



- C. All applicable documents shall be attached to the Application for Temporary Street Closing Permit (consult with City staff to determine which documents are required):
 - 1. Special Event Application;
 - 2. Detailed site map;
 - 3. Traffic control plan;
 - 4. Emergency Access Plan;
 - 5. Temporary detour plan;
 - 6. Petition with signatures of affected residents / businesses; and
 - 7. Proof of insurance.
- D. Incomplete applications will be denied.
- E. The City's Police Chief, Fire Chief, City Engineer, and Risk Manager will review application materials and make recommendations regarding the closure to the City Manager and/or City Council.
- F. In the event an application is denied by the City Manager, the applicant may appeal to the City Council.

V. Road Closure / Barricade Equipment:

- A. Barricade equipment is required and can be provided by the City. City Staff will contact the Maintenance & Utilities Superintendent to schedule the delivery of the barricade equipment.
- B. Barricades will be delivered by the Maintenance & Utilities Division the last working day before the event and will be picked up the first working day after the event.
- C. Depending on the proposed closure, the City may require City staff or a bonded and insured traffic control company to be responsible for opening and closing the roadway.

VI. Public Notification

- A. At the applicant's expense, and prior to approval of the potential closure, the City will notify all residents/tenants directly affected by the street closure and provide them with the means to comment on the proposed closure.
- B. At a minimum, notices will be distributed to all who live or own/manage businesses within a 500-foot radius of the event location.
- C. The applicant may submit a petition demonstrating support of the affected residences / businesses which may be accepted in lieu of the City's noticing process. Upon request, the City will provide the applicant of a list of businesses and residences within the 500-foot radius.



VII. Fees and Charges

- A. The applicant will be responsible for all applicable fees and costs associated with the street closure, including but not limited to:
 - 1. Public Noticing;
 - 2. Use of City barricades;
 - 3. Staff time to shut down and reopen the street;
 - 4. Permit fee as established by the City Council in the adopted fee schedule;
 - 5. Cost of any required traffic plans and Emergency Access Plans; and
 - 6. Police, Fire, and other staff time as deemed necessary by the City
- B. The City Council may waive the fees associated with street closures.

VIII. Additional Event Requirements

- A. No stakes or penetrations may be made through the street surface.
- B. No disposal of anything in storm sewers.
- C. Any marking on the street can be done in chalk or washable material. No paint or permanent markings can be used.
- D. No loud speaker system shall be used which is audible beyond the designated event location. Event organizers and guests shall be in compliance with public peace statutes and ordinances.
- E. Alcoholic beverages are prohibited on City streets or public right of way unless the applicant has obtained a permit from the City. Proof of ABC license must be submitted to the City prior to the event in accordance with the Special event application.
- F. If alcoholic beverages are dispensed, event organizers may be subject to criminal penalties if under-aged persons are consuming or possessing such beverages.

IX. Damages & Insurance

- A. Any person or persons to whom a Street Closing Permit has been issued shall be liable for any loss or damage to any City of Seaside property arising out of the issuance or exercise of said permit.
- B. As a condition to the issuance of any Street Closing Permit, the permittee or permittees may be required to provide insurance to indemnify the City from any and all damages and costs of litigation arising out of the issuance and use of such permit.
- C. As a condition to the issuance of any Street Closing Permit, the City may require the permittee to indemnify and hold the City harmless from any claims for damages arising out of the street closing.

**STREET CLOSURE NOTIFICATION (SAMPLE)****Notice Application for Street Closure**

This notice serves as notification that a request for street closure has been submitted to the City of Seaside and includes a request to close a portion of: (insert street)

Noticing Date:

Name of Applicant: Rosalyn Green/ Action Council- Building Healthy Communities

Name of the Event / Purpose of Closure:

Juneteenth Jubilee Festival

Date of Closure:6/15/24

Start Time of Closure:11:00am

End Time of Closure:9:00pm

Streets to be closed:

A: _Canyon Del-Rey-----from to Hilby Avenue to Sonoma Ave

B: Harcourt Ave----- from to _Canyon Del Rey to Hillsdale, Allston street+Hillsdale St at Harcourt Ave

C: _____ from to _____

Map of Closure:

Map of Street Closure:

**To provide input on this application:**

Provide written comment to city clerk@ci.seaside.ca.us, include the following in the subject line "Public comment Item # (insert the agenda item number relevance to your comment). Written comments must be received by 3pm of the day of the meeting

Provide public comment in person at the meeting.

Meeting Date/Time:

Meeting Information:

**TEMPORARY STREET CLOSURE APPLICATION****Applicant Information**

Name of Applicant: Action Council- Building Healthy Communities	Date: 3/6/24
Mailing Address: PO Box 327	City/ State: Seaside Ca 93955
Email: rosalybhc@actioncouncil.org	Phone: 831-901-9180

Street Closure Details

Name of the Event / Purpose of Closure: Juneteenth Jubilee Festival		
General Description: Juneteenth is the oldest nationally celebrated commemoration of the ending of slavery in the U.S		
Event Start and End Time: 1pm-8pm	Estimated number of people in attendance: 200	
Date of Event: 6/15/24	Total Number of streets to be closed: 4	
Will alcohol be served? No	Will the event include live or amplified music? Yes	
Streets to be closed (please attach a detailed site map of closure location): A: Canyon Del Rey Blvd from to Hilby Ave & Sonoma Ave B: Harcourt Ave from to Canyon Del Rey to Hillsdale St, Allston St & Hillsdale St at Harcourt Ave C: _____ from to _____		
Street close time: 11:00am	Street opening time: 9:00pm	
Supplementary questions	Yes	No
Will vehicles be allowed inside the closure?	X	
If yes, please explain why and provide their locations: Vendors		
Are you planning to hire a security company for the planned closure?		X
If yes, provide the Company name, phone number, name of Supervisor, and locations for where security will be placed:		



If yes, what are the approval conditions?

Name of Dept. Head:

Title:

Signature:

Fire Department

Application Review Questions

Yes

No

Does the site plan show obstructions on the road way?

Does the site plan does provide for a 20' wide fire lane for emergency vehicle access?

Is the street closure application approved by the Fire Dept?

If no, what is the reason for denial:

Is the street closure approved with conditions?

If yes, what are the approval conditions?

Name of Dept. Head:

Title:

Signature:

Risk Management

Application Review Questions

Yes

No

Does the proposed street closure meet the requirements of this policy with respect to size, compatibility, etc.?

If required, has the applicant submitted Liability Insurance?

Is the street closure application approved by Risk Management?

If no, what is the reason for denial:

Is the street closure approved with conditions?

If yes, what are the approval conditions?

Name of Dept. Head:

Title:



CITY OF SEASIDE STAFF REPORT

Item No.: 8.G.

TO: City Council

FROM: Jaime M. Fontes, City Manager

BY: Dan Meewis, Recreation Director

DATE: April 4, 2024

SUBJECT: **ADOPT A RESOLUTION AUTHORIZING THE CLOSURE OF CANYON DEL REY BOULEVARD FOR THREE CITY SPONSORED EVENTS ON SATURDAY, JUNE 15, 2024, THURSDAY, JULY 4, 2024, AND SATURDAY, SEPTEMBER 21, 2024**

RECOMMENDATION

Adopt a resolution authorizing the closure of Canyon Del Rey Boulevard for the City of Seaside's community events on June 15, 2024, July 4, 2024, September 21, 2024.

BACKGROUND

The City of Seaside will be holding multiple events from June through September, which will require the closure of state route 218, Canyon Del Rey boulevard for the safety of the public. In order to get approval from Cal Trans, the City Council needs to adopt a resolution in support of the road closure. In the past each road closure was done individually. Now that we know the dates in advance, we are able to make one resolution in support of all three events. The events are as follows:

Saturday, June 15, 2024 - The Action Council/Building Healthy Communities "Juneteenth Jubilee Festival" Co-Sponsored by the City of Seaside

This event will need to utilize Canyon Del Rey for multiple activities for the event which may include a March through the closed section of the road. There will also be a variety of performers that will be using Laguna Grande Park, and the Lawn at City Hall.

Thursday, July 4, 2024 - City of Seaside's "Red, White, & Blues"

This event will need to utilize Canyon Del Rey for the activities of the event. The closure of Canyon Del Rey will greatly enhance the event and will allow for greater safety for participants and staff. This year's event will feature live music, bounce houses, a variety of carnival games, local food and craft vendors, and other activities for families. We will

also be partnering with Everyone's Harvest to provide a Farmer's Market during the event.

Saturday September 21, 2024 - City of Seaside's "Oaxaca by the Sea"

This event will need to utilize Canyon Del Rey for the activities of the event, which will include an opening parade. This is one of the larger events that the City hosts, and it tends to bring dignitaries from Oaxaca Mexico, and our state Assembly members, Senators, and Congressional representatives. Closing the road will provide enhanced safety for the event participants and the dignitaries.

The approval of this request for the road closure for the three events will support the City Council Strategic Priorities of:

- Diverse and Inclusive Community
- Community Safety & Quality of Life

FISCAL IMPACT

The approximate fiscal impact for this item is \$3000.00 in Public Works staff time to open and close the road for the 3 events.

ATTACHMENTS

1. Resolutuion - CDR closures 2024

Reviewed for Submission to the City Council by:


Jaime M. Fuentes, City Manager

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEASIDE

**APPROVING THE CLOSURE OF PORTIONS OF HIGHWAY 218 (CANYON DEL
FOR THREE CITY SPONSORED EVENTS ON SATURDAY, JUNE 15, 2024,
THURSDAY, JULY 4, 2024 AND SATURDAY SEPTEMBER 21, 2024**

WHEREAS, the City of Seaside sponsors multiple Community Events during the year "Juneteenth Jubilee, Red White & Blues, and Oaxaca by the Sea"; and

WHEREAS, these events take place on the lawn at City Hall, and Laguna Grande Park which are open to the public; and

WHEREAS, it is necessary to close Highway 218 (Canyon Del Rey), to through traffic between the hours of 8:00 a.m. and 7:00 p.m. on June 15, 2024, July 4, 2024, and September 21, 2024, to insure the safety of the public and staff; and

WHEREAS, the California Department of Transportation requires a City Council resolution approving closure of state highways and city roadways.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Seaside hereby approves the closure of Highway 218 (Canyon Del Rey) from Hilby Avenue to Sonoma Avenue, between the hours of 8:00 a.m. and 7:00 p.m. June 15, 2024, July 4, 2024, and September 21, 2024, to ensure the safety of the public using this portion of roadway during this event.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Seaside duly held on the 4th day of April 2024, 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 STAFF REPORT

Item No.: 8.H.

TO: City Council

FROM: Jaime M. Fontes, City Manager

BY: Melissa Broadston, ESCA Program Manager

DATE: April 4, 2024

SUBJECT: ADOPT A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A QUIT CLAIM DEED TO TRANSFER PARCEL E29B.3.1 (YADON'S AREA) TO THE CITY OF MONTEREY

RECOMMENDATION

The City Council, acting as the Local Reuse Authority (LRA) and successor to the Fort Ord Reuse Authority, adopt a resolution authorizing the City Manager to execute a Quit Claim Deed for Parcel E29b.3.1 (Yadon's Area) to the City of Monterey.

BACKGROUND

After the dissolution of the Fort Ord Reuse Authority (FORA), Seaside discovered that it had no record of transfer of Parcel E29b.3.1 from FORA to the City of Monterey. The City of Seaside is recognized as the Federally recognized Local Reuse Authority (LRA) and the Successor-in-Interest to FORA. Parcel E29b.3.1 is currently held in title by FORA. Seaside, as successor to FORA will quit claim the property to the City of Monterey.

Recording the Quit Claim Deed will complete the transfer process to the City of Monterey. The Quit Claim deed has been reviewed by Seaside and City of Monterey attorneys and is ready for signature.

The transfer of Parcel E29b.3.1 from Seaside to the City of Monterey is not a project under California Environmental Quality Act Guidelines section 15378(b)(5) because it is an administrative action that does not involve any commitment to any specific project that may result in a potentially significant impact on the environment.

FISCAL IMPACT

The actual cost to Seaside of these obligations will be reimbursed with funds received from FORA when Seaside was recognized as the FORA Successor-in-interest and successor LRA.

ATTACHMENTS

1. Draft Quit Claim Deed Yadon's Area E29b.3.1
 2. Resolution Yadon's Area Quit Claim Deed E29.b.3.1
-

Reviewed for Submission to the City Council by:



Jaime M. Fontes, City Manager

**OFFICIAL BUSINESS
EXEMPT FROM RECORDING FEES
PER GOVERNMENT CODE 27383**

When recorded mail to:

SHERI DAMON

**COUNSEL FOR CITY OF
SEASIDE, CALIFORNIA, AS
FEDERALLY RECOGNIZED
SUCCESSOR TO THE
FORMER FORT ORD
REUSE AUTHORITY**

**440 Harcourt
Seaside. CA 93940**

Space above this line for Recorder's Use

No Documentary Transfer Tax due/required pursuant to Revenue and Taxation Code 11922 – Grantor and Grantee are both Political Subdivisions of the State of California – Government Agency

**QUITCLAIM DEED FOR CITY OF MONTEREY
COUNTY OF MONTEREY, CALIFORNIA**

**City of Seaside, acting as the federally recognized Local Redevelopment Authority ("LRA") and
Successor to the Fort Ord Reuse Authority ("FORA") to the City of Monterey, a municipal
corporation (Parcel E29b.3.1)**

THIS QUITCLAIM DEED ("Deed") is made as of the ___ day of _____, 2024, by the **City of Seaside**, successor to the Fort Ord Reuse Authority ("FORA") acting as the federally recognized Local Redevelopment Authority ("LRA") (**the "Grantor"**), created under Title 7.85 of the California Government Code, Chapters 1 through 7, inclusive, commencing with Section 67650, *et seq.*, and selected provisions of the California Redevelopment Law, including Division 24 of the California Health and Safety Code, Part 1, Chapter 4.5, Article 1, commencing with Section 33492, *et seq.*, and Article 4, commencing with Section 33492.70, *et seq.*, and recognized as the Local Redevelopment Authority for the former Fort Ord, California, by the Office of Economic Adjustment on behalf of the Secretary of Defense, to the **City of Monterey**, a municipal corporation (**the "Grantee"**).

WHEREAS, The United States of America ("Government") was the owner of certain real property, improvements and other rights appurtenant thereto together with all personal property thereon, located on the former Fort Ord, Monterey County, California, which was utilized as a military installation;

WHEREAS, The military installation at Fort Ord was closed pursuant to and in accordance with the Defense Base Closure and Realignment Act of 1990, as amended (Public 30 Law 101-510; 10 U.S.C. § 2687 note);

WHEREAS, the **Grantor** and the Government entered into the *Memorandum of*

Agreement Between the United States of America Acting By and Through the Secretary of the Army, United States Department of the Army and the Fort Ord Reuse Authority For the Sale of Portions of the former Fort Ord, California, dated the 20th day of June 2000, as amended ("MOA"), which sets forth the specific terms and conditions of the sale of portions of the former Fort Ord located in Monterey County, California;

WHEREAS, pursuant to the MOA, the Government conveyed to the **Grantor** the property known as Parcel E29b.3.1 by quitclaim deed dated May 17, 2019, and recorded in the County of Monterey, California on June 5, 2019, Series Number 2019022794 (the "Government Deed").

WHEREAS, Grantee agreed to take Parcel E29b.3.1 in accordance with the *Implementation Agreement Between the Fort Ord Reuse Authority and the City of Monterey* dated October 18, 2001, Series Number 200108837.

WITNESSETH

The **Grantor, hereby quitclaims all property, rights and interests received from the US Government** [Quitclaim deed dated May 17, 2019 and recorded in the County of Monterey, California on June 5, 2019, Series Number 2019022794 (the "Government Deed")] **to the City of Monterey**, for and in consideration of the sum of one dollar (\$1.00) plus other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, releases and quitclaims to the **Grantee**, its successors and assigns forever, all such interest, right, title, and claim as the **Grantor** has in and to Parcel E29b.3.1 (0.675 acres), more particularly described in Exhibit "A," attached hereto and made a part hereof ("Property") and including the following:

ENVIRONMENTAL PROTECTION PROVISIONS

The GRANTEE shall neither transfer the Property, lease the Property, nor grant any interest, privilege, or license whatsoever in connection with the Property without including the "Environmental Protection Provisions" set forth in Exhibit B from the Government Deed with original GRANTOR as the Government, attached hereto and made a part hereof, and shall require the said provisions to be included in all subsequent deeds, easements, transfers, leases, or grants of any interest, privilege, or license in, of, on, or to the Property or any portion thereof.

IN WITNESS WHEREOF, the **Grantor, the CITY OF SEASIDE (Federally recognized successor to the FORT ORD REUSE AUTHORITY)**, has caused this Deed to be executed this _____ day of _____, 2024.

THE CITY OF SEASIDE

By: _____ Jaime M. Fontes, City Manager

Date: _____

CERTIFICATE OF ACCEPTANCE:

This is to certify that the interest in real property conveyed by the deed or grant dated

_____ from the City of Seaside as the federally recognized successor agency to the Fort Ord Reuse Authority to the City of Monterey, a political corporation and/or governmental agency is hereby accepted by the undersigned officer or agent on behalf of Monterey pursuant to authority conferred by Resolution No. 07-027 of the Monterey City Council adopted on February 20, 2007, and the grantee consents to recordation thereof by its duly authorized officer.

City of Monterey

By: _____ Tyller Williamson, Mayor

Date: _____

ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
)ss.
County of _____)

On _____ before me, _____, Notary Public,
personally appeared _____

_____,
who proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing
paragraph is true and correct.

WITNESS my hand and official seal.

Signature_____

FOR NOTARY STAMP

EXHIBIT A
LEGAL DESCRIPTION OF THE PROPERTY

Legal Description
Yadon's Area

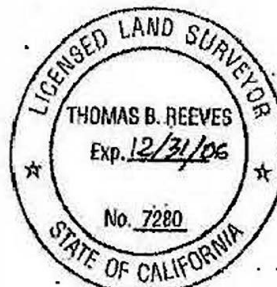
That portion of the former Fort Ord Military Reservation as shown on that certain map filed for record in Volume 19 of Surveys at Page 1 in the office of the County Recorder of Monterey County, being a portion of Parcel D in the City of Monterey, County of Monterey, State of California as shown on that certain map filed for record in Volume 25 of Surveys at Page 3 in the office of the County Recorder of said County, described as follows:

Commencing at the most westerly corner of said Parcel D; thence along the southwesterly line of said Parcel D the following 2 courses:

1. South 50°07'52" East 250.33 feet, And
2. South 50°01'16" East 283.49 feet to the True Point of Beginning; thence continuing
3. South 50°01'16" East 283.93 feet along said southwesterly line; thence
4. North 39°58'44" East 91.79 feet; thence
5. North 39°47'34" West 155.60 feet; thence
6. North 55°24'02" West 101.96 feet; thence
7. South 54°54'26" West 113.70 feet to the True Point of Beginning.

Contains an area of 0.675 Acres more or less.

Thomas B. Reeves
Thomas B. Reeves LS 7280



**EXHIBIT A
LEGAL DESCRIPTION OF THE PROPERTY**

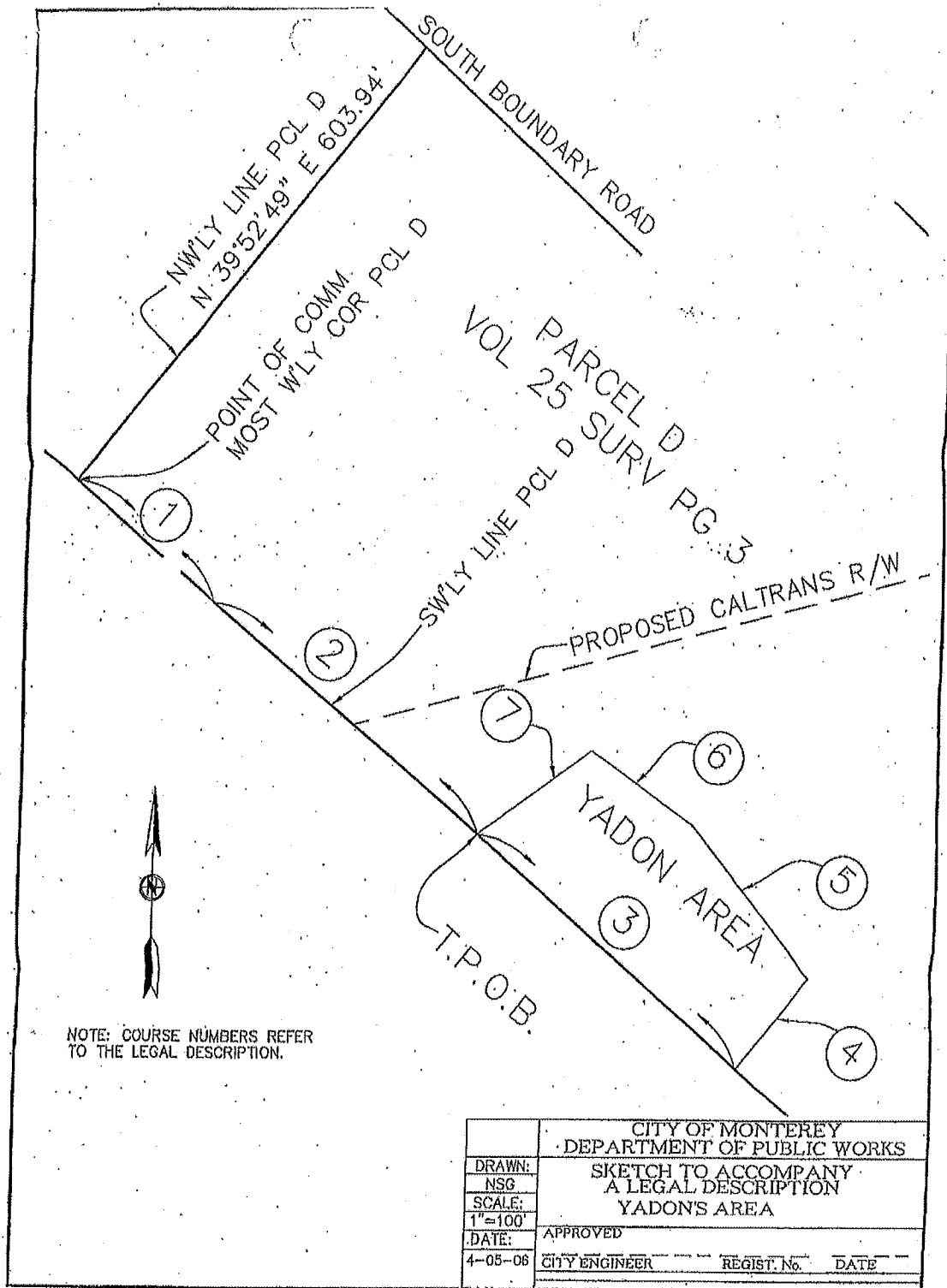


EXHIBIT B
ENVIRONMENTAL PROTECTION PROVISIONS

1. FEDERAL FACILITY AGREEMENT

The GRANTOR acknowledges that the former Fort Ord has been identified as a National Priorities List (NPL) site under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) of 1980, as amended. The GRANTEE acknowledges that the GRANTOR has provided it with a copy of the Federal Facility Agreement Under CERCLA Section 120, Administrative Docket Number 90-14, for the former Fort Ord (hereinafter the "FFA"), entered into by the United States Environmental Protection Agency Region IX (USEPA), the State of California, and the Department of the Army, effective November 19, 1990, and the GRANTOR will provide the GRANTEE with a copy of any future amendments thereto affecting the Property. For so long as the Property remains subject to the FFA, the GRANTEE, for itself, its successors and assigns, covenants and agrees to not interfere with United States Department of the Army activities required by the FFA. In addition, should any conflict arise between the FFA and any amendment thereto and the provisions of this deed, the FFA provisions will take precedence. The GRANTOR assumes no liability for any loss, damage or injury suffered by the GRANTEE, its successors and assigns, should implementation of the FFA interfere with their use of the Property.

2. NOTICE OF THE POTENTIAL FOR THE PRESENCE OF MUNITIONS AND EXPLOSIVES OF CONCERN (MEC) AND ACCESS EASEMENT

A. The GRANTEE is hereby notified that, due to the former use of the Property as a military installation, the Property may contain munitions and explosives of concern (hereinafter referred to as "MEC"). The term "MEC" includes any of the following three categories of military munitions that may pose unique explosives safety risks: (1) unexploded ordnance, as defined in 10 U.S.C. §101(e)(5); (2) discarded military munitions, as defined in 10 U.S.C. §2710(e)(2); or (3) munitions constituents (e.g., TNT, RDX), as defined in 10 U.S.C. §2710(e)(3), present in high enough concentrations to pose an explosive hazard. For the purposes of the basewide Military Munitions Response Program being conducted for the former Fort Ord and these Environmental Protection Provisions; MEC does not include small arms ammunition (i.e. ammunition, without projectiles that contain explosives (other than tracers), that is .50 caliber or smaller, or for shotguns).

B. The GRANTOR represents that, to the best of its knowledge, no MEC is present on the Property. Notwithstanding the GRANTOR's determination, the parties acknowledge the possibility that MEC may exist on the Property. If the GRANTEE, any subsequent owner, or any other person should find any MEC on the Property, they shall immediately stop any intrusive or ground-disturbing work in the area, or in any adjacent areas, and shall not attempt to disturb, remove or destroy it, but shall immediately notify the local law enforcement agency having jurisdiction over the Property so that appropriate explosive ordnance disposal personnel can be dispatched to ascertain and respond to the MEC risk, as required under applicable laws and regulations and at no expense to the GRANTEE. The GRANTEE hereby acknowledges receipt of the "Ordnance and Explosives Safety Alert" pamphlet.

C. Easement and Access Rights.

1) The GRANTOR reserves a perpetual and assignable easement and right of access on, over, and through the Property, to access and enter upon the Property in any case in which a munitions response action is found to be necessary or such access and entrance is necessary to carry out a munitions response action on adjoining property. Such easement and right of

access includes, without limitation, the right to perform any additional investigation, sampling, testing, test-pitting, surface and subsurface clearance operations, or any other munitions response action necessary for the United States to meet its responsibilities under applicable laws and as provided for in this deed. This right of access shall be binding on the GRANTEE, its successors and assigns, and shall run with the land.

2) In exercising this easement and right of access, the GRANTOR shall give the GRANTEE, or the then record owner, reasonable notice of its intent to enter on the Property, except in emergency situations. The GRANTOR shall use reasonable means, without significant additional cost to the GRANTOR, to avoid and/or minimize interference with the GRANTEE's and the GRANTEE's successors' and assigns' quiet enjoyment of the Property; however, the use and/or occupancy of the Property may be limited or restricted, as necessary, to provide the required minimum separation distance employed during intrusive munitions response actions that may occur on or adjacent to the Property; or if Army implemented prescribed burns are necessary for the purpose of a munitions response action (removal) in adjacent areas. Such easement and right of access includes the right to obtain and use utility services, including water, gas, electricity, sewer, and communications services available on the Property at a reasonable charge to the GRANTOR. Excluding the reasonable charges for such utility services, no fee, charge, or compensation shall be due the GRANTEE or its successors and assigns for the exercise of the easement and right of access hereby reserved by the GRANTOR.

3) In exercising this easement and right of access, neither the GRANTEE nor its successors and assigns, as the case may be, shall have any claim at law or equity against the GRANTOR or any officer, employee, agent, contractor of any tier, or servant of the GRANTOR based on actions taken by the GRANTOR or its officers, employees, agents, contractors of any tier, or servants pursuant to and in accordance with the said easement and right of access. The GRANTEE covenants and agrees for itself, its successors and assigns not to cause or permit any interference with any munitions response action conducted by the GRANTOR on the Property.

D. The GRANTEE acknowledges receipt of the following documents at www.FortOrdCleanup.com:

1) Final Record of Decision, No Action Regarding Ordnance-Related Investigation, Former Fort Ord, California, dated July 2, 2002; Fort Ord Administrative Record No. OE-0406.

2) Explanation of Significant Differences, Final Record of Decision, No Action Regarding Ordnance-Related Investigations (Track O ROD), Former Fort Ord, California, dated April 26, 2005; Fort Ord Administrative Record No. OE-0406D.

3) Track O Plug-In Approval Memorandum, Selected Parcels - Group B, Former Fort Ord, California, dated May 27, 2005; Fort Ord Administrative Record No. OE-525F.

RESOLUTION NO. 2024-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEASIDE, ACTING AS THE FEDERALLY RECOGNIZED LOCAL REDEVELOPMENT AUTHORITY AND SUCCESSOR TO THE FORT ORD REUSE AUTHORITY AUTHORIZING THE CITY MANAGER TO EXECUTE DOCUMENTS TO TRANSFER PARCEL E29B.3.1 TO THE CITY OF MONTEREY

WHEREAS, In 1994, the Fort Ord Reuse Authority (FORA), a regional governmental entity, was established pursuant to the Fort Ord Reuse Authority Act (California Government Code Sections 67650 et seq.) to plan, facilitate and manage the transfer of property of the former Fort Ord from the United States Army to the governing local jurisdictions or their designee(s); and

WHEREAS, the Office of Economic Adjustment on behalf of the Secretary of Defense of the United States of America recognized FORA as the Local Redevelopment Authority ("LRA") for property transfers from the Army; and

WHEREAS, On or about June 23, 2000, FORA and the Army entered into an Economic Development Conveyance Memorandum of Agreement ("EDC MOA"), whereby FORA acquired portions of the former Fort Ord consisting of approximately five thousand two hundred (5,200) acres of land, including all buildings, personal property, appurtenances, rights-of-way, drainage areas, and other real property interests as defined (Document No. 2000040124, recorded on June 23, 2000 in the Office of the Monterey County Recorder); and

WHEREAS, the EDC MOA, among other things, enumerated the property to be transferred with reference to Army parcel numbers and identified the local jurisdictions to which each of the referenced parcels were to be transferred; and

WHEREAS, the EDC MOA identified Parcel E29b.3.1, described as "Yadon's Area" as a parcel to be transferred to the City of Monterey; and

WHEREAS, FORA and the City of Monterey entered into an Implementation Agreement, dated May 31, 2001, setting forth terms and conditions for transfer of certain identified properties to the City of Monterey, including identifying Parcel No. E29b.3.1 as a parcel to be transferred to the City of Monterey (as Document No. 2001088379 in the Office of the Monterey County Recorder); and

WHEREAS, Parcel No. E29b.3.1 consists of a .65 acre area, located south of South Boundary Road within the City of Monterey jurisdictional limits, as more fully described and shown in Exhibit A, attached hereto and incorporated herein by reference; and

WHEREAS, FORA dissolved by operation of law on June 30, 2020 pursuant to California Government Code section 67700; and

WHEREAS, on or about April 30, 2020, the United States Department of Defense accepted the City of Seaside as the successor LRA to FORA, effective July 1, 2020, for the purpose of implementing the EDC at the former Fort Ord (Exhibit B); and

WHEREAS, after the dissolution of FORA, Seaside discovered that it had no record of transfer of Parcel E29b.3.1 from FORA to the City of Monterey; and

WHEREAS, Seaside and the City of Monterey confirmed through research that the Army had transferred the parcel to FORA as part of a quitclaim deed (Document No. 2019022794 recorded on June 5, 2019 in the in the Office of the Monterey County Recorder), but FORA had not transferred Parcel E29b.3.1 to the City of Monterey or to any other jurisdiction; and

WHEREAS, the parties recognize that Seaside as LRA and successor to FORA has the authority and responsibility to transfer Parcel E29b.3.1 to the City of Monterey; and

WHEREAS, the transfer of Parcel E29b.3.1 from the Fort Ord Reuse Authority through Seaside as successor LRA to the City of Monterey is not a project under California Environmental Quality Act Guidelines section 15378(b)(5) because it is an administrative action that does not involve any commitment to any specific project that may result in a potentially significant impact on the environment.

NOW, THEREFORE, BE IT RESOLVED that the City Council acting in its capacity as successor to the Fort Ord Reuse Authority and as the Federally appointed Local Reuse Authority for the former Fort Ord, hereby authorizes the City Manager to executed such documents effectuating the transfer of Parcel E29b.3.1 from the Fort Ord Reuse Authority to the City of Monterey, including related Quit Claim Deed for Parcel E29b.3.1, in substantially the form as attached hereto, and as finally approved by the City Attorney.

PASSED AND ADOPTED by meeting of City of Seaside duly held on the 4th day of April 2024, by the following vote: 0

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Ian N. Oglesby, Mayor

ATTEST:

Dominique L. Davis, City Clerk

APPROVED AS TO FORM:

Sheri L. Damon, City Attorney

EXHIBIT A
LEGAL DESCRIPTION OF THE PROPERTY

Legal Description
Yadon's Area

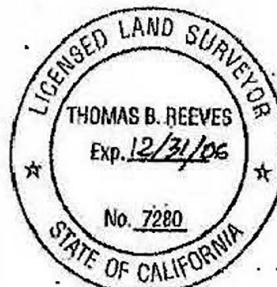
That portion of the former Fort Ord Military Reservation as shown on that certain map filed for record in Volume 19 of Surveys at Page 1 in the office of the County Recorder of Monterey County, being a portion of Parcel D in the City of Monterey, County of Monterey, State of California as shown on that certain map filed for record in Volume 25 of Surveys at Page 3 in the office of the County Recorder of said County, described as follows:

Commencing at the most westerly corner of said Parcel D; thence along the southwesterly line of said Parcel D the following 2 courses:

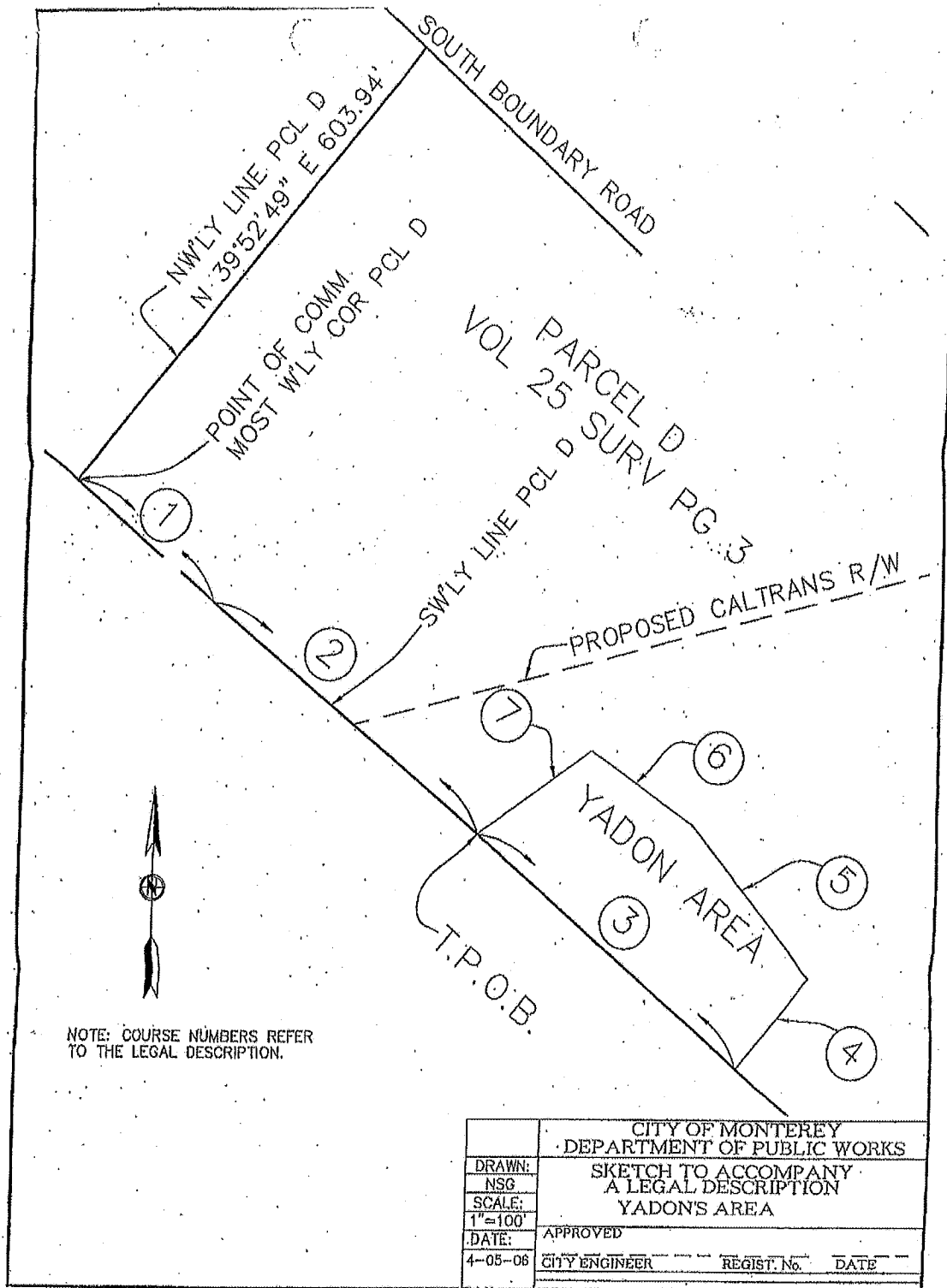
1. South 50°07'52" East 250.33 feet, And
2. South 50°01'16" East 283.49 feet to the True Point of Beginning; thence continuing
3. South 50°01'16" East 283.93 feet along said southwesterly line; thence
4. North 39°58'44" East 91.79 feet; thence
5. North 39°47'34" West 155.60 feet; thence
6. North 55°24'02" West 101.96 feet; thence
7. South 54°54'26" West 113.70 feet to the True Point of Beginning.

Contains an area of 0.675 Acres more or less.

Thomas B. Reeves
Thomas B. Reeves LS 7280



**EXHIBIT A
LEGAL DESCRIPTION OF THE PROPERTY**





ACQUISITION
AND SUSTAINMENT

Exhibit B
OFFICE OF THE UNDER SECRETARY OF DEFENSE
3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

Mr. Joshua Metz
Executive Officer
Fort Ord Redevelopment Authority
920 2nd Avenue, Suite A
Marina, CA 93933

Mr. Craig Malin
City Manager
City of Seaside
440 Harcourt Avenue
Seaside, CA 93955

Dear Mr. Metz and Mr. Malin:

On behalf of the Secretary of Defense and pursuant to the Defense Base Closure and Realignment Act of 1990, as amended, this letter serves as recognition of the City of Seaside as the successor Local Redevelopment Authority with an effective date of July 1, 2020, for the purposes of implementing the Economic Development Conveyance Agreement with the U.S. Army at the former Fort Ord.

Questions pertaining to this recognition or requests for assistance to guide your implementation activity may be directed to Ms. Liz Chimienti, Office of Economic Adjustment Project Manager, at (703) 901-7644.

Sincerely,

O'BRIEN.PATRICK
K.J.1231200319

Digitally signed by
O'BRIEN.PATRICK.J.123120031
9
Date: 2020.04.30 17:42:28 -04'00'

Patrick J. O'Brien
Director
Office of Economic Adjustment

cc:
DASA(IH&P)



CITY OF SEASIDE STAFF REPORT

Item No.: 8.I.

TO: City Council

FROM: Jaime M. Fontes, City Manager

BY: Nisha Patel, Public Works Director/City Engineer

DATE: April 4, 2024

SUBJECT: ADOPT A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH SCHAAF & WHEELER, CONSULTING CIVIL ENGINEERS FOR PREPARATION OF A STUDY OF THE 90-INCH STORM DRAIN OUTFALL FOR AMOUNT NOT TO EXCEED \$66,192.00

RECOMMENDATION

Adopt a resolution authorizing a professional services agreement with Schaaf & Wheeler, Consulting Civil Engineers to prepare a study of the 90 inch storm drain outfall for an amount not to exceed \$66,192.00.

BACKGROUND

The majority of the City of Seaside stormwater discharges to the ocean through a 90 inch pipe on West Bay Street in Sand City. The 90 inch pipe lays on sand approximately 155 feet from the end of West Bay Street to its outfall. City maintenance crews regularly need to dig out the pipe from the sand which comes through during high tide. The 90 inch outfall pipe also has an overflow structure approximately 110 feet from the end of the outfall pipe (45 feet from West Bay Street) which allows City of Seaside and City of Sand City stormwater to continuously discharge out of it in most instances when the 90 inch outfall pipe is blocked.

City of Seaside Engineering staff met with and requested a proposal from Schaaf & Wheeler, Consulting Civil Engineers (Schaaf & Wheeler) staff to study and develop improvements to the City's outfall situation on West Bay Street. On March 20, 2024, Schaaf & Wheeler provided a proposal to develop the preliminary design concepts for improving or replacing the City's 90 inch outfall on West Bay Street in the amount not to exceed \$66,192.00. The services in the proposal include: data collection (kick off meeting, and review and compilation of existing watershed and drainage facility data),

existing conditions hydraulic modeling (mapping of the Sand City storm drain system and existing municipal storm drain - hydraulic model preparation), capital improvement development (identification of recommended improvements, and preliminary drainage facilities quantity and construction cost estimate), documentation (draft technical memorandum and final technical memorandum), and project management (meetings, billings, and management, and QA/QC). The budget does allow for the Schaaf & Wheeler project manager to present the study results at a Council Meeting. Schaaf & Wheeler estimates it will take 18 weeks to complete the study of the 90 inch outfall. Staff reviewed the scope of work and fee in the proposal and found it acceptable.

Staff recommends authorizing a professional services agreement (PSA) for Schaaf & Wheeler to prepare a study of the 90 inch storm drain outfall for an amount not to exceed amount of \$66,192.00. A 10% contingency adds \$6,619.20 for a total PSA amount of \$77,811.00. The adopted fiscal year 2023/24 budget for the 90 Inch Storm Drain Improvements is \$250,000.00 in account no. 271-8910-9963. This was expected to be spent on design and construction. Only the funds for the design contract will be encumbered this fiscal year. After the study is complete, we will know better if the 90 Inch Storm Drain Improvements budget is sufficient to fund construction also.

FISCAL IMPACT

There are sufficient funds in the 90 Inch Storm Drain Improvements account (no. 271-8910-9963) to fund the PSA with Schaaf & Wheeler for preparation of the 90 inch storm drain outfall study.

ATTACHMENTS

1. Resolution
2. Professional Services Agreement
3. Aerial - outfall and overflow
4. Photo of outfall and overflow

Reviewed for Submission to the City Council by:


Jaime M. Fontes, City Manager

RESOLUTION NO. 24-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEASIDE

AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH SCHAAF & WHEELER, CONSULTING CIVIL ENGINEERS TO PREPARE A STUDY OF THE 90 INCH STORM DRAIN OUTFALL FOR AN AMOUNT NOT TO EXCEED \$66,192.00

WHEREAS, the 90 inch storm drain outfall study (Project) is adopted in the fiscal year 2023/2024 Capital Improvement Program (CIP) annual budget; and

WHEREAS, Schaaf & Wheeler, Consulting Civil Engineers is on the City approved list of design consultants to perform professional and technical services for implementation of the CIP; and

WHEREAS, Staff requested a proposal from Schaaf & Wheeler to prepare a 90 inch Storm Drain Outfall Study; and

WHEREAS, on March 20, 2024, Schaaf & Wheeler provided a proposal to prepare a study of the 90 inch storm drain outfall in the amount not to exceed \$66,192.00; and

WHEREAS, Schaaf & Wheeler has prepared similar studies for numerous other agencies in the Bay Area; and

WHEREAS, to complete the 90 inch storm drain outfall study, Schaaf & Wheeler will provide: data collection (kick off meeting, and review and compilation of existing watershed and drainage facility data); existing conditions hydraulic modeling (mapping of the Sand City storm drain system and existing municipal storm drain - hydraulic model preparation); capital improvement development (identification of recommended improvements, and preliminary drainage facilities quantity and construction cost estimate); documentation (draft technical memorandum and final technical memorandum); and project management (meetings, billings, and management, and QA/QC); and

WHEREAS, Staff reviewed the scope of work and fee in the proposal, and finds it acceptable; and

WHEREAS, an amount of \$6,619.20 contingency, 10% of the agreement value, should be authorized on an as required basis; and

WHEREAS, the adopted fiscal year 2023/24 budget for the 90 Inch Storm Drain Improvements Account (No. 271-8910-9963) is \$250,000.00; and

WHEREAS, there are sufficient funds in the 90 Inch Storm Drain Improvements Account to fund the preparation of a 90 inch storm drain outfall study by Schaaf & Wheeler; and

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Seaside authorizes the City Manager to execute a Professional Services Agreement with Schaaf & Wheeler to prepare a study of the 90 inch storm drain outfall for an amount not to exceed \$66,192.00 and extensions and written amendments such that the total agreement does not exceed \$77,811.00.

PASSED AND ADOPTED at a regular City Council meeting of the City of Seaside duly held on the 4th day of April 2024, 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

APPROVED TO FORM:

Sheri L. Damon, City Attorney



**CITY OF SEASIDE
DESIGN PROFESSIONAL SERVICE AGREEMENT
FOR 90 INCH OUTFALL STUDY**

THIS AGREEMENT, is made and effective _____, **2024**, between the City of Seaside, a municipal corporation ("Agency") and **SCHAAF & WHEELER, CONSULTING CIVIL ENGINEERS** ("Consultant"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. TERM

This Agreement shall commence on the effective date above and shall remain and continue in effect until tasks described herein are completed, but in no event later than **JUNE 30, 2025**, unless sooner terminated pursuant to the provisions of this Agreement.

2. SERVICES

Consultant shall perform the tasks described and set forth in **Exhibit A**, attached hereto and incorporated herein as though set forth in full. Consultant shall complete the tasks according to the schedule of performance which is also set forth in **Exhibit A**.

3. PERFORMANCE

Consultant shall at all times faithfully, competently and to the best of his/her ability, experience, and talent, perform all tasks described herein. Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of Consultant hereunder in meeting its obligations under this Agreement.

4. AGENCY MANAGEMENT

Agency's City Engineer shall represent Agency in all matters pertaining to the administration of this Agreement, review and approval of all products submitted by Consultant, but not including the authority to enlarge the Tasks to Be Performed or change the compensation due to Consultant. Agency's City Manager shall be authorized to act on Agency's behalf and to execute all necessary documents which enlarge the Tasks to Be Performed or change Consultant's compensation, subject to Section 5 hereof.

5. PAYMENT

(a) The Agency agrees to pay Consultant monthly, in accordance with the payment rates and terms and the schedule of payment as set forth in **Exhibit A**, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks. This amount shall not exceed **SIXTY SIX THOUSAND ONE HUNDRED NINETY TWO DOLLARS (\$66,192.00)** for the total term of the Agreement unless additional payment is approved as provided in this Agreement.

(b) Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the Agency City Manager. Consultant shall be compensated for any additional services in the amounts and in the manner as agreed to by Agency City Manager and Consultant at the time Agency's written authorization is given to Consultant for the performance of said services.

(c) Consultant will submit invoices monthly for actual services performed. Invoices shall be submitted on or about the first business day of each month, or as soon thereafter as practical, for services provided in the previous month. Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If the Agency disputes any of Consultant's fees it shall give written notice to Consultant within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice.

6. SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE

(a) The Agency may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon the consultant at least ten (10) days prior written notice. Upon receipt of said notice, the Consultant shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the Agency suspends or terminates a portion of this Agreement such suspension or termination shall not make void or invalidate the remainder of this Agreement.

(b) In the event this Agreement is terminated pursuant to this Section, the Agency shall pay to Consultant the actual value of the work performed up to the time of termination, provided that the work performed is of value to the Agency. Upon termination of the Agreement pursuant to this Section, the Consultant will submit an invoice to the Agency pursuant to Section 3.

7. DEFAULT OF CONSULTANT

(a) The Consultant's failure to comply with the provisions of this Agreement shall constitute a default. In the event that Consultant is in default for cause under the terms of this Agreement, Agency shall have no obligation or duty to continue compensating Consultant for any work performed after the date of default and can terminate this Agreement immediately by written notice to the Consultant. If such failure by the Consultant to make progress in the performance of work hereunder arises out of causes beyond the Consultant's control, and without fault or negligence of the Consultant, it shall not be considered a default.

(b) If the Agency Manager or his/her delegate determines that the Consultant is in default in the performance of any of the terms or conditions of this Agreement, he/she shall cause to be served upon the Consultant a written notice of the default. The Consultant shall have ten (10) days after service upon it of said notice in which to cure the default by rendering a satisfactory performance. In the event that the Consultant fails to cure its default within such period of time, the Agency shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

8. OWNERSHIP OF DOCUMENTS

(a) Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by Agency that relate to the performance of services under this Agreement. Consultant shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to the representatives of Agency or its designees at reasonable times to such books and records; shall give Agency the right to examine and audit said books and records; shall permit Agency to make transcripts therefrom as necessary; and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

(b) Upon completion of, or in the event of termination or suspension of this Agreement, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, computer discs, and reports prepared by the Contractor under this Agreement shall become the sole property of City and may be used, reused, or otherwise disposed of by City without the permission of Contractor. With respect to computer files, Contractor shall make available to City, at City's office and upon reasonable written request by City, the necessary computer software and hardware for purposes of accessing, compiling, transferring, and printing computer files.

9. INDEMNITY AND DEFENSE

(a) Indemnification and Defense for Professional Services

To the fullest extent permitted by law, Consultant shall indemnify, defend and hold harmless Agency and any and all of its officials, employees and agents (“Indemnified Parties”) from and against any and all claims, losses, liabilities, damages, costs and expenses, including attorney’s fees and costs, to the extent they arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant. Consultant’s duty to defend shall consist of reimbursement of defense costs incurred by Agency in direct proportion to the Consultant’s proportionate percentage of fault. Consultant’s percentage of fault shall be determined, as applicable, by a court of law, jury or arbitrator. In the event any loss, liability or damage is incurred by way of settlement or resolution without a court, jury or arbitrator having made a determination of the Consultant’s percentage of fault, the parties agree to mediation with a third party neutral to determine the Consultant’s proportionate percentage of fault for purposes of determining the amount of indemnity and defense cost reimbursement owed to the Agency.

(b) For All Other Liabilities

Notwithstanding the foregoing and without diminishing any rights of Agency under Section 9.A, for any liability, claim, demand, allegation against Agency arising out of, related to, or pertaining to any act or omission of Consultant, but which is not a design professional service, Consultant shall defend, indemnify, and hold harmless Agency, its officials, employees, and agents (“Indemnified Parties”) from and against any and all damages, costs, expenses (including reasonable attorney fees and expert witness fees), judgments, settlements, and/or arbitration awards, whether for personal or bodily injury, property damage, or economic injury, and arising out of, related to, any concurrent or contributory negligence on the part of the Agency, except for the sole or active negligence of, or willful misconduct of the Agency.

10. INSURANCE

Consultant shall maintain prior to the beginning of and for the duration of this Agreement insurance coverage as specified in **Exhibit B** attached to and part of this Agreement.

11. INDEPENDENT CONSULTANT

(a) Consultant is and shall at all times remain as to the Agency a wholly independent Consultant. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither Agency nor any of its officers, employees, or agents shall have control over the conduct of Consultant or any of Consultant's officers, employees, or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that it or any of its officers, employees, or agents are in any manner officers, employees, or agents of the Agency. Consultant shall not incur or have the power to incur any debt, obligation, or liability whatever against Agency, or bind Agency in any manner.

(b) No employee benefits shall be available to Consultant in connection with the performance of this Agreement. Except for the fees paid to Consultant as provided in the Agreement, Agency shall not pay salaries, wages, or other compensation to Consultant for performing services hereunder for Agency. Agency shall not be liable for compensation or indemnification to Consultant for injury or sickness arising out of performing services hereunder.

12. LEGAL RESPONSIBILITIES

The Consultant shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. The Consultant shall at all times observe and comply with all such laws and regulations. The Agency, and its officers and employees, shall not be liable at law or in equity occasioned by failure of the Consultant to comply with this Section.

13. UNDUE INFLUENCE

Consultant declares and warrants that no undue influence or pressure is used against or in concert with any officer or employee of the Agency in connection with the award, terms or implementation of this Agreement, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the Agency will receive compensation, directly or indirectly, from Consultant, or from any officer, employee or agent of Consultant, in connection with the award of this Agreement or any work to be conducted as a result of this

Agreement. Violation of this Section shall be a material breach of this Agreement entitling the City to any and all remedies at law or in equity.

14. NO BENEFIT TO ARISE TO LOCAL EMPLOYEES

No member, officer, or employee of Agency, or their designees or agents, and no public official who exercises authority over or responsibilities with respect to the Project during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any agreement or sub-agreement, or the proceeds thereof, for work to be performed in connection with the Project performed under this Agreement.

15. RELEASE OF INFORMATION/CONFLICTS OF INTEREST

(a) All information gained by Consultant in performance of this Agreement shall be considered confidential and shall not be released by Consultant without Agency's prior written authorization. Consultant, its officers, employees, agents, or subconsultants, shall not without written authorization from the Agency Manager or unless requested by the Agency Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the work performed under this Agreement or relating to any project or property located within the Agency. Response to a subpoena or court order shall not be considered "voluntary" provided Consultant gives Agency notice of such court order or subpoena.

(b) Consultant shall promptly notify Agency should Consultant, its officers, employees, agents, or subconsultants be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request, court order, or subpoena from any person or party regarding this Agreement and the work performed thereunder or with respect to any project or property located within the Agency. Agency retains the right, but has no obligation, to represent Consultant and/or be present at any deposition, hearing, or similar proceeding. Consultant agrees to cooperate fully with Agency and to provide the opportunity to review any response to discovery requests provided by Consultant. However, Agency's right to review any such response does not imply or mean the right by Agency to control, direct, or rewrite said response.

16. NOTICES

Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, which provides a receipt showing date and time of delivery, or

(iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by notice:

To Agency: City of Seaside
440 Harcourt Ave
Seaside, CA 93955
Attention: City Clerk

To Consultant: SCHAAF & WHEELER
4699 Old Ironsides Drive, Suite #350
Santa Clara, CA 95054

17. ASSIGNMENT

The Consultant shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of the Agency. Because of the personal nature of the services to be rendered pursuant to this Agreement, **DANIEL J. SCHAAF, P.E** shall be the Project Manager and Engineer of Record for the services described in this Agreement.

DANIEL J. SCHAAF, P.E may use assistants, under its direct supervision, to perform some of the services under this Agreement. Consultant shall provide Agency fourteen (14) days' notice prior to the departure of **DANIEL J. SCHAAF P.E** from Consultant's employ. Should he/she leave Consultant's employ, the Agency shall have the option to immediately terminate this Agreement, within three (3) days of the close of said notice period. Upon termination of this Agreement, Consultant's sole compensation shall be payment for actual services performed up to, and including, the date of termination or as may be otherwise agreed to in writing between the Governing Board and the Consultant.

18. LICENSES

At all times during the term of this Agreement, Consultant shall have in full force and effect, all licenses required of it by law for the performance of the services described in this Agreement.

19. GOVERNING LAW

The Agency and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court with jurisdiction over the Agency.

20. ENTIRE AGREEMENT

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

21. WORK SCHEDULED/TIME OF COMPLETION

Consultant shall complete the outlined scope of work in a timely manner within the time frame per "Section 1. Term" of this contract.

22. CONTENTS OF REQUEST FOR PROPOSAL AND PROPOSAL

Consultant is bound by the contents of Agency's Request for Proposal, **Exhibit "C"** hereto and incorporated herein by this reference, and the contents of the proposal submitted by the Consultant, **Exhibit "A"** hereto. In the event of conflict, the requirements of Agency's Request for Proposals and this Agreement shall take precedence over those contained in the Consultant's proposals.

23. AUTHORITY TO EXECUTE THIS AGREEMENT

The person or persons executing this Agreement on behalf of Consultant warrants and represents that he/she has the authority to execute this Agreement on behalf of the Consultant and has the authority to bind Consultant to the performance of its obligations hereunder.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

CONSULTANT:

By:


Daniel J. Schaaf, Vice President
REC #57,617

Date:

3/27/24

City of Seaside, A Municipal Corporation

Jaime M. Fontes, City Manager

Date: _____

Attachments:

Exhibit A	Scope of Work/Consultant Proposal
Exhibit B	Insurance Requirements
Exhibit C	Request for Proposal
Exhibit D	Resolution Approving On-Call List

EXHIBIT A

SCOPE OF WORK/CONSULTANT PROPOSAL

EXHIBIT B

INSURANCE REQUIREMENTS

Without limiting Consultant's indemnification of Agency, and prior to commencement of Work, Consultant shall obtain, provide and maintain at its own expense during the term of this Agreement, policies of insurance of the type and amounts described below and in a form satisfactory to Agency.

General liability insurance. Consultant shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

Automobile liability insurance. Consultant shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with Work to be performed under this Agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than \$1,000,000 combined single limit for each accident.

Professional liability (errors & omissions) insurance. Consultant shall maintain professional liability insurance that covers the Services to be performed in connection with this Agreement, in the minimum amount of \$1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this Agreement and Consultant agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this Agreement.

Note: May need to delete workers' compensation and employer's liability insurance requirements for certain sole proprietorships, partnerships, or corporations without employees.

Workers' compensation insurance. Consultant shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least \$1,000,000).

Consultant shall submit to Agency, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of Agency, its officers, agents, employees and volunteers.

Note: If the required limits for general liability, auto and employer's liability are \$1 million or less, the following paragraph may be omitted.

Umbrella or excess liability insurance. [Optional depending on limits required]. Consultant shall obtain and maintain an umbrella or excess liability insurance policy with limits that will provide bodily injury, personal injury and property damage liability coverage at least as broad as the primary coverages set forth above, including commercial general liability, automobile liability, and employer's liability. Such policy or policies shall include the following terms and conditions:

- A drop down feature requiring the policy to respond if any primary insurance that would otherwise have applied proves to be uncollectible in whole or in part for any reason;
- Pay on behalf of wording as opposed to reimbursement;
- Concurrence of effective dates with primary policies;
- Policies shall "follow form" to the underlying primary policies; and
- Insureds under primary policies shall also be insureds under the umbrella or excess policies.

Other provisions or requirements

Proof of insurance. Consultant shall provide certificates of insurance to Agency as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers' compensation. Insurance certificates and endorsements must be approved by Agency's Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with Agency at all times during the term of this contract. Agency reserves the right to require complete, certified copies of all required insurance policies, at any time.

Duration of coverage. Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the Work hereunder by Consultant, his agents, representatives, employees or subconsultants.

Primary / noncontributing. Coverage provided by Consultant shall be primary and any insurance or self-insurance procured or maintained by Agency shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of Agency before the Agency's own insurance or self-insurance shall be called upon to protect it as a named insured.

Agency's rights of enforcement. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, Agency has the right but not the duty to obtain the insurance it deems necessary and any premium paid by Agency will be promptly reimbursed by Consultant or Agency will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, Agency may cancel this Agreement.

Acceptable insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VI (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the Agency's Risk Manager.

Waiver of subrogation. All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against Agency, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against Agency, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

Enforcement of contract provisions (non estoppel). Consultant acknowledges and agrees that any actual or alleged failure on the part of the Agency to inform Consultant of non-compliance with any requirement imposes no additional obligations on the Agency nor does it waive any rights hereunder.

Requirements not limiting. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Consultant maintains higher limits than the minimums shown above, the Agency requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Agency.

Notice of cancellation. Consultant agrees to oblige its insurance agent or broker and insurers to provide to Agency with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

Additional insured status. General liability policies shall provide or be endorsed to provide that Agency and its officers, officials, employees, and agents, and volunteers shall be additional insureds under such policies. This provision shall also apply to any excess/umbrella liability policies.

Prohibition of undisclosed coverage limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to Agency and approved of in writing.

Separation of insureds. A severability of interests provision must apply for all additional insureds ensuring that Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

Pass through clause. Consultant agrees to ensure that its subconsultants, subcontractors, and any other party involved with the project who is brought onto or involved in the project by Consultant, provide the same minimum insurance coverage and endorsements required of Consultant. Consultant agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Consultant agrees that upon request, all agreements with consultants, subcontractors, and others engaged in the project will be submitted to Agency for review.

Agency's right to revise specifications. The Agency reserves the right at any time during the term of the contract to change the amounts and types of insurance required by giving the Consultant ninety (90) days advance written notice of such change. If such change results in substantial additional cost to the Consultant, the Agency and Consultant may renegotiate Consultant's compensation.

Self-insured retentions. Any self-insured retentions must be declared to and approved by Agency. Agency reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these specifications unless approved by Agency.

Timely notice of claims. Consultant shall give Agency prompt and timely notice of claims made or suits instituted that arise out of or result from Consultant's performance under this AGREEMENT, and that involve or may involve coverage under any of the required liability policies.

Additional insurance. Consultant shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the work.

EXHIBIT A

SCOPE OF SERVICES

Basic services will consist of developing preliminary design concepts for the 90-inch storm drain outfall. The required scope of services is described in more detail below.

Task 1: Data Collection

The Schaaf & Wheeler team shall familiarize themselves with existing resource documents that contain information relating to this project and the City's policies regarding storm water facilities.

Task 1.1: Kick-Off Meeting

Schaaf & Wheeler attend a kick-off meeting with City staff to discuss project goals, expectations, schedule and other items. This meeting will be held at City offices.

Task 1.2: Review and Compile Existing Watershed and Drainage Facility Data

Schaaf & Wheeler will provide services to research, collect and review existing background data. Data sources include:

- Soils data (more specifically for soil types associated with percolation and infiltration)
- "As-built" construction drawings for the local storm drain facilities (where available)
- Existing Drainage Studies
- Ownership data (as needed)
- Topography (County LIDAR data will be made available)
- Three days of surveying is included

Task 2: Existing Conditions Hydraulic Modeling

Task 2.1: Sand City System

Schaaf & Wheeler will determine the extents of the Sand City storm drainage system that utilizes the 90-inch outfall. The watersheds will be delineated, land use and soil losses will be estimated, and pipe networks will be mapped.

Task 2.2: Existing Municipal Storm Drain - Hydraulic Model Preparation

Schaaf & Wheeler will perform a hydraulic analysis of the conveyance capacity of the existing City storm drain pipe system that drains through the existing 90-inch outfall. Sand City networks will be added to the model based on readily available data. Both the 10-year and 100-year event will be modeled. Tidal boundaries will include both static and design diurnal cycles. The hydraulic analysis will be based upon evaluation of the hydraulic grade line in comparison with existing grade (ground). Results will be compared to observed conditions in Sand City and Seaside.

Task 3: Capital Improvement Development

Task 3.1: Identification of Recommended Improvements

Schaaf & Wheeler will formulate and recommend alternatives for the repair, rehabilitation, and improvements to the storm drainage system that will satisfy the established objectives. Consideration will be given to the level of deficiency in system's hydraulic capacity. Schaaf & Wheeler will identify necessary upgrades to the drainage system. The CIP will also identify

projects with the potential for green infrastructure, trash capture and other NPDES and regulatory benefits. Up to five (5) improvement concepts will be developed.

Task 3.2: Preliminary Drainage Facilities Quantity and Construction Cost Estimate

Preliminary, planning level, construction quantity estimates will be prepared for the recommended drainage improvements. Major project tasks will be included in the estimate such as:

- 1) Land acquisition
- 2) Utility relocation or protection
- 3) Design Fee
- 4) Construction Contingencies
- 5) Operations costs

A preliminary estimated cost of construction will be generated from the quantity estimate using approved unit costs from the City. Unit costs will be based upon the most current cost information for recent similar projects in the area.

Task 4: Documentation

Task 4.1: Draft Technical Memorandum

Schaaf & Wheeler will prepare a draft technical memorandum that supports the assessments, analyses and recommended drainage facilities. The documentation will summarize project hydrology and hydraulic analysis for the existing system, condition assessment, hydraulic analysis of proposed improvements, and construction costs for proposed improvements projects.

Task 4.2: Final Technical Memorandum

A final memorandum will be prepared which incorporates comments and modifications from the draft review by the City.

Task 5: Project Management

Task 5.1: Meetings, Billings, and Management

Schaaf & Wheeler's project manager will coordinate with City of Seaside staff throughout the project. Monthly billings will be prepared in a timely manner. Team members will be available via internet calls and in-person meetings throughout the project. Schaaf & Wheeler is budgeting for two (2) in-person meetings.

Task 5.2: QA/QC

An independent engineer at Schaaf & Wheeler will perform quality reviews of models, plans, and cost estimates at key project milestones.

Assumptions

The following summarizes study assumptions and criteria:

- The minimum pipe size for the City's main storm drainage pipeline analysis is 12-inches.

- The minimum proposed pipe size for recommended improvements will be 15-inches.
- Up to 3 days of surveying is included.

This Schedule of Performance establishes the milestones for commencement and completion of the Tasks for Basic Services as specified in Exhibit A, Scope of Services.

TASK #	TASK DESCRIPTION	DURATION
1	Data Collection	3 weeks after Notice to Proceed for this Task
2	Existing Facilities Analysis	5 weeks after Notice to Proceed for this Task
3	Improvement Development	6 weeks after Notice to Proceed for this Task
4	Documentation	4 weeks after Notice to Proceed for this Task

Reimbursable Expenses. Eligible reimbursable expenses shall be billed to the City at actual cost with a 10% markup.

Billing Requirements. This scope and fee is an estimate for each task. Some tasks will take more effort and some less. Schaaf & Wheeler will not invoice the City for more than the not-to-exceed amount of \$66,192 without written approval.

City of Seaside Public Works Department 90-inch Outfall Study Schaaf & Wheeler CONSULTING CIVIL ENGINEERS Date: March 18, 2024			Schedule of Hours and Rates by Task								
			Schaaf & Wheeler				\$& W Subtotal	Sub Consultants	Total		
			Project Manager	Associate Engineer	Assistant Engineer	GIS Analyst					
Task #	Tasks	Hourly Rate	\$285	\$225	\$205	\$175					
Task 1	Data Collection and Analysis		2	2	4	2	\$ 2,190	\$ 13,332	\$15,522		
1.1	Kick-Off Meeting		2	2			\$ 1,020		\$ 1,020		
1.2	Review & Compile Existing Watershed & Drainage Facility Data				4	2	\$ 1,170	\$ 13,332	\$14,502		
Task 2	Drainage System Hydraulic Modeling/Alternatives Analysis		2	8	24	2	\$ 7,640	\$ -	\$ 7,640		
2.1	Sand City System			2	8	2	\$ 2,440		\$ 2,440		
2.2	Develop Existing Conditions 10-year and 100-year Models		2	6	16		\$ 5,200		\$ 5,200		
Task 3	Capital Improvement Plan Development		10	28	36	8	\$ 17,930	\$ -	\$17,930		
3.1	Identify Recommended Improvments		8	24	24	8	\$ 14,000		\$14,000		
3.2	Preliminary Drainage Facilities Quantity and Construction Cost Estimate		2	4	12		\$ 3,930		\$ 3,930		
Task 4	Storm Drain Master Plan Development		6	18	40	8	\$ 15,360	\$ -	\$15,360		
4.1	Draft SDMP		4	12	24	4	\$ 9,460		\$ 9,460		
4.2	Final SDMP		2	6	16	4	\$ 5,900		\$ 5,900		
Task 5	Administration and Project Management		24	4	0	0	\$ 7,740	\$ -	\$ 7,740		
5.1	Project Management, Billings, Meetings and Coordination		16	4			\$ 5,460		\$ 5,460		
5.2	QA/QC*		8				\$ 2,280		\$ 2,280		
	Direct Project Expenses						\$ 2,000		\$ 2,000		
TOTAL			44	60	104	20	\$ 52,860	\$ 13,332	\$66,192		

REQUEST FOR QUALIFICATIONS ON-CALL CONSULTANTS - ENGINEERING FOR CITY OF SEASIDE

Table of Contents

Introduction.....	1
Proposal Requirements.....	1
Statement of Qualifications Submittal Requirements	2
Schedule for Selection Process	2
Questions Regarding This Project	3
Form of Agreement	3
Evaluation and Rating Criteria.....	3
PRELIMINARY SCOPE OF SERVICES	3
General Provisions	4
Non-Discrimination & Non-Preferential Treatment	6
Grounds for Disqualification.....	6
Records and Financial Data	6

Introduction

The City of Seaside (City) seeks Request for Qualifications (RFQs) from qualified consulting firms or individuals to provide On-Call Engineering Services for miscellaneous undetermined projects. The selected engineering firms may be requested to help with the design of federal, state and locally funded capital improvement projects. The City intends to select multiple consultants for a three-year period, with the option of two (2) one-year extensions through mutual consent between the City and the chosen Consultant(s). Consultants do not need to be able to provide all services described in the “Preliminary Scope of Services,” below. Selection will be based on demonstrated expertise in providing support to the City of Seaside Public Works and Engineering Department.

Proposal Requirements

Statement of Qualifications (SOQ) must be received by 5:00 PM Friday, April 22, 2022 at the following address:

City of Seaside
440 Harcourt Avenue
Seaside, CA 93955

SOQ received after this deadline will not be accepted. Incomplete responses that do not conform to the requirements specified herein will not be considered. The SOQ and any accompanying documents shall be submitted in a sealed envelope with the words “**On-Call Consultants-Engineering**” clearly marked in the lower left-hand corner of the envelope. Three bound copies, plus one electronic copy submitted on CD, USB flash drive, or by email to pwinfo@ci.seaside.ca.us, containing an Adobe pdf copy, should be submitted.

EXHIBIT C

City of Seaside-Statement of Qualifications
On-Call Consultants - Engineering

Statement of Qualifications Submittal Requirements

The SOQ should include the following information:

1. Name of proposer and principal contact person, including office location, address, telephone number, fax numbers and e-mail address.
2. Brief description and history of the proposed project team and experience of the principal contact. Clearly describe project team member's experience in work described under "Preliminary Scope of Services". Describe the average project size and scope of the team member's past projects.
3. Provide as exhibits, listings of your firm's and its principals' and project teams experience demonstrating their capabilities and qualifications to perform the assigned task as described in the "Preliminary Scope of Services". For each individual, provide current professional registrations, related experience, educational background and years of experience with the team.
4. Enclosed is a copy of the City's standard contract, which stipulates, among other things, insurance requirements. Please confirm that the project team can accept the terms of the contract and has the required insurance, or can acquire insurance, that meets the minimum standards.
5. Please provide at least three professional references. Indicate which references are public agencies for which the project team, or its principals, have provided services for within the past five years.
6. Standard Hourly Fees: Provide your standard hourly fees by job classification and billing criteria for providing the services described in this RFQ in a separate sealed envelope. Do not provide in the response to this request as an exhibit or in the body of the response

The SOQ will be limited to 10 numbered pages including title sheet and cover letter if provided. Minimum font size is 12. Page size is limited to letter size with no fold-outs. Submittals must be printed on both sides of the paper. A clear front and back cover shall be provided and the front and back clear cover will not count towards the 10 page limit.

Schedule for Selection Process

The proposed consultant selection schedule is as follows.

Release RFQ	Thursday, March 24, 2022
Questions Due	Friday, April 8, 2022
Proposal due	Friday, April 22, 2022
Proposal Ranking	April 24, 2022 – May 20, 2022
Consultant Award (if applicable)	Friday, May 27, 2022

Questions Regarding This Project

All questions and/or contacts regarding this Request should be directed to:

Patrick Grogan
City of Seaside-Engineering Division
440 Harcourt Avenue
Seaside, CA 93955
E-mail: pgrogan@ci.seaside.ca.us or pwinfo@ci.seaside.ca.us
Phone (831) 899-6885

Form of Agreement

A copy of the City of Seaside Consultant Contract is included herewith.

Evaluation and Rating Criteria

City staff will review each SOQ for completeness and content. Each SOQ will be evaluated based upon the relevant qualifications and experience of the consultant. Consultants do not need to be able to provide all services described in the “Preliminary Scope of Services,” below. Staff may conduct interviews if necessary. References may also be verified. The SOQ review will focus upon the following criteria:

1. Experience and demonstrated ability of the team. – 25 points
2. Appropriate relevant experience and skills of personnel (principals, project managers and other key personnel). – 30 points
3. Prime consultant and sub-consultants experience in providing similar projects. – 15 points
4. Client References. – 10 points
5. Overall quality of the response and conformance with SOQ requirements for content (reference Proposal and Submittal Requirements). – 20 points

SOQs will be ranked on the basis of qualifications. The City of Seaside may conduct interviews with some or all of the firms/individuals who submit proposals, or it may complete its evaluation based on the proposals alone. If interviews are conducted, firms/individuals selected for interview will be contacted at that time to arrange the date and time for their interview.

PRELIMINARY SCOPE OF SERVICES

Consultant is required to provide engineering design and professional services for various projects to be implemented throughout the City. The scope of work under this contract may include but not be limited to the following:

A. Engineering Services

Design, Survey and Geometrics
Pavement Evaluation, Design and Testing
Pavement Management Program Evaluation and Report

EXHIBIT C

City of Seaside-Statement of Qualifications
On-Call Consultants - Engineering

Hydrology/Hydraulic Analysis
Structural Analysis and Design
Well Design and Rehabilitation
Water System Design and Rehabilitation
Storm Drain System Design and Rehabilitation
Value Engineering
Seismic Evaluations
Construction Phase Services

B. Professional Services

Disabled Accessibility Evaluations and Mitigation
Preliminary Engineering Studies
Technical Studies and Reports
Peer Reviews
Coordination with Other Agencies and Utilities
Constructability and Bidability Reviews
On-Call Services
Staff Augmentation

All materials submitted to the City will become the exclusive property of the City of Seaside.

The consultant will not be allowed to provide services when the City determines a potential conflict of interest may exist.

Consultant services will be on an as-needed, on-call basis. Consultant services will be authorized by separate contract(s). The Consultant is responsible for acknowledging receipt of requests for services within two (2) working days. Contracts may vary significantly in size and scope and will be determined in greater detail as each is assigned. The Consultant will be responsible for preparing a detailed scope and fee estimate for each contract request and shall identify the number of hours to be worked and position of each person performing work on a particular proposal. If during actual work the number of hours is increased by more than 20% of the estimate, the consultant shall notify the Project Manager as soon as possible before exceeding the estimated time. The City may elect to reduce the scope of work or may require a revised scope of work to cover the excess time. Work authorization will be issued for each work request. The City shall authorize all consultant quotes for tasks prior to the consultant commencing work. The City may accept the Consultant's scope and fee or negotiate with the Consultant, as appropriate. The City reserves the right to not accept the Consultant's scope and fee.

General Provisions

1. The City will assume no responsibility for any understandings or representations concerning conditions made by any of its officers or employees prior to execution of a final agreement unless they are included in this Request for Qualifications.
2. Any reasonable inquiry to determine the responsibility of a prospective Consultant(s) may be conducted. The submission of Qualifications shall constitute permission by the

EXHIBIT C

prospective Consultant(s) for the City to verify all information contained therein. If the City deems it necessary, additional information may be requested from the prospective Consultant(s) for further consideration.

3. A prospective Consultant(s) may withdraw their Qualifications at any time prior to the date and time which is set forth herein as the deadline for acceptance of Qualifications.
4. Each prospective Consultant(s) submitting Qualifications in response to this Request agrees the preparation of all materials for submittal to the City and all presentations are at the prospective entities sole cost and expense, and the City will not, under any circumstances, be responsible for any costs or expenses incurred by a prospective Consultant(s). In addition, each prospective Consultant(s) agrees that all documentation and materials submitted with Qualifications will remain the property of the City and will become a public document.
5. The City reserves the right to request additional information from any and all prospective entities as deemed necessary by the City in order to evaluate the Qualifications. This process may not be used as an opportunity to submit missing documentation or to make substantive revisions to the original Qualifications.
6. The City reserves the right to reject any and all Qualifications and, in the event the Consultant selected, it may attempt to negotiate an agreement with the Consultant that, in the sole judgment of the City, is the best qualified to provide the services requested.
7. The City shall not enter into an agreement with any prospective Consultant(s) that has previously had an agreement with the City terminated, or that has previously been found to have violated any provision of the Seaside City Code, or related resolutions or ordinances, or any provision of federal law, state, or other local law.
8. The City reserves the right to enter into an agreement with an Consultant(s) at any time, deviate from this Request, reject any or all SOQs, continue to advertise for new Qualifications, negotiate with multiple entities simultaneously, waive any defects in Qualifications, or to proceed otherwise. The Request and the selection process will in no way be deemed to create a binding contract or agreement of any kind between the City and any prospective Consultant(s). The submission of Qualifications does not in any way commit the City to enter into an agreement with any prospective Consultant(s).
9. Each prospective Consultant(s) shall agree to abide by all federal, state, and local laws, rules, and regulations and to secure all necessary licenses, permits, and other forms of identification as may be required in connection with the resulting agreement, all at no additional cost to the City.
10. All Qualifications, charge rates or representations will remain in effect and be legally binding for at least one hundred twenty (120) days from the date of submission.

11. This Request for Qualifications shall be governed in accordance with the laws of the State of California and the jurisdiction of any disputes hereunder shall be had in Monterey County.

Non-Discrimination & Non-Preferential Treatment

The successful Consultant shall not discriminate, in any way, against any person on the basis of race, sex, color, age, religion, sexual orientation, actual or perceived gender identity, disability, ethnicity, or national origin, in connection with or related to the performance of City of Seaside contracts.

Grounds for Disqualification

All prospective entities are expected to conduct themselves with the utmost integrity and responsibility throughout the Request process. Any prospective Consultant(s) that violates these expectations, as determined in the sole discretion of the City, will be subject to disqualification. Generally, the grounds for disqualification include:

1. Contact regarding this procurement with any City official or employee, other than the contact person designated in this Request, from the time of issuance of this Request until the consideration and approval of a professional services agreement.
2. Evidence of collusion, directly or indirectly, among prospective entities in regard to the amount, or the terms and conditions of this Request and the prospective agreement.
3. Influencing, or attempting to influence, any City staff member or official throughout the solicitation process, including the development of specifications beyond those included here, if any.
4. Evidence of submitting incorrect or inaccurate information in response to this Request or misrepresentation or failing to disclose facts during the evaluation or negotiation process.
5. Existence of any lawsuit, claim, or dispute between the prospective Consultant(s) and the City.
6. Evidence of the prospective Consultant(s)'s inability to successfully complete the responsibilities and obligations of the Request process.
7. The prospective Consultant(s)'s default under any City agreement or termination of a previous agreement.

Records and Financial Data

All correspondence with the City, including responses to this Request, will become the exclusive property of the City and will become public records under the California Public Records Act. All documents submitted in response to this Request will be subject to disclosure if requested by a member of the public. There are a very limited number of narrow exceptions to this disclosure requirement.

EXHIBIT C

City of Seaside-Statement of Qualifications
On-Call Consultants - Engineering

Personal financial information that a prospective Consultant(s) considers confidential, the disclosure of which would be an unwarranted invasion of personal privacy, should be submitted in a sealed envelope marked "CONFIDENTIAL: PERSONAL FINANCIAL RECORDS; NOT PUBLIC RECORDS." A prospective Consultant(s) should not mark their entire Qualifications as "Confidential." During the selection process, the City will keep such information confidential and will not disclose it, except as otherwise required under applicable law. This means that, depending on the nature of timing of the request, or future court decisions, that personal financial information may not remain private and may be publicly disclosed. Once the selection process is completed, the City will return this information to any prospective agency that is not selected.

If an Consultant(s) is selected, the City may retain any submitted information and disclose it to the City Council, and any subcommittees thereof, and the public in connection with consideration of an agreement with the City as evidence of the entities ability to carry out the development. Given the nature of the applicable law under the California Public Records Act, the City cannot guarantee or warrant that it will be able to keep submitted information, including personal financial records, confidential. The successful Consultant(s) agrees to indemnify, defend, and hold the City harmless from and against any suit brought under the California Public Records Act to obtain the records; otherwise, the City shall not be obligated to defend such suit and may release the records.



ADDENDUM No.1
For the Request for Qualifications for
On-Call Consultants – Engineering Services
April 5, 2022

Addendum No. 1 is being issued for revisions to the Request for Qualifications for On-Call Consultants - Engineering Services.

The clarifications and revisions declared in this addendum are an essential element to the Request for Qualifications. All other requirements remain unchanged.

REVISIONS

Proposal Requirements

1. Replace the last paragraph on page 2 under *Statement of Qualifications Submittal Requirements* with the following:

The SOQ will be limited to 10 numbered pages excluding the title sheet if provided. Minimum font size is 12 point. Page size is limited to letter size with no fold-outs. Submittals must be printed on both sides of the paper, such that scanning the document yields 10 pages of content. Front and back covers, if provided, will not count towards the 10 page limit. Additional information may be attached as appendices which will not count against the page limit. The City makes no assurances that any additional information in appendices will be reviewed.

If there are any questions regarding this addendum, please contact Patrick Grogan at pgrogan@ci.seaside.ca.us

Sincerely,

Nisha Patel
PW Director / City Engineer

EXHIBIT C



ADDENDUM No.2
For the Request for Qualifications for
On-Call Consultants – Engineering Services
April 20, 2022

Addendum No. 2 is being issued for revisions to the Request for Qualifications for On-Call Consultants - Engineering Services.

The clarifications and revisions declared in this addendum are an essential element to the Request for Qualifications. All other requirements remain unchanged.

REVISIONS

Proposal Requirements

The Table of Contents does not count toward the 10-page limit.

Schedule for Selection Process

SOQ's must be received by 5:00PM April 29, 2022. SOQ's received after this deadline will not be accepted.

The proposed consultant selection schedule is as follows.

Release RFQ	Thursday, March 24, 2022
Proposal Due	Friday, April 29, 2022
Proposal Ranking	May 2 to May 20, 2022
Project Award	Thursday, June 2, 2022

If there are any questions regarding this addendum, please contact Patrick Grogan at pgrogan@ci.seaside.ca.us

Sincerely,



Nisha Patel
PW Director / City Engineer

RESOLUTION NO. 22-62

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEASIDE

APPROVING AN ON-CALL LIST FOR ENGINEERING SERVICES

WHEREAS, a formal on-call list is needed to 1) provide an opportunity for qualified professionals to provide professional and technical services of a temporary nature, and 2) ensure consultants have demonstrated the necessary qualifications and experience to provide the requested services; and

WHEREAS, the City of Seaside, on occasion, is in need of consultants who specialize in a variety of engineering services and maintain necessary licenses; and

WHEREAS, an on-call list of firms is necessary to assure the quality of materials and installation satisfies the project's specifications; and

WHEREAS, there is a need for these services due to the capital improvement program projects identified in the coming years; and

WHEREAS, on March 24, 2022, staff issued a Request for Qualifications (RFQ) to solicit proposals from eligible firms to provide engineering services; and

WHEREAS, on April 29, 2022, Statement of Qualifications (SOQ) were received from thirteen firms offering professional services; and

WHEREAS, a selection panel reviewed and identified the eleven top firms shown in Exhibit 'A', attached, based upon qualifications.

NOW THEREFORE, BE IT RESOLVED, that the City of Seaside City Council approve the firms listed in Exhibit 'A' to provide engineering services on an as needed basis; and

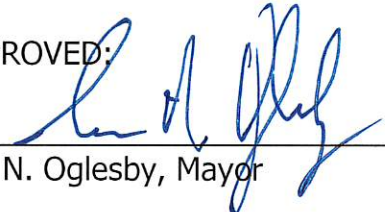
EXHIBIT D

BE IT FURTHER RESOLVED, approval to provide Engineering Services is for a period of three (3) years and may be extended at the City Manager's recommendation for two (2) one year extensions through June 2nd, 2027. Agreements will have a defined scope, schedule and fee arrangements that will be negotiated on a project by project basis.

PASSED AND ADOPTED at a regular City Council meeting of the City of Seaside duly held on the 2nd day of June 2022 by the following vote:

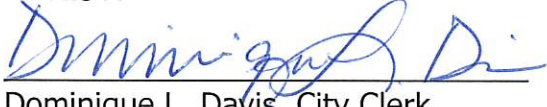
AYES:	5	COUNCIL MEMBERS	Campbell, Garcia-Arrazola, Oglesby, Pacheco, Wizard
NOES:	0	COUNCIL MEMBERS	None
ABSENT:	0	COUNCIL MEMBERS	None
ABSTAIN:	0	COUNCIL MEMBERS	None

APPROVED:



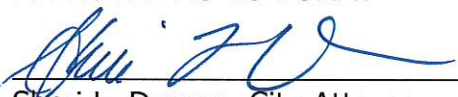
Ian N. Oglesby, Mayor

ATTEST:



Dominique L. Davis, City Clerk

APPROVED AS TO FORM:



Sheri L. Damon, City Attorney



EXHIBIT "A"

**On-Call List for Engineering Services
June 2, 2022
City of Seaside**

Kimley-Horn and Associates, Inc.

1615 Bunker Hill Way, #200
Salinas, CA 93906

Harris & Associates, Inc.

450 Lincoln Avenue, Suite 103
Salinas, CA 93901

Schaaf & Wheeler, Consulting Civil Engineers

3 Quail Run Circle, Ste. 101
Salinas, CA 93907

Ruggeri-Jensen-Azar, Inc.

8055 Camino Arroyo
Gilroy, CA 95020

Verde Design, Inc.

2455 The Alameda
Santa Clara, CA 95050

Wallace Group, Inc.

201 John Street, Suite H
Salinas, CA 93901

MNS Engineers, Inc.

811 El Capitan Way, Suite 130
San Luis Obispo, CA 93401

Whitson Engineers, Inc.

6 Harris Court
Monterey, CA 93940

Pavement Engineering, Inc.

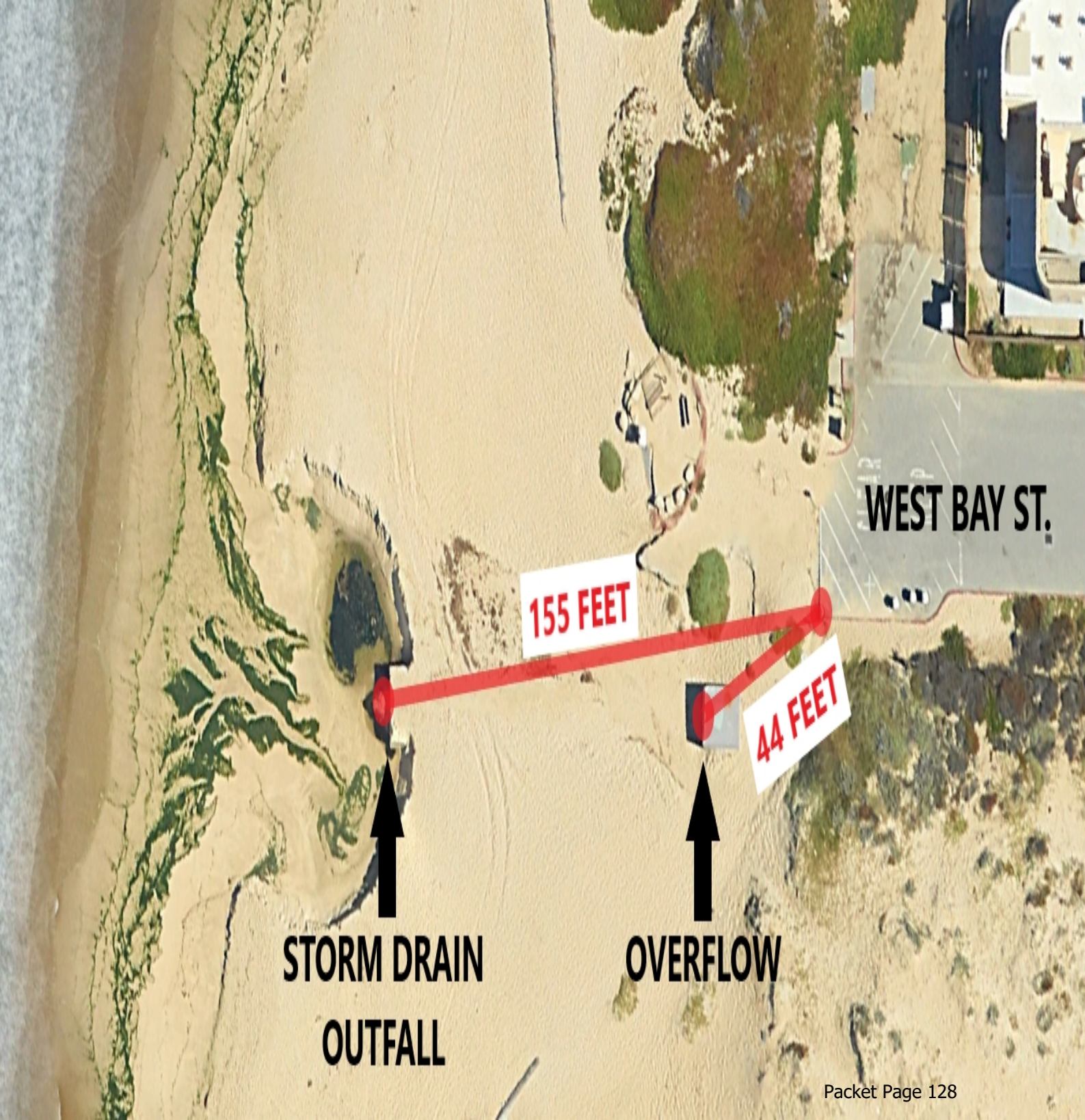
3485 Sacramento Drive, Suite A
San Luis Obispo, CA 93401

CSG Consultants, Inc.

3150 Almaden Expressway, #255
San Jose, CA 95118

ZFA Structural Engineers, Inc.

1390 El Camino Real, Suite 100
San Carlos, CA 94070



WEST BAY ST.

155 FEET

44 FEET

**STORM DRAIN
OUTFALL**

OVERFLOW

Overflow and Outfall End.





CITY OF SEASIDE STAFF REPORT

Item No.: 8.J.

TO: City Council

FROM: Jaime M. Fontes, City Manager

BY: Sheri Damon, City Attorney

DATE: April 4, 2024

**SUBJECT: ADOPT A RESOLUTION APPROVING A SPECIAL COUNSEL
CONTRACT TO ATTORNEY DON FREEMAN AND AUTHORIZING
THE CITY ATTORNEY TO EXECUTE THE CONTRACT**

RECOMMENDATION

Adopt a resolution approving special counsel contract and authorizing the City Attorney to execute the contract

BACKGROUND

The City from time to time requires the assistance of outside counsel to address special projects, investigations and/or address certain conflicts of interest that may exist within the City. This contract allows the City to utilize the services of Attorney Donald Freeman. Mr. Freeman also has an existing contract dated 6/6/2022 that had a cost cap of \$24,000. This agreement will amend that agreement to remove the cost cap and authorizes Attorney Freeman to submit any billing pursuant to that contract in excess of the cost cap. The new contract also provides additional clarifications related to noticing of the City and clarifying the scope of services that Attorney Freeman might provide to the City.

FISCAL IMPACT

Variable as needed.

ATTACHMENTS

1. Resolution - Contract Approval
 2. Exhibit A- City of Seaside and Donald G. Freeman
-

Reviewed for Submission to the City Council by:



Jaime M. Fontes, City Manager

RESOLUTION NO. 24-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEASIDE

**ADOPT A RESOLUTION APPROVING SPECIAL COUNSEL CONTRACT AND
AUTHORIZING THE CITY ATTORNEY TO EXECUTE THE CONTRACT**

WHEREAS, from time to time the City Council requires the assistance of outside special counsel to address special projects, investigations and/or address certain conflicts of interest that may exist within the City; and

WHEREAS, the City Council has retained and continues to retain special counsel Donald Freeman to perform specialized services as requested by the City Council; and

WHEREAS, Attorney Freeman has a valid contract dated June 6, 2022 which had a cost cap of \$24,000 and the City Council hereby intends to remove the cost cap and ratify any billing made by Attorney Freeman pursuant to that agreement which is in excess of the cost cap; and

WHEREAS, the City Council specifically adopted Resolution 20-87 which authorized the City Attorney to sign such contracts.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Seaside hereby approves the contract attached hereto, ratifies any billing made by Attorney Freeman pursuant to the June 6, 2022 agreement in excess of the cost cap and authorizes the City Attorney to execute the contract.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Seaside duly held on the 21st day of March, 2024 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

APPROVED AS TO FORM:

Sheri L. Damon, City Attorney

EMPLOYMENT AGREEMENT FOR LEGAL SERVICES

THIS AGREEMENT is made and entered into this _____ day of _____, by and between the CITY OF SEASIDE, hereinafter referred to as "CITY", and DONALD G. FREEMAN of the law offices of Perry and Freeman, hereinafter referred to as "ATTORNEY".

A. Term.

The term of this Agreement shall commence on March 21, 2024, on an as-needed basis until terminated by other party upon five (5) business days written notice.

B. Amendments of Prior Agreements.

This Agreement hereby amends that certain agreement dated June 6, 2022 to remove the \$24,000 cost cap and ratifies and authorizes any billing by ATTORNEY pursuant to that agreement that may exceed the \$24,000 cap.

C. Compensation.

ATTORNEY will provide general legal services to CITY at a rate of \$375.00 per hour.

C. Reimbursement of Costs.

ATTORNEY shall be reimbursed for actual out-of-pocket expenses and costs advanced or paid on behalf of the CITY, including court reporter fees and chargers, court costs, and costs of outside investigators or experts pertaining to CITY litigation. When specifically required to travel out of the county to conduct CITY related business expenses shall be billed as actual out-of-pocket costs unless otherwise negotiated. There will be no charge for actual travel time.

D. Legal Services.

Legal advice and legal opinions to CITY on general municipal matters, including but not limited to, litigation, administrative investigations, retain investigators, administrative hearings, land use, water and economic matters as maybe requested from time to time by CITY through either City Council, the City Attorney or in the case that the City Attorney refers it to the City Manager due to a conflict.

E. Independent Contractor.

ATTORNEY shall perform requested legal services under this Agreement as an independent contractor.

F. Notices.

All notices herein provided to be given, or which may be given by either party to the other, shall be considered fully received when made in writing and deposited in the United States mail, certified and postage prepaid, and addressed to the respective parties as follows:

CITY:

City of Seaside
440 Harcourt Avenue
Seaside, CA 93955
Attn: City Attorney

ATTORNEY:

Donald G. Freeman
Perry and Freeman
P.O. Box 805
Carmel, CA 93921

E-mail copy to cityattorney@ci.seaside.ca.us

G. Immunity.

As an authorized representative of CITY, ATTORNEY shall be recognized as having rights to any immunity CITY is entitled to. In no event shall any duties contained in this Agreement, or otherwise herein, negate any legal protections or immunities available to the parties under local, state or federal law.

H. Corporate Authority.

The person executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date hereinabove written.

CITY

ATTORNEY

SHERI L. DAMON
City Attorney

DONALD G. FREEMAN



CITY OF SEASIDE STAFF REPORT

Item No.: 9.A.

TO: City Council

FROM: Jaime M. Fontes, City Manager

BY: Haroon Noori, Administrative Analyst II

DATE: April 4, 2024

**SUBJECT: CONSIDER FUNDING RECOMMENDATIONS FOR THE
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
FOR FISCAL YEAR 2024-2025 AND FISCAL YEAR 2025-2026**

RECOMMENDATION

Consider and approve CDBG funding allocations for fiscal year 2024-2025 and fiscal year 2025-2026 and authorize staff to draft the Fiscal Year 2024-2025 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 at least 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

- Provide 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

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

FY24-26 NOFA:

The CDBG program operates under a two-year funding request cycle. This funding cycle represents the City's fifth operating year of the 2020-24 Consolidated Plan, and first operating year of the 2025-2029 Consolidated Plan which will be planned and developed in 2024. A [Notice of Funding Availability \(NOFA\)](#) was issued on December 1, 2023, to solicit applications for awards of CDBG funds for fiscal years 2024-2025 and 2025-2026. The NOFA was also published in the Monterey County Weekly on November 30, 2023. A mandatory pre-proposal conference was also conducted on December 13, 2023, to assist applicants with program regulations and project eligibility questions.

FUNDING AVAILABILITY:

The City is an entitlement community and anticipates having funds available as follows:

Funding Type/Source	FY24/25	FY25/26
Anticipated CDBG Allocation	\$346,000	\$332,000
Anticipated Program Income	\$104,900	\$102,000
CDBG Funds Available from Previous Years	\$100,378	-
Program Income Available from Previous Years	\$21,729	-
Total	\$573,007	\$434,000

To facilitate the City Council's discussion, City staff has developed a funding allocation worksheet which is attached to this staff report. The worksheet also includes staff funding recommendations.

CONTINGENCY PLAN

President Biden signed a [\\$469 billion minibus fiscal year \(FY\) 2024 spending bill](#) on March 9, 2024 providing discretionary funding for federal agencies covered in six of the 12 annual spending bills, including the U.S. Department of Housing and Urban Development (HUD). HUD has 60 days from the bill enactment (around May 8th) to provide the formula allocations. Because of the delay in FY2024 appropriation, HUD has advised CDBG entitlement grantees

([Notice CPD-24-01](#)) to include “contingency provision” language explaining how it will adjust its proposed Plan to match its actual allocation amounts, once actual amounts become known.

Keeping in mind HUD guidance regarding contingency provision, staff recommend the City Council consider the contingency plan. By including such contingency language, the City can avoid the need to make significant revisions to its Plan (beyond incorporating the final allocation amounts into the Plan and the SF-424 form). The City may also avoid the potential need to conduct additional citizen participation on a Plan that has to be significantly revised in order to reflect actual allocation amounts.

Examples of contingency provisions include:

- 1)** A Plan could state that all proposed activities’ budgets will be proportionally increased or decreased from the estimated funding levels to match actual allocation amounts.
- 2)** A grantee could express its budget in terms of percentages of the allocation to be budgeted to each planned activity, along with the grantee’s current estimate of how many dollars that equates to for each activity. [For example, regardless of what the final allocation amounts are, the United Interfaith Street Outreach Program will receive 22 percent (currently estimated to be approximately \$38,000) of the grantee’s total CDBG allocation, and the Tenant-Based Rental Assistance activity will receive 10 percent (currently estimated to be about \$68,750) of the CDBG allocation.]
- 3)** A Plan could state that any increase or decrease in funding to match actual allocation amounts will be applied to one or more specific activities (e.g., any increase or decrease relative to the grantee’s estimated allocation amount will be applied to the single-family housing rehabilitation grant program).
- 4)** A Plan could list its proposed activities in priority order and indicate that the East Side Sidewalk Replacement activity listed in the plan is a “backup” activity that will be funded only if sufficient CDBG funding exists; or conversely, if the grantee’s actual allocation is less than estimated, the East Side Sidewalk Replacement activity will not be funded in FY2024.
- 5)** A Plan could state that, should the actual allocation amount exceed the grantee’s estimate, the grantee will increase the Uptown Sewer Separation activity budget and will extend the service area block-by-block along the 600-900 blocks of Cherry Street, based on the amount of additional funding available.

The City may include these or other comparable provisions singly or in any combination to meet its needs.

CDBG APPLICATIONS

In response to the 2024-26 NOFA, the City received 6 public service and 3 capital improvement project applications which are attached for reference. Of the 6 public service applications, two

applications (for Girls Inc of the Central Coast and Legal Services for Seniors) were submitted outside the application window. All applications received are attached for reference.

A summary of these applications and funding requests is also included in the attached funding allocation worksheet.

STAFF REVIEW OF APPLICATIONS

Per 24 CFR 507.200 (a)(2), the City must document the eligibility for all Community Development Block Grant (CDBG) funded activities. An eligibility determination includes, but is not limited to, information pertaining to the national objective, eligible category, activity description, and additional attachments contingent upon the national objective. City staff, with assistance from the City's CDBG consultant, have completed the application review and determined that all proposed projects are eligible for CDBG funding.

REVIEW OF APPLICATIONS BY THE COMMUNITY DEVELOPMENT ADVISORY COMMITTEE (CDAC):

One of CDAC's functions is to openly and impartially evaluate applications for CDBG funds and provide funding recommendations to the City Council. On February 8, 2024, CDAC received applications and agency presentations to better understand proposed public service programs and capital improvement projects.

Following the February 8th meeting, 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	Tina Cormier	Trent Parker	Average
Boys & Girls Clubs of Monterey County	Seaside Clubhouse Exterior Lighting & Surveillance and Parking Lot Project Improvements	89%	82%	86%
City Seaside Engineering	San Pablo Pedestrian Bridge Demolition and Reconstruction	91%	84%	87%
Community Human Services	Seaside - Family Service Centers and Casa de Noche Facility Improvements	92%	82%	87%

Eden Council for Hope and Opportunity	Fair Housing and Tenant/Landlord Services	76%	78%	77%
Gathering for Women - Monterey	Case Management - Casa de Noche Buena	92%	82%	87%
Girls Inc. of the Central Coast	After School Program	81%	82%	82%
Greater Victory Temple	Afternoon Community Program	79%	82%	81%
Legal Services for Seniors, Monterey County	Legal Services for Seniors	80%	76%	78%
Meals on Wheels Monterey Peninsula, Inc.	Home Delivered Meals	85%	78%	81%

On March 6, 2024, CDAC convened another meeting to consider and discuss funding allocations for FY24/25 and FY25/26. Due to lack of quorum, CDAC did not adopt a resolution formally recommending funding allocations to the City Council. Instead, the two remaining members of the Committee provided funding recommendations as individual members. Funding recommendations of the two committee members are attached for City Council consideration.

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). The draft AAP will be made available for public comment from April 8th through May 7th. City staff will return the AAP to the City Council for final adoption after HUD releases actual allocations. All public comments received during the 30-day public review period or at the public hearing will be incorporated into the FY2024-25 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. Normally, HUD requires submittal of the AAP no later than 45 days prior to the start of the program year, or May 15th of every year. However, HUD will allow late submission of the APP this year due to the delay in FY2024 appropriations.

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

HUD allows entitlement grantees to allocate up to 20% of the annual grant and program income toward program administration which may include staff salaries and benefits, legal noticing fees, consultant and other indirect costs.

During the 2022-2024 funding cycle, the City Council allocated approximately \$51,000 and \$45,000 to CDBG program administration in FY22/23 and FY23/24 respectively. These amounts represented approximately half the amount the City could have allocated to CDBG program administration. In FY22/23, the City expended approximately \$57,000, and is on track to spend a similar amount in the current fiscal year.

City staff anticipates increased program administration costs in FY24/25 due to additional consultant services needed to assist with the planning and development of the Analysis of Impediments to Fair Housing and the next 5-year CDBG Consolidated Plan. In FY24/25, City staff anticipates approximately \$75,000 in CDBG program expenditures.

City staff recommends the City Council consider allocating approximately \$75,000 in FY24/25 and \$54,000 in FY25/26 to CDBG program administration. This will help ensure CDBG program costs are not subsidized by General Fund monies.

ATTACHMENTS

1. CDBG Funding Allocation Worksheet 3-14-24
2. CDBG Funding Recommendation - Trent Parker
3. CDBG Funding Recommendation - Tina Cormier
4. Boys and Girls Club - Seaside Clubhouse Improvements
5. City of Seaside Engineering - San Pablo Pedestrian Bridge
6. Community Human Services - Family Service Centers and Casa de Noche Facility Improvements
7. PS - Eden Council for Hope and Opportunity
8. PS - Gathering for Women
9. PS - Girls Inc of the Central Coast
10. PS - Greater Victory Temple
11. PS - Legal Services for Seniors
12. PS - Meals on Wheels of Monterey Peninsula

Reviewed for Submission to the City Council by:



Jaime M. Fontes, City Manager

**City of Seaside
CDBG Funding Allocation Worksheet
FY24-26 Funding Cycle**

			FY2024-2026 Funding Cycle Requests		FY2024-2026 Staff Funding Recommendation		FY2024-2026 City Council Funding Recommendation	
Item No.	Agency	Program/Project	Year 1	Year 2	Year 1	Year 2	Year 1	Year 2
1	Greater Victory Temple	Afternoon Community Program	\$15,000	\$15,000	\$11,273	\$10,850		
2	Legal Services for Seniors	Legal Services for Seniors	\$15,000	\$15,000	\$11,273	\$10,850		
3	Meals on Wheels Monterey Peninsula	Home Delivered Meals	\$12,000	\$12,000	\$11,273	\$10,850		
4	Eden Council for Hope and Opportunity	Fair Housing and Tenant/Landlord Services	\$13,625	\$13,625	\$11,273	\$10,850		
5	Gathering for Women - Monterey	Case Management - Casa de Noche Buena	\$15,000	\$15,000	\$11,273	\$10,850		
6	Girls Inc of the Central Coastal	After-School Program	\$15,000	\$15,000	\$11,273	\$10,850		
Public Services (subject to 15% Cap) Subtotal			\$85,625	\$85,625	\$67,635	\$65,100	\$67,635	\$65,100
7	City of Seaside Engineering Department	San Pablo Pedestrian Bridge	\$350,000	\$350,000	\$340,000	\$240,000		
8	Community Human Services	Family Service Center/Casa de Noche Improvements	\$40,000	\$40,000	\$40,000	\$35,000		
9	Boys & Girls Clubs of Monterey County	Seaside Clubhouse Improvements	\$50,000	\$50,000	\$50,000	\$40,000		
Public Facilities/Infrastructure Subtotal			\$440,000	\$440,000	\$430,000	\$315,000		
10	City of Seaside, Community Development	CDBG Program Administration	\$75,000	\$55,000	\$75,372	\$53,900		
CDBG Planning and Administration (subject to 20% Cap) Subtotal			\$75,000	\$55,000	\$75,372	\$53,900		
GRAND TOTAL			\$600,625	\$580,625	\$573,007	\$434,000		

Anticipated Available Funding	Year 1	Year 2	Year 1	Year 2
Anticipated CDBG Allocation	\$346,000	\$332,000	\$346,000	\$332,000
Anticipated Program Income	\$104,900	\$102,000	\$104,900	\$102,000
CDBG Funds Available from Previous Years	\$100,378	-	\$100,378	-
Program Income Available from Previous Years	\$21,729	-	\$21,729	-
FUNDING TOTAL	\$573,007	\$434,000	\$573,007	\$434,000

NOTES:

1- Public Service Funding Cap 15%: The total amount of CDBG funds obligated for public services activities must not exceed 15 percent of the annual grant allocation plus 15 percent of program income received during the prior year. For example, public service funding for year one would be calculated as follows: \$346,000 + \$104,900 x 15% = \$67,635.

2- Planning and Administrative Cap 20%: Planning and administration costs are capped to 20 percent of the sum of grant plus program income that is received during the program year. For example, planning and administrative funding for year one would be calculated as follows: \$346,000 + \$104,900 x 20% = \$90,180. However, due to limited funding, staff is requesting less than 20% of the grant plus program income per year for CDBG program administration.

3- Public Facilities and Infrastructure Projects: This category covers capital improvement type projects and is not subject to any funding cap.

4- CDBG funds and program income from canceled activities from prior years: CDBG funds (\$100,378) and program income (\$21,729) from previous years can only be used to fund capital improvement projects.

**City of Seaside
CDBG Funding Allocation Worksheet
FY24-26 Funding Cycle**

Mr. Paul
3/16/24

option 2

			FY2024-2026 Funding Cycle Requests		FY2024-2026 Staff Funding Recommendation		FY2024-2026 CDAC Funding Recommendation	
Item No.	Agency	Program/Project	Year 1	Year 2	Year 1	Year 2	Year 1	Year 2
1	Greater Victory Temple	Afternoon Community Program	\$15,000	\$15,000	OK \$11,273	OK \$10,850	11,273	10,850
2	Legal Services for Seniors	Legal Services for Seniors	\$15,000	\$15,000	\$11,273	\$10,850	11,273	10,850
3	Meals on Wheels Monterey Peninsula	Home Delivered Meals	\$12,000	\$12,000	\$11,273	\$10,850	9,479	9,124
4	Eden Council for Hope and Opportunity	Fair Housing and Tenant/Landlord Services	\$13,625	\$13,625	\$11,273	\$10,850	10,702	10,359
5	Gathering for Women - Monterey	Case Management - Casa de Noche Buena	\$15,000	\$15,000	\$11,273	\$10,850	11,849	11,404
6	Girls Inc of the Central Coastal	After-School Program	\$15,000	\$15,000	\$11,273	\$10,850	11,849	11,404
Public Services (subject to 15% Cap) Subtotal			\$85,625	\$85,625	\$67,535	\$65,100	\$67,535	\$65,100
7	City of Seaside Engineering Department	San Pablo Pedestrian Bridge	\$350,000	\$350,000	\$365,372	OK \$258,900	OK 350,000	
8	Community Human Services	Family Service Center/Casa de Noche Improvements	\$40,000	\$40,000	\$40,000	\$30,000	47,000	
9	Boys & Girls Clubs of Monterey County	Seaside Clubhouse Improvements	\$50,000	\$50,000	\$50,000	\$40,000	57,000	
Public Facilities/Infrastructure Subtotal			\$440,000	\$440,000	\$455,372	\$328,900	457,000	
10	City of Seaside, Community Development	CDBG Program Administration	\$50,000	\$40,000	OK \$50,000	OK \$40,000		
CDBG Planning and Administration (subject to 20% Cap) Subtotal			\$50,000	\$40,000	\$50,000	\$40,000		
GRAND TOTAL			\$575,625	\$565,625	\$573,007	\$434,000		

Anticipated Available Funding	Year 1	Year 2	Year 1	Year 2
Anticipated CDBG Allocation	\$346,000	\$332,000	\$346,000	\$332,000
Anticipated Program Income	\$104,900	\$102,000	\$104,900	\$102,000
CDBG Funds Available from Previous Years	\$100,378	-	\$100,378	-
Program Income Available from Previous Years	\$21,729	-	\$21,729	-
FUNDING TOTAL	\$573,007	\$434,000	\$573,007	\$434,000

NOTES:

1- Public Service Funding Cap 15%: The total amount of CDBG funds obligated for public services activities must not exceed 15 percent of the annual grant allocation plus 15 percent of program income received during the prior year. For example, public service funding for year one would be calculated as follows: \$346,000 + \$104,900 x 15% = \$67,635.

2- Planning and Administrative Cap 20%: Planning and administration costs are capped to 20 percent of the sum of grant plus program income that is received during the program year. For example, planning and administrative funding for year one would be calculated as follows: \$346,000 + \$104,900 x 20% = \$90,180. However, due to limited funding, staff is requesting approximately 10% of the grant plus program income per year for CDBG program administration.

3- Public Facilities and Infrastructure Projects: This category covers capital improvement type projects and is not subject to any funding cap.

4- CDBG funds and program income from canceled activities from prior years: CDBG funds (\$100,378) and program income (\$21,729) from previous years can only be used to fund capital improvement projects.

**City of Seaside
CDBG Funding Allocation Worksheet
FY24-26 Funding Cycle**

			FY2024-2026 Funding Cycle Requests		FY2024-2026 Staff Funding Recommendation		FY2024-2026 CDAC Funding Recommendation	
Item No.	Agency	Program/Project	Year 1	Year 2	Year 1	Year 2	Year 1	Year 2
1	Greater Victory Temple	Afternoon Community Program	\$15,000	\$15,000	\$11,273	\$10,850	11,135	11,000
2	Legal Services for Seniors	Legal Services for Seniors	\$15,000	\$15,000	\$11,273	\$10,850	10,000	10,000
3	Meals on Wheels Monterey Peninsula	Home Delivered Meals	\$12,000	\$12,000	\$11,273	\$10,850	11,000	10,000
4	Eden Council for Hope and Opportunity	Fair Housing and Tenant/Landlord Services	\$13,625	\$13,625	\$11,273	\$10,850	10,000	10,000
5	Gathering for Women - Monterey	Case Management - Casa de Noche Buena	\$15,000	\$15,000	\$11,273	\$10,850	13,000	12,000
6	Girls Inc of the Central Coastal	After-School Program	\$15,000	\$15,000	\$11,273	\$10,850	12,500	12,100
Public Services (subject to 15% Cap) Subtotal			\$85,625	\$85,625	\$67,635	\$65,100	\$67,635	\$65,100
7	City of Seaside Engineering Department	San Pablo Pedestrian Bridge	\$350,000	\$350,000	\$365,372	\$258,900		
8	Community Human Services	Family Service Center/Casa de Noche Improvements	\$40,000	\$40,000	\$40,000	\$30,000		
9	Boys & Girls Clubs of Monterey County	Seaside Clubhouse Improvements	\$50,000	\$50,000	\$50,000	\$40,000		
Public Facilities/Infrastructure Subtotal			\$440,000	\$440,000	\$455,372	\$328,900		
10	City of Seaside, Community Development	CDBG Program Administration	\$50,000	\$40,000	\$50,000	\$40,000		
CDBG Planning and Administration (subject to 20% Cap) Subtotal			\$50,000	\$40,000	\$50,000	\$40,000		
GRAND TOTAL			\$575,625	\$565,625	\$573,007	\$434,000		

Anticipated Available Funding	Year 1	Year 2	Year 1	Year 2
Anticipated CDBG Allocation	\$346,000	\$332,000	\$346,000	\$332,000
Anticipated Program Income	\$104,900	\$102,000	\$104,900	\$102,000
CDBG Funds Available from Previous Years	\$100,378	-	\$100,378	-
Program Income Available from Previous Years	\$21,729	-	\$21,729	-
FUNDING TOTAL	\$573,007	\$434,000	\$573,007	\$434,000

NOTES:

1- Public Service Funding Cap 15%: The total amount of CDBG funds obligated for public services activities must not exceed 15 percent of the annual grant allocation plus 15 percent of program income received during the prior year. For example, public service funding for year one would be calculated as follows: \$346,000 + \$104,900 x 15% = \$67,635.

2- Planning and Administrative Cap 20%: Planning and administration costs are capped to 20 percent of the sum of grant plus program income that is received during the program year. For example, planning and administrative funding for year one would be calculated as follows: \$346,000 + \$104,900 x 20% = \$90,180. However, due to limited funding, staff is requesting approximately 10% of the grant plus program income per year for CDBG program administration.

3- Public Facilities and Infrastructure Projects: This category covers capital improvement type projects and is not subject to any funding cap.

4- CDBG funds and program income from canceled activities from prior years: CDBG funds (\$100,378) and program income (\$21,729) from previous years can only be used to fund capital improvement projects.

Florence Cormier
03/06/2024

City of Seaside Application for Program Year 2024-2025

Part 1 - General Information			
Legal Name of Organization Submitting Proposal:		Boys & Girls Clubs of Monterey County	
Program/Project Name:		2024-25 & 2025-26 Seaside Clubhouse Exterior Lighting & Surveillance and Parking Lot Project Improvements	
Person Completing Application:	Andrew Vie	Title:	Interim Director of Grants Management
Direct Telephone:	831-394-5171 x212		
Email Address:	grantsadministration@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:	Interim Director of Grants Management
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:	grantsadministration@bgcmc.org		
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)	06/22		
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. Low and moderate-income persons benefit from quality youth development program, facility use (community

groups/partners) and nutritional services. USDA Supper and Summer Food Programs, provide year around nutrition support in the late afternoon and critical out of school time for hundreds of youth that rely on free and reduced lunch program at their school; all of whom identify as low to moderate-income (or lower) persons.

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 475 youth and dozens of community organizations and partners. We anticipate that approximately 89.8% 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.

FY24-25 would see the purchase, retrofit and conversion of lights and fixtures from traditional lights to LED. The existing lights include thirty four (34) recessed building lights, five (5) wall mounted lights and eight (8) parking lot pole lights. The improvements would also include adding several motion sensor LED lights to specific areas near the back of the Clubhouse. FY25-26 would see the 22,500' parking lot surfaced, sealcoated, striped and marked. A 25' x 25' section of walkway will be replaced with a new concrete section and new bike rack with modern locks.

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

Number Served	Type of Activity
475	Hard Costs
475	Rehabilitated
475	Demo
475	Construction

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

	Description of Activity
Activity #1	FY24-25 Retrofit and install all LED lighting to the exterior of the building
Activity #2	FY24-25 Install necessary cameras for the Cutino Park improvements and upgrade video system to 64 Network Video Recording (NVR)
Activity #3	FY25-26 Complete Surfacing, Sealcoating, Striping and Marking of 22,500' parking lot
Activity #4	FY25-26 Replace 25' x 25' concrete walkway and install new bike rack with locks

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

The Boys & Girls Clubs of Monterey County (BGCMC) working with the selected firm/contractor, would complete the following projects:

FY24-25 External lighting and video security: As the Club and adjacent Cutino Park sees an increase in participation following each entity's improvements, the safety of all participants will be enhanced with improved LED lighting. Additionally, lighting would be added to the back of the building where there is space between the building and Cutino Park. This 102' stretch requires adding a circuit breaker to the local breaker box and running wire through the walls to each of the new locations. The existing lights include thirty four (34) recessed building lights, five (5) wall mounted lights and eight (8) parking lot pole lights. The additional cameras and upgrade Network Video Recording capacity to 64 cameras, will aide in supporting safety and requests from law enforcement. Total cost is \$65,000

FY25-26 Parking lot improvements will aide with the increased demand of Clubhouse and Cutino Park usage for vehicular parking, bicycles, and pedestrians. The Club lot is approximately 22,500 square feet (7'5" X 300") with forty (40) regular parking spaces and two additional, larger spaces for ADA accessibility. The regular parking spaces are not all uniform in size and asphalt is cracking throughout the lot. A 25' x 25' concrete section of the walkway requires replacement and will include installation of new bike rack with locks. Total cost is \$35

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 (Exterior Lighting Improvements Project FY24-25)	10/18/2024
Submit public notice (Exterior Lighting Improvements Project FY24-25)	10/24/2024
Hold pre-bid meeting (Exterior Lighting Improvements Project FY24-25)	12/9/2024
Sealed bids due and opened (Exterior Lighting Improvements Project FY24-25)	1/10/2025
Project awarded (Exterior Lighting Improvements Project FY24-25)	1/15/2025
Project start date (Exterior Lighting Improvements Project FY24-25)	2/1/2025
Project completion date (Exterior Lighting Improvements Project FY24-25)	05/1/2025
Complete bid packet (Parking Lot Improvement Project Project FY25-26)	10/19/2025
Submit public notice (Parking Lot Improvement Project Project FY25-26)	10/25/2025
Hold pre-bid meeting (Parking Lot Improvement Project Project FY25-26)	12/10/2026
Sealed bids due and opened (Parking Lot Improvement Project Project FY25-26)	1/11/2026
Project awarded (Parking Lot Improvement Project Project FY25-26)	1/16/2026
Project start date (Parking Lot Improvement Project Project FY25-26)	2/1/2026
Project completion date (Parking Lot Improvement Project Project FY25-26)	5/1/2026

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, Starlight Volleyball, Montage Health, 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 475 persons in 2024-25 and 2025-26
- Approximately 430 persons of low-income
- Serve 60,000 meals and snacks in 2024-25 and 2025-26

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 2022. Because of economic dislocation in 2023, demand for emergency food assistance increased to y-persons, a z-% change, in 2023.

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. Our Seaside Clubhouse contributed to hosting of numerous vaccinations during the immediate distribution through Montage and other health providers. From 2022 to 2023 we saw a 31% increase in registered members, as well as a significant return of post Corona Virus Pandemic facility requests. This included City of Seaside Adult Basketball League, City of Seaside Youth Basketball League, Seaside Raiders Football meetings, and Starlight Volleyball Club practices. The gym routinely will have 75 or more participants in the evenings beyond the Clubhouse participants referenced in our CBDG tracking.

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. Our prevention efforts include detailed screening for staff whom present illness or miss work due to illness. Additionally, youth that are sent home with illness are communicated with in the event of close contact or increased risk of transmission. Overall our services are not expanding post pandemic in partnership with Monterey Peninsula School District and local Community Based Organizations. For example this past December, the District had us host over 100 Seaside students for the winter break between 12/18 to 12/22 at our Clubhouse. This full day program supported the school and families whom work and need support during business hours.

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 referenced in other responses, the Seaside Clubhouse is now reaching full capacity and expanding hours and opportunities to serve the community. Our attendance is as high as 240-280, which is resuming full attendance prior to the Pandemic. The increase level in services is largely due to a strategic partnership with Monterey Peninsula School District and our existing transportation program. This allows us to transport more students to the Club safely and support more working families, including those in the health care sector and/or essential services. Providing child care for these key groups, supports coronavirus objectives to ensure health care, nutrition support, etc. continue and families do not experience a reduction in income due to lack of child care.

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 in 2023 we supported 359 youth sponsored in the County and distributed 2,000 stockings during the holiday season. In take process internally and with partners, verifies socio-economic need and affirms they are receiving the service exclusively within the partnership. 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. Our FY 2022-2023 project was at budget and the FY 2023-2024 project will be at budget, with up to \$15,000 in contributed dollars for additional costs. We anticipate additionally 25-33% demand each year of the grant period, particularly during the spring, summer and winter breaks.

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 30 year old building. Youth clients have benefited from the improvements made possible through funding from CBDG grant awards. During the past three years, BGCMC meals served increased 20%, including grab and go meals during the pandemic. Additionally, we distributed over 100,000 pounds of food, as our Seaside Kitchen was a hub for support during the pandemic. In post pandemic support, the Club provides vital academic support and enrichment services including Read Naturally, the Summer Program, and STEAM (Science, Technology, Engineering, Art, and Math).

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. Upgrades to the facility ensures families are safe and that the parking lot reduces risk of accident or injury.

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

Access to community services (youth and senior services are priority services)

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	
Hayward Family Foundation	No	\$25,000			\$25,000	\$0	0%	Private Funds
TOTAL		\$125,000	\$0	\$0	\$125,000	\$0	0%	

Leveraging Ratio 80%

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 ten years awarded CDBG funding, BGCMC has successfully leveraged an additional \$165,000 in funding and thousands more through in kind. For the proposed project BGCMC has \$25,000 secured to support improvements to the Seaside Clubhouse.

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 70% 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 55 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. February, 2024 marks the 30th year operating the Seaside Clubhouse, which has positively impacted over 10,000 families since opening in 1994.

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

We provide programming on campus at the following sites at various days of the week and times during the school year:

Fairview Middle School - 401 4th St., Gonzales, CA 93926

Gonzales High School - 501 5th St., Gonzales, CA 93926

Mary Chapa Academy - 490 El Camino Real, Greenfield, CA 93927

Cesar Chavez - 250 Apple Ave, Greenfield, CA 93927

Vista Verde MS - 1 199 Elm Ave, Greenfield, CA 93927

Greenfield HS - 225 S El Camino Real, Greenfield, CA 93927

Main Street MS - 441 Main Street Soledad, CA 93960

Soledad HS - 425 Gabilan Dr, Soledad, CA 93960

North Salinas HS - 55 Kip Drive, Salinas, California 93906

Seaside HS - 2200 Noche Buena St., Seaside, CA 93955

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, Mrs. Hasselbach works with BGCMC staff to ensure all procedures all 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 475 beneficiaries the free or reduced lunch eligibility is approximately 89.8%.

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 and attached LEP / 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. BGCMC has a successful track record completing reports and expensing funds on time. Attached includes impact reporting for BGCMC, as well as the final report for FY22-23 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 (most recent Seaside monitoring 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 successful CDBG grants for 2023-24 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 FY24-25 budget.

Program	Staff (Personnel)	Supplies	Equipment	Overhead	Capital Improvements	Total
City of Seaside Application					\$100,000	\$100,000
Seaside Clubhouse	\$991,911	\$190,685	\$60,305	\$515,650	\$25,000	\$1,783,551
Salinas Clubhouse	\$1,235,372	\$204,765	\$55,495	\$665,435	\$0	\$2,161,067
Virtual Program	\$317,122	\$5,300	\$3,500	\$9,500	\$0	\$335,422
BGCMC Admin & Operations	\$779,446	\$15,350	\$10,450	\$195,350	\$0	\$1,000,596
BGCMC Development	\$493,397	\$10,450	\$7,350	\$175,850	\$0	\$687,047
South County & GHGH	\$233,829	\$9,850	\$3,500	\$6,250	\$0	\$253,429
TOTAL	\$4,051,077	\$436,400	\$140,600	\$1,568,035	\$125,000	\$6,321,112

Total Budget less capital improvements	\$6,196,112
Application program percent	2%

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

Program Year	Project	Amount Funded City of Seaside
FY 2022-2023	FY2022-2023 Boys & Girls Club Seaside –Kitchen Improvements	\$50,000
FY 2021-2022	FY2021-2022 Boys & Girls Club Seaside –Kitchen Improvements	\$20,000
FY 2020-2021	FY2020-2021 Gymnasium & Kitchen Improvements	\$70,000
FY 2019-2020	FY2019-2020 Community Room Upgrades - Operable Partition Wall, Wall Carpet Replacement, and Interior Painting	\$22,000
FY 2018-2019	FY2018-2019 Flooring Renovation Project	\$71,507

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 nine 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: [503](#)

☐ 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
\$100,000	475	\$210.53

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 FY22-23 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 nine prior fiscal year awards for CDBG projects. This includes nine 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 opened in February, 2020.

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 475 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 2024 & FY 2025. 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				\$25,000	
Rent-up & Marketing					
Other - # of lines needed:					
Total General Development Costs	\$0	\$0	\$0	\$25,000	\$0
Construction Costs					
Structure					
Project Amenities	\$80,000				
Site Preparation	\$20,000				
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	\$25,000	\$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	\$25,000	\$0
Total Project Financing	\$125,000				

Attachment	Link or Explanation for Missing Attachments
1 ☒ HUD Agency Certification - Download this document , complete it, and upload to this item.	1. BGCMC Signed HUD Agency Certification 1-10-2024.pdf
2 ☒ Federal and State Tax Exemption Determination Letters/Non-Profit Certification (e.g., IRS 501C (3) Letter)	BGCMC IRS Determination Articles of Incorporation.pdf
3 ☒ Articles of Incorporation/Bylaws	BGCMC ByLaws 4-26-2019 Signed.pdf
4 ☒ Certificate of Good Standing with the State (http://kepler.sos.ca.gov/)	4. Certificate of Good Standing BGCMC 1-10-24.pdf
5 ☒ Organizational Chart	5. BGCMC Organization Chart Jan 2024.pdf
6 ☒ List of Current Board Members [with titles, contact data (i.e., telephone, email, address) and current terms]	6. BGCMC Board Roster 2023-24.pdf
7 ☒ Resumes of Program Administrator and Fiscal Officer	7. Resumes of Program Administrator and Fiscal Officer BGCMC 1-10-2024.pdf
8 ☒ Evidence of Insurance/Fidelity Bonding/Worker's Compensation	8. 2023-24 Renewal Certificate - City of Seaside BGCMC 3-22-2024.pdf
9 ☒ Audited Annual Financial Statements covering 2 Years	9. BGCMC Two Year Financials Audit 6-30-2022.pdf
10 ☒ Signed Authorization to Request Funds (usually Executive Director or Board of Directors)	10. BGCMC Signed Authorization to Request Funds 1-10-2024.pdf
11 ☒ Designation of Authorized Officials (usually Executive Director or Board of Directors)	11. BGCMC Signed Designation of Authorized Officials 1-10-2024.pdf
12 ☒ Conflict of Interest Policy	12. BGCMC Conflict of Interest Jan 2023.docx.pdf
13 ☒ Project Team Experience and Qualifications	13. BGCMC Key Staff and Qualifications 2024.pdf
14 ☐ Project/Activity Timeline	Please see Part 3 Section 3. and 5.
15 ☒ Financial Policies	15. Financial Policies Jun 2017 BGCMC 1-21-22.pdf
16 ☒ Procurement Policies	16. BGCMC Procurement Policy Jun 2017 BGCMC 1-21-22.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 Intake Forms English Spanish 1-10-2024.pdf
18 ☒ Project/Activity Support Letters	18. BGCMC Project Letters of Support 1-10-2024.pdf
19 ☒ Program Evaluations	19. BGCMC Program Evaluations 1-21-2022.pdf
20 ☒ Outreach Materials	20. BGCMC Outreach for Free Transportation to the Clubhouse ENG SPANISH 1-10-2024.pdf
21 ☒ Evidence of Project Support/Community Outreach (written endorsements, when available)	21. BGCMC Evidence of Community Support - Summer Program 2023 1-10-2024.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 Section 504 Plan 1-10-2024.pdf
23 ☒ Employee Handbook	23. BGCMC Employee Handbook - January 2023 final 01376848.docx.pdf
24 ☐ Record Retention Policies	24. BGCMC record retention policy.pdf
25 ☒ Federal Tax Form 990	25. BGCMC Public Form 990.pdf
26 ☒ State Tax Form 199	26. BGCMC Final CA 199.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 Andrew Vie
Date Signed 01/10/2024

Approved By: Haroon Noori
Date Signed 01/11/2024

Initially submitted: Jan 10, 2024 - 16:00:26

City of Seaside Application for Program Year 2024-2025

Part 1 - General Information			
Legal Name of Organization		City Seaside Engineering	
Submitting Proposal:			
Program/Project Name:		San Pablo Pedestrian Bridge Demolition and Reconstruction	
Person Completing Application:		Kirstin van Gend	Title: Administrative Analyst II
Direct Telephone:		831-899-6838	
Email Address:		kvangend@ci.seaside.ca.us	
Authorized Official: (e.g. Exec. Dir.):		Nisha Patel	Title: Public Works Director/City Engineer
Direct Telephone:		831-899-6884	
Email Address:		npatel@ci.seaside.ca.us	
Program/Project Contact:		Patrick Grogan	Title: Associate Engineer
Direct Telephone:		831-899-6885	
Email Address:		pgrogan@ci.seaside.ca.us	
Authorized Contact:		Patrick Grogan	Title: Associate Engineer
Direct Telephone:		831-899-6885	
Email Address:		pgrogan@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 Ave	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 - June 30th	
Date of your organization's most recently completed audit. (Month/Year)		March 2023	
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	\$700,000
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. [03E - Neighborhood 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.

The San Pablo Pedestrian Bridge is located in census tract 138, block group 1. The 1-mile service area includes census tracts 135, 136, 137, 138, 139, 140, and 141.07 are also included. The percentage of the combined low and moderate-income persons for these census tracts is 53%, see attachment. The bridge is within one mile of residents in the above-listed census tracts. The bridge is used by many in the community as an accessible and safe route to several schools and parks. Not only does it directly connect Lincoln Cunningham Park and Manzanita Stuart Park, but it more broadly is part of a larger parks trail network as well as a path to several schools.

Use the HUD Mapping system at the link below to determine your census tract and block number.	
Census Tracts of Program/Activity	135,136,137,138,139,140,141.07
Block Group of Program/Activity	135 (Group 1, 2, & 3); 136 (Group 1); 137 (Group 1, 2, & 3); 138 (Group 1, 2, & 3); 139 (Group 1 & 2); 140 (Group 1); 141.07 (Group 1 & 3)
Low/Mod Percent of Program/Activity (from Map)	53%

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

The reconstruction of this bridge will reopen a Safe Route to school as well as make it ADA accessible for many of the vulnerable populations in Seaside including children, the elderly, and persons with disabilities. The 1-mile radius around the San Pablo Pedestrian Bridge is made up of many families who access the over 25 parks throughout the City and whose children attend the local schools. This bridge, located over San Pablo Avenue between Yosemite St. and Mescal St., is an important connection to several parks and schools. The bridge connects Manzanita Stuart Park and Lincoln Cunningham Park and just past each park are Ord Terrace Elementary School and the International School of Monterey. The bridge creates a safe path for children to access the parks as well as paths to school. This project also serves the elderly and persons with disabilities by providing an accessible path to the bridge and an accessible route to parks and outdoor spaces. (See Attachments 30 showing locations of schools and parks in relation to the project site).

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

Reconstruction of this bridge will reopen a Safe Route to school as well as make it ADA accessible which promotes a healthier community. The bridge connects two parks as well as being part of a larger park trails project. Access to parks for the community promotes the enjoyment of the outdoors and outdoor activities, and in turn, increases participation in larger community gatherings. The bridge also provides a safe and accessible route to several schools. The boundaries of Ord Terrace Elementary and Martin Luther King Jr. School of the Arts are around the bridge and the International School of Monterey is adjacent. The Seaside Middle School and Seaside High School are both within the 1-mile service area of this project. An increase of children and families walking or biking to school not only promotes wellness but it reduces cars on the road and contributes to cleaner air.

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.

In 2023 the current bridge, a beloved Seaside landmark, was deemed structurally unsound for pedestrian use. The demolition and reconstruction of the bridge is currently in design. The demolition of the bridge is schedule to be completed by the end of the 2024/2025 Fiscal Year. The reconstruction of the bridge will not only to reopen a Safe Route to school but will also make the bridge ADA accessible.

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

Number Served	Type of Activity
28955	Demo
28955	Construction
28955	Wheel chair accessibility

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

	Description of Activity
Activity #1	Demolition of current structurally unsound pedestrian bridge
Activity #2	Reconstruction of the pedestrian bridge
Activity #3	Proposed reconstruction includes wheel chair accessible ramps and 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
Design of Demolition	06/04/2024
Bid Period for Demolition	08/07/2024
Demolition Work	10/4/2024
Preliminary Design of Reconstruction	10/10/2024
CEQA for Reconstruction	2/10/2025
Final Design of Reconstruction	5/8/2025
Bid Period for Reconstruction	8/18/2025
Reconstruction Work	12/21/2026

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 was approved by the City Council. The public will have an opportunity for input on the design at a City Council Meeting and a public information meeting held at the site. Notice to bidders will be advertised in the Monterey County Weekly. Upon award of a contract, notices will be sent to residents within 300 feet of the project as well as posted on our website and social media.

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 impact of the project is the reopening of a Safe Route to school and the addition of an ADA-accessible route. These improvements will expand the access that the community members have to safe and accessible routes to

parks and schools. Enhanced accessibility and safer paths will benefit the community as a whole.

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 2022. Because of economic dislocation in 2023, demand for emergency food assistance increased to y-persons, a z-% change, in 2023.

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?

No duplication of benefits. The bridge project is replacing a bridge already at this location. The bridge is a safe mid-block pedestrian crossing allowing pedestrians to cross over the street while completely avoiding traffic. There is no other crossing like this in the nearby area.

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 City allocated \$750,000 in FY 23/24 from General Funds towards this Capital Improvement Project which will primarily be used for the design of demolition and reconstruction but also to partially fund the demolition work. Should we be awarded the CDBG funds for the rest of the demolition and reconstruction work, this will incentivize the City Council to allocate the required remaining funds in the upcoming budgets. Without CDBG funds, the City may delay the reconstruction of the bridge depending on other budget needs in the City.

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 December 2022 the City contracted with Whitson Engineers to complete an inspection of the San Pablo Pedestrian Bridge. The bridge was constructed in 1960 and has been evaluated as part of its useful life by a registered civil engineer. The consultant's inspection found the bridge to be structurally unsound for pedestrian use. Staff reviewed the option of repairing the bridge which still left risks and did not address ADA compliance issues. City Council therefore approved moving forward with the replacement of the bridge and pathway.

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.

Reconstructing the bridge will reopen a Safe Route to School and create an ADA-accessible route for the community to local parks and schools. Specifically, this route gives access to children, elderly, and persons with disabilities to our park systems which often host events through local nonprofits and the City's Recreation Department. The bridge is part of the Safe Route to School, currently out-of-service, providing access to schools that offer many services to the children in the community beyond the required education programs. The reconstruction of the bridge will also improve accessibility for persons with disabilities. Lastly, the current bridge built in 1960 is a beloved Seaside landmark and the reconstructed bridge will continue in that vein, celebrating and beautifying the City of Seaside. The intention is to include artistic features or artwork in the design of the bridge.

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

Provide quality infrastructure (includes construct/upgrade public facilities)

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

The current San Pablo Pedestrian Bridge built in 1960 is well-loved in the community as a landmark, however, an inspection of the bridge in 2022 resulted in its closure due to being structurally unsound for pedestrian use. Not only is it loved in the community it was frequently used as a safe crossing to schools and parks. By demolishing the current unsafe bridge and reconstructing a safe and accessible bridge we are upgrading public facilities and providing quality infrastructure to 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	
City of Seaside	No	\$750,000	\$750,000		\$0	\$750,000	100%	State/Local Funds
TOTAL		\$1,450,000	\$750,000	\$0	\$700,000	\$750,000	52%	

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.

The City of Seaside is using general funds for the project in Fiscal Year 2023/2024 which will cover the costs of the design of demolition and reconstruction as well as part of the costs of the demolition work. The requested funds will assist in funding the demolition work as well as contribute towards the reconstruction of the bridge. The design work being fully funded allows the demolition and reconstruction work to move forward once funding is secured. City Council has shown strong interest in funding this project in upcoming years and staff continue to look for other funding sources.

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 for other Grant opportunities to fund the demolition and construction portion of the project along with general funds if approved by the City Council in the upcoming budgets.

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 perform all geotechnical and structural work inspections and to ensure accessible features are constructed and installed properly. Associate Engineer, Patrick Grogan, is the staff member responsible for monitoring 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 City of Seaside's Engineering Division is the primary department for this application and will perform the San Pablo Pedestrian Bridge Demolition and Construction project administration activities. City staff has the resources and support to ensure the 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. The City will also contract with consultants with the required expertise needed.

10. Please complete the table below, which should encompass your full projected Agency FY24-25 budget.

Program	Staff (Personnel)	Supplies	Equipment	Overhead	Capital Improvements	Total
City of Seaside Application					\$700,000	\$700,000
City of Seaside General Funds					\$1,800,000	\$1,800,000
TOTAL	\$0	\$0	\$0	\$0	\$2,500,000	\$2,500,000

Total Budget less capital improvements
Application program percent

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

Program Year	Project	Amount Funded City of Seaside
FY 2022-2023	Cutino Park Improvement Project, Part 2, Phase 2	\$250,000
FY 2021-2022	Cutino Park Improvement Project, Part 2, Phase 2	\$250,000
FY 2020-2021	Ellis Park Improvements Project	\$112,487
FY 2019-2020	FY 21/22 Ellis Park	\$266,045
FY 2018-2019	Wanda Ave. Sidewalk Improvement/Cutino Park Bleacher & Drinking Fountain	\$125,000

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

The most recent experience is for the Cutino Park Improvement Project, Part 2, Phase 2, funded partially by CDBG funds. The experience has gone well as the staff planned accordingly to hire consultants to assist with the HUD requirements. The project is scheduled to be completed in January 2024 and includes the addition of picnic benches thanks to additional funding from the Seaside Neighborhood Improvement Commission in November 2023.

Part 8 - For CDBG Funds

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

1A. Please identify the types of facilities:

[Infrastructure \(Please specify, e.g. drainage\)](#)

If you selected Infrastructure or Other, please explain: [Pedestrian Bridge](#)

1B. Please identify the types of Improvements

[Other Improvements, explain](#)

If you selected Other, please explain: [Reconstruction to improve safety and include ADA accessibility](#)

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?	Yes
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

[The structure is a pedestrian bridge that does not have occupants.](#)

e. Square footage of existing building, proposed building or building addition?

[1,000 square
feet](#)

f. Square footage of construction site parcel?

[1,200 square
feet](#)

g. Service capacity of the existing facility?

[Pedestrian
travel](#)

h. Improved capacity of the existing facility after completion of proposed improvements?

ADA
Accessibility

i. Has a Capital Needs Assessment been prepared? [Yes](#)

j. If a Capital Needs Assessment has not been prepared, please explain why:

[In December 2022 a Bridge Inspection Report and Bridge Condition Assessment was completed that provided details on the failing conditions of the bridge and outlined potential remedy options.](#)

j. Age of Structure? (Please cite data source used to determine age of structure.) [Built in 1960](#)

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
\$700,000	28,955	\$24.18

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:	831-866-6835
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.

[No](#)

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.

[The National Analytical Laboratories will screen the bridge paints for lead-based paint and issue a memorandum with the findings. Should hazardous material be found, the design consultant will include the required compliance into the demolition design.](#)

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.

[As stewards of public funds, staff will work closely with design consultants to ensure that the needs of the community are met in the most cost-effective way possible. The City plans to use specific construction phasing and prefabricate bridge structures to reduce the overall costs of the project.](#)

For Housing and Facilities programs, enter below your requested Project funding below for the 2 year period including FY 2024 & FY 2025. 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: 3					
Design & Contractor Costs FY23/24	\$0			\$750,000	
Contractor Costs FY 24/25	\$350,000			\$1,400,000	
Contractor Costs FY 25/26	\$350,000			\$400,000	
Total Construction Costs	\$700,000	\$0	\$0	\$2,550,000	\$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	\$700,000	\$0	\$0	\$2,550,000	\$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	\$700,000	\$0	\$0	\$2,550,000	\$0
Total Project Financing	\$3,250,000				

Attachment	Link or Explanation for Missing Attachments
1 ☒ HUD Agency Certification - Download this document , complete it, and upload to this item.	Attach 1 - Agency Cert.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/DocumentCenter/View/14091/Adopted-Budget-FY-2023-24
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/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 in Section 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	Attach 18 - ISM Support San Pablo Bridge.pdf Attach 18 - MPUSD CDBG Letter of Support.pdf Attach 18 - BlueZone Letter of Support San Pablo Ped Bridge SEASIDE.pdf
19 ☒ Program Evaluations	Attach 19 - 2023_05_23 San Pablo Ped Inspection Report Final.pdf

20	☒ Outreach Materials	Attach 20 - Item 7B San Pablo Pedestrian Bridge Project Update.pdf Attach 20 - Outreach Process Information.pdf
21	☒ Evidence of Project Support/Community Outreach (written endorsements, when available)	Attach 21 - Council Meetings.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	City of Seaside Project
23	☐ Employee Handbook	City of Seaside Project
24	☒ Record Retention Policies	Attach 24 - 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	Attach 28 - Seaside Full CAP FY2020.pdf Attach 28 - Seaside 2CFR 200 CAP FY2022.pdf
29	☒ Other Site Plan	Attach 29 - San Pablo Bridge Site Area.pdf
30	☒ Other Maps	Attach 30 - Census Data final.xlsx Attach 30 - Final map - census tracts close-up.JPG Attach 30 - Project Map with schools.JPG Attach 30 - Parks in Service Area.png
31	☐ Other	

Program Manager Signature
Date Signed

Kirstin van Gend
01/10/2024

Approved By:
Date Signed

Haroon Noori
01/11/2024

Initially submitted: Jan 10, 2024 - 16:44:30

City of Seaside Application for Program Year 2024-2025

Part 1 - General Information			
Legal Name of Organization		Community Human Services	
Submitting Proposal:			
Program/Project Name:		Seaside - Family Service Centers and Casa de Noche Facility Improvements 2024/2025 and 2025/2026	
Person Completing Application:	Anab Mohamed	Title:	Grants Manager
Direct Telephone:	831-658-3811		
Email Address:	amohamed@chservices.org		
Authorized Official: (e.g. Exec. Dir.):	Robin McCrae	Title:	Chief Executive Officer
Direct Telephone:	831-658-3811 extension 300		
Email Address:	rmccrae@chservices.org		
Program/Project Contact:	Shawn Stone	Title:	Chief Operating Officer
Direct Telephone:	8316583811 extension 309		
Email Address:	msullivan@chservices.org		
Authorized Contact:	Robin McCrae	Title:	Chief Executive Officer
Direct Telephone:	831-658-3811 extension 300		
Email Address:	rmccrae@chservices.org		
Finance Contact:	Tim Louis	Title:	Chief Financial Officer
Direct Telephone:	831-658-3811 extension 304		
Email Address:	tlouis@chservices.org		
Organization Mailing Address:	P.O. Box 3076	City:	Monterey 3076 Zip: 93942-
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)	06/2023		
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\(a\)\(2\)\(i\)](#)
[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.

The Family Service Center (FSC), a multi-service mental health program, and Casa de Noche Buena (CDNB), an emergency shelter for homeless women and families with children, both located in Seaside, serve clients that are very low- and low-income residents of Monterey County. The programs offered at the Family Service Centers and Casa de Noche Buena are designed to serve families who are uninsured or otherwise unable to afford services and care. Most services are provided free of charge or on a sliding fee scale, and we do our best to ensure that no one is turned away for inability to pay.

The FSC in Seaside recognizes that mental health starts with families, which are the foundation of a strong community. The FSC offers a variety of affordable mental health programs that includes Outpatient Mental Health Counseling, Domestic Violence/Anger Management psychoeducational groups, Parent Education Program, Pathways to Safety for families on the verge of entering child protective services, SuperKids & SuperTeens school-based counseling program, and Supervised Visitation and Exchanges between children and non-custodial parents. Populations served will include both English-speaking and bilingual and monolingual Spanish-speaking clients,

clients from a variety of ethnic and cultural backgrounds, LGBTQ+ clients, and clients impacted by HIV/AIDS among others. Short to moderate term (6-12 months) mental health services are provided to Monterey County Medi-Cal beneficiaries experiencing mild, moderate and severe problems. Services are intended to enable individuals and families to overcome impairments to functioning, which include but are not limited to obstacles to employability, educational functioning, personal interactions, family dynamics and self-care.

CDNB is an important part of Monterey County's homeless services Continuum of Care. It offers a low-barrier, 'Housing First' emergency shelter for unaccompanied homeless women and families with children and provides a warm, safe place to rest, sleep and recuperate while working on advancing housing and other self-sufficiency goals. While this is an emergency shelter, staff work with clients to provide comprehensive case management and wrap around services to ensure that the clients secure stable housing and are connected to the resources they need to exit homelessness and thrive. CDNB assists individuals through the entire spectrum: from obtaining income and/or employment, to assessing health care needs, to helping women and families obtain permanent housing. The shelter can accommodate up to 35 people, depending on the number and ages of children. Length of stay is limited to 90 days; however, the stay may be extended for up to 6 months total with appropriate justification.

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

Mental health and homelessness are intersectional and mutually reinforcing. The Family Service Center programs use evidence-based best practices in the treatment offered to our clients that focus on root causes of social problems such as homelessness, violence, joblessness, family dysfunction, educational failure, child abuse and neglect, trauma and more. Unmet mental health needs worsen trauma and reduce the quality of life that can be experienced by individuals and families. Additionally, it can become a gateway for more negative impacts such as domestic violence, child abuse, substance abuse and homelessness. Through education, determination and support offered by our licensed therapists, our clients experience healing that is needed for them to thrive individually, within their families, and in all aspects of their lives. Mentally healthy individuals are needed for strong and vibrant communities.

Casa de Noche Buena is a low-barrier, Housing First emergency shelter which provides crucial housing and service linkages in a safe, stable environment for homeless single women and families with children. Adding 35 new shelter beds to the Continuum of Care on the Peninsula, we are able to provide much needed services to tackle the issue of the increasing homelessness crisis. In addition to comprehensive case management, CDNB programming and amenities include the provision of nutritious daily meals; access to health, mental health, and substance abuse services; linkages to income, education, and employment, housing navigation assistance; onsite laundry facilities and showers; clothing and personal hygiene products; mail and internet access; volunteer engagement and opportunities; and a variety of Evidence-Based Practices. Additionally, CDNB offers youth-specific services such as homework assistance, transportation to and from school if needed, and fun activities, as well as coordination with schools. When programs like CDNB are successful, the path to chronic homelessness is interrupted, law enforcement and social services experience decreased service calls regarding unhoused individuals, and local businesses experience a reduction in loitering and panhandling. Hospitals ultimately receive fewer emergency and indigent cases as individuals are stabilized and linked to appropriate medical/mental health services. Schools also benefit, as stabilizing homeless families and youth leads to increased average daily school attendance and the amount of funding the school district receives, and youth attain better educational outcomes.

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.

For FY2024-2025 we are seeking \$40,000 to cover the costs of replacing the Family Service Center's plumbing main line from the street to the facility, located in Seaside. There are chronic issues with toilets overflowing 'brown water' into the building, causing costly damage to dry wall, flooring, and cabinets. For FY2025-2026, we are seeking \$40,000 to fix chronic issues with heavy metal pocket doors falling of their tracks inside the walls at Casa de Noche Buena, requiring costly repairs. The estimated cost for this solution is around \$40k. Unexpected cost overruns would be covered by CHS.

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

Number Served	Type of Activity
600 clients will receive mental health services	Rehabilitated
80 clients will receive emergency shelter	Rehabilitated

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

	Description of Activity
Activity #1	Family Service Center--plumbing; replace main line from street to facility
Activity #2	Casa de Noche Buena--interior doors; remove pocket doors and replace with privacy curtains

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

The Family Service Center is located 1178 Broadway Ave. Casa de Noche Buena is located at 1292 Olympia Ave. Both programs are located in the City of Seaside. The proposed project for FY2024-25 at FSC is replacing the sewer main line that runs from the street (Broadway Ave.) to the building at the Family Service Center to eliminate the frequent plumbing issues requiring costly repairs of not only plumbing but damage to the facility. The proposed project for FY2025-26 at CDNB is for removing the pocket doors at Casa de Noche Buena and replacing them with privacy curtains. The goal of both projects is to ensure that services to our clients remain uninterrupted by any potential closures that could result from the need for repeated emergency repairs. Our goal is to ensure that the

facilities where we provide services to our clients are accessible, safe and suitable for public use. The existing main line is clay which has disintegrated over the years. The existing pocket doors are metal and fall off their tracks frequently, requiring outside assistance to retrieve them from inside the wall and place them back on their tracks. They are also quite heavy and pose a problem for some of our shelter guests who struggle to open and close them.

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

Description of Activity/Milestone	Est. Completion Date
Family Service Center plumbing; replace mainline street to facility plumbing	4/30/2025
Casa de Noche Buena- interior doors; remove pocket doors and replace with privacy curtains	4/30/2026

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. These are not new projects. These are existing programs, and we have previously conducted facility improvements. FSC is a long-standing program and CDNB opened in Jan. 2021. We conduct extensive marketing and outreach in the community to reach those who would benefit from the services we offer at CDNB and FSC (via community events and resource fairs, traditional and social media, CHS website, street outreach to homeless, etc.). We have waiting lists at both Casa de Noche Buena and FSC, which demonstrates the need for services.

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

Family Service Center and Casa de Noche Buena address unmet community needs for Seaside's low-income population by providing access to local mental health and homelessness programs. 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 the Gathering for Women, 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. In addition, CDNB is a formal partnership with the Gathering for Women, which provides meals for the shelter and case management for the women. 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 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.

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 2022. Because of economic dislocation in 2023, demand for emergency food assistance increased to y-persons, a z-% change, in 2023.

We have COVID safety protocols in place at our program sites, which include cleaning and disinfecting protocols, masking and social distancing when needed, testing or isolation for new admissions, isolation or for clients experiencing COVID symptoms and quarantine for clients who test positive. (Isolation and quarantine policies apply in residential programs and shelters.) In addition, staff 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.

Our programs provide clients with COVID prevention and education, hand sanitizers, face coverings, 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?

In FY22/23, there was high utilization of mental health services, with 66% of clients served by our agency using outpatient mental health services. Currently there is a waitlist for Casa de Noche Buena of about 250 individuals and a waitlist for FSC of about 150. This shows the pressing need for mental health and homeless services, so there really is NO 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.

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.

The provision of CDBG funds would allow us to ensure that services are not interrupted due to emergency repairs and maintenance and avoid repeated issues. They would allow our guests at Casa de Noche Buena to have accessibility to the facility and maintain their privacy and avoid taking a room out of commission if there is a need to conduct maintenance on pocket doors, and clients at FSC to access services without closures due to emergency plumbing repairs. Funds requested for facility improvements at the Family Service Center and Casa de Noche Buena ensure uninterrupted service, accessibility and quality infrastructure needed to sustain the program activities for our clients.

These necessary repairs allow us to continue to serve our clients safely and with dignity.

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 2022 Community Health Needs Assessment cites mental health and homelessness as two of the top health priorities, underscoring the pressing need for mental health and homeless services. A social services provider who responded in the survey stated that "the biggest challenge is finding a safe place to rest, sleep, or stay that includes access to services for their mental health needs. For those with a mental health diagnosis, there is no one place where they can go to get all of their basic needs met. They need to engage with several different service providers to fully take care of themselves which is a major barrier to getting well and self-sufficiency". Other challenges included access to mental health services, cost, and representation of linguistic/ethnic minorities.

The results of the Monterey County Health Needs Collaborative Assessment show that 34% of Monterey County residents consider themselves in fair or poor mental health, 24% report being diagnosed with a depressive disorder and 51% report having experienced symptoms of chronic depression with women, people age 18 to 39, very-low and low-income people and members of the LGBTQ+ community being most impacted. Per the 2022 Monterey County Homeless Point-In-Time Count conducted in January, 2,047 individuals were identified as homeless: 25% identified as female (512 individuals), 116 families (347 individuals) were actively experiencing homelessness, and 66% reported being unsheltered and sleeping in conditions deemed unfit for human habitation. Fifty seven percent reported experiencing depression, 49% reported experiencing alcohol and drug use, and 43% reported experiencing PTSD.

Despite a decrease of 15% from 2019, there is still a rising prolonged homelessness. A staggering 85% of people cited being homeless for a year or longer. As most of our homeless clients are at or below the poverty line, their primary challenge is often the high financial output required to obtain permanent housing, which is compounded by the lack of affordable housing options in our area. Fifty percent reported financial issues such as a job loss or eviction as the primary cause of homelessness, and 71% cited not being able to afford rent as a primary obstacle to housing.

These findings underscore the necessity for accessible and affordable mental health services, and homeless services. Therefore, it is important to ensure that the facilities providing these services undergo the repairs that are needed to meet the needs of our clients, and provide them with continued, uninterrupted and accessible services. The facility improvements at the Family Service Center and Casa de Noche Buena ensure uninterrupted service, accessibility and quality infrastructure needed to sustain the program activities for our clients.

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.

Replacing the main sewer line at Family Service Centers and replacing pocket doors with privacy curtains will ensure that services are not interrupted due to emergency maintenance and avoid repeated issues that can potentially create service interruptions for our clients. These interruptions in services can be avoidable if the main line and pocket doors are addressed. Funds requested for facility improvements at the Family Service Center and Casa de Noche Buena ensure uninterrupted service, accessibility and quality infrastructure needed to sustain the program activities for our clients.

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

[Access to community services \(youth and senior services are priority services\)](#)

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

As stated above, facility improvements at the Family Service Center and Casa de Noche Buena ensure uninterrupted services, accessibility and quality infrastructure needed to sustain the program activities for our clients safely and with dignity.

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 County Behavioral Health- Access	Yes	\$1,032,564	\$0	\$0	\$1,032,564	\$0	0%	State/Local Funds
Monterey County Behavioral Health-STTS	Yes	\$665,000			\$665,000	\$0	0%	State/Local Funds
Monterey County Behavioral Health-Parenting	Yes	\$140,000			\$140,000	\$0	0%	State/Local Funds
Monterey County Dept of Social Services-Parent Ed	Yes	\$18,900			\$18,900	\$0	0%	State/Local Funds
Monterey County Dept of Social Services-CONNECT	Yes	\$109,730			\$109,730	\$0	0%	State/Local Funds
Action Council of Monterey-Pathways to Safety	Yes	\$100,000			\$100,000	\$0	0%	State/Local Funds
TOTAL		\$2,106,194	\$0	\$0	\$2,106,194	\$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.

CHS as an organization is working to continually move toward higher levels of community support and greater independence 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. 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 with local cities and school districts (including through our Joint Powers Agency) and the 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 the Gathering for Women, 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.

As a member of the local Continuum of Care (CoC), Community Human Services routinely collaborates with other agencies, local school districts and many other community-based organizations. We utilize the Coordinated

Assessment and Referral System (CARS) to quickly and equitably coordinate the access, assessment, and referrals to housing and other services for our clients. We are also part of United Way's Active Referral Network, which we use to ensure that referrals made to our clients result in actual services being attained, ensuring the communal support system responsible for our clients' welfare remains strong.

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 celebrated its 50th anniversary in 2019, 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 2002 CHS merged with the Family Service Agency of Monterey County, creating one agency dedicated to serving the youth and families of Monterey County.

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 are reviewed 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. Current strategic goals address recruitment/retention of high quality employees, delivery of high quality services, optimization of resources and community support, maximization of use of technology, and creation of welcoming service environments. This funding would support several of our strategic goals.

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 YOUTH SHELTER

590 Pearl Street, Monterey, 93940, M-F 8:30 am to 5:30pm, Evenings & Weekends by appt. Street outreach Mon.-Sat.

SAFE PASSAGE TRANSITIONAL HOUSING FOR YOUTH

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 RESIDENTIAL DRUG TREATMENT

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 SOBER GROUP LIVING

1001 Elm Avenue, Seaside, CA 93955, Residential facility open 24/7 every day of the year. Business hours M-F, 8:30am to 5pm

SONOMA HOUSE SOBER LIVING ENVIRONMENT (FOR SINGLE WOMEN)

1152 Sonoma Ave, Seaside, CA 93955, Residential facility open 24/7 every day of the year. Business hours M-F, 8:30am to 5pm

OUTPATIENT DRUG TREATMENT CENTERS

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

1292 Olympia Avenue, Seaside, CA 93955, homeless shelter open 24/7 365 days/year. Business hours M-F 8am-5pm.

SHUMAN HEARTHOUSE

600 E. Franklin Street, Monterey, CA 93940, homeless shelter open 24/7 365 days/year. Business hours M-F 8am-5pm.

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 financial accounting and audit procedures, record retention and destruction requirements, and procurement provisions. The Chief Executive Officer, Chief Financial Officer and Chief Operating 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 twenty 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 the Family Service Center and Casa de Noche Buena are primarily low or very low income individuals. We conduct financial assessments of clients in all of our programs as part of a comprehensive intake assessment. Some programs require documentation of income such as pay stubs (Supervised Visitation and Domestic Violence Intervention programs), but most do not and allow clients to self-certify their income. See attached intake forms. We also collect various demographic data (race, age, income level, etc.) during intake. Also, we utilize HMIS (for homeless services), Avatar (for Medi-Cal services) and Penelope (for all other services) for information management.

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 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.

The Family Service Center and Casa de Noche Buena use 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. Our Senior Program Officers are responsible for monitoring progress and report 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 state and federal grant management experience. We have received HHS and HUD grants for over 30 years. For over 20 years we have received various Community Development Block Grants which emanate from HUD and are passed through to cities and the State. Current government grant sources also include HHAP and California Office of Emergency Services. 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 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 a comprehensive 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 FY24-25 budget.

Program	Staff (Personnel)	Supplies	Equipment	Overhead	Capital Improvements	Total
City of Seaside Application	\$0	\$0	\$0	\$0	\$40,000	\$40,000
Administration	\$1,319,937	\$28,665	\$7,455	\$545,942	\$0	\$1,901,999
Casa de Noche Buena	\$439,598	\$90,673	\$2,457	\$369,871	\$0	\$902,599
Shuman HeartHouse	\$622,415	\$91,035	\$0	\$156,491	\$0	\$869,941
DS/SV/PE/P2S	\$273,164	\$4,487	\$1,210	\$39,337	\$0	\$318,198
Mental Health	\$1,371,323	\$11,977	\$3,830	\$411,923	\$0	\$1,799,053
Outpatient Treatment Centers	\$615,928	\$11,740	\$4,662	\$180,088	\$0	\$812,418
Genesis House, Elm House & Sonoma House	\$1,176,872	\$117,102	\$5,418	\$471,478	\$0	\$1,770,870
DAISY/SUPP	\$1,322,345	\$8,274	\$0	\$48,198	\$0	\$1,378,817
Off Main Clinic	\$1,191,171	\$121,249	\$2,520	\$294,827	\$0	\$1,609,767
Homeless Youth Programs	\$1,090,719	\$45,681	\$8,568	\$462,968	\$0	\$1,607,936
TOTAL	\$9,423,472	\$530,883	\$36,120	\$2,981,123	\$40,000	\$13,011,598

Total Budget less capital improvements	\$12,971,598
Application program percent	0%

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

Program Year	Project	Amount Funded City of Seaside
FY 2022-2023	Exterior Paint at Genesis House	\$40,000
FY 2021-2022	Electrical Improvements	\$30,000
FY 2020-2021	Plumbing Improvements	\$30,000
FY 2019-2020	Window Replacements	\$43,757
FY 2018-2019	Kitchen 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 been managing grants from the City of Seaside CDBG since 2008 and the City of Monterey since 2005. We have also received grants from the Seaside's Homeless Commission. We have never had any issues or de-obligations and the projects have always run smoothly with no significant findings. Our various programs are monitored by many federal, state, city and private funding sources. For example, the Domestic Violence/Anger Management Program offered at the Family Service Center is a probation-certified treatment program for court-referred domestic violence offenders or self-referred individuals seeking treatment for anger management. In addition, our Family Service Center is 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: [Replace main sewer line at Family Service Centers; remove/replace pocket doors at Casa de Noche Buena](#)

1B. Please identify the types of Improvements

[Rehabilitation/Improvement](#)

If you selected Other, please explain: [Replace main sewer line at Family Service Centers; remove/replace pocket doors at Casa de Noche Buena](#)

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

- e. Square footage of existing building, proposed building or building addition?
- f. Square footage of construction site parcel?
- g. Service capacity of the existing facility?
- h. Improved capacity of the existing facility after completion of proposed improvements?

[Approx. 5000 sf each](#)
[NA](#)
[Varies by program](#)
[No change](#)

i. Has a Capital Needs Assessment been prepared? [No](#)

j. If a Capital Needs Assessment has not been prepared, please explain why:

[Need determined by extent of emergency repairs and temporary program closures or service interruptions.](#)

j. Age of Structure? (Please cite data source used to determine age of structure.) [FSC approx. 60 years \(built 1964\) <https://neighbor.report/d/CA/Seaside/Broadway-Avenue>; CDNB complete remodel 2020](#)

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: [261](#)

☐ 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	600	\$66.67

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 Shawn Stone 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 Shuman HeartHouse, Casa de Noche Buena, Genesis House, Elm House and Safe Passage funded by a variety of government sources including CDBG.

a. List name of person who will administer your Davis-Bacon compliance:

Name/Title:	Shawn Stone
Phone Number:	(831) 658-3811
Email Address:	sstone@chservices.org
Previous Experience with Davis-Bacon:	Yes

b. Provide prior related experience (e.g., list other developments, projects, trainings)

Shawn Stone, CHS COO, has experience in major project management at Genesis House (Seaside CDBG funded), Safe Place (Monterey CDBG funded), and Shuman HeartHouse (funded by other government sources).

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.

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, seeking professional experience in this area of construction and damage remediation if needed.

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 prevailing wages into account) and believe the projects will cost close to the budgeted amounts. They are a relatively simple projects that are straightforward as far as costs are concerned, and unlikely to have change orders and cost overruns.

For Housing and Facilities programs, enter below your requested Project funding below for the 2 year period including FY 2024 & FY 2025. 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	\$0				
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: 1					
Replace main sewer line at FSC	\$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.	HUD_Agency_Cert.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	CHS_Org_Chart_1.9.24.pdf
6 ☐ List of Current Board Members [with titles, contact data (i.e., telephone, email, address) and current terms]	BOARD_ROSTER_REVISED_11.30.23.docx
7 ☐ Resumes of Program Administrator and Fiscal Officer	Robin_McCrae_resume_revised.doc ShawnStoneResume.pdf TimLouisResume.pdf
8 ☐ Evidence of Insurance/Fidelity Bonding/Worker's Compensation	Evidence_of_Insurance_Fidelity_BondingWorkers_Compensation.pdf
9 ☐ Audited Annual Financial Statements covering 2 Years	CHS_Audit_Report_Financial_Statements_FYE_063023.pdf
10 ☐ Signed Authorization to Request Funds (usually Executive Director or Board of Directors)	Auth_to_request_funds.pdf
11 ☐ Designation of Authorized Officials (usually Executive Director or Board of Directors)	Designation_of_Authorized_Officials_2425.pdf
12 ☐ Conflict of Interest Policy	CHS_Personnel_Policies_Approved_11.16.23.docx
13 ☐ Project Team Experience and Qualifications	Robin_McCrae_resume_revised.doc ShawnStoneResume.pdf TimLouisResume.pdf
14 ☐ Project/Activity Timeline	Project_Timeline_24.25_25.26_002.pdf
15 ☐ Financial Policies	CHS_Fiscal_Manual-Financial_Policies_2425.pdf
16 ☐ Procurement Policies	CHS_Fiscal_Manual-Financial_Policies_2425.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))	ACCESS_Therapy_Intake_Packet - English - 7.27.23.pdf ACCESS_Therapy_Intake_Packet - Spanish - 7.27.23.pdf CDNB_Client_Income_Cert.pdf CDNB_Paper_HMIS_Intake_Packet - Adult.pdf CDNB_Paper_HMIS_Intake_Packet - Child.pdf DV_Intake_Packet_English_8.10.23.docx FSC_Client_income_cert.pdf STTS_Therapy_Intake_Packet - English - 7.27.23.pdf STTS_Therapy_Intake_Packet - Spanish - 8.29.23.pdf
18 ☐ Project/Activity Support Letters	NA
19 ☐ Program Evaluations	HMIS-CARS-ROI-Spanish-2022.pdf SELF-SUFFICIENCY_MATRIX.doc
20 ☐ Outreach Materials	FSC Parent Ed flyer1.pdf CHS_OUTREACH_FLYER_BILINGUAL.pdf CDNB_Flyer.pdf DV_Anger_Mgmt_flyer_Eng.Span.pdf FSC Parent Ed flyer2.pdf Mental_health_trifold_eng.span.pdf Supervised_Visitation_Flier_Eng-Span.pdf Nurturing_Parent_Program_schedule_flyer.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_Approved_11.16.23.docx
24 ☐ Record Retention Policies	Record_Retention_Policy_09.2021.docx Record_Retention_Schedule_11.12.21.docx
25 ☒ Federal Tax Form 990	CHS_Form_990_YE_06-30-22.pdf
26 ☐ State Tax Form 199	CHS_State_Tax_Return_YE_06-30-2022.pdf
27 ☐ Rental/Lease Agreement (if applicable)	NA
28 ☐ Cost Allocation Plan	NA
29 ☐ Other Family Service Center-Seas	Floor_plan_FSC_SEA.docx
30 ☐ Other Casa de Noche Buena-Site	CDNB_Floor_Map.pdf
31 ☐ Other	

Program Manager Signature	Robin McCrae
Date Signed	01/10/2024

Approved By:	Haroon Noori
Date Signed	01/11/2024

Initially submitted: Jan 10, 2024 - 16:41:06

City of Seaside Application for Program Year 2024-2025

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:		Christina M Soto	Title: Executive Director
Direct Telephone:		510 628 6125	
Email Address:		christina@echofairhousing.org	
Authorized Official: (e.g. Exec. Dir.):		Christina M Soto	Title: Executive Director
Direct Telephone:		510 628 6125	
Email Address:		christina@echofairhousing.org	
Program/Project Contact:		Christina Soto, Jonathan Torres	Title: Executive Director, Housing Programs Coordinator
Direct Telephone:		510.628.6125	
Email Address:		christina@echofairhousing.org; jonathan@echofairhousing.org	
Authorized Contact:		Christina Soto	Title: Executive Director
Direct Telephone:		510.628.6125	
Email Address:		christina@echofairhousing.org	
Finance Contact:		Jerry Zhang	Title: Accountant
Direct Telephone:		707 280 9458	
Email Address:		accounting@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:		MCX2Y5NNH493 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)		6/2023	
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	\$13,625
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 consist of providing counseling, mediation, and renters' rights 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 California Civil Rights Department or the Department of Housing and Urban Development. Legal fees are saved by both parties by providing information on their rights and responsibilities and by ECHO's intervention and mediation when appropriate.

In the investigative work that ECHO provides, 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. 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 attorneys' 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, 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 FH Households	Counseling Sessions
5 Households	Investigations
5 Sites	Audits
50 TLL 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 50 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 Instagram, educational material).

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, 2025
Provide Fair Housing Investigation to 5 households	June 30, 2025
Conduct a 5-site Fair Housing Audit	June 30, 2025
Provide Tenant/Landlord Counseling to 50 households	June 30, 2025
Facilitate 5 Tenant/Landlord Conciliations/Mediations	June 30, 2025
Outreach: 4 presentations and distribute 6 annual mass media ads	June 30, 2025

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.

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

ECHO measures their impact of programs by following up with 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 2022. Because of economic dislocation in 2023, demand for emergency food assistance increased to y-persons, a z-% change, in 2023.

ECHO Housing provided fair housing and tenant/landlord services for 58 households in fiscal year 2022-2023. Because of unemployment issues leading to non-payment of rent during COVID and the moratorium being lifted in Monterey County, in fiscal year 2022-2023, the demand for housing counseling services and mediation increased to 58 households, a 45% increase over the contracted goal. As of mid-year 2023-24, ECHO has achieved 78% of annual goal.

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, (AB 1482, 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 equal housing opportunity, Fair Housing actions to remove impediments to Fair Housing choice and Fair Housing outreach and education. The Housing Element mentions the need to empathize the source of income protections, specifically housing vouchers as a legitimate source of income. (City of Seaside, Housing Element, adopted December 7, 2023) 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 California Civil Rights Department 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?
Access to community services (youth and senior services are priority services)

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 2023 trends report by the National Fair Housing Alliance, discrimination against persons with disabilities (53%) 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 Alameda FH CDBG	Yes	\$20,000		\$20,000	\$0	\$20,000	100%	Other Federal Funds
City of Berkeley FH CDBG	Yes	\$35,000			\$35,000	\$0	0%	Other Federal Funds
City of Hayward FH/TLL CDBG	Yes	\$40,000		\$40,000		\$40,000	100%	Other Federal Funds
City of Monterey FH/TLL CDBG	Yes	\$13,600			\$13,600	\$0	0%	Other Federal Funds
City of Oakland FH CDBG	Yes	\$86,250		\$86,250		\$86,250	100%	Other Federal Funds
City of San Leandro TLL GF	Yes	\$21,600		\$21,600		\$21,600	100%	State/Local Funds
City of San Leandro FH CDBG	Yes	\$20,000		\$20,000		\$20,000	100%	Other Federal Funds
Union City FH CDBG	Yes	\$10,000		\$10,000		\$10,000	100%	Other Federal Funds
Union City TLL GF	Yes	\$20,000		\$20,000		\$20,000	100%	State/Local Funds
Alameda County FH/TLL CDBG	Yes	\$85,000		\$85,000		\$85,000	100%	Other Federal Funds
Contra Costa County Consortium FH/TLL CDBG	Yes	\$197,660		\$197,660		\$197,660	100%	Other Federal Funds

Monterey County FH/TLL CDBG	Yes	\$30,000			\$30,000	\$0	0%	Other Federal Funds
City of Salinas	Yes	\$75,000			\$75,000	\$0	0%	Other Federal Funds
City of Alameda TL GF	Yes	\$5,290			\$5,290	\$0	0%	State/Local Funds
TOTAL		\$673,025	\$0	\$500,510	\$172,515	\$500,510	74%	

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 98% of administrative salaries, benefits, and operating costs for this program: Cities of Alameda, 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 California Civil Rights Department, the Department of Housing and Urban 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 California Civil Rights Department 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, 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 County Office (Community Development Department)
300 Forest Avenue, 2nd Floor
Pacific Grove, CA 93950
Every other Wednesday, 1pm-4:30pm

Hayward Office (Administrative Office)
22551 Second Street #200
Hayward, CA 94541
510-581-9380
Monday through Friday, 9am-5pm

Livermore Office
141 N. Livermore Avenue
Livermore, CA 94550
925-449-7340
Every other Monday from 10-2pm

Oakland Office
1305 Franklin Street #305
Oakland, CA 94612
510-496-0496
Weekly from 9-3pm

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 HUB International Insurance Services, Inc for the following Insurance coverage: 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.

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 in Seaside, the Housing Counselor 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 of Seaside. 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, (Christina Soto) and the Housing Programs Coordinator (Jonathan Torres) will monitor progress toward achieving program objectives through review of monthly, quarterly, annual progress reports, and client surveys and evaluations. The Housing Counselor, (Eliza Costa) will be responsible for ensuring data collection is accurate from the calls received. They are also responsible for compiling monthly reporting documents.

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 San Leandro and HUD.

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 Accounting Specialist has 10+ years in 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, 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 FY24-25 budget.

Program	Staff (Personnel)	Supplies	Equipment	Overhead	Capital Improvements	Total
City of Seaside Application	\$10,505	\$120		\$3,000		\$13,625
Alameda, Berkeley, Oakland	\$101,859	\$1,158		\$43,523		\$146,540
Hayward, San Leandro, Union City	\$79,139	\$892		\$31,569		\$111,600
Livermore and Pleasanton	\$56,800	\$639		\$28,561		\$86,000
Concord, Pittsburg, Walnut Creek	\$27,271	\$333		\$35,056		\$62,660
City of Monterey	\$10,503	\$120		\$2,977		\$13,600
Alameda County	\$63,672	\$719		\$20,609		\$85,000
Contra Costa County	\$68,856	\$785		\$50,359		\$120,000
Monterey County	\$22,174	\$253		\$7,573		\$30,000
City of Salinas	\$58,353	\$666		\$15,981		\$75,000
TOTAL	\$499,132	\$5,685	\$0	\$239,208	\$0	\$744,025

Total Budget less capital improvements	\$744,025
Application program percent	2%

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

Program Year	Project	Amount Funded City of Seaside
FY 2022-2023	Fair Housing and Tenant/Landlord Services	\$9,390
FY 2021-2022	Fair Housing and Tenant/Landlord Services	\$6,640
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

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 5 full years of experience with City of Seaside grants. ECHO began their contract with Seaside in July 2018, and did not achieve goal due to the newness of our agency in the Seaside community. From 2018, we progressed from 60% to 145% in achieving goal. As we receive more exposure, we are able to provide services to more low income households in Seaside and exceed our yearly goals.. 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, 2022 - June 30, 2023	58	5
July 1, 2023 - December 31, 2023	31	5

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	1	20%	1	20%	2	40%	1	20%	5
Provide Fair Housing Investigation to 5 households	1	20%	1	20%	2	40%	1	20%	5
Conduct a 5-site Fair Housing Audit	0	0%	2	40%	3	60%	0	0%	5
Provide Tenant/Landlord Counseling to 50 households	13	26%	12	24%	12	24%	13	26%	50
Facilitate 5 Tenant/Landlord Conciliations/Mediations	1	20%	2	40%	1	20%	1	20%	5
TOTAL	16	23%	18	26%	20	29%	16	23%	70

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 FY24/25	Total Number of Low/Mod Income Beneficiaries Estimated to be Served FY24/25	Overall Percent of Low/Mod Income Persons Served
July 1, 2024 - June 30, 2025	70	56	80%

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

City of Seaside		
CDBG Request	CDBG Beneficiaries	Total Cost-per-Beneficiary
\$13,625	70	\$194.64

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 \$194.64 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 \$83.18 per hour. In exchange for this unit of cost, we provide 292 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	2%	\$1,910
Accounting Specialist	2%	\$1,528
Office Manager	2%	\$1,157
Housing Programs Coordinator	1%	\$765
Housing Counselor	9%	\$5,145
Grand Total		\$10,505

Worksheet # 2 - Operational Budget

Budget Category	Actual Budget for July 1, 2023 to June 30, 2024	Projected Budget for July 1, 2024 to June 30, 2025	% Increase or Decrease	CDBG Funds Request, City of Seaside
Executive Director	\$88,244	\$90,508	3%	\$1,910
Accounting Specialist	\$72,738	\$72,431	-0%	\$1,528
Office Manager	\$50,476	\$54,832	9%	\$1,157
Housing Programs Coordinator	\$34,390	\$36,242	5%	\$765
Housing Counselor	\$44,002	\$49,691	13%	\$5,145
Other Staff	\$198,196	\$197,331	-0%	-----
Supplies and Materials				
Consumable Supplies	\$5,685	\$5,685	0%	\$120
Non-Consumable Supplies	\$9,285	\$9,841	6%	\$195
Outside Services				
Telephone	\$23,844	\$23,844	0%	\$305
Utilities	\$0	\$0		\$0
Maintenance	\$0	\$0		\$0
Contract/Consultant Services	\$42,000	\$42,000	0%	\$885
Other Charges				
Rent	\$68,307	\$58,848	-14%	\$567
Travel (Mileage)	\$2,210	\$2,210	0%	\$100
Insurance	\$0	\$0		\$0
Capital Outlay				
Equipment/Furniture	\$0	\$0		\$0
Other - # of lines needed: 4				
Fair Housing Audit	\$10,850	\$10,850	0%	\$250
Tester Stipend	\$10,850	\$11,000	1%	\$103
Legal Services	\$50,500	\$50,500	0%	\$0
Indirect Costs	\$28,212	\$28,212	0%	\$595
Total	\$739,789	\$744,025	1%	\$13,625
Total Funding Requested from Part 1				\$13,625

Attachment	Link or Explanation for Missing Attachments
1 ☒ HUD Agency Certification - Download this document , complete it, and upload to this item.	agencycert.pdf
2 ☒ Federal and State Tax Exemption Determination Letters/Non-Profit Certification (e.g., IRS 501C (3) Letter)	501c3.pdf
3 ☒ Articles of Incorporation/Bylaws	Art_of_Inc05281965.pdf ByLaws.pdf
4 ☒ Certificate of Good Standing with the State (http://kepler.sos.ca.gov/)	CA SOS 2023.pdf
5 ☒ Organizational Chart	ECHO Org Chart.pdf
6 ☒ List of Current Board Members [with titles, contact data (i.e., telephone, email, address) and current terms]	BOARD ROSTER 2023.2024.docx
7 ☒ Resumes of Program Administrator and Fiscal Officer	CSoto Resume.pdf RKumamoto Resume.pdf
8 ☒ Evidence of Insurance/Fidelity Bonding/Worker's Compensation	COI Seaside 23.24.pdf WC Seaside 23.24.pdf
9 ☒ Audited Annual Financial Statements covering 2 Years	ECHO Audit June 30 2023 .pdf Fiscal Audit June 30 2022-1.pdf
10 ☒ Signed Authorization to Request Funds (usually Executive Director or Board of Directors)	Seaside Signatory 24-25.pdf
11 ☒ Designation of Authorized Officials (usually Executive Director or Board of Directors)	Seaside Resolution 1_9 2024.pdf
12 ☒ Conflict of Interest Policy	conflictinterest2019.pdf
13 ☒ Project Team Experience and Qualifications	Team Experience 2024.2025 _____.pdf
14 ☒ Project/Activity Timeline	Seaside Timeline2024 2025.pdf
15 ☒ Financial Policies	ECHO Accounting Manual.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))	B-FH_INTAKE_FORM.doc T-LL_INTAKE_FORM.doc
18 ☒	Project/Activity Support Letters	BayLegal-ECHO_MOU_2023.2024_executed.pdf
19 ☒	Program Evaluations	SL_ECHO_Monitoring_2023.07.20.pdf ECHO_80139_Re-Approval_Letter.pdf ECHO_certificate_80139.pdf
20 ☒	Outreach Materials	MOCO_Flyers.pdf
21 ☒	Evidence of Project Support/Community Outreach (written endorsements, when available)	Client_Testimonial.docx Thank_you_letter.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	LEP504.pdf
23 ☒	Employee Handbook	ECHO_Employee_Handbook01212016_final.pdf
24 ☒	Record Retention Policies	RecordsRetention.pdf
25 ☒	Federal Tax Form 990	4.ECHO_FY_2023_990_Extension_IRS_Confirmation_2023-10-27_130316.pdf
26 ☒	State Tax Form 199	IRS_Exten_.pdf
27 ☒	Rental/Lease Agreement (if applicable)	Echo_Lease_Fully_Executed.pdf
28 ☒	Cost Allocation Plan	CostAlloc2018.pdf
29 ☒	Other Analysis of Impediments Mc	MOCO_Analysis_of_Impediments.pdf
30 ☒	Other Housing Element	11.21.23-Revised-Seaside-HE-1.pdf
31 ☒	Other Seaside Consolidated Plan	Seaside_2020-2025_Consolidated_Plan.pdf

Program Manager Signature
Date Signed

Christina M Soto
01/10/2024

Approved By:
Date Signed

Haroon Noori
01/15/2024

Initially submitted: Jan 10, 2024 - 11:21:22

City of Seaside Application for Program Year 2024-2025

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:		Anjanette Love	Title: Program Coordinator
Direct Telephone:		831-241-6154 ext 6	
Email Address:		Anjanette@gatheringforwomen.org	
Authorized Contact:		Anjanette Love	Title: Program Coordinator
Direct Telephone:		831-241-6154 ext 6	
Email Address:		Anjanette@gatheringforwomen.org	
Finance Contact:		Natalie Bayarsaikhan	Title: Bookkeeper/Office Manager
Direct Telephone:		831-241-6154	
Email Address:		natalie@gatheringforwomen.org	
Organization Mailing Address:		147 El Dorado Street	City: Monterey Zip: 93940
Organization's Website Address:		www.gatheringforwomen.org	
Organization Telephone:		831-241-6154	
Organization Fax:		831-302-2222	
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)		05/22	
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	\$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. [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 one hundred seventy four guests including children so far. 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 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 at 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 2022. Because of economic dislocation in 2023, demand for emergency food assistance increased to y-persons, a z-% change, in 2023.

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. Case managers ensure there is no 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.

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 2022 Monterey County Point-in-Time Homeless Census & Survey there are 2,047 homeless individuals in Monterey County of which 25 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 their room.

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

Access to community services (youth and senior services are priority services)

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 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.

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 ten 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 including the last three at Casa de Noche Buena.

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 Finance Consultant, Amy Stocker. Amy Stocker is a CPA and holds a Master's in Business Administration from Middlebury Institute of International Studies.

Gathering for Women has established written policies and procedures for managing its finances. Our financial records are tracked in Quickbooks. Financial reports are reviewed monthly by our Finance Committee and subsequently the Board of Directors. In addition, our financial reports 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 kept in Caseworthy, a widely recognized case management software platform. 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 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 Anjanette Love, GFW Program Facilitator 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 one hundred seventy four unique individuals. 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 Caseworthy case management system. We are able to use this data to quantify and measure results. Additionally, we use CARS and HMIS.

We successfully implemented a CDBG grant from the City of Seaside in 2022-2023, and received CDBG funds from the City of Monterey multiple times over the past 5 years. We also receive County Funding through the MCCAP program.

Amy Stocker is a finance and accounting consultant specializing in nonprofits. She has over thirty years' experience as a finance professional, over fifteen at the Controller or CFO level.

10. Please complete the table below, which should encompass your full projected Agency FY24-25 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 2022-2023	Case Management	\$10,000
FY 2021-2022		
FY 2020-2021		
FY 2019-2020		
FY 2018-2019		

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 are in the process of successfully implementing a 2023-2024 case management grant. No performance issues exist at this time.

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, 2022 - June 30, 2023	59	5
July 1, 2023 - December 31, 2023	14	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	%	
Case management for single women at 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 FY24/25	Total Number of Low/Mod Income Beneficiaries Estimated to be Served FY24/25	Overall Percent of Low/Mod Income Persons Served
July 1, 2024 - June 30, 2025	16	16	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	16	\$937.50

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 2023,10 single women entered transitional or permanent housing at an average of \$12,513 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%	\$15,000
Grand Total		\$15,000

Worksheet # 2 - Operational Budget

Budget Category	Actual Budget for July 1, 2023 to June 30, 2024	Projected Budget for July 1, 2024 to June 30, 2025	% Increase or Decrease	CDBG Funds Request, City of Seaside
CDNB Shelter Case Manager	\$16,009	\$16,009	0%	\$15,000
Other Staff	\$20,536	\$20,536	0%	-----
Supplies and Materials				
Consumable Supplies				
Non-Consumable Supplies				
Outside Services				
Telephone				
Utilities				
Maintenance				
Contract/Consultant Services				
Other Charges				
Rent				
Travel (Mileage)				
Insurance				
Capital Outlay				
Equipment/Furniture				
Other - # of lines needed: 2				
Food Service	\$24,079	\$24,079	0%	
Indirect Costs	\$1,941	\$1,941	0%	
Total	\$62,565	\$62,565	0%	\$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.	CDBG_Seaside_2023_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
4 ☒ Certificate of Good Standing with the State (http://kepler.sos.ca.gov/)	CA_Certificate_of_Status_2024.pdf
5 ☒ Organizational Chart	23-24_Org_Charts_GFW_CDNB.pdf
6 ☒ List of Current Board Members [with titles, contact data (i.e., telephone, email, address) and current terms]	GFW_Board_List_2024.pdf
7 ☒ Resumes of Program Administrator and Fiscal Officer	Ajanette_Love_Program_Facilitator.pdf Amy_Stocker_-_Finance_Consultant.pdf
8 ☒ Evidence of Insurance/Fidelity Bonding/Worker's Compensation	WC_Policy_2023-2024.pdf
9 ☒ Audited Annual Financial Statements covering 2 Years	GFW_2022_Financial_Statements_final.pdf GFW_Audited_Financial_Statements_2021.pdf
10 ☒ Signed Authorization to Request Funds (usually Executive Director or Board of Directors)	Signed_Authorization_to_Request_Funds_2024.pdf
11 ☒ Designation of Authorized Officials (usually Executive Director or Board of Directors)	GFW_Designation_of_Authorized_Officials_of_Gathering_for_Women_-_Monterey_2024.pdf
12 ☒ Conflict of Interest Policy	Conflict_of_Interest_Policy.pdf
13 ☒ Project Team Experience and Qualifications	Project_Team_Experience_Qualifications_2024.pdf
14 ☒ Project/Activity Timeline	Project 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	Project_Support-Community_Outreach.pdf
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	GFW_2022_Form_990_for_Public_Disclosure.pdf
26 ☒ State Tax Form 199	GFW_2022_California_Form_199.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
30 ☒ Other Self-sufficiency matrix	CDNB_Self-sufficiency_matrix.pdf
31 ☐ Other	

Program Manager Signature

Staci M Alziebler-Perkins

Date Signed	01/10/2024
-------------	------------

Approved By:	Haroon Noori
--------------	--------------

Date Signed	01/11/2024
-------------	------------

Initially submitted: Jan 10, 2024 - 16:15:49

City of Seaside Application for Program Year 2024-2025

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:
Direct Telephone:		(831) 772-0882	
Email Address:		pfernandez@girlsinccc.org	
Authorized Contact:		Patty Fernandez	Title:
Direct Telephone:		(831) 772-0882	
Email Address:		pfernandez@girlsinccc.org	
Finance Contact:			Title:
Direct Telephone:			
Email Address:			
Organization Mailing Address:		318 Cayuga St. Suite 206	City: Salinas Zip: 93901
Organization's Website Address:			
Organization Telephone:		(831) 772-0882	
Organization Fax:			
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:			
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)		12/2023	
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, ages 9 – 13, attending elementary and middle schools in Seaside. In our Growing Together program, we will also serve the mothers/fathers or guardians of girls entering or experiencing puberty. The majority of those we serve are low income: 92% of families have incomes that qualify children as eligible for free or reduced-price lunch; 84% 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, 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 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. Girls also learn the importance of voting. (3) Through Growing Together, elementary age girls and their parent/guardian 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 intercourse 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?

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 poverty, homelessness, or ill-health. Middle school girls are particularly vulnerable to peer and media pressure, and the desire to be liked. Body image is a primary cause of stress, and girls often respond in unhealthy ways, like smoking and taking diet pills, rather than increasing their physical activity or changing their eating habits. This is the age where dramatic physical and emotional changes occur. Girls often lose the sense of self they had when they were younger. Physical activity decreases drastically from elementary to high school.

As a result, girls learn effective refusal skills that will help them hold onto their personal values in the face of peer pressure, develop goals and make decisions that will lead to a healthy lifestyle, learn factual information about women's reproductive health, and understand the importance of voting and the barriers that exist for women in politics. Girls learn they have the power over their own choices in doing what is best for themselves no matter what peers say or do, learn and practice leadership and facilitation skills, recognize stress, its physical symptoms, and healthy stress management tools, and learn to value and support each other as a team. Elementary school girls also learn the effects of different substances, understand how to handle stress, practice friendly refusal skills and the importance of good, careful communication. In addition, the 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.

Girls and parents in Growing Together benefit from increased trust and communication making it more likely that daughters will seek out their parents 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 to the community.

These activities not only benefit the individual girls and their families, but their communities by producing positive proven results through youth development and prevention strategies that are age-appropriate, far less costly and more effective than treatment or government intervention programs that are implemented after problems arise

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, handling stress and the importance of maintaining their personal values in the face of pressure; (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

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: workshops, facilitated by Youth Leaders, on age-appropriate information about their bodies, women's reproductive health, how to stay healthy, identifying sexual pressures and how to resist them, exploring personal values and their importance in decision-making, sexual behavior and abstinence, defending their decisions, healthy vs. unhealthy relationships, bullying, avoiding risks, and examining cultural myths and gender stereotypes.
Activity #2	Friendly PEERsuasion Ph1: workshops on safe and unsafe practices for using over-the-counter drugs and dietary supplements, the effects of drugs, alcohol and tobacco on the body, how peer and media pressures influence their behavior, effective communication skills, stress management, and combatting bullying, leadership, facilitation and public speaking.
Activity #3	Friendly PEERsuasion Ph2: workshops on the same topics as Activity #2 without a focus on leadership or facilitation.
Activity #4	Growing Together: workshops on open communication, relationships, problem-solving strategies, values clarification, health and hygiene, values and expectations, and puberty.

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

Girls Inc. actively engage girls to see themselves as educated, confident, healthy and productive citizens. Programs promote and support safe and livable communities for girls and their families. We encourage girls to make smart choices regarding their futures, provide them accurate information on health and sexuality, offer opportunities to practice handling outside pressure, and equip them with the tools to avoid risky situations 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, values clarification, and positive communication with their parents. We inspire girls to choose healthy lifestyles. Youth Leaders facilitate programs and mentor their younger peers. Thus, younger girls look up to the Youth Leaders and often choose to participate in more programs so they, too, become leaders. This strategy provides girls with a visible path to a successful future that includes graduating from high school, pursuing college, a career, achieving and maintaining good health. Our youth development programs significantly help to ensure that issues facing Seaside families today: low income, homelessness, minimal opportunities to advance or succeed will be reduced as youth become adults who have been guided by leaders to build confidence, develop educational and wellness goals, and understand the importance of avoiding risky behaviors.

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

Description of Activity/Milestone	Est. Completion Date
WP/WP is a series of 10 workshops, facilitated by Youth Leaders, for girls, 12-14, providing information about their bodies, women's reproductive health, how to stay healthy, identifying sexual pressures and how to resist them, exploring personal values and their importance in decision-making, sexual behavior and abstinence, defending their decisions, healthy vs. unhealthy relationships, bullying, avoiding risks, examining cultural myths and gender stereotypes, and savvy voting. The program encourages the practice of taking personal responsibility for healthy behaviors and health outcomes. Girls learn how to achieve, maintain, and lead healthy lifestyles.	December 2024
Friendly PEERSuasion #1: 6th & 7th grade girls learn to recognize and resist pressures from peers, advertisers, and others to use tobacco, alcohol, or other drugs, using the positive influence of young people modeling healthy behaviors. During Phase 1 of the 2-phase program, facilitated by Youth Leaders, the girls participate in 12 three-hour sessions on safe and unsafe practices for using over-the-counter drugs and dietary supplements, the effects of drugs, alcohol, and tobacco on the body, how peer and media pressures influence their behavior, effective communication skills, stress management, and combatting bullying. In addition, the program offers middle school girls the training to learn leadership, facilitation, and public speaking skills to provide programming to elementary school girls.	March 2025
Friendly PEERSuasion #2: Program graduates plan and deliver activities on these topics to 4th & 5th grade girls in 7 3-hour sessions, with support from the Youth Leaders. Elementary school girls learn the effects of different substances, understand that stress is unavoidable, practice friendly, effective refusal skills and the importance of good, careful communication.	May 2025
Growing Together is designed to increase positive communication between a parent (or other significant adult) and their 9 -12-year-old daughters and help them to discuss questions about sexual behavior and puberty without embarrassment. The program a series of 4 workshops on communication, relationships, values clarification, health and hygiene and problem-solving strategies. The sessions encourage participants to explore their feelings, strengthen their relationships, discuss values and expectations; encourage communication about health, hygiene and sexuality; provide factual information about anatomy, physiology, HIV/AIDS, sexuality and sexual behaviors; and help parents answer questions about sexual behavior and puberty.	Oct. '24, Nov. '24, March '25

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. Over the last several years our outreach plan has been as follows:

The recruitment of participants is done primarily at school sites by counselors, teachers, and school administrators Girls Inc. staff and Youth Leaders also make classroom presentations and pass out applications to girls who are interested in the program. All girls are eligible to apply.

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

Evaluation Methodology:

1. 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.
2. Conduct Pre- and Post-Program surveys with participants to determine changes in knowledge, attitudes, and behaviors
3. Participants anonymously evaluate each session to see if we are accomplishing our objectives and make adjustments when needed
4. Youth Leaders self-evaluate each session to measure their own perceived growth, and address their opinions on the program curriculum
5. Youth Leaders meet monthly with staff to evaluate progress, improve skills, and receive additional training
6. Program coordinators observe and visit each site and assist if needed.
7. Girls Inc. staff will follow-up to determine if the girls will be attending more Girls Inc. programs as they progress through school grades

Outcomes:

80-90% of WP/WP participants will:

- Explain the importance of assuming responsibility for personal health behaviors
- Distinguish between safe and risky or harmful behaviors in relationships
- Understand and identify the characteristics of a bully, and how to respond to bullying
- Demonstrate refusal and negotiation skills, and how to resist sexual pressures from the media and friends
- Learn factual information on women's health, hygiene and reproductive health
- Demonstrate strategies to manage stress

Phase 1:80-90% of Friendly PEERSuasu Ph. 1 girls will:

- Identify safe and unsafe practices for using over-the-counter drugs and dietary supplements and the effects of drugs and alcohol on the body
- Identify skills for refusing peer pressure and maintaining personal power
- Examine messages in the media and identify how ads influence behavior
- Recognize stress, its physical symptoms, and healthy stress management tools
- Learn to identify and combat bullying
- Develop leadership, assertiveness and communication skills

Phase 2 – 80%-90% of the elementary school girls will:

- Learn the effects of different substances and tips for staying healthy
- Learn to resist negative peer pressure by practicing friendly refusal skills
- Recognize stress is unavoidable, but too much stress can lead to poor decisions

- Learn the importance of good communication — asking questions, speaking clearly, and listening carefully

85-95% of Growing Together participants will:

- Demonstrate positive communication and problem-solving skills
- Express feelings related to health, hygiene and sexuality
- Demonstrate clear, intentional messaging with each other
- Identify risky behaviors that can lead to unhealthy results
- Articulate strategies to resolve conflicts
- Understand the female reproductive system, the menstrual cycle, and the 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 2022. Because of economic dislocation in 2023, demand for emergency food assistance increased to y-persons, a z-% change, in 2023.

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 and procedures developed when schools were closed in 2020-22 due to COVID. 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 workshop sessions. We will also discuss the value of getting tested and 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 delivery program to deliver meals to seniors sheltering in place as a proactive measure to prevent exposure to the Coronavirus.

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 workshop sessions. We will also discuss the value of getting tested and being vaccinated to limit the impact of COVID if contracted and encourage girls to discuss these safety precautions with their families. In addition, 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. 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.

This is not a new program, but during the pandemic when schools were closed, we did revise our programs to be more responsive to the needs of our participants, including their anxiety regarding social isolation. This was exacerbated by the issues facing their families: many parents were essential workers who work in the fields or in food processing, and remaining healthy was tenuous. Parents who worked in service occupations lost their employment. This added economic strife has impacted the girls: many suffered from food insecurity; many were more called upon to take care of their younger siblings. Girls who were already at risk, had the added stressors of instability at home increasing their level of insecurity. We were also confronted with changes in student behavior once they returned to school, which included antagonism and meanness to others, and difficulty in attending to program content. This has calmed down somewhat, but the changes we made in program content and the social-emotional support we were able to offer will be effective in confronting any new COVID or other potential disruption.

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

Each of programs offered in Seaside are age-appropriate, designed to meet the needs of girls at age-specific times in their lives. These programs have all been developed by our National Girls Inc. organization, field-tested and evaluated nationwide. Furthermore, Will Power/Won't Power and Friendly PEERsuasion are facilitated by Youth Leaders – peer leaders – who are graduates of our high school ECHO program in Monterey. We are the only organization that offers programs facilitated by trained teens who are role models for the younger girls. Since the programs are age-specific, girls can begin their participation in Growing Together and/or Friendly PEERsuasion phase 2 at 9 years while in elementary school, enroll in Friendly PEERsuasion phase 1 in 7th grade, and Will Power/Won't Power in 8th grade, always learning new skills and information at each level.

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. If needed, 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, as it has in past years.

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.

Girls Inc. has been providing youth programming in Seaside for 20 years with a focus on improving health and educational outcomes for girls in the community. The schools we currently serve have students from low and very low-income families and are predominately Hispanic. At Seaside Middle School 92% of the students are low income and 80% are Hispanic. Student test scores are well below the state level in English, math, and science. At Ord Terrace Elementary, 94% are low income and 91% are Hispanic; however, test scores are not as low as the middle school. Martin Luther King Elementary's students are 90% low income and 82% Hispanic. Test scores at this school are very low – an average of 75% below the state's scores. Although we don't offer programming in the high school, we have chosen to work the middle and elementary schools because of the significant needs of those students.

The current Seaside Comprehensive Plan targets very low-income families and youth, ages 6-17. The first public service priority when the plan was adopted was access to community services with youth and senior services as priorities. The Seaside City Council directed activities will include after school programs including tutoring, self-esteem, mentoring younger students, community meals/after school, legal services for seniors, meals on wheels for homebound and tenant/landlord fair housing services. Girls Inc. was included as one of the organizations providing those services.

A recent Community Action Partnership study on issues facing Monterey County included the essential need to provide after-school youth programming that not only benefited youth, but "support working parents by allowing them to retain employment and ensure social-academic advancement of families." These programs also build support for their children's future success and educational attainment. As with the Seaside Plan, assistance with housing costs was identified as the highest priority need. However, the 2nd priority was health and social/behavioral development, which includes social-emotional support, mentoring, fitness, life skills, nutrition, and wellness education.

These after school enrichment programs have been part of Girls Inc. for 23 years. Ours are a mix of health and wellness, education and career planning, leadership development and community service programs. In Seaside, our Youth Leaders are directly providing community service to the community through their facilitation and mentorship of local girls, and the programs described in this proposal are focused on health, wellness, and avoidance of unhealthy behaviors and relationships.

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.

As previously stated, 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. 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 is a pregnancy prevention program that offers 8th grade 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 1, will be offered to 7th grade girls. They will participate in activities and discussions on communications, healthy stress management, peer and media pressures, bullying and its prevention, harmful and illegal substances, and leadership skills. Youth Leaders deliver this part of the program. In Phase 2, 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.

Offered in English and Spanish, the Growing Together program is designed to increase positive communication between mothers/fathers or guardians 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 parents 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

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

Access to community services (youth and senior services are priority services)

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

Girls Inc. has offered these programs in Seaside for 20 years, resulting in higher outcomes for girls than anticipated every year. Last year's documented evaluations demonstrated that 88-96% 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 parents and daughters value the lessons learned in Growing Together; their evaluations

demonstrated that 100% of adults and daughters increased positive communication between one another, felt comfortable discussing health, menstruation, and hygiene, 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.

These programs are open to all girls at the designated schools and of the age circumscribed by the program content. We will continue to provide these services in Seaside's schools thus providing access to needed programming in the city.

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	\$2,000		\$2,000		\$2,000	100%	Private Funds
Monterey Peninsula Foundation	Yes	\$1,150	\$1,150			\$1,150	100%	Private Funds
Program fees	Yes	\$980			\$980	\$0	0%	Private Funds
Events	No	\$3,000			\$3,000	\$0	0%	Private Funds
Donations	No	\$3,000			\$3,000	\$0	0%	Private Funds
Investments	No	\$400			\$400	\$0	0%	Private Funds
Carry-over from 2023-24	Yes	\$2,250	\$2,250			\$2,250	100%	Private Funds
TOTAL		\$27,780	\$3,400	\$2,000	\$22,380	\$5,400	19%	

Leveraging Ratio

54%

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 receive two-year funding from the Packard Foundation of \$80,000/year for our organization. We allocate a portion of this funding to our Seaside project, based on its program costs as a percentage of our total organization budget. Our most recent 2-year grant is for 2023-2025. We just received a grant from the Monterey Peninsula Foundation for \$90,000 that covers the months of 4/2023–11/2023 and anticipate a similar grant for the following year. Funds from this grant will cover Growing Together and a portion of Will Power/Won't Power. In 2024, the funds will also include half of Will Power/Won't Power. We have regularly received annual funding of \$20,000 for our programming in Monterey County from the Nancy Buck Ransom Foundation and anticipate this will continue in the coming years. A portion of this funding will be allocated to our Seaside programs in the amount of \$800. We also receive \$10,000-\$15,000 funding each year from Barnet Segal Charitable Trust for our work in Monterey County, and \$500 will be allocated to Seaside. Every year, we have carry-over funds from the previous years, either from donations and events or grants that were received in the previous year for the coming year. Again, a portion is allocated to Seaside. We also continue to raise funds through events and donations as well as new grant sources for all programs. Seaside programs have fees for participants – generally \$10/participant that help fund the work.

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 our main partners in all programs. We have agreements with the school districts that allow us access to both the students and the classrooms. School personnel and teachers help recruit participants, make referrals, allow us time to present the programs to the students, and provide classroom space for the after-school sessions, making it convenient for students to participate without having to travel to a remote center. We collaborate with the Monterey County Health Department (Reproductive Health), the Rape Crisis Center (relationships), the Food Bank (snacks workshops) and speakers from the community 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.

Our mission 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 role is to cultivate and grow those qualities.

Founded in 2001, Girls Inc. was intentionally designed to result in youth-led programming, with peer mentoring as a core value and operational strategy. We are the only Girls Inc. affiliate to have its programs planned, facilitated, and evaluated by Youth Leaders – graduates of our ECHO Leadership and Mentoring program – who are hired and trained to deliver programs to girls in elementary, middle, and high schools in their home communities. We currently serve more than 1,300 girls annually, ages 8-18, with after-school and summer programming in 9 cities at 36 school sites in Monterey, San Benito, and Santa Cruz Counties. Our programs inspire girls to set goals on educational attainment, developing healthy relationships, practicing assertive communication skills, avoiding unhealthy behaviors, managing stress, handling conflict, and overcoming systemic barriers that prevent them from achieving their goals. Girls acquire leadership skills and learn to create a future that includes educational attainment, economic independence, and lifelong wellness.

Our new 3-year Strategic Plan (2023-2026) addresses targeted board and committee recruitment and training, expanding the fund development committee, increasing and cultivating sustainable donors, hiring a new Donor Relations Director, and focusing on the implementation of our existing fund development plan to ensure we are building our capacity to better serve our communities. Programming priorities are to continue updating the curricula and participant evaluations where needed, evaluating gaps in services with respect to age, grade, high risk populations, expanding to new schools, and evaluating/implementing the training and development needs for staff and Youth Leaders.

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

Administrative 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) N. Monterey County, Monterey, Soledad, Greenfield, King City; San Benito (Hollister); and Pajaro Valley High School. ECHO meets once every other week, on school grounds (5:30pm-7:00pm)
- Will Power/Wont Power (September to December). Offered in 10 middle schools: Harden and Washington in Salinas, Main Street in Soledad, Vista Verde in Greenfield, North Monterey County Middle School in Castroville, Seaside Middle School in Seaside, and Chalone Peaks in King City Middle Schools; Rancho San Justo in Hollister; Rolling Hills and Pajaro in Watsonville. Meets once a week, on school grounds (3:30pm-5:30pm).
- Friendly PEERsuasion 1st phase (December to April). Offered at 9 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, and Chalone Peaks in King City Middle Schools; Rancho San Justo in Hollister; Rolling Hills in Watsonville. Meets once a week, 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, McKinnon, and Mission Park in Salinas, San Vincente in Soledad, Oak Avenue in Greenfield, Castroville in Castroville, Ord Terrace in Seaside, Del Rey in King City; Ladd Lane in Hollister; and Freedom Elementary Schools in Watsonville. Meets once a week, on school grounds (3:30pm-5:30pm).
- Growing Together (Oct - May) Offered at Martin Luther King, Jr. in Seaside, Castroville Elementary School, Mary Chapa in Greenfield, Mission Park in Salinas, Santa Lucia in King City, Frank Ledesma in Soledad, Freedom in Watsonville, Ladd Lane Elementary School in Hollister. Once/week for 5 weeks. (6:00pm-8:00pm)
- LEAD-HER-SHIP (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
5. Youth Leaders meet monthly with staff to evaluate progress/improve skills
6. Conducting focus groups with ECHO participants to find out if the program has accomplished its objectives, evaluate contributions of Youth Leaders and mentors
7. Program coordinators observing and visiting of each site, assisting Youth Leaders when needed
8. Girls Inc. staff will follow-up to determine if the girls will be attending more Girls Inc. programs as they progress through school grades.
9. 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 grants from Seaside CDBG funds since 2015 and the Seaside Mayor's Youth Fund from 2013-2018. We received funding from the Salinas CDBG funds from 2012-2022. We have received funding from Monterey County CDBG since 2012 through the present. In 2022, we were awarded 3-year funding from Santa Cruz County CORE program. In all programs offered and implemented we use a specific methodology to evaluate our programs' effectiveness and the changes/progress made by participants. Each program has a specific set of pre- and post-survey questions to evaluate the changes in knowledge, attitudes, and behaviors of the participants. We also tailor our evaluation questions to each program and have girls evaluate each workshop within a program to determine their effectiveness and the percentages of girls who meet the proposed outcomes. Girls have achieved higher outcomes in every program demonstrating the success of the activities and information presented. The Youth Leaders also evaluate both the programs and the progress of the participants, reporting back to program staff on outcomes. All staff are trained in evaluation protocols and ensure that programs are implemented to achieve the desired results. Our Deputy Director oversees all programs, supervising program coordinators and training Youth Leaders.

Each grant includes predicted outcomes for each program, and follow-up reports include both anticipated and actual outcomes. This procedure is part of both CDBG sources as well as foundation grants. We continue to receive grants annually from sources that have been funding our organization for many years; several have significantly increased the amount of funding and/or offer multi-year grants. In addition, several foundations only require an update and budget for continued funding instead of a full proposal. This continued funding demonstrates the success we have had in delivering the programs and outcomes, and managing the funds for both public and private grant sources. We have been successfully offering programming in Seaside since 2003 with positive results.

We have recently provided several board skills training sessions and have successfully completed our 2020-2023 Strategic Plan before embarking on a new one for the next 3 years. Our office manager has been trained and is skilled in nonprofit accounting procedures, and our board treasurer is a CPA, former CEO and CFO of a local nonprofit with several years of board experience. Our annual audits are always judged to be "clean" without any findings that would raise doubt about our ability to manage funds and produce accurate financial statements.

10. Please complete the table below, which should encompass your full projected Agency FY24-25 budget.

Program	Staff (Personnel)	Supplies	Equipment	Overhead	Capital Improvements	Total
City of Seaside Application	\$10,000					\$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 2022-2023	Girls Inc. of the Central Coast	\$10,000
FY 2021-2022	Girls Inc. of the Central Coast	\$10,000
FY 2020-2021	Girls Inc. of the Central Coast	\$8,500
FY 2019-2020	Girls Inc. of the Central Coast	\$7,814
FY 2018-2019	Girls Inc. of the Central Coast	\$10,126

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 9 years, implementing our programs and achieving anticipated outcomes. 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. In FY 2020-21, we were able to offer all programs virtually using Zoom. During the past two years and in the current fiscal year, we been able to return to in person programming in Seaside. We are gradually increasing our population to its pre-COVID numbers, but the achievements of the girls are continue to be above those predicted.

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, 2022 - June 30, 2023	70	6
July 1, 2023 - December 31, 2023	30	5

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: workshops, facilitated by Youth Leaders, on age-appropriate information about their bodies, women's reproductive health, how to stay healthy, identifying sexual pressures and how to resist them, exploring personal values and their importance in decision-making, sexual behavior and abstinence, defending their decisions, healthy vs. unhealthy relationships, bullying, avoiding risks, and examining cultural myths and gender stereotypes.	0	0%	16	100%	0	0%	0	0%	16
Friendly PEERsuasion Ph1: workshops on safe and unsafe practices for using over-the-counter drugs and dietary supplements, the effects of drugs, alcohol and tobacco on the body, how peer and media pressures influence their behavior, effective communication skills, stress management, and combatting bullying, leadership, facilitation and public speaking.	0	0%	20	100%	0	0%	0	0%	20
Friendly PEERsuasion Ph2: workshops on the same topics as Activity #2 without a focus on leadership or facilitation.	0	0%	0	0%	0	0%	32	100%	32
Growing Together: workshops on open communication, relationships, problem-solving strategies, values clarification, health and hygiene, values and expectations, and puberty.	0	0%	0	0%	30	100%	0	0%	30
TOTAL	0	0%	36	37%	30	31%	32	33%	98

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 FY24/25	Total Number of Low/Mod Income Beneficiaries Estimated to be Served FY24/25	Overall Percent of Low/Mod Income Persons Served
July 1, 2024 - June 30, 2025	98	88	90%

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

City of Seaside		
CDBG Request	CDBG Beneficiaries	Total Cost-per-Beneficiary
\$15,000	98	\$153.06

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.

Our programs are comprehensive and have resulted in positive outcomes for our participants over the past 20 years. In fact, program costs are lower for the proposed fiscal year than in the previous two 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, which also includes the training of the middle school participants to be facilitators and leaders, the low cost per participant of \$153.06 is 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 \$15.50/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. Our Middle School Coordinator is a Girls Inc. graduate with a BA in Child Development. The Growing Together Coordinator is a former Youth Leader with a master's degree education and social justice from San Diego State. The facilitator for is a former Growing Together participant, a mother who was trained to become a program leader. Thus, not only has she benefited from her original participation but has gained skills, including public speaking and group management, that will serve her in other areas of her life. The obvious value of these programs lasts far beyond their implementation years in impacting the lives of the girls who participate..

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.
2. All participants will understand the importance of continuing their education beyond high school and to understand - and accomplish - the steps needed to do so.
3. Mothers and daughters will develop trust and positive open communication with each other, establishing a strong pattern of mutual respect that will last.
4. 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.
5. 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.
6. Girls benefit from having peer mentors and role models facilitating the programs, encouraging them to continue participating in programs. Youth Leaders continue to gain skills, knowledge and experience while earning an income and providing service to their community.
7. As noted in the previous response (#9), the value of the programs go beyond the immediate results, offering girls the opportunity, determination, and skills to become Youth Leaders, who have as their goals college graduation and professional careers. We now have 3 former Youth Leaders who are permanent staff – two involved in this program.
8. These factors not only benefit the participants, but their families and communities 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 coordinator	100%	\$7,400
Growing Together poor/faciliator	100%	\$2,400
Youth Leaders	100%	\$5,200
Grand Total		\$15,000

Worksheet # 2 - Operational Budget

Budget Category	Actual Budget for July 1, 2023 to June 30, 2024	Projected Budget for July 1, 2024 to June 30, 2025	% Increase or Decrease	CDBG Funds Request, City of Seaside
Middle school coordinator	\$7,235	\$7,450	3%	\$7,400
Growing Together poor/faciliator	\$2,400	\$2,455	2%	\$2,400
Youth Leaders	\$5,525	\$5,525	0%	\$5,200
Other Staff	\$3,750	\$3,935	5%	-----
Supplies and Materials				
Consumable Supplies	\$1,725	\$1,800	4%	\$0
Non-Consumable Supplies				
Outside Services				
Telephone	\$250	\$265	6%	\$0
Utilities	\$760	\$795	5%	\$0
Maintenance				
Contract/Consultant Services	\$1,845	\$1,900	3%	\$0
Other Charges				
Rent	\$2,300	\$2,375	3%	\$0
Travel (Mileage)	\$715	\$715	0%	\$0
Insurance	\$265	\$275	4%	\$0
Capital Outlay				
Equipment/Furniture				
Other - # of lines needed: 3				
Training: staff/youth leaders	\$315	\$315	0%	\$0
Fees to Girls Inc. National	\$405	\$405	0%	\$0
Admin. expenses	\$250	\$285	14%	\$0
Total	\$27,740	\$28,495	3%	\$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_Agency_Girls_Inc._Certificate.pdf
2 ☒ Federal and State Tax Exemption Determination Letters/Non-Profit Certification (e.g., IRS 501C (3) Letter)	2_501_c_3_status_Girls_Inc..pdf
3 ☒ Articles of Incorporation/Bylaws	3_Girls_Inc_of_the_Central_Coast_By-Laws_Revised_6-2020.pdf 3_Articles_of_Incorporation_Girls_Inc..pdf
4 ☒ Certificate of Good Standing with the State (http://kepler.sos.ca.gov/)	4_GICC_Certificate_of_Good_Standing.pdf
5 ☒ Organizational Chart	5_Organizational_Chart.pdf
6 ☒ List of Current Board Members [with titles, contact data (i.e., telephone, email, address) and current terms]	1_Board_of_Directors_Roster_and_Calendar_FY_2023-2024.pdf
7 ☒ Resumes of Program Administrator and Fiscal Officer	7_Resume_Executive_Director.pdf
8 ☒ Evidence of Insurance/Fidelity Bonding/Worker's Compensation	City-of-Seaside_Girls-Inc-of-t_23-24-COI_6-28-2023_226500690.pdf
9 ☒ Audited Annual Financial Statements covering 2 Years	GICC_2023_Financial_Statements.pdf Girls_Inc._2022_Financial_Statements.pdf
10 ☒ Signed Authorization to Request Funds (usually Executive Director or Board of Directors)	10_Signature_Authorized.pdf
11 ☒ Designation of Authorized Officials (usually Executive Director or Board of Directors)	11_Designation_of_Authorized_Officials.pdf
12 ☒ Conflict of Interest Policy	12_Conflict_of_Interest_Policy.pdf
13 ☒ Project Team Experience and Qualifications	Staff_Roster_2023-24_MG.pdf
14 ☒ Project/Activity Timeline	14_Project_Activity_Time_line_City_of_Seaside.pdf
15 ☒ Financial Policies	15_Accounting_Policies_Manual.pdf
16 ☒ Procurement Policies	16_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	19_ECHO_Program_Evaluation.pdf 19_Friendly_PEERsuasion_Evaluation.pdf 19_Will_Power_Wont_Power_Evaluation.pdf
20 ☒ Outreach Materials	20_Girls_Inc._-WpWp_Flyer_2022.pdf 20_ECHO_Flyer_2022-2023.pdf 20_Girls_Inc._-FP_Program_Flyer_2022.pdf 20_Girls_Inc._Growing_Together_Flyer_2022.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	22_LEP_Plan_Section_504.pdf
23 ☒ Employee Handbook	23_Employee_Handbook_113121_Girls_Inc..pdf
24 ☒ Record Retention Policies	24_Record_Retention_Policy_GICC.pdf
25 ☒ Federal Tax Form 990	Girls_Inc_of_the_Central_Coast_990_form_2022-2023.pdf
26 ☒ State Tax Form 199	199_Form_Girls_Inc._FY_22-23.pdf
27 ☒ Rental/Lease Agreement (if applicable)	27_Lease_Rent_Suite_209.pdf
28 ☐ Cost Allocation Plan	N/A
29 ☐ Other	
30 ☐ Other	
31 ☐ Other xyz	

Program Manager Signature
Date Signed

Patty Fernandez
01/11/2024

Approved By:
Date Signed

Haroon Noori
01/15/2024

Initially submitted: Jan 11, 2024 - 15:58:43

City of Seaside Application for Program Year 2024-2025

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.):			Title:	
Direct Telephone:				
Email Address:				
Program/Project Contact:		Angelia Britt	Title:	
Direct Telephone:		831-392-2774		
Email Address:		gvteducation1@yahoo.com		
Authorized Contact:		Angelia Britt	Title:	
Direct Telephone:		831-392-2774		
Email Address:		gvteducation1@yahoo.com		
Finance Contact:		Patricia Webb	Title:	CFO
Direct Telephone:		831394-2774		
Email Address:		gvteducation1@yahoo.com		
Organization Mailing Address:		1620 Broadway Ave	City:	Seaside Zip: 93955
Organization's Website Address:		geatervictorytempme.org		
Organization Telephone:		831-394-2774		
Organization Fax:		831394-1134		
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:		to be assigned		
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)		no		
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. [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.

The purpose of the program is to provide opportunities to extend a student learning time outside the regular classroom. 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?

Research shows children in quality after school programs are more probable to attend and stay in school, students are more likely to hand in homework and get higher grades. It is also help children succeed in higher level schools and develop professional skills that will help them in the workforce. This program provides snacks and evening meals to low to moderate income children who are at-risk of 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 for those students who need extra assistance in areas they are deficient. This program will benefit the children of Seaside and surrounding areas.Staff is needed to provide these services. Snack and meals will be provided to students.

2. For each type of activity you provide, show the number served and the type of activity.	
Number Served	Type of Activity
75	Youth Retained

3. Please list proposed activities for funding in one sentence for each activity.	
	Description of Activity
Activity #1	tutoring will be provided to students. Snacks and meals will be provided.

4. Provide any additional relevant description of proposed activity or project.
This 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 in 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 afterschool tutoring to students of low to moderate income. Also provide snacks and meals to students who are at risk for hunger and failure to thrive	june

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 program will target low to moderate income students who would benefit from after school tutoring. The program will collaborate with the Monterey Peninsula School district and other agencies to assist with the overflow for after school programs.

This is not a new 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?
Indicators to make outcome measure will consist of assisting with understanding the need of the community through the program, to gather data to decide where the program improvements might be necessary and collaborating with community partners to fill 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 2022. Because of economic dislocation in 2023, demand for emergency food assistance increased to y-persons, a z-% change, in 2023.

The afterschool tutoring program will provide emergency food assistance to parents of low to moderate income families affected by the coronavirus pandemic.Online tutoring will be made available to students.

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.

Afterschool program will follow guidelines provided by CDC and local health department mandates.

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 program will provide a safe learning environment for students as well as providing preventive care related to the coronavirus. The program will follow mandates by the CDC and by the local health department

11. Explain how your organization will avoid duplication of benefits?
The program will consult with staff to avoid duplication of benfit.

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 hire staff and continue to provide tutoring four (4)days a week with meals and snacks to the students who are at risk for hunger and failure to thrive. This program is at no cost to families. Without the funds we would only be able to provide tutoring and snacks and meals one (1) day a week. Equipment, materials, supplies, phone, utilities and building our in-kind donations by Greater Victory Temple Church

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 of Seaside was used to determine the need for the program. A proximal 40% of house income under 50 K, 14.7% on the property line with children under the age of 18. Provide an access to after school tutoring program will provide snacks and meals with deep crease at risk for hunger and failure to thrive.

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 program will provide a safe learning environment for students as well as providing snack and meal 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?

Access to community services (youth and senior services are priority services)

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

The program is in place and serves the community by 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. The program will discuss with teachers the individual needs of each student

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	
	Choose	\$0	\$0	\$0	\$0	\$0		Other Federal Funds
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. CDBG is our only funding source for staff. In-kind donations will be provided by Greater Victory Temple; rent, utilities, supplies for participants, instructional materials, setting facility up, insurance, and transportation. Aside from donations, we will collaborate with MLK School of the Arts, M.P.U.S.D., The Village Project, and CPY to prioritize children needs. There is no other funding, there will be planned fund raiser.

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 enrolled students based on the greatest need. We collaborate with M.P.U.S.D. and specifically MLK School of the Arts to identify at risk youth in need. There are waiting lists for children to be excepted at various after school programs in the community, again we will collaborate with our partners 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 Afterschool program is to provide educational opportunities for moderate to very low income students and families. The program has been an operation for six years.
 Mission statement; To provide educational opportunities to youth and to offer humanitarian services too very low to moderate income families to improve self reliance and self-worth

- 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 1620 Broadway Ave., Seaside California. The program will be four days a week Monday, Tuesday and Thursday for four hours per day and five hours on Wednesdays.
- Describe internal administrative controls to be used, including financial record-keeping procedures and management controls. Upload copy of financial policies.
 The Executive Director maintain records documenting attendance, academic achievement, timesheets, sign in sheets and financial expenditures of funds according to policy and procedure, state and federal regulations
- 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
- Describe the record-keeping system to be used to maintain program data.
 Written records shall be maintained according to policy and procedures. All records will be maintain since the initiation of the program six years ago
- Describe your agency's process for verifying beneficiary eligibility and attach copy of all intake forms.
 The application shall verify eligibility of students.Application process an intake forms attached.
- 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.
- 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 will be responsible for monitoring program. The Program /Site Director to collaborate with MLK staff for pre-/post assessment to determine academic growth.
- 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 center educational services, a summer math program associated with CSU (Bakersfield). and after school program for youth. This includes state and federal grant administration for f over five years
- Please complete the table below, which should encompass your full projected Agency FY24-25 budget.

Program	Staff (Personnel)	Supplies	Equipment	Overhead	Capital Improvements	Total
City of Seaside Application						\$0
\$30,000.00	\$30,000					\$30,000
TOTAL	\$30,000	\$0	\$0	\$0	\$0	\$30,000

Total Budget less capital improvements \$30,000
 Application program percent 0%

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

Program Year	Project	Amount Funded City of Seaside
FY 2022-2023	After school tutoring	\$12,334
FY 2021-2022	After school tutoring	\$10,578
FY 2020-2021	After school tutoring	\$10,417
FY 2019-2020	After school tutoring	\$9,815
FY 2018-2019	After school tutoring	\$11,181

- 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
 The City of Seaside staff have been helpful in providing information to improve the program. All concerns have been addressed.

Part 8 - For CDBG Funds

- Our proposal is for a City of Seaside project.
- Select the type of assistance you provide: 05D - Youth Services
- This program provides assistance of the following type:
- Number of Unduplicated Beneficiaries previously served by the project.
 City of Seaside

Period	Actual	Monthly Average
July 1, 2022 - June 30, 2023	96	8
July 1, 2023 - December 31, 2023	96	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	%	
tutoring will be provided to students. Snacks and meals will be provided.	20	25%	20	25%	20	25%	20	25%	80
TOTAL	20	25%	20	25%	20	25%	20	25%	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 FY24/25	Total Number of Low/Mod Income Beneficiaries Estimated to be Served FY24/25	Overall Percent of Low/Mod Income Persons Served
July 1, 2024 - June 30, 2025	80	80	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	80	\$375.00

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.

At risk students receive benefits I'm available in the community as other afterschool programs are full. Research demonstrates that the key risk for juvenile delinquency and crime increase 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.

Cost are kept to a minimum, providing small groups and individualized personal tutoring to improve academic achievement for at risk youth. Also, providing meals to students who are at risk for hunger and thirst to thrive. This program is at no cost to families. Without the funds we would only be able to buy tutoring suits, snacks and meals one(1) day per week

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	100%	\$7,500
Program Director	100%	\$7,500
Tutor	100%	\$5,000
Tutor	100%	\$5,000
Cook	100%	\$5,000
Grand Total		\$30,000

Worksheet # 2 - Operational Budget

Budget Category	Actual Budget for July 1, 2023 to June 30, 2024	Projected Budget for July 1, 2024 to June 30, 2025	% Increase or Decrease	CDBG Funds Request, City of Seaside
Executive Director	\$3,700	\$3,700	0%	\$7,500
Program Director	\$3,700	\$3,700	0%	\$7,500
Tutor	\$500	\$500	0%	\$5,000
Tutor	\$500	\$500	0%	\$5,000
Cook	\$500	\$500	0%	\$5,000
Other Staff				-----
Supplies and Materials				
Consumable Supplies	\$0	\$0		\$0
Non-Consumable Supplies	\$0	\$0		\$0
Outside Services				
Telephone	\$0	\$0		\$0
Utilities	\$0	\$0		\$0
Maintenance	\$0	\$0		\$0
Contract/Consultant Services	\$0	\$0		\$0
Other Charges				
Rent	\$0	\$0		\$0
Travel (Mileage)	\$0	\$0		\$0
Insurance	\$0	\$0		\$0

Capital Outlay			
Equipment/Furniture	\$0	\$0	\$0
Other - # of lines needed:			
Total	\$8,900	\$8,900	\$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.	AGENCY_CERTIFICATIONS.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]	Pastor_Ronald_Britt.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	CERTIFICATE_OF_LIABILITY_INSURANCE.pdf
9 ☐ Audited Annual Financial Statements covering 2 Years	N/A
10 ☒ Signed Authorization to Request Funds (usually Executive Director or Board of Directors)	Authorization_for_Ex_Director.docx
11 ☒ Designation of Authorized Officials (usually Executive Director or Board of Directors)	Authority_to_act.PDF
12 ☒ Conflict of Interest Policy	Conflict_of_Intrest.PDF
13 ☒ Project Team Experience and Qualifications	Carol_Casion.docx
14 ☒ Project/Activity Timeline	Activity_Timeline.docx
15 ☒ Financial Policies	Financial_Policy.PDF
16 ☐ Procurement Policies	N/A
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	community_award.PDF 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)	school_of_the_Arts.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.pdf
23 ☒ Employee Handbook	Employee_Handbook.PDF
24 ☒ Record Retention Policies	Record_Retention_Policy.doc
25 ☐ Federal Tax Form 990	Non profit
26 ☐ State Tax Form 199	N/A
27 ☐ Rental/Lease Agreement (if applicable)	N/A
28 ☐ Cost Allocation Plan	N/A
29 ☐ Other	
30 ☐ Other	
31 ☐ Other	

Program Manager Signature
Date Signed

Angelia Britt
01/09/2024

Approved By:
Date Signed

Haroon Noori
01/11/2024

Initially submitted: Jan 9, 2024 - 11:43:13

City of Seaside Application for Program Year 2024-2025

Part 1 - General Information			
Legal Name of Organization		Legal Services for Seniors, Monterey County	
Submitting Proposal:			
Program/Project Name:		Legal Services for Seniors	
Person Completing Application:	Teri Scarlett	Title:	Executive Director
Direct Telephone:	831-899-0492		
Email Address:	tscarlett@lssmc.net		
Authorized Official: (e.g. Exec. Dir.):	Teri Scarlett	Title:	Executive Director
Direct Telephone:	831-899-0492		
Email Address:	tscarlett@lssmc.net		
Program/Project Contact:	Nikki Rossi	Title:	Executive Director
Direct Telephone:	831-899-0492		
Email Address:	nrossi@lssmc.net		
Authorized Contact:	Teri Scarlett	Title:	Executive Director
Direct Telephone:	831-899-0492		
Email Address:	tscarlett@lssmc.net		
Finance Contact:	Victoria Miranda	Title:	Office Administrator
Direct Telephone:	831-899-0492		
Email Address:	vmiranda@lssmc.net		
Organization Mailing Address:	11 Thomas Owens Way Ste 101	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 2023 - June 30 2024		
Date of your organization's most recently completed audit. (Month/Year)	10/2023		
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 60+, 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 dispute.

LSS will provide four educational workshops each year that will teach 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 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

Our 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 grant assistance to help pay for our legal staff's salaries to provide no-cost legal representation to Seaside seniors ages 60+ who are in crisis and to provide 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
200	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, 2025
Provision of educational workshop	June 30, 2025

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.

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 2022. Because of economic dislocation in 2023, demand for emergency food assistance increased to y-persons, a z-% change, in 2023.

All workshops are being provided wherever 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.

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.

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. 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). Many seniors received assistance over the telephone.

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?

Access to community services (youth and senior services are priority services)

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.

11 Thomas Owens Way, Suite 101

Monterey, CA 93940

Office Hours: Walk-ins and appointment -Monday- Friday 9am-3 pm

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 Legal Server, it follows the legal services-wide standard for compilation and maintenance of confidential client data. 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 60+) 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 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 Teri Scarlett will be responsible for monitoring progress. She 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. 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. We currently employ a staff of 10 employees including 6 bilingual attorneys/advocates.

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.

Our outreach materials are provided in both English and Spanish.

LSS holds outreach office hours in a 8 senior-accessible locations in Monterey County.

As previously described, LSS maintains its confidential client data in an industry-standard secure legal database program that 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.

10. Please complete the table below, which should encompass your full projected Agency FY24-25 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
 Application program percent

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

Program Year	Project	Amount Funded City of Seaside
FY 2022-2023	Legal Service for Seniors	\$10,518
FY 2021-2022	Legal Services for Seniors	\$11,181
FY 2020-2021	Legal Services for Seniors	\$17,126
FY 2019-2020	Legal Services for Seniors	\$10,000
FY 2018-2019	Legal Services for Seniors	\$11,400

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

LSS manages several CDBG grants as well as other government grants. We seek to ensure that all grant expectations are met.

Part 8 - For CDBG Funds

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

2. Select the type of assistance you provide: OSC - 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, 2022 - June 30, 2023	122	10
July 1, 2023 - December 31, 2023	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 FY24/25	Total Number of Low/Mod Income Beneficiaries Estimated to be Served FY24/25	Overall Percent of Low/Mod Income Persons Served
July 1, 2024 - June 30, 2025	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 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 Seaside 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, 2023 to June 30, 2024	Projected Budget for July 1, 2024 to June 30, 2025	% Increase or Decrease	CDBG Funds Request, City of Seaside
Attorney	\$85,000	\$90,000	6%	\$4,350
Legal Advocate	\$52,000	\$55,126	6%	\$5,325
Legal Advocate	\$52,000	\$55,126	6%	\$5,325
Other Staff	\$43,680	\$46,300	6%	-----
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	\$481,498	\$529,352	10%	\$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_Organizational_Chart_FY23-24.docx
6 ☒ List of Current Board Members [with titles, contact data (i.e., telephone, email, address) and current terms]	Board_Roster.pdf
7 ☒ Resumes of Program Administrator and Fiscal Officer	TeriResume14.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	LSS_2023-_Financial_Statements_v1110.pdf
10 ☒ Signed Authorization to Request Funds (usually Executive Director or Board of Directors)	grant_ltr_ED
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_1.docx
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	LSS_2022-_Tax_990_199_and_RRF-1_v0420.PDF
26 ☒ State Tax Form 199	2019-2020_LSS_8453-EO.pdf
27 ☒ Rental/Lease Agreement (if applicable)	11_justin_ctdocuments-6_2022.06.09_ready_to_sign.pdf
28 ☐ Cost Allocation Plan	n/a
29 ☐ Other n/a	
30 ☐ Other n/a	
31 ☐ Other xyz (do not delete)	

Program Manager Signature
Date Signed

Victoria Miranda
01/12/2024

Approved By:
Date Signed

Haroon Noori
01/15/2024

Initially submitted: Jan 12, 2024 - 16:29:48

City of Seaside Application for Program Year 2024-2025

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 Director
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:		Esther Hobbs	Title: Development Director
Direct Telephone:		831-375-4454	
Email Address:		jshafer@mowmp.org	
Authorized Contact:		Jacob Shafer	Title: Sr. Dir. of Advancement
Direct Telephone:		831-375-4454	
Email Address:		jshafer@mowmp.org	
Finance Contact:		Kay Smith	Title: Controller
Direct Telephone:		831-375-4454	
Email Address:		ksmith@mowmp.org	
Organization Mailing Address:		700 Jewell Avenue	City: Pacific Grove Zip: 93950
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?		7-1-2024 to 6-30-2025	
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	\$12,000
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 200+ frail, elderly and disabled homebound clients who reside in the City of Seaside. At the end the last CDBG 2022-23, MOWMP made 54,868 deliveries of 3 meals to 232 frail elderly and disabled Seaside clients. Of those clients, 69% of clients served were women and 31% men and 72% lived alone. Of all homebound clients in the City of Seaside, 95% were low-extremely low income and 43% lived at or below the federal poverty level of \$14,580. 17% were 60-74; 51% were 75-84 years of age; and 29% were 85 or older. The remainder of the clients are disabled.

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, 81% 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. 95% 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, disabled adults, veterans, and others 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 \$12,000 level. MOWMP anticipates that it will provide 3 meals per day to approximately 200+ 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
150,000	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 3 meals, 5 days per week, to approximately 200+ eligible Seaside homebound residents.

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

[Our mission is to empower seniors, disabled adults, veterans, and other underserved populations 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 3 meals per day to approximately 200+ eligible and unduplicated Seaside homebound residents.	06-30-2025
MOWMP anticipates that it will serve 150,000 meals to 200+ eligible and unduplicated Seaside homebound residents.	06-30-2025
MOWMP anticipates that it will make 50,000+ wellness/socialization checks to Seaside homebound residents.	06-30-2025

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?

[MOWMP will evaluate the number of clients and meals served by the 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 2022. Because of economic dislocation in 2023, demand for emergency food assistance increased to y-persons, a z-% change, in 2023.

[Meals on Wheels of the Monterey Peninsula has seen a more than 215% increase in demand for services since the Corona Virus Pandemic began in March of 2020. MOWMP is 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 support for those who are quarantining and isolating for residents who test positive for COVID-19 by ensuring the delivery of freshly prepared meals five days a week to all members of the household who are in quarantine.

Due to the historic inflation that stems from the Corona Virus Pandemic, many of our clients have had to choose between purchasing food or other basic necessities. MOWMP will continue to serve all in need, regardless of their ability to pay for services.

MOWMP is partnered with the National Council on Aging to help older Monterey County residents receive updated Covid vaccines and disseminate valid Covid information. We are dedicated to continue to provide accurate and valid Covid information and vaccine support to all residents of Seaside.

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 continued to increase our food production capacity to help address the challenges faced by local seniors, one of the most impacted communities amid the COVID-19 pandemic. Isolation recommendations were designed to keep high-risk members of the community safe and 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.

Additionally, MOWMP has been providing accurate and valid Covid information and vaccine support to all homebound Seaside clients since March of 2023. MOWMP provides vaccination transportation and support to make Covid and flu vaccination decisions and incentives.

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.

Meals on Wheels of the Monterey Peninsula has seen a more than 215% increase in demand for services since the Corona Virus Pandemic began in March of 2020. Many of our clients are medically fragile and due to fear of exposure, many other Seaside residents have remained in their home to minimize their Covid-19 exposure. This has also led to more demand for our services. MOWMP 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 to all members of the household who are quarantining.

MOWMP has also partnered with the National Council on Aging to help older Monterey County residents receive updated Covid vaccines and disseminate valid Covid information. We are dedicated to continuing to provide accurate and valid Covid information and vaccine support to all residents of Seaside. In the past year, due to the demand for services, we have increased our deliveries to three meals per day, and extra meals for the weekend days.

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

MOWMP is currently the only program on the Monterey Peninsula to deliver 3 freshly prepared nutritious meals five days per week (with extra food for the weekends) 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. We use ServTracker software to generate our report information which also notes the benefits being provided and helps us to avoid duplication of benefits. Our HDM Team utilizes the ServTracker program to ensure that there will be no duplication of 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.

Seaside CDBG funds will be used to cover the costs of food only. We estimate food costs to be to be approximately \$5.00 per meal. We estimate that we will make 50,000 deliveries that will provide 150,000 meals. At \$5.00 per meal, food costs alone will be \$750,000 for the Seaside program. A grant of \$12,000 will cover 1.6% of food costs for 200+ clients.

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 at the end of the year and one mid-year. Responses to survey questions are shared with funding entities and with the Area Agency on Aging.

The current Seaside routes are attached to this document. Seaside area continues to grow with the demand every year.

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 52 years to meet the complex nutritional health needs of frail, elderly and disabled homebound adults, veterans, and underserved populations who cannot shop or cook for themselves and have no adult caregivers in the home. Meals on Wheels of the Monterey Peninsula's program has been in continuous operation since that date and provided uninterrupted services since the onset of Covid-19. MOWMP serves three daily meals that include 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 Fridays, 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?

Access to community services (youth and senior services are priority services)

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 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%	Other Federal Funds
Montage Foundation	Yes	\$10,000	\$10,000			\$10,000	100%	Private Funds
Community Foundation Monterey County	Yes	\$35,000	\$35,000	\$0	\$0	\$35,000	100%	Other
Monterey Peninsula Foundation	Yes	\$100,000		\$100,000	\$0	\$100,000	100%	Other
Monterey County CDBG	Yes	\$30,000			\$30,000	\$0	0%	Other Federal Funds
TOTAL		\$207,000	\$45,000	\$100,000	\$62,000	\$145,000	70%	

Leveraging Ratio

6%

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 \$15.00 per delivery, or \$5.00 per meal. We estimate that we will make 50,000+ deliveries. At \$15.00 per delivery, food costs alone are estimated to be \$750,000 for the City of Seaside home delivered meals program. A grant of \$12,000 will cover 1.6% of food costs. A Seaside contribution of \$12,000 would provide \$60 per beneficiary or approximately 12 meals a year.

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 \$1.35 per delivery on average. Continued efforts at cost containment by kitchen management and an ongoing partnership with the Food Bank of Monterey County and Monterey Bay Fisheries Trust has helped MOWMP to continue to provide quality nutrition.

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, veterans, and other underserved populations 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.

Throughout our 52-year history, MOWMP has continued to expand our services and service area. As the demand for our services has skyrocketed, we have determined that we need to expand to a larger kitchen and our Board and Executive Director are actively pursuing this endeavor.

Further, we have added another program to help support homebound clients by providing small (under \$5,000) home repairs to ensure the safety of the homes our clients are living in.

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 8-4pm M-F and supplies all the food for group dining sites in Pacific Grove, Monterey, Marina, Seaside, and three sites in Salinas.

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 at the end of the year and one mid-year. 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. During the intake process, our Home Delivered Meals Coordinator conducts an interview verifying each client's information. The information is entered into the secure GetCare database.

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.

MOWMP will evaluate the number of clients and meals served by the 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 because of participation in the program. Qualitative queries regarding quality of food, service, volunteers are also included.

Kari Martorella, our Home Delivered Meals Manager, monitors the intake of all clients and the data entered into GetCare system that allows us to run the data for reporting. Esther Hobbs, Development Director, oversees the client survey results that are also used for reporting data.

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.

Thanks to over 200+ delivery volunteers, we are able to deliver as the demand increases for our services.

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.

MOWMP is entering its 52nd year of operations, and has successfully managed many federal grants, and has never had a finding in any of our audits. Our current Controller, Kay Smith, has many years of financial experience managing finances for non-profits.

10. Please complete the table below, which should encompass your full projected Agency FY24-25 budget.

Program	Staff (Personnel)	Supplies	Equipment	Overhead	Capital Improvements	Total
City of Seaside Application		\$12,000				\$12,000
Staff	\$1,700,000					\$1,700,000
Supplies and Materials		\$99,000				\$99,000
Misc.				\$1,313,501	\$0	\$1,313,501
Insurance				\$38,000		\$38,000
Equipment/Furniture			\$595,000			\$595,000
TOTAL	\$1,700,000	\$111,000	\$595,000	\$1,351,501	\$0	\$3,757,501

Total Budget less capital improvements \$3,757,501
Application program percent 0%

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

Program Year	Project	Amount Funded City of Seaside
FY 2022-2023	Home Delivered Meals	\$12,344
FY 2021-2022	Home Delivered Meals	\$7,012
FY 2020-2021	Home Delivered Meals	\$6,991
FY 2019-2020	Home Delivered Meals	\$6,804
FY 2018-2019	Home Delivered Meals	\$7,817

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, Social Service grant funds, and a special City Council grant awarded by the City of Seaside to MOWMP has helped to provide freshly prepared meals and daily wellness checks to homebound seniors, disabled adults, veterans, and other underserved populations in Seaside.

As the demand continues to grow for the services Meals on Wheels of the Monterey Peninsula provides in Seaside, we will find a way to drive out hunger and isolation for our Seaside clients.

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, 2022 - June 30, 2023	232	19
July 1, 2023 - December 31, 2023	200	33

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 3 meals, 5 days per week, to approximately 200+ eligible Seaside homebound residents.	190	95%	3	2%	3	2%	4	2%	200
TOTAL	190	95%	3	2%	3	2%	4	2%	200

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 FY24/25	Total Number of Low/Mod Income Beneficiaries Estimated to be Served FY24/25	Overall Percent of Low/Mod Income Persons Served
July 1, 2024 - June 30, 2025	200	185	93%

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

City of Seaside		
CDBG Request	CDBG Beneficiaries	Total Cost-per-Beneficiary
\$12,000	200	\$60.00

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 \$15.00 per daily delivery of three meals. We estimate that we will make 50,000 deliveries and serve 200 clients. At \$5.00 per meal, food costs alone will be \$750,000 for the Seaside program. A grant of \$12,000 will cover 1.6% of food 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.

The total cost per beneficiary is \$60.00 for food costs, the wellness checks, and socialization.

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, 2023 to June 30, 2024	Projected Budget for July 1, 2024 to June 30, 2025	% Increase or Decrease	CDBG Funds Request, City of Seaside
Other Staff	\$1,491,710	\$1,700,000	14%	-----
Supplies and Materials				
Consumable Supplies	\$807,400	\$900,000	11%	\$12,000
Non-Consumable Supplies	\$160,000	\$210,000	31%	
Outside Services				
Telephone	\$10,000	\$12,500	25%	
Utilities	\$67,700	\$79,000	17%	
Maintenance	\$51,900	\$68,000	31%	
Contract/Consultant Services	\$117,000	\$155,000	32%	
Other Charges				
Rent	\$1	\$1	0%	
Travel (Mileage)	\$0	\$0		
Insurance	\$28,312	\$38,000	34%	
Capital Outlay				
Equipment/Furniture	\$82,500	\$595,000	621%	
Other - # of lines needed:				
Total	\$2,816,523	\$3,757,501		\$12,000
Total Funding Requested from Part 1				\$12,000

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_2024.pdf
5 ☒ Organizational Chart	MOWMP_Org_Chart_2024.xlsx
6 ☒ List of Current Board Members [with titles, contact data (i.e., telephone, email, address) and current terms]	MOWMP_Board_Members_2024.pdf
7 ☒ Resumes of Program Administrator and Fiscal Officer	MOWMP_No_Staff_Positions_Funded.pdf
8 ☒ Evidence of Insurance/Fidelity Bonding/Worker's Compensation	MOW_23-24_package.PDF
9 ☒ Audited Annual Financial Statements covering 2 Years	MOWMP_Audited_FS_6-30-22.pdf MOWMP_Audited_FS_2021.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_No_Staff_Positions_Funded.pdf
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	MOWMP_HDM_Survey_Results_Mid_2023.pdf
20 ☒ Outreach Materials	Home_Delivered_Meals_Program_Materials.pdf
21 ☒ Evidence of Project Support/Community Outreach (written endorsements, when available)	MOWMP_Seaside_CDBG_Routes_Jan_2024.pdf MOWMP_January2024GriffinGazette.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 MOWMP_Affirmative_Action_Plan.pdf
24 ☒ Record Retention Policies	MOWMP_Document_Retention_and_Destruction_Policy.pdf
25 ☒ Federal Tax Form 990	MOWMP_990_2021_Full.pdf
26 ☒ State Tax Form 199	MOWMP_990_2021_Full.pdf
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
01/10/2024

Approved By:

Haroon Noori

Date Signed

01/11/2024

Initially submitted: Jan 10, 2024 - 13:48:08



CITY OF SEASIDE STAFF REPORT

Item No.: 9.B.

TO: City Council

FROM: Jaime M. Fontes, City Manager

BY: Andrew Myrick, Economic Development & Community Planning Manager

DATE: April 4, 2024

SUBJECT: AN AMENDMENT TO THE ZONING ORDINANCE TO INCREASE EFFICIENCIES IN THE PROCESSING OF PLANNING PERMITS. THE PROJECT IS NOT SUBJECT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO CEQA GUIDELINES SECTION 15061(B)(3) (SECOND READING - ROLL CALL VOTE)

RECOMMENDATION

Conduct the second reading of the Ordinance approving Zoning Ordinance Amendment ZOA-24-01.

BACKGROUND

Title 17 of the Seaside Municipal Code is the City's Zoning Ordinance. This Ordinance provides regulations relating to the establishment, operation, characteristics, and placement of all development and uses of land located on private property in the City of Seaside. The Ordinance is administered by the City's Planning Division within the City's Economic Development Department. The Zoning Ordinance also outlines the processes to be followed in reviewing applications. Applications are primarily two types: ministerial/administrative and discretionary. Ministerial/administrative permits are those approved at the staff level with no public input - essentially if the proposal meets the standards established within the Code, then it is approved; if not, then it can be denied or referred back for revisions. The majority of permits processed by the City are discretionary in nature, which involve making findings to justify decisions made and involve public notification and an opportunity to provide input. Discretionary applications take significantly more staff resources to process and generally take significantly longer to process than ministerial/administrative permits (partly due to the additional processes required and partly due to the generally more complex nature of discretionary permits).

The proposed Zoning Ordinance Amendment is primarily designed to reduce permitting burdens for both the public and staff, with an emphasis on applications which are for smaller and/or noncontroversial projects, while retaining public notification and opportunity for input. This Staff Report presents the proposed changes topically and focuses on the more significant changes. The specific changes to the Zoning Ordinance may be found in strikeout/underline form in Exhibit A of the attached Resolution. A Section-by-Section summary of the changes, which explores each change individually, is also included as Attachment 2 to this Report.

The changes to the Zoning Ordinance may be broadly summarized as follows:

Changes to Required Permitting

Several items which currently require certain permits under the Zoning Ordinance have had their permitting requirements altered or removed entirely. These include:

- Changing requirements for exterior residential staircases from a Use Permit to Architectural Review. (Section 2)
- Changing reasonable accommodation (ADA) improvements from a Minor Use Permit to an administrative review. (Section 3)
- Eliminate the requirement for all fences to obtain a Building Permit (some fences will still require a Building Permit if required by the Building Code). (Section 7)
- Clarify that a "fence exception" is reviewed through the Variance process. (Section 8)
- Clarify the process and applicability of certain provisions relating to second driveways. (Section 9)
- Provide that murals are subject to Architectural Review and will also be brought to the Art and History Commission to provide a recommendation for the Planning Commission. (Section 10)
- Change the thresholds for permit exemptions and the types of required permits for temporary fundraising events held by nonprofit organizations. (Section 17)

Changes to Sign Review and Processing (Section 10)

The proposed changes will clarify that signs are approved through a Sign Permit, not a Zoning Clearance. Master Sign Programs are currently required for all multi-tenant commercial buildings as well as for signs which do not comply with the standards set forth in the Zoning Ordinance, and all Master Sign Programs currently must be reviewed by the Planning Commission. The Zoning Ordinance update would provide authority for the Zoning Administrator to approve a Master Sign Program provided that all of the signs were compliant with the Zoning Ordinance. Signs not in compliance with the Zoning Ordinance would still require public notification and a hearing before the Planning Commission. This would streamline processing by eliminating the need for public notification and hearings for proposals that are code-compliant. This Section

would also clarify rules for the processing of murals.

Home Occupations (Section 13)

Home Occupations are businesses operated out of a dwelling by the resident of that dwelling. The Zoning Ordinance Amendment would make minor changes to rules for Home Occupations. Shipping businesses from home would be allowed so long as all inventory is kept within the house and the number of vehicle trips is not increased above what is already allowed for a home occupation (8 trips/day). It would also remove the requirement that the Home Occupation Permit be renewed every two years (although an annual business license would still need to be renewed).

Mixed Use Buildings (Section 15)

Mixed use buildings are buildings which include a mix of residential and commercial uses, usually with commercial on the ground floor and residential uses above. There are many older commercial buildings which include underutilized second floors. Allowing for these second story areas to be converted into residential use would provide an opportunity for these buildings to be reutilized and encourage investment. Currently, a mixed use building is required to be a minimum of 8,000 square feet in size. Many existing buildings are smaller than this are therefore ineligible. The Zoning Ordinance Amendment would eliminate the minimum square footage, removing a barrier to the conversion of existing buildings to mixed use.

Administrative Review/Notice of Intent to Approve (Sections 16, 17, 20, and 21)

Discretionary applications take a significant amount of staff resources to process, and include lengthy wait times. On the staff resources side, it involves the drafting of a Staff Report, a Resolution, a PowerPoint presentation, and other shorter documents.

From a timing standpoint, the waiting period for public hearing notice and the hearing takes a minimum of two weeks and can run as long as four to five weeks. The advantages of such a system are that it allows for public notification and the opportunity for participation in the decision-making process. However, for many projects, the public does not choose to engage.

This Zoning Ordinance Amendment proposes to establish a new process for public notification for certain applications for Architectural Review, Use Permits, Minor Use Permits, and Variances. Once an application is deemed complete and has a recommendation of approval, instead of the current process of automatically scheduling a hearing (which requires notice in a newspaper as well as mailings), the Zoning Administrator would send out a Notice of Intent to Approve to all property owners within 300 feet stating the intent of the Zoning Administrator to approve the application after 10 days (if applicable, staking and flagging would be required 14 days prior to the approval). Any member of the public would then have the right to request a hearing -

this request would not need to provide a reasoning, and would not entail any cost. If a hearing is requested, then a hearing will be scheduled at the next opportunity. If no hearing is requested, then the Zoning Administrator would be able to administratively approve the permit. Some projects would not be eligible for this treatment: projects which are not exempt from CEQA, would be ineligible, for example. For Architectural Review, the building's design would need to utilize elements found on other buildings within the neighboring block face. Projects which the Zoning Administrator believes should be denied would be automatically referred for a hearing. The Zoning Administrator would also have the authority to refer any item which the Zoning Administrator believes is likely to generate a protest. This is similar to the process currently used for the processing of Minor Variances, although that permit type is proposed to be eliminated (see below).

Overall, this process would save both staff time as well as provide permits more quickly to applicants. On the staff side, there would be no need to draft a full Staff Report, Resolution, or Powerpoint - only findings and conditions of approval would be necessary. On the applicant side, there would be a minimum savings of four days (as public notices must be provided to the newspaper 14 days in advance in order to be published ten days in advance). Additional time savings up to 2-3 weeks are possible since the Notice of Intent to Approve could be sent any time and would not need to wait for the next scheduled hearing. It would also not be disrupted by holidays or other canceled meetings. Some projects could take longer if a protest is received (which would necessitate sending out public hearing notices). However, past experience would seem to suggest that this would not be the norm, and staff will endeavor to simply schedule items for a hearing if there are indications it could be controversial.

Staking and Flagging (Section 17)

The current Zoning Ordinance provides that all commercial buildings as well as residential buildings over 18 feet in height which are subject to Architectural Review provide staking and flagging at the site, creating a temporary structure which mimics the dimensions and mass of the proposed structure. This staking and flagging serves the dual purpose of providing additional information to project reviewers as well as providing a form of public notice to those who do not live within 300 feet of the site and do not see the notice in the newspaper. However, in certain cases there may be significant barriers which make such structures challenging, especially with taller structures or those located in the place of existing buildings or in areas with vehicle or pedestrian traffic. The current Ordinance does not provide any alternatives to staking and flagging.

The proposed Ordinance would provide an alternative means of complying with this provision for structures which are over 25 feet in height, then as an alternative the applicant may perform the following:

- Provide mailings of the project to every address within 300 feet of the site. This would be in addition to the standard notice sent to property owners.
- Retain the services of a licensed surveyor, architect, or engineer to have architectural renderings of the project produced.
- Place signs a minimum of 3' by 5' in size on each abutting street frontage. 40% of the sign area must be occupied by an architectural rendering prepared by the applicant and selected by the Zoning Administrator, a description of the project, and the date, time, and location of any hearings must be included on the sign.

Taken together, staff believes that these measures will provide benefits towards project visualization and public notice similar to that which is accomplished through staking and flagging.

Planned Development Permits and Variances (Sections 19 and 21)

The Zoning Ordinance provides standards for development within the City of Seaside, including setbacks, height restrictions, floor area, lot coverage, landscaping requirements, open space requirements, parking requirements, and many others. In most cases, compliance with these standards is required except in cases where a specific process is outlined (such as parking reductions). However, this can lead to rigidity in design and stifle innovation in the development of new projects. Further, there are cases where there are physical limitations on the development site in which strict compliance would render a project infeasible.

The Zoning Ordinance currently has a permit type (the Planned Development Permit) which allows for consideration of *alternatives* to the Development Regulations of the Ordinance. These alternatives do not represent an exception; rather, they would represent an alternative that would produce a better result than strict compliance with the Zoning Ordinance would produce. An example of this could be reducing the overall landscaping area below the square footage required by the Ordinance, but placing enhanced landscaping (ie berms, mature trees, river rock, etc) within a highly visible area instead. This arguably produces a superior design, although it does not strictly comply with the Ordinance.

Currently, the primary limitation on Planned Development Permits is that they are limited to sites greater than one acre in size. The proposed Amendment would eliminate that requirement, allowing for Planned Development Permits in a wide variety of situations. It is also worth noting that the Planned Development Permit would not be eligible for administrative approval through the Notice of Intent to Approve process outlined above; this is because of the inherently subjective nature of determining whether a change is in fact superior to strict compliance. Planned Development Permits would always require a public hearing.

Like Planned Development Permits, Variances allow a project to deviate from the standards set forth in the Zoning Ordinance. However, whereas a Planned Development Permit represents an *alternative* based on superior design, a Variance represents an *exception* based upon physical constraints on a site which prevent an owner from using their property in a similar way to other users in the vicinity. An example of this would be a new residential unit on a small parcel with a 25-foot width, which creates potential issues with lot coverage, setbacks, and parking requirements.

A Variance must represent a solution to a defined constraint and does not allow for unrelated changes (in the example above, the inability to meet side yard setbacks would not allow an increase in the height). In most cases, solutions are straightforward and can be described to the neighboring property owners. For this reason, staff is proposing the use of the Notice of Intent to Approve process described above to apply to Variances.

The current Zoning Ordinance also includes an application type for Minor Variances.

Minor Variances essentially allow for small deviations (up to 10%) from certain development standards without the need to find that the development is superior nor a finding of physical constraints. Minor Variances essentially follow an approval process nearly identical to the administrative process outlined above. However, staff believes that deviations from the Ordinance should be justified, either by being superior to strict compliance or due to physical constraints on the property. Thus, staff is recommending the deletion of the Minor Variance permit process, and consolidating those projects into a Variance process with the opportunity for administrative approval if objections from the community are not received.

Permit Action Timelines (Sections 22 and 25)

Currently, a permit that is not signed by the applicant within 15 days of approval is null and void. Staff believes this is a disproportionate response to an administrative matter.

The proposed Amendment would change this to state that the permit must be executed prior to issuance of a Building Permit or establishment of the use.

The current Ordinance also requires that an applicant obtain Building Permits and commence construction activity within 6 months of obtaining the planning permit (unless a longer time is specified in the permit). Failure to do so results in the permit becoming void. The proposed Amendment would allow twelve months to obtain a Building Permit in order to deem the permit exercised.

The proposed Amendment would also provide a stipulation that if a permitted use is established but then discontinued for a period of more than 24 months, the permit shall become null and void. Currently, there is no time limit, which means that all exercised permits remain in force indefinitely unless a revocation process is initiated.

Finally, under the current Ordinance, a permit may be extended subject to approval of the original approval body. This typically requires a public hearing. The proposed Amendment would allow the Zoning Administrator to provide a one-time extension administratively if there have been no changes to the circumstances under which the project was originally approved. The number of possible extensions has been increased to two; second extensions and/or changed circumstances would require approval of the original approving body.

Non-Conforming Uses and Structures (Sections 26, 27, and 32)

Non-conforming uses and structures are uses and structures that were legally established or constructed, but no longer comply with current Ordinances due to changes in the Ordinance. For example, a residential unit could remain in an area now zoned for exclusively commercial uses (non-conforming use), or a building may be built closer to a property line than a setback allows (non-conforming structure). Non-conforming uses and structures are considered distinct and are regulated slightly differently; however in both cases the general principle is that the existing use or structure may continue to operate but the non-conformity may not increase.

The current Ordinance stipulates that a non-conforming use would be considered abandoned and rights terminated if it is left vacant for 180 days or more. In practice, this can create challenges for buildings that are unable to attract a tenant or are undergoing renovation. There is a provision in the existing Ordinance to allow for an extension of time with a Minor Use Permit - however this is a process that can take several months, which requires the matter to be brought up well in advance of the expiration. The proposed Ordinance allows the Zoning Administrator to administratively extend the time period by an additional 18 months if it can be shown that the use has not in fact been abandoned but rather there is simply a temporary gap while a new tenant is located or work is completed.

There are two significant changes related to non-conforming structures. First, the current Ordinance allows for "Ordinary Maintenance and Repair" to be conducted on a non-conforming structure. However, the definition of "Ordinary Maintenance and Repair" (see Section 31) currently defines that term to exclude any work requiring a Building Permit, essentially prohibiting any work that requires a Building Permit.

Unfortunately, many activities that would likely be considered routine maintenance, such as water heater replacement, reroofing, or electrical/plumbing work, require Building Permits and are therefore currently prohibited in non-conforming structures.

The proposed Ordinance would eliminate the Building Permit threshold and would clarify that purely aesthetic modifications can be considered as "Ordinary Repair and Maintenance." This is so owners of property are not effectively prohibited from ensuring that their properties do not become blighted.

Second, the Zoning Ordinance currently prohibits any additions to nonconforming

structures, even if those additions would be compliant. The Amendment permits additions to nonconforming structures that comply with current regulations.

Planning Commission

These changes were presented to the Planning Commission on February 28, 2024. The Commission unanimously voted to recommend that the Council approve the changes included in this Ordinance.

California Environmental Quality Act (CEQA)

The proposed Zoning Ordinance Amendment has been reviewed under CEQA. Since the majority of the changes represent changes to permit processing procedures, rather than changes to allowable uses or development regulations, and the remaining changes represent minor changes to a limited number of uses, the Zoning Ordinance Amendment is not subject to CEQA pursuant to Section 15061(b)(3) of the CEQA Guidelines, as it can be seen with certainty that there would be no impact on the environment.

FISCAL IMPACT

While there will be no direct fiscal impact, this item is expected to increase productivity within the Planning Division.

ATTACHMENTS

1. ZOA-24-01 CC Ordinance
2. Ordinance Exhibit A ZOA-24-01
3. Attachment 2 - ZOA-24-01 Section-by-Section Analysis

Reviewed for Submission to the City Council by:


Jaime M. Fontes, City Manager

ORDINANCE NO. XXXX

AN ORDINANCE OF THE CITY OF SEASIDE ADOPTING AN AMENDMENT TO THE ZONING ORDINANCE OF THE CITY OF SEASIDE MAKING VARIOUS CHANGES TO PROCEDURES AND TIMELINES FOR THE REVIEW AND PROCESSING OF PERMITS AND OTHER ZONING APPLICATIONS AS WELL AS MINOR CHANGES TO DEFINITIONS AND ALLOWED OPERATIONAL CHARACTERISTICS OF SPECIFIED USES. THE PROJECT IS NOT SUBJECT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO CEQA GUIDELINES SECTION 15061(b)(3).

WHEREAS, on October 4, 2007, the Seaside City adopted a Zoning Ordinance to regulate land use and development within the City of Seaside; and

WHEREAS, the Zoning Ordinance includes procedures for the processing of permits and other land use entitlements; and

WHEREAS, the City Council desires to improve efficiencies by reducing the time and financial costs associated with the review of permits and land use entitlements; and

WHEREAS, the proposed Zoning Ordinance Amendment is not subject to the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the CEQA Guidelines, as the proposed Zoning Ordinance Amendment will only change processing procedures and timelines and will not significantly modify any portion of the Zoning Ordinance impacting allowable uses or development standards; and

WHEREAS, on February 28, 2024, the Planning Commission held a duly noticed public hearing and adopted Resolution 24-06 recommending that the City Council adopt ZOA-24-01 as presented by staff.

NOW, THEREFORE, The City Council of the City of Seaside does hereby ordain as follows:

SECTION 1. The City Council hereby finds and determines the foregoing recitals, which are incorporated herein by reference, are true and correct.

SECTION 2. Title 17 of the Seaside Municipal Code is hereby amended as provided in Exhibit A.

SECTION 3. The City Council hereby finds that this Ordinance is not subject to the CEQA pursuant to CEQA Guidelines Section .

SECTION 4. If any provision, section, paragraph, sentence, clause or phrase of this Ordinance, or any part thereof, or the application thereof to any person or circumstance is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance, or any part thereof, or its application to other persons or circumstances. The City Council hereby declares that it would have passed and adopted each provision, section, paragraph, subparagraph, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, paragraphs, subparagraphs, sentences, clauses or phrases, or the application thereof to any person or circumstance, be declared invalid or unconstitutional.

SECTION 5. This Ordinance shall become effective thirty days following adoption of its second reading.

INTRODUCED at a regular meeting of the City Council of the City of Seaside, State of California, held on the 21st day of March 2024.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Seaside, State of California, held on the 4th day of April 2024 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

Ian N. Oglesby, Mayor

ATTEST:

Dominique L. Davis, City Clerk

Attach:

Exhibit "A" – Zoning Ordinance Amendment Text

EXHIBIT A

Title 17 of the Seaside Municipal Code is hereby amended as follows:

SECTION 1. Section 17.12.050 is hereby amended as follows:

17.12.050 Residential Zone Site Planning and Building Standards
Subdivisions, new land uses and structures, and alterations to existing land uses and structures, shall be designed, constructed, and established in compliance with the requirements in Table 2-3, in addition to the applicable standards in Article 3 (for example, landscaping, parking and loading). Alternatives and/or Exceptions may be granted in compliance with Sections 17.62.050 (Planned Development Permit) and 17.62.080 (Variance ~~and Minor Variance~~).

SECTION 2. Footnote (6) of Table 2-3 in Section 17.12.050 is hereby amended as follows:

(6) Exterior stairways that would lead to a second floor or roof deck ~~are permitted with the issuance of a~~ may be allowed subject to the approval of an Architectural Review use permit.

SECTION 3. Section 17.12.060 is hereby added to the Municipal Code to read as follows:

17.12.060 Americans with Disabilities Act (ADA) accommodations.

The Zoning Administrator may approve modifications to the development standards of this Zoning Ordinance for a residential project providing reasonable accommodations for persons with disabilities after first making the following findings. This review shall be ministerial and shall not be subject to public notice or hearing unless appealed in accordance with Chapter 17.76.

1. An individual residing at the property and protected under the Americans with Disabilities Act has a special need that would only be served by the requested modification to development standards for the proposed project;
2. If applicable, the applicant has taken reasonable steps to ensure that the design, location, size, and operating characteristics of the proposed modification are compatible with the existing and planned future land uses in the vicinity; and
3. Alternative accommodations which may provide an equivalent level of benefit, but would not require modifications to the development standards of this Zoning Ordinance, are cost-prohibitive or infeasible for the proposed project.

SECTION 4. Section 17.16.040.A is hereby amended as follows:

A. Purpose. The requirements of this section are intended to provide for pedestrian- and customer-oriented design and encourage modern and contemporary building styles in the CA zone. The primary design objectives of this section are to create a unified CA zone district and attractive streetscapes. The intent of these standards is not to limit innovative design approaches, nor is it to have all dealerships look exactly alike. Manufacturer image programs are acceptable. ~~The Board of Architectural Review may grant e~~Modifications~~xceptions~~ to the requirements of this section ~~that are not otherwise subject to Subsection 17.62.080.C.2 (Minor Variance)~~may be considered through the Architectural Review process.

SECTION 5. Section 17.16.050.A is hereby amended as follows:

A. Purpose. The purpose of these regulations is to improve the appearance of the CA zone. Providing limitations regarding specific types of signs promotes compatible signage and avoids visual clutter. These standards will help promote the aesthetic and environmental values of the community by providing for signs that do not impair the attractiveness of the City as a place to live, work, and shop, provide for signs as an effective channel of communication, while ensuring that signs are aesthetically proportioned in relation to adjacent structures and the structures to which they are attached. ~~The Board of Architectural Review may grant e~~Exceptions to the requirements of this section ~~that are not otherwise subject to Subsection 17.62.080.C.2 (Minor Variance)~~may be considered through the Master Sign Program ~~process~~entitlement required for signs within the CA zone.

SECTION 6. Section 17.16.050.C is hereby amended as follows:

C. Sign Permit requirements.

1. Sign Permit. As described in Section 17.40.030 (Sign Permit Requirements), all signs shall require the issuance of a Sign Permit prior to construction, installation, or modification. ~~Temporary promotional banners, flags, and balloons are exempt from sign permit requirements.~~

2. Master Sign Program. ~~The various lot sizes, number of frontages, and buildings located on each property within the CA zone make it impossible to establish a set of sign standards that would effectively apply to all properties and signage needs.~~ A Master Sign Program shall be required for all ~~properties~~Auto Sales/Rentals within the CA zone. A Master Sign Program shall be ~~submitted to the Board of Architectural Review~~required for all proposed permanent sign(s) and relocation or alterations to existing signs. Review of the proposed Master Sign Program will evaluate existing and proposed signs, site conditions and constraints, building uses, and on-site circulation in order to determine sign allowances. The Zoning Administrator shall have the authority to administratively approve a Master Sign Program in which all allowed signs would comply with the requirements of this Chapter, including requirements for maximum sign area, sign type,

and sign placement. All other Master Sign Programs shall require approval of the Planning Commission. Approval of a Master Sign Program does not eliminate the need to obtain Sign Permits.

3. Temporary promotional banners, flags, and balloons are exempt from ~~the Sign Permit and~~ Master Sign Program requirements.

SECTION 7. Section 17.30.020.D.7 is hereby amended as follows:

~~7.—Building permit. A building permit is required for all new fencing and reconstructed fencing.~~

SECTION 8. Section 17.30.020.F is hereby amended as follows:

F. Fence, wall, and hedge exceptions ~~granted by Zoning Administrator.~~

1. Where a physical hardship exists because of unique or unusual topographic conditions or structure location, ~~and upon the approval of the Zoning Administrator,~~ a fence, wall, and/or hedge that exceeds the maximum standards of this Zoning Code may be allowed subject to approval of a fence exception ~~Variance approved by the Commission, as allowed in Subsection F.2 of this section.~~

2. In addition to those findings specified in Section 17.62.080.E, ~~The~~ approval of a fence, wall, or hedge exception shall require that the Zoning Administrator review authority ~~first~~ make all of the following findings:

a. A general or traffic-related safety hazard to City residents and/or the general public would not be created;

~~b.—A traffic-related safety hazard would not be created;~~

be. The fence or wall will not impair visibility at an intersection or traffic safety visibility area nor obstruct vision from an adjoining driveway;

~~d.—The fence or wall will not obstruct vision from an adjoining driveway;~~

ce. The fence or wall is compatible with the surrounding neighborhood, ~~and~~

~~f.—Public notice has been given and a public hearing has been conducted in compliance with Chapter 17.78 (Public Hearings).~~

~~3.—The Zoning Administrator may refer an application for an exception to the City's Traffic Advisory Committee for review and recommendation.~~

43. The ~~Zoning Administrator~~review authority may approve, modify, or deny an application for an exception and apply reasonable conditions as necessary to ensure the public health, safety, and welfare.

SECTION 9. Sections 17.34.120 and 17.34.120.A are hereby amended as follows:

17.34.120 Driveways and Site Access

Each driveway providing site access from a street, alley, or other public right-of-way shall be designed, constructed, and properly maintained in compliance with the following. The Zoning Administrator may modify the requirements of this section (~~excluding Section 17.34.120.A~~) through Minor Use Permit approval (Section 17.62.070) in consultation with the City Engineer.

A. Number of driveways. The number and placement of driveways shall be limited as follows; provided, that second driveways or additional curb cuts on a parcel containing a Single Family Dwelling may be approved by the City Council following a recommendation from the Traffic Advisory Committee:

SECTION 10. Section 17.40.030 is hereby amended as follows:

17.40.030 Sign Permit Requirements

A. Sign Permit required.

1. Approval required. A Sign Permit is required for the installation or modification of all permanent wall signs, projecting signs, freestanding/monument signs, and window signs. No sign shall be constructed, installed, or modified, unless a Sign Permit is first obtained in compliance with this section, or the sign is allowed without a Sign Permit by Section 17.40.040 (Exemptions from Sign Permit Requirements). A proposed sign that is professionally rendered and in strict compliance with this chapter shall be approved or denied by the Zoning Administrator through a ~~Zoning Clearance~~Sign Permit; provided, that the Zoning Administrator may choose to refer any Sign Permit application to the ~~Board of Architectural Review~~Planning Commission for consideration of approval. ~~The appropriate review authority shall review each sign permit application and approve only those that comply with the findings required in Subsection D of this section (Findings for approval).~~

a. Conditions of approval. The review authority may require conditions of approval that are deemed reasonable and necessary to achieve the purpose, intent, and objectives of this chapter.

b. Approval criteria. The approval or non-approval of an application for a ~~s~~Sign ~~p~~Permit shall be guided by the criteria identified in this ~~e~~Chapter. If the review authority finds that a proposed sign substantially complies with the standards of this chapter, the review authority shall approve the sign.

c. Appeal. A decision of the Zoning Administrator or ~~Board of Architectural Review~~Planning Commission rendered in compliance with this chapter may be appealed in compliance with Chapter 17.76 (Appeals).

2. Compliance with standards required. No Sign Permit shall be approved for an existing or proposed sign unless the sign is in compliance with all applicable requirements of this ~~C~~chapter.

3. Building Permit required. A Building Permit may also be required for sign construction/installation in accordance with the ~~2008 California~~ Building Code and amendments made thereto as adopted by the Seaside City Council.

4. Temporary signs. Temporary signs shall comply with Subsection 17.40.040.D (Temporary Signs) and Section 17.40.080 (Standards for Specific Sign Types).

B. Master Sign Program required. ~~A Master Sign Program shall be approved by the Board of Architectural Review for any new sign permit on an existing commercial, quasi-public/institutional, and/or multi-family complex on a single project site with two or more tenants, and any new multiple-tenant project which requires a Use Permit, Variance, or is a planned unit development.~~ No Sign Permit shall be issued for an individual sign requiring a Sign Permit for a new sign on an existing or newly developed multiple tenant commercial/residential project on a single project site with two or more tenants unless and until a Master Sign Program for the property in which the sign will be erected has been approved ~~by the Board of Architectural Review.~~ The Zoning Administrator shall have the authority to administratively approve a Master Sign Program in which all allowed signs would comply with the requirements of this Chapter, including requirements for maximum sign area, sign type, and sign placement. All other Master Sign Programs shall require approval of the Planning Commission. As part of Master Sign Program approval, the ~~Board of Architectural Review~~Planning Commission may grant exceptions to the standards of this chapter for the maximum size and number of signs, based on design features including architectural style, proportion to landscaping, site visibility, and building mass. A Master Sign Program shall conform to and complement the architectural design and character of the structure erected or to be erected on the project site. Subsequent signs that are required to comply with an existing approved Master Sign Program shall obtain a Sign Permit ~~be reviewed and approved by the Zoning Administrator through a Zoning Clearance, in compliance with Section 17.62.020.~~

C. Application requirements. An application for a Sign Permit shall be filed and processed in compliance with Chapter 17.60 (Permit Application Filing and Processing). The application shall be accompanied by detailed and fully dimensioned plans, architectural drawings and sketches, and data/materials identified in the Department handout for sign permits, and any applicable fees. It is the responsibility of the applicant to ~~establish~~provide evidence to demonstrate compliance in support of the findings required by Subsection D of this section (Findings for approval).

~~D.—Findings for approval. The approval of a Sign Permit shall require that the review authority first make all the following findings, as applicable:~~

~~1.—The proposed signs do not exceed the standards of Sections 17.40.070 (Zoning District Sign Standards) and 17.40.080 (Standards for Specific Sign Types) and are of the minimum size and height necessary to enable pedestrians and motorists to readily identify the facility or site from a sufficient distance to safely and conveniently access the facility or site.~~

~~2.—The placement of the sign on the site is appropriate for the height and area of a freestanding or projecting sign.~~

~~3.—A flush or projecting sign relates to the architectural design of the structure. Signs that cover windows, or that spill over natural boundaries and/or cover architectural features, shall be prohibited.~~

~~4.—The proposed signs do not unreasonably block the sight lines of existing signs on adjacent properties.~~

~~5.—The placement and size of the sign will not impair pedestrian or vehicular safety.~~

~~6.—The design, height, location, and size of the signs are visually complementary and compatible with the scale and architectural style of the primary structures on the site, any prominent natural features on the site, and structures and prominent natural features on adjacent properties on the same street.~~

~~7.—The proposed signs are in substantial conformance with the design criteria in Subsection 17.40.060.F (Design criteria for signs).~~

ED. Expiration and extension of Sign Permit approval.

1. Approval of a Sign Permit shall expire 12 months from the date of approval unless the sign has been installed or a different expiration date is stipulated at the time of approval. Before the expiration of a sign permit, the applicant may apply to the Department for an extension of up to an additional 12 months from the original date of expiration.

2. The expiration date of the Sign Permit shall be automatically extended to concur with the expiration date of the companion Building Permit or other applicable permits for the project.

SECTION 11. Section 17.40.040.A.1 is hereby amended as follows:

1. Modifications to sign copy on conforming signs where all structural components of the sign remain in place and unaltered shall be reviewed and approved by the Zoning

~~Administrator through a Zoning Clearance in compliance with Section 17.62.020 (Zoning Clearance); and~~

SECTION 12. Section 17.40.080.D is hereby amended as follows:

D. Murals. A mural placed on the wall of a structure may be allowed in any commercial or industrial zone subject to the following:

1. A mural without text visible from a public right-of-way may be approved in addition to (not counted as part of) the sign area allowed by Section 17.40.070 (Zoning District Sign Standards); a mural with text advertising the use of the business shall comply with the sign area limitations applicable to the site. When calculating sign area for a mural including text, the text and any logos (or similar feature) shall be counted as sign area and calculated in accordance with Section 17.40.060. Purely decorative aspects of the mural shall not be counted as sign area. When doubt exists whether a portion of the mural is commercial or decorative, the Zoning Administrator shall make a determination regarding the nature of that portion of the mural.

2. Murals that illustrate the local setting and history as sources of inspiration are encouraged.

3. Mural Exhibits shall not include depictions of Specified Anatomical Areas or Specified Sexual Activities as defined by Chapter 5.08 of the Municipal Code. Murals shall not include gang affiliation symbols or other content which, in the opinion of the review authority, could be deemed offensive to the general community.

43. All murals are subject to ~~approval by the Board of Architectural Review~~ the Architectural Review process in compliance with Section 17.62.030 (Architectural Review). Prior to consideration, the review authority may obtain recommendations from the Art & History Commission or other City Departments to ensure that the mural is compatible with the community and does not contain any of the items described in Section 17.40.080.D.2.

54. The approval of a mural shall require that the review authority first find that the colors, placement, and size of the mural are visually compatible with the structure's architecture, and that the mural will serve to enhance the aesthetics of the City.

SECTION 13. Section 17.52.120 is hereby amended as follows:

17.52.120 Home Occupations

A. Applicability. Home occupations shall comply with the requirements of this section, where allowed by Article 2 (Zones, Permitted Land Uses, and Zoning Standards). These standards are intended to provide reasonable opportunities for employment within the home, while avoiding changes to the residential character of a dwelling that accommodates a home occupation or to the surrounding neighborhood.

B. Permit requirement. A home occupation shall require City approval of a Home Occupation Permit and a Business License.

C. Limitations on use. The following are examples of business activities that may be approved as home occupations, and uses that are prohibited as home occupations:

1. Uses allowed as home occupations. The following and other uses determined by the Director to be similar may be approved by the Director in compliance with this section:

- a. Art and craft work (ceramics, painting, photography, sculpture, etc.);
- b. Tailors, sewing, etc.; and
- c. Office-only uses, including an office for an architect, attorney, consultant, contractor, counselor, insurance agent, planner, tutor, writer, etc., and electronic commerce.

2. Uses prohibited as home occupations. The following are examples of business activities that are not incidental to or compatible with residential activities and are therefore prohibited as home occupations:

- a. Adult entertainment activities/businesses;
- b. Animal hospitals and boarding facilities;
- c. Automotive and other vehicle repair and service (body or mechanical), painting, storage, or upholstery, or the repair, reconditioning, servicing, or manufacture of any internal combustion or diesel engines, or of any motor vehicle, including automobiles, boats, motorcycles, or trucks;
- d. Use of the project site as a storage facility for a contractor and other storage yards;
- e. Dismantling, junk, or scrap yards;
- f. Fitness/health facilities (except that one-on-one personal trainers may be allowed);
- g. Medical clinics, laboratories, or doctor's offices;
- h. Personal services as defined in Article 7 (Glossary), except that licensed massage therapy and physical therapy may be allowed as home occupations in compliance with this section;
- i. On-site sales, except that mail order businesses may be allowed where ~~there is no any~~ stock-in-trade on the site is stored entirely within the dwelling or an accessory structure and does not impede access to required parking or egress;
- j. Uses which require explosives or highly combustible or toxic materials;

k. Welding and machine shop operations;

l. Wood cutting businesses; or

m. Other uses the Director determines to be similar to those listed above.

D. Operating standards. Home occupations shall comply with all of the following operating standards:

1. Accessory use. The home occupation shall be clearly secondary to the full-time use of the property as a residence.

2. Location of home occupation activities. All home occupation activities shall be confined ~~completely to one room~~ within the primary dwelling, which shall not occupy more than 25 percent of the gross interior floor area of the ground floor. Garages or other enclosed accessory structures may be used for home occupation purposes only if required off-street parking spaces are continually maintained. Horticultural activities for home occupation purposes may be conducted outdoors, but only within the rear one-third of the site.

3. Visibility. The use shall not require any exterior modification to the structure not customarily found in a dwelling, nor shall the home occupation activity be visible from a public right-of-way or from neighboring residential properties.

4. Signs. There shall be no advertising signs, other than one non-illuminated name plate, not exceeding one square foot in area, and only if attached flush to a wall of the structure.

5. Safety. Activities conducted and equipment or material used shall not change the fire safety or occupancy classifications of the premises. The use shall not employ the storage of explosive, flammable, or hazardous materials beyond those normally associated with a residential use.

6. Off-site effects. No home occupation activity shall create dust, electrical interference, fumes, gas, glare, light, noise, odor, smoke, toxic/hazardous materials, vibration, or other hazards or nuisances as determined by the Director.

7. Outdoor display or storage. There shall be no window display or outdoor storage or display of equipment, materials, or supplies associated with the home occupation.

8. Employees. A home occupation shall have no on-site employees other than full-time residents of the dwelling.

9. Client/customer visits. The home occupation shall be operated so as to not require more than eight vehicle trips per day of clients, customers, visitors, and/or service visits

(including deliveries or pick-up of stock in-trade) to the residence. On-site presence of clients or customers shall be limited to one client or family at a time, and only between the hours of 9:00 a.m. and 8:00 p.m.

10. Motor vehicles. There shall be no motor vehicles used or kept on the premises, except residents' passenger vehicles and/or one pickup truck, van, or similar vehicle not exceeding one-and-one-half-ton carrying capacity. The home occupation shall not involve the use of commercial vehicles for delivery of materials to or from the premises in a manner different from normal residential usage, except for FedEx, UPS, or USPS-type home deliveries/pick-ups. The Commission may authorize other types and/or additional vehicles with Use Permit approval.

11. Utility service modifications. No utility service to the dwelling shall be modified solely to accommodate a home occupation, other than as required for normal residential use.

~~12. Home occupation renewal. A Home Occupation Permit shall be valid for a period of two years. To remain valid after the two-year period, the applicant is responsible for applying for an extension to the Home Occupation Permit. Failure to obtain an extension will result in the permit becoming null and void.~~

SECTION 14. Section 17.52.130.B is hereby amended as follows:

B. Existing structures. A pre-existing structure that is converted to a live-work unit may deviate from the development standards included in this section ~~through the minor variance process~~. Deviations shall be the minimum needed and only permitted when full implementation of the development standard is not feasible, as determined by the ~~Planning Director~~ review authority.

SECTION 15. Section 17.52.160.D is hereby amended as follows:

D. Development standards.

~~1. Minimum site area. The minimum site area for a mixed-use project is 8,000 square feet; provided, that while mixed-use development is an innovative means of attracting quality commercial development, a particular parcel, especially a smaller parcel and/or nonconforming lot, may not be able to achieve the level of quality intended by this section. In those instances, consolidation of small lots should be pursued to achieve the intent of this section.~~

~~21.~~ Ground floor commercial requirement. Multi-story mixed use buildings shall include a minimum of 50 percent of the ground floor areas as commercial use.

~~32.~~ Density. Residential density in a mixed-use project shall not exceed 25 units per acre (1,750 square feet per unit). All habitable floor area shall contain a reasonable

combination of at least two of the following types of units: efficiency units, one-bedroom apartments, and two-bedroom apartments.

43. Height limit. A mixed-use project shall not exceed 40 feet in height.

54. Exterior appearance. The overall exterior appearance of mixed-use projects shall favor a commercial architectural design.

65. Parking requirements. A mixed-use project shall comply with the following parking requirements. Additional parking standards shall comply with those in Chapter 17.34 (Parking and Loading):

a. Commercial portion. One parking space for each 300 square feet of gross leasable floor area.

b. Residential portion. One covered parking space designated for:

(1) Efficiency and one bedroom units: One designated covered parking space.

(2) Two bedroom units: Two designated covered parking spaces.

c. Adjustments to standards. When there is a residential component to a mixed-use project, the Commission may allow a reduction to the required combined parking requirement for the proposed commercial and residential land uses based on a review of the individual needs of the proposed project.

SECTION 16. Table 5-1 Section 17.60.020 is hereby amended as follows:

Type of Action	Applicable Zoning Ordinance Section	Role of Review Authority			
		Director or Zoning Administrator	Board of Architectural Review	Planning Commission	City Council

Administrative and Legislative Decisions

General Plan or LCP Amendment	17.764	Recommend		Recommend	Decision
Interpretation	17.04	Decision ⁽²⁾		Appeal	Appeal
Precise Plan or Amendment	17.62.060	Recommend		Recommend	Decision
Specific Plan or Amendment	17.764	Recommend		Recommend	Decision
Zoning Ordinance or Map Amendment	17.764	Recommend		Recommend	Decision

Planning Permit Decisions

Architectural Review	17.62.030	Recommend ⁽³⁾	Decision	Appeal <u>Decision</u>	Appeal
Certificate of Appropriateness	17.68.050	Recommend		Decision	Appeal
Certificate of Appropriateness – Minor	17.68.050	Decision		Appeal	Appeal
Home Occupation Permit	17.52.120	Decision		Appeal	Appeal
Limited Term Permit	17.62.040	Decision		Appeal	Appeal
<u>Master Sign Program</u>	17.40.030.B	<u>Recommend⁽³⁾</u>		<u>Decision</u>	<u>Appeal</u>
Minor Use Permit	17.62.070	Decision ⁽²⁾ <u>Recommend⁽³⁾</u>		Appeal <u>Decision</u>	Appeal
Minor Variance	17.62.080	Decision ⁽²⁾	-	Appeal	Appeal
Planned Development Permit	17.62.050	Recommend		Decision	Appeal
Sign Permit	17.40.030.A	Recommend <u>Decision</u>	Decision	Appeal	Appeal
Use Permit	17.62.070	Recommend ⁽³⁾		Decision	Appeal
Variance	17.62.080	Recommend ⁽³⁾		Decision	Appeal
Zoning Clearance	17.62.020	Decision ⁽²⁾		Appeal	Appeal

Subdivision Decisions

Minor Subdivision	Subdivision Ordinance	Recommend		Decision	Appeal
Major Subdivision		Recommend		Recommend	Decision

Notes:

(1) “Recommend” means that the review authority makes a recommendation to a higher decision-making body; “Decision” means that the review authority makes the final decision on the matter; “Appeal” means that the review authority may consider and decide upon an appeal to the decision of a prior decision-maker, in compliance with Chapter 17.76 (Appeals).

(2) The ~~Director~~ Zoning Administrator may defer action and refer the request to the Commission, so that the Commission may instead make the decision.

(3) The Zoning Administrator may administratively approve these applications subject to the requirements of the applicable Section regulating issuance of the specific permit type.

SECTION 17. Section 17.62.030 is hereby amended as follows:

17.62.030 Architectural Review

A. Purpose. Architectural ~~¶~~Review is intended to improve the aesthetic appearance of open spaces and structures, especially those visible from public rights-of-way, and to establish design standards and policies promoting and enhancing good design.

B. Applicability. Architectural ~~¶~~Review shall be required for the following projects:

1. For nonresidential, multi-family residential, and mixed-use projects: all new construction and additions of 50 percent or greater to existing structures;
2. For single-family residential projects: all new construction, additions to existing structures that result in a height of greater than 18 feet, and all new second-story elements including decks, roofs, exterior staircases, roof decks, projections, etc.;
3. Landscape and irrigation plans for new construction of multi-family residential, commercial, and other nonresidential development;

~~4. Residential subdivisions resulting in two or more dwellings;~~

~~5. Publicly financed projects administered by the City;~~

~~46. Master ~~s~~Sign ~~p~~Programs and murals as required by Subsection 17.40.080.D, or signs proposed within the City that are determined by the Zoning Administrator not to be professionally rendered or in strict compliance with Chapter 17.40 (Signs) or an existing master sign program previously approved by the Board of Architectural Review; provided, that each sign complies with the requirements of Chapter 17.40 (Signs); and~~

~~57. Satellite dish antennas greater than one meter in diameter;~~

~~68. Any change(s) to projects that previously received Architectural Review approval from the Board of Architectural Review that cannot be approved by the Zoning Administrator in accordance with Section 17.64.090 (Changes to an Approved Project).~~

~~C. Review authority. Architectural review shall be conducted by the Board of Architectural Review which shall report its findings to the applicable project review authority. A project that requires Commission and/or Council approval shall obtain that approval prior to final design approval by the Board of Architectural Review. The Director may require what the Director determines to be a project of significant size or impact to receive conceptual design review by the Board of Architectural Review prior to final action by the Commission or Council. Project review, notice, and hearing. Each application shall be reviewed by the Zoning Administrator.~~

1. The Zoning Administrator may administratively approve an Architectural Review if all of the following requirements are met:

a. The Zoning Administrator has made the following findings:

(1) The proposed structure will not adversely impact the character of the neighborhood; and

(2) The proposed structure will be compatible with the scale, bulk, height, and location of existing structures located on the neighboring block face; and

(3) The project is exempt or is not a project under CEQA; and

(4) A Notice of Intent to Approve has been mailed to all real property owners within 300 feet of the property and no protest has been received; and

(5) The applicant has complied with the requirements of Section 17.62.030.D.

2. If the project does not meet the requirements specified in Section 17.62.030.C.1 above, then the application for Architectural Review shall be considered by the Planning Commission. Additionally, the Zoning Administrator may refer any Architectural Review application to the Planning Commission as deemed appropriate.

3. Projects approved by the Zoning Administrator pursuant to Section 17.62.030.C.1 may be appealed to the Planning Commission pursuant to Chapter 17.76. If the Zoning Administrator determines that the project should be denied, the item shall automatically be referred to the Planning Commission with no need for appeal.

D. Staking and flagging required. An applicant for Architectural Review shall do one of the following:

1. At least 14 days prior to the date of consideration for an Architectural Review application, staking and flagging shall be erected by the applicant or the applicant's agent, for all proposed ~~new commercial~~ structure(s) (including new structures and additions), ~~and residential new construction and addition(s) to existing structure(s)~~ over 18 feet in height, to demonstrate the dimensions and heights of the ridge lines at the highest peak of each roof line and perimeter. Staking and flagging installation shall comply with the City's standards on staking and flagging. The Zoning Administrator may require that the applicant provide evidence to verify that the staking and flagging has taken place and accurately represents the proposed development.

2. For situations where staking and flagging for a structure over 25 feet in height is infeasible due to verified logistical or safety concerns, the Zoning Administrator may allow the applicant to perform the following alternative means of compliance for staking and flagging:

a. In addition to public notices required pursuant to 17.78.020, a copy of the public hearing notice shall be sent to the occupant of every physical address located within 300 feet at least 10 days prior to the hearing; and

b. The applicant shall cause to have prepared by a licensed architect, surveyor, engineer, or other licensed professional deemed qualified by the Zoning Administrator, architectural renderings accurately showing the building as it would be viewed from multiple locations, including nearby streets, adjacent properties, and other views that may be significantly impacted; and

c. At least 14 days prior to the hearing, the applicant shall post in a conspicuous place along each road frontage abutting the property a sign, not less than three feet by five feet in size, providing a description of the project. A minimum of 40% of the area of the sign shall be occupied by an architectural rendering approved by the Zoning Administrator, and the sign shall also include a description of the project, the time, place, and hearing body for any public hearing.

The applicant shall be responsible for any and all costs for staking and flagging or alternative means of compliance.

E. Review considerations. Architectural ~~Review~~ ~~approval~~ shall require that the ~~Board of Architectural Review~~ review authority ~~shall first~~ evaluate the following aspects of each project:

1. Architectural considerations. Architectural considerations, including the character, quality, and scale of the design, architectural relationship with the site and other structures, building materials, colors, fencing, trash enclosure and walkway improvements, exterior lighting and signs, and the screening of exterior appurtenances.

2. Landscape considerations. Landscape considerations, including the color, coverage, location, size, texture, and type of plant materials, provisions for irrigation, maintenance, and the protection of landscaped areas, and similar elements. The ~~Board of Architectural Review~~ review authority shall encourage the planting of native and/or drought-tolerant landscaping in compliance with Section 17.30.040 (Landscaping Standards).

3. Lighting considerations. Proposed outdoor lighting, including the proposed placement of fixtures, type of fixtures, and illumination levels.

F. Conditions of approval. In making its decisions, the ~~Board of Architectural Review~~ review authority may impose the conditions as it deems reasonable and necessary to protect the best interests of the surrounding area, as well as to further the public health, safety, and general welfare of the community.

G. Review and approval of minor changes. The ~~Board of Architectural Review~~ review authority may adopt ~~by resolution, subject to ratification by the Commission,~~ measures

to streamline the review and approval of minor changes not specifically listed in Section 17.64.090 (Changes to an Approved Project).

SECTION 18. Section 17.62.040 is hereby amended as follows:

17.62.040 Limited Term Permit

A. Purpose. This section establishes procedures and standards for the review of Limited Term Permits for short-term activities that may not comply with standards of the applicable zone, but may otherwise be acceptable because of their temporary nature.

B. Review authority. A Limited Term Permit may be reviewed, and approved or disapproved administratively by the Zoning Administrator, in compliance with this section.

C. Applicability. A Limited Term Permit may be granted only for the activities listed in Subsection E of this section.

D. Exempt short-term activities. The following short-term activities are allowed without a Limited Term Permit. A short-term activity that is not within the following categories shall comply with Subsection E or F of this section:

1. Construction yard – On-site. An on-site contractors’ construction yard for an approved construction project. The yard shall be removed from the site immediately upon completion of the project, or the expiration of the Building Permit authorizing construction, whichever occurs first.

2. Emergency activity. Emergency public health and safety activities, as determined by the City Manager or Council.

3. Event on site approved for public assembly. An event on the site of, or within, a public or private meeting facility, school, theater, or similar facility designed and approved by the City for public assembly, and occurring during daylight hours and with no amplified outdoor sound.

4. Event or activities on public property. Parades on public streets, events in public parks, golf courses, or on other publicly owned property, and approved by the City’s ~~Special Events Committee~~.

5. Fundraising event. A temporary fundraising event within a nonresidential zone or on the site of an established nonresidential use within a residential zone, limited to a maximum of ~~one-two~~ events of no more than three consecutive days, per organization, per month per site. ~~A Limited Term Permit may allow an organization to conduct a fundraising event up to six times per year.~~ Sponsorship shall be limited to educational, fraternal, religious, or service organizations directly engaged in civic or charitable efforts, or an organization that is tax exempt in compliance with U.S. Internal Revenue Code Section 501(c).

6. Garage sales. Garage sales, not to exceed four per year and two consecutive days, in compliance with Section 17.52.110 (Garage Sales).

7. Public property or public right-of-way work. Construction and maintenance activities conducted on public property that is authorized by an encroachment permit.

E. Allowed short-term activities. The following short-term limited activities may be allowed with a Limited Term Permit, in compliance with this section. A Limited Term Permit may authorize an activity for the time specified by this section, but in no event for more than 12 months. Other short-term activities that are not within the following categories shall instead comply with the planning permit requirements and standards that otherwise apply to the site:

1. Caretaker unit. See definition under Chapter 17.98 (Definitions).

2. Construction yard – Off-site. An off-site contractors' construction yard for an approved construction project. The yard shall be removed immediately upon completion of the project, or the expiration of the Building Permit authorizing construction, whichever occurs first.

3. Events. Art and craft exhibits, carnivals, circuses, concerts, fairs, farmers markets, festivals, flea markets, food events, open air sales, outdoor entertainment/sporting events, religious revivals, rummage sales, secondhand sales, sidewalk sales, swap meets, and other special events, for up to five consecutive days, or four two-day weekends, within a 12-month period, on private, nonresidentially zoned property.

4. Fundraising event. A temporary fundraising event within a residential zone on a site that is vacant or contains an established residential use, limited to a maximum of one event of no more than three consecutive days, per organization, per month, per site, may be allowed with the issuance of a ~~Longer Term~~-Limited Term Permit ~~per Subsection F of this section~~. A ~~longer term~~-Limited Term Permit may also allow an organization to conduct ~~a fundraising events on sites within a nonresidential zone or on the site of an established residential use within a residential zone for more events during a year than would be exempt pursuant to Section 17.62.040.D.5 up to six times per year~~. Sponsorship shall be limited to educational, fraternal, religious, or service organizations directly engaged in civic or charitable efforts, or an organization that is tax exempt in compliance with U.S. Internal Revenue Code Section 501(c).

5. Location filming. The temporary use of a site for location filming for commercials, movies, videos, etc., for the time specified by the Zoning Administrator, but not to exceed 12 months.

6. Model homes. A model home or model home complex may be authorized in compliance with the following standards, and other requirements deemed necessary by the Zoning Administrator:

- a. The sales office and any off-street parking shall be converted back to residential use and/or removed before final building inspection, or within 14 days from the sale of the last parcel in the subdivision, whichever first occurs.
 - b. The model home complex shall be used only to sell units within the subdivision where the complex is located.
 - c. Model homes may be open to the public only after final building inspection, and after all subdivision improvements are completed and accepted by the City.
7. Seasonal sales lots. Seasonal product sales (e.g., for Halloween, Thanksgiving, Christmas) including a temporary security trailer, on private property in a nonresidential zone or at an established institutional use within a residential zone, for up to 30 days.
8. Temporary facilities during construction. One or more temporary structures may be used during the construction of an approved development as offices, or for the storage of equipment and/or tools.
- a. Conditions of approval. Permit approval shall include conditions regarding the following matters:
 - (1) Requirements for adequate site ingress and egress;
 - (2) A prohibition on the use of the facility for any work other than that on the same site;
 - (3) Requirements for the temporary storage of construction debris (e.g., asphalt, concrete, dirt) at designated on-site locations; provided, that the applicant shall furnish a schedule, acceptable to the Zoning Administrator, for the periodic disposal or recycling of the materials; and
 - (4) Requirements designed to minimize potential conflicts between the work on site and adjacent land uses.
 - b. Permit time limit. The permit may be approved for up to 12 months following the issuance of a companion Building Permit, or upon completion of the project, whichever occurs first:
 - (1) The permit may be extended by the Zoning Administrator for an additional 12 months if a written request for extension is submitted at least 14 days before permit expiration, and the applicant provides justification for the request that is determined by the Zoning Administrator to be reasonable (e.g., the delay was caused by reasons beyond the applicant's control).

(2) A permit for temporary construction facilities may be extended by the Zoning Administrator as needed; provided, that all construction facilities and equipment shall be removed from the site prior to the approval of a Certificate of Occupancy.

c. Condition of site following completion. Each temporary structure and related improvements shall be completely removed from the site following the expiration of the Limited Term Permit, or within 30 days of completion of the development project, whichever occurs first.

9. Temporary real estate sales office. A temporary real estate sales office may be approved within an approved subdivision, solely for the first sale of homes within the subdivision. The sales office shall be completely removed from the site prior to issuance of a Certificate of Occupancy.

10. Temporary business office or private school classroom. A trailer or mobile home may be allowed as a temporary work site for employees of a business in advance of the completion of a permanent facility, or as a temporary classroom for a school; provided, that:

a. The permanent use has obtained all necessary zoning approvals/permits~~been granted~~
~~Use Permit approval by the Commission,~~ and a Building Permit is~~has been~~ obtained for the trailer or mobile home; and~~s well as~~ the permanent structure;

b. The use is appropriate because:

(1) The trailer or mobile home will be in place during construction or remodeling of a permanent commercial, industrial, or classroom structure for a maximum of 12~~24~~ months, or upon expiration of the Building Permit for the permanent structure, whichever first occurs; or

(2) The applicant has demonstrated that the temporary work site is a short-term necessity for a maximum of 12~~24~~ months, while a permanent work site is being obtained; and

c. The trailer or mobile home is removed before final building inspection or the issuance of a Certificate of Occupancy for the permanent structure.

(1) A temporary business office or school classroom may be allowed for up to 24 months, and the ~~Commission~~Zoning Administrator may grant one extension of up to 12 months.

11. Similar temporary activities. A temporary activity that the Zoning Administrator determines is similar to the other activities listed in this subsection, and compatible with the applicable zoning and surrounding land uses.

F. Longer-term limited activities subject to a Use Permit. The ~~Commission-City~~ may authorize a temporary land use that would occur for a longer period than allowed short-term land uses listed under this section by Use Permit approval, in compliance with Section 17.62.070 (Use Permit and Minor Use Permit), in lieu of a Limited Term Permit. The ~~Commission~~-review authority may determine that a proposed temporary land use is similar to and compatible with a listed use and may be allowed, only after first making all of the following findings with the determination:

1. The characteristics of, and activities associated with, the use are similar to one or more of the listed allowed short-term uses under Subsection E of this section and will not involve a greater intensity than the uses listed in the zone;
2. The use will be consistent with the intents and purposes of the applicable zone;
3. The use is consistent with the General Plan and any applicable specific plans;
4. The use is compatible with the other uses allowed in the zone; and
5. The use is not listed as allowable in any other zone.

A determination that a use qualifies as a similar and compatible use, with the findings supporting the determination, shall be made in writing upon Use Permit approval.

G. Development standards. The Zoning Administrator shall establish the following standards based on the type of short-term activity, using the requirements of the applicable zone, and Articles 3 (Site Planning, Design, and Operational Standards) and 4 (Standards for Specific Land Uses) for guidance:

1. Access, floor areas, heights, landscaping, off-street parking, setbacks, signs, utilities, and other structure and property development improvements and features;
2. Measures for removal of the activity and site restoration, to ensure that no changes to the site would limit the range of possible future land uses otherwise allowed by this Zoning Ordinance; and
3. Limitation on the duration of any approved “temporary structure,” to a maximum of 12 months, so that it shall not become a permanent or long-term structure.

H. Application filing and processing. An application for a Limited Term Permit shall be filed and processed in compliance with Chapter 17.60 (Permit Application Filing and Processing). The application shall be accompanied by detailed and fully dimensioned plans, architectural drawings and sketches, and data/materials identified in the Department handout for Limited Term Permits, and any applicable fees. An application for a Limited Term Permit shall be submitted at least four working days prior to the proposed event date in order for staff to review the request.

I. Project review, notice, and hearing.

1. Zoning Administrator review. Each application shall be reviewed by the Zoning Administrator to ensure that the proposal complies with all applicable requirements of this Zoning Ordinance.
2. Public notice and hearing requirements. No public notice or hearing is required prior to a Zoning Administrator decision on a Limited Term Permit. Public notice and, if necessary, a hearing is required prior to a ~~Commission~~ decision on a Use Permit in compliance with Chapter 17.78 (Public Hearings).

J. Findings and decision. The Zoning Administrator shall approve a Limited Term Permit only after first finding that the requested short-term activity complies with all applicable standards in this section.

K. Post-approval procedures. The procedures and requirements in Chapter 17.64 (Permit Implementation, Time Limits, and Extensions), and those related to appeals and revocation in Article 6 (Zoning Ordinance Administration), shall apply following a decision on a Limited Term Permit application.

1. Condition of the site following short-term activity. Each site occupied by a short-term activity shall be cleaned of debris, litter, or other evidence of the temporary activity on completion or removal of the activity, and shall thereafter be used in compliance with the provisions of this Zoning Ordinance. Performance security may be required before initiation of the activity to ensure cleanup after the activity is finished in compliance with Section 17.64.070 (Performance Guarantees).
2. Performance security for temporary structures. Before issuance of a Limited Term Permit, the applicant shall provide performance security in a form and amount acceptable to the Zoning Administrator to guarantee removal of all temporary structures within 30 days following the expiration of the Limited Term Permit in compliance with Section 17.64.070 (Performance Guarantees).

SECTION 19. Section 17.62.050 is hereby amended as follows:

17.62.050 Planned Development Permit

A. Purpose. The Planned Development Permit is intended to provide for flexibility in the application of Zoning Ordinance standards to ~~proposed development under limited and unique circumstances. The purpose is to~~ allow for consideration of innovation in site planning and other aspects of project design, and more effective design responses to site features, uses on adjoining properties, and environmental impacts than the Zoning Ordinance standards would produce without adjustment. ~~The City expects e~~Each Planned Development project ~~must to~~ be of obvious, significantly higher quality than would be achieved through conventional design practices and strict application of Zoning standards. Economic gain or the loss of prospective profits shall not be a basis for consideration of a Planned Development Permit.

B. Applicability. A Planned Development Permit application may be filed and processed only under the following circumstances:

~~1. Minimum site area. A Planned Development Permit may be requested only for a residential, commercial, industrial, or mixed-use development on a site of one acre or larger.~~

~~21.~~ Timing of permit. No Building or Grading Permit shall be issued on a site for which a Planned Development Permit is proposed until the Planned Development Permit has been approved in compliance with this section.

~~32.~~ Scope of approval.

a. Planned Development Permit approval may adjust or modify, where determined by the review authority to be necessary and justifiable, any applicable development standard of this Zoning Ordinance (e.g., building height, setbacks, parking, street layout); provided, that the approval shall not authorize a land use that is not allowed in the applicable zone by Article 2 nor alter any development standard that is specified within the General Plan.

~~b. A project proposing increased residential density may only be approved by the Council in compliance with Chapter 17.33 (Affordable Housing Incentives).~~

C. Project design and development standards. A planned development project shall be designed and constructed in compliance with the following requirements, in addition to all other applicable requirements of this Zoning Code:

1. Infrastructure requirements. A planned development proposal shall not be approved unless adequate sewer and water lines and streets already service the site, or the developer proposes to install the facilities at the developer's expense.

2. Street design. The street system in a planned development shall conform to the existing topography rather than cut through it, to minimize cut-and-fill grading activities. A planned development of five or more acres shall be designed and constructed with direct access to at least one major thoroughfare.

3. Preservation of community assets and landmarks. Historic places, groves, scenic points, trees, waterways, and other community assets and landmarks within the project site shall be preserved to the greatest extent possible.

4. Open space. A residential planned development project of three acres or more shall be designed to either provide a minimum of 10 percent of the total area in one centrally located usable open space area, or dedicate 10 percent of the total area of the site to the City. If the latter alternative is proposed, the City shall reserve the right to accept or reject

a dedication. In either instance, at least one-half of the total open space area shall be directly accessible to the public, and open to use year-round.

5. Screening buffer. A planned unit development project proposed to be of higher density or different character than an existing abutting single-family residential neighborhood shall be designed and constructed to provide an appropriate screening buffer between the proposed development and the abutting residential neighborhood.

D. Application filing and processing.

1. Pre-application conference. An applicant who intends to file an application for Planned Development Permit approval ~~shall~~may first participate in a pre-application conference in compliance with Subsection 17.60.040.A (Application Preparation and Filing – Pre-application conference).

2. Application content. An application shall be prepared and filed in compliance with Chapter 17.60 (Permit Application Filing and Processing). It is the responsibility of the applicant to provide evidence in support of the findings, as required by Subsection G.1 of this section.

E. Review authority. A Planned Development Permit may be granted by the Commission.

F. Project review, notice, and hearing.

1. Application review. Each Planned Development Permit application shall be analyzed by the ~~Director~~Zoning Administrator to ensure that the application is consistent with the purpose and intent of this section. The ~~Director~~Zoning Administrator shall submit a staff report and recommendation to the Commission for their consideration.

2. Public hearing. The Commission shall conduct a public hearing on an application for a Planned Development Permit before the approval or disapproval of the permit. Notice of the public hearing shall be provided, and the hearing shall be conducted in compliance with Chapter 17.78 (Public Hearings).

G. Commission action. Following a public hearing, the Commission may approve or disapprove a Planned Development Permit, and shall record the decision and the findings upon which the decision is based.

1. Required findings. The Commission may approve a Planned Development Permit only after first finding that:

a. The project is consistent with the General Plan and any applicable specific plan, any applicable density bonus requirements (see Chapter 17.33 – Affordable Housing Incentives), and is allowed within the applicable zone;

- b. The project complies with all applicable provisions of this Zoning Ordinance other than those modified by the Planned Development Permit;
- c. The location, size, planning concepts, design features, and operating characteristics of the project are and will be compatible with the character of the site, and the land uses and development intended for the surrounding neighborhood by the General Plan;
- d. The approved modifications to the development standards of this Zoning Ordinance are necessary and appropriate to accommodate the superior design of the proposed project, its compatibility with adjacent land uses, and its successful mitigation of any identified environmental impacts;
- e. The development authorized by the Planned Development Permit approval will be of significantly higher quality, more energy efficient, more conserving of resources, and/or will produce fewer and less serious environmental impacts than development that could otherwise occur in compliance with the requirements of this Zoning Ordinance without adjustment;
- f. The project can be adequately, conveniently, and reasonably served by public facilities, services, and utilities;
- g. The establishment, maintenance, or operation of the use would not, under the circumstances of the particular case, be detrimental to the health, safety, or general welfare of persons residing or working in the neighborhood of the proposed use, or detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City.

2. Conditions of approval. In approving a Planned Development Permit, the Commission may impose any conditions deemed reasonable and necessary to ensure that the project will comply with the findings required by Subsection G.1 of this section.

H. Time limit and expiration. A Planned Development Permit shall expire and become void ~~12 months from the date of approval, or upon the expiration of another time limit established by the review authority, unless project construction has commenced within the required time limit, and construction continues thereafter under valid Building Permits, or an extension of time has been granted by the Zoning Administrator. A Planned Development Permit may be extended once, for a maximum of 12 months, unless it is exercised or extended within the timeframes specified in Section 17.64.080.~~

I. Post approval procedures. The procedures and requirements in Chapter 17.64 (Permit Implementation, Time Limits, and Extensions), and those related to appeals and revocation in Article 6 (Zoning Ordinance Administration), shall apply following a decision on an application for Planned Development Permit approval.

SECTION 20. Section 17.62.070 is hereby amended as follows:

17.62.070 Use Permit and Minor Use Permit

A. Purpose. The Use Permit and Minor Use Permit are for the discretionary review of uses and activities that may be appropriate in an applicable zone, but whose effects on a site and surroundings cannot be determined before being proposed for a specific site. Use Permit or Minor Use Permit approval or denial is entirely at the discretion of the City, and approval may be granted only in compliance with this section.

B. Applicability. The requirements of this section apply to uses listed within Article 2 (Zones, Permitted Land Uses, and Zoning Standards) as requiring either a Use Permit or Minor Use Permit. Minor Use Permit approval may be considered only for a project that is exempt from the California Environmental Quality Act (CEQA). A project that is required by Article 2 to have Minor Use Permit approval, but is not exempt from CEQA, shall instead require a Use Permit.

~~C.— Review authority. A Use Permit shall be approved or denied by the Commission; a Minor Use Permit shall be approved or denied by the Zoning Administrator; provided, that the Zoning Administrator may choose to refer any Minor Use Permit application to the Commission for hearing and decision in the same manner as a Use Permit.~~

~~CD.~~ Application filing and processing. A Use Permit or Minor Use Permit application shall be prepared, filed and processed in compliance with Chapter 17.60 (Permit Application Filing and Processing). It is the responsibility of the applicant to establish evidence in support of the findings required by Subsection F of this section (Findings and decision).

~~DE.~~ Project review, notice, and hearing. Each application shall be reviewed by the ~~Director~~ Zoning Administrator to ensure that the proposal complies with all applicable requirements of this Zoning Ordinance.

~~1. Use Permit. The Commission shall conduct a public hearing on an application for a Use Permit before a decision on the application. Notice of the hearing shall be provided, and the hearing shall be conducted in compliance with Chapter 17.78 (Public Hearings).~~

~~2.— Minor Use Permit. The Zoning Administrator shall conduct a public hearing on an application for a Minor Use Permit before a decision on the application. Notice of the hearing shall be provided, and the hearing shall be conducted in compliance with Chapter 17.78 (Public Hearings).~~

~~3.— Staking and flagging required. At least 14 days prior to the date of a hearing as described in Subsections E.1 and E.2 of this section, an applicant requesting approval of a Use Permit or Minor Use Permit shall erect staking and flagging, for all proposed new commercial structure(s), and residential new construction and addition(s) to existing structure(s) over 18 feet in height, to demonstrate the dimensions and heights of the ridge lines at the highest peak of each roof line and perimeter. Staking and flagging installation~~

~~shall comply with the Department handout on staking and flagging. The Zoning Administrator may administratively approve a Minor Use Permit or Use Permit if all of the following requirements are met:~~

- ~~a. The Zoning Administrator has determined that all of the findings identified in Section 17.62.070.E may be made; and~~
 - ~~b. The project is exempt or is not a project under CEQA; and~~
 - ~~c. A Notice of Intent to Approve has been mailed to all real property owners within 300 feet of the property and no protest has been received; and~~
 - ~~d. If the Use Permit or Minor Use Permit is accompanied by an application for Architectural Review, the applicant has complied with the requirements of Section 17.62.030.D~~
- ~~2. Projects not meeting the requirements above shall be referred to the Planning Commission. The Zoning Administrator may also choose to refer any application to the Planning Commission.~~
 - ~~3. Projects approved by the Zoning Administrator pursuant to Section 17.62.070.D.1 may be appealed to the Planning Commission pursuant to Chapter 17.76. If the Zoning Administrator determines that the project should be denied, the item shall automatically be referred to the Planning Commission with no need for appeal.~~
 - ~~4. Projects referred to the Planning Commission shall comply with all requirements for noticing typically required for a public hearing.~~

~~FF.~~ Findings and decision. The review authority may approve or deny an application for Use Permit or Minor Use Permit approval. The review authority may approve a Use Permit or Minor Use Permit only after first finding all of the following:

1. The proposed use is allowed within the applicable zone and complies with all other applicable provisions of this Zoning Ordinance and the Municipal Code;
2. The proposed use is consistent with the General Plan and any applicable specific plan;
3. The design, location, size, and operating characteristics of the proposed activity are compatible with the existing and planned future land uses in the vicinity;
4. The site is physically suitable for the type, density and intensity of use being proposed, including access, utilities, and the absence of physical constraints; and

5. Granting the permit would not be detrimental to the public interest, health, safety, convenience, or welfare, or materially injurious to persons, property, or improvements in the vicinity and zone district in which the property is located.

~~G.—Findings and decision for Americans with Disabilities Act (ADA) accommodations. The review authority may approve or deny an application for Minor Use Permit approval for a modification to development standards of this Zoning Ordinance for a residential project after first making the following findings. The review authority shall record the decision and the findings on which the decision is based.~~

~~1.—An individual protected under the Americans with Disabilities Act has a special need that would only be served by the requested modification to development standards for the proposed project;~~

~~2.—The design, location, size, and operating characteristics of the proposed modification are compatible with the existing and planned future land uses in the vicinity; and~~

~~3.—Alternative accommodations which may provide an equivalent level of benefit, but would not require modifications to the development standards of this Zoning Ordinance, are infeasible for the proposed project.~~

FH. Conditions of approval. In approving a Use Permit or Minor Use Permit, the review authority may impose any reasonable conditions to ensure that the approval will comply with the findings required by Subsection FE of this section. Any Use Permit granted for any medical or adult cannabis dispensary shall include as a condition the obtaining of a development/operating agreement with the City which shall require periodic review of performance and compliance as deemed appropriate by the City.

HI. Post review procedures. The procedures and requirements in Chapter 17.64 (Permit Implementation, Time Limits, and Extensions), and those related to appeals and revocation in Article 6 (Zoning Ordinance Administration), shall apply following the decision on an application for a Use Permit or Minor Use Permit.

SECTION 21. Section 17.62.080 is hereby amended as follows:

17.62.080 Variance ~~and Minor Variance~~

A. Purpose. The Variance ~~and Minor Variance~~ provides a process for City consideration of requests to waive or modify certain standards of this Zoning Ordinance when, because of special circumstances applicable to the property, including location, shape, size, surroundings, topography, or other physical features, the strict application of the development standards otherwise applicable to the property denies the property owner privileges enjoyed by other property owners in the vicinity and in the same zone.

B. Applicability. A Variance ~~or Minor Variance~~ may be granted to waive or modify any requirement of this Zoning Ordinance except allowed land uses, residential density, floor

area ratio limitations, specific prohibitions (for example, prohibited signs), or procedural requirements.

~~C.—Review authority.~~

~~1.—Variance. A Variance shall be approved or denied by the Commission.~~

~~2.—Minor Variance. A Minor Variance may be approved or denied by the Zoning Administrator to grant relief from only the following requirements of this Zoning Ordinance, up to a maximum reduction of 10 percent:~~

~~a.—Distance between structures;~~

~~b.—Parcel dimensions (not area);~~

~~c.—Setbacks;~~

~~d.—Structure height; or~~

~~e.—On-site parking, loading, and landscaping.~~

~~The Zoning Administrator may choose to refer any Minor Variance to the Commission for hearing and decision.~~

CD. Application filing and processing. An application for a Variance ~~or Minor Variance~~ shall be prepared, filed, and processed in compliance with Chapter 17.60 (Permit Application Filing and Processing). It is the responsibility of the applicant to provide evidence in support of the findings required by Subsection ~~EF~~ of this section.

DE. Project review, notice and hearing. Each application shall be reviewed by the Director to ensure that the proposal complies with this section, and other applicable requirements of this Zoning Ordinance.

~~1. Variance. The Commission shall conduct a public hearing on an application for a Variance prior to a decision on the application. Notice of the public hearing shall be provided, and the hearing shall be conducted in compliance with Chapter 17.78 (Public Hearings).~~

~~2.—Minor Variance. The Zoning Administrator may approve or deny a Minor Variance without a public hearing, or may choose to refer any Minor Variance application to the Commission for a hearing and decision in the same manner as provided for a Variance by Subsection E.1 of this section.~~

~~a.—Public notice. The notice shall state that the Director will decide whether to approve or deny the Minor Variance application on the date specified in the notice, and that a~~

~~public hearing will be held only if requested in writing by any interested person prior to the specified date for the decision.~~

~~b. — Hearing. When a hearing is requested, notice of the hearing shall be provided in compliance with Chapter 17.78 (Public Hearings), and the Commission shall conduct the public hearing prior to a decision on the application in compliance with Chapter 17.78. The Zoning Administrator may administratively approve a Variance if all of the following requirements are met:~~

~~a. The Zoning Administrator has determined that all of the findings identified in Section 17.62.080.E may be made; and~~

~~b. The project is exempt or is not a project under CEQA; and~~

~~c. A Notice of Intent to Approve has been mailed to all real property owners within 300 feet of the property and no protest has been received; and~~

~~d. If the Variance is accompanied by an application for Architectural Review, the applicant has complied with the requirements of Section 17.62.030.D.~~

~~2. Projects not meeting the requirements above shall be referred to the Planning Commission. The Zoning Administrator may also choose to refer any application to the Planning Commission.~~

~~3. Projects approved by the Zoning Administrator pursuant to Section 17.62.080.D.1 may be appealed to the Planning Commission pursuant to Chapter 17.76. If the Zoning Administrator determines that the project should be denied, the item shall automatically be referred to the Planning Commission with no need for appeal.~~

~~4. Projects referred to the Planning Commission shall comply with all requirements for noticing typically required for a public hearing~~

~~FE.~~ Findings and decision. The review authority may approve or deny an application for a Variance ~~or Minor Variance~~. The Review Authority shall record the decision and the findings on which the decision is based.

1. Required ~~V~~variance findings. The review authority may approve a Variance only after first making all of the following findings:

a. There are special circumstances applicable to the property, including size, shape, topography, location, or surroundings, so that the strict application of this Zoning Ordinance deprives the property of privileges enjoyed by other property in the vicinity and within the same zone;

b. The approval of the Variance includes conditions of approval as necessary to ensure that the adjustment granted does not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and within the same zone.

c. The Variance is consistent with the General Plan, and any applicable specific plan.

~~2.—Required Minor Variance findings. The review authority may approve a Minor Variance only after first making all of the following findings:~~

~~a.—The location, size, planning concepts, design features, and operating characteristics of the project are and will be compatible with the character of the site, and the land uses and development intended for the surrounding neighborhood by the General Plan.~~

~~b.—The Minor Variance is consistent with the General Plan, and any applicable specific plan.~~

~~c.—The establishment, maintenance, or operation of the use would not, under the circumstances of the particular case, be detrimental to the health, safety, or general welfare of persons residing or working in the neighborhood of the proposed use or project, or detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City.~~

~~3.—Reasonable accommodation. The Review Authority may grant a Minor Use Permit for the site planning or development standards of this Zoning Ordinance in compliance with Section 17.62.070 (Use Permit and Minor Use Permit), based on the findings of Subsection 17.62.070.G (Findings and decision for Americans with Disabilities Act (ADA) accommodations).~~

~~GE.~~ Conditions of approval. In approving a Variance ~~or Minor Variance~~, the review authority:

1. Shall impose conditions to ensure that the approval does not grant a special privilege inconsistent with the limitations on other properties in the vicinity, and the zone in which the property is located; and

2. May impose any reasonable conditions to ensure that the approval complies with the findings required by Subsection ~~FE~~ of this section.

~~HG.~~ Post review procedures. The procedures and requirements in Chapter 17.64 (Permit Implementation, Time Limits, and Extensions), and those related to appeals and revocation in Article 6 (Zoning Ordinance Administration), shall apply following the decision on an application for a Variance ~~or Minor Variance~~.

SECTION 22. Section 17.64.020 is hereby amended as follows:

17.64.020 Effective Date of Permit, Acceptance of Conditions

A. The approval of a planning permit (i.e., Use Permit, Minor Use Permit, Variance, ~~Minor Variance~~, or Planned Development Permit) shall become effective on the seventh day after the date of approval by the review authority; provided, that no appeal has been filed in compliance with Chapter 17.76 (Appeals).

B. ~~Within 15 days of the date of planning permit approval, the~~ The applicant shall sign their agreement with all applicable conditions of approval prior to issuance of any Building Permit or establishment of any use authorized by the permit.~~or the permit shall become void.~~

SECTION 23. Section 17.64.060 is hereby amended as follows:

17.64.060 Permits to Run with the Land

A Use Permit, Minor Use Permit, Variance, ~~Minor Variance~~, or Planned Development Permit that is granted in compliance with Chapter 17.62 (Permit Review and Decisions) shall be deemed to run with the land from the effective date of the permit through any change of ownership of the site, except in the case where a permit expires and becomes void in compliance with Section 17.64.080 (Permit Time Limits, Extensions, and Expiration). All applicable conditions of approval shall continue to apply after a change in property ownership.

SECTION 24. Section 17.64.070.A is hereby amended as follows:

A. As a condition of approval of a Use Permit, Minor Use Permit, Variance, ~~Minor Variance~~, Planned Development Permit, or Architectural Review, upon a finding that the City's health, safety and welfare warrant, the review authority may require the execution of a covenant to deposit security, and the deposit of security in a reasonable amount to ensure the faithful performance of one or more of the conditions of approval in the event that the permittee fails to perform. The security shall, as required by law or otherwise at the option of the City, be in the form of cash, a certified or cashier's check, a faithful performance bond, or other security acceptable to the City, executed by the applicant and a corporate surety authorized to do business in California. The security shall remain in effect until all of the secured conditions have been performed to the satisfaction of the Director.

SECTION 25. Section 17.64.080 is hereby amended as follows:

17.64.080 Permit Time Limits, Extensions, and Expiration

A. Time limits.

1. Unless a condition of approval or other provision of this Zoning Ordinance establishes a different time limit, a permit or approval not exercised within ~~twelvesix~~ months of approval shall expire and become void, except where an extension of time is approved in compliance with Subsection B of this section.

2. A planning permit shall not be deemed “exercised” until the permittee has either obtained an issued Building Permit from the City, substantially commenced the approved construction activity and has shown continued progress in construction, or, if no Building Permit is required, has actually commenced the allowed use on the site in compliance with the conditions of approval.

3. After it has been exercised, a planning permit shall remain valid and run with the land in compliance with Section 17.64.060, as long as a Building Permit is active for the project, the applicant has complied with all applicable conditions of approval, ~~and after~~ a final building inspection or certificate of occupancy has been granted, and the use is not discontinued. If a use authorized by planning permit is discontinued for a period of greater than 24 months, then the permit shall become null and void, and reestablishment of the use shall comply with the then-current provisions of the Zoning Ordinance, including the need to obtain a new planning permit, if applicable.

4. If a project is to be developed in approved phases, each subsequent phase shall be exercised within 12 months from the date that the previous phase was exercised, unless otherwise specified in the permit, or the unexercised phases of the permit shall expire and become void, except where an extension of time is approved in compliance with Subsection B of this section. If the project also involves the approval of a Tentative Map, the phasing shall be consistent with the Tentative Map and the permit shall be exercised before the expiration of the Tentative Map, or the permit shall expire and become void.

B. Extensions of time. Upon written request by the applicant, the original permit review authority may extend the time for an approved planning permit to be exercised.

1. Filing and review of request.

a. Time for filing. The applicant shall file a written request for an extension of time with the Department at least 30 days before the expiration date, together with the filing fee required by the City’s Fee Schedule.

b. Evidence to be provided. The Zoning Administrator shall determine whether the applicant has made a good faith effort to exercise the permit. The burden of proof is on the applicant to establish, with substantial evidence, that circumstances beyond the control of the applicant have prevented exercising the permit.

c. Public hearing. If the original approval required a public hearing, the original review authority shall hold a public hearing on a proposed extension of time, after providing notice of the public hearing in compliance with Chapter 17.78 (Public Hearings).

d. Notwithstanding the other provisions of this Chapter, the Zoning Administrator may administratively approve an extension of time for a period of up to one year without the need for public notice, a public hearing, or consideration by the original approving authority if the Zoning Administrator finds that there have been no significant changes to the General Plan, Zoning Ordinance, Specific Plan, or other applicable rules, regulations,

or laws which could have had an impact on the original approval had they been in place at the time of approval, and there have been no changed to the conditions or circumstances of the site or project so that there would have been grounds for disapproval of the original project.

2. Action on extension request. A permit may be extended for a maximum of ~~one~~two additional 12-month periods beyond the expiration of the original approval; provided, that the review authority (e.g., Zoning Administrator or Commission) first finds that there have been no changes in the conditions or circumstances of the site or project so that there would have been grounds for disapproval of the original project. The review authority may grant an extension of less than the maximum time allowed by this section.

3. Conditions of approval. The granting of a time extension in compliance with this section may include the review authority requiring additional conditions of approval as provided by the section of this chapter applicable to the specific permit type (e.g., Use Permit, Planned Development Permit).

C. Effect of expiration. After the expiration of a planning permit in compliance with Subsection A.1 of this section, no further work shall be done on the site until a new planning permit and any required Building Permit or other City permits are first obtained.

SECTION 26. Section 17.72.030.B.1 is hereby amended as follows:

B. Nonconforming structure. A nonconforming structure may continue to be used as follows:

1. Changes to, or expansion of a nonconforming structure. A nonconforming structure may be changed or expanded as follows:

a. Nonresidential or multi-family structures. A nonconforming nonresidential or multi-family structure shall not be enlarged, extended, increased, reconstructed (except as provided in Section 17.72.030.B.2), or relocated, except that additions to nonconforming structures are permitted if the addition is fully compliant with current standards and there is no increase in the nonconformity of the existing structure.

b. Single-family dwelling. A single-family dwelling that is nonconforming with respect to setback requirements, height limits, and/or other development standards may undergo interior modifications in compliance with Building Code requirements without limitation by this chapter. Exterior modifications that go beyond the existing building footprint or height may be allowed as follows:

(1) The Zoning Administrator may approve a Zoning Clearance for a proposed exterior addition that complies with the setback requirements and height limits of the applicable zone, but that extends beyond the existing building footprint or height.

(2) Any area of an addition that encroaches into a required setback no further than an existing nonconforming portion of the structure may be allowed with Minor Use Permit approval in accordance with Section 17.62.070; provided, that the ~~area of the addition does not exceed 18 feet in height, within the required setback is less than or equal to 25 percent of the total floor area of the existing structure,~~ complies with the Building Code, and the review authority first determines that the addition will not adversely affect any neighboring property or the character of the surrounding neighborhood.

(3) Any area of an addition that encroaches into a required setback no further than an existing nonconforming portion of the structure that is greater than ~~25 percent of the total floor area of the existing structure~~ 18 feet in height may be allowed with Minor Use Permit and Board of Architectural Review approval in accordance with Sections 17.62.070 and 17.62.030, respectively, in compliance with the Building Code, and the review authority ~~yies~~ determine that the addition will not adversely affect any neighboring property or the character of the surrounding neighborhood.

SECTION 27. Section 17.72.040 is hereby amended as follows:

17.72.040 Loss of Nonconforming Status

A. Termination by discontinuance. If a nonconforming use of land or a nonconforming use of a conforming structure is discontinued for a continuous period of 180 days or longer, all rights to legal nonconforming status shall terminate.

1. The ~~Director~~ Zoning Administrator shall base a determination of discontinuance on evidence including the removal of equipment, furniture, machinery, structures, or other components of the nonconforming use, disconnected or discontinued utilities, failure to maintain a current business (operations) tax license on the site, and/or no business records to document continued operation.

2. ~~The Zoning Administrator may grant a Minor Use Permit in compliance with Section 17.62.070 to allow an extension of the 180-day period for a period not to exceed an additional 180 days if the Zoning Administrator first finds that circumstances beyond the control of the applicant prevented the timely reestablishment of the use.~~ The Zoning Administrator shall have the ability to extend the 180-day time period for an additional duration not exceeding 18 months if the applicant can demonstrate that the discontinuance was not due to abandonment and that the discontinuance was either due to factors beyond the applicant's control (such as inability to find a tenant despite a diligent search) or was a deliberate and temporary suspension of the use by the owner for a specific purpose (such as conducting repairs or maintenance of the building).

3. Once legal nonconforming status is terminated, any further use of the site or structure shall comply with the requirements of the applicable zoning district and all other applicable requirements of this Zoning Ordinance.

B. Termination by destruction. Nonconforming status shall terminate if a nonconforming structure, or a conforming structure occupied by a nonconforming use, is

involuntarily damaged or destroyed; except as provided by Section 17.72.030.B for residential dwellings, and except as follows:

1. If the cost of repairing or replacing the damaged portion of the structure is 60 percent or less of the assessed value of the structure immediately before damage, the structure may be restored to no more than the same size and use, and the use continued, if the restoration is started within 12 months of the date of damage and is diligently pursued to completion.
2. Minor Use Permit approval shall be required if the cost of repairing or replacing the damaged portion of the structure is more than 60 percent of the assessed value of the structure immediately before the damage. Minor Use Permit approval shall require a finding, in addition to those contained in Section 17.62.070, that the benefit to the public health, safety, or welfare exceeds the detriment inherent in the restoration and continuance of a nonconformity.

SECTION 28. Section 17.74.010 is hereby amended as follows:

17.74.010 Purpose

This chapter provides procedures for the amendment of the General Plan, a Specific Plan, the official Zoning Map, and this Zoning Ordinance whenever the Council determines that public necessity, convenience, and general welfare require the amendment.

SECTION 29. Section 17.76.030.A.1 is hereby amended as follows:

1. An appeal in compliance with this chapter may be filed by any aggrieved person; except that in the case of a decision on an an Architectural Review, Use Permit, Minor Use Permit, Variance, ~~Minor Variance~~, or Planned Development Permit which followed a public hearing, an appeal may only be filed by a person who, in person or through a representative, appeared at the public hearing in connection with the decision being appealed, or who otherwise informed the City in writing of the nature of their concerns before the hearing.

SECTION 30. The portion of Section 17.98.020.D headed as “Discretionary Land Use Approval” is hereby amended as follows:

Discretionary Land Use Approval. A decision of the City to approve the request of an applicant for a General Plan amendment, Zoning Map amendment, Tentative Map, Vesting Tentative Map, Final Map, Final Map modification or amendment, boundary line adjustment, Certificate of Compliance, Conditional Certificate of Compliance, development agreement, Minor Use Permit, Use Permit, permit extension of time or modification, Variance, ~~or Minor Variance~~, time extension, Architectural Review, ~~administrative permit pertaining to a land use approval~~ or any accompanying California Environmental Quality Act (CEQA) determination pertaining to any type of approval referred to in this definition.

SECTION 31. The portion of Section 17.98.020.M headed as “Medical Services – Clinic, Urgent Care” is hereby amended as follows:

Medical Services – Clinic, Urgent Care. A facility other than a hospital where medical, mental health, surgical and other personal health services are provided on an outpatient basis. Examples of these uses include:

- medical offices with ~~four~~five or more licensed practitioners and/or medical specialties
- urgent care facilities
- out-patient care facilities
- other allied health services

SECTION 32. The portion of Section 17.98.020.O headed as “Ordinary Maintenance and Repair” is hereby amended as follows:

Ordinary Maintenance and Repair. Work for which ~~a Building Permit is not required,~~ the purpose and effect ~~of which~~ is to correct deterioration of or damage to a structure or any part thereof and/or to restore the structure to its condition before the deterioration or damage. Ordinary Maintenance and Repair may also include non-structural modifications for aesthetic purposes such as changes in color or roofing materials, provided that the modifications are allowed under current rules and regulations.

SECTION 33. The portion of Section 17.98.020.P headed as “Planning Permit” is hereby amended as follows:

Planning Permit. Authority granted by the City to use a specified site for a particular purpose. “Planning Permit” includes, but is not necessarily limited to, Use Permit, Minor Use Permit, Limited Term Permit, Variance, ~~Minor Variance,~~ Architectural Review, and Zoning Clearance, as established by Article 5 (Planning Permit Procedures) of this Zoning Ordinance.

Attachment 2

Each Section in the proposed Ordinance is discussed in detail below.

SECTION 1

This amends the Zoning Ordinance Section on Residential Development Regulations. It is primarily a consistency change, updating the Section to reflect changes to Planned Unit Development Permits (see Section 18) and the elimination of the Minor Variance process (see Section 20).

SECTION 2

Currently exterior staircases on a residential structure require a Use Permit. This differs from most second story elements, such as second story additions and decks. Requiring a Use Permit for the staircase usually means that the applicant must apply for two separate permits. Staff believes that an exterior staircase can be considered through the Architectural Review process to avoid the need for multiple permits.

SECTION 3

As a condition of approval of the City's Housing Element, the California Department of Housing and Community Development is requiring that the City adopt a ministerial process for the construction of residential projects to provide reasonable accommodations for persons with disabilities. Currently those accommodations require a Minor Use Permit. This new Section would clarify that reasonable accommodation projects may be approved by the Zoning Administrator. The findings noted are similar to the findings which presently exist (see Section 19 for the prior language).

SECTION 4

This Section provides that modifications to the design standards for the Automotive Regional Commercial (CA) Zoning District may be considered through the Architectural Review process, rather than the Minor Variance process, which has been eliminated (see Section 20)

SECTION 5

This Section provides that signs in the Automotive Regional Commercial (CA) Zoning District will be considered through the standard Master Sign Program process (see Section 10). Although there are proposed changes to the Master Sign Program process (see Section 10), exceptions to sign standards would still require Planning Commission review.

SECTION 6

This Section makes various amendments to requirements for Sign Permits and Master Sign Programs within the Automotive Regional Commercial (CA) Zoning District. It specifies that all signs require a Sign Permit, and removes the requirement for a Master Sign Program for uses other than Auto Sales/Rentals. It also makes a change in the Master Sign Program process to allow for administrative approvals of Master Sign Programs when signs comply with Code requirements. This change mirrors a change described in more detail in Section 10.

SECTION 7

The current Code states that all fences, regardless of height or location, require a Building Permit. The Building Code is designed to ensure that structures meet requirements for structural integrity and safety. The Building Code includes references for when fences and walls require a Building Permit. For example, fences under seven feet in height do not require a Building Permit, while those that are taller do. The City Council has adopted the International Building Code in Title 15 of the Municipal Code. Since Title 15, by reference, states that certain fences are exempt from the need for a Building Permit, this portion of Code conflicts with Title 15. Staff believes that the best way to reconcile this is to remove the requirement for a Building Permit for fences except where required under the Building Code.

SECTION 8

Currently deviations from fencing requirements may be allowed upon approval of a “fence exception.” There is no defined process for a fence exception in the Code – additionally, it is not clear who the review authority is for a fence exception, as Subsection F.1 states both the Zoning Administrator and the Commission have approval responsibility. Staff recommends simplifying this review by having consideration of a fence exception be reviewed through the Variance process. Any fence exemption would need to meet the findings for a Variance in addition to the findings included in the Section.

SECTION 9

The Zoning Code specifies that second driveways may be considered subject to either a review of the Traffic Advisory Committee (followed by Council review) or through the Minor Use Permit process. These two processes are incompatible with each other. Staff proposes to remove the option for a Minor Use Permit and have second driveway applications be considered through the Traffic Advisory Committee with final review by Council (as is the current practice). The Section would also be amended to specify that process only applies to Single-Family Dwellings, as it is extremely common for parking lots associated with other uses to have more than one driveway entrance.

SECTION 10

Section 10 makes several changes to processing procedures for Sign Permits and Master Sign Programs:

Sign Permits would largely remain as-is, except it is clarified that they will be reviewed and approved through the Sign Permit process, as opposed to a Zoning Clearance.

Master Sign Programs are currently always reviewed by the Planning Commission. The proposed amendment would allow for the administrative approval of Master Sign Programs which comply with the provisions of the Zoning Ordinance. Staff believes this is appropriate because the Zoning Ordinance includes extensive direction regarding the allowed size, placement, and number of signs. These provisions can be applied in order to achieve the desired design for signs, and would significantly reduce application processing time by several weeks. Master Sign Programs which would not be in total compliance with the Zoning Ordinance would still be required to obtain Planning Commission approval.

As Sign Permits are administrative in nature, it is unnecessary to have separate findings, as compliance with the Zoning Ordinance is required for approval. The Section on findings has therefore been deleted.

SECTION 11

This Section specifies that changes to sign copy of an existing sign where there are no structural changes do not require a Sign Permit. Examples of this would be changing a placard on an existing cabinet sign, or replacing a hanging sign by reattaching an identically-sized sign to the existing supports. Since the sign is existing and no Building Permit will be required, staff does not believe it is necessary for the applicant to obtain a Sign Permit based solely on the change in content.

SECTION 12

This Section clarifies the method of calculating sign area when a mural is involved. It also clarifies that the process to be used is the Architectural Review process (currently the Planning Commission is the review authority but no process is defined) and also prohibits certain content in murals. It also clarifies that the Art and History Commission will provide recommendations regarding the murals as per Municipal Code Section 2.16.040.L.

SECTION 13

This Section makes some minor changes to Home Occupations. It allows for mail-order businesses to operate out of homes provided that all merchandise is stored within a building and the total number of vehicle trips (including clients, customers, visitor, and or

service visits) remains below the currently allowable number of 8 trips per day. It also eliminates the requirement that Home Occupation Permits be renewed every two years.

SECTION 14

This Section updates a Section on Live-Work Units to remove references to the Minor Variance process (see Section 20).

SECTION 15

The Section deletes a requirement that Mixed Use buildings be a minimum of 8,000 square feet in size. This will eliminate one of the major barriers to adaptive reuse of existing buildings along Fremont Street to allow for the conversion of existing second-floor space into residential use.

SECTION 16

This Section makes changes to Table 5-1 to reflect changes made elsewhere in the document and fix incorrect references. The details and rationale behind these changes may be found elsewhere in this document.

SECTION 17

This Section makes extensive changes to the procedures for Architectural Review, as follows:

- 1) The applicability of Architectural Review has been modified to remove the need for Architectural Review for the following:
 - a. Residential subdivisions (the maps are already subject to review as a Minor or Major Subdivision, and any buildings constructed would also be subject to Architectural Review, making this Section superfluous);
 - b. Removal of publically financed projects (these projects are already reviewed and approved by the City Council); and
 - c. The requirement that signs that are not “professionally rendered” or do not comply with the Zoning Ordinance has been removed, as the first criteria is subjective and exceptions to the Zoning Ordinance for signs already requires that the Commission review a Master Sign Program (see Section 10).
- 2) The option has been added in for administrative review of some Architectural Review applications. In order for an application to be considered administratively, it must be exempt from CEQA. Further, the project must employ an architectural design, bulk, height, and scale consistent with existing structures on the neighboring block face. If these criteria are met, the applicant would be required to place staking and flagging (or an alternative – see below) for at least 14 days prior to the approval. Additionally, within 10 days of the proposed date of approval, the City will mail a Notice of Intent to Approve to all

- real property owners within 300 feet of the property. Any member of the public shall have the option of requesting a public hearing on the project. If a hearing is requested, staff will immediately schedule the project for a hearing. If no protest is received, the Zoning Administrator would then approve the project.
- 3) The staking and flagging section has been modified in two ways. First, it clarifies that the applicability of staking and flagging applies only to new structures or additions over 18 feet in height (currently all commercial buildings arguably require Architectural Review). Second, it allows for an alternative to staking and flagging in certain circumstances (ie structures over 25 feet in height and facing verified logistical or safety concerns). If the alternative is selected, then public hearing notices must be sent to every physical address within 300 feet, the applicant must have a licensed professional create architectural renderings of the project, and a sign (minimum 3 x 5 feet) that includes an architectural rendering and the public hearing information must be placed along each adjacent street frontage at least 14 days prior to the hearing.

SECTION 18

The main change to this Section, which regulates temporary uses, would be to reduce permitting requirements on non-profits (such as churches) performing fundraising events on their property. There are other minor changes which would reduce some constraints regarding temporary offices or classrooms that may be in place during construction of a permanent facility.

SECTION 19

Planned Development Permits are intended to provide flexibility in Zoning regulations in order to provide for more innovative design. Essentially, these types of permits may allow for modifications to almost any Zoning regulation provided that the modification would result in a better project than strict application of the Zoning standards. This differs from a Variance, which represents an *exception* to the standards based on physical constraints, rather than an *alternative* based on superior project design.

Currently a Planned Development Permit may only be obtained for projects of greater than one acre in size. This Section would remove that restriction, allowing for consideration of projects of any size. Since the determination of whether an alternative is in fact “superior” to strict compliance has a high degree of subjectivity, there is no proposed administrative approval option for this permit type (ie all applications will be referred to the Planning Commission).

SECTION 20

This Section governs the review and approval of Use Permits and Minor Use Permits. The most significant changes are to modify the process to allow for an administrative option as discussed previously in Section 16 (Architectural Review) as well as an

elimination of the requirement for a Minor Use Permit for reasonable accommodation applications (as was discussed previously in Section 3).

SECTION 21

This Section presently covers Variances and Minor Variances. Unlike Use Permits and Minor Use Permits, which are currently differentiated based on processes, Variances and Minor Variances serve different purposes. Variances are applications to obtain exceptions to Zoning Ordinance Development Regulations based on physical constraints on a property that prevents an owner from enjoying privileges enjoyed by other property owners in the vicinity and in the same zone. Minor Variances represent small (up to 10%) deviations from certain development regulations without the need for physical constraints.

Staff has proposed eliminating the Minor Variance application type, proposing instead to utilize the Planned Development Permit to allow for alternatives based on superior design. Variances would remain as-is to allow for exceptions based on physical constraints. The Section also would allow for Variances to be approved administratively using the same procedures for Architectural Review (Section 16) and Use Permits/Minor Use Permits (Section 19).

SECTION 22

The Zoning Ordinance currently requires that an applicant sign an approved permit within 15 days of approval. Staff believes that negating a permit due to delays in signing is not in the public interest. This change would stipulate that the signature must be obtained prior to Building Permit issuance or establishment of the use.

SECTION 23

This Section only removes a reference to Minor Variance applications, since those are proposed to be removed as a part of this change.

SECTION 24

This Section proposes the removal of a reference to a Minor Variance and adds a reference to a Planned Development Permit.

SECTION 25

This Section makes several modifications to regulations related to time limits. These modifications include:

- 1) Currently, applicants who obtain a permit are required to start construction within 6 months of obtaining a permit. This requires that the full Building Permit plan set must be drafted, reviewed, approved, and construction started in a very short

time frame. The proposed changes would increase the time to 12 months and also deem the permit exercised upon issuance of a Building Permit.

- 2) Currently, an exercised permit remains in force until revoked. Revocation is a time-consuming process that involves public notification and public hearings. This can result in permits lingering for years or even decades after a use ceases, allowing for uses to reestablish even though they may no longer be appropriate for the area. The changes to this Section would stipulate that if a use is discontinued for 24 months or more, then the permit will expire automatically.
- 3) Currently time extensions must be granted by the body that originally approved a permit. Since the Planning Commission reviews most applications, this means that extensions to existing permits require that staff schedule and notice a hearing before the Commission. The changes to this Section would allow the Zoning Administrator to approve extensions administratively if there have been no material changes to circumstances related to the original approval of the permit.

SECTION 26

A nonconforming use or structure is a use or structure that was legally established but, due to changes in statutes, no longer conforms. Nonconforming uses are treated somewhat differently than nonconforming structures, and in some situations both a use and structure may be nonconforming.

This Section would remove an unclear limitation for some modifications to buildings that would extend an existing legal nonconforming setback. A Minor Use Permit would still be required in all cases, while Architectural Review would be required for structures greater than 18 feet in height (instead of adding more than 25% to the floor area).

SECTION 27

Currently, any use that is discontinued for a period of more than 180 days (excluding those in possession of a previously approved permit – See Section 24) is automatically considered abandoned and any future use of the site must conform to then-current regulations. In practice, staff has found that it is not uncommon for businesses to be inactive for a period greater than that due to difficulties in securing tenants. In some cases, buildings are specialized to a certain use (such as auto repair) and are not easily converted to other conforming uses without significant cost. This Section would allow the Zoning Administrator to extend the time from 180 days to 24 months before a nonconforming use is considered abandoned, provided that the Zoning Administrator can make certain findings.

SECTION 28

This change would clarify that the process for amending a Specific Plan would be identical to the process for amending the General Plan or the Zoning Ordinance.

SECTION 29

This change would treat Architectural Reviews the same as other permits with regards to which persons are allowed to file an appeal. It also removes references to Minor Variances (see Section 20).

SECTION 30

This change would alter the definition of Discretionary Land Use Approval to remove the term Minor Variance (see Section 20) and administrative permits (which are by definition not discretionary). This change is primarily a consistency change, as the term Discretionary Land Use Approval does not appear elsewhere in the Zoning Ordinance.

SECTION 31

Currently, a medical office with “four or more” licensed practitioners is considered under the use “Medical Services – Clinic, Urgent Care.” However, the “Medical Services – Doctor Office” allows for “up to four” licensed practitioners. This makes it unclear under which use a practice with four practitioners would fall. This change would make it clear that an Urgent Care office includes five or more practitioners, while a Doctors Office would continue to include up to four.

SECTION 32

Owners and tenants of nonconforming structures (see discussion in Section 25) are allowed to perform “Ordinary Maintenance and Repair.” However, the definition of Ordinary Maintenance and Repair currently states that anything that requires a Building Permit does not qualify as Ordinary Maintenance and Repair. However, there are many items that would normally be considered repair and maintenance, such as water heater replacement, plumbing/electrical work, reroofing, etc that require a Building Permit. This puts owners and businesses in the uncomfortable position of either performing the work without obtaining Building Permits or allowing the property to deteriorate. Staff recommends adjusting the definition of Ordinary Maintenance and Repair so as not to prohibit maintenance work simply because it requires a Building Permit. The Section would also provide that aesthetic updates may be performed on the property, in order to encourage property owners to continue to invest in and utilize their properties, which would minimize blight.

SECTION 33

This change would simply remove Minor Variance from the list of Planning Permits and acknowledge that not all Planning Permits are explicitly mentioned within this definition.



CITY OF SEASIDE STAFF REPORT

Item No.: 10.A.

TO: City Council

FROM: Jaime M. Fontes, City Manager

BY: Nisha Patel, Public Works Director/City Engineer

DATE: April 4, 2024

SUBJECT: ADOPT A RESOLUTION APPROVING REALLOCATION OF \$80,000 IN COLLECTED TRANSIENT OCCUPANCY TAX FUNDS GENERATED BY SHORT-TERM RENTALS AND AUTHORIZING THE FINANCE DIRECTOR TO MAKE PROJECT BUDGET ADJUSTMENTS BASED ON THE RECOMMENDED REALLOCATION OF PROJECT FUNDS

RECOMMENDATION

Adopt a resolution:

- 1.) Approving reallocation of \$80,000 in collected transient occupancy tax funds generated by short-term rentals; and
- 2.) Authorizing the Finance Director to make project budget adjustments based on the recommended reallocation of project funds.

BACKGROUND

On November 2, 2023, City Council received recommendations from the Neighborhood Improvement Commission (NIC) regarding the allocation of \$400,000 in transient occupancy tax (TOT) generated by short-term rentals (STRs). The Council-approved recommendations included funding for light pole banners on Fremont Boulevard, picnic areas at Cutino park, establishment of a Neighborhood Watch Program, artwork on utility boxes, mural at Cutino Park, repair of the Wheeler Tennis Courts, a tree giveaway and plantings in parks, benches on General Jim Moore Boulevard, a City of Seaside welcome sign, and a walkway in Fernando park; the recommendations were made in conformance with City Ordinance 1054 which dedicates 50% of all STR TOT funds to community and park improvements.

Public Works staff have been making progress on the execution of the funded projects, and provided a status update to the NIC at their March 5, 2024 meeting. Public Works

informed the NIC that the work required for the Wheeler Tennis Court rehabilitation can be completed for a contract amount of \$25,000, well below the original \$80,000 construction estimate, and provided a list of projects with funding needs that could benefit from the \$55,000 in excess funds. During the ensuing discussion, the NIC also reconsidered their original allocation of \$25,000 for light pole banners on Fremont, opting to delay purchase of the banners until the Commission can develop a more comprehensive plan for where banners of different designs would be located and when they would be rotated throughout the year.

In total, the NIC considered reallocation of \$80,000 in excess funding among five project options presented by Public Works staff. The project options included funding additional Christmas decorations for North Fremont Boulevard (\$24,000), adding a screen to the south side of the Wheeler Tennis Court fence as a visual barrier (\$4,600), adding an Americans with Disabilities Act (ADA) compliant parking stall on Wheeler Street to serve the tennis courts (\$40,000), adding an ADA compliant parking stall on Lincoln Street at the entrance to Havana Soliz Park (\$32,000), and adding a crosswalk with artwork between Lincoln Cunningham and Havana Soliz parks (\$20,000). After some deliberation, NIC members voted to approve reallocation of \$40,000 to fund the Wheeler Tennis Court ADA parking stall, \$32,000 to fund the Lincoln Street ADA parking stall, and \$4,600 to fund the installation of a screen on the Wheeler Tennis Court fence.

Public Works recommends City Council adopt a resolution approving the reallocation of \$80,000 in STR TOT funds. Both of the ADA parking stalls support the City-wide mission to increase park access for people of all abilities. Further, any unused allocation of STR TOT funds will not be rolled over to the next fiscal year for the NIC to make recommendations and the three projects designated for additional funding will be constructed or construction funds encumbered this fiscal year (FY 2023-24).

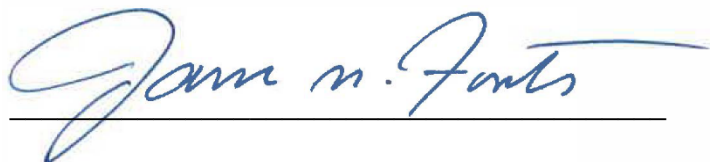
FISCAL IMPACT

The fiscal year 2023-24 City budget includes a budget amount of \$402,959.00 for the Neighborhood Improvement Committee to make recommendations for expenditure. Previous NIC recommendations approved by City Council were in the amount of \$400,000.00; the reallocation of funds does not increase the total approved funding.

ATTACHMENTS

1. Resolution

Reviewed for Submission to the City Council by:



Jaime M. Fontes, City Manager

RESOLUTION NO. 24-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEASIDE

**ADOPTING STAFF RECOMMENDATIONS FOR REALLOCATION OF FUNDING
FOR COMMUNITY AND PARK IMPROVEMENTS**

WHEREAS, the primary objective of the Neighborhood Improvement Commission is to make recommendations to the City Council on ways to improve the appearance of the city and elicit voluntary cooperation to beautify and minimize vandalism in the city; and

WHEREAS, in July of 2018, the City Council adopted Ordinance 1054 which directed 50% of all transient occupancy tax (TOT) generated by short-term rentals (STRs) to be directed toward community and park improvements, with the Neighborhood Improvement Commission (NIC) providing the recommendations for the use of these funds to the Council for consideration and approval; and

WHEREAS, on November 02, 2023, the City Council adopted a resolution approving the NIC allocation recommendation for \$400,000 in STR TOT monies to fund light pole banners on Fremont Boulevard, picnic areas at Cutino Park, establishment of a Neighborhood Watch Program, artwork on utility boxes, murals at Cutino Park, repair of the Wheeler Tennis Courts, a tree giveaway and plantings in parks, benches on General Jim Moore Boulevard, a City of Seaside welcome sign and a walkway in Fernando Park; and

WHEREAS, at the March 05, 2024 NIC meeting commissioners were informed by Public Works staff that the Wheeler Tennis Court rehabilitation can be completed for \$55,000 less than estimated and were provided five candidate projects for receipt of the excess funds: additional Christmas decorations for North Fremont Boulevard, adding a screen to the south side of the Wheeler Tennis Court fence as a visual barrier, adding an Americans with Disabilities Act (ADA) compliant parking stall on Wheeler Street to serve the tennis courts, adding an ADA compliant parking stall on Lincoln Street at the entrance to Havana Soliz Park, and adding a crosswalk with artwork between Lincoln Cunningham and Havana Soliz Parks; and

WHEREAS, at the March 05, 2024 NIC meeting, the NIC voted to recommend City Council reallocate \$25,000 for light pole banners on Fremont Boulevard and \$55,000 in excess funds for the Wheeler Tennis Court rehabilitation to fund the Wheeler Tennis Court ADA parking stall in the amount of \$40,000, the Lincoln Street ADA parking stall in the amount of \$32,000, and a screen for the Wheeler Tennis Court fence in the amount of \$4,600; and

WHEREAS, Public Works recommends the City Council reallocate \$25,000 for light pole banners on Fremont Boulevard and \$55,000 in excess funds for the Wheeler Tennis Court rehabilitation to fund the Wheeler Tennis Court ADA parking stall in the amount of \$40,000, the Lincoln Street ADA parking stall in the amount of \$32,000, and a screen for the Wheeler Tennis Court fence in the amount of \$4,600; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Seaside does hereby approve the recommended reallocation of funds as recommended by City staff.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Seaside duly held on the 4th day of April, 2024, 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

APPROVED TO FORM:

Sheri L. Damon, City Attorney



CITY OF SEASIDE STAFF REPORT

Item No.: 10.B.

TO: City Council

FROM: Jaime M. Fontes, City Manager

BY: Victor Damiani, Finance Director

DATE: April 4, 2024

SUBJECT: ADOPT A RESOLUTION ACCEPTING THE ANNUAL MID-YEAR FINANCIAL REPORT AND ADOPTING PROPOSED CHANGES TO THE BUDGET OF THE CITY OF SEASIDE FOR THE FISCAL YEAR 2023-2024

RECOMMENDATION

Adopt a resolution accepting the annual mid-year financial report and adopting proposed changes to the budget for the Fiscal Year 2023-2024.

BACKGROUND

This item provides the City Council with an opportunity to review the Annual Operating and Capital Budgets as of mid-year and amend the budget as deemed necessary. The attached report details the City's results as of the mid-point of the year.

FISCAL IMPACT

The City's general fund fiscal year operating budget is projected to produce a surplus of approximately \$3.3 million. Per the Council's fiscal policy, 25% or approximately \$830 thousand will be dedicated to fiscal year 2024-25 road maintenance and or repair. Staff are requesting general fund budget increases of approximately \$679k. Another \$153k is requested, to be funded by shifting from existing budget line items, user fees, special revenue and grants. Details regarding budget adjustment requests are included in the mid-year report. Staff recommends the remaining \$1.8 million be applied to the current year's capital budget.

ATTACHMENTS

1. Q2 FY 24
-

2. Resolution Mid Year Budget Changes

Reviewed for Submission to the City Council by:



Jaime M. Fontes, City Manager

Mid-Year FY 2023-24 Financial Report (Unaudited)



TABLE OF CONTENTS

Introduction 2-3

General Fund FY 2023-24 Budget Recap..... 4

General Fund Revenues Summary..... 5-6

General Fund Expenditure Summary..... 6-8

General Fund Net Results and Budget Outlook..... 8-9

Budget Requests 10

Other Funds 11

INTRODUCTION

This is the second quarterly report for Fiscal Year 2023-24, and comprises results for the six month period ending December 31, 2023. While a few other notable funds are reviewed, this report focuses primarily on the City's general fund. General Fund operating revenues and expenditures as compared to previous years and/or budget are presented, and any notable changes or trends in these numbers are explained. The report is presented on a cash basis, which means that revenues are recognized at the time revenues are received and expenditures are recognized at the time payment is processed. The City does not accrue any revenues or expenditures in the first quarter.

The purpose of this report is twofold. First, it ensures that the City is consistently monitoring its revenues and expenditures so that it may proactively respond to unanticipated changes or emerging trends. Second, and equally important, consistent reporting increases the transparency of the City's finances. Quarterly reporting provides the City Council, City Administration, taxpayers and ratepayers with information that demonstrates the City is meeting this standard.

The information in this report is the most accurate and up-to-date information available at the time of publication. It is not meant to be inclusive of all financial and accounting transactions. It is intended only to provide the Council, Management and the public with an overview of the state of the City's general fiscal condition. It should be noted that this report is not an audited financial statement, and the numbers provided herein are preliminary and subject to change as the year progresses. No data on revenues and expenditures is final until the City has completed its annual audit and finalized its Annual Comprehensive Financial Report (ACFR), which is released in the winter of each year for the prior fiscal year.

ECONOMIC OUTLOOK

In March of 2020, the City declared a local emergency in response to the COVID-19 worldwide pandemic. The ensuing statewide shelter in place orders coupled with various levels of "reopening" created financial turmoil in the fourth quarter of FY 2019-20 and throughout FY 2021-22.

Throughout the pandemic the economy performed surprisingly well due to two prime factors; the development and distribution of a vaccine for the virus and federal stimulus dollars. California declared an end to the COVID-19 State of Emergency on February 28, 2023.

NATIONAL & STATE ECONOMIC OUTLOOK

Hdl (The City's revenue enhancement consultant) reports the national economy grew 2.5% in FY22-23, and projects it will remain flat in FY 23-24. FY 24-25 is expected to slow further to 1.9%.

- California's unemployment rate is expected to remain low at 4.7% in FY 23-24 before climbing slightly to 5.0% in FY 24-25.
- Statewide Sales & Use Tax growth is expected to turn negative in FY 23-24 at -0.2% before swinging back positive in FY 24-25 at 2.1%.
- California's median existing home price is expected to increase from \$697k in FY 23-24 to \$724k in FY 24-25.

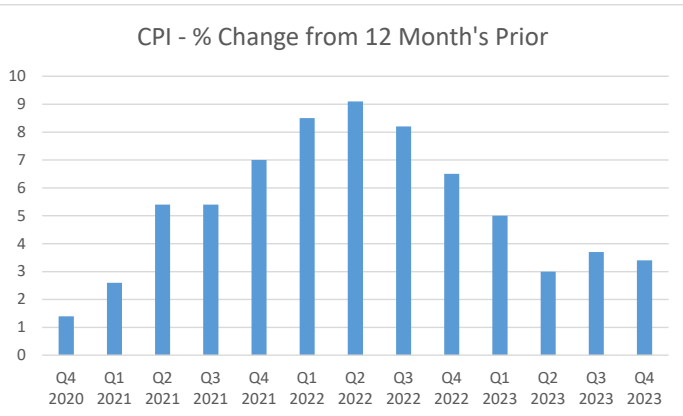
Source: Hdl

During the pandemic the Federal Government passed and implemented five economic stimulus packages totaling approximately \$6 trillion. The Federal Reserve also lowered the Federal Funds rate to between 0% and .25%. In many ways the federal stimulus may have slowed the economic damage caused by the health and safety response to the pandemic and stabilized the economy. On the other hand, the vigorous amounts of stimulus coupled with supply chain bottlenecks appear to have contributed to rising inflation. Late in 2021 and early in 2022, many economists believed inflation would be short lived and come as a result of supply chain bottlenecks and staffing shortages, which would recede with time. That prediction did not prove correct, as inflation remained unsustainably high throughout 2022 and much of 2023. Faced with sustained inflation, the Federal Reserve responded with increases to the Federal Funds Rate, which generally speaking has a cooling effect on inflation. Beginning March 17, 2022 the Federal Reserves raised rates eleven times; from .25% to 5.5%. The 12-month increase in CPI (indicator of inflation) as of September 2022, as reported by the U.S. Bureau of Labor Statistics was 8.2%. It appears that rate increases have had the desired effect, with the increase in CPI dropping

CITY OF SEASIDE

to 3.4% as of December 2023. While this is certainly good news, the traditional target rate for inflation is 2%, which indicates we are still in a high inflationary period.

While the risk of a recession has decreased somewhat, many economists still believe a recession is possible in the first half of 2024. It remains to be seen, if, how long, and how severe a potential recession will be or if the economy will make the so-called “soft landing”.



LOCAL ECONOMIC OUTLOOK

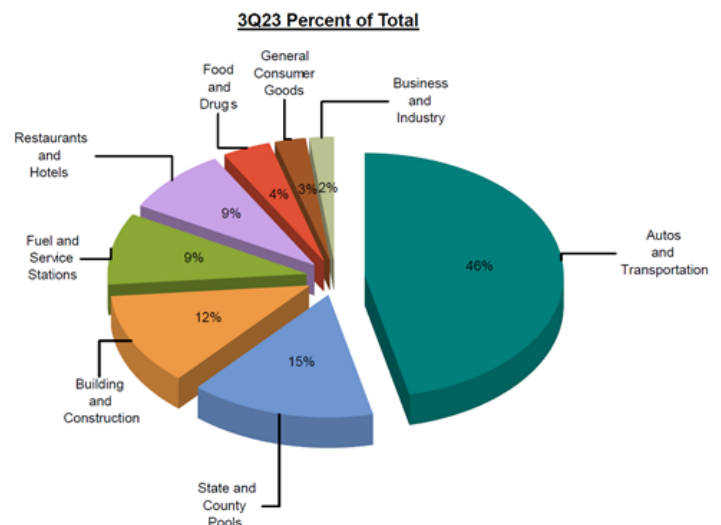
At the local level, the City of Seaside unemployment rate steadily decreased since reaching a high mark of 19.0% in April of 2020 and reaching a low point of 2.5% in September of 2022. As of December of 2023 the rate is 3.1%.

The City of Seaside unexpectedly experienced strong results in several business sectors throughout the pandemic, including Auto Sales, Online Sales, and Building and Construction Materials. Historically, sales tax from Auto Sales have accounted for approximately 41% of the City's Sales Tax total and 16% of the General Fund revenue total. In a potential recession, revenue losses in this sector could have a substantial impact on the City's finances.

Not all sectors of the local economy, however, fared as well. One major sector of Seaside's local economy is based on tourism. Early in the pandemic the the local Hotel Tax (Transient Occupancy Tax) dropped off severely due to shelter in place orders. Beginning in June of 2021, however, this sector experienced some much needed relief. TOT collections showed strong signs of recovery throughout the 2021 Summer months and again in the 2022 and 2023 Summer months. From a pandemic era low of \$2.1 million in fiscal year 20-21, this sector ended

fiscal year 22-23 at approximately \$3.4 million. By way of comparison, fiscal year 18-19 (the most recent “non-pandemic” fiscal year) generated \$3.4 million in hotel tax. Fiscal year 2023-24 TOT promises to continue growing, albeit somewhat less than originally forecast.

City staff will continue to monitor and report City financial health to the City Administration, City Council and Public, as well as monitoring the Federal Reserve's and the Federal Government's efforts to reduce inflation and avoid or lessen the impacts of a potential recession. Staff recommends that the City remain flexible should conditions require action as the year progresses. A clearer picture of the City's financial outlook is likely to emerge as the budget process for fiscal year 2024-25 progresses.



GENERAL FUND

FY 2023-24 BUDGET RECAP:

General Fund Changes in Fund Balance:	Operating FY23	Capital FY23	Total Budget FY23
Revenues	\$ 46,255,651	\$ -	\$ 46,255,651
Fund Balance	\$ -	\$ 5,829,814	\$ 5,829,814
Expenditures	(46,166,857)	(5,829,814)	(51,996,671)
Adjusted Surplus/(Deficit)	<u>\$ 88,794</u>	<u>\$ -</u>	<u>\$ 88,794</u>

In June of 2023, the City of Seaside City Council adopted the FY 2023-24 annual budget. A surplus budget was adopted including an operating surplus of \$148k and a capital budget of \$5.7M. In the first half of the year a few budget adjustments resulted in a revised operating surplus of \$89k and a revised capital budget of \$5.8M.

RESERVES:

The City's reserve accounts are fully funded in the fiscal year 2023-24 budget at the following amounts:

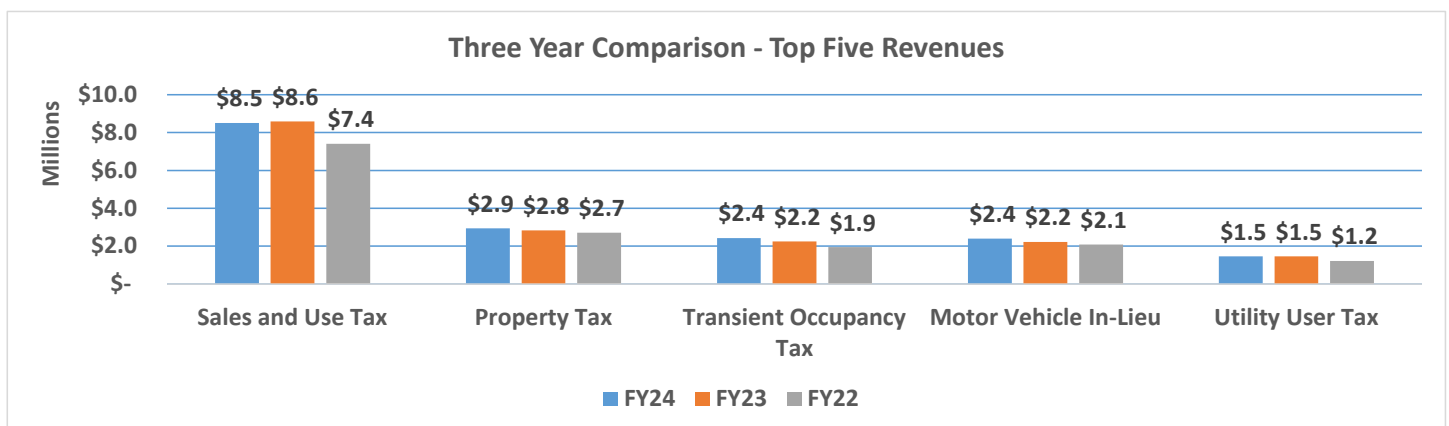
Emergency Reserve - 15%	6,919,211
Special Reserve - 10%	4,610,807
Capital Reserve - 5%	<u>2,305,404</u>
	<u>13,835,422</u>

Q2 GENERAL FUND REVENUES:

Total budgeted revenue for FY 2023-24 including one-time sales and transfers is \$46.3M. Revenues are projected to end the year at \$46.8 million; an increase of \$500k over budget.

The following table and chart compares Q2 results for FY24 with Q2 results for FY22 and FY23. As can be seen in the table, revenues through the second quarter totaled \$22.8M which is 6% or \$1.4M higher than the second quarter of the previous year and 12% or \$2.4M higher than FY22. The \$22.8M equals 49% of total budgeted revenue. Similarly, though the second quarter of the previous year the City had realized 48% of total budgeted revenue. This indicates that the City's revenues are on target with the budget.

General Fund Revenues:	Budget	Results:	Variances:				Projection	
	Q2 - 50%	Q2	Year over Year Vs. FY23		Year over Year Vs. FY22		Year-End	Variance vs. Budget
	FY24	FY24	\$	%	\$	%	FY24	\$
Sales and Use Tax	\$ 10,095,058	\$ 8,505,794	\$ (82,472)	-1%	\$ 1,103,836	15%	\$ 19,930,411	\$ (259,705)
Property Tax	3,161,361	2,944,049	104,704	4%	233,770	9%	6,459,041	136,319
Transient Occupancy Tax	2,263,613	2,427,621	180,976	8%	482,536	25%	4,374,080	(153,146)
Motor Vehicle In-Lieu	2,354,750	2,395,133	177,854	8%	306,094	15%	4,790,265	80,765
Utility User Tax	1,525,191	1,459,509	2,633	0%	236,633	19%	2,935,843	(114,539)
Business License Tax	445,020	1,052,180	293,745	39%	383,931	57%	1,092,180	202,140
Franchise Fees	964,439	912,897	274,649	43%	236,582	35%	1,977,733	48,855
Marijuana Receipts Tax	586,241	498,152	(52,342)	-10%	(150,077)	-23%	983,736	(188,747)
Miscellaneous-Other Revenue	357,765	304,659	(218,608)	-42%	(106,429)	-26%	610,078	(105,451)
Licenses & Permits	410,885	747,000	317,277	74%	289,443	63%	1,157,135	335,365
Fees & Charges	419,532	445,945	63,190	17%	66,591	18%	891,231	52,167
Grant Revenue	12,478	605,567	289,625	92%	118,177	24%	427,379	402,423
Income from Investments	194,098	238,793	(1,107)	0%	80,961	51%	725,973	337,778
Other Agency Revenue	272,271	115,461	5,425	5%	31,229	37%	251,527	(293,016)
Fines & Forfeitures	65,123	107,112	18,422	21%	42,598	66%	172,235	41,989
Transfer In	-	-	-	n/a	(983,684)	n/a	-	-
Revenues by Source	\$ 23,127,825	\$ 22,759,871	\$ 1,373,973	6%	\$ 2,372,192	12%	\$ 46,778,847	\$ 523,197

DISCUSSION OF SIGNIFICANT REVENUE VARIANCES:

- **Sales and Use Tax:** Has flattened out including small decreases in the auto sales category. Year over year the category is projected to be slightly less than the previous year. Sales and Use tax is project to end the year slightly less than budget by \$260k.
- **Property Tax:** Has flattened out but is projected to end the year slightly higher than the previous year. The category is projected to end the year slightly higher than budget by \$136K.
- **Transient Occupancy Tax (TOT):** This category is expected to continue growing, albeit at a slower rate than the previous two year sand less than budget by \$153K.

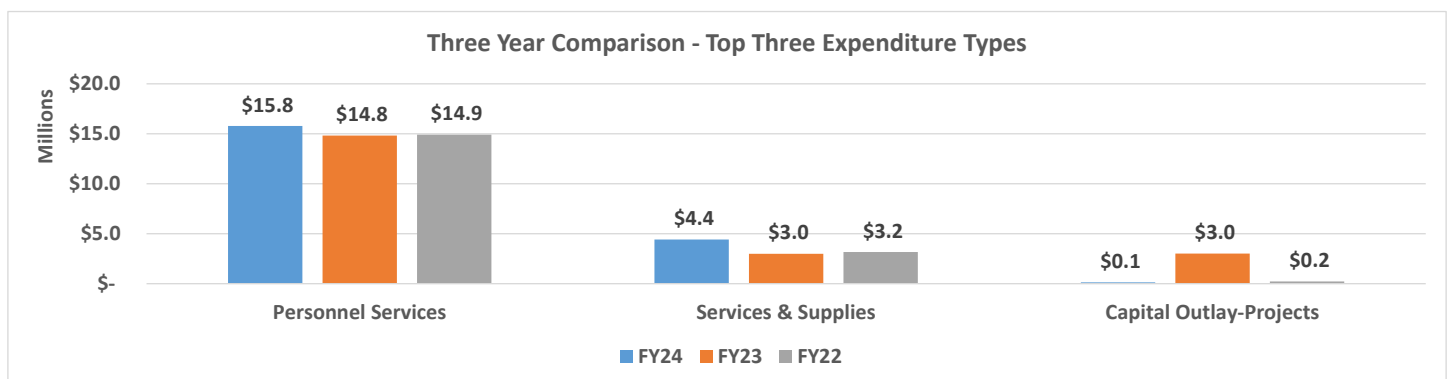
Q2 GENERAL FUND EXPENDITURES:

Total budgeted expenditures for FY 2023-24 including transfers are \$52.0M.

General Fund Expenditures by Type:	Budget	Results:	Variances:				Projection	
	Q2 - 50%	Q2	Year over Year Vs. FY23		Year over Year Vs. FY22		Year-End	Vaiance vs. Budget
	FY24	FY24	\$	%	\$	%	FY24	\$
Personnel Services	\$ 17,003,903	\$15,780,944	\$ 965,611	7%	\$ 868,512	6%	\$ 31,426,539	\$ 2,581,267
Services & Supplies	4,391,497	4,419,131	1,432,682	48%	1,258,754	40%	8,278,692	504,301
Capital Outlay-Projects	649,106	137,093	(2,870,644)	-95%	(75,795)	-36%	1,228,669	69,543
Debt Service	262,001	314,392	124,634	66%	132,499	73%	560,273	(36,271)
Internal Service Charge	1,203,008	1,203,008	(60,233)	n/a	139,503	n/a	2,406,017	-
Operating Transfers	389,539	734,284	647,101	n/a	734,284	n/a	1,794,834	12,089
Capital Transfers	2,704,560	1,469,357	(30,643)	n/a	(2,308,861)	n/a	5,409,120	-
Administrative Allocation	(1,119,201)	(1,119,200)	(408,155)	n/a	(453,464)	n/a	(2,238,401)	-
Expenditures by Type	\$ 25,484,414	\$ 22,939,009	\$ (199,648)	-1%	\$ 295,431	1%	\$ 48,865,742	\$ 3,130,929

Expenditures through the second quarter were \$22.9M or 44% of the total fiscal year 2023-24 budget. For comparison, expenditures through the second quarter in the prior year were 43% of the fiscal year 2022-23 budget. This indicates that the City is trending very similar on a year over year basis as compared to the prior year.

EXPENDITURES BY TYPE:



DISCUSSION OF SIGNIFICANT EXPENDITURE VARIANCES BY TYPE:

General Fund Personnel Costs by Department:	Budget:	Projected	Variances:		Primary Cause of Variance:
	Annual	Annual	Annual vs. Budget		
	FY 24	FY 24	\$	%	
Legislative Body	\$ 72,481	\$ 58,801	\$ (13,680)	-19%	Benefits elections
Administration	1,156,660	876,194	(280,467)	-24%	Vacancies
City Clerk	173,461	170,953	(2,508)	-1%	On budget
City Attorney	484,482	437,064	(47,419)	-10%	Partial year vacancy
Human Resources	673,046	694,086	21,040	3%	Upgrade 2 positions
Finance Department	1,143,833	1,099,746	(44,087)	-4%	On budget
Police Department	12,900,368	11,728,210	(1,172,157)	-9%	Vacancies
Fire Department	8,212,620	8,037,430	(175,190)	-2%	On budget
Building and Code Enforcement	920,553	754,975	(165,578)	-18%	Vacancies
Community Development Administration	354,037	221,556	(132,481)	-37%	Vacancy
Planning	605,129	371,951	(233,178)	-39%	Vacancies
Economic Development	608,239	541,057	(67,182)	-11%	PT employees working low hours
Public Works/Engineering	3,080,496	2,655,979	(424,517)	-14%	Vacancies
Recreation	3,622,403	3,778,539	156,136	4%	PT interns
	\$ 34,007,806	\$ 31,426,539	\$ (2,581,267)	-8%	

➤ **Personnel Services**

Personnel Services were similar to results at mid-year in the previous fiscal year. The results were somewhat higher mostly due to cost of living adjustments and increases in pension costs. Total cost was \$15.8M compared to \$14.8M a year earlier. Personnel services are expected to produce the greatest year end variance at \$2.6M. In the first half of the year, 15 positions were recruited and filled. On the other hand, 14 positions terminated for various reasons.

➤ **Services & Supplies**

At the mid-point of the year, Services and supplies were up 48% on a year over year basis but only 1% over budget. The majority of the year over year variance is related to the purchase of recycled water for use on the City's golf course.

➤ **Capital Outlay – Projects**

Capital outlay and projects were up \$2.8M over the previous fiscal year almost entirely due to the prior year purchase of two parcels of land – on Del Monte Avenue and Canyon Del Rey Boulevard.

CITY OF SEASIDE

EXPENDITURES BY DEPARTMENT:

General Fund Expenditures by Department:	Budget	Results:	Variances:				Projection	
	Q2 - 50%	Q2	Year over Year Vs. FY23		Year over Year Vs. FY22		Year-End	Vaiance vs. Budget
	FY24	FY24	\$	%	\$	%	FY24	\$
Legislative Body	\$ 187,386	\$ 130,729	\$ (45,938)	-26%	\$ 45,180	53%	\$ 359,821	\$ 14,950
Administration	308,029	162,519	(226,866)	-58%	(26,426)	-14%	266,757	349,301
City Clerk	60,702	77,625	25,227	48%	(3,993)	-5%	120,956	449
City Attorney	141,866	7,028	(182,417)	-96%	(137,043)	-95%	130,489	153,243
Human Resources	325,090	348,170	39,598	13%	260,885	299%	661,006	(10,825)
Finance Department	166,659	132,152	40,010	43%	149,207	-875%	293,605	39,713
Police Department	8,368,700	7,894,698	470,672	6%	240,737	3%	15,490,941	1,246,459
Fire Department	5,624,684	5,063,738	40,895	1%	(227,202)	-4%	10,914,452	334,915
Building and Code Enforcement	659,949	637,927	160,058	33%	99,225	18%	1,156,684	163,214
Community, Housing & Economic Developr	940,187	734,603	(2,617,138)	-78%	(514,204)	-41%	1,411,746	468,629
Public Works/Engineering	9,180,422	4,774,251	1,465,481	44%	(518,465)	-10%	17,876,784	484,060
Recreation	2,999,363	2,975,569	630,771	27%	927,531	45%	6,111,908	(113,181)
Expenditures by Department	\$ 28,963,039	\$22,939,009	\$ (199,648)	-1%	\$ 295,431	1%	\$ 54,795,148	\$ 3,130,929

As can be seen in the table above, nearly all departments were under budget through the second quarter of the year. Human Resources was over budget due to the re-classification of two positions and increased investigations costs. The recreation department was over budget due to over hiring of part-time seasonal staff. The over-hiring situation has been addressed and should improve as the year progresses.

GENERAL FUND NET RESULTS & BUDGET OUTLOOK:

Overall, the first half of the year showed expenditures of \$22.9M (44% of the annual budget) in comparison with revenues of \$22.8M (49.2% of the annual budget). Projected results are as follows:

General Fund Changes in Fund Balance:	Projected Budget
	FY23
Beginning Fund Balance (Audited)	\$ 44,753,707
Revenue	46,778,847
Operating Expenditures	(43,456,622)
Capital Expenditures	(5,409,120)
Net Revenue	(2,086,895)
Ending Fund Balance	<u>\$ 42,666,812</u>

Fund Balance Classifications	Projected Results
	FY2024
Projected Fund Balance	\$ 42,666,812
Unspendable	(2,425,725)
Loan to Muni Water Seaside	(7,522,232)
Pension Trust	(3,000,000)
Emergency Reserve - 15%	(6,919,211)
Special Reserve - 10%	(4,610,807)
Capital Reserve - 5%	(2,305,404)
Unassigned Fund Balance	<u>\$ 15,883,433</u>

As can be seen, results at the mid-year indicate that the ongoing operations of the City are expected to continue producing positive financial results. An operating surplus in the amount of \$3.3 million is expected by year end. Any remaining operating surplus will be applied to the Capital Budget, thereby reducing the amount by which fund balance is expended.

Some insights may be gained at the mid-year budget review:

- Revenues remain strong but have **begun to flatten out**.
- Sales and Use Tax is **beginning to flatten** (auto sales in particular).
- Marijuana Receipts tax **have decreased**.
- Personnel **costs are up** but expected to produce a variance due to difficulty in hiring and retaining police officers and maintenance workers.

Headwinds:

- The nation continues to see inflation above the 2% target rate.
- PERS unfunded liabilities continue to grow.
- The state budget is expected to move into a deficit which will impact grants received by the City.
- Geopolitical unrest continues.

BUDGET AMENDMENT REQUEST

Following is a list of staff budget requests at the mid-year:

Description	Funding Source	Amount
Police Department - Year 1, Axon Body Worn Camera Software & Taser Subscription	Existing Budget	35,233
Fire Department- Internal promotion	General Fund Surplus	14,456
Public Works Engineering - Increase Budget for San Pablo Bridge Project from Ellis Park funds	Existing budget	103,172
Public Works Engineering - Increase Budget for additional Police Parking Lot Construction costs	General Fund Surplus	300,000
Public Works Engineering - Increase Budget for Storm Water Audit Corrections	General Fund Surplus	80,000
Public Works Maintenance - Increase Overtime for work on aging buildings during weekends	General Fund Surplus	4,000
Public Works Maintenance - Alarm service maintenance for Government Buildings	General Fund Surplus	4,000
Public Works Maintenance - Increase budget to re-key City facilities and replace padlocks	General Fund Surplus	20,000
Public Works Maintenance - Increase budget for higher than projected gas & electric expenses	General Fund Surplus	39,000
Public Works Maintenance - Increase budget for higher than projected water expenses	General Fund Surplus	14,000
Public Works Maintenance - Increase budget for refuse disposal	General Fund Surplus	3,000
Public Works Maintenance - Increase budget for vehicle parts	General Fund Surplus	14,000
Public Works Maintenance - Increase budget for vehicle fuel for expanded fleet	General Fund Surplus	100,000
Public Works Maintenance - Increase budget for oil & lubricant	General Fund Surplus	10,000
Rec; Swim Center - Increase to support additional Swim Center operating hours	General Fund Surplus	46,920
Rec; Parks - Increase for Seaside's portion of Laguna Grande JPA permit fees	General Fund Surplus	29,931
CDBG - Consulting Costs for CDBG reporting	Special Revenue	5,000
Streets - Increase overtime for increased number of call-outs	Special Revenue	4,000
Muni Water - Increase Gas & Electric for higher than projected costs	Water User Fees	6,000
Total		\$ 832,712

By Funding Source	Request
General Fund Surplus	\$ 679,307
Special Revenue	9,000
Water User fees	6,000
Existing budget	138,405
Total	\$ 832,712

Fiscal Impact of Staff Budget Requests	
Projected General Fund operating surplus	\$ 3,322,225
Staff budget requests	\$ (679,307)
Street repair fiscal policy	\$ (830,556)
Surplus	\$ 1,812,362

\$679 thousand is requested from the projected general fund operating surplus. If all requests are approved, the remaining projected operating surplus would be \$1.8 million and is recommended to be applied to the current capital budget.

OTHER FUNDS

In addition to the General Fund, the budget includes funds from a range of restricted sources as well as business-type activities that are used to provide specific services, including:

WATER FUND:

Water Enterprise Q2 Results	Budget	Results:		Variances:	
	Q2	Q2		Year over Year	
	FY23	FY23	FY23	\$	%
Revenues	\$ 628,308	\$ 585,943	\$538,436	\$ 47,507	9%
Expenditures	(811,890)	(584,241)	(577,337)	6,904	1%
Net Revenues	\$ (183,582)	1,702	\$(38,901)	\$ 40,603	-104%

The Water Enterprise Fund appears to be functioning as designed. Recent rate increases have greatly increased revenues putting the enterprise in a much better position. Per the City's approved rate structure, rates increased 15% on January 1, 2022. There were no rate increases on January 1, 2023. A new rate study is under way however, and the Utility hopes to have new rates approved by the ratepayers and Council in time for the fiscal year 2024-25 budget. The system has significant capital costs on the horizon since a second well is needed.

STORM WATER FUND:

The Storm Water fund expenditures through the first two quarters were \$639k. Storm Water costs were \$49k lower than the same quarter of the previous year, mainly due to work the fluctuating nature of capital improvement work. The fund appears to be trending within budget for both capital and operating.

Currently the primary source of funding for the Storm Water fund is the City's General Fund. City staff continues to seek grant funding when available as well.

Requests for additional financial information may be directed to:

CITY OF SEASIDE

City of Seaside, Finance Department, 440 Harcourt Avenue, Seaside CA, 93955

Attention: Victor Damiani, Finance Director | Email; vdamiani@ci.seaside.ca.us | Phone; (831) 899-6718

RESOLUTION NO. 24- XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEASIDE

**ACCEPTING THE ANNUAL MID YEAR FINANCIAL REPORT AND ADOPTING
PROPOSED CHANGES TO THE BUDGET OF THE CITY OF SEASIDE FOR THE FISCAL
YEAR 2023-2024**

WHEREAS, The City Council of the City of Seaside reviewed and adopted the 2023-2024 Annual Operating Budget in June of 2023; and

WHEREAS, the City Council conducts an annual mid-year review of the Operating Budget; and

WHEREAS, the City Council of the City of Seaside has conducted the mid-year review and reviewed the proposed changes to the FY 2023-2024 Annual Budget; and

WHEREAS, the City Council is required to approve changes to the 2023-2024 Operating Budget by resolution.

NOW THEREFORE BE IT RESOLVED,

1. The City Council of the City of Seaside accepts the annual Mid-year Financial Report and adopts the proposed modifications to the 2023-2024 Annual Operating Budget, as detailed in the Mid-year Financial Report, attached, which may be modified and incorporated by staff, as authorized.
2. The City Council of the City of Seaside authorizes the City Manager to execute any contracts or contract amendments associated with any of the budget modifications approved by this resolution.

PASSED AND ADOPTED at the regular meeting of the City Council of the City of Seaside duly held on the 7th day of March 2024 by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:

APPROVED:

Ian N. Oglesby, Mayor

ATTEST:

Dominique L. Davis, City Clerk

APPROVED TO FORM:

Sheri L. Damon, City Attorney