

**PLEASANT VALLEY RECREATION & PARK DISTRICT
SENIOR CENTER BLDG, 1605 E. BURNLEY ST., CAMARILLO, CA
ADMINISTRATION OFFICE – ROOM #6**

**BOARD OF DIRECTORS
SPECIAL MEETING AGENDA
May 26, 2021**

In order to minimize the spread of COVID-19, attendees will be required to wear masks and maintain 6' social distancing.

5:00 P.M. SPECIAL MEETING

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. ADOPTION OF AGENDA

5. OPEN COMMUNICATIONS/PUBLIC FORUM

In accordance with Government Code Section 54954.3, the Board reserves this time to hear from the public. Pursuant to Government Code Section 54956, no business other than what is set forth in this special meeting agenda may be considered by the Board. If you would like to speak about an item on the agenda, we would prefer you complete a Speaker Card and wait until it comes up. Speakers will be allowed three minutes to address the Board.

6. NEW ITEMS-DISCUSSION/ACTION

A. Consideration and Approval of a grant application to the City of Camarillo for Community Development Block Grant CV-3 for the Districts Food Distribution Program.

The City of Camarillo has Community Development Block Grant CARES Act funding (CDBG CV-3) available and have indicated the Food Distribution Program would meet criteria required to apply for these particular grant funds.

Suggested Actions: A MOTION to Approve and authorize staff to apply for the Community Development Block Grant-CV3 funding for the District's food distribution program.

7. ORAL COMMUNICATIONS

Informational items from Board Members or Staff which do not require action but relate to District business.

8. ADJOURNMENT

Note: Written materials related to this agenda are available for public inspection in the Office of the Clerk of the Board located at 1605 E. Burnley Street, Camarillo during regular business hours two business days preceding the scheduled Special Board Meeting.

Announcement: Public Comment: Members of the public may address the Board on any agenda item before or during consideration of the item. [Government Code section 54954.3] Should you need special assistance (i.e. a disability-related modification or accommodations) to participate in the Board meeting or other District activities (including receipt of an agenda

in an appropriate alternative format), as outlined in the Americans With Disabilities Act, or require further information, please contact the General Manager, at (805) 482-1996, extension 114. Please notify the General Manager 48 hours in advance to provide sufficient time to make a disability-related modification or reasonable accommodation.

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Eric L. Storrie, CPRP, Recreation Services Manager

DATE: May 26, 2021

**SUBJECT: COMMUNITY DEVELOPMENT BLOCK GRANT FOR
THE DISTRICT'S FOOD DISTRIBUTION PROGRAM**

SUMMARY

The Pleasant Valley Recreation & Park District ("District") has been the beneficiary of a food distribution program to the community since 2014. In November 2020, the District was informed the program would no longer operate due to contractual items between partners. The District has an opportunity to apply for grant funding to support personnel expenses associated with the day-to-day operations of this program.

BACKGROUND

The District is an independent special district formed in January 1962 under the State Public Resource Code of California. The mission of the District is to "provide and maintain a wide-range of quality parks, facilities, and programs focused on leisure, recreational and athletic activities meeting the needs of residents of the District. Facilities will support both organized activities and casual use for all age groups."

The District manages 28 parks, multiple facilities including a Senior Center and an Aquatic Center, Freedom Center, and four (4) sports parks. The District manages programs through contract instructors, community service organizations, contract operators, and staff-taught programs and events.

The Food Distribution Program ("Program") was started about six years ago by volunteers who worked with a religious organization in partnership with Food Share Ventura County ("FSVC"). The volunteers collected food from local grocers and would bring them to the Senior Center for "Friday Food Distribution." These volunteers utilized their own vehicles and time, and tracked the poundage and manage the reporting to FSVC.

District staff receive the food, sort into categories (bread, fruits, veggies, pre-packaged, dry goods, sometimes flowers, etc.), and distribute to the community on a first-come, first-served basis. Sign up was required by all participants. Staff typically served 60-100 cars each Friday in 2020, with some vehicles having multiple families in each (each getting their own bag/box).

Although a valuable service, the Program is limited by what the volunteers can transport in their vehicles and by what the grocers have available that week ("boom or bust"). The District was

informed that the contract with the religious organization, due to various technicalities, was not renewed between FSVC and the organization. This was effective November 2020.

FSVC and the District are working towards an agreement to continue/expand this program at the Senior Center location. This would allow the District to “shop” at the FSVC warehouse for food items for distribution. Additionally, the District can partner with local grocers for any product they no longer can sell (similar to the previous model), pending staffing and operational constraints.

The City of Camarillo (“City”) has Community Development Block Grant CARES Act funding (“CDBG CV-3” or “CDBG”) available and have indicated the Food Distribution Program would meet current community and resident needs. The grant would fund personnel expenses to manage this Program.

ANALYSIS

The Department of Housing and Urban Development (“HUD”)-administered CDBG Program was established by Congress in 1974. The primary objective is the development of viable urban communities by providing decent housing, a suitable living environment, and expanding economic opportunities, principally, for persons of low- and moderate-income. CDBG funds must be used for a variety of activities that meet one of the following national objectives for the program: (1) benefit low- and moderate-income persons, (2) prevent, or eliminate, slums or blight, or (3) address community development needs, having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, for which other funding is not available.

As discussed at the May 12, 2021 Board of Directors budget workshop meeting, if the Board approves District staff to apply for this grant and the City approves the CDBG CV-3 request, the funding amount would support the following positions responsible for this program:

\$37,500	One (1) Part time Year-Rout Recreation Specialist (1700 hours)
\$5,500	Part time Recreation Leader staffing pool

The District would be responsible for the benefits associated with the PTYR Recreation Specialist, estimated at \$15,000 on an annual basis. This would be a 3-year limited-term position to match the 3-year CDBG agreement length.

The application deadline for the grant funding is May 28, 2021. City Council will review applications on Wednesday, June 23, 2021 with HUD review in the weeks after.

FISCAL IMPACT

To be determined. Currently, costs are limited to staff time to prepare this report. If awarded, staff will bring this item back to the Board for acceptance and budget adjustments for the allocated position.

RECOMMENDATION

It is recommended the Board consider and approve staff to apply for the Community Development Block Grant for the District’s Food Distribution Program.

ATTACHMENTS

- 1) PVRPD 2019 Grant Application Policy
- 2) City of Camarillo Community Development Block Grant Application Template



PLEASANT VALLEY RECREATION AND PARK DISTRICT

GRANT APPLICATION POLICY Board Approved May 1, 2019

PURPOSE

The purpose of this policy is to simplify the process by which Pleasant Valley Recreation and Park District [District] staff apply for grant funding below a designated amount. This policy seeks to expedite applications for grant funding that supports existing District programming and projects. The process laid out within this policy will provide District staff discretion to pursue grant funding in-line with the District's interests while not encumbering additional funds outside of those already designated as matched for grant purposes. This policy is intended to be manageable, consistent, and tailored to the specific needs of the District.

POLICY GOALS

- Expedite the application process for Staff to apply for grant funding below the General Manager's purchasing limit.
- Inform the Board of Directors of non-traditional funding efforts being pursued by staff to support District programming.
- Promote active searching for funding opportunities previously unknown to the District.

POLICY PRINCIPLES

The Board of Directors recognizes the need to pursue alternative forms of funding to support District programming and facilities. It is the policy of the District to proactively monitor and evaluate grant funding opportunities that align with existing District programming and facilities and by the specific direction of the Board of Directors.

This policy provides the District General Manager the flexibility to approve grant applications in a timely manner while allowing the Board of Directors to continue to review requests for larger requests for funding and to provide funding priority guidance. The Board of Directors through the budget process shall set programming and facility priorities and by extension staff is authorized to apply for grant funding under the General Manager's purchasing limit without Board approval.

Whenever an applicable grant funding opportunity exceeds the General Manager's purchasing limit or does not pertain to existing budgeted priorities, the matter shall be brought before the Board of Directors at a regularly scheduled Board meeting for formal direction from the Board of Directors.

Generally, District staff will not request grant funding for matters that are not pertinent to the District's local government services.

GRANT APPLICATION POLICY PROCEDURES

It is the policy of the District to proactively monitor and evaluate grant funding opportunities that align with existing District programming and facilities and by the specific direction of the Board of Directors. This process involves interaction with private sector entities as well as local, state, and federal government entities regarding identifying non-traditional revenue sources. Accordingly, involvement and participation in regional, state, and national organizations is encouraged and supported by the District.



PLEASANT VALLEY RECREATION AND PARK DISTRICT

GRANT APPLICATION POLICY Board Approved May 1, 2019

Discovering grant funding opportunities is a function of the General Manager or designated staff. The Grant Application Policy Procedures are the process by which staff will obtain authorization and apply for grant funds in a timely and consistent manner. The General Manager, or other designee, will act on grant funding requests utilizing the following procedures:

1. A request may be brought to the General Manager if any of the following criteria are met:
 - a. The proposed funding is judged by staff to align with existing District programming or facility uses and improvements
 - b. The application for funding does not require a budget adjustment measure to provide matching funds
 - c. The funding request is below the General Manager's purchasing limit.
2. The General Manager shall review staff requests for grant funding when brought to their attention.
3. The General Manager will either approve or deny authorization to apply for funding after conducting a review of programming or facilities affected by the grant application and determining if the grant funding aligns with existing District priorities as set by existing programs and budgeted projects.
4. If the matter aligns with the approved priorities, and the request is under the approved amount as defined by this policy, District staff shall be authorized to complete a grant application for that individual request. The General Manager shall sign all applications to authorize their submittal.
5. All applications for grant funding approved through this policy shall be communicated to the Board of Directors at the next regularly scheduled Board meeting. When appropriate, the General Manager or other designee will submit a report (either written or verbal) summarizing activity on grant applications to the Board of Directors.



City of Camarillo

Department of Community Development

601 Carmen Drive, Camarillo CA 93010

Phone: 805.388.5360 / Fax: 805.388.5388

Community Development Block Grant (CDBG) Application Program Year 2021/22

Part One – General Information

Section A – General Project Information

Project Information	Please insert the appropriate information
Project title	
Summary of the project (one sentence)	
Amount of CDBG funds requested	
Is this request COVID-19 related?	
Consolidated Plan goal this will meet	

Section B – Applicant Information

Applicant Information	Please insert the appropriate information
Legal name of organization applying for funding	
Street address	
City and Zip Code	
Mailing address (if different)	
Organization's website address	
Contact name and title	
Phone number	
Fax number	
Email address	

Applicant Information	Please insert the appropriate information
Organization's Federal Identification Number (Tax ID#)	
DUNS #	

Section C – Grant Experience

What grants were provided to your agency in 2020-2021?

Funding Agency	Program Funded	Funding Amount	Status of Funds	Re-applying in FY 2021/22	COVID-Related? (Yes/No)
Total					

What grants are you requesting in 2021/22, which are not included in the table above?

Funding Agency	Program Funded	Funding Amount	Status of Funds
Total			

Section D – Fiscal Year and Audit Reports

What is your agency's fiscal year?	January-December	<input type="checkbox"/>
	July-June	<input type="checkbox"/>
	Other:	<input type="checkbox"/>
Date of your organization's most recently completed audit (month/year)		
What fiscal year did this most recent audit include? (month/year through month/year)		
Was this audit conducted in compliance with the Single Audit Act?	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>
Are there any outstanding audit findings which remain unresolved? If yes, please explain:	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>

Section E – Financial Management

If your organization is a non-profit organization, does your organization comply with:	Check if Yes
OMB circular A-110, as Implemented at 24CFR Part 84 "uniform Administrative Requirements for grants and agreements with institutions of higher education, hospitals and other non-profits."	<input type="checkbox"/>
OMB Circular A-122 "Cost Principles for Non-Profit Organizations."	<input type="checkbox"/>
OMB Circular A-133 "Audits of States, Local Governments and Non-Profit Organizations"	<input type="checkbox"/>

Section F – Organizational Structure

Documents <i>Please include the following documents with your packets:</i>	Check if Attached
By-Laws	<input type="checkbox"/>
Organization Chart	<input type="checkbox"/>
List of the Board of Directors	<input type="checkbox"/>
Non-Profit Determination letters from the Federal Internal Revenue Service and the State Franchise Tax Board (Form 501.3.c)	<input type="checkbox"/>
Evidence of Insurance: A copy of current insurance coverage (General Liability, Automobile, worker's compensation, etc.) must be attached with the application. If funded, an updated insurance policy will be required with the City of Camarillo listed as "additionally insured."	<input type="checkbox"/>

**Part Two – Description of Unmet Community Needs
and Proposed Project**

Section A – Community Needs

What unmet community needs will your program will address? Please provide information as to who, and how, will benefit from the proposed project. To quantify needs, please use relevant statistics, census data, and community plans.

Other agencies may already be working to address these unmet community needs in Camarillo. Please discuss how your program differs or what sets your activity apart from any existing programs.

How will your agency use these grant monies to address the unmet community needs?

What is your organization's strategy to meet these unmet community needs over the next 3 to 5 years?

Does your agency charge for the service? If so, how much do you charge the clients for the service?

Describe how your agency would provide the service if CDBG funds are not available.

Objectives and Outcomes: Check one box in each table that best reflects your project's objectives and outcomes. See instruction for definitions.

Objectives	Check One
Suitable Living Environment	<input type="checkbox"/>
Decent Affordable Housing	<input type="checkbox"/>
Creating Economic Opportunities	<input type="checkbox"/>

Outcomes	Check One
Availability/Accessibility	<input type="checkbox"/>
Affordability	<input type="checkbox"/>
Sustainability: Promoting Livable or viable Communities	<input type="checkbox"/>

Section B – Implementation Schedule

The implementation schedule should include major milestones (a minimum of four) for the project with a date (month and year) of anticipated implementation. Milestones should represent tangible, measurable, goals, for example “500 clients served,” “4 houses rehabilitated,” “preconstruction conference.” Please note that “dollars spent” or “end of first quarter” are not milestones.

Major Milestone	Month and Year Milestone Anticipated to Begin	Month and Year Milestone Anticipated to be Completed

Major Milestone	Month and Year Milestone Anticipated to Begin	Month and Year Milestone Anticipated to be Completed

Section C – Economic Development Beneficiaries

Commercial of Industrial Rehabilitation

Total number of jobs to be created or retained as a result of the project?	Jobs
Number of jobs to be created or retained and filled by or made available to low-income persons?	Jobs

Micro-Enterprise Assistance

Total number of businesses to be counseled (i.e., introductory session, informational meeting, etc.)	Businesses
Number of businesses to be provided technical assistance (DUNS number required)	Businesses
Total number of jobs to be created or retained as a result of the technical assistance.	Jobs
Number of jobs to be created or retained and filled by or made available to low-income persons	Jobs

Section D – Housing Rehabilitation

How many housing units do you anticipate rehabilitating during the program year?	
How many will be CDBG funded if requested funds are received?	

Part Three – Beneficiary Information

Section A – Income Verification

How does (will) your organization verify income eligibility of your clients?

	Check if Yes
Area of Benefit. Program service area has been identified and determined to be statistically low-income based on the 2010 Census. If you use this method, provide all Census Tract and Block groups served by your program and a calculation of the low-income percentage. Attach a map.	<input type="checkbox"/>
Self-Certification. Clients independently “self-certify” on a membership form, intake form, etc. If you use this method please attach blank worksheet.	<input type="checkbox"/>
Client Document Review. Clients provide tax documents, pay stubs, etc., to verify income. Documents are reviewed by staff. If you use this method, please attach blank worksheet.	<input type="checkbox"/>
Presumed Beneficiaries. Clients served are primarily and specifically from one of the following groups; abused children, battered spouses, elderly persons (62 years of age or older), illiterate persons, migrant farm workers, handicapped individuals, homeless persons, persons with AIDS. If you use this method, please indicate which group.	<input type="checkbox"/>
Other. Survey, other documentation (required documentation for other governmental programs, etc.) Please explain.	<input type="checkbox"/>

Section B – Location of Beneficiaries

Information Requested (indicate “P” for persons or “H” for households)	Number of persons or households that were served FY 2020/21	Number of persons or households anticipated to be served FY 2021/22	Number of Low/Mod-income persons or households anticipated to be served FY 2021/22
Camarillo			
Countywide			
TOTAL			
Please indicate the source of your information			

Section C – Ethnicity and Race

	Check if Yes
Does your organization request information on whether your clients are of Hispanic ethnicity?	<input type="checkbox"/>
Does your organization request information on categories of Hispanic ethnicity, i.e. Mexican/Chicano, Puerto Rican, Cuban, etc.?	<input type="checkbox"/>
Does your organization ask all clients (including Hispanic clients) whether they are one or more of the following races: White Black or African American Asian American Indian or Alaska Native Native Hawaiian or Other Pacific Islander American Indian or Alaska Native and White Asian and White Black or African American and White American Indian or Alaska Native and Black or African American Balance/Other (The Balance category will be used to report individuals that are not included in any of the single race categories or in any of the multiple race categories listed above.)	<input type="checkbox"/>
Does your organization use any other Race categories? If yes, please explain and attach any forms you use.	<input type="checkbox"/>

If your organization does not currently obtain ethnicity and race information on the clients to be served by the proposed project, please explain how this information will be obtained to meet this requirement.

Part Four – Financial Information

Section A – Funds Requested and Total Cost

Cost Item/Category	Dollar Amount	Percent of Total Cost
Amount of CDBG Funds Requested in this proposal		
Amount of funding proposed from other sources including CDBG, ESP, and HOME funding from other jurisdictions. List source, funding status, and dollar amounts. Attach sheet, if necessary.		
Total project or program cost		100%

Section B – Project Budget Summary

Category	Total Cost	Total Cost CDBG Funded	Total Other Funding Sources
Personnel Wages (Please provide detail in Section C)			
Personnel Fringe Benefits (Please provide Detail in Section D)			
Consultant/Contract Services			
Construction, Acquisition, Demolition, etc.			
Travel, Mileage			
Consumable Supplies			
Space Rental			
Rental, Leases or Purchase of Equipment			
Insurance			
In-Kind Services			
Other (explain)			
Totals			

Section C – Detail of Personnel Wages

Note that the total cost for personnel wages should be the same as in the first line of Section B above.

Position/Title	Actual Hourly Rate/Salary	Months to be Employed	Total CDBG funds being requested
Total			

Section D – Detail of Personnel Fringe Benefits

Please note that the total cost for personnel wages should be the same as in the second line of Section B.

Type of Fringe Benefit	Percent of Salary	Yearly Cost
FICA		
SDI		
SUI		
Workers' Compensation		
Medical Insurance		
Other Benefits		
SUBTOTAL		

Section E – Detail of Anticipated Program Income (for Revolving Loan Projects Only)

Approximately how many new loans do you expect to grant during the program year?	
Approximately how many old loans do you anticipate will be paid in full during the program year?	
Approximately how much program income (CDBG funds only) do you anticipate your organization will receive during the program year from loans paid in full? (Also include partial payments which are not considered monthly payments.)	
How much program income (CDBG funds only) do you anticipate your organization will receive during the program year from monthly payments? \$ _____ per month x 12.	
Total approximate program income anticipated for the program year.	

Part Five – Preliminary Environmental Review

Each activity funded with CDBG monies is required by federal regulations to receive environmental clearance. Projects that cannot receive Federal National Environmental Protection Act (NEPA) certification are not eligible for CDBG funding. The following information is required to evaluate the project in relation to NEPA rules and regulations.

Section A – Project Location and Size

Environment Information	Please insert the appropriate information
Street Address of Proposed Activity	
Assessor's Parcel Number	
Project Site Census Tract/Block Group Number	
Size/Acreage	
Legal Owner(s) of the Project Site	

Section B – Historic Preservation

Historic Record	Please insert the appropriate information
Age of the structure(s) on the parcel	
Is the structure designated as a "Historic Place?"	
Please note the status of the "Historic Place" designation.	
If the structure has been remodeled, please note how and when the remodeling occurred.	

Section C – Local Review Procedures

Environmental Information	Please insert the appropriate information
Project Name	
Zoning	
Is the project consistent with zoning?	
General Plan designation	
Is the project consistent with the General Plan designation?	

Environmental Information	Please insert the appropriate information
Please list the local permits required to approve the proposed project (site control, conditional use permit, building permit, etc.)	
Have the permit applications been initiated? Please note the status of each of the required permit applications.	
Please describe the project site and the existing land use.	
Please note the land uses surrounding the proposed project site.	

Section D – Environmental Compliance Checklist

Environmental Information	Please insert the appropriate information
Please describe the project site, the existing or proposed structures, and the existing land use. Submit one or more photos of the existing site (one set of photos with original application).	
Is the project located near areas where flammable, explosive, or toxic chemicals are stored or transported? If so, describe.	
Please note the land uses surrounding the proposed project site.	
Is the project site within line-of-sight of an arterial roadway or railroad? List the name of the road/railroad and the distance to the nearest proposed structure(s) on the site.	

Environmental Information	Please insert the appropriate information
Will this project create noise sensitive uses? For instance, is this a new residential project that will house families? If so, have noise attenuation measures been incorporated into the proposed project?	
Is the project site located on existing or previously cultivated farmland?	
Is the project site in either a 100-year or 500-year floodplain? If so, please describe.	
Is the project located in or near a wetlands area?	
Approximately how far is the project from the nearest airport?	

Part Six – Additional Information for Non-Public Service Project

If your project is a public service, please do not complete Part Six. Please proceed to Part Seven – Application Certifications.

Section A – Construction/Rehabilitation Costs

Cost Category	Total Cost	CDBG Funding	Other Funding
Site Acquisition			
Architectural and Engineering Services			
Local Review Application			
Construction Labor and Materials			
Other Costs (Specify)			
Total			

Section B – Maintenance and Operations Funding Sources

Maintenance and Operation Revenue Source	Amount of Annual Revenue
Total Annual Maintenance and Operations Revenue	

Section C – Annual Maintenance Revenues Less Expenses

Annual Maintenance and Operations	Amount
Total Annual Maintenance and Operations Revenue	
Total Annual Maintenance and Operations Cost	
Annual Revenue Less Expenses	

Section D – Certificate of Maintenance and Operations Budget

The governing of (insert agency name) , a Public, Quasi-Public, or Non-Profit entity, has the financial capacity and is willing to assume the maintenance and operation responsibility and cost associated with the Community Development Block Grant project. This body has reviewed the proposed operation and maintenance budget stated above and to the best of its ability has determined this budget to be a true and accurate estimate of the annual maintenance and operation costs for the proposed budget.

The following is the name and address of the entity proposed to provide maintenance and operation services for the proposed project.

Full Name:

Street Address:

City, State, Zip Code:

It is understood that without a commitment for the maintenance and operation, the indicated project may not be considered for funding under the Community Development Block Grant Program. Should this project be funded, a formal Maintenance and Operations contract between the City and entity providing maintenance and operations shall be written and signed before any funds will be released.

Please note that Community Development Block Grant funds may not be used for ongoing maintenance and operations costs of capital improvements/facilities.

Authorized Agency Representative:

Title:

Date:

Part Seven – Agency Certification

Agency Certification

The undersigned agency hereby certifies that:

- a. The information is complete and accurate;
- b. It shall comply with all federal and City policies and requirements applicable to the Community Development Block Grant program;
- c. The federal assistance made available through the Community Development Block Grant program is not being used to substantially reduce the prior levels of local financial support for community development activities;
- d. It shall maintain and operate the facility for its approved use for a period of not less than twenty years, unless given specific approval from HUD to do otherwise; and
- e. If Community Development Block Grant funds are approved in the requested amount, then to the best of its knowledge, sufficient funds will be available to complete the project.

(Name of Agency)

(Typed Name of Agency Official)

(Title of Agency Official)

(Agency Official Signature)

(Date of Signature)

Application Submittal

- The application form is available on the City's website at: www.cityofcamarillo.org/cdbgapplication.
- A separate, complete application is required for each proposed project. If the application is incomplete, the project may not be considered for funding.
- All proposal applications must be received by **Friday, February 12, 2021**.
- Submit 1 copy, single-sided, with original signature to:

Department of Community Development
Attn: Jamie Avila
City of Camarillo
601 Carmen Drive
Camarillo, CA 93010