



**CITY COUNCIL MEETING
AGENDA SUMMARY**

Tuesday, February 13, 2024, 6:00 p.m.

In person at:

Arroyo Grande City Council Chambers
215 E. Branch Street, Arroyo Grande, CA 93420

AND via Zoom at:

<https://us02web.zoom.us/j/86752345420>

Please click the link above to join the Zoom Meeting:

Webinar ID: 867 5234 5420

Or by Telephone: 1-669-900-6833; 1-346-248-7799

This City Council meeting is being conducted in a hybrid in-person/virtual format. Members of the public may participate and provide public comment on agenda items during the meeting in person at the location identified above, by joining the Zoom meeting, or by submitting written public comments to the Clerk of the Council at publiccomment@arroyogrande.org. Meetings will be broadcast live on Channel 20 and streamed on the City's [website](http://www.slo-span.org) and www.slo-span.org.

1. CALL TO ORDER

2. ROLL CALL

3. MOMENT OF REFLECTION

4. FLAG SALUTE

ARROYO GRANDE VALLEY KIWANIS CLUB

5. AGENDA REVIEW

5.a Closed Session Announcements
None.

5.b Ordinances read in title only

Recommended Action:

Move that all ordinances presented at the meeting shall be read by title only and all further readings be waived.

6. SPECIAL PRESENTATIONS

6.a Honorary Proclamation Recognizing February 2024 as Teen Dating Violence Action and Prevention Month

6.b Honorary Proclamation Recognizing Fire Chief Stephen Lieberman Upon His Retirement from Public Service

6.c City Manager Communications

(DOWNING)

Recommended Action:

Receive correspondence/comments as presented by the City Manager and Provide direction, as necessary.

6.c.1 Recent Storm Conditions and Updates

7. CITY COUNCIL REPORTS

None.

Reports are made during the Second Council Meeting each month.

8. COMMUNITY COMMENTS AND SUGGESTIONS

This public comment period is an invitation to members of the community to present issues, thoughts, or suggestions on matters not scheduled on this agenda. Comments should be limited to those matters that are within the jurisdiction of the City Council. Members of the public may provide public comment in-person or remotely by joining the Zoom meeting utilizing one of the methods provided below. Please use the “raise hand” feature to indicate your desire to provide public comment.

- Click the link below to join the webinar: <https://us02web.zoom.us/j/86752345420>; Webinar ID: 867 5234 5420
- Or by Telephone: 1-669-900-6833; 1-346-248-7799
Press * 9 to “raise hand” for public comment

The Brown Act restricts the Council from taking formal action on matters not published on the agenda. In response to your comments, the Mayor or presiding Council Member may:

- Direct City staff to assist or coordinate with you.
- A Council Member may state a desire to meet with you.
- It may be the desire of the Council to place your issue or matter on a future Council agenda.

Please adhere to the following procedures when addressing the Council:

- Comments should be limited to 3 minutes or less.
- Your comments should be directed to the Council as a whole and not directed to individual Council members.
- Slanderous, profane or personal remarks against any Council Member or member of the audience shall not be permitted.

9. CONSENT AGENDA

The following routine items listed below are scheduled for consideration as a group. The recommendations for each item are noted. Any member of the public who wishes to comment on any Consent Agenda item may do so at this time. Any Council Member may request that any item be withdrawn from the Consent Agenda to permit discussion or change the recommended course of action. The City Council may approve the remainder of the Consent Agenda on one motion.

**9.a Consideration of Cash Disbursement Ratification
(VALENTINE)**

Recommended Action:

1) Ratify the attached listing of cash disbursements for the period of January 1 through

January 15, 2024;

2) Determine that ratifying the cash disbursements is not a project subject to the California Environmental Quality Act ("CEQA") because it has no potential to result in either a direct, or reasonably foreseeable indirect, physical change in the environment. (State CEQA Guidelines, §§ 15060, subd. (c)(2)-(3), 15378.)

9.b Consideration of Statement of Investment Deposits
(VALENTINE)

Recommended Action:

1) Receive and file the attached report listing investment deposits of the City of Arroyo Grande as of December 31, 2023, as required by Government Code Section 53646(b); and

2) Determine that receiving the report of investment deposits is not a project subject to the California Environmental Quality Act ("CEQA") because it has no potential to result in either a direct, or reasonably foreseeable indirect, physical change in the environment. (State CEQA Guidelines, §§ 15060, subd. (c)(2)-(3), 15378.)

9.c Approval of Minutes
(MATSON)

Recommended Action:

Approve the minutes of the Regular City Council Meeting of January 23, 2024, as submitted.

9.d Consideration of Appointment to the Downtown Parking Advisory Board
(MATSON)

Recommended Action:

Approve the recommendation of Mayor Pro Tem Guthrie to appoint Kevin Delaney to the Downtown Parking Advisory Board.

9.e Consideration of Approval of Amendment 1 to the Regional Surface Transportation (RSTP) Exchange/Surface Transportation Block Grant (STBG) Cooperative Agreement AG – FAST – 01 with the San Luis Obispo Council of Governments
(ROBESON)

Recommended Action:

1) Adopt a Resolution authorizing the Mayor to execute SLOCOG RSTP Exchange/STBG Cooperative Agreement Amendment 1 to AG-FAST-01;

2) Direct the City Clerk to submit the RSTP Exchange/STBG Cooperative Agreement Amendment 1 to No. AG-FAST-01 and the Resolution to the San Luis Obispo Council of Governments; and

3) Find that approving this agreement is not a project subject to the California Environmental Quality Act ("CEQA") because it has no potential to result in either a direct, or reasonably foreseeable indirect, physical change in the environment. (State CEQA Guidelines, §§ 15060, subd. (b)(2)-(3), 15378).

9.f Consideration of Final Approval of Community Development Block Grant Projects for Year 2024 and Finding the Action Exempt Under the California Environmental Quality Act, State Guidelines Section 15061

(PEDROTTI)

Recommended Action:

- 1) Approve the proposed projects to be funded with the City's allocation of Community Development Block Grant (CDBG) funds for the Year 2024, as shown in Table 1 below; and
- 2) Find that the preliminary approval of projects is exempt from CEQA, pursuant to CEQA Guidelines Section 15061 subd. (b)(3).

- 9.g Consideration of Rejection of All Bids for the Five Cities Fire Authority (FCFA) Apparatus Door Replacement Project, PW 2023-11**
(ROBESON)

Recommended Action:

Reject all Bids for the FCFA Apparatus Door Replacement Project and direct staff to competitively rebid this project.

10. PUBLIC HEARINGS

- 10.a Hold Public Hearings, Consider Adopting a Resolution Updating the Development Impact Fee Schedule & Consider the 2024 Development Impact Fee Nexus Study, & Introduction of an Ordinance Amending Chapter 3.36 of the AGMC, Development Impact Fees**
(VALENTINE)

Recommended Action:

- 1) Hold a Public Hearing and Adopt the Resolution updating Development Impact fees set forth in Attachment 1 Exhibit A;
- 2) Receive and file the 2024 Development Impact Fee Nexus Study Update;
- 3) Hold a Public Hearing and Introduce the Ordinance amending Arroyo Grande Municipal Code Section 3.36.030 Regarding Development Impact Fees; and
- 4) Make findings that adopting the Resolution updating Development Impact fees and introducing the proposed Ordinance are not projects subject to the California Environmental Quality Act ("CEQA") because they have no potential to result in either a direct, or reasonably foreseeable indirect, physical change in the environment. (State CEQA Guidelines, §§ 15060, subd. (c)(2)-(3), 15378.).

- 10.b Introduction of an Ordinance Amending Section 16.04.070 of Chapter 4 of Title 16 of the Arroyo Grande Municipal Code Regarding the Definition of Formula Business and Finding That This Action is Exempt from Review Under the CEQA**
(PEDROTTI)

Recommended Action:

Introduce, read by title only, and waive further reading of an Ordinance amending Section 16.04.070 of the Arroyo Grande Municipal Code regarding the definition of a Formula Business and finding the Ordinance exempt from the California Environmental Quality Act (CEQA) because the Ordinance has no potential to result in either a direct, or reasonably foreseeable indirect, physical change in the environment (State CEQA Guidelines, §§ 15060, subd. (b)(2)-(3), 15378)

11. OLD BUSINESS

None.

12. NEW BUSINESS

- 12.a Consideration of a Resolution Approving Arroyo Grande Community Service Grant Program Allocations for Fiscal Year 2023-24 and Finding This Action Is Not a Project Under the CEQA, State Guidelines Section 15378 (PEDROTTI)**

Recommended Action:

1) Adopt a Resolution approving the Arroyo Grande Community Service Grant Program funding allocations identified in Attachment 1; and

2) Determine that adopting the Resolution is not a project subject to the California Environmental Quality Act ("CEQA") because it has no potential to result in either a direct, or reasonably foreseeable indirect, physical change in the environment. (State CEQA Guidelines, §§ 15060, subd. (b)(2)-(3), 15378.)

13. COUNCIL COMMUNICATIONS

Any Council Member may ask a question for clarification, make an announcement, or report briefly on his or her activities. In addition, subject to Council policies and procedures, Council Members may request staff to report back to the Council at a subsequent meeting concerning any matter or request that staff place a matter of business on a future agenda. Any request to place a matter of business for original consideration on a future agenda requires the concurrence of at least one other Council Member.

14. CLOSED SESSION

The City Council will recess to a closed session for the following:

a) CONFERENCE WITH REAL PROPERTY NEGOTIATORS PER GOVERNMENT CODE SECTION 54956.8:

Property: 214 East Branch Street

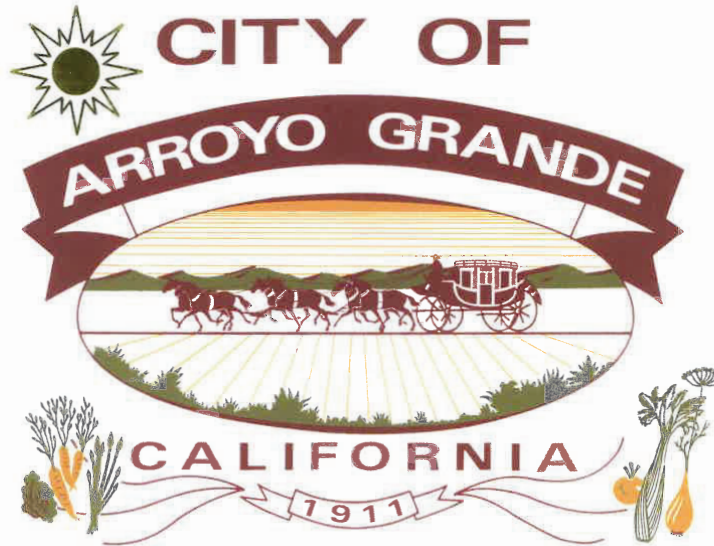
Agency Negotiators: Matthew Downing, City Manager; Bill Robeson, Assistant City Manager/Public Works Director

15. ADJOURNMENT

All staff reports or other written documentation, including any supplemental material distributed to a majority of the City Council within 72 hours of a regular meeting, relating to each item of business on the agenda are available for public inspection during regular business hours in the City Clerk's office, 300 E. Branch Street, Arroyo Grande. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. To make a request for disability-related modification or accommodation, contact the Legislative and Information Services Department at 805-473-5400 as soon as possible and at least 48 hours prior to the meeting date.

This agenda was prepared and posted pursuant to Government Code Section 54954.2 Agenda reports can be accessed and downloaded from the City's website at www.arroyogrande.org If you would like to subscribe to receive email or text message notifications when agendas are posted, you can sign up online through the "Notify Me" feature.

City Council Meetings are cablecast live and videotaped for replay on Arroyo Grande's Government Access Channel 20. The rebroadcast schedule is published at www.slo-span.org.



**HONORARY PROCLAMATION
RECOGNIZING FEBRUARY 2024
AS "TEEN DATING VIOLENCE ACTION AND PREVENTION MONTH"**

WHEREAS, Teen Dating Violence Action and Prevention Month calls attention to the fact that dating violence is widespread and impacts every young person in Arroyo Grande; and

WHEREAS, according to the Center for Disease Control and Prevention (CDC), 1 in 11 female teens and 1 in 15 male teens reported experiencing physical violence in the last year; 1 in 9 female and 1 in 36 male high school students report having experienced sexual dating violence in the last year; and 1 in 3 adolescents report verbal, emotional, physical, or sexual dating abuse each year; and

WHEREAS, dating violence affect LGBTQ+ youth at rates higher than their cisgender and heterosexual peers; and

WHEREAS, nearly half of students who experience dating violence have reported that some of the abuse took place on school grounds; and

WHEREAS, teen dating violence has been linked to other forms of violence and aggression, and survivors are more likely to suffer from eating disorders, drug and alcohol use, dropout, teen pregnancy, future abusive relationships and suicide; and

WHEREAS, Lumina Alliance continues to provide a safe environment for young people affected by teen dating violence, with crisis intervention, counseling, legal services, safe emergency housing and local community prevention programs, such as Close to Home; and

WHEREAS, the establishment of Teen Dating Violence Action and Prevention Month will benefit schools, communities, families, and all youth; and

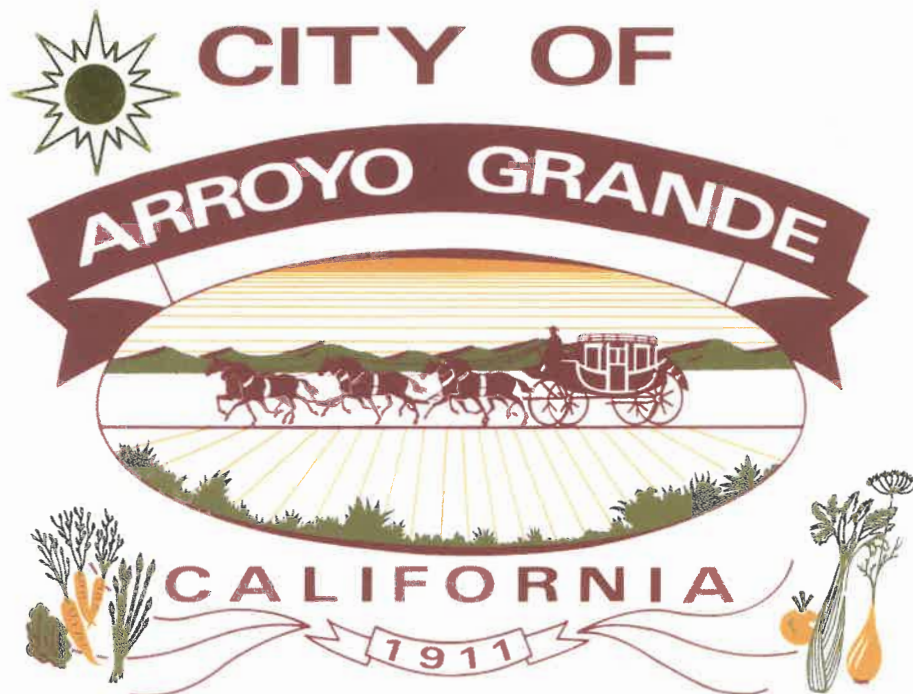
WHEREAS, the City of Arroyo Grande joins Lumina Alliance and Close to Home and other advocates and communities across the country in taking action to prevent dating violence, and acknowledges that each day of the year is an opportunity to create change for the future.

NOW, THEREFORE BE IT RESOLVED, that I, Caren Ray Russom, Mayor of the City of Arroyo Grande, in recognition of the important work done by dating violence programs, do hereby proclaim the month of February as Teen Dating Violence Action and Prevention Month, and support communities that empower teens to develop healthy and violence-free relationships throughout their lives.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Arroyo Grande to be affixed this 13th day of February 2024.

CAREN RAY RUSSOM, MAYOR





**Honorary Proclamation Recognizing
Fire Chief
STEPHEN LIEBERMAN
Upon His Retirement from Public Service**

WHEREAS, Stephen Lieberman is retiring as Fire Chief of the Five Cities Fire Authority after a successful career of over 30 years in public service; and

WHEREAS, in 2014 Steve was appointed to the position of Fire Chief/Executive Officer with the Five Cities Fire Authority; and

WHEREAS, Chief Lieberman has an expansive background including 5 years of fire service with the City of Grover Beach; two terms on the Grover Beach City Council as Mayor; and Director of Emergency Medical Services Division with the County of San Luis Obispo; and

WHEREAS, during his tenure, Chief Lieberman was instrumental in Strategic Planning & Analysis; upgrading needed equipment; completing long term financial projections including capital equipment replacement; transitioning the Firefighter Program from part time to full time; providing consistent supervision with a Shift Based Battalion Chief Program; establishing a Public Information program; transitioning emergency dispatch services to regional fire-based dispatch center; and

WHEREAS, during the COVID-19 Pandemic, Chief Lieberman dedicated himself to the community by serving as the Local Government Liaison to the County Public Health Department during early stages of international spread of virus, assisted member communities with preparing a Continuity of Operations Plan to maintain basic services and employee safety, obtained appropriate PPE and disinfecting equipment to minimize threat of infection to first responders, and coordinated with the Public Health Department to maintain initial flow of PPE for FCFA and member communities; and

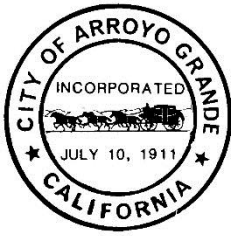
WHEREAS, throughout his career, Chief Lieberman has served on various boards such as the San Luis Obispo County Incident Management Team as its Liaison Officer; Area Command Team 3 – National Interagency Incident Management Team for the August 2020 Complex Fires and 2020 Colorado Fires; San Luis Obispo County Fire Chiefs Association, serving as President for two terms; Regional Hazardous Materials Team; Homeland Security Grant Program; Emergency Medical Services Operations Committee; and Ambulance Performance Operations Committee.

NOW, THEREFORE, BE IT RESOLVED that I, Caren Ray Russom, Mayor of the City of Arroyo Grande, do hereby express sincere appreciation to STEPHEN LIEBERMAN for his outstanding and dedicated service to the City of Arroyo Grande and its citizens, and congratulate him on his retirement.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Arroyo Grande to be affixed this 19th day of January 2024.

CAREN RAY RUSSOM, MAYOR





MEMORANDUM

TO: City Council

FROM: Nicole Valentine, Administrative Services Director

BY: Lynda Horejsi, Accounting Manager

SUBJECT: Consideration of Cash Disbursement Ratification

DATE: February 13, 2024

SUMMARY OF ACTION:

Review and ratify cash disbursements for the period of January 1 through January 15, 2024.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

There is a \$2,319,124.08 fiscal impact for the period of January 1 through January 15, 2024, that includes the following items:

- Accounts Payable Checks \$ 1,850,660.42
- Payroll & Benefit Checks \$ 468,463.66

RECOMMENDATION:

- 1) Ratify the attached listing of cash disbursements for the period of January 1 through January 15, 2024;
- 2) Determine that ratifying the cash disbursements is not a project subject to the California Environmental Quality Act ("CEQA") because it has no potential to result in either a direct, or reasonably foreseeable indirect, physical change in the environment. (State CEQA Guidelines, §§ 15060, subd. (c)(2)-(3), 15378.)

BACKGROUND:

Cash disbursements are made weekly based on the submission of all required documents supporting the invoices submitted for payment. Prior to payment, Administrative Services staff reviews all disbursement documents to ensure that they meet the approval requirements adopted in the Municipal Code and the City's Purchasing Policies and Procedures Manual.

Item 9.a.

ANALYSIS OF ISSUES:

The attached listing represents the cash disbursements required of normal and usual operations during the period. The disbursements are accounted for in the FY 2023-24 budget.

ALTERNATIVES:

The following alternatives are provided for the Council's consideration:

1. Approve staff's recommendation;
2. Do not approve staff's recommendation; or
3. Provide other direction to staff.

ADVANTAGES:

- The Administrative Services Department monitors payments of invoices for accountability, accuracy, and completeness using standards approved by the City Council.
- Invoices are paid in a timely manner to establish goodwill with merchants.
- Discounts are taken where applicable.

DISADVANTAGES:

There are no disadvantages identified in this recommendation.

ENVIRONMENTAL REVIEW:

Ratifying the cash disbursements is not a project subject to the California Environmental Quality Act ("CEQA") because it has no potential to result in either a direct, or reasonably foreseeable indirect, physical change in the environment. (State CEQA Guidelines, §§ 15060, subd. (c)(2)-(3), 15378.)

PUBLIC NOTIFICATION AND COMMENTS:

The Agenda was posted at City Hall and on the City's website in accordance with Government Code Section 54954.2.

Attachments:

1. January 1 through January 15, 2024 – Accounts Payable Check Register
2. January 12, 2024 – Payroll & Benefit Check Register

CITY OF ARROYO GRANDE
CHECK LISTING
JANUARY 1 - JANUARY 15, 2024

ATTACHMENT 1

Line	Check Date	Check #	Amount	Description	Acct #	Vendor Name
1	01/05/2024	299832	\$ 777.00	10/23 CODE ENFORCEMENT SVCS	010.4101.5303	ADAMSKI MOROSKI MADDEN
2	01/05/2024	299832	592.00	11/23 CODE ENFORCEMENT SVCS	010.4101.5303	ADAMSKI MOROSKI MADDEN
3	01/05/2024	299833	46.73	OFFICE SUPPLIES-CITY CLERK	010.4002.5201	AMAZON CAPITAL SERVICES
4	01/05/2024	299833	(86.19)	CREDIT- CM SUPPLIES	010.4101.5201	AMAZON CAPITAL SERVICES
5	01/05/2024	299833	70.59	PRINTER INK	010.4130.5201	AMAZON CAPITAL SERVICES
6	01/05/2024	299833	215.02	OFFICE SUPPLIES	010.4201.5201	AMAZON CAPITAL SERVICES
7	01/05/2024	299833	154.07	BLDG MAINT-LIGHTS	010.4201.5604	AMAZON CAPITAL SERVICES
8	01/05/2024	299833	4,101.52	COMM ENGAGEMENT-SANTA COP SUPPLIES	010.0000.2025	AMAZON CAPITAL SERVICES
9	01/05/2024	299834	3,394.55	OTS GRANT EQUIPMENT	010.4209.5255	ANDAX INDUSTRIES LLC
10	01/05/2024	299835	29,553.00	Q2 FY23/24 ANIMAL SVCS CONTRACT	010.4201.5321	ANIMAL SERVICES
11	01/05/2024	299836	5,005.29	PURCHASE WATER METERS & REPLACEMENT PARTS	640.4712.5207	AQUA-METRIC SALES CO(DBA)
12	01/05/2024	299836	879.20	PURCHASE WATER METERS & REPLACEMENT PARTS	640.4712.5207	AQUA-METRIC SALES CO(DBA)
13	01/05/2024	299837	134.39	01/24 TOWER LEASE	010.4201.5303	ATC SEQUOIA LLC
14	01/05/2024	299838	17,720.62	11/23 CITY ATTORNEY-GENERAL	010.4003.5304	BEST BEST & KRIEGER LLP
15	01/05/2024	299838	2,193.50	11/23 CITY ATTY-COMM DEV	010.4003.5327	BEST BEST & KRIEGER LLP
16	01/05/2024	299838	4,449.50	11/23 CITY ATTY-CITY COUNCIL	010.4003.5327	BEST BEST & KRIEGER LLP
17	01/05/2024	299838	615.00	11/23 CITY ATTY-FIRE	010.4003.5327	BEST BEST & KRIEGER LLP
18	01/05/2024	299838	1,640.00	11/23 CITY ATTY-PW	010.4003.5327	BEST BEST & KRIEGER LLP
19	01/05/2024	299838	715.00	11/23 CITY ATTY-400 W BRANCH	010.4003.5327	BEST BEST & KRIEGER LLP
20	01/05/2024	299838	1,787.50	11/23 CITY ATTY-COMMUNICATIONS	010.4003.5327	BEST BEST & KRIEGER LLP
21	01/05/2024	299838	4,452.50	11/23 CITY ATTY-EMPLYMNT/LABOR	010.4003.5327	BEST BEST & KRIEGER LLP
22	01/05/2024	299838	227.50	11/23 CITY ATTY-CALPERS	010.4003.5327	BEST BEST & KRIEGER LLP
23	01/05/2024	299838	4,959.00	11/23 CITY ATTY-PRA/ARC	010.4003.5327	BEST BEST & KRIEGER LLP
24	01/05/2024	299839	(360.00)	DRUM CREDIT	640.4712.5274	BRENNTAG PACIFIC INC
25	01/05/2024	299839	913.50	200LBS CALCIUM HYPOCHLORITE	640.4712.5274	BRENNTAG PACIFIC INC
26	01/05/2024	299840	11.73	FAST SET CONCRETE	220.4303.5613	BRISCO MILL & LUMBER YARD
27	01/05/2024	299840	129.27	PW-71 FIRST AID KIT, BROOM, TIEDOWNS	612.4610.5255	BRISCO MILL & LUMBER YARD
28	01/05/2024	299840	64.64	PW-63 FLASHLIGHT	640.4712.5255	BRISCO MILL & LUMBER YARD
29	01/05/2024	299841	558.00	LIVESCAN/FINGERPRINT-IN/OUT	010.4204.5329	CA ST DEPT OF JUSTICE
30	01/05/2024	299841	32.00	LIVESCAN/FINGERPRINT-NEW EMPLOYEE	010.4002.5316	CA ST DEPT OF JUSTICE
31	01/05/2024	299842	1,002.00	ACCT#CSA1047 01/24-06/24 ALARM	010.4201.5303	CAME SECURITY ALARMS
32	01/05/2024	299842	546.00	ACCT#CSA1029 01/24-06/24 ALARM	010.4213.5303	CAME SECURITY ALARMS
33	01/05/2024	299842	240.00	ACCT#CSA245 01/24-06/24 ALARM	010.4213.5303	CAME SECURITY ALARMS
34	01/05/2024	299842	420.00	ACCT#CSA2015 01/24-06/24 ALARM	010.4213.5303	CAME SECURITY ALARMS
35	01/05/2024	299842	444.00	ACCT#CSA1063 01/24-06/24 ALARM	010.4213.5303	CAME SECURITY ALARMS
36	01/05/2024	299842	294.00	ACCT#CSA140 01/24-06/24 ALARM	010.4213.5303	CAME SECURITY ALARMS
37	01/05/2024	299842	204.00	ACCT#CSA288 01/24-06/24 ALARM	010.4213.5303	CAME SECURITY ALARMS

CITY OF ARROYO GRANDE
CHECK LISTING
JANUARY 1 - JANUARY 15, 2024

ATTACHMENT 1

Line	Check Date	Check #	Amount	Description	Acct #	Vendor Name
38	01/05/2024	299843	\$ 17.40	ELECTRIC GATE BELTS	010.4201.5605	CARQUEST AUTO PARTS
39	01/05/2024	299843	12.85	AIR FRESHENERS	010.4305.5601	CARQUEST AUTO PARTS
40	01/05/2024	299843	11.12	GOPHER MACHINE PARTS	010.4420.5603	CARQUEST AUTO PARTS
41	01/05/2024	299843	2.45	GOPHER MACHINE PARTS	010.4420.5603	CARQUEST AUTO PARTS
42	01/05/2024	299844	65.00	12/23 REIMBURSE JIUJITSU	010.4203.5501	JASON CASTILLO
43	01/05/2024	299845	2,734.00	NOI APP FEE-LIFT STN#3 FORCE MAIN STORM DAMAGE	612.5853.7001	CENTRAL COAST REGIONAL WATER QC BOARD
44	01/05/2024	299846	199.98	ACCT#170562001 PD INTERNET	010.4201.5403	CHARTER COMMUNICATIONS
45	01/05/2024	299847	6,835.66	JUNIPER MODULE(4) & TRANSCEIVER	010.4140.5303	CIO SOLUTIONS LP
46	01/05/2024	299847	4,768.00	12/23 CIO SOLUTIONS IT SUPPORT	010.4140.5303	CIO SOLUTIONS LP
47	01/05/2024	299847	1,530.00	12/23 CROWDSTRIKE ADV DEFEND	010.4140.5303	CIO SOLUTIONS LP
48	01/05/2024	299847	922.50	SWITCH UPGRADES	010.4140.5303	CIO SOLUTIONS LP
49	01/05/2024	299847	6,042.00	MICROSOFT 365, PROJECT PLAN 3	010.4140.5607	CIO SOLUTIONS LP
50	01/05/2024	299848	1,375.00	GIS GRAPHICS FOR SALES TAX ALL	218.4101.5303	CK CONSULTING
51	01/05/2024	299849	7,500.00	12/23 PROF SVCS 23/24 REV MEASURE	010.4101.5303	CLIFFORD MOSS LLC
52	01/05/2024	299849	381.59	VIDEO SHOOT EXPENSES-REV MEASURE	010.4101.5303	CLIFFORD MOSS LLC
53	01/05/2024	299849	27,850.00	PROF SVCS-TRUE NORTH POLLING-REVENUE MEASURE	010.4101.5303	CLIFFORD MOSS LLC
54	01/05/2024	299850	479.75	GARBAGE, APPLIANCES, GREEN WAS	220.4303.5307	COLD CANYON LANDFILL, INC
55	01/05/2024	299851	7,298.53	DESIGN & ENV SVCS FOR TRAFFIC WY BRIDGE	350.5679.7501	CONSOR NORTH AMERICA INC
56	01/05/2024	299852	2,730.25	COMM ENGAGEMENT-SANTA COP SUPPLIES	010.0000.2025	CREATIVE CASTING
57	01/05/2024	299853	400.00	12/23 NETBILL MAINT.	640.4710.5303	DATAPROSE LLC
58	01/05/2024	299853	516.88	12/23 NETBILL CC TRANS	640.4710.5555	DATAPROSE LLC
59	01/05/2024	299853	1,485.69	12/23 UTILITY BILL MAILING	640.4710.5208	DATAPROSE LLC
60	01/05/2024	299853	129.22	12/23 NETBILL CC TRANS	612.4610.5555	DATAPROSE LLC
61	01/05/2024	299854	324.00	REIMBURSE-REGISTRATION & EXAM	010.4203.5501	STEPHEN DOHERTY
62	01/05/2024	299855	6,600.00	SOTO TURF RENOVATION-SEEDING	214.4550.5606	DORMAN HYDRO-SEEDING
63	01/05/2024	299855	8,800.00	SOTO TURF RENOVATION-SEEDING	214.4550.5606	DORMAN HYDRO-SEEDING
64	01/05/2024	299856	309.22	SOTO FIELD LIGHT REPAIR 10/26	010.4430.5303	ELECTRICRAFT INC
65	01/05/2024	299856	2,604.67	LIFT STN#1, TEST & REPLACE PUMP	612.4610.5610	ELECTRICRAFT INC
66	01/05/2024	299857	1,366.82	SOTO TURF RENOVATION- 42 BAGS	214.4550.5606	EWING IRRIGATION PRODUCTS INC
67	01/05/2024	299858	(825.83)	CREDIT FOR VALVES	640.4712.5610	FAMCON PIPE AND SUPPLY INC
68	01/05/2024	299858	1,531.53	CLA-VAL REPAIR KITS	640.4712.5610	FAMCON PIPE AND SUPPLY INC
69	01/05/2024	299858	825.83	3/4" CUSTOMER VALVES	640.4712.5610	FAMCON PIPE AND SUPPLY INC
70	01/05/2024	299859	10.73	BAIT FOR TRAP AT REC	010.4213.5604	FARM SUPPLY CO
71	01/05/2024	299860	966.00	TRI COLOR SHAWL-NEEDLE ARTS CLASS	010.4424.5351	ELIZABETH FRYER
72	01/05/2024	299861	7,791.57	GIS SERVICES	010.4301.5303	GHD INC
73	01/05/2024	299862	46.21	REFUND-DUPLICATE TOT PYMT 07/23	761.0000.2007	LORI GILLESPIE
74	01/05/2024	299862	308.07	REFUND-DUPLICATE TOT PYMT 07/23	010.0000.4010	LORI GILLESPIE

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75	01/05/2024	299862	\$ 61.61	REFUND-DUPLICATE TOT PYMT 07/23	240.0000.4016	LORI GILLESPIE
76	01/05/2024	299863	1,550.00	ANNUAL CATHODE PROTECTION SVC-RES#2 - 6	640.4712.5609	GMC ELECTRICAL, INC
77	01/05/2024	299864	49.41	01/24 AETNA RESOURCES- EAP FCFA	010.0000.1111	HEALTH AND HUMAN RESOURCE CTR
78	01/05/2024	299864	197.64	01/24 AETNA RESOURCES EAP	010.4145.5147	HEALTH AND HUMAN RESOURCE CTR
79	01/05/2024	299865	422.03	TOOLS-METER LID REMOVER, PROBES, STOP WRENCH	640.4712.5273	ICONIX WATERWORKS (US) INC
80	01/05/2024	299866	1,488.03	ABC GRANT SUPPLIES	010.4203.5255	INTOXIMETERS, INC
81	01/05/2024	299867	55.26	FUEL	010.4203.5608	JB DEWAR, INC
82	01/05/2024	299867	148.41	FUEL	010.4203.5608	JB DEWAR, INC
83	01/05/2024	299868	596,036.96	2022 CONCRETE REPAIRS PROJECT	350.5638.7001	JJ FISHER CONSTRUCTION, INC.
84	01/05/2024	299869	2,688.00	PICKLEBALL POWER-FALL SESSION	010.4424.5351	TROY E JOHNSTON
85	01/05/2024	299870	3,818.75	ACTIVE TRANSPORTATION PLAN	350.5695.7701	KTUA
86	01/05/2024	299871	1,608.33	PATROL EQUIPMENT	010.4203.5272	LASER TECHNOLOGY, INC
87	01/05/2024	299872	50.00	12/23 PICKLEBALL POTLUCK PRIZE	010.4424.5351	MAUREEN LEWIS
88	01/05/2024	299873	420.00	11/23 OCC FACILITY RENTAL-ZUMB	010.4424.5251	LUCIA MAR UNIFIED SCHOOL DIST
89	01/05/2024	299873	255.84	11/12/23 TURKEY TROT CUSTODIAL	010.4424.5252	LUCIA MAR UNIFIED SCHOOL DIST
90	01/05/2024	299873	832.50	11/23 OCC FACILITY USE-BASKETB	010.4424.5257	LUCIA MAR UNIFIED SCHOOL DIST
91	01/05/2024	299874	43,600.00	LIFT STATION 3 STORM DAMAGE CONSTRUCTION	612.5853.7001	MAIN LINE ENGINEERING CONSTRUCTION
92	01/05/2024	299875	50.00	2024 DUES-RON SIMPSON	220.4303.5503	MAINTENANCE SUPERINTENDENTS
93	01/05/2024	299876	156.24	.5 CY COBBLE ROCK	010.4420.5605	MIER BROS LANDSCAPE PRODUCTS
94	01/05/2024	299876	312.48	1 CY COBBLE ROCKS	010.4420.5605	MIER BROS LANDSCAPE PRODUCTS
95	01/05/2024	299876	31.79	.5 CY DG	010.4420.5605	MIER BROS LANDSCAPE PRODUCTS
96	01/05/2024	299876	5,172.00	SOTO TURF RENOVATION-100CY TEE MIX	214.4550.5606	MIER BROS LANDSCAPE PRODUCTS
97	01/05/2024	299876	5,172.00	SOTO TURF RENOVATION-100CY TEE MIX	214.4550.5606	MIER BROS LANDSCAPE PRODUCTS
98	01/05/2024	299876	3,103.20	SOTO TURF RENOVATION-60CY TEE MIX	214.4550.5606	MIER BROS LANDSCAPE PRODUCTS
99	01/05/2024	299877	31.48	SANDING SPONGE, SPRAYPAINT, FASTENERS	010.4213.5604	MINER'S ACE HARDWARE, INC
100	01/05/2024	299877	31.65	SCRAPER, PUTTY KNIFE, SPRAYPAINT	010.4213.5604	MINER'S ACE HARDWARE, INC
101	01/05/2024	299877	21.53	WHITE MARKING PAINT	010.4420.5605	MINER'S ACE HARDWARE, INC
102	01/05/2024	299877	8.69	ELBOW	010.4420.5605	MINER'S ACE HARDWARE, INC
103	01/05/2024	299877	258.56	(4) AQUAPHALT ASPHALT PATCH	220.4303.5613	MINER'S ACE HARDWARE, INC
104	01/05/2024	299877	193.92	(3) AQUAPHALT ASPHALT PATCH	220.4303.5613	MINER'S ACE HARDWARE, INC
105	01/05/2024	299877	130.48	(2) AQUAPHALT ASPHALT PATCH	220.4303.5613	MINER'S ACE HARDWARE, INC
106	01/05/2024	299877	260.96	(4) AQUAPHALT ASPHALT PATCH	220.4303.5613	MINER'S ACE HARDWARE, INC
107	01/05/2024	299877	129.28	(2) AQUAPHALT ASPHALT PATCH	220.4303.5613	MINER'S ACE HARDWARE, INC
108	01/05/2024	299877	260.96	(4) AQUAPHALT ASPHALT PATCH	220.4303.5613	MINER'S ACE HARDWARE, INC
109	01/05/2024	299878	7,950.00	EXECUTIVE SEARCH SVCS-CM 3RD INSTALLMENT	010.4101.5303	MOSAIC PUBLIC PARTNERS LLC
110	01/05/2024	299879	950.00	2024 SOTO LIGHT MONITORING SERVICE FEE	010.4430.5303	MUSCO SPORTS LIGHTING LLC
111	01/05/2024	299880	282.09	BLOWER	010.4420.5603	NOBLE SAW, INC

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112	01/05/2024	299880	\$ 30.00	KEVLAR GLOVES	010.4420.5605	NOBLE SAW, INC
113	01/05/2024	299880	508.93	(2) BLOWERS	220.4303.5273	NOBLE SAW, INC
114	01/05/2024	299880	831.92	(2) CHAINSAWS	220.4303.5273	NOBLE SAW, INC
115	01/05/2024	299881	900.00	WELL#7 & 8-INSTALL NEW CI2 PUMP	640.4711.5603	NVIRO
116	01/05/2024	299882	54.48	MISC OFFICE SUPPLIES	010.4120.5201	ODP BUSINESS SOLUTIONS LLC
117	01/05/2024	299882	155.13	COPY PAPER	010.4102.5201	ODP BUSINESS SOLUTIONS LLC
118	01/05/2024	299883	396.66	PRE-EMPLOYMENT PHYSICAL	010.4201.5315	PACIFIC CENTRAL COAST HEALTH
119	01/05/2024	299884	36.00	UNIFORM CLEANING- PD ADMIN	010.4201.5303	PARAMOUNT CLEANERS
120	01/05/2024	299884	410.00	UNIFORM CLEANING-PD PATROL SVCS	010.4203.5303	PARAMOUNT CLEANERS
121	01/05/2024	299884	66.00	UNIFORM CLEANING-PD SUPPORT SVCS	010.4204.5303	PARAMOUNT CLEANERS
122	01/05/2024	299885	1,533.39	DOGGIE WASTE BAGS	010.4420.5605	PET PICK-UPS
123	01/05/2024	299886	5.38	COUNCIL CHAMBERS WATER	010.4213.5303	READYREFRESH BY NESTLE
124	01/05/2024	299886	5.38	COUNCIL CHAMBERS WATER	010.4213.5303	READYREFRESH BY NESTLE
125	01/05/2024	299887	30,000.00	RATING EVAL FOR WIFIA LOAN FOR CCB	640.4710.5804	S&P GLOBAL RATINGS
126	01/05/2024	299888	17.92	GAS SERVICES-1500 W BRANCH	010.4145.5401	SOCALGAS
127	01/05/2024	299888	49.23	GAS SERVICES-215 E BRANCH	010.4145.5401	SOCALGAS
128	01/05/2024	299888	35.89	GAS SERVICES-211 VERNON ST	010.4145.5401	SOCALGAS
129	01/05/2024	299888	118.82	GAS SERVICES-111 S MASON	010.4145.5401	SOCALGAS
130	01/05/2024	299889	1,855.00	WATER WALL RENTAL-HOLIDAY PARADE	010.4424.5353	STATEWIDE SAFETY & SIGNS INC
131	01/05/2024	299890	309.08	FAUCET-STROTHER PARK	010.4213.5604	STREATOR PIPE & SUPPLY
132	01/05/2024	299890	65.74	(2) TOILET SEAT	010.4213.5604	STREATOR PIPE & SUPPLY
133	01/05/2024	299891	2,509.00	ANNUAL PERMIT FEES-BSB REHAB/MITIGATION	350.5614.7301	SWRCB
134	01/05/2024	299892	2,509.00	ANNUAL PERMIT FEES FOR SWINGING BRIDGE CIP	350.5620.7301	SWRCB
135	01/05/2024	299893	92.66	SUBSCRIPTION-PENAL CODE BOOKS	010.4201.5503	THOMSON REUTERS WEST
136	01/05/2024	299893	72.19	SUBSCRIPTION-EVIDENCE CODE BOOKS	010.4201.5503	THOMSON REUTERS WEST
137	01/05/2024	299894	1,038.21	PD-4609 REPAIR	010.4203.5601	TOM'S AUTO SERVICE
138	01/05/2024	299895	1,162.63	(5) SQUARE POSTS, (4) AQUAPHALT, (4) ANCHORS	220.4303.5613	TRAFFIC MANAGEMENT PRODUCTS
139	01/05/2024	299896	16,000.00	ENTERPRISE ERP FINANCIAL MGMT	350.5453.7301	TYLER TECHNOLOGIES INC
140	01/05/2024	299897	1,107.16	PAYROLL FOR W/E 12/10 PW MAINT WORKER	010.4120.5303	UNITED STAFFING ASSOC.
141	01/05/2024	299897	1,032.98	PAYROLL FOR:W/E 12/17 OFFICE ASSISTANT	010.4120.5303	UNITED STAFFING ASSOC.
142	01/05/2024	299897	802.09	PAYROLL FOR:W/E 12/24 OFFICE ASSISTANT	010.4120.5303	UNITED STAFFING ASSOC.
143	01/05/2024	299897	1,046.44	PAYROLL FOR:W/E 12/24 PW MAINT WORKER	010.4420.5303	UNITED STAFFING ASSOC.
144	01/05/2024	299897	930.37	PAYROLL FOR W/E 12/10 OFFICE ASSISTANT	010.4420.5303	UNITED STAFFING ASSOC.
145	01/05/2024	299897	1,111.91	PAYROLL FOR:W/E 12/17 PW MAINT WORKER	010.4420.5303	UNITED STAFFING ASSOC.
146	01/05/2024	299898	1,209.30	ACCT#208620661-00002 PD CELL PHONES	010.4201.5403	VERIZON WIRELESS
147	01/05/2024	299899	614.05	COPY MACHINE LEASE PYMT	010.4201.5803	WELLS FARGO VENDOR FINANCIAL
148	01/05/2024	299900	2,773.13	PORTABLE GENERATOR	640.4712.6201	WHITE CAP CONST. SUPPLY

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149	01/05/2024	299901	\$ 7,010.00	FEE STUDY SVCS-USER, DEVLMT IMPACT & CAP	010.4120.5303	WILLDAN FINANCIAL SERVICES
150	01/05/2024	299902	1,440.00	10/23 SIGNAL MAINT-12 INTERSECTIONS	010.4307.5303	LEE WILSON ELECTRIC COMPANY INC
151	01/05/2024	299902	60.00	OAK PARK & JAMES WAY	010.4307.5303	LEE WILSON ELECTRIC COMPANY INC
152	01/05/2024	299902	60.00	OAK PARK & ECR	010.4307.5303	LEE WILSON ELECTRIC COMPANY INC
153	01/05/2024	299902	75.00	OAK PARK & W BRANCH	010.4307.5303	LEE WILSON ELECTRIC COMPANY INC
154	01/05/2024	299902	1,496.86	(2) CONFLICT MONITOR CARDS	010.4307.5303	LEE WILSON ELECTRIC COMPANY INC
155	01/05/2024	299902	1,440.00	11/23 SIGNAL MAINT 12 INTERSECTIONS	010.4307.5303	LEE WILSON ELECTRIC COMPANY INC
156	01/05/2024	299902	60.00	OAK PARK & JAMES WAY	010.4307.5303	LEE WILSON ELECTRIC COMPANY INC
157	01/05/2024	299902	60.00	OAK PARK & ECR	010.4307.5303	LEE WILSON ELECTRIC COMPANY INC
158	01/05/2024	299902	75.00	OAK PARK & W BRANCH	010.4307.5303	LEE WILSON ELECTRIC COMPANY INC
159	01/05/2024	299903	86.02	UB Refund Cst #00025370	640.0000.2301	MICHAEL & KELSIE RODRIGUEZ
160	01/05/2024	299904	202.38	UB Refund Cst #00028840	640.0000.2301	KELLY ANN SMALLWOOD
161	01/05/2024	299905	151.56	UB Refund Cst #00028935	640.0000.2301	LANCE VALENZUELA
162	01/05/2024	299906	8,107.13	DENTAL INSURANCE	011.0000.2110	DELTA DENTAL
163	01/05/2024	299906	2,440.01	DENTAL INSURANCE: RETIREES	010.4099.5132	DELTA DENTAL
164	01/05/2024	299907	4,742.00	PORAC MED INSURANCE	011.0000.2109	PERS - ACTIVE MED
165	01/05/2024	299907	1,738.28	HMO BLUESHIELD - SEIU	011.0000.2109	PERS - ACTIVE MED
166	01/05/2024	299907	13,110.80	PPO PERS GOLD - MANAGEMENT	011.0000.2109	PERS - ACTIVE MED
167	01/05/2024	299907	11,192.14	PPO PERS GOLD - POLICE	011.0000.2109	PERS - ACTIVE MED
168	01/05/2024	299907	18,387.10	PPO PERS GOLD - SEIU	011.0000.2109	PERS - ACTIVE MED
169	01/05/2024	299907	2,916.86	BLUE SHIELD TRIO HMO - MGMT	011.0000.2109	PERS - ACTIVE MED
170	01/05/2024	299907	11,667.44	BLUE SHIELD TRIO HMO - POLICE	011.0000.2109	PERS - ACTIVE MED
171	01/05/2024	299907	19,438.90	HMO-UNITED HEALTHCARE-MGMT	011.0000.2109	PERS - ACTIVE MED
172	01/05/2024	299907	8,546.40	HMO UNITED HEALTHCARE-POLICE	011.0000.2109	PERS - ACTIVE MED
173	01/05/2024	299907	21,114.66	HMO UNITED HEALTHCARE-SEIU	011.0000.2109	PERS - ACTIVE MED
174	01/05/2024	299907	2,106.62	BLUE SHIELD TRIO HMO - SEIU	011.0000.2109	PERS - ACTIVE MED
175	01/05/2024	299907	4,157.08	PERS GOLD - FIRE MANAGEMENT	011.0000.2109	PERS - ACTIVE MED
176	01/05/2024	299907	2,303.00	PPO PERS PLATINUM - FIRE	011.0000.2109	PERS - ACTIVE MED
177	01/05/2024	299907	16,468.44	PPO PERS GOLD - FIRE	011.0000.2109	PERS - ACTIVE MED
178	01/05/2024	299907	1,620.48	BLUE SHIELD TRIO HMO - FIRE	011.0000.2109	PERS - ACTIVE MED
179	01/05/2024	299907	8,211.26	HMO UNITED HEALTHCARE-FIRE	011.0000.2109	PERS - ACTIVE MED
180	01/05/2024	299907	4,357.00	HMO-UNITED HEALTH FIRE-MGMT	011.0000.2109	PERS - ACTIVE MED
181	01/05/2024	299907	3,347.03	MISC ADJUSTMENTS	011.0000.2109	PERS - ACTIVE MED
182	01/05/2024	299907	7,499.84	RETIREE HEALTH INSURANCE	010.4099.5136	PERS - ACTIVE MED
183	01/05/2024	299907	635.24	RETIREE HEALTH INSURANCE	220.4303.5136	PERS - ACTIVE MED
184	01/05/2024	299907	800.48	RETIREE HEALTH INSURANCE-FCFA	010.0000.1111	PERS - ACTIVE MED
185	01/05/2024	299907	110.68	ACTIVE FIRE HEALTH ADMIN FEE	010.0000.1111	PERS - ACTIVE MED

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186	01/05/2024	299907	\$ 386.70	ACTIVE HEALTH ADMIN FEE	010.4145.5131	PERS - ACTIVE MED
187	01/05/2024	299908	2,178.49	ACTIVE HEALTH INS-PT NONPERS	011.0000.2109	PERS - ACTIVE MED
188	01/05/2024	299908	6.97	ACTIVE HEALTH INS-PT NONPERS ADMIN FEE	010.4145.5131	PERS - ACTIVE MED
189	01/05/2024	299909	988.44	STANDARD INSURANCE COMPANY	011.0000.2113	STANDARD INSURANCE CO
190	01/05/2024	299909	484.84	STANDARD INSURANCE COMPANY	011.0000.2113	STANDARD INSURANCE CO
191	01/05/2024	299909	1,560.30	STANDARD LTD/STD INSURANCE	011.0000.2113	STANDARD INSURANCE CO
192	01/05/2024	299909	68.02	MISC ADJUSTMENTS	011.0000.2113	STANDARD INSURANCE CO
193	01/05/2024	299910	2,170.96	VISION CARE INSURANCE	011.0000.2119	VISION SERVICE PLAN
194	01/05/2024	299910	635.35	01/24 VISION INS-RETIREEES	010.4099.5133	VISION SERVICE PLAN
195	01/11/2024	299911	2,244.27	UB Refund Cst #00020071	640.0000.2301	DOREE HILLIER
196	01/11/2024	299912	126.06	UB Refund Cst #00028444	640.0000.2301	MARILLA JEFFERS
197	01/11/2024	299913	82.43	UB Refund Cst #00029247	640.0000.2301	HEATHER WHITE
198	01/12/2024	299914	864.00	STORMWATER SAMPLING	010.4301.5303	ABALONE COAST ANALYTICAL INC
199	01/12/2024	299915	750.00	11/23 WEBSITE STREAMING & ARCH	010.4002.5303	AGP VIDEO, INC
200	01/12/2024	299915	2,965.00	11/23 CABLECASTING	010.4002.5330	AGP VIDEO, INC
201	01/12/2024	299916	271.80	PAPER TOWELS	010.4213.5604	AMAZON CAPITAL SERVICES
202	01/12/2024	299916	29.00	(2) TP DISPENSERS	010.4213.5604	AMAZON CAPITAL SERVICES
203	01/12/2024	299916	244.92	GLASS CLEANER	010.4213.5604	AMAZON CAPITAL SERVICES
204	01/12/2024	299916	122.05	TOILET SEAT COVERS	010.4213.5604	AMAZON CAPITAL SERVICES
205	01/12/2024	299916	121.86	FOAMING HAND SOAP	010.4213.5604	AMAZON CAPITAL SERVICES
206	01/12/2024	299916	183.22	RAIN JACKETS & PANTS	010.4420.5605	AMAZON CAPITAL SERVICES
207	01/12/2024	299916	27.63	SOCKET SCREW CAPS	010.4420.5605	AMAZON CAPITAL SERVICES
208	01/12/2024	299916	31.08	GERM X CLEANER	010.4420.5605	AMAZON CAPITAL SERVICES
209	01/12/2024	299916	53.76	SHEET PROTECTORS	220.4303.5201	AMAZON CAPITAL SERVICES
210	01/12/2024	299916	(6.98)	REFUND-RETURN DESK CALENDAR	220.4303.5201	AMAZON CAPITAL SERVICES
211	01/12/2024	299916	53.97	OFFICE SUPPLIES	220.4303.5201	AMAZON CAPITAL SERVICES
212	01/12/2024	299916	96.96	(2) POWER BANKS	220.4303.5255	AMAZON CAPITAL SERVICES
213	01/12/2024	299916	148.70	NITRIL GLOVES	220.4303.5613	AMAZON CAPITAL SERVICES
214	01/12/2024	299916	53.97	OFFICE SUPPLIES	612.4610.5201	AMAZON CAPITAL SERVICES
215	01/12/2024	299916	53.97	OFFICE SUPPLIES	640.4710.5201	AMAZON CAPITAL SERVICES
216	01/12/2024	299916	53.97	OFFICE SUPPLIES	010.4307.5201	AMAZON CAPITAL SERVICES
217	01/12/2024	299917	471,435.03	2022 SLURRY SEAL PROJECT CONSTRUCTION	350.5638.7001	AMERICAN ASPHALT SOUTH INC
218	01/12/2024	299918	27.70	BAN#9391033180 805-473-0386 CITY HALL	010.4145.5403	AT&T
219	01/12/2024	299918	27.70	BAN#9391033186 C C MACHINE	010.4145.5403	AT&T
220	01/12/2024	299919	577.50	CO #1 - PURCHASING POLICY UPDATE	010.4120.5303	BAKER TILLY US LLP
221	01/12/2024	299920	348.00	DOGGIE CLASSES NOV, DEC	010.4424.5351	IRINA BEATTY
222	01/12/2024	299921	2,425.00	NEW HIRE POLYGRAPH, BACKGROUND	010.4201.5315	BELLA VISTA INVESTIGATIVE SVCS

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223	01/12/2024	299922	\$ 2,892.54	12/23 CITY ATTY- COMM DEVELOPMENT	010.4003.5304	BEST BEST & KRIEGER LLP
224	01/12/2024	299922	1,549.78	12/23 CITY ATTY-CITY COUNCIL	010.4003.5304	BEST BEST & KRIEGER LLP
225	01/12/2024	299922	20.50	12/23 CITY ATTY- CITY MGR	010.4003.5304	BEST BEST & KRIEGER LLP
226	01/12/2024	299922	225.50	12/23 CITY ATTY-ADMIN SVCS	010.4003.5304	BEST BEST & KRIEGER LLP
227	01/12/2024	299922	102.50	CITY ATTY-FIRE	010.4003.5304	BEST BEST & KRIEGER LLP
228	01/12/2024	299922	1,086.50	12/23 CITY ATTY-PW	010.4003.5304	BEST BEST & KRIEGER LLP
229	01/12/2024	299922	97.50	12/23 CITY ATTY- 400 W BRANCH	010.4003.5304	BEST BEST & KRIEGER LLP
230	01/12/2024	299922	1,105.00	12/23 CITY ATTY-TELECOMMUNICATIONS	010.4003.5304	BEST BEST & KRIEGER LLP
231	01/12/2024	299922	585.00	12/23 CITY ATTY-EMPLYMT/LABOR	010.4003.5304	BEST BEST & KRIEGER LLP
232	01/12/2024	299922	8,455.00	12/23 CITY ATTY-PRA/ARC	010.4003.5304	BEST BEST & KRIEGER LLP
233	01/12/2024	299922	15,051.74	12/23 CITY ATTY-GENERAL	010.4003.5304	BEST BEST & KRIEGER LLP
234	01/12/2024	299923	1,176.00	ARTS & CRAFTS-WINTER SESSION 2	010.4424.5351	KENDRA BOWLING
235	01/12/2024	299924	500.00	12/23 PD JANITORIAL	010.4201.5615	BRENDLER JANITORIAL SERVICE
236	01/12/2024	299924	125.00	12/23 PD JANITORIAL	010.4213.5615	BRENDLER JANITORIAL SERVICE
237	01/12/2024	299924	725.00	12/23 REC JANITORIAL SVC	010.4213.5615	BRENDLER JANITORIAL SERVICE
238	01/12/2024	299924	285.00	12/23 WOMENS CLUB JANITORIAL SVC	010.4213.5615	BRENDLER JANITORIAL SERVICE
239	01/12/2024	299924	300.00	12/23 WOMENS CLUB EXTRA CLEANING	010.4213.5615	BRENDLER JANITORIAL SERVICE
240	01/12/2024	299925	204.71	JUMP STARTER	010.4305.5255	CARQUEST AUTO PARTS
241	01/12/2024	299925	33.59	WIPER BLADES, DEODORIZER	010.4305.5601	CARQUEST AUTO PARTS
242	01/12/2024	299925	178.85	FLUID EVACUATOR-PW FUEL ISLAND	010.4305.5603	CARQUEST AUTO PARTS
243	01/12/2024	299926	80.00	12/23 CLOGGING CLASS	010.4424.5351	KATHLEEN J CINOWALT
244	01/12/2024	299927	812.38	2024 EOC SATELLITE PHONE SVC	010.4201.5303	COMMUNICATIONS PROFESSIONALS
245	01/12/2024	299928	5,547.90	SWINGING BRIDGE EVALUATION & REHABILITATION	350.5620.7501	CONSOR NORTH AMERICA INC
246	01/12/2024	299929	14.26	PLAN SET-TRAFFIC SIMULATION	010.4301.5255	CRISP IMAGING
247	01/12/2024	299930	472.50	BUILDING DEPARTMENT SERVICES	010.4212.5303	CSG CONSULTANTS INC
248	01/12/2024	299931	156.80	12/23 SR FITNESS	010.4424.5351	GAYLE CUDDY
249	01/12/2024	299932	250.25	PUMP REPAIR KIT	640.4711.5603	D AND H WATER SYSTEMS INC
250	01/12/2024	299932	3,591.30	(1) NEW GAMMA/XL PUMP	640.4711.5603	D AND H WATER SYSTEMS INC
251	01/12/2024	299933	63.35	12/23 LINE DANCING	010.4424.5351	ZOE DASCALOS
252	01/12/2024	299934	1,862.00	12/23 BRIDGE GAMES & CLASSES	010.4424.5351	FIVE CITIES DUPLICATE BRIDGE
253	01/12/2024	299935	89.00	REFUND-BASKETBALL	010.0000.4605	VONIE GRIMM
254	01/12/2024	299936	125.00	REFUND-DOGGIE CLASS	010.0000.4605	DIEDRE HAA
255	01/12/2024	299937	18,224.67	TRAFFIC WAY BRIDGE REPLACEMENT	350.5679.7303	HAMNER-JEWELL ASSOCIATES
256	01/12/2024	299938	106.08	PORTABLE TOILET RENTAL 11/17-12/14	220.4303.5552	HARVEY'S HONEY HUTS
257	01/12/2024	299939	845.39	CONTRACT SVCS-2ND QTR	010.4120.5303	HINDERLITER, DE LLAMAS & ASSOC
258	01/12/2024	299939	78.26	AUDIT SVCS-SALES TAX -QTR 2 20	010.4120.5303	HINDERLITER, DE LLAMAS & ASSOC
259	01/12/2024	299939	416.38	CONTRACT SVCS-2ND QTR	218.4101.5303	HINDERLITER, DE LLAMAS & ASSOC

CITY OF ARROYO GRANDE
CHECK LISTING
JANUARY 1 - JANUARY 15, 2024

ATTACHMENT 1

Line	Check Date	Check #	Amount	Description	Acct #	Vendor Name
260	01/12/2024	299940	\$ 63.35	12/23 LINE DANCING	010.4424.5351	KAYLYN KELLER
261	01/12/2024	299941	449.83	PROF SVCS- 400 W BRANCH	010.0000.2563	KOSMONT & ASSOCIATES INC
262	01/12/2024	299942	845.00	90 DAY INSPECTIONS PW50, PW27, PW 41, PW30	220.4303.5601	L. DIESEL MOBILE SERVICE(DBA)
263	01/12/2024	299942	837.60	PW-50 REPAIR	220.4303.5601	L. DIESEL MOBILE SERVICE(DBA)
264	01/12/2024	299942	220.00	90 DAY INPSECTION-PW51	612.4610.5601	L. DIESEL MOBILE SERVICE(DBA)
265	01/12/2024	299943	8,480.11	TRUSPEED S SPEED GUN	271.4202.6201	LASER TECHNOLOGY, INC
266	01/12/2024	299944	32,822.68	2023 FAIR OAKS WATER MAIN REPLACEMENT	640.5973.7001	MAIN LINE ENGINEERING CONSTR TN
267	01/12/2024	299945	1,122.10	12/23 ZUMBA & BARRE	010.4424.5351	HEIDY MANGIARDI
268	01/12/2024	299946	50.00	PARK DEPOSIT REFUND-STROTHER	010.0000.2206	MELISSA MANN
269	01/12/2024	299947	500.00	WARRANT BUILDER PRO	010.4204.5607	MAVERICK DATA SYSTEMS
270	01/12/2024	299948	8.61	REFLECTIVE TAPE	010.4301.5255	MINER'S ACE HARDWARE, INC
271	01/12/2024	299948	14.80	FASTENERS	010.4420.5605	MINER'S ACE HARDWARE, INC
272	01/12/2024	299948	15.06	DRILL BITS	010.4420.5605	MINER'S ACE HARDWARE, INC
273	01/12/2024	299948	10.21	FASTENERS	010.4420.5605	MINER'S ACE HARDWARE, INC
274	01/12/2024	299948	73.45	SOTO-WRENCH, CABLE TIES, UTILITY KNIFE	010.4430.5273	MINER'S ACE HARDWARE, INC
275	01/12/2024	299948	195.72	(3) AQUAPHALT ASPHALT PATCH	220.4303.5613	MINER'S ACE HARDWARE, INC
276	01/12/2024	299948	129.28	(2) AQUAPHALT ASPHALT PATCH	220.4303.5613	MINER'S ACE HARDWARE, INC
277	01/12/2024	299948	17.23	PW-44 CABLETIES	612.4610.5255	MINER'S ACE HARDWARE, INC
278	01/12/2024	299948	57.09	PW-71 SMALL TOOLS	612.4610.5273	MINER'S ACE HARDWARE, INC
279	01/12/2024	299949	2,650.00	EXECUTIVE SEARCH SVCS- CM FINAL PAYMENT	010.4101.5303	MOSAIC PUBLIC PARTNERS LLC
280	01/12/2024	299950	1,817.56	FCFA PLUMBING REPAIRS	010.4213.5303	MR ROOTER PLUMBING
281	01/12/2024	299951	136.00	12/23 YOGA IN THE PARK	010.4424.5351	NICCOLA NELSON
282	01/12/2024	299952	89,183.75	2022 STREET REPAIRS CONSTRUCTION INSPECTION &	350.5638.7301	PAVEMENT ENGINEERING INC
283	01/12/2024	299953	0.50	BLD23-000692 REFUND 1650 BEE CYN	010.0000.2208	PIPEDREAMS VENTURES HOLDINGS
284	01/12/2024	299953	186.00	BLD23-000692 REFUND 1650 BEE CYN	010.0000.4182	PIPEDREAMS VENTURES HOLDINGS
285	01/12/2024	299953	1.00	BLD23-000692 REFUND 1650 BEE CYN	010.0000.2223	PIPEDREAMS VENTURES HOLDINGS
286	01/12/2024	299954	24.49	BLDG MAINT UNIFORMS	010.4213.5143	PRUDENTIAL OVERALL SUPPLY
287	01/12/2024	299954	24.49	BLDG MAINT UNIFORMS	010.4213.5143	PRUDENTIAL OVERALL SUPPLY
288	01/12/2024	299954	23.54	BLDG MAINT UNIFORMS	010.4213.5143	PRUDENTIAL OVERALL SUPPLY
289	01/12/2024	299954	25.03	CITY HALL MATS	010.4213.5303	PRUDENTIAL OVERALL SUPPLY
290	01/12/2024	299954	48.02	WOMENS CLUB MATS, MOPS	010.4213.5303	PRUDENTIAL OVERALL SUPPLY
291	01/12/2024	299954	27.63	PD MATS	010.4213.5303	PRUDENTIAL OVERALL SUPPLY
292	01/12/2024	299954	31.17	REC DEPT MATS, MOPS	010.4213.5303	PRUDENTIAL OVERALL SUPPLY
293	01/12/2024	299954	36.68	AUTO SHOP UNIFORMS	010.4305.5143	PRUDENTIAL OVERALL SUPPLY
294	01/12/2024	299954	16.38	AUTO SHOP UNIFORMS	010.4305.5143	PRUDENTIAL OVERALL SUPPLY
295	01/12/2024	299954	15.95	AUTO SHOP UNIFORMS	010.4305.5143	PRUDENTIAL OVERALL SUPPLY
296	01/12/2024	299954	57.31	PARKS DEPT UNIFORMS	010.4420.5143	PRUDENTIAL OVERALL SUPPLY

CITY OF ARROYO GRANDE
CHECK LISTING
JANUARY 1 - JANUARY 15, 2024

ATTACHMENT 1

Line	Check Date	Check #	Amount	Description	Acct #	Vendor Name
297	01/12/2024	299954	\$ 34.76	PARKS DEPT UNIFORMS	010.4420.5143	PRUDENTIAL OVERALL SUPPLY
298	01/12/2024	299954	36.47	PARKS DEPT UNIFORMS	010.4420.5143	PRUDENTIAL OVERALL SUPPLY
299	01/12/2024	299954	23.08	SOTO SPORTS COMPLEX UNIFORMS	010.4430.5143	PRUDENTIAL OVERALL SUPPLY
300	01/12/2024	299954	23.08	SOTO SPORTS COMPLEX UNIFORMS	010.4430.5143	PRUDENTIAL OVERALL SUPPLY
301	01/12/2024	299954	22.22	SOTO SPORTS COMPLEX UNIFORMS	010.4430.5143	PRUDENTIAL OVERALL SUPPLY
302	01/12/2024	299954	33.18	STREETS DEPT UNIFORMS	220.4303.5143	PRUDENTIAL OVERALL SUPPLY
303	01/12/2024	299954	31.68	STREETS DEPT UNIFORMS	220.4303.5143	PRUDENTIAL OVERALL SUPPLY
304	01/12/2024	299954	33.18	STREETS DEPT UNIFORMS	220.4303.5143	PRUDENTIAL OVERALL SUPPLY
305	01/12/2024	299954	23.08	SEWER DEPT UNIFORMS	612.4610.5143	PRUDENTIAL OVERALL SUPPLY
306	01/12/2024	299954	23.08	SEWER DEPT UNIFORMS	612.4610.5143	PRUDENTIAL OVERALL SUPPLY
307	01/12/2024	299954	22.22	SEWER DEPT UNIFORMS	612.4610.5143	PRUDENTIAL OVERALL SUPPLY
308	01/12/2024	299954	46.72	WATER DEPT UNIFORMS	640.4712.5143	PRUDENTIAL OVERALL SUPPLY
309	01/12/2024	299954	44.35	WATER DEPT UNIFORMS	640.4712.5143	PRUDENTIAL OVERALL SUPPLY
310	01/12/2024	299954	46.72	WATER DEPT UNIFORMS	640.4712.5143	PRUDENTIAL OVERALL SUPPLY
311	01/12/2024	299955	484.37	01/24 GRACE LN LANDSCAPE MAINT	216.4460.5304	RAINSCAPE
312	01/12/2024	299955	1,201.41	01/24 PARKSIDE LANDSCAPE MAINT	219.4460.5304	RAINSCAPE
313	01/12/2024	299956	89.15	REIMBURSE-VOL BANQUET SUPPLIES	010.4424.5252	KELLY REYNOLDS
314	01/12/2024	299957	450.00	REFUND PPR16-000025	010.0000.4510	JOHN RUDA
315	01/12/2024	299958	7,200.00	JULY 2023 THRU DEC 2023 MONTHLY STREET SWEEPING	220.4303.5303	SCA
316	01/12/2024	299958	2,700.00	JULY 2023 THRU DEC 2023 MONTHLY STREET SWEEPING	010.4307.5303	SCA
317	01/12/2024	299959	5.22	COMM GARDEN GREEN WASTE	010.4213.5303	SOUTH COUNTY SANITARY SVC, INC
318	01/12/2024	299959	208.46	DUMPSTERS -RANCHO GRANDE PARK	010.4213.5303	SOUTH COUNTY SANITARY SVC, INC
319	01/12/2024	299959	320.19	DUMPSTERS -FCFA	010.4213.5303	SOUTH COUNTY SANITARY SVC, INC
320	01/12/2024	299959	208.46	DUMPSTERS -STROTHER PARK	010.4213.5303	SOUTH COUNTY SANITARY SVC, INC
321	01/12/2024	299959	163.87	DUMPSTERS -PD	010.4213.5303	SOUTH COUNTY SANITARY SVC, INC
322	01/12/2024	299959	104.23	DUMPSTERS -PW RECYCLE	010.4213.5303	SOUTH COUNTY SANITARY SVC, INC
323	01/12/2024	299959	90.25	CITY HALL TRASH & RECYCLE	010.4213.5303	SOUTH COUNTY SANITARY SVC, INC
324	01/12/2024	299960	0.50	BLD23-000736 REFUND 1100 HASBROUK	010.0000.2208	TEKTON ELECTRIC INC
325	01/12/2024	299960	0.50	BLD23-000753 REFUND 165 CENTURY	010.0000.2208	TEKTON ELECTRIC INC
326	01/12/2024	299960	257.00	BLD23-000753 REFUND 165 CENTURY	010.0000.4183	TEKTON ELECTRIC INC
327	01/12/2024	299960	327.00	BLD23-000736 REFUND 1100 HASBROUK	010.0000.4183	TEKTON ELECTRIC INC
328	01/12/2024	299960	1.00	BLD23-000736 REFUND 1100 HASBROUK	010.0000.2223	TEKTON ELECTRIC INC
329	01/12/2024	299960	1.00	BLD23-000753 REFUND 165 CENTURY	010.0000.2223	TEKTON ELECTRIC INC
330	01/12/2024	299961	214.00	CC PH USER FEE STUDY 11/3, 11/9	010.4002.5301	THE MCCLATCHY COMPANY LLC
331	01/12/2024	299961	107.10	CC PH DCA RE: IRRIGATED TURF	010.4002.5301	THE MCCLATCHY COMPANY LLC
332	01/12/2024	299961	44.20	ORD SUMMARY- IRRIGATED TURF RESTRICTIONS	010.4002.5301	THE MCCLATCHY COMPANY LLC
333	01/12/2024	299961	109.65	PC PH DCA RE: ADU	010.4130.5301	THE MCCLATCHY COMPANY LLC

CITY OF ARROYO GRANDE
CHECK LISTING
JANUARY 1 - JANUARY 15, 2024

ATTACHMENT 1

Line	Check Date	Check #	Amount	Description	Acct #	Vendor Name
334	01/12/2024	299961	\$ 102.00	PC PH APPEAL -TWO SPACE PARKLETS	010.4130.5301	THE MCCLATCHY COMPANY LLC
335	01/12/2024	299961	850.00	NOTICE TO BIDDERS-SWINGING BRIDGE 11/8, 11/13	010.4301.5301	THE MCCLATCHY COMPANY LLC
336	01/12/2024	299962	101.89	(10) ALUMINUM SIGNS	220.4303.5613	TRAFFIC MANAGEMENT PRODUCTS
337	01/12/2024	299963	119.69	12/23 COPY MACH METER READ	010.4102.5602	ULTREX BUSINESS PRODUCTS (DBA)
338	01/12/2024	299964	829.78	PAYROLL FOR W/E 12/31 OFFICE ASSISTANT	010.4120.5303	UNITED STAFFING ASSOC.
339	01/12/2024	299964	1,046.48	PAYROLL FOR W/E 12/31 PW PT WORKER	010.4420.5303	UNITED STAFFING ASSOC.
340	01/12/2024	299965	1,997.96	SALES TAX ALLOCATION MAILER	218.4101.5208	US POSTMASTER
341	01/12/2024	299966	128.34	PH TESTER	640.4712.5610	USA BLUE BOOK
342	01/12/2024	299967	83.20	12/23 ART FOR KIDS	010.4424.5351	PEGGY VALKO
343	01/12/2024	299968	65.00	REFUND-12/09 ART IN THE PARK	010.0000.4607	TAMI VAN CLEF
344	01/12/2024	299969	370.00	11/23 PROF LEGAL SVCS-SM WATER	640.4710.5575	WHITE BRENNER LLP
345	01/12/2024	299970	654.15	BASKETBALL-FALL SESSION 3	010.4424.5351	YOUTH EVOLUTION BASKETBALL
346	01/12/2024	299970	436.10	SOCCER-FALL SESSION 3	010.4424.5351	YOUTH EVOLUTION BASKETBALL
347	01/12/2024	299971	1,134.00	WINTER BREAK GAMING & CODING CAMPS	010.4424.5351	YOUTH TECH INC.
			<u>\$ 1,850,660.42</u>			

CITY OF ARROYO GRANDE

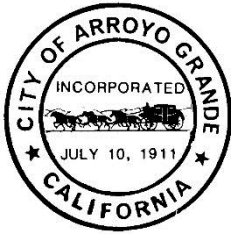
DEPARTMENTAL LABOR DISTRIBUTION

PAY PERIOD

12/22/2023 - 01/04/2024

1/12/2024

BY FUND		BY ACCOUNT	
General Fund	411,252.39	5101 Salaries Full time	165,362.34
Streets Fund	21,174.66	5101 Volunteer Employee Retirement	-
Sewer Fund	11,549.32	5102 Salaries Part-Time - PPT	7,176.56
Water Fund	24,487.29	5103 Salaries Part-Time - TPT	1,766.67
	<u>468,463.66</u>	5105 Salaries OverTime	16,139.80
		5106 Salaries Strike Team OT	-
		5107 Salaries Standby	2,419.40
		5108 Holiday Pay	94,342.96
		5109 Sick Pay	8,698.81
		5110 Annual Leave Buyback	-
		5111 Vacation Buyback	-
		5112 Sick Leave Buyback	-
		5113 Vacation Pay	21,827.50
		5114 Comp Pay	1,697.65
		5115 Annual Leave Pay	15,238.49
		5116 Salaries - Police FTO	-
		5121 PERS Retirement	40,771.56
		5122 Social Security	24,696.07
		5123 PARS Retirement	138.49
		5126 State Disability Ins.	3,615.87
		5127 Deferred Compensation	725.00
		5131 Health Insurance	56,584.75
		5132 Dental Insurance	3,109.42
		5133 Vision Insurance	825.81
		5134 Life Insurance	387.64
		5135 Long Term Disability	692.62
		5137 Leave Payouts	-
		5142 Unemployment Insurance	-
		5143 Uniform Allowance	-
		5144 Car Allowance	637.50
		5146 Council Expense	-
		5147 Employee Assistance	-
		5148 Boot Allowance	-
		5149 Motor Pay	203.75
		5150 Bi-Lingual Pay	150.00
		5151 Cell Phone Allowance	1,255.00
			<u>468,463.66</u>
OVERTIME BY DEPARTMENT:			
Administrative Services	-		
Information Services	-		
Community Development			
Police	15,199.58		
Public Works - Maintenance	163.36		
Public Works - Enterprise	776.86		
Recreation - Administration	-		
Recreation - Special Events	-		
Children In Motion	-		
	<u>16,139.80</u>		



MEMORANDUM

TO: City Council

FROM: Nicole Valentine, Administrative Services Director

BY: Lynda Horejsi, Accounting Manager

SUBJECT: Consideration of Statement of Investment Deposits

DATE: February 13, 2024

SUMMARY OF ACTION:

Presentation of the City's investment deposits as of December 31, 2023.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

There is no funding impact to the City related to these reports. However, the City does receive interest revenue based on the interest rate of the investments. Little to no future staff time is projected.

RECOMMENDATION:

1) Receive and file the attached report listing investment deposits of the City of Arroyo Grande as of December 31, 2023, as required by Government Code Section 53646(b); and 2) Determine that receiving the report of investment deposits is not a project subject to the California Environmental Quality Act ("CEQA") because it has no potential to result in either a direct, or reasonably foreseeable indirect, physical change in the environment. (State CEQA Guidelines, §§ 15060, subd. (c)(2)-(3), 15378.)

BACKGROUND:

The Administrative Services Department has historically submitted to the City Council a monthly report, providing the following information:

1. Type of investment.
2. Financial institution (bank, savings and loan, broker, etc.).
3. Date of maturity.
4. Principal amount.
5. Rate of interest.
6. Current market value for all securities having a maturity of more than 12 months.
7. Relationship of the monthly report to the annual statement of investment policy.

Item 9.b.

ANALYSIS OF ISSUES:

This report represents the City's investments as of December 31, 2023, and includes all investments managed by the City. As of December 31, 2023, the investment portfolio was in compliance with all State laws and the City's investment policy.

ALTERNATIVES:

The following alternatives are provided for the Council's consideration:

1. Approve staff's recommendation to receive and file the attached report listing the investment deposits;
2. Do not approve staff's recommendation; or
3. Provide other direction to staff.

ADVANTAGES:

Safety of principal is the foremost objective of the City. Investments are undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

DISADVANTAGES:

Some level of risk is present in any investment transaction. Losses could be incurred due to market price changes, technical cash flow complications such as the need to withdraw a non-negotiable Time Certificate of Deposit early, or even the default of an issuer. To minimize such risks, diversifications of the investment portfolio by institution and by investment instruments are being used as much as is practical and prudent.

ENVIRONMENTAL REVIEW:

The Statement of Investment Deposits is not a project subject to the California Environmental Quality Act ("CEQA") because it has no potential to result in either a direct, or reasonably foreseeable indirect, physical change in the environment. (State CEQA Guidelines, §§ 15060, subd. (c)(2)-(3), 15378.)"

PUBLIC NOTIFICATION AND COMMENTS:

The Agenda was posted at City Hall and on the City's website in accordance with Government Code Section 54954.2.

Attachments:

1. Portfolio Summary: December 31, 2023

300 E. Branch St.
Arroyo Grande, CA 93420
Phone: (805) 473-5400



CITY OF ARROYO GRANDE

Portfolio Summary

December 31, 2023

Investments	Principal Value	Current Market Value	Interest Rate	Date of Purchase	Term	Maturity Date	% of Portfolio
Local Agency Investment Fund	\$ 15,629,748.45	\$ 15,629,748.45	3.843%				49.942%
Certificates of Deposit							
Pacific Premier Bank	249,000.00	249,000.00	0.100%	February 21, 2023	12 mos	February 21, 2024	0.796%
BMW Bank North America	249,000.00	249,000.00	0.500%	July 16, 2021	36 mos	July 16, 2024	0.796%
Mountain America Federal Credit Union	249,000.00	249,000.00	4.750%	October 14, 2022	24 mos	October 15, 2024	0.796%
Enerbank USA	247,000.00	247,000.00	1.850%	October 25, 2019	60 mos	October 25, 2024	0.789%
Wells Fargo Bank	249,000.00	249,000.00	4.600%	October 28, 2022	24 mos	October 28, 2024	0.796%
Beal Bk Plano TX	247,000.00	247,000.00	1.350%	March 26, 2022	36 mos	March 26, 2025	0.789%
Beal Bk Las Vegas NV	247,000.00	247,000.00	1.250%	March 26, 2022	36 mos	March 26, 2025	0.789%
First Technology Federal	248,000.00	248,000.00	5.000%	April 14, 2023	24 mos	April 14, 2025	0.792%
Flagstar Bank	245,000.00	245,000.00	0.850%	May 15, 2020	60 mos	May 15, 2025	0.783%
American Express National Bank	246,000.00	246,000.00	3.100%	May 25, 2022	36 mos	May 25, 2025	0.786%
New York Community Bank	249,000.00	249,000.00	0.550%	July 1, 2021	48 mos	July 1, 2025	0.796%
Chief Financial Federal Credit Union	249,000.00	249,000.00	4.600%	October 12, 2022	36 mos	October 14, 2025	0.796%
Live Oak Bank	249,000.00	249,000.00	3.150%	May 25, 2022	48 mos	May 26, 2026	0.796%
UBS Bank USA	249,000.00	249,000.00	0.900%	July 21, 2021	60 mos	July 21, 2026	0.796%
Toyota Financial Savings Bank	248,000.00	248,000.00	0.950%	July 22, 2021	60 mos	July 22, 2026	0.792%
California Credit Union Glendale	243,000.00	243,000.00	5.450%	October 26, 2023	36 mos	October 26, 2026	0.776%
Bank United NA	249,000.00	249,000.00	1.350%	December 8, 2021	60 mos	December 8, 2026	0.796%
Capital One Bank USA	248,000.00	248,000.00	1.250%	December 8, 2021	60 mos	December 8, 2026	0.792%
Discover Bank	246,000.00	246,000.00	3.200%	May 18, 2022	60 mos	May 19, 2027	0.786%
United Teletech Financial Credit Union	248,000.00	248,000.00	3.500%	November 8, 2023	53 mos	April 1, 2028	0.792%
Morgan Stanley Bank	244,000.00	244,000.00	4.650%	April 6, 2023	60 mos	April 6, 2028	0.780%
Maine Savings Federal Credit Union	249,000.00	249,000.00	4.800%	July 21, 2023	60 mos	July 21, 2028	0.796%
Morgan Stanley Bank	248,000.00	248,000.00	5.250%	July 28, 2023	60 mos	July 28, 2028	0.792%
Alliant Credit Union	248,000.00	248,000.00	5.500%	November 15, 2023	36 mos	November 16, 2026	0.792%
Total Certificates of Deposit	5,943,000.00	5,943,000.00					18.990%
Agency Bonds							
Federal Farm Credit Bank	1,999,314.00	1,962,137.74	0.350%	December 4, 2020	42 mos	May 16, 2024	6.388%
Federal Home Loan Bank	499,252.43	505,816.65	1.000%	July 19, 2022	29 mos	December 20, 2024	1.595%
Federal Farm Credit Bank	998,431.00	952,305.30	0.430%	March 17, 2021	48 mos	March 3, 2025	3.190%
Federal Natl Mortgage Assn	1,000,000.00	931,614.04	0.500%	October 20, 2020	60 mos	October 20, 2025	3.195%
Federal Home Loan Bank	999,500.00	926,812.18	0.800%	March 17, 2021	60 mos	March 10, 2026	3.194%
Federal Home Loan Bank	994,396.00	944,060.74	2.400%	March 17, 2021	72 mos	March 29, 2027	3.177%
Federal Home Loan Bank	500,000.00	483,561.57	3.375%	May 17, 2022	60 mos	May 17, 2027	1.598%
Total Agency Bonds	6,990,893.43	6,706,308.22					22.337%

300 E. Branch St.
 Arroyo Grande, CA 93420
 Phone: (805) 473-5400



CITY OF ARROYO GRANDE
Portfolio Summary
December 31, 2023

Investments	Principal Value	Current Market Value	Interest Rate	Date of Purchase	Term	Maturity Date	% of Portfolio
<i>Municipal Bonds</i>							
California State GO Various Purp Bond	\$ 491,810.00	\$ 479,815.00	3.100%	May 12, 2022	47 mos	April 1, 2026	1.571%
California State Taxable GO Unlimited	1,256,116.00	1,298,272.40	3.500%	November 1, 2023	53 mos	April 1, 2028	4.014%
Total Municipal Bonds	1,747,926.00	1,778,087.40					5.585%
<i>Treasury Obligations</i>							
U.S. Treasury Z-2026 Series	984,728.00	922,187.50	1.100%	December 6, 2021	53 mos	May 31, 2026	3.146%
Total Treasury Obligations	984,728.00	922,187.50					3.146%
TOTAL INVESTMENTS	\$ 31,296,295.88	\$ 30,979,331.57					100.000%



ACTION MINUTES
REGULAR MEETING OF THE CITY COUNCIL

January 23, 2024, 6:00 p.m.
Hybrid City Council Chamber/Virtual Zoom Meeting
215 East Branch Street, Arroyo Grande

Council Members Present:	Mayor Pro Tem Guthrie, Council Member Barneich, Council Member Secrest
Council Members Absent:	Mayor Ray Russom, Council Member George
Staff Present:	City Clerk Jessica Matson, City Attorney Isaac Rosen, City Manager Matthew Downing, Assistant City Manager/Public Works Director Bill Robeson, Administrative Services Director Nicole Valentine, City Engineer Shannon Sweeney, Deputy City Clerk Julie Hawkins

This meeting was conducted in a hybrid in-person/virtual format.

1. CALL TO ORDER

Mayor Pro Tem Guthrie called the Regular City Council Meeting to order at 6:00 p.m.

2. ROLL CALL

City Clerk Matson took roll call. Council Member George and Mayor Ray Russom were absent.

3. MOMENT OF REFLECTION

4. FLAG SALUTE

Mayor Pro Tem Guthrie led the flag salute.

5. AGENDA REVIEW

5.a Closed Session Announcements

None.

5.b Ordinances read in title only

None.

6. SPECIAL PRESENTATIONS

6.a Honorary Proclamation Recognizing February 2024 as Black History Month

Mayor Pro Tem Guthrie read the Honorary Proclamation Declaring the month of February 2024 as Black History Month. Cheryl Vines and Roxanne Perez, SLO NAACP, accepted the proclamation.

Mayor Pro Tem Guthrie invited public comment. No public comments were received.

No action was taken on this item.

6.b City Manager Communications

City Manager Downing provided information regarding Mason Street traffic light signal timing; the formula business Ordinance and the ADU Ordinance; commented on the recent retirement gathering for Chief Lieberman; current recruitment for a new Fire Chief; and the Annual Employee Recognition Event. City Manager Downing and Assistant City Manager/Public Works Director Robeson responded to questions from Council.

Mayor Pro Tem Guthrie invited public comment. No public comments were received.

No action was taken on this item.

7. CITY COUNCIL REPORTS

The City Council provided brief reports from the following committee, commission, board, or other subcommittee meetings that they attended as the City's appointed representative.

7.a MAYOR RAY RUSSOM:

1. California Joint Powers Insurance Authority (CJPIA)
2. Central Coast Blue Regional Recycled Water Authority Board
3. Five Cities Fire Authority
4. San Luis Obispo County Mayor's Meeting
5. South San Luis Obispo County Sanitation District (SSLOCSD)
6. Other

7.b MAYOR PRO TEM GUTHRIE:

1. Central Coast Community Energy Policy Board (CCCE)
2. County Water Resources Advisory Committee (WRAC)
3. Council of Governments/Regional Transit Authority/ South County Transit (SLOCOG/SLORTA/SCT)
4. Integrated Waste Management Authority Board (IWMA)
5. REACH Economic Development Roundtable
6. Other

7.c COUNCIL MEMBER BARNEICH:

1. Audit Committee
2. Homeless Services Oversight Council (HSOC)
3. Zone 3 Water Advisory Board
4. Other

7.d COUNCIL MEMBER GEORGE:

1. Five Cities Fire Authority
2. Visit SLO CAL Advisory Board
3. Other

7.e COUNCIL MEMBER SECREST:

1. Air Pollution Control District (APCD)
2. South County Chambers of Commerce Governmental Affairs Committee
3. Other

8. COMMUNITY COMMENTS AND SUGGESTIONS

Mayor Pro Tem Guthrie invited public comment. Speaking from the public was Candice Renner. No further public comments were received.

Assistant City Manager/Public Works Director Robeson responded to comments from the public.

9. CONSENT AGENDA

Mayor Pro Tem Guthrie asked the Council if there were any questions or any items to be pulled from the consent agenda for further discussion.

Mayor Pro Tem Guthrie invited public comment. No public comments were received.

Mayor Pro Tem Guthrie congratulated staff on another perfect audit.

Moved by Council Member Barneich

Seconded by Council Member Secrest

Approve Consent Agenda Items 9.a. through 9.f., with the recommended courses of action.

AYES (3): Council Member Barneich, Council Member Secrest, and Mayor Pro Tem Guthrie

ABSENT (2): Mayor Ray Russom, and Council Member George

Passed (3 to 0)

9.a Consideration of Cash Disbursement Ratification

1) Ratified the listing of cash disbursements for the period of December 16 through December 31, 2023; and 2) Determined that ratifying the cash disbursements is not a project subject to the California Environmental Quality Act ("CEQA") because it has no potential to result in either a direct, or reasonably foreseeable indirect, physical change in the environment. (State CEQA Guidelines, §§ 15060, subd. (c)(2)-(3), 15378.)

9.b Acceptance of the Annual Comprehensive Financial Report, Single Audit, and Audit Report for the Transportation Development Act Transportation Fund Reports

1) Received and filed the Annual Comprehensive Financial Report (ACFR), Single Audit, and Audit Report for the Transportation Development Act Transportation Fund for the fiscal year ended June 30, 2023; and 2) Determined that receiving and filing the ACFR, Single Audit and Audit Report for the Transportation Development Act Transportation Fund is not a project subject to the California Environmental Quality Act ("CEQA") because it has no potential to result in either a direct, or reasonably foreseeable indirect, physical change in the environment. (State CEQA Guidelines, §§ 15060, subd. (c)(2)-(3), 15378.)

9.c Consider Adoption of a Resolution Approving the Annual Adjustment of Sewer Connection Fees

1) Adopted a Resolution entitled: ***"A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARROYO GRANDE ADJUSTING SEWER CONNECTION FEES BY THE CHANGE IN THE ENGINEERING NEWS RECORD CONSTRUCTION COST INDEX AND FINDING THE ACTION EXEMPT FROM CEQA"***; and 2) Determined that adopting this Resolution is not subject to the California Environmental Quality Act ("CEQA") because it has no potential to result in either a direct, or reasonably foreseeable indirect, physical change in the environment. (State CEQA Guidelines, Cal. Code Regs., tit. 14, §§ 15060, subd. (c)(2)-(3), 15378.)

9.d Consider Adoption of a Resolution to Update City Manager Name for Authorized Personnel for Financial Institutions

1) Adopted a Resolution entitled: ***"A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARROYO GRANDE AUTHORIZING THE DEPOSIT OF CITY FUNDS IN VARIOUS FINANCIAL INSTITUTIONS"***; and 2) Determined that adopting a resolution authorizing the deposit of City funds in various financial institutions and updating the names of designated employees in certain positions who are authorized to make deposits of City funds and enter into banking or investment arrangements is not subject to the California Environmental Quality Act ("CEQA") because it has no potential to result in either a direct, or reasonably foreseeable indirect, physical change in the environment. (State CEQA Guidelines, Cal. Code Regs., tit. 14, §§ 15060, subd. (c)(2)-(3), 15378.)

9.e Approval of Minutes

Approved the minutes of the Regular City Council Meeting of January 9, 2024, as submitted.

9.f Calendar Year 2023 Water Supply and Demand Update

Received and filed the Calendar Year 2023 Water Supply and Demand Update.

10. PUBLIC HEARINGS

None.

11. OLD BUSINESS

None.

12. NEW BUSINESS

12.a Consideration of the 2024 Pavement Priority Project List and Finding the Project is Not Subject to Environmental Review Under the California Environmental Quality Act, State Guidelines Section 15301

City Engineer Sweeney presented the report and provided a presentation on the 2024 Pavement Management Program. City Engineer Sweeney responded to questions from Council.

Mayor Pro Tem Guthrie invited public comment. Speaking from the public was Alexandria. No further public comments were received. City Engineer Sweeney responded to questions from the public and provided more information regarding funding for the project.

Council discussion ensued regarding support for the Program.

Moved by Council Member Barneich

Seconded by Council Member Secrest

1) Reviewed and approved a priority list of streets for the 2024 Pavement Management Program; 2) Authorized the City Manager or designee to choose the remaining projects on the list to maximize the project size and cost efficiency of more funds become available, along with other minor work associated with pavement maintenance, such as striping, concrete work, and pedestrian improvements; and 3) Found this project is categorically exempt from the California Environmental Quality Act ("CEQA") under the Class 2 exemption, which applies to the replacement or reconstruction of existing structures and facilities where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced. (State CEQA Guidelines, § 15301.)

AYES (3): Council Member Barneich, Council Member Secrest, and Mayor Pro Tem Guthrie

ABSENT (2): Mayor Ray Russom, and Council Member George

Passed (3 to 0)

13. COUNCIL COMMUNICATIONS

Council Member Barneich commented on the completion of construction work in the village and the links provided in the staff reports.

Council Member Secrest concurred regarding the helpfulness of links within staff reports.

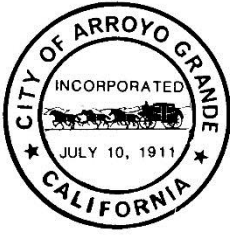
14. ADJOURNMENT

There being no further business to come before the City Council, Mayor Ray Russom adjourned the meeting at 7:08 p.m.

Caren Ray Russom, Mayor

ATTEST:

Jessica Matson, City Clerk



MEMORANDUM

TO: City Council

FROM: Jessica Matson, Legislative & Info Services Director/City Clerk

BY: Julie Hawkins, Deputy City Clerk/Communications Coordinator

SUBJECT: Consideration of Appointment to the Downtown Parking Advisory Board

DATE: February 13, 2024

SUMMARY OF ACTION:

Appointment of Kevin Delaney to the Downtown Parking Advisory Board to fill a vacancy.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

There is no financial or staffing impact from the recommended action.

RECOMMENDATION:

Approve the recommendation of Mayor Pro Tem Guthrie to appoint Kevin Delaney to the Downtown Parking Advisory Board.

BACKGROUND:

City Council policy sets forth appointment procedures for the City's Commissions, Boards and Committees. Section 5.2 of the [City Council Handbook](#) states that "the Mayor and each member of the Council shall appoint one representative to each respective Commission/Board/Committee..., subject to approval by a majority of the Council."

A vacancy on the Downtown Parking Advisory Board occurred in February 2023 when former Board members' terms ended. Due to the qualifications to serve on this advisory body, it has been difficult to fill the vacancies.

ANALYSIS OF ISSUES:

The Downtown Parking Advisory Board is responsible for advising the City Council and making recommendations as to how the agency funds assessments from Village merchants for the maintenance of Village parking shall be used. There is a current, unscheduled vacancy on the Board with a term expiration date of January 31, 2027. Kevin Delaney has applied and is recommended for appointment by Mayor Pro Tem Guthrie.

Item 9.d.

City Council

Consideration of Appointment to the Downtown Parking Advisory Board

February 13, 2024

Page 2

ALTERNATIVES:

The following alternatives are provided for the Council's consideration:

1. Approve Mayor Pro Tem Guthrie's recommended appointment of Kevin Delaney to the Downtown Parking Advisory Board;
2. Do not approve the recommended appointment; or
3. Provide other direction to staff.

ADVANTAGES:

Approving the recommended appointment will fill one of the two vacancies on the Board.

DISADVANTAGES:

No disadvantages have been identified.

ENVIRONMENTAL REVIEW:

No environmental review is required for this item.

PUBLIC NOTIFICATION AND COMMENTS:

The Agenda was posted at City Hall and on the City's website in accordance with Government Code Section 54954.2.

Attachments:

1. Application – K. Delaney

Item 9.d.

CITY OF ARROYO GRANDE

"List of Citizens to Serve"
300 East Branch Street
Arroyo Grande, CA 93420

RECEIVED

JAN 18 2024

CITY OF ARROYO GRANDE

Application to Board, Committee, or Commission

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMITTEE/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

☐ Planning Commission
☒ Tourism Business Improvement District Advisory Board
☒ Downtown Parking Advisory Board

☐ Architectural Review Committee
☐ Special committees/subcommittees

Date of Application 1-9-24

Name Delaney Kevin
Last First

Home Address [REDACTED]

Home or Cell Phone [REDACTED] Business Phone [REDACTED]

E-mail address (Optional) [REDACTED]

Do you reside within the City limits of Arroyo Grande? Yes ☒ No ☐

Are you a registered voter? Yes ☒ No ☐

Occupation Restaurant owner

Employer Old Village Grill

Education (Include professional or vocational licenses or certificates)

A.A. Degree Hotel/Rest. Management

Community involvement (List organization memberships and committee assignments)

Held a seat on Parking Advisory Board a few years ago.

Please describe any background, training, education or interests that qualify you as an appointee

Thirty Years of owning Old Village Grill here in The Down town

(Please attach additional pages if necessary)

(PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM)

What do you see as the objectives and goals of the advisory board, committee or commission for which you are applying? To help improve parking situation for customers/tourists
Create more tax revenue for city & business

Please list three (3) Arroyo Grande references. PLEASE OBTAIN PERMISSION FROM INDIVIDUALS BEFORE LISTING THEM AS A REFERENCE.

Name: Been in biz for 30 years here in village Address: (not necessary) Phone: _____

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

Current meeting schedules are indicated below:

Planning Commission, 1st and 3rd Tuesday of each month, 6:00 p.m.

Downtown Parking Advisory Board, meets as needed needed now, last one was 2 yrs ago

Architectural Review Committee, 1st Monday at 2:30 p.m. and 3rd Monday at 3:30 p.m. each month

Tourism Business Improvement District (TBID) Advisory Board, last Monday of each month, 3:30 p.m.

Are you willing to commit to the time necessary to fulfill the obligations of an appointment to a Board, Committee or Commission? Yes ☒ No ☐

I hereby declare that the foregoing information is true and complete to the best of my knowledge and belief.

[Redacted Signature]
Applicant Signature

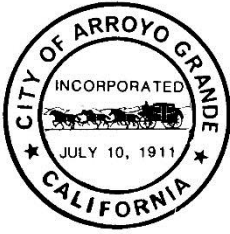
1-9-24
Date

Notice to Applicants:

1. Applicants appointed by the City Council are required to take an Oath of Office.
2. State law and the City's Conflict of Interest Code requires that Board Members, Committee Members, and Commissioners file Statements of Economic Interests (Form 700) upon assuming office, annually, and upon leaving an appointed office (e.g. sources of income, loans, gifts, investments, interests in real property within the City).
3. This application is a matter of public record and portions thereof are subject to disclosure pursuant to the California Public Records Act.
4. Applications will remain active and on file for one (1) year.

Please return completed Application to:

CITY CLERK'S OFFICE
300 East Branch Street
Arroyo Grande CA 93420



MEMORANDUM

TO: City Council

FROM: Bill Robeson, Assistant City Manager/Public Works Director

BY: Shannon Sweeney, City Engineer

SUBJECT: Consideration of Approval of Amendment 1 to the Regional Surface Transportation (RSTP) Exchange/Surface Transportation Block Grant (STBG) Cooperative Agreement AG – FAST – 01 with the San Luis Obispo Council of Governments

DATE: February 13, 2024

SUMMARY OF ACTION:

Adopt a Resolution (Attachment 1) approving the execution of amendment 1 to funding agreement No. AG-FAST-01 (Attachment 2) for project development responsibilities between the San Luis Obispo Council of Governments (SLOCOG) and the City of Arroyo Grande (City).

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

The City of Arroyo Grande secured \$846,000 through the initial cooperative agreement with SLOCOG, AG – Fixing America's Surface Transportation (FAST) – 01. See Table 1 for the breakdown and status of those funds. All funds have been previously reimbursed or are currently in process except for \$390,000 that was programmed for Phase 2 of the East Branch Streetscape Project. City staff has reconvened a working group to discuss options for proceeding with that project.

With the execution of this amendment to cooperative agreement AG – FAST – 01, \$413,000 of Urban State Highway Account (USHA) will be available for street paving, and \$749,000 will be available for construction of the Halcyon Road Complete Streets Project. Specific actions related to this funding will be presented for consideration to the Council in the future with each project.

RECOMMENDATION:

- 1) Adopt a Resolution authorizing the Mayor to execute SLOCOG RSTP exchange/STBG Cooperative Agreement Amendment 1 to AG-FAST-01;
- 2) Direct the City Clerk to submit the RSTP Exchange/STBG Cooperative Agreement Amendment 1 to No. AG-FAST-01 and the Resolution to the San Luis Obispo Council of

City Council
Consideration of Approval of Amendment 1 to the Regional Surface
Transportation (RSTP) Exchange/Surface Transportation Block Grant (STBG)
Cooperative Agreement AG – FAST – 01 with the San Luis Obispo Council of
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Governments; and

3) Find that approving this agreement is not a project subject to the California Environmental Quality Act (“CEQA”) because it has no potential to result in either a direct, or reasonably foreseeable indirect, physical change in the environment. (State CEQA Guidelines, §§ 15060, subd. (b)(2)-(3), 15378).

BACKGROUND:

The Cooperative Agreement is a general agreement between SLOCOG and the City regarding the responsibilities of each agency. The specific projects are referenced and attached to allow for future actions such as the transfer of funds between the various projects or the addition of replacement projects. A Resolution (Attachment 1) is included and authorizes the Mayor to execute Amendment 1 to the RSTP Exchange/STBG Cooperative Agreement. This amendment provides new programmed funding, as shown in Table 2. Before the City can begin invoicing for reimbursement of the work performed, this amendment to the Cooperative Agreement must be executed between SLOCOG and the City.

Cooperative Agreement AG – FAST – 01, was approved by City Council on [November 13, 2018](#). Of the funding associated with AG – FAST – 01, all has been reimbursed or in the process of being reimbursed except for \$390,000 associated with the East Branch Streetscape project.

ANALYSIS OF ISSUES:

Table 1 shows the status of funding programmed through AG – FAST – 01.

Table 1: AG – FAST – 01 Programmed Funding

SLOCOG #	Project Name	Programmed \$	Paid \$	Balance
SMAPAG01U	USHA - Arroyo Grande FY 17/18-20/21	\$271,000	\$271,000	\$-
SMAPAG01R	East Branch Streetscape (Phase II)	\$390,000	\$-	\$390,000
SMAPAG02R	SRTS Capital Program (Cycle 1 + Cycle 2) - Harloe Elementary Pedestrian Access Enhancements	\$150,000	\$150,000	\$-
SMAPCG13R	ATPP-Grant Support	\$10,000	\$10,000	\$-
SMAPAG03R	Systemic Safety Analysis	\$25,000	\$15,000	\$10,000*
STLAG01R	Brisco-Halcyon Road Interchange Modifications Project	\$-	\$-	\$-

* Reimbursement in process

As stated previously, funding associated with AG – FAST – 01 has been expended, with the exception of the East Branch Streetscape project. Staff have recently reconvened a working group to discuss options for proceeding with this project.

City Council
Consideration of Approval of Amendment 1 to the Regional Surface
Transportation (RSTP) Exchange/Surface Transportation Block Grant (STBG)
Cooperative Agreement AG – FAST – 01 with the San Luis Obispo Council of
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February 13, 2024
Page 3

Amendment 1 to AG – FAST – 01 includes \$413,400 for streets paving, and \$749,000 for design and right-of-way acquisition for the Halcyon Road Complete Streets project.

Table 2 shows a summary of funding programmed through Amendment 1 of AG – FAST – 01.

Table 2: Amendment 1 Programmed Funding

SLOCOG#	Project Name	RSHA	USHA	Balance
SMAPAG01U	Urban Area Apportionment FY 21/22-26/27; Local Choice Funds		\$ 413,400	\$ 413,400
SMAPAG04R	Halcyon Road Safe Routes to School Improvements	\$ 749,000	\$ -	\$ 749,000
Total				\$ 1,162,400

One of the benefits of approving this agreement is that SLOCOG intends to exchange its apportionment of Federal Surface Transportation Block Grant (STBG) funds for Regional Surface Transportation Exchange (RSTP Exchange) funds for the projects within the City, therefore eliminating the non- federal match and compliance with the National Environmental Policy Act (NEPA).

ALTERNATIVES:

The following alternatives are provided for the Council's consideration:

1. Approve staff's recommendations, which will enable the City to receive the funding shown in Table 2;
2. Modify as appropriate and authorize the Mayor to execute the agreement;
3. Do not approve staff's recommendations, which means the City will not receive the funding listed in Table 2); or
4. Provide direction to staff.

ADVANTAGES:

Approving the Cooperative Agreement will allow the City to receive funding for transportation projects that are consistent with the City Council Goal to support City infrastructure, without the need to complete extensive federal environmental review.

DISADVANTAGES:

None identified.

City Council

**Consideration of Approval of Amendment 1 to the Regional Surface
Transportation (RSTP) Exchange/Surface Transportation Block Grant (STBG)
Cooperative Agreement AG – FAST – 01 with the San Luis Obispo Council of
Governments**

February 13, 2024

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ENVIRONMENTAL REVIEW:

Approving this agreement is not a project subject to the California Environmental Quality Act (“CEQA”) because it has no potential to result in either a direct, or reasonably foreseeable indirect, physical change in the environment. (State CEQA Guidelines, §§ 15060, subd. (b)(2)-(3), 15378).

PUBLIC NOTIFICATION AND COMMENTS:

The Agenda was posted at City Hall and on the City’s website in accordance with Government Code Section 54954.2.

Attachments:

1. Proposed Resolution
2. Cooperative Agreement amendment 1 to No. AG-FAST-01

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
ARROYO GRANDE AUTHORIZING THE MAYOR TO EXECUTE
AMENDMENT 1 TO SAN LUIS OBISPO COUNCIL OF
GOVERNMENTS REGIONAL SURFACE TRANSPORTATION
EXCHANGE / SURFACE TRANSPORTATION BLOCK GRANT
COOPERATIVE AGREEMENT NO. AG-FAST-01**

WHEREAS, the City and the San Luis Obispo Council of Governments (SLOCOG) are authorized, pursuant to requirements of Fixing America's Surface Transportation (FAST) Act § 1109(a), to enter into a Cooperative Agreement for any transportation purpose within the City; and,

WHEREAS, the SLOCOG Board approved allocation of urban and regional Surface Transportation Block Grant Program (STBGP) funds for projects within the City of Arroyo Grande; and,

WHEREAS, SLOCOG intends to exchange its apportionment of Federal Surface Transportation Block Grant (STBG) funds for Regional Surface Transportation Exchange (RSTP Exchange) funds for the projects within the City, therefore eliminating the non-federal match and compliance with the National Environmental Policy Act (NEPA); and,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Arroyo Grande does hereby:

1. Approve Exhibit 1 attached, entitled "San Luis Obispo Council of Governments RSTP Exchange/STBG Cooperative Agreement Amendment 1 to Agreement AG-FAST-01"; and
2. Appoint the Mayor as the official representative authorized to sign San Luis Obispo Council of Governments RSTP Exchange/STBG Cooperative Agreement Amendment No. 1 to Agreement No. AG-FAST-01.
3. CEQA ACTION. Approving this agreement is not a project subject to CEQA because it has no potential to result in either a direct, or reasonably foreseeable indirect, physical change in the environment. (State CEQA Guidelines, §§ 15060, subd. (b)(2)-(3), 15378).

On motion of Council Member _____ seconded by Council Member _____ and
by the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

The foregoing Resolution was passed and adopted this 13th day of February 2024.

CAREN RAY RUSSOM, MAYOR

ATTEST:

JESSICA MATSON, CITY CLERK

APPROVED AS TO CONTENT:

MATTHEW DOWNING, CITY MANAGER

APPROVED AS TO FORM:

ISAAC ROSEN, CITY ATTORNEY

RSTP EXCHANGE/STBG COOPERATIVE AGREEMENT

THIS AGREEMENT, ENTERED INTO ON THE DATE BELOW STATED is between the San Luis Obispo Council of Governments, referred to herein as "SLOCOG", and the

CITY OF ARROYO GRANDE

a municipal corporation and
political subdivision of the
State of California, referred
to herein as the "CITY".

RECITALS

WHEREAS, SLOCOG and the CITY are authorized, pursuant to requirements of the Fixing America's Surface Transportation (FAST Act), FAST Act § 1109(a), to enter into a Cooperative Agreement for any transportation purpose within the CITY; and

WHEREAS, The FAST Act's Surface Transportation Block Grant Program acknowledging that this program has the most flexible eligibilities among all Federal-aid highway programs and aligning the program's name with how FHWA has historically administered it; and

WHEREAS, the SLOCOG Board approved allocation of regional Surface Transportation Block Grant Program (STBGP) funds for the projects identified on the attached Table 1 (summary table and project summary sheets) and STBGP Program continues all prior STP eligibilities (see in particular 23 U.S.C. 133(b)(15), as amended, each of the individual project is herein referred to as "PROJECT"; and

WHEREAS, SLOCOG intends to exchange its apportionment of Federal Surface Transportation Block Grant Program (STBGP) funds for Regional Surface Transportation Exchange (RSTP Exchange) funds for the PROJECTs, therefore eliminating the non-federal match and compliance with the National Environmental Policy Act (NEPA); and

WHEREAS, all applicable laws, regulations, and policies relating to the use of Regional Surface Transportation Program Exchange (RSTP Exchange) funds for the PROJECTs, shall apply notwithstanding any other provisions of this Agreement; and

WHEREAS, all obligations of the CITY under the terms of this Agreement are subject to funding appropriation by the Legislature, and the receipt and allocation of funding by SLOCOG; and

NOW, THEREFORE, in consideration of the above noted findings and considerations, the parties agree as follows:

- 1) The CITY agrees to administer each PROJECT and conduct the applicable environmental process required under the California Environmental Quality Act (CEQA) for each PROJECT.
- 2) The CITY agrees to advertise, open and review bids, and to award the contract for each applicable PROJECT (or combination of projects) as needed, in accordance with State laws.
- 3) The CITY agrees that all phases of each PROJECT will be developed in accordance with policies, procedures, practices, standards, regulations, and laws that apply to the CITY, Caltrans (where appropriate), and SLOCOG General Programming Requirements, the 2016 Annual Exchange Agreement and subsequent STBGP annual exchange agreements between SLOCOG and the State of California (Department of Transportation). If in the judgment of SLOCOG a project may impact a street, road or highway owned or controlled by a jurisdiction other than CITY (including without limitation the County, another city, or the State of California), SLOCOG may require the CITY to establish a project development team (PDT) composed of representatives of such jurisdictions, as well as SLOCOG.

- 4) The CITY agrees to construct each PROJECT in accordance with the plans and specifications of the CITY (and Caltrans when PROJECT involves state highway facilities), and in accordance with the conditions of funding adopted by SLOCOG.
- 5) The CITY agrees to maintain the facilities constructed, improved, or otherwise modified.
- 6) The CITY agrees to utilize, for each PROJECT, an amount of Regional or Urban RSTP Exchange funds equal to or less than that adopted by SLOCOG, and that SLOCOG's total obligation shall not exceed the amounts shown in **Table 1** unless a greater amount has been authorized in advance in writing by SLOCOG.
- 7) The CITY agrees to account for all costs for the PROJECTS to be paid by SLOCOG pursuant to this Agreement and agrees to perform all the reimbursable work for each project according to the billing period identified in the project summary sheets.
- 8) After the opening of bids on applicable PROJECTS, the CITY shall notify SLOCOG of any cost overruns or underruns to the original cost estimate. The following will be assumed and reflected in SLOCOG's RSTP Exchange accounting spreadsheets:
 - a) If less funding than what was programmed is required for a PROJECT, the cost savings will be made available for reprogramming into another CITY project as approved by SLOCOG.
 - b) If more funding than what was programmed is required for a PROJECT, the CITY will be solely responsible for providing the additional funding, which can be comprised of various non-regional funding sources, including cost savings from other CITY RSTP Exchange projects.
- 9) The CITY may submit an invoice for reimbursement of funds expended for each PROJECT no more than once a month, using the attached Reimbursement Request Form (**Exhibit A**). All Payments will be prorated between CITY and SLOCOG based on the agreed percentages of funding, as adopted by SLOCOG and listed on each project summary sheet. All invoices must contain the following:
 - a. RSTP Exchange PROJECT number and name
 - b. A brief description of work accomplished during the billing period.
 - c. A copy of the consultant's bill to the CITY (if applicable).
 - d. Amount expended by the CITY during the billing period, with evidence of funds expended (e.g. a copy of a CITY check to consultant or accounting documentation, etc.)
 - e. Amount requested for reimbursement for the billing period
- 10) SLOCOG agrees to reimburse the CITY within 30 days of receipt of a completed reimbursement request form (**Exhibit A**) with all applicable attachments and signatures or as funds become available on a "1st come, 1st served" basis, an amount expended by the CITY during the invoices' billing period less the aforesaid proration. If a PROJECT receives both Regional and Urban Regional Surface Transportation Exchange funding (referred to in Exhibits hereto as "Regional" and "Urban" respectively), reimbursements shall be made on a pro rata basis from each source for SLOCOG's share. SLOCOG's total obligation for each PROJECT cost shall not exceed the amount shown in **Table 1**, unless SLOCOG has in writing authorized a greater amount per adopted SLOCOG policy.
- 11) Within two months of either the execution of this agreement or each PROJECT's completion and all work incidental thereto, whichever comes later, the CITY must provide SLOCOG certification in the form provided in **Exhibit B** hereto, of completion in accordance with the provisions in this Agreement, and a final invoice containing those items listed above. In the event that final project costs are less than those listed on Table 1, hereto, the funds shall be reallocated in accordance with SLOCOG RSTP Exchange policy **Exhibit C**.
- 12) If this project has been paid for either entirely, or in part with Regional RSTP Exchange funds, and CITY, or any of its officials, chooses to publicly memorialize participation in said project, then CITY shall also memorialize SLOCOG's financial participation in said project in a manner agreeable to SLOCOG. This paragraph shall apply to, but is not limited to, signage during construction, representation at dedications and placement of plaques or other objects of memorialization, whether at or near the project site or not.

- 13) The CITY grants to the State of California and/or SLOCOG access to the CITY's books and records for the purpose of verifying that RSTP Exchange funds paid are properly accounted for and the proceeds are expended in accordance with the terms of this Agreement. All documents shall be available for inspection by authorized Caltrans and/or SLOCOG agents at any time during the PROJECT development and for a four-year period from the date of completion, or for one year after the audit is completed or waived by Caltrans and/or SLOCOG, whichever is later.
- 14) Upon completion of all work under this Agreement, ownership and title to all materials will automatically be vested in the CITY and no further agreement will be necessary to transfer ownership to the CITY.
- 15) If existing public and/or private utilities conflict with the PROJECT construction or violate the CITY's encroachment policy (as applicable), the CITY shall make all necessary arrangements with the owners of such utilities for their protection, relocation or removal. The CITY shall review the plans for protection, relocation or removal. If there are costs of such protection, relocation, or removal which the CITY must legally pay, the CITY shall pay the cost of said protection, relocation or removal, plus cost of engineering, overhead and inspection. If any protection, relocation or removal of utilities is required, such work shall be performed in accordance with CITY policies and procedures.
- 16) The CITY shall defend, indemnify and save harmless SLOCOG, its officers and employees from all and any claims, demands, damages, costs, expenses, judgments, attorneys' fees or any liability arising out of this Cooperative Agreement to the performance or attempted performance of the provisions hereof, or any project referred to in the Exhibits hereto. Nothing contained in the foregoing indemnity provision shall be construed to require CITY to indemnify SLOCOG against any responsibility of liability in contravention of Civil Code section 2782.
- 17) If the CITY transfers its risk connected with design or construction of this project to independent contractors, CITY agrees to use its best efforts to obtain the independent contractor's inclusion of SLOCOG as an indemnitee and in any insurance procured by such independent contractor(s) for the project, to name SLOCOG as an additional insured.
- 18) Both the CITY and SLOCOG shall designate a Project Coordinator who shall represent the respective agencies and through whom all communications between the parties to this agreement shall occur.
- 19) Both parties agree that if, in the course of carrying out the PROJECT, there is a disagreement among the Project Coordinators over the direction of the project, the matter will be forwarded through a three step conflict resolution process. First, resolution will be attempted between the CITY Manager and SLOCOG Executive Director. If a dispute continues, a determination shall be made by the SLOCOG Executive Committee, and, if required, final determination by the full SLOCOG Board.
- 20) Nothing in the provisions of this Agreement is intended to create duties, obligations, or rights for third parties not signatories to this Agreement or affect the legal liability of either party of the Agreement by imposing any standard of care with respect to the maintenance of local roads different from the standard of care imposed by law.
- 21) No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties thereto, and no oral understanding or agreement not incorporated herein or in the attached **Table 1** shall be binding on any of the parties thereto.
- 22) This Agreement may be terminated or provisions contained therein may be altered, changed, or amended by mutual consent, in writing, of the parties hereto.
- 23) Prior to award of a contract for any PROJECT, SLOCOG may terminate the applicable PROJECT in the Cooperative Agreement by written notice, provided SLOCOG pays the CITY for all PROJECT-related costs reasonably incurred by the CITY prior to termination. Also, prior to award of a contract for any PROJECT, the CITY may terminate the applicable PROJECT in the Cooperative Agreement by written notice, provided the CITY pays SLOCOG for all costs reasonably incurred by SLOCOG prior to termination.

SIGNATURES:

CITY OF ARROYO GRANDE

SAN LUIS OBISPO
COUNCIL OF GOVERNMENTS

By: _____
Caren Ray Russom, Mayor

By: _____
Peter Rodgers, Executive Director

Date: _____

Date: _____

ATTEST:

By: _____
Jessica Matson, City Clerk

APPROVED AS TO FORM AND LEGAL EFFECT:

By: _____
Isaac Rosen, City Attorney

By: _____
Jon Ansolabehere, SLOCOG Counsel

Date: _____

Date: _____

TABLE 1
CITY PROJECTS
for
Agreement No. AG-FAST-02

SLOCOG#	Project Name	RSHA	USHA	Balance
SMAPAG01U	Urban Area Apportionment FY 21/22-26/27; Local Choice Funds	\$ -	\$ 413,400	\$ 413,400
SMAPAG04R	Halcyon Road Safe Routes to School Improvements	\$ 749,000	\$ -	\$ 749,000

EXHIBIT A
San Luis Obispo Council of Governments
Regional Surface Transportation Program Exchange (RSTP Exchange)

REIMBURSEMENT REQUEST FORM

Agency Name: _____ Date: _____

Contact Person: _____

Project Number(s): Regional: _____ Urban: _____

Project Title: _____

This Invoice Covers Work Completed from: ____ / ____ / ____ to: ____ / ____ / ____

Project Budget Information: **(complete box below - refer to cooperative agreement "Table 1" for budget information)**

Total SPENT This invoice	\$	-	When using electronic format: fill in unshaded areas only	
	Regional	Urban	Other Sources Non Regional	TOTAL (must equal 100%)
Reimbursement Rate by Fund Source (must be consistent with Exhibit A Project Sheet)				0%
Pro-rata Reimbursement by Funding Source (Regional/Urban)	\$ -	\$ -	\$ -	\$ -

Please send a check for \$ _____
Total RSTP Exchange share due this invoice (total of heavier shaded boxes above)

- Attachments: 1) A brief description of work completed; and
 2) Consultant invoices
 3) Proof of payment (e.g. copy of **CITY** check to consultant).

Signed: _____
 (Agency Rep.)

Shaded boxes below for SLOCOG Use

Regional Planner Approval	Accounting Initials

EXHIBIT B
PROJECT COMPLETION FORM
for
RSTP Exchange Projects

This form notifies SLOCOG of project completion in accordance with the provisions in the Cooperative Agreement noted below. *Our records indicate that the project listed below, funded all or in part with RSTP Exchange funds, has been completed:*

Project Name: _____

Project Number(s): _____

Cooperative Agreement Date (Recipient Agency): _____

Approved RSTP amount: _____

I _____ certify, on behalf of the CITY/County
name of authorized official

of _____, that the project named above was completed
name of jurisdiction

on _____ in accordance with the provisions set forth in the cooperative
approximate date of completion

agreement dated _____. It is my understanding that all savings
date jurisdiction representative signed

from a cost underrun will be returned to _____ for
CITY/county or SLOCOG

reprogramming in accordance with the cooperative agreement.

Signed: _____
signature of authorized official

Date: _____
date signed

Return completed and signed Project Completion Forms within 2 months of the completion of each project to:

SLOCOG
1114 Marsh Street
San Luis Obispo, CA 93401
Attn: Stephen Hanamaikai

EXHIBIT C

Project Eligibility by Fund Program - Project eligibility requirements by funding program are summarized below.

- I. Regional Surface Transportation Program.** The Surface Transportation Program (STP) provides flexible funding that may be used by States and localities for projects to preserve and improve the conditions and performance on any Federal-aid highway, bridge and tunnel projects on any public road, pedestrian and bicycle infrastructure, and transit capital projects, including intercity bus terminals. SLOCOG's 2014 RTP will provide guidance on priority routes for regional funding consideration.

The STP program supports national performance goals as defined in FAST-Act, but there are no measures tied specifically to this program. Eligible costs for funds under these programs include pre-project initiation documents (Pre-PID), project study reports (PSR), preliminary engineering (PE), right-of-way acquisition (RW), capital costs, and construction costs associated with an eligible activity.

Eligible Project Activities:

- Construction, reconstruction, rehabilitation, resurfacing, restoration, preservation, or operational improvements for highways, streets, and roads; bikeways and other surface transportation improvements.
- Replacement, rehabilitation, and preservation of bridges on any public road, including construction or reconstruction necessary to accommodate other modes.
- Construction of new bridges on a Federal-aid highway.
- Capital costs for transit projects eligible for assistance under chapter 53 of title 49, including vehicles and facilities used to provide intercity passenger bus service.
- Carpool projects, fringe and corridor parking facilities and programs, including electric and natural gas vehicle charging infrastructure, bicycle transportation and pedestrian walkways, and ADA sidewalk modification.
- Highway and transit safety infrastructure improvements and programs, installation of safety barriers and nets on bridges, hazard eliminations, mitigation of hazards caused by wildlife, railway-highway grade crossings.
- Highway and transit plans research and development.
- Capital and operating costs for traffic monitoring, management and control facilities and programs, including advanced truck stop electrification.
- Surface transportation planning.
- Transportation Alternatives; newly defined, includes most transportation enhancement eligibilities with the exception of landscaping.
- Transportation control measures (e.g. as defined by region's APCD Clean Air Plan)
- Development and establishment of transportation management systems.
- Environmental mitigation efforts
- Modifications to intersections with high accident rates or levels of congestion.
- Infrastructure-based ITS capital improvements consistent with the Central Coast ITS Implementation Plan.
- Environmental restoration and pollution abatement.

- Control of noxious weeds and establishment of native species.
- Congestion pricing projects and strategies, including electric toll collection and travel demand management strategies and programs.
- Recreational trails projects.
- Construction of marine terminals.
- Truck parking facilities.
- Surface transportation infrastructure modifications within port terminal boundaries, only if necessary to facilitate direct intermodal interchange, transfer, and access into and out of the port.
- Construction and operational improvements for a minor collector in the same corridor and in proximity to an NHS route if the improvement is more cost-effective (as determined by a benefit-cost analysis) than an NHS improvement and will enhance NHS level of service and regional traffic flow.

Available Funding

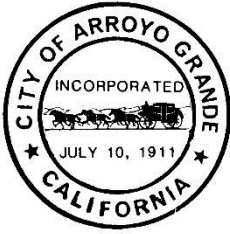
- Direct urban and rural apportionment up to minimum required equal to 110%, plus 15%, of the FY 1990/91 allocation of Federal Aid Secondary (FAS) based upon 2010 census data (initiated in 2015). Final apportionment tables will be developed for the August 2017 Board meeting.
- Regional discretionary funds of \$5.0M through FY 2021.

EXHIBIT D**General Programming Policies - All Fund Programs**

SLOCOG's 2014 Regional Transportation Plan / Sustainable Communities Strategy identifies an overall goal to develop a multi-modal transportation system which is balanced, coordinated, safe, cost effective, environmentally sound, economically supportive, meeting all the financially reasonable transportation needs of all citizens in San Luis Obispo County. General programming policies affecting the decision making and project selection of the surface transportation system are summarized as follows:

1. SLOCOG will strive to be fair and equitable in the allocation of funding between the various subregions in the county and among member jurisdictions.
2. SLOCOG will adhere to the federal and state statutes, policies, regulations and guidelines applicable to each fund being allocated, and require recipients of grants to do the same.
3. SLOCOG will recommend projects for funding that are:
 - Deliverable
 - Consistent with the goals, policies, and programs of the 2014 Regional Transportation Plan
 - Regionally Significant
 - Responsive to immediate funding and project needs
 - Consistent with specific criteria of a particular funding program
 - High likelihood of leveraging other funding (state, federal and/or local)
4. SLOCOG will seek to implement all programs in a timely and efficient manner.
5. SLOCOG will seek to maximize the use of the funds for general public benefit, and will marshal other funds when possible to complete funded projects by prioritizing joint-funded projects.
6. SLOCOG will integrate social equity factors in to the decision making process by applying the findings generated from the Disadvantaged Communities Assessment that is now amended in to the 2014 RTP/SCS.
7. SLOCOG will, to the extent feasible, assure the integration of all projects with jurisdiction, region and statewide transportation plans, providing a comprehensive, systematic approach to resolving transportation problems in the region.
8. SLOCOG will retain maximum flexibility of federal programs under FAST ACT, where feasible, and will also seek to exchange Surface Transportation Block Grant Program (STBGP) (federal) funds for Regional Surface Transportation Program (RSTP) Exchange (state) funds, for reasons of cost efficiency and simplicity in administration. Through the RSTP Exchange funds ultimately become (local) funds.
9. SLOCOG will retain a continuing commitment to emphasize quality and promote excellence in the development of competitive proposals, seeking to fund the best possible projects in terms of cost effectiveness, public benefit and regional and local significance.
10. SLOCOG will reserve discretionary funds for advance development work to ensure regionally significant projects are well scoped, alternatives assessed, accurate estimates prepared, and a finance plan for implementation is developed.

11. SLOCOG will reserve off-the-top funding for programs identified in the 2014 RTP/SCS, including Transportation Demand Management (i.e. Rideshare), Active Transportation Partnership Program, Highway Safety Improvement Program and Safe Routes to School.
12. SLOCOG will maintain funding commitments for existing programmed projects as long as those projects have achieved the project delivery milestones set out at the time of programming. Unavoidable delays to the project delivery milestones will be considered on a case by case basis.
13. SLOCOG will commit a portion of discretionary funding to match and leverage other competitive state-wide grant programs (e.g. new SB1 programs, State of CA Active Transportation Program, Highway Safety Improvement Program (HSIP) for projects of regional significance.)
14. SLOCOG may consider using the above referenced fund sources to address surface transportation needs as identified in the June 7th 2017 SLOCOG Board Staff Report item B-3 2018 RTIP Fund Assumptions Programming Approach - Table 2 Sections 1, 2, and 3, and defer the programming of funds on needs identified in Section 4 (Other Multi-Modal Needs, including bicycle, pedestrian, and public transit related needs).



MEMORANDUM

TO: City Council

FROM: Brian Pedrotti, Community Development Director

BY: Andrew Perez, Planning Manager

SUBJECT: Consideration of Final Approval of Community Development Block Grant Projects for Year 2024 and Finding the Action Exempt Under the California Environmental Quality Act, State Guidelines Section 15061

DATE: February 13, 2024

SUMMARY OF ACTION:

Consider the final funding recommendations to the County Board of Supervisors for the City's allocation of 2024 Community Development Block Grant (CDBG) funds, which will assist the County of San Luis Obispo (the "County") with its 2024 Action Plan process. The recommended project funding allocations (see Table 1 below for more detail) are:

- Five Cities Homeless Coalition: \$12,283
- Curb Ramp and Sidewalk Improvement Project: \$58,960
- County Administration: \$10,646

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

The County has estimated that \$81,889 in CDBG funds will be available to the City in the Fall of 2024. This represents a decrease of \$5,416 below last year's allocation. The County will help administer the CDBG program for the City, which will reduce City staff time involved. County staff will be paid for these administrative services through the CDBG program funds allocated to the City. Pursuant to the Cooperation Agreement between the County and the City approved by the City Council on June 13, 2023, for the term beginning on July 1, 2024, and ending on June 30, 2027, 65% of the total available administration funds, or \$10,646, will be deducted by the County to meet its obligations under the terms of the agreement for administrative costs.

RECOMMENDATION:

1) Approve the proposed projects to be funded with the City's allocation of Community Development Block Grant (CDBG) funds for the Year 2024, as shown in Table 1 below; and

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City Council

Consideration of Final Approval of Community Development Block Grant Projects for Year 2024 and Finding the Action Exempt Under the California Environmental Quality Act, State Guidelines Section 15061

February 13, 2024

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2) Find that the preliminary approval of projects is exempt from CEQA, pursuant to CEQA Guidelines Section 15061 subd. (b)(3).

Table 1: Recommended 2024 CDBG Allocations

Project and Category	2023 Allocation	2024 Requested	Proposed 2024 Allocation
<i>Public Services (15% Cap - \$12,283)</i>			
5 Cities Homeless Coalition	\$13,095	\$12,283	\$12,283
Subtotal	\$13,095	\$12,283	\$12,283
<i>Public Facilities (No Cap)</i>			
Curb Ramp and Sidewalk Improvement Project	\$56,749	\$0	\$58,960
HASLO – Arroyo Terrace Apartments	\$0	\$58,960	\$0
Subtotal	\$56,749	\$58,960	\$58,960
<i>Economic Development (No Cap)</i>			
Subtotal	\$0	\$0	\$0
<i>Area Benefit (30% Cap - \$24,567)</i>			
Subtotal	\$0	\$0	\$0
<i>Housing Rehabilitation (No Cap)</i>			
	\$0	\$0	\$0
<i>Administration (20% Cap - \$16,378)</i>			
City Administration	\$6,111	\$0	\$0
County Administration	\$11,350	\$10,646	\$10,646
Subtotal	\$17,461	\$10,646	\$10,646
Total			\$81,889

BACKGROUND:

City Council approved a Cooperation Agreement with the County on [June 13, 2023](#) for the joint participation in the CDBG Program for Fiscal Years 2024-25 through 2026-27 (Attachment 2). The City, as a participant in the Housing and Urban Development (HUD) designated Urban County program, receives an annual formula-based allocation of CDBG funds. These funds are available for a variety of Community Development activities as long as the activities meet at least one of three national objectives. The objectives are:

1. Benefit low- and moderate-income persons;

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City Council

Consideration of Final Approval of Community Development Block Grant Projects for Year 2024 and Finding the Action Exempt Under the California Environmental Quality Act, State Guidelines Section 15061

February 13, 2024

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2. Aid in the prevention or elimination of slums or blight; or
3. Address urgent community development needs that pose a serious or immediate threat to public health or welfare.

The County released a Notice of Funding Availability on October 6, 2023, and notified the public that the County and participating cities would accept applications for funding until November 5, 2023. At the [December 12, 2023](#), City Council meeting, staff presented its preliminary funding recommendations for consideration. The City Council was largely supportive of staff's recommendations but directed staff to reallocate funding from City Administration category to the Public Facilities category to increase funding for the Curb Ramp and Sidewalk Improvement project. That change is reflected in Table 1 and the proposed Resolution (**Attachment 1**).

ANALYSIS OF ISSUES:

The Cooperation Agreement between the County and the City provides the City with discretion regarding the allocation of funds. Unless the City's recommendation to the County for funding is in conflict with CDBG regulations, the County will approve the recommendation. The County Board of Supervisors will make its final decision for funding priority in April 2024.

Public Services

The 5 Cities Homeless Coalition submitted the lone application requesting funding from the Public Service category. 5CHC's application requests the entire fifteen percent (15%), or \$12,283, to bolster its San Luis Obispo County Rapid Re-Housing/Homeless Prevention Program. This program provides financial assistance to low-income households and individuals facing homelessness to quickly identify and resolve barriers to gaining or maintaining housing. Financial assistance includes rental assistance, deposit assistance, and case management. The goal of the program is to assist participants to secure long-term, stable housing that they can afford to retain. The project aligns with the San Luis Obispo Countywide Plan to Address Homelessness. Staff recommends allocating \$12,283 as requested to this program. This recommendation aligns with prior City Council direction regarding the support of programs and organizations that provide support for individuals and households facing homelessness and the recommendation from the December 12, 2023, City Council meeting.

Public Facilities

When the City Council considered the preliminary recommendations, the City had not received any applications seeking funding from the Public Facilities category. However, prior to the November 5, 2023, deadline, the Housing Authority of San Luis Obispo (HASLO) had submitted an application requesting all of the City's Public Facilities funding to support its Arroyo Terrace project, but the application was withheld from the City for consideration by the County due to eligibility concerns. Those concerns have since been

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City Council

Consideration of Final Approval of Community Development Block Grant Projects for Year 2024 and Finding the Action Exempt Under the California Environmental Quality Act, State Guidelines Section 15061

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resolved by clarifying the financial responsibilities of HASLO and the San Luis Obispo Nonprofit Housing Corporation. A letter was submitted by HASLO confirming that the application's issues were resolved and confirmed by the Department of Housing and Urban Development. The application and the letter confirming its eligibility are included as **Attachments 4 and 5**, respectively. The Arroyo Terrace project, consisting of 62 affordable housing units and one manager's unit located at 700 Oak Park Blvd, was approved by the Planning Commission on May 18, 2021. HASLO's application states that sixteen (16) of the apartments will now provide housing for households experiencing homelessness and the remaining forty-two (42) will be affordable to tenants with extremely low, very low, and low-income levels.

Staff reviewed the application and does not recommend supporting this funding request because the City has already taken steps to provide substantial financial assistance for this project. On [July 25, 2023](#), the City Council approved Resolution 5310 which authorized the City Manager, in consultation with the City Attorney and Community Development Direction, to execute a regulatory agreement by which \$448,370.37 would be allocated to the project from the City's Affordable Housing Trust Fund for purposes of covering all building permit costs for this project (**Attachment 6**).

Staff recommends allocating the remaining available funding from CDBG allocation to the Public Facilities category for the Curb Ramp and Sidewalk Improvement project. The total funding recommendation is \$58,960, which is the remaining funding available after fulfilling the request from 5CHC and the County Administration required by the Cooperative Agreement. The project will improve curb ramps to ADA standards adjacent to streets being paved. The replacement of existing curb ramps will be done in conjunction with scheduled pavement improvements, which are anticipated to occur in 2024. The use of CDBG funding furthers the objectives of the federal program, eliminating blight and addressing urgent community needs, while also allowing for the most efficient use of City's Pavement Management Program budget. Use of the funds for the Curb Ramp and Sidewalk Improvement project is consistent with the direction from the City Council at the December 12, 2023, City Council meeting.

Administration/Planning and Capacity Building

Planning and capacity building funds are limited to a 20% cap of the total CDBG funding available. Pursuant to the Cooperation Agreement between the County and the City, 65% of the available funds for planning and capacity building/administration, or \$10,646, will be deducted by the County to meet its obligations under the terms of the agreement for administrative costs. The remaining 35% of the total available funds from this category is available to cover costs incurred by the City for administration of CDBG project. However, as directed by the City Council during the preliminary recommendation hearing, the \$5,732 is now recommended to be allocated to the Curb Ramp and Sidewalk and Improvement project.

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Consideration of Final Approval of Community Development Block Grant Projects for Year 2024 and Finding the Action Exempt Under the California Environmental Quality Act, State Guidelines Section 15061

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No requests were received for housing rehabilitation projects, economic development projects, nor area benefit projects.

ALTERNATIVES:

The following alternatives are provided for the Council's consideration:

1. Adopt a Resolution approving final funding recommendations for the CDBG projects for the Year 2024, as proposed in Table 1 on page 2 of this staff report;
2. Modify, and adopt the Resolution approving final funding recommendations for the CDBG programs for the Year 2024; or
3. Provide other direction to staff.

ADVANTAGES:

The recommended 2024 CDBG allocations fund important City priorities and are consistent with the Cooperation Agreement between the County and City. The City's Community Service Grant Program provides an additional funding opportunity, separate from CDBG, for local public service programs that address unmet needs in the community.

DISADVANTAGES:

The recommendation does not support funding a request from HASLO for its affordable housing project. However, the City has already pledged financial support for the project via the City's Affordable Housing Trust Fund.

ENVIRONMENTAL REVIEW:

The Resolution approving final funding recommendations for the CDBG projects for the Year 2024 is exempt from the California Environmental Quality Act (CEQA) pursuant to State Guidelines Section 15060, 15378 as it does not constitute a "project" under CEQA.

PUBLIC NOTIFICATION AND COMMENTS:

The Agenda was posted at City Hall and on the City's website in accordance with Government Code Section 54954.2.

Attachments:

1. Proposed Resolution
2. Cooperation Agreement
3. 5CHC Application
4. HASLO Application
5. HASLO Letter
6. City Council Resolution 5310

Item 9.f.

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
ARROYO GRANDE RECOMMENDING TO THE COUNTY
BOARD OF SUPERVISORS APPROVAL OF COMMUNITY
DEVELOPMENT BLOCK GRANT (CDBG) PROJECTS FOR
YEAR 2024**

WHEREAS, via a Cooperative Agreement with the County of San Luis Obispo (hereinafter referred to as “County”) executed by the City of Arroyo Grande (“City”) on June 16, 2023, the City agreed to become a participant for a period of three years (2024-2026) with the County and other cities therein as an “Urban County” under the Federal Department of Housing and Urban Development (hereinafter referred to as “HUD”) Community Development Block Grant (CDBG) program; and

WHEREAS, the City receives CDBG funds through the County; and

WHEREAS, the County administers the CDBG program, including preparation, adoption, and annual updates to a Consolidated Plan that are approved by HUD following adoption by the County; and

WHEREAS, under the Cooperative Agreement, the City retains the authority to determine which projects are to be funded with its allotment of CDBG funds; and

WHEREAS, the City expects to receive \$81,889 in CDBG funds in 2024; and

WHEREAS, on October 6, 2023, the County released a “Notice of Funding Availability” for projects to be funded by the 2024 CDBG programs, which provided that proposals were to be submitted by November 5, 2023; and

WHEREAS, the City Council reviews applications and recommends to the County Board of Supervisors applications to be included as CDBG projects for funding; and

WHEREAS, at its meeting on December 12, 2023, the City Council considered preliminarily funding recommendations for CDBG projects for the Program Year 2024; and

WHEREAS, on February 13, 2024, the City Council considered the City’s 2024 CDBG projects for final approval.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Arroyo Grande hereby recommends that the Board of Supervisors for the County of San Luis Obispo adopt the 2024 Action Plan, including the programs listed in Exhibit “A” attached hereto and incorporated herein by this reference, to be funded with the City’s allocation of 2024 CDBG funds.

RESOLUTION NO.
PAGE 2

On motion of Council Member _____, seconded by Council Member _____, and on the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

the foregoing Resolution was passed and adopted this 13th day of February, 2024.

CAREN RAY RUSSOM, MAYOR

ATTEST:

JESSICA MATSON, CITY CLERK

APPROVED AS TO CONTENT:

MATTHEW DOWNING, CITY MANAGER

APPROVED AS TO FORM:

ISAAC ROSEN, CITY ATTORNEY

EXHIBIT "A"

ALLOCATION OF PROGRAM YEAR 2024 COMMUNITY DEVELOPMENT BLOCK
GRANT (CDBG) FUNDS

Project and Category	2023 Allocation	2024 Requested	Proposed 2024 Allocation
<i>Public Services (15% Cap - \$12,283)</i>			
5 Cities Homeless Coalition	\$13,095	\$12,283	\$12,283
Subtotal	\$13,095	\$12,283	\$12,283
<i>Public Facilities (No Cap)</i>			
Curb Ramp and Sidewalk Improvement Project	\$56,749	\$0	\$58,960
HASLO – Arroyo Terrace Apartments	\$0	\$58,960	\$0
Subtotal	\$56,749	\$58,960	\$58,960
<i>Economic Development (No Cap)</i>			
Subtotal	\$0	\$0	\$0
<i>Area Benefit (30% Cap - \$24,567)</i>			
Subtotal	\$0	\$0	\$0
<i>Housing Rehabilitation (No Cap)</i>			
	\$0	\$0	\$0
<i>Administration (20% Cap - \$16,378)</i>			
City Administration	\$6,111	\$0	\$0
County Administration	\$11,350	\$10,646	\$10,646
Subtotal	\$17,461	\$10,646	\$10,646
Total			\$81,889

A COOPERATION AGREEMENT BETWEEN THE COUNTY OF SAN LUIS OBISPO AND THE CITY OF ARROYO GRANDE FOR JOINT PARTICIPATION IN THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM, THE HOME INVESTMENT PARTNERSHIPS PROGRAM, AND THE EMERGENCY SOLUTIONS GRANT PROGRAM FOR FISCAL YEARS 2024 THROUGH 2026

THIS COOPERATION AGREEMENT is made and entered into on the date and year last written below, by and between the County of San Luis Obispo, a political subdivision of the State of California, hereinafter called "County," and the City of Arroyo Grande, a municipal corporation of the State of California, located in the County of San Luis Obispo, hereinafter called "City;" jointly referred to as "Parties".

WITNESSETH

WHEREAS, in 1974, the U.S. Congress enacted, and the President signed a law entitled, The Housing and Community Development Act of 1974, herein called the "Act." The Act is omnibus legislation relating to federal involvement in a wide range of housing and community development activities and contains eight separate titles; and

WHEREAS, Title I of the Act is entitled "Community Development" and governs programs for housing and community development within metropolitan cities and urban counties or communities by providing financial assistance annually for area-wide plans and for housing, public services, and public works programs; and

WHEREAS, the Community Development Block Grant Program (hereinafter referred to as "CDBG"), the HOME Investment Partnerships Act Program (hereinafter referred to as "HOME"), and the Emergency Solutions Grant Program (hereinafter referred to as "ESG") are consolidated under Title I of the Act; and

WHEREAS, the County has requested of the federal Department of Housing and Urban Development, hereinafter referred to as "HUD," designate the County as an "urban county;" and

WHEREAS, the County needs to requalify as an urban county and will be eligible to receive CDBG funds provided that the County's entitled cities

defer their entitlement to the County to enable both the County and the entitlement cities to jointly participate in the program; and

WHEREAS, the City desires to participate jointly with the County in said program; and

WHEREAS, if HUD redesignates the County as an urban county, then the County may also be eligible to receive funds from the HOME Program and the ESG Program; and

WHEREAS, the CDBG Regulations issued pursuant to the Act provide qualified urban counties must submit an application to HUD for funds, and cities and smaller communities within the metropolitan area not qualifying as metropolitan cities may join the County in said application and thereby become a part of a more comprehensive County effort; and

WHEREAS, as the urban county applicant, the County must take responsibility and assume all obligations of an applicant under federal statutes, including: the analysis of needs, the setting of objectives, the development of community development and housing assistance plans, the consolidated plan, and the assurances of certifications; and

WHEREAS, by executing this Agreement, the Parties hereby give notice of their intention to participate in the urban county CDBG, HOME, and ESG Programs.

NOW THEREFORE, in consideration of the mutual promises, recitals and other provisions hereof, the Parties agree as follows:

SECTION I. General.

A. **Responsible Officers.** The Director of the County of San Luis Obispo Department of Social Services (hereinafter referred to as "Director") is hereby authorized to act as applicant for the CDBG, HOME, and ESG Programs and to administer funding and activities under the programs. The City Manager is hereby authorized to act as the responsible officer of the City under the programs.

B. **Full Cooperation.** Parties agree to fully cooperate and to assist each other in undertaking eligible grant programs or projects, including but

not limited to community renewal and lower-income housing assistance activities, specifically urban renewal, and publicly assisted housing; public services; and economic development.

- C. **Term of Agreement – Automatic Renewal Provision.** The term of this Agreement shall be for a period of three (3) years commencing July 1, 2024, through June 30, 2027. In addition, this Agreement provides for automatic renewal for participation in successive three-year qualification periods, unless the City provides written notice at least 60 days prior to the end of the term that it elects not to participate in a new qualification period. The County will notify the City in writing prior to renewing the Cooperation Agreement for the Urban County for an additional three (3) year term of its right not to participate in the Urban County for a successive three-year term.

The Parties agree to adopt amendments to this Agreement incorporating changes necessary to meet the requirements for cooperation agreements set forth in an Urban County Qualification Notice by HUD for a subsequent three-year Urban County qualification period, prior to the subsequent three-year extension of the term. Any amendment to this Agreement shall be submitted to HUD as required by the regulations and any failure to adopt required amendments will void the automatic renewal of this Agreement for the relevant qualification period.

This Agreement remains in effect until the CDBG, HOME, and ESG Program funds and program income received with respect to the three-year qualification period, and the subsequent three-year renewals are expended, and the funded activities are completed. The Parties may not terminate or withdraw from this Agreement while this Agreement remains in effect.

- D. **Scope of Agreement.** This Agreement covers the following formula funding programs administered by HUD where the County is awarded and accepts funding directly from HUD: the CDBG Program, the HOME Program, and the ESG Program.

SECTION II. Preparation and Submittal of CDBG Funding Applications.

- A. **Inclusion of City as Applicant.** The Parties agree the City shall be included in the application the County shall submit to HUD for Title I Housing and Community Development Block funds under the Act.
- B. **Consolidated Plan.** The City shall assist the County by preparing a community development plan, for the period of this Agreement, which identifies community development and housing needs, projects, and programs for the City; and specifies both short and long-term City objectives, consistent with requirements of the Act. County agrees to: (1) include the City plan in the program application, and (2) include City's desired housing and community development objectives, policies, programs, projects and plans as submitted by the City in the County's consolidated plan.
- C. **Application Submittal.** The County agrees to commit sufficient resources to completing and submitting the Consolidated Plan and supporting documents to HUD in time for the Parties to be eligible to receive funding beginning July 1, 2024, and to hold public hearings as required to meet HUD requirements.
- D. **County Responsibility.** Parties agree the County shall, as applicant, be responsible for holding public hearings and preparing and submitting the CDBG funding application and supporting materials in a timely and thorough manner, as required by the Act and the federal regulations established by HUD to secure entitlement grant funding beginning July 1, 2024.
- E. **Grant Eligibility.** In executing this Agreement, the Parties understand they shall not be eligible to apply for grants under the Small Cities or State CDBG Programs for appropriations for fiscal years during the period in which the Parties are participating in the Urban County CDBG entitlement program; and further, the City shall not be eligible to participate in the HOME, or ESG Programs except through the Urban County.

SECTION III. Program Administration.

- A. **Program Authorization.** The Director is hereby authorized to carry out activities that will be funded from the annual CDBG, HOME, and

ESG Programs from fiscal years 2024, 2025, and 2026 appropriations and from any program income generated from the expenditure of such funds.

- B. **Responsibilities of Parties.** The Parties agree the County shall be the governmental entity required to execute any grant agreement received pursuant to the CDBG, HOME, and ESG applications, and subject to the limitations set out in this Agreement, the County shall thereby become liable and responsible thereunder for the proper performance of the plan and CDBG, HOME, and ESG under County programs. County agrees to perform program administrative tasks such as environmental clearance under the National Environmental Policy Act (NEPA), subrecipient agreements and monitoring of subrecipients. The City agrees to act in good faith and with due diligence in performance of the City obligations and responsibilities under this Agreement and under all subrecipient agreements. The City further agrees that it shall fully cooperate with the County in all things required and appropriate to comply with the provisions of any Grant Agreement received by the County pursuant to the Act and its Regulations.
- C. **City Assistance.** The City agrees to undertake, conduct, perform or assist the County in performing the essential community development and housing assistance activities identified in the City's community development plan. Pursuant to the Act and pursuant to 24 CFR 570.501(b), the City is subject to the same requirements applicable to subrecipients, including the requirement of a written agreement with the County as set forth in 24 CFR 570.503.

SECTION IV. Use of Program Funds.

- A. **Allocation of CDBG funds.** All funds received by the County pursuant to this Agreement shall be identified and allocated, as described below, to the specific projects or activities set out in the application, and such allocated amounts shall be expended exclusively for such projects or activities; provided, however, that a different distribution may be made when required by HUD to comply with Title I of the Housing and Community Development Act of 1974, as amended.

- 1) **Metropolitan Cities' Allocation.** The Parties agree the County shall make available to the City a total amount of CDBG funds equal to that which the City would have been entitled had it applied separately as a "metropolitan city," using HUD allocation formulas as applied by the County, except that an amount equal to thirteen (13) percent of the Metropolitan Cities' allocations of CDBG funds will be deducted by the County to meet its obligations under the terms of this Agreement and/or HUD requirements for administrative costs. Further, with respect to the availability of the funds, the County agrees to fully cooperate and assist the City in expending such funds.
- 2) **Non-Metropolitan Cities' Allocation.** The County agrees to allocate a portion of CDBG program funds to the non-Metropolitan, incorporated cities participating in the program. The amount of allocation per city shall be equal to that which the Urban County formula award from HUD increases as a result of the HUD allocation formulas as applied by the County, except that an amount equal to thirteen (13) percent of the Non-Metropolitan Cities' allocations of CDBG funds will be deducted by the County to meet its obligations under the terms of this Agreement and/or HUD requirements for administrative costs.
- 3) **Urban County.** Parties shall not recommend a CDBG award of less than \$8,000 for any one project or program due to the staff cost of processing such awards in compliance with federal requirements. A project or program recommended to receive an amount less than \$8,000 can still receive an award if any other Party or Parties make an award, which is aggregated to be greater than \$8,000.
- 4) **Administrative Costs.** The County hereby acknowledges the City, as a subrecipient defined in 24 CFR 570.500(c) and its eligibility to incur administrative costs per 24 CFR 570.206, or as otherwise negotiated and approved in the Action Plan for related Planning and Capacity Building costs per 24 CFR Part 570.205. The City shall submit invoices and supporting

documentation to the County for reimbursement of eligible administrative costs in accordance with the following schedule:

2024 Program Year: Monday, June 23, 2025

2025 Program Year: Monday, June 22, 2026

2026 Program Year: Monday, June 21, 2027

Administrative funds that are not drawn down following the review and approval by county staff by the deadlines above will be used to reimburse the County's administrative costs.

- B. **Availability of Funds.** The County agrees to make CDBG funds available to all participating incorporated cities as set out here when HUD makes the CDBG funds available to it. The County shall immediately notify the participating incorporated cities of the availability of the funds.

It is understood by the Parties, hereto, the CDBG funds being used for the purposes of this Agreement are funds furnished to the County, through HUD, pursuant to the provisions of the Act. Notwithstanding any other provision of this Agreement, the liability of the County shall be limited to CDBG funds available for the Project. The City understands that the County must wait for release of CDBG funds from HUD before CDBG funds may be advanced or reimbursed. The County shall incur no liability to the City, its officers, agents, employees, suppliers, or contractors for any delay in making any such payments.

- C. **Public Services Costs.** The County agrees that after the availability of CDBG program funds to the City, the County shall not use its remaining balance of funds in any way that would limit the City's ability to use its CDBG funds to the maximum extent allowed by HUD for public service purposes.
- D. **Income Generated.** The City shall notify the County of any income generated by the expenditure of CDBG funds received by the City. Such program income may be retained by the City subject to the provisions of this Agreement, the Act, and its Regulations. Any

program income retained must only be used for eligible activities in accordance with all CDBG requirements as they apply.

- E. **Use of Program Income.** The County shall monitor the use of any program income, requiring appropriate record-keeping and reporting by the City as may be needed for this purpose, and shall report the use of such program income to HUD. In the event of close-out or change of status of the City, all program income on hand or received by the City subsequent to the close-out or change of status shall be paid to the County. In the event that the City withdraws from the Urban County to become an entitlement grantee, as provided under 24 CFR 570.504, all program income on hand or received by the City from Urban County activities shall be retained by the City to be used as additional CDBG funds subject to all applicable requirements governing the use of CDBG funds.
- F. **Change in Use of Property.** The City shall notify the County of any modification or change in the use of real property acquired or improved in whole or in part using CDBG funds that is within the control of the City, from that use planned at the time of acquisition or improvement including disposition. Such notification shall be made within thirty (30) calendar days of such change of use and comply with the provisions of 24 CFR 570.505.
- G. **Fair Housing Implementation.** The Parties agree no Urban County funding shall be allocated or expended for activities in or in support of any cooperating unit of general local government that does not affirmatively further fair housing within its own jurisdiction or that impedes the County's actions to comply with its fair housing certification.
- H. **Conflict Resolution.** In the event of disagreement between the County and the City as to the allocations, disbursement, use, or reimbursement of CDBG funds, the Parties agree to accept HUD's written determination as to the appropriate resolution or disposition of funds to the extent HUD is willing to resolve such disagreement.

I. **Consolidated and Further Continuing Appropriations Act.** The City may not sell, trade, or otherwise transfer any portion of CDBG funds to another metropolitan city, Urban County, unit of general local government, or Indian tribe, or insular area that directly or indirectly receives CDBG funds in exchange for any other funds, credits, or non-Federal considerations, but must use such funds for activities eligible under Title I of the Act.

J. **Special Provisions for the Urban County.**

(1) To affirmatively further fair housing and implement the Analysis of Impediments to Fair Housing Choice or better known as the Fair Housing Plan, the cities are encouraged to contribute CDBG funds to affordable housing projects when there is an eligible CDBG component in the proposal that is located within the City's or County's jurisdiction.

(2) The County will enforce remedies for noncompliance pursuant to 2 CFR Part 200.338 and allowed per 2 CFR Part 200.207 by pulling CDBG funds for under performing projects or programs not implemented during agreed timeframe identified in the subrecipient agreement.

SECTION V. Amendment or Extension of Agreement.

A. **Subrecipient Agreement.** For each fiscal year during the term of this Agreement, the County and the City shall enter into a Subrecipient Agreement, prepared jointly by the County and the City, which identifies a project or program that the County will administer with the City's CDBG entitlement funds during that program year. The Subrecipient Agreement will set forth the minimum requirements found at 24 CFR 570 and as otherwise required by applicable federal laws. In addition, the agreements will provide project changes, time schedule for completion of the project(s), deliverable checklist, and additional funding sources, if any. If substantial compliance with the completion schedule cannot be met by the City due to unforeseen or uncontrollable circumstances, then the County may extend the schedule for project completion, as allowed by federal regulations.

- B. **Amendments.** Any amendments to this Agreement shall be in writing. Parties agree any such fully executed amendment or amendments to this Agreement may be entered into at any time if required or necessary to implement the plans contemplated hereunder, or to comply with any grant agreement or the regulations issued pursuant to the Act.

SECTION VI. Compliance with Federal Regulations.

- A. **General.** The Parties agree to take all actions necessary to assure compliance with the urban county's certifications required by section 104(b) of Title I of the Housing and Community Development Act of 1974, as amended, regarding Title VI of the Civil Rights Act of 1964, 24 CFR part 1, the Fair Housing Act, affirmatively furthering fair housing, Section 109 of Title I of the Housing and Community Development Act of 1974; the National Environmental Policy Act of 1969; the Uniform Relocation Assistance and Real Property Acquisition Act of 1970; regulations at 24 CFR part 100, and will affirmatively further fair housing and other applicable laws. Furthermore, the Parties agree to implement regulations at 24 CFR part 6, which incorporates Section 504 of the Rehabilitation Act of 1973, and the implementing regulations at 24 CFR part 8, Title II of the Americans with Disabilities Act, and the implementing regulations at 28 CFR part 35, the Age Discrimination Act of 1975, and the implementing regulation at 24 CFR part 146, and Section 3 of the Housing and Urban Development Act of 1968.
- B. **Community Participation.** The Parties agree to comply with federal community participation requirements of 24 CFR Part 91 and provide community members with the following.
- 1) An estimate of the amount of CDBG funds proposed to be used for activities that will benefit persons of low and moderate income; and
 - 2) A plan for minimizing displacement of persons as a result of CDBG-assisted activities and programs, and to provide assistance to such persons.

C. **Community Participation Plan.** The Parties agree to follow a community participation plan which:

- 1) Provides for and encourages community members participation, particularly those of low or moderate income who reside in slum or blighted areas where CDBG funds are proposed to be used;
- 2) Provides community members with reasonable and timely access to local meetings, staff reports, and other information relating to grantee's proposed use of funds, as required by HUD regulations related to the actual use of funds under the Act;
- 3) Provides for public hearings to obtain community members' views and to respond to proposals and questions at all stages of the community development program, including at least: 1) formulation of needs; 2) review of proposed grant activities; and 3) review of program performance; for which public hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation of handicapped persons;
- 4) Provides a timely written answer to written complaints and grievances, within 15 working days, where practicable.
- 5) Identifies how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate.
- 6) Identifies the use of non-traditional methods of community outreach, including the provision of CDBG documents in a user-friendly format, including but not limited to Braille, large print, oral format, and delivering copies to homebound individuals.

D. **The Parties hereby certify, to the best of their knowledge and belief, that:**

- 1) **Conflict of Interest.** No federal grant monies have been paid or will be paid, by or on behalf of the Parties, to any officer or employee or any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan, or cooperative agreement.
- 2) **Influence.** If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit standard form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- 3) **Certifications Disclosure.** Parties agree to include this certification in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements), and that all grant subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was executed.

E. **Certification Regarding Policies Prohibiting Use of Excessive Force and Regarding Enforcement of State and Local Laws Barring Entrances.**

In accordance with Section 519 Public Law 101-144 (the 1990 HUD Appropriations Act), the City certifies that it has adopted and is enforcing.

- 1) A policy prohibiting the use of excessive force by law enforcement agencies within their respective jurisdictions against any individuals engaged in non-violent civil rights demonstrations; and
- 2) A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within their jurisdictions.

SECTION VII. Execution of Agreement and Recordkeeping.

- A. **HUD Certification.** The Director is hereby authorized to execute and submit to the County the HUD Certification Form with respect to the community development activities carried out within the boundaries of the City. It is further understood that the County will rely upon the certification executed by the Director for purposes of executing a certification form for submission to HUD.
- B. **Maintenance of Records.** The City shall maintain records of activities for any projects undertaken pursuant to the program and said records shall be open and available for inspection by auditors assigned by HUD and/or the County upon reasonable notice during the normal business hours of the City.

NOW, THEREFORE, it is agreed between the parties hereto that:

1. Agreement Signatures. This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, when taken together, shall constitute one and the same agreement. This Agreement may be executed and delivered by facsimile or scanned signature by any of the Parties and the receiving Party may rely on the receipt of such document so executed and delivered by facsimile or email as if the original had been received.
2. The Parties hereto have caused this Agreement to be executed and attested by their proper officer thereunder duly authorized.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the day and the year set forth below.

COUNTY OF SAN LUIS OBISPO, A Political Subdivision of the State of California



Chairperson of the Board of Supervisors

ATTEST:

JOHN NILON
Ex-Officio Clerk of the Board of Supervisors

By: Niki Martin
Deputy Clerk

Dated: 7/11/23

[SEAL]

APPROVED AS TO FORM AND LEGAL EFFECT:

RITA L. NEAL
County Counsel

DocuSigned by:
By: Benjamin Dore
Deputy County Counsel

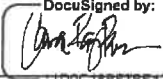
Dated: 6/27/2023

The undersigned Deputy Clerk of the Board of Supervisors certifies that, pursuant to Section 25103 of the Government Code, delivery of this document has been made on 7/14/23

John Nilon
County Clerk of the Board and Ex-Officio Clerk of the Board of Supervisors

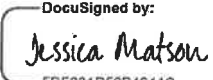
By: Niki Martin
Deputy Clerk

CITY OF ARROYO GRANDE

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Caren Ray Russom
MAYOR

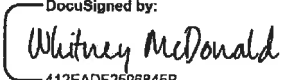
Date: 6/20/2023

ATTEST:

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BY: 
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Jessica Matson
CITY CLERK

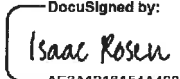
Date: 6/26/2023

APPROVED AS TO CONTENT:

DocuSigned by:
BY: 
412EADF2586B45B...
Whitney McDonald
CITY MANAGER

Date: 6/22/2023

APPROVED AS TO FORM:

DocuSigned by:
BY: 
AE3A1218A54A468...
Isaac Rosen
CITY ATTORNEY

Date: 6/26/2023



COUNTY OF SAN LUIS OBISPO
DEPARTMENT OF SOCIAL SERVICES
HOMELESS SERVICES DIVISION

ATTACHMENT 3

2024 NOFA – Public Services Application

Please submit Application by email to SS.HomelessGrants@co.slo.ca.us. All submissions must be made electronically, no paper applications will be accepted. Application must be received no later than Sunday, November 5, 2023, at 9 pm.

I. PRIMARY APPLICANT INFORMATION (LEAD AGENCY)

Organization Name	5CITIES HOMELESS COALITION
Type of Organization	<input checked="" type="checkbox"/> Non-Profit <input type="checkbox"/> For Profit <input type="checkbox"/> Gov't/Public <input type="checkbox"/> Other:
UEI Number	KR8JGGKBKEP9
Contact Person/Title	Janna Nichols, Executive Director
Finance Contact (if different)	
Phone Number	805-574-1638
Email	janna.nichols@5chc.org
Address	P.O. Box 558 (100 S. 4th St)
City, State, Zip	Grover Beach, CA 93483
Date of Incorporation	March 3, 2009
Is the organization faith-based?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Annual Operating Budget	\$6,406,867
Number of Paid Staff	35
Number of Volunteers	150

II. FUNDING DETAILS

Please identify all funding sources being requested: <i>Select all that apply; you will be required to fill out additional details for each source requested.</i>	<input checked="" type="checkbox"/> Community Development Block Grants (CDBG) <input checked="" type="checkbox"/> Emergency Solutions Grants (ESG) <input type="checkbox"/> Permanent Local Housing Allocation (PLHA) <input checked="" type="checkbox"/> HOME Investment Partnership Program (TBRA ONLY) <input checked="" type="checkbox"/> County General Funds Support (GFS)
Total Funding Requested	\$ 407,358

III. APPLICANT CAPACITY

1. Describe the applicant's history of receiving and managing grants from County/State/Federal sources.

Currently 5CHC is contracted through 36 local, federal and state grants to provide more than \$6 million in services. Through multiple grant monitoring activities to review 5CHC program and expenditure compliance for all local, state and federal grants, 5CHC has consistently received high praise for program quality and outcomes; reporting; compliance; and timeliness; and has never received a significant finding in an audit. Through CARES Act CV funds, 5CHC expended more than \$5 Million in services and facility development since 2021, including subcontracting with multiple other providers and ensuring their compliance.

5CHC is timely in providing required reports and its billing process, meeting all required expenditure deadlines. 5CHC's outcomes consistently exceed agreed upon program metrics. Please note the various attachments we have included under section 10: policies, procedures, intake forms, file check lists, outcomes and program reports.

2. Briefly describe your organization's auditing requirements, including those for the proposed project. (As outlined in 2 CFR § 200.500)

The rules governing ESG require that 5CHC, as a subrecipient, comply with all applicable federal laws, statutes, and regulations (which include but are not limited to the ESG Program Interim Rule (24 CFR Part 576) and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200). 5CHC annually engages and independent audit, and beginning in 2021-22 (due to increased federally sourced income) underwent a more rigorous Single Audit (attached). 5CHC's Single Audit for 2022-23 currently in process, and expected to be completed by Dec. 31, 2023.

3. Describe how the organization participates in HMIS, Coordinated Entry, and the San Luis Obispo County Continuum of Care.

5CHC has participated in HMIS since 2014 and has dedicated staff to this fulfill this activity in addition to program staff. In the past year more than 5 5CHC staff members have worked with the County to assess and invest in a new HMIS system, including the current implementation task force. The agency's Executive Director is currently serves on HSOC, and its committees and served on the steering committee for the County's Homeless Services Strategic Plan and the County's HMIS Restructuring Steering Committee .

Beginning in 2019 5CHC joined with CAPSLO to participate in Coordinated Entry as a key intake partner. Annually 5CHC has far exceeded the number of CE's completed per contract requirements. To date for the current fiscal year (first 5 months), 5CHC has completed more than 200 CE intakes.

5CHC has also invested in the development of a secure document sharing system, ShareFile, to enable inter-agency service coordination and referral to 5CHC's housing support programs.

4. Briefly describe your agency's record keeping system with relevance to the proposed project.	
<p>5CHC employs a dedicated HMIS Data Manager to ensure quality compliance and track client outcomes. This position is supported with three finance employees, including one charged with Grants Management for accountability of expenses and fulfillment of grant commitments. The agency's Associate Director is responsible for authorizing all funding requests and reporting on program outcomes. With each program activity case managers report to a Program Manager for supervision and oversight; including client eligibility and case file review . The agency's Executive Director is directly engaged in initial program development, and efforts to provide services on a regional basis.</p>	
5. Describe the organization's experience delivering related programs/projects.	
<p>5Cities Homeless Coalition has successfully provided rapid re-housing and homeless prevention programs since 2015. Through CARES Act CV funds, 5CHC will invested more than \$900,000 last fiscal year in RRH and HP activities. Currently 5CHC is under contract or has been awarded 13 local, state and federal grants to provide RRH and HP services.</p>	
6. Identify all budgeted funds for homelessness-related services and housing opportunities.	
<p><i>Include leveraged funding in the budget attachment to exhibit financial sustainability of the project beyond the grant term if awarded.</i></p>	
<ul style="list-style-type: none"> • Funds Requested (Amount and Source): ESG \$151,945; HOME \$81,531; GFS \$81,549; CDBG – AG \$13,095, Atas \$4,667, MB \$3,500, PR, \$16,333, PB \$5,238, SLO \$20,333, County \$29,167 • Leveraged funds: 5CHC Match \$151,945; \$20,382.75; Additional Local Grants & Contributions \$200,000 	
Does your organization comply with the Generally Accepted Accounting Principles?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

IV. PROPOSED PROJECT and PROJECT DETAILS

Name of proposed project	San Luis Obispo County Rapid Re-Housing/Homeless Prevention
Project/Program address(es)	100 S. 4th Street, Grover Beach, CA 93433

2024 NOFA – Public Services Application

Areas served	<input type="checkbox"/> City of Arroyo Grande <input type="checkbox"/> City of Pismo Beach <input type="checkbox"/> City of Morro Bay <input type="checkbox"/> City of San Luis Obispo <input type="checkbox"/> Unincorporated communities of _____	<input type="checkbox"/> City of Atascadero <input type="checkbox"/> City of Paso Robles <input type="checkbox"/> City of Grover Beach <input checked="" type="checkbox"/> Countywide
7. Provide a brief narrative of the proposed project including projected outcomes. How would you describe your project to the public in one paragraph?		
<p>5CHC's Housing Program braids available funding sources and with multiple sources of funds, 5CHC is able to target funds with differing eligibility criteria in order to maximize their use to serve those with the highest needs and greatest number possible. 5CHC's housing and stabilization services including landlord cultivation, case management support, and subsistence payments for rent, application fees and deposits to individuals, following a coordinated entry assessment and progressive engagement model. With these activities we will work to quickly identify and resolve barriers to gaining or maintaining housing.</p>		
8. Is this effort new, continuing, or expanding? Please describe.		
<p>This is a continuing effort. 5CHC has been successfully administering Rapid Re-housing and Homeless Prevention programs since 2015. 5CHC is currently under contract or has been awarded more than 10 local, state, and federal grants to provide RRH and HP services.</p>		
9. Describe how the project will align with the Lines of Effort to support the San Luis Obispo Countywide Plan to Address Homelessness (2022-2027). List and describe as many that are applicable.		
<p>The proposed project directly supports the following Lines of Effort: Line of Effort 2: Focus efforts to reduce or eliminate the barriers to housing stability for those experiencing homelessness or at risk of homelessness, including prevention, diversion, supportive services, and housing navigation efforts. Line of Effort 3: Improve and expand data management efforts through HMIS and coordinated entry system to strengthen data-driven operational guidance and strategic oversight.</p> <p>5CHC actively participates in HMIS and Coordinated Entry and seeks to support efforts through accurate and timely data collection to inform data-drive operation guidance and determine program success.</p>		
Check any specific population(s) expected to be served through this project:	<input checked="" type="checkbox"/> Adults with children <input checked="" type="checkbox"/> Adults without children <input checked="" type="checkbox"/> Elderly/Senior <input checked="" type="checkbox"/> Parenting Youth <input checked="" type="checkbox"/> Chronically Homeless <input checked="" type="checkbox"/> Veterans <input checked="" type="checkbox"/> Domestic Violence Survivors <input checked="" type="checkbox"/> Persons with Disabilities <input checked="" type="checkbox"/> Unaccompanied Youth (under 25 years of age) <input checked="" type="checkbox"/> Individuals with Co-occurring Disorders (Substance Use and Mental Health)	

10. How does your program/service complement and collaborate with existing efforts in the County? Describe how the program/project will increase capacity of services/housing for persons experiencing homelessness and at-risk persons in the County.

5CHC Homeless Services program is integrated in the local Continuum of Care, focusing on collaboration and strategic action. 5CHC is a key participant in the Coordinated Entry System receiving referrals community partners throughout the compendium of services. Additionally, 5CHC staff participate in HSOC at all levels and regularly participate in evidence-based trainings (Mental Health First Aid, etc.) 5CHC also has a program of providing staff trainings monthly with other service professionals and partner agencies. 5CHC seeks to streamline services through collaborative work with service providers throughout the County. By coordinating efforts and providing consistent services throughout the County, 5CHC ensures the ability to maximize resources and prevent duplication of services and benefits.

11. Describe any consultation with local jurisdictions to gain support for the project. Describe any support you have from local jurisdictions.

While 5CHC did not secure letters of support for this application, each City in the County (with the exception of Atascadero) has supported 5CHC RRH and HP activities through its CDBG allocation. In addition the Cities in South County (A.G., GB, and PB) each contribute through other grant or GF support.

12. Name partner agencies as applicable and describe how they will be participating in the delivery of the proposed activity.

5CHC engages with a broad spectrum of community partners to assist those needing housing assistance. In particular 5CHC, ECHO and CAPSLO, as part of the coordinated entry system. However, with the influx of COVID funding the last two years, 5CHC has built an even more extensive referral network consisting over more than 10 partner agencies, including CAPSLO, ECHO, Transition Mental Health Association, the Housing Authority of San Luis Obispo, Lumina Alliance, San Luis Obispo Legal Assistance Foundation, and Family Resource Centers throughout the County. 5CHC has become the hub for Rapid Re-housing and Homeless Prevention services, serving clients from San Miguel to Cambria to Nipomo with the help of our partners. Agencies refer prospective clients to be screened for eligibility for for RRH/HP assistance through 5CHC; this referral network has allowed us to maximize our resources, coordinate efforts, and avoid duplication of services and benefits.

13. Describe how you will ensure that the proposed project is accessible to communities of color which are disproportionately impacted by homelessness, particularly Black, Latinx, Asian, Pacific Islander, and Native and Indigenous communities. If you have previously received a grant to serve any of the affected communities, please provide a brief description of those grant activities and the outcomes you achieved.

5CHC has a policy of promoting inclusiveness and diversity to enrich its programmatic effectiveness. 5CHC's has a strong record of collaborating across systems to identify and serve those most in need by partnering with diverse community groups. 5CHC is a member of the Diversity Coalition San Luis Obispo County. 5CHC is currently participating with the Central Coast Regional Equity Initiative, under the leadership of the Community Foundation and the UCSB Blum Center. As an example, 5CHC partnered in the 2020 Census, was a member of the County's COVID Task Force, and currently partners with UndocuSupport fund - in each case joining a robust network of public and private agencies to reach these same hard-to-reach populations.).

**Indicate the predicted performance outcomes listed below.
If not applicable, mark N/A or zero.**

Number of unsheltered persons to become sheltered:	N/A
Number of people experiencing homelessness to be entering permanent housing:	40 HH
Number of people experiencing Chronic Homelessness served:	
Number of persons At-Risk of Homelessness served:	22 HH
Number of Unaccompanied Youth served:	
Number of Youth At-Risk of Homelessness served:	
Number of persons in families with children served:	
Total:	62 HH
Number of persons to be served by facility or program during the program year:	N/A

V. CDBG – if requesting CDBG funds

Amount of CDBG Funds Requested	\$ 92,333	
Please indicate the amount you are requesting for each jurisdiction	<input type="checkbox"/> Arroyo Grande	\$ 13,095
	<input type="checkbox"/> Atascadero	\$ 4,667
	<input type="checkbox"/> Morro Bay	\$ 3,500
	<input type="checkbox"/> Paso Robles	\$ 16,333
	<input type="checkbox"/> Pismo Beach	\$ 5,238
	<input type="checkbox"/> San Luis Obispo	\$ 20,333
	<input type="checkbox"/> County	\$ 29,167

2024 NOFA – Public Services Application

Estimated number of unduplicated persons or households to benefit from CDBG funds	Persons: <u>37</u> Households: <u>16</u>
Please select the national objective that best applies to the proposed project.	<input checked="" type="checkbox"/> Low/Moderate Income <input type="checkbox"/> Urgent Need (e.g., after a natural disaster)
LOW/MODERATE INCOME Select which criteria the proposed project intends to qualify under to meet the Low/Moderate Income objective	<input type="checkbox"/> Area Benefit <input checked="" type="checkbox"/> Low/Moderate Income Clientele <input type="checkbox"/> Limited Clientele <input checked="" type="checkbox"/> Housing <input type="checkbox"/> Jobs/Micro-Enterprises <input type="checkbox"/> N/A – Low Moderate Income NOT Selected
Identify all eligible activities that apply to the proposed project.	<input type="checkbox"/> Public Services (General) <input type="checkbox"/> Operating Costs of Homeless/AIDS Patients Programs <input type="checkbox"/> Senior Services <input type="checkbox"/> Handicapped Services <input type="checkbox"/> Legal Services <input type="checkbox"/> Youth Services <input type="checkbox"/> Transportation Services <input type="checkbox"/> Substance Abuse Services <input type="checkbox"/> Services for Battered and Abused Spouses <input type="checkbox"/> Crime Awareness or Neighborhood Cleanups <input type="checkbox"/> Fair Housing Activities <input type="checkbox"/> Tenant/Landlord/Housing Counseling <input type="checkbox"/> Child Care Services <input type="checkbox"/> Health Services <input type="checkbox"/> Services for Abused and Neglected Children <input type="checkbox"/> Mental Health Services <input checked="" type="checkbox"/> Subsistence Payments, Homeless Assistance, Rental Housing Subsidies or Security Deposits <input type="checkbox"/> Job Training and Job Placement Services <input type="checkbox"/> Assistance to microenterprises (technical assistance, business support services, and other similar services to owners of microenterprises or persons developing microenterprises)
14. Explain how the proposed project meets the selected National Objective.	
<p>Assistance will be provided to benefit a clientele who are generally presumed by HUD to be principally L/M income persons - those who are homeless. This population is among those who are currently presumed by HUD to be made up principally of L/M income persons: Reference: §570.208(a)(2)(i)(A)</p> <p>Additionally, as some assistance will be provided to those of imminent threat of homelessness, 5CHC's program additionally requires information on family size and income so that it is evident that at least 51% of the clientele are persons whose family income does not exceed the L/M income limit. Reference: §570.208(a)(2)(i)(B) and (C)</p>	

15. Will the services offered by your organization increase or expand as a result of CDBG assistance? If yes, explain.

Based on our request of \$92,333 compared to a current grant of \$41,871; we anticipate serving not less than 10 additional households. Our current contract calls for serving 6 households with \$41,871. With the \$50,000 increase requested, we seek to provide assistance to not less than 16 households. That said, our track record to maximize use of these funds has traditionally resulted in actual outcomes more than 30% above goal. With these funds, we would seek to do the same, while ensuring that families housing is stabilized and they have the resources to maintain their housing.

16. If your project serves any of the presumed benefit populations under the Low/Moderate Income national objective, please describe how the project will directly benefit the populations identified.

Through the Coordinated Entry assessment, clients are asked whether they are homeless, length of time homeless, etc.

VI. ESG – if requesting ESG funds

Amount of ESG Funds Requested	\$ 151,945	
Identify all eligible activities and their amounts that apply to the proposed project		
<input type="checkbox"/> Emergency Shelter	\$ _____	Approximate Persons Served: _____
<input type="checkbox"/> Street Outreach	\$ _____	Approximate Persons Served: _____
<input checked="" type="checkbox"/> Rapid Re-Housing	\$ 69,487	Approximate Persons Served: 26
<input checked="" type="checkbox"/> Homeless Prevention	\$ 68,557	Approximate Persons Served: 14
<input checked="" type="checkbox"/> HMIS	\$ 13,901	

2024 NOFA – Public Services Application

17. ESG Matching Funds (1:1 match required)	
Sources:	
PRIVATE CASH DONATIONS	\$ 151,945
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total	\$

VII. PLHA – if requesting PLHA funds

Amount of PLHA Funds Requested	\$ _____
Estimated number of unduplicated persons or households to benefit from PLHA funds	Persons: _____ Households: _____
Identify all eligible activities that apply to the proposed project.	<input type="checkbox"/> Rapid Re-housing <input type="checkbox"/> Rental Assistance <input type="checkbox"/> Supportive/Case Management <input type="checkbox"/> Operating and Capital Costs for Navigation Centers <input type="checkbox"/> Operating and Capital Costs for Emergency Shelters <input type="checkbox"/> Operating and Capital Costs for New Construction, Rehabilitation, and Preservation of Permanent and Transitional Housing

18. Describe all eligible activities that apply to the proposed project.

Must provide rapid rehousing, rental assistance, navigation centers, emergency shelter, and transitional housing activities in a manner consistent with the Housing First practices described in 25 CCR, Section 8409, subdivision (b)(1)-(6) and in compliance with WIC Section 8255(b)(8). An applicant allocated funds for the new construction, rehabilitation, and preservation of permanent supportive housing shall incorporate the core components of Housing First, as provided in WIC Section 8255, subdivision (b).

VIII. HOME – if requesting HOME funds (TBRA ONLY)

Amount of HOME Funds Requested	\$ <u>81,531</u>	
Estimated number of unduplicated persons or households to benefit from HOME funds	Persons: <u>32</u> Households: <u>14</u>	
Provide proposed funding amounts and approximate number of households to be served:		
<input checked="" type="checkbox"/> Rental Subsidy	\$ <u>40,526</u>	Approximate Persons Served: <u>16</u>
<input type="checkbox"/> Utility Subsidy	\$ _____	Approximate Persons Served: _____
<input checked="" type="checkbox"/> Security and Utility Deposits	\$ <u>41,005</u>	Approximate Persons Served: <u>16</u>
19. Please describe your organization's client application, intake, and preliminary assessment process.		
<i>Please provide a sample of client intake documents, as applicable, in the attachments section.</i>		
<p>5CHC is a member of the Coordinated Entry collaborative, a system utilized by Homeless Service Providers throughout the County that provides a standardized intake assessment and referrals to ensure a more consistent and streamlined experience for those seeking services. During this initial intake, clients complete a comprehensive needs assessment, identify barriers to employment or housing, and develop an immediate action plan. Additionally, this assessment provides an opportunity to identify what services or resources a client is already connected to in an effort to reduce duplication of services. Clients are screened for homeless status (homeless certification forms) and income eligibility.</p>		

20. Describe your organizational collaboration with other local organizations to assist TBRA income eligible households.

5CHC engages with a broad spectrum of community partners to provide housing assistance. In particular 5CHC, ECHO and CAPSLO, as part of the coordinated entry system. Additionally, 5CHC has built an even more extensive referral network consisting over more than 10 partner agencies, including CAPSLO, ECHO, Transition Mental Health Association, the Housing Authority of San Luis Obispo, Lumina Alliance, San Luis Obispo Legal Assistance Foundation, and Family Resource Centers throughout the County. 5CHC has become the hub for Rapid Re-housing and Homeless Prevention services, serving clients from San Miguel to Cambria to Nipomo with the help of our partners. Agencies refer prospective clients to be screened for eligibility for for RRH/HP assistance through 5CHC; this referral network has allowed us to maximize our resources, coordinate efforts, and prevent duplication of services and benefits.

HOME Matching Funds (25% match required)

Sources:

Private Cash Donations	\$ 20,382.75
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total	\$

IX. GFS – if requesting GFS funds

Amount of GFS Funds Requested	\$ <u>81,549</u>
Estimated number of unduplicated persons or households to benefit from GFS funds	Persons: <u>32</u> Households: <u>14</u>
Identify all eligible activities that apply to the proposed project.	<input type="checkbox"/> Emergency Shelters <input type="checkbox"/> Warming Centers <input type="checkbox"/> Safe Parking <input type="checkbox"/> Street Outreach <input type="checkbox"/> Essential Services for Persons Experiencing Homelessness <input checked="" type="checkbox"/> Tenant Based Rental Assistance (TBRA)

21. Describe all eligible activities that apply to the proposed project.

5CHC seeks to administer TBRA funds to eligible residents throughout SLO County. 5CHC has administered homeless prevention programs, including subsistence payments and rental subsidies for many years. However, in recent years, rising rental costs have impacted local residents that are median wage earners. 5CHC is no longer just seeing extremely low income households seeking assistance and served through ESG HP, but rather low-moderate wage earners are seeking our assistance daily. It is vital we are able to provide quick and early intervention to these households; the majority are able to stabilize within 3 months of TBRA assistance.

X. Attachments

Attachment A – Budget, Leveraged-Funds, and Budget Narrative (Required)

Please attach a Budget and Budget Narrative for the project for which you are applying. The budget narrative should include FTEs to be provided. Please include the value of any matching funding.

Attachment B – Timeline (Required)

Attach a timeline for key steps of project implementation.

Attachment C – Most Recent Audit (Required)

Attachment D – Proof of Active SAM.gov Registration (Required)

Attachment E – Incorporation Documents (Required)

Attachment F – CDBG Acknowledgements (Required if Applicable)

Attachment G – Organization Mission Statement (Required)

Attachment H – Match Certification Letter (if applicable)

1:1 match required for ESG; 25% match required for HOME TBRA

Attachment I – Client Intake Forms (if applicable)

Attachment J – Letters of Support (Optional)

Please attach any letters of support or commitment from local governments or community partners.

Attachment K – Supplemental Answers to Questions (Optional)

If you need more room to answer any of the application questions, please attach additional information here. Include the question number for each question being answered.

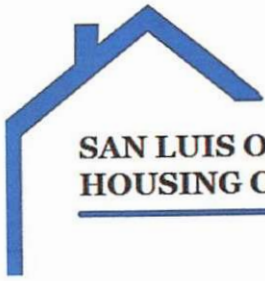
For other additional or optional attachments, please label them clearly (e.g. Attachment L – “Title”).

XI. APPLICATION SUBMISSION:

Applications and accompanying documents are due to Homeless Services Division, Department of Social Services by 9:00 pm on November 5, 2023.

Electronic Copy – email to SS_HomelessGrants@co.slo.ca.us

Subject line: 2024 NOFA Public Services Application – (Applicant Name)



**SAN LUIS OBISPO NONPROFIT
HOUSING CORPORATION**

December 19, 2023

County of San Luis Obispo
Department of Social Services
1055 Monterey Street
San Luis Obispo, CA 93408

RE: Clarification Letter - 2024 CDBG Applications for Monterey Crossing Senior and Arroyo Terrace

Dear County Staff,

We appreciate your time and effort in pursuing a resolution to move forward with our 2023 CDBG allocations. In addition, we are thankful for the consideration for the two 2024 CDBG application requests.

This letter provides clarity on how the existing 2024 CDBG requests for Monterey Crossing Senior and Arroyo Terrace will be structured to satisfy HUD's regulations. To date, both applications include San Luis Obispo Nonprofit Housing Corporation (SLONP) as the applicant. The applications will essentially remain the same, except for the structure.

As prescribed by HUD, SLONP would use the CDBG funds to acquire a leasehold interest in the property from the Housing Authority of the City of San Luis Obispo, which it would then sell/transfer to the tax credit partnership using a seller carryback loan.

The project would still satisfy the nation objective as stated in the application for Low/Mod Housing Benefit.

Sincerely,

Ken Litzinger

Chief Financial Officer

San Luis Obispo Nonprofit Housing Corporation



COUNTY OF SAN LUIS OBISPO
DEPARTMENT OF SOCIAL SERVICES
HOMELESS SERVICES DIVISION

2024 NOFA – Housing Application

Please submit Application by email to SS.HomelessGrants@co.slo.ca.us. All submissions must be made electronically, no paper applications will be accepted. Application must be received no later than Sunday, November 5, 2023, at 9 pm.

I. PRIMARY APPLICANT INFORMATION (LEAD AGENCY)

Organization Name	HASLO & SLONP
Type of Organization	<input checked="" type="checkbox"/> Non-Profit <input type="checkbox"/> For Profit <input type="checkbox"/> Gov't/Public <input checked="" type="checkbox"/> Other:
UEI Number	HASLO - # UKM9S21EZ2F1 & SLONP - # DKJWAFNQ2JN4
Contact Person/Title	Litzinger, Director of Finance and CFO
Finance Contact (if different)	Same
Phone Number	805 - 594 - 5304
Email	klitzinger@haslo.org
Address	487 Leff Street
City, State, Zip	San Luis Obispo, CA 93401
Date of Incorporation	HASLO - SLONP 10/15/1991
Is the organization faith-based?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Annual Operating Budget	HASLO \$45,298,493 & SLONP \$11,795,048
Number of Paid Staff	78
Number of Volunteers	8

II. FUNDING DETAILS

Please identify all funding sources being requested: <i>Select all that apply; you will be required to fill out additional details for each source requested.</i> <i>*For tenant-based rental assistance (TBRA), see Public Services application.</i>	<input checked="" type="checkbox"/> HOME Investment Partnerships Program (HOME)* <input checked="" type="checkbox"/> HOME Investment Partnerships Program – American Rescue Plan (HOME-ARP) <input checked="" type="checkbox"/> Community Development Block Grants (CDBG) <input checked="" type="checkbox"/> Title 29 <input checked="" type="checkbox"/> Permanent Local Housing Allocation (PLHA)
Total Funding Requested	\$ 1,886,000

III. APPLICANT CAPACITY

<p>1. Describe the organization's history of receiving and managing grants from County/State/Federal sources.</p> <p>Since 1968 and 1990 respectively, HASLO and SLONP have been receiving and managing grants. There have been a variety of grants received and managed including but not limited to; HOME, CDBG, T-29, Project Homekey, AFH, RDA, CARES, ROSS, Decarbonization, and HTF. HASLO and SLONP have established systems to track and manage regulation compliance and reporting to the respective grantor. As the County knows, some of these grants may be set up as soft loans.</p>
<p>2. Briefly list any recent development projects your organization has proposed, is currently working on, and has completed. (Regardless of funding source)</p> <p>There are about fifteen (15) projects in the pipeline at various stages. Currently, the Paso Homekey project is being leased up. There are five (5) under construction, including the Anderson Hotel, Apartments at Toscano, and Shell Beach Senior to name a few. Three (3) projects are closing in the next few months, which include Orcutt Road, Bridge Street, and Cleaver and Clark Commons. And finally at the pre-development stage there are six (6) projects, which, two (2) will be requesting funding in this round.</p>
<p>3. Briefly describe your organization's auditing requirements, including those for the proposed project. (As outlined in 2 CFR § 200.500 and 24 CFR § 5.801)</p> <p>HASLO administers Federal, State, and Local grants, and has strong systems and controls in place. HASLO provides the record keeping services for the project. Both HASLO and SLONP undergo annual audits by an independent CPA firm, including assessments of internal controls.</p>

4. Describe project staffs' experience with Section 3. (As outlined in 24 CFR Part 75)

Our staff has worked with County staff closely over the years to satisfy Section 3 as outlined in 24 CFR Part 75. The Director of Construction ensures that Section 3 language is included in the relevant construction documents and requests for proposals for contractors. Our team also provides the annual reports per the County ' s request.

5. How will you document and maintain income status or presumed benefit status of each beneficiary in compliance with regulations?

HASLO will perform all income certifications. HASLO has certified compliance specialists on staff with years of experience. At the housing application/intake stage income and asset information will be collected from each client, with back up documentation. Files will be maintained and available for county inspection. HASLO currently performs income and compliance certifications for over 3,000 clients annually.

6. Briefly describe your agency's record keeping system with relevance to the proposed project.

SLONP owns and operates hundreds of deed restricted housing units in San Luis Obispo County. It is accustomed to keeping detailed records regarding income eligibility for all programs. Additionally, HASLO will be the management agent for this housing. HASLO has many years of experience in maintaining record keeping and accounting in conformity with HUD and State regulations. Staff are certified in low-income housing compliance. Projects are audited annually and reports are provided to all funding sources. Detailed accounting records are maintained for all project costs and audited by third party auditing firms.

7. Do you have any funds remaining from prior Fiscal Year allocations? If so, please list the project you received funding for, the fiscal year(s) you received the funding, and the remaining amount(s) for each fiscal year(s).

Yes, there are funds remaining on the following projects however, all the funds are on schedule with commitment and expenditure deadlines:

- Under construction - Anderson Hotel: \$2M of ARPA from 2022. 100% drawn
- Under construction - Toscano: \$813,738 of CDBG from 2021 and \$142,396 of T-29. Remaining retainer is \$48,370.40
- Under construction - Shell Beach: \$249,000 of HOME, \$345,000 HOME ARP, \$250,987 in T-29 from 2022. Tony Navarro didn't want us to draw the entire available amount, so there is \$8,927.10 left to draw as well as retainer of \$41,628.40
- Under construction - Morro Bay: \$81,755 of CDBG and \$7,216 of T29 from 2021 – retainer of \$4,449.00
- Closing soon - Orcutt Road: \$936,986 of CDBG from 2023

8. How do you plan to fund the operation and maintenance costs (if any) associated with this project? Are these funds available now? If not, when will they be available?

Our submitted project pro forma identifies the expenses (including operation, maintenance costs, etc.) and the revenues (from rent, subsidies, etc.). The major project sponsors require that the project cash flows after debt service is paid. Once the project is built and leased up, the rent and subsidies will cover operations and maintenance. In addition, the lender requires that reserves are set aside on a monthly basis for capital projects over the life of the project.

Does your organization comply with the Generally Accepted Accounting Principles? (As outlined in 2 CFR § 200)

☒ Yes ☐ No

IV. PROPOSED PROJECT and PROJECT DETAILS

Name of proposed project	Arroyo Terrace
Project/Program address(es) and/or Accessor's Parcel Number(s)	Project Address: 700 N. Oak Park Blvd, Arroyo Grande, CA APN(s) 077-011-010, 077-011-011, 077-011-012, 077-011-013
Please attach any maps, pictures, plans, or drawings under the attachments section at the end of the application.	

2024 NOFA – Housing Application

Areas served	<input checked="" type="checkbox"/> City of Arroyo Grande <input type="checkbox"/> City of Pismo Beach <input type="checkbox"/> City of Morro Bay <input type="checkbox"/> City of San Luis Obispo <input type="checkbox"/> Unincorporated community of _____	<input type="checkbox"/> City of Atascadero <input type="checkbox"/> City of Paso Robles <input type="checkbox"/> City of Grover Beach
Number of proposed units created or rehabilitated	63 Created	
For ACQUISITIONS, please answer the following questions.		
What is the proposed purchase amount?	3.1M	
What is the anticipated escrow closing date?	12/30/2024	
Will residential or commercial occupants be displaced by the project? If yes, will it be temporary or permanent? How long if temporary?	No.	
9. Provide a brief narrative of the proposed project including projected outcomes. How would you describe your project to the public in one paragraph?		
<p>The mixed-use project consists of 63 100% affordable multi-family residential units, including a manager ' s unit, and 1,178 square feet of commercial space. As proposed, 16 of the units will be designated for those experiencing homelessness or at risk for homelessness as defined by HCD. The 63 dwelling units are proposed in three (3) separate, three-story buildings, that contain 30 one-bedroom, 17 two-bedroom, and 16 three-bedroom units. The project includes outdoor recreational space with a barbeque area and children ' s playground near the preserved oak tree grove near the eastern portion of the project site for the residents of the development.</p>		
10. Describe site and neighborhood standards including proximity to services, transportation, and employment.		
<p>The site slopes downward from south to north with an approximate elevation difference across the site of 20 to 30 feet. The site had historically been used as a storage yard for an earthwork and underground utility contractor from the 1970's until recently. The project is surrounded by Highway 101 to the east, low-density residential to the west, commercial to the north and a mix of commercial and low-density residential to the south. Two (2) of the buildings would be located along the El Camino Real frontage and one (1) along the Chilton Street frontage. Parking is contained within the center of the site. The layout and design of the buildings utilizes the slope to blend the structures heights in with the neighboring residential. The project ' s location is within walking proximity to basic amenities and services including grocery store, pharmacy, parks, school, and library. Bus stop and other commercial job centers are in proximity as well.</p>		

11. What is the current zoning of the project site? Is the project site zoned correctly for the proposed activity?

The site is zoned Office Mixed Use. The project has approved entitlements from the Planning Commission resulted in a lot merger of four (4) parcels and the construction of a mixed-use development including 63 affordable housing units and 1,178 square feet of commercial space.

12. If the project is NOT zoned correctly for the proposed activity, provide an explanation of efforts and a timetable to change the zoning or obtain a variance.

N/A

13. State whether or not the necessary permits have been issued. If a permit has not yet been issued, indicate when the permit(s) will be applied for or issued.

The project has received its land use permits. Currently, the City of Arroyo Grande is reviewing the building plans. The building permit has not been issued but would be ready by est. Spring 2024.

14. Describe how the project will align with a (or multiple) Line(s) of Effort to support the San Luis Obispo Countywide Plan to Address Homelessness (2022-2027).

See Attachment O for response.

Check any specific population(s) expected to be served through this project:

- ☒ Multifamily
- ☐ Age Restricted (including seniors)
- ☒ Persons Experiencing Homelessness
- ☒ Persons with Disabilities
- ☒ Chronically Homeless
- ☐ Veterans
- ☐ Domestic Violence Survivors
- ☐ Unaccompanied Youth (under 25 years of age)

15. Does the proposed project complement and collaborate with existing efforts in the county? If so, please name partner agencies and how they will participate.

The proposed project will complement the county ' s efforts by providing permanent housing to those that meet the definition of experiencing homelessness or at risk of homelessness. The agencies that we collaborate with are a part of the HSOC and include but are not limited to 5CHC, CAPSLO, and ECHO.

16. If the proposed project will serve households experiencing homelessness, describe how the project will coordinate with other homeless service providers to connect individuals experiencing homelessness and families to resources.

The proposed project will coordinate with the county ' s homeless services agencies to obtain referrals for clients in need of housing that meet the definition of those experiencing homelessness or at risk of homelessness. The agencies include but are not limited to 5CHC, CAPSLO, and ECHO.

17. Will the project use a project specific waitlist or coordinated entry? Please describe.

HASLO will use its waiting lists for the majority of the large family low-income units. The units set aside for homeless or those at risk of homelessness will be referred through the Coordinated Entry System (CES). San Luis Obispo (SLO) County's CES is developing their Permanent Supportive Housing (PSH) Waiting list protocol, identifying PSH units that are available, along with the required tenant selection criteria. They perform a match against their list of applicants who meet the criteria and make referrals to the Housing Provider. The Coordinated Entry System Partner making the referral certifies that the applicant meets the selected criteria of being a person with a disability and that they meet the homeless requirements. If CES is unable to make referrals then referrals will be obtained directly from emergency shelter services providers, including CAPSLO (Community Action Partnership of San Luis Obispo/central county), 5Cities Homeless Coalition (south county), El Camino Homeless Organization (North County), Salvation Army (countywide) and SLO County Department of Social Services. After a referral is made, the Housing Provider will verify the income, using third party documentation acceptable to State HCD, CTCAC, and the County.

18. Describe any consultation with local jurisdictions to gain support for the project. Describe any support you have from local jurisdictions.

The City of Arroyo Grande fully supports the project and is actively working to find ways to provide additional funding support. One of the ways includes the City pursuing the creation of a deferred impact fee program for affordable housing projects.

19. Describe how you will ensure that the proposed project is accessible to communities of color which are disproportionately impacted by homelessness, particularly Black, Latinx, Asian, Pacific Islander, and Native and Indigenous communities. If you have previously received a grant to serve any of the affected communities, please provide a brief description of those grant activities and the outcomes you achieved.

HASLO does not discriminate its tenants or potential tenants based on their personal characteristics and protected classes. Our outreach is to all groups. And waiting lists are utilized in numerical order.

2024 NOFA – Housing Application

Has an environmental review been completed (CEQA and/or NEPA)?	<input checked="" type="checkbox"/> Yes – CEQA review complete <input type="checkbox"/> No – CEQA review not complete <input type="checkbox"/> Yes – NEPA review complete <input checked="" type="checkbox"/> No – NEPA review not complete			NEPA Start date Feb 2024
Has a Phase I or Phase II archeological/historical survey been conducted at the project site?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		
Has a Phase I or Phase II environmental assessment been conducted for the property?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
20. List and describe any known hazards (e.g., asbestos, lead-based paint, storage tanks – aboveground, underground). List “N/A” if not applicable.				
Based on the data gathered and reviewed during this Phase I ESA, Haro Environmental did not identify recognized environmental conditions or concerns that have impacted, or pose a significant environmental threat to subsurface soil, soil vapor, or groundwater beneath the Site.				
Is the project on a property designated or been determined to be potentially eligible for designation as a local, state, or national historical site?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	
Are the building(s)/structure(s) located on a historic site or within a local historic district?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	
Is the project located within a 100-year flood plain?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	
If YES to the question above, does your organization have flood insurance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	
Will demolition be required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No		
Are there any existing buildings on the project property that were constructed prior to 1978?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No		
If YES to above, please answer the following questions:				
Has an asbestos risk assessment report(s) been prepared for the building(s)?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		
Has the building(s) been abated for asbestos?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		
Has a lead hazard risk assessment report(s) been prepared for the building(s)?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		
Has the building(s) been abated for lead paint?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		
Will children occupy the building(s)?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		
IF CHILDREN WILL OCCUPY THE BUILDING, indicate the age range of the children. If no children will occupy the building, select N/A.	Age Range: _____ <input checked="" type="checkbox"/> N/A			
If the project includes temporary or permanent relocation of occupants, it is subject to the Uniform Relocation Act (URA). Please indicate whether the URA is applicable to your project.	<input type="checkbox"/> Yes, I have read and understand this requirement. <input checked="" type="checkbox"/> No, this requirement is not applicable.			

21. Describe how the project will meet ADA and Section 504 standards for accessibility by the disabled. Describe the methods, funding, and timetable to be utilized to address the problems.

Section 504 (24 CFR Part 8) applies to new construction of multifamily housing with five or more units, or substantial rehabilitation of multifamily housing projects that have 15 or more units.

This new construction project will be designed and constructed to adhere to all Section 504 and ADA requirements. In addition, we will adhere to the provisions of California Building Code Chapter 11(B) regarding accessibility to privately owned housing made available for public use by providing a minimum of 10% of the units with mobility features, and a minimum of 4% of the units with communications features.

22. Identify whether or not the site is owned or leased by the applicant. If optioned or owned by another entity, provide their name and contact information.

The site is owned by the Housing Authority of San Luis Obispo.

V. HOME – if requesting HOME funds

Amount of HOME Funds Requested	\$ <u>879,000 All available</u>
Estimated number of HOME assisted units	Units: <u>8</u>
Identify all eligible activities that apply to the proposed project.	<input checked="" type="checkbox"/> Acquisition <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Relocation <input checked="" type="checkbox"/> Demolition <input type="checkbox"/> Site Preparation (In anticipation of a HOME funded project) <input checked="" type="checkbox"/> New Construction <input checked="" type="checkbox"/> Multi-Family <input type="checkbox"/> Single Family

2024 NOFA – Housing Application

Please indicate the number and type of units CREATED					
	30% AMI HOME Assisted Units	31% to 50% AMI HOME Assisted Units	51% to 80% AMI HOME Assisted Units	Unrestricted Resident Manager	Total
Zero-Bedroom (Studio)					
One-Bedroom	3	27			30
Two-Bedroom	2	14		1	17
Three-Bedroom	2	14			16
Total	7	55		1	63

For rehabilitation projects, please fill out both tables below. If your project does not include rehabilitation, please skip.

Please indicate below the number and type of EXISTING units:					
	30% AMI HOME Assisted Units	31% to 50% AMI HOME Assisted Units	51% to 80% AMI HOME Assisted Units	Unrestricted Resident Manager	Total
Zero-Bedroom (Studio)					
One-Bedroom					
Two-Bedroom					
Three-Bedroom					
Total					

Please indicate below the proposed number and type of units AFTER rehabilitation:					
	30% AMI HOME Assisted Units	31% to 50% AMI HOME Assisted Units	51% to 80% AMI HOME Assisted Units	Unrestricted Resident Manager	Total
Zero-Bedroom (Studio)					
One-Bedroom					
Two-Bedroom					
Three-Bedroom					
Total					

HOME Matching Funds (25% match required) Sources:	
HASLO Public Funds Loan - up to	\$1,330,170
City of Arroyo Grande - Affordable Housing Fund	\$448,370.37
	\$
	\$
	\$
	\$
	\$
	\$
Total	\$1,778,540.37

VI. HOME-ARP – if requesting HOME ARP funds

Amount of HOME-ARP Funds Requested	\$ <u>274,484</u>
Estimated number of HOME-ARP assisted units	Units: <u>3</u>
Identify all eligible activities that apply to the proposed project.	<input checked="" type="checkbox"/> Acquisition <input type="checkbox"/> Rehabilitation <input checked="" type="checkbox"/> New Construction <input checked="" type="checkbox"/> Multi-Family <input type="checkbox"/> Single Family

Continue to the next page.

2024 NOFA – Housing Application

Please indicate the number and type of units CREATED					
	30% AMI HOME-ARP Assisted Units	31% to 50% AMI HOME-ARP Assisted Units	51% to 80% AMI HOME-ARP Assisted Units	Unrestricted Resident Manager	Total
Zero-Bedroom (Studio)					
One-Bedroom	3	27			30
Two-Bedroom	2	14		1	17
Three-Bedroom	2	14			16
Total					63

For rehabilitation projects, please fill out both tables below. If your project does not include rehabilitation, please skip.					
Please indicate below the number and type of EXISTING units:					
	30% AMI HOME-ARP Assisted Units	31% to 50% AMI HOME-ARP Assisted Units	51% to 80% AMI HOME-ARP Assisted Units	Unrestricted Resident Manager	Total
Zero-Bedroom (Studio)					
One-Bedroom					
Two-Bedroom					
Three-Bedroom					
Total					

Please indicate below the proposed number and type of units AFTER rehabilitation:					
	30% AMI HOME-ARP Assisted Units	31% to 50% AMI HOME-ARP Assisted Units	51% to 80% AMI HOME-ARP Assisted Units	Unrestricted Resident Manager	Total
Zero-Bedroom (Studio)					
One-Bedroom					
Two-Bedroom					
Three-Bedroom					
Total					

VII. CDBG – if requesting CDBG funds

Amount of CDBG Funds Requested	\$ <u>563,000 All Co & AC</u>
Estimated number of unduplicated persons or households to benefit from CDBG funds	Persons: _____ Households: <u>63</u>
Please select the national objective that best applies to the proposed project. <i>Please refer to "Basically CDBG" or the "CDBG Guide to National Objectives and Eligible Activities" in the Library for more information regarding CDBG national objectives.</i>	<input checked="" type="checkbox"/> Low/Moderate Income <input type="checkbox"/> Slums or Blight <input type="checkbox"/> Urgent Need (e.g., after a natural disaster)
LOW/MODERATE INCOME Select which criteria the proposed project intends to qualify under to meet the Low/Moderate Income objective	<input type="checkbox"/> Area Benefit <input type="checkbox"/> Limited Clientele <input checked="" type="checkbox"/> Housing <input type="checkbox"/> Jobs <input type="checkbox"/> N/A – Low Moderate Income NOT Selected
SLUM OR BLIGHT Select which criteria the proposed project intends to qualify under to meet the Slums or Blight objective	<input type="checkbox"/> Area Basis <input type="checkbox"/> Spot Basis <input checked="" type="checkbox"/> N/A – Slum or Blight NOT Selected
Identify all eligible activities that apply to the proposed project.	<input checked="" type="checkbox"/> Acquisition <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Demolition <input type="checkbox"/> Site Preparation (In anticipation of a HOME funded project)
23. Explain how the proposed project meets the selected National Objective.	
The project meets the National Objective by benefiting low/moderate income households and persons through supporting the creation of affordable housing.	

VIII. PLHA – if requesting PLHA funds

Amount of PLHA Funds Requested	\$454,195 All availabl
Estimated number of unduplicated persons or households to benefit from PLHA funds	Persons: _____ Households: 63
Identify all eligible activities that apply to the proposed project. <i>Affordable Rental and Ownership Housing</i>	<input checked="" type="checkbox"/> Predevelopment <input checked="" type="checkbox"/> Development <input checked="" type="checkbox"/> Acquisition <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Preservation
24. Describe all eligible activities that apply to the proposed project.	
<i>Must meet the needs of a growing workforce earning up to 60 percent of AMI. ADUs shall be available for occupancy for a term of no less than 30 days.</i>	
The proposed project will provide all affordable units at under 60% AMI. The funds will be used to pay for predevelopment accrued costs, acquiring the property, and construction development.	

IX. Title 29 – if requesting Title 29 funds

Total Amount of Title 29 Funds Requested	\$199,884
Amount of Title 29 Funds Requested by Jurisdiction	<p>North County: \$ _____</p> <p>Central County: \$ _____</p> <p>South County: \$156,290</p> <p>North Coast: \$ _____</p> <p>Open to All: \$43,594</p>
Estimated number of unduplicated persons or households to benefit from Title 29 funds	Persons: _____ Households: 63
Which of the activities applies to your proposed project?	<input type="checkbox"/> Homebuyer Assistance <input checked="" type="checkbox"/> Rental Housing

25. If awarded, how will the funds be used to produce affordable housing?

The funds will be used to cover the new construction hard costs and acquisition. However, because of the large size of the project, additional public funds are needed to make the project competitive for a tax credit award. The project has also applied to HCD for Multifamily Housing Program (MHP) funding. HCD should announce awards in December 2023.

X. Attachments

Attachment A – Sources and Uses (Required)

Please attach the Sources and Uses for your proposed project. This should include a summary of where the capital used to fund a development will come from (the sources) and what this capital will be used for (the uses).

Attachment B – Timeline (Required)

Attach a timeline for key steps of project implementation.

Attachment C – Any Maps, Photos, Drawings, Plans (Required)

Attachment D – Most Recent Audit (Required)

Attachment E – Proof of Active SAM.gov Registration (Required)

Attachment F – Organizational Chart (Required)

Attachment G – Incorporation Documents (Required)

Attachment H – General Liability Insurance (Required)

Attachment I – CDBG Acknowledgements (Required if Applicable)

Attachment J – Phase I or Phase II Environmental Review (Required if Applicable)

Attachment K – Pro Forma (Required for Rental Housing)

Attachment L – Appraisal of Property (Required if Applicable)

Attachment M – Relocation Plan (Required if Applicable)

Attachment N – Commitment letters for funds (if applicable)

Attachment O – Supplemental Answers to Questions (Optional)

2024 NOFA – Housing Application

If you need more room to answer any of the application questions, please attach additional information here. Include the question number for each question being answered.

Attachment P – Letters of Support (Optional)

Please attach any letters of support or commitment from local governments or community partners.

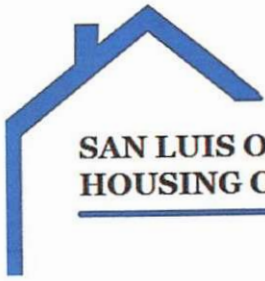
For other additional or optional attachments, please label them clearly (e.g. Attachment Q – “Title”).

X. APPLICATION SUBMISSION:

Applications and accompanying documents are due to Homeless Services Division, Department of Social Services by 9:00 pm on November 5, 2023.

Electronic Copy – email to SS_HomelessGrants@co.slo.ca.us

Subject line: 2024 NOFA Housing Application – (Applicant Name)



**SAN LUIS OBISPO NONPROFIT
HOUSING CORPORATION**

December 19, 2023

County of San Luis Obispo
Department of Social Services
1055 Monterey Street
San Luis Obispo, CA 93408

RE: Clarification Letter - 2024 CDBG Applications for Monterey Crossing Senior and Arroyo Terrace

Dear County Staff,

We appreciate your time and effort in pursuing a resolution to move forward with our 2023 CDBG allocations. In addition, we are thankful for the consideration for the two 2024 CDBG application requests.

This letter provides clarity on how the existing 2024 CDBG requests for Monterey Crossing Senior and Arroyo Terrace will be structured to satisfy HUD's regulations. To date, both applications include San Luis Obispo Nonprofit Housing Corporation (SLONP) as the applicant. The applications will essentially remain the same, except for the structure.

As prescribed by HUD, SLONP would use the CDBG funds to acquire a leasehold interest in the property from the Housing Authority of the City of San Luis Obispo, which it would then sell/transfer to the tax credit partnership using a seller carryback loan.

The project would still satisfy the nation objective as stated in the application for Low/Mod Housing Benefit.

Sincerely,

Ken Litzinger

Chief Financial Officer

San Luis Obispo Nonprofit Housing Corporation

RESOLUTION NO. 5310

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
ARROYO GRANDE AUTHORIZING A BUDGET
ADJUSTMENT FROM THE AFFORDABLE HOUSING
TRUST FUND AND AUTHORIZING THE CITY MANAGER
TO EXECUTE A REGULATORY AGREEMENT WITH THE
HOUSING AUTHORITY OF SAN LUIS OBISPO**

WHEREAS, the Planning Commission of the City of Arroyo Grande approved application Lot Merger 21-001 and Conditional Use Permit 21-001 to merge four parcels and construct sixty-three (63) multi-family residential units that will be affordable for low income households;

WHEREAS, Planning Commission Resolution 21-2345 contains a condition of approval requiring the developer to record a regulatory agreement against the property ensuring that the units will remain affordable for at least 55 years from the date of occupancy; and

WHEREAS, the Affordable Housing Trust Fund is administered under the general supervision of the Community Development Director and pursuant to the regulations established by City Council, as established by Arroyo Grande Municipal Code Section 16.80.080; and

WHEREAS, on July 18, 2023, the developer submitted a letter requesting a contribution from the City's Affordable Housing Trust Fund to aid in the costs in constructing the project; and

NOW, THEREFORE, BE IT RESOLVED that the City Council authorizes a budget adjustment in a not-to-exceed amount of \$448,370.37 from the Affordable Housing Trust Fund and authorizing the City Manager, in consultation with the City Attorney and Community Development Director, to execute a regulatory agreement with grant conditions between the City and the Housing Authority of San Luis Obispo (HASLO) establishing the terms of the contribution from the City's Affordable Housing Trust Fund to HASLO's affordable housing project located at 700 Oak Park Blvd in that not-to-exceed amount of \$448,370.37.

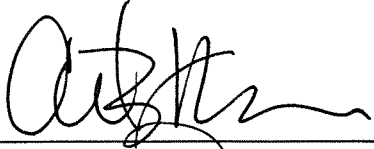
On motion of Council Member Barneich, seconded by Council Member George, and by the following roll call vote, to wit:

AYES: Council Members Barneich, George, Guthrie, Secrest, and Mayor Ray Russom

NOES: None

ABSENT: None

the foregoing Resolution was passed and adopted this 25th day of July, 2023.



CAREN RAY RUSSOM, MAYOR

ATTEST:


FOR

JESSICA MATSON, CITY CLERK

APPROVED AS TO CONTENT:



WHITNEY McDONALD, CITY MANAGER

APPROVED AS TO FORM:

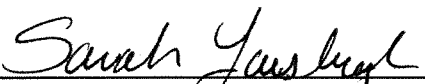


ISAAC ROSEN, CITY ATTORNEY

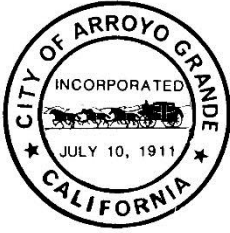
OFFICIAL CERTIFICATION

I, **SARAH LANSBURGH**, Deputy City Clerk of the City of Arroyo Grande, County of San Luis Obispo, State of California, do hereby certify under penalty of perjury, that the attached Resolution No. 5310 was passed and adopted at a regular meeting of the City Council of the City of Arroyo Grande on the 25th day of July, 2023.

WITNESS my hand and the Seal of the City of Arroyo Grande affixed this 28th day of July, 2023.



SARAH LANSBURGH, DEPUTY CITY CLERK



MEMORANDUM

TO: City Council

FROM: Bill Robeson, Assistant City Manager/Public Works Director

BY: Shannon Sweeney, City Engineer

SUBJECT: Consideration of Rejection of All Bids for the Five Cities Fire Authority (FCFA) Apparatus Door Replacement Project, PW 2023-11

DATE: February 13, 2024

SUMMARY OF ACTION:

Reject all Bids for the Five Cities Fire Authority (FCFA) Apparatus Door Replacement Project (Project) and direct staff to competitively rebid this project.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

\$115,000 in FY 2023-24 sales tax funding is allocated to this project. Inadequate funding is available to proceed with the low bid of \$189,767.

Staff time will be impacted with the administration and coordination of the process of rebidding this project. Maintenance staff will continue to be impacted by the ongoing maintenance required by the existing doors during the time required to rebid the project.

RECOMMENDATION:

Reject all Bids for the FCFA Apparatus Door Replacement Project and direct staff to competitively rebid this project.

BACKGROUND:

The current Apparatus Bay doors at Fire Station 1 are obsolete with replacement parts no longer available. The door for Bay 6 has been purposely removed from service to salvage replacement parts to maintain operation of the remaining doors. These doors allow for the response, secure storage, and maintenance of emergency response vehicles serving the community.

Replacement of Fire Station 1 apparatus doors was included in the FY 2023/24 – 2027/28 Capital Improvement Program, which was adopted by City Council on [June 27, 2023](#).

Staff developed a bid package including minimum specifications for the project. Staff advertised the project on January 3, 2024, by posting it on the City's website and emailing

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CITY COUNCIL

Consideration of Rejection of All Bids for the Five Cities Fire Authority (FCFA) Apparatus Door Replacement Project, PW 2023-11

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a link to the bid documents to six potential bidders. One bid was received prior to the bid opening deadline of January 31, 2024. This bid from National Garage Door Company is \$189,767. This bid has been reviewed as is responsive (meets all the bid requirements.)

ANALYSIS OF ISSUES:

After receiving only one bid at the bid opening, staff reached out to potential bidders who did not submit a bid. Multiple bidders indicated that they were unfamiliar with the bidding process, as they are ordinarily subcontractors and not prime contractors on construction jobs.

Because of their unfamiliarity with the process, they did not allocate sufficient time to obtain a bid bond to accompany their bid and therefore missed the deadline. If the existing bid is rejected, staff will rebid the project and include clearer language of the bid bond requirement in the Notice inviting Bids.

The Notice inviting Bids contains the following language:

“City shall award the contract for the Project to the lowest responsive, responsible Bidder as determined by the City from the base bid. City reserves the right to reject any or all bids or to waive any irregularities or informalities in any bids or in the bidding process.”

Staff recommends that Council exercise the right established in the statement above due to bid received exceeding funding allocated for the project.

The original estimated construction completion date for this project was August 19, 2024. Rebidding the project will add approximately two months to the schedule, for an estimated completion date of October 15, 2024.

ALTERNATIVES:

The following alternatives are provided for the Council's consideration:

1. Reject all Bids for the FCFA Apparatus Door Replacement Project and direct staff to competitively rebid this project;
2. Do not reject bids and proceed with awarding the contract to the lowest bidder. Authorize a budget amendment of \$93,743.70 from sales tax fund balance (\$189,767-\$115,000 plus \$18,976.70 contingency); or
3. Provide other direction to staff.

ADVANTAGES:

Rejecting all bids allows the City to competitively rebid the project with language that more clearly outlines the steps required to submit a complete bid. Adding this language is expected to expand the number of potential bidders, creating a more competitive environment.

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CITY COUNCIL

Consideration of Rejection of All Bids for the Five Cities Fire Authority (FCFA) Apparatus Door Replacement Project, PW 2023-11

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DISADVANTAGES:

Competitively rebidding this project will take additional time. Existing doors have maintenance issues that will continue to require staff time to address until the doors are replaced. Rebidding this project will add approximately two months to the project schedule. Staff believes that rebidding the project will result in more competitive pricing, with potential savings beyond the ongoing cost of maintaining the existing doors for an additional two months.

ENVIRONMENTAL REVIEW:

Rejecting bids is not a project subject to the California Environmental Quality Act ("CEQA") because it has no potential to result in either a direct, or reasonably foreseeable indirect, physical change in the environment. (State CEQA Guidelines, §§ 15060, subd. (b)(2)-(3), 15378.)

PUBLIC NOTIFICATION AND COMMENTS:

The Agenda was posted at City Hall and on the City's website in accordance with Government Code Section 54954.2.

Attachments

1. Bid Opening Log Sheet

Item 9.g.

**CITY OF ARROYO GRANDE
BID OPENING LOG SHEET**

DEADLINE: Wednesday, 01/31/2024 @ 2:00pm
PROJECT NAME: FCFA APARATUS BAY DOOR REPLACEMENT
PROJECT NO.: PW 2023-11
ESTIMATED COST: N/A

SUBMITTED BY	TIME	BID AMOUNT
1. NATIONAL GARAGE DOOR CO.	1/31/24	\$189,767.00
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		


Irma Reyes, Administrative Secretary

CC: Director of Public Works
City Engineer
Capital Improvement Project Manager
City Manager
City Website



MEMORANDUM

TO: City Council

FROM: Nicole Valentine, Administrative Services Director

SUBJECT: Hold Public Hearings, Consider Adopting a Resolution Updating the Development Impact Fee Schedule & Consider the 2024 Development Impact Fee Nexus Study, & Introduction of an Ordinance Amending Chapter 3.36 of the AGMC, Development Impact Fees

DATE: February 13, 2024

SUMMARY OF ACTION:

Hold a public hearing and adopt a Resolution updating City Development Impact fees as set forth in Attachment 1 Exhibit A, and receive and file the 2024 Development Impact Fee Nexus Study. Hold a public hearing and conduct the first reading, by title only, of an Ordinance titled: "An Ordinance of the City Council of Arroyo Grande Amending Section 3.36.030 of the Arroyo Grande Municipal Code Regarding Development Impact Fees and Finding the Ordinance Exempt from the California Environmental Quality Act." Adoption of this Ordinance will be at a future City Council meeting.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

The Development Impact Fee Nexus Study Update ("DIF Study") was included in the FY 2022-23 budget and the City spent approximately \$45,850 on consultant services to prepare the DIF Study. Development Impact Fees (DIFs) reflect and mitigate impacts of new development. They do not represent profit making by the City.

RECOMMENDATION:

- 1) Hold a Public Hearing and Adopt the Resolution updating Development Impact fees set forth in Attachment 1 Exhibit A;
- 2) Receive and file the 2024 Development Impact Fee Nexus Study Update;
- 3) Hold a Public Hearing and Introduce the Ordinance amending Arroyo Grande Municipal Code Section 3.36.030 Regarding Development Impact Fees; and
- 4) Make findings that adopting the Resolution updating Development Impact fees and introducing the proposed Ordinance are not projects subject to the California Environmental Quality Act ("CEQA") because they have no potential to result in either a direct, or reasonably foreseeable indirect, physical change in the environment. (State CEQA Guidelines, §§ 15060, subd. (c)(2)-(3), 15378.).

Item 10.a.

City Council

Hold Public Hearings, Consider Adopting a Resolution Updating the Development Impact Fee Schedule and Consider the 2024 Development Impact Fee Nexus Study, and Introduction of an Ordinance Amending Chapter 3.36 of the Arroyo Grande Municipal Code, Development Impact Fees

February 13, 2024

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BACKGROUND:

In Arroyo Grande, DIFs are collected at the time a building permit is issued. Fees are used to finance the acquisition, construction and improvement of public facilities needed as a result of this new development. A separate fund is maintained to account for the receipt and expense of each category of DIF funds.

The City engaged with Willdan Financial Services to conduct the DIF Study; included as Attachment 1, Exhibit “B.” Willdan Financial Services worked closely with the Administrative Services Department, Community Development Department, Public Works Department, and the City Attorney to update the DIF Study to reflect best practices and changes in state and federal law that have occurred since the last update.

ANALYSIS OF ISSUES:

DIFs are one-time fees paid by new development to fund the cost of providing municipal facilities to serve that development. This authorization exists through the enactment of California Government Code sections 66000 through 66025 (also known as the “Mitigation Fee Act” and sometimes referred to as “AB1600”). The Mitigation Fee Act is premised on the concept that new development pays its own way, or, put another way, new development has to mitigate its own impacts on the City’s public facilities. This process includes making a determination that there is a reasonable relationship between the purpose of the fee, the fee’s use and the type of development project on which the fee is imposed. In order for DIF to be legally enforceable, local governments must conduct an analysis that identifies anticipated growth that is related to infrastructure costs and apportion those costs to projected development. This is distributed by type of development, square foot, dwelling unit, or per trip basis - with the intent that this impact fee type of distribution equitably mitigates the impact of development on City resources, amenities and infrastructure.

The primary policy objective of a DIF program is to ensure that new development pays the capital costs associated with growth. Although growth also imposes operating costs, there is not a similar system to generate revenue from new development for services. The primary purpose of the DIF Study is to calculate and present fees that will enable the City to expand its inventory of public facilities, as new development creates increased demands on those public facilities.

The City programs DIF-funded capital projects through its Capital Improvement Plan (CIP). Using a CIP allows the City to identify and direct its fee revenue to public facilities projects that will accommodate future growth. By programming fee revenues to specific capital projects, the City can help ensure a reasonable relationship between new development and the use of fee revenues as required by the Mitigation Fee Act.

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City Council

Hold Public Hearings, Consider Adopting a Resolution Updating the Development Impact Fee Schedule and Consider the 2024 Development Impact Fee Nexus Study, and Introduction of an Ordinance Amending Chapter 3.36 of the Arroyo Grande Municipal Code, Development Impact Fees

February 13, 2024

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Impact fee revenue must be spent on new facilities or expansion of current facilities to serve new development. Impact fee revenue can be spent on capital facilities to serve new development, including but not limited to land acquisition, construction of buildings, construction of infrastructure, the acquisition of vehicles or equipment, information technology, software licenses and equipment. The proposed DIF unit measurement is based on Square Foot or Meter Size depending on the type of DIF.

DIF is calculated to fund the cost of facilities required to accommodate growth. The six steps followed in this DIF Study include:

1. Estimate existing development and future growth;
2. Identify facility standards;
3. Determine facilities required to serve new development;
4. Determine the cost of facilities required to serve new development;
5. Calculate fee schedule; and
6. Identify alternative funding requirements.

In accordance with the provisions of Section 66000 of the Government Code, there must be a nexus between the fees imposed, the use of the fees and the development projects on which the fees are imposed. Furthermore, there must be a relationship between the amount of the fee and the cost of the improvements.

The DIF Study summarizes an analysis of development impact fees needed to support future development in the City through 2050. It is the City's intent that the costs representing future development's share of public facilities and capital improvements be imposed on that development in the form of a DIF. During the DIF Study review we identified which public facilities would provide the right categories for the City through 2050. The proposed Ordinance will be adopted following the successful public hearing and adoption of the Resolution. The proposed Ordinance includes the following updated DIF categories to ensure the City's municipal code contains the current DIF information. The public facilities and improvements included in this analysis are divided into the following fee categories, which are described in detail in the DIF Study, Attachment 1, Exhibit "B":

- Fire Protection Facilities
- Police Facilities
- Park Facilities
- Recreation Facilities
- Water Facilities
- Transportation Facilities
- Storm Drain Facilities
- Wastewater Facilities

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City Council

Hold Public Hearings, Consider Adopting a Resolution Updating the Development Impact Fee Schedule and Consider the 2024 Development Impact Fee Nexus Study, and Introduction of an Ordinance Amending Chapter 3.36 of the Arroyo Grande Municipal Code, Development Impact Fees

February 13, 2024

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Growth projects are used as indicators of demand to determine facility needs and allocate those needs between existing and new development. The growth projections included in the DIF Study are based on a 2023 base year and a planning horizon of 2050. These growth estimates are used to allocate facility costs to the projected new development.

Table 1 shows the estimated number of residents, dwelling units, employees, and non-residential building square footage in Arroyo Grande, both in 2023 and projected for 2050. The base year estimates of household residents and dwelling units comes from the California Department Of Finance (DOF). The 2050 projection of residents was identified in the "Medium" growth scenario from the SLOCOG 2050 Regional Growth Forecast. The regional growth forecast projected 8,460 households in 2050. Accounting for 7% vacancy (which is the current vacancy rate reported by the DOF), the projection totals an increase of 1,016 housing units. It assumes that the same ratio of single family to multifamily will be maintained as development occurs.

Base year employees were estimated based on the latest data from the US Census' OnTheMap application and exclude 187 local government (public administration) employees. Total projected workers in 2050 are identified in the regional growth forecast. The proportion of workers by land use is held consistent with current estimates.

Table 1 – Existing and New Development

	2023	Increase	2050
Residents	17,740	2,709	20,449
Dwelling Units	8,086	1,016	9,102
Employment	5,338	2,575	7,913
Sources: CA DOF; OnTheMap; SLOCOG 2050 Regional			

The DIF Study details the legal framework that allows the imposition of the DIF, the required findings, the reasonable relationship requirements, and the methodology used in the DIF Study.

The DIF Study does not create the DIF rates but rather recommends DIF rates that would recover the estimated full costs of providing public facilities to mitigate the demands of new development. The City Council must vote to adopt the DIF rates. Collecting the full costs needed to provide these future facilities today positions the City to have resources available when those facilities are needed. For this reason, staff recommends that the attached proposed Resolution be adopted, to fully recover future development related costs.

Item 10.a.

City Council

Hold Public Hearings, Consider Adopting a Resolution Updating the Development Impact Fee Schedule and Consider the 2024 Development Impact Fee Nexus Study, and Introduction of an Ordinance Amending Chapter 3.36 of the Arroyo Grande Municipal Code, Development Impact Fees

February 13, 2024

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Next Steps:

The City Council may approve the DIF via the attached Resolution with the attached Ordinance being subsequently adopted to ensure the proposed DIF categories match the City's Municipal Code. In compliance with State law, the updated DIF rate will become effective 60 days after adoption of the Resolution. An effective date of April 15, 2024, would result in two and a half months of collecting the new fees during the remainder of the fiscal year. Finally, a second reading and adoption of the Ordinance is scheduled for February 27, 2024.

The amount of the DIF shall be modified annually to account for inflation each January 1 based on the change in the Engineering News Record, California Construction Cost Index each year. Such inflationary increases shall not constitute an increase within the meaning of the Mitigation Fee Act and may be implemented each year without the requirement to obtain approval of the City Council.

ALTERNATIVES:

The following alternatives are provided for the Council's consideration:

1. Adopt the Resolution updating Development Impact fees set forth in Exhibit "A" and introduce the Ordinance amending Section 3.36.030 of the AGMC; or
2. Modify and adopt the Resolution updating Development Impact fees set forth in "Exhibit "A" and continue the public hearing to introduce the Ordinance amending Section 3.36.030 of the AGMC pending legal counsel review of any modifications applied to the Resolution; or
3. Provide other direction to staff.

ADVANTAGES:

By approving the recommended DIF, the City will be able to recover the estimated cost of providing infrastructure to offset the impact caused by new development.

DISADVANTAGES:

Implementing the recommended DIF will result in an increased cost to new development.

ENVIRONMENTAL REVIEW:

Adopting the Resolution updating Development Impact fees set forth in the Exhibit "A" and the Ordinance are not projects subject to the California Environmental Quality Act ("CEQA") because they have no potential to result in either a direct, or reasonably foreseeable indirect, physical change in the environment. (State CEQA Guidelines, §§ 15060, subd. (c)(2)-(3), 15378.)

Item 10.a.

City Council

Hold Public Hearings, Consider Adopting a Resolution Updating the Development Impact Fee Schedule and Consider the 2024 Development Impact Fee Nexus Study, and Introduction of an Ordinance Amending Chapter 3.36 of the Arroyo Grande Municipal Code, Development Impact Fees

February 13, 2024

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PUBLIC NOTIFICATION AND COMMENTS:

The Agenda was posted at City Hall, on the City's website, and published in the newspaper in accordance with the Mitigation Fee Act and Government Code Section 54954.2.

Attachments:

1. Proposed Resolution, including the following exhibits
 - i. Exhibit A – the DIF Schedule
 - ii. Exhibit B – the DIF Study
2. Proposed Ordinance: "An Ordinance of the City Council of Arroyo Grande Amending Section 3.36.030 of the Arroyo Grande Municipal Code Regarding Development Impact Fees and Finding the Ordinance Exempt from the California Environmental Quality Act."

Item 10.a.

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF ARROYO GRANDE ADOPTING DEVELOPMENT
IMPACT FEES FOR ALL NEW DEVELOPMENT WITHIN
THE CITY AND TAKING OTHER ACTIONS THERETO**

WHEREAS, the City of Arroyo Grande (the “City”), County of San Luis Obispo, State of California is duly authorized pursuant to the Mitigation Fee Act (the “Act”), commencing with California Government Code, section 66000 et seq., to impose development impact fees (“DIF”) for purposes defraying all or a portion of the costs of public facilities related to new development occurring within the City; and

WHEREAS, in accordance with requirements of the Act, the City Council has directed staff to conduct a comprehensive review of the City's DIF to determine whether those fees are adequate to defray the cost of public facilities related to new development projects; and

WHEREAS, the City contracted with Willdan Financial Services to provide a comprehensive evaluation of the City's existing DIF; and

WHEREAS, Willdan Financial Services prepared a report, entitled 2024 Development Impact Fee Nexus Study Update (the “Study”), dated January 30, 2024, attached to this Resolution as Exhibit “B,” and incorporated herein by this reference, which establishes amounts of the City's DIF and explains the nexus between the imposition of the fee and the estimated reasonable cost of constructing certain facilities for which the DIF is charged; and

WHEREAS, the Study and related documents have been made available for public review and comment as required by the Act; and

WHEREAS, the Study substantiates the need for DIF amongst eight different categories of facilities provided by the City; and

WHEREAS, the City provided notice of the public hearing and provided written notice to any interested parties that have requested such notice pursuant to the notice requirements of the Act; and

WHEREAS, in compliance with the Act, the City Council held a duly noticed public hearing on the proposed DIF on February 13, 2024 to hear all oral and written presentations from the public regarding the proposed DIF; and

WHEREAS, following the adoption of this Resolution, the City Council will adopt Ordinance No. ____, amending Arroyo Grande Municipal Code section 3.36.030 to reflect minor changes to the newly adopted DIF categories; and

RESOLUTION NO.

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WHEREAS, the City Council now desires to adopt the proposed DIF, in accordance with the nexus calculations and recommendations in the Study.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Arroyo Grande hereby finds as follows:

SECTION 1. Incorporation. The above recitals are true and correct and are incorporated herein by this reference.

SECTION 2. Findings. The City Council finds and determines that the Study, complies with the Act by establishing the basis for the imposition of fees on new development. This finding is based on the fact that the Study:

- (a) Identifies the purpose of the fee;
- (b) Identifies the use to which the fee will be put;
- (c) Shows a reasonable relationship between the use of the fee and the type of development project on which the fee is imposed;
- (d) Demonstrates a reasonable relationship between the need for the public facilities and the type of development projects on which the fee is imposed; and
- (e) Demonstrates a reasonable relationship between the amount of the fee and the cost of the public facilities or portion of the public facilities attributable to the development on which the fee is imposed.

SECTION 3. Fees for Uses Consistent with the Study. The City Council hereby determines that the fees collected pursuant to this Resolution shall be used to finance the public facilities described or identified in the Study or other such facility plans as may be proposed, modified, or amended from time to time by the City Council.

SECTION 4. Approval of Items in Development Impact Fee Study. The City Council has considered the specific project descriptions and cost estimates identified in the Study and hereby approves such project descriptions and cost estimates and finds them reasonable as the basis for calculating and imposing certain DIF.

SECTION 5. Differentiation Among Fees. The City Council finds that the fees recommended in the Study are separate and different from other fees the City may impose through the implementation of a specific plan or as a condition of final map approval, building permit issuance or tentative or parcel map approval pursuant to its authority under the Subdivision Map Act, the Quimby Act, and the City's implementing resolutions and ordinances, as may be amended from time to time.

In addition, this Resolution shall not be deemed to affect the imposition or collection of other fees the City is legally authorized to impose and collect.

RESOLUTION NO.

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SECTION 6. CEQA Finding. The City Council finds that this Resolution is exempt from the California Environmental Quality Act ("CEQA") because this Resolution does not qualify as a "project" under CEQA and because this Resolution will not result in a direct or reasonably foreseeable indirect physical change in the environment. (State CEQA Guidelines section 15060, subd. (c)(2), (3).) Section 15378 of the State CEQA Guidelines defines a project as the whole of an action, which could potentially result in either a direct physical change, or reasonably foreseeable indirect physical change, in the environment. Here, this Resolution will not result in any construction or development, and it will not have any other effect that would physically change the environment. This Resolution therefore does not qualify as a project subject to CEQA.

SECTION 7. Adoption of Report. The Study is hereby adopted.

SECTION 8. Amount of Fee. The City Council hereby approves and adopts the DIF as set forth in Exhibit "A" to this Resolution, attached hereto and incorporated herein by this reference. Exhibit "A" sets forth the aggregate amount imposed as a DIF for development projects and also sets forth the breakdown of each DIF by category type. The DIF set forth in Exhibit "A" are consistent with the Study. The amount of the DIF shall be modified annually to account for inflation each January 1 based on the change in the Engineering News Record, California Construction Cost Index each year. Such inflationary increases shall not constitute an increase within the meaning of the Act and may be implemented each year without the requirement to obtain approval of the City Council.

SECTION 9. Prior Resolutions Superseded. The DIF approved by this Resolution supersede previously adopted resolutions that set the amounts of DIF.

SECTION 10. Severability. If any action, subsection, sentence, clause or phrase of this Resolution or the imposition of the DIF for any project described in the Study or the application thereof to any person or circumstance shall be held invalid or unconstitutional by a court of competent jurisdiction, such invalidity shall not affect the validity of the remaining portions of this Resolution or other DIF levied by this Resolution that can be given effect without the invalid provisions or application of the DIF.

SECTION 11. Effective Date. Consistent with the Act, the DIF as identified in attached Exhibit "A" adopted by this Resolution shall take effect on April 15, 2024, a period longer than the required sixty (60) days following the adoption of this Resolution by the City Council.

SECTION 12. Records. The documents and materials associated with this Resolution that constitute the record of proceedings on which the City Council's findings and determinations are based are located at 300 E. Branch Street, Arroyo Grande, CA 93420. The City Clerk is the custodian of the record of proceedings.

PASSED AND ADOPTED by the City Council of the City of Arroyo Grande this 13th day of February 2024 by the following vote:

RESOLUTION NO.
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On motion of Council Member _____ seconded by Council Member _____ and on the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

The foregoing Resolution was passed and adopted this 13th day of February, 2024.

CAREN RAY RUSSOM, MAYOR

ATTEST:

JESSICA MATSON, CITY CLERK

APPROVED AS TO CONTENT:

MATTHEW DOWNING, CITY MANAGER

APPROVED AS TO FORM:

ISAAC ROSEN, CITY ATTORNEY

EXHIBIT "A"

2024 DEVELOPMENT IMPACT FEE SCHEDULE

Land Use	Fire Protection	Police	Parks ¹	Recreation	Transportation	Storm Drain	Wastewater	Total
Residential – per Sq. Ft.	\$ 0.24	\$ 0.17	\$ 3.22	\$ 0.17	\$ 1.37	\$ 0.03	\$ 0.59	\$ 5.79
Nonresidential – per Sq. Ft.								
Commercial	\$ 0.21	\$ 0.15	\$ -	\$ -	\$ 6.94	\$ 0.01	\$ 0.26	\$ 7.57
Office	0.32	0.23	-	-	7.27	0.01	0.29	8.12

¹ Mitigation Fee Act fee for infill development shown. Development occurring in subdivisions subject to Quimby Act fee in-lieu of dedication at \$2.77 per square foot. Refer to Table 5.7 for more information.

Meter Size	Water Impact Fee per Meter
5/8 inch	\$ 2,588
3/4 inch	3,881
1 inch	6,469
1-1/2 inch	12,938
2 inch	20,701
3 inch	38,814
4 inch	64,690
6 inch	129,380

EXHIBIT “B”

2024 DEVELOPMENT IMPACT FEE NEXUS STUDY

CITY OF ARROYO GRANDE

DEVELOPMENT IMPACT FEE NEXUS STUDY UPDATE

FINAL

JANUARY 29, 2024



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Executive Summary

This report summarizes an analysis of development impact fees needed to support future development in the City of Arroyo Grande through 2050. It is the City's intent that the costs representing future development's share of public facilities and capital improvements be imposed on that development in the form of a development impact fee, also known as a public facilities fee. The public facilities and improvements included in this analysis are divided into the fee categories listed below:

- Fire Protection Facilities
- Police Facilities
- Park Facilities
- Recreation Facilities
- Water Facilities
- Transportation Facilities
- Storm Drain Facilities
- Wastewater Facilities

Background and Study Objectives

The primary policy objective of a development impact fee program is to ensure that new development pays the capital costs associated with growth. Although growth also imposes operating costs, there is not a similar system to generate revenue from new development for services. The primary purpose of this report is to calculate and present fees that will enable the City to expand its inventory of public facilities, as new development creates increases in service demands.

The City collects public facilities fees under authority granted by the *Mitigation Fee Act* (the *Act*), contained in *California Government Code* Sections 66000 *et seq.* This report provides the necessary findings required by the *Act* for adoption of the fees presented in the fee schedules contained herein.

The City programs development impact fee-funded capital projects through its Capital Improvement Plan (CIP). Using a CIP allows the City to identify and direct its fee revenue to public facilities projects that will accommodate future growth. By programming fee revenues to specific capital projects, the City can help ensure a reasonable relationship between new development and the use of fee revenues as required by the *Mitigation Fee Act*.

Facility Standards and Costs

There are three approaches used to calculate facilities standards and allocate the costs of planned facilities to accommodate growth in compliance with the *Mitigation Fee Act* requirements in this study.

The **existing inventory** approach is based on a facility standard derived from the City's existing level of facilities and existing demand for services. This approach results in no facility deficiencies attributable to existing development. This approach is often used when a long-range plan for new facilities is not available. Future facilities to serve growth will be identified through the City's annual CIP and budget process and/or completion of a new facility master plan. This approach is used to calculate the fire protection, police, parks and recreation facility fees in this report.

The **planned facilities** approach allocates costs based on the ratio of planned facilities that serve new development to the increase in demand associated with new development. This approach is appropriate when specific planned facilities that only benefit new development can be identified, or when the specific share of facilities benefiting new development can be identified. Examples include street improvements to avoid deficient levels of service or a sewer trunk line extension to a previously undeveloped area. This approach is used for the water, transportation, storm drain and wastewater facilities fees in this report.

The **system plan** approach is based on a master facility plan in situations where specific needed facilities serve both existing and new development. This approach allocates existing and planned facilities across existing and new development to determine new development's fair share of facility needs. This approach is used when it is not possible to differentiate the benefits of new facilities between new and existing development. This approach is not used in this report.

Use of Fee Revenues

Impact fee revenue must be spent on new facilities or expansion of current facilities to serve new development. Facilities can be generally defined as capital acquisition items with a useful life greater than five years. Impact fee revenue can be spent on capital facilities to serve new development, including but not limited to land acquisition, construction of buildings, construction of infrastructure, the acquisition of vehicles or equipment, information technology, software licenses and equipment.

In that the City cannot predict with certainty how and when development within the City will occur during the planning horizon assumed in this study, the City may need to update and revise the project lists funded by the fees documented in this study. Any substitute projects should be funded within the same facility category, and the substitute projects must still benefit and have a relationship to new development. The City could identify any changes to the projects funded by the impact fees when it updates the CIP. The impact fees could also be updated if significant changes to the projects funded by the fees are anticipated.

Development Impact Fee Schedule Summary

Table E.1 summarizes the development impact fees that meet the City's identified needs and comply with the requirements of the *Mitigation Fee Act*. **Table E.2** displays the maximum justified water facilities impact fee schedule.

E.1: Maximum Justified Development Impact Fee Schedule

Land Use	Fire Protection	Police	Parks ¹	Recreation	Water ²	Transportation	Storm Drain	Wastewater	Total
<i>Residential - per Sq. Ft.</i>	\$ 0.24	\$ 0.17	\$ 3.22	\$ 0.17	\$ -	\$ 1.37	\$ 0.03	\$ 0.59	\$ 5.79
<i>Nonresidential - per Sq. Ft.</i>									
Commercial	\$ 0.21	\$ 0.15	\$ -	\$ -	\$ -	\$ 6.94	\$ 0.01	\$ 0.26	\$ 7.57
Office	0.32	0.23	-	-	-	7.27	0.01	0.29	8.12

¹ Mitigation Fee Act fee for infill development shown. Development occurring in subdivisions subject to Quimby Act fee in-lieu of dedication at \$2.77 per square foot.

Refer to Table 5.7 for more information.

² Fee schedule based on water meter size. See Table E.2 for water facilities fee schedule.

Sources: Tables 3.5, 4.6, 5.7, 6.6, 7.5, 8.5, 9.5 and 10.5.

Table E.2: Maximum Justified Water Impact Fee Schedule

Meter Size	Impact Fee per Meter
5/8 inch	\$ 2,588
3/4 inch	3,881
1 inch	6,469
1-1/2 inch	12,938
2 inch	20,701
3 inch	38,814
4 inch	64,690
6 inch	129,380

¹ Includes administrative charge of 2.0 percent for (1) legal, accounting, and other administrative support and (2) impact fee program administrative costs including revenue collection, revenue and cost accounting, mandated public reporting, and fee justification analyses.

Source: Table 7.5.

Other Funding Needed

Impact fees may only fund the share of public facilities related to new development in Arroyo Grande. They may not be used to fund the share of facility needs generated by existing development or by development outside of the City. As shown in **Table E.3**, approximately \$4 million in additional funding will be needed to complete the facility projects the City currently plans to develop if fees are adopted at the maximum justified fee level. The “Additional Funding Required” column shows non-impact fee funding required to fund a share of the improvements partially funded by impact fees. Non-fee funding is needed because these facilities are needed partially to remedy existing deficiencies and partly to accommodate new development. To the extent that the City adopts fees that are lower than the maximum justified amount, the non-fee funding requirements may increase, depending on the fee category and methodology.

The City will need to develop alternative funding sources to fund existing development’s share of the planned facilities. Potential sources of revenue include but are not limited to existing or new general fund revenues, existing or new taxes, special assessments, and grants.

Table E.3: Non-Impact Fee Funding Required

Fee Category	Total Project Cost	Other Identified Revenue	Development Fee Revenue	Additional Funding Required
Fire Protection	\$ 1,076,649	\$ -	\$ 1,076,649	\$ -
Police	673,344	-	673,344	-
Parks	10,628,000	-	10,628,000	-
Recreation	574,308	-	574,308	-
Water	9,995,398	-	7,179,581	2,815,817
Transportation	22,554,000	11,014,000	11,540,000	-
Storm Drain	784,000	-	96,432	-
Wastewater	3,266,458	-	2,038,454	1,228,003
Total	\$ 49,552,156	\$ 11,014,000	\$ 33,806,768	\$ 4,043,821

Sources: Tables 3.5, 4.5, 5.5, 6.5, 7.3, 7.4, 8.3, 9.3 and 10.3.

1. Introduction

This report presents an analysis of the need for public facilities to accommodate new development in the City of Arroyo Grande. This chapter provides background for the study and explains the study approach under the following sections:

- Public Facilities Financing in California;
- Study Objectives;
- Fee Program Maintenance;
- Study Methodology; and
- Organization of the Report.

Public Facilities Financing in California

The changing fiscal landscape in California during the past 45 years has steadily undercut the financial capacity of local governments to fund infrastructure. Three dominant trends stand out:

- The passage of a string of tax limitation measures, starting with Proposition 13 in 1978 and continuing through the passage of Proposition 218 in 1996;
- Declining popular support for bond measures to finance infrastructure for the next generation of residents and businesses; and
- Steep reductions in federal and state assistance.

Faced with these trends, many cities and counties have had to adopt a policy of “growth pays its own way.” This policy shifts the burden of funding infrastructure expansion from existing ratepayers and taxpayers onto new development. This funding shift has been accomplished primarily through the imposition of assessments, special taxes, and development impact fees also known as public facilities fees. Assessments and special taxes require the approval of property owners and are appropriate when the funded facilities are directly related to the developing property. Development impact fees, on the other hand, are an appropriate funding source for facilities that benefit all development jurisdiction-wide. Development impact fees need only a majority vote of the legislative body for adoption.

Study Objectives

The primary policy objective of a public facilities fee program is to ensure that new development pays the capital costs associated with growth. The primary purpose of this report is to update the City’s existing impact fees based on the most current available facility plans and growth projections. The maximum justified fees will enable the City to expand its inventory of public facilities as new development leads to increases in service demands.

The City collects public facilities fees under authority granted by the Mitigation Fee Act (the Act), contained in California Government Code Sections 66000 et seq. This report provides the necessary findings required by the Act for adoption of the fees presented in the fee schedules presented in this report.

Arroyo Grande is forecast to see significant growth through this study’s planning horizon of 2050. This growth will create an increase in demand for public services and the facilities required to deliver them. Given the revenue challenges described above, Arroyo Grande has decided to continue to use a development impact fee program to ensure that new development funds its share of facility costs associated with growth. This report makes use of the most current available

growth forecasts and facility plans to update the City's existing fee program to ensure that the fee program accurately represents the facility needs resulting from new development.

Fee Program Maintenance

Once a fee program has been adopted it must be properly maintained to ensure that the revenue collected adequately funds the facilities needed by new development. To avoid collecting inadequate revenue, the inventories of existing facilities and costs for planned facilities must be updated periodically for inflation, and the fees recalculated to reflect the higher costs. The use of established indices for each facility included in the inventories (land, buildings, and equipment), such as the *California Construction Cost Index*, is necessary to accurately adjust the impact fees. For a list of recommended indices, see Chapter 12.

While fee updates using inflation indices are appropriate for annual or periodic updates to ensure that fee revenues keep up with increases in the costs of public facilities, it is recommended to conduct more extensive updates of the fee documentation and calculation (such as this study) when significant new data on growth forecasts and/or facility plans become available. For further detail on fee program implementation, see Chapter 12.

Study Methodology

Development impact fees are calculated to fund the cost of facilities required to accommodate growth. The six steps followed in this development impact fee study include:

1. **Estimate existing development and future growth:** Identify a base year for existing development and a growth forecast that reflects increased demand for public facilities;
2. **Identify facility standards:** Determine the facility standards used to plan for new and expanded facilities;
3. **Determine facilities required to serve new development:** Estimate the total amount of planned facilities, and identify the share required to accommodate new development;
4. **Determine the cost of facilities required to serve new development:** Estimate the total amount and the share of the cost of planned facilities required to accommodate new development;
5. **Calculate fee schedule:** Allocate facilities costs per unit of new development to calculate the development impact fee schedule; and
6. **Identify alternative funding requirements:** Determine if any non-fee funding is required to complete projects.

The key public policy issue in development impact fee studies is the identification of facility standards (step #2, above). Facility standards document a reasonable relationship between new development and the need for new facilities. Standards ensure that new development does not fund deficiencies associated with existing development.

Types of Facility Standards

There are three separate components of facility standards:

- *Demand standards* determine the amount of facilities required to accommodate growth, for example, park acres per thousand residents, square feet of library space per capita, or gallons of water per day. Demand standards may also reflect a level of service such as the vehicle volume-to-capacity (V/C) ratio used in traffic planning.

- *Design standards* determine how a facility should be designed to meet expected demand, for example, park improvement requirements and technology infrastructure for City office space. Design standards are typically not explicitly evaluated as part of an impact fee analysis but can have a significant impact on the cost of facilities. Our approach incorporates the cost of planned facilities built to satisfy the City's facility design standards.
- *Cost standards* are an alternate method for determining the amount of facilities required to accommodate growth based on facility costs per unit of demand. *Cost standards* are useful when demand standards were not explicitly developed for the facility planning process. *Cost standards* also enable different types of facilities to be analyzed based on a single measure (cost or value) and are useful when different facilities are funded by a single fee program. Examples include facility costs per capita, cost per vehicle trip, or cost per gallon of water per day.

New Development Facility Needs and Costs

A number of approaches are used to identify facility needs and costs to serve new development. This is often a two-step process: (1) identify total facility needs, and (2) allocate to new development its fair share of those needs.

There are three common methods for determining new development's fair share of planned facilities costs in this study: the **existing inventory method**, the **planned facilities method**, and the **system plan method**. Often the method selected depends on the degree to which the community has engaged in comprehensive facility master planning to identify facility needs.

The formula used by each approach and the advantages and disadvantages of each method is summarized below:

Existing Inventory Method

The existing inventory method allocates costs based on the ratio of existing facilities to demand from existing development as follows:

$$\frac{\text{Current Value of Existing Facilities}}{\text{Existing Development Demand}} = \text{cost per unit of demand}$$

Under this method new development will fund the expansion of facilities at the same standard currently serving existing development. The existing inventory method results in no facility deficiencies attributable to existing development. This method is often used when a long-range plan for new facilities is not available. Future facilities to serve growth are identified through an annual CIP and budget process, possibly after completion of a new facility master plan. This approach is used to calculate the fire protection, police, parks, and recreation facility fees in this report.

Planned Facilities Method

The planned facilities method allocates costs based on the ratio of planned facility costs to demand from new development as follows:

$$\frac{\text{Cost of Planned Facilities}}{\text{New Development Demand}} = \text{cost per unit of demand}$$

This method is appropriate when planned facilities will entirely serve new development, or when a fair share allocation of planned facilities to new development can be estimated. An example of the former is a Wastewater trunk line extension to a previously undeveloped area. An example of the latter is expansion of an existing library building and book collection, which will be needed only if new development occurs, but which, if built, will in part benefit existing development, as well. Under this method new development will fund the expansion of facilities at the standards used in

the applicable planning documents. This approach is used for the water, transportation, storm drain and wastewater facilities fees in this report.

System Plan Method

This method calculates the fee based on the value of existing facilities plus the cost of planned facilities, divided by demand from existing plus new development:

$$\frac{\text{Value of Existing Facilities} + \text{Cost of Planned Facilities}}{\text{Existing} + \text{New Development Demand}} = \text{cost per unit of demand}$$

This method is useful when planned facilities need to be analyzed as part of a system that benefits both existing and new development. It is difficult, for example, to allocate a new fire station solely to new development when that station will operate as part of an integrated system of fire stations that together achieve the desired level of service.

The system plan method ensures that new development does not pay for existing deficiencies. Often facility standards based on policies such as those found in Comprehensive Plans are higher than the existing facility standards. This method enables the calculation of the existing deficiency required to bring existing development up to the policy-based standard. The local agency must secure non-fee funding for that portion of planned facilities required to correct the deficiency to ensure that new development receives the level of service funded by the impact fee. This approach is not used in this report.

Organization of the Report

The determination of a public facilities fee begins with the selection of a planning horizon and development of growth projections for population and employment. These projections are used throughout the analysis of different facility categories and are summarized in Chapter 2.

Chapters 3 through 10 identify facility standards and planned facilities, allocate the cost of planned facilities between new development and other development, and identify the appropriate development impact fee for each of the following facility categories:

- Fire Protection Facilities
- Police Facilities
- Park Facilities
- Recreation Facilities
- Water Facilities
- Transportation Facilities
- Storm Drain Facilities
- Wastewater Facilities

Chapter 11 describes how this nexus study complies with the requirements of AB 602.

Chapter 12 details the procedures that the City must follow when implementing a development impact fee program. Impact fee program adoption procedures are found in *California Government Code* Sections 66016 through 66018.

The five statutory findings required for adoption of the maximum justified public facilities fees in accordance with the Mitigation Fee Act are documented in Chapter 13.

2. Growth Forecasts

Growth projections are used as indicators of demand to determine facility needs and allocate those needs between existing and new development. This chapter explains the source for the growth projections used in this study based on a 2023 base year and a planning horizon of 2050.

Estimates of existing development and projections of future growth are critical assumptions used throughout this report. These estimates are used as follows:

- The estimate of existing development in 2023 is used as an indicator of existing facility demand and to determine existing facility standards.
- The estimate of total development at the 2050 planning horizon is used as an indicator of future demand to determine total facilities needed to accommodate growth and remedy existing facility deficiencies, if any.
- Estimates of growth from 2023 through 2050 are used to (1) allocate facility costs between new development and existing development, and (2) estimate total fee revenues.

The demand for public facilities is based on the service population, dwelling units or nonresidential development creating the need for the facilities.

Land Use Types

To ensure a reasonable relationship between each fee and the type of development paying the fee, growth projections distinguish between different land use types. The land use types for which impact fees have been calculated for are defined below.

- **Residential Dwelling Units:** All residential dwelling units, including detached and attached one-unit dwellings and all multifamily dwellings including apartments, duplexes and condominiums.
- **Commercial:** All commercial, retail, educational, and service development.
- **Office:** All general, professional, and medical office development.

Some developments may include more than one land use type, such as a mixed-use development with both multifamily and commercial uses. In those cases, the facilities fee would be calculated separately for each land use type.

The City has the discretion to determine which land use type best reflects a development project's characteristics for purposes of imposing an impact fee and may adjust fees for special or unique uses to reflect the impact characteristics of the use. If a project results in the intensification of use, at its discretion, the City can charge the project the difference in fees between the existing low intensity use and the future high intensity use.

Impact Fees for Accessory Dwelling Units

The California State Legislature recently amended requirements on local agencies for the imposition of development impact fees on accessory dwelling units (ADU) with Assembly Bill AB 68 in 2021. The amendment to California Government Code §65852.2(f)(2) stipulates that local agencies may not impose any impact fees on ADU less than 750 square feet. ADU greater than 750 square feet can be charged impact fees in proportion to the size of the primary dwelling unit.

Calculating Impact Fees for Accessory Dwelling Units

For ADUs greater than 750 square feet, impact fees can be charged as a percentage of the single family impact fee. The formula is:

$$\frac{ADU \text{ Square Feet}}{Primary \text{ Residence Square Feet}} \times \text{Single Family Impact Fee} = ADU \text{ Impact Fee}$$

In the case of an 800 square foot ADU and a 1,600 square foot primary residence, the impact fees would be 50 percent (800 square feet / 1,600 square feet = 50%) of the single family dwelling unit fee.

Existing and Future Development

Table 2.1 shows the estimated number of residents, dwelling units, employees, and building square feet in Arroyo Grande, both in 2023 and in 2050. The base year estimates of household residents and dwelling units comes from the California Department of Finance (DOF). The 2050 projection of residents was identified in the “Medium” growth scenario from the SLOCOG 2050 Regional Growth Forecast. The regional growth forecast projected 8,460 households in 2050. Accounting for 7% vacancy (which is the current vacancy rate reported by the DOF), the projection totals an increase of 1,016 housing units. It assumes that the same ratio of single family to multifamily will be maintained as development occurs.

Base year employees were estimated based on the latest data from the US Census’ OnTheMap application and exclude 187 local government (public administration) employees. Total projected workers in 2050 are identified the regional growth forecast. The proportion of workers by land use is held consistent with current estimates. The estimates of nonresidential building square feet were estimated by dividing employee counts by the occupancy density factors presented in the following table.

Table 2.1: Existing and New Development

	2023	Increase	2050
<u>Residents</u> ¹	17,740	2,709	20,449
<u>Dwelling Units</u> ²			
Single Family	6,233	783	7,016
Multifamily	1,853	233	2,086
Total	8,086	1,016	9,102
<u>Employment</u> ³			
Commercial	3,696	1,783	5,479
Office	1,642	792	2,434
Total	5,338	2,575	7,913
<u>Building Square Feet (000s)</u> ⁴			
Commercial	1,743	841	2,584
Office	504	243	747
Total	2,247	1,084	3,331

¹ Current household population from California Department of Finance. Projection based on SLOCOG 2050 Regional Growth Forecast, Medium Scenario.

² Current values from California Department of Finance. Projection of 9,102 housing units for 2050 from SLOCOG Regional Growth Forecast. Assumes 7.0% vacancy and a total of 8,460 households. Assumes same ratio of single family to multifamily will be maintained as development occurs.

³ Current estimates of primary jobs from the US Census' OnTheMap. Projection based on SLOCOG 2050 Regional Growth Forecast. Assumes current ratio among land uses will be maintained.

⁴ Estimated building square feet calculated based on increase of employees and density factors in Table 2.2.

Sources: California Department of Finance, Table E-5, SLOCOG 2050 Regional Growth Forecast; OnTheMap Application, <http://onthemap.ces.census.gov>; Table 2.2, Willdan Financial Services.

Occupant Densities

All fees in this report are calculated based on dwelling units or building square feet. Occupant density assumptions ensure a reasonable relationship between the size of a development project, the increase in service population associated with the project, and the amount of the fee.

Occupant densities (residents per dwelling unit or workers per building square foot) are the most appropriate characteristics to use for most impact fees. The fee imposed should be based on the land use type that most closely represents the probable occupant density of the development. The occupancy factors are shown in **Table 2.2**. The residential density factors are based on data for Arroyo Grande from the 2021 U.S. Census' American Community Survey, the most recent data available. The nonresidential occupancy factors are derived from data from the Institute of Traffic Engineers Trip Generation Manual, 11th Edition.

Table 2.2: Occupant Density Assumptions

<u>Residential - All Units</u>	2.27	Residents per dwelling unit
<u>Nonresidential</u>		
Commercial	2.12	Employees per 1,000 square feet
Office	3.26	Employees per 1,000 square feet

Sources: U.S. Census Bureau, 2021 American Community Survey 5-Year Estimates, Tables B25024 and B25033; ITE Trip Generation Manual, 11th Edition; Willdan Financial Services.

3. Fire Protection Facilities

The purpose of this fee is to ensure that new development funds its fair share of fire protection facilities. A fee schedule is presented based on the existing facilities standard of fire protection facilities in the City of Arroyo Grande to ensure that new development provides adequate funding to meet its needs.

Service Population

Fire protection facilities serve both residents and businesses. Therefore, demand for services and associated facilities are based on the City's service population including residents and workers.

Table 3.1 shows the existing and future projected service population for fire protection facilities. While specific data is not available to estimate the actual ratio of demand per resident to demand by businesses (per worker) for this service, it is reasonable to assume that demand for these services is less for one employee compared to one resident, because nonresidential buildings are typically occupied less intensively than dwelling units. The 0.31-weighting factor for workers is based on a 40-hour workweek divided by the total number of non-work hours in a week (128) and reflects the degree to which nonresidential development yields a lesser demand for police facilities.

Table 3.1: Fire Protection Facilities Service Population

	A Persons	B Weighting Factor	A x B = C Service Population
<u>Residents</u>			
Existing (2023)	17,740	1.00	17,740
New Development	2,709	1.00	2,709
Total (2050)	20,449		20,449
<u>Workers</u>			
Existing (2023)	5,338	0.31	1,655
New Development	2,575	0.31	798
Total (2050)	7,913		2,453
<u>Combined Residents and Weighted Workers</u>			
Existing (2023)			19,395
New Development			3,507
Total (2050)			22,902

¹ Workers are weighted at 0.31 of residents based on a 40 hour work week out of a possible 128 non-work hours in a week (40/128 = 0.31)

Sources: Table 2.1; Willdan Financial Services.

Existing Facility Inventory

The City owns a single fire station. The replacement cost of the station and canopy are listed in the City's insured property schedule. The land that the station is sited on is valued at \$566,400 per acre, based on an analysis of land sales comparisons in Arroyo Grande since 2018, as reported by CoStar. In total, the City owns approximately \$6 million worth of fire facilities, which are summarized in **Table 3.2**.

Table 3.2: Existing Facility Inventory

	Quantity	Units	Unit Cost	Replacement Cost
<i>Fire Station - 140 Traffic Way</i>				
Land	1.05	acres	\$ 566,400	\$ 594,720
Fire Station	12,698	sq. ft.	420	5,332,554
Canopy	880	sq. ft.	29	25,397
Total Value - Existing Facilities				\$ 5,952,671

Sources: City of Arroyo Grande; CJPIA Property Schedule, March 7, 2023; Willdan Financial Services.

Planned Facilities

The City is planning to spend future fire facilities fee revenue on an expansion and reconfiguration of the sleeping quarters at the fire station. This will allow the Five Cities Fire Authority to increase staffing and service capacity as the City grows.

Cost Allocation

Table 3.3 expresses the City's current fire facilities level of service in terms of an existing cost per capita, by dividing the replacement cost of the City's existing facilities by the existing service population. The resulting cost per capita drives the fee calculation. The cost per capita is multiplied by the worker weighting factor to determine the cost per worker.

Table 3.3: Fire Protection Facilities Existing Standard

Value of Existing Facilities	\$ 5,952,671
Existing Service Population	19,395
Cost per Capita	\$ 307
Facility Standard per Resident	\$ 307
Facility Standard per Worker ¹	95

¹ Based on a weighing factor of 0.31.

Sources: Tables 3.1 and 3.2.

Fee Revenue Projection

The City plans to use fire protection facilities fee revenue to construct improvements and acquire capital facilities and equipment to add to the system of fire facilities to serve new development. **Table 3.4** details a projection of fee revenue, based on the service population growth increment identified in Table 3.1.

Table 3.4: Revenue Projection - Existing Standard

Cost per Capita	\$	307
Growth in Service Population (2023 to 2050)		<u>3,507</u>
Fee Revenue	\$	1,076,649

Sources: Tables 3.1 and 3.4.

Fee Schedule

Table 3.5 shows the maximum justified fire protection facilities fee schedule. The City can adopt any fee up to this amount. The cost per capita is converted to a fee per unit of new development based on dwelling unit and employment densities (persons per dwelling unit or employees per 1,000 square feet of nonresidential building space). The fee per dwelling unit is converted into a fee per square foot by dividing the fee per dwelling unit by the assumed average square footage of a dwelling unit.

The total fee includes a two percent (2.0%) administrative charge to fund costs that include: a standard overhead charge applied to City programs for legal, accounting, and other departmental and administrative support, and fee program administrative costs including revenue collection, revenue and cost accounting and mandated public reporting.

In Willdan's experience with impact fee programs, two percent of the base fee adequately covers the cost of fee program administration. The administrative charge should be reviewed and adjusted during comprehensive impact fee updates to ensure that revenue generated from the charge sufficiently covers, but does not exceed, the administrative costs associated with the fee program.

Table 3.5: Maximum Justified Fire Protection Facilities Fee Schedule

Land Use	A	B	C = A x B		D = C x 0.02	E = C + D	F = E / Average
	Cost Per Capita	Density	Base Fee ¹	Admin Charge ^{1, 2}		Total Fee ¹	Fee per Sq. Ft. ³
<i>Residential Dwelling Unit</i>	\$ 307	2.27	\$ 697	\$ 14		\$ 711	\$ 0.24
<i>Nonresidential - per 1,000 Sq. Ft.</i>							
Commercial	\$ 95	2.12	\$ 201	\$ 4		\$ 205	\$ 0.21
Office	95	3.26	310	6		316	0.32

¹ Fee per average sized dwelling unit or per 1,000 square feet of nonresidential building space.

² Administrative charge of 2.0 percent for (1) legal, accounting, and other administrative support and (2) impact fee program administrative costs including revenue collection, revenue and cost accounting, mandated public reporting, and fee justification analyses.

³ Assumes an average of 2,974 square feet per dwelling unit in Arroyo Grande, based on an analysis of recent building permits.

Sources: Tables 2.2 and 3.3.

4. Police Facilities

The purpose of this fee is to ensure that new development funds its fair share of police facilities. A fee schedule is presented based on the existing standard of police facilities in the City of Arroyo Grande to ensure that new development provides adequate funding to meet its needs.

Service Population

Police facilities serve both residents and businesses. Therefore, demand for services and associated facilities are based on the City's service population including residents and workers.

Table 4.1 shows the existing and future projected service population for police facilities. While specific data is not available to estimate the actual ratio of demand per resident to demand by businesses (per worker) for this service, it is reasonable to assume that demand for these services is less for one employee compared to one resident, because nonresidential buildings are typically occupied less intensively than dwelling units. The 0.31-weighting factor for workers is based on a 40-hour workweek divided by the total number of non-work hours in a week (128) and reflects the degree to which nonresidential development yields a lesser demand for police facilities.

Table 4.1: Police Facilities Service Population

	A Persons	B Weighting Factor	A x B = C Service Population
<u>Residents</u>			
Existing (2023)	17,740	1.00	17,740
New Development	<u>2,709</u>	1.00	<u>2,709</u>
Total (2050)	20,449		20,449
<u>Workers</u>			
Existing (2023)	5,338	0.31	1,655
New Development	<u>2,575</u>	0.31	<u>798</u>
Total (2050)	7,913		2,453
<u>Combined Residents and Weighted Workers</u>			
Existing (2023)			19,395
New Development			<u>3,507</u>
Total (2050)			22,902

¹ Workers are weighted at 0.31 of residents based on a 40 hour work week out of a possible 128 non-work hours in a week (40/128 = 0.31)

Sources: Table 2.1; Willdan Financial Services.

Existing Facility Inventory

The City's police facilities inventory is comprised of a police station, garage and police vehicles. The replacement cost of the buildings of these facilities was identified in the City's insurance

property schedule. The land that the station is sited on is valued at \$566,400 per acre, based on an analysis of land sales comparisons in Arroyo Grande since 2018, as reported by CoStar. In total, the City owns \$4.2 million worth of police facilities. **Table 4.2** displays the City's existing inventory of police facilities.

Table 4.2: Existing Police Facilities Inventory

	Quantity	Units	Unit Cost	Replacement Cost
<u><i>Police Station - 200 North Halycon Road</i></u>				
Land	0.69	acres	\$566,400	\$ 390,816
Station	7,528	sq. ft.	357	2,686,425
Garage	1,000	sq. ft.	91	90,864
Subtotal				\$ 3,168,105
<u><i>Vehicles</i></u>				\$ 1,056,204
Total Value - Existing Facilities				\$ 4,224,309

Sources: City of Arroyo Grande; CJPIA Property Schedule, March 7, 2023; Appendix Table A.1; Willdan Financial Services.

Planned Facilities

Table 4.3 displays the planned police facilities, including upgrades to its records management system, upgrades to property and evidence storage, and new community safety cameras. In total, the City has identified \$175,000 of planned police facilities.

Table 4.3: Planned Police Facilities

	Cost
Report Management System (RMS) Upgrade at PD	\$ 150,000
Property and Evidence Storage System Upgrade	25,000
Total Cost of Planned Facilities	\$ 175,000

Source: City of Arroyo Grande FY 2023-25 Biennial Budget.

Cost Allocation

Table 4.4 expresses the City's current police facilities level of service in terms of an existing cost per capita, by dividing the replacement cost of the City's existing facilities by the existing service population. The resulting cost per capita drives the fee calculation. The cost per capita is multiplied by the worker weighting factor to determine the cost per worker.

Table 4.4: Police Facilities Existing Standard

Value of Existing Facilities	\$4,224,309
Existing Service Population	<u>19,395</u>
Cost per Capita	\$ 218
Facility Standard per Resident	\$ 218
Facility Standard per Worker ¹	68

¹ Based on a weighing factor of 0.31.

Sources: Tables 4.1 and 4.2.

Fee Revenue Projection

The City plans to use police facilities fee revenue to construct improvements and acquire capital facilities and equipment to add to the system of police facilities to serve new development. **Table 4.5** details a projection of fee revenue, based on the service population growth increment identified in Table 4.1. When setting fees to maintain the existing level of service, the resulting fee revenue will fully fund the identified planned facilities, and the City will need to identify additional facilities to maintain the level of service as new development adds demand for police services and facilities through the planning horizon.

Table 4.5: Revenue Projection - Existing Standard

Cost per Capita	\$ 218
Growth in Service Population (2023 to 2050)	<u>3,507</u>
Fee Revenue	\$ 764,526

Sources: Tables 4.1 and 4.4.

Fee Schedule

Table 4.6 shows the maximum justified police facilities fee schedule. The City can adopt any fee up to this amount. The cost per capita is converted to a fee per unit of new development based on dwelling unit and employment densities (persons per dwelling unit or employees per 1,000 square feet of nonresidential building space). The fee per dwelling unit is converted into a fee per square foot by dividing the fee per dwelling unit by the assumed average square footage of a dwelling unit.

The total fee includes a two percent (2.0%) administrative charge to fund costs that include: a standard overhead charge applied to City programs for legal, accounting, and other departmental and administrative support, and fee program administrative costs including revenue collection, revenue and cost accounting and mandated public reporting.

In Willdan's experience with impact fee programs, two percent of the base fee adequately covers the cost of fee program administration. The administrative charge should be reviewed and adjusted during comprehensive impact fee updates to ensure that revenue generated from the charge sufficiently covers, but does not exceed, the administrative costs associated with the fee program.

Table 4.6: Maximum Justified Police Facilities Fee Schedule

Land Use	A	B	C = A x B		D = C x 0.02	E = C + D		F = E / Average
	Cost Per Capita	Density	Base Fee ¹	Admin Charge ^{1, 2}		Total Fee ¹		Fee per Sq. Ft. ³
<i>Residential Dwelling Unit</i>	\$ 218	2.27	\$ 495	\$ 10		\$ 505		0.17
<i>Nonresidential - per 1,000 Sq. Ft.</i>								
Commercial	\$ 68	2.12	\$ 144	\$ 3		\$ 147		0.15
Office	68	3.26	222	4		226		0.23

¹ Fee per average sized dwelling unit or per 1,000 square feet of nonresidential building space.

² Administrative charge of 2.0 percent for (1) legal, accounting, and other administrative support and (2) impact fee program administrative costs including revenue collection, revenue and cost accounting, mandated public reporting, and fee justification analyses.

³ Assumes an average of 2,974 square feet per dwelling unit in Arroyo Grande, based on an analysis of recent building permits.

Sources: Tables 2.2 and 4.4.

5. Park Facilities

The purpose of the park facilities impact fee is to fund the park facilities needed to serve new development. The maximum justified impact fee is presented based on the existing standard of park facilities per capita.

Service Population

Park facilities in Arroyo Grande primarily serve residents. Therefore, demand for services and associated facilities is based on the City's residential population. **Table 5.1** shows the existing and future projected service population for park and recreation facilities.

Table 5.1: Park Facilities Service Population

	Residents
Existing (2023)	17,740
New Development	<u>2,709</u>
Total (2050)	20,449

Source: Table 2.1.

Existing Park Facilities Inventory

The City of Arroyo Grande owns and maintains several parks throughout the city. **Table 5.2** summarizes the City's existing parkland inventory in 2023. All facilities are located within the City limits. In total, the inventory includes a total of 43.9 acres of improved parkland.

Table 5.2: Parkland Inventory

Name	Developed Acres	Unimproved Open Space	Total
<u><i>Neighborhood and Community Parks</i></u>			
Soto Sports Complex	18.00	-	18.00
Rancho Grande Park	8.00	-	8.00
Strother Park	8.14	-	8.14
Terra De Oro Park	3.94	-	3.94
Elm Street Park	5.00	-	5.00
Heritage Square Park	2.12	-	2.12
Health Fitness Park	0.51	-	0.51
Kingo Park	0.80	-	0.80
Kiwanis Park	3.30	-	3.30
Parque Pequeno	0.58	-	0.58
Hoosegow Park	0.31	-	0.31
Hart-Collett Firefighters Memorial Park	0.36	-	0.36
Village Gazebo	0.25	-	0.25
Dower Way Side Park	0.10	-	0.10
Tiger Tail Park	1.22	-	1.22
Total	52.63	-	52.63
<u><i>Open Space</i></u>			
James Way Oak Habitat & Wildlife Preserve	-	75.02	75.02
Total	52.63	75.02	127.65

Source: City of Arroyo Grande.

Parkland and Park Facilities Unit Costs

Table 5.3 displays the unit costs necessary to develop parkland in Arroyo Grande. The land cost assumption was based on an analysis of recent land sales within the City of Arroyo Grande using data from CoStar. An estimate of \$750,000 per acre for standard parkland improvements is based on Willdan's recent experience with other clients in California. Parkland acquisition is valued at \$566,400 per acre, based on an analysis of land sales comparisons in Arroyo Grande since 2018, as reported by CoStar. In total, it is assumed to cost approximately \$1.3 million to acquire and improve an acre of parkland in Arroyo Grande. Also shown in the table is an estimate for open space acquisition. This assumption is based on land sales comparisons of agricultural land, also reported by CoStar.

Table 5.3: Park Facilities Unit Costs

	Cost Per Acre	Share of Total Costs
Standard Park Improvements	\$ 750,000	
Vehicles (See Appendix Table A.2)	3,757	
Total Park Improvements	\$ 753,757	57%
Land Acquisition	566,400	43%
Total Cost per Acre	\$ 1,320,157	100%
Open Space Acquisition	\$ 52,800	

Sources: City of Arroyo Grande; CoStar; Willdan Financial Services.

Park Facility Standards

Park facility standards establish a reasonable relationship between new development and the need for expanded park facilities. Information regarding the City's existing inventory of existing parks facilities was obtained from City staff.

The most common measure in calculating new development's demand for parks is the ratio of park acres per resident. In general, facility standards may be based on a jurisdiction's existing inventory of park facilities, or an adopted policy standard contained in a master facility plan or general plan. Facility standards may also be based on a land dedication standard established by the *Quimby Act*.¹

Quimby Act Standard

The *Quimby Act* specifies that the dedication requirement must be a minimum of 3.0 acres and a maximum of 5.0 acres per 1,000 residents. A jurisdiction can require residential developers to dedicate above the three-acre minimum if the jurisdiction's existing park standard at the time it adopted its *Quimby Act* ordinance justifies the higher level (up to five acres per 1,000 residents). The standard used must also conform to the jurisdiction's adopted general or specific plan standards.

The *Quimby Act* only applies to land subdivisions. The *Quimby Act* would not apply to residential development on future approved projects on single parcels, such as apartment complexes and other multifamily development.

The *Quimby Act* allows payment of a fee in lieu of land dedication. The fee is calculated to fund acquisition of the same amount of land that would have been dedicated.

The *Quimby Act* allows use of in-lieu fee revenue for any park or recreation facility purpose. Allowable uses of this revenue include land acquisition, park improvements including recreation facilities, and rehabilitation of existing park and recreation facilities. The *Quimby Act* generally requires that fees be used for neighborhood and community park acreage to serve the subdivision, except in limited circumstances.

¹ California Government Code §66477.

City of Arroyo Grande Park Facilities Standards

Table 5.4 shows the existing standard for improved park acreage per 1,000 residents based on the type of parkland. In total the City has an existing parkland standard of 2.97 acres per 1,000 residents, which is less than the minimum *Quimby* standard of 3.0 acres per 1,000 residents.. The impact fee analysis in this report will be based on maintaining the City's 2.97 acre per 1,000 resident standard as new development adds demand for parks in Arroyo Grande. Fees in-lieu of land dedication for subdivisions are calculated at the minimum *Quimby* standard of 3.0 acres of developed parkland per 1,000 residents.

Table 5.4 also shows the City's existing open space standard. This is calculated separately from the parkland standard. The current open space standard is 4.23 acres per 1,000 residents.

Table 5.4: Parkland Standards

Developed Park Acreage	52.63
Existing Service Population (2023)	<u>17,740</u>
Existing Standard (Acres per 1,000 Residents)	2.97
Quimby Act Standard (Acres per 1,000 Residents)	3.00
Open Space Acreage	75.02
Existing Service Population (2023)	<u>17,740</u>
Existing Standard (Acres per 1,000 Residents)	4.23

Sources: Tables 5.1 and 5.2.

Facilities Needed to Accommodate New Development

Table 5.5 shows the park facilities needed to accommodate new development at the existing standard. To achieve the standard by the planning horizon, depending on the amount of development subject to the *Quimby* Act, new development must fund the purchase and improvement of between 8.05 and 8.13 parkland acres.

The facility standards and resulting fees under the *Quimby* Act are higher because development will be charged to provide 3.0 acres of parkland per 1,000 residents, and 2.97 acres of improvements, whereas development not subject to the *Quimby* Act will be charged to provide only 2.97 acres of parkland and improvements per 1,000 residents. Since the exact amount of development that will be subject to the *Quimby* fees is unknown at this time, Table 5.5 presents the range of total facility costs that may be incurred depending on the amount of development subject to the *Quimby* Act.

Table 5.5 also displays the cost necessary to maintain the City's existing open space standard. The City would need to acquire 11.46 acres of open space to maintain this standard.

Table 5.5: Park Facilities to Accommodate New Development

	Calculation	Parkland	Improvements	Total Range ¹
<u>Parkland (Quimby Act), Improvements (Mitigation Fee Act)²</u>				
Facility Standard (acres/1,000 capita)	A	3.00	2.97	
Growth in Service Population (2023 to 2050)	B	2,709	2,709	
Facility Needs (acres)	$C = A \times B/1000$	8.13	8.05	
Average Unit Cost (per acre)	D	\$ 566,400	\$ 753,757	
Total Cost of Facilities	$E = C \times D$	\$4,605,000	\$ 6,068,000	\$10,673,000
<u>Parkland and Improvements - Mitigation Fee Act³</u>				
Facility Standard (acres/1,000 capita)	A	2.97	2.97	
Growth in Service Population (2023 to 2050)	B	2,709	2,709	
Facility Needs (acres)	$C = A \times B/1000$	8.05	8.05	
Average Unit Cost (per acre)	D	\$ 566,400	\$ 753,757	
Total Cost of Facilities	$E = C \times D$	\$4,560,000	\$ 6,068,000	\$10,628,000
<u>Open Space</u>				
Facility Standard (acres/1,000 capita)	A	4.23	-	
Growth in Service Population (2023 to 2050)	B	2,709	-	
Facility Needs (acres)	$C = A \times B/1000$	11.46	-	
Average Unit Cost (per acre)	D	\$ 52,800	-	
Total Cost of Facilities	$E = C \times D$	\$ 605,000	\$ -	\$ 605,000

Note: Totals have been rounded to the thousands.

¹ Values in this column show the range of the cost of parkland acquisition and development should all development be either subject to the Quimby Act, or to the Mitigation Fee Act, respectively.

² Cost of parkland to serve new development shown if all development is subject to the Quimby Act (Subdivisions of 50 units or more). Parkland charged at 3.0 acres per 1,000 residents; improvements charged at the existing standard.

³ Cost of parkland to serve new development shown if all development is subject to the Mitigation Fee Act. Parkland and improvements are charged at the existing standard.

Sources: Tables 5.1, 5.3, and 5.4.

Parks and Recreation Facilities Cost per Capita

Table 5.6 shows the cost per capita of providing new park facilities at the Quimby standard, and the existing facility standard. The cost per capita is shown separately for land and improvements. The costs per capita in this table will serve as the basis of four fees:

- A Quimby Act Fee in-lieu of parkland dedication. This fee is payable by residential development occurring in subdivisions.
- A Mitigation Fee Act Fee for parkland acquisition. This fee is payable by residential development not occurring in subdivisions.
- A Mitigation Fee Act Fee for parkland improvements. This fee is payable by all residential development.
- A Mitigation Fee Act Fee for open space acquisition. This fee is payable by all residential development.

A development project pays either the Quimby Act Fee in-lieu of land dedication, or the Mitigation Fee Act Fee for land acquisition, not both. All development projects pay the Mitigation Fee Act Fees for park improvements and open space.

Table 5.6: Park Facilities Investment per Capita

	Calculation	<u>Land</u> Quimby Fee OR Impact Fee	<u>Improvements</u> AND Impact Fee	<u>Open Space</u> AND Impact Fee
Parkland Investment (per acre)	A	\$ 566,400	\$ 566,400	\$ 52,800
Existing Standard (acres per 1,000 capita)	B	3.00	2.97	4.23
Total Cost per 1,000 capita	$C = A \times B$	\$ 1,699,200	\$ 1,682,200	\$ 223,300
Cost per Resident	$D = C / 1,000$	\$ 1,699	\$ 1,682	\$ 223

Sources: Tables 5.3 and 5.4.

Use of Fee Revenue

The City plans to use park and recreation facilities fee revenue to purchase parkland and open space and construct improvements to add to the system of park facilities that serves new development. The City may only use impact fee revenue to provide facilities and intensify usage of existing facilities needed to serve new development. The City should program fee revenue to capacity expanding projects annually through its CIP and budget process.

Fee Schedule

To calculate fees by land use type, the investment in park facilities is determined on a per resident basis for parkland acquisition, open space acquisition and parkland improvements. These investment factors (shown in Table 5.6) are based on the unit cost estimates and the City's existing facility standards.

Table 5.7 shows the maximum justified park and recreation facilities fee based on the existing standard per capita under the Quimby Act and under the existing park standard under the Mitigation Fee Act, respectively. The cost per resident is converted to a fee per dwelling unit using the occupancy density factor from Table 2.2. The fee per dwelling unit is converted into a fee per square foot by dividing the fee per dwelling unit by the assumed average square footage of a dwelling unit.

The total fee includes a two percent (2.0%) administrative charge to fund costs that include: a standard overhead charge applied to City programs for legal, accounting, and other departmental and administrative support, and fee program administrative costs including revenue collection, revenue and cost accounting and mandated public reporting.

In Willdan's experience with impact fee programs, two percent of the base fee adequately covers the cost of fee program administration. The administrative charge should be reviewed and adjusted during comprehensive impact fee updates to ensure that revenue generated from the charge sufficiently covers, but does not exceed, the administrative costs associated with the fee program.

Table 5.7: Maximum Justified Park and Recreation Facilities Fee Schedule

Land Use	A Cost Per Capita	B Density	C = A x B Base Fee ¹	D = C x 0.02 Admin Charge ^{1, 2}	E = C + D Total Fee	F = E / Average Fee per Sq. Ft. ³
Quimby Act - Subdivisions						
Parkland	\$ 1,699	2.27	\$ 3,857	\$ 77	\$ 3,934	\$ 1.32
Improvements	2,239	2.27	5,083	102	5,185	1.74
Open Space	223	2.27	506	10	516	0.17
Total	\$ 4,161		\$ 9,446	\$ 189	\$ 9,635	\$ 3.23
Mitigation Fee Act - Infill						
Parkland	\$ 1,682	2.27	\$ 3,818	\$ 76	\$ 3,894	\$ 1.31
Improvements	2,239	2.27	5,083	102	5,185	1.74
Open Space	223	2.27	506	10	516	0.17
Total	\$ 4,144		\$ 9,407	\$ 188	\$ 9,595	\$ 3.22

¹ Fee per average sized dwelling unit or per 1,000 square feet of nonresidential building space.

² Administrative charge of 2.0 percent for (1) legal, accounting, and other administrative support and (2) impact fee program administrative costs including revenue collection, revenue and cost accounting, mandated public reporting, and fee justification analyses.

³ Assumes an average of 2,974 square feet per dwelling unit in Arroyo Grande, based on an analysis of recent building permits.

Sources: Tables 2.2 and 5.6.

6. Recreation Facilities

The purpose of this fee is to ensure that new development funds its fair share of recreation facilities. A fee schedule is presented based on the existing facilities standard of recreation facilities in the City of Arroyo Grande to ensure that new development provides adequate funding to meet its needs.

Service Population

Park facilities in Arroyo Grande primarily serve residents. Therefore, demand for services and associated facilities is based on the City's residential population. **Table 6.1** shows the existing and future projected service population for recreation facilities.

**Table 6.1: Recreation Facilities
Service Population**

	Residents
Existing (2023)	17,740
New Development	<u>2,709</u>
Total (2050)	20,449

Sources: Table 2.1; Willdan Financial Services.

Existing Facilities Inventory

The City's recreation facilities inventory is comprised of the Community Center/Woman's Club, Historical Society Complex, and Mark M. Millis Community Center. The replacement cost of the buildings was identified in the City's insured property schedule. The assumed land costs is valued at \$566,400 per acre, based on an analysis of land sales comparisons in Arroyo Grande since 2018, as reported by CoStar. In total the City owns \$3.8 million worth of recreation facilities. The recreation facilities inventory is displayed in **Table 6.2**.

Table 6.2: Existing Recreation Facilities Inventory

	Quantity	Units	Unit Cost	Replacement Cost
<u>Land (acres)</u>				
Community Center/Womans Club	2.05	acres	\$566,400	\$ 1,161,120
Historical Society Complex	1.21	acres	566,400	685,344
Subtotal - Land	3.26			\$ 1,846,464
<u>Buildings (square feet)</u>				
Community Center/Womans Club	4,477	sq. ft.	\$ 251	\$ 1,125,815
Mark M. Millis Community Center ¹	5,600	sq. ft.	-	-
Historical Society Complex - House, Single Family	1,371	sq. ft.	201	275,528
Historical Society Complex - Museum	864	sq. ft.	195	168,748
Historical Society Complex - Barn	2,400	sq. ft.	81	194,145
Historical Society Complex - House, Single Family	780	sq. ft.	187	146,173
Historical Society Complex - 100% Garage	160	sq. ft.	49	7,901
Subtotal - Buildings	15,652			\$ 1,918,310
Total Value - Existing Facilities				\$ 3,764,774

¹ No value is shown for this facility because it will be replaced by the planned facility.

Sources: City of Arroyo Grande; CJPIA Property Schedule, March 7, 2023; CoStar; Willdan Financial Services.

Planned Facilities

The City plans to construct a new community center to replace the Millis Community Center. The total cost of the planned facility is \$6.2 million. This planned facility cost does not drive the fee calculation, rather, the fees are set to maintain the existing level of service.

Table 6.3: Planned Facilities

	Cost
Recreation Services / Community Center Building	\$ 6,150,000
Total	\$ 6,150,000

Source: City of Arroyo Grande FY 2023-25 Biennial Budget.

Cost Allocation

Table 6.4 expresses the City's current recreation facilities level of service in terms of an existing cost per capita, by dividing the replacement cost of the City's existing facilities by the existing service population. The resulting cost per capita drives the fee calculation.

Table 6.4: Existing Standard

Value of Existing Facilities	\$ 3,764,774
Existing Service Population	<u>17,740</u>
Cost per Resident	\$ 212

Sources: Tables 6.1 and 6.3.

Fee Revenue Projection

The City plans to use recreation facilities fee revenue to construct improvements and acquire capital facilities and equipment to add to the system of recreation facilities to serve new development. While the City plans to construct the facilities in Table 6.3 the costs in that table do not drive the fee calculation. **Table 6.5** details a projection of fee revenue, based on the service population growth increment identified in Table 6.1 and the existing facility standard identified in Table 6.4. The City will have spent the fee revenue appropriately so long as the fee revenue is spent on new or expanded recreation facilities that benefit new development.

Table 6.5: Revenue Projection - Existing Standard

Cost per Capita	\$ 212
Growth in Service Population (2023 to 2050)	<u>2,709</u>
Projected Fee Revenue	\$ 574,308

Sources: Tables 6.1 and 6.4.

Fee Schedule

Table 6.6 shows the maximum justified recreation facilities fee schedule. The cost per capita is converted to a fee per unit of new development based on dwelling unit densities (persons per dwelling unit). The fee per dwelling unit is converted into a fee per square foot by dividing the fee per dwelling unit by the assumed average square footage of a dwelling unit.

The total fee includes a two percent (2.0%) administrative charge to fund costs that include: a standard overhead charge applied to City programs for legal, accounting, and other departmental and administrative support, and fee program administrative costs including revenue collection, revenue and cost accounting and mandated public reporting.

In Willdan's experience with impact fee programs, two percent of the base fee adequately covers the cost of fee program administration. The administrative charge should be reviewed and adjusted during comprehensive impact fee updates to ensure that revenue generated from the charge sufficiently covers, but does not exceed, the administrative costs associated with the fee program.

Table 6.6: Maximum Justified Recreation Facilities Fee Schedule

Land Use	A	B	C = A x B		D = C x 0.02	E = C + D	F = E / Average
	Cost Per Capita	Density	Base Fee ¹	Admin Charge ^{1, 2}		Total Fee ¹	Fee per Sq. Ft. ³
<i>Residential Dwelling Unit</i>	\$ 212	2.27	\$ 481	\$ 10		\$ 491	\$ 0.17

¹ Fee per average sized dwelling unit.

² Administrative charge of 2.0 percent for (1) legal, accounting, and other administrative support and (2) impact fee program administrative costs including revenue collection, revenue and cost accounting, mandated public reporting, and fee justification analyses.

³ Assumes an average of 2,974 square feet per dwelling unit in Arroyo Grande, based on an analysis of recent building permits.

Sources: Tables 2.2 and 6.4.

7. Water Facilities

This chapter details an analysis of the need for water facilities to accommodate growth within the City of Arroyo Grande. The projects and associated costs in this chapter were identified in the City's Water System Master Plan. This chapter documents a reasonable relationship between new development and a water facilities impact fee to fund facilities that serve new development.

Water Demand

Estimates of new development and its consequent increased water demand provide the basis for calculating the water facilities fee. The need for water facilities improvements is based on the water demand placed on the system by development. A typical measure of demand is a flow generation rate, expressed as the number of gallons per day generated by a specific type of land use. Flow generation rates are a reasonable measure of demand for the City's system of water improvements because they represent the average rate of demand that will be placed on the system per land use designation.

Table 7.1 shows the calculation of equivalent dwelling unit (EDU) demand factors based on flow generation by land use category. The residential flow generation estimates are based on 2023 actual usage data from the City. The nonresidential flow generation factors per acre are based on data from the City's Water System Master Plan. EDU factors express water flow from each land use in terms of the flow generated by a single family dwelling unit.

Table 7.1: Water Demand by Land Use

Land Use Type	Flow Generation ¹	Density ²	Average Flow Generation per DU or 1,000 Sq. Ft. ³	Equivalent Dwelling Unit (EDU)
<i>Residential Dwelling Unit</i>				
Single Family			178	1.00
Multifamily			148	0.83
<i>Nonresidential - per 1,000 Sq. Ft.</i>				
Commercial	1,102	43.56	25.30	0.14
Office	1,243	43.56	28.54	0.16

¹ Gallons per acre per day.

² 1,000 square feet per acre for nonresidential. Nonresidential densities are based on typical densities for each land use from the City's zoning code. Nonresidential densities are based on floor-area-ratios of 1.0 for commercial and 1.0 for office.

³ Residential flow generation by unit type provided by the City for use in this analysis. Nonresidential flow generation calculated using flow generation per acre and density assumptions shown in this table.

Sources: Table 3-2, City of Arroyo Grande Water System Master Plan; Willdan Financial Services.

EDU Generation by New Development

Table 7.2 shows the estimated EDU generation from new development through 2050. The EDU factors from Table 7.1 are multiplied by the land use assumptions from Table 2.1 to estimate total EDUs in the base year, at the planning horizon and for new development. New development will

generate approximately 1,132 new EDUs through 2050, comprising 12.3% of water demand in the City at that time.

Table 7.2: Water Facilities Equivalent Dwelling Units

Land Use	EDU Factor	2023		Growth 2023 to 2050		Total - 2050	
		Units / 1,000 SF	EDUs	Units / 1,000 SF	EDUs	Units / 1,000 SF	EDUs
<i>Residential - per Dwelling Unit</i>							
Single Family	1.00	6,233	6,233	783	783	7,016	7,016
Multifamily	0.83	<u>1,853</u>	<u>1,538</u>	<u>233</u>	<u>193</u>	<u>2,086</u>	<u>1,731</u>
Subtotal		8,086	7,771	1,016	976	9,102	8,747
<i>Nonresidential - per 1,000 Sq. Ft.</i>							
Commercial	0.14	1,743	244	841	118	2,584	362
Office	0.16	<u>504</u>	<u>81</u>	<u>243</u>	<u>38</u>	<u>747</u>	<u>119</u>
Subtotal		2,247	325	1,084	156	3,331	481
Total			8,096		1,132		9,228
			87.7%		12.3%		100%

Sources: Tables 2.1 and 7.1.

Facility Needs and Costs

Table 7.3 identifies the planned water facilities to be funded by the fee. Project costs from the 2012 Water System Master Plan have been adjusted for inflation into 2023 dollars, using the Engineering News Record's Construction Cost Index (CCI). Those projects that have already been completed, or that do not benefit new development have been excluded from the table. Projects that are needed to serve both existing and new development are allocated to the impact fee based on the increase in capacity associated with each improvement. For project C-3, the impact fee is allocated a portion of the costs based on new development's share of EDUs in 2050 (12.3%), identified in Table 7.2. Projects that are needed solely to serve new development are allocated 100% to new development through this impact fee.

Table 7.3: Water Facilities Costs to Serve New Development

No.	Description	Size	Total Cost (2012)	Total Cost (2023)	Allocation to New Development	Cost Allocated to New Development
B-4	Highway 101 Crossing Upgrade – El Camino Real to West Brach St. ¹	415-LF	\$ 454,600	\$ 659,852	57.3%	\$ 377,864
B-5	Highway 101 Crossing Upgrade – West Cherry Avenue ¹	280-LF	358,600	520,508	57.3%	298,069
B-6	Phased Mains Replacement ¹	3,865-LF	1,018,050	1,477,700	57.3%	846,205
B-10	Lierly Lane to Coach Road Upgrade ²	3,245-LF	288,800	419,193	75.0%	314,395
C-1	New Well	800-gpm	1,134,900	1,647,308	100.0%	1,647,308
C-2	Miller Way Booster Zone Upgrade	75-gpm	136,600	198,275	50.0%	99,138
C-3	Security Upgrades	N/A	47,100	68,366	12.3%	8,409
C-4	Coach Road and Greenwood Drive Upgrades	1,385-LF	267,600	388,422	100.0%	388,422
C-7	4-inch Mains Upgrades ²	11,600-LF	2,162,000	3,138,145	75.0%	2,353,609
C-8	Phased Mains Replacement ¹	3,865-LF	1,018,000	1,477,628	57.3%	846,163
Total			\$ 6,886,250	\$ 9,995,398		\$ 7,179,581

¹ Upgrading 8" cast iron mains to 8" PVC mains will increase capacity by 234%.

² Larger mains represent 400% increase in capacity.

Sources: City of Arroyo Grande Water System Master Plan, 2012; Engineering News Record's Construction Cost Index (CCI); Table 7.2, Willdan Financial Services.

Cost per EDU

Table 7.4 calculates a cost per EDU associated by dividing the total cost of projects allocated to new development identified in Table 7.3 by the growth in EDUs identified in Table 7.2.

Table 7.4: Cost per EDU

Cost Allocated to New Development	\$ 7,179,581
Growth in EDUs (2023 to 2050)	1,132
Cost per EDU	\$ 6,342
2% Fee Program Administration	127
Total Fee per EDU	\$ 6,469

Sources: Tables 7.2 and 7.3.

Fee Schedule

The maximum justified fee for water facilities is shown in **Table 7.5**. The cost per EDU is converted to a fee per unit of new development based on capacity of a 1" meter relative to the capacity of other meter sizes. Using water meter size to drive the fee schedule is reasonable and directly proportional to the amount of water that can be accommodated by a connection.

The total fee includes a two percent (2.0%) administrative charge to fund costs that include: a standard overhead charge applied to City programs for legal, accounting, and other departmental and administrative support, and fee program administrative costs including revenue collection, revenue and cost accounting and mandated public reporting.

In Willdan's experience with impact fee programs, two percent of the base fee adequately covers the cost of fee program administration. The administrative charge should be reviewed and adjusted during comprehensive impact fee updates to ensure that revenue generated from the charge sufficiently covers, but does not exceed, the administrative costs associated with the fee program.

Table 7.5: Maximum Justified Water Facilities Fee Schedule

Meter Size	AWWA Capacity	Factor based on 1" Meter	Impact Fee per EDU¹	Impact Fee per Meter
5/8 inch	20	0.40	\$ 6,469	\$ 2,588
3/4 inch	30	0.60	6,469	3,881
1 inch	50	1.00	6,469	6,469
1-1/2 inch	100	2.00	6,469	12,938
2 inch	160	3.20	6,469	20,701
3 inch	300	6.00	6,469	38,814
4 inch	500	10.00	6,469	64,690
6 inch	1,000	20.00	6,469	129,380

¹ Includes administrative charge of 2.0 percent for (1) legal, accounting, and other administrative support and (2) impact fee program administrative costs including revenue collection, revenue and cost accounting, mandated public reporting, and fee justification analyses.

Sources: Table 7.4, AWWA; Willdan Financial Services.

8. Transportation Facilities

This chapter details an analysis of the need for transportation facilities to accommodate new development. The chapter documents a reasonable relationship between new development and the impact fee for funding of these facilities.

Trip Demand

The need for transportation facilities is based on the trip demand placed on the system by development. A reasonable measure of demand is the number of average daily vehicle trips, adjusted for the type of trip. Vehicle trip generation rates are a reasonable measure of demand on the City's system of street improvements across all modes because alternate modes (transit, bicycle, pedestrian) often substitute for vehicle trips.

The two types of trips adjustments made to trip generation rates to calculate trip demand are described below:

- Pass-by trips are deducted from the trip generation rate. Pass-by trips are intermediates stops between an origin and a destination that require no diversion from the route, such as stopping to get gas on the way to work.
- The trip generation rate is adjusted by the average length of trips for a specific land use category compared to the average length of all trips on the street system.

These adjustments allow for a holistic quantification of trip demand that takes trip purpose and length into account for fee calculation purposes.

Table 8.1 shows the calculation of trip demand factors by land use category based on the adjustments described above. Data is based on extensive and detailed trip surveys conducted in the Institute of Traffic Engineers (ITE), and by the San Diego Association of Governments (SANDAG). The trip rates and pass-by trip assumptions come from ITE. The trip length assumptions come from SANDAG. The surveys provide some of the most comprehensive databases available of trip generation rates, pass-by trips factors, and average trip length for a wide range of land uses.

Table 8.1: Trip Rate Adjustment Factors

Pass-by Trips ¹		Primary and Diverted Trips	Average Trip Length ²	Adjustment Factor ³	ITE Category	PM Peak Hour Trips ⁴	Trip Demand Factor ⁵
A	B = 1 - A		C	D = B x C / Avg.		E	F = D x E
<u>Residential - per Dwelling Unit</u>							
Single Family	3%	97%	7.9	1.11	Single Family Housing (210)	0.99	1.10
Multifamily	3%	97%	7.9	1.11	Multifamily Housing (Low-Rise) (220)	0.57	0.63
<u>Nonresidential - per 1,000 Sq. Ft.</u>							
Commercial	22%	78%	3.6	0.41	Shopping Center (820)	4.09	1.68
Office	4%	96%	8.8	1.22	General Office (710)	1.44	1.76

¹ Percent of total trips. A pass-by trip is made as an intermediate stop on the way from an origin to a primary trip destination without a route diversion. Pass-by trips are not considered to add traffic to the road network. Based on SANDAG data.

² In miles. Based on SANDAG data.

³ The trip adjustment factor equals the percent of non-pass-by trips multiplied by the average trip length and divided by the systemwide average trip length of 6.9 miles.

⁴ Trips per dwelling unit or per 1,000 building square feet.

⁵ The trip demand factor is the product of the trip adjustment factor and the trip rate.

Sources: Institute of Traffic Engineers, Trip Generation Manual, 11th Edition; San Diego Association of Governments, Brief Guide of Vehicular Traffic Generation Rates for the San Diego Region, April 2002; Willdan Financial Services.

Trip Demand Growth

The planning horizon for this analysis is 2050. **Table 8.2** lists the 2023 and 2050 land use assumptions used in this study. The trip demand factors calculated in are multiplied by the existing and future dwelling units and building square feet to determine the increase in trip demand attributable to new development.

Table 8.2: Land Use Scenario and Trip Demand

Land Use	Trip Demand Factor	2023		2050		Total - 2050	
		Units / 1,000 SF	Trips	Units / 1,000 SF	Trips	Units / 1,000 SF	Trips
<u>Residential - per Dwelling Unit</u>							
Single Family	1.10	6,233	6,856	783	862	7,016	7,718
Multifamily	0.63	<u>1,853</u>	<u>1,167</u>	<u>233</u>	<u>147</u>	<u>2,086</u>	<u>1,314</u>
Subtotal		8,086	8,023	1,016	1,009	9,102	9,032
<u>Nonresidential - per 1,000 Sq. Ft.</u>							
Commercial	1.68	1,743	2,929	841	1,413	2,584	4,342
Office	1.76	<u>504</u>	<u>886</u>	<u>243</u>	<u>428</u>	<u>747</u>	<u>1,314</u>
Subtotal		2,247	3,815	1,084	1,841	3,331	5,656
Total			11,838		2,850		14,688
			80.6%		19.4%		100%

Sources: Tables 2.1 and 8.1.

Planned Facilities

Table 8.3 lists the transportation projects included in this analysis. The projects and allocation to new development were identified in the Draft Arroyo Grande Citywide Circulation Study (“circulation study”), 2021, prepared by GHD Engineering. The circulation study identified improvements needed to mitigate new development’s impact on traffic level of service (LOS) as new development added trips to the City’s circulation network. The City has a LOS standard of LOS D.

Table 8.3: Planned Transportation Facilities and Cost Allocation

Project Number	Improvement Type	Road	To/ From	Recommended Improvement	Allocation to New Development	Total Project Cost (2021)	Outside Funding	Other Local Funds	Cost Allocated to New Development
1	Intersection Improvements	East Branch Street	Bridge Street/Nevada Street	Intersection improvements (convert to one-way and restrict turns)	100%	\$ 250,000	\$ -	\$ -	\$ 250,000
2	Intersection Improvements	East Branch Street	at Huasna Road and Corbett Canyon Road	Install Traffic Signal or Roundabout	100%	400,000	-	-	400,000
4	Intersection Improvements	East Grand Avenue	El Camino Real	Intersection Improvement	100%	200,000	-	-	200,000
10	Intersection Improvements	Elm Street	at Farroll Avenue	Install Traffic Signal, Roundabout, or other intersection improvement	100%	400,000	-	-	400,000
11a	Roundabout	Halcyon Road	Fair Oaks Avenue	Install a single-lane roundabout	50%	2,420,000	1,210,000	-	1,210,000
12a	Planning and Design	Fair Oaks Avenue	Valley Road to Traffic Way	Roundabout at Fair Oaks/SB 101 Ramp/Orchard Way; Road Diet 4 lanes to 3) to Enhance Multi Modal Safety	10%	666,400	281,200	318,200	66,640
12b	Right of Way	Fair Oaks Avenue	Valley Road to Traffic Way	Roundabout at Fair Oaks/SB 101 Ramp/Orchard Way; Road Diet 4 lanes to 3) to Enhance Multi Modal Safety	10%	144,000	130,000	-	14,000
12c	Construction	Fair Oaks Avenue	Valley Road to Traffic Way	Roundabout at Fair Oaks/SB 101 Ramp/Orchard Way; Road Diet 4 lanes to 3) to Enhance Multi Modal Safety	10%	3,790,000	3,411,000	-	379,000
13	Corridor Enhancement	El Camino Real	Oak Park Blvd to Brisco Rd	Widen to 3 Lanes	100%	300,000	-	-	300,000
14a	Corridor Enhancement	East Grand Avenue	at US 101 NB Ramps	Raised Median and Roundabout at US 101 NB Ramps	54%	5,380,000	2,381,000	119,000	2,880,000
14b	Corridor Enhancement	East Branch Street	at Traffic Way	Raised Median and Roundabout at Traffic Way	59%	4,870,000	1,772,000	228,000	2,870,000
16a	PID	Fair Oaks Avenue/South Traffic Way	Valley Road to South Traffic Way	Project Initiation for new interchange with US 101 in vicinity of existing Traffic Way ramps.	100%	1,006,000	-	-	1,006,000
16b	PA/ED	Fair Oaks Avenue/South Traffic Way	Valley Road to South Traffic Way	Planning and environmental for new interchange with US 101 in vicinity of existing Traffic Way ramps.	50%	2,127,600	1,063,600	-	1,063,800
23	Plan	Future update of the Circulation Element			100%	200,000	-	-	200,000
24	Plan	Active Transportation Plan			50%	200,000	-	100,000	100,000
25	Plan	Future Updates Local Roadway Safety Plan			100%	200,000	-	-	200,000
Total						\$ 22,554,000	\$ 10,248,800	\$ 765,200	\$ 11,539,440

Source: Draft Arroyo Grande Circulation Study, 2021.

Fee per Trip Demand Unit

Every impact fee consists of a dollar amount, representing the value of facilities, divided by a measure of demand. In this case, all fees are first calculated as a cost per trip demand unit. Then these amounts are translated into housing unit (cost per unit) and employment space (cost per 1,000 square feet or room) fees by multiplying the cost per trip by the trip generation rate for each land use category. These amounts become the fee schedule.

Table 8.4 displays the calculation of the cost the cost per trip demand unit. The project costs allocated to new development are divided by the increase in trip demand from 2023 to 2050 from Table 8.2 to determine the cost per trip attributable to new development. This figure drives the fee calculation.

Table 8.4: Cost per Trip to Accommodate Growth

Costs Allocated to New Development	\$ 11,539,440
Growth in Trip Demand (2023 to 2050)	<u>2,850</u>
Cost per Trip	\$ 4,049

Sources: Tables 8.2 and 8.3.

Fee Schedule

Table 8.5 shows the maximum justified transportation facilities fee schedule. The City can adopt any fee up to these amounts. The maximum justified fees are based on the cost per trip identified in Table 8.4. The cost per trip is multiplied by the trip demand factors in Table 8.1 to determine a fee per unit of new development. The fee per dwelling unit is converted into a fee per square foot by dividing the fee per dwelling unit by the assumed average square footage of a dwelling unit.

The total fee includes a two percent (2.0%) administrative charge to fund costs that include: a standard overhead charge applied to City programs for legal, accounting, and other departmental and administrative support, and fee program administrative costs including revenue collection, revenue and cost accounting and mandated public reporting.

In Willdan's experience with impact fee programs, two percent of the base fee adequately covers the cost of fee program administration. The administrative charge should be reviewed and adjusted during comprehensive impact fee updates to ensure that revenue generated from the charge sufficiently covers, but does not exceed, the administrative costs associated with the fee program.

Table 8.5: Maximum Justified Transportation Facilities Impact Fee Schedule

Land Use	A	B	C = A x B		D = C x 0.02	E = C + D	E / 1,000
	Cost Per Trip	Trip Demand Factor	Base Fee ¹	Admin Charge ^{1, 2}		Total Fee ¹	Fee per Sq. Ft.
<i>Residential Dwelling Unit</i> ⁴	\$ 4,049	0.99	\$ 4,009	\$ 80		\$ 4,089	\$ 1.37
<i>Nonresidential - per 1,000 Sq. Ft.</i>							
Commercial	\$ 4,049	1.68	\$ 6,802	\$ 136		\$ 6,938	\$ 6.94
Office	4,049	1.76	7,126	143		7,269	7.27

¹ Fee per average sized dwelling unit or per 1,000 square feet of nonresidential.

² Administrative charge of 2.0 percent for (1) legal, accounting, and other administrative support and (2) impact fee program administrative costs including revenue collection, revenue and cost accounting, mandated public reporting, and fee justification analyses.

³ Assumes an average of 2,974 square feet per dwelling unit in Arroyo Grande, based on an analysis of recent building permits.

⁴ Average trip demand factor per residential dwelling unit weighted by projected single family and multifamily development.

Sources: Tables 8.1 and 8.4.

9. Storm Drain Facilities

This chapter summarizes an analysis of the need for storm drain facilities to accommodate growth within Arroyo Grande. This projects and associated costs in this chapter were identified in the City's CIP from the FY2023-25 Biennial Budget. This chapter documents a reasonable relationship between new development and an impact to fund storm drain facilities that serve new development.

Storm Drain Demand

Most new development generates storm water runoff that must be controlled through storm drain facilities by increasing the amount of land that is impervious to precipitation. **Table 9.1** shows the calculation of equivalent dwelling unit (EDU) demand factors based on impervious surface coefficient by land use category. The impervious surface coefficients are based data from the California Environmental Protection Agency. EDU factors relate demand for storm drain facilities in terms of the demand created by a single-family dwelling unit.

Table 9.1: Storm Drain Facilities Equivalent Dwelling Units

Land Use Type	A	B	$C = (43,560 / A) \times B$	$D = C / \text{Single Family}$
	DU, 1,000 Sq. Ft. or per acre ¹	Average Percent Impervious per Acre ²	Impervious Square feet per DU or 1,000 Sq. Ft.	Equivalent Dwelling Unit (EDU) ³
<u><i>Residential Dwelling Unit</i></u>				
Single Family	4.50	70%	6,776	1.00
Multifamily	14.00	81%	2,520	0.37
<u><i>Nonresidential - per 1,000 Sq. Ft.</i></u>				
Commercial	43.56	86%	860	0.13
Office	43.56	85%	850	0.13

¹ Dw elling units for residential and thousand building square feet for non-residential. Nonresidential densities are based on floor-area-ratios of 1.0 for commercial, 1.0 for office and institutional, and 0.45 for industrial.

² Based on California Environmental Protection Agency data.

³ EDUs per dw elling unit for residential development and per thousand square feet for nonresidential development.

Sources: User's Guide for the California Impervious Surface Coefficients, Office of Environmental Health Hazard Assessment California Environmental Protection Agency; Willdan Financial Services.

EDU Generation by New Development

Table 9.2 shows the estimated EDU generation from new development through 2050. New development will generate 1,010 new EDUs, representing 12.3% percent of total storm drain demand in 2050.

Table 9.2: Storm Drain Facilities Equivalent Dwelling Units

Land Use	EDU Factor	2023		Growth 2023 to 2050		Total - 2050	
		Units / 1,000 SF	EDUs	Units / 1,000 SF	EDUs	Units / 1,000 SF	EDUs
<i>Residential - per Dwelling Unit</i>							
Single Family	1.00	6,233	6,233	783	783	7,016	7,016
Multifamily	0.37	1,853	686	233	86	2,086	772
Subtotal		8,086	6,919	1,016	869	9,102	7,788
<i>Nonresidential - per 1,000 Sq. Ft.</i>							
Commercial	0.13	1,743	227	841	109	2,584	336
Office	0.13	504	65	243	32	747	97
Subtotal		2,247	292	1,084	141	3,331	433
Total			7,211		1,010		8,221
			87.7%		12.3%		100%

Sources: Tables 2.1 and 9.1.

Planned Facilities

Table 9.3 identifies the planned storm drain facilities to be funded by the fee. The new storm drain facilities were identified in the City's FY2023-25 Biennial Budget, and by City staff. Projects that are needed to serve both existing and new development are allocated to the impact fee based on new development's share of EDUs in 2050 (12.3%), identified in Table 9.2.

Table 9.3: Storm Drain Projects and Allocation to New Development

Description	Total Cost (2023)	Allocation to New Development	Cost Allocated to New Development
Corrugated Metal Pipe (CMP) Investigation and Repair	\$ 400,000	12.3%	\$ 49,200
Trash Capture Devices	214,000	12.3%	26,322
Halcyon Road Storm Drain	170,000	12.3%	20,910
Total	\$ 784,000		\$ 96,432

Sources: City of Arroyo Grande FY 2023-25 Biennial Budget; Table 9.2, Willdan Financial Services.

Cost per Equivalent Dwelling Unit

This chapter uses the planned facilities approach to calculate the storm drain facilities cost standard. The cost of planned facilities allocated to new development is divided by the growth in EDUs to determine a cost standard per EDU. **Table 9.4** shows the facility cost standard for storm drain facilities.

Table 9.4: Cost per Equivalent Dwelling Unit

Cost Allocated to New Development	\$	96,432
Growth in EDUs (2023 to 2050)		1,010
Cost per EDU	\$	95

Sources: Tables 9.2 and 9.3.

Fee Schedule

The maximum justified fee for storm drain facilities is shown in **Table 9.5**. The City can adopt any fee up to this amount. The cost per EDU from Table 9.4 is converted to a fee per unit of new development based on the EDU factors shown in Table 9.1. The fee per dwelling unit is converted into a fee per square foot by dividing the fee per dwelling unit by the assumed average square footage of a dwelling unit.

The total fee includes a two percent (2.0%) administrative charge to fund costs that include: a standard overhead charge applied to City programs for legal, accounting, and other departmental and administrative support, and fee program administrative costs including revenue collection, revenue and cost accounting and mandated public reporting.

In Willdan's experience with impact fee programs, two percent of the base fee adequately covers the cost of fee program administration. The administrative charge should be reviewed and adjusted during comprehensive impact fee updates to ensure that revenue generated from the charge sufficiently covers, but does not exceed, the administrative costs associated with the fee program.

Table 9.5: Storm Drain Facilities Impact Fee Schedule

	A	B	C = A x B		D = C x 0.02	E = C + D	E / Average
	Cost Per	EDU	Base	Admin		Total Fee ¹	Fee per
	EDU	Factor	Fee ¹	Charge ^{1, 2}			Sq. Ft. ³
<i>Residential Dwelling Unit⁴</i>	\$ 95	0.86	\$ 82	\$ 2		\$ 84	\$ 0.03
<i>Nonresidential - per 1,000 Sq. Ft.</i>							
Commercial	\$ 95	0.13	\$ 12	\$ -		\$ 12	\$ 0.01
Office	95	0.13	12	-		12	0.01

¹ Fee per dwelling unit or per 1,000 square feet of nonresidential building space.² Administrative charge of 2.0 percent for (1) legal, accounting, and other administrative support and (2) impact fee program administrative costs including revenue collection, revenue and cost accounting, mandated public reporting, and fee justification analyses.³ Assumes an average of 2,974 square feet per dwelling unit in Arroyo Grande, based on an analysis of recent building permits.⁴ Average EDU factor per residential dwelling unit weighted by projected single family and multifamily development.

Sources: Tables 9.1 and 9.4.

10. Wastewater Facilities

This chapter details an analysis of the need for wastewater facilities to accommodate growth within the City of Arroyo Grande. This projects and associated costs in this chapter were identified in the City's Wastewater System Master Plan, 2012. It documents a reasonable relationship between new development and an impact fee to fund wastewater facilities that serve new development.

Wastewater Demand

Estimates of new development and its consequent increased wastewater demand provide the basis for calculating the wastewater facilities fee. The need for wastewater facilities improvements is based on the wastewater demand placed on the system by development. A typical measure of demand is a flow generation rate, expressed as the number of gallons per day generated by a specific type of land use. Flow generation rates are a reasonable measure of demand on the City's system of wastewater improvements because they represent the average rate of demand that will be placed on the system per land use designation.

Table 10.1 shows the calculation of equivalent dwelling unit (EDU) demand factors based on flow generation by land use category. The water flow generation estimates used in Chapter 7 are multiplied by a return flow rate of 51% based on City data to estimate the amount of wastewater flow, by land use. EDU factors express water flow from each land use in terms of the flow generated by a single family dwelling unit.

Table 10.1: Wastewater Demand by Land Use

Land Use Type	Average Water Flow Generation per DU or 1,000 Sq. Ft. ¹	Return Flow Rate ²	Average Sewer Flow Generation per DU or 1,000 Sq. Ft. ³	Equivalent Dwelling Unit (EDU)
<i><u>Residential Dwelling Unit</u></i>				
Single Family	178.00	51%	90.78	1.00
Multifamily	148.00	51%	75.48	0.83
<i><u>Nonresidential - per 1,000 Sq. Ft.</u></i>				
Commercial	25.30	51%	12.90	0.14
Office	28.54	51%	14.56	0.16

¹ See Table 7.1.

² Share of water flow generated that is returned in sewer.

³ Sewer flow generation is equal to water flow generation multiplied by return flow rate.

Sources: City of Arroyo Grande; Table 7.1, Willdan Financial Services.

EDU Generation by New Development

Table 10.2 shows the estimated EDU generation from new development through 2050. The EDU factors from Table 10.1 are multiplied by the land use assumptions from Table 2.1 to estimate total EDUs in the base year, at the planning horizon and for new development. New development will generate 1,132 new EDUs through 2050, comprising 12.3% of wastewater demand in the City at that time.

Table 10.2: Wastewater Facilities Equivalent Dwelling Units

Land Use	EDU Factor	2023		Growth 2023 to 2050		Total - 2050	
		Units / 1,000 SF	EDUs	Units / 1,000 SF	EDUs	Units / 1,000 SF	EDUs
<i>Residential - per Dwelling Unit</i>							
Single Family	1.00	6,233	6,233	783	783	7,016	7,016
Multifamily	0.83	<u>1,853</u>	<u>1,538</u>	<u>233</u>	<u>193</u>	<u>2,086</u>	<u>1,731</u>
Subtotal		8,086	7,771	1,016	976	9,102	8,747
<i>Nonresidential - per 1,000 Sq. Ft.</i>							
Commercial	0.14	1,743	244	841	118	2,584	362
Office	0.16	<u>504</u>	<u>81</u>	<u>243</u>	<u>38</u>	<u>747</u>	<u>119</u>
Subtotal		2,247	325	1,084	156	3,331	481
Total			8,096		1,132		9,228
			87.7%		12.3%		100%

Sources: Tables 2.1 and 10.1.

Facility Needs and Costs

Table 10.3 identifies the planned water facilities to be funded by the fee. Project costs from the 2012 Wastewater System Master Plan have been adjusted for inflation into 2023 dollars, using the Engineering News Record's Construction Cost Index (CCI). Those projects that have already been completed, or that do not benefit new development have been excluded from the table. Projects that are needed to serve both existing and new development are allocated to the impact fee based on the increase in capacity associated with each improvement. Projects that are needed solely to serve new development are allocated 100% to new development through this impact fee.

Table 10.3: Wastewater Facilities Allocation to New Development

No.	Description	Size	Total Cost (2012)	Total Cost (2023)	Allocation to New Development	Cost Allocated to New Development
A-2	Trenchless Sewer Rehabilitation ¹	N/A	\$ 719,900	\$ 1,044,935	49.2%	\$ 514,108
B-2	Huasna Road Sewer Upgrade	N/A	585,000	849,128	100.0%	849,128
B-3	Backyard Sewer Replacement ¹	650-LF	945,500	1,372,394	49.2%	675,218
Total			\$ 2,250,400	\$ 3,266,458		\$ 2,038,454

¹ Upgrading clay sewers to smooth wall pipe will increase capacity by 197% at a 1% slope.

Sources: City of Arroyo Grande Wastewater System Master Plan, 2013; Engineering News Record's Construction Cost Index (CCI); Table 10.2, Willdan Financial Services.

Cost per EDU

The cost of planned facilities allocated to new development in Table 10.3 is divided by the total growth in EDUs to determine a cost per EDU. **Table 10.4** displays this calculation.

Table 10.4: Cost per EDU

Cost Allocated to New Development	\$ 2,038,454
Growth in EDUs (2023 to 2050)	1,132
Cost per EDU	\$ 1,801

Sources: Tables 10.2 and 10.3.

Fee Schedule

The maximum justified fee for wastewater facilities is shown in **Table 10.5**. The cost per EDU is converted to a fee per unit of new development based on the EDU factors shown in Table 10.1. The fee per dwelling unit is converted into a fee per square foot by dividing the fee per dwelling unit by the assumed average square footage of a dwelling unit.

The total fee includes a two percent (2.0%) administrative charge to fund costs that include: a standard overhead charge applied to City programs for legal, accounting, and other departmental and administrative support, and fee program administrative costs including revenue collection, revenue and cost accounting and mandated public reporting.

In Willdan's experience with impact fee programs, two percent of the base fee adequately covers the cost of fee program administration. The administrative charge should be reviewed and adjusted during comprehensive impact fee updates to ensure that revenue generated from the charge sufficiently covers, but does not exceed, the administrative costs associated with the fee program.

Table 10.5: Maximum Justified Wastewater Facilities Fee Schedule

	A Cost Per EDU	B EDU Factor	C = A x B Base Fee ¹	D = C x 0.02 Admin Charge ^{1, 2}	E = C + D Total Fee ¹	E / Average Fee per Sq. Ft. ³
<i>Residential Dwelling Unit</i> ⁴	\$ 1,801	0.96	\$ 1,729	\$ 35	\$ 1,764	\$ 0.59
<i>Nonresidential - per 1,000 Sq. Ft.</i>						
Commercial	\$ 1,801	0.14	\$ 252	\$ 5	\$ 257	\$ 0.26
Office	1,801	0.16	288	6	294	0.29

¹ Fee per dwelling unit or per 1,000 square feet of nonresidential building space.

² Administrative charge of 2.0 percent for (1) legal, accounting, and other administrative support and (2) impact fee program administrative costs including revenue collection, revenue and cost accounting, mandated public reporting, and fee justification analyses.

³ Assumes an average of 2,974 square feet per dwelling unit in Arroyo Grande, based on an analysis of recent building permits.

⁴ Average EDU factor per residential dwelling unit weighted by projected single family and multifamily development.

Sources: Tables 10.1 and 10.4.

11. AB 602 Requirements

On January 1, 2022, new requirements went into effect for California jurisdictions implementing impact fees. Among other changes, AB 602 added Section 66016.5 to the Government Code, which set guidelines for impact fee nexus studies. Four key requirements from that section which concern the nexus study are reproduced here:

66016.5. (a) (2) When applicable, the nexus study shall identify the existing level of service for each public facility, identify the proposed new level of service, and include an explanation of why the new level of service is appropriate.

66016.5. (a) (4) If a nexus study supports the increase of an existing fee, the local agency shall review the assumptions of the nexus study supporting the original fee and evaluate the amount of fees collected under the original fee.

66016.5. (a) (5) A nexus study adopted after July 1, 2022, shall calculate a fee imposed on a housing development project proportionately to the square footage of proposed units of the development. A local agency that imposes a fee proportionately to the square footage of the proposed units of the development shall be deemed to have used a valid method to establish a reasonable relationship between the fee charged and the burden posed by the development.

66016.5. (a) (6) Large jurisdictions shall adopt a capital improvement plan as a part of the nexus study.

Compliance with AB 602

The following sections describe this study's compliance with the new requirements of AB 602.

66016.5. (a) (2) - Level of Service

1. For fees calculated under the existing standard methodology, the fees are calculated such that new development funds facilities at the existing level of service. These fee categories are: fire protection, police, parks and recreation. The existing level service in terms of the existing facility cost per capita is shown in each corresponding chapter.

2. For fees calculated under the planned facilities methodology, the fees are calculated to ensure that the level of service does not fall to unacceptable levels and are based on Citywide facility master planning documents. The fees calculated under this approach are the water, transportation, storm drain and wastewater facilities impact fees.

66016.5. (a) (4) – Review of Original Fee Assumptions

The original fee schedules and corresponding revenue generated were reviewed by the City and Willdan prior to conducting the nexus study analysis. The planning and cost assumptions from the City's prior Impact Fee Study (2000), were out of date and in need of update. **Table 11.1** summarizes the review of the prior impact fee study's assumptions. **Table 11.2** displays annual fee revenue collected, by impact fee fund.

Table 11.1: Review of Prior Fee Study Assumptions

	2000 Study	2024 Study
Planning Horizon	Buildout	2050
Population at Planning Horizon	18,231	20,449
<i><u>Projected Fee Revenue</u></i>		
Traffic Signals and Street Improvements	\$ 7,431,919	\$ 15,359,440
Fire Protection	494,699	1,231,623
Parks	888,014	8,837,000
Community/Recreation Centers	51,142	574,308
Police Facilities	351,863	764,526

Sources: City of Arroyo Grande, Impact Fee Study, 2000; Willdan Financial Services.

Table 11.2: Annual Collected Impact Fee Revenue

	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Actual	Annual Average
Traffic Signal Assessments	\$ 26,976	\$ 23,338	\$ 117,309	\$ 130,872	\$ 47,232	\$ 28,799	\$ 90,770	\$ 57,348	\$ 7,888	\$ 26,396	\$ 55,693
Transportation Impact Fees	76,857	74,358	188,488	366,924	133,226	72,178	248,720	151,834	23,657	70,925	140,717
Drainage Fees	-	-	-	-	-	-	-	-	-	-	-
Water Neutralization Fee	37,207	85,497	17,777	185,779	84,671	91,014	58,019	21,214	17,964	43,783	64,292
Fire Protection Facilities	28,404	31,542	14,298	121,797	27,801	50,550	99,473	21,430	17,767	24,340	43,740
Police Facilities	3,900	7,448	8,927	10,280	7,170	4,729	12,275	7,249	1,616	3,731	6,732
Community Center	2,036	4,858	859	8,686	1,859	4,488	7,188	1,364	1,601	1,741	3,468
Park Improvement	34,936	83,790	14,693	148,754	31,837	77,076	124,003	23,557	27,723	30,294	59,666

Source: City of Arroyo Grande.

66016.5. (a) (5) – Residential Fees per Square Foot

Impact fees for residential land uses are calculated per square foot for all fee categories except for water facilities and comply with AB 602. Water facilities fees are calculated based on the water meter size, which scales based on the capacity accommodated by different sized meters. Thus the water facilities fees are proportionate to the burden placed on the water system by new development.

66016.5. (a) (6) – Capital Improvement Plan

A description of the planned facilities that the City expects to fund with impact fee revenue is included in each chapter in this report. Adoption of this nexus study would approve the planned facilities identified herein as the Capital Improvement Plan for this nexus study.

12. Implementation

Impact Fee Program Adoption Process

Impact fee program adoption procedures are found in the *California Government Code* section 66016. Adoption of an impact fee program requires the City Council to follow certain procedures including holding a public hearing. Data, such as an impact fee report, must be made available at least 10 days prior to the public hearing. The City's legal counsel should be consulted for any other procedural requirements as well as advice regarding adoption of an enabling ordinance and/or a resolution. After adoption there is a mandatory 60-day waiting period before the fees go into effect.

Inflation Adjustment

The City can keep its impact fee program up to date by periodically adjusting the fees for inflation. Such adjustments should be completed regularly to ensure that new development will fully fund its share of needed facilities. We recommend that the California Construction Cost Index (<https://www.dgs.ca.gov/RES/RESOURCES/Content/Real-Estate-Services-Division-Resources-List-Folder/DGS-California-Construction-Cost-Index-CCCI>) be used for adjusting fees for inflation. The California Construction Cost Index is based on data from the Engineering News Record and is aggregated and made available for free by the State of California.

The fee amounts can be adjusted based on the change in the index compared to the index in the base year of this study (2023).

While fee updates using inflation indices are appropriate for periodic updates to ensure that fee revenues keep up with increases in the costs of public facilities, the City will also need to conduct more extensive updates of the fee documentation and calculation (such as this study) when significant new data on growth forecasts and/or facility plans become available. Note that decreases in index value will result in decreases to fee amounts.

Reporting Requirements

The City will comply with the annual and five-year reporting requirements of the *Mitigation Fee Act*. For facilities to be funded by a combination of public fees and other revenues, identification of the source and amount of these non-fee revenues is essential. Identification of the timing of receipt of other revenues to fund the facilities is also important.

There is no time limit by which impact fee revenue must be spent. However, if the City is accruing impact fee revenue to fund new development's share of a project, then it must make certain findings with respect to unexpended impact fee fund balances after five years. Among other requirements, the five-year report requires the City to "Identify all sources and amounts of funding anticipated to complete financing in incomplete improvements," and to "Designate the approximate dates on which supplemental funding is expected to be deposited into the appropriate account or fund."²

On October 13, 2023 AB 516 was signed into law by the Governor of California, and will go into effect on January 1, 2024. This the bill requires local agencies to:

² *California Government Code* § 66001(d).

- Include information on projects noted in prior reports and whether construction began on the approximate date noted in the previous report.
- Explain the reason for any delay in the start of the project and provide a new approximate date construction will begin.
- Identify the number of people or entities that receive refunds of Mitigation Fee Act fees.

The bill also requires local agencies to inform people paying mitigation fees that they:

- Can request an audit to determine if the fees charged by a local agency are more than the amount of money needed to cover the cost of the public improvements.
- Can receive information by mail about when the local agency will meet to review its annual Mitigation Fee Act report.
- Can access and review mitigation fee information on the local agency's website, and how to do so.

Table 12.1 summarizes the annual and five-year reporting requirements identified in the *Mitigation Fee Act*.

Table 12.1: Annual and Five-Year Reporting Requirements

CA Gov't Code Section	Timing	Reporting Requirements ¹	Recommended Fee Adjustment
66001.(d)	The fifth fiscal year following the first deposit into the account or fund, and every five years thereafter	<p>(A) Identify the purpose to which the fee is to be put. (B) Demonstrate a reasonable relationship between the fee and the purpose for which it is charged.</p> <p>(C) Identify all sources and amounts of funding anticipated to complete financing in incomplete improvements.</p> <p>(D) Designate the approximate dates on which supplemental funding is expected to be deposited into the appropriate account or fund.</p>	Comprehensive Update
66006. (b)	Within 180 days after the last day of each fiscal year	<p>(A) A brief description of the type of fee in the account or fund.</p> <p>(B) The amount of the fee.</p> <p>(C) The beginning and ending balance of the account or fund.</p> <p>(D) The amount of the fees collected and the interest earned.</p> <p>(E) An identification of each public improvement on which fees were expended including share funded by fees.</p> <p>(F) (i) An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete.</p> <p>(ii) An identification of each public improvement identified in a previous report pursuant to clause (i) and whether construction began on the approximate date noted in the previous report.</p> <p>(iii) For a project identified pursuant to clause (ii) for which construction did not commence by the approximate date provided in the previous report, the reason for the delay and a revised approximate date that the local agency will commence construction.</p> <p>(G) A description of any potential interfund transfers.</p> <p>(H) The amount of refunds made (if any).</p>	Inflationary Adjustment

¹ Edited for brevity. Refer to the government code for full description.

Sources: California Government Code §66001 and §66006.

Programming Revenues and Projects with the CIP

The City maintains a Capital Improvement Program (CIP) to plan for future infrastructure needs. The CIP identifies costs and phasing for specific capital projects. The use of the CIP in this manner documents a reasonable relationship between new development and the use of those revenues.

The City may decide to alter the scope of the planned projects or to substitute new projects if those new projects continue to represent an expansion of the City's facilities and provide benefit to new development. If the total cost of facilities varies from the total cost used as a basis for the fees, the City should consider revising the fees accordingly.

13. Mitigation Fee Act Findings

Public facilities fees are one-time fees typically paid when a building permit is issued and imposed on development projects by local agencies responsible for regulating land use (cities and counties). To guide the widespread imposition of public facilities fees the State Legislature adopted the *Mitigation Fee Act* (the *Act*) with Assembly Bill 1600 in 1987 and subsequent amendments. The *Act*, contained in *California Government Code* Sections 66000 through 66025, establishes requirements on local agencies for the imposition and administration of fee programs. The *Act* requires local agencies to document five findings when adopting a fee.

The five statutory findings required for adoption of the public facilities fees documented in this report are presented in this chapter and supported in detail by the preceding chapters. All statutory references are to the *Act*.

Purpose of Fee

- *Identify the purpose of the fee (§66001(a)(1) of the Act).*

Development impact fees are designed to ensure that new development will not burden the existing service population with the cost of facilities required to accommodate growth. The purpose of the fees documented by this report is to provide a funding source from new development for capital improvements to serve that development. The fees advance a legitimate City interest by enabling the City to provide public facilities for new development.

Use of Fee Revenues

- *Identify the use to which the fees will be put. If the use is financing facilities, the facilities shall be identified. That identification may, but need not, be made by reference to a capital improvement plan as specified in §65403 or §66002, may be made in applicable general or specific plan requirements, or may be made in other public documents that identify the facilities for which the fees are charged (§66001(a)(2) of the Act).*

Fees documented in this report, if enacted by the City, would be used to fund expanded facilities to serve new development. Facilities funded by these fees are designated to be located within the City's sphere of influence. Fees addressed in this report have been identified by the City to be restricted to funding the following facility categories: fire protection, police, parks, recreation, water, transportation, storm drain and wastewater facilities.

Benefit Relationship

- *Determine the reasonable relationship between the fees' use and the type of development project on which the fees are imposed (§66001(a)(3) of the Act).*

The City will restrict fee revenue to the acquisition of land, construction of facilities, infrastructure and buildings, and purchase of related equipment, furnishings, vehicles, and services used to serve new development. Facilities funded by the fees are expected to provide a citywide network of facilities accessible to the additional residents and workers associated with new development. Under the *Act*, fees are not intended to fund planned facilities needed to correct existing deficiencies. Thus, a reasonable relationship can be shown between the use of fee revenue and the new development residential and non-residential use classifications that will pay the fees.

Burden Relationship

- *Determine the reasonable relationship between the need for the public facilities and the types of development on which the fees are imposed (§66001(a)(4) of the Act).*

Facilities need is based on a facility standard that represents the demand generated by new development for those facilities. For each facility category, demand is measured by a single facility standard that can be applied across land use types to ensure a reasonable relationship to the type of development. For some facility categories service population standards are calculated based upon the number of residents associated with residential development and the number of workers associated with non-residential development. To calculate a single, per capita standard, one worker is weighted differently than one resident based on an analysis of the relative use demand between residential and non-residential development.

The standards used to identify growth needs are also used to determine if planned facilities will partially serve the existing service population by correcting existing deficiencies. This approach ensures that new development will only be responsible for its fair share of planned facilities, and that the fees will not unfairly burden new development with the cost of facilities associated with serving the existing service population.

Chapter 2, Growth Forecasts provides a description of how service population and growth forecasts are calculated. Facility standards are described in the *Facility Standard* sections of each facility category chapter.

Proportionality

- *Determine how there is a reasonable relationship between the fees amount and the cost of the facilities or portion of the facilities attributable to the development on which the fee is imposed (§66001(b) of the Act).*

The reasonable relationship between each facilities fee for a specific new development project and the cost of the facilities attributable to that project is based on the estimated new development growth the project will accommodate. Fees for a specific project are based on the project's size. Larger new development projects can result in a higher service population resulting in higher fee revenue than smaller projects in the same land use classification. Thus, the fees ensure a reasonable relationship between a specific new development project and the cost of the facilities attributable to that project.

See *Chapter 2, Growth Forecasts*, or the *Service Population* sections in each facility category chapter for a description of how service populations or other factors are determined for different types of land uses. See the *Fee Schedule* section of each facility category chapter for a presentation of the maximum justified facilities fees.

Appendix

Appendix Table A.1: Police Vehicle Inventory

Vehicle #	Type	Year	Make	Model	Current Valuation
4602	Police	2017	Ford	Explorer Interceptor	\$ 40,000
4604	Private Passenger	2017	Ford	Explorer Interceptor	40,000
PD-	Trailer	2006	Haulm	Carrier	20,000
PD-4621	Motorcycle	2022	BMW	RS	29,985
PD-4649	Police	2021	Ford	Explorer	37,000
4605	Police	2017	Ford	Explorer Interceptor	40,000
4601	Police	2017	Ford	Explorer Interceptor	40,000
4603	Police	2017	Ford	Explorer Interceptor	40,000
4604	Private Passenger	2013	DODGE	CHARGER	26,500
4605	Private Passenger	2013	DODGE	CHARGER	26,500
4606	Police	2017	Ford	Explorer Interceptor	40,000
4607	Police	2017	Ford	Explorer Interceptor	40,000
4608	Police	2017	Ford	Explorer Interceptor	40,000
4609	Police	2017	Ford	Explorer Interceptor	40,000
4613	Light Truck	2016	DODGE	RAM CREW CAB 4X4	23,000
4614	Private Passenger	2016	DODGE	CHARGER	29,700
4615	Private Passenger	2016	DODGE	CHARGER	29,700
4616	Private Passenger	2016	DODGE	CHARGER	29,700
4617	Private Passenger	2016	DODGE	CHARGER	29,700
4618	Private Passenger	2016	DODGE	CHARGER	29,700
4620	Motorcycle	2009	Honda	Motorcycle	22,982
4623	Trailer	1988	SPCNS	FLAT BED TRAILER	1
4625	Private Passenger	1962	FORD	4 DOOR PD CAR	25,000
4626	Private Passenger	2002	CHEVROL	PICK-UP - CSO	27,000
4630	Trailer	2001	PACAM	UTILITY TRAILER (DARE)	2,300
4637	Trailer	2015	PJMFG	Trailer	15,000
PD-4616	Police	2021	Ford	Explorer	37,000
PD-4617	Police	2021	Ford	Explorer	37,000
PD-4620	Motorcycle	2022	BMW	RS	29,985
PD-4614	Police	2021	Ford	Explorer	37,000
PD-4615	Police	2021	Ford	Explorer	37,000
PD-4618	Police	2021	Ford	Explorer	37,000
4619	Private Passenger	2016	DODGE	CHARGER	29,700
4621	Motorcycle	2009	Honda	Motorcycle	22,982
4624	Police	1998	TRAILER	RADAR TRAILER	16,000
4628	Trailer	1993	LCHIH	TRAILER	1
4636	Private Passenger	2006	Chevrolet	Impala	8,768
Total					\$1,056,204

Source: City of Arroyo Grande.

Appendix Table A.2: Park Vehicle Inventory

Vehicle #	Type	Year	Make	Model	Current Valuation
P13	Private Passenger	2006	FORD	RANGER	\$ 17,334
P-16	Light Truck	1997	FORD	RANGER	18,000
PW-61	Light Truck	2003	FORD	F-150 XL	25,000
PW-7	Medium Truck	2014	FORD	F-550	38,717
P17	Private Passenger	2006	FORD	F250	20,575
P-3	Light Truck	2006	FORD	F250	20,000
P-26	Light Truck	1989	DAIHATSU	HIGH JET	9,540
P-57	Light Truck	2001	FORD	F-150 TRUCK	30,000
PW-14	Light Truck	2013	FORD	F-150	18,566
Total					\$ 197,732
Developed Park Acres					52.77
Vehicle Cost per Acre					\$ 3,747

Sources: City of Arroyo Grande; Table 5.2, Willdan Financial Services.

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
ARROYO GRANDE AMENDING SECTION 3.36.030 OF THE
ARROYO GRANDE MUNICIPAL CODE REGARDING
DEVELOPMENT IMPACT FEES AND FINDING THE
ORDINANCE EXEMPT FROM THE CALIFORNIA
ENVIRONMENTAL QUALITY ACT**

WHEREAS, the City of Arroyo Grande (the “City”) has conducted an updated nexus fee study (the “Nexus Study”) for its development impact fees (“DIF”) in connection with the approval of development projects for the purpose of defraying all or part of the costs of providing public facilities related to said development projects in compliance with the Mitigation Fee Act, commencing with California Government Code section 66000; and

WHEREAS, the City Council has adopted the Nexus Study and the 2024 DIF schedule related to the Nexus Study by resolution; and

WHEREAS, the Nexus Study has created different and/or additional categories of DIF than is currently provided for in the Arroyo Grande, California Municipal Code (“AGMC”); and

WHEREAS, on February 13, 2024, the City Council conducted noticed public hearings to receive input on the Nexus Study and the adoption of the 2024 DIF schedule and adopted a Resolution approving the 2024 DIF schedule; and

WHEREAS, without a change to the AGMC, City regulations are inconsistent with the DIF categories included in the newly adopted 2024 DIF schedule; and

WHEREAS, the City Council now desires to amend the AGMC section 3.36.030 to reflect the newly adopted 2024 DIF categories.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF ARROYO GRANDE DOES ORDAIN AS FOLLOWS:

SECTION 1. Incorporation. The above recitals are true and correct and are incorporated herein by this reference.

SECTION 2. Environmental. The City Council finds that this Ordinance is exempt from the California Environmental Quality Act (“CEQA”) because the Ordinance does not qualify as a “project” under CEQA and because the Ordinance will not result in a direct or reasonably foreseeable indirect physical change in the environment. (State CEQA Guidelines section 15060, subd. (c)(2), (3).) Section 15378 of the State CEQA Guidelines defines a project as the whole of an action, which could potentially result in either a direct physical change, or reasonably foreseeable indirect physical change, in the environment. Here, the Ordinance will not result in any construction or development, and it will not have any other effect that would physically change the environment. The Ordinance therefore

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does not qualify as a project subject to CEQA.

SECTION 3. Code Amendment. Section 3.36.030 of the AGMC is hereby amended to read as follows (additions shown in underline and deletions shown in ~~striketrough~~), all other provisions of Chapter 3.36 of the AGMC remain in effect:

“This chapter establishes development impact fees which are imposed as a condition of approval upon all development projects for which a building permit is issued on or after the effective date of the ordinance codified in this chapter. Those impact fees are established for the following public facilities:

- A. Fire Protection ~~fees~~ Facilities;
- B. Police Facilities ~~fees~~;
- C. ~~Community center fees~~ Park Facilities;
- D. ~~Park improvement fees~~ Recreation Facilities;
- E. Water Facilities ~~fees~~;
- F. ~~Traffic signalization fees~~ Transportation Facilities;
- G. ~~Transportation~~ Storm Drain Facilities ~~fees~~;
- H. Wastewater Facilities.

These impact fees are established in order to pay for the capital costs of public facilities reasonably related to the needs of new development in the city. At least once every five years, the council shall review the basis for the impact fees to determine whether the fees are still reasonably related to the needs of new development. In establishing these fees, the council has considered the effect of the fees with respect to the city's housing needs as established in the housing element of the general plan.”

SECTION 4. Publication. A summary of this Ordinance shall be published in a newspaper published and circulated in the City of Arroyo Grande at least ten days prior to the City Council meeting at which the proposed ordinance is to be adopted. A certified copy of the full text of the proposed ordinance shall be posted in the office of the City Clerk. Within 15 days after adoption of the Ordinance, the summary with the names of those City Council members voting for and against the Ordinance shall be published again, and the City Clerk shall post a certified copy of the full text of such adopted Ordinance.

SECTION 5. Effective Date. This Ordinance shall become effective 30 days after adoption.

SECTION 6. Severability. Should any provision of this Ordinance, or its application to any person or circumstance, be determined by a court of competent jurisdiction to be unlawful, unenforceable or otherwise void, that determination shall have no effect on any other provision of this Ordinance or the application of this Ordinance to any other person or circumstance, and, to that end, the provisions hereof are severable. The City Council declares that it would have adopted all the provisions of this Ordinance that remain valid if any provisions of this Ordinance are declared invalid.

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SECTION 7. Records. The documents and materials associated with this Ordinance that constitute the record of proceedings on which the City Council's findings and determinations are based are located at 300 E. Branch Street, Arroyo Grande, CA 93420. The City Clerk is the custodian of the record of proceedings.

On motion by Council Member _____, seconded by Council Member _____, and by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

This Ordinance was adopted at its second reading on the ____ day of _____, 2024.

CAREN RAY RUSSOM, MAYOR

ATTEST:

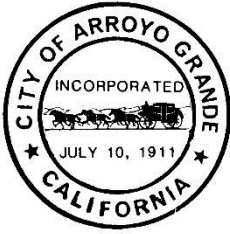
JESSICA MATSON, CITY CLERK

APPROVED AS TO CONTENT:

MATTHEW DOWNING, CITY MANAGER

APPROVED AS TO FORM:

ISAAC ROSEN, CITY ATTORNEY



MEMORANDUM

TO: City Council

FROM: Brian Pedrotti, Community Development Director

SUBJECT: Introduction of an Ordinance Amending Section 16.04.070 of Chapter 4 of Title 16 of the Arroyo Grande Municipal Code Regarding the Definition of Formula Business and Finding That This Action is Exempt from Review Under the CEQA

DATE: February 13, 2024

SUMMARY OF ACTION:

Introduction of a proposed ordinance amending Title 16 of the Arroyo Grande Municipal Code ("AGMC") regarding the definition of a Formula Business and finding that this action is exempt from review under CEQA. Introducing the ordinance will allow for adoption at a future City Council meeting following this noticed public hearing.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

No financial impact is projected.

RECOMMENDATION:

Introduce, read by title only, and waive further reading of an Ordinance amending Section 16.04.070 of the Arroyo Grande Municipal Code regarding the definition of a Formula Business and finding the Ordinance exempt from the California Environmental Quality Act (CEQA) because the Ordinance has no potential to result in either a direct, or reasonably foreseeable indirect, physical change in the environment (State CEQA Guidelines, §§ 15060, subd. (b)(2)-(3), 15378).

BACKGROUND:

Adoption of Original Ordinance

In March of 2005, in response to public comment, the City Council directed staff to research and propose formula business restrictions applicable to the Village Core Downtown (VCD) and Village Mixed Use (VMU) districts of Arroyo Grande's Historic Character Overlay zone (the "Village") commercial area. On April 26, 2005, the City Council held a study session to discuss proposals to regulate formula businesses, also called chain businesses, and asked staff to return with an ordinance prohibiting formula businesses in the vicinity of the Village. Upon approval by the City Council, the 2005 Ordinance identified that *"the potential proliferation of formula businesses would diminish*

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Introduction of an Ordinance Amending Section 16.04.070 of Chapter 4 of Title 16 of the Arroyo Grande Municipal Code Regarding the Definition of Formula Business and Finding That This Action is Exempt from Review Under the CEQA

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*the unique character of the VCD and VMU/HCO districts by offering standardization of architecture, interior design and décor, uniforms and the like, and which are required to be virtually identical to other such businesses in other communities.” Specifically, the Ordinance prohibited formula businesses in the VCD and Village Mixed Use/Historic Character Overlay (VMU/HCO) districts (see **Figure 1** below). Collectively, the VCD and VMU/HCO may be referred to as the “Village” throughout this report.*

Figure 1: VCD and VMU Zoning Districts



The Ordinance provided the following definition for a formula business:

“Formula business”. Shall mean a business, limited to retail trade uses and restaurants, that is required by contractual or other arrangement to maintain standardized services and the same or similar name, tradename, or trademark which causes it to be substantially identical to six (6) or more other establishments, regardless of ownership or location, and which satisfies one of the following two criteria:

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Introduction of an Ordinance Amending Section 16.04.070 of Chapter 4 of Title 16 of the Arroyo Grande Municipal Code Regarding the Definition of Formula Business and Finding That This Action is Exempt from Review Under the CEQA

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- a. It has exterior design or architecture, signs, décor or similar features in a style which is distinctive to and standardized among the chain or group;
- b. It is a fast-food restaurant.

The definition above is limited to retail trade uses and restaurants and excludes other businesses such as offices and hotels or inns. Additionally, the definition adopted sets the threshold for other similar establishments to six, which is more restrictive than other jurisdictions, as discussed below.

Revisiting the Ordinance

In 2023, the City received an application for a new ice cream shop in the VCD in the space previously occupied by Doc Bernstein's. Staff was tasked with researching whether the ice cream shop qualified as a "formula business." At the time of application, staff identified five similar ice cream stores and concluded that it did not meet the six-location threshold of a formula business. However, the City Council expressed concern that similar establishments might be prohibited under the City's current zoning regulations, causing staff to revisit whether the six-establishment threshold was too low.

On May 23, 2023, based on the above concerns, the City Council directed staff to review the definition of "Formula Business" in the AGMC and return at a study session to provide analysis as to whether to revise the definition.

City Council Study Session

On [October 10, 2023](#), the City Council held a study session to discuss potential revisions to the regulations related to formula businesses. Staff provided a staff report outlining the purpose of the current definition, examples from other jurisdictions with similar restrictions on formula businesses, and potential revisions. The City Council's discussion included topics such as types of uses that would fall into the definition of formula business, non-conforming uses, and an increase in the number of establishments to be considered a formula business. Ultimately, the City Council directed staff to return with an amendment to the definition of formula business, including (1) an increase to the six-establishment threshold, (2) that the definition apply to all business types, and (3) the removal of the two criteria in the definition.

Planning Commission

On [January 16, 2024](#), the Planning Commission held a public hearing and recommended that the City Council approve the Ordinance amendment as proposed.

ANALYSIS OF ISSUES:

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Per the discussion above, the AGMC includes a definition of a formula business and identifies that these are prohibited in the Village. The current definition of a Formula Business is inclusive of both of the following:

1. A retail trade or restaurant business, **and**
2. Is required by contractual or other arrangement to maintain standardized services and the same or similar name, tradename, or trademark which causes it to be substantially identical to six (6) or more other establishments, regardless of ownership or location.

In addition to these two criteria, the definition goes on to say that in order to qualify as a formula business, the business must meet **one** of the two following additional criteria:

- It has exterior design or architecture, signs, décor or similar features in a style which is distinctive to and standardized among the chain or group, or
- It is a fast-food restaurant.

Based on a strict reading of this language, if a business meets the first two criteria and is a fast-food restaurant, it qualifies as a formula business and is prohibited in the Village regardless of its exterior design or architecture, signs, décor or similar style features. Non-fast-food restaurants (i.e., sit-down restaurants), however, could potentially be allowed in the Village if they met the first additional criteria. In other words, if the non-fast-food restaurant managed to alter its exterior design or architecture, signs, décor or similar features so that it ceased to be distinctive to and standardized among the chain or group, it would no longer qualify as a formula business and could be allowed.

Proposed Revisions

Expansion to all Businesses. Currently, the definition of formula business is limited to retail and restaurant establishments. The proposed revisions remove those categories, expanding the definition of formula business to any type of business in the Village.

Qualifying Criteria. The current definition specifies that to be a formula business, the establishment must use “exterior design or architecture, signs, décor or similar features in a style which is distinctive to and standardized among the chain or group” or be a fast-food restaurant. These current criteria would allow a formula business, such as a sit-down restaurant, to locate within the Village if they altered their architecture, signs, décor, etc. to be distinctive. The proposed revisions remove these criteria, thereby closing the “loophole” that would allow such formula businesses in the Village since the City’s goal is to have unique businesses in its historic core.

Number of Locations. A business that has more than six (6) locations is considered a formula business under the current definition. The proposed amendment increases this

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Introduction of an Ordinance Amending Section 16.04.070 of Chapter 4 of Title 16 of the Arroyo Grande Municipal Code Regarding the Definition of Formula Business and Finding That This Action is Exempt from Review Under the CEQA

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number to ten (10) locations, to strike a balance between maintaining the charm and character of the Village without imposing restrictions on property owners that make it difficult to find tenants for vacant commercial spaces. Ten (10) locations is a commonly used threshold in other jurisdictions like the cities of Sonoma and Malibu. Staff contacted these agencies, and it was determined that setting the number at 10 has allowed these jurisdictions to maintain their identity without stifling economic development.

The proposed ordinance reads as follows:

“Formula business”. Shall mean a business, ~~limited to retail trade uses and restaurants,~~ that is required by contractual or other arrangement to maintain standardized services and the same or similar name, tradename, or trademark which causes it to be substantially identical to ~~six (6)~~ ten (10) or more other establishments at the time of application submittal, regardless of ownership or location., ~~and which satisfies one of the following two criteria:~~

- ~~a. It has exterior design or architecture, signs, décor or similar features in a style which is distinctive to and standardized among the chain or group;~~
- ~~b. It is a fast food restaurant.~~

Legally Non-conforming

If the definition of formula business is amended as proposed, it would expand to uses beyond retail and restaurants and as a result would create legally non-conforming businesses in the Village. These uses would primarily be real estate offices that are part of nationwide corporations. Non-conforming uses are regulated by AGMC Section 16.48.110. This Section establishes standards for maintaining a non-conforming use, enlarging the use, alteration or restoration after destruction, and discontinuation of a non-conforming use.

The non-conforming uses that would be created by this amendment will be discontinued if the use is changed to a conforming use or if the use is discontinued for a continuous period of one hundred eighty (180) days or more. (AGMC Section 16.48.110.B.4) A non-conforming use may continue following a change of ownership, tenancy or management if the building, structure, land use or activity is substantially unchanged. For purposes of that section, a formula business would lose its non-conforming status if there was a substantial change to the building, structure, or land use/activity on the property (e.g. a formula real estate office could not convert to a formula fast casual restaurant because that would constitute a substantial change in the land use.) If the amendment is adopted, the existing businesses will be allowed to continue as legal non-conforming in the VCD and VMU districts, subject to AGMC Section 16.48.110.B.4. No additional language regarding legal non-conforming uses has been included in the proposed ordinance revisions.

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Introduction of an Ordinance Amending Section 16.04.070 of Chapter 4 of Title 16 of the Arroyo Grande Municipal Code Regarding the Definition of Formula Business and Finding That This Action is Exempt from Review Under the CEQA

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General Plan Consistency

The amendment is supported by objectives and policies in the General Plan. Specifically, Economic Development Element objective ED2 and policies ED 3-4 and ED 5-4 support the small-town character and maintaining the Village as a vibrant downtown core. Land Use Element objective LU6 also supports maintaining the Village core as a “symbolic, functional and unique business center of the City” which can be achieved by the adoption of the amendment to the definition of formula business and its implementation. Thus, disallowing formula businesses, as defined, will ensure that current residents, visitors, and future generations may enjoy the unique and historic character, culture, and architecture of the Village, as contemplated by the above objectives and policies of the General Plan.

ALTERNATIVES:

The following alternatives are provided for the City Council’s consideration:

1. Introduce the attached Ordinance; or
2. Modify as appropriate and introduce the modified Ordinance; or
3. Do not introduce the Ordinance and provide direction to staff on specific revisions to the Ordinance; or
4. Provide other direction to staff.

ADVANTAGES:

Revisions to the Ordinance are supported with objectives and policies from the General Plan because the revisions strengthen the regulatory requirements for formula businesses, ensuring that the architectural design and style of the Village are preserved.

DISADVANTAGES:

The proposed amendment will limit the type of businesses that can lease commercial spaces within the VCD and VMU districts.

ENVIRONMENTAL REVIEW:

The ordinance does not qualify as a “project” under CEQA and because the ordinance will not result in a direct or reasonably foreseeable indirect physical change in the environment. (State CEQA Guidelines section 15060, subd. (c)(2), (3).) Section 15378 of the State CEQA Guidelines defines a project as the whole of an action, which could potentially result in either a direct physical change, or reasonably foreseeable indirect physical change, in the environment. Here, the ordinance will not result in any construction or development, and it will not have any other effect that would physically change the environment. Approval of the proposed ordinance therefore does not qualify as a project subject to CEQA.

PUBLIC NOTIFICATION AND COMMENTS:

Item 10.b.

City Council

**Introduction of an Ordinance Amending Section 16.04.070 of Chapter 4 of Title 16 of the Arroyo Grande Municipal Code Regarding the Definition of Formula Business and Finding That This Action is Exempt from Review Under the CEQA
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The Agenda was posted at City Hall and on the City's website in accordance with Government Code Section 54954.2.

ATTACHMENTS:

1. Proposed Ordinance

Item 10.b.

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
ARROYO GRANDE AMENDING SECTION 16.04.070 OF
THE ARROYO GRANDE MUNICIPAL CODE REGARDING
THE DEFINITION OF FORMULA BUSINESS AND FINDING
THE ORDINANCE EXEMPT FROM THE CALIFORNIA
ENVIRONMENTAL QUALITY ACT**

WHEREAS, on April 26, 2005, the City Council held a study session to discuss alternatives for the regulations for chain businesses; and

WHEREAS, on August 23, 2005, the City Council adopted an ordinance to amend Title 16 of the Arroyo Grande Municipal Code (AGMC) regarding the definition of formula business; and

WHEREAS, on May 23, 2023, the City Council directed staff to review the definition of “Formula Business” in the municipal code and return with a study session to determine if ordinance revisions were warranted; and

WHEREAS, on October 10, 2023, the City Council discussed potential revisions to the definition of “Formula Business,” and directed staff to proceed with an ordinance amendment; and

WHEREAS, on January 16, 2024, the Planning Commission conducted a duly noticed public hearing to consider the staff report, recommendations by staff, and public testimony concerning the ordinance. Following the public hearing, the Planning Commission voted to forward the ordinance to the City Council with a recommendation in favor of its adoption; and

WHEREAS, on February 13, 2024, the City Council conducted a duly noticed public hearing to consider the ordinance, including: (1) the public testimony and agenda reports prepared in connection with the ordinance; (2) the policy considerations discussed therein; and (3) the consideration and recommendation of the Planning Commission; and

WHEREAS, the City Council of the City of Arroyo Grande, at its regularly scheduled public meeting on February 13, 2024 introduced this Ordinance to amend Section 16.04.070 of Title 16 of the Arroyo Grande Municipal Code; and

WHEREAS, all legal prerequisites to the adoption of the ordinance have occurred.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF ARROYO GRANDE DOES
ORDAIN AS FOLLOWS:**

SECTION 1. Incorporation. The above recitals are true and correct and are incorporated herein by this reference.

SECTION 2. Environmental. The City Council finds that this ordinance is exempt from the California Environmental Quality Act ("CEQA") because the ordinance does not qualify as a "project" under CEQA and because the ordinance will not result in a direct or reasonably foreseeable indirect physical change in the environment. (State CEQA Guidelines section 15060, subd. (c)(2), (3).) Section 15378 of the State CEQA Guidelines defines a project as the whole of an action, which could potentially result in either a direct physical change, or reasonably foreseeable indirect physical change, in the environment. Here, the ordinance will not result in any construction or development, and it will not have any other effect that would physically change the environment. The ordinance therefore does not qualify as a project subject to CEQA.

SECTION 3. Required Findings. In accordance with section 16.16.040(E) of the Arroyo Grande Municipal Code, the City Council hereby makes the following findings:

1. *General Plan.* The ordinance's amendments to the AGMC are consistent with the general plan and necessary and desirable to implement the provisions thereof. Specifically, economic development objective ED2 and policies ED 3-4 and ED 5-4 support the small-town character and maintaining the Village as a vibrant downtown core. Land use element objective LU6 also supports maintaining the Village core as a "symbolic, functional and unique business center of the City" which can be achieved by the adoption of the amendment to the definition of formula business and its implementation. Thus, disallowing formula businesses, as defined, will ensure that current residents, visitors, and future generations may enjoy the unique and historic character, culture, and architecture of the Village, as contemplated by the above objectives and policies of the General Plan.

2. *Health, Safety, and Welfare; Illogical Land Use Pattern.* Adoption of the ordinance will not adversely affect the public health, safety, and welfare as it simply updates the definition of "formula business" in the AGMC to ensure that the AGMC is consistent with the City's general plan. Finally, this ordinance will not result in an illogical land use pattern as it is not amending the City's zoning map.

3. *Consistency with Title 16.* This ordinance is consistent with the purpose and intent of AGMC Title 16 because it removes an internal inconsistency therein and ensures that the provisions thereof are consistent with the City's economic development and land use elements.

4. *Environmental.* There will be no environmental impact by amending the definition of a formula business because doing so authorizes no construction or development, nor could the definitional change of a formula business indirectly result in a physical impact on the environment. See Section 2 "Environmental" above.

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SECTION 4. Code Amendment. Subsection (C) of Section 16.04.070 of the Arroyo Grande Municipal Code is hereby amended to read as follows (additions shown in underline and deletions shown in ~~striketrough~~):

“Formula business”. Shall mean a business, ~~limited to retail trade uses and restaurants,~~ that is required by contractual or other arrangement to maintain standardized services and the same or similar name, tradename, or trademark which causes it to be substantially identical to ~~six (6)~~ ten (10) or more other establishments at the time of application submittal, regardless of ownership or location., ~~and which satisfies one of the following two criteria:~~

- a. ~~It has exterior design or architecture, signs, décor or similar features in a style which is distinctive to and standardized among the chain or group;~~
- b. ~~It is a fast food restaurant.~~

SECTION 6. Publication. A summary of this ordinance shall be published in a newspaper published and circulated in the City of Arroyo Grande at least five days prior to the City Council meeting at which the proposed ordinance is to be adopted. A certified copy of the full text of the proposed ordinance shall be posted in the office of the City Clerk. Within 15 days after adoption of the ordinance, the summary with the names of those City Council members voting for and against the ordinance shall be published again, and the City Clerk shall post a certified copy of the full text of such adopted ordinance.

SECTION 7. Effective Date. This ordinance shall become effective 30 days after adoption.

SECTION 8. Severability. Should any provision of this ordinance, or its application to any person or circumstance, be determined by a court of competent jurisdiction to be unlawful, unenforceable or otherwise void, that determination shall have no effect on any other provision of this ordinance or the application of this ordinance to any other person or circumstance, and, to that end, the provisions hereof are severable. The City Council declares that it would have adopted all the provisions of this ordinance that remain valid if any provisions of this ordinance are declared invalid.

SECTION 9. Records. The documents and materials associated with this ordinance that constitute the record of proceedings on which the City Council's findings and determinations are based are located at 300 E. Branch Street, Arroyo Grande, CA 93420. The City Clerk is the custodian of the record of proceedings.

On motion by Council Member _____, seconded by Council Member _____, and by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

ORDINANCE NO.

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the foregoing Ordinance was adopted this ____ day of _____, 2024.

CAREN RAY RUSSOM, MAYOR

ATTEST:

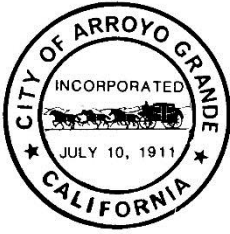
JESSICA MATSON, CITY CLERK

APPROVED AS TO CONTENT:

MATTHEW DOWNING, CITY MANAGER

APPROVED AS TO FORM:

ISAAC ROSEN, CITY ATTORNEY



MEMORANDUM

TO: City Council

FROM: Brian Pedrotti, Community Development Director

BY: Andrew Perez, Planning Manager

SUBJECT: Consideration of a Resolution Approving Arroyo Grande Community Service Grant Program Allocations for Fiscal Year 2023-24 and Finding This Action Is Not a Project Under the CEQA, State Guidelines Section 15378

DATE: February 13, 2024

SUMMARY OF ACTION:

Approving the FY 2023-24 Arroyo Grande Community Service Grant Program (CSGP) allocations will assist local non-profit organizations in implementing various service programs that directly benefit Arroyo Grande residents.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

A total of \$75,000 is budgeted for the FY 2023-24 CSGP.

RECOMMENDATION:

- 1) Adopt a Resolution approving the Arroyo Grande Community Service Grant Program funding allocations identified in Attachment 1; and
- 2) Determine that adopting the Resolution is not a project subject to the California Environmental Quality Act ("CEQA") because it has no potential to result in either a direct, or reasonably foreseeable indirect, physical change in the environment. (State CEQA Guidelines, §§ 15060, subd. (b)(2)-(3), 15378.)

BACKGROUND:

In response to federal Community Development Block Grant (CDBG) funding limitations and restrictions, the City established the CSGP in 2014, as a means of providing funding for community service projects separate and apart from the CDBG program. The policy relating to the CSGP was adopted by City Council on September 13, 2014, and is provided as Attachment 2. The FY 2023-24 budget includes \$75,000 for the CSGP.

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City Council

Consideration of a Resolution Approving Arroyo Grande Community Service Grant Program Allocations for Fiscal Year 2023-24 and Finding This Action Is Not a Project Under the CEQA, State Guidelines Section 15378

February 13, 2024

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Nonprofit organizations that offer specialized social service, educational, cultural, beautification and recreational programs and projects benefiting Arroyo Grande citizens are eligible to receive funding through the program.

A press release was published to notify the public that the application period opened on November 8, 2023, and remained open until December 15, 2023. The City also publicized the program on its social media channels and the City website. Eighteen (18) applications were submitted, requesting a total of \$157,760. For comparison, twelve (12) applications requesting a total of \$124,635 were submitted for last year's program. Applications are reviewed by the CSGP Committee (Committee), which is tasked with developing funding recommendations for the City Council's consideration and approval.

2023 was the first year the Committee was comprised of City Council appointees. Previously, the Committee was comprised of one volunteer from each of the City's advisory bodies and one volunteer from the South County Chambers of Commerce Board of Directors. However, at its meeting on [October 25, 2022](#), the City Council approved a new process where each Councilmember would appoint a member to the Committee. This year, the Committee convened on [January 29, 2024](#), to review the applications and make its funding recommendations to Council.

ANALYSIS OF ISSUES:

The Committee voted unanimously to present the following funding recommendations for approval by Council as listed in **Table 1** below (recommendations are in the far-right column):

Table 1: CSGP Funding Recommendations

NAME OF NON-PROFIT	PROJECT SUMMARY	AREA SERVED	GRANT AMOUNT REQUESTED	PANEL REC.
1) American Legion	Wreaths Across America	AG	\$1,000	\$1,000
2) Assistance League	Operation School Bell	SLO County	\$4,000	\$4,000
3)AGPA – Honoring Emergency Responders	Public Art in Fire Resistive Demonstration Garden	AG	\$10,000	\$0
4) AGPA - Mural	Early AG Farm Life Mural	AG	\$10,000	\$2,000
5) AG Valley Little League	Soto Field Renovations and Scholarship	5 Cities	\$20,000	\$7,000
6) Big Brothers Big Sisters	Mentoring Program	AG	\$7,500	\$5,000

Item 12.a.

City Council**Consideration of a Resolution Approving Arroyo Grande Community Service Grant Program Allocations for Fiscal Year 2023-24 and Finding This Action Is Not a Project Under the CEQA, State Guidelines Section 15378****February 13, 2024****Page 3**

NAME OF NON-PROFIT	PROJECT SUMMARY	AREA SERVED	GRANT AMOUNT REQUESTED	PANEL REC.
7) Boys Girls Club of SLO County	Summer Brain Gain	SLO County	\$7,500	\$5,000
8) Boy Scouts	Expanding Scouting in AG	SLO and SB Counties	\$5,000	\$1,500
9) Camp Arroyo Grande	Nature Discovery Day Field Trips	5 Cities	\$2,000	\$2,000
10) Center for Child and Adolescent Mental Health	Youth Mental Health Peer-to-Peer Support	AG	\$14,000	\$9,500
11) Central Coast Athletics Foundation	Youth track club and scholarships	AG	\$12,000	\$7,000
12) Central Coast Seniors	Central Coast Senior Center	5 Cities	\$5,000	\$4,000
13) Elm Street Dog Park Association	Elm St Dog Park Maintenance & Improvements	5 Cities	\$18,760	\$2,000
14) Hospice SLO County	Grief Counseling and In-home Hospice Volunteers	SLO County	\$6,000	\$5,000
15) Shower the People	Hot Shower for the Homeless	South SLO County	\$10,000	\$9,000
16) SLO CASA	General CASA Program Support	SLO County	\$5,000	\$5,000
17) Senior Nutrition Program/Meals that Connect	Feeding Seniors in AG	SLO County	\$10,000	\$6,000
18) TalentDreams	Mentoring Support Program	SLO County	\$10,000	\$0
			\$157,760	\$75,000

To be eligible to receive funding, the non-profit organizations must directly provide social, educational, cultural, beatification or recreational services or programs to city residents or businesses. Participation in these services and programs cannot be restricted based upon race, religion, gender, sexual orientation, marital status, national origin, ancestry, disability, medical condition, or age. Further, the grant monies cannot be used specifically in the furtherance of religious activities. The Committee was cognizant of this requirement and the recommendations identified in **Table 1** are consistent with those requirements.

The Committee thoughtfully evaluated each application, weighing the need of each organization against the anticipated impact that could be made with the awarding of a grant. The discussion ultimately placed a priority on funding organizations that provide

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Consideration of a Resolution Approving Arroyo Grande Community Service Grant Program Allocations for Fiscal Year 2023-24 and Finding This Action Is Not a Project Under the CEQA, State Guidelines Section 15378

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services directly for individuals rather than organizations that provide beautification or enrichment of the community. Specifically, programs that target at-risk youth and seniors were more likely to be recommended to receive grant funding. For example, the Assistance League of SLO County, Big Brothers Big Sisters, SLO Court Appointed Special Advocates (CASA), and the Center for Child and Adolescent Mental Health are examples of organizations recommended for funding that provide services for at-risk children and young adults through their programs to mentor, support, and clothe this population. The Committee also placed a priority on organizations that encourage and support athletics for children and teenagers because of the values that sports can instill in its participants and the support system it provides from coaches and teammates. Other priority areas identified by the Committee were the senior and unhoused populations. The Central Coast Senior Center and Senior Nutrition Program both provide services that target the senior population in the community.

Other screening criteria included whether the funds go directly to products and services for clients (versus administration costs), how many local Arroyo Grande residents are served, and an organization's existing funding base (whether the requested funds are necessary for the project or program to succeed).

Staff recommends the City Council approve the CSGP funding recommendations made by the Committee, as detailed in the table above and in the accompanying Resolution.

ALTERNATIVES:

The following alternatives are provided for the Council's consideration:

1. Adopt the proposed Resolution to approve CSGP funding for FY 2023-24, as recommended by the Committee;
2. Modify and approve CSGP funding for FY 2023-24; or
3. Provide other direction to staff.

ADVANTAGES:

The City's CSGP provides a funding opportunity, separate from CDBG, for local public service programs that address unmet needs in the community. Funding from the CSGP allows local non-profit organizations to provide services that directly benefit residents of Arroyo Grande, with a priority placed on the well-being of at-risk youth and senior citizens. Sixteen of the organizations that applied are recommended to receive at least partial funding of the requested amount.

DISADVANTAGES:

The Committee's recommendation would not provide funding to two of the applicants.

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City Council

Consideration of a Resolution Approving Arroyo Grande Community Service Grant Program Allocations for Fiscal Year 2023-24 and Finding This Action Is Not a Project Under the CEQA, State Guidelines Section 15378

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ENVIRONMENTAL REVIEW:

No environmental review is required for this item. Adopting the Resolution is not a project subject to CEQA because it has no potential to result in either a direct, or reasonably foreseeable indirect, physical change in the environment. (State CEQA Guidelines, §§ 15060, subd. (b)(2)-(3), 15378.)

PUBLIC NOTIFICATION AND COMMENTS:

The Agenda was posted at City Hall and on the City's website in accordance with Government Code Section 54954.2.

Attachments:

1. Proposed Resolution
2. CSGP Policy
3. FY 2023-24 CSGP Applications

Item 12.a.

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
ARROYO GRANDE APPROVING ARROYO GRANDE
COMMUNITY SERVICE GRANT PROGRAM PROJECTS FOR
FISCAL YEAR 2023-24**

WHEREAS, on September 23, 2014, the City Council approved the Community Service Grant Program (CSGP) process and annually budgets funds to implement the program; and

WHEREAS, on October 25, 2022, the City Council established the composition of the CSGP Grant Committee (the "Committee") consisting of one member appointed by each of the Councilmembers; and

WHEREAS, the total funding available for this program in FY 2023-24 is \$75,000; and

WHEREAS, the City received a total of eighteen (18) applications requesting a total of \$157,760 from the 2023-24 CSGP; and

WHEREAS, the Committee convened on January 29, 2024, to develop funding recommendations for City Council's consideration; and

WHEREAS, on February 13, 2024, the City Council considered the recommendations of the Committee and approved funding for certain proposed CSGP projects.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Arroyo Grande as follows:

1. The recitals set forth herein are true, correct and incorporated herein by reference.
2. The City Council hereby approves funding for the 2023-24 CSGP as set forth in Exhibit "A" attached hereto and incorporated herein by this reference, subject to all of the rules, requirements, and regulations applicable to the CSGP and its grant recipients.
3. The City Manager or his designee is authorized to take any and all actions necessary or impliedly necessary to effectuate City Council's approval of the grants for the 2023-24 CSGP projects.
4. If any section, subsection, clause or phrase in this Resolution is for any reason held invalid, the validity of the remainder of this Resolution shall not be affected thereby. The City hereby declares that it would have passed this Resolution and each section, subsection, sentence, clause, or phrase thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses or phrases or the

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application thereof be held invalid.

5. This Resolution shall be effective upon the date of adoption.

On motion by Council Member_____, seconded by Council Member_____, and by the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

the foregoing Resolution was adopted this 13th day of February, 2024.

CAREN RAY RUSSOM, MAYOR

ATTEST:

JESSICA MATSON, CITY CLERK

AS TO CONTENT:

MATTHEW DOWNING, CITY MANAGER

APPROVED AS TO FORM:

ISAAC ROSEN, CITY ATTORNEY

**RESOLUTION NO.
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EXHIBIT 'A'

NAME OF NON-PROFIT	PROJECT SUMMARY	AREA SERVED	GRANT AMOUNT REQUESTED	PANEL REC.
1) American Legion	Wreaths Across America	AG	\$1,000	\$1,000
2) Assistance League	Operation School Bell	SLO County	\$4,000	\$4,000
3)AGPA – Honoring Emergency Responders	Public Art in Fire Resistive Demonstration Garden	AG	\$10,000	\$0
4) AGPA - Mural	Early AG Farm Life Mural	AG	\$10,000	\$2,000
5) AG Valley Little League	Field Renovations and Scholarship	5 Cities	\$20,000	\$7,000
6) Big Brothers Big Sisters	Mentoring Program	AG	\$7,500	\$5,000
7) Boys Girls Club of SLO County	Summer Brain Gain	SLO County	\$7,500	\$5,000
8) Boy Scouts	Expanding Scouting in AG	SLO and SB Counties	\$5,000	\$1,500
9) Camp Arroyo Grande	Nature Discovery Day Field Trips	5 Cities	\$2,000	\$2,000
10) Center for Child and Adolescent Mental Health	Youth Mental Health Peer-to- Peer Support	AG	\$14,000	\$9,500
11) Central Coast Athletics Foundation	Youth track club and scholarships	AG	\$12,000	\$7,000
12) Central Coast Seniors	Central Coast Senior Center	5 Cities	\$5,000	\$4,000
13) Elm Street Dog Park Association	Elm St Dog Park Maintenance & Improvements	5 Cities	\$18,760	\$2,000
14) Hospice SLO County	Grief Counseling and In-home Hospice Volunteers	SLO County	\$6,000	\$5,000
15) Shower the People	Hot Shower for the Homeless	South SLO County	\$10,000	\$9,000
16) SLO CASA	General CASA Program Support	SLO County	\$5,000	\$5,000
17) Senior Nutrition Program/Meals that Connect	Feeding Seniors in AG	SLO County	\$10,000	\$6,000
18) TalentDreams	Mentoring Support Program	SLO County	\$10,000	\$0
			\$157,760	\$75,000



CITY OF ARROYO GRANDE 2015 COMMUNITY SERVICE GRANT PROGRAM

DESCRIPTION OF PROGRAM:

The City's 2015 Community Service Grant Program is intended to provide monetary grants to eligible community non-profit organizations. The City recognizes the value of such groups, which provide specialized social service, educational, cultural, beautification and recreation programs and projects benefitting its citizens. Grants awarded will be in minimum amounts of not less than \$250. Funding is limited for Grant Year 2015.

ELIGIBILITY STANDARDS:

To be eligible to apply for grant monies under the City's 2015 Community Service Grant Program, a community organization must satisfy the following standards: 1) operate as a non-profit 501c3; 2) serve the Arroyo Grande community; 3) use funds provided to directly provide a social service, educational, cultural, beautification or recreation program or project to Arroyo Grande residents and/or businesses; 4) not restrict participants based upon race, religion, gender, sexual orientation, marital status, national origin, ancestry, disability, medical condition, or age; and 5) not use grant monies for specifically religious activities.

"Directly provide" means that the community non-profit organization conducts the social service(s) or cultural program(s) itself rather than through a separate entity to which it sub-awards grant monies.

APPLICATION PROCESS:

I. Completion of Application Form

All interested non-profit organizations must complete the attached application form, including:

- Name and address of the non-profit organization (applicant is required to list the local branch if it represents a national or statewide organization).
- Description of community services provided.
- Relationship of non-profit organization to the community.
- Current membership figures and approximate number of City of Arroyo Grande residents served by the non-profit organization.
- Amount of funds requested.
- Proposed project and budget plan for the use of the grant funds.
- Proof of 501(c)(3) status with a copy of the letter from the IRS.
- **Past two years** financial statements including the current year with balance sheets, profit/loss statements and indicating the percentage of revenue that is used for administration, salaries and program costs. (Please denote what salaries are directly related to administration and/or program costs.)
- Applicants are requested to provide information on their annual sources of revenue received.
- Any applicant who received grant funds from the City in the past is to indicate when the funds were received, the amount of funds received and document how the funds were utilized.
- In addition to the original application, please submit 11 additional copies: double-sided, 3-hole punched and paper clipped.

II. Application Deadline

Completed application forms along with supplemental documents must be submitted by 5:00pm, Friday, **November 14, 2014** addressed to:

City of Arroyo Grande

Attention: Community Service Grant Committee

300 E. Branch Street

Arroyo Grande, California 93420

III. Evaluation of Applications and Selection Process

Following the application deadline, the City Council's appointed Community Service Grant Committee will review and consider proposals from community groups. Applications received from public education institutions will be reviewed by the City's Cultural Recreation Committee. Applicants may be asked to attend a public meeting to address the Committee, answer questions, clarify their use of funds, etc. All proposals will be evaluated to ascertain which non-profit organizations best meet the needs that the City seeks to satisfy. Factors to be considered include, but are not limited to, the following:

- A. The non-profit organization's responsiveness in clearly stating the benefits to be derived by the residents of the City of Arroyo Grande, if grant funds are awarded;
- B. The number of City of Arroyo Grande residents by age group served by the non-profit organization; geographic area(s) and total number of clients served by the non-profit organization;
- C. The non-profit organization's history of providing community services to the residents of the City of Arroyo Grande; and
- D. The non-profit organization's financial need for grant funds to service the City of Arroyo Grande residents.

IV. Award of Funds

Following the Community Service Grant Committee's screening process, the Committee will present its recommendations to the City Council. The City Council will review the Committee's report and consider award of funds to selected non-profit organizations. In all cases, the City Council retains sole and absolute discretion in administering this program, including which applicants will be awarded funds and the total level of funding in each instance.

V. Execution of Agreement

Non-profit organizations selected to receive funds will be required to sign and execute an agreement with the City of Arroyo Grande (see attached sample agreement). NOTE: If award of funds is made, a recipient non-profit organization will be required to expend grant monies prior to the close of the 2015 calendar year.

VI. For more information, contact City Hall at 473-5400.



ARROYO GRANDE COMMUNITY SERVICE GRANT PROGRAM

GRANT APPLICATION

FISCAL YEAR 2023-24

PROGRAM DESCRIPTION

The 2023-24 Arroyo Grande Community Service Grant Program is intended to provide monetary grants to eligible community non-profit organizations. The City recognizes the value of such groups, which provide specialized social service, educational, cultural, beautification, and recreation programs and projects that benefiting Arroyo Grande citizens. Grants will be awarded in minimum amounts of not less than \$250.

Funding for 2023-24 Community Service Grant Program is \$75,000.

ELIGIBILITY STANDARDS

To be eligible to apply for grant monies under the City's 2023-24 Community Service Grant Program, a community organization must satisfy the following standards:

- Operate as a non-profit 501c3;
- Serve the Arroyo Grande community;
- Use funds to directly provide* a social service, educational, cultural, beautification, or recreation program or project to Arroyo Grande residents and/or businesses;
- Not restrict participants based upon race, religion, gender, sexual orientation, marital status, national origin, ancestry, disability, medical condition, or age; and
- Not use grant monies specifically for religious activities.

* "Directly provide" means that the community non-profit organization conducts the social service(s) or cultural program(s) itself rather than through a separate entity to which it sub-awards grant monies.

Please provide all required information and attachments.

Incomplete applications will be disqualified.

APPLICATION PROCESS AND DEADLINE:

All interested non-profit organizations must complete an application form, including the following:

1. Attachment A: Cover Sheet

- a. Organization/Agency Name (applicant is required to list the local branch if it represents a national or statewide organization)
- b. Program or Service Title
- c. Executive Director and Program Contact Person (if different)
- d. Physical Address and Mailing Address (if different)
- e. Phone Number
- f. Email Address(es)
- g. Amount of funds being requested
- h. If applicable, funds received in prior year (or most recent year when funds were received)
- i. A brief (50 words or less) description of the proposed program or service

2. Attachment B: Program/Service Information

- a. Briefly describe your organization and its mission.
- b. Summarize your proposed program or service.
- c. How is the program or service beneficial to Arroyo Grande residents?
 - i. How is local need for this program/service determined?
 - ii. Approximate number of City of Arroyo Grande residents served by the non-profit organization.
- d. Describe your organizational capacity to successfully carry out the proposed activities (i.e. past performance and history of the organization will be considered to assess the agency's prospects for achieving its goals and objectives).

3. Attachment C: Scope of Work or Work Plan and Budget Worksheet

4. Attachment D: Sample Grant Agreement with the City of Arroyo Grande (to be fully executed upon grant award).

5. Attachment E: Proof of 501(c)(3) status with a copy of the letter from the IRS.

Completed applications forms, along with supplemental documents must be submitted by **5:00 p.m., Thursday, December 15, 2023** addressed to:

City of Arroyo Grande
Community Development Department
Andrew Perez, Planning Manager
300 E. Branch Street
Arroyo Grande CA 93420

OR SUBMITTED ELECTRONICALLY TO

aperez@arroyogrande.org

Applications are encouraged to be submitted electronically.

Electronic signatures are accepted.

Please download and save this application packet to your computer. This is a fillable PDF, and applicants are encouraged to complete this packet electronically. Alternatively, applicants may print and complete this packet by hand, and either scan and submit electronically to the email address above or mail the hard copy to the above listed address.

For questions please contact:

Andrew Perez

Planning Manager

(805) 473-5425

aperez@arroyogrande.org

ATTACHMENT A: COVER SHEET

Organization/Agency Name: American Leguion Post 136
(local branch)

Mailing Address: 417 Orchard
City: Arroyo Grande State: CA Zip: 93420

Physical Address:
(if different from Mailing Address) _____
City: _____ State: _____ Zip: _____

Fund Amount Requested: \$ 1,000

Previous Funds Received? ☐ Yes ☒ No If Yes, Year Received: _____

Amount Received: _____

Tax ID Number: [REDACTED]

Executive Director: Joe Martinez

Email Address: [REDACTED]

Phone Number: [REDACTED]

Grant Program Contact: _____
(if different from Executive Director)

Email Address: _____

Phone Number: _____

Program or Service Title: Wreaths Across America

Brief description of the proposed program or service:

Purchase Christmas wreaths, \$17 each, through Wreaths Across America to place on the 2000 Veteran's graves at the Arroyo Grande Cemetery. The Community places the wreaths saying the Veteran's name ensuring they are never forgotten. The American Legion Post 136 has been involved in this program for 6 years.

ATTACHMENT B: PROGRAM/SERVICE INFORMATION

Organization Description *(include summary of community services provided):*

The American Legion is committed to helping Veterans, Families of Veteran, Youth, and the Community of Arroyo Grande. We support youth programs including Boy and Girl State, Scholarships to High School students, and Scouting. We sponsor community events for Memorial Day, Veteran's Day, and Christmas to honor veterans that have passed as well as those still serving and seek community participation in these events.

Mission Statement:

To enhance the well-being of America's Veterans, their families, our military, and our communities by our devotion to mutual helpfulness.

Program or Service Summary:

List Area(s) Served by the Organization:

The American Legion Post 136 has agreed to sponsor the Arroyo Grande Cemetery to fundraise in order to purchase Christmas Wreaths for all veteran interred at this cemetery. Wreaths Across America is a non-profit organization whose goal is that all deceased veterans nationwide are remembered at Christmas time.

Summary of Program/Service

Teach-Honor-Remember is the motto for Wreaths Across America. We teach the community about the sacrifices made by our Veterans. We honor our Veterans by placing a wreath on their grave and saluting or placing your hand over your heart. We remember them by saying their name as the wreath is placed on their grave to ensure the veteran is never forgotten. We especially encourage families in the community to bring children to participate in the laying of the wreaths to educate them in the importance of the sacrifices our Veterans have made to ensure their freedom and the freedom of America.

How is the program or service beneficial to Arroyo Grande residents?

Number of Arroyo Grande Residents Served: 2000

- Description:

We only sponsor the Arroyo Grande Cemetery. There are approximately 2000 Arroyo Grande Veterans interred at the Arroyo Grande Cemetery. The entire community is invited to attend this event. Hundreds of veteran's family members and the community participate in this event. It is a time the community can honor those that gave so much of their lives so we can enjoy our lives.

How is local need for this program or service determined?

Local need is determined by the number of Veterans buried at the Arroyo Grande Cemetery. Every year we are loosing more and more of our hero veterans so the need is constantly growing. The number of deceased Veterans at the Arroyo Grande Cemetery is the only factor we consider for the need.

Describe your organizational capacity to successfully carry out the proposed activities.

Number of Full Time Staff: 0 Number of Part Time Staff: 25
Number of Volunteers: 200+

- **Description:**

The wreaths are delivered to the Arroyo Grande Cemetery and staged at various sections by veteran volunteers. On the day of the event, community volunteers participate in laying the wreaths on Veteran's graves.

ATTACHMENT C: SCOPE/WORK PLAN AND BUDGET WORKSHEET**Scope of Work or Work Plan**

When completing this worksheet, refer to the following questions:

- A. What are the objectives? What is the program or service aiming to accomplish?
- B. In what timeframe will those goals be completed?
- C. What is the evaluation methodology for measuring results? How can results be quantified and observed?
- D. Results should be meaningful, measurable, and demonstrate the difference the proposed project makes, or is intended to make, in the lives of the people within the program or receiving the service.
- E. Output results show the amount of work performed or services received.
- F. Outcomes show the quality of the performance and answer the questions: who is better off by providing this program or service? What percentage of residents are assisted or are benefitting from this program or service?

Objective # 1
Program/Service Objectives Provide a Christmas wreath on the graves of every Veteran buried at the Arroyo Grande Cemetery.
Major Tasks to Complete To Achieve Associated Goal Raise \$34,000
Timeline January 1, 2023-December 16, 2023
Evaluation Methodology Whether all 2,000 veterans received a wreath.

Program Service OUTPUTS:

The American Legion holds two fundraising BBQ's to raise money for Wreaths Across America. Wreaths cost \$17 each. about half of the money is raised by these fundraising BBQ events. The remainder of the funds come from private donations from community private donations, community business and community grants. Local non-profit organizations such as the Elks and Moose lodge, as well as other Veteran organizations, also provide funds to support our event.

Program Service OUTCOMES:

There have been years that we have not raised enough money to purchase wreaths for all 2000 veterans but we are very close to reaching our goal this year. As the community has learned about this event, they have become more active and willing to support our cause.

Budget Worksheet

Complete this Worksheet for the specified program or service.

PROGRAM/SERVICE PROPOSED EXPENSES

Line Item	Proposed Cost	Proposed Grant Funding Amount
Administrative Salaries & Fees / Fiscal Agent Fees	0	1,000
Artistic Salaries & Fees	0	
<i>Other Salaries & Fees</i>	0	
1.		
2.		
Equipment	0	
Supplies / Materials	0	
Travel / Transportation	0	
Promotion / Publicity	0	
<i>Other Expenses:</i>	0	
1.		
2.		
TOTALS:		

PROGRAM/SERVICE PROPOSED INCOME

	Cash Amount
Arroyo Grande Community Service Grant Amount Requested	1,000
<i>Other Funding Sources:</i>	
Other Public Grants	1,500
Private Foundations	2,500
Corporation Contributions	5,000
Concessions / Ticket Sales	
Promotion Sales / Advertisements (Other Cash)	15,000
<i>Other Funding Subtotal:</i>	9,000
TOTALS:	34,000

ATTACHMENT E: PROOF OF NON-PROFIT STATUS**I. SUPPLEMENTAL DOCUMENTATION:**

☒ Proof of 501(c)(3) status with a copy of the letter from the IRS.

II. CERTIFICATION:

I certify on behalf of American Legion Post 136 non-profit organization, that I have read, understand and agree that the aforesaid information is accurate, factual and current. I understand that an award of funds, if granted, will be for the sole use as reflected in this application form. I further certify that as a condition of receiving funds, an agreement with the City of Arroyo Grande, in a form and content provided by the City of Arroyo Grande, will be signed and executed by a duly authorized representative of said non-profit organization.

I am aware of and certify that our non-profit organization will adhere to all City regulations regarding the 2022-23 Community Service Grant Program including, but not limited to, maintaining non-discriminatory policies, practices and intent. I also, on behalf of our non-profit organization, agree to indemnify, defend, and hold harmless the City of Arroyo Grande relative to any and all liability that may arise as a result of the use of the City of Arroyo Grande Community Service Grant Fund monies.

Date: 11-15-23

Signature: Joe Martinez

Executive Director or Designee

Gene Leek

Board of Director or Officer

ATTACHMENT D: DRAFT FUNDING AGREEMENT

THIS ARROYO GRANDE COMMUNITY SERVICE GRANT FUNDS AGREEMENT ("Agreement"), is made and effective as of _____, 2024 (the "Effective Date"), by and between the City of Arroyo Grande, a municipal corporation ("Grantor"), and the _____, a non-profit 501(c)(3) corporation ("Grantee").

RECITALS

WHEREAS, Grantor has established the Arroyo Grande Community Service Grant Program to provide grant funding to local, non-profit 501c3 corporations that provide public service programs; and

WHEREAS, on _____, the Arroyo Grande City Council held a public hearing to consider the applications for the Arroyo Grande Community Service Grant Program;

WHEREAS, Grantee is a local, non-profit 501c3 corporation that provides a public service program and was approved by the City Council for participation in the 2023-2024 Arroyo Grande Community Service Grant Program.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. **TERM**

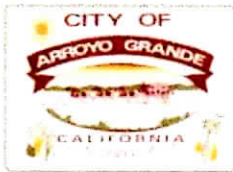
This Agreement shall commence on the Effective Date and shall remain and continue in effect until all requests for reimbursement described in Section 3 are processed, or unless sooner terminated pursuant to the provisions of this Agreement.

2. **SERVICES**

(a) The Arroyo Grande Community Service Grant Program Application, attached hereto as "Exhibit A" and incorporated herein by this reference, identifies the description of community services to be performed by Grantee during the implementation of this Agreement. Grantee agrees that any funds received from Grantor may only be used to provide the community services set forth in Exhibit A.

(b) Grantee agrees to the following requirements in administering the community services set forth in Exhibit A:

- (1) Grantee will at all times during the duration of this Agreement operate as a non-profit 501c3 corporation in good standing;
- (2) Provide services benefiting the City of Arroyo Grande;
- (3) Use funds provided by Grantor to directly provide a social service, educational, cultural, beautification or recreation program or project to Arroyo Grande residents and/or businesses;



ARROYO GRANDE COMMUNITY SERVICE GRANT PROGRAM
GRANT APPLICATION
FISCAL YEAR 2023-24

PROGRAM DESCRIPTION

The 2023-24 Arroyo Grande Community Service Grant Program is intended to provide monetary grants to eligible community non-profit organizations. The City recognizes the value of such groups, which provide specialized social service, educational, cultural, beautification, and recreation programs and projects that benefiting Arroyo Grande citizens. Grants will be awarded in minimum amounts of not less than \$250.

Funding for 2023-24 Community Service Grant Program is \$75,000.

ELIGIBILITY STANDARDS

To be eligible to apply for grant monies under the City's 2023-24 Community Service Grant Program, a community organization must satisfy the following standards:

- Operate as a non-profit 501c3;
- Serve the Arroyo Grande community;
- Use funds to directly provide* a social service, educational, cultural, beautification, or recreation program or project to Arroyo Grande residents and/or businesses;
- Not restrict participants based upon race, religion, gender, sexual orientation, marital status, national origin, ancestry, disability, medical condition, or age; and
- Not use grant monies specifically for religious activities.

* "Directly provide" means that the community non-profit organization conducts the social service(s) or cultural program(s) itself rather than through a separate entity to which it sub-awards grant monies.

Please provide all required information and attachments.

Incomplete applications will be disqualified.

APPLICATION PROCESS AND DEADLINE:

All interested non-profit organizations must complete an application form, including the following:

1. Attachment A: Cover Sheet

- a. Organization/Agency Name (applicant is required to list the local branch if it represents a national or statewide organization)
- b. Program or Service Title
- c. Executive Director and Program Contact Person (if different)
- d. Physical Address and Mailing Address (if different)
- e. Phone Number
- f. Email Address(es)
- g. Amount of funds being requested
- h. If applicable, funds received in prior year (or most recent year when funds were received)
- i. A brief (50 words or less) description of the proposed program or service

2. Attachment B: Program/Service Information

- a. Briefly describe your organization and its mission.
- b. Summarize your proposed program or service.
- c. How is the program or service beneficial to Arroyo Grande residents?
 - i. How is local need for this program/service determined?
 - ii. Approximate number of City of Arroyo Grande residents served by the non-profit organization.
- d. Describe your organizational capacity to successfully carry out the proposed activities (i.e. past performance and history of the organization will be considered to assess the agency's prospects for achieving its goals and objectives).

3. Attachment C: Scope of Work or Work Plan and Budget Worksheet

4. Attachment D: Sample Grant Agreement with the City of Arroyo Grande (to be fully executed upon grant award).

5. Attachment E: Proof of 501(c)(3) status with a copy of the letter from the IRS.

Completed applications forms, along with supplemental documents must be submitted by **5:00 p.m., Thursday, December 15, 2023** addressed to:

City of Arroyo Grande
Community Development Department
Andrew Perez, Planning Manager
300 E. Branch Street
Arroyo Grande CA 93420

OR SUBMITTED ELECTRONICALLY TO

aperez@arroyogrande.org

Applications are encouraged to be submitted electronically.

Electronic signatures are accepted.

Please download and save this application packet to your computer. This is a fillable PDF, and applicants are encouraged to complete this packet electronically. Alternatively, applicants may print and complete this packet by hand, and either scan and submit electronically to the email address above or mail the hard copy to the above listed address.

For questions please contact:

Andrew Perez
Planning Manager
(805) 473-5425
aperez@arroyogrande.org

ATTACHMENT A: COVER SHEET

Organization/Agency Name: Assistance League® of San Luis Obispo County
(local branch)

Mailing Address: P.O. Box 14260

City: San Luis Obispo State: CA Zip: 93406

Physical Address: 667A Marsh Street
(if different from Mailing Address)

City: San Luis Obispo State: CA Zip: 93406

Fund Amount Requested: \$ 4,000.00

Previous Funds Received? ☒ Yes ☐ No

If Yes, Year Received: 2022-23

Amount Received: 3,500.00

Tax ID Number: [REDACTED]

Executive Director: Bonnie Long

Email Address: [REDACTED]

Phone Number: [REDACTED]

Grant Program Contact: Charlene Ables
(if different from Executive Director)

Email Address: [REDACTED]

Phone Number: [REDACTED]

Program or Service Title: Operation School Bell®

Brief description of the proposed program or service:

Operation School Bell® provides new school-appropriate clothing to Kindergarten - 12th grade students in need, in all ten school districts in the County. In addition to the clothing, each student clothed is provided with a dental hygiene kit, grade-appropriate book of his/her choosing, a tote filled with grade-appropriate school supplies.

ATTACHMENT B: PROGRAM/SERVICE INFORMATION

Organization Description *(include summary of community services provided):*

Assistance League® of San Luis Obispo County is a 501 (c)(3) public benefit, nonprofit corporation. We are an all-volunteer organization with no paid staff. We were incorporated in 1996. Operation School Bell was adopted by Assistance League in 1995 to provide school clothing to students Kindergarten through 6th grade in need, living and attending school in San Luis Obispo County. Since its adoption, the program has been enhanced many times. Middle school students were added in 2009-10 and then high school students were included in 2014-15.

Our Chapter's Operation School Bell program has provided school clothing to more than 38,000 under-resourced students. We have added grade-appropriate books, dental hygiene kits, grade-appropriate school supplies. These have been added to address the need of these students living in poverty. These changes have been administered with the upmost consideration of our Operating Budget and the number of member volunteers required.

Our primary source of income is our Thrift Store on Marsh Street in San Luis Obispo. Our other fundraisers are a direct holiday mailer "Warm Your Heart...Clothe a Child," and grants.

Mission Statement:

Assistance League of San Luis Obispo County volunteers transforming the lives of children and adults through community programs

Program or Service Summary:

List Area(s) Served by the Organization:

San Luis Obispo County

Summary of Program/Service

Operation School Bell provides new school-appropriate clothing to Kindergarten – 12th grade students in need, living and attending school in all ten school districts in San Luis Obispo County. Students are clothed through a retail shopping experience in local department stores.

Assistance League will clothe 2,200 disadvantaged students in the 2023-24 school year. K-5th grade students receive \$150 in new clothing and 6th – 12th grade students will receive \$200 in new clothing.. This may allow students to purchase \$180 and \$240 respectively, worth of new clothing and shoes with our tax-exempt status and store discounts. After research and observation of the amount of clothing K – 5th grade students purchased, the Philanthropic Programs Committee recommended and our Board of Directors and Membership voted to increase the amount spent on K – 5th grade students from \$120 to \$150. It has been and continues to be our goal to provide clothing which enables these under-resourced students not to suffer from one stigma of poverty, “ looking different.”

This is a very demonstrative way that illustrates our unwavering commitment to these students. It is our goal to see that these students get complete school wardrobes. Students from the South County are clothed at Old Navy in San Luis Obispo, and students from the North County are clothed at Kohl's in Paso Robles. Students are clothed two or three times a week August through May or until our allocated budget has been spent.

Assistance League liaisons coordinate with all County schools and provide them with the allotted number of students to be referred. The referral process is done online with a free Google Forms service for school personnel. They are best qualified to determine the students most in need. Students are met at the retail stores by member volunteers who assist and supervise their purchase of school clothing.

How is the program or service beneficial to Arroyo Grande residents?

Number of Arroyo Grande Residents Served: 268

• Description:

Our Operation School Bell program is becoming more and more unique in that we deal directly with students. Many of these students have very complicated home lives and are often lost in the dynamics that can accompany the lives of low-income, food insecure families. The students are cheerfully greeted by our member volunteers and provided the opportunity to choose the school clothing they prefer.

On a social level it is a remarkable thing for an under-resourced student to return to school dressed appropriately and stylishly, wearing brand named shoes and clothes. These are seemingly superficial things which are based on financial means. Impoverished students for the most part do not have these superficial but meaningful appearances which affect their academic success and social adjustment. The disadvantaged child comes to know exactly where he/she fits into the world based on these material possessions, and the most painful thing is these feelings are often reflected back to them through the words and actions of their classmates and peers.

Students are judged by their peers on many qualities – beauty, intellect, athletic ability, creative talents and appearance. Under-resourced students cannot control their personal environment. Being handsome/pretty, smart, athletic, or creative can rarely overcome the stigma of tattered, ill-fitting, clothing that is too small or too large and sometimes dirty. Assistance League is dedicated to making a difference in the educational experience of these disadvantaged students simply by providing them with new appropriate clothing.

Statistics prove that students' attendance is negatively affected when they do not have appropriate school clothing. If students do not attend school regularly, they cannot succeed academically or socially. Students cannot access learning if their basic needs of shelter, clothing and food are not met. Clothing is a basic need. Having a student population that attends school regularly enables them to make the most of their education including intra and extra-curricular courses offered that enrich their lives and the life of our community.

Students who fail in school detract from the resources of their community and families. Students who succeed in school become contributing members of the community in which we all live, work, and learn.

How is local need for this program or service determined?

Our Chapter accesses the California Department of Education's Free and Reduced Meals data to determine the number of students in the County that qualify for the Free and Reduced Meals at each school. We determine the number of students that can be clothed with the allocated funds in our operating budget. We then create a percentage of students we can clothe at each school using this formula. That percentage for this school year was 13.9% which is about one in seven students. The need is as great as ever. The number of students qualifying for the Free and Reduced Meals Program is again 49% this school year.

Describe your organizational capacity to successfully carry out the proposed activities.

Number of Full Time Staff: -0- Number of Part Time Staff: -0-

Number of Volunteers: 106

• **Description:**

Assistance League has demonstrated the ability to successfully administer, staff and fund the Operation School Bell program for 28 years. During the 2022-23 fiscal year our members volunteers devoted 23,104 service hours to our Chapter and its philanthropic programs. The IRS value for those hours was \$734,707.

Once again, our Chapter has maintained its Candid (formerly GuideStar) Platinum level participant status. We're very proud of this accomplishment. It reflects the financial integrity of our Chapter.

ATTACHMENT C: SCOPE/WORK PLAN AND BUDGET WORKSHEET

Scope of Work or Work Plan

When completing this worksheet, refer to the following questions:

- A. What are the objectives? What is the program or service aiming to accomplish?
- B. In what timeframe will those goals be completed?
- C. What is the evaluation methodology for measuring results? How can results be quantified and observed?
- D. Results should be meaningful, measurable, and demonstrate the difference the proposed project makes, or is intended to make, in the lives of the people within the program or receiving the service.
- E. Output results show the amount of work performed or services received.
- F. Outcomes show the quality of the performance and answer the questions: who is better off by providing this program or service? What percentage of residents are assisted or are benefitting from this program or service?

Objective # 1

Program/Service Objectives

Goal for 2023-24 school year: 2,200 Kindergarten -12th grade students in need ,living and attending school in San Luis Obispo County will have adequate clothing to attend school. The goal of Opeation School Bell is to improve attendance and positively affect the academic and social sucess of these impoverished students.

Major Tasks to Complete To Achieve Associated Goal

1. Create annual Chapter Opearting Budget
2. Coordinate with Kohl's and Old Navy
3. Operation School Bell dates determined
4. Clothing sessions are hed 2 or 3 times a week

Timeline

1. Jan/April 2023 2. July 2023-May 2024 3. August 2023-May 2024 4. August 2023-May 2024

Evaluation Methodology

1. Operating budget has been prepared and approved by the Board and Membership.
2. Clothing dates have been scheduled with stores.
3. Clothing referrals for students have been created with date, time, and place of appointment.
4. Students have been clothed as scheduled.

Program Service OUTPUTS:

2,200 Kindergarten – 12th grade students in need, living and attending school in San Luis Obispo County will have received new school-appropriate clothing, a dental hygiene kit, a grade-appropriate book of their choosing, and a tote filled with grade-appropriate school supplies through Operation School Bell. The cost for clothing each K – 5th grade student is \$150, and \$200 for each 6th – 12th grade student.

Program Service OUTCOMES:

The number of students clothed with their grade, gender, school, school district, and city of residence will be recorded in our Assistance League program database which allows us to accurately monitor these statistics. The percentage of identified impoverished student benefiting is 13.9%.

In March of 2023, our Chapter conducted a Measured Outcomes Survey for the seventh year which was sent to school personnel in all ten school districts to determine the impact of Operation School Bell on their students. Google Forms, the resource used for this survey, sent tabulated results to Assistance League. The survey was free, it accepted unlimited responses, and graphed the data.

67.2% reported students' participation in Operation School Bell had a positive effect on classroom behavior,

82.7% reported students' participation in Operation School Bell had a positive effect on student confidence,

98.3 % reported that Operation School Bell serves a high priority need in their school.

Budget Worksheet

Complete this Worksheet for the specified program or service.

PROGRAM/SERVICE PROPOSED EXPENSES

Line Item	Proposed Cost	Proposed Grant Funding Amount
Administrative Salaries & Fees / Fiscal Agent Fees	.00	
Artistic Salaries & Fees	.00	
Other Salaries & Fees	.00	
1:		
2:		
Equipment	200.	
Supplies / Materials	385,000.	4,000. OSB Clothing
Travel / Transportation	.00	
Promotion / Publicity	.00	
Other Expenses:		
1. Postage and Printing	200.	
2. Storage Unit	3,000.	
TOTALS:	388,400.	4,000.

PROGRAM/SERVICE PROPOSED INCOME

	Cash Amount
Arroyo Grande Community Service Grant Amount Requested	4,000.
Other Funding Sources:	
Other Public Grants	18,500.
Private Foundations	3,000.
Corporation Contributions	200.
Concessions / Ticket Sales	.00
Promotion Sales / Advertisements (Other Cash)	229,541. Thrift Store
Other Funding Subtotal:	251,241
TOTALS:	255,241.

ATTACHMENT E: PROOF OF NON-PROFIT STATUS

I. SUPPLEMENTAL DOCUMENTATION:

☒ Proof of 501(c)(3) status with a copy of the letter from the IRS.

II. CERTIFICATION:

I certify on behalf of Assistance League® of San Luis Obispo County non-profit organization, that I have read, understand and agree that the aforesaid information is accurate, factual and current. I understand that an award of funds, if granted, will be for the sole use as reflected in this application form. I further certify that as a condition of receiving funds, an agreement with the City of Arroyo Grande, in a form and content provided by the City of Arroyo Grande, will be signed and executed by a duly authorized representative of said non-profit organization.

I am aware of and certify that our non-profit organization will adhere to all City regulations regarding the 2022-23 Community Service Grant Program including, but not limited to, maintaining non-discriminatory policies, practices and intent. I also, on behalf of our non-profit organization, agree to indemnify, defend, and hold harmless the City of Arroyo Grande relative to any and all liability that may arise as a result of the use of the City of Arroyo Grande Community Service Grant Fund monies.

Date: 11-24-2023

Signature: Bonnie Long

Executive Director or Designee

Lynn Ogden

Board of Director or Officer



ARROYO GRANDE COMMUNITY SERVICE GRANT PROGRAM

GRANT APPLICATION

FISCAL YEAR 2023-24

PROGRAM DESCRIPTION

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Funding for 2023-24 Community Service Grant Program is \$75,000.

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* "Directly provide" means that the community non-profit organization conducts the social service(s) or cultural program(s) itself rather than through a separate entity to which it sub-awards grant monies.

Please provide all required information and attachments.

Incomplete applications will be disqualified.

APPLICATION PROCESS AND DEADLINE:

All interested non-profit organizations must complete an application form, including the following:

1. Attachment A: Cover Sheet

- a. Organization/Agency Name (applicant is required to list the local branch if it represents a national or statewide organization)
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- h. If applicable, funds received in prior year (or most recent year when funds were received)
- i. A brief (50 words or less) description of the proposed program or service

2. Attachment B: Program/Service Information

- a. Briefly describe your organization and its mission.
- b. Summarize your proposed program or service.
- c. How is the program or service beneficial to Arroyo Grande residents?
 - i. How is local need for this program/service determined?
 - ii. Approximate number of City of Arroyo Grande residents served by the non-profit organization.
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3. Attachment C: Scope of Work or Work Plan and Budget Worksheet

4. Attachment D: Sample Grant Agreement with the City of Arroyo Grande (to be fully executed upon grant award).

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Community Development Department
Andrew Perez, Planning Manager
300 E. Branch Street
Arroyo Grande CA 93420

OR SUBMITTED ELECTRONICALLY TO

aperez@arroyogrande.org

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Electronic signatures are accepted.

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For questions please contact:

Andrew Perez

Planning Manager

(805) 473-5425

aperez@arroyogrande.org

ATTACHMENT A: COVER SHEET

Organization/Agency Name: Arroyo Grande Public Art, Inc.
(local branch)

Mailing Address: PO Box 008
City: Arroyo Grande State: CA Zip: 93421

Physical Address: [REDACTED]
(if different from Mailing Address)
City: Arroyo Grande State: CA Zip: 93420

Fund Amount Requested: \$ \$10,000

Previous Funds Received? ☒ Yes ☐ No If Yes, Year Received: 2023
Amount Received: \$10,000

Tax ID Number: [REDACTED]

Executive Director: Kathryn Phelan

Email Address: [REDACTED]

Phone Number: [REDACTED]

Grant Program Contact: Eileen Costello
(if different from Executive Director)

Email Address: [REDACTED]

Phone Number: [REDACTED]

Program or Service Title: Honoring Emergency Responders

Brief description of the proposed program or service:

Arroyo Grande Public Art(AGPA) is proposing a public art project in the Fire Resistive Demonstration Garden at Five Cities Fire Authority. AGPA wants to create an art piece to honor First Responders that would be placed inside the garden. These responders include the fire department, police services, EMT services, and Arroyo Grande public works department. The project will elevate the aesthetics of the city, promote civic pride, extend public art to new areas, and increase tourism.

ATTACHMENT B: PROGRAM/SERVICE INFORMATION

Organization Description *(include summary of community services provided):*

AGPA has been promoting development of public art in Arroyo Grande since 2013. We have successfully completed and installed nine projects. All of these art installations are in public locations where they can be enjoyed by the entire community of Arroyo Grande. The purpose of Arroyo Grande Public Art is to promote and support the work of local and statewide artists, and to approach the entire city as a showcase for public art. As a community organization we want to respond to and reflect the diverse nature of Arroyo Grande's population history and growth, and engage the community to encourage public art sponsorship.

Mission Statement:

Arroyo Grande's Public Art's mission is to encourage and support Public Art projects that stimulate a cultural environment that reflects the city's heritage and character. Our support will include but not be limited to identification, funding, installation, and support, of public works of art.

Program or Service Summary:

List Area(s) Served by the Organization:

City of Arroyo Grande

Summary of Program/Service

AGPA has provided art installations in 9 locations in the city of Arroyo Grande, and artist painted utility boxes that will be completed in fiscal year 2023-2024. After completing the art piece at the Fire Resistive Demonstration Garden at the Five Cities Fire Authority, projected future projects include crosswalk art and more murals on buildings in Arroyo Grande. AGPA intends to continue to work with the city and local businesses to coordinate and generate ideas for future public art projects.

How is the program or service beneficial to Arroyo Grande residents?

Number of Arroyo Grande Residents Served: 18,000 _____

- Description:

The art installation in the Fire Resistive Demonstration Garden at the Five Cities Fire Authority is a publicly accessible art installation honoring the First Responders who assist others in emergencies and also risk their life in crisis situations. People driving or walking will see the art installation.

How is local need for this program or service determined?

1. Public art draws people, which creates retail opportunities
2. Provides education and appreciation of culture, history, and art
3. Promotes participation in a community
4. Complements the natural beauty of area
5. Public art helps create a community identity

Describe your organizational capacity to successfully carry out the proposed activities.

Number of Full Time Staff: none Number of Part Time Staff: none
Number of Volunteers: 11

• **Description:**

We have a board of directors who meet monthly. We set up a subcommittee for each major public art project. These sub committees manage the project and work in conjunction with the city of Arroyo Grande requirements. We also have ongoing committees for membership, and social media.

ATTACHMENT C: SCOPE/WORK PLAN AND BUDGET WORKSHEET

Scope of Work or Work Plan

When completing this worksheet, refer to the following questions:

- A. What are the objectives? What is the program or service aiming to accomplish?
- B. In what timeframe will those goals be completed?
- C. What is the evaluation methodology for measuring results? How can results be quantified and observed?
- D. Results should be meaningful, measurable, and demonstrate the difference the proposed project makes, or is intended to make, in the lives of the people within the program or receiving the service.
- E. Output results show the amount of work performed or services received.
- F. Outcomes show the quality of the performance and answer the questions: who is better off by providing this program or service? What percentage of residents are assisted or are benefitting from this program or service?

Objective # 1
Program/Service Objectives Creating an art installation in the Fire Resistive Demonstration Garden at the Five Cities Fire Authority
Major Tasks to Complete To Achieve Associated Goal Raise funds in order to pay for completed project Submit requests for proposal (RFP) Review submitted designs, Select qualified artist Present to Public Art Review Panel and City Council for approval
Timeline Upon approval by the city council, and having the funds to finish the project, the art installation will be completed in 1 years time
Evaluation Methodology AGPA review RFPs Approved by Public Art Review Panel Approved by Arroyo Grande City Council

Program Service OUTPUTS:

After selecting a design and qualified artist and after the Public Art Review panel and Arroyo Grande City Council approves the project, the artist will finish the art installation in the Fire Resistive Demonstration Garden at the Five Cities Fire Authority.

Program Service OUTCOMES:

AGPA will have helped create another art installation at a public building in Arroyo Grande. AGPA assisted with the butterfly statue near the Arroyo Grande public library and the Diversity Coalition art installation at Arroyo Grande High School. When we finish this project at the Fire Authority, we will have an art installation which is not a collaborative project.

Budget Worksheet

Complete this Worksheet for the specified program or service.

PROGRAM/SERVICE PROPOSED EXPENSES

Line Item	Proposed Cost	Proposed Grant Funding Amount
Administrative Salaries & Fees / Fiscal Agent Fees		
Artistic Salaries & Fees	TBD	\$8,000
<i>Other Salaries & Fees</i>		
1.		
2.		
Equipment		
Supplies / Materials	TBD	\$2,000
Travel / Transportation		
Promotion / Publicity		
<i>Other Expenses:</i>		
1.		
2.		
TOTALS:	TBD	\$10,000

PROGRAM/SERVICE PROPOSED INCOME

	Cash Amount
Arroyo Grande Community Service Grant Amount Requested	\$10,000
<i>Other Funding Sources:</i>	TBD
Other Public Grants	
Private Foundations	
Corporation Contributions	
Concessions / Ticket Sales	
Promotion Sales / Advertisements (Other Cash)	
<i>Other Funding Subtotal:</i>	
TOTALS:	TBD

ATTACHMENT E: PROOF OF NON-PROFIT STATUS

I. SUPPLEMENTAL DOCUMENTATION:

☒ Proof of 501(c)(3) status with a copy of the letter from the IRS.

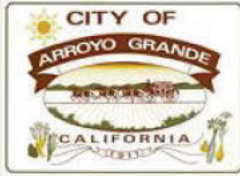
II. CERTIFICATION:

Arroyo Grande Public Art, Inc.

I certify on behalf of _____ non-profit organization, that I have read, understand and agree that the aforesaid information is accurate, factual and current. I understand that an award of funds, if granted, will be for the sole use as reflected in this application form. I further certify that as a condition of receiving funds, an agreement with the City of Arroyo Grande, in a form and content provided by the City of Arroyo Grande, will be signed and executed by a duly authorized representative of said non-profit organization.

I am aware of and certify that our non-profit organization will adhere to all City regulations regarding the 2022-23 Community Service Grant Program including, but not limited to, maintaining non-discriminatory policies, practices and intent. I also, on behalf of our non-profit organization, agree to indemnify, defend, and hold harmless the City of Arroyo Grande relative to any and all liability that may arise as a result of the use of the City of Arroyo Grande Community Service Grant Fund monies.

Date: <u>12/15/2023</u>	Signature: <u>Eileen Costello</u> <u>Executive Director or Designee</u> <u>Kathryn Phelan</u> <u>Board of Director or Officer</u>
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ARROYO GRANDE COMMUNITY SERVICE GRANT PROGRAM

GRANT APPLICATION

FISCAL YEAR 2023-24

PROGRAM DESCRIPTION

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- Serve the Arroyo Grande community;
- Use funds to directly provide* a social service, educational, cultural, beautification, or recreation program or project to Arroyo Grande residents and/or businesses;
- Not restrict participants based upon race, religion, gender, sexual orientation, marital status, national origin, ancestry, disability, medical condition, or age; and
- Not use grant monies specifically for religious activities.

* "Directly provide" means that the community non-profit organization conducts the social service(s) or cultural program(s) itself rather than through a separate entity to which it sub-awards grant monies.

Please provide all required information and attachments.

Incomplete applications will be disqualified.

APPLICATION PROCESS AND DEADLINE:

All interested non-profit organizations must complete an application form, including the following:

1. Attachment A: Cover Sheet

- a. Organization/Agency Name (applicant is required to list the local branch if it represents a national or statewide organization)
- b. Program or Service Title
- c. Executive Director and Program Contact Person (if different)
- d. Physical Address and Mailing Address (if different)
- e. Phone Number
- f. Email Address(es)
- g. Amount of funds being requested
- h. If applicable, funds received in prior year (or most recent year when funds were received)
- i. A brief (50 words or less) description of the proposed program or service

2. Attachment B: Program/Service Information

- a. Briefly describe your organization and its mission.
- b. Summarize your proposed program or service.
- c. How is the program or service beneficial to Arroyo Grande residents?
 - i. How is local need for this program/service determined?
 - ii. Approximate number of City of Arroyo Grande residents served by the non-profit organization.
- d. Describe your organizational capacity to successfully carry out the proposed activities (i.e. past performance and history of the organization will be considered to assess the agency's prospects for achieving its goals and objectives).

3. Attachment C: Scope of Work or Work Plan and Budget Worksheet

4. Attachment D: Sample Grant Agreement with the City of Arroyo Grande (to be fully executed upon grant award).

5. Attachment E: Proof of 501(c)(3) status with a copy of the letter from the IRS.

Completed applications forms, along with supplemental documents must be submitted by **5:00 p.m., Thursday, December 15, 2023** addressed to:

City of Arroyo Grande
Community Development Department
Andrew Perez, Planning Manager
300 E. Branch Street
Arroyo Grande CA 93420

OR SUBMITTED ELECTRONICALLY TO

aperez@arroyogrande.org

Applications are encouraged to be submitted electronically.

Electronic signatures are accepted.

Please download and save this application packet to your computer. This is a fillable PDF, and applicants are encouraged to complete this packet electronically. Alternatively, applicants may print and complete this packet by hand, and either scan and submit electronically to the email address above or mail the hard copy to the above listed address.

For questions please contact:

Andrew Perez

Planning Manager

(805) 473-5425

aperez@arroyogrande.org

ATTACHMENT A: COVER SHEET

Organization/Agency Name: Arroyo Grande Public Art, Inc.
(local branch)

Mailing Address: PO Box 008
City: Arroyo Grande State: CA Zip: 93421

Physical Address: [REDACTED]
(if different from Mailing Address)
City: Arroyo Grande State: CA Zip: 93420

Fund Amount Requested: \$ \$10,000

Previous Funds Received? ☒ Yes ☐ No If Yes, Year Received: 2023
Amount Received: \$10,000

Tax ID Number: [REDACTED]

Executive Director: Kathryn Phelan

Email Address: [REDACTED]

Phone Number: [REDACTED]

Grant Program Contact: Eileen Costello
(if different from Executive Director)

Email Address: [REDACTED]

Phone Number: [REDACTED]

Program or Service Title: Early Arroyo Grande Farm Life mural project

Brief description of the proposed program or service:

Arroyo Grande Public Art(AGPA) is proposing to create a new mural at 320 East Branch on the west side of the building. We propose a project to honor our early Arroyo Grande agriculture heritage. The project will elevate the aesthetics of the city, promote civic pride, extend public art to new areas, and increase tourism.

ATTACHMENT B: PROGRAM/SERVICE INFORMATION

Organization Description *(include summary of community services provided):*

AGPA has been promoting development of public art in Arroyo Grande since 2013. We have successfully completed and installed nine projects. All of these art installations are in public locations where they can be enjoyed by the entire community of Arroyo Grande. The purpose of Arroyo Grande Public Art is to promote and support the work of local and statewide artists, and to approach the entire city as a showcase for public art. As a community organization we want to respond to and reflect the diverse nature of Arroyo Grande's population history and growth, and engage the community to encourage public art sponsorship.

Mission Statement:

Arroyo Grande's Public Art's mission is to encourage and support Public Art projects that stimulate a cultural environment that reflects the city's heritage, and character. Our support will include but not be limited to identification, funding, installation, and support of public works of art.

Program or Service Summary:

List Area(s) Served by the Organization:

City of Arroyo Grande

Summary of Program/Service

AGPA has provided art installations in nine locations in the city of Arroyo Grande and artist painted utility boxes that will be finished in fiscal year 2023-2024. After completing this new mural at 230 East Branch, projected future projects include crosswalk art, other murals on buildings in Arroyo Grande, and art installations in other locations in the city. AGPA intends to continue to work with the city and local businesses to coordinate and generate ideas for future public art projects.

How is the program or service beneficial to Arroyo Grande residents?

Number of Arroyo Grande Residents Served: 18,000

- Description:

The mural on the building at 320 E Branch St. is a publicly assessible representation of the agricultural history of Arroyo grande. People driving or walking will see the mural.

How is local need for this program or service determined?

1. Public art draws people, which creates retail opportunities
2. Provides education and appreciation of culture, history, and art
3. Promotes participation in a community
4. Complements the natural beauty of area
5. Public art helps create a community identity

Describe your organizational capacity to successfully carry out the proposed activities.

Number of Full Time Staff: none Number of Part Time Staff: none
Number of Volunteers: 11

• **Description:**

We have a board of directors who meet monthly. We set up a subcommittee for each major public art project. These sub committees manage the project and work in conjunction with the city of Arroyo Grande requirements. We also have ongoing committees for membership, and social media.

ATTACHMENT C: SCOPE/WORK PLAN AND BUDGET WORKSHEET

Scope of Work or Work Plan

When completing this worksheet, refer to the following questions:

- A. What are the objectives? What is the program or service aiming to accomplish?
- B. In what timeframe will those goals be completed?
- C. What is the evaluation methodology for measuring results? How can results be quantified and observed?
- D. Results should be meaningful, measurable, and demonstrate the difference the proposed project makes, or is intended to make, in the lives of the people within the program or receiving the service.
- E. Output results show the amount of work performed or services received.
- F. Outcomes show the quality of the performance and answer the questions: who is better off by providing this program or service? What percentage of residents are assisted or are benefitting from this program or service?

Objective # 1
Program/Service Objectives Beautification of building at 320 East Branch, Arroyo Grande, CA
Major Tasks to Complete To Achieve Associated Goal Raise funds in order to pay for completed project Submit requests for proposal (RFP) Review submitted designs Select qualified muralist Present to Public Art Review Panel and City Council for approval On approval, muralist will produce the art on the selected site
Timeline Upon approval by the city council, and having the funds to finish the project, the mu
Evaluation Methodology AGPA review RFPs Approved by Public Art Review Panel Approved by Arroyo Grande City Council

Program Service OUTPUTS:

After selecting a design and qualified muralist and after the Public Art Review panel and Arroyo Grande City Council approves the project, the artist will finish the mural on 320 E Branch, Arroyo Grande, CA.

Program Service OUTCOMES:

This will be the third mural project that AGPA has completed in the city Arroyo Grande.

Budget Worksheet

Complete this Worksheet for the specified program or service.

PROGRAM/SERVICE PROPOSED EXPENSES

Line Item	Proposed Cost	Proposed Grant Funding Amount
Administrative Salaries & Fees / Fiscal Agent Fees		
Artistic Salaries & Fees	\$22,000	\$8,000
<i>Other Salaries & Fees</i>		
1.		
2.		
Equipment		
Supplies / Materials	\$2,000	\$2,000
Travel / Transportation		
Promotion / Publicity		
<i>Other Expenses:</i>		
1.		
2.		
TOTALS:	\$24,000	\$10,000

PROGRAM/SERVICE PROPOSED INCOME

	Cash Amount
Arroyo Grande Community Service Grant Amount Requested	\$10,000
<i>Other Funding Sources:</i>	
Other Public Grants	
Private Foundations	\$7,000
Corporation Contributions	\$7,000
Concessions / Ticket Sales	
Promotion Sales / Advertisements (Other Cash)	
<i>Other Funding Subtotal:</i>	
TOTALS:	\$24,000

ATTACHMENT E: PROOF OF NON-PROFIT STATUS

I. SUPPLEMENTAL DOCUMENTATION:

☒ Proof of 501(c)(3) status with a copy of the letter from the IRS.

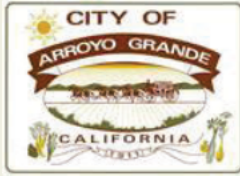
II. CERTIFICATION:

Arroyo Grande Public Art Inc.

I certify on behalf of _____ non-profit organization, that I have read, understand and agree that the aforesaid information is accurate, factual and current. I understand that an award of funds, if granted, will be for the sole use as reflected in this application form. I further certify that as a condition of receiving funds, an agreement with the City of Arroyo Grande, in a form and content provided by the City of Arroyo Grande, will be signed and executed by a duly authorized representative of said non-profit organization.

I am aware of and certify that our non-profit organization will adhere to all City regulations regarding the 2022-23 Community Service Grant Program including, but not limited to, maintaining non-discriminatory policies, practices and intent. I also, on behalf of our non-profit organization, agree to indemnify, defend, and hold harmless the City of Arroyo Grande relative to any and all liability that may arise as a result of the use of the City of Arroyo Grande Community Service Grant Fund monies.

Date: <u>12/15/2023</u>	Signature: <u>Eileen Costello</u> <u>Executive Director or Designee</u> <u>Kathryn Phelan</u> <u>Board of Director or Officer</u>
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ARROYO GRANDE COMMUNITY SERVICE GRANT PROGRAM

GRANT APPLICATION

FISCAL YEAR 2023-24

PROGRAM DESCRIPTION

The 2023-24 Arroyo Grande Community Service Grant Program is intended to provide monetary grants to eligible community non-profit organizations. The City recognizes the value of such groups, which provide specialized social service, educational, cultural, beautification, and recreation programs and projects that benefiting Arroyo Grande citizens. Grants will be awarded in minimum amounts of not less than \$250.

Funding for 2023-24 Community Service Grant Program is \$75,000.

ELIGIBILITY STANDARDS

To be eligible to apply for grant monies under the City's 2023-24 Community Service Grant Program, a community organization must satisfy the following standards:

- Operate as a non-profit 501c3;
- Serve the Arroyo Grande community;
- Use funds to directly provide* a social service, educational, cultural, beautification, or recreation program or project to Arroyo Grande residents and/or businesses;
- Not restrict participants based upon race, religion, gender, sexual orientation, marital status, national origin, ancestry, disability, medical condition, or age; and
- Not use grant monies specifically for religious activities.

* "Directly provide" means that the community non-profit organization conducts the social service(s) or cultural program(s) itself rather than through a separate entity to which it sub-awards grant monies.

Please provide all required information and attachments.

Incomplete applications will be disqualified.

APPLICATION PROCESS AND DEADLINE:

All interested non-profit organizations must complete an application form, including the following:

1. Attachment A: Cover Sheet

- a. Organization/Agency Name (applicant is required to list the local branch if it represents a national or statewide organization)
- b. Program or Service Title
- c. Executive Director and Program Contact Person (if different)
- d. Physical Address and Mailing Address (if different)
- e. Phone Number
- f. Email Address(es)
- g. Amount of funds being requested
- h. If applicable, funds received in prior year (or most recent year when funds were received)
- i. A brief (50 words or less) description of the proposed program or service

2. Attachment B: Program/Service Information

- a. Briefly describe your organization and its mission.
- b. Summarize your proposed program or service.
- c. How is the program or service beneficial to Arroyo Grande residents?
 - i. How is local need for this program/service determined?
 - ii. Approximate number of City of Arroyo Grande residents served by the non-profit organization.
- d. Describe your organizational capacity to successfully carry out the proposed activities (i.e. past performance and history of the organization will be considered to assess the agency's prospects for achieving its goals and objectives).

3. Attachment C: Scope of Work or Work Plan and Budget Worksheet

4. Attachment D: Sample Grant Agreement with the City of Arroyo Grande (to be fully executed upon grant award).

5. Attachment E: Proof of 501(c)(3) status with a copy of the letter from the IRS.

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City of Arroyo Grande
Community Development Department
Andrew Perez, Planning Manager
300 E. Branch Street
Arroyo Grande CA 93420

OR SUBMITTED ELECTRONICALLY TO

aperez@arroyogrande.org

Applications are encouraged to be submitted electronically.

Electronic signatures are accepted.

Please download and save this application packet to your computer. This is a fillable PDF, and applicants are encouraged to complete this packet electronically. Alternatively, applicants may print and complete this packet by hand, and either scan and submit electronically to the email address above or mail the hard copy to the above listed address.

For questions please contact:

Andrew Perez

Planning Manager

(805) 473-5425

aperez@arroyogrande.org

ATTACHMENT A: COVER SHEET

Organization/Agency Name: Arroyo Grande Valley Little League
(local branch)

Mailing Address: P.O.Box 355
City: Arroyo Grande State: CA Zip: 93421

Physical Address:
(if different from Mailing Address) _____
City: _____ State: _____ Zip: _____

Fund Amount Requested: \$ 20,000

Previous Funds Received? ☐ Yes ☒ No If Yes, Year Received: _____

Amount Received: _____

Tax ID Number: [REDACTED]

Executive Director: Kevin Bates (Vice President)

Email Address: [REDACTED]

Phone Number: [REDACTED]

Grant Program Contact: Melinda Johnson
(if different from Executive Director)

Email Address: [REDACTED]

Phone Number: [REDACTED]

Program or Service Title: Arroyo Grande Valley Little League

Brief description of the proposed program or service:

Arroyo Grande Valley Little League (AGVLL) is committed to teaching youth in our community the ideals of good sportsmanship, honesty, loyalty, courage, and respect through instructional baseball.

ATTACHMENT B: PROGRAM/SERVICE INFORMATION

Organization Description *(include summary of community services provided):*

Arroyo Grande Valley Little League (AGVLL) creates and organizes a community focused, all volunteer run organization focused on teaching fundamentals of baseball and good sportsmanship. Our reach throughout the community of Arroyo Grande, as well as other within Five Cities, includes past players turned Board members, first time players, families and coaches with a wide range of skills. We pride ourselves that many coaches and board members fondly remember playing for AGVLL as kids themselves on these same fields. We are committed to providing a positive experience in the lives of our players and their families by promoting fair play, confidence, determination, camaraderie, and a lasting love for the game of baseball. We strive to create a positive culture in which coaches, parents, fans, officials, and athletes work together to achieve successful baseball seasons.

Mission Statement:

Arroyo Grande Little League believes in the power of youth baseball to teach life lessons that build stronger individuals and communities.

Program or Service Summary:

List Area(s) Served by the Organization:

Arroyo Grande Valley Little League is centered around the Soto Sports Complex in the heart of Arroyo Grande's outdoor sports recreational area. Our Little League boundaries reach all citizens throughout the entire five cities area and the Arroyo Grande Valley.

Summary of Program/Service

AGVLL strives to provide a safe, fun and inspiring environment where kids of any skill level can learn, grow and achieve their goals, which instills confidence and creates well rounded community members. We provide new and experienced Coaches all the tools and equipment needed to ensure they can confidently coach a team.

How is the program or service beneficial to Arroyo Grande residents?

Number of Arroyo Grande Residents Served: Over 2000

- Description:

The Arroyo Grande Valley Little League program reached an all time high last Spring with 425 registered kids (300 of which reside in Arroyo Grande), with an additional 100 kids participating in our free Sandlot Sunday Program in the Fall. During the year, we have 18 volunteer Board Members, approximately 30 volunteer Coaches, and over 200 volunteer assistant coaches, team parents, umpires, scorekeepers and snack bar attendants, each with multiple family members. Games become a place for families to gather, unwind, and enjoy the sunshine.

How is local need for this program or service determined?

Arroyo Grande Valley Little League is the only local official Little League sanctioned organization serving the Arroyo Grande Valley area and the entire Five Cities. While there are other opportunities for baseball in the area, having the support of our Local District 65 Little League and Little League International is what sets us apart. Little League has been a focal point for communities. Arroyo Grande is proud to serve kids of all ages since 1961.

Describe your organizational capacity to successfully carry out the proposed activities.

Number of Full Time Staff: 0 Number of Part Time Staff: 0
Number of Volunteers: 18

- **Description:**

The Board of Arroyo Grande Valley Little League is currently made up of 18 volunteers members. Last Spring season we had over 38 volunteer coaches, 76 assistant coaches, 38 team parents, as well as many more grandparents, past AGVLL players and community members all happy to volunteer to help make the season the best for the kids.

The dedicated volunteers have worked hard to create relationships with the Arroyo Grande Public Works Department who maintain the Soto Sports Complex. Every so often a major renovation is needed on the fields, to remove safety concerns, and repair from weather and damage from other recreational non-profit and for profit sports utilizing the same shared space. We can quickly reach out through our members and get a wide array of assistance in cleaning up fields, painting, hanging sponsorship posters, or any job that will help the season go smoothly. Our amazing members have access to a vast wealth of skills from technology, construction, to landscape maintenance.

ATTACHMENT C: SCOPE/WORK PLAN AND BUDGET WORKSHEET

Scope of Work or Work Plan

When completing this worksheet, refer to the following questions:

- A. What are the objectives? What is the program or service aiming to accomplish?
- B. In what timeframe will those goals be completed?
- C. What is the evaluation methodology for measuring results? How can results be quantified and observed?
- D. Results should be meaningful, measurable, and demonstrate the difference the proposed project makes, or is intended to make, in the lives of the people within the program or receiving the service.
- E. Output results show the amount of work performed or services received.
- F. Outcomes show the quality of the performance and answer the questions: who is better off by providing this program or service? What percentage of residents are assisted or are benefitting from this program or service?

Objective # 1
Program/Service Objectives Baseball Field renovations and field safety enhancements
Major Tasks to Complete To Achieve Associated Goal Level and remove undulations and lips at the fields to remove safety concerns that were identified throughout last season. The renovation also assists with replenishing lost infield dirt due to the historic rains last season.
Timeline Prior to opening day March 9, 2024.
Evaluation Methodology Before and after evaluation of hazard areas, and increased safety for AGVLL players and volunteers.

Objective # 2

Program/Service Objectives

California State Law AB 506 will require beginning with our 2024 Season that regular volunteers in California MUST have a one-time background check (Live Scan) through the California Department of Justice to exclude individuals with a history of child abuse.

Major Tasks to Complete To Achieve Associated Goal

We had over 350 volunteers last year, with the vast majority residing in Arroyo Grande. With the live scan fingerprinting requirement this year and required cost for the service, we are concerned that individual financial requirement would drastically reduce the number of willing volunteers, therefore impacting the success of the program. AGVLL has committed to cover the associated costs entirely to ensure a successful upcoming season.

Timeline Majority of Live Scan Fingerprinting to be completed prior to Opening Day, March 9, 2024.

Evaluation Methodology

Receipts to be provided indicating number of volunteers that completed the live scan fingerprinting. As it is a one time requirement for AGVLL, we anticipate much initial less demand in subsequent years.

Objective # 3

Program/Service Objectives

Increasing scholarship program to provide access to organized baseball to all players in the community regardless of socioeconomic status. This extends to any child that has been selected to participate in All Stars, representing AGVLL and Arroyo Grande.

Major Tasks to Complete To Achieve Associated Goal

Every year we offer confidential scholarships to any family that requests one, as a way to encourage participation regardless of socioeconomic status. We do not require any extra volunteering or any additional requirements in order to receive a scholarship. Encourage outreach and participation in the scholarship program for the children of Arroyo Grande.

Timeline Scholarships are awarded prior to closure of registration (January 2024), financial assistance towards All Stars as the team progresses towards the Little League World Series (All Stars begins in June 2024).

Evaluation Methodology

Review requested and awarded scholarships to families through registration data.

Program Service OUTPUTS:

Providing a safe and enjoyable field area for Arroyo Grande children to practice, play and grow the love for the game of baseball. This not only benefits AGVLL players, but the multiple other organizations that use Soto Sports Complex for both non-profit and for profit recreational sports, or family bonding by having off season field access. All families in Arroyo Grande will benefit by having a safe area to enjoy the fields.

Increased volunteering by Arroyo Grande residents by providing a reduction in new state required financial barriers to volunteer their time, ensuring a supportive and safe season of baseball.

Increased registration of Arroyo Grande residents and surrounding areas by providing financial assistance and scholarships to players from any socioeconomic status.

Program Service OUTCOMES:

Volunteering is an amazing way to give back to the community, and by encouraging and making it easier for volunteers to get cleared, it ensures a safe and welcoming environment for kids to grow the love of the game of baseball. We are excited to see how many kids that no longer play in Little League, still come out and want to help coach, or umpire, as a way to give back to their community.

By improving the field condition, not only does the current year of AGVLL players see a benefit, but all recreational sports teams will benefit from improved safety, but the overall appearance of the area will be increased, encouraging more interactions with the entire Soto Sports Complex by multiple other organizations.

Budget Worksheet

Complete this Worksheet for the specified program or service.

PROGRAM/SERVICE PROPOSED EXPENSES

Line Item	Proposed Cost	Proposed Grant Funding Amount
Administrative Salaries & Fees / Fiscal Agent Fees	0	0
Artistic Salaries & Fees	0	0
<i>Other Salaries & Fees</i>		0
1. Insurance/Charter/District fees	\$6,000	0
2. AG Field Rental Fees(15k)/Umpires(8.5k)	\$23,500	0
Equipment	\$19,500	0
Supplies / Materials	\$45,000	0
Travel / Transportation	0	0
Promotion / Publicity	\$2,000	0
<i>Other Expenses:</i> Administrative fees	\$5,500	0
1. Live Scan Fingerprinting(7k)/Scholarships(4k)	\$11,000	\$11,000
2. Field Maintenance/Tools/Supplies & Field Rehabilitation	\$21,000	\$9,000
TOTALS:	\$133,500	\$20,000

PROGRAM/SERVICE PROPOSED INCOME

	Cash Amount
Arroyo Grande Community Service Grant Amount Requested	\$20,000
<i>Other Funding Sources:</i>	
Other Public Grants	0
Private Foundations	0
Corporation Contributions(Sponsorships from local community members/businesses)	\$17,000
Concessions / Ticket Sales (Registration fees and Snack Bar)	\$73,000
Promotion Sales / Advertisements (Other Cash) (Fireworks Stand)	\$15,000
<i>Other Funding Subtotal:</i>	\$105,000
TOTALS:	\$125,000

ATTACHMENT E: PROOF OF NON-PROFIT STATUS

I. SUPPLEMENTAL DOCUMENTATION:


☒ Proof of 501(c)(3) status with a copy of the letter from the IRS.

II. CERTIFICATION:

Arroyo Grande Valley Little League

I certify on behalf of _____ non-profit organization, that I have read, understand and agree that the aforesaid information is accurate, factual and current. I understand that an award of funds, if granted, will be for the sole use as reflected in this application form. I further certify that as a condition of receiving funds, an agreement with the City of Arroyo Grande, in a form and content provided by the City of Arroyo Grande, will be signed and executed by a duly authorized representative of said non-profit organization.

I am aware of and certify that our non-profit organization will adhere to all City regulations regarding the 2022-23 Community Service Grant Program including, but not limited to, maintaining non-discriminatory policies, practices and intent. I also, on behalf of our non-profit organization, agree to indemnify, defend, and hold harmless the City of Arroyo Grande relative to any and all liability that may arise as a result of the use of the City of Arroyo Grande Community Service Grant Fund monies.

Date: 12/14/2023 Signature: 
Executive Director or Designee

Board of Director or Officer



ARROYO GRANDE COMMUNITY SERVICE GRANT PROGRAM GRANT APPLICATION FISCAL YEAR 2023-24

PROGRAM DESCRIPTION

The 2023-24 Arroyo Grande Community Service Grant Program is intended to provide monetary grants to eligible community non-profit organizations. The City recognizes the value of such groups, which provide specialized social service, educational, cultural, beautification, and recreation programs and projects that benefiting Arroyo Grande citizens. Grants will be awarded in minimum amounts of not less than \$250.

Funding for 2023-24 Community Service Grant Program is \$75,000.

ELIGIBILITY STANDARDS

To be eligible to apply for grant monies under the City's 2023-24 Community Service Grant Program, a community organization must satisfy the following standards:

- Operate as a non-profit 501c3;
- Serve the Arroyo Grande community;
- Use funds to directly provide* a social service, educational, cultural, beautification, or recreation program or project to Arroyo Grande residents and/or businesses;
- Not restrict participants based upon race, religion, gender, sexual orientation, marital status, national origin, ancestry, disability, medical condition, or age; and
- Not use grant monies specifically for religious activities.

* "Directly provide" means that the community non-profit organization conducts the social service(s) or cultural program(s) itself rather than through a separate entity to which it sub-awards grant monies.

Please provide all required information and attachments.

Incomplete applications will be disqualified.

APPLICATION PROCESS AND DEADLINE:

All interested non-profit organizations must complete an application form, including the following:

1. Attachment A: Cover Sheet

- a. Organization/Agency Name (applicant is required to list the local branch if it represents a national or statewide organization)
- b. Program or Service Title
- c. Executive Director and Program Contact Person (if different)
- d. Physical Address and Mailing Address (if different)
- e. Phone Number
- f. Email Address(es)
- g. Amount of funds being requested
- h. If applicable, funds received in prior year (or most recent year when funds were received)
- i. A brief (50 words or less) description of the proposed program or service

2. Attachment B: Program/Service Information

- a. Briefly describe your organization and its mission.
- b. Summarize your proposed program or service.
- c. How is the program or service beneficial to Arroyo Grande residents?
 - i. How is local need for this program/service determined?
 - ii. Approximate number of City of Arroyo Grande residents served by the non-profit organization.
- d. Describe your organizational capacity to successfully carry out the proposed activities (i.e. past performance and history of the organization will be considered to assess the agency's prospects for achieving its goals and objectives).

3. Attachment C: Scope of Work or Work Plan and Budget Worksheet

4. Attachment D: Sample Grant Agreement with the City of Arroyo Grande (to be fully executed upon grant award).

5. Attachment E: Proof of 501(c)(3) status with a copy of the letter from the IRS.

Completed applications forms, along with supplemental documents must be submitted by **5:00 p.m., Thursday, December 15, 2023** addressed to:

City of Arroyo Grande
Community Development Department
Andrew Perez, Planning Manager
300 E. Branch Street
Arroyo Grande CA 93420

OR SUBMITTED ELECTRONICALLY TO

aperez@arroyogrande.org

Applications are encouraged to be submitted electronically.

Electronic signatures are accepted.

Please download and save this application packet to your computer. This is a fillable PDF, and applicants are encouraged to complete this packet electronically. Alternatively, applicants may print and complete this packet by hand, and either scan and submit electronically to the email address above or mail the hard copy to the above listed address.

For questions please contact:

Andrew Perez
Planning Manager
(805) 473-5425
aperez@arroyogrande.org

ATTACHMENT A: COVER SHEET

Organization/Agency Name: Big Brothers Big Sisters of San Luis Obispo County
(local branch)

Mailing Address: 142 Cross Street

City: San Luis Obispo State: CA Zip: 93401

Physical Address: same as above
(if different from Mailing Address)

City: _____ State: _____ Zip: _____

Fund Amount Requested: \$ 7,500

Previous Funds Received? ☒ Yes ☐ No If Yes, Year Received: FY22-23

Amount Received: \$6,500

Tax ID Number: [REDACTED]

Executive Director: Caity McCardell, Interim Executive Director

Email Address: [REDACTED]

Phone Number: [REDACTED]

Grant Program Contact: NA
(if different from Executive Director)

Email Address: _____

Phone Number: _____

Program or Service Title: Site-Based Mentoring Program at Paulding Middle School

Brief description of the proposed program or service:

Big Brothers Big Sisters of San Luis Obispo County (BBBS SLO) provides site-based mentoring at seven locations throughout San Luis Obispo County. This request is for the program at Paulding Middle School, 600 Crown Hill Street, in Arroyo Grande, a Title 1 school, with 536 students enrolled. The Site-Based mentoring program has a proven positive impact on students, or Littles, in the program.

BBBS SLO Site-Based programming is provided once a week when school is in session, with facilitated activities and lesson plans by the BBBS SLO staff. BBBS SLO staff also recruit and screen the adult mentors, or Bigs, and receive referrals for program participants from parents and/or school staff. Staff create the activities and lesson plans for the weekly program which can be serious topics, such as bullying (what to do if you are being bullied, or see someone being bullied, or are the bully), or a fun activity or craft. Staff oversee the matches and assist if matches are struggling to connect, with suggestions to the Bigs on how to improve their relationships with their Littles.

The Bigs for this location are high school students from nearby Arroyo Grande High School, giving them an opportunity to provide community service and build leadership skills. The Site Based program benefits both the Littles and Bigs.

Currently there are 18 students at Paulding Middle school participating, an increase from the 2022-2023 school year, which had 11 students, and eliminating the wait list for the program!

The 17 Littles are mentored by 17 Bigs from Arroyo Grande High School. An additional 8 students from Arroyo Grande serve as mentors at another school, meaning a total of 25 Arroyo Grande High School students benefit from the BBBS SLO program.

ATTACHMENT B: PROGRAM/SERVICE INFORMATION

Organization Description *(include summary of community services provided):*

Since 1995, BBBS SLO has created long-term, positive impacts for at risk children and youth through our evidence-based, one to one adult to child mentoring program. BBBS SLO is the local affiliate of the national Big Brothers Big Sisters of America mentoring program. BBBS SLO provides Community-Based and Site-Based mentoring programs in this region, benefiting 250 unduplicated children and youth, aged 6 to 18. Our programs have demonstrated positive outcomes for program participants. From 2021 to 2023, Youth Outcome Surveys completed by program participants demonstrated impressive outcomes as follows:

- 1) 97.06% maintained or raised their academic performance;
- 2) 21.43% reduced their depressive symptoms while 48.21% maintained their mental health.
- 3) 44.44% reduced their school absences; while 37.04 maintained acceptable attendance.
- 4) 22.22% improved family connectedness while another 72.22% maintained it.
- 5) 30.56% increased their social competence.

During this time frame, none of the youth in the BBBS SLO program were involved with juvenile justice. BBBS SLO is proud to say 100% of the high school seniors in our program graduated high school in June 2023, and 90% went on to continue their educations in college or trade school.

Creating a bright future for the children and youth in San Luis Obispo County, and Arroyo Grande, who will be more likely to graduate, obtain a good job, have stable relationships, and go on to give back to their community, will have tremendous benefits for all County residents.

Mission Statement:

The BBBS SLO mission is to create and support one-to-one mentoring relationships that ignite the power and promise of youth. Our vision is that all youth achieve their full potential.

Program or Service Summary:

List Area(s) Served by the Organization:

The Site-Based program takes place at:

- 1) Pacheco Elementary, 261 Cuesta Dr., San Luis Obispo;
- 2) Hawthorne Elementary, 2125 Story St., San Luis Obispo, 93401,
- 3) Nipomo Elementary, 190 E Price St., Nipomo,
- 5) Almond Acres Charter Academy, 145 Niblick Rd, Paso Robles, 93446,
- 6) Paulding Middle School, 600 Crown Hill St., Arroyo Grande, 93420, and
- 7) Judkins Middle School, 680 Wadsworth St., Pismo Beach, 93449.

The Community-Based program occurs throughout San Luis Obispo County.

Summary of Program/Service

The BBBS SLO Site-Based program takes place at middle and elementary schools in San Luis Obispo County. For this program, the Bigs are primarily high school students, and some college students. The Bigs meet with elementary and middle school students for weekly supervised group and individual activities, facilitated by BBBS SLO staff. This program provides wonderful leadership opportunities for the Bigs in the program, as well as mentoring support for the Littles.

BBBS SLO's Site-Based program uses curriculum designed specifically for each age group; topics include academic achievement, bullying, self-esteem and relationship building blocks, including many focus areas of the 40 Developmental Assets identified that youth need to succeed. During the 2023-2024 FY BBBS SLO goal is to support 168 elementary, middle, and high school students in this program.

The program is evaluated through pre- and post-surveys completed by program participants who are 11 and up, feedback received from school staff, and observations by BBBS SLO staff.

How is the program or service beneficial to Arroyo Grande residents?

Number of Arroyo Grande Residents Served: 43

- Description:

This request will offset costs for the Paulding Middle School Site-Based program only, located in Arroyo Grande. The mentees, or Littles, total 18, and mentors, or Bigs, from Arroyo Grande High School total 25, with 17 supporting Paulding Middle School and 8 providing mentoring at another site.

The Littles' surveys demonstrate impressive outcomes as follows:

- 1) 97.06% maintained or raised their academic performance, meaning they are doing well in school.
- 2) 21.43% reduced their depressive symptoms while 48.21% maintained their mental health; very important as COVID increased incidence of depression among young people.
- 3) 44.44% reduced their school absences; while 37.04 maintained acceptable attendance; supporting their ability to do well in school.
- 4) 22.22% improved family connectedness while another 72.22% maintained it.
- 5) 30.56% increased their social competence, or ability to make friends and get along with their peers.

All Bigs are included in the number above as they are all Arroyo Grande residents, current students at Arroyo Grande High School, and benefit from their participation in the program. For high school students applying to college, the ability to demonstrate community service is an important piece of their college application. Bigs also gain communication and leadership skills and confidence, supporting their secondary education and/or employment.

How is local need for this program or service determined?

Paulding Middle School is a Title 1 school, or where a large number of students are eligible to receive Free and Reduced Lunch. Children are recommended for the program by school counselors, parents, foster parents, and other adults who see the child's need for a mentor, indicated by failing grades, difficulty with social interaction with peers and/or family members, or other behaviors, such as skipping school.

Describe your organizational capacity to successfully carry out the proposed activities.

Number of Full Time Staff: 11 Number of Part Time Staff: 0

Number of Volunteers: 250

- **Description:**

BBBS SLO has provided this program for 25 years. We currently have the staff and systems in place to deliver an effective Site-Based program in all 7 locations, including Paulding Middle School. Staff maintain a close relationship with all sites to ensure weekly activities are scheduled, and the program serves children and youth who would most benefit. BBBS SLO staff work with Arroyo Grande High School staff to schedule outreach events to recruit Bigs for the program, usually held at the beginning of the school year. Evaluation of the program occurs regularly, as well as quarterly program review to discuss program goals and any challenges. BBBS SLO is proud to say our staff's dedication and outreach efforts have resulted in eliminating the wait list at Paulding Middle School.

ATTACHMENT C: SCOPE/WORK PLAN AND BUDGET WORKSHEET

Scope of Work or Work Plan

When completing this worksheet, refer to the following questions:

- A. What are the objectives? What is the program or service aiming to accomplish?
- B. In what timeframe will those goals be completed?
- C. What is the evaluation methodology for measuring results? How can results be quantified and observed?
- D. Results should be meaningful, measurable, and demonstrate the difference the proposed project makes, or is intended to make, in the lives of the people within the program or receiving the service.
- E. Output results show the amount of work performed or services received.
- F. Outcomes show the quality of the performance and answer the questions: who is better off by providing this program or service? What percentage of residents are assisted or are benefitting from this program or service?

Objective # 1 Provide Site-Based Program at Paulding Middle School
Program/Service Objectives Support 18 Littles at Paulding Middle School supporting youth who have indicators of risk, including failing grades, difficulties with peers, being bullied, and similar.
Major Tasks to Complete To Achieve Associated Goal 1. Recruit Bigs from nearby Arroyo Grande High School. 2. Recruit Littles from referrals received by families and/or school staff. 3. Weekly guided activities during the school year are provided by BBBS SLO staff, on-site at Paulding Middle School, with Bigs and Littles participating.
Timeline Recruitment in September and October annually, weekly activities during the school year.
Evaluation Methodology The program is evaluated through pre- and post-surveys completed by program participants who are 11 and up, feedback received from school staff, and observations by BBBS SLO staff.

Program Service OUTPUTS:

Provide mentoring to 18 middle school students (Littles), and leadership and communication skill building to 25 high school students who serve as adult mentors or Bigs.

Program Service OUTCOMES:

The Littles' survey results demonstrate impressive outcomes as follows:

- 1) 97.06% maintained or raised their academic performance, meaning they are doing well in school.
- 2) 21.43% reduced their depressive symptoms while 48.21% maintained their mental health; very important as COVID increased incidence of depression among young people.
- 3) 44.44% reduced their school absences; while 37.04 maintained acceptable attendance; supporting their ability to do well in school.
- 4) 22.22% improved family connectedness while another 72.22% maintained it.
- 5) 30.56% increased their social competence, or ability to make friends and get along with their peers.

Based on outcomes attained in prior years, BBBS SLO anticipates reaching these same outcomes for the 2024 fiscal year.

Budget Worksheet

Complete this Worksheet for the specified program or service.

PROGRAM/SERVICE PROPOSED EXPENSES

Line Item	Proposed Cost	Proposed Grant Funding Amount
Administrative Salaries & Fees / Fiscal Agent Fees	27100.00	0
Artistic Salaries & Fees	0	0
<i>Other Salaries & Fees</i>		
1. Site Based Program Manager	45000.00	2000.00
2. Middle School Coordinator	45000.00	3000.00
Equipment	0	0
Supplies / Materials	7500.00	500.00
Travel / Transportation	1500.00	0
Promotion / Publicity	0	0
<i>Other Expenses:</i>		
1. Enrollment Specialist	25000.00	1000.00
2. Match Support Specialist	25000.00	1000.00
TOTALS:	176,100.00	7,500.00

PROGRAM/SERVICE PROPOSED INCOME

	Cash Amount
Arroyo Grande Community Service Grant Amount Requested	7500.00
<i>Other Funding Sources:</i>	
Other Public Grants	35000
Private Foundations	20000
Corporation Contributions	
Concessions / Ticket Sales	
Promotion Sales / Advertisements (Other Cash)	
Other Funding Subtotal:	62500.00
TOTALS:	62,500.00

Please note: In addition to the line items for revenue listed above, BBBS SLO receives general operating funding and individual donations to support the Site Based Program.

ATTACHMENT E: PROOF OF NON-PROFIT STATUS**I. SUPPLEMENTAL DOCUMENTATION:**

☒ Proof of 501(c)(3) status with a copy of the letter from the IRS.

II. CERTIFICATION:

I certify on behalf of Big Brothers Big Sisters of San Luis Obispo County, non-profit organization, that I have read, understand and agree that the aforesaid information is accurate, factual and current. I understand that an award of funds, if granted, will be for the sole use as reflected in this application form. I further certify that as a condition of receiving funds, an agreement with the City of Arroyo Grande, in a form and content provided by the City of Arroyo Grande, will be signed and executed by a duly authorized representative of said non-profit organization.

I am aware of and certify that our non-profit organization will adhere to all City regulations regarding the 2022-23 Community Service Grant Program including, but not limited to, maintaining non-discriminatory policies, practices and intent. I also, on behalf of our non-profit organization, agree to indemnify, defend, and hold harmless the City of Arroyo Grande relative to any and all liability that may arise as a result of the use of the City of Arroyo Grande Community Service Grant Fund monies.

Date: 12/12/2023

Signature: _____

Executive Director or Designee

Board of Director or Officer



ARROYO GRANDE COMMUNITY SERVICE GRANT PROGRAM GRANT APPLICATION FISCAL YEAR 2023-24

PROGRAM DESCRIPTION

The 2023-24 Arroyo Grande Community Service Grant Program is intended to provide monetary grants to eligible community non-profit organizations. The City recognizes the value of such groups, which provide specialized social service, educational, cultural, beautification, and recreation programs and projects that benefiting Arroyo Grande citizens. Grants will be awarded in minimum amounts of not less than \$250.

Funding for 2023-24 Community Service Grant Program is \$75,000.

ELIGIBILITY STANDARDS

To be eligible to apply for grant monies under the City's 2023-24 Community Service Grant Program, a community organization must satisfy the following standards:

- Operate as a non-profit 501c3;
- Serve the Arroyo Grande community;
- Use funds to directly provide* a social service, educational, cultural, beautification, or recreation program or project to Arroyo Grande residents and/or businesses;
- Not restrict participants based upon race, religion, gender, sexual orientation, marital status, national origin, ancestry, disability, medical condition, or age; and
- Not use grant monies specifically for religious activities.

* "Directly provide" means that the community non-profit organization conducts the social service(s) or cultural program(s) itself rather than through a separate entity to which it sub-awards grant monies.

Please provide all required information and attachments.

Incomplete applications will be disqualified.

APPLICATION PROCESS AND DEADLINE:

All interested non-profit organizations must complete an application form, including the following:

1. Attachment A: Cover Sheet

- a. Organization/Agency Name (applicant is required to list the local branch if it represents a national or statewide organization)
- b. Program or Service Title
- c. Executive Director and Program Contact Person (if different)
- d. Physical Address and Mailing Address (if different)
- e. Phone Number
- f. Email Address(es)
- g. Amount of funds being requested
- h. If applicable, funds received in prior year (or most recent year when funds were received)
- i. A brief (50 words or less) description of the proposed program or service

2. Attachment B: Program/Service Information

- a. Briefly describe your organization and its mission.
- b. Summarize your proposed program or service.
- c. How is the program or service beneficial to Arroyo Grande residents?
 - i. How is local need for this program/service determined?
 - ii. Approximate number of City of Arroyo Grande residents served by the non-profit organization.
- d. Describe your organizational capacity to successfully carry out the proposed activities (i.e. past performance and history of the organization will be considered to assess the agency's prospects for achieving its goals and objectives).

3. Attachment C: Scope of Work or Work Plan and Budget Worksheet

4. Attachment D: Sample Grant Agreement with the City of Arroyo Grande (to be fully executed upon grant award).

5. Attachment E: Proof of 501(c)(3) status with a copy of the letter from the IRS.

Completed applications forms, along with supplemental documents must be submitted by **5:00 p.m., Thursday, December 15, 2023** addressed to:

City of Arroyo Grande
Community Development Department
Andrew Perez, Planning Manager
300 E. Branch Street
Arroyo Grande CA 93420

OR SUBMITTED ELECTRONICALLY TO

aperez@arroyogrande.org

Applications are encouraged to be submitted electronically.

Electronic signatures are accepted.

Please download and save this application packet to your computer. This is a fillable PDF, and applicants are encouraged to complete this packet electronically. Alternatively, applicants may print and complete this packet by hand, and either scan and submit electronically to the email address above or mail the hard copy to the above listed address.

For questions please contact:

Andrew Perez
Planning Manager
(805) 473-5425
aperez@arroyogrande.org

ATTACHMENT A: COVER SHEET

Organization/Agency Name: Boys & Girls Clubs of South San Luis Obispo County
(local branch)

Mailing Address: 1830 19th Street

City: Oceano State: Ca Zip: 93445

Physical Address:
(if different from Mailing Address) _____

City: _____ State: _____ Zip: _____

Fund Amount Requested: \$ 7500

Previous Funds Received? ☒ Yes ☐ No If Yes, Year Received: 2023

Amount Received: 7500

Tax ID Number: [REDACTED]

Executive Director: Rebecca Britton

Email Address: [REDACTED]

Phone Number: [REDACTED]

Grant Program Contact: _____
(if different from Executive Director)

Email Address: _____

Phone Number: _____

Program or Service Title: Summer Brain Gain

Brief description of the proposed program or service:

Summer Brain Gain is our out-of-school education program that connects more than 300 youth through fun and friendship with a project-based learning approach to keep them on track for a successful transition back to school. Youth members will learn through discovery, creative expression, group work, and a final product or production.

ATTACHMENT B: PROGRAM/SERVICE INFORMATION

Organization Description *(include summary of community services provided):*

Since 1994, the Boys & Girls Clubs of South San Luis Obispo County (BGCSLO) has mentored thousands of young people, supporting them in their efforts to grow and achieve personal goals. By offering a framework for youth development with proven, nationally recognized enrichment and prevention-based programs, Club members receive knowledge, skills, and an understanding of the attributes they need to pursue their dreams and succeed in life.

Approximately 50% of our youth members are from single-parent families; more than 10% are under the care of non-biological guardians. In our county, we have seen an increase in the percentage of families living below the federal poverty level. This barrier leads to an inability to afford food, childcare, healthcare, and even housing – all of which negatively affect a child's health and well-being for optimal growth and development. During the 2023/2024 school year, more than 80% of our youth members qualified for free and reduced lunch at their schools, as these members live in households supported by incomes at or below the poverty level.

Mission Statement:

To enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

Program or Service Summary:

List Area(s) Served by the Organization:

Our programs represent five core areas: character and leadership development; education and career development; health and life skills; the arts and sports; and fitness and recreation. Our aim is to help children grade Tk-8th develop and demonstrate strong character through model-positive values – including honesty, integrity, caring, fairness, and an appreciation of community and cultural diversity – while encouraging education and lifelong learning. Our affordable costs provide access and continue to meet a vital community need for families with little or no resources to provide these opportunities to their children.

Summary of Program/Service

Summer Brain Gain is a hands-on, minds-on, project-based program. It's comprised of 9 week-long modules consisting of fun, themed activities for elementary, and middle school youth. Activities encourage youth to fall in love with learning by engaging them in unique educational experiences that spark curiosity, allow them to explore their interests, and create opportunities to build academic and social-emotional skills. The research shows that Summer Brain Gain is most effective when implemented for 9 weeks during the summer. It's estimated that during the summer, most youths lose about two months' worth of math skills, and youth living in low-income households also lose the same reading skills – and these learning losses can stack up year over year.

How is the program or service beneficial to Arroyo Grande residents?

Number of Arroyo Grande Residents Served: 40

- Description:

When a child doesn't practice skills regularly, their brain tends to forget them. Anyone who hasn't taken a math class for a while – and then tries to help a young person with their Algebra homework – can probably relate. This "use it or lose it" principle becomes critical for youth during the summer months when school is out. Research shows that unless young people practice over the summer, they lose, on average, two months worth of math skills. Young people in low-income households are less likely to have access to the type of enrichment activities that keep academic skills fresh. In addition to math, they will also need to relearn, on average, two months of reading skills. 1. But give kids a chance to delve into enriching summer learning experiences, and they can go back to school in the fall and pick up right where they left off. By expanding summer learning programming, Our organization can help the youth we serve navigate their path to academic success. While the average young person loses at least two months of learning during the summer, the average Summer Brain Gain participant does not. Our program evaluations show that participants maintain their reading and math skill levels, with some youth even experiencing gains – especially in vital 21st-century skills such as teamwork, collaboration, critical thinking, and problem-solving. 2. Since its national launch in 2014, all our Club youth have participated in the program, with steady annual increases in the number of youths served each summer. 3. Boys & Girls Clubs of South San Luis Obispo updates and improves Summer Brain Gain annually to ensure youth have relevant, up-to-date summer learning content that guides youth on their path to academic success.

How is local need for this program or service determined?

Children need mentors. Boys & Girls Clubs of South San Luis Obispo County invest in training and motivating community members to become qualified mentors and care givers.

A good mentor is there to listen, support, and care. With more than 35 trained staff and volunteers, we provide caring guidance and support to our community's youth to help them grow into confident, capable adults. Number of full-time staff

With Boys & Girls Programs, young people find positive adult mentors in staff and volunteers who notice their strengths, listen to their concerns and open up doors of possibility. From connecting youth to a program that deepens their interests to spark their curiosity in a future career field, inspiring mentors help kids and teens explore their full potential.

There are also plentiful benefits of mentors — including helping prevent early drug use, encouraging teens to be college- and career-ready, and promoting positive mental health outcomes. Kids in youth mentoring programs are also more than 50% less likely to skip school.

Describe your organizational capacity to successfully carry out the proposed activities.

Number of Full Time Staff: 11 Number of Part Time Staff: 35

Number of Volunteers: 35

- Description:

All staff are dedicated to working and supporting the youth and families served by our South SLO organization. Every staff and volunteer must past a background check and must attend and pass training and mentoring programs. Administrative staff members are also responsible for mentoring the youth we serve and communicating with families who rely on us to care for their children when they're away from the home. Every member of the Boys & Girls Clubs of South San Luis Obispo County is committed to keeping youth safe and engaged while in our care.

ATTACHMENT C: SCOPE/WORK PLAN AND BUDGET WORKSHEET

Scope of Work or Work Plan

When completing this worksheet, refer to the following questions:

- A. What are the objectives? What is the program or service aiming to accomplish?
- B. In what timeframe will those goals be completed?
- C. What is the evaluation methodology for measuring results? How can results be quantified and observed?
- D. Results should be meaningful, measurable, and demonstrate the difference the proposed project makes, or is intended to make, in the lives of the people within the program or receiving the service.
- E. Output results show the amount of work performed or services received.
- F. Outcomes show the quality of the performance and answer the questions: who is better off by providing this program or service? What percentage of residents are assisted or are benefitting from this program or service?

Objective # 1 Learning Outcome
Program/Service Objectives By completing this program, youth will be able to use the Summer Brain Gain curriculum to inspire youth to fall in love with learning over the summer, thus supporting academic success for Club members
Major Tasks to Complete To Achieve Associated Goal Summer Brain Gain provides opportunities for skill development during summer. When a person doesn't practice skills regularly, their brain tends to forget them. Anyone who hasn't taken a math class for a while – and then tries to help a young person with their Algebra homework – can probably relate. This "use it or lose it" principle becomes critical for youth during the summer months when school is out. Research shows that unless young people practice over the summer, they' ll lose, on average, two months worth of math skills. By expanding summer learning programming, Clubs can help more kids navigate their path to academic success.
Timeline 9-weeks
Evaluation Methodology Small group discussions and journaling

Objective # 2 Subject Matter Experts/Guest Speakers & Field Trips
Program/Service Objectives As part of the Summer Brain Gain program we will introduce our youth to new topics through subject matter experts visiting our Club and taking the youth out in our community on educational field trips.
Major Tasks to Complete To Achieve Associated Goal To enable all youth to be effective, engaged learners who are on track to graduate with a plan for the future.
Timeline 9 weeks
Evaluation Methodology Small group discussions and journaling Schedule engaging guest speakers Schedule Enriching and educational field trips

Objective # 3 Implementation
Program/Service Objectives Summer Brain Gain is organized into thematic, week-long modules, and each module has five one-sessions.
Major Tasks to Complete To Achieve Associated Goal Each session includes components of a high-quality learning session: 1. Warm Welcome, Staff greet youth by name as they enter 2. Community Builder, Emotional Check-In, Icebreaker, or Team Builder 3. Group Agreements, Create or Review Expectations for Summer Brain Gain 4. Main Activity 5. Reflection, youth will reflect on what they learned through group discussions 6. Recognition, Staff recognize youth or invite youth to recognize each other. 7. Close
Timeline 9 weeks
Evaluation Methodology Small group discussions and journaling

Program Service OUTPUTS:

Week-long modules with fun themes are perfect for summertime activities. Young people will participate in fun, hands-on activities as part of larger projects that spark their curiosity and encourage them to fall in love with learning. Youth will explore their interests over a 9-week period while building academic and social-emotional skills.

Program Service OUTCOMES:

To enable all youth to be effective, engaged learners who are on track to graduate with a plan for the future.

When Character Development Is Present:

- + Youth development professionals model, and youth practice skills that display respect, fairness, trustworthiness, responsibility, caring, and citizenship.
- + Youth understand and successfully get along well with others.
- + Youth are better able to control their emotions and solve problems.

Budget Worksheet

Complete this Worksheet for the specified program or service.

PROGRAM/SERVICE PROPOSED EXPENSES

Line Item	Proposed Cost	Proposed Grant Funding Amount
Administrative Salaries & Fees / Fiscal Agent Fees	65000	5000
Artistic Salaries & Fees		
<i>Other Salaries & Fees</i>		
1.		
2.		
Equipment	1000	500
Supplies / Materials	1000	400
Travel / Transportation	1500	600
Promotion / Publicity		
<i>Other Expenses:</i>		
1. Subject Matter Experts (Guest Speakers)	3000	500
2. Field Trip Entry fees	4500	500
TOTALS:	76000	7500

PROGRAM/SERVICE PROPOSED INCOME

	Cash Amount
Arroyo Grande Community Service Grant Amount Requested	7500
<i>Other Funding Sources:</i>	
Other Public Grants	18000
Private Foundations	15000
Corporation Contributions	20000
Concessions / Ticket Sales	18000
Promotion Sales / Advertisements (Other Cash)	5000
<i>Other Funding Subtotal:</i>	76000
TOTALS:	83500

ATTACHMENT E: PROOF OF NON-PROFIT STATUS

I. SUPPLEMENTAL DOCUMENTATION:

☒ Proof of 501(c)(3) status with a copy of the letter from the IRS.

II. CERTIFICATION:

I certify on behalf of Boys & Girls Clubs of South San Luis Obispo County non-profit organization, that I have read, understand and agree that the aforesaid information is accurate, factual and current. I understand that an award of funds, if granted, will be for the sole use as reflected in this application form. I further certify that as a condition of receiving funds, an agreement with the City of Arroyo Grande, in a form and content provided by the City of Arroyo Grande, will be signed and executed by a duly authorized representative of said non-profit organization.

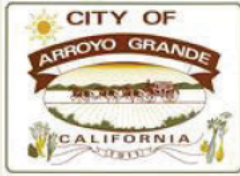
I am aware of and certify that our non-profit organization will adhere to all City regulations regarding the 2022-23 Community Service Grant Program including, but not limited to, maintaining non-discriminatory policies, practices and intent. I also, on behalf of our non-profit organization, agree to indemnify, defend, and hold harmless the City of Arroyo Grande relative to any and all liability that may arise as a result of the use of the City of Arroyo Grande Community Service Grant Fund monies.

Date: 11.16.23

Signature:

[REDACTED]
Executive Director or Designee

[REDACTED]
Board of Director or Officer



ARROYO GRANDE COMMUNITY SERVICE GRANT PROGRAM

GRANT APPLICATION

FISCAL YEAR 2023-24

PROGRAM DESCRIPTION

The 2023-24 Arroyo Grande Community Service Grant Program is intended to provide monetary grants to eligible community non-profit organizations. The City recognizes the value of such groups, which provide specialized social service, educational, cultural, beautification, and recreation programs and projects that benefiting Arroyo Grande citizens. Grants will be awarded in minimum amounts of not less than \$250.

Funding for 2023-24 Community Service Grant Program is \$75,000.

ELIGIBILITY STANDARDS

To be eligible to apply for grant monies under the City's 2023-24 Community Service Grant Program, a community organization must satisfy the following standards:

- Operate as a non-profit 501c3;
- Serve the Arroyo Grande community;
- Use funds to directly provide* a social service, educational, cultural, beautification, or recreation program or project to Arroyo Grande residents and/or businesses;
- Not restrict participants based upon race, religion, gender, sexual orientation, marital status, national origin, ancestry, disability, medical condition, or age; and
- Not use grant monies specifically for religious activities.

* "Directly provide" means that the community non-profit organization conducts the social service(s) or cultural program(s) itself rather than through a separate entity to which it sub-awards grant monies.

Please provide all required information and attachments.

Incomplete applications will be disqualified.

APPLICATION PROCESS AND DEADLINE:

All interested non-profit organizations must complete an application form, including the following:

1. Attachment A: Cover Sheet

- a. Organization/Agency Name (applicant is required to list the local branch if it represents a national or statewide organization)
- b. Program or Service Title
- c. Executive Director and Program Contact Person (if different)
- d. Physical Address and Mailing Address (if different)
- e. Phone Number
- f. Email Address(es)
- g. Amount of funds being requested
- h. If applicable, funds received in prior year (or most recent year when funds were received)
- i. A brief (50 words or less) description of the proposed program or service

2. Attachment B: Program/Service Information

- a. Briefly describe your organization and its mission.
- b. Summarize your proposed program or service.
- c. How is the program or service beneficial to Arroyo Grande residents?
 - i. How is local need for this program/service determined?
 - ii. Approximate number of City of Arroyo Grande residents served by the non-profit organization.
- d. Describe your organizational capacity to successfully carry out the proposed activities (i.e. past performance and history of the organization will be considered to assess the agency's prospects for achieving its goals and objectives).

3. Attachment C: Scope of Work or Work Plan and Budget Worksheet

4. Attachment D: Sample Grant Agreement with the City of Arroyo Grande (to be fully executed upon grant award).

5. Attachment E: Proof of 501(c)(3) status with a copy of the letter from the IRS.

Completed applications forms, along with supplemental documents must be submitted by **5:00 p.m., Thursday, December 15, 2023** addressed to:

City of Arroyo Grande
Community Development Department
Andrew Perez, Planning Manager
300 E. Branch Street
Arroyo Grande CA 93420

OR SUBMITTED ELECTRONICALLY TO

aperez@arroyogrande.org

Applications are encouraged to be submitted electronically.

Electronic signatures are accepted.

Please download and save this application packet to your computer. This is a fillable PDF, and applicants are encouraged to complete this packet electronically. Alternatively, applicants may print and complete this packet by hand, and either scan and submit electronically to the email address above or mail the hard copy to the above listed address.

For questions please contact:

Andrew Perez

Planning Manager

(805) 473-5425

aperez@arroyogrande.org

ATTACHMENT A: COVER SHEET

Organization/Agency Name: Los Padres Council, BSA
(local branch)

Mailing Address: 4000 Modoc Rd
City: Santa Barbara State: CA Zip: 93110

Physical Address: Same
(if different from Mailing Address)
City: _____ State: _____ Zip: _____

Fund Amount Requested: \$ 5,000

Previous Funds Received? ☒ Yes ☐ No If Yes, Year Received: 2022
Amount Received: \$1,500

Tax ID Number: [REDACTED]

Executive Director: Carlos Cortez

Email Address: [REDACTED]

Phone Number: [REDACTED]

Grant Program Contact: Same
(if different from Executive Director)

Email Address: _____

Phone Number: _____

Program or Service Title: Expanding Scouting in Arroyo Grande

Brief description of the proposed program or service:

Our programs aim to support the community in various ways. We strive to engage boys and girls between the ages of 5 and 20, as well as their families, in the counties of Santa Barbara and San Luis Obispo. Our primary goal is to promote youth leadership and family-based programs on the Central Coast. The Los Padres Council offers a diverse range of programs, including The Outdoor School, Cub Scouts, Scouts BSA, Venturing, and Exploring, all focused on preparing our youth to thrive. We are committed to serving our community's diverse families and making a positive impact on their lives.

ATTACHMENT B: PROGRAM/SERVICE INFORMATION

Organization Description *(include summary of community services provided):*

The Los Padres Council, BSA was established in 1919. It typically caters to 3,000 young individuals aged 5 to 20 years. However, due to the COVID pandemic, the council witnessed a significant decline in its membership, dropping down to 1,000. Thankfully, the membership has now rebounded to 1,500 youth. One of the major challenges for the council has been to have a more diverse membership. With the inclusion of girls in scouting in 2018, starting with Cub Scouts, and expanded to troops in 2019, the council has seen a more diverse membership. In 2020, Sonia Wasserman became the first female member to earn scouting's highest rank, the Eagle. Since then, 12 other females have joined Sonia in achieving this prestigious rank.

Mission Statement:

The Mission of Los Padres Council is to serve others by helping to instill values in young people and to prepare them to make ethical choices over their lifetime in achieving their full potential. The values we strive to instill are based on those found in the Scout Oath and Law.

Program or Service Summary:

List Area(s) Served by the Organization:

San Luis Obispo and Santa Barbara Counties

Summary of Program/Service

Programs include:

CUB SCOUTS Ages: Boys and Girls Grades K-5

We provide ready-made opportunities for families to do fun things together because together we can all grow into our very best future selves! We're all about encouraging boys and girls to make friends, be helpful to others, and do their very best no matter the outcome. With the help of powerful learning projects and exciting outdoor activities, we aim to teach children that doing their best can be a fun and rewarding experience no matter the difficulty of the challenge.

SCOUTS BSA Ages: Youth 11-17

Scouts BSA is the traditional Scouting experience where boys and girls can have their share of adventure in the great outdoors. Develop a love of service by volunteering in your community, boost your leadership skills through fun and exciting challenges, and create memories of a lifetime with no prior Scouting experience required! For over 100 years, our program has helped create generations of leaders and outstanding citizens by allowing boys and girls to explore their interests, serve their communities, and discover their talents through youth-led activities like hiking, camping, and volunteering!

VENTURING Coed Ages 14-20

Venturing is a youth-led program all about building adventures with your friends. Choose to do activities that matter to you and develop essential skills like leadership, event-planning, organization, communication, and responsibility while having a blast! Venturing empowers you to create your own experiences while bringing Scouting values to life through high adventure outdoor activities and challenging real-world projects.

EXPLORING Coed Ages 10-20

Exploring program provides students with an opportunity to learn about a wide variety of career fields and network with professionals already working in those fields. You get hands-on experience to determine whether a particular career field is right for you. You develop valuable networking contacts with professionals working in your selected career fields, and you get to know other youth with your same interests and aspirations. Exploring is the first step in identifying career possibilities while having fun in an exciting and informal environment.

How is the program or service beneficial to Arroyo Grande residents?

Number of Arroyo Grande Residents Served: 240

- Description:

Scouting programs offer great benefits to the City of Arroyo Grande. They teach youth the importance of taking care of their community through service projects, education, and outdoor activities. These programs encourage youth to collaborate and plan activities and outings, while also promoting environmental stewardship. Scouts learn that each one of them has a role to play in their unit, community, and the world, and they are taught to prioritize service to others over self-interest. Studies have shown that scouting activities foster personal growth, helps develop unique interests in children, boosts self-confidence, and encourages healthy lifestyle habits.

How is local need for this program or service determined?

Our program aims to create a local culture where every youth, volunteer, and employee feels like they belong and can build communities where respect and value are given to every person. We lead by example and encourage each other to live by the values expressed by the Scout Oath and Scout Law while engaging in outdoor activities. Every family, regardless of their background, is welcome in Scouting, as we strive to prepare young people to serve as successful members and leaders of our communities.

We aim to welcome all families on the Central Coast, regardless of their ability to pay for membership. Scouting has been the most affordable extracurricular for local youth and families for many years. However, many of the families we recruit face challenges, as shown by the following statistics from Kids Data: 88% of children qualify for free or reduced meals at school, 70% are living with foreign-born parents, 53% of students are English learners, 95% identify as Hispanic or Latino, and 38% drop out of school.

Describe your organizational capacity to successfully carry out the proposed activities.

Number of Full Time Staff: 8 Number of Part Time Staff: 0

Number of Volunteers: 85

- **Description:**

Our scout volunteers are the foundation of our success. Many of our volunteers were once scouts themselves and have grown to become successful and contributing members of our community. Studies have shown that scouting activities help to foster personal growth and development of unique interests in children, enhance self-confidence, and encourage healthy lifestyle habits. The skills and character development that the Scouts accomplish are something that they can carry with them for a lifetime.

Our experienced staff is also an integral part of our success. Our CEO was raised on the Central Coast and has been guiding our council for over 10 years. He was also honored with a Latino Business Award.

Additionally, our Facilities/Program Director has served as a professional Scouter with the Boy Scouts of America for over 33 years, bringing a wealth of knowledge and expertise to our organization.

ATTACHMENT C: SCOPE/WORK PLAN AND BUDGET WORKSHEET**Scope of Work or Work Plan**

When completing this worksheet, refer to the following questions:

- A. What are the objectives? What is the program or service aiming to accomplish?
- B. In what timeframe will those goals be completed?
- C. What is the evaluation methodology for measuring results? How can results be quantified and observed?
- D. Results should be meaningful, measurable, and demonstrate the difference the proposed project makes, or is intended to make, in the lives of the people within the program or receiving the service.
- E. Output results show the amount of work performed or services received.
- F. Outcomes show the quality of the performance and answer the questions: who is better off by providing this program or service? What percentage of residents are assisted or are benefitting from this program or service?

Objective # 1
Program/Service Objectives Recruit 20 new families in Scouting in AG area
Major Tasks to Complete To Achieve Associated Goal Provide scholarships and to market programs within school and community organizations
Timeline September-December 2024
Evaluation Methodology New membership applications

Program Service OUTPUTS:

Our goal for this grant is to print and distribute BSA recruitment materials to schools and community organizations, host recruitment events in local parks and schools, and provide scholarships for families that financial cannot afford registration fees.

Program Service OUTCOMES:

Register new families into BSA programs with the goal of 20 new families in Arroyo Grande and the formation of two new troops.

Budget Worksheet

Complete this Worksheet for the specified program or service.

PROGRAM/SERVICE PROPOSED EXPENSES

Line Item	Proposed Cost	Proposed Grant Funding Amount
Administrative Salaries & Fees / Fiscal Agent Fees	704,000	
Artistic Salaries & Fees		
<i>Other Salaries & Fees</i>	170,299	
1.		
2.		
Equipment	435,879	
Supplies / Materials	84,351	
Travel / Transportation	172,600	
Promotion / Publicity	16,019	1,500
<i>Other Expenses:</i>		
1. Miscellaneous Expenses	29,280	
2. National Charter & Service Fees	24,500	
TOTALS:	1,636,928	1,500

PROGRAM/SERVICE PROPOSED INCOME

	Cash Amount
Arroyo Grande Community Service Grant Amount Requested	1,500
<i>Other Funding Sources:</i>	
Other Public Grants	216,790
Private Foundations	110,000
Corporation Contributions	
Concessions / Ticket Sales	376,250
Promotion Sales / Advertisements (Other Cash)	823,400
<i>Other Funding Subtotal:</i>	159,500
TOTALS:	1,687,440

ATTACHMENT E: PROOF OF NON-PROFIT STATUS**I. SUPPLEMENTAL DOCUMENTATION:**

☒ Proof of 501(c)(3) status with a copy of the letter from the IRS.

II. CERTIFICATION:

I certify on behalf of Los Padres Council, BSA non-profit organization, that I have read, understand and agree that the aforesaid information is accurate, factual and current. I understand that an award of funds, if granted, will be for the sole use as reflected in this application form. I further certify that as a condition of receiving funds, an agreement with the City of Arroyo Grande, in a form and content provided by the City of Arroyo Grande, will be signed and executed by a duly authorized representative of said non-profit organization.

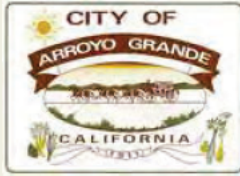
I am aware of and certify that our non-profit organization will adhere to all City regulations regarding the 2022-23 Community Service Grant Program including, but not limited to, maintaining non-discriminatory policies, practices and intent. I also, on behalf of our non-profit organization, agree to indemnify, defend, and hold harmless the City of Arroyo Grande relative to any and all liability that may arise as a result of the use of the City of Arroyo Grande Community Service Grant Fund monies.

Date: 11/16/23

Signature: _____

Executive Director or Designee

Board of Director or Officer



ARROYO GRANDE COMMUNITY SERVICE GRANT PROGRAM GRANT APPLICATION FISCAL YEAR 2023-24

PROGRAM DESCRIPTION

The 2023-24 Arroyo Grande Community Service Grant Program is intended to provide monetary grants to eligible community non-profit organizations. The City recognizes the value of such groups, which provide specialized social service, educational, cultural, beautification, and recreation programs and projects that benefiting Arroyo Grande citizens. Grants will be awarded in minimum amounts of not less than \$250.

Funding for 2023-24 Community Service Grant Program is \$75,000.

ELIGIBILITY STANDARDS

To be eligible to apply for grant monies under the City's 2023-24 Community Service Grant Program, a community organization must satisfy the following standards:

- Operate as a non-profit 501c3;
- Serve the Arroyo Grande community;
- Use funds to directly provide* a social service, educational, cultural, beautification, or recreation program or project to Arroyo Grande residents and/or businesses;
- Not restrict participants based upon race, religion, gender, sexual orientation, marital status, national origin, ancestry, disability, medical condition, or age; and
- Not use grant monies specifically for religious activities.

* "Directly provide" means that the community non-profit organization conducts the social service(s) or cultural program(s) itself rather than through a separate entity to which it sub-awards grant monies.

Please provide all required information and attachments.

Incomplete applications will be disqualified.

APPLICATION PROCESS AND DEADLINE:

All interested non-profit organizations must complete an application form, including the following:

1. Attachment A: Cover Sheet

- a. Organization/Agency Name (applicant is required to list the local branch if it represents a national or statewide organization)
- b. Program or Service Title
- c. Executive Director and Program Contact Person (if different)
- d. Physical Address and Mailing Address (if different)
- e. Phone Number
- f. Email Address(es)
- g. Amount of funds being requested
- h. If applicable, funds received in prior year (or most recent year when funds were received)
- i. A brief (50 words or less) description of the proposed program or service

2. Attachment B: Program/Service Information

- a. Briefly describe your organization and its mission.
- b. Summarize your proposed program or service.
- c. How is the program or service beneficial to Arroyo Grande residents?
 - i. How is local need for this program/service determined?
 - ii. Approximate number of City of Arroyo Grande residents served by the non-profit organization.
- d. Describe your organizational capacity to successfully carry out the proposed activities (i.e. past performance and history of the organization will be considered to assess the agency's prospects for achieving its goals and objectives).

3. Attachment C: Scope of Work or Work Plan and Budget Worksheet

4. Attachment D: Sample Grant Agreement with the City of Arroyo Grande (to be fully executed upon grant award).

5. Attachment E: Proof of 501(c)(3) status with a copy of the letter from the IRS.

Completed applications forms, along with supplemental documents must be submitted by **5:00 p.m., Thursday, December 15, 2023** addressed to:

City of Arroyo Grande
Community Development Department
Andrew Perez, Planning Manager
300 E. Branch Street
Arroyo Grande CA 93420

OR SUBMITTED ELECTRONICALLY TO

aperez@arroyogrande.org

Applications are encouraged to be submitted electronically.

Electronic signatures are accepted.

Please download and save this application packet to your computer. This is a fillable PDF, and applicants are encouraged to complete this packet electronically. Alternatively, applicants may print and complete this packet by hand, and either scan and submit electronically to the email address above or mail the hard copy to the above listed address.

For questions please contact:

Andrew Perez

Planning Manager

(805) 473-5425

aperez@arroyogrande.org

ATTACHMENT A: COVER SHEET

Organization/Agency Name: 5-Cities Community Service Foundation (Camp Arroyo Grande)
(local branch)

Mailing Address: PO Box 0
City: Grover Beach State: CA Zip: 93483

Physical Address: 250 Wesley Street
(if different from Mailing Address)
City: Arroyo Grande State: CA Zip: 93420

Fund Amount Requested: \$ 2,000

Previous Funds Received? ☒ Yes ☐ No If Yes, Year Received: FY 2021/22
Amount Received: 10,000

Tax ID Number: [REDACTED]

Executive Director: Greg Steinberger

Email Address: [REDACTED]

Phone Number: [REDACTED]

Grant Program Contact: _____
(if different from Executive Director)

Email Address: _____

Phone Number: _____

Program or Service Title: Nature Discovery Day Field Trips

Brief description of the proposed program or service:

"Back to Nature Discovery Days" is a field trip program for local school-age children. These trips will be available to all public, private and home-school groups in the area, as well as Scouting, Camp Fire, 4-H, Boys & Girls Clubs, and other youth programs.

The 2-hour guided Field Trips will explore the plants, wildlife and ecosystems found in Arroyo Grande Valley, including planting and growing demonstrations at the Altrusa Educational Garden and the Butterfly Feeding Station, as well as a brief history of the Camp as a community gathering place since 1885. The Field Trips will include hiking trails at the facility's 29-acre open space and views of the Arroyo Grande Valley to the coast.

ATTACHMENT B: PROGRAM/SERVICE INFORMATION

Organization Description *(include summary of community services provided):*

Camp Arroyo Grande has been hosting youth programs and providing a community gathering place since 1885. The 5-Cities Community Service Foundation restored the Camp for activities such as summer youth camps, fundraisers, church retreats, and private events.

Mission Statement:

To provide assistance to individuals and organizations with an emphasis on education, community service, and character development. Through Camp Arroyo Grande we want to foster enjoyment and appreciation of the natural world among people of all ages through creative activities in a camp setting.

Program or Service Summary:

List Area(s) Served by the Organization:

Camp AG hosts day and overnight camps for youth groups, and provides a historic meeting facility for community groups and family events.

Camp Arroyo Grande's June Jamboree is an annual free community event, featuring numerous youth activities, non-profit demonstrations and live music. A free lunch is provided by the 5-Cities Men's Club.

The Camp also hosts an annual Harvest Dinner Dance during Harvest Festival weekend, in collaboration with the Arroyo Grande Valley Harvest Festival Committee,

Summary of Program/Service

PLANT LIFE

- California Oak Trees
- Cypress and Pine Trees
- Natural occurring moss and fungi
- Coyote Shrubs
- Ice Plants
- Wild Honeysuckle
- "Sour Grass" (edible and tangy!)
- Wildflowers
- Pollinator Plants
- Camp AG Vegetable Garden

WILDLIFE

- Deer
- Lizards
- Various Bird Species
- Native Insects
- Rabbits
- Squirrels
- Gophers
- Garter Snakes
- Wild Turkeys
- Chickens
- Doug the Camp AG Dog •

HABITATS/ECOSYSTEMS

- Bird Nesting and Gathering Behaviors
- Gopher, Squirrel and Rabbit Burrows
- Environmental Impacts to Camp AG'S Natural Environment

CONSERVANCY

- Caring for Nature
- Legacy of Life- Educating, Planting, Growing, Preserving

How is the program or service beneficial to Arroyo Grande residents?

Number of Arroyo Grande Residents Served: 2,000

• Description:

The Back to Nature Discovery Days will provide primary school-aged children a look at the ecosystems of the local area, and an appreciation of the nature and history of Arroyo Grande Valley. The program will be available at no cost to schools or parents.

How is local need for this program or service determined?

Local private and public schools need to educate on nature conservancy and California history, and Camp Arroyo Grande offers an local opportunity to bring students outdoors to explore these topics hands-on.

Describe your organizational capacity to successfully carry out the proposed activities.

Number of Full Time Staff: 0 Number of Part Time Staff: 4

Number of Volunteers: 40+

- **Description:**

The Discovery Days Field Trip curriculum will be developed and led by Susie Taylor, an accomplished children's book author and a CA-credentialed teacher who works P/T at Camp Arroyo Grande.

ATTACHMENT C: SCOPE/WORK PLAN AND BUDGET WORKSHEET**Scope of Work or Work Plan**

When completing this worksheet, refer to the following questions:

- A. What are the objectives? What is the program or service aiming to accomplish?
- B. In what timeframe will those goals be completed?
- C. What is the evaluation methodology for measuring results? How can results be quantified and observed?
- D. Results should be meaningful, measurable, and demonstrate the difference the proposed project makes, or is intended to make, in the lives of the people within the program or receiving the service.
- E. Output results show the amount of work performed or services received.
- F. Outcomes show the quality of the performance and answer the questions: who is better off by providing this program or service? What percentage of residents are assisted or are benefitting from this program or service?

Objective # 1 - Program Development
Program/Service Objectives Create instructional materials.
Major Tasks to Complete To Achieve Associated Goal Create instructor guides, physical tools, and children's activities for multiple grade levels for a 90-minute educational experience that takes advantage of the natural aspects of Camp Arroyo Grande.
Timeline Jan-Feb 2024
Evaluation Methodology Material prepared and delivered to student groups

Objective # 2 - Community Outreach
Program/Service Objectives Communicate program to local schools and youth groups
Major Tasks to Complete To Achieve Associated Goal <ul style="list-style-type: none"> - Design digital flyer to schools, PTO's and youth groups describing program benefits and availability. - Distribute flyer to all local schools - Publish details on www.camparroyogrande.org
Timeline Jan-Feb 2024
Evaluation Methodology Flyers distributed, and website active

Objective # 3 - Implementation
Program/Service Objectives Host student groups
Major Tasks to Complete To Achieve Associated Goal <ul style="list-style-type: none"> - Host initial youth groups - Refine program based on feedback from initial groups
Timeline Mar-May 2024 & Sept-Nov 2024
Evaluation Methodology Successful completion of twenty (20) Back to Nature Discovery Day field trips in 2024

Program Service OUTPUTS:

Nature and Historical Field Trip program available to schools and youth groups.

Program Service OUTCOMES:

Schools provide hands-on classes to grade-school aged children on nature appreciation and conservancy.

Budget Worksheet

Complete this Worksheet for the specified program or service.

PROGRAM/SERVICE PROPOSED EXPENSES

Line Item	Proposed Cost	Proposed Grant Funding Amount
Administrative Salaries & Fees / Fiscal Agent Fees	0	0
Artistic Salaries & Fees	500	0
<i>Other Salaries & Fees</i>		
1. Curriculum Development	500.	250
2. Trip Facilitation (20 groups/year)	1,000.	1,000
Equipment	500.	250
Supplies / Materials	500.	500
Travel / Transportation		
Promotion / Publicity	300.	0
<i>Other Expenses:</i>		
1. Trip Give-aways to students	1,000	0
2.		
TOTALS:	4,300	2,000

PROGRAM/SERVICE PROPOSED INCOME

	Cash Amount
Arroyo Grande Community Service Grant Amount Requested	2,000
<i>Other Funding Sources:</i>	
Other Public Grants	0
Private Foundations	0
Corporation Contributions	0
Concessions / Ticket Sales	0
Promotion Sales / Advertisements (Other Cash)	0
<i>Other Funding Subtotal:</i>	0
TOTALS:	2,000



ATTACHMENT E: PROOF OF NON-PROFIT STATUS

I. SUPPLEMENTAL DOCUMENTATION:

☒ Proof of 501(c)(3) status with a copy of the letter from the IRS.

II. CERTIFICATION:

I certify on behalf of Five Cities Community Service Foundation non-profit organization, that I have read, understand and agree that the aforesaid information is accurate, factual and current. I understand that an award of funds, if granted, will be for the sole use as reflected in this application form. I further certify that as a condition of receiving funds, an agreement with the City of Arroyo Grande, in a form and content provided by the City of Arroyo Grande, will be signed and executed by a duly authorized representative of said non-profit organization.

I am aware of and certify that our non-profit organization will adhere to all City regulations regarding the 2022-23 Community Service Grant Program including, but not limited to, maintaining non-discriminatory policies, practices and intent. I also, on behalf of our non-profit organization, agree to indemnify, defend, and hold harmless the City of Arroyo Grande relative to any and all liability that may arise as a result of the use of the City of Arroyo Grande Community Service Grant Fund monies.

Date: 12/4/2023

Signature:

[Redacted Signature]
Executive Director or Designee

[Redacted Signature]
Board of Director or Officer



ARROYO GRANDE COMMUNITY SERVICE GRANT PROGRAM

GRANT APPLICATION

FISCAL YEAR 2023-24

PROGRAM DESCRIPTION

The 2023-24 Arroyo Grande Community Service Grant Program is intended to provide monetary grants to eligible community non-profit organizations. The City recognizes the value of such groups, which provide specialized social service, educational, cultural, beautification, and recreation programs and projects that benefiting Arroyo Grande citizens. Grants will be awarded in minimum amounts of not less than \$250.

Funding for 2023-24 Community Service Grant Program is \$75,000.

ELIGIBILITY STANDARDS

To be eligible to apply for grant monies under the City's 2023-24 Community Service Grant Program, a community organization must satisfy the following standards:

- Operate as a non-profit 501c3;
- Serve the Arroyo Grande community;
- Use funds to directly provide* a social service, educational, cultural, beautification, or recreation program or project to Arroyo Grande residents and/or businesses;
- Not restrict participants based upon race, religion, gender, sexual orientation, marital status, national origin, ancestry, disability, medical condition, or age; and
- Not use grant monies specifically for religious activities.

* "Directly provide" means that the community non-profit organization conducts the social service(s) or cultural program(s) itself rather than through a separate entity to which it sub-awards grant monies.

Please provide all required information and attachments.

Incomplete applications will be disqualified.

APPLICATION PROCESS AND DEADLINE:

All interested non-profit organizations must complete an application form, including the following:

1. Attachment A: Cover Sheet

- a. Organization/Agency Name (applicant is required to list the local branch if it represents a national or statewide organization)
- b. Program or Service Title
- c. Executive Director and Program Contact Person (if different)
- d. Physical Address and Mailing Address (if different)
- e. Phone Number
- f. Email Address(es)
- g. Amount of funds being requested
- h. If applicable, funds received in prior year (or most recent year when funds were received)
- i. A brief (50 words or less) description of the proposed program or service

2. Attachment B: Program/Service Information

- a. Briefly describe your organization and its mission.
- b. Summarize your proposed program or service.
- c. How is the program or service beneficial to Arroyo Grande residents?
 - i. How is local need for this program/service determined?
 - ii. Approximate number of City of Arroyo Grande residents served by the non-profit organization.
- d. Describe your organizational capacity to successfully carry out the proposed activities (i.e. past performance and history of the organization will be considered to assess the agency's prospects for achieving its goals and objectives).

3. Attachment C: Scope of Work or Work Plan and Budget Worksheet

4. Attachment D: Sample Grant Agreement with the City of Arroyo Grande (to be fully executed upon grant award).

5. Attachment E: Proof of 501(c)(3) status with a copy of the letter from the IRS.

Completed applications forms, along with supplemental documents must be submitted by **5:00 p.m., Thursday, December 15, 2023** addressed to:

City of Arroyo Grande
Community Development Department
Andrew Perez, Planning Manager
300 E. Branch Street
Arroyo Grande CA 93420

OR SUBMITTED ELECTRONICALLY TO

aperez@arroyogrande.org

Applications are encouraged to be submitted electronically.

Electronic signatures are accepted.

Please download and save this application packet to your computer. This is a fillable PDF, and applicants are encouraged to complete this packet electronically. Alternatively, applicants may print and complete this packet by hand, and either scan and submit electronically to the email address above or mail the hard copy to the above listed address.

For questions please contact:

Andrew Perez

Planning Manager

(805) 473-5425

aperez@arroyogrande.org

ATTACHMENT A: COVER SHEET

Organization/Agency Name: Center for Child and Adolescent Mental Health
(local branch)

Mailing Address: 895 Aerovista Place
City: San Luis Obispo State: CA Zip: 93401

Physical Address: Same
(if different from Mailing Address)
City: _____ State: _____ Zip: _____

Fund Amount Requested: \$ 14,000

Previous Funds Received? ☐ Yes ☒ No If Yes, Year Received: _____

Amount Received: _____

Tax ID Number: [REDACTED]

Executive Director: Dr. Ramona Friedman

Email Address: [REDACTED]

Phone Number: [REDACTED]

Grant Program Contact: Same
(if different from Executive Director)

Email Address: _____

Phone Number: _____

Program or Service Title: Youth Mental Health Peer-to-Peer Support

Brief description of the proposed program or service:

The Center for Child and Adolescent Mental Health (CCAMH) respectfully requests \$14,000 in grant funding to bridge the gap between access to mental health care for children and teens in Arroyo Grande. Our proposed outcomes utilize a two-pronged strategy: 1) The Teen Advisory Board, an education and prevention program designed to raise the voices of youth and ignite their advocacy in discovering mental health solutions that impact the wellbeing of all children and youth; 2) The Treatment Center, providing affordable, evidence-based mental health treatment to children, teens, young adults, and their families.

Organization Description (include summary of community services provided):

In 2022, after 13 years treating youth in San Luis Obispo County, clinical psychologist Dr. Ramona Friedman, like other child and adolescent therapists, was overwhelmed by the groundswell of desperate parents seeking treatment for suffering children. She reached out to Lori Butterworth, a national award-winning child advocate about the depth and breadth of the burgeoning youth mental health crisis, most especially for underserved, marginalized children. They joined forces to do something direct and immediately impactful about the crisis in access to youth mental health care in San Luis Obispo County.

CCAMH was founded with a timely mission: to expand access to quality, evidence-based youth mental health care as quickly as possible. Over the past few months, our team has met with other youth and mental health agencies. Without exception, agencies are eager to work with us to address the growing needs of our children.

Our growing list of community partners have all confirmed that CCAMH is filling an urgent, unmet need in SLO County. In less than one year, community and business leaders like Lan George, Arroyo Grande City Council member, successful financier Jill Voegel, local pediatrician, Dr. Rene Bravo, local attorney Erica Baltonado, and other clinicians and community leaders have joined forces to expand access to quality, evidence-based youth mental health care in San Luis Obispo county as quickly as possible.

CCAMH have built an evidence-based, comprehensive program design which includes three "Centers" of Care which include:

The Treatment Center: The CCAMH Treatment Center opened in November of this year, and in that short amount of time, we have provided quality evidenced based treatments to 40 local youth who would otherwise be unable to access mental healthcare.

The Teen Center: The CCAMH Teen Center includes a diverse Teen Advisory Board, which offers middle and high school students a platform to influence strategies addressing the youth mental health crisis. Youth from Arroyo Grande collaborate with other high schools to conduct peer-to-peer surveys, aggregating the perspectives of hundreds of teens. This involvement of youth provides them with an active role in promoting mental health while supporting their peers, and making a meaningful impact on their community.

The Parent Center: The CCAMH Parent Center provides evidence-based parenting information, training, and support, monthly Parent Drop-In Sessions where parents can ask questions to a youth mental health experts, and family-based therapy.

Mission Statement:

The mission of the Center for Child and Adolescent Mental Health is to expand access to quality, evidence-based youth mental health care as quickly as possible. We believe it is our moral imperative to treat the emotional wounds of our children.

Program or Service Summary: List Area(s) Served by the Organization:

How is the program or service beneficial to Arroyo Grande residents?

Number of Arroyo Grande Residents Served: ~200

Caring for a child or teen struggling with their mental health is a terrifying and isolating experience. Finding treatment is frustrating, waitlists are long, and accessing treatment that addresses your child's condition can feel impossible. There is hope found at the Center for Child and Adolescent Mental Health. We provide training and resources to help parents support their child before, during, and after treatment. Parents can talk with a youth mental health expert in monthly Parent Drop-In Sessions, attend in-person or virtual support groups, and build listening and support skills by getting trained and certified in Youth Mental Health First Aid.

Dedicated to the idea that youth are the real experts when it comes to addressing the youth mental health crisis, our burgeoning Teen Advisory Board, made up of diverse students from Arroyo Grande High and Pauling Middle schools lead our efforts. These dedicated youth public servants volunteer countless hours, collecting data from their peers and making meaningful change on their campus' and their community.

Of interest: the Arroyo Grande community has invested time, money, and expertise to launch this program - totaling more than \$43,000 in donated goods and services.

How is local need for this program or service determined?

Similar to other communities across the country, youth in Arroyo Grande are facing unprecedented challenges with their mental health. The heartbreaking truth is that we have yet to uncover the emotional and psychosocial impact that COVID-related fear and isolation have had on our children. In fact, in 2020, when COVID threatened the lives of older adults and those with complex medical conditions, children and teens sacrificed their own freedom to protect the COVID vulnerable. They paid a heavy price to protect others: missing school, their friends, and the essential elements of human connection necessary for their own healthy development.

The American Academy of Pediatrics, the American Academy of Child and Adolescent Psychiatry, and the Children's Hospital Association have all declared a National State of Emergency in Children's Mental Health. This declaration was followed by the US Surgeon General, Dr. Vivek Murthy's report: Protecting Youth Mental Health, a call to action focused on the mental health crisis faced by our nation's children, teens, and young adults. "The challenges today's generation of young people face are unprecedented and uniquely hard to navigate,"

Murthy wrote. "And the effect these challenges have had on their mental health is devastating."

Sadly, suicide remains the second leading cause of death in teens; 30% of teen girls suffer from anxiety; 14% of teens have had a major depressive episode during the pandemic; and 60% of youth with depression did not receive any treatment. Alarming, the average wait time to access care for a youth mental health emergency is 50 days; 7 weeks wait time for a life-threatening crisis.

Unfortunately, Arroyo Grande is no exception. Our recent loss of a teen at Arroyo Grande HS just a few months ago is yet another tragedy that was devastating to our community and makes clear how desperately our youth need more services and support. Our children need the timely solutions proposed by CCAMH.

Describe your organizational capacity to successfully carry out the proposed activities.

Number of Full Time Staff: 0

Number of Part Time Staff: 3

Number of Volunteers: 20

Not all youth mental health treatments are equal. Some are backed by scientific evidence, others are not. Therapists who use treatments based on science provide "evidence-based practice" (EBP). If the treatments have scientific evidence supporting the effectiveness, they are called evidence-based treatments (EBTs). EBTs are listed as best practice and preferred approaches for mental health symptom treatment by both the American Psychiatric Association and the American Psychological Association. CCAMH specializes in evidence-based care, led by Dr. Ramona Friedman, a 13-year veteran in delivery treatment that works for children, teens and young adults. Dr. Friedman is supported by a team of experts in non-profit organizational management, finance, and regulation, community engagement, family law, child advocacy, and population-based access expansion to mental health care for youth.

ATTACHMENT C: SCOPE/WORK PLAN AND BUDGET WORKSHEET

Objective # 1

To empower and train a team of 15 – 20 diverse youth from Arroyo Grande High School and Paulding Middle School to connect with ~100 youth as Teen Advisory Board members for CCAMH.

Major Tasks to Complete To Achieve Associated Goal

Adult mentors organize and facilitate a Teen Advisory Board made up of 10 – 12 Arroyo Grande teens from diverse backgrounds who meet weekly both in person and via Zoom to:

1. Learn and discover solutions to youth mental health issues, both current and emerging.
2. Be trained in scientific research methodologies, equitable survey distribution, data, analysis, discovery, and how to use data to drive change in youth mental health.
3. Conduct their own surveys: qualitative (talk with your peers) and quantitative (survey your peers).
4. Compare, analyze, and synthesize collective and individual data sets by age, gender, race, etc.

5. Evaluate, reflect, and share the strengths and limitations of their findings.
6. Create a Final Report in the style and structure of a scientific journal including limitations and recommendations for future youth-led research and evaluation.
7. Develop public speaking skills by presenting their ideas, research, and recommendations via traditional and social media and at public presentations open to parents, educators, elected officials, and law enforcement.

Timeline

The timeline for this program follows the school year, beginning in October and culminating with a final report and public presentation(s) in May.

Objective # 2

To expand access to affordable, high-quality, evidence-based mental health care to a minimum of 75 youth in Arroyo Grande who do not currently have access to the care they need. Under the supervision of clinical psychologist and Arroyo Grande resident, Dr. Friedman the CCAMH Treatment Center will provide the following:

1. Quality, evidence-based clinical training and supervision for a minimum of 5 early career therapists/interns (including bilingual/bicultural)
2. 200+ hours of quality, evidence-based treatment to 200+ youth who would otherwise lack access to mental health treatment.
3. Four six-week thematic teen support groups: anxiety, depression, eating disorders, and mental health challenges.

Timeline

This program is ongoing, and the objectives are reported for a 12-month period.

Evaluation Methodology

While maintaining confidentiality:

1. As CCAMH trains new clinicians, the increase in numbers of youth served will be tracked.
2. CCAMH clinicians will be trained to keep accurate records of each child's progress using pre- and post- treatment evaluations.
3. Feedback from parents regarding quality of and access to care will be tracked and recorded.

Program Service OUTPUTS:

Teen Advisory Board:

1. More than 150 volunteer hours from adult mentors and guest experts.
2. More than 1,000 volunteer hours from youth participants.
3. 15 – 20 diverse youth leaders from Arroyo Grande High School and Paulding Middle School will be trained in scientific survey methodologies, data analysis, and public speaking skills.
4. ~100 youth from throughout the City of Arroyo Grande will participate in addressing the youth mental health challenges faced by themselves and their peers.
5. A scientific journal style report on the "State of Youth Mental Health in Arroyo Grande" developed and presented by the youth themselves. This report can be used by City and

County officials, schools, parents, agencies, and health care professionals to develop programs and strategies to address the youth mental health crisis.

Treatment Center:

1. Evidence-based information will be available for residents to utilize regarding when and how to access treatment and support for youth struggling with their mental health.
2. A minimum of two new therapists (one bilingual) trained to deliver quality, evidence-based treatment to youth in Arroyo Grande.
3. Thematic, accessible support groups, both online and in-person will be available to youth and families in Arroyo Grande.

Program Service OUTCOMES:

Outcomes Teen Advisory Board:

1. A sense of empowerment knowing that they have a voice in determining youth mental health research priorities and available treatments.
2. Heightened awareness of the role of scientific research in solving complex problems.
3. A reduction in the stigma and discrimination associated with mental health struggles for teens.
4. Coping skills, mental health knowledge, and self-help strategies.
5. Knowing when, where, and how to access mental health support.
6. Social-emotional tools to make healthy peer-related choices.
7. Pride in knowing they are the experts in finding solutions to issues that impact their lives.

Outcomes Treatment Center:

1. Youth in Arroyo Grande will experience improvements in their general wellbeing, school attendance, peer and family relationship, and ability to cope with life's challenges.
2. Parents in Arroyo Grande will be able to make more informed decisions about how to support and access care for their children.
3. Two newly trained youth mental health therapists will be empowered to provide evidence-based treatments designed to address the specific mental health challenges youth in Arroyo Grande are facing.

PROGRAM/SERVICE PROPOSED EXPENSES

Line Item	Proposed Cost	Proposed Grant Funding Amount
Administrative Salaries & Fees	\$45,000.00	
Program Support Services	\$170,000.00	\$4,500.00
Therapists and Educators	\$125,000.00	\$2,500.00
Stipends (Low-income teen participants)	\$12,000.00	\$1,500.00
Rent & Equipment	\$32,000.00	
Supplies / Materials	\$5,000.00	
Travel / Transportation for Youth Participants	\$1,500.00	\$1,500.00
Promotion / Publicity	\$7,500.00	
<i>Other Expenses:</i>		
1 Food for Youth Participants	\$4,000.00	\$4,000.00
2 Other overhead expenses	\$3,500.00	
TOTALS:	\$405,500.00	\$14,000.00

PROGRAM/SERVICE PROPOSED INCOME

	Cash Amount
Arroyo Grande Community Service Grant Amount Requested	\$14,000.00
<i>Other Funding Sources:</i>	
Other Public Grants	\$0.00
Private Foundations	\$100,000.00
Corporation Contributions	\$5,000.00
Treatment payments and/or reimbursements	\$225,000.00
Fundraising, individuals and events	\$75,500.00
<i>Other Funding Subtotal:</i>	\$405,500.00
TOTALS:	\$419,500.00

Heath Owens

[REDACTED]
Arroyo Grande, Ca 93420
[REDACTED]

14th December, 2023

Andrew Perez

Arroyo Grande Community
Service Grant Program
aperez@arroyogrande.org



Dear Mr. Perez,

I hope this letter finds you in good health. I am Heath Owens, serving as the President of the Central Coast Athletics Foundation (CCAF). I am writing to convey our sincere gratitude for the City of Arroyo Grande's unwavering commitment to community development.

The Central Coast Athletics Foundation is seeking your thoughtful consideration for a grant from the Arroyo Grande Community Service Grant Program. This grant will play a pivotal role in enhancing and expanding our community athletics programs.

The funding support we are seeking is strategically allocated within our organization to contribute to the overall health and well-being of our community. Specifically, the Peregrine Youth Track Club empowers young athletes, the All Comers Track Series promotes community engagement, the Community Youth Program Support ensures the continuity of our youth-focused initiatives, and the Elementary School Championship Meet provides a platform for our youngest talents.

I am more than willing to provide further details on these programs or offer any additional information you may require. Please feel free to reach me at 805-441-4396 or heathowens84@gmail.com.

Thank you sincerely for your time and consideration. We deeply appreciate the City of Arroyo Grande's dedication to community improvement and eagerly look forward to the opportunity to continue making a positive impact together.

Sincerely,

Heath Owens

President Central Coast Athletics Foundation
[REDACTED] Arroyo Grande, CA 93420
[REDACTED]



ARROYO GRANDE COMMUNITY SERVICE GRANT PROGRAM

GRANT APPLICATION

FISCAL YEAR 2023-24

PROGRAM DESCRIPTION

The 2023-24 Arroyo Grande Community Service Grant Program is intended to provide monetary grants to eligible community non-profit organizations. The City recognizes the value of such groups, which provide specialized social service, educational, cultural, beautification, and recreation programs and projects that benefiting Arroyo Grande citizens. Grants will be awarded in minimum amounts of not less than \$250.

Funding for 2023-24 Community Service Grant Program is \$75,000.

ELIGIBILITY STANDARDS

To be eligible to apply for grant monies under the City's 2023-24 Community Service Grant Program, a community organization must satisfy the following standards:

- Operate as a non-profit 501c3;
- Serve the Arroyo Grande community;
- Use funds to directly provide* a social service, educational, cultural, beautification, or recreation program or project to Arroyo Grande residents and/or businesses;
- Not restrict participants based upon race, religion, gender, sexual orientation, marital status, national origin, ancestry, disability, medical condition, or age; and
- Not use grant monies specifically for religious activities.

* "Directly provide" means that the community non-profit organization conducts the social service(s) or cultural program(s) itself rather than through a separate entity to which it sub-awards grant monies.

Please provide all required information and attachments.

Incomplete applications will be disqualified.

APPLICATION PROCESS AND DEADLINE:

All interested non-profit organizations must complete an application form, including the following:

1. Attachment A: Cover Sheet

- a. Organization/Agency Name (applicant is required to list the local branch if it represents a national or statewide organization)
- b. Program or Service Title
- c. Executive Director and Program Contact Person (if different)
- d. Physical Address and Mailing Address (if different)
- e. Phone Number
- f. Email Address(es)
- g. Amount of funds being requested
- h. If applicable, funds received in prior year (or most recent year when funds were received)
- i. A brief (50 words or less) description of the proposed program or service

2. Attachment B: Program/Service Information

- a. Briefly describe your organization and its mission.
- b. Summarize your proposed program or service.
- c. How is the program or service beneficial to Arroyo Grande residents?
 - i. How is local need for this program/service determined?
 - ii. Approximate number of City of Arroyo Grande residents served by the non-profit organization.
- d. Describe your organizational capacity to successfully carry out the proposed activities (i.e. past performance and history of the organization will be considered to assess the agency's prospects for achieving its goals and objectives).

3. Attachment C: Scope of Work or Work Plan and Budget Worksheet

4. Attachment D: Sample Grant Agreement with the City of Arroyo Grande (to be fully executed upon grant award).

5. Attachment E: Proof of 501(c)(3) status with a copy of the letter from the IRS.

Completed applications forms, along with supplemental documents must be submitted by **5:00 p.m., Thursday, December 15, 2023** addressed to:

City of Arroyo Grande
Community Development Department
Andrew Perez, Planning Manager
300 E. Branch Street
Arroyo Grande CA 93420

OR SUBMITTED ELECTRONICALLY TO

aperez@arroyogrande.org

Applications are encouraged to be submitted electronically.

Electronic signatures are accepted.

Please download and save this application packet to your computer. This is a fillable PDF, and applicants are encouraged to complete this packet electronically. Alternatively, applicants may print and complete this packet by hand, and either scan and submit electronically to the email address above or mail the hard copy to the above listed address.

For questions please contact:

Andrew Perez

Planning Manager

(805) 473-5425

aperez@arroyogrande.org

ATTACHMENT A: COVER SHEET

Organization/Agency Name: Central Coast Athletics Foundation
(local branch)

Mailing Address: [REDACTED]
City: Arroyo Grande State: CA Zip: 93420

Physical Address:
(if different from Mailing Address) _____
City: _____ State: _____ Zip: _____

Fund Amount Requested: \$ 12,000

Previous Funds Received? ☐ Yes ☒ No If Yes, Year Received: _____

Amount Received: _____

Tax ID Number: [REDACTED]

Executive Director: Heath Owens

Email Address: [REDACTED]

Phone Number: [REDACTED]

Grant Program Contact: _____
(if different from Executive Director)

Email Address: _____

Phone Number: _____

Program or Service Title: Central Coast Athletics Foundation

Brief description of the proposed program or service:

4th Annual All Comers Track Meets - Series of four summer track meets at Arroyo Grande High School for all ages

2nd Year of Central Coast Peregrines Youth Track Club - a spring season of training and competing for 3rd-8th grade children

Grant & Scholarship Giving

ATTACHMENT B: PROGRAM/SERVICE INFORMATION

Organization Description *(include summary of community services provided):*

Our nonprofit, established in 2022 and tax-exempt under Section 501(c)(3), is driven by a passionate group of individuals who have experienced firsthand the profound, lifelong benefits of sports. Our core mission is centered around the creation and administration of athletic events, particularly youth track and field, while concurrently managing a competitive young track team. Through our philanthropic efforts, we bestow grants and scholarships to nurture and elevate the promising talents of the youth in the world of track and field across the Central Coast of California.

The CCAF Board of Directors, consisting of five dedicated leaders in the local athletics community, was brought together by a shared passion for sports. Originally united to create the AG All Comers Track Meet series, this team has evolved over three years into the Central Coast Athletics Foundation. Supported by a team of 10 founding members with a common goal of promoting athletics, the team includes former college athletes, several professional athletes, and even two Olympians. Together, we actively contribute to the community, sharing the love and joy of athletics while making a meaningful impact. So far we have created or help deliver the following programs & events: The Central Coast Peregrines Youth Track Club, The All Comers Track Series, Ryan's Ranch Run 5k, The Arroyo Grande Turkey Trot, The Jingle Dash Race.

Mission Statement:

The Central Coast Athletics Foundation works to promote, enhance and underwrite participation and performance of Central Coast young people in track & field and running events.

Program or Service Summary:

List Area(s) Served by the Organization:

Arroyo Grande Allcomers Track Series:

This was the first event that brought the principals of the Central Coast Athletics Foundation together. Having had family members that fell in love with the sport through other areas' allcomers meets, we felt that our area could greatly benefit from one. The community has responded overwhelmingly to this track meet series, and we try to grow it each year to bring more community members into the fold. It is truly an all ages event, and we've had competitors as young as 3 and as old as 90. That represents the true democratic spirit of the sport and how it's for all ages, all speeds and all abilities. We are growing this event to four week starting with first week of June.



Summary of Program/Service

Youth Track Club:

We organize, coach and manage a US Track & Field youth track club called the Central Coast Peregrines. Throughout a five month season, there will be multiple practices per week which take place in Arroyo Grande. Through that training, the kid athletes will develop fitness, skills and confidence that they ultimately take to regional track meets from Santa Barbara to Atascadero. Our pilot season in 2023 was a universal success, and indicates that this program is set to experience tremendous growth.

Giving:

We award grants and scholarships to the sporting community around us that seeks to fulfill goals in line with ours. In so doing, we increase the overall capacity to support athletes, improving both participation levels and ultimately performance levels.

How is the program or service beneficial to Arroyo Grande residents?

Number of Arroyo Grande Residents Served: 1200-1500

• Description:

What we do is beneficial to the residents of Arroyo Grande in the following ways:

- Providing opportunities for youth to gain skills, fitness and passion for the sport of Track & Field and running
- Providing financial support through giving to other athletics organizations and individuals
- Strengthening power of community through events that bring together many different segments of our community
- Improving community health through fitness and sporting culture

How is local need for this program or service determined?

In a word: DEMAND is what substantiates the need. When we originally organized, we already sensed a gap in the local sporting opportunities for our youth and community at large. The ultimate gauge for how correct that thinking was is demonstrated in the attendance and number of participants in our programs and events. Collectively, our events had over 2000 participants this last year, and many of those were inaugural efforts. Of that number, the vast majority were local residents many of which reside in Arroyo Grande.

Describe your organizational capacity to successfully carry out the proposed activities.

Number of Full Time Staff: _____ Number of Part Time Staff: 10
Number of Volunteers: 50+

• Description:

We have already honed our organization to successfully accomplish our events and programs. Having an abundance of experience in creating, organizing and managing athletic events and clubs, we draw on that knowledge to assure beneficial outcomes for participants, volunteers and partners. And having lifelong members of this community, we are able to attract many other organizations to assist in our efforts.

We've forged meaningful partnerships with various community groups where many of our volunteers come from, including:

- AGHS Track & XC Teams
- AGHS Football Team
- AGHS AVID Program
- 17 Strong Foundation
- Nipomo Track & XC Teams
- Kiwanas Club
- Arroyo Grande Lions Club
- Local Community Members

These collaborations strengthen our community bonds and collectively contribute to the success and impact of our initiatives.

All of our events to date have been successful from the aspects of popularity, community feedback and fiscal outcome. And all events we've had more than once have shown growth in participation.

ATTACHMENT C: SCOPE/WORK PLAN AND BUDGET WORKSHEET

Scope of Work or Work Plan

When completing this worksheet, refer to the following questions:

- A. What are the objectives? What is the program or service aiming to accomplish?
- B. In what timeframe will those goals be completed?
- C. What is the evaluation methodology for measuring results? How can results be quantified and observed?
- D. Results should be meaningful, measurable, and demonstrate the difference the proposed project makes, or is intended to make, in the lives of the people within the program or receiving the service.
- E. Output results show the amount of work performed or services received.
- F. Outcomes show the quality of the performance and answer the questions: who is better off by providing this program or service? What percentage of residents are assisted or are benefitting from this program or service?

Objective # 1
Program/Service Objectives Increase participation in events: Elementary School Championships & All Comers Track Meet Series: Deliver an excellent event experience to as many community members as possible. Grow the event to four total event days, and increase participation by 10%.
Major Tasks to Complete To Achieve Associated Goal Expand marketing reach through spend Host free pre event clinics to train skills and build awareness Secure event site for chosen dates Reserve necessary vendors to include timing and music services Purchase all equipment, supplies and awards
Timeline Prep work from April-June includes above tasks
Evaluation Methodology Compare entry data from 2023 to measure change in participation

Objective # 2
Program/Service Objectives Increase Club Participation: Central Coast Peregrines Youth Track Club growth of 40% to influence more local athletes
Major Tasks to Complete To Achieve Associated Goal Re-register club through United Stated Track & Field Reserve training facility for all practices Engage in free community track & field clinics to increase interest Increase ad and marketing budget to improve reach Purchase more equipment to fully support increased number of athletes
Timeline Prep for season is January-Feb, first practice late February. Season goes through ea
Evaluation Methodology Membership numbers to compare between 2023 season and 2024 season

Objective # 3
Program/Service Objectives Goal is to increase program and athlete giving by 70% from 2023
Major Tasks to Complete To Achieve Associated Goal Advertising opportunities to schools, student athletes and programs for our grant and scholarship guidelines Collect submissions Review and decide awards Distribute grants and scholarships
Timeline February-June
Evaluation Methodology Compare winter/spring 2024 winter/giving to spring 2023

Program Service OUTPUTS:

Peregrines

Number of athlete members: 50 (2023)

Number of athlete training sessions: 840

Number of Track Meet events competed in: 176

All Comers Meets

Number of participants served: 1200 (per summer)

Number of races/competitions run: 216 (per summer)

Giving & Scholarships

To distribute a total of \$6800

Program Service OUTCOMES:

Peregrines

- Dozens of children experiencing their first ever competition in track & field
- Increased fitness, skills and confidence
- Community inspiration to increase individual physical activity

All Comers

- Hundreds of children introduced to a healthy sport they can do for life
- Adult athletes given a local opportunity to continue competing
- Community bonds strengthened with a fun and challenging shared event

Giving & Scholarships

- Graduating high school students financial ability improved starting college
- Recipient programs ability to do more for their athletes is improved

Budget Worksheet

Complete this Worksheet for the specified program or service.

PROGRAM/SERVICE PROPOSED EXPENSES

Line Item	Proposed Cost	Proposed Grant Funding Amount
Administrative Salaries & Fees / Fiscal Agent Fees		
Artistic Salaries & Fees		
<i>Other Salaries & Fees</i>		
1. Facility Fees	500	0
2. Vendor Fees	3600	
Equipment	6000	4000
Supplies / Materials	2000	0
Travel / Transportation		
Promotion / Publicity	3500	2000
<i>Other Expenses:</i>		
1. Uniforms	5600	2500
2. grants & scholarships	6000	3500
TOTALS:	27,200	12,000

PROGRAM/SERVICE PROPOSED INCOME

	Cash Amount
Arroyo Grande Community Service Grant Amount Requested	12,000
<i>Other Funding Sources:</i>	
Other Public Grants	na
Private Foundations	2500
Corporation Contributions	3000
Concessions / Ticket Sales	9200
Promotion Sales / Advertisements (Other Cash)	
<i>Other Funding Subtotal:</i>	500
TOTALS:	27,200

ATTACHMENT E: PROOF OF NON-PROFIT STATUS

I. SUPPLEMENTAL DOCUMENTATION:

☒ Proof of 501(c)(3) status with a copy of the letter from the IRS.

II. CERTIFICATION:

Central Coast Athletics Foundation

I certify on behalf of _____ non-profit organization, that I have read, understand and agree that the aforesaid information is accurate, factual and current. I understand that an award of funds, if granted, will be for the sole use as reflected in this application form. I further certify that as a condition of receiving funds, an agreement with the City of Arroyo Grande, in a form and content provided by the City of Arroyo Grande, will be signed and executed by a duly authorized representative of said non-profit organization.

I am aware of and certify that our non-profit organization will adhere to all City regulations regarding the 2022-23 Community Service Grant Program including, but not limited to, maintaining non-discriminatory policies, practices and intent. I also, on behalf of our non-profit organization, agree to indemnify, defend, and hold harmless the City of Arroyo Grande relative to any and all liability that may arise as a result of the use of the City of Arroyo Grande Community Service Grant Fund monies.

Date: _____	Signature: _____
	Heath Owens
	Executive Director or Designee
	Adam Laurent
	Board of Director or Officer



Central Coast Athletics Foundation



GRANT PROPOSAL



Central Coast Athletics Foundation
501(c)3 Non-Profit Organization; Federal Tax ID #88-4382615
www.ccatletics.net
805.441.4396



Central Coast Athletics Foundation



ABOUT US



Empowering Central Coast's Youth through Athletics Excellence

Our nonprofit, established in 2022 and tax-exempt under Section 501(c)(3), is driven by a passionate group of individuals who have experienced firsthand the profound, lifelong benefits of sports. Our core mission is centered around the creation and administration of athletic events, particularly youth track and field, while concurrently managing a competitive young track team. Through our philanthropic efforts, we bestow grants and scholarships to nurture and elevate the promising talents of the youth in the world of track and field across the Central Coast of California.

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 501(c)(3) Non-Profit Organization; Federal Tax ID #88-4382615
www.ccaathletics.net
 805.441.4396



Central Coast Athletics Foundation



Meet Our Team

The CCAF Board of Directors, consisting of five dedicated leaders in the local athletics community, was brought together by a shared passion for running. Originally formed to create the AG All Comers Track Meet series, this team has evolved over three years into the Central Coast Athletics Foundation. Supported by a team of 10 founding members* with a common goal of promoting athletics, the team includes former college athletes, several professional athletes, and even two Olympians. Together, we actively contribute to the community, sharing the love and joy of athletics while making a meaningful impact.

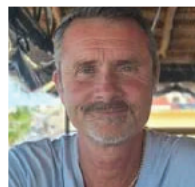
Central Coast Athletics Foundation Board Of Directors



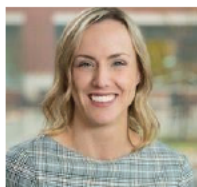
Heath Owens
Board President



Adam Laurent
Board Secretary



Brian Goodell
Board Member



Jean Drummond Petersen
Board Treasury & Communications



Joe Thorne
Board Member

*Founding members not pictured: Laurie Owens, Jasmine Goodell, Michelle June Cavaletto, Kara June Thorne and Paul Terek

Central Coast Athletics Foundation
501(c)3 Non-Profit Organization; Federal Tax ID #88-4382615
www.ccatletics.net
805.441.4396



Central Coast Athletics Foundation



WHAT WE DO

We are a non-profit foundation built to support young people in track & field and all running events. We raise funds and program events to improve individual youth athletes, as well as the health of the community.

Our areas of emphasis:

- ATHLETICS EVENTS MANAGEMENT
- YOUTH TRACK CLUB
- GRANTS & SCHOLARSHIPS

We create and manage athletic events that directly impact our community's youth and their families. These events serve as a useful vehicle for sponsor promotion due to the large audiences they reach.

We operate and run a USATF Youth Track Club, Central Coast Peregrines, for grades 3rd-8th.

We award grants and scholarships to the sporting community around us that seeks to fulfill goals in line with ours.



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Central Coast Athletics Foundation



Our coaching team is made up of several world-class former athletes that are dedicated to building mental and physical strength. We emphasize a coach-to-athlete ratio of 10:1, ensuring personalized attention and effective guidance for each participant.

The Peregrines Track and Field Club is designed to introduce kids to sprint, distance running and field events by providing an experience that is fun, competitive, and informative about the sport. We strive to achieve excellence by developing top-notch training programs, with an emphasis on the fundamentals and competition.

In our debut season of 2022, we happily embraced 45 young athletes ranging from 3rd to 8th grade. Our team of committed and skilled volunteer coaches delivered an exceptional experience, fostering the development of their athletic abilities.

"My daughter's first venture into track and field with the peregrines youth track team was nothing short of amazing! The dedicated coaches and the positive environment made her fall in love with running. Now, she's running with excitement and newfound passion. Thank you for sparking her love for this incredible sport!"
Jamie Aldridge

To continue offering this enriching program, we rely on sponsorship funding. This initiative provides a fantastic experience for kids eager to test themselves and enhance their athletic capacity. Rooted in values of hard work, self-discovery, and the joy of challenge and improvement, our foundation is committed to fostering a positive and transformative environment for young athletes.

Central Coast Athletics Foundation
501(c)3 Non-Profit Organization; Federal Tax ID #88-4382615
www.ccaathletics.net
805.441.4396



Central Coast Athletics Foundation



COMMUNITY SUPPORT

In 2023, our foundation committed over \$4,000 to fortify youth athletics, with a focus on supporting the Track and Field and Cross Country programs within the Lucia Mar Unified School District.

Beyond financial aid, our significant fun runs, such as the AG All Comers Track series, Turkey Trot and Jingle Bell Dash, not only spread joy but also contribute positively to the community spirit. Collaborating with the City of Arroyo Grande, and several other local businesses, we offer inexpensive or free opportunities for young enthusiasts to develop a love for running.

Our areas of focus:

- COMMUNITY FUN RUNS
- FUNDING FOR LOCAL ATHLETICS PROGRAMS
- SCHOLARSHIPS FOR HIGH SCHOOL SENIORS

However, to expand our impact and provide more scholarships to deserving seniors, we rely on sponsorship support. As we strive to nurture the athletic dreams of our youth, sponsorship contributions are crucial, particularly for sustaining events like the Elementary School Championship Track Meet, which plays a pivotal role in fostering a passion for running among the next generation.



ARROYO GRANDE JINGLE BELL DASH 2022 | © NAMU.LOV

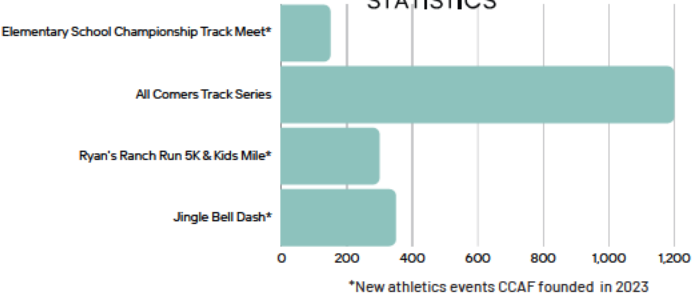
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Central Coast Athletics Foundation



2023 EVENT PARTICIPATION STATISTICS



EVENT STATS

All Comers Track Series of three open track meets for all ages, ranging from 3 to 90. These highly popular and inclusive events have become a community staple, attracting over 1500 participants and thousands of spectators. In its third consecutive year, the All Comers Meet series is a testament to our commitment to fostering community engagement, athleticism, and inclusivity. To host these events successfully, we require a total investment of \$3,000. With increased sponsorship funding, our goal is not only to sustain but also to enhance the program. This additional support would enable the Central Coast Athletics Foundation to add an extra meet date and expand our marketing efforts, attracting a larger audience and further enriching the community experience

Elementary School Championship Track Meet offers youth in grades 3rd to 6th a unique opportunity to compete in a track and field event. Open to elementary school athletes across SLO to Santa Barbara counties. This event total cost in 2023 was \$2000. To expand this event to all elementary grades the Central Coast Athletics Foundation needs increased sponsorship funding.

"I am immensely grateful to CCAF for orchestrating the incredible community events. Each gathering not only brings joy but also creates lasting memories. Thank you for fostering a sense of togetherness and providing opportunities for us to celebrate, connect, and thrive together!" Sophia Brown

Jingle Bell Dash, is a free community event that marks the festive kickoff to the holiday season. As a token of appreciation to the community, this event gathers over 300 enthusiastic kids for a festive run through the village. The primary goal is to promote youth athleticism and foster a strong sense of community spirit, making it a joyful and inclusive occasion for all.

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ABOUT RYAN'S RANCH RUN

Central Coast Athletics Foundation collaborated with the 17 Strong Foundation to raise funds for Victory Trips® supporting young adults aged 18-40 who have overcome life-threatening illnesses. Ryan's Ranch Run 5K and Kids Mile, held at the picturesque Thousand Hills Ranch in Pismo Beach, nearly 300 participants came together for a day of running, fun, and community spirit. In its inaugural year, the event was a resounding success, generating \$14,000 in profit. This allowed the Central Coast Athletics Foundation to fund two unforgettable Victory Trips® for deserving cancer survivors, marking a significant achievement for community support and wellness initiatives.

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Supporting Ryan's Legacy:

The race isn't just about the finish line; it's about creating lasting change. Proceeds from the event went towards 17 Strong Foundation, honoring Ryan's legacy by providing Victory Trips to young adults who have bravely battled life-threatening illnesses. Together, we made a meaningful impact on the lives of those in need and strengthened our community's spirit of generosity.

"I really enjoyed being a part of Ryan's Ranch Run . It was a lot of fun and everyone did an Awesome Job putting it all together. THANK YOU." Amy Harper

Empowering Youth Through Sports:

In addition to the Victory Trips, donations raised during the event allowed continued support the Central Coast Athletics Foundation, empowering young athletes and ensuring access to running sports and events on the Central Coast.

Unforgettable Experience:

Participants were treated to race timing, live music, and the post-run BBQ and beer garden. Everyone came together to celebrate their achievements and the incredible causes they were supporting.



Central Coast Athletics Foundation



OUR ASK: \$12,000

Our earnest request is for a grant of \$12,000 to empower Central Coast Athletics Foundation in enhancing and expanding our current programs. This funding will play a pivotal role in broadening the Elementary School Championship Track Meet to include all elementary grades, enabling more students to engage in the sport. Additionally, it will facilitate increased participation in the Peregrines Youth Track Club, allowing more young athletes to experience the benefits of track and field. Moreover, the grant will support the continuation of low-cost and free community fun runs, promoting health and wellness. Together we can create lasting positive experiences for everyone involved.

Investing in Community Well-being Partner with Us for a Healthier, Happier Future!



Association with Community Impact



Align with a burgeoning force for good in our community.



Direct-to-Community Engagement:



Capitalize On-The-Ground opportunities for direct community engagement during events.



Support Community Health & Wellness



Empower community health and wellness by supporting initiatives that prioritize physical and mental well-being.

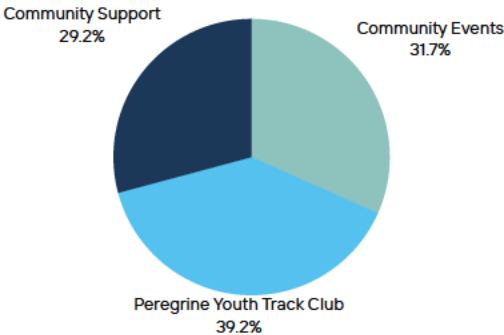
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Central Coast Athletics Foundation

Grant Funds Overview

Our ability to bring impactful community events to life hinges on the invaluable support of sponsorship funding. Without this crucial backing, the execution of these events would be impossible. Sponsorship plays a pivotal role in making our community initiatives a reality, demonstrating that together, we can create lasting positive experiences for everyone involved.



Summary of Grant Funding

Peregrine Youth Track Club:

-
- Total Cost \$4,700
- Uniforms: \$2,500
 - Marketing: \$200
 - Facilities and Equipment: \$2,000



Community Support:

-
- Total Cost \$3,500
- Scholarships \$2,000
 - LMUSD Physical Education Programs: \$1,500



Community Events:

-
- Total Cost \$3,800
- Equipment/Meet Timing: \$2,000
 - Marketing: \$1,800



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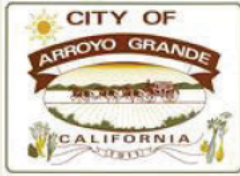
Central Coast Athletics Foundation



THANK YOU



Central Coast Athletics Foundation
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ARROYO GRANDE COMMUNITY SERVICE GRANT PROGRAM

GRANT APPLICATION

FISCAL YEAR 2023-24

PROGRAM DESCRIPTION

The 2023-24 Arroyo Grande Community Service Grant Program is intended to provide monetary grants to eligible community non-profit organizations. The City recognizes the value of such groups, which provide specialized social service, educational, cultural, beautification, and recreation programs and projects that benefiting Arroyo Grande citizens. Grants will be awarded in minimum amounts of not less than \$250.

Funding for 2023-24 Community Service Grant Program is \$75,000.

ELIGIBILITY STANDARDS

To be eligible to apply for grant monies under the City's 2023-24 Community Service Grant Program, a community organization must satisfy the following standards:

- Operate as a non-profit 501c3;
- Serve the Arroyo Grande community;
- Use funds to directly provide* a social service, educational, cultural, beautification, or recreation program or project to Arroyo Grande residents and/or businesses;
- Not restrict participants based upon race, religion, gender, sexual orientation, marital status, national origin, ancestry, disability, medical condition, or age; and
- Not use grant monies specifically for religious activities.

* "Directly provide" means that the community non-profit organization conducts the social service(s) or cultural program(s) itself rather than through a separate entity to which it sub-awards grant monies.

Please provide all required information and attachments.

Incomplete applications will be disqualified.

APPLICATION PROCESS AND DEADLINE:

All interested non-profit organizations must complete an application form, including the following:

1. Attachment A: Cover Sheet

- a. Organization/Agency Name (applicant is required to list the local branch if it represents a national or statewide organization)
- b. Program or Service Title
- c. Executive Director and Program Contact Person (if different)
- d. Physical Address and Mailing Address (if different)
- e. Phone Number
- f. Email Address(es)
- g. Amount of funds being requested
- h. If applicable, funds received in prior year (or most recent year when funds were received)
- i. A brief (50 words or less) description of the proposed program or service

2. Attachment B: Program/Service Information

- a. Briefly describe your organization and its mission.
- b. Summarize your proposed program or service.
- c. How is the program or service beneficial to Arroyo Grande residents?
 - i. How is local need for this program/service determined?
 - ii. Approximate number of City of Arroyo Grande residents served by the non-profit organization.
- d. Describe your organizational capacity to successfully carry out the proposed activities (i.e. past performance and history of the organization will be considered to assess the agency's prospects for achieving its goals and objectives).

3. Attachment C: Scope of Work or Work Plan and Budget Worksheet

4. Attachment D: Sample Grant Agreement with the City of Arroyo Grande (to be fully executed upon grant award).

5. Attachment E: Proof of 501(c)(3) status with a copy of the letter from the IRS.

Completed applications forms, along with supplemental documents must be submitted by **5:00 p.m., Thursday, December 15, 2023** addressed to:

City of Arroyo Grande
Community Development Department
Andrew Perez, Planning Manager
300 E. Branch Street
Arroyo Grande CA 93420

OR SUBMITTED ELECTRONICALLY TO

aperez@arroyogrande.org

Applications are encouraged to be submitted electronically.

Electronic signatures are accepted.

Please download and save this application packet to your computer. This is a fillable PDF, and applicants are encouraged to complete this packet electronically. Alternatively, applicants may print and complete this packet by hand, and either scan and submit electronically to the email address above or mail the hard copy to the above listed address.

For questions please contact:

Andrew Perez

Planning Manager

(805) 473-5425

aperez@arroyogrande.org

ATTACHMENT A: COVER SHEET

Organization/Agency Name: Central Coast Seniors
(local branch)

Mailing Address: 1580 Railroad St.
City: Oceano State: CA Zip: 93420

Physical Address: Same as above
(if different from Mailing Address)
City: _____ State: _____ Zip: _____

Fund Amount Requested: \$ 5,000.00

Previous Funds Received? ☐ Yes ☒ No If Yes, Year Received: _____
Amount Received: _____

Tax ID Number: [REDACTED]

Executive Director: Mary Fernamburg, CCSC Board President Pro-Tem

Email Address: [REDACTED]

Phone Number: [REDACTED]

Grant Program Contact: Athena Meisheid, CCSC Volunteer
(if different from Executive Director)

Email Address: [REDACTED]

Phone Number: [REDACTED]

Program or Service Title: Central Coast Senior Center

Brief description of the proposed program or service:

The Central Coast Seniors(CCS) is a 501 (c) 3 nonprofit dedicated to serving and supporting seniors (aged 50 years and above) in the 5-Cities area. The Central Coast Senior Center (CCSC) was founded by the CCS in 1990, born out of a need for a meeting space where local seniors could gather to recreate, socialize, receive information, services, and support.

ATTACHMENT B: PROGRAM/SERVICE INFORMATION

Organization Description *(include summary of community services provided):*

The CCSC provides a place for seniors to engage in social and recreational activities for a nominal participation fee (\$2-\$3 per class) for members and non-members alike. Current classes include: Tai Chi/exercise, yoga, line and square dance, ukulele, arts and crafts, Bingo, writer's group, clock and watch group, TOPS, and Bunco/games. The CCSC also holds a monthly luncheon, open to the community, which alternates entertainment with guest speakers focusing on topics of interest to seniors.

In addition to social and recreational activities, the CCSC is a hub of support and information for local seniors providing a place for free attorney consultation, health screenings, health insurance information (HICAP), food bank location, free medical equipment loan program, book loan, notary, and other special services and events. There are volunteers available weekdays at the center to provide information to seniors that walk-in or call. The CCSC provides the kitchen preparation area and dining space (for a nominal rental fee) for weekday lunches for participants of the senior nutrition program through Meals that Connect. The CCSC has a Facebook page and a monthly newsletter that help to provide information to the senior community.

The CCSC is a place where friendships are made and there are many immeasurable benefits from the comradery and connections that seniors make there.

The CCSC has an active and capable peer board that meets monthly. It has one part-time employee which is the office manager and many volunteers that help with the operation of the center. These include members who teach classes, help with answering phones and walk-ins, help with communication (i.e. FB page and newsletter), help with the medical equipment loan program, open and close the center, help with fundraising, help with luncheons, landscaping and other events.

The CCSC relies on program fees, membership dues, grants, donations, rental fees, and fundraisers to operate. The center currently has 365 dues paying members. Membership is not mandatory to participate or to receive support and some participants are non-members.

Mission Statement:

The following is our Mission and Diversity Statement: The Central Coast Senior Center (CCSC) provides a meeting place for people from all walks of life to connect, creating a welcoming environment for all. Diversity is at the core of our Vision, Mission, and Values. We are committed to an inclusive environment at the CCSC that fully represents many different cultures, backgrounds and viewpoints.

Program or Service Summary:

List Area(s) Served by the Organization:

Arroyo Grande, Grover Beach, Oceano, Pismo Beach, and Shell Beach

Summary of Program/Service

Please see Attachment A and B

How is the program or service beneficial to Arroyo Grande residents?

Number of Arroyo Grande Residents Served: 155

- **Description:**

Arroyo Grande CCSC members comprise 42% of the total CCSC membership (155 of 365 members). In addition, there are Arroyo Grande residents that benefit from the center who are not members.

Per the National Council on Aging (NCOA), senior centers are recognized by the Older Americans Act as a community focal point. According to the NCOA, research shows that compared with their peers who do not participate in senior centers, senior center participants have higher levels of health, social interaction, and life satisfaction. The City of Arroyo Grande members comprise a majority of the center's members and benefit greatly from the previously described programs and services of the CCSC.

How is local need for this program or service determined?

According to the Census Reporter site, the median age in Arroyo Grande is 46.7 years which is reportedly about 25% higher than the rest of California. Approximately 45% of the population of Arroyo Grande is over 50 years. The seniors, who paved the way for the building of the CCSC did so borne out of a need and desire for a place where seniors could meet and receive support. Seniors in Arroyo Grande do not have their own designated center however, they actively participate in and benefit from the CCSC.

Describe your organizational capacity to successfully carry out the proposed activities.

Number of Full Time Staff: 0 Number of Part Time Staff: 1

Number of Volunteers: approximately 25

- **Description:**

The CCSC has a very active and capable membership and peer board that meet monthly. The CCSC has one part-time paid employee that is the office manager and many volunteers that help to operate the center. Volunteers help the general public access the CCSC, assist with teaching/leading classes, help with fundraising, open and close the building, help with building maintenance, assist at the monthly luncheons, and assist with landscaping. Several times per year the CCSC is entertained by volunteer musicians and singers from various entities. The CCSC also benefits from the ongoing volunteerism from other community groups and individuals such as HICAP, the law office of Johnson, Murphy, and Jones, the Food Bank of SLO, the Kiwanis of Arroyo Grande and the Oceano Beach Community Association.

For over thirty years, the CCSC has provided very low cost recreational, educational, and vital services and supports to the 5-Cities senior communities. The center has done so through much volunteerism, donations, membership dues, fundraising, class fees, rental income, and grants from the County of San Luis Obispo. COVID-19 struck the center particularly hard and membership descended to 185 in 2022. With decreased membership dues and a significant decline in program fee income, decreased fundraising ability, as well as an increase in expenditures such as utilities and supplies, the CCSC was experiencing monthly financial loss and had an overall loss of \$17,398.40 in 2022. (See Attachment C).

Through much increased effort in 2023 and a recruitment of new members to 365 as well as increased program fees, and increased fundraising, the CCSC is coming back financially stronger. In addition, in 2024, all monthly luncheon food will be donated by the Kiwanis of AG which will be another financial boon for the CCSC. The County of San Luis provided a grant for \$2,300 in the 2023/24 fiscal year towards the cost of janitorial services. The CCSC would greatly benefit from receiving funding from the City of Arroyo Grande whose community it serves.

ATTACHMENT C: SCOPE/WORK PLAN AND BUDGET WORKSHEET

Scope of Work or Work Plan

When completing this worksheet, refer to the following questions:

- A. What are the objectives? What is the program or service aiming to accomplish?
- B. In what timeframe will those goals be completed?
- C. What is the evaluation methodology for measuring results? How can results be quantified and observed?
- D. Results should be meaningful, measurable, and demonstrate the difference the proposed project makes, or is intended to make, in the lives of the people within the program or receiving the service.
- E. Output results show the amount of work performed or services received.
- F. Outcomes show the quality of the performance and answer the questions: who is better off by providing this program or service? What percentage of residents are assisted or are benefitting from this program or service?

Objective # 1
Program/Service Objectives Continue CCSC operations (classes, supports, and services) as outlined in Attachment A through 2024.
Major Tasks to Complete To Achieve Associated Goal Financial solvency to meet CCSC operational costs through 2024.
Timeline January 1, 2024- December 31, 2024
Evaluation Methodology The CCSC will continue to offer classes, supports and services as outlined in Attachment A through 2024.

Program Service OUTPUTS:

The CCSC will offer the classes, services and supports as outlined in Attachment A to all members (and nonmembers) who reside in Arroyo Grande (currently 155) through 2024. The CCSC will continue to provide a center where seniors from the 5-Cities can meet to recreate and receive services and supports.

Program Service OUTCOMES:

The CCSC will maintain financial solvency though 2024. The CCSC's profit/loss ratio in 2024 will be will be less than 2022's (\$17, 398.40).

Budget Worksheet

Complete this Worksheet for the specified program or service.

PROGRAM/SERVICE PROPOSED EXPENSES

Line Item	Proposed Cost	Proposed Grant Funding Amount
Administrative Salaries & Fees / Fiscal Agent Fees	See Attachment C	\$5,000.00
Artistic Salaries & Fees		
<i>Other Salaries & Fees</i>		
1.		
2.		
Equipment		
Supplies / Materials		
Travel / Transportation		
Promotion / Publicity		
<i>Other Expenses:</i>		
1.		
2.		
TOTALS:	\$49,000.00	\$5,000.00

PROGRAM/SERVICE PROPOSED INCOME

	Cash Amount
Arroyo Grande Community Service Grant Amount Requested	\$5,000.00
<i>Other Funding Sources:</i>	
Other Public Grants	SLO County Grant \$2,300.00
Private Foundations	rental fees \$6,000.00
Corporation Contributions	program fees \$10,000.00
Concessions / Ticket Sales	membership dues \$9,000.00
Promotion Sales / Advertisements (Other Cash)	fundraising/donations \$17,000.00
<i>Other Funding Subtotal:</i>	
TOTALS:	\$49,300.00

ATTACHMENT E: PROOF OF NON-PROFIT STATUS**I. SUPPLEMENTAL DOCUMENTATION:**

☒ Proof of 501(c)(3) status with a copy of the letter from the IRS.

II. CERTIFICATION:

I certify on behalf of Central Coast Seniors non-profit organization, that I have read, understand and agree that the aforesaid information is accurate, factual and current. I understand that an award of funds, if granted, will be for the sole use as reflected in this application form. I further certify that as a condition of receiving funds, an agreement with the City of Arroyo Grande, in a form and content provided by the City of Arroyo Grande, will be signed and executed by a duly authorized representative of said non-profit organization.

I am aware of and certify that our non-profit organization will adhere to all City regulations regarding the 2022-23 Community Service Grant Program including, but not limited to, maintaining non-discriminatory policies, practices and intent. I also, on behalf of our non-profit organization, agree to indemnify, defend, and hold harmless the City of Arroyo Grande relative to any and all liability that may arise as a result of the use of the City of Arroyo Grande Community Service Grant Fund monies.

Date: 12/8/2023 Signature: _____
Executive Director or Designee


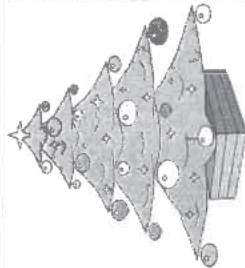
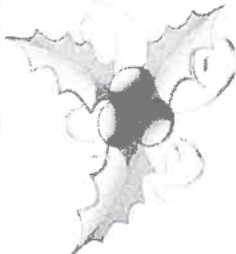

Frances Abenido, VP
Board of Director or Officer

Center Hours:
Monday-Friday 10a-3p
ALL ACTIVITIES ARE:
\$2/Members/\$3/Non-

NOVEMBER

2023

CENTRAL COAST SENIOR CENTER
1580 Railroad St.
Oceano, CA 93445
(805)481-7886

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
MEALS THAT CONNECT- Daily at 11:30 at Center, call Debbie at (805)489- 5149. Call 48 hours in advance or set a regular schedule					1 Chair Ex/Tai Chi 10a Bingo 12:15p	2
3	4 Yoga 10a Ukulele Group 3:30p Cuesta Squares 7-9p	5 Arts & Crafts 10a Beg. LineDance 1:30p	6 Chair Ex/Tai Chi 10a Line Dancing 11a Bunco 12:30p Games Day 1p	7 Writer's Group 1p Line Dancing 10:30a Tops 4:00p	8 HICAP 9a-Noon By Appt. Chair Ex/Tai Chi 10a Bingo 12:15p	9 2nd SATURDAY LUNCH 1PM
10 Watch & Clock 1-3pm	11 Yoga 10a Ukulele Group 3:30p Cuesta Squares 7-9p	12 Arts & Crafts 10a Board of Directors 12:15p Beg. LineDance 1:30p	13 Chair Ex/Tai Chi 10a Line Dancing 11a Bunco 12:30p Games Day 1p	14 Food Bank 9a Line Dancing 10:30a Tops 4:00p	15 Chair Ex/Tai Chi 10a Bingo 12:15p	1
17	18 Yoga 10a Ukulele, Group 3:30p Cuesta Squares 7-9p	19 Arts & Crafts 10a Beg. LineDance 1:30p	20 Chair Ex/Tai Chi 10a Line Dancing 11a Bunco 12:30p Games Day 1p Attorney by Appt.	21 Line Dancing 10:30a Notary By Appt. Tops 4:00p	22 HICAP 9a-Noon By Appt. Chair Ex/Tai Chi 10a Bingo 12:15p	23
24/31 CHRISTMAS EVE /New Year's Eve	25 CHRISTMAS DAY Center Closed	26 Arts & Crafts 10a Beg. LineDance 1:30p	27 Chair Ex/Tai Chi 10a Line Dancing 11a Bunco 12:30p Games Day 1p	28 Line Dancing 10:30a Tops 4:00p	29 Chair Ex/Tai Chi 10a Bingo 12:15p	30



CENTRAL COAST SENIOR CENTER

1580 RAILROAD STREET
OCEANO, CA 93445

805 481 7886

SERVING SENIORS 50+ FOR
OVER 25 YRS

**COME ON DOWN AND JOIN
IN THE FUN**



**WE WOULD LIKE TO GET
TO KNOW YOU !**

DON'T DELAY--CALL TODAY

805 481 7886



ARTS & CRAFTS

BINGO

BUNCO

LINE DANCING

TAI CHI

UKULELE

YOGA

AND SO MUCH MORE !

WE PROVIDE A PLACE FOR SENIORS
TO COME AND ENJOY EACH OTHERS
COMPANY.

WE ARE A NON PROFIT AND RELY ON
MEMBERSHIP DUES AND DONATIONS.

OUR HOURS ARE:

MONDAY THRU FRIDAY 9AM-3PM

MEMBERSHIP IS \$20 ANNUALLY

MONDAY THROUGH FRIDAY AT 11:30,
THE SENIOR NUTRITION PROGRAM ,
AKA MEALS THAT CONNECT,
PROVIDES A HOT MEAL FOR A SMALL
DONATION.

WE INVITE SPEAKERS TO GIVE
SENIORS USEFUL INFORMATION.

**CHECK OUT OUR FACEBOOK
PAGE FOR DAILY UPDATES**



AS A NON-PROFIT WE ALWAYS
WELCOME DONATIONS. YOU MAY
WISH TO HONOR A LOVED ONE, IF SO
PLEASE SEND YOUR GIFT TO:

CENTRAL COAST SENIOR CENTER
1580 RAILROAD STREET
OCEANO, CA 93445

DAILY DEDICATION TO FRIENDSHIP,
ACTIVITIES AND SERVICES FOR THE
COMMUNITY



ARROYO GRANDE COMMUNITY SERVICE GRANT PROGRAM

GRANT APPLICATION

FISCAL YEAR 2023-24

PROGRAM DESCRIPTION

The 2023-24 Arroyo Grande Community Service Grant Program is intended to provide monetary grants to eligible community non-profit organizations. The City recognizes the value of such groups, which provide specialized social service, educational, cultural, beautification, and recreation programs and projects that benefiting Arroyo Grande citizens. Grants will be awarded in minimum amounts of not less than \$250.

Funding for 2023-24 Community Service Grant Program is \$75,000.

ELIGIBILITY STANDARDS

To be eligible to apply for grant monies under the City's 2023-24 Community Service Grant Program, a community organization must satisfy the following standards:

- Operate as a non-profit 501c3;
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Please provide all required information and attachments.

Incomplete applications will be disqualified.

APPLICATION PROCESS AND DEADLINE:

All interested non-profit organizations must complete an application form, including the following:

1. Attachment A: Cover Sheet

- a. Organization/Agency Name (applicant is required to list the local branch if it represents a national or statewide organization)
- b. Program or Service Title
- c. Executive Director and Program Contact Person (if different)
- d. Physical Address and Mailing Address (if different)
- e. Phone Number
- f. Email Address(es)
- g. Amount of funds being requested
- h. If applicable, funds received in prior year (or most recent year when funds were received)
- i. A brief (50 words or less) description of the proposed program or service

2. Attachment B: Program/Service Information

- a. Briefly describe your organization and its mission.
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 - ii. Approximate number of City of Arroyo Grande residents served by the non-profit organization.
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City of Arroyo Grande
Community Development Department
Andrew Perez, Planning Manager
300 E. Branch Street
Arroyo Grande CA 93420

OR SUBMITTED ELECTRONICALLY TO

aperez@arroyogrande.org

Applications are encouraged to be submitted electronically.

Electronic signatures are accepted.

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For questions please contact:

Andrew Perez

Planning Manager

(805) 473-5425

aperez@arroyogrande.org

ATTACHMENT A: COVER SHEET

Organization/Agency Name: Elm Street Dog Park Association
(local branch)

Mailing Address: P.O. Box 1623
City: Pismo Beach State: CA Zip: 93449

Physical Address: 350 Elm Street
(if different from Mailing Address)
City: Arroyo Grande State: CA Zip: 93420

Fund Amount Requested: \$ 18,760

Previous Funds Received? ☒ Yes ☐ No If Yes, Year Received: 2023
Amount Received: \$10,575.00

Tax ID Number: [REDACTED]

Executive Director: Manuel Rios, ESDPA Board President

Email Address: [REDACTED]

Phone Number: [REDACTED]

Grant Program Contact: Kathy E. Ream, ESDPA Board Secretary
(if different from Executive Director)

Email Address: [REDACTED]

Phone Number: [REDACTED]

Program or Service Title: Elm Street Dog Park Maintenance & Improvements

Brief description of the proposed program or service:

The purpose of the Elm Street Dog Park Maintenance & Improvements program is to obtain funding assistance for dog park expenses and to make improvements that will benefit the community and dog park patrons.

ATTACHMENT B: PROGRAM/SERVICE INFORMATION

Organization Description *(include summary of community services provided):*

The Elm Street Dog Park is the only dog park in the Five Cities area. A free, public, fully fenced park, it has separate areas for large and small dogs. It is conveniently located next to a community park/playground. In 2022, the Elm Street Dog Park was selected as the best dog park in San Luis Obispo county.

Community services provided include:

- A safe, clean place for people and their dogs to have fun, relax, and socialize
- Improvement of dog socialization, leading to better canine citizens
- Interaction of children with dogs, teaching children and dogs good etiquette with each other
- Building a tight-knit community
- Promotion of a healthy, active lifestyle for people of all ages
- Promotion of vaccines and training sessions for dogs through local providers

Mission Statement:

The mission of the Elm Street Dog Park is to provide an off-leash park where dogs and their caretakers will have a safe, fun, friendly, and well maintained area for recreation, exercise, and socialization.

Program or Service Summary:

List Area(s) Served by the Organization:

Arroyo Grande
Grover Beach
Pismo Beach
Shell Beach
Oceano
Nipomo
San Luis Obispo
Visitors from other counties and states

Summary of Program/Service

In order to retain current dog park patrons and obtain new, regular patrons, our proposal includes the following items to improve & maintain the Elm Street Dog Park.

Addition of 5 shade trees

Addition of new benches installed on concrete pads

Addition of 4 shade structures for benches

Mutt Mitts (for waste disposal), 1-year supply

Lawn maintenance in small dog park

High-quality wood chips for large dog park

Dog agility equipment

Sandbox (encourages dogs to dig in the sand versus the lawn)

How is the program or service beneficial to Arroyo Grande residents?

Number of Arroyo Grande Residents Served: 1,800

- Description:

The Elm Street Dog Park allows dogs to play off-leash or get exercise with their owners. Having a safe space to roam freely benefits the surrounding communities. Studies have shown that dog parks help to relieve stress and anxiety not only in dogs, but in people, too. The dog park compliments the City of Arroyo Grande's recreational activities for people and their dogs. Many people become friends at the dog park, fostering the sense of a tight community.

How is local need for this program or service determined?

The local need for this program is determined by feedback received from Board members and patrons of the dog park. The Elm Street Dog Park is the only dog park in the Five Cities area; it needs to be maintained and improved to help retain existing patrons and to help obtain new visitors.

Describe your organizational capacity to successfully carry out the proposed activities.

Number of Full Time Staff: 0 Number of Part Time Staff: 0

Number of Volunteers: 20

- **Description:**

Elm Street Dog Park and a group of dedicated volunteers will take responsibility to successfully implement the proposed activities.

ATTACHMENT C: SCOPE/WORK PLAN AND BUDGET WORKSHEET

Scope of Work or Work Plan

When completing this worksheet, refer to the following questions:

- A. What are the objectives? What is the program or service aiming to accomplish?
- B. In what timeframe will those goals be completed?
- C. What is the evaluation methodology for measuring results? How can results be quantified and observed?
- D. Results should be meaningful, measurable, and demonstrate the difference the proposed project makes, or is intended to make, in the lives of the people within the program or receiving the service.
- E. Output results show the amount of work performed or services received.
- F. Outcomes show the quality of the performance and answer the questions: who is better off by providing this program or service? What percentage of residents are assisted or are benefitting from this program or service?

Objective # 1
Program/Service Objectives The objectives are to provide sufficient seating and shade for park patrons and their dogs. In addition to providing shade, the new trees will help to beautify the park.
Major Tasks to Complete To Achieve Associated Goal Procure 5 shade trees, irrigation system, and timer. Volunteers will plant the trees. A licensed contractor will install the irrigation system. Procure 4 benches and 4 shade structures. Pour concrete slabs for benches, install the benches and shade structures. The volunteers will perform labor tasks.
Timeline May 2024
Evaluation Methodology Observe the patrons and their dogs. Obtain feedback from patrons.

Objective # 2
Program/Service Objectives The objective is to improve and maintain the dog park for patrons and their dogs.
Major Tasks to Complete To Achieve Associated Goal Procure a 1-year supply of Mutt Mitts (for waste disposal). Cover 1 year of lawn maintenance in the small dog park (contractor labor). Procure and spread wood chips for the large dog park (volunteer effort).
Timeline July 2024
Evaluation Methodology The Mutt Mitts will be evaluated by tracking inventory and usage. The lawn maintenance will be done by a licensed contractor and work will be monitored for quality. In regard to high-quality wood chips for the large park, patron feedback will be obtained.

Objective # 3
Program/Service Objectives The objective is to provide equipment to help dogs improve their mental and physical strength and endurance, as well as providing fun for the dogs and their families.
Major Tasks to Complete To Achieve Associated Goal Procure dog agility equipment for the small and large dog parks. The volunteers will install the equipment. Procure a sturdy sandbox for the small dog park. This will encourage dogs to dig in the sandbox and not the lawn.
Timeline September
Evaluation Methodology Observe the dogs as they use the equipment and obtain patron feedback.

Program Service OUTPUTS:

Five new shade trees will be planted, including irrigation and timers. Four new benches and 4 new sun shades will be installed on concrete slabs. These items will provide sufficient seating for dog park patrons, as well as shade for people and their dogs. With a full supply of mutt mitts, the dispensers will be filled at all times to encourage proper waste disposal. The high-quality wood chips for the large dog area will be free of any harmful materials, will last longer, and will be better for the large dogs. State of the art agility equipment and a sandbox will provide exercise for the dogs and is fun for both dogs and people.

Program Service OUTCOMES:

The City of Arroyo Grande's Elm Street community park will benefit from this program in that it will help to compliment the new playground and overall beautification of the park in general.

Patrons of the park will benefit by availability of more seating and shade, as well as the happiness of enjoying the dogs as they use the agility equipment and sandbox. Regular, professional maintenance of the lawn in the small dog park will help to keep it in pristine condition. High-quality wood chips in the large dog park will be paw-friendly and safe for dogs. Procurement of the Mutt Mitts will help to ensure a sufficient supply and will encourage patrons to dispose of waste properly.

Including visitors to both the dog park and the Elm Street community park in general, it is estimated that 31% of residents will benefit from this program. This is based on approximately 4,000 visitors to the community park and 1,800 visitors to the dog park for a total of 5,800 residents annually. The estimated population of Arroyo Grande is 18,500.

Budget Worksheet

Complete this Worksheet for the specified program or service.

PROGRAM/SERVICE PROPOSED EXPENSES

Line Item	Proposed Cost	Proposed Grant Funding Amount
Administrative Salaries & Fees / Fiscal Agent Fees		
Artistic Salaries & Fees		
<i>Other Salaries & Fees</i>		
1.		
2.		
Equipment	\$8,400	\$8,400
Supplies / Materials	\$6,760	\$6,760
Travel / Transportation		
Promotion / Publicity		
<i>Other Expenses:</i>		
1. Contractor labor	\$3,600	\$3,600
2.		
TOTALS:	\$18,760	\$18,760

PROGRAM/SERVICE PROPOSED INCOME

	Cash Amount
Arroyo Grande Community Service Grant Amount Requested	
<i>Other Funding Sources:</i>	
Other Public Grants	
Private Foundations	
Corporation Contributions	
Concessions / Ticket Sales	
Promotion Sales / Advertisements (Other Cash)	
<i>Other Funding Subtotal:</i>	
TOTALS:	\$18,760

ATTACHMENT E: PROOF OF NON-PROFIT STATUS**I. SUPPLEMENTAL DOCUMENTATION:**

☒ Proof of 501(c)(3) status with a copy of the letter from the IRS.

II. CERTIFICATION:

I certify on behalf of Elm Street Dog Park Association non-profit organization, that I have read, understand and agree that the aforesaid information is accurate, factual and current. I understand that an award of funds, if granted, will be for the sole use as reflected in this application form. I further certify that as a condition of receiving funds, an agreement with the City of Arroyo Grande, in a form and content provided by the City of Arroyo Grande, will be signed and executed by a duly authorized representative of said non-profit organization.

I am aware of and certify that our non-profit organization will adhere to all City regulations regarding the 2022-23 Community Service Grant Program including, but not limited to, maintaining non-discriminatory policies, practices and intent. I also, on behalf of our non-profit organization, agree to indemnify, defend, and hold harmless the City of Arroyo Grande relative to any and all liability that may arise as a result of the use of the City of Arroyo Grande Community Service Grant Fund monies.

Date: 12/15/2023

Signature: Manuel Rios

Executive Director or Designee

Kathy E. Ream

Board of Director or Officer



ARROYO GRANDE COMMUNITY SERVICE GRANT PROGRAM
GRANT APPLICATION
FISCAL YEAR 2023-24

PROGRAM DESCRIPTION

The 2023-24 Arroyo Grande Community Service Grant Program is intended to provide monetary grants to eligible community non-profit organizations. The City recognizes the value of such groups, which provide specialized social service, educational, cultural, beautification, and recreation programs and projects that benefiting Arroyo Grande citizens. Grants will be awarded in minimum amounts of not less than \$250.

Funding for 2023-24 Community Service Grant Program is \$75,000.

ELIGIBILITY STANDARDS

To be eligible to apply for grant monies under the City's 2023-24 Community Service Grant Program, a community organization must satisfy the following standards:

- Operate as a non-profit 501c3;
- Serve the Arroyo Grande community;
- Use funds to directly provide* a social service, educational, cultural, beautification, or recreation program or project to Arroyo Grande residents and/or businesses;
- Not restrict participants based upon race, religion, gender, sexual orientation, marital status, national origin, ancestry, disability, medical condition, or age; and
- Not use grant monies specifically for religious activities.

* "Directly provide" means that the community non-profit organization conducts the social service(s) or cultural program(s) itself rather than through a separate entity to which it sub-awards grant monies.

Please provide all required information and attachments.

Incomplete applications will be disqualified.

APPLICATION PROCESS AND DEADLINE:

All interested non-profit organizations must complete an application form, including the following:

1. Attachment A: Cover Sheet

- a. Organization/Agency Name (applicant is required to list the local branch if it represents a national or statewide organization)
- b. Program or Service Title
- c. Executive Director and Program Contact Person (if different)
- d. Physical Address and Mailing Address (if different)
- e. Phone Number
- f. Email Address(es)
- g. Amount of funds being requested
- h. If applicable, funds received in prior year (or most recent year when funds were received)
- i. A brief (50 words or less) description of the proposed program or service

2. Attachment B: Program/Service Information

- a. Briefly describe your organization and its mission.
- b. Summarize your proposed program or service.
- c. How is the program or service beneficial to Arroyo Grande residents?
 - i. How is local need for this program/service determined?
 - ii. Approximate number of City of Arroyo Grande residents served by the non-profit organization.
- d. Describe your organizational capacity to successfully carry out the proposed activities (i.e. past performance and history of the organization will be considered to assess the agency's prospects for achieving its goals and objectives).

3. Attachment C: Scope of Work or Work Plan and Budget Worksheet

4. Attachment D: Sample Grant Agreement with the City of Arroyo Grande (to be fully executed upon grant award).

5. Attachment E: Proof of 501(c)(3) status with a copy of the letter from the IRS.

Completed applications forms, along with supplemental documents must be submitted by **5:00 p.m., Thursday, December 15, 2023** addressed to:

City of Arroyo Grande
Community Development Department
Andrew Perez, Planning Manager
300 E. Branch Street
Arroyo Grande CA 93420

OR SUBMITTED ELECTRONICALLY TO

aperez@arroyogrande.org

Applications are encouraged to be submitted electronically.

Electronic signatures are accepted.

Please download and save this application packet to your computer. This is a fillable PDF, and applicants are encouraged to complete this packet electronically. Alternatively, applicants may print and complete this packet by hand, and either scan and submit electronically to the email address above or mail the hard copy to the above listed address.

For questions please contact:

Andrew Perez
Planning Manager
(805) 473-5425
aperez@arroyogrande.org

ATTACHMENT A: COVER SHEET

Organization/Agency Name: Hospice of San Luis Obispo County
(local branch)

Mailing Address: 1304 Pacific Street
City: San Luis Obispo State: CA Zip: 93401

Physical Address: same as above
(if different from Mailing Address)
City: _____ State: _____ Zip: _____

Fund Amount Requested: \$ 6,000

Previous Funds Received? ☒ Yes ☐ No If Yes, Year Received: 2020-21

Amount Received: \$4,500

Tax ID Number: [REDACTED]

Executive Director: Shannon McOuat

Email Address: [REDACTED]

Phone Number: [REDACTED]

Grant Program Contact: same as above
(if different from Executive Director)

Email Address: _____

Phone Number: _____

Program or Service Title: Grief Counseling and In-home Hospice Volunteers

Brief description of the proposed program or service:

Our organization is requesting grant funding to support our grief counseling and in-home hospice volunteer programs.

Grief Counseling - Our grief counseling team provides individualized and family therapy sessions, plus facilitated support groups and community grief response. Our organization approaches grief as a normal response to dying and death and views each person's grief as requiring a variety of support options to be made available. Our grief counseling program supports those who need emotional, social, and practical support after an anticipated, sudden, accidental, or traumatic death. A major goal of our grief counseling services is to achieve a meaningful reduction in clients' self-reported symptoms because of their engagement with our counseling care. Symptoms of grief include—but are not limited to—feelings of disconnectedness or numbness, sadness and yearning, fatigue and decreased sleep, mood swings and tearfulness, waves of anger or other strong emotions, guilt or denial, difficulty handling the functions of daily life, neglecting self-care or other responsibilities, loss of appetite, and other symptoms. Grief counseling supports people as they travel through grief in their own time and in their own way.

In-home Volunteers - Under the direction and facilitation of our Executive Director and Volunteer Services Manager, HSLOC in-home volunteers offer practical help to clients as well as respite care to relieve family caregivers. Typically, our volunteers help by providing companionship and socialization to clients through reading, singing, actively listening, making crafts, gardening, taking clients out to lunch (as they are able), running errands, helping with light housekeeping and simple meal preparation, transporting clients to appointments, providing scribe services, offering life review and reminiscence, arranging pet therapy visits, providing "normalcy" to those with life-limiting illness and dementia, and holding space for anticipatory grief expression. Our in-home volunteers also help to keep home caregivers mentally healthy as they care for a loved one with dementia or other life-limiting diagnosis. Our volunteers provide social connection to families caring for a dying loved one and can help them to cultivate resilience throughout the anticipatory grief process. Our volunteers support family members of all ages, from youth to seniors, and are a stabilizing source of support for the whole family. Our professional staff and volunteers are comprehensively informed about a variety of community resources and can make referrals to other services or community agencies when appropriate.

The grief counseling and in-home hospice volunteer programs are fully dependent upon funding from grants, donations, bequests, and fundraising efforts. As a volunteer hospice, our intention is to provide services without charge to the clients, their families, or third parties. Our services are available free of charge to all those in the city of Arroyo Grande and surrounding areas who wish to avail of the in-home and counseling support we offer. Because we are non-medical in our approach and focus on practical, emotional, spiritual, and educational support, our services are not reimbursable by insurance and are often overlooked or lacking for individuals with longer trajectory life-limiting illnesses or those experiencing ongoing grief.

We have been serving Arroyo Grande through in-home volunteer support and grief counseling support for decades. For in-home support, it is vital to recruit and train volunteers from within the communities we serve. The city of Arroyo Grande has always been a community that has reached out to HSLOC and one we are proud to support. Our organizational model utilizes professional staff to recruit, train, and supervise qualified volunteers. Our staff members also provide direct services to clients, caregivers, and community members. We look forward to continuing to serve clients, caregivers, and families in Arroyo Grande through our in-home hospice volunteer support and grief counseling programs.

ATTACHMENT B: PROGRAM/SERVICE INFORMATION

Organization Description *(include summary of community services provided):*

OUR ORGANIZATION: Hospice of San Luis Obispo County (HSLOC) is an incorporated 501(c)3 volunteer, non-medical hospice organization and community grief center that has been providing end of life, grief, and bereavement support services to residents of San Luis Obispo County since 1977. HSLOC assists the community to cope with dying, death and grief by providing free in-home respite, grief counseling, community education and support. In addition to the grief counseling and in-home hospice volunteer services described above, we also provide comprehensive Care Management for families caring for a loved one with dementia, support groups for those grieving a loss, community grief response to schools and organizations, and auxiliary support services such as Pet Peace of Mind, Reiki therapy, end of life vigils, and Threshold Singers.

Since HSLOC was established, all of its services have been provided at no charge to clients, and we do not bill third parties for payment. HSLOC receives no reimbursement from Medicare or other insurances and relies entirely on donations, fundraising, grants and bequests for capital and operating expenses. Our social model utilizes professional staff to recruit, train, and supervise qualified volunteers, and to run our counseling and auxiliary support services. We depend on the time and talent of over 120 volunteers to serve our clients annually. We provide access to those who are dying, caregiving, or grieving, without having to meet federal Medicare requirements. The services of Hospice SLO County are accessible to a much wider range of community members, due to being offered free of charge.

Mission Statement:

OUR MISSION & GOALS: HSLOC provides free-of-charge services to those grieving or coping with life-limiting illness. We recognize death as a natural and personal event. In this spirit, we support the community by working with those near the end of life and the people who love them by providing in-home support, caregiver respite, grief counseling, support groups, community response and education. Unlike medical hospices, we do not restrict persons who have prognoses longer than six months, have no primary caregivers, wish to continue aggressive or curative treatment, or wish to continue life-sustaining treatment. We offer services in partnership and collaboration with other health care provider agencies in the community. We offer grief and bereavement services to all members of the community regardless of whether their loved ones received hospice services from our organization.

Program or Service Summary:

List Area(s) Served by the Organization:

San Luis Obispo County (all areas)

Summary of Program/Service

Caring for a spouse, parent, relative or loved one with dementia or other life-limiting illness is an immense undertaking, and primary caregivers often need a variety of practical and accessible support services in order to care for their ailing loved one while staying mentally, physically, emotionally, and financially healthy and well themselves. This is where Hospice SLO County's trained volunteers come in, visiting homes throughout SLO County for up to four hours per week to provide short-term relief or respite care to primary caregivers while also lending consistent and compassionate support to both the loved one with dementia or other life-limiting illness and their family. Our volunteers are thoroughly trained to provide much-needed emotional support and respite care to home caregivers and those with life-limiting illness. Our training prepares volunteers to not only be excellent listeners with high levels of awareness around dying and grieving, but also informs them how to effectively connect clients and caregivers to our auxiliary support services and relevant community resources.

Our organization also provides grief counseling and anticipatory grief counseling for the family caregivers in our community. Grief counseling facilitates the process towards a state where the bereaved can cope in healthy ways, moving gradually and gently forward from the loss of a loved one. Grief experienced after the death of someone close is among the most painful and stressful of all life events, and is experienced emotionally, physically, mentally, energetically, and spiritually. Grief counseling offers invaluable support to help people tenderly navigate through the process of loss, and relieves the loneliness and isolation that often follow the loss of someone close.

Our organization acknowledges and responds to the understanding that people of all ages and backgrounds are worthy of and can benefit from in-home hospice volunteer and grief support. Enlisting the full breadth and scope of our various support services, all of which are offered free of charge, we aim to rise to meet SLO County's needs for support through the stages of end-of-life care, home caregiving, loss, grief, and resilience.

How is the program or service beneficial to Arroyo Grande residents?

Number of Arroyo Grande Residents Served: 30-70 per year

- Description:

Within our three most recent completed fiscal years, a total of 145 individual Arroyo Grande clients have been served for Grief Counseling (for those grieving the death of a loved one) and/or anticipatory grief counseling (for those anticipating the death of a child, spouse, parent, or self). Grief Counseling has been provided to Arroyo Grande residents who lost a father, mother, son, daughter, husband, wife, brother, sister, grandfather, grandmother, fiancée, girlfriend, uncle, and/or brother-in law. Ages of Arroyo Grande clients served in our grief counseling program range from 6 to 91 years; the average age of Arroyo Grande grief counseling clients at HSLOC is 52.

Within recent years, 38 Arroyo Grande residents participated in a grief support group either in person or via Zoom.

Within recent years, 37 AG clients were served by in-home hospice volunteers; the breakdown of the clients was 23 female and 14 male. Of these 37 clients, 21 of them had cognitive impairment and five (5) of them were Veterans; all were coping with life limiting illness. Seven (7) AG clients have been served by Pet Peace of Mind volunteers; these volunteers provided assistance to AG clients caring for six (6) dogs and one (1) cat.

We currently have ten (10) active HSLOC volunteers who live in Arroyo Grande.

How is local need for this program or service determined?

We are acutely aware of the consistent and ongoing need for grief support and in-home hospice volunteers among individuals and families in our county. The local need for our in-home volunteer support services can be seen in the steady demand for in-home hospice volunteers our organization receives. Our total in-home call volume in fiscal year 2022-23 was 309 calls. Of those, 101 calls (32%) were related to dementia or other cognitive issues, and 42 calls (13.5%) involved care negotiation and/or care planning with our Care Management support services.

In fiscal year 2022-23, HSLOC delivered 2,707 hours of individual/family grief counseling sessions and 366 hours of group support through facilitated Support Groups to those who needed emotional support after an anticipated, sudden, accidental, or traumatic death. To support those grieving in SLO County, we match individuals with one of our counselors for an initial intake meeting followed by a series of counseling sessions; typically, ten sessions are the standard, but this depends on the individual and there is no cutoff.

In terms of in-home hospice volunteer support, our reporting from fiscal year 2022-23 showed that we provided 4,004 hours of volunteer service (in-home caregiver respite, pet care support, and end-of-life vigil support) to 98 total clients. The age range of clients was 57-99 years (and one baby). We served 63 female clients and 35 male; of those, 45 clients had cognitive impairment and 12 were veterans.

We are available to support all those in need throughout SLO County, regardless of their financial situation or cultural background, and we actively strive for inclusivity. We serve those in the low- or fixed-income brackets who may not have access to social services or the means to pay for services.

Describe your organizational capacity to successfully carry out the proposed activities.

Number of Full Time Staff: 7 Number of Part Time Staff: 4
Number of Volunteers: 120+

- Description:

HELPING ARROYO GRANDE RESIDENTS: Our services are available throughout SLO County, and we are actively building our agency's capacity to reach out to and support Arroyo Grande residents. Equity and accessibility are paramount to our organization, and we endeavor to support under-served populations such as those from low-income backgrounds or disadvantaged circumstances who have traditionally had trouble accessing adequate care or support services. Thanks to the generous community grant we received from Arroyo Grande in 2021, we have been able to reach and serve more clients from the area.

The need for hospice services has remained constant county wide during and since the pandemic, and Arroyo Grande residents deserve to benefit from the services we offer. We are actively pursuing grant funding so that we can expand our outreach efforts and institutional capacity to serve a greater number of Arroyo Grande residents by providing free-of-charge In-home Volunteer Support and Grief Counseling, as well as auxiliary support services such as comprehensive Care Management, End-of-Life vigil support, and Pet Peace of Mind support. It is from this position that we are extremely grateful for the opportunity to apply for Arroyo Grande Community Grant funding this year. The goal of this project is to increase Arroyo Grande residents' awareness of and access to our free-of-charge services, and to build our institutional capacity to serve a greater number of Arroyo Grande residents. There are two main parts to the program for which we are seeking AG Community Grant funding: 1) Grief Counseling and 2) In-home Volunteer Support.

Our organization has roughly four decades of experience providing grief counseling in-home volunteers for caregiver support. The programs for which we are seeking grant funding are not new or experimental; rather, they are highly established and impeccably run. We have comprehensive and well-established training program and onboarding protocol for new volunteers, and a highly effective system for managing existing volunteers. Our comprehensive trainings explore personal attitudes towards death and dying, the history of hospice, current medical and non-medical approaches to end-of-life care, communication skills, anticipatory grief and bereavement, and practical and emotional support needs of clients and families, including sensitive attention to family dynamics. The themes of inclusivity, diversity, and equity are woven throughout all aspects of the training, with an emphasis on empathetic listening. Last year we held three comprehensive 30-hour trainings on Zoom for new in-home hospice volunteers, training 65 new volunteers who can serve our community.

ATTACHMENT C: SCOPE/WORK PLAN AND BUDGET WORKSHEET

Scope of Work or Work Plan

When completing this worksheet, refer to the following questions:

- A. What are the objectives? What is the program or service aiming to accomplish?
- B. In what timeframe will those goals be completed?
- C. What is the evaluation methodology for measuring results? How can results be quantified and observed?
- D. Results should be meaningful, measurable, and demonstrate the difference the proposed project makes, or is intended to make, in the lives of the people within the program or receiving the service.
- E. Output results show the amount of work performed or services received.
- F. Outcomes show the quality of the performance and answer the questions: who is better off by providing this program or service? What percentage of residents are assisted or are benefitting from this program or service?

Objective # 1 Increase organizational capacity to train and dispatch hospice volunteers to Arroyo Grande

Program/Service Objectives

To fortify our organizational capacity to reliably dispatch comprehensively trained volunteers to members of our community (including within the city of Arroyo Grande and surrounding areas) who are in need of support and respite from caring for a loved one with Alzheimer's or other life-limiting illness

Major Tasks to Complete To Achieve Associated Goal

- Hold comprehensive hospice volunteer trainings at least three times per year
- Onboard new volunteers who can serve clients and families in Arroyo Grande

Timeline **FY 2023-24 / ongoing**

Evaluation Methodology

This will be measured by the number of client homes in which we place hospice volunteers each year, and the number of volunteer hours spent providing caregiver respite

Objective # 2 Increase organizational capacity to train and coordinate hospice volunteers in specialty areas

Program/Service Objectives

To grow our organizational capacity to provide in-home volunteers who are trained in the specialty areas of dementia advocacy, end-of-life vigil support, Pet Peace of Mind, and other auxiliary support services

Major Tasks to Complete To Achieve Associated Goal

-Hold trainings for specialty areas for continuing hospice volunteers

Timeline FY 2023-24 / ongoing

Evaluation Methodology

This will be measured by the number of trainings we hold in each specialty area, the number of volunteers trained in each specialty area, and the number of in-home volunteer hours spent on providing service in each specialty area

Objective # 3 Spread awareness of our free of charge services and opportunities to attend volunteer trainings

Program/Service Objectives

To increase awareness of and access to our organization's free of charge caregiver support, grief counseling, and auxiliary support services among under-served populations and under-represented geographic areas throughout SLO County, including Arroyo Grande, and to engage community members in volunteer opportunities with our organization

Major Tasks to Complete To Achieve Associated Goal

-Engage social media communications directed towards Arroyo Grande residents, community organizations, individuals, and businesses who will help us spread the word about our services to those in need.
-Continue to build positive rapport with our network of families, volunteers, and collaborators

Timeline FY 2023-24 / ongoing

Evaluation Methodology

This will be measured by the number of people we reach through our outreach efforts and the number of new client and volunteer inquiries our agency receives as a result of these efforts. Success will be indicated by an increase in the diversity of the basic demographic data of new clients.

Program Service OUTPUTS:

We offer comprehensive training sessions for new in-home hospice volunteers three times a year. Dates for volunteer trainings are established and advertised. Recruitment of Arroyo Grande residents to our volunteer training is conducted through press releases, communication from current volunteers, outreach, email blasts, and social media. Trainings include 3 hours per week for 6 weeks. We engage in follow up with trainees for background check requirements and match new volunteers with clients who have been assessed for service in Arroyo Grande.

Program Service OUTCOMES:

1. Three or more AG residents who sign up and complete the volunteer training (tracked through our database)
2. Three or more AG residents who clear background check and are matched with a client (tracked through our database)
3. Three or more new AG residents served due to expanded volunteer base
4. Number of new service hours for in-home caregiver respite and grief counseling
5. Reduced wait time for access to volunteer support or grief counseling (ideally no longer than 1 week wait between intake and placement)

Budget Worksheet

Complete this Worksheet for the specified program or service.

PROGRAM/SERVICE PROPOSED EXPENSES

Line Item	Proposed Cost	Proposed Grant Funding Amount
Administrative Salaries & Fees / Fiscal Agent Fees		
Artistic Salaries & Fees		
<i>Other Salaries & Fees</i>		
1. In-home Volunteer Services staff	\$191,490	\$3,000
2. Grief Counseling staff	\$171,860	\$3,000
Equipment		
Supplies / Materials	\$2,750	
Travel / Transportation		
Promotion / Publicity	\$1,500	
<i>Other Expenses:</i>		
1. Background checks for new volunteers	\$5,250	
2. Technology expenses	\$13,000	
TOTALS:	\$385,850	\$6,000

PROGRAM/SERVICE PROPOSED INCOME

	Cash Amount
Arroyo Grande Community Service Grant Amount Requested	\$6,000
<i>Other Funding Sources:</i>	
Other Public Grants	\$42,000 (pending)
Private Foundations	\$120,000 (secured)
Corporation Contributions	\$10,000 (pending)
Concessions / Ticket Sales	
Promotion Sales / Advertisements (Other Cash)	
<i>Other Funding Subtotal:</i>	
TOTALS:	\$178,000

ATTACHMENT E: PROOF OF NON-PROFIT STATUS**I. SUPPLEMENTAL DOCUMENTATION:**

☒ Proof of 501(c)(3) status with a copy of the letter from the IRS.

II. CERTIFICATION:

I certify on behalf of Hospice of San Luis Obispo County non-profit organization, that I have read, understand and agree that the aforesaid information is accurate, factual and current. I understand that an award of funds, if granted, will be for the sole use as reflected in this application form. I further certify that as a condition of receiving funds, an agreement with the City of Arroyo Grande, in a form and content provided by the City of Arroyo Grande, will be signed and executed by a duly authorized representative of said non-profit organization.

I am aware of and certify that our non-profit organization will adhere to all City regulations regarding the 2022-23 Community Service Grant Program including, but not limited to, maintaining non-discriminatory policies, practices and intent. I also, on behalf of our non-profit organization, agree to indemnify, defend, and hold harmless the City of Arroyo Grande relative to any and all liability that may arise as a result of the use of the City of Arroyo Grande Community Service Grant Fund monies.

Date: 12/05/2023

Signature


Executive Director or Designee
Shannon McQuat


Board of Director or Officer
Abe Lincoln



ARROYO GRANDE COMMUNITY SERVICE GRANT PROGRAM

GRANT APPLICATION

FISCAL YEAR 2023-24

PROGRAM DESCRIPTION

The 2023-24 Arroyo Grande Community Service Grant Program is intended to provide monetary grants to eligible community non-profit organizations. The City recognizes the value of such groups, which provide specialized social service, educational, cultural, beautification, and recreation programs and projects that benefiting Arroyo Grande citizens. Grants will be awarded in minimum amounts of not less than \$250.

Funding for 2023-24 Community Service Grant Program is \$75,000.

ELIGIBILITY STANDARDS

To be eligible to apply for grant monies under the City's 2023-24 Community Service Grant Program, a community organization must satisfy the following standards:

- Operate as a non-profit 501c3;
- Serve the Arroyo Grande community;
- Use funds to directly provide* a social service, educational, cultural, beautification, or recreation program or project to Arroyo Grande residents and/or businesses;
- Not restrict participants based upon race, religion, gender, sexual orientation, marital status, national origin, ancestry, disability, medical condition, or age; and
- Not use grant monies specifically for religious activities.

* "Directly provide" means that the community non-profit organization conducts the social service(s) or cultural program(s) itself rather than through a separate entity to which it sub-awards grant monies.

Please provide all required information and attachments.

Incomplete applications will be disqualified.

APPLICATION PROCESS AND DEADLINE:

All interested non-profit organizations must complete an application form, including the following:

1. Attachment A: Cover Sheet

- a. Organization/Agency Name (applicant is required to list the local branch if it represents a national or statewide organization)
- b. Program or Service Title
- c. Executive Director and Program Contact Person (if different)
- d. Physical Address and Mailing Address (if different)
- e. Phone Number
- f. Email Address(es)
- g. Amount of funds being requested
- h. If applicable, funds received in prior year (or most recent year when funds were received)
- i. A brief (50 words or less) description of the proposed program or service

2. Attachment B: Program/Service Information

- a. Briefly describe your organization and its mission.
- b. Summarize your proposed program or service.
- c. How is the program or service beneficial to Arroyo Grande residents?
 - i. How is local need for this program/service determined?
 - ii. Approximate number of City of Arroyo Grande residents served by the non-profit organization.
- d. Describe your organizational capacity to successfully carry out the proposed activities (i.e. past performance and history of the organization will be considered to assess the agency's prospects for achieving its goals and objectives).

3. Attachment C: Scope of Work or Work Plan and Budget Worksheet

4. Attachment D: Sample Grant Agreement with the City of Arroyo Grande (to be fully executed upon grant award).

5. Attachment E: Proof of 501(c)(3) status with a copy of the letter from the IRS.

Completed applications forms, along with supplemental documents must be submitted by **5:00 p.m., Thursday, December 15, 2023** addressed to:

City of Arroyo Grande
Community Development Department
Andrew Perez, Planning Manager
300 E. Branch Street
Arroyo Grande CA 93420

OR SUBMITTED ELECTRONICALLY TO

aperez@arroyogrande.org

Applications are encouraged to be submitted electronically.

Electronic signatures are accepted.

Please download and save this application packet to your computer. This is a fillable PDF, and applicants are encouraged to complete this packet electronically. Alternatively, applicants may print and complete this packet by hand, and either scan and submit electronically to the email address above or mail the hard copy to the above listed address.

For questions please contact:

Andrew Perez

Planning Manager

(805) 473-5425

aperez@arroyogrande.org

ATTACHMENT A: COVER SHEET

Organization/Agency Name: SHOWER THE PEOPLE
(local branch)

Mailing Address: [REDACTED]
City: Arroyo Grande State: CA Zip: 93420

Physical Address:
(if different from Mailing Address) _____
City: _____ State: _____ Zip: _____

Fund Amount Requested: \$ 10,000

Previous Funds Received? ☒ Yes ☐ No If Yes, Year Received: 2022
Amount Received: \$10,000

Tax ID Number: [REDACTED]

Executive Director: Gwen Watkins

Email Address: [REDACTED]

Phone Number: [REDACTED]

Grant Program Contact: same as above
(if different from Executive Director)

Email Address: _____

Phone Number: _____

Program or Service Title: Shower the People

Brief description of the proposed program or service:

Shower the People (STP) is a non-profit all volunteer run organization whose mission is to provide access to a free hot shower to the homeless in our community. STP began its shower program in 2018 and except for the 2 months in 2020 that it was closed due to the pandemic the program has continued to steadily provide over 20,000 showers to the homeless in our South County and San Luis communities. STP currently provides showers 5 days a week. We have one location in Grover Beach and four locations in San Luis. The Community Service Grant funding will be used to fund our shower operations and will allow STP to continue with its current 5 day a week shower service.

ATTACHMENT B: PROGRAM/SERVICE INFORMATION

Organization Description *(include summary of community services provided):*

Shower the People (STP) is a Mobile Shower program that provides access to a free, hot shower to the homeless in our community. Currently STP has 5 busy shower sites that operate for 4 hours per day: People's Kitchen in Grover Beach every Wednesday, SLO Library every Sunday, Church of Christ SLO every Saturday and Unitarian Universalist Church every Tuesday and Thursday.

The mobile shower trailer has three fully contained private shower units, each with a toilet, mirror and shower. Each guest is able to take a 15 minute shower after which the unit is thoroughly cleaned, sanitized and prepared by our volunteers for the next guest. Every shower guest receives a new T-shirt, new boxers, new socks, a toothbrush/toothpaste, comb, razor, and a 2oz bottle of hand sanitizer. We use biodegradable soap/shampoo. The towels and washcloths are provided to us every week by the Arroyo Grande Community Hospital.

STP is an all-volunteer program with no paid employees. Our volunteers range in ages from CalPoly students in their 20s through retirees in their 80s. Most of our volunteers work at the shower sites but some volunteer by helping us with other "behind the scenes" work. Our volunteers are a terrific group of folks who will tell you that they have observed what a difference a shower makes to folks who are unsheltered. A shower not only helps individuals to be clean and presentable but it also improves their mood and outlook on life. Being able to take a regular shower allows homeless individuals to better access jobs and other community services.

Mission Statement:

The mission of Shower the People is to provide access to a hot shower to the homeless in the community.

Program or Service Summary:

List Area(s) Served by the Organization:

Shower the People has the advantage of being a mobile unit that can be located in areas where the homeless typically congregate. South County Peoples Kitchen in Grover Beach has been our main shower site since the day we opened in late 2017. The Kitchen serves a hot meal to the homeless every day at noon. STP stations itself at the site every Wednesday from 10:00 - 1:00pm. This is our 6th year of providing showers at this busy site.

Shower the People also has 4 sites in San Luis on Saturday, Sunday, Tuesday and Thursday. The amount of homeless in the city of SLO has grown in the last 3 years and the four shower sites are very active.

STP will have provided over 7,000 showers this year at our 5 sites. That is the most we have ever provided in one year. The need for showers has grown and we see it throughout all of our sites.

STP is always on the lookout for new locations and partners. We have formed strong, positive relationships with our local churches, the cities and law enforcement agencies in our County.

Summary of Program/Service

Our shower sites are welcoming, safe, clean and reliable places for both our volunteers and for our shower guests. As an organization Shower the People only provides showers, but our sites have attracted other homeless service providers, and community members who provide food, free haircuts, and clothing to the homeless. The County Nurse Navigator attends two of our sites, in Grover one in SLO, and helps the homeless with obtaining insurance and getting them needed health services. Once a month Vituity has a pop-up medical clinic at our Library site, offering free medical care and follow up with on-site physicians and nurses. Dignity Health Street Outreach visits our Grover site once a month providing both medical and social services to the homeless. Public Health has come to all of our sites and offered free COVID vaccines to the homeless.

How is the program or service beneficial to Arroyo Grande residents?

Number of Arroyo Grande Residents Served: _____

- Description:

The 2022 Point-In-Time census of the Homeless listed 1,448 individuals experiencing homelessness in San Luis Obispo County. 80% of these were unsheltered. 115 unsheltered were located in Arroyo Grande, Grover Beach and Pismo. 248 of the unsheltered were in San Luis.

We have found that the amount of homeless individuals accessing our shower program has significantly increased since the beginning of the COVID pandemic in 2020. There are a limited amount of public showers and bathrooms available to the unsheltered in our community. Offering a person the opportunity to shower is a simple step to improve that individual's life. Feeling clean and presentable allows the unsheltered to take part in the multiple services that are provided for the homeless in our communities. Being clean better allows folks to access stores, churches, apply for jobs or training opportunities, to find housing or to return to their family. Our hope is that a regular hot shower helps keep our unsheltered from getting and spreading illness.

How is local need for this program or service determined?

Shower the People keeps daily data at all of our sites on the number of showers given and the gender and age of those accessing our site. In 2023, January through November, STP has provided access to showers to 1,012 individuals at our People's Kitchen site in Grover Beach. 79 were veterans, 802 were males and 210 were women.

We share the data we collect with our local cities and the County as well as the churches and donors who support our program.

Describe your organizational capacity to successfully carry out the proposed activities.

Number of Full Time Staff: 0 Number of Part Time Staff: 0

Number of Volunteers: 38

- Description:

Shower the People is an all-volunteer program with no paid staff. Currently we have 38 volunteers. Most volunteers work at our shower sites, but other key folks help in numerous ways; by ordering and storing the products we give away, maintaining our trailer and van, working on communications and our social media, and by collecting and formatting our data. Each shower site has a Driver, Supervisor, Intake person and 3 Cleaners. All of our volunteers have access to and have read our Volunteer Handbook and Operations Manual. They are also buddied with an experienced volunteer. STP provides a De-escalation training for all volunteers annually.

Shower the People is governed by a Board of Directors made up of 9 members of our community.

We provide volunteer speakers to talk about our work to local clubs and churches. We love being part of our local fairs and parades. We have been a successful and trusted organization since we first started offering showers.

ATTACHMENT C: SCOPE/WORK PLAN AND BUDGET WORKSHEET

Scope of Work or Work Plan

When completing this worksheet, refer to the following questions:

- A. What are the objectives? What is the program or service aiming to accomplish?
- B. In what timeframe will those goals be completed?
- C. What is the evaluation methodology for measuring results? How can results be quantified and observed?
- D. Results should be meaningful, measurable, and demonstrate the difference the proposed project makes, or is intended to make, in the lives of the people within the program or receiving the service.
- E. Output results show the amount of work performed or services received.
- F. Outcomes show the quality of the performance and answer the questions: who is better off by providing this program or service? What percentage of residents are assisted or are benefitting from this program or service?

Objective # 1
Program/Service Objectives The 2023-24 goal of Shower the People is to continue our shower program serving the homeless at our current sites. Our goal is always to provide a shower to anyone who wants one.
Major Tasks to Complete To Achieve Associated Goal STP is always assessing if there is a need for an additional site. If we start turning a consistent amount of individuals away because of our program's time constraints we will again address adding an additional site. We partner with churches, cities and the county in finding sites for our program.
Timeline FY 2023-24
Evaluation Methodology STP will provide half-yearly data updates informing the city of the number of showers given per site, and the gender, veteran's status and age of our shower guests.

ATTACHMENT E: PROOF OF NON-PROFIT STATUS

I. SUPPLEMENTAL DOCUMENTATION:

☒ Proof of 501(c)(3) status with a copy of the letter from the IRS.

II. CERTIFICATION:

I certify on behalf of SHOWER THE PEOPLE non-profit organization, that I have read, understand and agree that the aforesaid information is accurate, factual and current. I understand that an award of funds, if granted, will be for the sole use as reflected in this application form. I further certify that as a condition of receiving funds, an agreement with the City of Arroyo Grande, in a form and content provided by the City of Arroyo Grande, will be signed and executed by a duly authorized representative of said non-profit organization.

I am aware of and certify that our non-profit organization will adhere to all City regulations regarding the 2022-23 Community Service Grant Program including, but not limited to, maintaining non-discriminatory policies, practices and intent. I also, on behalf of our non-profit organization, agree to indemnify, defend, and hold harmless the City of Arroyo Grande relative to any and all liability that may arise as a result of the use of the City of Arroyo Grande Community Service Grant Fund monies.

Date: 12/7/23 Signature: Gwen Watkins
Executive Director or Designee

Gwen Watkins, President
Board of Director or Officer



SHOWER THE PEOPLE

Budget Overview

January - December 2024

Expenditures	Total
3000 Tshirts	11,000
3010 Boxers / Underwear	11,000
3020 Socks	1,500
3030 Toothbrush/Toothpaste/Comb/Razor/Feminine	1,000
3040 Propane	1,250
3050 Cleaning Supplies / Gloves	1,750
3060 Soap/Shampoo/Toilet Paper	1,250
3070 Van/Trailer Maintenance and Repairs	6,000
3080 Gasoline	4,000
3110 Van / Trailer Insurance	5,500
3130 Volunteer Recognition / Training	1,500
3140 Volunteer Tshirts	1,250
3150 General Liability Insurance	4,500
3160 Communications / Internet / Software	2,500
3170 Office/General Administrative Expenditures	3,000
3180 COVID PPE EXPENSES	3,000
3190 Biodegradable Body Wipes	0
Total Expenditures	\$60,000

SHOWER THE PEOPLE

Anticipated Funding for 2024

City of San Luis Obispo - \$25,000

City of Arroyo Grande - \$10,000

City of Pismo Beach - \$5,000

Unitarian Universalist Church - \$2,000

St. Patrick's Catholic Church - \$1,300

St. Barnabas Presbyterian Church - \$1,500

1st Presbyterian Church of SLO - \$1,000

United Church of Christ SLO - \$500

Nipomo Community Church - \$250

St. Steven's Church - \$300

Congregation Beth David - \$500

Individual Donations – unknown

San Luis Obispo County Human Relation's Grant - \$30,000

Shower the People
Board of Directors

Gwen Watkins President of the Board

Arroyo Grande, 93420

- Retired
 - RN Stanford Children's Hospital (Lucile Packard) for 35 years
 - Nurse Administrator for Stanford (Packard) Children's Clinics
 - Senior Project Manager for Stanford Children's Hospital (Packard) – Administrator

Gary Petersen Board Treasurer

Arroyo Grande, 93420

- Retired
 - Pacific Gas and Electric Nuclear Power Operations (25 years)
- Current
 - Founding Board member and Treasurer of The Family Center, Arroyo Grande
 - South County People's Kitchen Team Member

Jean Conde, Board Secretary

Arroyo Grande 93420

- Dean of Students, Notre Dame de Namur University, Belmont, CA, Retired
- Director of Housing and Residential Life, Cal State Stanislaus, Retired

Sue Andersen Board Member

Nipomo, 93444

- President and CEO of Dignity Health – Present
 - Arroyo Grande Community Hospital
 - Marian Regional Medical Center

Aracelli Astorga, Board Member

Arroyo Grande, 93420

- Assistant Director of Libraries
- County of San Luis Obispo Public Libraries, San Luis Obispo, CA
- 2017 - Present

Shower the People
Board of Directors

Rick Grether, Operations Manager and Board Member
Shell Beach, 93449

- Retired
 - Pilot for United Airlines
- Current
 - Manages trailer- van operations for Shower the People including all mechanical work, driver training.

Luke Rawlings MD, Board Member
San Luis Obispo 93401

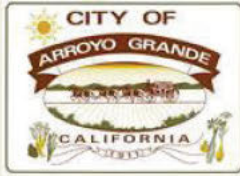
- Dignity Health Marian Regional Hospital, staff physician - Present
- Physician member of Dignity Health Street Medicine Team - Present
- Emergency Room – Mee Memorial Hospital, King City – Present

Michael Kaplan, Board Member
San Luis Obispo 93401

- Community Engagement Director, Transitions-Mental Health Association – Present

Daisy Wiberg, Board Member
San Luis Obispo 93401

- Homelessness Response Manager, City of San Luis Obispo - Present



ARROYO GRANDE COMMUNITY SERVICE GRANT PROGRAM

GRANT APPLICATION

FISCAL YEAR 2023-24

PROGRAM DESCRIPTION

The 2023-24 Arroyo Grande Community Service Grant Program is intended to provide monetary grants to eligible community non-profit organizations. The City recognizes the value of such groups, which provide specialized social service, educational, cultural, beautification, and recreation programs and projects that benefiting Arroyo Grande citizens. Grants will be awarded in minimum amounts of not less than \$250.

Funding for 2023-24 Community Service Grant Program is \$75,000.

ELIGIBILITY STANDARDS

To be eligible to apply for grant monies under the City's 2023-24 Community Service Grant Program, a community organization must satisfy the following standards:

- Operate as a non-profit 501c3;
- Serve the Arroyo Grande community;
- Use funds to directly provide* a social service, educational, cultural, beautification, or recreation program or project to Arroyo Grande residents and/or businesses;
- Not restrict participants based upon race, religion, gender, sexual orientation, marital status, national origin, ancestry, disability, medical condition, or age; and
- Not use grant monies specifically for religious activities.

* "Directly provide" means that the community non-profit organization conducts the social service(s) or cultural program(s) itself rather than through a separate entity to which it sub-awards grant monies.

Please provide all required information and attachments.

Incomplete applications will be disqualified.

APPLICATION PROCESS AND DEADLINE:

All interested non-profit organizations must complete an application form, including the following:

1. Attachment A: Cover Sheet

- a. Organization/Agency Name (applicant is required to list the local branch if it represents a national or statewide organization)
- b. Program or Service Title
- c. Executive Director and Program Contact Person (if different)
- d. Physical Address and Mailing Address (if different)
- e. Phone Number
- f. Email Address(es)
- g. Amount of funds being requested
- h. If applicable, funds received in prior year (or most recent year when funds were received)
- i. A brief (50 words or less) description of the proposed program or service

2. Attachment B: Program/Service Information

- a. Briefly describe your organization and its mission.
- b. Summarize your proposed program or service.
- c. How is the program or service beneficial to Arroyo Grande residents?
 - i. How is local need for this program/service determined?
 - ii. Approximate number of City of Arroyo Grande residents served by the non-profit organization.
- d. Describe your organizational capacity to successfully carry out the proposed activities (i.e. past performance and history of the organization will be considered to assess the agency's prospects for achieving its goals and objectives).

3. Attachment C: Scope of Work or Work Plan and Budget Worksheet

4. Attachment D: Sample Grant Agreement with the City of Arroyo Grande (to be fully executed upon grant award).

5. Attachment E: Proof of 501(c)(3) status with a copy of the letter from the IRS.

Completed applications forms, along with supplemental documents must be submitted by **5:00 p.m., Thursday, December 15, 2023** addressed to:

City of Arroyo Grande
Community Development Department
Andrew Perez, Planning Manager
300 E. Branch Street
Arroyo Grande CA 93420

OR SUBMITTED ELECTRONICALLY TO

aperez@arroyogrande.org

Applications are encouraged to be submitted electronically.

Electronic signatures are accepted.

Please download and save this application packet to your computer. This is a fillable PDF, and applicants are encouraged to complete this packet electronically. Alternatively, applicants may print and complete this packet by hand, and either scan and submit electronically to the email address above or mail the hard copy to the above listed address.

For questions please contact:

Andrew Perez

Planning Manager

(805) 473-5425

aperez@arroyogrande.org

ATTACHMENT A: COVER SHEET

Organization/Agency Name: Court Appointed Special Advocates (CASA) of San Luis Obispo County Inc.
(local branch)

Mailing Address: 75 Higuera Street, Suite 180
City: San Luis Obispo State: CA Zip: 93401

Physical Address:
(if different from Mailing Address) _____
City: _____ State: _____ Zip: _____

Fund Amount Requested: \$ 5,000

Previous Funds Received? ☒ Yes ☐ No If Yes, Year Received: FY22-23
Amount Received: \$5,000

Tax ID Number: [REDACTED]

Executive Director: Marina Bernheimer

Email Address: [REDACTED]

Phone Number: [REDACTED]

Grant Program Contact: Katrina Cathcart
(if different from Executive Director)

Email Address: [REDACTED]

Phone Number: [REDACTED]

Program or Service Title: General CASA Program Support

Brief description of the proposed program or service:

SLO CASA trains and supervises volunteers to serve as advocates for foster youth. CASA volunteers provide critical support and advocacy to child victims of abuse and neglect by attending court dates, weekly visits, and ensuring their social, emotional, medical and academic needs are met while they are in foster care.

ATTACHMENT B: PROGRAM/SERVICE INFORMATION

Organization Description *(include summary of community services provided):*

CASA volunteers are trained to gather information and focus their advocacy to cover the needs of the whole child, including placement, physical and mental health, education, permanency, and well-being. In 2023, all 175 volunteers received coaching and ongoing support from one of SLO CASA's Advocate Supervisors.

Other key activities for 2023 included recruiting, screening, training, and swearing-in 46 new CASA volunteers, continuing to expand our Infant and Toddler program and Mentor program, delivering 12 "in-service" trainings provided by local service agency experts, and identifying additional training and support needed for volunteers who are serving especially high-risk children and youth.

Mission Statement:

CASA of San Luis Obispo County (SLO CASA) advocates for the best interests of abused and neglected children within the court system. CASA recruits, trains, and supervises volunteers who advocate for this vulnerable population with the goal of ensuring that each and every child grows up in a safe, nurturing, and permanent home.

We are committed to providing a trained and competent CASA volunteer for every abused and neglected child in the foster care system in San Luis Obispo County who wants or needs one.

Program or Service Summary:

List Area(s) Served by the Organization:

SLO CASA is accredited by the National CASA/GAL Association, and designated by the San Luis Obispo Superior Court, to serve all children and youth who are subject to the jurisdiction of the Juvenile Dependency Court in San Luis Obispo county and ordered to be placed in foster care. While the majority of children are placed with relatives or foster parents in communities within the county, a small percentage of children are placed outside of the county. Our volunteers almost exclusively live and work in the county, and in 2023, approximately 11% of them resided in Arroyo Grande.

Summary of Program/Service

A CASA volunteer is often the most stable adult in an abused child's life. Volunteers come from all walks of life and are trained to review records, research information and talk to everyone involved in the child's life: social workers, attorneys, judges, parents, teachers, family members and, of course, the children themselves, who benefit from having a consistent, caring adult mentor and role model;

Interviewing and Training New CASA Advocate Volunteers:

All of SLO CASA's child advocates are volunteers; they are the foundation of our work to serve marginalized victims of child abuse and neglect. Volunteers are required to attend an information session, submit a detailed application and three references, be fingerprinted and screened via an extensive background check, and interviewed by CASA staff. Only those who pass the interview and screening are admitted into one of our training classes. Applicants who are admitted to one of our training classes are required to complete 40 hours of in-person and online training. A critical component of this training is learning how to use a strengths-based and trauma-informed approach when working with children and families in crisis.

When trainees have completed training, they are sworn in as officers of the SLO County dependency court and assigned to a child or sibling group. Under the supervision of their Advocate Supervisor, a CASA volunteer provides one-on-one support for children and youth throughout the life of their child welfare case.

How is the program or service beneficial to Arroyo Grande residents?

Number of Arroyo Grande Residents Served: 28

- Description:

SLO CASA provides many benefits to the community. By meeting the needs of youth in foster care, they are more likely to become healthy, well-adjusted contributing members of the community. Youth with a CASA have better outcomes in school, better behavioral outcomes, and fewer foster placements. Adults in AG benefit from the opportunity to gain training and take on a volunteer position that has a profound impact on the life of a vulnerable child.

In 2023, our Program Team supported 175 volunteers assigned to 234 children in the foster care system in SLO County, approximately 12% of these children resided in Arroyo Grande. Our volunteers almost exclusively live and work in the county, and in 2023, approximately 11% of them resided in Arroyo Grande.

How is local need for this program or service determined?

Every child who is in foster care needs a CASA advocate to be a consistent and caring adult during a traumatic chapter in their young lives. The local dependency court judge is responsible for assigning children to a CASA volunteer when they are detained from their homes for severe abuse or neglect.

When trainees have completed training, they are sworn in as officers of the SLO County dependency court and assigned to a child or sibling group. Assignment is based on a number of considerations, including age, gender and geographical preferences. However, the needs of each individual child are the most important consideration.

While it has always been the case that a percentage of the children we serve have had special needs and required more intensive services, changes in state and federal law, as well as societal trends – such as the rise in opioid addiction and overdoses – have led to an increase in the number of high-risk children.

Describe your organizational capacity to successfully carry out the proposed activities.

Number of Full Time Staff: 12 Number of Part Time Staff: 3
Number of Volunteers: 175

- **Description:**

SLO CASA was founded in 1993 and has 30 years of experience recruiting, training, and supervising volunteers whose goal is to ensure that victims of child abuse and neglect grow up in a safe, nurturing, and permanent home. SLO CASA is an accredited member of the National CASA/GAL Association and recently passed an extensive National CASA/GAL assessment. For our staff, we have adopted a values statement that includes teamwork, integrity, a spirit of cooperation with community agencies, and a child-centered and child respectful approach to our mission. We are committed to creating an efficient and effective organization that is financially viable, professionally credible and visible, and reliably and consistently excellent. For our volunteers, we have identified eight building blocks that represent common skills that our strongest advocates

SLO CASA completes rigorous external financial audits annually to ensure we are fiscally responsible and in compliance with all Generally Accepted Accounting Principles (GAAP). To date, we have never had any significant audit findings and our fiscal systems reflect best practices.

SLO CASA is a well-established local non-profit with a 30 year history of serving our county's most vulnerable children.

ATTACHMENT C: SCOPE/WORK PLAN AND BUDGET WORKSHEET**Scope of Work or Work Plan**

When completing this worksheet, refer to the following questions:

- A. What are the objectives? What is the program or service aiming to accomplish?
- B. In what timeframe will those goals be completed?
- C. What is the evaluation methodology for measuring results? How can results be quantified and observed?
- D. Results should be meaningful, measurable, and demonstrate the difference the proposed project makes, or is intended to make, in the lives of the people within the program or receiving the service.
- E. Output results show the amount of work performed or services received.
- F. Outcomes show the quality of the performance and answer the questions: who is better off by providing this program or service? What percentage of residents are assisted or are benefitting from this program or service?

Objective # 1
Program/Service Objectives 50 New CASA Volunteers in FY23-24
Major Tasks to Complete To Achieve Associated Goal Recruit, screen and interview applicants; Deliver 40 hours of initial training; Swear-in new volunteers as officers of the court; Assign to foster children and youth.
Timeline 7/1/2023 - 6/30/2024
Evaluation Methodology Interview and background checks passed; Completion of all training requirements; No "red flags"/ready to be assigned to case; Successful first 90 days in assignment

Program Service OUTPUTS:

In 2023, we held 22 Information Sessions attended by 84 community members and interviewed 57 applicants. We trained 46 new CASA volunteer. Our Program Team supported 175 volunteers assigned to 234 children in the foster care system in SLO County, approximately 12% of whom resided in Arroyo Grande.

For 2024, we are continuing with an in-office format in order to better equip our new CASA volunteers and to provide a better sense of community. We have scheduled bi-weekly information sessions and 4 initial training sessions for 2024, with the goal of again swearing in and supporting 50 new CASA volunteers who will be assigned to approximately 75 children in the foster care system in San Luis Obispo county.

Program Service OUTCOMES:

As noted above, CASA volunteers are trained to gather information and focus their advocacy (primarily in reports to the court) to cover the needs of the whole child, including physical and mental health, education, permanency, and wellbeing.

Retention of trained, experienced, and competent volunteers is a top priority for SLO CASA. After a case closes, CASA staff work with the volunteer to identify another child to be assigned to them. In 2023, volunteers stayed with our program for an average of 38.85 months.

Budget Worksheet

Complete this Worksheet for the specified program or service.

PROGRAM/SERVICE PROPOSED EXPENSES

Line Item	Proposed Cost	Proposed Grant Funding Amount
Administrative Salaries & Fees / Fiscal Agent Fees	\$39,749	\$5,000
Artistic Salaries & Fees		(13% of proposed cost)
<i>Other Salaries & Fees</i>		
1.		
2.		
Equipment		
Supplies / Materials		
Travel / Transportation		
Promotion / Publicity		
<i>Other Expenses:</i>		
1.		
2.		
TOTALS:		\$5,000

PROGRAM/SERVICE PROPOSED INCOME

	Cash Amount
Arroyo Grande Community Service Grant Amount Requested	\$5,000
<i>Other Funding Sources:</i>	
Other Public Grants	70% of total agency budget
Private Foundations	4% of total agency budget
Corporation Contributions	3% of total agency budget
Concessions / Ticket Sales	11% of total agency budget
Promotion Sales / Advertisements (Other Cash)	N/A
<i>Other Funding Subtotal:</i>	\$34,979
TOTALS:	\$39,979


ATTACHMENT E: PROOF OF NON-PROFIT STATUS**I. SUPPLEMENTAL DOCUMENTATION:**


☒ Proof of 501(c)(3) status with a copy of the letter from the IRS.

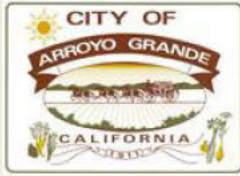
II. CERTIFICATION:

I certify on behalf of SLO CASA non-profit organization, that I have read, understand and agree that the aforesaid information is accurate, factual and current. I understand that an award of funds, if granted, will be for the sole use as reflected in this application form. I further certify that as a condition of receiving funds, an agreement with the City of Arroyo Grande, in a form and content provided by the City of Arroyo Grande, will be signed and executed by a duly authorized representative of said non-profit organization.

I am aware of and certify that our non-profit organization will adhere to all City regulations regarding the 2022-23 Community Service Grant Program including, but not limited to, maintaining non-discriminatory policies, practices and intent. I also, on behalf of our non-profit organization, agree to indemnify, defend, and hold harmless the City of Arroyo Grande relative to any and all liability that may arise as a result of the use of the City of Arroyo Grande Community Service Grant Fund monies.

Date: 12/12/2023 Signature: 
Executive Director or Designee


Board of Director or Officer



ARROYO GRANDE COMMUNITY SERVICE GRANT PROGRAM

GRANT APPLICATION

FISCAL YEAR 2023-24

PROGRAM DESCRIPTION

The 2023-24 Arroyo Grande Community Service Grant Program is intended to provide monetary grants to eligible community non-profit organizations. The City recognizes the value of such groups, which provide specialized social service, educational, cultural, beautification, and recreation programs and projects that benefiting Arroyo Grande citizens. Grants will be awarded in minimum amounts of not less than \$250.

Funding for 2023-24 Community Service Grant Program is \$75,000.

ELIGIBILITY STANDARDS

To be eligible to apply for grant monies under the City's 2023-24 Community Service Grant Program, a community organization must satisfy the following standards:

- Operate as a non-profit 501c3;
- Serve the Arroyo Grande community;
- Use funds to directly provide* a social service, educational, cultural, beautification, or recreation program or project to Arroyo Grande residents and/or businesses;
- Not restrict participants based upon race, religion, gender, sexual orientation, marital status, national origin, ancestry, disability, medical condition, or age; and
- Not use grant monies specifically for religious activities.

* "Directly provide" means that the community non-profit organization conducts the social service(s) or cultural program(s) itself rather than through a separate entity to which it sub-awards grant monies.

Please provide all required information and attachments.

Incomplete applications will be disqualified.

APPLICATION PROCESS AND DEADLINE:

All interested non-profit organizations must complete an application form, including the following:

1. Attachment A: Cover Sheet

- a. Organization/Agency Name (applicant is required to list the local branch if it represents a national or statewide organization)
- b. Program or Service Title
- c. Executive Director and Program Contact Person (if different)
- d. Physical Address and Mailing Address (if different)
- e. Phone Number
- f. Email Address(es)
- g. Amount of funds being requested
- h. If applicable, funds received in prior year (or most recent year when funds were received)
- i. A brief (50 words or less) description of the proposed program or service

2. Attachment B: Program/Service Information

- a. Briefly describe your organization and its mission.
- b. Summarize your proposed program or service.
- c. How is the program or service beneficial to Arroyo Grande residents?
 - i. How is local need for this program/service determined?
 - ii. Approximate number of City of Arroyo Grande residents served by the non-profit organization.
- d. Describe your organizational capacity to successfully carry out the proposed activities (i.e. past performance and history of the organization will be considered to assess the agency's prospects for achieving its goals and objectives).

3. Attachment C: Scope of Work or Work Plan and Budget Worksheet

4. Attachment D: Sample Grant Agreement with the City of Arroyo Grande (to be fully executed upon grant award).

5. Attachment E: Proof of 501(c)(3) status with a copy of the letter from the IRS.

Completed applications forms, along with supplemental documents must be submitted by **5:00 p.m., Thursday, December 15, 2023** addressed to:

City of Arroyo Grande
Community Development Department
Andrew Perez, Planning Manager
300 E. Branch Street
Arroyo Grande CA 93420

OR SUBMITTED ELECTRONICALLY TO

aperez@arroyogrande.org

Applications are encouraged to be submitted electronically.

Electronic signatures are accepted.

Please download and save this application packet to your computer. This is a fillable PDF, and applicants are encouraged to complete this packet electronically. Alternatively, applicants may print and complete this packet by hand, and either scan and submit electronically to the email address above or mail the hard copy to the above listed address.

For questions please contact:

Andrew Perez

Planning Manager

(805) 473-5425

aperez@arroyogrande.org

ATTACHMENT A: COVER SHEET

Organization/Agency Name: Senior Nutrition Program/Meals That Connect
(local branch)

Mailing Address: 2180 Johnson Avenue
City: San Luis Obispo State: CA Zip: 93401

Physical Address:
(if different from Mailing Address) _____
City: _____ State: _____ Zip: _____

Fund Amount Requested: \$ 10,000

Previous Funds Received? ☒ Yes ☐ No If Yes, Year Received: 2021
Amount Received: \$6000

Tax ID Number: [REDACTED]

Executive Director: Laura Edwards

Email Address: [REDACTED]

Phone Number: [REDACTED]

Grant Program Contact: Juliane McAdam
(if different from Executive Director)

Email Address: [REDACTED]

Phone Number: [REDACTED]

Program or Service Title: Feeding Seniors in Arroyo Grande

Brief description of the proposed program or service:

We will continue to serve free noontime meals, with frozen meals for weekends and holidays, to any senior in Arroyo Grande who requests our service. We will offer congregate dining at our dining site in Oceano, and we will deliver meals to homebound seniors in Arroyo Grande. Currently, about 80% of our clients receive home-delivered meals.

ATTACHMENT B: PROGRAM/SERVICE INFORMATION

Organization Description *(include summary of community services provided):*

Meals That Connect provides free congregate or home-delivered meals to seniors age 60 and over. All food is prepared in bulk in our central kitchen in San Luis Obispo then delivered in refrigerated trucks to our dining sites. In Arroyo Grande, the meals are prepared for home delivery at the Central Coast Senior Center in Oceano and delivered by volunteers to seniors in Arroyo Grande. In addition to meals, our congregate and home-delivery programs give our senior clients friendly social contact, and our regular assessments of clients provide a safety net. Our newsletter provides nutrition and self-care information for clients and volunteers. We serve meals five days a week plus frozen meals for the weekends and holidays. Our program staff includes our executive director, the kitchen manager, a registered dietitian, plus office, support, and kitchen staff. We are overseen by a volunteer board of directors.

Mission Statement:

We will enhance health, restore dignity, support independence, and reduce isolation for every San Luis Obispo County resident in need who is at least 60 years of age by providing meaningful connections and free noon-time meals delivered to community dining sites or at home.

Program or Service Summary:

List Area(s) Served by the Organization:

Our program operates 8 dining sites county-wide: Paso Robles, Atascadero, San Luis Obispo, Cambria, Morro Bay, Los Osos, Oceano (serving Arroyo Grande), and Nipomo.

Summary of Program/Service

Senior Nutrition Program/Meals That Connect has been serving the seniors in SLO County as a registered 501(c)(3) nonprofit since 1991. Our paid staff includes the executive director, kitchen manager, registered dietitian, bookkeeper, office staff, cooks, drivers, and site managers. We are overseen by a volunteer board of directors. We rely on over 400 volunteers to deliver meals to seniors and to help pack out meals at the dining sites. Our monthly menus are created by our dietitian and approved by the Area Agency on Aging.

How is the program or service beneficial to Arroyo Grande residents?

Number of Arroyo Grande Residents Served: 201

- Description:

Our program is currently providing free congregate or home-delivered noontime meals to over 200 seniors in Arroyo Grande. By addressing the nutritional needs of this vulnerable population, we can enhance their overall well-being, promote healthy aging, and foster a sense of community connection. These meals help seniors stay healthy and independent and allow them to stay in their own homes longer, keeping them out of care facilities. We also provided meals to the spouses or other caregivers of our clients, relieving them of some of the work of caregiving. Our program is alleviating food insecurity and financial insecurity among vulnerable seniors, while keeping them safe in their homes.

How is local need for this program or service determined?

Seniors can access our program in several ways. They can call our office to request our meals. Many clients are referred to us by other agencies, including home health services, hospitals, and doctors' offices. The local need is determined largely by the demand for meals and the number of seniors who request and rely on our meal deliveries. And we know that this need is growing. Data from 2021 shows that San Luis Obispo County has a higher percentage of residents over 65 (20%) than either the state (14%) or national (16%) averages. This aging population will increasingly rely on programs such as MTC. We also know that among our clients, over one-third are living at or below the poverty level, and nearly half are living alone. The local newspaper the Tribune recently reported that food insecurity in all age groups is increasing in the county, and we know that seniors are at greater risk of food insecurity than other groups. By providing healthy nutritious meals, social contact, and daily visits by volunteers, our program is addressing the social isolation and food insecurity of our senior clients.

Describe your organizational capacity to successfully carry out the proposed activities.

Number of Full Time Staff: 12 Number of Part Time Staff: 30

Number of Volunteers: 448

- **Description:**

Senior Nutrition Program/Meals That Connect has been serving the seniors in SLO County as a registered 501(c)(3) nonprofit since 1991. Our paid staff includes the executive director, kitchen manager, registered dietitian, bookkeeper, office and support staff, cooks, drivers, and site managers. We are overseen by a volunteer board of directors. We rely on over 400 volunteers to deliver meals to seniors and to help pack out meals at the dining sites. Our monthly menus are approved by the Area Agency on Aging. We have a proven record of successfully carrying out our mission.

ATTACHMENT C: SCOPE/WORK PLAN AND BUDGET WORKSHEET

Scope of Work or Work Plan

When completing this worksheet, refer to the following questions:

- A. What are the objectives? What is the program or service aiming to accomplish?
- B. In what timeframe will those goals be completed?
- C. What is the evaluation methodology for measuring results? How can results be quantified and observed?
- D. Results should be meaningful, measurable, and demonstrate the difference the proposed project makes, or is intended to make, in the lives of the people within the program or receiving the service.
- E. Output results show the amount of work performed or services received.
- F. Outcomes show the quality of the performance and answer the questions: who is better off by providing this program or service? What percentage of residents are assisted or are benefitting from this program or service?

Objective # 1 Enhancing Senior Well-being through nutritious Meals in Arroyo Grande

Program/Service Objectives

Provide a total of 19,000 nutritious meals to senior residents of Arroyo Grande, with a dual focus on both congregate dining and homebound seniors. By addressing the nutritional needs of this vulnerable population, we aim to enhance their overall well-being, promote healthy aging, and foster a sense of community connection.

Major Tasks to Complete To Achieve Associated Goal

The Program Nutritionist and Kitchen Director will design monthly menus to ensure each meal contains 1/3rd of the recommended dietary intake.
Drivers from the central kitchen will deliver meals to the dining site where congregate senior diners will eat or the meals will be delivered to homebound seniors

Timeline **FY 2023-24**

Evaluation Methodology

Number of meals served to Arroyo Grande senior residents will be tracked in the Wellsky Aging & Disability software program.

Objective # 2 Enhancing Seniors' Well-being through Comprehensive Health and Function Assessments
Program/Service Objectives <p>Conduct health and function assessments for seniors within our community. By implementing a comprehensive assessment framework, we aim to gain valuable insights into the unique health challenges faced by seniors and tailor support services to improve their overall well-being.</p>
Major Tasks to Complete To Achieve Associated Goal <p>Staff will conduct home visits and health assessment to evaluate the overall health status of seniors and their living situation.</p>
Timeline FY 2023-24
Evaluation Methodology <p>Review of client surveys and reports</p>

Objective # 3 Maintain High Standard of Health and Safety at Dining Site
Program/Service Objectives <p>Program nutritionist will conduct comprehensive health inspections at the Arroyo Grande dining site on a quarterly basis.</p>
Major Tasks to Complete To Achieve Associated Goal <p>Evaluate adherence to food safety protocols, including storage, preparation, and serving processes. Ensure compliance with local health regulations and standards to guarantee the highest level of safety for seniors.</p>
Timeline FY 2023-24
Evaluation Methodology <p>Review report's accuracy</p>

Program Service OUTPUTS:

1. Meal Preparation and Service:

MTC will prepare and serve 19,000 nutritious meals to over 200 clients in Arroyo Grande. Meals will be delivered to homebound seniors' homes by trained volunteers, ensuring accessibility to those unable to visit congregate dining sites. Seniors not homebound will be served at the congregate dining site, fostering a communal atmosphere and social interaction.

2. Client Assessment for Daily Life Changes:

All active clients will undergo an initial assessment at the beginning of the fiscal year to identify changes in their daily life. Homebound clients will undergo assessments four times a year to monitor changes in their needs and well-being.

3. Health and Safety Standards Maintenance:

MTC will maintain a high standard of health and safety by conducting quarterly health inspections at the dining site serving Arroyo Grande residents. Regular health inspections will be carried out to assess and uphold food safety protocols, cleanliness, and adherence to health regulations.

Program Service OUTCOMES:

1. Meal Preparation and Service:

Seniors receiving daily nutritious meals are expected to exhibit improved health compared to their counterparts who do not receive such meals..

2. Client Assessment for Daily Life Changes:

Seniors participating in assessments, referral services, and nutritional education are expected to have a better chance of extending good health and a reduced likelihood of experiencing depression.

3. Health and Safety Standards Maintenance:

Maintain a 100% pass rate for health inspections, demonstrating the program's commitment to ensuring the highest standards of health and safety at all dining sites. The goal is to ensure the dining site operates in a safe and sanitary manner, promoting the well-being of all seniors participating in the program.

Budget Worksheet

Complete this Worksheet for the specified program or service.

PROGRAM/SERVICE PROPOSED EXPENSES

Line Item	Proposed Cost	Proposed Grant Funding Amount
Administrative Salaries & Fees / Fiscal Agent Fees	0	10,000
Artistic Salaries & Fees		
<i>Other Salaries & Fees</i>		
1. Dining Site Staff Salaries	2,000	
2.		
Equipment	300	
Supplies / Materials	2,300	
Travel / Transportation	1,400	
Promotion / Publicity		
<i>Other Expenses:</i>		
1. food costs	4,000	
2.		
TOTALS:	10,000	10,000

PROGRAM/SERVICE PROPOSED INCOME

	Cash Amount
Arroyo Grande Community Service Grant Amount Requested	10,000
<i>Other Funding Sources:</i>	1,675,000
Other Public Grants	18,000
Private Foundations	0
Corporation Contributions	200,000
Concessions / Ticket Sales	0
Promotion Sales / Advertisements (Other Cash)	0
<i>Other Funding Subtotal:</i>	1,893,000
TOTALS:	1,903,000

ATTACHMENT E: PROOF OF NON-PROFIT STATUS

I. SUPPLEMENTAL DOCUMENTATION:

☒ Proof of 501(c)(3) status with a copy of the letter from the IRS.

II. CERTIFICATION:

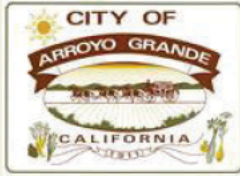
I certify on behalf of Senior Nutrition Program non-profit organization, that I have read, understand and agree that the aforesaid information is accurate, factual and current. I understand that an award of funds, if granted, will be for the sole use as reflected in this application form. I further certify that as a condition of receiving funds, an agreement with the City of Arroyo Grande, in a form and content provided by the City of Arroyo Grande, will be signed and executed by a duly authorized representative of said non-profit organization.

I am aware of and certify that our non-profit organization will adhere to all City regulations regarding the 2022-23 Community Service Grant Program including, but not limited to, maintaining non-discriminatory policies, practices and intent. I also, on behalf of our non-profit organization, agree to indemnify, defend, and hold harmless the City of Arroyo Grande relative to any and all liability that may arise as a result of the use of the City of Arroyo Grande Community Service Grant Fund monies.

Date: 12/14/23

Signature: [REDACTED]
Executive Director or Designee

[REDACTED]
Board of Director or Officer



ARROYO GRANDE COMMUNITY SERVICE GRANT PROGRAM

GRANT APPLICATION

FISCAL YEAR 2023-24

PROGRAM DESCRIPTION

The 2023-24 Arroyo Grande Community Service Grant Program is intended to provide monetary grants to eligible community non-profit organizations. The City recognizes the value of such groups, which provide specialized social service, educational, cultural, beautification, and recreation programs and projects that benefiting Arroyo Grande citizens. Grants will be awarded in minimum amounts of not less than \$250.

Funding for 2023-24 Community Service Grant Program is \$75,000.

ELIGIBILITY STANDARDS

To be eligible to apply for grant monies under the City's 2023-24 Community Service Grant Program, a community organization must satisfy the following standards:

- Operate as a non-profit 501c3;
- Serve the Arroyo Grande community;
- Use funds to directly provide* a social service, educational, cultural, beautification, or recreation program or project to Arroyo Grande residents and/or businesses;
- Not restrict participants based upon race, religion, gender, sexual orientation, marital status, national origin, ancestry, disability, medical condition, or age; and
- Not use grant monies specifically for religious activities.

* "Directly provide" means that the community non-profit organization conducts the social service(s) or cultural program(s) itself rather than through a separate entity to which it sub-awards grant monies.

Please provide all required information and attachments.

Incomplete applications will be disqualified.

APPLICATION PROCESS AND DEADLINE:

All interested non-profit organizations must complete an application form, including the following:

1. Attachment A: Cover Sheet

- a. Organization/Agency Name (applicant is required to list the local branch if it represents a national or statewide organization)
- b. Program or Service Title
- c. Executive Director and Program Contact Person (if different)
- d. Physical Address and Mailing Address (if different)
- e. Phone Number
- f. Email Address(es)
- g. Amount of funds being requested
- h. If applicable, funds received in prior year (or most recent year when funds were received)
- i. A brief (50 words or less) description of the proposed program or service

2. Attachment B: Program/Service Information

- a. Briefly describe your organization and its mission.
- b. Summarize your proposed program or service.
- c. How is the program or service beneficial to Arroyo Grande residents?
 - i. How is local need for this program/service determined?
 - ii. Approximate number of City of Arroyo Grande residents served by the non-profit organization.
- d. Describe your organizational capacity to successfully carry out the proposed activities (i.e. past performance and history of the organization will be considered to assess the agency's prospects for achieving its goals and objectives).

3. Attachment C: Scope of Work or Work Plan and Budget Worksheet

4. Attachment D: Sample Grant Agreement with the City of Arroyo Grande (to be fully executed upon grant award).

5. Attachment E: Proof of 501(c)(3) status with a copy of the letter from the IRS.

Completed applications forms, along with supplemental documents must be submitted by **5:00 p.m., Thursday, December 15, 2023** addressed to:

City of Arroyo Grande
Community Development Department
Andrew Perez, Planning Manager
300 E. Branch Street
Arroyo Grande CA 93420

OR SUBMITTED ELECTRONICALLY TO

aperez@arroyogrande.org

Applications are encouraged to be submitted electronically.

Electronic signatures are accepted.

Please download and save this application packet to your computer. This is a fillable PDF, and applicants are encouraged to complete this packet electronically. Alternatively, applicants may print and complete this packet by hand, and either scan and submit electronically to the email address above or mail the hard copy to the above listed address.

For questions please contact:

Andrew Perez

Planning Manager

(805) 473-5425

aperez@arroyogrande.org

ATTACHMENT A: COVER SHEET

Organization/Agency Name: TalentDreams
(local branch)

Mailing Address: 1375 E Grand Suite 103
City: Arroyo Grande State: CA Zip: 93420

Physical Address:
(if different from Mailing Address) _____
City: _____ State: _____ Zip: _____

Fund Amount Requested: \$ 10,000

Previous Funds Received? ☒ Yes ☐ No If Yes, Year Received: 2023

Amount Received: \$5,000

Tax ID Number: [REDACTED]

Executive Director: Lili Sinclair

Email Address: [REDACTED]

Phone Number: [REDACTED]

Grant Program Contact: _____
(if different from Executive Director)

Email Address: _____

Phone Number: _____

Program or Service Title: Mentoring Support Program

Brief description of the proposed program or service:

TalentDreams is a support program for adolescents. We provide an online mentoring platform free of charge for ages 15-22.

Our goal is to make mentoring and leadership resources easily accessible. We want to help educate, challenge, inspire, and support the youth and young adults of our community.

ATTACHMENT B: PROGRAM/SERVICE INFORMATION

Organization Description *(include summary of community services provided):*

TalentDreams was started by a small group of like-minded individuals who believe that where we come from and the resources we have to work with, play a critical role in how we overcome adversity, work through challenges, and approach decision-making. And the reality is, not all of us have the same access to resources as the next person. TalentDreams is committed to leveling the playing field and providing that access to anyone who wants it. Like the City of Arroyo Grande, TalentDreams values specialized social services and educational programs that help young people thrive in our community.

Our board and staff is comprised of teachers, professors, and administrators, local business owners, and corporate executives. We chose to build an online platform, because that's where adolescents spend so much of their time— we're meeting them where they already are, using a format they're very comfortable with.

We know that community and purpose play a key role in a young person's life, and that having access to mentors can make a huge difference in the lives and development of our youth and young adults. We want everyone to have an equal chance of achieving their potential regardless of gender, race, background or any other factor.

Particularly we are here for those tackling the challenges, trials, and tribulations adolescence and early adulthood can often bring. Our goal is to help today's youth and young adults develop into their future potential. Through our mission, we strive to empower the youth of our community to tap into their potential and develop the confidence and skills to become the leaders they were born to be.

Mission Statement:

To inspire, enrich, and mentor young people so they can discover, embrace and express their talent and pursue their dreams.

Program or Service Summary:

List Area(s) Served by the Organization:

San Luis Obispo County

Summary of Program/Service

TalentDreams is an online mentoring platform that connects members with mentors. Members are ages 15-22, and we call them Dreamers. Mentors come from all walks of life and we call them Champions. Champions are amazing resources for our Dreamers to tap into and learn from.

The benefits of having a mentor are well documented. Young adults who have had a mentor are over twice as likely to demonstrate leadership in their life and this manifests later in their careers as well. High-risk youth are almost twice as likely to graduate high school. Almost 90% of youth who have been mentored, go on to be a mentor themselves.

The benefits of mentoring are many. According to Cavell, DuBois, Karcher, Keller, & Rhodes article, Strengthening Mentoring Opportunities for At-Risk Youth (2009), youth who have a mentor have higher graduation rates, healthier relationships and lifestyle choices, better attitude about school, higher college enrollment rates and higher educational aspirations, enhanced self-esteem and self-confidence.

Only 3% of youth in mentoring programs are served via e-mentoring programming. In From Crisis into Capacity (2017) the authors, Garringer, McQuillin, & McDaniel, write, "e-mentoring as an exciting new frontier in the growth of the mentoring movement."

TalentDreams is the pioneer and trailblazer in making e-mentoring programming widely available!

Imagine what having access to an entire roster of incredible mentors can do! That's what TalentDreams provides adolescents... access to a tremendous pool of resources they can tap into.

The premise of TalentDreams is simple: a single conversation can change a life.

How is the program or service beneficial to Arroyo Grande residents?

Number of Arroyo Grande Residents Served: 4,000

- Description:

USA News reported that Arroyo Grande High School (AGHS) has 52% of students economically disadvantaged. According to the Public School Review, AGHS scored 42% lower in math scores and 37% lower in reading scores than SLOHS.

Since the pandemic, youth and young adults have suffered dramatically. According to the American Psychological Association (APA), no other generation has had higher levels of anxiety than people between the ages of 13-23. For those 18-23, more than 7 in 10 describe themselves as miserable or unhappy (depressed). According to The Washington Post, 44% of high school students admitted persistent feelings of sadness and hopelessness, and 20% reported considering suicide. Arroyo Grande has a high school filled with students who can benefit from TalentDreams. And the general population in these age ranges certainly can as well.

The CDC reported in the 2019 Youth Risk Behavior Survey that 29% of high school students drank alcohol in the past 30 days. Alcohol is a leading cause of death among people under 21, and suicide is the 3rd leading cause of death. The National Center for Drug & Alcohol Abuse says opioid deaths increased 500% for 15-19 since 1999.

Any youth or student who signs up will have access to TalentDreams at no cost to them.

How is local need for this program or service determined?

AIM Youth Mental Health invited high school student volunteers in San Luis Obispo County to take part in AIM Ideas Lab: a Youth Participatory Action Research project focused on mental health advocacy. This program ran from February 26 - April 13, 2023. The survey was completed by 14-18 year-olds and in collaboration with Lucia Mar Unified School District and Arroyo Grande High School.

Of the teenager participants surveyed, 73% said it was important to address the mental health of teens. When asked if any of their friends had suffered from anxiety, 86% responded they had. When asked the same about depression, 76% had, and when asked about low self-esteem, 72% had. And 40% suffered from addiction. The survey shows across the board, our local teens have a tremendous need for support.

TalentDreams is helping to solve for this by connecting Dreamers (15-22) with Champions (mentors) who have skills and experiences the youth and young adults in our community can gain knowledge and learn from.

AIM Ideas Lab 2023 SLO County Research Report.pdf
AIM Youth Survey 2023
AIM Ideas Lab - AIM Youth Mental Health

Describe your organizational capacity to successfully carry out the proposed activities.

Number of Full Time Staff: 1 Number of Part Time Staff: 5
Number of Volunteers: 10

- Description:

Our early pilot program has proved extremely successful with tremendous feedback on the value of the service. Below you can see what people have to say, from students in the program to their parents and educators:

"I was able to connect several times with a Champion from TalentDreams. It was nice to get another perspective in addition to my parents and teachers. Hearing about his experience helped me realize I wasn't alone in the way I was feeling. The way he challenged me with simple questions, helped me think about certain things differently. For me, TalentDreams is a great opportunity to connect with amazing resources I wouldn't otherwise have access to."
Student, Arroyo Grande High School

"I have seen the value first-hand of mentorship opportunities. Mentors provide guidance, support, and potential career opportunities for our students. I appreciate programs that look at the whole child and find ways to help that student shine."
Career Counselor at Nipomo High School

We had our Inaugural Jamboree sponsored by Miner's Hardware at Camp Arroyo Grande in September. There was tremendous support shown by local restaurants, wineries, and merchants providing incredible donations. We were able to create public awareness with our young speakers who have experienced the power of TalentDreams.

SLO Community Foundation gave us a grant and Mine's Hardware, a local business that has been serving the community for 40+ years, has continued to support us for two years in a row.

We were recently on the Dave Congalton Radio show on KVEC, and KSBY interviewed us for a segment in the evening news. Below are links to these, as well as to short video of one young member sharing the positive impact TalentDreams has had on them.

Dave Congalton Show
Hometown Radio 09/05/23 3p: Spotlight on the TalentDreams mentoring program – KVEC-AM
KSBY interview
TalentDreams is interviewed by KSBY just before our inaugural Jamboree [2023]
Member/Mentee Speakers
Speaker: A Dreamer Currently in High School Shares His Experience at our Inaugural Jamboree

ATTACHMENT C: SCOPE/WORK PLAN AND BUDGET WORKSHEET

Scope of Work or Work Plan

When completing this worksheet, refer to the following questions:

- A. What are the objectives? What is the program or service aiming to accomplish?
- B. In what timeframe will those goals be completed?
- C. What is the evaluation methodology for measuring results? How can results be quantified and observed?
- D. Results should be meaningful, measurable, and demonstrate the difference the proposed project makes, or is intended to make, in the lives of the people within the program or receiving the service.
- E. Output results show the amount of work performed or services received.
- F. Outcomes show the quality of the performance and answer the questions: who is better off by providing this program or service? What percentage of residents are assisted or are benefitting from this program or service?

Objective # 1
Program/Service Objectives By providing free online mentoring opportunities to youth and young adults ages 15-22, we are able to support students in need by giving them the guidance they need so they can move forward in a positive direction.
Major Tasks to Complete To Achieve Associated Goal Provide public awareness to youth, young adults, parents, educators, and the general community. We are doing this by presenting at service clubs, school events, and events at local venues.
Timeline Ongoing as youth and young adults meet with mentors and get guidance in areas of need.
Evaluation Methodology Feedback from the Mentors and Mentees (interviews and surveys completed upon the completion of each session) The results are evident in the lives of the young people we have served and what the adults are telling us about the positive impact of the program.

Objective # 2
Program/Service Objectives <p>Make 5 videos for the website and social media to bring awareness of the positive impact TalentDreams has on the community. The SLO-based business we'll be using to produce these videos is the same company that does work for CASA, Dignity Health and other local nonprofits.</p>
Major Tasks to Complete To Achieve Associated Goal <p>Hire a professional video company to make 5 videos. Video 1: Founder sharing what TalentDreams is about Video 2: Mentor sharing their experience being a mentor for TalentDreams Video 3: Young person sharing their experience being a mentee with TalentDreams Video 4: Parent sharing the positive impact TalentDreams has had on their child Video 5: Educator sharing the positive impact TalentDreams has on students</p>
Timeline <p>Immediately following their completion, allowing the public to see the powerful impact TalentDreams has on young people.</p>
Evaluation Methodology <p>The results will come from the input we get from people about how the videos helped them understand TalentDreams and what we are doing to make a positive impact in the community.</p>

Objective # 3
Program/Service Objectives
Major Tasks to Complete To Achieve Associated Goal
Timeline
Evaluation Methodology

Program Service OUTPUTS:

We will continue to expand our public outreach through various events and presentations at local schools including Arroyo Grande High School, Nipomo High School, Central Coast New Tech, Cuesta College, and Cal Poly with the goal of bringing more youth and young adults into the program.

We will be participating at the Boys & Girls Club South San Luis Obispo Resource Fair April 14, 2024. This is a huge event that we have been invited to participate in. We will have a booth with the goal of sharing with young people and their parents what TalentDreams is about.

We'll be having our annual Jamboree at Camp Arroyo Grande in 2024. We expect this event to be even more successful than last year with the same goal of bringing public awareness through program participants sharing their experience working with TalentDreams and the goal of fundraising to help run and build our organization.

Program Service OUTCOMES:

The benefits of TalentDreams are far-reaching! Mentees have told us what a powerful impact TalentDreams has had on them and the direction their lives have taken. Parents echo these words. Educators have told us that what we are doing is deeply needed; not just for the student but for the parents and educators, as well. Because youth everywhere need all the help they can get. TalentDreams becomes the third leg of a stool. You have Family and Educators to help young people, and TalentDreams can work hand in hand with both of those in supporting our youth.

The percentage of residents who benefit from TalentDreams are the approximately 4,000 high school students in our Five Cities area, as well as college students. Of course the parents and educators benefit, too. Just knowing TalentDreams is here to assist, helps parents feel they have the extra support they need. Local educators are thrilled to have TalentDreams as a resource they can share with their students.

Budget Worksheet

Complete this Worksheet for the specified program or service.

PROGRAM/SERVICE PROPOSED EXPENSES

Line Item	Proposed Cost	Proposed Grant Funding Amount
Administrative Salaries & Fees / Fiscal Agent Fees	\$180,000	
Artistic Salaries & Fees	\$5,000	\$1,000
<i>Other Salaries & Fees</i>		
1. Tech Support	\$3,500	\$2,000
2.		
Equipment	\$18,600	\$1,000
Supplies / Materials	\$5,000	\$1,000
Travel / Transportation	\$15,000	\$1,000
Promotion / Publicity	\$12,000	\$2,000
<i>Other Expenses:</i>		
1. Videos	\$25,000	\$2,000
2.		\$10,000
TOTALS:		

PROGRAM/SERVICE PROPOSED INCOME

	Cash Amount
Arroyo Grande Community Service Grant Amount Requested	\$10,000
<i>Other Funding Sources:</i>	
Other Public Grants	\$30,000
Private Foundations	\$15,000
Corporation Contributions	\$10,000
Concessions / Ticket Sales	\$6,000
Promotion Sales / Advertisements (Other Cash)	\$30,000
<i>Other Funding Subtotal:</i>	\$75,000
TOTALS:	\$166,000

ATTACHMENT E: PROOF OF NON-PROFIT STATUS**I. SUPPLEMENTAL DOCUMENTATION:**

☒ Proof of 501(c)(3) status with a copy of the letter from the IRS.

II. CERTIFICATION:

I certify on behalf of TalentDreams non-profit organization, that I have read, understand and agree that the aforesaid information is accurate, factual and current. I understand that an award of funds, if granted, will be for the sole use as reflected in this application form. I further certify that as a condition of receiving funds, an agreement with the City of Arroyo Grande, in a form and content provided by the City of Arroyo Grande, will be signed and executed by a duly authorized representative of said non-profit organization.

I am aware of and certify that our non-profit organization will adhere to all City regulations regarding the 2022-23 Community Service Grant Program including, but not limited to, maintaining non-discriminatory policies, practices and intent. I also, on behalf of our non-profit organization, agree to indemnify, defend, and hold harmless the City of Arroyo Grande relative to any and all liability that may arise as a result of the use of the City of Arroyo Grande Community Service Grant Fund monies.

Date: 12/12/2023 Signature: Lili Sinclaire
Executive Director or Designee

Andrew Elliott
Board of Director or Officer