

HEBER PUBLIC UTILITY DISTRICT

REPORT TO BOARD OF DIRECTORS

MEETING DATE: February 15, 2018

FROM: Laura Fischer, General Manager

SUBJECT: Authorize submittal of projects to the Imperial County Community Benefit Program for Funding.

ISSUE: Shall the Board authorize submittal of projects to the Imperial County Community Benefit Program for funding?

GENERAL MANAGER'S RECOMMENDATION:

Authorize submittal of one or two projects to the Imperial County Community Benefit Program for funding.

FISCAL IMPACT:

No impact to the HPUD Budget to apply.

BACKGROUND:

On February 6, the Board of Supervisors authorized \$1,000,000 of funds be made available through the Community Benefit Program. Earlier in the month they approved the guidelines. The Letter of Interest must be submitted by March 15, 2018.

Last year we applied for funding and received \$10,000 toward the athletic field light project at Tito Park. The guidelines have recommended funding categories, which I have attached for your consideration.

DISCUSSION:

I have attached a list of seven projects that total \$1,091,800. These projects are in our parks and recreation department Capital Improvement Program of Project List.

RECOMMENDATION:

Approve a prioritized list of projects to submit to the Community Benefit Program Committee. Direct staff to prepare a Letter of Interest as to the benefits to the community, cost estimates, shovel readiness, and a justification as to why these projects meet the criteria of the program.

ALTERNATIVES:

- 1) Do not authorize projects to be submitted to the County Community Benefit Program Committee.
- 2) Provide alternate direction to staff.

Respectfully Submitted,

Laura Fischer, General Manager
Attachment: Program Guidelines

Heber Public Utility District

Proposed List of Projects for Community Benefit Grant Application

Due March 2018

| Project Reference # | Project Title & Description | Estimated Cost |
|---|--|----------------|
| 1 | <i>RECREATION ROOM - Littlefield/Bloomfied</i> | |
| | <i>Install a modular building on HPUD lot for recreation use.</i> | |
| | Bidding | 3,000 |
| | Design & Engineering | 31,500 |
| | Construction | 210,000 |
| | Construciton Management | 21,000 |
| | Total Estimated Costs | 265,500 |
| <i>Funding Sources</i> | | |
| IID Local Entity | 75,000 | |
| Unfunded | 190,500 | |
| 2 | <i>SECURITY LIGHTS - Jiggs Johnson Park</i> | |
| | <i>Install security lights in Jiggs Johnson Park</i> | |
| | Solar Lights (\$40,000) - Hard Wire Electrical (\$120,000) | 60,000 |
| | Total Estimated Costs | 60,000 |
| <i>Funding Sources</i> | | |
| HPUD CIP - \$125,000 in FY 2017-18 | 60,000 | |
| 3 | <i>BASKETBALL COURTS - Tito Huerta Park</i> | |
| | <i>Construct basketball court at Tito Park</i> | |
| | Construction | 80,000 |
| | Total Estimated Costs | 80,000 |
| <i>Funding Sources</i> | | |
| Unfunded | 80,000 | |
| 4 | <i>PLAYGROUND EQUIPMENT - Tito Huerta Park</i> | |
| | <i>Construct playground at Tito Park</i> | |
| | Construction | 225,000 |
| | Total Estimated Costs | 225,000 |
| <i>Funding Sources</i> | | |
| Unfunded | 225,000 | |

Heber Public Utility District

Proposed List of Projects for Community Benefit Grant Application

Due March 2018

| Project Reference # | Project Title & Description | Estimated Cost |
|---------------------|---|----------------|
| 5 | <i>PLAYGROUND EQUIPMENT - Children's Park</i> | |
| | <i>Construct playground at Children's Park</i> | |
| | Construction | 80,000 |
| | Total Estimated Costs | 80,000 |
| | <i>Funding Sources</i> | |
| | Unfunded | 80,000 |
| 6 | <i>SPLASH PAD - Children's Park</i> | |
| | <i>Install Splash Pad and Restrooms at Children's Park</i> | |
| | Splash Pad | 305,000 |
| | Restrooms | 100,000 |
| | Shade Structures | 25,000 |
| | Total Estimated Costs | 430,000 |
| | <i>Funding Sources</i> | |
| | Unfunded | 430,000 |
| 7 | <i>PART - TIME RECREATION STAFF - HPUD</i> | |
| | <i>Hire Part-Time Recreation Staff to run programs for community</i> | |
| | One Year | 26,300 |
| | Total Estimated Costs | 26,300 |
| | <i>Funding Sources</i> | |
| | Unfunded | 26,300 |

IMPERIAL COUNTY COMMUNITY BENEFIT PROGRAM GRANT / LOAN APPLICATION PROCESS AND TIMELINE

LETTER OF INTEREST (LOI)
Upon issuance of RFP, Applicant shall submit a Formal Letter of Interest (LOI), which includes the amount of requested, funds a project description, timeline, and budget.



**COMMUNITY BENEFIT ADVISORY COMMITTEE
REVIEW OF SUBMITTED LOI WITHIN THIRTY (30) DAYS OF SUBMISSION**



APPROVED LOI
Notification of approved LOI.
Full Application requested.

LOI NOT APPROVED
Notification of denied NOI.
No further action.



**ATTENDANCE TO MANDATORY
PRE-APPLICATION WORKSHOP**
Prior to application due date, Applicants must attend pre-application workshop.
Failure to attend will result in conclusion of proposal.



SUBMITTAL OF FULL GRANT/LOAN APPLICATION
Complete application due within thirty (30) days after LOI notification. Failure to submit complete application within specified timeframe will result in conclusion of proposal.



EVALUATION OF SUBMITTED APPLICATIONS
The Community Benefit Advisory Committee will review, evaluate, and provide recommendation for funding selected applications within thirty (30) days of submission.



APPLICATION RECOMMENDED
Notification to establish meeting with County Executive Office to develop draft Grant/Loan Agreement.

APPLICATION NOT RECOMMENDED
Notification of denied Application.



**BOARD OF SUPERVISORS DISCUSSION AND FINAL DECISION
OF GRANT/LOAN REQUEST**
Board of Supervisors during a regular meeting will discuss and provide decision on approved Applications.



APPLICATION APPROVED
After Board of Supervisors approval of Applications, Applicants must meet with County Executive Office to review requirements for processing applications.

APPLICATION NOT APPROVED
Notification of denied Application.



Imperial County Community Benefit Program Letter of Interest Requirements

Pursuant the Guidelines for the Imperial County Community Benefit Program, potential applicants are required to first submit a Letter of Interest to the Community Benefit Advisory Committee. Those Letters will be reviewed by the Committee and eligible projects will then be requested to submit a full Application for potential funding under the Program.

The Letter of Interest must contain the following information:

1. Name of Organization
2. Name and Contact Information for primary point of contact
3. Description of Project
4. Requested Funding Amount and Project Budget
5. Project Funding Category (see Guidelines)
6. Proposed Timeline for Completion of Proposed Project

Letters of Interest should be addressed to:

County of Imperial
Community Benefit Program
c/o County Executive Office
940 Main Street, Suite 208
El Centro, CA 92243

Potential Applicants should review the Guidelines of the Program to determine if the requested funding falls within the criteria set forth prior to submission of any Letter of Intent. Additional information regarding the Community Benefit Program is available at the www.co.imperial.ca.us and may be obtained by contacting Imperial County Executive Office:

Rosa Lopez-Solis
Administrative Analyst
rosalopez@co.imperial.ca.us
PH: 442-265-1001



GUIDELINES FOR THE IMPERIAL COUNTY COMMUNITY BENEFIT PROGRAM

The following are general rules for the Community Benefit Program. The Board of Supervisors reserves the right to reject any or all Applications, waive any irregularities or informalities in any qualifications or in the selection process. The Board of Supervisors reserves the right to make awards at any time and in any amount so long as such award is consistent with the Community Benefit Program purpose. The Board of Supervisors reserves the right to request clarification of services submitted, to request additional information, to edit any rules or regulations or processes in any way. All proposed funding categories and funding amounts are general guidelines and estimates that can be changed at any time by the Board of Supervisors.

I. PURPOSE, GOALS AND OBJECTIVES

The County of Imperial, through its Community Benefit Advisory Committee, is soliciting applications from the community that meet the goals and objectives of the Community Benefit Program.

The Community Benefit Program is part of the Public Benefit Program for use with Solar Power Plants in Imperial County which was established by the Board of Supervisors on January 24, 2012. All utility-scale solar projects built in Imperial County since that time have entered into Public Benefit Agreements with the County and have been contributing funds into the Program, which includes the Community Benefit Program.

Imperial County receives funds from solar projects located in the unincorporated areas of the county. The Board of Supervisors has identified Goals and Objectives in order to maximize the benefits of these funds. Such benefits might include, but are not limited to, infrastructure improvement, job creation, economic development and enhancement to the quality of life in neighboring communities.

Since the creation of the Program, the Board also appointed a Community Benefit Advisory Committee, consisting of five community members and two County staff, which has developed some Recommended Categories for Funding shown in Section 2 herein. Applicants for funding under this Program should review those categories; however all applications received will be reviewed and considered. Projects which fulfill the Goals and Objectives will include, but not be limited to those Recommended Categories for Funding.

II. RECOMMENDED CATEGORIES FOR FUNDING

COMMUNITY SERVICES **60% of Available Funds**

- Animal Shelters
- Arts & Cultural
- Library
- Nutrition Programs,
- Transportation and Support Services
- Science and Technology Educational Programs
- Homeless Programs
- Youth Programs
- Scholarship Program

COMMUNITY & ECONOMIC DEVELOPMENT **30% of Available Funds**

- Technical Training
- Infrastructure in Support of Business Development
- Entrepreneurial Training
- Small Business / Micro Loans
- Infrastructure Support on Housing
- Parks and Recreation
- Housing Projects
- Community Center

WILDLIFE HABITAT/CONSERVATION **10% of Available Funds**

- Fishing Related Activities
- Hunting Related Activities
- Habitat
- Imperial County Fish and Game Commission
- Waterways within the County

III. EVALUATION CRITERIA FOCUS AREAS

Depending upon the funding category applied for, the application will be evaluated and scored based on the following criteria.

COMMUNITY SERVICES

| | | |
|----|--|-------------------|
| 1. | Number of County Residents and Areas within the County Receiving Services or Benefits from the Project | 35 points |
| 2. | Project Addresses a Demonstrated Need in Imperial County | 20 points |
| 3. | Qualifications and Experience of Organization Providing Services | 15 points |
| 4. | Use of Matching Funds | 10 points |
| 5. | Consistency with Goals and Objectives of the Community Benefit Program | 10 points |
| 6. | Job creation or other economic development benefits to the county and its residents | |
| | TOTAL | 100 Points |

COMMUNITY & ECONOMIC DEVELOPMENT

| | | |
|----|---|-------------------|
| 1. | Job Creation or other economic benefits to the County and its residents | 35 points |
| 2. | Areas of the County to be Served by the Project | 15 points |
| 3. | Project Addresses a Demonstrated Need in Imperial County | 15 points |
| 4. | Consistency with Goals and Objectives of the Community Benefit Program | 15 points |
| 5. | Qualifications and Experience of Organization Providing Services | 10 points |
| 6. | Use of Matching Funds | 10 points |
| | TOTAL | 100 Points |

WILDLIFE AND HABITAT CONSERVATION

| | | |
|----|--|-------------------|
| 1. | Number of County Residents and Areas within the County Receiving Services or Benefits from the Project | 30 points |
| 2. | Project Addresses a Demonstrated Need in Imperial County | 10 points |
| 3. | Increases Public Access to Recreational Resources | 10 points |
| 4. | Qualifications and Experience of Organization Providing Services | 10 points |
| 5. | Benefit to Habitat and Conservation Resources in Imperial County | 10 points |
| 6. | Use of Matching Funds | 10 points |
| 7. | Consistency with Goals and Objectives of the Community Benefit Program | 10 points |
| 8. | Job creation or other economic development benefits to the county and its residents | 10 points |
| | TOTAL | 100 Points |

IV. PROCESS AND TIMELINE

1. Requests for Proposals (RFP) will be issued by the County on a periodic basis, depending on funding availability of the Community Benefit Program.
2. Upon issuance of the RFP, applicants shall submit a Letter of Interest (LOI) which shall include a project description, timeline, the amount of requested funds and budget. Upon submission of the LOI, the Committee will review the proposals and notify and provided approved interested parties with a full application. Full applications will be due within thirty (30) days after notification. County staff will invite applicants to attend a mandatory pre-application workshop. Failure to submit an application within the specified timeframe or non-attendance to the workshop will result in termination of the proposal.
3. Applications submitted will be evaluated by the Community Benefit Advisory Committee within thirty (30) days. Additional questions may be asked of respondents and interviews may be conducted as well. Respondents will be notified of any additional required information or interviews after written proposals have been evaluated. Applicants recommended for funding by the Committee shall meet with the County Executive Office to develop the terms of the Grant/Loan, and finalize a draft Grant/Loan Agreement. All said Agreements will include a project description, budget, and deadlines for performance under the Agreement. The Agreements will then be submitted to the recommendation to the Board of Supervisors for discussion and final decision.
4. After approval by the Board of Supervisors, Applicants will be required to meet with County staff in order to review the requirements they must meet in order for their applications to be processed.

The attached Flowchart describes the application process and timeline.

V. OTHER

Upon selection for an award under this Program, the County and the Grantee agree to enter into a Grant Agreement which will be in accordance with the purposes of the application and also subject all provisions of the applicable statutes, and further are subject to the County laws and requirements governing County contracts.

1. All documents submitted to the County shall become public records and will be given to the public upon request pursuant to the California Public Records Act. Do not include any information that cannot be reviewed by the general public.
2. The following conditions may apply to grant recipients.
 - a. Funding shall only be used for an approved use, authorized by the Board of Supervisors.
 - b. The Grantee is responsible for maintaining records which fully disclose the activities funded by the Grant. Community Benefit Funds are subject to audit and inspection at any time after award. Recipients will be required to retain records for a period up to five years.
 - c. Funding for work completed or money spent before award will not be paid or reimbursed.
 - d. Funding award may be a loan rather than a grant and shall be paid back to the County.
 - e. Loan recipients will be required to provide financial assurances such as collateral, bonding or letters of credit to ensure the funds are used as agreed upon.

- f. Construction projects may be subject to California prevailing wage laws (California Labor Code 1720 et seq.). Note that use of public funding for construction may subject an entire project to prevailing wage requirements. Applicant shall seek advice from counsel regarding this requirement.
- g. The Grantee is responsible for maintaining records which fully disclose the activities funded by the Grant. Adequate documentation of each transaction shall be maintained to permit the determination, through an audit if requested by the County, of the accuracy of the records and the allowability of expenditures charged to Grant funds.
- h. Grantee shall submit written reports of all funding expenditures.