



**City of Lemon Grove  
City Council Virtual Regular Meeting Agenda  
Tuesday, September 21, 2021 6:00 p.m.**

**ZOOM MEETING LINK:**

<https://us04web.zoom.us/j/6198253800>

**Meeting Access ID:** 619-825-3800

**Password:** 6198253800

*Instructions for public participation are below.*

**City Council**

Racquel Vasquez, Mayor  
Jerry Jones, Mayor Pro Tem  
Jennifer Mendoza, Councilmember  
Liana LeBaron, Councilmember  
George Gastil, Councilmember

A public agenda packet is available for review on the [City's website](#)

*In accordance with Executive Orders N-25-20, N-29-20 and N-35-20 paragraph 3, executed by the Governor of California on March 17, 2020, and as a response to mitigating the spread of Coronavirus known as COVID-19, the Regular Meeting of the City Council scheduled for Tuesday, September 7, 2021 at 6:00 p.m. will be a **virtual meeting – audio only**. Audio of the meeting will be posted to the City's website 72 hours following the meeting.*

**Public Participation Options:**

1. Listen to audio live via zoom (Link to the meeting is at the top of the page).
2. Submit a digital Public Comment via email.
  - Email your Public Comment to the Deputy City Clerk at [amalone@lemongrove.ca.gov](mailto:amalone@lemongrove.ca.gov) prior to the meeting deadline, which is **Monday, September 20, 2021 at 5:00 p.m.** Email subject line should read "PUBLIC COMMENT ITEM NO. \_\_\_\_"
  - Public Comments are limited to a maximum of three (3) minutes. Any comments read out-loud by staff extending passed the three (3) timeframe will be timed out.

Comments received after the deadline will not be read at the meeting, but will be maintained in the record.

**Join the Meeting via Computer or Handheld Device**

Before joining a Zoom meeting on a computer or handheld device, download the Zoom app from the [Zoom Download Center](#). Otherwise, you will be prompted to download and install Zoom when you click a join link. You will be required to have a Zoom account to use this platform. You can establish a free account one [here](#).

**Prerequisites**

- Each meeting has a **Meeting Access ID** (619-825-3800) and **Password** (6198253800) that will be required to join a Zoom meeting.
- [Sign up](#) for eNotification to be notified for upcoming City meetings. The email notifications will include the Meeting ID and Password.
- Meetings will be Audio only for all participants.

1. Open Zoom from your desktop app.
2. Join a meeting using one of the following methods:
  - Click [Join a Meeting](#) if you want to join in without signing in.
  - [Sign in](#) to Zoom then click join.
3. Enter the **Meeting ID** number 619 825 3800, **Password** 6198253800 and your display name.

**Join the Meeting via Telephone**

Find your local number: <https://us02web.zoom.us/j/6198253800>

1. Dial by your location:
  - +1 253 215 8782 US (**Tacoma**)
  - +1 346 248 7799 US (**Houston**)
  - +1 669 900 6833 US (**San Jose**)
  - +1 301 715 8592 US (**Washington D.C**)
  - +1 312 626 6799 US (**Chicago**)
  - +1 929 205 6099 US (**New York**)
2. Enter the **Meeting ID** number 619 825 3800 and **Password** 6198253800. All audio will be muted upon entering.

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*The City Council also sits as the Lemon Grove Housing Authority, Lemon Grove Sanitation District Board, Lemon Grove Roadway Lighting District Board, and Lemon Grove Successor Agency*

**Call to Order**

**Pledge of Allegiance**

**Changes to the Agenda**

**Presentation**

Celebrating National Hispanic Heritage Month by presenting a proclamation to Lalo Alcaraz, successful Hispanic cartoonist and artist native to Lemon Grove.

East County Homeless Task Force, Anna Marie Piconi Snyder, ECHTF Steering Committee member: Founder and CEO, You Did It For Me, Inc. and Bonnie Baranoff, Organizational Management Consultant, East County Homeless Task Force

**Public Comment**

*Digitally submitted public comments received by the deadline via email to the Deputy City Clerk at [amalone@lemongrove.ca.gov](mailto:amalone@lemongrove.ca.gov) will be read into the record by the Deputy City Clerk. Per Lemon Grove Municipal Code Section 2.14.150, each comment is allowed up to three (3) minutes.*

**Consent Calendar**

(Note: The items listed on the Consent Calendar will be enacted in one motion unless removed from the Consent Calendar by Council, staff, or the public.)

1.A Waive Full Text Reading of All Ordinances on the Agenda

Reference: Kristen Steinke, City Attorney

Recommendation: Waive the full text reading of all ordinances included in this agenda; Ordinances shall be introduced and adopted by title only.

1.B City of Lemon Grove Payment Demands

Reference: Rod Greek, Interim Administrative Services Director

Recommendation: Ratify Demands

1.C Approval of City Council Meeting Minutes

Reference: Audrey Malone, Deputy City Clerk

Recommendation: Approval of City Council Minutes, meeting of September 7, 2021.

1.D Local Agency Improvement Fee Report Fiscal Year 2020- 2021

Reference: Yollie Antonio Cerezo, Interim Finance Manager  
Recommendation: Receive and file the annual Local Agency Improvement Fee Report for Fiscal Year 2020-2021.

1.E Acceptance of FY 2020 State Homeland Security Grant Program (SHSGP) Funds

Reference: Steve Swaney, Fire Chief  
Recommendation: Adopt a resolution accepting the FY 2020 State Homeland Security Grant Program (SHSGP) funds and authorizing the City Manager to execute appropriate agreements and/or grant documents required to receive and use said funds in accordance with SHSGP requirements.

1.F Award of Contract for Replacement of the Public Works Yard Wall

Reference: Michael Stauffer, Senior Management Analyst  
Recommendation: Adopt a resolution approving a contract with MJC Construction for replacement of the public works yard wall in an amount not-to-exceed \$55,000 (Contract No. 2021-20).

**Reports to Council:**

2. Approve an Application for the Outdoor Equity Grant Program

Reference: Mike James, Assistant City Manager/ Public Works Director and Michael Stauffer, Senior Management Analyst  
Recommendation: Adopt a resolution approving an application for Outdoor Equity Grant Program funding from the California Department of Parks and Recreation, Office of Grants and Local Services.

**City Council Reports on Meetings Attended at the Expense of the City**

*(GC 53232.3 (d)) (53232.3.(d) states that members of a legislative body shall provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body.)*

**City Manager Report**

**Adjournment**

AFFIDAVIT OF NOTIFICATION AND POSTING

STATE OF CALIFORNIA )  
COUNTY OF SAN DIEGO ) SS  
CITY OF LEMON GROVE )

I, Audrey Malone, Deputy City Clerk of the City of Lemon Grove, hereby declare under penalty of perjury that a copy of the above Agenda of the Regular Meeting of the City Council of the City of Lemon Grove, California, was delivered and/or notice by email not less than 72 hours, before the hour of 6:00 p.m. on September 16, 2021 to the members of the governing agency, and caused the agenda to be posted on the City's website at [www.lemongrove.ca.gov](http://www.lemongrove.ca.gov) and at Lemon Grove City Hall, 3232 Main Street Lemon Grove, CA 91945.

/s/: Audrey Malone  
Audrey Malone, Deputy City Clerk

In compliance with the Americans with Disabilities Act (ADA), the City of Lemon Grove will provide special accommodations for persons who require assistance to access, attend and/or participate in meetings of the City Council. If you require such assistance, please contact the City Clerk at (619) 825-3800 or email [amalone@lemongrove.ca.gov](mailto:amalone@lemongrove.ca.gov). A full agenda is available for public review at City Hall.

**From:** [jessyka heredia](#)  
**To:** [Audrey Malone](#)  
**Subject:** General public comment council meeting 9/21/21  
**Date:** Monday, September 20, 2021 11:27:52 AM

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In celebration with the city of Lemon Grove and its residents I would like to encourage city council to expand on the celebrations surrounding Hispanic Heritage Month as it is a whole month long and we have lots of wonderful resident's who deserve to be honored for their service to our community.

That bring said, I would like to nominate Liana LeBaron to be honored by the city during Hispanic Heritage Month for her contributions to our city and being the voice and representation of the people of Lemon Grove. She shows us courage by asking the not so popular questions and digging deep into issues to get to the truth.

Liana LeBaron is a native Californian, born and raised in Lemon Grove. She is a product of local schools and is a San Diego State University alumna. Liana holds a Bachelor's Degree in Political Science, and is fluent in English and Spanish.

Liana has always been an advocate for those who feel they don't have a voice. In her adult life this has translated to years of service in the non-profit sector. She is now able to fully dedicate herself to giving back to the community where she was born and raised.

She is a Board Member for the Lemon Grove Lions Club and through that service helps fundraise to support organizations such as the Lemon Grove Little League and local community garden.

As the newest city councilmember, Liana has gained overwhelming community support by being someone who asks the tough questions residents want answers to. Most recently, Liana was recognized for her outstanding energy, support, dedication and leadership in organizing the ongoing Lemon Grove Lions Club Monthly clean-up events.

November of 2020 Liana won her seat to city council in her first run for political office earning her rank as the top vote getter amongst other Lemon Grove mayoral and council bids. She is the second youngest council member to be elected to Lemon Grove City Council and the first elected Latina.

The community is so appreciative to have such a strong leader who fights for her constituents every single day.

Sincerely,  
Jessyka Heredia

**From:** [Keliinoi](#)  
**To:** [Audrey Malone](#)  
**Subject:** Public Comment  
**Date:** Tuesday, September 21, 2021 10:32:00 AM

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Good day,

As a resident, parent, homeowner, and LG business license holder I would like to request that the matter of street safety be urgently agendized. It has been 2 years since the death of 13 year old Trevon on San Miguel Avenue. Almost a month has passed since the incident where 13 year old Connor was struck by a vehicle on Central. Our community is in need of an urgent long term solution, such as speed bumps. It has been publicly commented that a motorcycle officer has been stationed on Central to ticket speeding individuals. Yet residents have never seen such an officer. Additionally, what is the loaded cost to tax payers for this band aid solution?

Please add this item to the agenda so we may have an open discussion and find a solution to this major problem that is costing lives. The children and residents of Lemon Grove deserve IMMEDIATE action on this matter.

Thank you,

Brenda Keliinoi

**From:** [Kathleen Lippitt](#)  
**To:** [Audrey Malone](#)  
**Subject:** public comment for tonite  
**Date:** Tuesday, September 21, 2021 11:59:50 AM

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Good evening Mayor and council,  
Kathleen Lippitt here. As a public health practitioner I wanted to share some news from the FDA regarding a decision regarding flavored e-cigarette and vaping products that very much impacts the health and safety for all especially for adolescents and young adults.

This week the [Food and Drug Administration](#) recently **denied applications for more than 946,000 flavored e-cigarettes and vaping products as part of a sweeping review.**

The [FDA](#)'s task was to review more than 6.5 million new tobacco products and has reviewed about 93% of applications. They rejected products that lacked "sufficient evidence" that the benefit to adult smokers outweighed the public health threat of youth use of these new tobacco products.

More than 80% of e-cigarette users are between the ages of 12 and 17, according to the [FDA](#).

**I RESPECTFULLY REQUEST Lemon Grove PROHIBIT all flavored products, both tobacco and marijuana, be prohibited from being manufactured or sold.**

**Thank you for your consideration and letting me**

**speak.**

Kathleen Lippitt, MPH

Public Health Practitioner and Public Policy Advocate



**From:** [Kelly McCormick](#)  
**To:** [Audrey Malone](#)  
**Subject:** Non-Agenda Public Comment, 9.21.21  
**Date:** Tuesday, September 21, 2021 11:00:24 AM

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*Please read the following aloud during non-agenda public comment at the 9.21.21 City Council meeting.*

Dear Mayor and City Council Members,

This is Kelly McCormick, I'm the parent of a high school student, a college student, and I'm a public health educator.

As you may know, September is Suicide Prevention Month.

Part of an effective strategy for reducing the rate of suicide must include strategies to reduce marijuana use, especially by teens and young adults.

There is a significant body of evidence linking marijuana use and suicide, especially in these age groups. A 2019 review of multiple publications found that adolescent marijuana use was associated with increased depression in young adults and it tripled the risk of a suicide attempt.

In Colorado, MJ is the most prevalent substance found in completed teen suicides.

When government supports the marijuana industry, it leads people to believe, falsely, that MJ is harmless. There are numerous billboards for pot, yet I haven't seen any warnings about the danger for users under the age of 25.

I fear that the negative mental health effects experienced by our young people will only increase as marijuana consumption increases, particularly the use of high-THC vapes and edibles.

Our teens and young adults deserve better.

Thank you

**From:** [Peggy Walker](#)  
**To:** [Audrey Malone](#)  
**Cc:** [Judi Strang](#)  
**Subject:** Read aloud for CC Meeting  
**Date:** Monday, September 20, 2021 5:04:10 PM

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Please read aloud at the Tuesday Sept 21, 2021 City Council meeting. Thank you.

Dear Council:

Yesterday, Monday, 9/20 was National Addiction Professionals Recognition Day. There are few who better deserve recognition at this time. As drug addiction manifests itself in increased homelessness, taxing our resources, addiction professionals feel the burden.

Those like myself, who have experienced real life lessons in what marijuana addiction looks like, know its devastating outcomes. In addition to mental and physical harms, some die from marijuana use-related suicide; some have psychotic breaks and end up in hospitals and treatment for lengthy periods at great expense and distress to families and loved ones.

I'd like to share with you recommendations from professionals from the Partnership to End Addiction who warn that unfettered youth access to marijuana will cause harm.

Restricting youth exposure and access to marijuana, they say, "must be a deliberate and essential element of any legalization law --NOT an afterthought."

Their recommendations include banning the marketing of marijuana products that target young people including: colorful packaging, child-oriented product names, enticing flavors, drinkables and edibles that resemble candy and other treats consumed by children.

They also call for prohibiting advertising, promotion, and the sale of marijuana near locations frequented by young people.

If you are sincere about protecting youth from addiction, please keep these recommendations from professionals in mind.

**Thank you.**

*Regards,*  
*Peggy Walker*  
Public Health Educator  
Coastal Communities Drug Free Coalition

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*Regards,*  
*Peggy Walker*  
Public Health Educator  
Coastal Communities Drug Free Coalition



# CITY OF LEMON GROVE

## CITY COUNCIL STAFF REPORT

**Item No.** 1.A  
**Meeting Date:** September 21, 2021  
**Submitted to:** Honorable Mayor and Members of the City Council  
**Department:** City Manager's Office  
**Staff Contact:** Kristen Steinke, City Attorney  
**Item Title:** **Waive the Full Text Reading of all Ordinances**

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**Summary:** Waive the full text reading of all ordinances included in this agenda. Ordinances shall be introduced and adopted by title only.

**Environmental Review:**

- Not subject to review                       Negative Declaration  
 Categorical Exemption, Section |                       Mitigated Negative Declaration

**Fiscal Impact:** None.

**Public Notification:** None.



# CITY OF LEMON GROVE

## CITY COUNCIL STAFF REPORT

**Item No.** 1.B  
**Meeting Date:** September 21, 2021  
**Submitted to:** Honorable Mayor and Members of the City Council  
**Department:** Finance  
**Staff Contact:** Rod Greek, Interim Administrative Services Director  
[rgreek@lemongrove.ca.gov](mailto:rgreek@lemongrove.ca.gov)  
**Item Title:** **City of Lemon Grove Payment Demands**

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**Recommended Action:** Ratify Demands.

**Environmental Review:**

- Not subject to review                       Negative Declaration  
 Categorical Exemption, Section |                       Mitigated Negative Declaration

**Fiscal Impact:** None.

**Public Notification:** None.

**City of Lemon Grove Demands Summary**

Approved as Submitted:

Yolanda Cerezo, Interim Finance Manager  
For Council Meeting: 09/21/21

ACH/AP Checks 08/17/21-09/10/21 1,434,370.86

Payroll - 08/24/21 162,586.73

Payroll - 09/07/21 164,736.13

Total Demands 1,761,693.72

CHECK NO	INVOICE NO	VENDOR NAME	CHECK DATE	Description	INVOICE AMOUNT	CHECK AMOUNT
ACH	Aug10 21	US Treasury	08/17/2021	Federal Taxes 8/10/21	32,010.18	32,010.18
ACH	73352959	WEX Bank	08/18/2021	Fuel - Fire/PW - Jul'21	2,540.99	2,540.99
ACH	16511678	California Public Empl Retirement System	08/24/2021	Fees for GASB-68 Reports and Schedules	1,750.00	1,750.00
ACH	Aug24 21	Employment Development Department	08/26/2021	State Taxes 8/24/21	13,742.88	13,742.88
ACH	839277	Aflac	08/26/2021	AFLAC Insurance 8/25/21	1,689.44	1,689.44
ACH	Aug11-Aug24 21	Calpers Supplemental Income 457 Plan	08/27/2021	457 Plan 8/11/21-8/24/21	8,059.05	8,059.05
ACH	1000309217	City of San Diego	08/30/2021	Metro Sewer System FY22 - QTR1 - 7/1/21-9/30/21	675,801.00	675,801.00
ACH	Aug24 21	US Treasury	08/31/2021	Federal Taxes 8/24/21	44,475.24	44,475.24
ACH	Jul14-Aug10 21	California Public Empl Retirement System	08/31/2021	Pers Retirement 7/14/21-8/10/21	70,994.63	70,994.63
ACH	Aug21	Wage Works	08/31/2021	FSA Reimbursement - Aug'21	2,262.23	2,262.23
ACH	Refill 8/31/21	Pitney Bowes Global Financial Services LLC	09/01/2021	Postage Usage 8/31/21	250.00	250.00
ACH	Sep21	Pers Health	09/02/2021	Pers Health Insurance - Sep'21	49,411.38	49,411.38
ACH	Aug21	Sedgwick Claims Management Services, Inc.	09/02/2021	CLG Workers Comp Claims - Aug'21	4,753.57	4,753.57
ACH	7/22/2021 8/22/2021 27051152 27051163 82088962 7/19/2021 7/11/2021 7/1/2021 8/1/2021 7/9/2021 7/1/2021 8/1/2021 6/30/2021 7/30/2021 7/18/2021 7/1/2021 8/1/2021 6/27/2021 7/28/2021 7/4/2021 6/30/2021 7/30/2021 780255 9883293727 9883977921 9883977922 9883978441 9884500806	Wells Fargo	09/03/2021	AT&T - Backup City Hall Internet- 6/23/21-7/22/21 AT&T - Backup City Hall Internet- 7/23/21-8/22/21 Canon Financial Svcs - Canon Plotter Contract Charge 7/20/21-8/19/21 Canon Financial Svcs - Canon Plotter 2 Yr Carepack 7/20/21-8/19/21 Corelogic - Realquest Graphics Package - Jun21 Cox - Phone/PW Yard/2873 Skyline- 7/19/21-8/18/21 Cox - Calsense Modem Line: 2259 Washington 7/11/21-8/10/21 Cox - Calsense Modem Line: 7071 Mt Vernon/Berry St Pk 7/1/21-7/31/21 Cox - Calsense Modem Line: 7071 Mt Vernon/Berry St Pk 8/1/21-8/31/21 Cox - Calsense Modem Line: 8235 Mt Vernon/Berry St Pk 7/9/21-8/8/21 Cox - Phone/City Hall 7/1/21-7/31/21 Cox - Phone/City Hall 8/1/21-8/31/21 Cox - Internet/Comm Ctr- 6/30/21-7/29/21 Cox - Internet/Comm Ctr- 7/30/21-8/29/21 Cox - Copy Room Fax Line- 7/18/21-8/17/21 Cox - MainPhone/Fire 7/1/21-7/31/21 Cox - MainPhone/Fire 8/1/21-8/31/21 Cox - City Hall Fire Alarm 6/27/21-7/26/21 Cox - City Hall Fire Alarm 7/27/21-8/26/21 Cox - Phone/Internet/Rec Ctr/3131 School Ln- 7/4/21-8/3/21 Cox - PEG Circuit Svc- 6/30/21-7/29/21 Cox - PEG Circuit Svc- 7/30/21-8/29/21 House of Automation - Prev Maintenance/Fire Vehicle Gate Verizon - Modems - Cardiac Monitors - 6/4/21-7/3/21 Verizon - City Phone Charges- 6/13/21-7/12/21 Verizon - PW Tablets- 6/13/21-7/12/21 Verizon - Mobile Broadband Access- 6/13/21-7/12/21 Verizon - MDC Engine Tablets- 6/21/21-7/20/21	85.60 95.59 144.00 72.73 300.00 219.73 24.01 24.01 24.01 94.39 826.24 826.24 115.39 115.39 4.37 451.32 451.32 48.17 47.81 349.60 2,923.23 2,923.23 375.00 21.38 198.73 158.73 60.98 202.66	11,183.86
ACH	12234344	LEAF	09/08/2021	Ricoh C3502 Copier System-PW Yard - Aug'21	240.64	240.64
ACH	Sep7 21	Employment Development Department	09/09/2021	State Taxes 9/7/21	14,609.52	14,609.52
ACH	Aug21	Home Depot Credit Services	09/10/2021	Home Depot Purchases - Aug'21	1,972.41	1,972.41
ACH	Aug25-Sep7 21	Calpers Supplemental Income 457 Plan	09/10/2021	457 Plan 8/25/21-9/7/21	8,609.05	8,609.05
ACH	Refill 9/9/21	Pitney Bowes Global Financial Services LLC	09/10/2021	Postage Usage 9/9/21	250.00	250.00
14746-14748	**VOID	VOID	08/25/2021	*** VOID ***	0.00	0.00
14749	AGI	AGI General Contracting	08/25/2021	Refund/AGI General Contracting/Diversion Deposit - CD2-0075	500.00	500.00
14750	Aguirre	Aguirre, Angela	08/25/2021	Refund/Aguirre, Angela/Daycamp - MChism Wk 3 & 7	190.00	190.00
14751	Katz TTEE	Alan Katz, TTEE of the Katz Family Trust	08/25/2021	Refund/Katz, Alan & Stacey/Overpayment B21-000-0431	51.03	51.03
14752	7/13/2021	AT&T	08/25/2021	Phone Service 7/13/21-8/12/21	93.28	93.28

14753	Apr-Jun 21	California Building Standards Commission	08/25/2021	BSA Fees: Apr-Jun'21	746.10	746.10
14754	00083698	Chicago Title Company	08/25/2021	Preliminary Title Report - 2503 Cinderella Way	1,000.00	1,000.00
14755	0000015695	City of El Cajon	08/25/2021	HCFA Assessment - QTR 1 FY21/22	88,457.75	88,457.75
14756	23482 23482 23482	City of La Mesa	08/25/2021	Overtime Reimbursement - Doig 7/23/21 Overtime Reimbursement - Lopez 7/26/21 Overtime Reimbursement - Sergeant 7/30/21	1,629.85 1,444.86 1,557.10	4,631.61
14757	Jul21	Colonial Life	08/25/2021	Colonial Optional Insurance Jul-21	493.14	493.14
14758	6770 6783	D- Max Engineering Inc	08/25/2021	6557 MacArthur SWQMP Plan Review 7/1/21-7/15/21 D-Max Stormwater Prof Svcs 7/1/21-7/31/21	622.00 5,660.31	6,282.31
14759	Apr-Jun21	Department of Conservation	08/25/2021	Qtrly SMIP Fees - Apr-Jun21	8,092.44	8,092.44
14760	Apr-Jun21	Division of the State Architect	08/25/2021	State CASP Fee - 4/1/21-6/30/21	101.20	101.20
14761	HS-5607-008	Home Start, Inc.	08/25/2021	LG Homeless Outreach - Jul'21	3,706.56	3,706.56
14762	62983	Horrocks Engineers Inc	08/25/2021	Prof Eng Svcs: FY19/20 Sewer Rehab Proj Design thru 7/31/21	18,587.00	18,587.00
14763	8/24/21	ICMA	08/25/2021	ICMA Deferred Compensation Pay Period Ending 8/24/21	780.77	780.77
14764	Jefferson	Jefferson, Pamela	08/25/2021	Refund/Jefferson, Pamela/Duplicate Permit - B21-000-0203 Refund/Jefferson, Pamela/Duplicate Diversion Deposit - B21-0203	136.25 100.00	236.25
14765	202107	Lemon Grove Car Wash, Inc.	08/25/2021	Oil Change - LGPW#16 '14 Ford Escape - 7/27/21 Car Wash - LGPW#35 '04 Expedition - 7/27/21 Car Wash - '04 Expedition/Fire - 7/19/21	50.31 14.99 14.99	80.29
14766	Macias	Macias, Christina	08/25/2021	Refund/Macias, Christina/Jumper Permit - BS#5 - BLUE- 8/15/21	40.00	40.00
14767	1123819	Michael Baker International	08/25/2021	Prof Eng Svcs: FY18/19 Sewer CIP Rehab Proj Design thru 8/1/21	3,592.75	3,592.75
14768	IN1609513	Municipal Emergency Services Inc	08/25/2021	Twill Wildland TAC Pants- Fire	702.67	702.67
14769	72299956	Occupational Health Centers of CA	08/25/2021	Annual DMV Medical Exam - 8/4/21	103.00	103.00
14770	0406694	SCS Engineers	08/25/2021	Env Consulting Svc: LGA Realignment 5/1/21-5/31/21	1,089.00	1,089.00
14771	Aug10 Aug24	Southern CA Firefighters Benefit Trust	08/25/2021	LG Firefighters Benefit Trust 8/10/21 LG Firefighters Benefit Trust 8/24/21	876.85 876.85	1,753.70
14772	4314 4316	Spring Valley Lawn Mower Shop	08/25/2021	Bar & Chain Oil/Catchy Cans - PW/Streets Makita Trimmer Cutting Head - PW/Streets	204.21 34.80	239.01
14773	STMT 7/22/2021	US Bank Corporate Payment Systems	08/25/2021	Fuel for Deployment - River Fire Chain Saw Blades/Machine Screw/iPad Chargers - Fire APWA Membership/James ICMA Conference Registration/James 10/3/21-10/6/21 CA Cities Conference Registration/Vasquez 9/22/21-9/24/21 Bottled Water for Engines CA Cities Conference Registration/Romero 9/22/21-9/24/21 Airfare/Vasquez & Mendoza 9/22/21-9/24/21 Adobe Illustrator Annual Fee Job Posting/Finance Manager Job Posting/Communications Specialist Repair PW Duty Cellphone Replacement Door/Kitchen - Comm Ctr Daycamp Supplies Daycamp/CaliVenture 75 Ft Obstacle Course 7/7/21 Daycamp/Laser Tag 6/30/21 Concerts in the Park/Republic of Music 6/24/21 Concerts in the Park Supplies Daycamp/Tae Kwon Do Instruction 7/14/21 Zoom Subscription for Online Mtgs	30.03 540.99 250.00 349.00 475.00 32.34 550.00 435.92 239.88 339.98 100.00 107.63 1,053.82 662.63 700.00 400.00 800.00 37.78 900.00 14.99	8,019.99
14774	Villasenor	Villasenor, Javier	08/25/2021	Refund/Villasenor, Javier/Diversion Deposit - 2116 Eldora St CD2	500.00	500.00
14775	272486-Jul21 272487-Jul21 272488-Jul21 272489-Jul21 272490-Jul21 272491-Jul21 272492-Jul21 272493-Jul21 272494-Jul21 272495-Jul21 272496-Jul21 272497-Jul21	Burke, William, & Sorensen, LLP	09/01/2021	08250-0001 General Jul21 08250-0002 Code Enf Jul21 08250-0004 Affordable Housing Jul21 08250-0005 Jul21 08250-0007 COVID-19 Jul21 08250-0008 Jul21 08250-0012.001 Jul21 08250-0011.001 Jul21 08250-0011.002 Jul21 08250-0011.003 Jul21 08250-0013 Jul21 08250-0012.002 Jul21	6,968.20 49.80 581.00 199.20 116.20 2,599.00 315.40 1,377.80 1,660.00 332.00 581.00 66.40	14,846.00
14776	23513	City of La Mesa	09/01/2021	Household Hazardous Waste Event- 7/17/21	1,151.04	1,151.04
14777	Aug21	Colonial Life	09/01/2021	Colonial Optional Insurance Aug-21	328.76	328.76
14778	6721	D- Max Engineering Inc	09/01/2021	0 Bonita St SWQMP Plan Review 6/15/21-6/21/21	1,177.00	1,378.00

	6791			0 Central SWQMP Plan Review 7/26/21-8/13/21	201.00	
14779	Nixdorf	Diebold Nixdorf Inc.	09/01/2021	Refund/Diebold Nixdorf/Late Fee	17.00	17.00
14780	6/21-24/21 6/28-30/21 6/7-10/21	Esgil Corporation	09/01/2021	75% Building Fees- 6/21/21-6/24/21 75% Building Fees- 6/28/21-6/30/21 75% Building Fees- 6/7/21-6/10/21	6,725.24 7,007.42 6,391.24	20,123.90
14781	Aug21	Fidelity Security Life Insurance Company	09/01/2021	Vision Insurance -Aug21	311.08	311.08
14782	158605	Fire Etc	09/01/2021	Innerzone 2 Goggles - Fire	592.63	592.63
14783	4944	Harmony Environmental Services, Inc	09/01/2021	Hazmat Cleanup/8351 Broadway/SD Unit Unavailable - 7/27/21	458.82	458.82
14784	6/17/2021	Helix Water District	09/01/2021	Water Services- 6/17/21-8/18/21	31,268.32	31,268.32
14785	Majestic Pool	Majestic Pool & Spa	09/01/2021	Refund/Majestic Pool & Spa/Late Fees	37.00	37.00
14786	8/20/2021 8/20/2021 8/20/2021	SDG&E	09/01/2021	3225 Olive- 7/23/21-8/20/21 3500 1/2 Main- 7/23/21-8/20/21 3601 1/2 LGA-7/23/21-8/20/21	258.77 146.57 37.09	442.43
14787	Strauss	Walter Strauss Roofing	09/01/2021	Refund/Walter Strauss Roofing/Duplicate Online Payment	100.00	100.00
14788	7301 7302	Aguirre & Associates	09/08/2021	Broadway/Sweetwater Vacations & Dedications - Jul'21 El Prado Dr Dedication - Jul'21	405.00 367.50	772.50
14789	I210824232	Alcatraz Locksmith	09/08/2021	Replacement Keys/PW Yard Theft - Rec Ctr & Senior Ctr	197.78	197.78
14790	1DXY-9J93-T6JW 1DXY-9J93-T6JW	Amazon Capital Services, Inc.	09/08/2021	Tablet Screen Protectors & Keyboard Cases-PW Streets/Sani Phone Protector - Eng	189.52 18.31	207.83
14791	16933780	AT&T	09/08/2021	Fire Backup Phone Line- 7/22/21-8/21/21	44.91	44.91
14792	5656601471	AutoZone, Inc.	09/08/2021	Vent Hose/Clamps - PW Fleet Supply	13.80	13.80
14793	18262L-IN 18505L-IN 37317-IN	Aztec Landscaping Inc	09/08/2021	Irrigation Repairs - LG Park Irrigation Repairs - Berry St Park & Kunkle Park Landscape Mgmt Svc - Jul'21	468.69 1,699.52 3,671.49	5,839.70
14794	INV4180	Azteca Systems, LLC	09/08/2021	Cityworks Update & Support - 9/25/21-9/24/22	15,000.00	15,000.00
14795	5246485	Bearcom Group Inc.	09/08/2021	Portable Radios Monthly Contract 8/22/21-9/21/21	150.00	150.00
14796	Sep2021 Sep2021	Benefit Coordinators Corporation (BCC)	09/08/2021	LTD Insurance - Sep'21 Life Insurance - Sep'21	699.58 583.20	1,282.78
14797	1000310653	City of San Diego	09/08/2021	Contractual Agreement- 3 AEDs	100.00	100.00
14798	2718 2718 2718 2766	Clark Telecom & Electric Inc.	09/08/2021	Street Light Repairs - May'21 Street Light Repairs - Jun'21 Street Light Repairs - Jul'21 Street Light Dig-Alert Markouts - Jun'21 & Jul'21	667.03 304.05 1,883.72 1,059.84	3,914.64
14799	202100528	County of San Diego/Assessor/Recorder/Clerk	09/08/2021	Recording Services- 6/3/21 & 6/4/21 & 6/29/21	225.00	225.00
14800	6771 6781 6786 6787 6808	D- Max Engineering Inc	09/08/2021	7276 Mt Vernon SWQMP Review 3/30/21-7/15/21 Broadway Self-Storage Inspection 7/1/21-7/31/21 1993 Dain Dr Inspection 7/1/21-7/31/21 Golden Doors Inspection 7/1/21-7/31/21 1896 Noble St SWQMP Review 8/2/21-8/30/21	763.50 199.92 150.92 27.86 603.00	1,745.20
14801	09012120560	DAR Contractors	09/08/2021	Animal Disposal- Aug21	162.00	162.00
14802	0111541	Discount Specialty Chemical	09/08/2021	Graffiti Remover	465.26	465.26
14803	65076 65112	EW Truck & Equipment Company, Inc.	09/08/2021	LGPW#24 '04 Vac-Con- Diagnostics/Electrical LGPW#29 '06 Dump Truck-Replace AC Compressor/Oil Change & Filter	145.00 1,511.77	1,656.77
14804	7-466-91324	Federal Express	09/08/2021	Shipping Charge - Sanitation/CUES West 8/11/21	359.29	359.29
14805	Sep21	Fidelity Security Life Insurance Company	09/08/2021	Vision Insurance -Sep21	317.85	317.85
14806	2080 2081 2082	G & G Backflow Plumbing Service	09/08/2021	Repair Leaking Backflow- 3466 Main St Repair Leaking Backflow- 3130 School Ln Backflow Assembly - Repaired & Tested Backflows	212.45 212.45 2,057.10	2,482.00
14807	257708 257717	GB Auto Service, Inc.	09/08/2021	Tire/Wheel Balance - LGPW#17 '99 Ford F350 Tire/Wheel Balance - LGPW#22 '03 GMC Sierra	739.63 942.13	1,681.76
14808	IN284063	Geotab USA, Inc.	09/08/2021	Monthly ProPlus Plan	197.50	197.50
14809	9025848962	Grainger Inc	09/08/2021	Air Filters - Sheriff Stn/City Hall/Rec Ctr	65.24	65.24
14810	RSA4738283010 RSA4738283010	Hawthorne Machinery Co	09/08/2021	Equip Rental - Compact Track Loader 8/16/21-8/18/21 Equip Rental - Skid Steer Brush Cutter 8/16/21-8/18/21	766.78 514.27	1,281.05
14811	Reimb-7/26/21	Hayward, Brian	09/08/2021	Reimb: Lodging/CalOES Deployment/Hayward 7/26/21	140.39	140.39

14812	SIN011061 SIN011061	Hinderliter De Llamas & Associates	09/08/2021	Sales Tax Audit Services - Qtr 1 2021 Contract Services - Qtr 3 2021	742.56 1,389.41	2,131.97
14813	9/7/21	ICMA	09/08/2021	ICMA Deferred Compensation Pay Period Ending 9/7/21	780.77	780.77
14814	145832	Knott's Pest Control, Inc.	09/08/2021	Monthly Bait Stations- Civic Ctr - Jun'21	60.00	60.00
14815	INV36466	Logicopy	09/08/2021	Ricoh C3502 Copier Contract Charge-PW Yard-8/7/21-9/6/21	51.58	51.58
14816	1124970	Michael Baker International	09/08/2021	Prof Eng Svcs: FY18/19 Sewer CIP Rehab Proj Design thru 7/30/21	2,865.00	2,865.00
14817	208060	National Barricade & Sign Co	09/08/2021	Truck Route Signs & Hardware	124.45	124.45
14818	153956PS 154000PS 154122PS	Pacific Sweeping	09/08/2021	Street Sweeping/Parking Lot - Jul'21 Street Sweeping/Parking Lot - Jul'21 part2 Street Sweeping/Parking Lot - Aug'21	5,971.00 457.55 6,428.55	12,857.10
14819	10425-01.1	PAL General Engineering, Inc.	09/08/2021	McKnight Dr Drainage Proj 7/21/21-8/20/21	111,838.75	111,838.75
14820	3010346319 3010346961	Parkhouse Tire Inc	09/08/2021	GapVax- Fleet Service/Tire Installation GapVax- Front & Rear Alignment	1,243.26 340.00	1,583.26
14821	PD-48730	Plumbers Depot Inc	09/08/2021	Sewer Camera- Repair Clamp/Neck Wiper Seals - LGPW#26	483.15	483.15
14822	Aug2021	Preferred Benefit Insurance Administrators	09/08/2021	Dental Insurance- PPO -Aug'21	4,054.90	4,054.90
14823	INV00033546	RapidScale Inc.	09/08/2021	Virtual Hosting/Back Up Svc/Cloud Storage/Svr 8/31/21-9/29/21	4,351.62	4,351.62
14824	82819	Rick Engineering Company	09/08/2021	Prof Svc: City Engineer 6/26/21-7/30/21	38,141.85	38,141.85
14825	140	RXR Plumbing, Inc.	09/08/2021	Plumbing Repair/3225 Olive St	850.00	850.00
14826	INV-007050	SBRK Finance Holdings, Inc.	09/08/2021	Financial Software/Reporting/Annual Maintenance 10/18/21-10/17/22	22,811.28	22,811.28
14827	CLG-32	Smith Air Conditioning	09/08/2021	Service Call - AC Unit Repair/Replace 5 Ton Compressor- Sheriff	2,145.00	2,145.00
14828	81143 81144 81188 81189 81190 81191	Southwest Signal Service	09/08/2021	Bi-Monthly Traffic Signal Maintenance - Jul'21 Traffic Signal Service Calls - Jul'21 Traffic Signal Service Calls - Aug'21 Markout Reports - Underground Service Alert - Aug'21 Misc Tasks/Traffic Signal System - Aug'21 Bi-Monthly Traffic Signal Maintenance - Aug'21	1,189.98 3,803.13 3,406.02 406.80 223.61 925.54	9,955.08
14829	4389	Spring Valley Lawn Mower Shop	09/08/2021	Bar & Chain Oil - PW/Streets	19.96	19.96
14830	8063387696	Staples Advantage	09/08/2021	Office Supplies & Copy Paper - City Hall	102.24	102.24
14831	116367864-0001 116997117-0001	Sunbelt Rentals Inc.	09/08/2021	Propane Propane	16.64 16.33	32.97
14832	80385	Tyson & Mendes, LLP	09/08/2021	Legal Svcs: GHCO019886- 5/24/21-7/31/21	75.00	75.00
14833	dsb20203789 dsb20204345	Underground Service Alert	09/08/2021	State Fee/Regulatory Monthly Costs/Dig Alert 2020 State Fee/Regulatory Monthly Costs/Dig Alert 2020	35.71 35.71	71.42
14834	720210402 820210394	Underground Service Alert	09/08/2021	73 New Ticket Charges - Jul'21 67 New Ticket Charges - Aug'21	130.45 120.55	251.00
14835	73037766 73052208 73052209	Vulcan Materials Company	09/08/2021	Asphalt Asphalt/SS1H 4.5 Gallon Bucket Asphalt/SS1H 4.5 Gallon Bucket	103.44 324.89 236.79	665.12
14836	80177629	Waxie Sanitary Supply	09/08/2021	Janitorial Supplies	370.44	370.44
14837	175665 175668	West Coast Arborists, Inc.	09/08/2021	Tree Maintenance - 7/16/21-7/31/21 TDA Tree Maintenance - 7/16/21-7/31/21	3,070.20 10,592.60	13,662.80
					1,434,370.86	1,434,370.86



**MINUTES OF THE VIRTUAL REGULAR MEETING  
OF THE LEMON GROVE CITY COUNCIL  
TUESDAY, September 7, 2021 at 6 PM**

*The City Council also sits as the Lemon Grove Housing Authority,  
Lemon Grove Sanitation District Board, Lemon Grove Roadway Lighting District Board,  
and Lemon Grove Successor Agency.*

The Regular Meeting of the City Council of the City of Lemon Grove, California, took place virtually pursuant to California Governor Executive Orders N-25-20, N-29-20 and N-35-20, and in the interest of public health and safety. City Council and other public meetings will be held virtual through Zoom audio only to prevent and mitigate the spread and effects of COVID.

**Call To Order:**

Mayor Racquel Vasquez called the Regular Virtual City Council Meeting to order at 6:01 p.m.

**Present:**

Mayor Racquel Vasquez, Mayor Pro Tem Jerry Jones, Councilmember Jennifer Mendoza, Councilmember Liana LeBaron, and Councilmember George Gastil (joins meeting at 6:07 p.m.).

**Staff Members Present:**

Lydia Romero, City Manager, Kristen Steinke, City Attorney, Mike James, Assistant City Manager/Public Works Director, Noah Alvey, Community Development Manager, Steve Swaney, Fire Chief, Patrick McEvoy, San Diego Sheriff's Lieutenant, and Audrey Malone, Deputy City Clerk.

**Pledge of Allegiance:**

Pledge of Allegiance to the Flag was led by Councilmember Mendoza.

**Changes to the Agenda:**

Lydia Romeo, City Manager, requests to hear Item 2 – COVID Update first on the agenda.

At Councilmember LeBaron request, Items 1.B and 1.D are pulled from the Consent Calendar for further discussion.

**Public Comment:**

Email Submitted – *Read out-loud by Audrey Malone, Deputy City Clerk*

- Francisco Orozco
- Jessyka Heredia
- Michele Lagoy

**Reports to Council:**

**2. COVID Update**

Mayor Vasquez calls on Ms. Romero who introduces Dr. Wilma Wooten from the County of San Diego Public Health to present.

Concluding the presentation Council had questions/comments for Dr. Wooten.

Email Submitted – *Read out-loud by Audrey Malone, Deputy City Clerk*

- None.

**Presentation:**

Emergency Preparedness, Steve Swaney, Fire Chief and Emergency Andy McKellar,  
Emergency Preparedness Coordinator

**Consent Calendar:**

- 1.A Waive Full Text Reading of All Ordinances on the Agenda
- 1.B City of Lemon Grove Payment Demands
- 1.C Approval of City Council Meeting Minutes Note and File Panning Commission Meeting Minutes
- 1.D Acceptance of FY 2020 Assistance to Firefighters Grant (AFG) and Appropriation of Funds

**Action:** Motion by Mayor Pro Tem Jones seconded by Councilmember Mendoza, to approve the Consent Calendar Items 1.A and 1.C.

**The motion passed by the following vote:**

**Ayes:** Vasquez, Jones, Mendoza, LeBaron, Gastil.

**Noes:** None.

**Absent:** None.

**3. Sewer Rate Study Request for Proposal**

Mayor Vasquez introduces Mike James, Assistant City Manager/Public Works Director to present.

**Public Comment:**

Email Submitted:

- None.

At the conclusion of Staff's presentation Council had questions/comments for Staff providing feedback.

**4. State Budget Allocation**

Mayor Vasquez introduces Lydia Romero, City Manager to present.

**Public Comment:**

Email Submitted:

- None.

At the conclusion of Staff's presentation Council addressed staff with questions and comments.

Kristen Steinke, City Attorney clarifies the Brown Act and violations relating to Item 4.

**5. League of California Cities – Resolutions for 2021 Annual Conference**

Mayor Vasquez introduces Lydia Romero, City Manager to present the report.

**Public Comment:**

Email Submitted:

- None.

At the conclusion of staff's report Council provided final comments.

**Motion:** Adopt a resolution directing the voting delegate to support the Online Sales Tax Equity League of California Cities Resolution.

**Action:** Motioned by Councilmember Mendoza and seconded by Councilmember Gastil.

**The motion passed by the following vote:**

**Ayes:** Vasquez, Jones, Mendoza, LeBaron, Gastil.

**Noes:** None.

**Absent:** None.

**Motion:** Adopt a resolution directing the voting delegate to support the Securing Railroad Property Maintenance League of California Cities Resolution.

**Action:** Motioned by Councilmember Mendoza and seconded by Mayor Pro Tem Jones.

**The motion passed by the following vote:**

**Ayes:** Vasquez, Jones, Mendoza, LeBaron, Gastil.

**Noes:** None.

**Absent:** None.

City Manager, Lydia Romero checks in with the Council at 8:50 p.m. regarding the remaining items pulled from the Consent Calendar (Items 1.B and 1.D)

**Motion:** To continue with the meeting to discuss the remaining items on the agenda.

**Action:** Motioned by Mayor Pro Tem Jones and seconded by Councilmember Gastil.

**The motion passed by the following vote:**

**Ayes:** Vasquez, Jones, Mendoza, LeBaron, Gastil.

**Noes:** None.

**Absent:** None.

**City Council Reports on Meetings Attended at the Expense of the City**

**Councilmember Gastil**

- None.

**Councilmember Mendoza**

- None.

**Councilmember LeBaron**

- None.

**Mayor Pro Tem Jones**

- None.

**Mayor Vasquez**

- Guest Speaker at East County Chamber, Dine and Dialogue
- Food Distribution Event
- CAL-OES COVID-19 and Statewide Fires Update

**City Manager Report:**

Lydia Romero, City Manager

- None.

**PULLED ITEM** from Consent Calendar – 1. B. Ratify Payment Demands

Mayor Vasquez introduces Rod Greek, Interim Administrative Services Director to present. Ms. Romero advises that Mr. Greek is not in attendance and asks Councilmember LeBaron what questions she has.

Ms. Romero addresses Councilmember LeBaron's questions and comments. Council also provide supporting comments.

Kristen Steinke, City Attorney interjects to remind Council to discuss the item of Payment Demands. Any other discussion will need to be ajenized.

**Motion:** To approve Item 1.B Ratify Payment Demands.

**Action:** Motioned by Mayor Pro Tem Jones and seconded by Councilmember Gastil.

**The motion passed by the following roll call vote:**

**Ayes:** Vasquez, Jones, Mendoza, Gastil

**Noes:** LeBaron.

**Absent:** None.

**PULLED ITEM** from Consent Calendar – 1. D. Acceptance of FY 2020 Assistance to Firefighters Grant (AFG) and Appropriation of Funds

Mayor Vasquez introduces Steve Swaney, Fire Chief to present.

**Motion:** To approve Item 1.D to adopt a resolution accepting the FY 2020 Assistance to Firefighters Grant (AFG) award, authorize the City Manager to execute appropriate agreements and/or grant documents required to receive and use said funds in accordance with AFG requirements, and appropriate the funds.

**Action:** Motioned by Mayor Pro Tem Jones and seconded by Councilmember Gastil.

**The motion passed by the following roll call vote:**

**Ayes:** Vasquez, Jones, Mendoza, LeBaron, Gastil.

**Noes:** None.

**Absent:** None.

**Adjournment:**

There being no further business to come before the Council, Mayor Vasquez adjourns meeting at 9:28 p.m. to the next Regular City Council Meeting on Tuesday, September 21, 2021.

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Audrey Malone  
Deputy City Clerk



# CITY OF LEMON GROVE

## CITY COUNCIL STAFF REPORT

**Item No.**                    **1.D**

**Meeting Date:**        September 21, 2021

**Submitted to:**        Honorable Mayor and Members of the City Council

**Department:**        Finance

**Staff Contact:**        Yollie Antonio Cerezo, Interim Finance Manager  
[ycerezo@lemongrove.ca.gov](mailto:ycerezo@lemongrove.ca.gov)

**Item Title:**            **Local Agency Improvement Fee Report Fiscal Year 2020-2021**

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**Recommended Action:** Receive and file the annual Local Agency Improvement Fee Report for Fiscal Year 2020-2021 (**Attachment A**).

**Summary:** California Government Code Section 66006 requires public agencies that collect “improvement fees” to prepare and make public an annual report regarding those fees. The City collects two fees that fall under the category of “improvement fees” as defined by the Government Code — the Parkland Dedication Ordinance In-Lieu Fee and the Transportation Uniform Mitigation Fee Program.

Government Code 66006 specifies that the improvement fee report include eight reporting components:

- Description of Fee/Fund
- Fee Structure per Dwelling Unit
- Beginning & Ending Balance
- Collection and Interest
- Expenditure
- Expected Date of Expenditure
- Interfund Transfer/Loans
- Refunds

Agencies are required to make the report available for public review. The report has been available upon request for review at City Hall since August 16, 2021.

**Environmental Review:**

Not subject to review

Negative Declaration

Categorical Exemption, Section |

Mitigated Negative Declaration

**Fiscal Impact:** None

**Public Notification:** None

**Attachments:**

**Attachment A** – Local Agency Improvement Fee Report for Fiscal Year 2020-2021

**Staff Recommendation:** Receive and file the annual Local Agency Improvement Fee Report for Fiscal Year 2020-2021 (**Attachment A**).

# CITY OF LEMON GROVE



## **Local Agency Improvement Fee Report (Fiscal Year 2020-2021)**

*as required by California Government  
Code Section 66006*

September 21, 2021

**Local Agency Improvement Fee Report****Fiscal Year 2020-2021****(As required by California Government Code Section 66006)**

This report provides information as required by California Government Code Section 66006 for two funds that fall under the category of "improvement fees" managed by the City of Lemon Grove: Parkland Dedication Ordinance In-Lieu Fee and Transportation Uniform Mitigation Fee Program.

**1) PARKLAND DEDICATION ORDINANCE (PLDO)**

A) Description of Fee/Fund: The fee is collected upon final inspection of new residential construction and deposited into a special fund. The fund is utilized to fund capital improvements and/or construct park facilities within the City of Lemon Grove.

B) Fee Structure per Dwelling Unit:

<b>Zones</b>	<b>In-lieu of Land</b>	<b>Fee/Unit</b>
RL, RL/M	762.3 sq. ft.	\$ 900
RM, RM/H, DVSP	544.5 sq. ft.	\$ 639
R/P, CC/GC	435.6 sq. ft.	\$ 513

C) Beginning Balance: \$104,061

Ending Balance: \$ 53,772

D) Collection & Interest

1. Collected in new fees: \$ 17,100

2. Earned in interest: \$ 792

E) Expenditure: \$ 68,181

F) Expected Date of Expenditure: During Fiscal Year 2021-22 the City anticipates using the PLDO funds to repair the large gazebo at Berry Street Park.

G) Interfund Transfer/Loans: None

H) Refunds: None

**Local Agency Improvement Fee Report**

**Fiscal Year 2020-2021**

**(As required by California Government Code Section 66006)**

**2) TRANSPORTATION UNIFORM MITIGATION FEE PROGRAM**

- A) Description of Fee/Fund: The fee is collected prior to issuance of building permits for new residential units and deposited into a special fund. The fee is mandated as part of the voter-approval TransNet Extension and must be used for the rehabilitation or improvement of the City's regional arterials within seven years of collection.
- B) Fee Structure: \$2,583.82 (effective between July 1, 2020 and June 30, 2021) per new housing unit, replaced housing unit, or condo converted unit (the creation of the fee includes ten exemptions to the fee; e.g. a low-income housing unit is exempt from the fee).
- C) Beginning Balance: \$ 40,646  
Ending Balance: \$ 76,249
- D) Collection & Interest
  - 1. Collected in new fees: \$ 35,228
  - 2. Earned in interest: \$ 375
- E) Expenditure: \$ 0
- F) Expected Date of Expenditure: During Fiscal Year 2021-22 the City will save any fees and interest generated for future regional arterial projects.
- G) Interfund Transfer/Loans: None
- H) Refunds: None



# CITY OF LEMON GROVE

## CITY COUNCIL STAFF REPORT

**Item No.** 1.E  
**Meeting Date:** September 21, 2020  
**Submitted to:** Honorable Mayor and Members of the City Council  
**Department:** Fire  
**Staff Contact:** Steve Swaney, Fire Chief, [sswaney@heartlandfire.org](mailto:sswaney@heartlandfire.org)  
**Item Title:** **Acceptance of FY 2020 State Homeland Security Grant Program (SHSGP) Funds**

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**Recommended Action:** Adopt a resolution (**Attachment A**) accepting the FY 2020 State Homeland Security Grant Program (SHSGP) funds and authorizing the City Manager to execute appropriate agreements and/or grant documents (**Attachment C**) required to receive and use said funds in accordance with SHSGP requirements.

**Summary:** The City of Lemon Grove has been approved to receive \$19,996 from the State Homeland Security Grant Program from FY 20 funds. SHSGP funds play an important role in the implementation of Presidential Policy Directive-8 (PPD-8) by supporting the development and sustainment of core capabilities to fulfill the National Preparedness Goal (NPG). This amount was determined by the Unified Disaster Council's previously established and agreed upon allocation formula.

**Discussion:** The SHSGP supports the implementation of State Homeland Security Strategies to address the identified planning, organizational, equipment, training and exercise needs to prevent, protect against, mitigate, respond to and recover from acts of terrorism and other catastrophic events. The funds will be used to purchase self-contained breathing apparatus, a mobile data computer, and a thermal imaging camera. Modifications to the equipment purchase may be made by the department.

### Environmental Review:

- Not subject to review                       Negative Declaration  
 Categorical Exemption, Section |                       Mitigated Negative Declaration

**Fiscal Impact:** There is no direct fiscal impact to the City of Lemon Grove. No matching funds are required.

**Public Notification:** None.

**Staff Recommendation:** Adopt a resolution (**Attachment A**) accepting the FY 2020 State Homeland Security Grant Program (SHSGP) funds and authorizing the City Manager to execute appropriate agreements and/or grant documents (**Attachment C**) required to receive and use said funds in accordance with SHSGP requirements.

**Attachments:**

**Attachment A** – FY 2020 Resolution

**Attachment B** – FY 2020 SHSGP Award Letter

**Attachment C** – FY 2020 SHSGP Grant Assurances/Signature Authorization

**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE,  
CALIFORNIA, ACCEPTING FISCAL YEAR 2020 STATE HOMELAND  
SECURITY GRANT PROGRAM FUNDS**

**WHEREAS**, the City of Lemon Grove is dedicated to providing high quality fire and EMS services to its citizens and maintaining the highest level of preparedness in order to respond to and mitigate acts of terrorism and other catastrophic events; and

**WHEREAS**, the State Homeland Security Grant Program distribution formula allocates \$19,996 to the City of Lemon Grove be used to respond to and/or recover from acts of terrorism and other catastrophic events; and

**WHEREAS**, the allocated funds will be used to purchase vital equipment used by fire department personnel to safely respond to acts of terrorism and other catastrophic events.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Lemon Grove, California, hereby

1. Accepts the Fiscal Year 2020 State Homeland Security Program funds; and
2. Authorizes the City Manager to execute required grant documents and/or agreements necessary for the receipt and use of said funds.

***PASSED AND ADOPTED*** on September 21, 2021, the City Council of the City of Lemon Grove, California, adopted Resolution No. \_\_\_\_\_, passed by the following vote:

***AYES:***

***NOES:***

***ABSENT:***

***ABSTAIN:***

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***Racquel Vasquez, Mayor***

***Attest:***

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***Audrey Malone, Deputy City Clerk***

***Approved as to Form:***

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***Kristen Steinke, City Attorney***



**County of San Diego Office of Emergency Services**  
5580 Overland Ave., Suite 100  
San Diego, CA 92123 -1251  
Phone: (858) 565-3490 Fax: (858) 565-3499  
Email: [OES\\_Finance@sdcounty.ca.gov](mailto:OES_Finance@sdcounty.ca.gov)



August 10, 2021

City of Lemon Grove  
8054 Allison Avenue  
La Mesa, CA 91942

**SUBJECT: NOTIFICATION OF FEDERAL FUNDING AWARD**  
FY 2020 Homeland Security Grant Program (HSGP)  
Subaward #2020-0095, Cal OES ID #073-00000

The purpose of this letter is to notify you that the County of San Diego Office of Emergency Services has approved your **FY2020 SHSP** award in the amount of **\$19,996** as listed below:

<b>Subrecipient Name:</b>	<b>City of Lemon Grove</b>
<b>Subrecipient DUNS:</b>	<b>095899696</b>
<b>Federal Award ID (FAIN)</b>	EMW-2020-SS-00095-S01
<b>Federal Award Date:</b>	09/01/19 to 08/31/23
<b>Subaward Period of Performance:</b>	09/01/20 to 05/31/22
<b>Subrecipient Award Amount:</b>	\$ 19,996
<b>Federal Award Project Description:</b>	Implementation of homeland security management grant to support state, local, tribal and territorial efforts to prevent terrorism and other catastrophic events
<b>Federal Awarding Agency:</b>	US Department of Homeland Security
<b>CFDA Number:</b>	97.067/Homeland Security Grant Program
<b>Research &amp; Development Award (Y/N):</b>	No
<b>Indirect Cost Rate:</b>	N/A
<b>Match Requirement:</b>	N/A

This grant award is subject to all provisions of Uniform Guidance (2 CFR Part 200), which can be accessed at [www.ecfr.gov](http://www.ecfr.gov). Non-federal entities that expend \$750,000 or more annually in Federal Awards must have a single audit performed each year. Please forward a copy of your most current single audit report to the contact below.

Subrecipients are to comply with all applicable federal, state, and local Environmental Planning and Historic Preservation (EHP) requirements. Additionally, Aviation/Watercraft requests, Establish/Enhance Emergency Operations Center projects, projects requiring EHP review, and noncompetitive procurement requests require additional approvals. Subrecipients must obtain written approval for these activities prior to incurring any costs, in order to be reimbursed for any related costs under this Grant Subaward. Subrecipients are also required to obtain a performance bond prior to the purchase of any equipment item over \$250,000, including any aviation or watercraft financed with homeland security dollars. Performance bonds must be submitted to the contract below no later than the time of reimbursement.

Please complete and return the attached OES Grant Management Assessment Questionnaire, 2020 Grant Assurances and Signature Authorization Form, current procurement policies and salvage guidelines. A hard copy of the Grant Assurances and Signature Authorization Forms must be mailed.

**[Unified San Diego County Emergency Services Organization](#)**

CARLSBAD • CHULA VISTA • CORONADO • COUNTY OF SAN DIEGO • DEL MAR • EL CAJON • ENCINITAS • ESCONDIDO • IMPERIAL BEACH • LA MESA  
LEMON GROVE • NATIONAL CITY • OCEANSIDE • POWAY • SAN DIEGO • SAN MARCOS • SANTEE • SOLANA BEACH • VISTA

Your performance period ends May 31, 2022. Please submit your reimbursement requests in a timely manner, no later than June 30, 2022.

For further assistance, please contact Kevin Preston at (858) 715-2214 or [Kevin.Preston@sdcountry.ca.gov](mailto:Kevin.Preston@sdcountry.ca.gov).

Sincerely,

**Kurian,  
Martin**

Digitally signed by Kurian,  
Martin  
Date: 2021.08.12  
09:43:52 -07'00'

Martin Kurian, Principal Administrative Analyst  
County of San Diego, Office of Emergency Services

cc:

Attachments: OES Grant Management Assessment Questionnaire  
2020 Grant Assurances  
SHSP 2020 Approved FMFW



## Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

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**As the duly authorized representative of the Applicant, I hereby certify** that the Applicant has the legal authority to apply for federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay any non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application, within prescribed timelines.

**I further acknowledge that the Applicant is responsible for reviewing and adhering to all requirements within the:**

- (a) Applicable Federal Regulations (see below);
- (b) Federal Program Notice of Funding Opportunity (NOFO);
- (c) Federal Preparedness Grants Manual;
- (d) California Supplement to the NOFO; and
- (e) Federal and State Grant Program Guidelines.

### **Federal Regulations**

Government cost principles, uniform administrative requirements, and audit requirements for federal grant programs are set forth in Title 2, Part 200 of the Code of Federal Regulations (C.F.R.). Updates are issued by the [Office of Management and Budget \(OMB\)](http://www.whitehouse.gov/omb/) and can be found at <http://www.whitehouse.gov/omb/>.

**State and federal grant award requirements are set forth below. The Applicant hereby agrees to comply with the following:**

### **1. Proof of Authority**

The Applicant will obtain proof of authority from the city council, governing board, or authorized body in support of this project. This written authorization must specify that the Applicant and the city council, governing board, or authorized body agree:

- (a) To provide all matching funds required for the grant project and that any cash match will be appropriated as required;
- (b) Any liability arising out of the performance of this agreement shall be the responsibility of the Applicant and the city council, governing board, or authorized body;
- (c) Grant funds shall not be used to supplant expenditures controlled by the city council, governing board, or authorized body;



## Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

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- (d) Applicant is authorized by the city council, governing board, or authorized body to apply for federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-federal share of project cost, if any) to ensure proper planning, management and completion of the project described in this application; and
- (e) Official executing this agreement is authorized by the Applicant.

This Proof of Authority must be maintained on file and readily available upon request.

### 2. Period of Performance

The period of performance is specified in the Award. The Applicant is only authorized to perform allowable activities approved under the award, within the period of performance.

### 3. Lobbying and Political Activities

As required by Section 1352, Title 31 of the United States Code (U.S.C.), for persons entering into a contract, grant, loan, or cooperative agreement from an agency or requests or receives from an agency a commitment providing for the United States to insure or guarantee a loan, the Applicant certifies that:

- (a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an 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.
- (b) If any funds other than federal 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.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.



## **Standard Assurances For Cal OES Federal Non-Disaster Grant Programs**

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The Applicant will also comply with provisions of the Hatch Act (5 U.S.C. §§ 1501- 1508 and §§ 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.

Finally, the Applicant agrees that federal funds will not be used, directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation or policy without the express written approval from the California Governor's Office of Emergency Services (Cal OES) or the federal awarding agency.

#### **4. Debarment and Suspension**

As required by Executive Orders 12549 and 12689, and 2 C.F.R. § 200.213 and codified in 2 C.F.R. Part 180, Debarment and Suspension, the Applicant will provide protection against waste, fraud, and abuse by debarring or suspending those persons deemed irresponsible in their dealings with the federal government. The Applicant certifies that it and its principals, recipients, or subrecipients:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transaction (federal, state, or local) terminated for cause or default.

Where the Applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

#### **5. Non-Discrimination and Equal Employment Opportunity**

The Applicant will comply with all state and federal statutes relating to non-discrimination, including:



## Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

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- (a) Title VI of the Civil Rights Act of 1964 (Public Law (P.L.) 88-352 and 42 U.S.C. § 2000d et. seq.) which prohibits discrimination on the basis of race, color, or national origin and requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services;
- (b) Title IX of the Education Amendments of 1972, (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex in any federally funded educational program or activity;
- (c) Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794), which prohibits discrimination against those with disabilities or access and functional needs;
- (d) Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. §§ 12101- 12213), which prohibits discrimination on the basis of disability and requires buildings and structures be accessible to those with disabilities and access and functional needs;
- (e) Age Discrimination Act of 1975, (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age;
- (f) Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd—2), relating to confidentiality of patient records regarding substance abuse treatment;
- (g) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), relating to nondiscrimination in the sale, rental or financing of housing as implemented by the Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units—i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)— be designed and constructed with certain accessible features (See 24 C.F.R. § 100.201);
- (h) Executive Order 11246, which prohibits federal contractors and federally assisted construction contractors and subcontractors, who do over \$10,000 in Government business in one year from discriminating in employment decisions on the basis of race, color, religion, sex, sexual orientation, gender identification or national origin;
- (i) Executive Order 11375, which bans discrimination on the basis of race, color, religion, sex, sexual orientation, gender identification, or national origin in hiring and employment in both the United States federal workforce and on the part of government contractors;
- (j) California Public Contract Code § 10295.3, which prohibits discrimination based on domestic partnerships and those in same sex marriages;



## **Standard Assurances**

### **For Cal OES Federal Non-Disaster Grant Programs**

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- (k) DHS policy to ensure the equal treatment of faith-based organizations, under which all applicants and recipients must comply with equal treatment policies and requirements contained in 6 C.F.R. Part 19;
- (l) The Applicant will comply with California's Fair Employment and Housing Act (FEHA) (California Government Code §§ 12940, 12945, 12945.2), as applicable. FEHA prohibits harassment and discrimination in employment because of ancestry, familial status, race, color, religious creed (including religious dress and grooming practices), sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, mental and physical disability, genetic information, medical condition, age, pregnancy, denial of medical and family care leave, or pregnancy disability leave, military and veteran status, and/or retaliation for protesting illegal discrimination related to one of these categories, or for reporting patient abuse in tax supported institutions;
- (m) Any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made; and
- (n) The requirements of any other nondiscrimination statute(s) that may apply to this application.

#### **6. Drug-Free Workplace**

As required by the Drug-Free Workplace Act of 1988 (41 U.S.C. § 701 et seq.), the Applicant certifies that it will maintain a drug-free workplace and a drug-free awareness program as outlined in the Act.

#### **7. Environmental Standards**

The Applicant will comply with state and federal environmental standards, including:

- (a) California Environmental Quality Act (CEQA) (California Public Resources Code §§ 21000- 21177), to include coordination with the city or county planning agency;
- (b) CEQA Guidelines (California Code of Regulations, Title 14, Division 6, Chapter 3, §§ 15000- 15387);
- (c) Federal Clean Water Act (CWA) (33 U.S.C. § 1251 et seq.), which establishes the basic structure for regulating discharges of pollutants into the waters of the United States and regulating quality standards for surface waters;
- (d) Federal Clean Air Act of 1955 (42 U.S.C. § 7401) which regulates air emissions from stationary and mobile sources;



## **Standard Assurances**

### **For Cal OES Federal Non-Disaster Grant Programs**

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- (e) Institution of environmental quality control measures under the National Environmental Policy Act (NEPA) of 1969 (P.L. 91-190); the Council on Environmental Quality Regulations for Implementing the Procedural Provisions of NEPA; and Executive Order 12898 which focuses on the environmental and human health effects of federal actions on minority and low-income populations with the goal of achieving environmental protection for all communities;
- (f) Evaluation of flood hazards in floodplains in accordance with Executive Order 11988;
- (g) Executive Order 11514 which sets forth national environmental standards;
- (h) Executive Order 11738 instituted to assure that each federal agency empowered to enter into contracts for the procurement of goods, materials, or services and each federal agency empowered to extend federal assistance by way of grant, loan, or contract shall undertake such procurement and assistance activities in a manner that will result in effective enforcement of the Clean Air Act and the Federal Water Pollution Control Act Executive Order 11990 which requires preservation of wetlands;
- (i) The Safe Drinking Water Act of 1974, (P.L. 93-523);
- (j) The Endangered Species Act of 1973, (P.L. 93-205);
- (k) Assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.);
- (l) Conformity of Federal Actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.);
- (m) Wild and Scenic Rivers Act of 1968 (16 U.S.C. § 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

The Applicant shall not be: 1) in violation of any order or resolution promulgated by the State Air Resources Board or an air pollution district; 2) subject to a cease and desist order pursuant to § 13301 of the California Water Code for violation of waste discharge requirements or discharge prohibitions; or 3) determined to be in violation of federal law relating to air or water pollution.



## **Standard Assurances**

### **For Cal OES Federal Non-Disaster Grant Programs**

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#### **8. Audits**

For subrecipients expending \$750,000 or more in federal grant funds annually, the Applicant will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and Title 2 of the Code of Federal Regulations, Part 200, Subpart F Audit Requirements.

#### **9. Access to Records**

In accordance with 2 C.F.R. § 200.336, the Applicant will give the awarding agency, the Comptroller General of the United States and, if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award. The Applicant will require any subrecipients, contractors, successors, transferees and assignees to acknowledge and agree to comply with this provision.

#### **10. Conflict of Interest**

The Applicant will establish safeguards to prohibit the Applicant's employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

#### **11. Financial Management**

False Claims for Payment - The Applicant will comply with 31 U.S.C §§ 3729-3733 which sets forth that no subrecipient, recipient, or subrecipient shall submit a false claim for payment, reimbursement or advance.

#### **12. Reporting - Accountability**

The Applicant agrees to comply with applicable provisions of the Federal Funding Accountability and Transparency Act (FFATA) (P.L. 109-282), specifically (a) the reporting of subawards obligating \$25,000 or more in federal funds and (b) executive compensation data for first-tier subawards. This includes the provisions of FFATA, which includes requirements for executive compensation, and also requirements implementing the Act for the non-federal entity at 2 C.F.R. Part 25 Financial Assistance Use of Universal Identifier and Central Contractor Registration and 2 C.F.R. Part 170 Reporting Subaward and Executive Compensation Information.

#### **13. Whistleblower Protections**

The Applicant also must comply with statutory requirements for whistleblower protections at 10 U.S.C. § 2409, 41 U.S.C. § 4712, and 10 U.S.C. § 2324, 41 U.S.C. § 4304 and § 4310.



## Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

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### 14. Human Trafficking

The Applicant will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104) which prohibits grant award recipients or a subrecipient from: (1) engaging in trafficking in persons during the period of time that the award is in effect; (2) procuring a commercial sex act during the period of time that the award is in effect; (3) using forced labor in the performance of the award or subawards under the award.

### 15. Labor Standards

The Applicant will comply with the following federal labor standards:

- (a) The Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), as applicable, and the Copeland Act (40 U.S.C. § 3145 and 18 U.S.C. § 874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally-assisted construction contracts or subcontracts, and
- (b) The Federal Fair Labor Standards Act (29 U.S.C. § 201 et al.) as they apply to employees of institutes of higher learning (IHE), hospitals and other non-profit organizations.

### 16. Worker's Compensation

The Applicant must comply with provisions which require every employer to be insured to protect workers who may be injured on the job at all times during the performance of the work of this Agreement, as per the workers compensation laws set forth in California Labor Code §§ 3700 et seq.

### 17. Property-Related

If applicable to the type of project funded by this federal award, the Applicant will:

- (a) Comply with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchase;
- (b) Comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires subrecipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more;



## Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

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- (c) Assist the awarding agency in assuring compliance with Section 106 of the
- (d) National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), Executive Order 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §469a-1 et seq.); and
- (e) Comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. § 4831 and 24 CFR Part 35) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

### 18. Certifications Applicable Only to Federally-Funded Construction Projects

For all construction projects, the Applicant will:

- (a) Not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with federal assistance funds to assure nondiscrimination during the useful life of the project;
- (b) Comply with the requirements of the awarding agency with regard to the drafting, review and approval of construction plans and specifications; and
- (c) Provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.

### 19. Use of Cellular Device While Driving is Prohibited

Applicants are required to comply with California Vehicle Code sections 23123 and 23123.5. These laws prohibit driving motor vehicle while using an electronic wireless communications device to write, send, or read a text-based communication. Drivers are also prohibited from the use of a wireless telephone without hands-free listening and talking, unless to make an emergency call to 911, law enforcement, or similar services.



## Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

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### **20. California Public Records Act and Freedom of Information Act**

The Applicant acknowledges that all information submitted in the course of applying for funding under this program, or provided in the course of an entity's grant management activities that are under Federal control, is subject to the Freedom of Information Act (FOIA), 5 U.S.C. § 552, and the California Public Records Act, California Government Code section 6250 et seq. The Applicant should consider these laws and consult its own State and local laws and regulations regarding the release of information when reporting sensitive matters in the grant application, needs assessment, and strategic planning process.

### **HOMELAND SECURITY GRANT PROGRAM (HSGP) – PROGRAM SPECIFIC ASSURANCES / CERTIFICATIONS**

### **21. Acknowledgment of Federal Funding from DHS**

All recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

### **22. Activities Conducted Abroad**

All recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

### **23. Best Practices for Collection and Use of Personally Identifiable Information (PII)**

DHS defines personally identifiable information (PII) as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. All recipients who collect PII are required to have a publically-available privacy policy that describes standards on the usage and maintenance of PII they collect. Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy template a useful resource respectively.

### **24. Copyright**

All recipients must affix the applicable copyright notices of 17 U.S.C. §§ 401 or 402 and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.



## **Standard Assurances**

### **For Cal OES Federal Non-Disaster Grant Programs**

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#### **25. Duplication of Benefits**

Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies, to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions, or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

#### **26. Energy Policy and Conservation Act**

All recipients must comply with the requirements of 42 U.S.C. § 6201 which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

#### **27. Federal Debt Status**

All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. See OMB Circular A-129.

#### **28. Fly America Act of 1974**

All recipients must comply with Preference for U.S. Flag Air Carriers: (air carriers holding certificates under 49 U.S.C. § 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974 (49 U.S.C. § 40118) and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

#### **29. Hotel and Motel Fire Safety Act of 1990**

In accordance with Section 6 of the Hotel and Motel Fire Safety Act of 1990, all Applicants must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of the Federal Fire Prevention and Control Act of 1974, as amended, 15 U.S.C. § 2225a.



## **Standard Assurances**

### **For Cal OES Federal Non-Disaster Grant Programs**

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#### **30. Non-supplanting Requirement**

All recipients who receive federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

#### **31. Patents and Intellectual Property Rights**

Unless otherwise provided by law, recipients are subject to the Bayh-Dole Act, Pub. L. No. 96-517, as amended, and codified in 35 U.S.C. § 200 et seq. All recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. § 401.14.

#### **32. SAFECOM**

All recipients who receive federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

#### **33. Terrorist Financing**

All recipients must comply with Executive Order 13224 and U.S. law that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible to ensure compliance with the Order and laws.

#### **34. Reporting of Matters Related to Recipient Integrity and Performance**

If the total value of the recipient's currently active grants, cooperative agreements, and procurement contracts from all federal assistance offices exceeds \$10,000,000 for any period of time during the period of performance of this federal financial assistance award, you must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.



## **Standard Assurances For Cal OES Federal Non-Disaster Grant Programs**

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### **35. USA Patriot Act of 2001**

All recipients must comply with requirements of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA PATRIOT Act), which amends 18 U.S.C. §§ 175–175c.

### **36. Use of DHS Seal, Logo, and Flags**

All recipients must obtain permission from their DHS Financial Assistance Office, prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.



## Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

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**IMPORTANT**

The purpose of the assurance is to obtain federal and state financial assistance, including any and all federal and state grants, loans, reimbursement, contracts, etc. The Applicant recognizes and agrees that state financial assistance will be extended based on the representations made in this assurance. This assurance is binding on the Applicant, its successors, transferees, assignees, etc. Failure to comply with any of the above assurances may result in suspension, termination, or reduction of grant funds.

All appropriate documentation, as outlined above, must be maintained on file by the Applicant and available for Cal OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the subrecipient may be ineligible for award of any future grants if the Cal OES determines that any of the following has occurred: (1) the recipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

All of the language contained within this document must be included in the award documents for all subawards at all tiers. All recipients are bound by the [Department of Homeland Security Standard Terms and Conditions 2020, Version 10.1](https://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions), hereby incorporated by reference, which can be found at:  
<https://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions>.

**The undersigned represents that he/she is authorized to enter into this agreement for and on behalf of the Applicant.**

Subrecipient: City of Lemon Grove

Signature of Authorized Agent: \_\_\_\_\_

Printed Name of Authorized Agent: Lydia Romero

Title: City Manager Date: \_\_\_\_\_



**County of San Diego  
Office of Emergency Services  
Signature Authorization Form  
FY 2020 State Homeland Security Program Grant**

For Jurisdiction: \_\_\_\_\_

Date Signed: \_\_\_\_\_

The below named personnel are authorized to request reimbursement for the State Homeland Security Program (SHSP). Authorized personnel should be your jurisdiction's management staff e.g. Director, Assistant Director, Chief, Battalion Chief, or Senior Manager.

NAME (TYPED/PRINTED)	Title	SPECIMEN SIGNATURE	TELEPHONE NUMBER	E-MAIL ADDRESS

This form supersedes all others for above indicated jurisdiction. Requests for reimbursement received from staff **not** identified in this form will **not** be processed.

\_\_\_\_\_  
Printed Name and Signature

\_\_\_\_\_  
Phone No.

*Mail form to: County Office of Emergency Services, 5580 Overland Avenue Suite 100, San Diego, CA 92123*

*For County Departments Mail Stop: 025*

*For questions on this form please contact: Kevin Preston at 858-715-2214 or Kevin.Preston@sdcounty.ca.gov*



# CITY OF LEMON GROVE

## CITY COUNCIL STAFF REPORT

**Item No.**                    **1.F**

**Meeting Date:**        September 17, 2021

**Submitted to:**        Honorable Mayor and Members of the City Council

**Department:**        Public Works Department

**Staff Contact:**        Michael Stauffer, Senior Management Analyst,  
[mstauffer@lemongrove.ca.gov](mailto:mstauffer@lemongrove.ca.gov)

**Item Title:**            **Award of Contract for Replacement of the Public Works  
Yard Wall**

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**Recommended Action:** Adopt a resolution (**Attachment A**) approving a contract with MJC Construction for replacement of the public works yard wall in an amount not-to-exceed \$55,000 (Contract No. 2021-20).

**Summary:** In support of City Council’s adopted FY2021-22 Capital Improvement Program, City staff requested a quote for replacement of the public works yard eastern perimeter wall. The wall is failing, has become a hazard to both city staff and the adjacent property owner and is in need of replacement. The cost for replacement falls below the City’s formal bidding requirement of \$60,000. One quote obtained from MJC Construction with a base cost of \$45,012.

**Discussion:** City staff conducted an inspection of the eastern perimeter wall and found it to be in poor condition and in need of immediate replacement. The wall is sagging due to age, weather, design and failed footings. The wall presents a hazard for both city staff and the adjacent property owner. In consultation with the adjacent property owner, City staff determined that installation of a 6-foot concrete masonry block wall would provide the best privacy, security and safety for all.



P.W.east wall looking north

The project consists of:

- Demolition and disposal of 121 LF of the easterly stucco perimeter wall; and
- Installation of 121 LF of a 6-foot concrete masonry block wall.

Per Section 3.24.120 of the Lemon Grove Municipal Code, construction projects less than \$60,000 may be performed by city employees, by force account, by negotiated contract or by purchase order. City Council is the awarding authority for those contracts. MJC Construction submitted a base quote of \$45,012. Staff reviewed MJC Construction’s proposal, project work history, references, and construction license and found them all to be positive and in good standing. MCJ Construction has also successfully performed similar work to the satisfaction of the City in the past. Therefore, staff concludes that MJC Construction will perform the work to the best benefit and advantage of the City and recommends award of a construction contract. Based on the project

scope of work, staff recommends the following project budget:

<b>Description</b>	<b>Amount</b>
Construction Costs	\$45,012
Contingency (22% of construction costs)	\$9,988
<b>PROJECT TOTAL</b>	<b>\$55,000</b>

**Environmental Review:**

- Not subject to review
  Negative Declaration  
 Categorical Exemption, Section |      |       Mitigated Negative Declaration

**Fiscal Impact:** Funding in the amount of \$55,000 was budgeted in the current fiscal year from Account Number 01-50-14-7020.

**Staff Recommendation:** Adopt a resolution (**Attachment A**) approving a contract with MJC Construction for replacement of the public works yard wall in an amount not-to-exceed \$55,000 (Contract No. 2021-20).

**Attachments:**

**Attachment A** – Resolution

**Attachment B** – Contract

**RESOLUTION NO. 2021 -**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE,  
CALIFORNIA, APPROVING A CONTRACT WITH MJC CONSTRUCTION  
FOR REPLACEMENT OF THE PUBLIC WORKS YARD WALL**

**WHEREAS**, on June 15, 2021, the City Council adopted the FY2021-22 Operating and Capital Improvement Program budgets; and

**WHEREAS**, the Capital Improvement Program budget included funding for replacement of the public works yard wall; and

**WHEREAS**, city staff inspected the wall and determined it to be in poor condition and in need of immediate replacement; and

**WHEREAS**, Section 3.24.120 of the Lemon Grove Municipal Code, provides that construction projects less than \$60,000 may be performed by city employees by force account, by negotiated contract or by purchase order; and

**WHEREAS**, staff solicited a quote for replacement of the wall; and

**WHEREAS**, MJC Construction submitted a base quote of \$45,012; and

**WHEREAS**, staff reviewed MJC Construction's proposal, project work history, references, and construction license and found them all to be positive and in good standing; and

**WHEREAS**, staff concludes that MJC Construction will perform the work to the best benefit and advantage of the City and recommends award of a construction contract; and

**WHEREAS**, the City Council finds it in the public interest that a contract for said project is awarded.

***NOW, THEREFORE, BE IT RESOLVED*** that the City Council of the City of Lemon Grove, California, hereby:

1. Approves the design, plans and specifications for replacement of the public works yard wall (Contract No. 2021-20); and
2. Approves a contract with MJC Construction to complete the work; and
3. Establishes a total project budget not to exceed \$55,000 funded from account number 01-50-14-7020; and
4. Directs the City Manager, or her designee, to negotiate, execute and manage all contracts necessary to complete the project.

***PASSED AND ADOPTED*** on September 21, 2021, the City Council of the City of Lemon Grove, California, adopted Resolution No. 2021-\_\_\_\_\_, passed by the following vote:

***AYES:***

***NOES:***

***ABSENT:***

***ABSTAIN:***

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***Racquel Vasquez, Mayor***

***Attest:***

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***Audrey Malone, Deputy City Clerk***

***Approved as to Form:***

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***Kristen Steinke, City Attorney***

**Public Works Yard Wall Replacement Project (Contract No. 2021-20)**

THIS CONTRACT, made and entered into on the date of the last signature, by and between the City of Lemon Grove, California, herein after designated as the "City", and **MJC Construction** hereinafter designated as the "Contractor".

WITNESSETH: that the parties hereto do mutually agree as follows:

1. For and in consideration of the payments and agreements hereinafter mentioned to be made and performed by the City, the Contractor agrees with the City to furnish all materials and labor for the Public Works Yard Wall Construction Project (Contract No. 2021-20) and to perform and complete in a good and workmanlike manner all the work pertaining thereto shown on the plans and specifications therefore; to furnish at his own proper cost and expense all tools, equipment, labor and materials necessary therefore; and to do everything required by this agreement and the said plans and specifications.
2. For furnishing all said materials and labor, tools and equipment, and doing all the work contemplated and embraced in this Contract, also for all loss and damage arising out of the nature of the work aforesaid, or from the action of the elements, or from any unforeseen difficulties which may arise or be encountered in the prosecution of the work until its acceptance by the City and for all risks of every description connected with the work; also, for all expenses incurred by or in consequence of the suspension or discontinuance of work, except such as in said specifications are expressly stipulated to be borne by the City and for well and faithfully completing the work and the whole thereof, in the manner shown and described in the said plans and specifications, the City will pay and the Contractor shall receive in full compensation therefore the sum of forty-five thousand twelve dollars and zero cents (\$45,012.00).
3. The City hereby promises and agrees to employ, and does hereby employ said Contractor to provide the materials and to do the work according to the terms and conditions herein contained and referred to for the price aforesaid and hereby conditions set forth in the specification; and the said parties for themselves, their heirs, executors, administrators, successors and assigns, do hereby agree to the full performance of the covenants herein contained.
4. The Notice Inviting Bids, Instructions To Bidders, Bid Forms, Agreement and Bond Forms, Construction Administration Forms, Completion of the Project Forms, General Requirements and General Conditions, Drawings, Plans and Specifications, Addenda, Allowances, and all amendments thereof, are hereby incorporated in and made part of this Contract.
5. The City, the City's representative, City Consultants and authorized volunteers shall not be answerable or accountable in any manner for any loss or damage that may happen to the work or any part thereof, or for any of the materials or other things used or employed in performing the work, or for injury or damage to any person or persons, either workers, employees of Contractor or its subcontractors or the public, or for damage to adjoining or other property, from any cause whatsoever arising out of or in connection with the performance of the work. The Contractor shall be responsible for any damage or injury to any person or property resulting from defects or obstructions or from any cause whatsoever arising out of or in connection with the performance of the work, provided, however, that the Contractor shall not be liable for the sole established negligence, willful misconduct or active negligence of the City, its representatives, employees, agents and authorized volunteers who are directly responsible to the City.

**Public Works Yard Wall Replacement Project (Contract No. 2021-20)**

- a. Contractor shall indemnify the City, City Council, City officials, City employees, City representatives, and authorized volunteers against and will hold and save them and each of them harmless from any and all actions, claims, damages to persons or property, penalties, obligations or liabilities that may be asserted or claimed by any person, firm, entity, corporation, political subdivision or other organization arising out of or in connection with the work, operation or activities of Contractor, its agents, employees, subcontractors or invitees, provided for herein, whether or not there is concurrent passive or active negligence on the part of the City, City Council, City officials, City employees, City representatives, and authorized volunteers, but excluding such actions, claims, damages to persons or property penalties, obligations or liabilities arising from the sole established negligence, willful misconduct or active negligence of the City, City Council, City officials, City employees, City representatives, authorized volunteers, or those who are directly responsible to them; and in connection therewith:
  - I) Contractor will defend any action or actions filed in connection with any of said claims, damages, penalties, obligations or liabilities and will pay all costs and expenses, including attorney's fees incurred in connection therewith.
  - II) Contractor will promptly pay any judgment rendered against Contractor, the City, City Council, City officials, City employees, City representatives, and authorized volunteers covering such claims, damages, penalties, obligations and liabilities arising out of or in connection with such work, operations, or activities of Contractor hereunder and Contractor agrees to save and hold the City, City Council, City officials, City employees, City representatives, and authorized volunteers harmless there from.
  - III) In the event the City, City Council, City officials, City employees, City representatives, and authorized volunteers are made a party to any action or proceeding filed or prosecuted against Contractor for such damages or other claims arising out of or in connection with the Work, or operation or activities of Contractor hereunder, Contractor agrees to pay to the City, City Council, City officials, City employees, City representatives, and authorized volunteers any and all costs and expenses incurred by the City, City Council, City officials, City employees, City representatives, and authorized volunteers in such action or proceeding together with reasonable attorney's fees.
  - IV) The City may retain, to the extent it deems necessary, the money due to the Contractor under and by virtue of the Contract Documents until disposition has been made of such actions or claims for damages as specified herein above.
6. Claims, disputes and other matters in question between the parties to this Contract, arising out of or relating to this Contract or the breach thereof, may be decided by arbitration if both parties to this Contract consent in accordance with the rules of the American Arbitration Association then obtaining unless the parties mutually agree otherwise. No arbitration arising out of or relating to this Contract, shall include, by consolidation, joinder or in any other manner, any additional person not a party to this Contract except by written consent containing a specific reference to this Contract and signed by CONTRACTOR, CITY, and any other person sought to be joined. (Any Consent to arbitration involving an additional person or persons shall not constitute consent of any dispute not described therein or with any person not named or described therein.) This agreement to arbitrate

**Public Works Yard Wall Replacement Project (Contract No. 2021-20)**

and any agreement to arbitrate with an additional person or persons duly consented to by the parties to this Contract shall be specifically enforceable under the prevailing arbitration law.

Notice of the demand for arbitration is to be filed in writing with the other party to this Contract and with the American Arbitration Association. The demand is to be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event is the demand for arbitration to be made after the date when institution of legal or equitable proceedings based on such claim; dispute or other matter in question would be barred by the applicable statute of limitations. The award rendered by the arbitrators shall be final and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

7. The Contractor agrees to comply with all Local, State and Federal regulations and with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act of 1970 (42 U.S.C. 1857 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.) as amended.
8. If any party brings a suit or action against the other party arising from any breach of any of the covenants or agreements or any inaccuracies in any of the representations and warranties on the part of the other party arising out of this Agreement, then in that event, the prevailing party in such action or dispute, whether by final judgment or out-of-court settlement, shall be entitled to have and recover of and from the other party all costs and expenses of suit, including attorney's fees.
9. Each and every provision of law and clause required to be inserted in this Contract shall be deemed to be inserted herein and this Contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted or is not inserted correctly, then upon application of either party the Contract shall forthwith be physically amended to make such insertion or correction.
10. In accordance with Government Code, Section 8546.7, records of both the City and the Contractor shall be subject to examination and audit for a period of three (3) years after final payment.
11. Contractor shall comply with all applicable local, state, and federal laws, regulations, and ordinances when performing the work required by this contract

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed in three counterparts, each of which shall be deemed an original the day and year first above written.

**Public Works Yard Wall Replacement Project (Contract No. 2021-20)**

CONTRACTOR:

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Federal ID Number: \_\_\_\_\_

CITY:

By: \_\_\_\_\_

Title: City Manager, City of Lemon Grove

Date: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_

Title: Deputy City Clerk, City of Lemon Grove

(Notaries acknowledgement of execution by all PRINCIPALS OF CONTRACTOR shall be attached.)

**Public Works Yard Wall Replacement Project (Contract No. 2021-20)**

**CORPORATE CERTIFICATE**

I, \_\_\_\_\_ certify that I am the Secretary of the Corporation named as Contractor in the foregoing Contract; that \_\_\_\_\_, who signed said contract on behalf of the Contractor, was then \_\_\_\_\_ of said Corporation; that said contract was duly signed for and in behalf of said Corporation by authority of its governing body and is within the scope of its corporate powers.

I, \_\_\_\_\_ certify that I am the Secretary of the Corporation named as Contractor in the foregoing Contract; that \_\_\_\_\_, who signed said contract on behalf of the Contractor, was then \_\_\_\_\_ of said Corporation; that said contract was duly signed for and in behalf of said Corporation by authority of its governing body and is within the scope of its corporate powers.

Corporate Seal: \_\_\_\_\_

**Public Works Yard Wall Replacement Project (Contract No. 2021-20)**

**PARTNERSHIP CERTIFICATE**

STATE OF \_\_\_\_\_ )  
 ) ss  
COUNTY OF \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned, a Notary Public in and for said County and State, personally appeared:

\_\_\_\_\_  
  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Notary Seal)

Known to me to be \_\_\_\_\_ of the partners of the partnership that executed the within instrument, and acknowledged to me that such partnership executed the same.

Signature: \_\_\_\_\_

Name (Type or Print): \_\_\_\_\_  
(Notary Public in and for said County and State)

My Commission expires: \_\_\_\_\_



## REQUEST FOR QUOTE

THE CITY OF LEMON GROVE  
IS REQUESTING QUOTES FOR

Demolition and replacement Masonry Fence Wall

CONTRACT NO. 2021-20

### SCOPE OF WORK:

A lump sum bid shall include the price for:

- Demolition and removal of 121 LF stucco fence wall
- Replace with concrete masonry block fence wall standard drawing BH 114 engineered City of Beverly Hills ([www.beverlyhills.org/buildingandsafety](http://www.beverlyhills.org/buildingandsafety))
- Demolition debris to be accepted by Lemon Grove public works
- See attached specifications sheet 1-4 BH-114
- Wall maximum height to be 6' of grade per standard drawings

All work to be performed utilizing the most recent publications of **San Diego Regional Standard Drawings** and **Standard Specifications for Public Works Construction** (Green book) and detailed drawing specific to concrete masonry block wall standard drawing BH-114

### GENERAL INFORMATION:

#### PROTECTION:

Contractor shall be responsible for proper and adequate shielding of his work site to prevent injury to persons or damage to public or private property, and will assume all liability should injury to persons or damage to property occur.

Contractor shall provide all necessary means to safeguard the work areas.

All traffic control and work shall be done in accordance with the latest revised edition of the Manual of Traffic Control for Construction and Maintenance Work Zones published by CALTRANS.

Contractor to protect work site with required "Best Management Practices"

#### LICENSE:

Contractor must possess a class A general contractor's license, Lemon Grove City business License and a California State Contractor's License.

If you have any questions, contact Thomas Bell @ 619-490-0017 or Email [tbell@lemongrove.ca.gov](mailto:tbell@lemongrove.ca.gov)

LUMP SUM BID: \$ 45,012.00

LUMP SUM BID IN WORDS: Forty Five Thousand Twelve dollars &  $\frac{00}{100}$

LEMON GROVE BUSINESS LICENSE: \_\_\_\_\_

CALIFORNIA STATE CONTRACTORS LICENSE NUMBER: 754128

COMPANY NAME: MJC construction

TELEPHONE: BUSINESS: 619-666-2409 EMERGENCY: \_\_\_\_\_

AUTHORIZED SIGNATURE: 

COMPANY CONTACT: JAVIER JIMENEZ  
(Please print)

**ALL WORK MUST BE COMPLETED WITHIN THIRTY (45) CALENDER DAYS OF EXECUTION OF NOTICE TO PROCEED**

(The City of Lemon Grove reserves the right to refuse any bid)



**MJC**  
**CONSTRUCTION**  
 LIC# 754128  
 3015 Sylvia Street  
 Bonita, CA 91902  
 PH: 619-472-5619

## Proposal / Contract

Project#	08-0921
Proposal Date:	8/9/2021
Proposal #:	021294

<b>Bill To:</b>
City of Lemon Grove 3232 Main St Lemon Grove, Ca 91942

Item	Description	Qty	Rate	Total
08-0921	<p>LEMON GROVE PUBLICS WORKS YARD</p> <p>1. DEMOLITION OF 121 LF OF SOUND WALL.</p> <p>2. EXCAVATE AND POUR FOUNDATION FOR INSTALLATION OF SOUNDWALL PER STANDARD DETAIL</p> <p>3. BUILD 121 LF X 6 FT HIGH X 5" THICK Soudwall PER BEVERLY HILLS SPECS- PC BUILDING BLOCK WALL STANDARD DETAILS (2011) PAGE 1 OF 1</p> <p>INCLUDES: ALL LABOR, MATERIAL AND EQUIPMENT.</p> <p>EXCLUDES: PERMIT, SOIL TESTS, SURVEYING.</p> <p>NOTE: THIS PROJECT TO BE PREVAILING WAGE COMPLIANT.</p>		45,012.00	45,012.00

Approved By: 

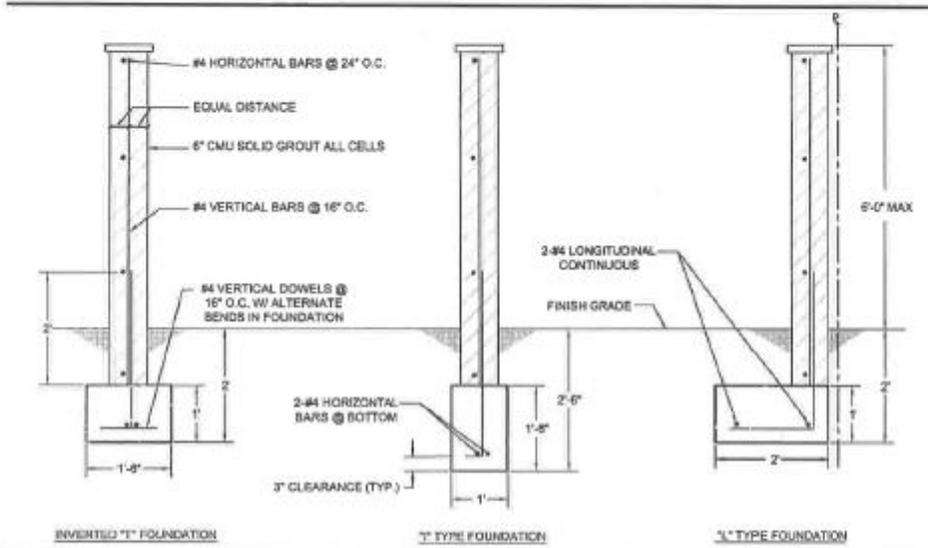
<b>Total</b>	\$45,012.00
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CITY OF BEVERLY HILLS  
Community Development Department  
Building and Safety Division



455 North Rexford Drive, 1st Floor  
Beverly Hills, CA 90210  
Tel. (310) 285-1141  
[www.beverlyhills.org/buildingandsafety](http://www.beverlyhills.org/buildingandsafety)

**6" CONCRETE MASONRY BLOCK FENCE WALL DETAIL**  
6'-0" IN HEIGHT MAXIMUM

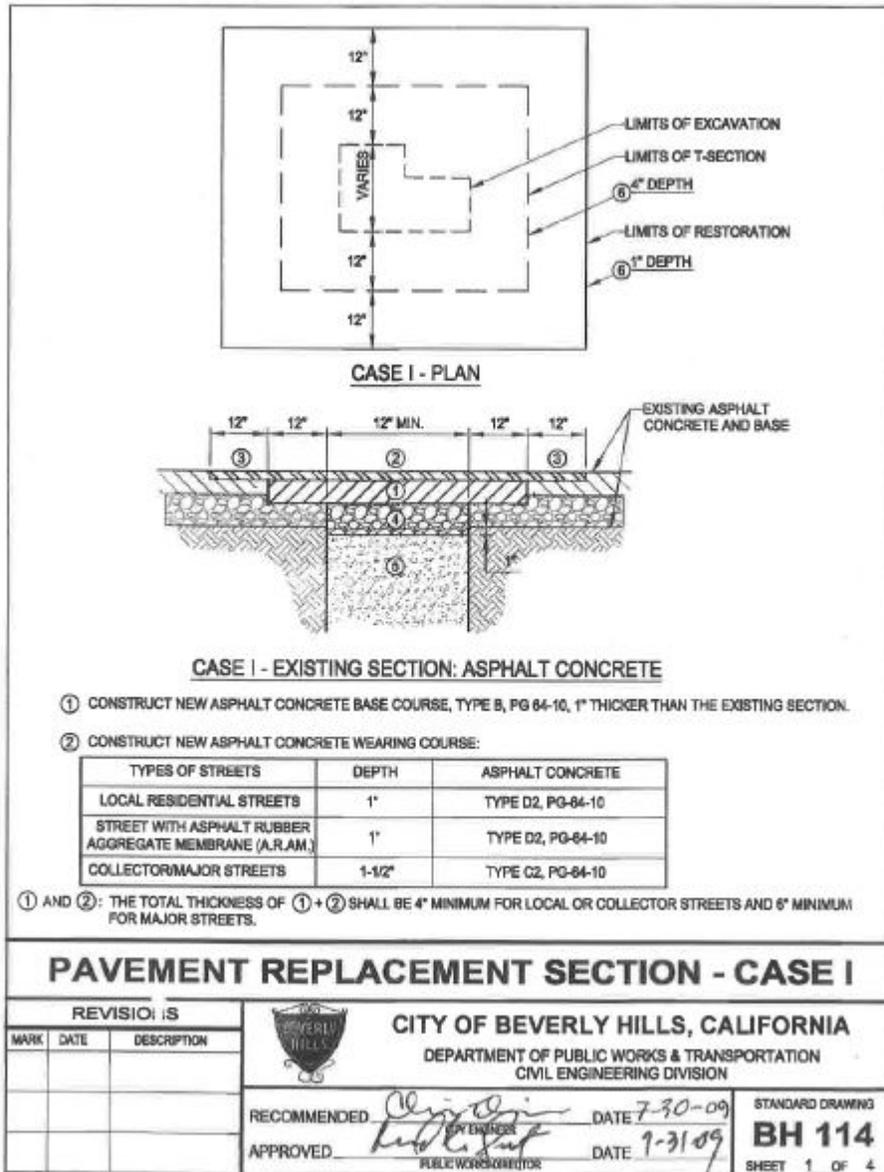


**GENERAL SPECIFICATIONS & NOTES**

1. Concrete mix for footing to be 1 part cement to 2-1/2 parts sand to 3-1/2 parts gravel with a maximum of 7-1/2 gallons of water per sack of cement.  $f'c = 2500$  psi. Cement shall conform to ASTM C-150.
2. Concrete block units shall conform to ASTM C90, Grade N.
3. Reinforcing steel to be deformed and conform to A.S.T.M. specs. A 615 Grade 40 or Grade 60.
4. Rebar shall be centered in the concrete block.
5. Concrete block units are to be staggered and have vertical continuity of cells unobstructed.
6. Mortar mix for concrete to be 1 part cement to 1/4 part lime to 3 parts damp loose sand.
7. Grout mix for concrete block wall to be 1 part cement to 3 parts sand to which may be added not more than 1/10 part lime. Sufficient water is to be added to produce consistency for pouring without segregation of the constituents. The grout may contain 2 parts pea gravel, maximum size of 3/8".
8. First inspection to be after trenches are ready for concrete and all required steel is tied in place but before foundation concrete is poured. Second inspection to be, when first horizontal bar is in place with vertical and horizontal steel but not grouted.
9. Foundation must be poured against undisturbed soil with level ground on both sides of wall on all types of foundations (not retaining earth).
10. Masonry or concrete fences over 3'-6" in height shall require building permit (ORD #169.344).
11. Height of fence shall comply with all provisions of the zoning code.
12. Single Family Residential properties with walls built on property line must use "L" Type Foundation. Any Alley repair patch must comply with City of Beverly Hills Department of Public Works & Transportation, Civil Engineering Division Standard Drawing BH 114.

PC BLDG01 Block Wall Standard Detail Rev Apr 2011

Page 1 of 1

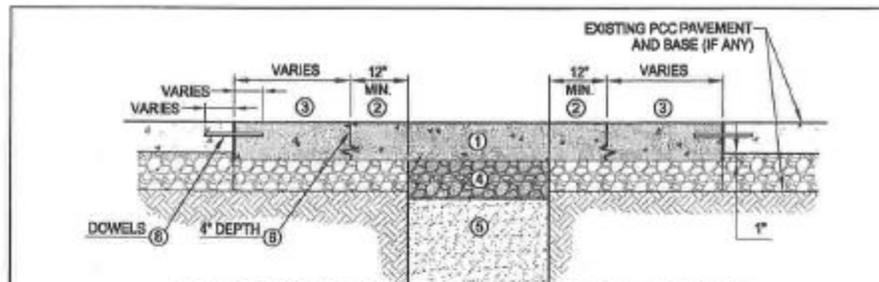


- ③ A. THE LIMITS OF THE RESTORATION SHALL BE A RECTANGULAR AREA EXTENDING A MINIMUM OF 12" BEYOND THE OUTER EDGE OF THE WIDEST PORTION OF THE T-SECTION. THE LIMITS SHALL BE SAWCUT AFTER BACKFILL OF TRENCH IS COMPLETED. THE EXISTING A.C. SHALL BE REMOVED TO A DEPTH EQUAL TO THE THICKNESS OF THE WEARING COURSE. REMOVAL BY COLD MILLING OR PNEUMATIC HAMMER IS ACCEPTABLE. IF THE REMOVALS ARE LESS THAN 5' APART OR LESS THAN 2' FROM A CONCRETE CURB, GUTTER OR CROSS GUTTER, THE RESTORATION SHALL BE CONTINUOUS BETWEEN EXCAVATIONS AND/OR THE EDGE OF THE CONCRETE.
- ④ CONSTRUCT NEW CRUSHED AGGREGATE BASE TO MATCH EXISTING THICKNESS OR 4" THICKNESS, WHICHEVER IS GREATER. COMPACT TO 96% OR RELATIVE DENSITY.
- ⑤ TRENCH BACKFILL SHALL BE EITHER:
  - A. NATIVE MATERIAL OR IMPORTED SOIL (IF NATIVE IS UNSUITABLE)
  - B. CRUSHED AGGREGATE BASE
  - C. TWO SACK CEMENT SAND SLURRY

COMPACTION TEST (USING CITY APPROVED METHOD) ARE REQUIRED UNLESS SLURRY OR CRUSHED AGGREGATE BASE IS USED.
- ⑥ SAWCUTTING WILL BE REQUIRED AROUND THE PERIMETER OF THE FINAL EDGE OF ALL EXCAVATIONS TO PROVIDE CLEAN, STRAIGHT, VERTICAL SIDES.
- 7. T-SECTIONS ARE 12" WIDE AS MEASURED FROM THE FINAL EDGE OF TRENCH (AFTER SLUFFING).
- 8. ALL TRAFFIC STRIPING AND/OR MARKINGS REMOVED BY RESTORATION WORK SHALL BE REPLACED.
- 9. ALL WORK SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE CURRENT EDITION OF STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION ("GREENBOOK").
- 10. CONTRACTOR SHALL HAVE A VALID CLASS "A" OR "C12" CALIFORNIA CONTRACTOR'S LICENSE.

**PAVEMENT REPLACEMENT SECTION - CASE I**

REVISIONS			 CITY OF BEVERLY HILLS, CALIFORNIA DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION CIVIL ENGINEERING DIVISION	STANDARD DRAWING
MARK	DATE	DESCRIPTION		
			RECOMMENDED  DATE 7-30-09 CIVIL ENGINEER	<b>BH 114</b> SHEET 2 OF 4
			APPROVED  DATE 7-31-09 PUBLIC WORKS DIRECTOR	



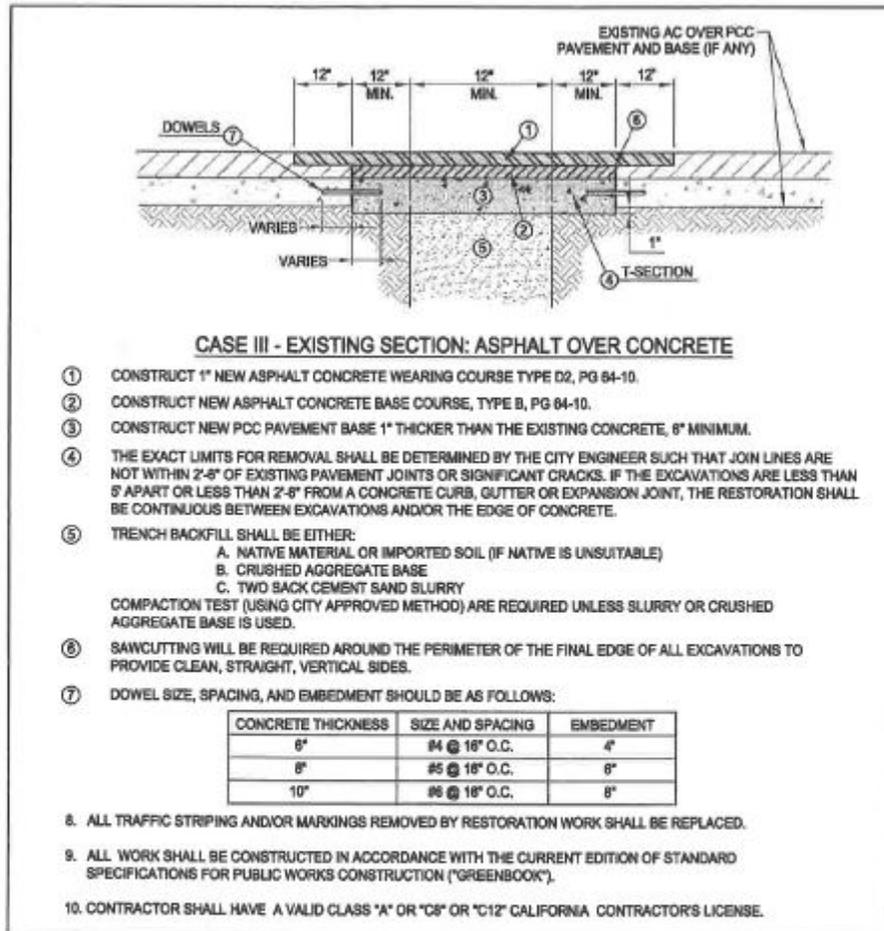
**CASE II - EXISTING SECTION: PORTLAND CONCRETE CEMENT**

- ① CONSTRUCT NEW PCC PAVEMENT 1" THICKER THAN THE EXISTING CONCRETE, 6" MINIMUM.
- ② THE EXACT LIMITS FOR REMOVAL SHALL BE DETERMINED BY THE CITY ENGINEER SUCH THAT JOIN LINES ARE NOT WITHIN 2'-6" OF EXISTING PAVEMENT JOINTS OR SIGNIFICANT CRACKS. IF THE EXCAVATIONS ARE LESS THAN 5' APART OR LESS THAN 2'-6" FROM A CONCRETE CURB, GUTTER OR EXPANSION JOINT, THE RESTORATION SHALL BE CONTINUOUS BETWEEN EXCAVATIONS AND/OR THE EDGE OF CONCRETE.
- ③ FOR PCC STREETS OR INTERSECTIONS THE LIMITS OF THE RESTORATION SHALL BE A RECTANGULAR AREA EXTENDING TO THE NEAREST CONSTRUCTION JOINT. THE STRUCTURAL SECTION OUTSIDE THE UTILITY TRENCH AREA SHALL BE EQUAL TO ① + ④.
- ④ CONSTRUCT NEW CRUSHED AGGREGATE BASE TO MATCH EXISTING THICKNESS OR 4" THICKNESS, WHICHEVER IS GREATER. COMPACT TO 95% OF RELATIVE DENSITY.
- ⑤ TRENCH BACKFILL SHALL BE EITHER:
  - A. NATIVE MATERIAL OR IMPORTED SOIL (IF NATIVE IS UNSUITABLE)
  - B. CRUSHED AGGREGATE BASE
  - C. TWO SACK CEMENT SAND SLURRY
 COMPACTION TEST (USING CITY APPROVED METHOD) ARE REQUIRED UNLESS SLURRY OR CRUSHED AGGREGATE BASE IS USED.
- ⑥ SAWCUTTING WILL BE REQUIRED AROUND THE PERIMETER OF THE FINAL EDGE OF ALL EXCAVATIONS TO PROVIDE CLEAN, STRAIGHT, VERTICAL SIDES.
- ⑦ DOWEL SIZE, SPACING, AND EMBEDMENT SHOULD BE AS FOLLOWS:
 

CONCRETE THICKNESS	SIZE AND SPACING	EMBEDMENT
6"	#4 @ 18" O.C.	4"
8"	#5 @ 18" O.C.	6"
10"	#6 @ 18" O.C.	8"
8. ALL TRAFFIC STRIPING AND/OR MARKINGS REMOVED BY RESTORATION WORK SHALL BE REPLACED.
9. ALL WORK SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE CURRENT EDITION OF STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION ("GREENBOOK").
10. CONTRACTOR SHALL HAVE A VALID CLASS "A" OR "C8" OR "C12" CALIFORNIA CONTRACTOR'S LICENSE.

**PAVEMENT REPLACEMENT SECTION - CASE II**

REVISIONS			 <b>CITY OF BEVERLY HILLS, CALIFORNIA</b> DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION CIVIL ENGINEERING DIVISION	STANDARD DRAWING <b>BH 114</b> SHEET 3 OF 4
MARK	DATE	DESCRIPTION		
			RECOMMENDED: <i>[Signature]</i> DATE 7-30-09 APPROVED: <i>[Signature]</i> DATE 7-31-09	



**PAVEMENT REPLACEMENT SECTION - CASE III**

REVISIONS			CITY OF BEVERLY HILLS, CALIFORNIA DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION CIVIL ENGINEERING DIVISION	STANDARD DRAWING <b>BH 114</b> SHEET 4 OF 4
MARK	DATE	DESCRIPTION		
			RECOMMENDED <i>[Signature]</i> DATE 7-30-09 CIVIL ENGINEER	
			APPROVED <i>[Signature]</i> DATE 7-31-09 PUBLIC WORKS DIRECTOR	



2873 skyline P.W. east wall looking north



from Jefferson street 8103 looking south



rear of 8103 Jefferson looking south





# CITY OF LEMON GROVE

## CITY COUNCIL STAFF REPORT

**Item No.** 2

**Meeting Date:** September 21, 2021

**Submitted to:** Honorable Mayor and Members of the City Council

**Department:** Public Works Department

**Staff Contact:** Mike James, Assistant City Manager/ Public Works Director,  
[mjames@lemongrove.ca.gov](mailto:mjames@lemongrove.ca.gov) and Michael Stauffer,  
Senior Management Analyst, [mstauffer@lemongrove.ca.gov](mailto:mstauffer@lemongrove.ca.gov)

**Item Title:** **Approve an Application for the Outdoor Equity Grant Program**

---

**Recommended Action:** Adopt a resolution (**Attachment A**) approving an application for Outdoor Equity Grant Program funding from the California Department of Parks and Recreation, Office of Grants and Local Services.

**Summary:** The California Department of Parks and Recreation (DPR), Office of Grants and Local Services (OGALS) announced that \$19 million in funding is available under the Outdoor Equity Grant Program (OEP) through June 30, 2023. Funding amounts range between \$20,000 and \$700,000. This is a competitive grant program and projects must involve organizing either educational activities in the community or trips from the community to natural areas. Examples of activities and trips include: teaching students about the community's environment; taking educational walks in the community to discover nature in action; preparing participants for a natural area trip; or traveling to a regional, state, national park, tribal land, river or lake, beach, forest, mountain or desert area for day or overnight trips within the state. Under the OEP, the City will apply for funding to expand the weekly summer day camp program to include an outdoor field trip component to a different natural area each week. The deadline for grant submittal is October 8, 2021 and requires a city council resolution authorizing the application.

**Discussion:** In 2019, the OEP was enacted through passage of Assembly Bill 209. OEP will increase the ability of residents in underserved communities to participate in outdoor experiences at state and other public lands. OEP's focus is on providing funding for transportation, logistics, program operations, and capacity costs associated with reaching historically underserved urban and rural communities in California.

Funds can be used for planning activities in the community and for trips from the community to natural areas. Activities in the community could include teaching school students about the community's environment, taking educational walks in the community to discover nature in action or preparing participants for a natural area trip. Natural area trips from the community could include traveling to a regional, state, national park, tribal land, river or lake, beach, forest, mountain, or desert area for day or overnight trips within the state.

Under the OEP, the City will apply for funding to expand the weekly summer day camp program to include a natural outdoor educational component. One day each week of camp will consist of a field trip dedicated to learning about and exploring natural outdoor areas. Staff has identified several potential field trip locations to include:

- Mission Trails Regional Park,
- Cuyamaca Rancho State Park,
- Cabrillo National Monument,
- Living Coast Discovery Center,
- San Elijo Lagoon Ecological Reserve,
- Santee Lakes Recreation Preserve,
- Torrey Pines State Reserve,
- San Diego Botanic Gardens,
- Escondido Creek Conservancy, and
- Blue Sky Ecological Reserve.

Each weekly field trip is estimated to cost \$9,600. The total for 10 weeks of field trips will cost \$96,000. Matching funds are not required. However, the program operates on a cost reimbursement basis. Therefore, the City must initially fund the program. Costs include transportation, entrance fees and staffing for up to 110 campers per week. There are no additional cost to the campers for these field trips, as costs are paid for through the OEP.

The application deadline is October 8, 2021, with a spring 2022 award date. Programs are expected to begin in the spring/summer 2022.

**Environmental Review:**

- Not subject to review                       Negative Declaration  
 Categorical Exemption, Section |                       Mitigated Negative Declaration

**Fiscal Impact:** If successful, the City will receive approximately \$96,000 in grant funding to be used towards expanding the summer day camp program, at no additional cost to program participants. Costs will be reimbursed at the conclusion of the program.

**Public Notification:** None.

**Staff Recommendation:** Adopt a resolution (**Attachment A**) approving an application for Outdoor Equity Grant Program funding from the California Department of Parks and Recreation, Office of Grants and Local Services.

**Attachments:**

**Attachment A** – Resolution

**Attachment B** – Outdoor Equity Grant Program Procedural Guide

**RESOLUTION NO. 2021-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE,  
CALIFORNIA, APPROVING THE APPLICATION FOR OUTDOOR EQUITY  
GRANTS PROGRAM GRANT FUNDS**

**WHEREAS**, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Outdoor Equity Grants Program, setting up necessary procedures governing the application; and

**WHEREAS**, said procedures established by the State Department of Parks and Recreation require the Applicant to certify by resolution the approval of the application before submission of said application to the State; and

**WHEREAS**, successful Applicants will enter into a contract with the State of California to complete the Grant Scope program.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Lemon Grove, California, hereby:

1. Certifies that said Applicant has or will have available, prior to commencement of any work on the program(s) included in this application, the sufficient funds to complete the program(s); and
2. Certifies that if the grant is awarded, the Applicant has or will have sufficient funds to operate the program(s) as described in the Grant Selection Criterion response, and
3. Certifies that the Applicant has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Grant Administration Guide; and
4. Delegates the authority to the City Manager to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the Grant Scope; and

5. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines; and
6. Will consider promoting inclusion per Public Resources Code §80001(b)(8 A-G).

***PASSED AND ADOPTED*** on September 21, 2021, the City Council of the City of Lemon Grove, California, adopted Resolution No. \_\_\_\_\_, passed by the following vote:

***AYES:***

***NOES:***

***ABSENT:***

***ABSTAIN:***

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***Racquel Vasquez, Mayor***

***Attest:***

---

***Audrey Malone, Deputy City Clerk***

***Approved as to Form:***

---

***Kristen Steinke, City Attorney***

June 1, 2021  
Final Application Guide  
for the

# Outdoor Equity Grants Program (OEP)



California Department of Parks and Recreation  
Office of Grants and Local Services

[www.parks.ca.gov/oep](http://www.parks.ca.gov/oep)

## State of California Department of Parks and Recreation Office of Grants and Local Services

### DEPARTMENT MISSION

The mission of the California Department of Parks and Recreation (DPR) is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.

---

### COMMUNITY ENGAGEMENT DIVISION (CED) MISSION

Encouraging healthy communities by connecting people to parks, supporting innovative recreational opportunities, embracing diversity, fostering inclusivity, and delivering superior customer service, with integrity for the enrichment of all.

---

### THE OFFICE OF GRANTS AND LOCAL SERVICES (OGALS) MISSION

To address California's diverse recreational, cultural and historical resource needs by developing grant programs, administering funds, offering technical assistance, building partnerships, and providing leadership through quality customer service.

### OGALS VISION GOALS

- Proactive in meeting California's park and recreation needs through innovative grant programs and customer service.
- Committed to providing quality customer service in every interaction and transaction as honest, knowledgeable, and experienced grant administrators.
- Sensitive to local concerns while mindful of prevailing laws, rules, and regulations.
- Responsive to the needs of applicants, grantees, non-profit organizations, local governments, tribes, and legislative members, as partners working to improve the quality of life for all Californians by creating new parks and recreation opportunities.

## Welcome to the Outdoor Equity Grants Program (OEP)

### FOREWORD

In 2019, the Outdoor Equity Grants Program (OEP) was enacted when Governor Gavin Newsom signed Assembly Bill 209 (AB 209) – Chapter 675, located in Public Resources Code §5090.75(c)(1.26). On July 1, 2020, the California Legislature authorized funding for OEP.

OEP will increase the ability of residents in underserved communities, with an emphasis on students eligible for free or reduced-price meals, foster youth, and students of limited English proficiency, to participate in outdoor experiences at state parks and other public lands. OEP's focus is on providing funding for transportation, logistics, program operations, and capacity costs associated with reaching historically underserved urban and rural communities throughout California.

OEP grants will improve the health and wellness of Californians through new educational and recreational activities, service learning, career pathways, and leadership opportunities that strengthen a connection to the natural world.

The concept for OEP began with findings in the 2015 Parks Forward Commission Report stating that DPR must expand access to parks for underserved communities and urban populations. The 2015 Parks Forward discussions became a catalyst for AB 209. Californians shared a similar vision in 2017 during thirty focus groups with over 500 participants for the Statewide Comprehensive Outdoor Recreation Plan (SCORP). Throughout the state, from heavily urbanized to rural areas, Californians emphasized a desire for multi-generational programs that “bring families together;” that activate local parks and that take residents with transportation challenges to natural areas outside their communities. Photos of the thirty focus groups may be seen at [parksforcalifornia.org/focusgroups](https://parksforcalifornia.org/focusgroups).

### APPLICATION GUIDE

Use these guidelines to plan and submit the grant application. The OEP Team is committed to providing technical assistance and takes pride in being approachable and informative. Contact information and program updates can be found at [parks.ca.gov/oep](https://parks.ca.gov/oep).

**SUBMIT APPLICATIONS ONLINE:** a link to the system will be posted at [parks.ca.gov/oep](https://parks.ca.gov/oep)

**PROGRAM WEBSITES:** [parks.ca.gov/oep](https://parks.ca.gov/oep) | [parksforcalifornia.org/outdoorequity](https://parksforcalifornia.org/outdoorequity)

**MAIN LINE:** (916) 653-7423



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## TABLE OF CONTENTS

<b>I. Program Overview</b>	
Introduction	4
Eligible Applicants	4
Amount Available Per Round	4
Grant Amount Per Application	4
Community Home Base	5
Application Deadline for Each Round	7
Application Process	7
Grant Administration Process	8
<b>II. Application Package</b>	
Checklist	10
1. Application Form	11
2. Grant Selection Criteria	13
3. Community FactFinder Report	24
4. Authorizing Resolution	26
5. Grant Scope/Cost Estimate Form	28
6. Funding Sources	30
7. Applicant Capacity	32
8. Photos and Copyright Agreement Form	33
9. Reporting Certification	35
10. Non-Profit Applicant Requirements	36
<b>III. Eligible Costs</b>	
Planning, Equipment, Supplies, Transportation, and Labor	37
Ineligible Costs	41
<b>IV. Appendices</b>	
Technical Assistance for Applicants	42
Grant Selection Criteria Guidance	43
Definitions for All Words and Terms in <small>SMALL CAPS</small>	50

**Words and terms in SMALL CAPS are defined in the back of this guide on pages 50 - 54.**

## I. PROGRAM OVERVIEW

### I. PROGRAM OVERVIEW

#### INTRODUCTION

The Outdoor Equity Grants Program (OEP) will support the HEALTH of Californians by creating OUTDOOR PROGRAM access for underserved communities. OEP will fund program operating and transportation costs but will not fund CAPITAL PROJECTS.

Key words and terms in SMALL CAPS are defined beginning on page 50, including COMMUNITY HOME BASE, OUTDOOR PROGRAM, and NATURAL AREA TRIPS.

#### ELIGIBLE APPLICANTS

- **Public Agencies:** Includes all local, state, and federal agencies. Examples include school districts and other public education agencies, cities and counties, joint powers authorities, open-space authorities, regional open-space districts, and other relevant public agencies.
- **NON-PROFITS** with 501(c)(3) status.

#### GRANT PERFORMANCE PERIOD

July 1, 2020 to June 30, 2023 is the current period for ELIGIBLE COSTS. Visit [parks.ca.gov/oep](https://parks.ca.gov/oep) to sign up for e-mail updates for the program.

#### AMOUNT AVAILABLE

\$19 million is available for competitive GRANTS statewide.

#### GRANT AMOUNT PER APPLICATION

- Maximum grant request per COMMUNITY HOME BASE: \$700,000
- Minimum grant request per COMMUNITY HOME BASE: \$20,000
- There is no match requirement

One COMMUNITY HOME BASE = One APPLICATION. This will allow for reporting on the impacts of OEP within one community.

Multiple COMMUNITY HOME BASES = Multiple APPLICATIONS. Each COMMUNITY HOME BASE requires a separate APPLICATION. One APPLICANT can submit multiple APPLICATIONS. An APPLICANT may receive multiple grants to serve multiple communities.

#### POSSIBILITY FOR AWARDS OF MORE THAN \$700,000

While \$700,000 is the grant amount cap, it is per APPLICATION. More than \$700,000 may be awarded to one APPLICANT. An APPLICANT can submit a separate APPLICATION for each additional community it is capable of serving.

- For example, three APPLICATIONS could be submitted by an APPLICANT to serve three rural towns or three urban communities at \$300,000 per APPLICATION. If all three GRANTS are awarded, that would total \$900,000 in program funding.
- In this example, if 1 of the 3 GRANTS is awarded, both the State and APPLICANT will be clear on which community will be served through that awarded APPLICATION.

## I. PROGRAM OVERVIEW

### COMMUNITY HOME BASE

Each application will address the following in the Grant Selection Criteria section on pages 14 to 23.

#### First Step – Choosing a Home Base

- Identify a central gathering place in an underserved community that needs access to outdoor programs.
- Examples of the central gathering place in a community could be a school, a recreation center, a community meeting space, a local park, etc.
- This central gathering place is the COMMUNITY HOME BASE where the participants will primarily get access to the proposed activities.

#### Second Step – Activities

- Plan ACTIVITIES IN THE COMMUNITY and trips from the COMMUNITY HOME BASE to NATURAL AREAS.

For example:

- ACTIVITIES IN THE COMMUNITY could include:
  - Teaching school students about the community's environment.
  - Taking educational walks in the community to discover nature in action.
  - Preparing participants for a NATURAL AREA TRIP.
- NATURAL AREA TRIPS from the COMMUNITY HOME BASE could include:
  - Traveling to a regional, state, national park, tribal land, river or lake, beach, forest, mountain, or desert area for day or overnight trips within the state.

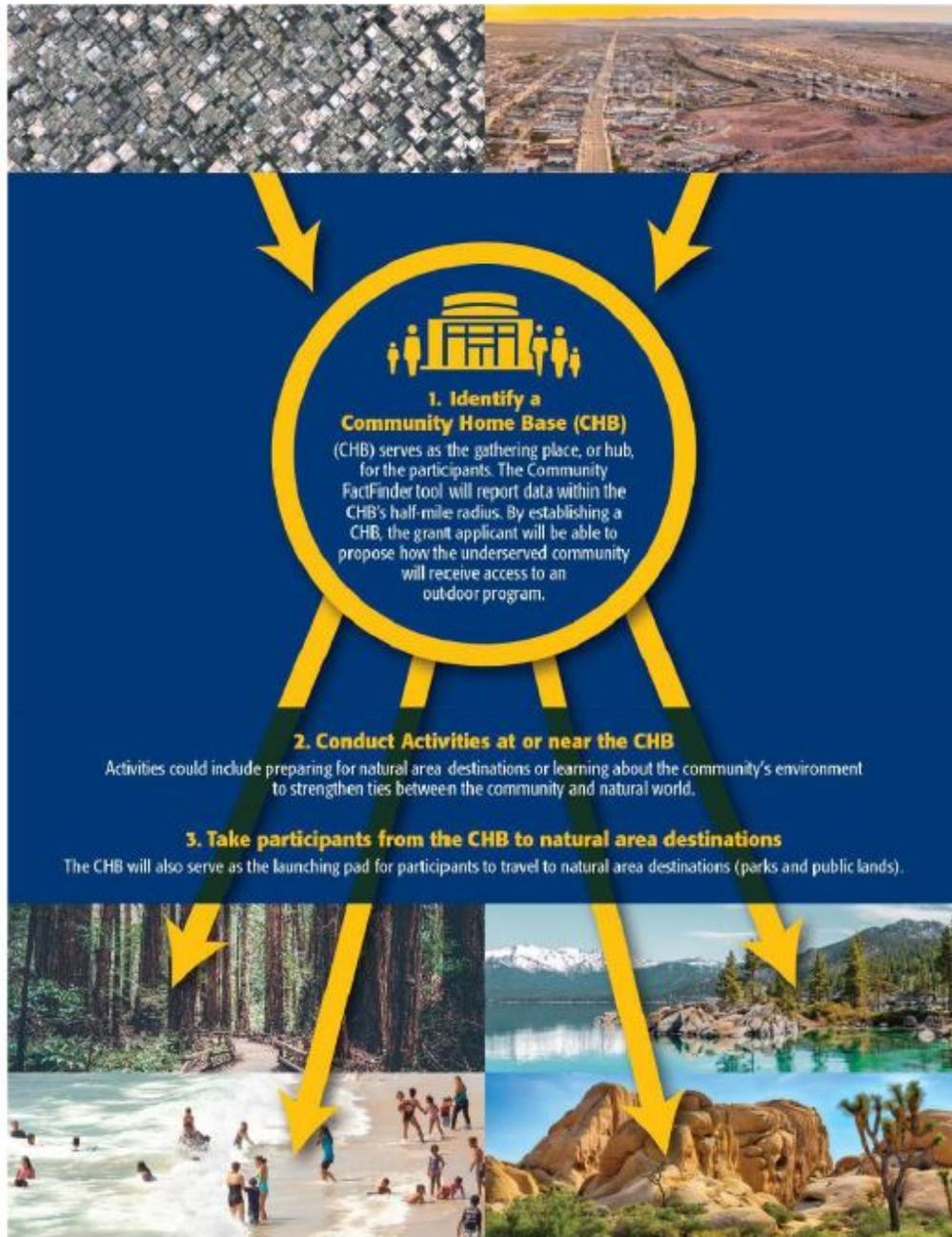
#### Summary of the Above Steps:

1. Establish a COMMUNITY HOME BASE in an underserved community.
2. Organize educational ACTIVITIES IN THE COMMUNITY and trips from the COMMUNITY HOME BASE to natural areas.

### GRANT PRIORITIES

The Grant Selection Criteria section starting on page 14, provides additional guidance about the grant priorities.

I. PROGRAM OVERVIEW



## I. PROGRAM OVERVIEW

### APPLICATION DEADLINE

The APPLICATION deadline will be announced at [parks.ca.gov/oep](https://parks.ca.gov/oep).

### APPLICATION PROCESS

1. Review the “Competitive Chart” at [parks.ca.gov/oep](https://parks.ca.gov/oep)
  - The “Competitive Chart” is an important technical assistance tool that outlines what needs to be prioritized and considered for a competitive OEP APPLICATION.
2. Review this guide to understand the competitive APPLICATION requirements in more detail.
3. Participate in the extensive technical assistance methods such as APPLICATION workshops and contacting OGALS’ OEP experts. See page 42 for a complete list of technical assistance services available for APPLICANTS.
4. Review the GRANT ADMINISTRATION GUIDE, including CONTRACT provisions, to understand the requirements if the competitive APPLICATION is selected for funding.
5. Submit the online APPLICATION by the application deadline announced at [parks.ca.gov/oep](https://parks.ca.gov/oep). APPLICATION submittal instructions are found on page 9.
6. As another form of technical assistance, APPLICANTS may be advised to correct or complete documents after the APPLICATION is submitted.
  - Exception: Grant Selection Criteria (pages 14– 23) responses must be complete by the APPLICATION deadline. Revisions will not be accepted.
7. Competitive APPLICATIONS will be evaluated and ranked based on Grant Selection Criteria responses. GRANT award decisions will be announced approximately five months after the application deadline. APPLICANTS will receive either a GRANT award or GRANT denial letter.

## I. PROGRAM OVERVIEW

### GRANT ADMINISTRATION PROCESS AND PERFORMANCE PERIOD

1. APPLICANTS who receive a GRANT award letter from OGALS must attend a mandatory GRANT administration workshop. Multiple workshops will be offered in accessible areas throughout the state.
  - o The attendee(s) for the GRANT administration workshop should include the administrative person responsible for:
    - ✓ overseeing how the grant funds will be spent,
    - ✓ reporting those expenditures during payment requests,
    - ✓ maintaining all records related to the GRANT for audit purposes.
  - o As another form of technical assistance, Outdoor Recreation Leadership Training from the Department's Office of Community Involvement will be offered to successful APPLICANTS.
    - ✓ Attendance is not mandatory.
    - ✓ OUTDOOR PROGRAM leaders who will directly engage with the PARTICIPANTS will benefit most from this training.
2. After the mandatory GRANT administration workshop, OGALS will send a CONTRACT to the APPLICANTS.
3. After a signed CONTRACT is returned and signed by the State, the APPLICANT becomes a GRANTEE.
4. The GRANT PERFORMANCE PERIOD starts with the APPROPRIATION DATE.
  - o PRE-AWARD PLANNING COSTS dating back to the APPROPRIATION DATE are eligible for a reimbursement of up to 5% of the GRANT amount.
  - o A start date for POST AWARD ACTIVITY COSTS will be based on A and B below.
  - o Do not start ACTIVITIES IN THE COMMUNITY and NATURE AREA TRIPS with PARTICIPANTS until both of the following is approved by OGALS:
    - A) CONTRACT is signed by both the GRANTEE and the State representative.
    - and
    - B) GRANTEE's insurance policy is approved by OGALS. The Grant Administration Guide explains insurance policy requirements.
5. Send the final grant payment request to OGALS at least three months before the end of the GRANT PERFORMANCE PERIOD. This gives time for OGALS to review the payment documents and final report(s) of the PROGRAM, and process the final payment through the State Controller's Office.

## II. Application Package

Detailed guidance to complete the APPLICATION is located on pages 9-36.

As a reminder, each COMMUNITY HOME BASE requires its own separate APPLICATION.

Please follow these three instructions to prepare the APPLICATION.

1. **Use the Application Checklist on the next page to organize the APPLICATION.**
  - Checklist items 1-9 are required for all APPLICATIONS.
  - Checklist item 10 is only required for NON-PROFIT APPLICANTS.
  - If an item is pending, submit a placeholder that describes the next steps for completion with dates. The Grant Selection Criteria (Checklist item 2) must be complete by the APPLICATION deadline.
2. **Send only the items requested in the Checklist.** Do not send supplementary materials, such as PowerPoint presentations or letters of support.
3. **Submit APPLICATIONS online.** Directions for submittal will be available on the website [parks.ca.gov/oep](https://parks.ca.gov/oep).
  - The APPLICATION must be entered online by or before the APPLICATION due date announced at [parks.ca.gov/oep](https://parks.ca.gov/oep).

## APPLICATION CHECKLIST

### APPLICATION CHECKLIST

Use the checklist below to organize the APPLICATION. Directions and forms for each Checklist item can be found on the page number listed below.

	APPLICATION Item	Application Guide Page Number	Signature required by AUTHORIZED REPRESENTATIVE
<input type="checkbox"/>	1. APPLICATION Form	Pg. 11	Yes
<input type="checkbox"/>	2. Grant Selection Criteria	Pg. 13	N/A
<input type="checkbox"/>	3. Community FactFinder Report and Certification	Pg. 24	Yes
<input type="checkbox"/>	4. Authorizing Resolution	Pg. 26	N/A
<input type="checkbox"/>	5. GRANT SCOPE/Cost Estimate Forms	Pg. 28	Yes
<input type="checkbox"/>	6. Funding Sources Form	Pg. 30	Yes
<input type="checkbox"/>	7. APPLICANT Capacity	Pg. 32	N/A
<input type="checkbox"/>	8. Photos and Copyright License Agreement	Pg. 33	N/A
<input type="checkbox"/>	9. Reporting Certification	Pg. 35	Yes
<input type="checkbox"/>	10. NON-PROFIT APPLICANT Requirements (only for NON-PROFIT APPLICANTS)	Pg. 36	N/A

## PROJECT APPLICATION FORM (CHECKLIST #1)

### PROJECT APPLICATION FORM (CHECKLIST Item #1)

A fillable APPLICATION Form will be available at [parks.ca.gov/oep](https://parks.ca.gov/oep).

Amounts to list on the Form in the top right corner:

Match funding is not required. There is no advantage given for matching funds.

- If the GRANT by itself funds the TOTAL PROGRAM COST, write "0" on the "Other Funding Sources" line.

OR

- If applicable, identify the amount of Other Funding Sources. See the definition of COMMITTED FUNDS.

Make sure all dollar amounts are consistent with the GRANT SCOPE/Cost Estimate Form and Funding Sources Form.

Program Name:

- Use up to 50 characters including spaces. Include the community's name in the program name. Example: East Side Community Nature Learning

Required people to list on the Form:

- The AUTHORIZED REPRESENTATIVE is the position that signs all forms in the APPLICATION packet.
- The Application Contact is the day-to-day administrator who can answer detailed questions about the PROGRAM and documents in the APPLICATION.
- The Grant Contact will be the lead contact for GRANT administration if it is selected for funding. The Application and Grant contact may be the same person.

The AUTHORIZED REPRESENTATIVE will certify on the Application Form that the information contained in the APPLICATION packet is accurate.

## PROJECT APPLICATION FORM (CHECKLIST #1)

State of California – Natural Resources Agency  
DEPARTMENT OF PARKS AND RECREATION  
Outdoor Equity Grants Program

### PROGRAM APPLICATION FORM

<b>PROGRAM NAME</b> (include a name that best identifies the community, 50 character limit)			
<b>REQUESTED GRANT AMOUNT</b>	\$	<input style="width: 100%;" type="text"/>	
<b>OTHER FUNDING SOURCES (IF APPLICABLE)</b>	\$	<input style="width: 100%;" type="text"/>	
<b>TOTAL PROGRAM COST</b>	\$	<input style="width: 100%;" type="text"/>	
<b>COMMUNITY HOME BASE NAME and PHYSICAL ADDRESS</b>			
<b>COUNTY OF COMMUNITY HOME BASE</b>			
<b>APPLICANT NAME</b> (entity applying for the GRANT) <b>and MAILING ADDRESS</b>			
<b>AUTHORIZED REPRESENTATIVE</b> , as shown in Authorizing Resolution			
<input style="width: 100%;" type="text"/>			
Name ( <i>typed or printed</i> ) and	Title	Email address	Phone
<b>APPLICATION CONTACT</b> , for detailed application questions ( <i>if different from AUTHORIZED REPRESENTATIVE</i> )			
<input style="width: 100%;" type="text"/>			
Name ( <i>typed or printed</i> ) and	Title	Email address	Phone
<b>GRANT CONTACT</b> , for administration of grant if awarded ( <i>if different from Application Contact above</i> )			
<input style="width: 100%;" type="text"/>			
Name ( <i>typed or printed</i> ) and	Title	Email address	Phone
<b>GRANT SCOPE</b> I represent and warrant that this APPLICATION describes the intended use of the requested GRANT to complete the items listed in the attached GRANT SCOPE/Cost Estimate Summary Form. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this APPLICATION, including required attachments, is accurate.			
		<input style="width: 100%;" type="text"/>	
Signature of AUTHORIZED REPRESENTATIVE		Date	
Print Name	<input style="width: 100%;" type="text"/>	Title	<input style="width: 100%;" type="text"/>

## GRANT SELECTION CRITERIA (CHECKLIST #2)

### GRANT SELECTION CRITERIA (CHECKLIST ITEM #2)

#### OVERVIEW

The Grant Selection Criteria are used to rank all statewide APPLICATIONS.

APPLICANTS are encouraged to conceptualize an OUTDOOR PROGRAM based on the Grant Selection Criteria. Technical Assistance for these criteria begins on page 42.

The maximum score is 100 points.

- All competing APPLICATIONS start with 0 points.
- Points are gained through the Grant Selection Criteria.

GRANT SELECTION CRITERIA	MAX POINT VALUE
1. COMMUNITY HOME BASE	30
2. Community Planning	15
3. OUTDOOR PROGRAM Goals	20
4. Service Learning, Career Pathway, Leadership Opportunities	15
5. Partnerships and Capacity Building	10
6. Mentoring Youth Leaders after the GRANT	10
<b>MAXIMUM SCORE</b>	<b>100</b>

## GRANT SELECTION CRITERION #1 COMMUNITY HOME BASE

### GRANT SELECTION CRITERION #1 – COMMUNITY HOME BASE

Describe the CHALLENGES affecting the RESIDENTS by answering A and B below:

- A) Use the Community FactFinder at [parksforcalifornia.org/outdoorequity](https://parksforcalifornia.org/outdoorequity) to list the following data for the area surrounding the COMMUNITY HOME BASE:
- Community FactFinder Report ID Number (Found on the top right corner of the report)
  - Per Capita Income
  - People in Poverty
  - Free or Reduced-Priced Meals (Percentage of students at the nearest public elementary, middle, and high schools)
  - English Learners (EL) (Number of students enrolled at the nearest public elementary, middle, and high schools)
- B) Why was this COMMUNITY HOME BASE selected as a central gathering place in the community for RESIDENTS who currently lack access to an OUTDOOR PROGRAM? Describe the CHALLENGES facing RESIDENTS, including YOUTH, and their need for access to an OUTDOOR PROGRAM.

**POINTS FOR A – PER CAPITA INCOME:** 6 points will be given to the **lowest per capita income** compared with all statewide APPLICATIONS. OGALS will develop a competitive statewide list representing the per capita income of all APPLICATIONS in rank order, from lowest to highest.

	Points
Lowest 10% on the ranked list.	6
From 11%-20% on the ranked list.	5
From 21%-50% on the ranked list.	4
From 51%-80% on the ranked list.	3
From 81%-100% on the ranked list.	1
No information provided.	0

**POINTS FOR A – PEOPLE IN POVERTY:** 5 points will be given to the **highest number of people in poverty** compared with all other statewide APPLICATIONS. OGALS will develop a statewide list representing the number of people in poverty of all APPLICATIONS in rank order, from highest to lowest.

	Points
Highest 10% on the ranked list.	5
From 11%-20% on the ranked list.	4
From 21%-50% on the ranked list.	3
From 51%-80% on the ranked list.	2
From 81%-100% on the ranked list.	1
No information provided.	0

Technical assistance is available on page 43.

## GRANT SELECTION CRITERION #1 COMMUNITY HOME BASE

<b>POINTS FOR A – FREE OR REDUCED-PRICE MEALS:</b> <i>5 points will be given to the highest enrollment percentage of free or reduced-priced meals compared with all other statewide APPLICATIONS. OGALS will develop a statewide list representing the school meal enrollment percentage of all APPLICATIONS in rank order, from highest to lowest.</i>	
	<b>Points</b>
100% to 90% school meal enrollment percentage.	5
From 89%-70% school meal enrollment percentage.	4
From 69%-50% school meal enrollment percentage.	3
From 49%-30% school meal enrollment percentage.	2
From 29%-1% school meal enrollment percentage.	1
No information provided.	0

<b>POINTS FOR A – ENGLISH LEARNERS:</b> <i>4 points will be given to the highest number of English learning students compared with all other statewide APPLICATIONS. OGALS will develop a statewide list representing the number of English Learner students of all APPLICATIONS in rank order, from highest to lowest.</i>	
	<b>Points</b>
Highest 10% on the ranked list.	4
From 11%-30% on the ranked list.	3
From 31%-60% on the ranked list.	2
From 61%-100% on the ranked list.	1
No information provided.	0

<b>POINTS FOR B:</b> <i>Up to 10 points will be given to a COMMUNITY HOME BASE with significant CHALLENGES compared with all statewide APPLICATIONS.</i>	
	<b>Points</b>
The RESIDENTS near this COMMUNITY HOME BASE have significant CHALLENGES compared with all statewide APPLICATIONS. The COMMUNITY HOME BASE is a high priority area for access to an OUTDOOR PROGRAM.	10-6
The RESIDENTS near this COMMUNITY HOME BASE have average CHALLENGES and need for access to an OUTDOOR PROGRAM compared with all statewide APPLICATIONS.	5-4
The RESIDENTS near this COMMUNITY HOME BASE have minimal CHALLENGES and need for access to an OUTDOOR PROGRAM compared with all statewide APPLICATIONS.	3-1
No information provided.	0

Technical assistance is available on page 43.

## GRANT SELECTION CRITERION #2 COMMUNITY PLANNING

### GRANT SELECTION CRITERION #2 - COMMUNITY PLANNING

Community planning is an exchange of creative ideas and insight between the APPLICANT, PARTNERS, and RESIDENTS conducted to help define the vision and logistics for an OUTDOOR PROGRAM. Topics can include goals and logistics for Grant Selection Criteria 3-6. This planning must occur any time before the APPLICATION deadline.

A) Use the chart format below to describe how the APPLICANT or partnering community-based organization(s) outreached to a BROAD REPRESENTATION of RESIDENTS to help plan the OUTDOOR PROGRAM through two or more MEETINGS.

Method of Outreach such as in-person MEETINGS, online platform (identify platform), teleconference, etc.	Location, date, and start and end time of the Community Planning engagement. Cite why this was an effective location and time to engage RESIDENTS near the COMMUNITY HOME BASE.	Number of RESIDENTS and general description. Identify the number of RESIDENTS engaged, as well as whether the group was made up of families, guardians, YOUTH, OLDER ADULTS, people with disabilities, etc. Of this total, how many were YOUTH?

B) ACTIVITIES IN THE COMMUNITY.

Use the chart below to list feedback from RESIDENTS that will be implemented.

List the planning topics discussed with RESIDENTS. Topics can include goals and logistics for Criteria 3-6.	List the ideas from RESIDENTS that will be implemented for ACTIVITIES IN THE COMMUNITY.

C) NATURAL AREA TRIP(S).

Use the chart below to list feedback from RESIDENTS that will be implemented.

List the planning topics discussed with RESIDENTS. Topics can include goals and logistics for Criteria 3-6.	List the ideas from RESIDENTS that will be implemented for activities at or near the NATURAL AREA TRIP(S).

## GRANT SELECTION CRITERION #2 COMMUNITY PLANNING

<b>POINTS for A - OUTREACH:</b> <i>Up to 5 points will be given for engaging at least 20 RESIDENTS to help plan the OUTDOOR PROGRAM.</i>	
	<b>Points</b>
<b>Number of RESIDENTS:</b> Over 20 multi-generational RESIDENTS including parents/guardians, OLDER ADULTS, and at least 10 YOUTH that were engaged through a combination of two or more MEETINGS to give feedback about planning the OUTDOOR PROGRAM.	5
<b>Number of RESIDENTS:</b> From 19-15 multi-generational RESIDENTS including parents/guardians, OLDER ADULTS, and at least 7 YOUTH that were engaged through a combination of two or more MEETINGS to give feedback about planning the OUTDOOR PROGRAM.	3
<b>Number of RESIDENTS:</b> From 14-9 multi-generational RESIDENTS including parents/guardians, OLDER ADULTS, and at least 5 YOUTH that were engaged through a combination of two or more MEETINGS to give feedback about planning the OUTDOOR PROGRAM.	2
Less than 9 RESIDENTS were engaged or only one MEETING occurred to give feedback.	1
No residents were engaged to give feedback	0

<b>POINTS for B and C - ACTIVITIES:</b> <i>Up to 10 points will be given to the inclusion of ideas from RESIDENTS to help plan the OUTDOOR PROGRAM.</i>	
	<b>Points</b>
<b>B: Accepted ideas for ACTIVITIES IN THE COMMUNITY:</b> The response lists goals and logistics input from RESIDENTS <u>that will be included</u> for ACTIVITIES IN THE COMMUNITY.	Yes = 5 No = 0
<b>C: Accepted ideas for NATURAL AREA TRIPS:</b> The response lists goals and logistics input from RESIDENTS <u>that will be included</u> for travel to and activities during the NATURAL AREA TRIPS.	Yes = 5 No = 0

Technical assistance is available on page 44.

### GRANT SELECTION CRITERION # 3 OUTDOOR PROGRAM GOALS

#### GRANT SELECTION CRITERION # 3 – OUTDOOR PROGRAM GOALS

Using the chart and questions below, describe the series of activities that will form the OUTDOOR PROGRAM during the GRANT PERFORMANCE PERIOD.

1. **ACTIVITIES IN THE COMMUNITY:** Use the top chart and outline of questions a-l to describe a plan for ACTIVITIES IN THE COMMUNITY. Review the definition of “ACTIVITY IN THE COMMUNITY” found on page 50 and provide a plan for achieving up to five of those goals. Please group the ACTIVITIES IN THE COMMUNITY into no more than 5 goals.
2. **NATURAL AREA TRIPS:** Use the second chart and narrative questions on the next page to describe a plan for each NATURAL AREA TRIP.

#### ACTIVITIES IN THE COMMUNITY

Activity Goal #	a. Activity Goal Title (up to 7 words that best describes the activity)	b. Location(s) where activity will take place (name and addresses if available).	c. Number of intended PARTICIPANTS per each activity day (an average day is acceptable).	d. Number of planned activity days.	e. Total number of intended PARTICIPANTS (Multiply c times d)
1					
2					

Answer the following for each Activity Goal in the same order as listed in the chart. Up to five goals may be listed. Please group the ACTIVITIES IN THE COMMUNITY into no more than 5 goals.

- f. Provide a general description of intended PARTICIPANTS (youth, older adults, multi-generational, etc.) Of the total listed in e, how many will be YOUTH PARTICIPANTS?
- g. Cite which EDUCATIONAL goal will be met per the definition of EDUCATION found on page 51. Briefly summarize the qualifications of the group or individual who will provide the experience and what teaching method(s) will be used.
- h. How will the activity increase community capacity to foster a long-term ENVIRONMENTAL JUSTICE legacy such as engaging in planning and improving the community’s environment?
- i. List supplies, equipment, and activity fees and their associated cost estimates (see page 46).
- j. Briefly describe estimated transportation costs if applicable. This may include transporting PARTICIPANTS to and from the COMMUNITY HOME BASE. (See page 46)
- k. Briefly describe estimated costs for labor including job titles, hourly rate times hours (see page 46).
- l. Total estimated cost (i + j + k) to achieve this Activity Goal. (This total amount will be listed on the Grant Scope/Cost Estimate Form on page 29)

Respond to a through l above for up to 5 Activity Goals per the definition of ACTIVITIES IN THE COMMUNITY on page 50.

## GRANT SELECTION CRITERION #3 OUTDOOR PROGRAM GOALS

**NATURAL AREA TRIPS**

Trip #	a. Trip Title (use up to 7 words. Include name of destination)	b. Destination(s) location name and address (if available).	c. Number of intended PARTICIPANTS for this trip. An average estimate per trip is acceptable.	d. For REOCCURRING NATURAL AREA TRIPS <u>to the same</u> location, list the number (#) of repeat trips. Otherwise, list (1).	e. Total number of intended PARTICIPANTS (Multiply c times d)
1					
2					

Answer the following for each NATURE AREA TRIP in the same order as listed in the chart. REOCCURRING NATURAL AREA TRIPS to the same destination will be listed in one row.

- f. Provide a general description of intended PARTICIPANTS (youth, older adults, multi-generational, etc.) Of the total listed in e, how many will be YOUTH PARTICIPANTS?
- g. Will it be a one-day trip or overnight/multiple days? If multiple, how many days?
- h. Cite which EDUCATIONAL goal will be met per the definition of EDUCATION found on page 51. Briefly summarize the qualifications of the group or individual who will provide the experience and what teaching method(s) will be used.
- i. How will PARTICIPANTS also have time for SELF-DISCOVERY to explore or play and form a personal connection with nature?
- j. List supplies, equipment, and activity fees and their associated cost estimates considering the number of intended PARTICIPANTS. (See page 46)
- k. Briefly describe estimated transportation costs considering the number of intended PARTICIPANTS. (See page 46)
- l. Briefly describe estimated costs for labor including job titles, hourly rate times hours. (See page 46)
- m. Total estimated cost (add j through l) to achieve this NATURE AREA TRIP considering the number of intended PARTICIPANTS. (This amount will be listed on the Grant Scope/Cost Estimate Form on page 29)

## GRANT SELECTION CRITERION # 3 OUTDOOR PROGRAM GOALS

	Points
<p>The OUTDOOR PROGRAM will include <u>all of the following</u>:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Includes both ACTIVITIES IN THE COMMUNITY and NATURAL AREA TRIPS.</li> <li><input type="checkbox"/> Activities for both EDUCATION and SELF-DISCOVERY nature exploration.</li> <li><input type="checkbox"/> The primary intended PARTICIPANTS of the overall OUTDOOR PROGRAM are YOUTH. However, at a minimum, at least one ACTIVITY IN THE COMMUNITY and at least one NATURAL AREA TRIP will involve other age groups such as, families, OLDER ADULTS, or other RESIDENTS.</li> </ul> <p>There are a high number of activity days during the GRANT PERFORMANCE PERIOD, the range of proposed activities is outstanding, and the plan maximizes the number of PARTICIPANTS compared with similar grant requests statewide.</p>	20-16
<p>All of the above with one exception:</p> <p>There are a moderate number of activity days during the GRANT PERFORMANCE PERIOD, or the range of proposed activities or number of PARTICIPANTS are average compared with other similar statewide grant requests.</p>	15-10
<p>The OUTDOOR PROGRAM includes <u>one of the following weaknesses</u>:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Activities will only take place in the community <u>or</u> only at the NATURAL AREA TRIP, not both; OR</li> <li><input type="checkbox"/> Activities are either only EDUCATIONAL curriculum <u>or</u> only SELF-DISCOVERY nature exploration activities, not both. OR</li> <li><input type="checkbox"/> The primary intended PARTICIPANTS are not YOUTH. OR</li> <li><input type="checkbox"/> No activities will involve other age groups such as, families, OLDER ADULTS, or other RESIDENTS. OR</li> </ul> <p>Compared with other statewide APPLICATIONS, the number of activity</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> days are low during the GRANT PERFORMANCE PERIOD, or the range of proposed activities or number of PARTICIPANTS are minimal.</li> </ul>	9-1
<p>The GRANT request will not include any OUTDOOR PROGRAM activities designed to create a connection to the natural world.</p>	Ineligible

Technical assistance is available on page 45.

**GRANT SELECTION CRITERION #4 SERVICE LEARNING, CAREER PATHWAY,  
AND LEADERSHIP OPPORTUNITIES**

**GRANT SELECTION CRITERION #4 – SERVICE LEARNING, CAREER PATHWAY, AND LEADERSHIP OPPORTUNITIES**

Answer A, B, and C below to describe how RESIDENTS including YOUTH will participate in meaningful opportunities that can be used for future employment resumes or college admissions for natural resources or ENVIRONMENTAL JUSTICE professions. The experience gained should be useful for future employment resumes or college admissions, via a certificate or internship. Eligible opportunities must be related to completion of the OUTDOOR PROGRAM during the GRANT PERFORMANCE PERIOD consistent with the GRANT SCOPE.

A) Describe the opportunity(s) for RESIDENTS that can be used for future employment resumes or college admissions.	B) Number of RESIDENTS.	C) Cost for internships, if applicable.
		\$
	(Add Total number of RESIDENTS)	(Total cost of all internships if applicable*)

\*The opportunity(s) may be paid or unpaid/volunteer. Contact California's Division of Labor Standards and Enforcement at [dir.ca.gov/dlse/](http://dir.ca.gov/dlse/) for internship rules. If applicable, the total amount listed in C) above will also be listed on the Grant Scope/Cost Estimate Form on page 29)

<b>POINTS:</b> Up to 15 points will be given to an OUTDOOR PROGRAM that will include service learning, career pathway education, or leadership opportunities for at least 15 RESIDENTS. The experience gained can be used for employment resumes or college admissions.	
	<b>Points</b>
At least 15 RESIDENTS will receive service learning, career pathway education, or leadership opportunities transferable to employment resumes or college admissions..	15
Between 14 to 10 RESIDENTS will each receive service learning, career pathway education or leadership opportunities transferable to employment resumes or college admissions.	10
From 9 to 1 RESIDENTS will each receive service learning, career pathway education or leadership opportunities transferable to employment resumes or college admissions.	5
The OUTDOOR PROGRAM will not offer at least one RESIDENT any service learning, career pathway education, or leadership opportunity transferable to employment resumes or college admissions.	0

Technical Assistance is available on page 47.

## GRANT SELECTION CRITERION #5 PARTNERSHIPS AND CAPACITY BUILDING

### GRANT SELECTION CRITERION #5 – PARTNERSHIPS AND CAPACITY BUILDING

Describe PARTNERSHIP assistance given to the APPLICANT beginning with the appropriation of the AB 209 (July 1, 2020). PARTNERS can assist with achieving any of the goals of Grant Selection Criteria 2-4 and 6.

Answer A and B in the chart below:

A. Name and General Purpose of the Partner Organization.	B. PARTNERSHIP Role specific to any of the Grant Selection Criteria 2-4 and 6.

POINTS: Up to 10 points will be given to an OUTDOOR PROGRAM that involves at least two PARTNERSHIPS.	
	Points
The OUTDOOR PROGRAM involves two or more PARTNERSHIPS.	10
The OUTDOOR PROGRAM involves one PARTNERSHIP.	5
The OUTDOOR PROGRAM involves no PARTNERSHIPS. Or, a response was not provided.	0

The responses above will be sufficient to describe PARTNERSHIP roles. Supplemental documents such as agreements are not necessary.

Technical assistance is available on page 48.

**GRANT SELECTION CRITERION #6 MENTORING YOUTH LEADERS  
AFTER THE GRANT PERFORMANCE PERIOD**

**GRANT SELECTION CRITERION #6 – MENTORING YOUTH LEADERS AFTER  
THE GRANT PERFORMANCE PERIOD**

APPLICANTS can respond to either A or B below to either provide a plan for mentoring YOUTH after the grant funds expire, or, explain why this would not be achievable.

- A) Describe a plan to recruit and empower YOUTH who will be selected by the APPLICANT as having potential to become future environmental leaders in California. To describe the plan, include the following:
- Approximately how many YOUTH will be selected by the APPLICANT and how will they be identified as having interest in becoming future environmental leaders in California?
  - What types of activities will the mentoring involve? Examples include capacity building or EDUCATIONAL mentoring towards careers in natural resource and environmental professions. Or, civic engagement including making ENVIRONMENTAL JUSTICE recommendations to local, state, or federal government. This includes cultivating active involvement in the civic decision-making process to have a healthy environment.
  - From approximately what time-period will the YOUTH be mentored after the GRANT PERFORMANCE PERIOD?

OR

- B) Why is it not possible to mentor YOUTH leaders after the GRANT PERFORMANCE PERIOD?

**\*Sustaining the OUTDOOR PROGRAM beyond the GRANT PERFORMANCE PERIOD is not required. This is about mentoring YOUTH after the OUTDOOR PROGRAM.**

<i>POINTS: 10 points will be given for a plan to mentor YOUTH after the GRANT PERFORMANCE PERIOD or an explanation why this concept cannot be achieved.</i>	
	<b>Points</b>
The APPLICANT provided a plan to mentor YOUTH after the GRANT PERFORMANCE PERIOD towards careers in natural resource and environmental professions or active involvement in the civic decision-making process to have a healthy environment. Or The APPLICANT provided an explanation why this cannot be achieved after the GRANT PERFORMANCE PERIOD.	<b>10</b>
The APPLICANT did not provide a plan or an explanation why YOUTH cannot be mentored after the GRANT PERFORMANCE PERIOD.	<b>0</b>

Technical Assistance is available on page 49.

COMMUNITY FACTFINDER REPORT AND CERTIFICATION

COMMUNITY FACTFINDER REPORT AND CERTIFICATION (CHECKLIST ITEM #3)

Provide the following two items:

1. **Community FactFinder Report.** To create a report of the COMMUNITY HOMEBASE listed in the response to Criterion 1, use the Outdoor Equity FactFinder tool at [parksforcalifornia.org/outdoorequity/](https://parksforcalifornia.org/outdoorequity/)

The Community FactFinder Report will be used for Grant Selection Criterion 1 on page 14.

2. **Community FactFinder Certification.** This Form will be signed by the AUTHORIZED REPRESENTATIVE.

Its purpose is to certify that the Community FactFinder Report was generated from a point on or within the COMMUNITY HOME BASE. If the blue pin tip is outside the COMMUNITY HOME BASE, OGALS reserves the right to generate a new Community FactFinder Report with the blue pin tip in the middle of the COMMUNITY HOME BASE for the purpose of Grant Selection Criterion 1.

State of California – Natural Resources Agency  
DEPARTMENT OF PARKS AND RECREATION



**COMMUNITY FACTFINDER CERTIFICATION**

I certify that the Community FactFinder Report submitted at the time of APPLICATION meets the following requirements:

- ✓ The Community FactFinder Report was generated with the blue pin tip located on or in the boundary of the COMMUNITY HOME BASE.

I understand if the above requirement was not met, OGALS will generate a new report with the blue pin tip located in the middle of the COMMUNITY HOME BASE to create the new half-mile radius and will use this new data for the purposes of Grant Selection Criterion 1.



AUTHORIZED REPRESENTATIVE Signature



Date

**AUTHORIZING RESOLUTION (CHECKLIST #4)****AUTHORIZING RESOLUTION (CHECKLIST ITEM #4)**

The Authorizing Resolution serves two purposes:

1. It is the means by which the APPLICANT's Governing Body shows it is aware of all the terms of the CONTRACT. It provides confirmation that the APPLICANT has the funding to complete the proposed OUTDOOR PROGRAM if the GRANT is awarded.
2. Designates a position title (through Provision 4) to represent the Governing Body on all matters regarding the APPLICATION and OUTDOOR PROGRAM. The incumbent in this position is referred to as the AUTHORIZED REPRESENTATIVE.

All checklist items that require a signature, besides Checklist Item 8, must be the signature of the AUTHORIZED REPRESENTATIVE. Submitted documents should be signed and scanned or digitally signed using an encrypted signature, such as Adobe's Digital ID. All forms requiring signatures have been uploaded to the program webpage and include a signature field that meets this requirement.

The AUTHORIZED REPRESENTATIVE can delegate signatory authority to other individuals (by position title) either in entirety or for particular documents. The delegation process requires the AUTHORIZED REPRESENTATIVE to submit an email or letter to OGALS delegating authority.

**Format**

The Authorizing Resolution on the following page may be reformatted; however, the *language provided in the resolution must remain unchanged*. Any changes to the language may require OGALS Legal Office review. The time involved with the legal review process may delay APPLICATION approval and could affect OGALS' ability to fund the PROJECT.

**AUTHORIZING RESOLUTION (CHECKLIST #4)**

**RESOLUTION OF THE (Title of Governing Body/City Council, Board of Supervisors/Directors) OF (City, County, District, or Non-Profit Organization)  
Approving the Application for  
OUTDOOR EQUITY GRANTS PROGRAM GRANT FUNDS**

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Outdoor Equity Grants Program, setting up necessary procedures governing the application; and

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

WHEREAS, successful Applicants will enter into a contract with the State of California to complete the Grant Scope program;

NOW, THEREFORE, BE IT RESOLVED that the (Applicant's Governing Body) hereby:  
APPROVES THE FILING OF AN APPLICATION FOR THE (NAME OF PROPOSAL); AND

1. Certifies that said Applicant has or will have available, prior to commencement of any work on the program(s) included in this application, the sufficient funds to complete the program(s); and
2. Certifies that if the grant is awarded, the Applicant has or will have sufficient funds to operate the program(s) as described in the Grant Selection Criterion response, and
3. Certifies that the Applicant has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Grant Administration Guide; and
4. Delegates the authority to (designated position) to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the Grant Scope; and
5. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.
6. Will consider promoting inclusion per Public Resources Code §80001(b)(8 A-G).

Approved and adopted the      day of                     , 20    

I, the undersigned, hereby certify that the foregoing Resolution Number      was duly adopted by the (Applicant's Governing Body) following a roll call vote:

Ayes:                                     

Noes:                                     

Absent:                                     

   (Clerk)

## GRANT SCOPE/COST ESTIMATE FORM (CHECKLIST #5)

### GRANT SCOPE/COST ESTIMATE FORM (CHECKLIST ITEM #5)

The GRANT SCOPE/Cost Estimate Form on the following pages has two uses:

1. Establishing the GRANT SCOPE
2. Providing a Cost Estimate for the OUTDOOR PROGRAM

#### 1. Establishing the GRANT SCOPE

The Form will be used to establish the expected deliverables for the activities described in Grant Selection Criteria 3 and 4 on pages 18 to 21.

- Use the Form to list only the activities that will be funded by the GRANT plus COMMITTED FUNDS (if applicable) during the GRANT PERFORMANCE PERIOD. Do not include future costs beyond what the GRANT and COMMITTED FUNDS will support during the GRANT PERFORMANCE PERIOD.
- Use the Grant Scope/Cost Estimate Form to provide the lump-sum estimated cost of all activities consistent with the response to Grant Selection Criteria 3 and 4.

#### 2. Providing a Cost Estimate for the OUTDOOR PROGRAM.

See the ELIGIBLE COSTS section starting on page 37 before creating a Cost Estimate.

- The TOTAL PROGRAM COST must cover all the ACTIVITIES IN THE COMMUNITY and the NATURAL AREA TRIPS described in Grant Selection Criterion 3. This is the row labeled as (1) on the Form.
- Rows (2) to (4) on the Form cover other items that may be added into the TOTAL PROGRAM COST.
- Contingency for costs can be folded into the line items. Do not list contingency as a separate item.
- OGALS understands that actual costs may change during the OUTDOOR PROGRAM. In most cases, a revised GRANT SCOPE/Cost Estimate Summary Form is not required when estimated costs fluctuate during the OUTDOOR PROGRAM.
- Check the math and dollar amounts between all forms in the APPLICATION to ensure the GRANT request amount and TOTAL PROGRAM COST is consistent.

## GRANT SCOPE/COST ESTIMATE FORMS (CHECKLIST #5)

**GRANT SCOPE/COST ESTIMATE FORM**

Follow the directions starting on page 28. Use the response to Grant Selection Criteria #3-4 on pages 18 to 21 to summarize the TOTAL PROGRAM COST and deliverables on this form.

See the ELIGIBLE COSTS section starting on page 37 before creating a cost estimate

<b>ACTIVITY IN THE COMMUNITY:</b> In the column below, list each Activity Goal Title and number of intended PARTICIPANTS consistent with the response to Grant Selection Criterion 3(a) and 3(e) on page 18.	<b>Total Cost for ACTIVITY IN THE COMMUNITY</b> consistent with the response to Grant Selection Criterion 3(l) on page 18
Activity Goal Title: _____ # of PARTICIPANTS: _____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>NATURE AREA TRIP:</b> In the column below, list each Trip Title/Destination and number of intended PARTICIPANTS consistent with the response to Grant Selection Criterion 3(a) and 3(e) on page 19.	<b>Total Cost for NATURE AREA TRIP</b> consistent with the response to Grant Selection Criterion 3(m) on page 19
Trip Title/Destination: _____ # of PARTICIPANTS: _____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>(1) Total cost of all ACTIVITIES IN THE COMMUNITY and NATURE AREA TRIPS</b>	\$ (1) _____
<b>(2) Internships</b> from Grant Selection Criterion # 4(C) on page X if applicable	\$ (2) _____
<b>(3) PRE-AWARD PLANNING COSTS</b> for planning the OUTDOOR PROGRAM (up to 5% of the requested GRANT amount):	\$ (3) _____
<b>(4) Hazard and liability insurance premium</b> that will cover the OUTDOOR PROGRAM:	\$ (4) _____
<b>(5) TOTAL PROGRAM COST = (1) + (2) + (3) + (4)</b>	\$ (5) _____
<b>Requested GRANT Amount:</b>	\$ _____

The APPLICANT understands that this form will be used to establish the expected GRANT deliverables for POST-AWARD ACTIVITY COSTS.

\_\_\_\_\_  
 AUTHORIZED REPRESENTATIVE Signature

\_\_\_\_\_  
 Date

## FUNDING SOURCES FORM (CHECKLIST #6)

### FUNDING SOURCES FORM (CHECKLIST ITEM #6)

#### Amounts to list on the Form:

#### Match is not required.

- If the GRANT by itself funds the TOTAL PROGRAM COST, then the top right and bottom right boxes will show the requested GRANT amount only.

#### OR

- If applicable, use the Funding Sources Form to identify each funding source by name and amount.
- Note if the source is state, city, county, federal, or private.
- Review the definition of COMMITTED FUNDS. Provide a commitment date for each funding source indicating when it was committed. All additional funds must be committed no later than 3 months after the APPLICATION deadline.
- The TOTAL PROGRAM COST listed at the bottom of this form must equal the estimated TOTAL PROGRAM COST listed on the Application Form and at the bottom of the GRANT SCOPE/Cost Estimate Summary Form.

#### Participant Fees:

- If applicable, list the total estimated amount that will be charged to PARTICIPANTS for ACTIVITIES IN THE COMMUNITY and NATURAL AREA TRIPS during the GRANT PERFORMANCE PERIOD.
- These are fees charged to PARTICIPANTS for costs in addition to and beyond what the GRANT will pay for.
- If any part of the OUTDOOR PROGRAM will involve fees charged to PARTICIPANTS, the amount charged should be reasonable. Consider PARTICIPANTS affected by poverty.

#### Funding Sources that are loans:

If the source is a loan, identify the type of loan. Please be mindful of GRANT CONTRACT Provision shown below:

#### Use of Grant Monies

GRANTEE shall not use any grant funds (including any portion thereof) for the purpose of making any leverage loan, pledge, promissory note or similar financial device or transaction, without the prior written approval of the STATE.

NOTE: If the funding sources change during the course of the GRANT PERFORMANCE PERIOD, a revised form is required within 30 days.

**FUNDING SOURCES FORM (CHECKLIST #6)**

**FUNDING SOURCES FORM**

Funding Source	Date COMMITTED	Amount
Outdoor Equity Grant Request	TBD	\$ <input style="width: 80%;" type="text"/>
PARTICIPANT Fees (total estimated if applicable)		\$ <input style="width: 80%;" type="text"/>
		\$ <input style="width: 80%;" type="text"/>
		\$ <input style="width: 80%;" type="text"/>
		\$ <input style="width: 80%;" type="text"/>
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		\$ <input style="width: 80%;" type="text"/>
<b>Grand Total All Funding Sources:</b> (Estimated TOTAL PROGRAM COST)		\$ <input style="width: 80%;" type="text"/>

The APPLICANT understands that the OUTDOOR PROGRAM cannot be funded unless the requested GRANT equals the estimated cost needed to complete the OUTDOOR PROGRAM, or, the requested GRANT plus the total amount of additional COMMITTED FUNDS equals the estimated cost of the OUTDOOR PROGRAM. Except for PARTICIPANT fees, additional funds must be secured no later than three months after the APPLICATION deadline if not yet COMMITTED at time of APPLICATION. If the GRANT is awarded, there will be no need for additional fundraising. The costs must be incurred before the final GRANT payment is processed. If funding sources change from the time of APPLICATION until final GRANT payment, the APPLICANT understands this form must be updated within 30 days.

AUTHORIZED REPRESENTATIVE Signature Date

## APPLICANT CAPACITY (CHECKLIST #7)

### APPLICANT CAPACITY (CHECKLIST ITEM #7)

The purpose of this requirement is to evaluate the APPLICANT's capacity to achieve the OUTDOOR PROGRAM during the GRANT PERFORMANCE PERIOD.

Provide a response to the following:

1. Describe the experience or capacity of the APPLICANT or partner to achieve the plan described in Grant Selection Criterion 3.
2. Provide a partial list of government or foundation grants awarded to the APPLICANT for OUTDOOR PROGRAMS within the past five years. Include the date of award, purpose of the grant, grant amount, and accomplishments through the grant.
3. Describe if the APPLICANT or partnering organization is located near the COMMUNITY HOME BASE (headquarters, office, etc.). Or, describe another point of connection with the RESIDENTS or stakeholders near the COMMUNITY HOME BASE that contributes to the capacity to achieve the OUTDOOR PROGRAM.
4. If the OUTDOOR PROGRAM will take place on land not owned by the APPLICANT, describe if a permit or agreement is required. Answer A through C below.
  - A. Describe if all land owners of the locations listed in the response to Grant Selection Criterion #3 have been contacted to determine if a special permit or agreement is needed. Advise the land owner about the intended number of PARTICIPANTS.
  - B. If applicable: Provide a copy of the permit or agreement. Or, if a copy of the permit or agreement is not yet available, provide a plan to secure the permit or agreement should the GRANT be awarded. List and include a timeline for each step to get the permit or agreement.
  - C. If not applicable: Describe what steps were taken to verify that no special permits or agreements with any of the properties will be required.

**PHOTOS AND COPYRIGHT LICENSE AGREEMENT (CHECKLIST #8)****PHOTOS AND COPYRIGHT LICENSE AGREEMENT (CHECKLIST ITEM #8)**

OPTIONAL: Providing photos of the MEETINGS with RESIDENTS is optional, and is not a requirement. If the APPLICANT decides to provide photos of the MEETINGS that occurred under Grant Selection Criterion #2, please follow the directions listed below.

**Community Based Planning Photos:**

1. Provide digital photos of planning MEETINGS or other engagement with RESIDENTS described in Grant Selection Criterion 2 on page 16.
  - a. Photos of RESIDENTS actively providing ideas are preferred.
  - b. The photos do not need to include every RESIDENT that participated.
  - c. High-quality resolution is recommended such as 2048 x 1536 pixels. OGALS may highlight awarded OUTDOOR PROGRAMS at [ParksforCalifornia.org](https://www.parksforcalifornia.org)
  - d. File Name: When uploading the photo into the online application system, use a File Name that describes what is taking place in the photo (purpose, location, and date). For example: Meeting with Boys and Girls Club youth 1515 Alta California Street, July 21 2021.
2. Provide one signed Copyright License Agreement (see next page) from the APPLICANT that will cover all photos.

**PHOTOS AND COPYRIGHT LICENSE AGREEMENT CHECKLIST #8**

State of California - Resource Agency  
DEPARTMENT OF PARKS AND RECREATION

**COPYRIGHT LICENSE AGREEMENT**

COPYRIGHT REGISTRATION NO.

ITEM DESCRIPTION

hereafter called the "Material," a copy of which is attached hereto as Exhibit "A".

I, \_\_\_\_\_, am the creator of, and/or have acquired the intellectual property rights to the Material, and hereby warrant that I have the authority to issue this license and to authorize and release the Material for use by the California Department of Parks and Recreation (the "Department") and its designated agents. I understand that the Department wants to use and reuse the Material, as the Department deems appropriate.

I hereby grant to the Department an unrestricted, fully paid up, worldwide, irrevocable, perpetual license to use, reproduce, distribute, create derivative works, publicly display and perform the Material, in whole or in part, in any manner, for any purpose and in any medium now known or hereinafter invented. This right includes, but is not limited to, the right to copy, publish, distribute, alter and publicly display the Material for education, interpretation, advertising and other purposes consistent with the mission of the Department.

I understand that I will not receive any money for this license agreement, or for any use described above. I understand that I will retain the copyrights to the Material, but hereby grant an unrestricted license to the Department.

I release and discharge Department from any and all claims and demands arising out of, or in connection with any use of the Material, including but not limited to, any and all claims of libel, moral rights and invasion of privacy, and/or any claims under the Visual Artists Rights Act. I realize that I cannot withdraw my consent after I sign this form and I realize this form is binding on me and my heirs, legal representatives and assigns.

I am at least 18 years of age and have the right, ability and authority to enter this binding license agreement.

**AGREED AND ACCEPTED**

BY	DATE	BY	DATE
			
PRINTED NAME OF PERSON SIGNING		PRINTED NAME OF PERSON SIGNING	
ADDRESS		TITLE	DISTRICT/SECTION
CITY/STATE/ZIP CODE		State of California Department of Parks and Recreation	
PHONE NO.	EMAIL	PHONE NO.	EMAIL

DPR 992A (New 3/2003)(Excel 3/29/2003)

## REPORTING CERTIFICATION (CHECKLIST #9)

### REPORTING CERTIFICATION (CHECKLIST ITEM #9)

#### Certification Form

The following reporting requirements are only applicable if the GRANT is awarded. By signing this form, the APPLICANT agrees to keep reporting requirements, #1-5, listed below, during the GRANT PERFORMANCE PERIOD. To meet AB 209 reporting requirements, GRANTEES will submit the following information to OGALS through an online reporting system before the final grant payment will be approved.

#### Reporting Requirements:

1. Total number of YOUTH served.
2. Partnerships formed through the OUTDOOR PROGRAM, including a description of partnership accomplishments and lessons learned.
3. EDUCATIONAL goals achieved through the OUTDOOR PROGRAM per the definition of EDUCATION found on page 51, and how the objective was met.
4. Videos and/or photos that provide a sample of highlights with quotes, captions, or testimonials about the impact of the OUTDOOR PROGRAM.
5. To inform future OUTDOOR PROGRAMS, provide tips and lessons-learned:
  - o successful methods used,
  - o unforeseen challenges and recommended solutions.
  - o These tips will be made available online to help build capacity statewide.

The APPLICANT understands that if the GRANT request is approved, GRANTEES will respond to the Reporting Requirement #1-5 above through an online reporting system that will be made available at [www.parks.ca.gov/oeep](http://www.parks.ca.gov/oeep) before the final grant payment will be approved.

  
 AUTHORIZED REPRESENTATIVE Signature

  
 Date

## NON PROFIT REQUIREMENTS (CHECKLIST #10)

### NON-PROFIT REQUIREMENTS (CHECKLIST ITEM #10)

This checklist item is only for NON-PROFIT organization APPLICANTS.

Please provide items 1-2 below:

1. Letter of Determination from the Internal Revenue Service indicating current 501(c)(3) status.
2. First two pages of the NON-PROFIT'S most recently filed federal 990 forms.

The following are not required in the APPLICATION. OGALS reserves the right to request the following four items at any time during the review process:

- Articles of Incorporation
- Mission Statement
- Income statement showing revenue and expenditure projections for the next calendar or fiscal year.
- Balance sheet showing assets and liabilities for the most recent fiscal year.

## ELIGIBLE COSTS

### III. Eligible Costs

This section provides rules and examples of ELIGIBLE COSTS for the OUTDOOR PROGRAM. It provides rules and guidance for PRE-AWARD PLANNING COSTS and POST-AWARD ACTIVITY COSTS.

#### PRE-AWARD PLANNING COSTS

These are costs associated with planning the OUTDOOR PROGRAM during the GRANT PERFORMANCE PERIOD.

- Planning costs dating back to the APPROPRIATION DATE are eligible for a reimbursement of up to 5% of the GRANT amount if the APPLICATION is selected for funding.
- May include note takers, facilitators, and multi-lingual translation, transportation, equipment, supplies, etc. for MEETINGS and other OUTDOOR PROGRAM planning purposes.
- See the bottom of the Grant Scope/Cost Estimate Summary Form to add a planning cost estimate.
- Also see the definition of PRE-AWARD PLANNING COSTS.

#### POST-AWARD ACTIVITY COSTS

The rest of this section below provides rules and guidance for implementing the ACTIVITIES IN THE COMMUNITY and NATURAL AREA TRIPS as proposed in Grant Selection Criteria 3 and 4.

These are not planning costs. POST-AWARD ACTIVITY COSTS are direct costs to conduct the ACTIVITIES IN THE COMMUNITY and NATURAL AREA TRIPS.

These POST-AWARD ACTIVITY COSTS become eligible on the start date provided by OGALS. See the definition of POST-AWARD ACTIVITY COSTS.

The next pages provide guidance about:

- A) Supplies, Equipment, and Activity Fees/Admissions
- B) Travel Costs
- C) Labor Costs
- D) Insurance for all activities necessary for the OUTDOOR PROGRAM

## ELIGIBLE COSTS

### A) Supplies, Equipment, and Activity Fees/Admissions

- ❑ **Activity Fees:** Location entrance fees for places such as museums, parks, campground reservations, zoos, aquariums, botanical gardens, parking, ski lifts, special events; specific experiences such as horseback riding, paddling, rafting, rock climbing, birding; renting or leasing vehicles or equipment for the actual activity fits in this category such as whale watching and safety equipment.
- ❑ **Activity supplies and equipment (examples):** include but are not limited to backpacks, tents, mountain bikes, kayaks, surfboards, bodyboards, stand up paddle boards, life jackets, helmets, wetsuits, snowboard/ski's, canopy, sleeping bags, stoves, 2-way radios, binoculars, water filters, snowshoes, hiking boots, gloves, goggles, compasses, fire starters, bug repellent, sunblock, poison oak protectant, first aid supplies, canteens, flashlights, batteries, lanterns, interpretive materials, trash/recycling bags, safety whistle, bear spray, utensils, etc. that are necessary to support an activity.
- ❑ **Most Economical use of State Funds** - For supplies and equipment that will cost over \$500 per single unit item, and which can be purchased, leased, or rented, the most economical use of state funds must be applied. This means that the grantee will use the most affordable option to complete the OUTDOOR PROGRAM during the GRANT PERFORMANCE PERIOD by either renting, leasing, or purchasing the supplies and equipment.
- ✗ Supplies and equipment may come from GRANTEE'S central stock if claimed costs are no higher than supplies or equipment purchased elsewhere. For audit purposes, a report or source document must describe the work performed, indicate the hours used, relate the use to the GRANT SCOPE, and must be signed by the operator or supervisor.

### B) Travel Costs

- ❑ **Travel must be within California only.**
- ❑ **Overnight accommodations (camping or lodging):** Campsite rentals, yurts, and hotels, following the most economical use of State funds, including travel to and from the destination of the NATURAL AREA TRIP. The cost cannot exceed the state per diem set in each County where the overnight accommodation will take place. [calhr.ca.gov/employees/pages/travel-reimbursements.aspx](http://calhr.ca.gov/employees/pages/travel-reimbursements.aspx)
- ❑ **Food and food storage:** The purchase of food, and purchase or rental of food storage for safety compliance during the NATURAL AREA TRIP. This means the PARTICIPANTS will learn how to prepare the food as an EDUCATIONAL health activity of the OUTDOOR PROGRAM.
- ❑ **Meal per diem for NATURAL AREA TRIPS only:** Breakfast, lunch, and dinner meals during the path of travel and overnight stays are eligible up to the State's per diem rates or actual cost, whichever is less. Keep receipts for audit purpose.  
Food related to ACTIVITIES IN THE COMMUNITY is ineligible.
- ❑ **Passenger Ticket purchases:** Trains, boats, airplanes, or other public transportation for PARTICIPANTS to and from the planned activity.

## ELIGIBLE COSTS

- **Vehicle use for transportation of PARTICIPANTS may involve:**
  - Taking PARTICIPANTS to and from the COMMUNITY HOME BASE to NATURAL AREA TRIPS.
  - Taking PARTICIPANTS to and from the COMMUNITY HOME BASE and their schools and neighborhoods for ACTIVITIES IN THE COMMUNITY related to the Grant Selection Criteria.
- **Vehicles chartered or rented by GRANTEE:**
  - ☐ Chartered transportation paying for a charter company's standard rate is an ELIGIBLE COST.
  - ☐ Rental of vehicles at market value, including low Greenhouse Gas (GHG) emission vehicles, are an ELIGIBLE COST.
- **Vehicles owned/leased by GRANTEE:**
  - ☐ Mileage incurred on a GRANTEE's own vehicles can be charged at the State's rate that is in effect at the time of the trip. Maintenance and repair cost necessary to safely operate vehicles are built into the State's rate of the allowable charge per mile.
  - ☐ A Mileage Log must record the trips charged to the GRANT. For audit purposes, the Mileage Log must describe the miles driven, OUTDOOR PROGRAM purpose related to the GRANT SCOPE, and must be signed by the operator and supervisor.

## C) Labor

- ☐ **Employee services:** See accounting rules for employee services explained in the GRANT ADMINISTRATION GUIDE.
  - ☐ **Internships consistent with Grant Selection Criterion #4:** Internships will be administered as employee services of the GRANTEE. The GRANTEE must follow applicable laws for employee services, including internships. Contact California's Division of Labor Standards and Enforcement at [dir.ca.gov/dlse/](http://dir.ca.gov/dlse/) for internship rules.
  - ☐ **Program activity providers:** Including physical activity instructors, trainers, nature guides, career pathway educators, language translators, drivers, etc.
  - ☐ **Program management:** Including site inspections, coordinating partners, scheduling activities, directing equipment, materials, activity instructors, and transportation personnel.
  - ☐ **Communication and training:** Including outreach to RESIDENTS, training of program activity providers for cultural awareness, and risk management.
  - ☐ **Reporting:** Including data collection, photography, and videography which can include interviews with PARTICIPANTS.
  - ☐ **GRANT administration and accounting**
  - ☐ **Miscellaneous costs:** Including economical use of State funds cost comparison for equipment, supplies, and NATURAL AREA TRIPS related expenses, transporting materials, equipment, personnel, and communications and video documentation of the program achievements.
- D) **Insurance:** Premiums on hazard and liability insurance including aggregate coverage for all activities necessary for the OUTDOOR PROGRAM. See the Grant Administration Guide for an Insurance Policy Checklist that lists the insurance policy requirements for GRANTEES.

## ELIGIBLE COSTS

**Keep all records of all costs for audit purpose.**

- ✓ For labor charged to the GRANT, maintain timesheets recording specific time spent on the OUTDOOR PROGRAM.
- ✓ Keep invoices, receipts, and payment records for all purchases, leases, and rentals.

## INELIGIBLE COSTS

### INELIGIBLE COSTS

- **Outside the GRANT PERFORMANCE PERIOD:** Costs incurred before or after the GRANT PERFORMANCE PERIOD.
- **CAPITAL PROJECTS:** Construction/development of land. Vehicle or land acquisition.
- **Indirect costs:** Overhead business expenses of the GRANTEE'S fixed or ordinary operating costs: (rent, mortgage payments, property taxes, utilities, office supplies).
- **Routine park maintenance** by the GRANTEE'S existing staff is an ineligible activity. Examples include routine restroom cleaning, garbage removal, groundskeeping, scheduled maintenance, graffiti removal, etc.
- **Fundraising.**
- **Food:** If not related to a NATURAL AREA TRIP. Food for ACTIVITIES IN THE COMMUNITY is ineligible. See Eligible Costs, heading B, Travel Costs, for eligible food costs only during NATURE AREA TRIPS.
- **Grant Writing.**
- **Programs imposed on an APPLICANT through legal mitigation.**

### Lack of Record Keeping:

During an Audit, lack of record keeping can make claimed costs ineligible.

Examples include:

- Charging employee services without documentation of actual time spent on the OUTDOOR PROGRAM.
- Lack of source documents (no evidence of invoices, bid process, payment receipts, etc.).
- See the GRANT ADMINISTRATION GUIDE'S "Accounting Requirements" for additional guidance.

As a reminder, keep all records of all costs for audit purpose.

- ✓ For labor charged to the GRANT, maintain timesheets recording specific time spent on the OUTDOOR PROGRAM.
- ✓ Keep invoices, receipts, and payment records for all purchases, leases, and rentals.
- ✓ See the GRANT ADMINISTRATION GUIDE'S "Accounting Requirements" for additional guidance.

**TECHNICAL ASSISTANCE FOR APPLICANTS**  
**APPLICATION WORKSHOPS BY OGALS**

## IV. Appendices

### TECHNICAL ASSISTANCE FOR APPLICANTS

This page summarizes the assistance available to APPLICANTS.

To ensure a fair process, OGALS' Competitive Project Officers will provide all APPLICANTS with correct and consistent guidance.

All statewide APPLICANTS are encouraged to access the following:

#### Application Workshops by OGALS

Application Workshops will be offered featuring a page-by-page review of this Application Guide, including time for questions.

#### Access to Program Competitive Project Officers

OGALS' Competitive Project Officers provide a range of customer service options to all applicants in a timely manner. APPLICANTS are encouraged to email, call, or schedule meetings when guidance is needed. A list of OGALS' Competitive Project Officers is available at [parks.ca.gov/oep](http://parks.ca.gov/oep).

#### Assistance with Incomplete Application Documents

OGALS may contact APPLICANTS to explain what corrections are needed. OGALS does not automatically disqualify an APPLICATION if a document is incomplete or needs a correction with the exception of the Grant Selection Criteria. OGALS' Competitive Project Officers can also preview Checklist Items 1, and 3-10 before the APPLICATION deadline.

#### Strengths and Weaknesses

APPLICANTS that do not receive a GRANT award can get strengths and weaknesses feedback based on the Grant Selection Criteria after GRANT awards are announced. This feedback may be useful to APPLICANTS if another ROUND of funding is available.

#### Grant Administration Workshop

APPLICANTS who receive a GRANT award must attend a mandatory GRANT administration workshop. During the workshop, OGALS and DPR auditors provide an in-depth review of the GRANT ADMINISTRATION GUIDE that explains the requirements and forms necessary for administration. OGALS' Grant Administration Project Officers are also available to answer administrative questions through the final payment process.

#### Outdoor Recreation Leadership Training

The Department's Office of Community Involvement offers interactive, hands-on training that equips adults with the skills and confidence to lead outdoor recreation activities with an emphasis on camping. This training is optional for GRANTEES. Visit [parks.ca.gov/oci](http://parks.ca.gov/oci) for more information.

**GRANT SELECTION CRITERIA GUIDANCE**  
**GRANT SELECTION CRITERION 1 (COMMUNITY HOME BASE) ON PAGE 14**

**GRANT SELECTION CRITERIA GUIDANCE**

This section gives technical assistance for Grant Selection Criteria 1 through 6 found on pages 14 to 22.

**GRANT SELECTION CRITERION 1 (COMMUNITY HOME BASE) ON PAGE 14**

The goal of OEP is to provide access to RESIDENTS who otherwise would be financially, imaginatively (due to a lack of awareness), or physically unable to benefit from the proposed experience(s) described in Grant Selection Criterion 3.

The COMMUNITY HOME BASE should be strategically located near where a majority of the targeted population lives in the underserved community. PARTICIPANTS can also live further than a half-mile radius from the COMMUNITY HOME BASE. For example, a school in a rural area may be the central gathering place for PARTICIPANTS.

**Part A – Community FactFinder Report:**

The COMMUNITY HOME BASE half-mile radius will be used to evaluate data within the community. The APPLICANT may choose any point in or on the boundary of the proposed COMMUNITY HOME BASE to place the blue pin point to establish the half-mile radius.

The use of the half-mile radius helps steer APPLICANTS towards selecting a COMMUNITY HOME BASE that best meets the intent of this funding opportunity. The FactFinder's half-mile radius uniformly quantifies per capita income, people below poverty, and public-school data using consistent data available statewide.

If the radius were larger, it could encompass higher income areas, which would disadvantage many statewide APPLICATIONS.

**Part B – Other Challenges:**

Review the definition for CHALLENGES and use it as a guide to describe the community's story.

This Criterion is the APPLICANT'S chance to describe the need for the OUTDOOR PROGRAM not covered by the data found in the Community FactFinder. There may be other circumstances affecting the need for the OUTDOOR PROGRAM in addition to the examples listed in the definition for CHALLENGES. If so, describe those circumstances as well.

For rural areas where PARTICIPANTS may need to commute further distances from their neighborhoods to the COMMUNITY HOME BASE, explain why the COMMUNITY HOME BASE is centrally located and accessible.

**GRANT SELECTION CRITERIA GUIDANCE**  
**GRANT SELECTION CRITERION 2 (COMMUNITY PLANNING) ON PAGE 16**

**GRANT SELECTION CRITERION 2 (COMMUNITY PLANNING) ON PAGE 16**

This criterion is about planning the OUTDOOR PROGRAM goals, activities, and logistics through an exchange of ideas and feedback with RESIDENTS.

APPLICANTS are encouraged to partner with community-based organizations that can help engage the RESIDENTS. A BROAD REPRESENTATION of RESIDENTS should be engaged through at least 2 MEETINGS. While a specific MEETING may not have a BROAD REPRESENTATION, when each MEETING is added with others, the combination should.

MEETINGS can promote a group dynamic, with RESIDENTS building upon the ideas of one another. Engaging and interactive group discussions can lead to a more in-depth understanding of the RESIDENTS' needs. A survey may be used during the process as another way of gathering input from RESIDENTS in addition to MEETINGS. However, while a survey can be a tool, it is not by itself a MEETING where RESIDENTS have discussions.

**Outreach Methods:** Cost effective approaches and inclusive approaches to engaging RESIDENTS for OUTDOOR PROGRAM planning includes:

1. Identifying a RESIDENT that is seen as a leader who can assist with outreach and even with language translation. YOUTH may be able to assist with outreach and language translation. Or, due to COVID-19 restrictions, YOUTH can help with technology/webinar MEETINGS.
2. Using MEETING locations RESIDENTS, such as sidewalk meetings. APPLICANTS or a partnering community group can set up a banner, easels, and tables on a Saturday morning and knock door-to-door inviting residents to join neighbors and discuss OUTDOOR PROGRAM ideas.
3. Having MEETINGS where RESIDENTS will already be present. For example, facilitate MEETINGS with students in their classes, or a MEETING at a senior center or retirement community complex, or add OEP planning to the agendas of neighborhood/community-based organization meetings where RESIDENTS will be available.
4. Scheduling MEETINGS to accommodate RESIDENTS with different employment and family schedules, including weekend or evening hours.

**Capturing Ideas:**

- It is recognized that awareness of opportunities can be a barrier to getting fully informed ideas from RESIDENTS. To overcome this barrier, APPLICANTS or partners can consider a brainstorming approach with RESIDENTS. The APPLICANT or partner and RESIDENTS can share ideas and feedback with each other to make fully informed decisions.
- Capture ideas about ACTIVITIES IN THE COMMUNITY and logistics for planning NATURE AREA TRIPS. See Grant Selection Criteria 3-6 which can be a basis for planning topics to discuss.
- To help the RESIDENTS prioritize the selection of their preferred activities, make budget limitations and projections clear to RESIDENTS.

The MEETINGS or other planning efforts must take place before the APPLICATION is sent to OGALS. Make it clear to RESIDENTS that OEP may be highly competitive, that funding is not guaranteed, and be prepared to discuss other options for funding the activities.

**GRANT SELECTION CRITERIA GUIDANCE**  
**GRANT SELECTION CRITERION 3 {OUTDOOR PROGRAM ACTIVITIES} ON PAGE 18**

**GRANT SELECTION CRITERION 3 {OUTDOOR PROGRAM ACTIVITIES} ON PAGE 18**

Design the activities to strengthen the PARTICIPANTS' connection with the natural world.

- 1) EDUCATION and SELF-DISCOVERY activities with structured and unstructured time allows PARTICIPANTS to develop personal connections to nature.
- 2) Activities for population groups with unique needs and interests may be scheduled:
  - a. For example, different types of activities may serve OLDER ADULTS compared to YOUTH.
  - b. Families may go on one nature experience trip, and a youth leadership group may go on another trip.
  - c. Activities that bring different generations together are also encouraged.
- 3) Partnerships may help to provide additional experience or serve other age groups or abilities.
- 4) The majority of activities should take place outdoors; however, indoor EDUCATION classes or some indoor activities due to weather constraints are acceptable.
- 5) Transportation is an eligible cost if it meets the following purpose:
  - a. Taking PARTICIPANTS to and from the COMMUNITY HOME BASE to NATURAL AREA TRIPS.
  - b. Taking PARTICIPANTS to and from the COMMUNITY HOME BASE, their schools, and neighborhoods.
- 6) For potential ENVIRONMENTAL JUSTICE community reporting, a web-based tool will be available at [parks.ca.gov/oeep](https://parks.ca.gov/oeep).

**The following examples may occur during ACTIVITIES IN THE COMMUNITY or during NATURAL AREA TRIPS:**

EDUCATION topics may include but are not limited to these examples:

1. Natural resources and interpretation.
2. ENVIRONMENTAL JUSTICE data collection, analysis and reporting. For example, testing water and soil, and identifying other environmental health factors.
3. Guided nature walks.
4. Art instruction such as videography, graphic design, photography, painting and drawing  
 NATURAL AREA TRIPS OR ENVIRONMENTAL JUSTICE SCENES.
5. Cultural heritage and historic exploration, including museums
6. Tribal land visits.
7. Building awareness of parks, recreation, and resource protection benefits.
8. Water conservation and solutions to prevent pollution.
9. Climate change and potential solutions.
10. Coastal protection.
11. Safety (CPR, wilderness first responder, first aid, etc.).
12. Camping skills.
13. Wildlife viewing, and other outdoor pursuits.
14. Wilderness survival skill building.

**GRANT SELECTION CRITERIA GUIDANCE****GRANT SELECTION CRITERION 3 [OUTDOOR PROGRAM ACTIVITIES] ON PAGE 18**

Recreation activities may include but are not limited to:

1. Activities in nature: Hiking, biking, horseback riding, paddling, swimming, surfing, skiing, sledding, and off-highway motorized vehicle recreation in designated areas, etc.
2. Teamwork and leadership building activities in nature.
3. Therapeutic recreation in nature to heal from the effects of PTSD, trauma, and other physical and emotional conditions.
4. Cooking and learning sound nutrition habits and food storage safety for camping trips. (Note: The purchase of food and food storage through the GRANT program is only eligible during NATURAL AREA TRIPS. (See page 38).
5. Cultural activities such as performing arts, music, dance, visual art activities, tribal gatherings, etc.
6. Other recreation-based multi-generational activities that bring together families, YOUTH, OLDER ADULTS, and other diverse populations.

Planned activities may also include service learning, career pathway, and leadership opportunities; see examples of these on page 47.

**Developing Cost Estimates for Criterion #3**

Use the following guidance to respond to items i through l on page 18 and j through m on page 19.

- For equipment, supplies, activity fees and travel start the phrase with “Purchase,” “Lease,” or “Rent” and include the number to be purchased and name of the item, multiplied by the cost per item. The most economical use of state funds is required between these options to achieve the goals during the GRANT PERFORMANCE PERIOD only.
- For labor include the type of work, number of workers and titles, estimated hours per worker, multiplied by hourly salary.
- Contingency for costs can be folded into the lump sum cost estimate. Do not list “contingency” as its own separate item.

**Estimated Costs Examples:**

- **Equipment, supplies, and activity fees**
  - Purchase 100 tents x \$250/tent = \$25,000 (costs such as shipping, tax, warranty, etc. should be folded into the above lump sum estimated cost.)
- **Travel**
  - Rent 3 vans x \$200/day x 4-day trip = \$2,400 (costs such as gas, parking, insurance, tolls, etc. should be folded into the above lump sum estimated cost.)
- **Labor**
  - 10 Camp Guides x 30 hours each x \$20/hour = \$6,000 (see employee services costs and ineligible costs on pages 39 to 41):

**GRANT SELECTION CRITERIA GUIDANCE**  
**GRANT SELECTION CRITERION 4 {SERVICE LEARNING, CAREER PATHWAY, AND LEADERSHIP OPPORTUNITIES} ON PAGE 20**

**GRANT SELECTION CRITERION 4 {SERVICE LEARNING, CAREER PATHWAY, AND LEADERSHIP OPPORTUNITIES} ON PAGE 20**

This criterion encourages and is designed to give RESIDENTS, especially YOUTH or under-employed adults, opportunities that can be used for employment resumes or college admissions.

- ✓ The opportunities may also be unpaid opportunities.
- ✓ Employment of RESIDENTS through internships is only eligible if the activities are consistent with the GRANT SCOPE to achieve the goals of the OUTDOOR PROGRAM.

The series of activities offered through the OUTDOOR PROGRAM can introduce PARTICIPANTS to the fields of therapeutic recreation, services for Adverse Childhood Experiences, natural science, park or resource management, and community engagement or public service. Leadership development will cultivate diverse adaptive leaders who prioritize outdoor EDUCATIONAL and recreational experiences, healthy lifestyles, exercise, value of and participation in nature, and community development.

The opportunities may also include activities designed to influence the community's health and quality of life (environmental, recreational, EDUCATIONAL, and cultural) if consistent with the GRANT SCOPE to achieve the goals of the OUTDOOR PROGRAM.

Examples of meaningful opportunities for RESIDENTS consistent with the purpose of the GRANT SCOPE include:

1. YOUTH leadership and community organizing in outreach to RESIDENTS during community-based planning.
2. Language translators.
3. MEETINGS assistance or web-based technical assistance (IT) for RESIDENTS.
4. Internships, training positions, or paid positions for those to gain experience as nature guides, interpreters, rangers, natural scientists, physical activity coaches, therapists, trainers, etc.
5. Developing communication related to water, parks, climate, coastal protection, and other outdoor pursuits (graphic art, messaging/writing, photography, videography, painting/drawing, social media or website development, etc.).
6. Reporting on or interviewing PARTICIPANTS, including using technical skills such as videography.
7. Leadership can be developed by PARTICIPANTS sharing their skills, insight, and experiences with other RESIDENTS.
8. Community development to work across boundaries (cross-disciplinary, cultural, generational, geographic) to strengthen community connections and action. Working with people and institutions to equip them to address access related CHALLENGES and work together to solve them.

**GRANT SELECTION CRITERIA GUIDANCE****GRANT SELECTION CRITERION 5 (PARTNERSHIPS AND CAPACITY BUILDING) ON PAGE 21****GRANT SELECTION CRITERION 5 (PARTNERSHIPS AND CAPACITY BUILDING) ON PAGE 21**

**Time period:** To receive up to ten points, the PARTNERSHIP contributions should occur starting from July 1, 2020 onward. A PARTNERSHIP can involve a public agency, non-profit organization, or company that is assisting the APPLICANT to achieve one or more goals related to Grant Selection Criteria 2, 3, 4, and 6.

Partnership Examples

1. Assisting with outreach and MEETINGS with RESIDENTS (see Criterion 2).
2. Capacity building such as teaching the APPLICANT or another partner a service skill, cultural awareness training, administrative assistance, mentoring, etc.
3. Fiscal Sponsors can qualify as a partnership. This is when the APPLICANT/GRANTEE will serve as the fiscal sponsor of community organizations. The APPLICANT/GRANTEE will administer the GRANT funds and ensure compliance. The community organizations can conduct OUTDOOR PROGRAM activities on behalf of the GRANTEE as a PARTNERSHIP.
4. Conducting one or more activities related to Grant Selection Criteria 3, 4, and 6, such as providing EDUCATION or outdoor skills.
5. Transportation services.
6. A group that specializes in serving a specific age or cultural group, foster youth, or language translation/interpretation.
7. Contributing volunteer services.
8. Contributing materials, equipment, supplies, etc.
9. Contributing cash donations, or providing a grant.

**There is no point advantage for greater amounts of COMMITTED FUNDS. Cash contributions are not required to receive the maximum 10 points.**

Partnership with a HEALTH ORGANIZATION

AB 209 includes the following priority: *"Contribute to healthy lifestyles, sound nutritional habits, and improved outdoor educational and recreational experiences."*

Forming a partnership with a HEALTH ORGANIZATION is encouraged, but not required for the response to this criterion.

"HEALTH ORGANIZATION" is broadly defined to mean a government, foundation or community-based organization, or private entity with a primary mission of supporting clean air, water, and land, physical activity, therapeutic recreation, active transportation, nutrition, social and mental wellness, or ENVIRONMENTAL JUSTICE.

To form new partnerships with the HEALTH SECTOR, APPLICANTS may want to consider local health departments, health insurance companies or local hospitals and clinics, NON-PROFIT health advocates or community-based organizations, and even statewide or national health foundations.

California's 2021-2026 Statewide Comprehensive Outdoor Recreation Plan (SCORP) recognizes shared goals between park agencies and HEALTH ORGANIZATIONS. Visit [ParksforCalifornia.org](https://ParksforCalifornia.org) to read the SCORP and learn more.

**GRANT SELECTION CRITERIA GUIDANCE**  
**GRANT SELECTION CRITERION 6 (MENTORING YOUTH LEADERS**  
**AFTER THE GRANT PERFORMANCE PERIOD) ON PAGE 22**

**GRANT SELECTION CRITERION 6 (MENTORING YOUTH LEADERS AFTER THE GRANT PERFORMANCE PERIOD) ON PAGE 22**

This criterion encourages, but does not require, APPLICANTS to develop a plan to mentor YOUTH for civic engagement, leadership roles, and career pathways after the GRANT PERFORMANCE PERIOD.

For example, an annual community needs assessment about ENVIRONMENTAL JUSTICE may be conducted and reported by YOUTH.

- A web-based tool that allows for community reporting will be available at [parks.ca.gov/oep](https://parks.ca.gov/oep).

APPLICANTS have an option to describe why it will not be possible to mentor YOUTH after the GRANT PERFORMANCE PERIOD by answering part B instead of part A.

**GRANT SELECTION CRITERIA REQUIREMENTS**

If the GRANT is awarded, responses to the Criteria listed below will be included in a Status Report sent to GRANTEES every six months until final grant payment.

The Status Report will serve as a reminder of what the APPLICANT committed to during the competitive process. It will list responses to the following Grant Selection Criteria:

- Criterion 2 (use of RESIDENTS' ideas)
- Criterion 3 (activity plan)
- Criterion 4 (service learning, career pathway, leadership opportunities)
- Criterion 5 (partnerships and capacity building)
- Criterion 6 (engagement with YOUTH leaders after the GRANT PERFORMANCE PERIOD)

## DEFINITIONS FOR ALL WORDS AND TERMS IN SMALL CAPS

### DEFINITIONS FOR ALL WORDS AND TERMS IN SMALL CAPS

**ACTIVITY IN THE COMMUNITY** – outdoor or indoor **EDUCATION** components designed to teach **PARTICIPANTS** about the community’s environment, and the community’s link to clean air, water, and land, that achieves one or more of the following goals:

1. **ENVIRONMENTAL JUSTICE** analysis and reporting that may involve **YOUTH** leadership development in the community.
2. Solution-based learning about the community’s connection to climate change and other environmental issues such as stormwater runoff, air quality, brownfields, land-use planning, urban heat island effect, groundwater supply, energy and water efficiency.
3. Discovering nature in action in the community through educational walks looking for flora (trees/plants) and fauna (animals/insects), and visits to local resources such as a community park, creek, zoo, science or nature center etc.
4. Curriculum based activities at the **COMMUNITY HOME BASE**. (See definition of **EDUCATION**)
5. Preparing participants for **NATURAL AREA TRIPS**.

**APPLICANT** – an entity requesting **GRANT** funding through a competitive process.

**APPLICATION** – the required attachments listed in the Application Checklist on page 10.

**APPROPRIATION DATE** – begins on July 1<sup>st</sup> of the State fiscal year when OEP funds are authorized by the legislature.

**AUTHORIZED REPRESENTATIVE** – the position appointed by the **APPLICANT**’s governing body to sign all required **GRANT** documents. The **AUTHORIZED REPRESENTATIVE** can designate an alternate by informing **OGALS** in writing.

**BROAD REPRESENTATION** – **RESIDENTS** who may have different recreational, physical activity, and career pathway education needs, including **YOUTH**, families, **OLDER ADULTS**, people with disabilities, single adults, etc.

**CAPITAL PROJECT** – land acquisition, land construction, or acquisition of vehicles. Capital projects as defined for purpose of this grant program are not eligible.

**CHALLENGES** – conditions present within a half mile of the **COMMUNITY HOME BASE** affecting the **HEALTH** and quality of life for **RESIDENTS**. Examples include: a lack of safe or affordable recreational opportunities, under-performing schools, low household incomes, high crime rates, blighted land, brownfield land, residential overcrowding, lack of transportation, barriers such as freeways and rivers disconnecting neighborhoods, or physical challenges which make it difficult to access remote destinations.

**COMMITTED FUNDS** – the **APPLICANT** has secured all additional funds needed to complete the proposed **OUTDOOR PROGRAMS**. Secured funds are cash in hand or having a contract or other binding agreement with another entity(s) obligating the additional funds. Future fundraising plans are not **COMMITTED FUNDS**.

**COMMUNITY HOME BASE** – a central gathering place for **RESIDENTS** of an underserved community where the *majority of targeted* **PARTICIPANTS** live. For example, a school, recreation center, community meeting space, or local park may serve as the central gathering place in the underserved community. See pages 5 to 6 and Project Selection Criterion 1.

## DEFINITIONS FOR ALL WORDS OR TERMS IN SMALL CAPS

**CONTRACT** – an agreement specifying the GRANT obligations between the GRANTEE and DPR.

**EDUCATION(AL)** – integrating one or more of the following learning opportunities during the OUTDOOR PROGRAM.

1. Instruction in arts, science, technology, engineering, and mathematics that connects the nature experiences, or environmental stewardship.  
or
2. Foster stewardship of the environment using curriculum pursuant to Public Resources Code, Division 34, Part 4: Statewide Environmental Education (Sections 71300-71305).  
or
3. Curriculum that is aligned to the content standards for California public schools adopted by the State Board of Education, including, but not limited to, the Next Generation Science standards, or the California History-Social Science Standards.
4. Additional Learning Opportunities may also include the following, however either 1, 2, or 3 above must be accomplished.
  - Coordinate instructional resources and strategies for providing active pupil participation with onsite conservation efforts.
  - Promote service-learning opportunities between schools and local communities.
  - Assess the impact to participating pupils of the unified education strategy on pupil achievement and resource conservation.
  - Healthy lifestyles and sound nutritional habits.
  - Community outreach methods and civic engagement related to ENVIRONMENTAL JUSTICE.
  - Career pathway mentoring related to natural resource agencies, environmental protection agencies, park operations, and therapeutic recreation.

**ELIGIBLE COSTS** – expenses during the GRANT PERFORMANCE PERIOD to complete the GRANT SCOPE approved by OGALS through a fully executed CONTRACT. Also see the definition of PRE-AWARD PLANNING COSTS and POST-AWARD ACTIVITY COSTS.

**ENVIRONMENTAL JUSTICE** – As defined by the United States Environmental Protection Agency: “Environmental justice is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income, with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. This goal will be achieved when everyone enjoys:

- the same degree of protection from environmental and health hazards, and
- equal access to the decision-making process to have a healthy environment in which to live, learn, and work.”
- *For purpose of this program, Environmental Justice also means planning and community engagement for parks, greenspaces, tree canopy, active transportation, healthy food sources, and other improvements to the community’s environment.*

## DEFINITIONS FOR ALL WORDS AND TERMS IN SMALL CAPS

**GRANT** – amount of funds made available to a **GRANTEE** for completion of the **GRANT SCOPE** during the **GRANT PERFORMANCE PERIOD**.

**GRANTEE** – an entity having a **CONTRACT** with DPR for a **GRANT** funded by this program.

**GRANT ADMINISTRATION GUIDE** – the document titled the “**GRANT ADMINISTRATION GUIDE for the Outdoor Equity Program**” that explains **GRANT** procedures and requirements.

**GRANT PERFORMANCE PERIOD** – the period of time, starting with the **APPROPRIATION DATE**, when **ELIGIBLE COSTS** may be incurred by the **GRANTEE** and charged to the **GRANT**. Dates for each round will be posted at [parks.ca.gov/oeep](https://parks.ca.gov/oeep).

**GRANT SCOPE** – the **OUTDOOR PROGRAM** deliverables listed in the **GRANT SCOPE/Cost Estimate Forms** that must be completed prior to final **GRANT** payment. Also see the definitions of **TOTAL PROGRAM COST**.

**HEALTH** – a state of physical, mental and social well-being and not merely the absence of disease.

**HEALTH ORGANIZATION** – a government, foundation or community-based organization, or private entity with a primary mission of supporting clean air, water, and land, physical activity, therapeutic recreation, active transportation, social and mental wellness, nutrition, and **ENVIRONMENTAL JUSTICE**.

**JOINT POWERS AUTHORITY** – an agreement between a City, County, and/or a **DISTRICT** to perform services, cooperate with, or lend powers for the operation of **PARK** and open space land. For a joint powers authority to be eligible, one of the following must be a member: a City, or a County, or an eligible **DISTRICT**.

**MEETING** – **RESIDENTS** worked together with the **APPLICANT** or with the **APPLICANT’S** partnering community-based organization(s) to plan the **OUTDOOR PROGRAM**.

The type of **MEETING** can be creative, cost effective, and non-traditional. Formal public hearings are not required.

**NATURAL AREA TRIP** – a location at least five miles from the **COMMUNITY HOME BASE** that is challenging to access by **RESIDENTS** such as beaches, rivers, lakes, forests, mountains, deserts, tribal land, and state and national parks within California.

**NON-PROFIT** – any non-profit entity qualified to do business in California under Section 501(c)(3) of Title 26 of the United States Code.

**OLDER ADULTS**: a person who is 60 years of age or older, as defined in the California Code of Regulations §7135.

## DEFINITIONS FOR ALL WORDS OR TERMS IN SMALL CAPS

**OUTDOOR PROGRAM**— a series of activities (sub-programs) proposed through one **APPLICATION** that promote **EDUCATION**, physical activities, leadership, and career pathways that strengthen **PARTICIPANTS'** connection with the natural world. These include **ACTIVITIES IN THE COMMUNITY** and transporting **RESIDENTS** to **NATURAL AREA TRIPS** from the **COMMUNITY HOME BASE**. These do not involve actual construction projects of buildings or land infrastructure.

- **SELF-DISCOVERY** activities that empower **PARTICIPANTS** to develop a sense of connection with nature, which may include unstructured time spent in the **NATURAL AREA TRIP**.
- Activities that contribute to healthy lifestyles, sound nutritional habits, and improved outdoor **EDUCATIONAL** and recreational experiences.
- Integrating instruction in science, technology, engineering, arts, and mathematics that connects to the nature experiences stewardship.
- Activities that foster stewardship of the environment using curriculum pursuant to:
  - Coordinate instructional resources and strategies for providing active pupil participation with onsite conservation efforts.
  - Promote service-learning opportunities between schools and local communities.
  - Assess the impact to participating pupils of the unified **EDUCATION** strategy on pupil achievement and resource conservation.
- Curriculum that is aligned to the content standards for California public schools adopted by the State Board of Education, including, but not limited to, the Next Generation Science standards, or the California History-Social Science standards.
- Service learning and community outreach activities related to strengthening the connection to the natural world.
- Therapeutic recreation using nature to help people heal.

**PARTICIPANTS** – **RESIDENTS** who will join the **OUTDOOR PROGRAM** if the **GRANT** is awarded. People living outside the **COMMUNITY HOME BASE** half-mile radius may also be included.

For reporting purpose and to develop cost estimates, an individual may be counted multiple times if the individual engages in multiple **ACTIVITIES IN THE COMMUNITY** and **NATURE AREA TRIPS**. For example, if an individual will participate in five **REOCCURRING NATURE AREA TRIPS**, the individual would be counted as five participants for cost and reporting purposes.

**PARTNERSHIP** – a public agency, non-profit organization, company, community organization, or other entity, that is assisting the **APPLICANT** to achieve one or more goals related to Grant Selection Criteria 2-6.

**POST-AWARD ACTIVITY COSTS** – program operation costs such as admission fees, travel, equipment, supplies, and staffing for **ACTIVITIES IN THE COMMUNITY** and **NATURAL AREA TRIPS** during the **GRANT PERFORMANCE PERIOD**.

The start date for these costs will be based on both:

- The start date provided in a **GRANT** agreement approved by **OGALS**.
- The date when a **GRANTEE** provides evidence of insurance approved by **OGALS**. See the Grant Administration Guide for insurance policy requirements.

## DEFINITIONS FOR ALL WORDS AND TERMS IN SMALL CAPS

**PRE-AWARD PLANNING COSTS** – costs associated with planning the **OUTDOOR PROGRAM** during the **GRANT PERFORMANCE PERIOD** only. Planning costs dating back to the **APPROPRIATION DATE** are eligible for a reimbursement of up to 5% of the **GRANT** amount if the **APPLICATION** is selected for funding. This is for planning-costs only. Planning includes an exchange of ideas and insight between the **APPLICANT, PARTNERS,** and **RESIDENTS** to help define the vision and logistics for the **OUTDOOR PROGRAM**. Planning topics should include goals and logistics for Grant Selection Criteria 3-6. Please see Grant Selection Criteria #2 on page 16 and technical assistance on page 44 for more information about planning the proposed **OUTDOOR PROGRAM**.

**REOCCURRING ACTIVITY IN THE COMMUNITY** - achieving a goal below through a series of events that will occur multiple times at the same location during the **GRANT PERFORMANCE PERIOD**. **EDUCATION** objectives and other learning experiences may be adjusted for each repeat **ACTIVITY IN THE COMMUNITY**.

1. **ENVIRONMENTAL JUSTICE** analysis and reporting which may involve **YOUTH** leadership development in the community.
2. Solution-based learning about the community's connection to climate change and other environmental issues such as stormwater runoff, air quality, brownfields, land-use planning, urban heat island effect, groundwater supply, energy and water efficiency.
3. Discovering nature in action in the community through educational walks looking for flora (trees/plants) and fauna (animals/insects), and visits to local resources such as a community park, creek, water treatment facility, zoo, science or nature center etc.
4. Curriculum based activities at the **COMMUNITY HOME BASE**. (See definition of **EDUCATION**)
5. Preparing participants for **NATURAL AREA TRIPS**.

**REOCCURRING NATURAL AREA TRIP** – Repeat trips to the same state or national park or other location outside of the community during the **GRANT PERFORMANCE PERIOD**.

**RESIDENTS** – the population *living primarily within* a half-mile of the **COMMUNITY HOME BASE** including **YOUTH,** families, and adults of all ages. This includes but is not limited to migrant working families, foster youth, and families who are homeless. It is recognized that *some PARTICIPANTS may also commute from more distant neighborhoods or rural towns*.

**SELF-DISCOVERY** – time provided for **PARTICIPANTS** in a **NATURAL AREA TRIP** to explore or play and form a personal connection with nature.

**TOTAL PROGRAM COST** – the combined dollar amount of all funding sources to cover costs listed in the **GRANT SCOPE/Cost Estimate Forms** to achieve the **OUTDOOR PROGRAM** during the **GRANT PERFORMANCE PERIOD**.

**YOUTH** – an emphasis on K-12 students who are eligible for Free/Reduced priced meals, and pupils with limited English proficiency (English Learners) as defined in Education Code Section 42238.01. This also includes but is not limited to children of migrant working families, foster youth, and children who are homeless.



PROGRAM WEBSITES: [parks.ca.gov/oep](https://parks.ca.gov/oep) | [parksforcalifornia.org/outdoorequity](https://parksforcalifornia.org/outdoorequity)

**From:** [Erik H](#)  
**To:** [Audrey Malone](#)  
**Subject:** PUBLIC COMMENT ITEM NUMBER 1.F  
**Date:** Thursday, September 16, 2021 8:17:07 PM

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First, I'd like to express my appreciation for the ease of access to the full agenda with details on each item; good work from our city staff! Regarding item 1.F, I wanted to direct the council and the public to the fact that the MJC Construction quote for replacing the Public Works Wall included in the full agenda was not itemized (see page 14 of the full agenda item 1.F PDF); meaning a lump sum cost was provided with no item by item breakdown. I'd like to understand why the City requested a lump sum bid and not an itemized breakdown bid? An itemized bid would ensure that the contractor is providing fair and competitive pricing so the city can ultimately receive the best price for the work.--

Cheers,

Erik Hauenstein



# Lemon Grove Virtual Regular City Council Meeting

**PLEASE DISABLE YOUR MIC AND VIDEO**

Meeting is recorded for the purpose of drafting meeting minutes.

Audio of the meeting is uploaded to the City website within 72 hours following meeting.



CALL TO ORDER





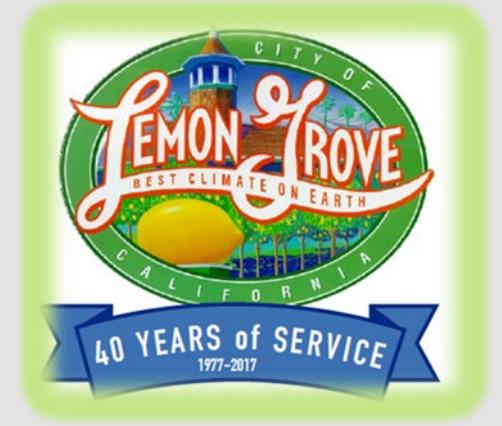
# CHANGES TO THE AGENDA



# Presentation:

## Celebrating National Hispanic Heritage Month

Presented by: Mayor Racquel Vasquez



# The City of Lemon Grove Recognizes

## City of Lemon Grove Certificate of Recognition Lalo Alcaraz September 21, 2021

*WHEREAS, Lalo Alcaraz was born at Mercy Hospital in San Diego in 1964, he is the son of Mexican immigrant parents from Sinaloa and Zacatecas, who had met at ESL class at Heitz High School; and*

*WHEREAS, Lalo Alcaraz is a Lemon Grove native with deeply connected roots to Lemon Grove, he grew up in Lemon Grove living at address on North Avenue, Grove Street and Pacific Avenue and, he attended Golden Avenue Elementary school, Lemon Grove Jr High School in Lemon Grove before going onto Heitz High School, where his parents had first met; and*

*WHEREAS, Lalo Alcaraz attended San Diego State University, where he received his bachelor's degree "With Distinction" in Art and Environmental Design in 1987 and went on to earn his master's degree in Architecture from the University of California, Berkeley in 1991 before moving to Los Angeles; and*

*WHEREAS, Lalo Alcaraz is an award winning visual media artist and television/film writer and producer based in Los Angeles who has been chronicling the ascendancy of Latinos in the US for over a quarter century and from 1992 to 2010, Lalo Alcaraz was a leading figure in the Chicano movement who formerly contributed political cartoons for LA Weekly; and*

*WHEREAS, Lalo Alcaraz is an active speaker on the college circuit and also taught as a faculty member at Otis College of Art & Design, he also serves on the editorial advisory board of the Latin American and Latin literature, philosophy, and arts journal Chicanx Journal: Latinx's Literatures, Arts, and Cultures; and*

*WHEREAS, Lalo Alcaraz is a longtime Chicano political and cultural activist, and a major voice on Mexican and chicanx/Mexican American/Latino history and culture and he began his work as a Cultural Consultant on the Oscar winning Dory of the Dead themed animated global hit Pixar movie Coco in 2017; and*

*WHEREAS, in 2014 Lalo Alcaraz was a Staff Writer and Consulting Producer on the animated Seth MacFarlane led TV show Bordertown on Fox, where in 2020 Lalo was nominated for an Emmy for his work as Consulting Producer and Cultural Consultant on Nickelodeon's show The Casagrandes, and he also he helped develop the spin-off show as Cultural Consultant on Nickelodeon's The Loud House, where he was nominated for two Imagen Awards for positive representation of Latinos in media; and*

*WHEREAS, Lalo Alcaraz is an accomplished graphic novelist and his published graphic novel and cartoon books include: the New York Times Bestseller A Most Imperfect Union, Latino USA, A Cartoon History, 15th Anniversary Edition, Latino USA, A Cartoon History, Migra Mouse, Political Cartoons On Immigration, La Cucaracha and the forthcoming graphic novel history, UNDOORS, for the Latino civil rights organization Unda!US; and*

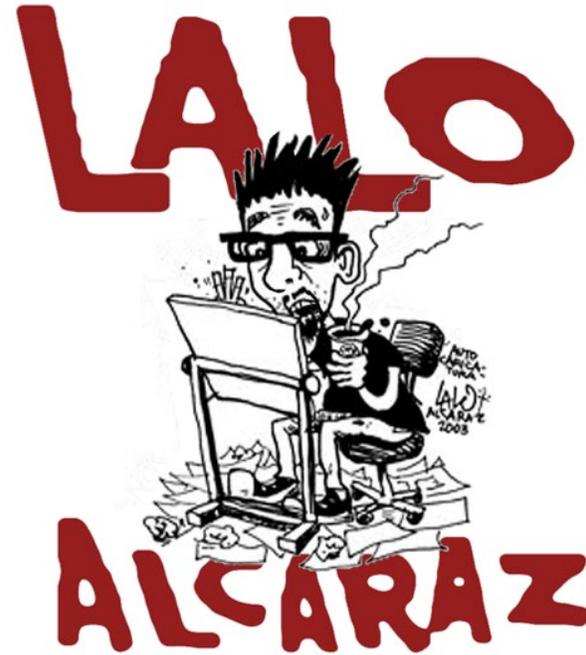
*WHEREAS, Lalo Alcaraz has received awards including "five Southern California Journalism Awards" for Best Cartoons in Weekly Papers and "The Latino Spirit Award" and he was the finalist for the Pulitzer Prize in Editorial Cartooning and also a Pulitzer Finalist in 2020 and 2021; and*

*WHEREAS, Lalo Alcaraz is currently the Artist-in-Residence for Arizona State University's School of Trans-border Studies, and is producing cartoons against vaccine hesitancy, and will be teaching a course in 2022;*

*NOW, THEREFORE, I, RACQUEL VASQUEZ, Mayor of the City of Lemon Grove do hereby extend this Certificate of Recognition to Lalo Alcaraz with sincere appreciation for his artistic passion and dedication to the Hispanic culture in ensuring chronicling the ascendancy of Latinos in the United States.*

*IN WITNESS WHEREOF, I have hereunto set my hand and the Seal of the City of Lemon Grove this 21<sup>st</sup> day of September, Two Thousand Eighteen and twenty one have caused the seal to be affixed.*

*Racquel Vasquez*  
RACQUEL VASQUEZ, Mayor



LA CUCARACHA

BY LALO ALCARAZ



LA CUCARACHA

BY LALO ALCARAZ



# Presentation:

## East County Homeless Task Force

Presented by: **Anna Marie Piconi Snyder**, ECHTF Steering Committee member: Founder and CEO, You Did It For Me, Inc. and **Bonnie Baranoff**, Organizational Management Consultant, East County Homeless Task Force



# The East County Homeless Task Force



## **Anna Marie Piconi Snyder**

ECHTF Steering Committee member;  
President & CEO, You Did It For Me, Inc.

## **Bonnie Baranoff**

ECHTF Steering Committee member &  
Organizational Development Consultant



# Who we are

We are a community-based program of the San Diego East County Chamber Foundation.

We promote collaboration between public, private, and non-profit sectors to discover and action housing solutions in East County.



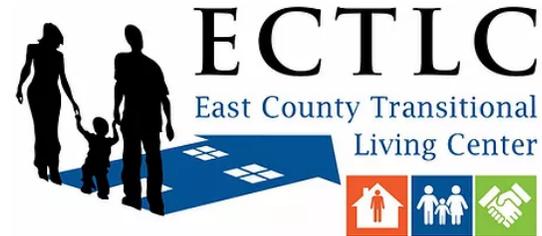
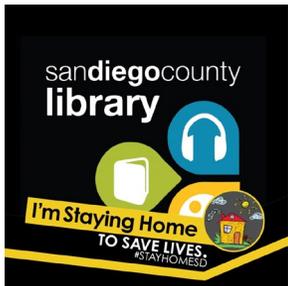
# Partners



SAN DIEGO  
Regional Task Force  
on the Homeless



MERIDIAN  
BAPTIST CHURCH

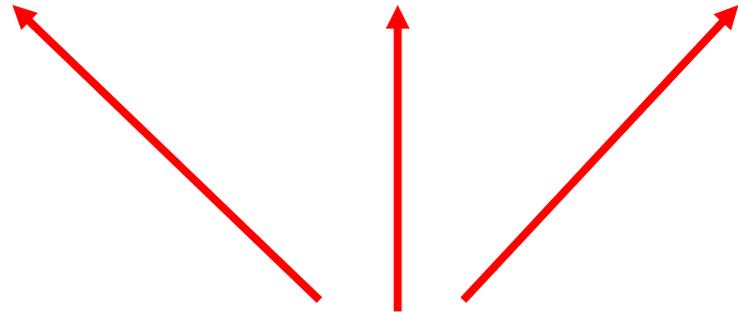


FAMILY HEALTH CENTERS  
OF SAN DIEGO



# Why we do it: address service and housing gaps in East County

## Housing continuum



Greatest need right now  
throughout East County



# Task Force Goals

- **Crisis Response** – Increase the availability of and access to low barrier, safe, and housing-focused **shelter** in East County.
- **Exits from homelessness** – Increase the availability and inventory of permanent supportive housing and permanent affordable **housing** units in East County.
- **Sustain momentum** – Ratify a plan for long-term sustainability of the ECHTF by bringing funding to the task force and its **projects**.



# How we achieve our goals

The ECHTF engages and educates our communities about housing and services for preventing and ending homelessness.

We advocate for policies that result in housing and service options appropriate to East County's range of housing needs.

## What we don't do

- The ECHTF doesn't build shelters or housing
- The ECHTF doesn't operate shelters or supportive housing
- The ECHTF isn't a service provider



# Regional initiatives include:

## Crisis response solutions

- Emergency sleeping cabins
- Safe parking
- Safe camping
- Shared housing
- Bridge housing
- Immediate needs

## Exit from homelessness solutions

- Supportive housing
- Affordable housing



# Accomplishments include:

- Advocacy
  - Solutions for prevention, diversion, outreach, shelter and housing efforts with the four cities and county
  - Training residents on How to Write an Op-ed and Communicating with Elected Officials
- Collaboration
  - Federal funding that benefitted partners and their programs
- Resources for people both looking for and looking to help
  - ECAssist.org
  - Pocket guides
- Partnerships
  - Four East County cities, county departments, RTFH, non-profits, faith community, business groups, housing professionals, housed residents, people with lived experience





## Mission

The ECHTF engages and educates our communities about housing and services for preventing and ending homelessness.

We advocate for policies that result in housing and service options appropriate to East County's range of housing needs.

Housing ends homelessness.



## Vision

A range of housing options in East County communities ensuring everyone who lives here has a place to call home.

# Thank you!

## East County Homeless Task Force



Coordinated By



Contact info:

619-933-7845

[theectf@gmail.com](mailto:theectf@gmail.com)

[ECHTF.org](http://ECHTF.org) | [EAssist.org](http://EAssist.org)

Follow us on Facebook

[www.facebook.com/ECHTF](http://www.facebook.com/ECHTF)

# PUBLIC COMMENT

Written Public Comment was due to the Deputy City Clerk via email at [amalone@lemongrove.ca.gov](mailto:amalone@lemongrove.ca.gov) by Tuesday, September 20, 2021 at 5 p.m.



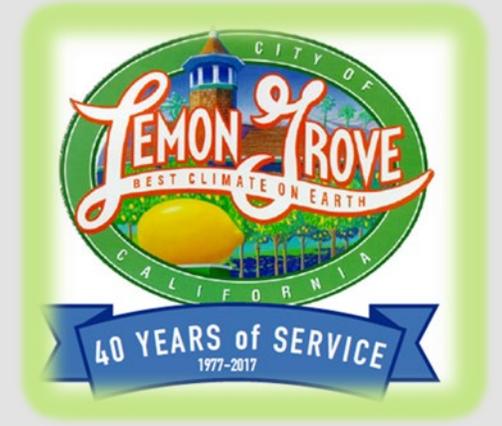
# 1. CONSENT CALENDAR



## 2. REPORTS TO COUNCIL

# Approve an Application for the Outdoor Equity Grant Program

Presented by: Michael Stauffer,  
Senior Management Analyst



# Background

- CA Department of Parks & Recreation has announced funding under the OEP.
- Application deadline is October 8.
- Requires City Council resolution authorizing grant application.

# Outdoor Educational Grant Program

- Competitive grant program.
- Grants range \$20,000-700,000.
- Organizing educational trips.
- Trips to natural areas.
- Expand summer day camp program.
- Supplement funding.
- No additional cost to campers.

## Summer Day Camps

- Adding outdoor field trip component.
- One day during week of camp.
- Cost \$9,600 for one day.
  - Transportation, entrance fees & staffing.
- Up to 110 campers per week.

## Potential Field Trip Locations

- Mission Trails Regional Park
- Cuyamaca Rancho State Park
- Cabrillo National Monument
- Living Coast Discovery Center
- San Elijo Lagoon Ecological Reserve
- Santee Lakes Recreation Preserve
- Torrey Pines State Reserve
- San Diego Botanic Gardens
- Escondido Creek Conservancy
- Blue Sky Ecological Reserve

## Financial Impacts

- \$96,000 in grant funding.
- Costs reimbursed at end of program.
- No matching funds.
- No additional cost to campers.

# RECOMMENDATION:

Adopt a resolution approving an application for Outdoor Equity Grant Program funding from the California Department of Parks and Recreation, Office of Grants and Local Services.



# CITY COUNCIL REPORTS ON MEETINGS ATTENDED AT THE EXPENSE OF THE CITY



# CITY MANAGER REPORT



# ADJOURNMENT

