



Notice of Regular Meeting
Oceano Community Services District - Board of Directors Agenda
WEDNESDAY, FEBRUARY 22, 2023 – 6:00 P.M.
Oceano Community Services District Board Room
1655 Front Street Oceano, CA

All items on the agenda including information items, may be deliberated. Any member of the public with an interest in one of these items should review the background material and request information on the possible action that could be taken.

All persons desiring to speak during any Public Comment period are asked to fill out a "Board Appearance Form" to submit to the Board Secretary prior to the start of the meeting. Each individual speaker is limited to a presentation time of THREE (3) minutes per item. Persons wishing to speak on more than one item shall limit their remarks to a total of SIX (6) minutes. This time may be allowed between items in one-minute increments up to three minutes. Time limits may not be yielded to or shared with other speakers.

1. CALL TO ORDER
2. ROLL CALL
3. FLAG SALUTE
4. AGENDA REVIEW
5. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

This public comment period provides an opportunity for members of the public to address the Board on matters of interest within the jurisdiction of the District that are not listed on the agenda. If a member of the public wishes to speak at this time, Public comment is limited to three (3) minutes.

6. SPECIAL PRESENTATIONS & REPORTS:

A. STAFF REPORTS:

- i. Sheriff's South Station - Commander Keith Scott
- ii. FCFA Operations - Chief Steve Lieberman
- iii. Operations – Utility System Manager Tony Marraccino
- iv. OCSD General Manager – Will Clemens

B. BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:

- i. President Villa
- ii. Vice President Gibson
- iii. Director Austin
- iv. Director Joyce-Suneson
- v. Director Varni

C. PUBLIC COMMENT ON SPECIAL PRESENTATIONS AND REPORTS:

This public comment period provides an opportunity for members of the public to address the Board on matters discussed during Special Presentations and Reports. If a member of the public wishes to speak at this time, Public comment is limited to three (3) minutes.

7. CONSENT AGENDA ITEMS:

Public comment Members of the public wishing to speak on consent agenda items may do so when recognized by the Presiding Officer. If a member of the public wishes to speak at this time, Public comment is limited to three (3) minutes.

- A. Review and Approval of Minutes for the Regular Meeting of February 8, 2023
- B. Review of Cash Disbursements

- C. Approval of a Budget Adjustment, CEQA Exemption, and Contract for Consultant Services for the Water Tank Rehabilitation Project
- D. Approval of a letter of support for One Cool Earth's application to fund a San Luis Obispo County Environmental Education Coalition.

8. BUSINESS ITEMS:

Public comment Members of the public wishing to speak on business items may do so when recognized by the Presiding Officer. If a member of the public wishes to speak at this time, Public comment is limited to three (3) minutes.

- A. Discussion of Parks and Recreation Advisory Committee and provide Board direction as deemed appropriate.
- B. Review of the District's Budget Status as of December 31, 2022.
- C. Approval of a Budget Adjustment and Contract for Grant Writing Consultant Services for a Clean California Grant Application to CalTrans.

9. HEARING ITEMS:

Public comment Members of the public wishing to speak on hearing items may do so when recognized by the Presiding Officer. If a member of the public wishes to speak at this time, Public comment is limited to three (3) minutes.

10. RECEIVED WRITTEN COMMUNICATIONS:

11. LATE RECEIVED WRITTEN COMMUNICATIONS:

12. FUTURE AGENDA ITEMS (Approved by Board Majority):

13. FUTURE HEARING ITEMS:

14. CLOSED SESSION:

15. ADJOURNMENT:

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ASSISTANCE FOR THE DISABLED If you are disabled in any way and need accommodation to participate in the Board meeting, please call the Clerk of the Board at (805) 481-6730 for assistance at least three (3) working days prior to the meeting so necessary arrangements can be made.



Oceano Community Services District
Summary Minutes
Regular Meeting Wednesday, February 8, 2023 – 6:00 P.M.
Location: OCSD BOARD ROOM

1. **CALL TO ORDER:** Called at approximately 6:00 p.m. by President Villa
2. **ROLL CALL:** Board members present: President Villa, Vice President Gibson, Director Austin, Director Joyce-Sunesson, and Director Varni
 Staff present: Will Clemens, General Manager, Carey Casciola, Business & Accounting Manager and Chase Martin, Legal Counsel
3. **FLAG SALUTE:** Led by President Villa
4. **AGENDA REVIEW:** Agenda accepted as presented with a motion by Director Austin and a second by Vice President Gibson a 5-0 roll call vote
5. **PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA:** None
6. **SPECIAL PRESENTATIONS & REPORTS**

A. STAFF REPORTS:

- i. **Sheriff's South Station** – Commander Keith Scott – None
- ii. **Five Cities Fire Authority** – Steve Lieberman, Fire Chief - None
- iii. **Operations** - Utility Systems Manager - Tony Marraccino - None
- iv. **OCSD General Manager** – Will Clemens - None

B. BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:

- i. **President Villa** – Presented on the 2/1/2023 WRAC Meeting
- ii. **Vice President Gibson** – None
- iii. **Director Austin** – Presented on the 2/1/2023 SSLOCSD Meeting
- iv. **Director Joyce-Sunesson** – None
- v. **Director Varni** – reported on the upcoming FCFA meeting, information regarding the potential parks and recreation advisory committee and the 2/8/2023 San Luis Obispo Council of Governments (SLOCOG) meeting.

C. PUBLIC COMMENT ON SPECIAL PRESENTATIONS AND REPORTS: None

7. CONSENT AGENDA:	ACTION:
a) Review and Approval of Minutes for the Regular Meeting of January 25, 2023 b) Review of Cash Disbursements	After an opportunity for public comment, Board and staff discussion, Vice President Gibson made a motion to approve the consent agenda with a second from President Villa and a 5-0 roll call vote. Public Comment: None

8A. BUSINESS ITEMS:	ACTION:
Consideration of the District By-Laws with Direction to Staff as Appropriate	After an opportunity for public comment, Board and staff discussion, Director Varni made a motion to revise 2.4(c) of the By-Laws to reflect that a Director may place an item under future agenda items with a second from another Director with a second from Director Joyce-Sunesson and a 3-2 roll call vote. Dissented: Vice President Gibson and Director Austin Public Comment: None The Board directed staff to make the proposed amendments discussed in a redline strikeout version and prepare a draft resolution for review and consideration at a future board meeting. Public Comment: None

9. **HEARING ITEMS:** None
10. **RECEIVED WRITTEN COMMUNICATIONS:** None
11. **LATE RECEIVED WRITTEN COMMUNICATIONS:** None
12. **FUTURE AGENDA ITEMS** (Approved by Board Majority):
Director Varni made a motion to add the creation of a Parks and Recreation Advisory Committee as a business item to the next agenda with a second from Director Joyce-Suneson with a 3-2 vote.
Dissented: Director Austin and Vice President Gibson.
13. **FUTURE HEARING ITEMS:** None
14. **CLOSED SESSION ITEMS:** None
15. **ADJOURNMENT:** Approximately 8:00 p.m.



Oceano Community Services District

1655 Front Street, P.O. Box 599, Oceano, CA 93475

PHONE(805) 481-6730 FAX (805) 481-6836

Date: February 22, 2023

To: Board of Directors

From: Carey Casciola, Business and Accounting Manager

Subject: Agenda Item #7(B): Recommendation to Review Cash Disbursements

Recommendation

It is recommended that your board review the attached cash disbursements:

Discussion

The following is a summary of the attached cash disbursements:

Description	Check Sequence	Amounts
	60044 - 60070	
Disbursements:		
Regular Payable Register - paid 02/16/2023	60044 - 60062	\$ 22,712.63
Subtotal:		\$ 22,712.63
Reoccurring Payments for Board Review (authorized by Resolution 2020-06):		
Payroll Disbursements - PPE 02/11/2023	N/A	\$ 32,108.00
Five Star Bank - Mastercard Online Payment - paid 2/09/2023	N/A	\$ 878.98
Reoccurring Utility Disbursements - paid 02/16/2023	60063 - 60066	\$ 1,475.92
Reoccurring Health Disbursements - paid 02/16/2023	60067 - 60070	\$ 11,077.71
Subtotal:		\$ 45,540.61
Grand Total:		\$ 68,253.24

Other Agency Involvement

N/A

Other Financial Considerations

Amounts are within the authorized Fund level budgets.

Results

The Board's review of cash disbursements is an integral component of the District's system of internal controls and promotes a well governed community.

COMPANY: 99 - POOLED CASH FUND
 ACCOUNT: 1-1001-000 POOLED CASH OPERATING
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK DATE: 0/00/0000 THRU 99/99/9999
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 060044 THRU 060062

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE	
CHECK:	-----								
1-1001-000	2/16/2023	CHECK	060044	ARAMARK	246.38CR	OUTSTND	A	0/00/0000	UNIFORMS
1-1001-000	2/16/2023	CHECK	060045	BURDINE PRINTING	1,662.68CR	OUTSTND	A	0/00/0000	U/B MAIL & POSTAGE
1-1001-000	2/16/2023	CHECK	060046	CALPORTLAND CONSTRUCTION	642.06CR	OUTSTND	A	0/00/0000	PAVING
1-1001-000	2/16/2023	CHECK	060047	CANNON	11,162.25CR	OUTSTND	A	0/00/0000	CIP-HWY1/ALLEYWAY TO 19TH, CIP-PROP1 SWGP
1-1001-000	2/16/2023	CHECK	060048	CARQUEST AUTO PARTS	5.38CR	OUTSTND	A	0/00/0000	VEHICLE MAINTENANCE
1-1001-000	2/16/2023	CHECK	060049	CITY OF ARROYO GRANDE	842.46CR	OUTSTND	A	0/00/0000	PAVING
1-1001-000	2/16/2023	CHECK	060050	DIVERSIFIED PROJECT SERVICES I	1,180.00CR	OUTSTND	A	0/00/0000	REIMBURSABLE ENGR SVCS
1-1001-000	2/16/2023	CHECK	060051	GATOR CRUSHING & RECYCLING	40.00CR	OUTSTND	A	0/00/0000	ASPHALT RECYCLE
1-1001-000	2/16/2023	CHECK	060052	HERC RENTALS INC.	1,222.63CR	OUTSTND	A	0/00/0000	RENTAL
1-1001-000	2/16/2023	CHECK	060053	ICONIX WATERWORKS (US) INC.	438.83CR	OUTSTND	A	0/00/0000	SYSTEM PARTS
1-1001-000	2/16/2023	CHECK	060054	IZZY PLUMBING INC.	350.00CR	OUTSTND	A	0/00/0000	PLUMBING REPAIR
1-1001-000	2/16/2023	CHECK	060055	RYAN MCLEAN, DBA MCLEAN ROOFIN	303.75CR	OUTSTND	A	0/00/0000	ROOF REPAIR
1-1001-000	2/16/2023	CHECK	060056	MIER BROS.	355.58CR	OUTSTND	A	0/00/0000	PAVING
1-1001-000	2/16/2023	CHECK	060057	MINER'S ACE HARDWARE, INC.	373.12CR	OUTSTND	A	0/00/0000	SYSTEM PARTS, MAINTENANCE, SMALL TOOLS
1-1001-000	2/16/2023	CHECK	060058	NVIRO	1,449.10CR	OUTSTND	A	0/00/0000	WELL MAINTENANCE
1-1001-000	2/16/2023	CHECK	060059	PRO-TECH LANDSCAPE MANAGEMENT,	820.00CR	OUTSTND	A	0/00/0000	LANDSCAPING
1-1001-000	2/16/2023	CHECK	060060	STREATOR PIPE & SUPPLY	154.51CR	OUTSTND	A	0/00/0000	SYSTEM PARTS
1-1001-000	2/16/2023	CHECK	060061	TROESH COLEMAN PACIFIC	397.36CR	OUTSTND	A	0/00/0000	PAVING
1-1001-000	2/16/2023	CHECK	060062	WATER SYSTEMS CONSULTING, INC.	1,066.54CR	OUTSTND	A	0/00/0000	NCMA MGT AGREE UPDT, STAFF EXTN FY 22-23
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	22,712.63CR			
				DEPOSIT	TOTAL:	0.00			
				INTEREST	TOTAL:	0.00			
				MISCELLANEOUS	TOTAL:	0.00			
				SERVICE CHARGE	TOTAL:	0.00			
				EFT	TOTAL:	0.00			
				BANK-DRAFT	TOTAL:	0.00			

COMPANY: 99 - POOLED CASH FUND
 ACCOUNT: 1-1001-000 POOLED CASH OPERATING
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK DATE: 0/00/0000 THRU 99/99/9999
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 060044 THRU 060062

ACCOUNT --DATE-- --TYPE-- NUMBER -----DESCRIPTION----- ----AMOUNT--- STATUS FOLIO CLEAR DATE

TOTALS FOR POOLED CASH FUND	CHECK	TOTAL:	22,712.63CR
	DEPOSIT	TOTAL:	0.00
	INTEREST	TOTAL:	0.00
	MISCELLANEOUS	TOTAL:	0.00
	SERVICE CHARGE	TOTAL:	0.00
	EFT	TOTAL:	0.00
	BANK-DRAFT	TOTAL:	0.00

Payroll Summary Report
Board of Directors - Agenda Date February 22, 2023

	(*)	
Gross Wages	1/28/2023	2/11/2023
Regular	\$27,876.16	\$27,819.40
Overtime Wages	\$174.19	\$585.98
Stand By	\$350.00	\$600.00
	\$28,400.35	\$29,005.38
Cell Phone Allowance	\$0.00	\$75.00
Total Wages	\$28,400.35	\$29,080.38

Disbursements		
Net Wages	\$21,692.08	\$22,262.72
State and Federal Agencies	\$5,333.73	\$5,455.23
CalPERS - Normal	\$4,306.93	\$4,299.93
SEIU - Union Fees	\$90.12	\$90.12
Total Disbursements processed with Payroll	\$31,422.86	\$32,108.00
Health (Disbursed with reoccurring bills)	\$6,162.55	\$6,162.55
Total District Payroll Related Costs	\$37,585.41	\$38,270.55

(*) Previously reported in prior Board Meeting packet - provided for comparison.

Oceano Community Services District
Five Star Bank Mastercard

A/P Mastercard Credit Card Disbursement

Trans Date	Post Date	Description	Amount	Account Name	GL Account #
01/27/2023	01/27/2023	AMS*SERVICE FEE 101653 LAKE MARY FL	\$1.49	CIP-HWY1/ALLEYWAY TO 19TH	02-5-4400-439
01/27/2023	01/27/2023	SLO CLERK RECORDER SN LUIS OBISPCA	\$96.00	CIP-HWY1/ALLEYWAY TO 19TH	02-5-4400-439
01/25/2023	01/25/2023	SLO CLERK RECORDER SN LUIS OBISPCA	\$50.00	CIP-WRRP 1-4, 5, 7, 8, 10	02-5-4400-438
01/25/2023	01/25/2023	AMS*SERVICE FEE 101653 LAKE MARY FL	\$1.49	CIP-WRRP 1-4, 5, 7, 8, 10	02-5-4400-438
01/24/2023	01/24/2023	CALIFORNIA SPECIAL DIS SACRAMENTO CA	\$675.00	CLASSES/SEMINARS/TRAINING FEE	01-5-4100-285
01/17/2023	01/17/2023	INTUIT *QBOOKS ONLINE CL.INTUIT.COMCA	\$55.00	PERMITS, FEES LICENSES	01-5-4100-248

Total ACH - 02/09/2023 \$878.98

02/22/2023 Board Meeting - Five Star Bank Mastercard Online Payment - paid 02/09/2023	\$878.98
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COMPANY: 99 - POOLED CASH FUND
 ACCOUNT: 1-1001-000 POOLED CASH OPERATING
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK DATE: 0/00/0000 THRU 99/99/9999
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 060063 THRU 060066

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE	
CHECK:									
1-1001-000	2/16/2023	CHECK	060063	MAP COMMUNICATIONS, INC. DBA A	276.84CR	OUTSTND	A	0/00/0000	ANSWERING SVC
1-1001-000	2/16/2023	CHECK	060064	CHARTER COMMUNICATIONS	150.00CR	OUTSTND	A	0/00/0000	INTERNET - COMMUNICATIONS
1-1001-000	2/16/2023	CHECK	060065	DIGITAL WEST NETWORKS, INC.	430.14CR	OUTSTND	A	0/00/0000	PHONES
1-1001-000	2/16/2023	CHECK	060066	SO CAL GAS	618.94CR	OUTSTND	A	0/00/0000	UTILITY
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	1,475.92CR			
				DEPOSIT	TOTAL:	0.00			
				INTEREST	TOTAL:	0.00			
				MISCELLANEOUS	TOTAL:	0.00			
				SERVICE CHARGE	TOTAL:	0.00			
				EFT	TOTAL:	0.00			
				BANK-DRAFT	TOTAL:	0.00			
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:	1,475.92CR			
				DEPOSIT	TOTAL:	0.00			
				INTEREST	TOTAL:	0.00			
				MISCELLANEOUS	TOTAL:	0.00			
				SERVICE CHARGE	TOTAL:	0.00			
				EFT	TOTAL:	0.00			
				BANK-DRAFT	TOTAL:	0.00			

COMPANY: 99 - POOLED CASH FUND
 ACCOUNT: 1-1001-000 POOLED CASH OPERATING
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK DATE: 0/00/0000 THRU 99/99/9999
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 060067 THRU 060070

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE	
CHECK:									
1-1001-000	2/16/2023	CHECK	060067	ANTHEM BLUE CROSS	9,519.58CR	OUTSTND	A	0/00/0000	EMPLOYEE INSURANCE
1-1001-000	2/16/2023	CHECK	060068	COLONIAL LIFE AND ACCIDENT	333.94CR	OUTSTND	A	0/00/0000	EMPLOYEE INSURANCE
1-1001-000	2/16/2023	CHECK	060069	PRINCIPAL LIFE INSURANCE COMPA	1,167.98CR	OUTSTND	A	0/00/0000	EMPLOYEE INSURANCE
1-1001-000	2/16/2023	CHECK	060070	TASC -CLIENT INVOICES	56.21CR	OUTSTND	A	0/00/0000	FSA ADM FEE
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	11,077.71CR			
				DEPOSIT	TOTAL:	0.00			
				INTEREST	TOTAL:	0.00			
				MISCELLANEOUS	TOTAL:	0.00			
				SERVICE CHARGE	TOTAL:	0.00			
				EFT	TOTAL:	0.00			
				BANK-DRAFT	TOTAL:	0.00			
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:	11,077.71CR			
				DEPOSIT	TOTAL:	0.00			
				INTEREST	TOTAL:	0.00			
				MISCELLANEOUS	TOTAL:	0.00			
				SERVICE CHARGE	TOTAL:	0.00			
				EFT	TOTAL:	0.00			
				BANK-DRAFT	TOTAL:	0.00			



Oceano Community Services District

1655 Front Street, P.O. Box 599, Oceano, CA 93475

(805) 481-6730 FAX (805) 481-6836

Date: February 22, 2023

To: Board of Directors

From: Will Clemens, General Manger

Subject: Agenda Item #7(C): Approval of a Budget Adjustment, CEQA Exemption, and Contract for Consultant Services for the Water Tank Rehabilitation Project

Recommendation

It is recommended that the Board:

1. Approve a budget adjustment in the amount of \$325,000 in the Water Fund from CDBG grant revenues and water fund reserves for the Water Tank Rehabilitation Project (Project).
2. Find that the Project is exempt from Section 21000 et seq. of the California Public Resources Code (CEQA) and direct the General Manager to sign the Notice of Exemption and file with the County Clerk/Recorder.
3. Approve the attached contract with Advanced Technical Services, Inc. for Consultant Services in the amount of \$96,952 and authorize the President to sign.

Discussion

Over the past few years, the District has performed inspections on the two water tanks at the District water yard located at 1935 Wilmar Ave. These inspections have identified necessary repairs and improvements to the 300,000-gallon tank constructed originally in the early 1990s. The District was successful in securing \$225,000 in CDBG grant funding to help pay for the improvements.

It is now necessary to approve the attached contract with Advanced Technical Services, Inc. (ATS) to complete the design, construction documents and provide other professional engineering services during the bidding and construction phases of the project. The Government Code requires that engineering services be awarded to the most qualified firm rather than based on the lowest cost proposal. While many local firms can perform the engineering services for this Project, ATS was the firm used to perform the water tank inspections and would naturally be the most qualified local firm to complete design and perform other engineering services on this Project. ATS qualifications are attached to the consultant contract in Exhibit A.

Other Agency Involvement

The County allocates funding from the granting agency, the US Department of Housing and Urban Development.



Financial Considerations

The estimated cost of design, construction and construction support exceeds the available grant funding. The following table illustrates the estimated costs for the projects.

Total Cost Estimate	CDBG Grant	Water Fund
<u>\$ 325,000</u>	<u>\$ 225,000</u>	<u>\$ 100,000</u>

It is now necessary to approve a budget adjustment to appropriate the funds necessary to design the Project and initiate construction and to approve the attached CEQA Notice of Exemption for filing with the County Clerk/Recorder. Once construction bids are received, it may be necessary to adjust the budget again depending on the low bid received.

Results

Pursuing grant revenues and project implementation supports a well-governed, healthy, and livable community.

Attachments:

- Contract with Advanced Technical Services, Inc.
- CEQA Notice of Exemption

**AGREEMENT FOR CONSULTANT SERVICES,
WATER STORAGE TANK REHABILITATION
ADVANTAGE TECHNICAL SERVICES, INC.**

THIS AGREEMENT made and entered into on February 22, 2023 by and between the Oceano Community Services District, a special district, collectively hereinafter referred to as DISTRICT and ADVANTAGE TECHNICAL SERVICES, INC., hereinafter referred to as CONSULTANT.

RECITALS

The DISTRICT desires to retain said services of the CONSULTANT on an independent Contractor basis for professional engineering services, more specifically identified in the Proposal, Scope of Work and Fee Schedule, jointly attached as Exhibit A to this Agreement, herein referred to as the PROJECT, subject to the terms and conditions as hereinafter set forth.

Therefore, in consideration of the mutual agreements contained herein, the DISTRICT and the CONSULTANT agree as follows:

ARTICLE I. SCOPE OF SERVICES

The CONSULTANT shall complete said PROJECT as specified in Exhibit A, and in accordance with local, State and Federal laws.

ARTICLE II. AUTHORIZATION AND COMMENCEMENT OF PERFORMANCE

The services of the CONSULTANT are authorized by the DISTRICT.

ARTICLE III. COMPENSATION AND PAYMENT

The compensation for the services rendered by the CONSULTANT under this Agreement shall be as provided in Exhibit A. Work shall be performed on a base contract, not to exceed basis of \$96,952 in accordance with Exhibit A.

The CONSULTANT shall invoice the DISTRICT for the District's share on a monthly basis, and the DISTRICT will pay the CONSULTANT on a monthly basis per billings from the CONSULTANT unless otherwise identified in this agreement. The CONSULTANT will submit invoices monthly or upon completion of a specified scope of service in accordance with the CONSULTANT's standard invoicing practices.

Payment is due upon receipt of the invoice. Payments will be made by either check or electronic transfer to the address specified by the CONSULTANT, and will reference the CONSULTANT's invoice number.

Interest will accrue at the rate of 1% per month of the invoiced amount in excess of 30 days past the invoice date.

In the event of a disputed or contested invoice, only that portion so contested will be withheld from payment, and the undisputed amounts will be paid.

ARTICLE IV. TERM OF AGREEMENT

The term of the agreement is set out in Exhibit A and subject to extension if circumstances necessitate it and Parties agree to it in writing. This Agreement may be terminated by either the DISTRICT or the CONSULTANT with or without any reason, upon giving thirty (30) days written notice to other party. In the event of termination, CONSULTANT shall be paid for work performed to the termination date.

Upon termination, CONSULTANT immediately shall turn over to the District any and all copies of videotapes, studies, sketches, drawings, computations, and other data, whether or not completed, prepared by CONSULTANT, and for which CONSULTANT has received reasonable compensation, or given to CONSULTANT in connection with this Agreement. Such materials shall become the DISTRICT's permanent property, provided, however, CONSULTANT shall not be liable for the DISTRICT's use of incomplete materials or for the DISTRICT's use of complete documents if used for other than the project or scope of services contemplated by this Agreement.

Both parties agree to submit any claims, disputes or controversies arising out of or in relation to the interpretation, application, or enforcement of this Agreement to non-binding mediation pursuant to the Rules for Commercial Mediation of the American Arbitration Association, as a condition precedent to litigation or any other form of dispute resolution.

The prevailing party in any action between the parties to this Agreement brought to enforce the terms of this Agreement or arising out of this Agreement shall recover from the other party its reasonable costs and attorney's fees expended in connection with such an action.

ARTICLE V. INSURANCE

A. The CONSULTANT shall obtain and maintain during the performance of any services under this Agreement the following insurance coverage, issued by a company satisfactory to the DISTRICT.

- 1) Commercial general liability insurance including a contractual liability endorsement in an amount not less than \$1,000,000 combined single limit for bodily injury and property damage for each claimant for general liability, including a non-owned automobile endorsement;
- 2) Errors and omissions insurance to a minimum coverage of \$500,000, with neither the CONSULTANT nor listed sub-consultants having less than \$500,000 individually;
- 3) Workers' compensation insurance in compliance with the laws of the State of California.

- B. Certificates of insurance evidencing the coverages required by the clauses set forth above shall be filed with the DISTRICT prior to the effective date of this Agreement. This is a condition precedent to the formation of any obligation by the DISTRICT to compensate CONSULTANT under this Agreement.
- C. All insurance policies required by this section shall not be canceled, limited or non-renewed without first giving 30 days written notice to the DISTRICT.
- D. The CONSULTANT agrees that the commercial general liability insurance policy shall be endorsed to name the DISTRICT, its Board of Directors, officers and employees as additional insured and to provide that the coverages provided to the DISTRICT shall be primary and not contributing to or in excess of any existing the DISTRICT's insurance coverages.
- E. All insurance standards applicable to the CONSULTANT shall also be applicable to the CONSULTANT'S subconsultants. The CONSULTANT agrees to maintain appropriate agreements with subconsultants and to provide proper evidence of coverage upon receipt of a written request from the DISTRICT.

ARTICLE VI. INDEPENDENT CONTRACTOR/PERSONAL SERVICE

The CONSULTANT shall perform the services hereunder as an independent contractor and shall not be considered an employee of the DISTRICT for any purposes. The CONSULTANT is not entitled to any District benefits, including PERS, unemployment compensation, health insurance, or any other benefit. Only personnel listed in Exhibit A shall perform services called for under this Agreement and shall not employ or otherwise incur an obligation to pay persons, specialists, experts, or subconsultants for services in connection with the services to be performed under this Agreement without prior written approval of the DISTRICT.

ARTICLE VII. ASSISTANCE BY DISTRICT

Subject to other provisions of this Agreement, the DISTRICT shall provide the CONSULTANT with copies of any specifications, maps, drawings, records, or other documentation, which are required by the CONSULTANT in order to perform the services specified herein. The DISTRICT shall provide all further reasonably necessary information to the CONSULTANT upon the CONSULTANT's request.

ARTICLE VIII. INDEMNIFICATION

CONSULTANT, to the extent permitted by law, agrees to indemnify and save harmless the DISTRICT and its Board members, officers, employees and agents from:

Third Party Claims. Any and all claims and demands made against the DISTRICT or its Board members, officers, employees or agents by reason of any injury to or death of or damage to any person or entity, of any nature whatsoever, arising out of CONSULTANT's performance of services under this Agreement however caused, excepting, however, any such claims and demands which are the result of the sole negligence or willful misconduct of the DISTRICT or its Board members, officers, employees or agents;

DISTRICT Property Damage Claims. Any and all damage to or destruction of the property of the DISTRICT, its Board members, offices, employees or agents or used by or in the CONSULTANT's care, custody, or control, arising out of CONSULTANT's performance of services under this Agreement however caused, excepting, however, any such claims and demands which are the result of the sole negligence or willful misconduct of the DISTRICT or its Board members, officers, employees or agents;

CONSULTANT Employee, Subconsultant and Agent Claims. Any and all claims and demands which may be made against the DISTRICT or its Board members, officers, employees or agents by reason of any injury to or death of or damage suffered or sustained by any CONSULTANT employee, subcontractor or agent under this Agreement, arising out of CONSULTANT's performance under this Agreement however caused, excepting, however, any such claims and demands which are the result of the sole negligence or willful misconduct of the DISTRICT or its Board members, officers, employees or agents.

ARTICLE IX. ASSIGNMENT

This Agreement shall not be assigned by either party without the prior written approval of the other.

ARTICLE X. NON-DISCRIMINATION

The CONSULTANT will refrain from discriminatory employment actions or practices on the basis of the race, color, age, sex, sexual orientation, religious creed, national origin, or ancestry of any employee or applicant for employment.

ARTICLE XI. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties hereto relating to the subject matter hereof and supersedes any previous agreements or understandings.

**AGREEMENT FOR CONSULTANT SERVICES,
WATER STORAGE TANK REHABILITATION
ADVANTAGE TECHNICAL SERVICES, INC.**

SIGNATURE PAGE

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement effective as of the day and year first written above.

OCEANO COMMUNITY SERVICES DISTRICT

Board of Directors President

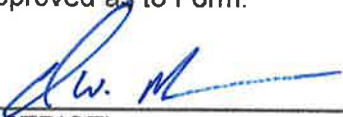
Date

Attest:

General Manager

Date

Approved as to Form:



DISTRICT's Legal Counsel

2/13/2023

Date

ADVANTAGE TECHNICAL SERVICES, INC.



Signature

2/1/2023

Date

William D. Bellis, P.E.

Name

Principal

Title

EXHIBIT A

ADVANTAGE TECHNICAL SERVICES, INC.
SPECIALTY ENGINEERING AND INSPECTION COMPANY

December 27, 2022

Mr. Will Clemens
General Manager
Oceano Community Services District

RE: Engineering, Construction Management and Quality Assurance Services Proposal for the Rehabilitation of Oceano Community Services District's 0.3 Million Gallon Water Storage Tank

Dear Mr. Clemens:

I am writing to provide you with the pertinent information pursuant to your recent request for proposal regarding professional and technical services for the rehabilitation of the District's water tank. Please find the attached background on ATS, sample of specific projects, key personnel and scope/estimate.

ATS has specialized in water tank rehabilitations for over 20 years. We have experience in the design and construction of over 300 water or wastewater coating projects including many tank roof designs. We understand what leads to early failures in steel tank roofs and our designs incorporate solutions to help reduce maintenance costs. Construction specifications will be based on our experience, proven designs and applicable industry standards.

Our proposal is based on a "Time and Materials" pay method with a "Not to Exceed" limit. Thank you for the consideration of our firm for this project. We look forward to working with you to achieve quality results in an efficient manner.

Please call if you have any questions regarding the services that we are offering.

Sincerely,
Advantage Technical Services, Inc.



William D. Bellis, P.E.
Principal

PROJECT EXPERIENCE

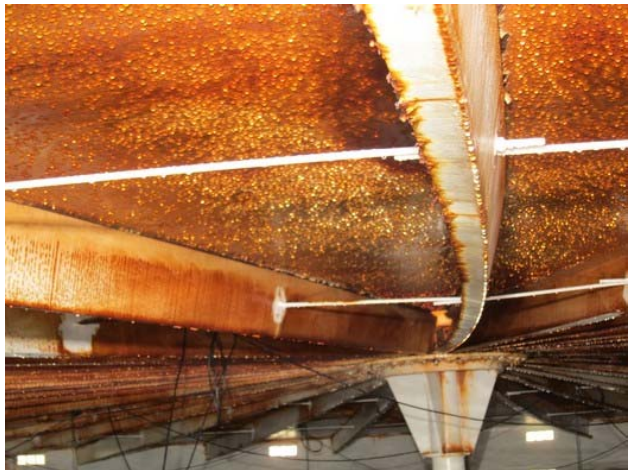
Shell Beach Tank #1 Replacement and Miscellaneous Tank Upgrades

The project included removal and replacement of the Shell Beach #1, million-gallon potable water storage tank and safety related upgrades to five other existing potable water tanks on various sites. Replacement was chosen for the Shell Beach Tank #1 tank as the most cost-effective solution to issues associated with lead based exterior coatings, severe corrosion damage and outdated seismic design details. ATS, Inc. provided field investigations, recommended solutions, scope options, project specifications and construction management. The project was completed with no significant change orders. Good relations with the surrounding neighborhood were maintained as a result of thorough project planning and open communications during the course of the work.



Twain Harte Community Services District, Water Tank Roof Replacement

The project included removal and replacement of the damaged roof on a 1,000,000-gallon potable water tank, upgrade of appurtenances and re-coating. The new roof structure was designed for a much higher snow load to meet new requirements and improve resistance to rafter overloading. The increased design load necessitated a multi-column center support to accommodate existing soil conditions. The new roof interior is seal welded and free of complex shapes that create corrosion prevention challenges. ATS provided inspection, structural design, specification development and quality assurance services.



PROPOSAL FOR ENGINEERING & TECHNICAL SERVICES

OCEANO COMMUNITY SERVICES DISTRICT

Cambria Community Services District, Fiscalini Water Tank Replacement Project

ATS provided structural evaluation of the corroded tank and worked with District staff to design a project that avoided the complex Coastal Commission permitting process while replacing the existing tank with one designed for long lasting low maintenance performance in the challenging coastal environment. ATS provided all aspects of engineering, bid administration, management and special inspection. The specification encouraged contractor creativity and responsibility for work within an extremely small site surrounded by environmentally sensitive area. The design incorporated an innovative seal-welded roof to reduce interior corrosion.



City of Pismo Beach Pier Rehabilitation Project

ATS acted as Consulting Engineer and provided quality assurance oversight. ATS worked with the Project Engineer to develop and specify coating systems and structural details. During the construction phase, ATS provided review of contractor submittals and construction quality assurance for welding and coating.



City of Paso Robles, 4 Million Gallon Tank Coating and Roof Rehabilitation Project

The Golden Hills Tank #2 had serious corrosion and detrimental metal loss on the interior roof structure and the coatings were over 20 years old. ATS provided services including structural evaluation, project engineering, construction management and quality assurance oversight. Dive inspections by our engineering dive team helped develop an understanding of the corrosion damage. A variety of scope options for rehabilitation were provided to the City and a project scope was developed. Corroded rafters were replaced and other components of the structure were rehabilitated in place. Additional venting and safety equipment upgrades were also included. New coatings were applied on the interior and exterior using procedures that helped the City save the cost of unnecessary work. The project was completed on time and under budget during the Covid 19 pandemic.

PROPOSAL FOR ENGINEERING & TECHNICAL SERVICES

OCEANO COMMUNITY SERVICES DISTRICT

The City of Paso Robles, Rehabilitation of Golden Hills #1 and Merryhill Tanks

ATS provided engineering, construction management and quality assurance services for this project. The project scope included development of coating rehabilitation specifications, excavation, concrete foundation for anchoring of the existing Merryhill Tank, interior and exterior coatings and rehabilitation of the existing roof structure on the Golden Hill Tank. Unique project challenges associated with existing lead-based coatings and very limited project site area were identified early and addressed during scope development. ATS provided project development, special inspection, detailed specifications of tank appurtenances and review of Contractor's submittals during the project that helped control change order costs.



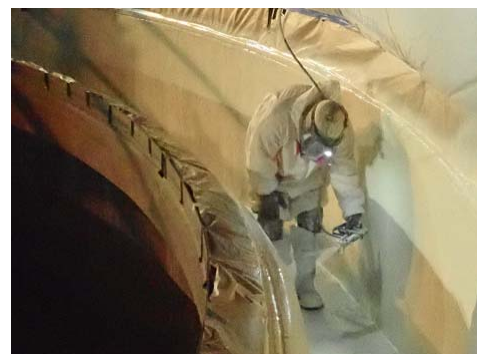
San Luis Obispo County-New Water Tanks for Cayucos CSA 10



The tanks at this location provide potable water for the public and fire suppression including post-earthquake service. The old tank had serious corrosion and was in poor condition to resist damage during a seismic event. The County chose ATS to assist with scope development, provide construction quality assurance and engineering consulting. The two new 220,000-gallon tanks include mechanical anchorage, flexible pipe connections and seal welded roofs.

City of Santa Maria, Rehabilitation of Wastewater Clarifier #1 and Grit Chamber

ATS worked with the City to inspect the corrosion of the existing concrete and steel. As the Project Engineer, ATS developed the technical documents and contracting strategy to address the severe corrosion damage, operational constraints and budget limitations. Construction specifications incorporated both the latest state-of-the-art coatings, "old school" coatings with a long performance history and a simple innovative cathodic protection system for redundant protection from corrosion that has proven effective on our previous projects.



PROPOSAL FOR ENGINEERING & TECHNICAL SERVICES

OCEANO COMMUNITY SERVICES DISTRICT

Los Osos Community Services District, Maintenance Coating Spot Repairs for the 16th St. Water Tanks

This project with the Los Osos Community Services District included all aspects of engineering, bid administration and management. The project was designed to extend the life of the existing tanks with minimal cost. Specific challenges included working in a neighborhood, on a tight site, lead based coatings and the coastal corrosion environment. The specification encouraged contractor creativity and responsible bidding. When the contractor found through thickness corrosion in the roof, a change order was avoided by ATS design and application of a rapid repair system with NSF61 approved materials.

Kelly Slater Surf Ranch

The Kelly Slater Wave Ranch uses cutting edge science and design to create the longest rideable open-barrel wave in the world. ATS provided structural evaluation and underwater repair of the safety barrier and wave producing systems. We provided engineering consulting to the operations group and assisted with the development of rehabilitation and inspection plans. ATS successfully developed procedures and completed novel underwater repairs to the wave generating foil. Repairs used composite materials and underwater application techniques. These techniques were associated with our patented underwater coating system which was originally designed to protect potable water during curing.



City of Paso Robles, Sherwood Pressure Vessels Rehabilitation

ATS provided inspection, engineering, quality assurance and construction management services. The project included welded repair, re-coating and testing of two 4,000-gallon ASME pressure vessels that are part of the City's water treatment system for arsenic removal. The vessels were transported to an off-site facility for the work to allow economical completion with low impact to the neighboring community. The technical specifications addressed regulatory compliance for welded repair of pressure vessels and special linings for abrasion resistance in potable water submersion. Cost control strategies where the full scope of welded repairs was unknown prior to abrasive blast cleaning. Dramatic cost savings was gained by the City when compared to replacement of the vessels. The vessels were successfully repaired, tested and certified for 150 psi operating pressure.



KEY PERSONNEL

Senior Engineer

William Bellis, P.E. has provided engineering, management and technical services to the construction industry for over 35 years with nearly three hundred tank and corrosion rehabilitation projects completed. Will's experience and certified qualifications put him among a handful of tank experts in the country. A mix of engineering, quality assurance and management experience give Will a balanced perspective on the needs of the project and project team. Will has a B.S. in Engineering from Cal Poly San Luis Obispo. He is certified as an API 653 tank inspector which is the primary industry standard for tank rehabilitation. Will is an American Society of Nondestructive Testing Level III which is the highest certification level for qualification of nondestructive testing personnel. Will has been certified by ICBO as a Concrete Inspector and Structural Steel Inspector, by the National Association of Corrosion Engineers as a Coating Inspector and is an AWS Certified Welding Inspector.

Will was the Project Engineer for a tank contractor for 8 years where he developed an in-depth understanding of the design, estimating and construction of water and wastewater tank structures. Will has participated in the writing and editing of the National Standard for Welded Steel Tanks for Water Storage (AWWA D100). The use of protective coatings for corrosion prevention was also an important part of this work. Later in his career, Will moved to Alaska to work as a Project Manager for several large, complex construction projects in some of the world's most challenging conditions. Will was the Project Manager for the Badami Pipelines Project in the winter of 1998 which was a \$27 million dollar project extending above ground cross country pipelines far east of Prudhoe Bay. This project included the first winter pipeline crossings of major arctic rivers designed to reduce impact on sensitive habitat. Will managed an office staff of nearly 30, and over 300 union craft personnel who completed the work on schedule and within budget. About 90% of the work was completed in four months between January and April of 1998. Will worked as Project Manager for several smaller projects then successfully culminated his career in Alaska as Arctic Slope Regional Corporation's Project Manager for the Northstar Project. The Northstar Project was the first offshore oil pipeline in Arctic Alaska and pipelines were constructed on floating sea ice. The \$41 million dollar project was extremely complex and regulatory oversight was intense but the project was completed within budget and a very tight schedule. Will has returned to Alaska to work as a consultant for ASRC several times in the last ten years to manage projects and write over \$1 million worth of change orders for various construction projects.

In 2000 Will returned to the Central Coast where he and Judy started ATS. During the last 22 years, Will has developed specifications for many tank and corrosion rehabilitation projects. Will's unique blend of education, credentials and experience make him well qualified for the Project Engineer/Project Engineer position on the ATS team.

Structural Engineer (Subconsultant)

John Bradley is one of the most experienced tank specialists in the nation. John has completed structural engineering on over 750 tank and vessel projects and has worked with ATS on Pismo Beach's Shell Beach #1 tank replacement project, the Cambria CSD's Fiscalini Welded Steel Tank replacement project and several other minor projects. John is registered as a Structural Engineer in seven states and as a Civil Engineer in thirty-eight states and Canada. John has a B.S. in Civil Engineering from Cal Poly and graduated Magna Cum Laude. John has extensive experience with steel and concrete structures and has developed computer-based design programs to optimize quality and efficiency in the design of tanks, vessels and other structures. John is proficient in AutoCad and RISA-3D. John's extensive structural engineering experience aligns perfectly with ATS's specialty areas and make him a valuable asset to the team.

Coatings and Corrosion Prevention Specialist

Judy Bellis has been helping our clients prevent corrosion with coatings for over ten years. Judy has extensive experience in the field that is an important foundation for development of projects that are to provide long lasting service at optimal value. Judy has been working in the construction industry since her graduation from Cal Poly San Luis Obispo in 1985.

Judy is the Qualifying Individual for ATS' general engineering license. Judy is an AWS Certified Welding Inspector and holds the highest Coatings Inspector certification, NACE Level III. These credentials and her field experience provide Judy with valuable insight that she has uses when developing coating specifications for water, wastewater and coastal environments. Judy has experience on many public works jobs including specification development for Los Osos CSD's 16th St. Reservoir Repair, Cambria CSD's Fiscalini Tank Replacement Project and Pismo Beach's Pine Knolls Reservoirs, City of San Luis Obispo Bishop St. Tank, Clearwells 1 and 2 and wastewater maintenance projects. She is experienced with regulatory requirements for certified payroll, insurance and environmental health. Judy has worked with the City's recently updated special provisions and front-end documents.

Electrical Engineer

Kent Burnett, P.E., M.S. has a diverse set of electrical engineering skills including public works projects and over five years with PG&E as a transmission protection engineer. Kent recently worked on Pismo Beach Shell Beach 1 electrical and control system. He understands the public utility interface and provided electrical engineering support on the Cambria CSD Fiscalini electrical and control systems development. Kent also has significant field experience where he performed troubleshooting, repair, and new construction for commercial and public utilities including Big Bear Area Regional Wastewater Agency (BBARWA), Big Bear City CSD, Valley Community Hospital, and Bear Mountain ski resorts. The resort infrastructure includes 12 MW of diesel generation, medium voltage distribution, motor drives and starters, chair lift control circuits, snowmaking equipment, computer network cabling, alarm systems, and others. Kent has a B.S. and M.S. in Electrical Engineering from California Polytechnic State University, San Luis Obispo.

Resident Inspector

Jack Allen has been active with inspection of various construction and rehabilitation projects with ATS for 10 years. Jack's significant "hands on" experience with ATS includes work as an Inspector/Diver/Engineering Technician on multiple projects including Paso Robles 4 MG Tank Coating and Rehabilitation, San Luis Obispo County's new 10A Water Tanks, Golden State Water's new Tanglewood tank, Kelly Slater Surf Ranch man-made wave pool in Lemoore, the new Pismo Beach Pier, Space-X steel structures and the Paso Robles Wastewater Treatment Plant. He has experience and advanced training in many aspects of quality assurance including inspection of coatings, welding and non-destructive testing (PT, MT, UT & VT). Jack is an AWS Certified Welding Inspector, NACE trained coating inspector, Certified Welder, Certified Master Diver and Certified Commercial Diver. Jack is observant, thoughtful, innovative and a good communicator. ATS is proud to have him as a part of the inspection and management team.

Quality Assurance Inspector

Hugh McCaffrey has worked in public works construction and private industry providing quality assurance services on projects for over 25 years. His experience spans from water and wastewater facilities to the Arctic Slope of Alaska. Hugh's experience in welding technology provides him with an understanding of the importance of quality workmanship. His experience as a welder allows him to know what it takes to achieve fitness for purpose.

Hugh is an AWS Certified Welding Inspector, a Certified Level II Magnetic Particle Testing Technician and an ACI Certified Concrete Field-Testing Technician. He is well-versed in industry codes and standards including American Water Works Association D100- Welded Steel Tanks for Water Storage, Welding Pipeline and Related Facilities Standard (API 1104) and the Structural Steel Welding Code (AWS D1.1).

Quality Assurance Inspector/Dive Supervisor

Chuck Rawlinson has extensive experience with tank coatings with over 30 years as an Inspector Diver, Coating Inspector and Under Water Coating Applicator. Chuck has been a valuable consultant employee with ATS for over 10 years. Chuck's extensive experience as a tank inspector gives him a depth of understanding of the problems associated with corrosion on tanks and the impacts of poor workmanship. ATS is fortunate to have access to Chuck's wealth of experience as a team member.





**Oceano Community Services District's 0.3 MG Water Tank
Estimate for: Roof Replacement, Interior & Exterior Coatings and Appurtenance Upgrades
Engineering Services - Design, Bid and Construction Phases**

Based on conditions documented during 7/22/2020 dive inspection.	Personnel Hours					Fee
	Sr. Eng. Principal	NACEIII or API 653 or ASNT III	CAD Design	Clerical or Eng. I	Misc./Mat'l Non-Labor	
Phase 1 Project Meetings and Coordination Initial meeting & site visit	2	0				\$ 470
Phase 2 Research, Data Collection and Field Investigation Internal Inspection by Engineer Diver External Inspection Certified Tank Inspector /NACE III Coating Inspector Detailed evaluation of interior roof Corrosion (inspection from floating pltfm)	2	2				N/A \$ 760
Review previous inspection reports	1	1				N/A \$ 380
Phase 3 Preliminary Design Report for Development of Construction Scope Preliminary engineering - Structural/design criteria - Coating system options - Roof design options - Tank/Appurtenance conditions - Preliminary Engineer's estimate for work scope options Evaluation of existing coatings/conditions - Adhesion, dry film thickness - Presence of heavy metals - Presence of chalking - Weld roughness & edges - OSHA regulatory compliance - State Health requirements Review constructability, develop and present options for: - Replacement roof details - Level gauge failure analysis - Coating materials - Risks to project longevity - Safety equipment/fall protection - Public health compliance Cost opinion for recommended alternative Consult with owner on AWWA info. for bid	4 2 4 4 4 3 2 2 4 2 4 2 4 2 4 1	4 2 2 3 1 1		2 2 5	900	\$ 350 \$ 940 \$ 1,050 \$ 940 \$ 640 \$ 940 \$ 2,015 \$ 290 \$ 1,335 \$ 145 \$ 145 \$ 470 \$ 470 \$ 940 \$ 1,085 \$ 470 \$ 145 \$ 470 \$ 940 \$ 470 \$ 1,085 \$ 235

Continued next page

Continued from previous page	Personnel Hours					Fee
	Sr. Eng.	NACEIII or API 653	CAD Design	Clerical or Eng. I	Misc./Mat'l Non-Labor	
Phase 4						
Final Design						
Technical Specifications and Engineer's Estimate						
(assumed scope based on tank age & construction details)						
90% Specifications:						
Specification Sections:						
- Scope and control of work	8					\$ 1,880
- Bid Items & bid schedule	8					\$ 1,880
- Coating specification	6	2				\$ 1,700
- Dust/mist containment	4					\$ 940
- Roof replacement	10		4			\$ 3,050
- Vent, hatch, guardrail, ladders	10		4			\$ 3,050
- Level gauge redesign	4		4			\$ 1,640
- Measurement & payment	8					\$ 1,880
- Photo description of existing	4					\$ 940
Final (for bid) specifications	16			2		\$ 3,990
Final Engineer's estimate	2			1		\$ 585
Phase 5						
Bid Phase Support						
- Pre-bid conference	2					\$ 470
- Addenda preparation	4	1				\$ 1,085
- Advertising and opening						N/A
Phase 6						
Engineering Support During Construction						
Engineering Consulting	8					\$ 1,880
RFI/RFC response	4					\$ 940
Review submittals (2 rounds)	12	2		2		\$ 3,340
Review testing, materials, plans	6					\$ 1,410
Travel	Miles	Rate(\$/mi)				
Preliminary travel	40	1				\$ 40
Round trip miles (pre-bid conf.)	20	1				\$ 20
Other Costs	Miscellaneous consumables & materials: 0.5%					\$ 240
	Per diem: n/a					
Total Estimated Fee						\$ 48,140

Rates	Assumptions (available services not included)
Sr. Engineer, Tank Specialist: 235 \$/hr.	- No lead or other heavy metals (pre '78)
Sr. Construction Engineer 235 \$/hr.	- No patch test for ext. coating compatibility
NACE III Certified Coatings Insp: 145 \$/hr.	- Legal council review of bid documents, contract & other to be provided by District
CAD designer: 175 \$/hr.	- Advertising and opening by District
Clerical: 115 \$/hr.	- No survey, soils testing, permitting
Mileage: 1 \$/mi	

Rev. 12//27/22 to include construction phase engineering support.



Estimate for: Roof Replacement, Interior & Exterior					
Coatings and Appurtenance Upgrades			Construction Mgr./Principal Eng.: 235 \$/hr.		
Construction Management & Quality Assurance Svc.s			Coatings NACE III/AWS CWI: 145 \$/hr.		
Based on Estimated Construction Schedule:			NACE LI Coating Insp./NDEII: 135 \$/hr.		
Shop fabrication and coating: 1 week			Cert. Tank Insp/CWI/NDEIII: 145 \$/hr.		
Field erection: 2 weeks, Field coating: 4 weeks			Administration: 115 \$/hr.		
Pre-Job	Project Days*	% Coverage	Personnel Hours	Estimated Cost	Std Day: 8 hr.
Submittal review	n/a	n/a		\$ -	Included in Engineering Estimate
Document site conditions	n/a	n/a	3	\$ 705	Photo and video prior to construction
Contract Documents	n/a	n/a			
					Pre-Job Subtotal \$ 705
Quality Assurance					
Tank Bottom Scan (Mistras)				\$ 7,000	Option - Check for soil side corrosion on bottom as soon as tank is drained. Helps prevent surprise leak (1MG tank has replacement btm).
Replacement Roof & Appurtenances					
Shop Fabrication & Coating					
Welding Inspector CWI	5	10%	4	\$ -	
ATS I Coating Inspector/NDEII	5	40%	16	\$ 2,160	
NACE LIII Coating Insp/CWI	5	10%	4	\$ 580	
Tank Erection					
Tank Welding Inspector	10	70%	56	\$ 8,120	CWI/NDEIII
Tank Coating					
ATS I Coating Inspector	20	40%	64	\$ 8,640	
NACE LIII Coating Insp/CWI	20	40%	64	\$ 9,280	
					Subtotal: \$ 35,780
Construction Management					
Pre-construction meeting			3	\$ 1,110	CM & Inspector
Schedule Management			6	\$ 1,410	CM/PE
Coordinate and log RFI			6	\$ 1,410	CM/PE
Manage change orders			6	\$ 1,410	CM/PE
Progress pay estimates			6	\$ 1,410	CM/PE
					Subtotal: \$ 6,750
Administration					
Final walk and punch list			6	\$ 870	NACE Coating Inspector
Internal Project Mgmt./P.E.			8	\$ 1,880	PM/PE
Certified Payroll Monitoring			10	\$ 1,150	Admin. Rate
Document control			6	\$ 690	Admin. Rate
					Subtotal: \$ 4,590
Travel					
Job site	Trips	Rate (\$/mi)	Miles		
Per-diem	35	1	20	\$ 700	
	0		0	\$ -	N/A Local Project
					Subtotal: \$ 700

*This estimate is provided to show forecasted costs based on an estimated project schedule, normal level of quality assurance required and estimated contractor productivity. All work will be provided on a "time and materials" basis.

Contingency:	0%	\$ -
Warranty Dive:		N/A
Misc. Materials:	0.60%	\$ 287
Per diem:		\$ -
CM & QA Estimate:		\$ 48,812
Engineering Services Estimate:		\$ 48,140

Total Combined Engineering & Technical Services Estimate: \$ 96,952

Notice of Exemption

Appendix E

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044
County Clerk
County of: San Luis Obispo
1055 Monterey Street, Suite D120
San Luis Obispo, CA 93408

From: (Public Agency): Oceano CSD
1655 Front Street, PO Box 599
Oceano, CA 93445 will@oceanocsd.org
(Address)

Project Title: Water Tank Rehabilitation

Project Applicant: Oceano Community Services District

Project Location - Specific:
1935 Wilmar Ave., Oceano, CA 93445

Project Location - City: Oceano Project Location - County: San Luis Obispo

Description of Nature, Purpose and Beneficiaries of Project:
Replacement of existing tank roof, re-coating of the exterior and interior of the tank and improvements to the tank appurtenances. Benefits include maintaining the useful life of the existing tank and associated improvements in water quality.

Name of Public Agency Approving Project: Oceano Community Services District

Name of Person or Agency Carrying Out Project: Oceano Community Services District

Exempt Status: (check one):

- Ministerial (Sec. 21080(b)(1); 15268);
Declared Emergency (Sec. 21080(b)(3); 15269(a));
Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
[X] Categorical Exemption. State type and section number: Class 1, Existing Facilities, 15301
Statutory Exemptions. State code number:

Reasons why project is exempt:
Project is for repair, maintenance, and minor alteration of existing public facilities/infrastructure involving, but not necessarily limited to, water tanks, waterlines, utilities, and similar infrastructure/facilities. No expansion of an existing use.

Lead Agency
Contact Person: Will Clemens Area Code/Telephone/Extension: (805) 481-6730

If filed by applicant:

- 1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: Date: 02/22/2023 Title: General Manager

[X] Signed by Lead Agency [] Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR:



Oceano Community Services District

1655 Front Street, P.O. Box 599, Oceano, CA 93475

(805) 481-6730 FAX (805) 481-6836

Date: February 22, 2023

To: Board of Directors

From: Carey Casciola, Business and Accounting Manager

Subject: **Agenda Item #7(D):** Approval of a letter of support for One Cool Earth's application to fund a San Luis Obispo County Environmental Education Coalition.

Recommendation

It is recommended that the Board approve and authorize the President to sign the attached letter of support for One Cool Earth's application to fund a San Luis Obispo County Environmental Education Coalition.

Discussion

One Cool Earth Inc. is a local non-profit organization, founded in 2001, that provides education and outreach at local schools and has been successful in helping obtain grants for several school districts within San Luis Obispo County. Since 2017 your Board has provided financial support to One Cool Earth's outdoor school garden program called "Earth Genius" at Oceano Elementary School. The District's support for this program benefits our local community and assists the District in meeting an education and outreach obligation as part of Proposition 1 scope of work. The attached letter is in support of One Cool Earth's application to fund a San Luis Obispo County Environmental Education Coalition (EEC). The EEC will support environmental education and coordinates between schools, nonprofits, and public agencies.

Other Agency Involvement

Lucia Mar Unified School District; Oceano Elementary School and San Luis Obispo County.

Financial Considerations

The Fiscal Year 2022/23 Budget has \$10,000 budgeted in the Garbage Fund and \$5,000 in the Stormwater Capture and Groundwater Recharge Project for One Cool Earth educational outreach.

Results

Supporting local outreach and programs promotes an educated, healthy, and well governed community.

Attachments:

- Letter of Support



Oceano Community Services District

1655 Front Street, P.O. Box 599, Oceano, CA 93475

(805) 481-6730 FAX (805) 481-6836

Dear Grant Selection Committee,

We are pleased to support One Cool Earth's application to fund a San Luis Obispo County Environmental Education (EE) Coalition. Such a group stands to benefit our organization and our work, ultimately increasing environmental education, including topics of climate, watershed, ecosystem, wildlife, and science in the classroom. The coalition will work to:

1. Advocate with a unified voice for policies that support environmental education.
2. Support equity in EE by facilitating presentations, trainings, professional development, and resources that promote thoughtful and appropriate EE for all.
3. Coordinate between EE providers to create efficiencies in program development and delivery that increase reach and impact.
4. Coordinate between EE providers and local schools, streamlining EE connections within the classroom.
5. Collaborate with schools to provide capacity building through professional development, expertise, and teaching resources.
6. Leverage funding by collaborating to increase the competitiveness of funding requests and grant proposals.

Please reach out if you have any questions and thank you for considering our application.

Sincerely,

Allene Villa
President



Oceano Community Services District

1655 Front Street, P.O. Box 599, Oceano, CA 93475

(805) 481-6730 FAX (805) 481-6836

Date: February 22, 2023

To: Board of Directors

From: Will Clemens, General Manager

Subject: **Agenda Item #8(A):** Discussion of Parks and Recreation Advisory Committee and provide Board direction as deemed appropriate.

Recommendation

It is recommended that your Board discuss Parks and Recreation Advisory Committee and provide Board direction as deemed appropriate.

Discussion

At your February 8, 2023, meeting, your Board directed to place this item on the next agenda. The District is authorized to provide Parks and Recreation services, however, there is no dedicated source of revenue to provide for this service and no budget allocation for FY 22-23.

Other Agency Involvement

N/A

Financial Considerations

The approved 2022-23 budget has no funding for Parks and Recreation services. Property tax revenue can be used to fund these services; however, all property tax revenue is allocated for the provision of Fire Protection and Lighting services and for the past several years, reserves have been drawn down to pay for Fire Protection services. If a Parks and Recreation Committee is formed, a budget adjustment will be necessary to spend any staff time or provide stipends for Board members in support of advisory committee meetings. A budget adjustment requires a 4/5 vote of the Board.

Results

Parks and Recreation services contribute to a livable and healthy community.



Oceano Community Services District

1655 Front Street, P.O. Box 599, Oceano, CA 93475

(805) 481-6730 FAX (805) 481-6836

Date: February 22, 2023

To: Board of Directors

From: Carey Casciola, Business and Accounting Manager

Subject: **Agenda Item #8(B): Review of the District's Budget Status as of December 31, 2022**

Recommendation

It is recommended that your Board review and discuss the District's budget status as of December 31, 2022.

Discussion

The attached worksheets have been prepared for your review of the status of this year's budget and they have been designed to include the following:

- ✓ Current fiscal year adopted budget
- ✓ Current fiscal year actual revenues and expenditures as of December 31, 2022
- ✓ Current percentage of adopted budget
- ✓ Estimated total on June 30, 2023

In reviewing the worksheets, items of significance can be identified. The column containing the percent of the 2022-23 budget utilized in the second quarter of fiscal year illustrates that revenues and costs are on track to remain within budget for all the funds.

Expenditures:

There are several expenses that are front loaded and paid at the beginning of each fiscal year. The budget worksheets indicate that the District has spent more than 50% of the overall budget for these items. The worksheets also show that the year-end cost estimate is within budget.

The front-loaded expenses are as follows:

1. Water Supply from Lopez and State Water
2. CalPERS Unfunded Accrued Liability (UAL) for the Public Employees' Pension Reform Act (PEPRA) Miscellaneous Plan members
3. CalPERS UAL Prepayment Project Debt Funding for the Classic and Safety Plan
4. Permit, Fees & Licenses (SLO County Public Works Annual Encroachment Permit and Municode License)
5. Local Agency Formation Commission Expense (LAFCO)
6. Liability Insurance



Oceano Community Services District

Board of Directors Meeting

7. Membership Expense (Cal Rural Water Association & California Special District Association)
8. Boot Allowance Expense
9. Annual Software Maintenance

Other expenses appear to be running high in the Lighting, Water and Wastewater but are expected to level out during the fiscal year, including the following:

Lighting Fund

1. Operating Supplies - Staff replaced the light pole on HWY One that was struck by a car earlier this year.

Budget:	Expensed @ 12/31:	Estimate - Year End:	(Over)/Under:
\$1,595	\$3,625 (227%)	\$ 3,773	\$ (2,178)

Water Fund

2. Maintenance - Equipment - Well #8's motor had to be reassembled. Staff installed a reader on the power source feeding Well #8 to monitor the power supply.

Budget:	Expensed @ 12/31:	Estimate - Year End:	(Over)/Under:
\$3,200	\$7,518 (235%)	\$ 7,518	\$ (4,318)

3. Utilities – the District continues to pump ground water through the second quarter.

Budget:	Expensed @ 12/31:	Estimate - Year End:	(Over)/Under:
\$30,000	\$18,413 (61%)	\$ 36,827	\$ (6,827)

4. Fixed Assets – The claval that controls the rate of flow to the storage tank was replaced.

Budget:	Expensed @ 12/31:	Estimate - Year End:	(Over)/Under:
\$10,995	\$14,266 (130%)	\$ 14,266	\$ (3,271)

Wastewater Fund

5. Equipment Maintenance, Rent & Leases Equipment – The District's sewer jetter had a suction hose mounted and a seal replaced. Staff rented a vacuum trailer while the jetter was out of service.

Maintenance-Equipment Budget:	Expensed @ 12/31:	Estimate - Year End:	(Over)/Under:
\$3,400	\$8,426 (248%)	\$8,426	\$ (5,026)
Rent & Lease Equipment Budget:	Expensed @ 12/31:	Estimate - Year End:	(Over)/Under:
\$2,575	\$5,142 (200%)	\$5,142	\$ (2,567)



Revenues:

Certain revenues appear to be higher than the budgeted income for the second quarter. These revenues arise from the timing of the December 31st review:

1. Property Taxes - 60% of property taxes were be paid in December 2022 with the remaining expected to come in April 2023. This is consistent with previous years based on the County's collection system.
2. Water and Sewer Sales – Three of the six billing periods in the year were recorded in the second quarter. The revenue comparisons between the targeted revenue and the actual are attached from 2019 to November 2022.

Other Agency Involvement

N/A

Other Financial Considerations

The wind down period of the Joint Powers Agreement (JPA) with Five Cities Fire Authority (FCFA) was triggered when the June 2022 special tax failed. The analysis to distribute FCFA assets and liabilities amongst the three JPA members is underway and will impact Fiscal Year 2023-24.

Results

Establishing good budget monitoring procedures will help ensure that the District's costs are managed in a financially prudent manner and promotes a prosperous and well governed community.

Attachments: Budget Worksheets
 Water Revenue Data

FY 2022-2023 OCSD q2 BUDGET review




BUDGET SUMMARY





GENERAL FUND



 OCEANO COMMUNITY SERVICES DISTRICT GENERAL FUND SUMMARY									
ACCOUNT NO.	GENERAL FUND (GF)	FINAL BUDGET FY 2022/23	2022/23		2022/23	ACTUAL AT 12/31/2022	ESTIMATED ACTUAL	2022/23	
			ADOPTED BUDGET	APPROVED ADJUSTMENTS	APPROVED BUDGET			EST. BUDGET VARIANCE	
SOURCES OF FUNDS									
	Fire	\$0	\$0	\$0	\$0	\$0	0%	\$0	\$0
	Lighting	\$0	\$0	\$0	\$0	\$0	0%	\$0	\$0
	Facilities	\$165,375	\$165,375	\$0	\$165,375	\$49,540	30%	\$151,147	(\$14,228)
	Admin	\$2,333,586	\$2,333,586	\$0	\$2,333,586	\$1,272,302	55%	\$2,228,208	(\$105,378)
	Total Sources of Funds	\$2,498,961	\$2,498,961	\$0	\$2,498,961	\$1,321,842	56%	\$2,379,355	(\$119,606)
USES OF FUNDS									
	Fire	\$1,183,977	\$1,183,977	\$0	\$1,183,977	\$585,116	49%	\$1,168,380	\$15,597
	Lighting	\$45,845	45,845	\$0	\$45,845	\$24,326	53%	\$44,549	\$1,296
	Facilities	\$39,644	\$39,644	\$66,500	\$106,144	\$41,977	40%	\$94,655	\$11,489
	Admin	\$1,145,967	\$1,145,967	\$0	\$1,145,967	\$513,731	45%	\$963,464	\$182,503
	Total Expenditures	\$2,415,433	\$2,415,433	\$66,500	\$2,481,933	\$1,165,151	47%	\$2,271,048	\$210,885
OPERATING SURPLUS/(DEFICIT)									
	Fire	(\$1,183,977)	(\$1,183,977)	\$0	(\$1,183,977)	(\$585,116)		(\$1,168,380)	\$15,597
	Lighting	(\$45,845)	(\$45,845)	\$0	(\$45,845)	(\$24,326)		(\$44,549)	\$1,296
	Facilities	\$125,731	\$125,731	(\$66,500)	\$59,231	\$7,562		\$56,492	(\$2,739)
	Admin	\$1,187,619	\$1,187,619	\$0	\$1,187,619	\$758,571		\$1,264,744	\$77,125
	OPERATING SURPLUS/(DEFICIT)	\$83,528	\$83,528	(\$66,500)	\$17,028	\$156,691		\$108,307	\$91,279
TRANSFERS & ENCUMBRANCES									
	Transfers In - From Water, Wastewater, Garbage- Nov 9, 2022 Budget Adj for Office and Parking lot	31,500	31,500	56,400	87,900	21,588		87,900	0
	(Transfers Out) - To Water and Wastewater	(109,441)	(109,441)	0	(109,441)	0		(109,441)	0
	Encumbrances - Sources of Funding	0	0	0	0	0		0	0
	Encumbrances - (Designated Funds)	0	0	0	0	0		0	0
	NET TRANSFERS & ENCUMBRANCES	(\$77,941)	(\$77,941)	\$56,400	(\$21,541)	\$21,588		(\$21,541)	\$0



ADMINISTRATIVE BUDGET





OCEANO COMMUNITY SERVICES DISTRICT									
FUND LEVEL ANALYSIS									
ADMINISTRATIVE DEPARTMENT - GENERAL FUND - 01									
ACCOUNT NO.	GENERAL FUND (GF) ADMINISTRATIVE DEPARTMENT - 01	FINAL BUDGET FY 2022/23	2022/23		2022/23 CURRENT BUDGET	ACTUAL AT 12/31/2022	ESTIMATED ACTUAL	2022/23	
			ADOPTED BUDGET	APPROVED ADJUSTMENTS				EST. BUDGET	VARIANCE
SOURCES OF FUNDS									
	Revenues	\$1,187,619	\$1,187,619	\$0	\$1,187,619	\$758,571	64%	\$1,264,744	\$77,125
	Other Sources of Funds	\$1,145,967	\$1,145,967	\$0	\$1,145,967	\$513,731	45%	\$963,464	(\$182,503)
	Total Sources of Funds	\$2,333,586	\$2,333,586	\$0	\$2,333,586	\$1,272,302	55%	\$2,228,208	(\$105,378)
USES OF FUNDS									
	Salaries & Wages	\$451,000	\$451,000	\$0	\$451,000	\$209,873	47%	\$412,538	\$38,462
	Benefits	\$163,322	\$163,322	\$0	\$163,322	\$75,271	46%	\$143,368	\$19,954
	Personnel Services	\$614,322	\$614,322	\$0	\$614,322	\$285,144	46%	\$555,906	\$58,416
	Services & Supplies	\$309,645	\$309,645	\$0	\$309,645	\$146,214	47%	\$245,549	\$64,096
	Operating Crew Benefits Allocation	\$222,000	\$222,000	\$0	\$222,000	\$82,373	37%	\$162,010	\$59,990
	Administrative Cost	\$0	\$0	\$0	\$0	\$0	0%	\$0	\$0
	Total Expenditures	\$1,145,967	\$1,145,967	\$0	\$1,145,967	\$513,731	45%	\$963,464	\$182,503
	OPERATING SURPLUS/(DEFICIT)	\$1,187,619	\$1,187,619	\$0	\$1,187,619	\$758,571		\$1,264,744	\$77,125
	TRANSFERS & ENCUMBRANCES								
	Transfers In - From Facilities Fund	45,514	45,514	0	45,514	0		45,514	0
	(Transfers Out) - Fire & Lighting	(1,242,545)	(1,242,545)	0	(1,242,545)	(609,442)		(1,225,653)	(16,892)
	Encumbrances - Sources of Funding	0	0	0	0	0		0	0
	Encumbrances - (Designated Funds)	0	0	0	0	0		0	0
	NET TRANSFERS & ENCUMBRANCES	(\$1,197,031)	(\$1,197,031)	\$0	(\$1,197,031)	(\$609,442)		(\$1,180,139)	(\$16,892)



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
ADMINISTRATIVE DEPARTMENT - GENERAL FUND - 01**

ACCOUNT NO.	GENERAL FUND (GF) ADMINISTRATIVE DEPARTMENT - 01	FINAL BUDGET FY 2022/23	2022/23		2022/23 CURRENT BUDGET	ACTUAL AT 12/31/2022	50%	ESTIMATED ACTUAL	2022/23 EST. BUDGET VARIANCE
			ADOPTED BUDGET	APPROVED ADJUSTMENTS					
SOURCES OF FUNDS									
REVENUES									
01-4-3100-000	Property Taxes: Current Year - Secured	1,150,098	1,150,098		1,150,098	696,655	61%	1,201,622	51,524
01-4-3101-000	Property Taxes: Current Year - Unsecured	36,778	36,778		36,778	39,356	107%	39,356	2,578
01-4-3102-000	Property Taxes: Prior Year - Secured	0	0		0	58		58	58
01-4-3103-000	Property Taxes: Prior Year - Unsecured	0	0		0	290		579	579
01-4-3105-000	Penalties & Interest	0	0		0	5,301		10,603	10,603
01-4-3120-000	Homeowners' Prop Tax Relief	6,141	6,141		6,141	3,157	51%	6,315	174
01-4-3121-000	SB 1090	10,064	10,064		10,064	8,072	80%	15,392	5,328
01-4-3213-100	Will Serve Letter Fee	0	0		0	600		1,200	1,200
01-4-3230-100	Misc Income	0	0		0	1,818		1,818	1,818
01-4-3238-200	Fireworks Permit	1,697	1,697		1,697	0	0%	1,697	0
01-4-3260-100	IRs/EDD Refunds	0	0		0	3,263		3,263	3,263
01-4-3557-000	CO Charge: SB 2557	(17,159)	(17,159)		(17,159)	0	0%	(17,159)	0
Total Revenues		\$1,187,619	\$1,187,619	\$0	\$1,187,619	\$758,571	64%	\$1,264,744	\$77,125
OTHER SOURCES OF FUNDS									
	Allocated Administrative Overhead	923,967	923,967		923,967	431,358	47%	801,455	(122,512)
	Allocated Operating Crew Overhead	222,000	222,000		222,000	82,373	37%	162,010	(59,990)
Total Other Sources of Funds		\$1,145,967	\$1,145,967	\$0	\$1,145,967	\$513,731	45%	\$963,464	(\$182,503)
Total Sources of Funds		\$2,333,586	\$2,333,586	\$0	\$2,333,586	\$1,272,302	55%	\$2,228,208	(\$105,378)
USES OF FUNDS									
SALARIES & WAGES									
01-5-4100-010	Salary & Wages	442,000	442,000		442,000	209,777	47%	412,346	29,654
01-5-4100-020	Overtime	9,000	9,000		9,000	96	1%	191	8,809
Total Salaries & Wages		\$451,000	\$451,000	\$0	\$451,000	\$209,873	47%	\$412,538	\$38,462
BENEFITS									
01-5-4100-061	PERS Contribution	65,000	65,000		65,000	27,836	43%	55,672	9,328
01-5-4100-062	PERS UAL Payment	5,752	5,752		5,752	5,872	102%	5,872	(120)
01-5-4100-070	SUI	2,170	2,170		2,170	1,736	80%	2,170	0
01-5-4100-071	Medicare	7,300	7,300		7,300	3,409	47%	6,818	482
01-5-4100-072	FICA	2,200	2,200		2,200	1,189	54%	2,379	(179)
01-5-4100-075	Compensation Insurance	5,000	5,000		5,000	3,029	61%	6,058	(1,058)
01-5-4100-090	Insurance	75,000	75,000		75,000	31,750	42%	63,500	11,500
01-5-4100-097	Cell Phone Allowance	900	900		900	450	50%	900	0
Total Benefits		\$163,322	\$163,322	\$0	\$163,322	\$75,271	46%	\$143,368	\$19,954
Total Personnel Services		\$614,322	\$614,322	\$0	\$614,322	\$285,144	46%	\$555,906	\$58,416
SERVICES & SUPPLIES									
01-5-4100-110	Communications & Dispatch	10,800	10,800		10,800	5,469	51%	10,938	(138)
01-5-4100-150	Insurance	32,000	32,000		32,000	25,743	80%	32,000	0
01-5-4100-170	Maintenance: Equipment	3,810	3,810		3,810	0	0%	0	3,810
01-5-4100-173	Maint: Structures/Improvements	10,815	10,815		10,815	9,576	89%	12,482	(1,667)
01-5-4100-180	Memberships	8,300	8,300		8,300	8,186	99%	8,300	0
01-5-4100-193	Bank Fees	5,950	5,950		5,950	2,365	40%	4,730	1,220
01-5-4100-200	Office Expense	7,175	7,175		7,175	3,252	45%	6,504	671
01-5-4100-205	Outside UB Mail Service	0	0		0	61		61	(61)
01-5-4100-210	Postage	2,575	2,575		2,575	643	25%	1,286	1,289
01-5-4100-218	Audit	21,290	21,290		21,290	13,000	61%	21,290	0
01-5-4100-220	Professional Services	34,000	34,000		34,000	14,250	42%	28,500	5,500
01-5-4100-221	Information Technology	5,000	5,000		5,000	439	9%	877	4,123
01-5-4100-223	Legal Services	75,000	75,000		75,000	16,359	22%	32,718	42,282
01-5-4100-225	Board Stipends	12,000	12,000		12,000	5,150	43%	10,300	1,700
01-5-4100-226	Annual Software Maintenance	19,200	19,200		19,200	17,711	92%	19,200	0
01-5-4100-230	Required Legal Notice	1,200	1,200		1,200	187	16%	375	825
01-5-4100-235	Books/ Journals/ Subscriptions/ Software	1,700	1,700		1,700	0	0%	0	1,700
01-5-4100-247	LAFCO Annual Charge	11,900	11,900		11,900	12,079	102%	12,079	(179)
01-5-4100-248	Permits, Fees, Licenses	2,500	2,500		2,500	2,295	92%	2,295	205
01-5-4100-260	Election Expense	24,000	24,000		24,000	0	0%	24,000	0
01-5-4100-280	Private Vehicle/ Mileage Expense	530	530		530	0	0%	0	530
01-5-4100-283	Job Advertising Expense	0	0		0	368		368	(368)
01-5-4100-285	Classes/ Seminars/ Training Fee	6,200	6,200		6,200	3,770	61%	7,540	(1,340)
01-5-4100-286	Board Member Travel	2,200	2,200		2,200	0	0%	2,200	0
01-5-4100-290	Utilities	11,500	11,500		11,500	4,394	38%	8,788	2,712
01-5-4100-297	Pass-thru: Delinquent Garbage/ Tax Roll	0	0		0	918		918	(918)
Total Services & Supplies		\$309,645	\$309,645	\$0	\$309,645	\$146,214	47%	\$245,549	\$64,096
Operating Crew Benefits & Direct Labor Cost Allocations									
	Leave time	54,000	54,000		54,000	25,483	47%	50,966	3,035
	Salaries & Wages (Admin)	7,500	7,500		7,500	0	0%	0	7,500
	PERS Contribution	44,000	44,000		44,000	13,390	30%	26,780	17,220
	Medicare	5,400	5,400		5,400	1,828	34%	3,657	1,744
	P/R Fed & State Taxes	4,500	4,500		4,500	0	0%	0	4,500
	SUI	1,750	1,750		1,750	1,736	99%	1,736	14
	Insurance	83,400	83,400		83,400	30,257	36%	60,513	22,887
	Boot Allowance	1,250	1,250		1,250	1,000	80%	1,000	250
	Clothing	6,500	6,500		6,500	3,429	53%	6,858	(358)
	Standby	13,700	13,700		13,700	5,250	38%	10,500	3,200
Total Operating Crew Benefits		\$222,000	\$222,000	\$0	\$222,000	\$82,373	37%	\$162,010	\$59,990
Total Expenditures		\$1,145,967	\$1,145,967	\$0	\$1,145,967	\$513,731	45%	\$963,464	\$182,503
OPERATING SURPLUS/(DEFICIT)		\$1,187,619	\$1,187,619	\$0	\$1,187,619	\$758,571		\$1,264,744	\$77,125
TRANSFERS & ENCUMBRANCES									
	Transfers In - Facilities Fund	45,514	45,514		45,514			45,514	0
	(Transfers Out) - Fire and Lighting	(1,242,545)	(1,242,545)		(1,242,545)	(609,442)		(1,225,653)	(16,892)
	Encumbrances - Sources of Funding	0	0		0			0	0
	Encumbrances - (Designated Funds)	0	0		0			0	0
NET TRANSFERS & ENCUMBRANCES		(\$1,197,031)	(\$1,197,031)	\$0	(\$1,197,031)	(\$609,442)		(\$1,180,139)	(\$16,892)



FIRE BUDGET





OCEANO COMMUNITY SERVICES DISTRICT FUND LEVEL ANALYSIS FIRE DEPARTMENT - GENERAL FUND - 01									
ACCOUNT NO.	GENERAL FUND (GF) FIRE DEPARTMENT - 01	FINAL BUDGET FY 2022/23	2022/23		2022/23		ACTUAL AT 12/31/2022	ESTIMATED ACTUAL	2022/23 EST. BUDGET VARIANCE
			ADOPTED BUDGET	APPROVED ADJUSTMENTS	APPROVED BUDGET				
SOURCES OF FUNDS									
	Revenues	\$0	\$0	\$0	\$0	\$0	0%	\$0	\$0
	Other Sources of Funds	\$0	\$0	\$0	\$0	\$0	0%	\$0	\$0
	Total Sources of Funds	\$0	\$0	\$0	\$0	\$0	0%	\$0	\$0
USES OF FUNDS									
	Salaries & Wages	\$1,900	\$1,900	\$0	\$1,900	\$0	0%	\$0	\$1,900
	Benefits	\$1,110	\$1,110	\$0	\$1,110	\$412	37%	\$810	\$300
	Personnel Services	\$3,010	\$3,010	\$0	\$3,010	\$412	14%	\$810	\$2,200
	Services & Supplies	\$1,153,248	\$1,153,248	\$0	\$1,153,248	\$571,763	50%	\$1,143,526	\$9,722
	Capital Overlay	\$0	\$0	\$0	\$0	\$0	0%	\$0	\$0
	Administrative Cost Allocation	\$27,719	\$27,719	\$0	\$27,719	\$12,941	47%	\$24,044	\$3,675
	Total Expenditures	\$1,183,977	\$1,183,977	\$0	\$1,183,977	\$585,116	49%	\$1,168,380	\$15,597
	OPERATING SURPLUS/(DEFICIT)	(\$1,183,977)	(\$1,183,977)	\$0	(\$1,183,977)	(\$585,116)		(\$1,168,380)	\$15,597



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
FIRE DEPARTMENT - GENERAL FUND - 01**

ACCOUNT NO.	GENERAL FUND (GF) FIRE DEPARTMENT - 01	FINAL BUDGET FY 2022/23	2022/23		2022/23		2022/23		
			ADOPTED BUDGET	APPROVED ADJUSTMENTS	APPROVED BUDGET	ACTUAL AT 12/31/2022	50%	ESTIMATED ACTUAL	EST. BUDGET VARIANCE
SOURCES OF FUNDS									
	REVENUES								
	Total Revenues	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	OTHER SOURCES OF FUNDS	0	0	0	0	0	0	0	0
	Total Other Sources of Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Sources of Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
USES OF FUNDS									
	SALARIES & WAGES								
01-5-4200-010	Salary & Wages	1,900	1,900		1,900	0	0%	0	1,900
	Total Salaries & Wages	\$1,900	\$1,900	\$0	\$1,900	\$0	0%	\$0	\$1,900
	BENEFITS								
	Operating Crew Benefits Allocation	1,110	1,110		1,110	412	37%	810	300
	Total Benefits	\$1,110	\$1,110	\$0	\$1,110	\$412	37%	\$810	\$300
	Total Personnel Services	\$3,010	\$3,010	\$0	\$3,010	\$412	14%	\$810	\$2,200
	SERVICES & SUPPLIES								
01-5-4200-077	JPA - Quarterly Payments	1,138,148	1,138,148		1,138,148	569,074	50%	1,138,148	0
01-5-4200-110	Communication	0	0		0	328		655	(655)
	Community Outreach	2,000	2,000		2,000	0		0	2,000
01-5-4200-200	Office Expense	0	0		0	123		246	(246)
01-5-4200-220	Professional Services	7,500	7,500		7,500	1,320	18%	2,640	4,860
01-5-4200-290	Utilities	5,000	5,000		5,000	918	18%	1,837	3,163
01-5-4200-291	Sandbags	600	600		600	0	0%	0	600
	Total Services & Supplies	\$1,153,248	\$1,153,248	\$0	\$1,153,248	\$571,763	50%	\$1,143,526	\$9,722
	CAPITAL OVERLAY								
	Total Capital Overlay	\$0	\$0	\$0	\$0	\$0		\$0	\$0
	ADMINISTRATIVE COST ALLOCATION								
01-5-4200-376	Allocated Overhead - Admin	27,719	27,719		27,719	12,941	47%	24,044	3,675
	Total Administrative Cost Allocation	\$27,719	\$27,719	\$0	\$27,719	\$12,941	47%	\$24,044	\$3,675
	Total Expenditures	\$1,183,977	\$1,183,977	\$0	\$1,183,977	\$585,116	49%	\$1,168,380	\$15,597
	OPERATING SURPLUS/(DEFICIT)	(\$1,183,977)	(\$1,183,977)	\$0	(\$1,183,977)	(\$585,116)		(\$1,168,380)	\$15,597
	TRANSFERS & ENCUMBRANCES								
	Transfers In - Property Taxes & Fac Fund	1,195,990	1,195,990		1,195,990	585,116		1,180,393	(15,597)
	(Transfers Out) - Water & Wastewater	(12,013)	(12,013)		(12,013)	0		(12,013)	0
	Encumbrances - Sources of Funding	0	0		0	0		0	0
	Encumbrances - (Designated Funds)	0	0		0	0		0	0
	NET TRANSFERS & ENCUMBRANCES	\$1,183,977	\$1,183,977	\$0	\$1,183,977	\$585,116		\$1,168,380	(\$15,597)



LIGHTING BUDGET





OCEANO COMMUNITY SERVICES DISTRICT
 FUND LEVEL ANALYSIS
 LIGHTING - GENERAL FUND - 01

ACCOUNT NO.	GENERAL FUND (GF) LIGHTING - 01	FINAL BUDGET FY 2022/23	2022/23		2022/23	ACTUAL AT 12/31/2022	ESTIMATED ACTUAL	2022/23 EST. BUDGET VARIANCE	
			ADOPTED BUDGET	APPROVED ADJUSTMENTS	CURRENT BUDGET				
SOURCES OF FUNDS									
	Revenues	\$0	\$0	\$0	\$0	0%	\$0	\$0	
	Other Sources of Funds	\$0	\$0	\$0	\$0	0%	\$0	\$0	
	Total Sources of Funds	\$0	\$0	\$0	\$0	0%	\$0	\$0	
USES OF FUNDS									
	Salaries & Wages	\$1,900	\$1,900	\$0	\$1,900	0%	\$0	\$1,900	
	Benefits	\$1,110	\$1,110	\$0	\$1,110	412	37%	\$810	\$300
	Personnel Services	\$3,010	\$3,010	\$0	\$3,010	412	14%	\$810	\$2,200
	Services & Supplies	\$33,595	\$33,595	\$0	\$33,595	\$19,601	58%	\$35,724	(\$2,129)
	Capital Outlay	\$0	\$0	\$0	\$0	\$0	0%	\$0	\$0
	Administrative Cost	\$9,240	\$9,240	\$0	\$9,240	\$4,314	47%	\$8,015	\$1,225
	Total Expenditures	\$45,845	\$45,845	\$0	\$45,845	\$24,326	53%	\$44,549	\$1,296
	OPERATING SURPLUS/(DEFICIT)	(\$45,845)	(\$45,845)	\$0	(\$45,845)	(\$24,326)		(\$44,549)	\$1,296



OCEANO COMMUNITY SERVICES DISTRICT
 FUND LEVEL ANALYSIS
 LIGHTING - GENERAL FUND - FUND 01

ACCOUNT NO.	GENERAL FUND (GF) LIGHTING - 01	FINAL BUDGET FY 2022/23	2022/23		2022/23 CURRENT BUDGET	ACTUAL AT 12/31/2022	50%	ESTIMATED ACTUAL	2022/23 EST. BUDGET VARIANCE
			ADOPTED BUDGET	APPROVED ADJUSTMENTS					
SOURCES OF FUNDS									
REVENUES									
		0							
	Total Revenues	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OTHER SOURCES OF FUNDS									
								0	
	Total Other Sources of Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Sources of Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
USES OF FUNDS									
SALARIES & WAGES									
01-5-4195-010	Salaries & Wages	1,900	1,900		1,900	0	0%	0	1,900
	Total Salaries & Wages	\$1,900	\$1,900	\$0	\$1,900	\$0	0%	\$0	\$1,900
BENEFITS									
	Operating Crew Benefits Allocation	1,110	1,110	0	1,110	412	37%	810	300
	Total Benefits	\$1,110	\$1,110	\$0	\$1,110	\$412	37%	\$810	\$300
	Total Personnel Services	\$3,010	\$3,010	\$0	\$3,010	\$412	14%	\$810	\$2,200
SERVICES & SUPPLIES									
01-5-4195-175	Operating Supplies	1,595	1,595		1,595	3,625	227%	3,773	(2,178)
01-5-4195-295	Street Lighting	32,000	32,000		32,000	15,976	50%	31,952	48
	Total Services & Supplies	\$33,595	\$33,595	\$0	\$33,595	\$19,601	58%	\$35,724	(\$2,129)
CAPITAL OUTLAY									
		0	0						
	Total Capital Outlay	\$0	\$0	\$0	\$0	\$0		\$0	\$0
ADMINISTRATIVE COST ALLOCATION									
01-5-4195-376	Administrative Cost Allocation	9,240	9,240		9,240	4,314	47%	8,015	1,225
	Total Administrative Cost Allocation	\$9,240	\$9,240	\$0	\$9,240	\$4,314	47%	\$8,015	\$1,225
	Total Expenditures	\$45,845	\$45,845	\$0	\$45,845	\$24,326	53%	\$44,549	\$1,296
OPERATING SURPLUS/(DEFICIT)		(\$45,845)	(\$45,845)	\$0	(\$45,845)	(\$24,326)		(\$44,549)	\$1,296
TRANSFERS & ENCUMBRANCES									
	Transfers In - Property Taxes	46,555	46,555	0	46,555	24,326		45,260	(1,295)
	(Transfers Out) - Water & Wastewater	(711)	(711)	0	(711)	0		(711)	0
	Encumbrances - Sources of Funding	0	0	0	0	0		0	0
	Encumbrances - (Designated)	0	0	0	0	0		0	0
	NET TRANSFERS & ENCUMBRANCES	\$45,844	\$45,844	\$0	\$45,844	\$24,326		\$44,549	(\$1,295)



FACILITIES FUND





OCEANO COMMUNITY SERVICES DISTRICT									
FUND LEVEL ANALYSIS									
FACILITIES - FUND 10									
ACCOUNT NO.	GENERAL FUND (GF) FACILITIES - 10	FINAL BUDGET FY 2022/2023	2022/23		2022/23 CURRENT BUDGET	ACTUAL AT 12/31/2022		ESTIMATED ACTUAL	2022/23 EST. BUDGET VARIANCE
			ADOPTED BUDGET	APPROVED ADJUSTMENTS					
SOURCES OF FUNDS									
	Revenues	\$165,375	\$165,375	\$0	\$165,375	\$49,540	30%	\$151,147	(\$14,228)
	Other Sources of Funds	\$0	\$0	\$0	\$0	\$0	0%	\$0	\$0
	Total Sources of Funds	\$165,375	\$165,375	\$0	\$165,375	\$49,540	30%	\$151,147	(\$14,228)
USES OF FUNDS									
	Salaries & Wages	\$3,700	\$3,700	\$0	\$3,700	\$1,783	48%	\$3,566	\$134
	Benefits	\$2,220	\$2,220	\$0	\$2,220	\$824	37%	\$1,620	\$600
	Personnel Services	\$5,920	\$5,920	\$0	\$5,920	\$2,607	44%	\$5,186	\$734
	Services & Supplies	\$15,245	\$15,245	\$0	\$15,245	\$6,077	40%	\$6,940	\$8,305
	Capital Outlay	\$0	\$0	\$66,500	\$66,500	\$24,667	37%	\$66,500	\$0
	Administrative Cost	\$18,479	\$18,479	\$0	\$18,479	\$8,627	47%	\$16,029	\$2,450
	Total Expenditures	\$39,644	\$39,644	\$66,500	\$106,144	\$41,977	40%	\$94,655	\$11,489
	OPERATING SURPLUS/(DEFICIT)	\$125,731	\$125,731	(\$66,500)	\$59,231	\$7,562		\$56,492	(\$2,739)
TRANSFERS & ENCUMBRANCES									
	Transfers In - From General, Water, Wastewater, Garbage- Nov 9, 2022 Budget Adj for Office and Parking lot	31,500	31,500	56,400	87,900	21,588		87,900	0
	(Transfers Out) - To General, Water & Wastewater	(142,231)	(142,231)	0	(142,231)	0		(142,231)	0
	Encumbrances - Sources of Funding	0	0	0	0	0		0	0
	Encumbrances - (Designated Funds)	0	0	0	0	0		0	0
	NET TRANSFERS & ENCUMBRANCES	(\$110,731)	(\$110,731)	\$56,400	(\$54,331)	\$21,588		(\$54,331)	\$0



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
FACILITIES - FUND 10**

ACCOUNT NO.	GENERAL FUND (GF) FACILITIES - 10	FINAL BUDGET FY 2022/23	2022/23		2022/23 CURRENT BUDGET	ACTUAL AT 12/31/2022	50%	ESTIMATED ACTUAL	2022/23 EST. BUDGET VARIANCE
			ADOPTED BUDGET	APPROVED ADJUSTMENTS					
SOURCES OF FUNDS									
REVENUES									
10-4-3257-000	Utility Reimbursement	1,200	1,200		1,200	986	82%	1,972	772
10-4-3258-000	Old Fire Station Rent	12,000	12,000		12,000	6,000	50%	12,000	0
10-4-3259-000	Fire Rent	15,000	15,000		15,000	3,750	25%	15,000	0
10-4-3260-000	Lease - Sheriff Facility	122,175	122,175		122,175	38,804	32%	122,175	0
	Public Facilities Fees	15,000	15,000		15,000	0	0%	0	(15,000)
	Total Revenues	\$165,375	\$165,375	\$0	\$165,375	\$49,540	30%	\$151,147	(\$14,228)
OTHER SOURCES OF FUNDS									
	Total Other Sources of Funds	\$0	\$0	\$0	\$0	\$0		\$0	\$0
	Total Sources of Funds	\$165,375	\$165,375	\$0	\$165,375	\$49,540	30%	\$151,147	(\$14,228)
USES OF FUNDS									
SALARIES & WAGES									
10-5-4300-010	Salary & Wages	3,700	3,700		3,700	1,783	48%	3,566	134
10-5-4300-010	Overtime	0	0		0	0		0	0
	Total Salaries & Wages	\$3,700	\$3,700	\$0	\$3,700	\$1,783	48%	\$3,566	\$134
BENEFITS									
	Operating Crew Overhead	2,220	2,220		2,220	824	37%	1,620	600
	Total Benefits	\$2,220	\$2,220	\$0	\$2,220	\$824	37%	\$1,620	\$600
	Total Personnel Services	\$5,920	\$5,920	\$0	\$5,920	\$2,607	44%	\$5,186	\$734
SERVICES & SUPPLIES									
10-5-4300-110	Communication	0	0		0	14		27	(27)
10-5-4300-163	Maint: Structure/ Improvements	10,000	10,000		10,000	1,406	14%	2,813	7,187
10-5-4300-173	So: Maint. Structures/ Improvements	3,700	3,700		3,700	2,050	55%	4,100	(400)
10-5-4300-220	Professional Services	1,545	1,545		1,545	0	0%	0	1,545
	Total Services & Supplies	\$15,245	\$15,245	\$0	\$15,245	\$6,077	40%	\$6,940	\$8,305
CAPITAL OUTLAY									
10-5-4300-320	Nov 9, 2022 Budget Adjustment - Office Remodel & Parking Lot Resurface Project	0	0	60,000	60,000	24,667	41%	60,000	0
10-5-4300-320	Dec 14, 2022 Budget Adjustment - Sheriff's Building Gate	0	0	6,500	6,500	0	0%	6,500	0
	Total Capital Outlay	\$0	\$0	\$66,500	\$66,500	\$24,667	37%	\$66,500	\$0
ADMINISTRATIVE COST ALLOCATION									
10-5-4300-376	Admin Allocation	18,479	18,479		18,479	8,627	47%	16,029	2,450
	Total Administrative Cost Allocation	\$18,479	\$18,479	\$0	\$18,479	\$8,627	47%	\$16,029	\$2,450
	Total Expenditures	\$39,644	\$39,644	\$66,500	\$106,144	\$41,977	40%	\$94,655	\$11,489
OPERATING SURPLUS/(DEFICIT)		\$125,731	\$125,731	(\$66,500)	\$59,231	\$7,562		\$56,492	(\$2,739)
TRANSFERS & ENCUMBRANCES									
	Transfers In - From Water, Wastewater, Garbage- Nov 9, 2022 Budget Adj for Office and Parking lot	31,500	31,500	56,400	87,900	21,588		87,900	0
	(Transfers Out) - To General, Water & Wastewater	(142,231)	(142,231)		(142,231)	0		(142,231)	0
	Encumbrances - Sources of Funding	0	0		0	0		0	0
	Encumbrances - (Designated Funds)	0	0		0	0		0	0
	NET TRANSFERS & ENCUMBRANCES	(\$110,731)	(\$110,731)	\$56,400	(\$54,331)	\$21,588		(\$54,331)	\$0



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
ENTERPRISE FUNDS**

ACCOUNT NO.	ENTERPRISE FUNDS	FINAL BUDGET FY 2022/23	2022/23		2022/23 CURRENT BUDGET	ACTUAL AT 12/31/2022		ESTIMATED ACTUAL	2022/23 EST. BUDGET VARIANCE
			ADOPTED BUDGET	APPROVED ADJUSTMENTS					
SOURCES OF FUNDS									
	Water	\$5,701,019	\$5,701,019	\$268,000	\$5,969,019	\$1,646,611	50%	\$6,019,695	\$50,676
	Wastewater	\$406,200	\$406,200	\$0	\$406,200	\$204,771	50%	\$411,419	\$5,219
	Garbage	\$58,935	\$58,935	\$0	\$58,935	\$36,582	62%	\$62,942	\$4,007
	Equipment	\$36,825	\$36,825	\$0	\$36,825	\$13,284	36%	\$37,544	\$719
	Total Sources of Funds	\$6,202,979	\$6,202,979	\$268,000	\$6,470,979	\$1,901,248	29%	\$6,531,601	\$60,622
USES OF FUNDS									
	Water	\$5,823,316	\$5,823,316	\$268,000	\$6,091,316	\$1,741,217	29%	\$5,860,746	\$230,569
	Wastewater	\$546,391	\$546,391	\$0	\$546,391	\$213,968	39%	\$434,665	\$111,726
	Garbage	\$135,271	\$135,271	\$0	\$135,271	\$56,065	47%	\$101,075	\$34,196
	Equipment	\$32,800	\$32,800	\$122,000	\$154,800	\$9,260	6%	\$33,520	(\$720)
	Total Expenditures	\$6,537,777	\$6,537,777	\$390,000	\$6,927,777	\$2,020,511	29%	\$6,430,007	\$375,770
OPERATING SURPLUS/(DEFICIT)									
	Water	(\$122,297)	(\$122,297)	\$0	(\$122,297)	(\$94,606)		\$158,949	\$281,246
	Wastewater	(\$140,191)	(\$140,191)	\$0	(\$140,191)	(\$9,197)		(\$23,246)	\$116,945
	Garbage	(\$76,335)	(\$76,335)	\$0	(\$76,335)	(\$19,484)		(\$38,133)	\$38,203
	Equipment	\$4,025	\$4,025	(\$122,000)	(\$117,975)	\$4,024		\$4,024	(\$1)
	OPERATING SURPLUS/(DEFICIT)	(\$334,798)	(\$334,798)	(\$122,000)	(\$456,798)	(\$119,263)		\$101,594	\$436,392
TRANSFERS & ENCUMBRANCES									
	Transfers In - From General, Water, Wastewater, Garbage	119,783	119,783	122,000	241,783	0		241,783	0
	(Transfers Out) - Water, Wastewater, Garbage & Facilities - Nov 9, 2022 Budget Adj for Office and Parking lot & Dec 14, 2022 for Service Truck	(78,667)	(78,667)	(178,400)	(257,067)	(37,714)		(257,786)	(719)
	Encumbrances - Sources of Funding	0	0	0	0	0		0	0
	Encumbrances - (Designated Funds)	0	0	0	0	0		0	0
	NET TRANSFERS & ENCUMBRANCES	\$41,116	\$41,116	(\$56,400)	(\$15,284)	(\$37,714)		(\$16,003)	(\$719)



WATER FUND





OCEANO COMMUNITY SERVICES DISTRICT
 FUND LEVEL ANALYSIS
 WATER FUND - 02

ACCOUNT NO.	WATER FUND WATER DEPARTMENT - 02	FINAL BUDGET FY 2022/23	2022/23		2022/23 CURRENT BUDGET	ACTUAL AT 12/31/2022	ESTIMATED ACTUAL	2022/23 EST. BUDGET	2022/23 VARIANCE
			ADOPTED BUDGET	APPROVED ADJUSTMENTS					
SOURCES OF FUNDS									
	Revenues	\$3,099,268	\$3,099,268	\$0	\$3,099,268	\$1,552,703	50%	\$3,149,944	\$50,676
	Other Sources of Funds	\$2,601,751	\$2,601,751	\$268,000	\$2,869,751	\$93,909	0%	\$2,869,751	\$0
	Total Sources of Funds	\$5,701,019	\$5,701,019	\$268,000	\$5,969,019	\$1,646,611	50%	\$6,019,695	\$50,676
USES OF FUNDS									
	Salaries & Wages	\$234,000	\$234,000	\$0	\$234,000	\$80,127	34%	\$160,254	\$73,746
	Benefits	\$149,580	\$149,580	\$0	\$149,580	\$57,262	38%	\$112,774	\$36,806
	Personnel Services	\$383,580	\$383,580	\$0	\$383,580	\$137,389	36%	\$273,027	\$110,553
	Services & Supplies	\$1,924,786	\$1,924,786	\$0	\$1,924,786	\$959,948	50%	\$1,875,656	\$49,130
	Capital Outlay	\$2,906,608	2,906,608	\$268,000	\$3,174,608	\$375,183	12%	\$3,177,229	(\$2,621)
	Debt Service	\$53,961	\$53,961	\$0	\$53,961	\$9,882	18%	\$53,961	\$0
	Administrative Cost	\$554,380	\$554,380	\$0	\$554,380	\$258,815	47%	\$480,873	\$73,507
	Total Expenditures	\$5,823,316	\$5,823,316	\$268,000	\$6,091,316	\$1,741,217	29%	\$5,860,746	\$230,569
	OPERATING SURPLUS/(DEFICIT)	(\$122,297)	(\$122,297)	\$0	(\$122,297)	(\$94,606)		\$158,949	\$281,246
TRANSFERS & ENCUMBRANCES									
	Transfers In - From General & Garbage	11,325	11,325	0	11,325	0		11,325	0
	Transfers Out - To General , Garbage, Equipment, Facilities - Nov 9, 2022 Budget Adj for Office and Parking lot & Dec 14, 2022 Budget Adj for Service Truck	(59,945)	(59,945)	(105,540)	(165,485)	(23,294)		(165,894)	(409)
	Encumbrances - Sources of Funding	0	0	0	0	0		0	0
	Encumbrances - (Designated Funds)	0	0	0	0	0		0	0
	NET TRANSFERS & ENCUMBRANCES	(\$48,620)	(\$48,620)	(\$105,540)	(\$154,160)	(\$23,294)		(\$154,569)	(\$409)



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
WATER FUND - 02**

ACCOUNT NO.	WATER FUND WATER DEPARTMENT - 02	FINAL BUDGET FY 2022/23	2022/23		2022/23 CURRENT BUDGET	ACTUAL AT 12/31/2022	50%	ESTIMATED ACTUAL	2022/23 EST. BUDGET VARIANCE
			ADOPTED BUDGET	APPROVED ADJUSTMENTS					
SOURCES OF FUNDS									
REVENUES									
02-4-3200-000	Water Sales	2,971,660	2,971,660		2,971,660	1,509,553	51%	3,019,107	47,447
02-4-3206-000	Front Footage Fees	16,320	16,320		16,320	0	0%	16,320	0
02-4-3207-000	Sales: U/B Courtesy Notice	4,500	4,500		4,500	1,900	42%	4,500	0
02-4-3208-000	Delinquent U/B Acct Fees	27,000	27,000		27,000	23,981	89%	27,000	0
02-4-3209-000	Capacity Charges	27,498	27,498		27,498	0	0%	27,498	0
02-4-3210-000	Meter Fees	5,400	5,400		5,400	0	0%	5,400	0
02-4-3211-000	Lopez Connection Fees	4,000	4,000		4,000	0	0%	4,000	0
02-4-3212-000	New Account Setup Fee	3,240	3,240		3,240	2,850	88%	5,700	2,460
02-4-3217-297	Wheeling/Fire Protection	25,000	25,000		25,000	12,885	52%	25,770	770
02-4-3230-350	Reimbursement - New Development	11,150	11,150		11,150	1,533	14%	11,150	0
02-4-3255-000	Inspection Fees	200	200		200	0	0%	200	0
02-4-3224-000	Backflow Fees	3,300	3,300		3,300	0	0%	3,300	0
Total Revenues		\$3,099,268	\$3,099,268	\$0	\$3,099,268	\$1,552,703	50%	\$3,149,944	\$50,676
Prop 1 Grant - Stormwater Recharge Project		2,332,473	2,332,473		2,332,473	92,905	4%	2,332,473	0
Prop 1 Grant - WRRP Project 1-1 & 1-9		269,278	269,278		269,278	1,003	0%	269,278	0
Nov 9, 2022 Budget Adj - Small Community Drought Grant - WRRP Project 1-1 & 1-9		0	0	268,000	268,000	0	0%	268,000	0
Total Other Sources of Funds		\$2,601,751	\$2,601,751	\$268,000	\$2,869,751	\$93,909	0%	\$2,869,751	\$0
Total Sources of Funds		\$5,701,019	\$5,701,019	\$268,000	\$5,969,019	\$1,646,611	28%	\$6,019,695	\$50,676
USES OF FUNDS									
SALARIES & WAGES									
02-5-4400-010	Salaries and Wages	205,000	205,000		205,000	75,987	37%	151,974	53,026
02-5-4400-020	Overtime	29,000	29,000		29,000	4,140	14%	8,280	20,720
Total Salaries & Wages		\$234,000	\$234,000	\$0	\$234,000	\$80,127	34%	\$160,254	\$73,746
BENEFITS									
02-5-4400-075	Workers Compensation Insurance	7,500	7,500		7,500	4,544	61%	9,087	(1,587)
	Operating Crew Benefits Allocation	142,080	142,080		142,080	52,719	37%	103,686	38,394
Total Benefits		\$149,580	\$149,580	\$0	\$149,580	\$57,262	38%	\$112,774	\$36,806
Total Personnel Services		\$383,580	\$383,580	\$0	\$383,580	\$137,389	36%	\$273,027	\$110,553
SERVICES & SUPPLIES									
02-5-4400-110	Communications	3,500	3,500		3,500	1,454	42%	2,908	592
02-5-4400-163	Maint: Structures/ Improvements	8,900	8,900		8,900	322	4%	643	8,257
02-5-4400-164	Paving	3,000	3,000		3,000	1,757	59%	3,514	(514)
02-5-4400-170	Maintenance - Equipment	3,200	3,200		3,200	7,518	235%	7,518	(4,318)
02-5-4400-173	Maint: Shared Structures/ Improvements	10,815	10,815		10,815	2,212	20%	4,424	6,391
02-5-4400-175	System Parts/ Operating Supplies	17,510	17,510		17,510	5,047	29%	10,094	7,416
02-5-4400-176	Water Meters	24,000	24,000		24,000	16,162	67%	24,000	0
02-5-4400-177	Safety Expense	570	570		570	258	45%	516	54
02-5-4400-178	Chemicals	5,000	5,000		5,000	2,622	52%	5,243	(243)
02-5-4400-180	Membership	3,600	3,600		3,600	2,416	67%	3,600	0
02-5-4400-200	Office Expense	620	620		620	673	109%	1,347	(727)
02-5-4400-205	Outside UB Mail Service	10,500	10,500		10,500	5,281	50%	10,562	(62)
02-5-4400-220	Professional Services	44,635	44,635		44,635	24,274	54%	48,548	(3,913)
02-5-4400-221	Information Technology	575	575		575	0	0%	0	575
02-5-4400-222	Contracted Engineering	5,665	5,665		5,665	205	4%	410	5,255
02-5-4400-226	Engineering & Other Reimbursements	10,815	10,815		10,815	2,911	27%	5,822	4,993
02-5-4400-230	Legal Notices	1,250	1,250		1,250	0	0%	0	1,250
02-5-4400-231	Bad Debt Expense	575	575		575	0	0%	0	575
02-5-4400-241	Rents/ Leases - Equipment	2,200	2,200		2,200	0	0%	0	2,200
02-5-4400-248	Permits, Fees, Licenses	10,500	10,500		10,500	3,439	33%	6,878	3,622
02-5-4400-250	Small Tools and Instruments	2,650	2,650		2,650	205	8%	411	2,239
02-5-4400-285	Classes/ Seminars	3,000	3,000		3,000	0	0%	0	3,000
02-5-4400-261	Water Supply - Lopez	531,120	531,120		531,120	265,560	50%	531,120	0
02-5-4400-262	Water Supply - State Water	1,080,000	1,080,000		1,080,000	546,449	51%	1,080,000	0
02-5-4400-290	Utilities	30,000	30,000		30,000	18,413	61%	36,827	(6,827)
02-5-4400-297	Pass-Thru: Crest/Christie/AG	26,265	26,265		26,265	12,885	49%	25,770	495
02-5-4400-320	Fixed Assets - Equipment	10,995	10,995		10,995	14,266	130%	14,266	(3,271)
02-5-4400-380	NCMA Tec	65,826	65,826		65,826	25,379	39%	50,758	15,068
02-5-4400-499	Claim & Settlements	7,500	7,500		7,500	239	3%	479	7,021
Total Services & Supplies		\$1,924,786	\$1,924,786	\$0	\$1,924,786	\$959,948	50%	\$1,875,656	\$49,130



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
WATER FUND - 02**

ACCOUNT NO.	WATER FUND WATER DEPARTMENT - 02	FINAL BUDGET FY 2022/23	2022/23		2022/23 CURRENT BUDGET	ACTUAL AT 12/31/2022		ESTIMATED ACTUAL	2022/23 EST. BUDGET VARIANCE	
			ADOPTED BUDGET	APPROVED ADJUSTMENTS		50%				
CAPITAL OUTLAY										
02-5-4400-354	CIP - Overlay	0	0		0	2,621		2,621	(2,621)	
02-5-4400-361	Prop 1: Stormwater Recapture	2,461,830	2,461,830		2,461,830	163,389	7%	2,461,830	0	
02-5-4400-439	Prop 1: WRRP #1-1 & #1-9	294,778	294,778		294,778	209,174	71%	294,778	0	
	Nov 9, 2022 Budget Adj - Small Community Drought Grant - WRRP Project 1-1 & 1-9	0	0	268,000	268,000	0		268,000	0	
02-5-4400-439	Annual CIP Projects	150,000	150,000		150,000	0	0%	150,000	0	
Total Capital Outlay		\$2,906,608	2,906,608	\$268,000	\$3,174,608	\$375,183	12%	\$3,177,229	(\$2,621)	
DEBT SERVICE										
	CalPERS UAL Funding	53,961	53,961		53,961	9,882	18%	53,961	0	
Total Debt Service		\$53,961	\$53,961	\$0	\$53,961	\$9,882	18%	\$53,961	\$0	
ADMINISTRATIVE COST ALLOCATION										
02-5-4400-376	Administrative Cost Allocation	554,380	554,380		554,380	258,815	47%	480,873	73,507	
Total Administrative Cost Allocation		\$554,380	\$554,380	\$0	\$554,380	\$258,815	47%	\$480,873	\$73,507	
Total Expenditures		\$5,823,316	\$5,823,316	\$268,000	\$6,091,316	\$1,741,217	29%	\$5,806,785	\$230,569	
OPERATING SURPLUS/(DEFICIT)		(\$122,297)	(\$122,297)	\$0	(\$122,297)	(\$94,606)		\$212,910	\$281,246	
TRANSFERS & ENCUMBRANCES										
	Transfers In- From General & Garbage	11,325	11,325		11,325	0		11,325	0	
	(Transfers Out) - To General , Garbage, Equipment, Facilities - Nov 9, 2022 Budget Adj for Office and Parking lot & Dec 14, 2022 Budget Adj for Service Truck	(59,945)	(59,945)	(105,540)	(165,485)	(23,294)		(165,894)	(409)	
	Encumbrances - Sources of Funding				0			0	0	
	Encumbrances - (Designated Funds)		0		0			0	0	
NET TRANSFERS & ENCUMBRANCES		(\$48,620)	(\$48,620)	(\$105,540)	(\$154,160)	(\$23,294)		(\$154,569)	(\$409)	



Waste water FUND





OCEANO COMMUNITY SERVICES DISTRICT
 FUND LEVEL ANALYSIS
 WASTEWATER DEPARTMENT - FUND - 03

ACCOUNT NO.	WASTEWATER FUND WASTEWATER DEPARTMENT - 03	FINAL BUDGET FY 2022/23	2022/23		2022/23 CURRENT BUDGET	ACTUAL AT 12/31/2022	ESTIMATED ACTUAL	2022/23 EST. BUDGET VARIANCE	
			ADOPTED BUDGET	APPROVED ADJUSTMENTS					
SOURCES OF FUNDS									
	Revenues	\$406,200	\$406,200	\$0	\$406,200	\$204,771	50%	\$411,419	\$5,219
	Other Sources of Funds	\$0	\$0	\$0	\$0	\$0	0%	\$0	\$0
	Total Sources of Funds	\$406,200	\$406,200	\$0	\$406,200	\$204,771	50%	\$411,419	\$5,219
USES OF FUNDS									
	Salaries & Wages	\$91,500	\$91,500	\$0	\$91,500	\$32,005	35%	\$64,010	\$27,490
	Benefits	\$57,480	\$57,480	\$0	\$57,480	\$22,314	39%	\$43,971	\$13,509
	Personnel Services	\$148,980	\$148,980	\$0	\$148,980	\$54,319	36%	\$107,981	\$40,999
	Services & Supplies	\$68,240	\$68,240	\$0	\$68,240	\$25,301	37%	\$34,267	\$33,973
	Capital Outlay	\$25,000	\$25,000	\$0	\$25,000	\$0	0%	\$25,000	\$0
	Debt Service	\$26,981	\$26,981	\$0	\$26,981	4,940	18%	26,981	\$0
	Administrative Cost	\$277,190	\$277,190	\$0	\$277,190	\$129,408	47%	\$240,436	\$36,754
	Total Expenditures	\$546,391	\$546,391	\$0	\$546,391	\$213,968	39%	\$434,665	\$111,726
	OPERATING SURPLUS/(DEFICIT)	(\$140,191)	(\$140,191)	\$0	(\$140,191)	(\$9,197)		(\$23,246)	\$116,945
TRANSFERS & ENCUMBRANCES									
	Transfers In - From General Fund	100,958	100,958	0	100,958	0		100,958	0
	(Transfers Out) - Equipment Fund & Facilities - Nov 9, 2022 Budget Adj for Office and Parking lot & Dec 14, 2022 Budget Adj for Service Truck	(14,615)	(14,615)	(66,800)	(81,415)	(11,014)		(81,700)	(285)
	Encumbrances - Sources of Funding	0	0	0	0	0		0	0
	Encumbrances - (Designated Funds)	0	0	0	0	0		0	0
	NET TRANSFERS & ENCUMBRANCES	\$86,343	\$86,343	(\$66,800)	\$19,543	(\$11,014)		\$19,258	(\$285)



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
WASTEWATER DEPARTMENT - FUND 03**

ACCOUNT NO.	WASTEWATER FUND WASTEWATER DEPARTMENT - 03	FINAL BUDGET FY 2022/23	2022/23		2022/23 CURRENT BUDGET	ACTUAL AT 12/31/2022	50%	ESTIMATED ACTUAL	2022/23 EST. BUDGET VARIANCE
			ADOPTED BUDGET	APPROVED ADJUSTMENTS					
SOURCES OF FUNDS									
REVENUES									
03-4-3210-000	Sales - Sewer	400,000	400,000		400,000	201,653	50%	403,307	3,307
03-4-3211-000	Sewer Connections	2,000	2,000		2,000	0	0%	2,000	0
03-4-3230-000	Sales: Miscellaneous	0				223		223	223
03-4-3255-000	Inspection Fees	100	100		100	0	0%	100	0
03-4-3256-000	FOG Program	4,100	4,100		4,100	2,895	71%	5,790	1,690
Total Revenues		\$406,200	\$406,200	\$0	\$406,200	\$204,771	50%	\$411,419	\$5,219
OTHER SOURCES OF FUNDS									
Total Other Sources of Funds		\$0	\$0	\$0	\$0	\$0		\$0	\$0
Total Sources of Funds		\$406,200	\$406,200	\$0	\$406,200	\$204,771	50%	\$411,419	\$5,219
USES OF FUNDS									
SALARIES & WAGES									
03-5-4500-010	Salaries and Wages	79,000	79,000		79,000	30,656	39%	61,312	17,688
03-5-4500-020	Overtime	12,500	12,500		12,500	1,349	11%	2,699	9,801
Total Salaries & Wages		\$91,500	\$91,500	\$0	\$91,500	\$32,005	35%	\$64,010	\$27,490
BENEFITS									
03-5-4500-075	Workers Compensation Insurance	4,200	4,200		4,200	2,544	61%	5,089	(889)
	Operating Crew Benefits Allocation	53,280	53,280		53,280	19,769	37%	38,882	14,398
Total Benefits		\$57,480	\$57,480	\$0	\$57,480	\$22,314	39%	\$43,971	\$13,509
Total Personnel Services		\$148,980	\$148,980	\$0	\$148,980	\$54,319	36%	\$107,981	\$40,999
SERVICES & SUPPLIES									
03-5-4500-110	Communication	515	515		515	182	35%	363	152
03-5-4500-163	Maint: Sewer Structures/ Improvements	10,000	10,000		10,000	750	7%	1,499	8,501
03-5-4500-170	Maintenance: Equipment	3,400	3,400		3,400	8,426	248%	8,426	(5,026)
03-5-4500-171	Maintenance: Vehicles	3,600	3,600		3,600	0	0%	0	3,600
03-5-4500-172	Gas and Oil	3,500	3,500		3,500	0	0%	0	3,500
03-5-4500-173	Maint: Structures/ Improvements	5,135	5,135		5,135	0	0%	0	5,135
03-5-4500-175	System Parts/ Operating Supplies	8,240	8,240		8,240	550	7%	1,100	7,140
03-5-4500-177	Safety Expense	2,850	2,850		2,850	179	6%	357	2,493
03-5-4500-180	Memberships	1,050	1,050		1,050	706	67%	1,050	0
03-5-4500-200	Office Expense	515	515		515	177	34%	354	161
03-5-4500-205	Outside UB Mailing Expense	9,300	9,300		9,300	5,281	57%	10,562	(1,262)
03-5-4500-220	Professional Services	2,575	2,575		2,575	0	0%	0	2,575
03-5-4500-222	Contracted Engineering	2,835	2,835		2,835	0	0%	0	2,835
03-5-4500-241	Rents & Leases/ Equipment	2,575	2,575		2,575	5,142	200%	5,142	(2,567)
03-5-4500-248	Regulatory Permits & Fees	4,500	4,500		4,500	3,453	77%	4,500	0
03-5-4500-285	Classes/ Seminars/ Training Fees	2,800	2,800		2,800	0	0%	0	2,800
03-5-4500-290	Utilities	2,600	2,600		2,600	457	18%	913	1,687
03-5-4500-390	Bad Debt Expense	350	350		350	0	0%	0	350
03-5-4500-499	Claims & Settlements	1,900	1,900		1,900	0	0%	0	1,900
Total Services & Supplies		\$68,240	\$68,240	\$0	\$68,240	\$25,301	37%	\$34,267	\$33,973
CAPITAL OUTLAY									
	CIP - Wastewater Collection System Study	25,000	25,000		25,000	0	0%	25,000	0
Total Capital Outlay		\$25,000	\$25,000	\$0	\$25,000	\$0	0%	\$25,000	\$0
DEBT SERVICE									
	CalPERS UAL Funding	26,981	26,981		26,981	4,940	18%	26,981	0
Total Debt Service		\$26,981	\$26,981	\$0	\$26,981	\$4,940	18%	\$26,981	\$0
ADMINISTRATIVE COST ALLOCATION									
	Administrative Cost Allocation	277,190	277,190		277,190	129,408	47%	240,436	36,754
Total Administrative Cost Allocation		\$277,190	\$277,190	\$0	\$277,190	\$129,408	47%	\$240,436	\$36,754
Total Expenditures		\$546,391	\$546,391	\$0	\$546,391	\$213,968	39%	\$407,684	\$111,726
OPERATING SURPLUS/(DEFICIT)		(\$140,191)	(\$140,191)	\$0	(\$140,191)	(\$9,197)		\$3,735	\$116,945
TRANSFERS & ENCUMBRANCES									
	Transfers In - From General Fund & Garbage	100,958	100,958		100,958			100,958	0
	(Transfers Out) - Equipment Fund & Facilities - Nov 9, 2022 Budget Adj for Office and Parking lot & Dec 14, 2022 Budget Adj for Service Truck	(14,615)	(14,615)	(66,800)	(81,415)	(11,014)		(81,700)	(285)
	Encumbrances - Sources of Funding	0	0		0			0	0
	Encumbrances - (Designated Funds)	0	0		0			0	0
NET TRANSFERS & ENCUMBRANCES		\$86,343	\$86,343	(\$66,800)	\$19,543	(\$11,014)		\$19,258	(\$285)



GARBAGE FUND





**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
GARBAGE FUND - 06**

ACCOUNT NO.	GARBAGE FUND GARBAGE DEPARTMENT - 06	FINAL BUDGET FY 2022/23	2022/23		2022/23 CURRENT BUDGET	ACTUAL AT 12/31/2022		ESTIMATED ACTUAL	2022/23 EST. BUDGET VARIANCE
			ADOPTED BUDGET	APPROVED ADJUSTMENTS					
SOURCES OF FUNDS									
	Revenues	\$58,935	\$58,935	\$0	\$58,935	\$36,582	62%	\$62,942	\$4,007
	Other Sources of Funds	\$0	\$0	\$0	\$0	\$0	0%	\$0	\$0
	Total Sources of Funds	\$58,935	\$58,935	\$0	\$58,935	\$36,582	62%	\$62,942	\$4,007
USES OF FUNDS									
	Salaries & Wages	\$32,000	\$32,000	\$0	\$32,000	\$7,678	24%	\$15,357	\$16,643
	Benefits	\$23,200	\$23,200	\$0	\$23,200	\$8,843	38%	\$17,413	\$5,787
	Personnel Services	\$55,200	\$55,200	\$0	\$55,200	\$16,522	30%	\$32,769	\$22,431
	Services & Supplies	\$43,112	\$43,112	\$0	\$43,112	\$22,290	52%	\$36,247	\$6,865
	Capital Outlay	\$0	\$0	\$0	\$0	\$0	0%	\$0	\$0
	Administrative Cost	\$36,959	\$36,959	\$0	\$36,959	\$17,254	47%	\$32,058	\$4,900
	Total Expenditures	\$135,271	\$135,271	\$0	\$135,271	\$56,065	47%	\$101,075	\$34,196
OPERATING SURPLUS/(DEFICIT)		(\$76,335)	(\$76,335)	\$0	(\$76,335)	(\$19,484)		(\$38,133)	\$38,203
TRANSFERS & ENCUMBRANCES									
	Transfers In - From General Fund	7,500	7,500	0	7,500	0		7,500	0
	Transfers Out - Water, Wastewater, Equipment, Facilities - Nov 9, 2022 Budget Adj for Office and Parking lot & Dec 14, 2022 Budget Adj for Service Truck	(4,107)	(4,107)	(6,060)	(10,167)	(3,406)		(10,192)	(25)
	Encumbrances - Sources of Funding	0	0	0	0	0		0	0
	Encumbrances - (Designated Funds)	0	0	0	0	0		0	0
	NET TRANSFERS & ENCUMBRANCES	\$3,393	\$3,393	(\$6,060)	(\$2,667)	(\$3,406)		(\$2,692)	(\$25)



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
GARBAGE FUND - 06**

ACCOUNT NO.	GARBAGE FUND GARBAGE DEPARTMENT - 06	FINAL BUDGET FY 2022/23	2022/23		2022/23 CURRENT BUDGET	ACTUAL AT 12/31/2022	50%	ESTIMATED ACTUAL	2022/23 EST. BUDGET VARIANCE
			ADOPTED BUDGET	APPROVED ADJUSTMENTS					
SOURCES OF FUNDS									
REVENUES									
06-4-3501-000	Franchise Fees	50,000	50,000		50,000	26,361	53%	\$2,721	2,721
06-4-3501-741	Landfill Savings Payment	8,935	8,935		8,935	10,221	114%	10,221	1,286
Total Revenues		\$58,935	\$58,935	\$0	\$58,935	\$36,582	62%	\$62,942	\$4,007
OTHER SOURCES OF FUNDS									
Total Other Sources of Funds		\$0	\$0	\$0	\$0	\$0		\$0	\$0
Total Sources of Funds		\$58,935	\$58,935	\$0	\$58,935	\$36,582	62%	\$62,942	\$4,007
USES OF FUNDS									
SALARIES & WAGES									
06-5-4900-010	Salaries & Wages	32,000	32,000		32,000	7,660	24%	15,320	16,680
06-5-4900-020	Overtime Wages	0	0		0	18		37	(37)
Total Salaries & Wages		\$32,000	\$32,000	\$0	\$32,000	\$7,678	24%	\$15,357	\$16,643
BENEFITS									
06-5-4900-075	Compensation Insurance	1,000	1,000		1,000	606	61%	1,212	(212)
	Operating Crew Benefits Allocation	22,200	22,200		22,200	8,237	37%	16,201	5,999
Total Benefits		\$23,200	\$23,200	\$0	\$23,200	\$8,843	38%	\$17,413	\$5,787
Total Personnel Services		\$55,200	\$55,200	\$0	\$55,200	\$16,522	30%	\$32,769	\$22,431
SERVICES & SUPPLIES									
06-5-4900-110	Communication	1,000	1,000		1,000	84	8%	168	832
06-5-4900-171	Maintenance - Vehicles	530	530		530	0	0%	0	530
06-5-4900-173	Maint - Shared Structures/ Improvements	550	550		550	100	18%	200	350
06-5-4900-175	Operating Supplies	1,600	1,600		1,600	0	0%	0	1,600
06-5-4900-200	Office Expense	1,065	1,065		1,065	0	0%	0	1,065
06-5-4900-210	Postage	530	530		530	0	0%	0	530
06-5-4900-219	Special Admin Expense - SCS5 Retroactive Charges	18,332	18,332		18,332	18,332	100%	18,332	0
06-5-4900-220	Professional Services	8,940	8,940		8,940	3,774	42%	7,548	1,392
06-5-4900-290	Utilities	565	565		565	0	0%	0	565
06-5-4900-291	School Outreach Programs	10,000	10,000		10,000	0	0%	10,000	0
Total Services & Supplies		\$43,112	\$43,112	\$0	\$43,112	\$22,290	52%	\$36,247	\$6,865
CAPITAL OUTLAY									
Total Capital Outlay		\$0	\$0	\$0	\$0	\$0		\$0	\$0
ADMINISTRATIVE COST ALLOCATION									
06-5-4900-376	Administrative Cost Allocation	36,959	36,959		36,959	17,254	47%	32,058	4,900
Total Administrative Cost Allocation		\$36,959	\$36,959	\$0	\$36,959	\$17,254	47%	\$32,058	\$4,900
Total Expenditures		\$135,271	\$135,271	\$0	\$135,271	\$56,065	41%	\$101,075	\$34,196
OPERATING SURPLUS/(DEFICIT)		(\$76,335)	(\$76,335)	\$0	(\$76,335)	(\$19,484)		(\$38,133)	\$38,203
TRANSFERS & ENCUMBRANCES									
	Transfers In - From Water Fund	7,500	7,500		7,500	0		7,500	0
	(Transfers Out) - Water, Wastewater, Equipment, Facilities - Nov 9, 2022 Budget Adj for Office and Parking lot & Dec 14, 2022 Budget Adj for Service Truck	(4,107)	(4,107)	(6,060)	(10,167)	(3,406)		(10,192)	(25)
	Encumbrances - Sources of Funding	0	0		0	0		0	0
	Encumbrances - (Designated Funds)	0	0		0	0		0	0
NET TRANSFERS & ENCUMBRANCES		\$3,393	\$3,393	(\$6,060)	(\$2,667)	(\$3,406)		(\$2,692)	(\$25)



EQUIPMENT FUND





OCEANO COMMUNITY SERVICES DISTRICT									
FUND LEVEL ANALYSIS									
EQUIPMENT FUND - 12									
ACCOUNT NO.	EQUIPMENT FUND - 12	FINAL BUDGET FY 2022/23	2022/23		2022/23 CURRENT BUDGET	ACTUAL AT 12/31/2022	ESTIMATED ACTUAL	2022/23 EST. BUDGET VARIANCE	
			ADOPTED BUDGET	APPROVED ADJUSTMENTS					
SOURCES OF FUNDS									
	Revenues	\$36,825	\$36,825	\$0	\$36,825	\$13,284	36%	\$37,544	\$719
	Other Sources of Funds	\$0	\$0	\$0	\$0	\$0	0%	\$0	\$0
	Total Sources of Funds	\$36,825	\$36,825	\$0	\$36,825	\$13,284	36%	\$37,544	\$719
USES OF FUNDS									
	Salaries & Wages	\$0	\$0	\$0	\$0	\$0	0%	\$0	\$0
	Benefits	\$0	\$0	\$0	\$0	\$0	0%	\$0	\$0
	Personnel Services	\$0	\$0	\$0	\$0	\$0	0%	\$0	\$0
	Services & Supplies	\$17,800	\$17,800	\$0	\$17,800	\$9,260	52%	\$18,520	(\$720)
	Capital Outlay	\$0	\$0	\$122,000	\$122,000	\$0	0%	\$0	\$0
	Debt Service	\$15,000	\$15,000	\$0	\$15,000	\$0	0%	\$15,000	\$0
	Total Expenditures	\$32,800	\$32,800	\$122,000	\$154,800	\$9,260	6%	\$33,520	(\$720)
OPERATING SURPLUS/(DEFICIT)		\$4,025	\$4,025	(\$122,000)	(\$117,975)	\$4,024		\$4,024	\$1,439
TRANSFERS & ENCUMBRANCES									
	Transfers In - Water, Wastewater & Garbage Dec 14, 2022 Budget Adj for Service Truck	0	0	122,000	122,000	0		122,000	0
	(Transfers Out)	0	0	0	0	0		0	0
	Encumbrances - Sources of Funding	0	0	0	0	0		0	0
	Encumbrances - (Designated Funds)	0	0	0	0	0		0	0
	NET TRANSFERS & ENCUMBRANCES	\$0	\$0	\$122,000	\$122,000	\$0		\$122,000	\$0

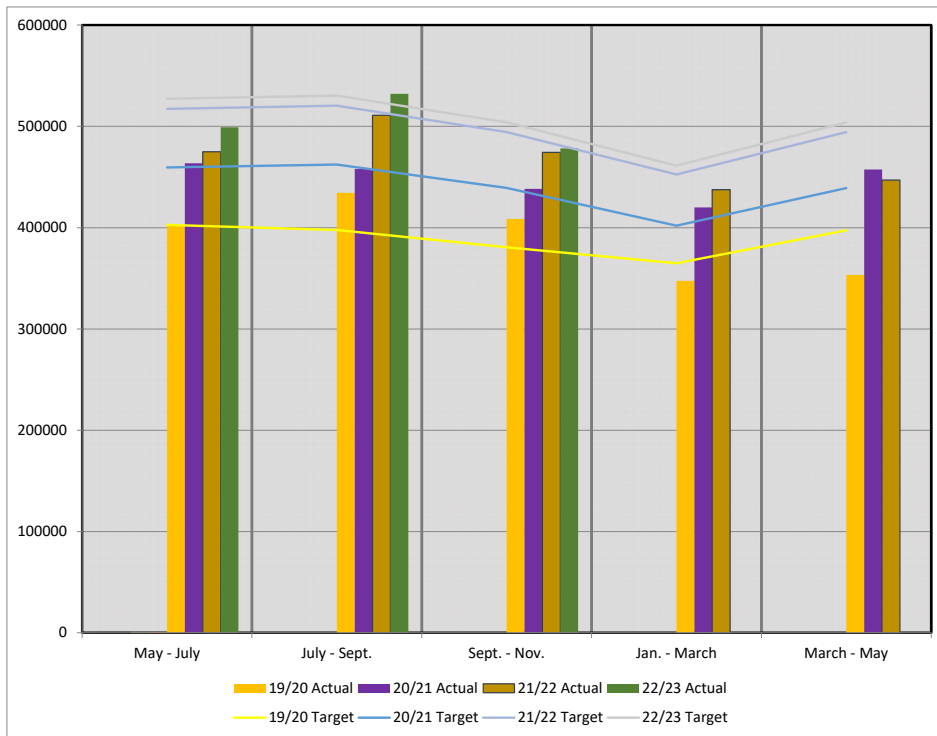


**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
EQUIPMENT FUND - 12**

ACCOUNT NO.	EQUIPMENT FUND - 12	FINAL BUDGET FY 2022/23	2022/23		2022/23 CURRENT BUDGET	ACTUAL AT 12/31/2022	50%	ESTIMATED ACTUAL	2022/23 EST. BUDGET VARIANCE
			ADOPTED BUDGET	APPROVED ADJUSTMENTS					
SOURCES OF FUNDS									
REVENUES									
12-4-3800-001	Lease Revenue from Water	20,945	20,945		20,945	7,556	36%	21,354	409
12-4-3800-002	Lease Revenue from Sewer	14,615	14,615		14,615	5,272	36%	14,900	285
12-4-3800-005	Lease Revenue from Garbage	1,265	1,265		1,265	456	36%	1,290	25
Total Revenues		\$36,825	\$36,825	\$0	\$36,825	\$13,284	36%	\$37,544	\$719
OTHER SOURCES OF FUNDS									
Total Other Sources of Funds		\$0	\$0	\$0	\$0	\$0		\$0	\$0
Total Sources of Funds		\$36,825	\$36,825	\$0	\$36,825	\$13,284	36%	\$37,544	\$719
USES OF FUNDS									
SALARIES & WAGES									
Total Salaries & Wages		\$0	\$0	\$0	\$0	\$0		\$0	\$0
BENEFITS									
Total Benefits		\$0	\$0	\$0	\$0	\$0		\$0	\$0
Total Personnel Services		\$0	\$0	\$0	\$0	\$0		\$0	\$0
SERVICES & SUPPLIES									
12-5-4350-171	Maintenance - Vehicles	8,000	8,000		8,000	3,075	38%	6,149	1,851
12-5-4350-172	Fuel	9,800	9,800		9,800	6,186	63%	12,371	(2,571)
Total Services & Supplies		\$17,800	\$17,800	\$0	\$17,800	\$9,260	52%	\$18,520	(\$720)
CAPITAL OUTLAY									
	Dec 14, 2022 Budget Adj for Service Truck	0	0	122,000	122,000	0		122,000	0
Total Capital Outlay		\$0	\$0	\$122,000	\$122,000	\$0		\$122,000	\$0
DEBT SERVICE									
12-5-4350-320	Equipment Lease	15,000	15,000		15,000	0	0%	15,000	0
Total Debt Service		\$15,000	\$15,000	\$0	\$15,000	\$0	0%	\$15,000	\$0
Total Expenditures		\$32,800	\$32,800	\$122,000	\$154,800	\$9,260	6%	\$155,520	(\$720)
OPERATING SURPLUS/(DEFICIT)		\$4,025	\$4,025	(\$122,000)	(\$117,975)	\$4,024		(\$117,976)	(\$1)
TRANSFERS & ENCUMBRANCES									
	Transfers In - Water, Wastewater & Garbage - Dec 14, 2022 Budget Adj for Service Truck	0	0	122,000	122,000	0		122,000	0
	(Transfers Out)	0	0		0				0
	Encumbrances - Sources of Funding	0	0		0				0
	Encumbrances - (Designated Funds)	0	0		0				0
NET TRANSFERS & ENCUMBRANCES		\$0	\$0	\$122,000	\$122,000	\$0		\$122,000	\$0

Oceano Community Services District
Water Revenue Comparisons - Target to Actual
Billing Periods Ending in:
Fiscal Years 2019/20, 2020/21, 2021/22, 2022/23

	<u>19/20 Target</u>	<u>19/20 Actual</u>	<u>20/21 Target</u>	<u>20/21 Actual</u>	<u>21/22 Target</u>	<u>21/22 Actual</u>	<u>22/23 Target</u>	<u>22/23 Actual</u>
May - July	\$ 402,665	\$ 402,499	\$ 459,524	\$ 463,594	\$ 517,301	\$ 474,941	\$ 527,247	\$ 499,160
July - Sept.	\$ 397,740	\$ 434,372	\$ 462,282	\$ 457,925	\$ 520,405	\$ 510,911	\$ 530,411	\$ 532,132
Sept. - Nov.	\$ 380,687	\$ 408,556	\$ 439,225	\$ 438,290	\$ 494,449	\$ 474,288	\$ 503,956	\$ 478,264
Nov. - Jan.	\$ 348,741	\$ 319,387	\$ 387,755	\$ 401,511	\$ 436,508	\$ 411,596	\$ 444,901	\$ -
Jan. - March	\$ 364,822	\$ 347,461	\$ 402,013	\$ 420,025	\$ 452,559	\$ 437,466	\$ 461,260	\$ -
March - May	\$ 397,345	\$ 353,371	\$ 439,161	\$ 457,470	\$ 494,378	\$ 447,006	\$ 503,884	\$ -
Totals	\$ 2,292,000	\$ 2,265,646	\$ 2,589,960	\$ 2,638,815	\$ 2,915,599	\$ 2,756,207	\$ 2,971,660	\$ 1,509,556
(Shortfall)/Overfall		<u>\$ (26,354)</u>		<u>\$ 48,855</u>		<u>\$ (159,392)</u>		<u>\$ (52,058)</u>
								<u>\$ (188,949)</u>





Oceano Community Services District

1655 Front Street, P.O. Box 599, Oceano, CA 93475

(805) 481-6730 FAX (805) 481-6836

Date: February 22, 2023

To: Board of Directors

From: Will Clemens, General Manger

Subject: **Agenda Item #8(C):** Approval of a Budget Adjustment and Contract for Grant Writing Consultant Services for a Clean California Grant Application to CalTrans

Recommendation

It is recommended that the Board:

1. Approve a budget adjustment in the amount of \$33,085 in the Facilities Fund from garbage and general fund reserves for grant writing services for a Clean California Grant Application to CalTrans.
2. Approve the attached contract with MNS Engineers, Inc. for Consultant Services in the amount of \$33,085 and authorize the President to sign.

Discussion

Caltrans has just issued a call for projects for round two of their Clean California Grant Program. The attached guidelines indicate a wide variety of eligible uses for services that the District provides. Staff envisions utilizing the grant funding to replace the 12 concrete light poles along Highway One, increase the number of dual trash receptacles in the downtown area, and complete landscape improvements on District properties and the mural at the Old Firehouse.

The total project scope is beyond the capacity of current staff efforts and the grant deadline is April 28, 2023. Therefore, staff is recommending the utilization of a grant writing consultant team at MNS Engineers, Inc. Their proposal is attached to the Consultant Contract as Exhibit A.

Other Agency Involvement

CalTrans is the granting agency.



Oceano Community Services District

Board of Directors Meeting

Financial Considerations

The estimated cost of the grant writing services is \$33,085 and is not eligible for grant funding. The following table illustrates the estimated costs for the grant application.

Total Cost Estimate	Garbage Fund Reserves	Lighting Fund Reserves	Facilities Fund Reserves
<u>\$ 33,085</u>	<u>\$ 11,028</u>	<u>\$ 11,028</u>	<u>\$ 11,029</u>

It is necessary to approve a budget adjustment by a 4/5ths vote to appropriate the funds needed to apply for the grant.

Results

Pursuing grant revenues and project implementation supports a well-governed and livable community.

Attachments:

- Clean California Program Guidelines
- Contract with MNS Engineers, Inc.

Clean California Local Grant Program

Program Guidelines

CYCLE 2

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Clean California Local Grant Program Overview

Background

The Clean California Local Grant Program (CCLGP) is a competitive statewide program created to beautify and clean up local streets and roads, tribal lands, parks, pathways, transit centers, and other public spaces.

Assembly Bill 149 (Sec.16) created the CCLGP of 2021 and was codified under Streets and Highway Code §91.41 et al. The Program is one part of the nearly \$1.1 billion Clean California (Clean CA) initiative that takes direct aim at the continuous trash accumulation that has overwhelmed the California Department of Transportation (Caltrans) and its partners. Other parts of the Clean CA initiative include litter abatement efforts, state beautification and safety projects, and public education campaigns. Significant investments in time and resources are needed to collect, recycle, and dispose of litter and hazardous waste.

Approximately \$100 million was added to the CCLGP to be made available in the fiscal year (FY) 2023-2024 State budget. This funding will be used to implement a second cycle of funding for the program.

These guidelines describe the policies, criteria, and procedures for the development, adoption, and management of the CCLGP. The guidelines were developed in consultation with representatives from Caltrans and through stakeholder workshops that included participation from local government agencies, transit agencies, and federally recognized tribal governments, among other stakeholders.

Budget

The program is funded by approximately \$100 million dollars in FY 2023/2024 (FY 23-24) General Fund money. The availability of grant funding is contingent on the funds being made available in the FY 23-24 State Budget. All projects must be completed and all implementation funds must be expended by June 30, 2026.

Each grant award shall not exceed five million dollars (\$5,000,000). There is no minimum award. Applications that request \$3,000,000 or less are more competitive, because there is a higher likelihood that these projects will be completed by June 30, 2026. Agencies can submit multiple applications and may receive multiple awards (each award not to exceed \$5,000,000) if more than one of their applications is competitive.

Goals

Pursuant to statute, the intent of the CCLGP is to achieve the following goals:

- (1) Reduce the amount of waste and debris within public rights-of-way, pathways, parks, transit centers, and other public spaces.
- (2) Enhance, rehabilitate, restore, or install measures to beautify and improve public spaces and mitigate the urban heat island effect¹.
- (3) Enhance public health, cultural connections, and community placemaking by improving public spaces for walking and recreation.
- (4) Advance equity for underserved communities.

Schedule

The following schedule lists the major milestones for the CCLGP. Visit <https://cleancalifornia.dot.ca.gov/local-grants/local-grant-program> for the most up-to-date information. Also note that no action is needed from applicants on the Call for Projects Announcement. On this day, the final versions of the program guidelines, application, and other program documents will be released for stakeholders to view. Applicants will not need to submit their application(s) until April 28, 2023. On this day applications must be received by 5:00 PM Pacific Standard Time sharp.

Grant Program Timeline

Milestone	Date
Workshop #1 on Program Guidelines	November 3, 2022
Workshop #2 on Program Guidelines	December 13, 2022
Call for Projects Announcement	February 2023
Workshops #3 - #5 on the Application	February through April 2023
Project Application Deadline	April 28, 2023, by 5 PM Pacific Standard Time
Project Award Notification	August/September 2023
Date by when projects must be completed and all implementation funds expended. If the project involves infrastructure components, all components must be opened to the public and all construction funds expended by this date.	June 30, 2026
Date by when awardee must submit final invoice and project closeout reports to Caltrans.	November 1, 2026
Date by when Caltrans must complete payment of final invoicing and project closeout.	December 31, 2026

¹ "Structures such as buildings, roads, and other infrastructure absorb and re-emit the sun's heat more than natural landscapes such as forests and water bodies. Urban areas, where these structures are highly concentrated and greenery is limited, become "islands" of higher temperatures relative to outlying areas. These pockets of heat are referred to as "heat islands." (US EPA, 2022). Learn more by visiting this page: <https://www.epa.gov/heatislands/learn-about-heat-islands#heat-islands>.

Eligibility

Eligible Applicants

The applicant must be a local or regional public agency, transit agency, or [federally recognized tribal government](#). Nonprofit organizations may partner with eligible applicants, as sub-applicants.

There is no limit to the number of applications an eligible applicant can submit. It is possible for eligible applicants to receive multiple awards. If applicants submit multiple applications, they will be asked to identify which project application is their priority.

Awardees from Cycle 1 can apply for Cycle 2, however, the application must be for a new project. Cost overruns from Cycle 1 projects will not be funded in Cycle 2. CCLGP funds are not available to fund cost increases in Cycle 1 or Cycle 2.

Applicants for Cycle 1 who were not awarded funding may resubmit an application for the same project with updated information in Cycle 2, as long as the projects meets the updated criteria and requirements described in these guidelines.

Eligible Project Types

Eligible projects substantively meet the goals of the CCLGP and may include, but not be limited to:

- Infrastructure related community litter abatement and beautification projects.
- Non-infrastructure related community litter abatement events and/or educational programs.

Example Projects

- Infrastructure related beautification and placemaking of existing public spaces, including but not limited to:
 - Community park spaces/public spaces.
 - Transit centers.
 - Park-and-ride facilities.
- Non-infrastructure related educational campaigns or community events about litter abatement, proper waste disposal, or how to get involved with doing sanctioned artwork in a community.
- A combination of infrastructure and non-infrastructure related project types, including beautification and educational projects.

Eligible Project Area

Examples of eligible project locations may include local streets and roads, tribal lands, parks, pathways, transit centers, and other public spaces. It is recommended that projects are accessible by a multimodal transportation network. One project may contain multiple locations.

The applicant chooses the specific project location(s), however, the location(s) must meet all of the below conditions.

- On public property. For instance, a private residential road is not an eligible project location. If there is a clear public benefit from a project on private property, such as a mural on the side of a private business in a downtown area, that would be an eligible project site, however the below condition must also be fulfilled.
- Either under the applicant's jurisdiction to make improvements to, or the applicant has written permission from the property owner to make improvements to the property and maintain those improvements for the life of the project. This written permission documentation must be included in the application package. For instance, transit centers owned by another agency besides the applicant would not be eligible, unless the applicant can provide written documentation that they have permission to make and maintain those improvements to the public transit centers.
- Partially or fully located in an underserved community, **AND** at least 75% of the population surrounding the project site(s) must be underserved. See the section [Underserved Communities](#) for information on definitions of underserved communities. Also, "surrounding the project site(s)", generally means census tracts² within a half mile of the perimeter of the project site(s).

Projects that encroach on Caltrans right-of-way are allowed; however, the applicant must demonstrate that all necessary right-of-way clearances, encroachment permits, and other permits can be obtained, and the project completed, by June 30, 2026. For more information on Caltrans Encroachment Permits, including contact information for local District Encroachment Permit Offices, see <https://dot.ca.gov/programs/traffic-operations/ep>. Note that completing the Caltrans encroachment permit process does not guarantee that an applicant will be awarded CCLGP funds.

²Communities with a population of less than 15,000 may use data at the Census Block Group level. Unincorporated communities may use data at the Census Place level.

Note that art projects on Caltrans right-of-way also need to complete and abide by the [Caltrans' Transportation Art Process](#). This includes:

- Separate approval by the Caltrans Transportation Art program.
- Artwork ownership, including copyrights, assigned to Caltrans, with rights licensed back to the artist.
- Waiver of moral rights (California Civil Code § 987).
- Adhering to Transportation Art content restrictions.
- Maintenance plan/funding (i.e., graffiti abatement).

See Caltrans' [Transportation Art Guidelines for Local Agencies](#) and the [Transportation Art Proposal](#) for details. [Gateway Monuments](#) and [Community Identification](#) projects on Caltrans right-of-way entail separate processes and requirements.

Eligible Activities and Expenses

Eligible activities must substantively meet the four CCLGP goals previously mentioned. Examples of eligible features within the project area include, but are not limited to:

- Enhanced paving, using permeable pavements where possible.
- Pavement alternatives, such as wood chips.
- Inert material, such as rubberized pavement.
- Shade structures.
- Shade trees or drought-tolerant plantings.
- Irrigation systems.
- Bioretention, swales, and other green street elements.
- Architectural fencing.
- Art installations, including cultural elements. An art installation should:
 - Be appropriate and safe to its proposed setting.
 - Be in proper scale with its surroundings.
 - Be composed of materials that are durable for the projected lifespan.
 - Include graphics or sculptural artwork that express unique attributes of an area's history, resources, or character.
 - Not display symbols or icons, including but not limited to, logos or political and commercial symbols. Sponsor recognition should be unobtrusive, discreet, and not appear to be an integral part of the artwork.

- Not display text.
- Be designed to minimize ongoing maintenance needs.
- [Gateway Monuments](#) and [Community Identification](#) projects. If these are on Caltrans right-of-way, they have different requirements than art installations.
- Human-scale, energy-conserving lighting.
- Walking and/or biking facilities through the space.
- Wayfinding signage.
- Amenities related to proper waste collection or prevention (e.g., signage, bins, etc.).
- Seating and play equipment.
- Public bathrooms and water fountains.
- Staff salaries of those working directly on the project.
- Maintenance of a project improvement for this grant agreement term, as long as it occurs after the execution of the grant agreement and prior to June 30, 2026.
- Travel Expenses, although these and per diem rates are not to exceed the rate specified by the State of California Department of Personnel Administration for similar employees (i.e., non-represented employees). For more information on eligible travel expenses, visit the [Caltrans Travel Guide Website](#).

Ineligible Activities and Expenses

Some activities or project components are not eligible for reimbursement under this grant program. If an application has any of the following elements and is seeking reimbursement for any of them, the application may be disqualified.

Ineligible activities and expenses include:

- Displacing people experiencing homelessness.
- Acquisition of rights-of-way or land, such as during utility relocation activities.
- Acquisition of vehicles or shuttle programs.
- Stipends or gift cards.
- Purely planning projects. If a project is just developing plans or designs for a project, but not also implementing that project during the grant agreement term, it is not eligible.

- Work performed prior to the execution of the grant agreement or that extends beyond June 30, 2026, unless this work is related to project closeout and final invoicing costs performed prior to November 1, 2026.
- Cost overruns for a project awarded in Cycle 1.
- Other items unrelated to the project or CCLGP goals.
- Costs that do not comply with [2 Code of Federal Regulations \(CFR\), Part 200](#).

Underserved Communities

An eligible project should be fully or partially located in an underserved community, demonstrate a direct benefit to an underserved community, and at least 75% of the population surrounding the project site(s) must be underserved, based on one of the below definitions. If the community surrounding the project is considered underserved based on more than one definition, choose the definition that best supports the community's status as underserved.

The below definitions will also be used to determine an applicant's minimum required [local match](#) percentage and to calculate the [Project's Relative Population Benefit to Underserved Communities](#).

- **Option 1. Area Median Income:** (Table ID B19013) is less than 80% of the statewide median based on the most current Census Tract (ID 140) level data from the 2017-2021 American Community Survey (<\$67,278) or the latest data available. Communities with a population of less than 15,000 may use data at the Census Block Group (ID 150) level. Unincorporated communities may use data at the Census Place (ID 160) level. Data is available at the [United States Census Bureau Website](#).
- **Option 2. CalEnviroScreen:** An area identified as among the most disadvantaged 25% in the State according to the CalEPA and based on the California Communities Environmental Health Screening Tool 4.0 (CalEnviroScreen 4.0) scores. Score must be greater than or equal to 40. Do not mistake "percentile" for "score". The mapping tool can be found here and the list can be found under "[Download SB 535 CalEnviroScreen Data](#)".
- **Option 3. National School Lunch Program:** At least 75% of public-school students in the project area are eligible to receive free or reduced-price meals (FRPM) under the National School Lunch Program for the latest year that complete data is available. Note that while all school students are eligible to receive free lunch regardless of their free or reduced-price meal eligibility under [California's Universal Meals Program](#), the California Department of Education still collects data on eligibility had the universal meals program not been implemented. Data is available at the [California](#)

[Department of Education](#) website. Note that if an applicant uses this option, it must be explained in the Project Narrative component of the application how the project benefits school students in the project area. Also, the project must be located within two miles of the school(s) represented by this criterion.

- **Option 4. Healthy Places Index:** The Healthy Places Index includes a composite score for each census tract in the State. The higher the score, the healthier the community conditions, based on 25 community characteristics. The scores are then converted to a percentile to compare a census tract to other tracts in the State. A census tract must be in the 25th percentile or less to qualify as a disadvantaged community. The live map can be found on the [California Healthy Places Index website](#).
- **Option 5. Native American Tribal Lands:** If the project applicant or sub-applicant is a Federally Recognized Tribal Government and the project area is located within or partially within:
 - Federally Recognized Tribal Lands (typically within the boundaries of a Reservation or Rancheria),
 - Lands owned by or held in trust for an Indian tribe,
 - Allotted lands, and/or
 - Sensitive tribal areas (which might include areas in which a Native American Tribe has a significant interest, such as traditional cultural properties and sacred sites).

Local Match Requirement

Required local match is the minimum percentage of the project's funding the applicant commits to provide as a condition of accepting a program grant. The required local match will range from 0% (i.e., no local match required) to 50% of the total grant amount request. The percentage is determined based on the "severity of disadvantage" (SOD) of the community surrounding the project. The community surrounding the project is defined as all census tracts³ within a ½ mile radius of the perimeter of the project site (or sites if there are multiple locations). The required local match will decrease as the SOD of the surrounding community increases. The SOD of the surrounding community is defined below and the relationship of the SOD to percent required local match can be found in [Table 2, Severity of Disadvantage and Corresponding Local Match Requirement](#). Tribal Communities that qualify per Option 5 on Table 2 automatically qualify for 0% local match.

³ Communities with a population of less than 15,000 may use data at the Census Block Group level. Unincorporated communities may use data at the Census Place level.

Awardees will be held responsible for any local commitments at or above their minimum local match requirement as part of their grant agreement with Caltrans. This is true even if unforeseen price increases arise from events outside of the awardee’s control, such as inflation. For this reason, it is important for applicants to be conservative in their cost estimates and to include a construction item contingency percentage when creating their Scope, Cost, and Schedule.

Calculating SOD of the Community Surrounding the Project and Local Match Requirement

How to calculate the SOD and the local match percentage is described below.

$$\begin{aligned} \text{SOD of surrounding community} &= \text{Weighted average of the SODs of the surrounding census tracts}^4. \\ &= \frac{\text{Sum}[(\text{Pop. CT 1} \times \text{metric score CT 1}) + (\text{Pop. CT 2} \times \text{metric score CT 2}) + (\text{Pop. CT N} \times \text{metric score CT N...})]}{\text{Sum}(\text{Pop. CT 1} + \text{Pop. CT 2} + \text{Pop. of CT N...})} \end{aligned}$$

Where:

- **Pop. CT** = Population of a census tract within a ½ mile radius of the perimeter of the project site or sites.
- **Metric Score** = The underserved community score of a census tract is determined using one of the allowable 4 options listed in [Table 2 of the guidelines](#). Note, Federally Recognized Tribes automatically qualify for 0% local match.

When calculating SOD, the metric score of all census tracts must be determined using the same option. The 4 options are detailed above in the section “[Underserved Communities](#)”. If the community surrounding the project is considered underserved using multiple options, choose the option that best supports the community’s status as underserved. By the Call for Projects, the [CCLGP website](#) will contain tutorials on how to calculate your community's minimum local match requirement based on each underserved community option.

Table 1 below should be used to calculate the SOD of the community surrounding the project site(s). This table will be provided on the CCLGP website by the Call for Projects in an Excel spreadsheet called “Local Match Calculation Form” for applicants to use and easily add rows to if their project has more than two sites. This spreadsheet must be submitted with the application as an attachment. An example of a completed Table 1 is in [Appendix A.1](#).

⁴ Communities with a population of less than 15,000 may use data at the Census Block Group level. Unincorporated communities may use data at the Census Place level.

Table 1. SOD of Community Surrounding the Project Site(s)					
List the Option Used to Determine SOD: (For information on the 4 options, see the section "Underserved Communities" .)					
Location Relative to Project Site(s)		Census⁵ Tract Number	Census Tract Population	Metric Score of Census Tract using the chosen option listed above.	SOD of Tract (3) x (4)
(1)		(2)	(3)	(4)	(5)
1	Project Site A				
2	Within a ½ mile radius of the perimeter of the project site.				
3	Within a ½ mile radius of the perimeter of the project site.				
4	Within a ½ mile radius of the perimeter of the project site.				
5	Project Site B				
6	Within a ½ mile radius of the perimeter of the project site.				
7	Within a ½ mile radius of the perimeter of the project site.				
8	Within a ½ mile radius of the perimeter of the project site.				
TOTALS					
SOD of Community Surrounding the Project			=	<u>Total of Column 5</u>	=
				<u>Total of Column 3</u>	

⁵ Communities with a population of less than 15,000 may use data at the Census Block Group level. Unincorporated communities may use data at the Census Place level.

Determine Required Local Match

Use the SOD of the community surrounding the project calculated above, and Table 2 below, to determine the required local match for your project.

Table 2. Severity of Disadvantage and Corresponding Local Match Requirement			
<i>SOD Criteria</i>	<i>Ranges for SOD of Community Surrounding the Project</i>		<i>Required Local Match %</i>
Option 1: Area Median Income (AMI) compared to Statewide Median Income (SMI)*			
Data: Census Tract Level Data from the 2017-2021 American Community Survey 5-year (ACS5) Estimates			
If the AMI SOD of the surrounding community is...	> \$67,278		50
	\$63,518 to \$67,278		37.5
	\$59,757 to \$63,517		25
	\$55,996 to \$59,756		12.5
	< \$55,996		0
Option 2: CalEnviroScreen 4.0 Score (not percentile)			
Data: CalEnviroScreen 4.0 Results			
If the CalEnviroScreen 4.0 SOD of the surrounding community is...	< 40		50
	40 to 43		37.5
	44 to 47		25
	48 to 51		12.5
	> 51		0
Option 3: Percentage of Students that Receive Free or Reduced Lunches			
Data: California Department of Education website			
If the Free/Reduced Lunch SOD of the surrounding community is...	< 75		50
	75 to 79		37.5
	80 to 84		25
	85 to 90		12.5
	> 90		0
Option 4: Healthy Places Index (HPI) Score (use overall HPI score only)			
Data: California Healthy Places Index website			
If the HPI SOD of the surrounding community is...	> 25		50
	21 to 25		37.5
	16 to 20		25
	10 to 15		12.5
	< 10		0
Option 5: Tribal Communities			
Data: List of Federally Recognized Tribal Governments in California			
If the project applicant or sub-applicant is a Federally Recognized Tribal Government and the project area is located within or partially within Federally Recognized Tribal Lands, lands owned by or held in trust for an Indian tribe, allotted lands, and/or sensitive tribal areas.		Then the local match is...	0
*Communities with a population less than 15,000 may use data at the Census Block Group level. Unincorporated communities may use data at the Census Place level.			

Local Match Sources

The local match can be all cash, all third-party in-kind contributions, or a combination of the two:

- Cash Match
 - Revenue sources for local cash match can include local sales tax, special bond measures, private donations, or private foundation contributions, among other sources. If federal funding is a source for local cash match, the entire project must comply with all federal requirements, which may affect the project schedule. Check the guidelines of the federal program your project was awarded money by for details.
 - Staff time from the primary applicant or sub-applicant can be counted as cash match. However, staff time charged to a specific project that has already been funded and/or reimbursed cannot be used to meet the match requirement for a Clean CA project. The primary applicant or sub-applicant should have a system in place to ensure that staff time counted as local match is actually being charged to just its CCLGP project and not another project that has already been funded and/or reimbursed, as this could be a negative finding during an audit.
- Third-Party In-Kind Match
 - Third party in-kind contributions are typically goods and services donated from outside the primary applicant's agency, although primary applicants and sub-applicants may also donate these. Examples include the value of donated:
 - Plants/trees.
 - Art resources (e.g., materials, labor, supplies).
 - Equipment and materials.
 - Any other goods or services that comply with [2 Code of Federal Regulations \(CFR\), Part 200](#).
 - To determine the value of donated in-kind contributions, an applicant can use the retail value of the good or service being donated. To determine the retail value of a good or service, an applicant can find a reasonable quote online and save a copy of this for their records.
 - If third party in-kind contributions are used to satisfy the local match requirements, the applicant will be asked to provide the total value of these in the application attachment titled "Local Match Calculation Form". The applicant will also be asked to provide

letters of commitment from each third-party contributor detailing the amount of money that will be provided or the goods/services that are included with the match, the retail value of those goods and services if applicable, and a commitment to providing the contribution in time for the project to meet the delivery deadline of June 30, 2026. The letters should be submitted as one PDF attachment to the main online Smartsheet application form. A template for the letter of commitment will be posted on the CCLGP website by the Call for Projects.

Project Application and Award Process

1. Applications, including the supporting documentation, must be received online **by 5:00 PM Pacific Standard Time sharp** on the application deadline, which will be on April 28, 2023:
 - a. Access to the application and other required templates will be available on the CCLGP website by the Call for Projects <https://cleancalifornia.dot.ca.gov/local-grants/local-grant-program>. Applicants can apply anytime between the Call for Projects and the application deadline in April (i.e., applicants will have approximately three months to submit their application).
 - b. Applicants will submit the application package through the online tool Smartsheet. A license is not needed to complete and submit the application. More detailed instructions on how to complete and submit the application package will be on the CCLGP website by the Call for Projects.
 - c. Applicants can submit multiple applications. Also, multiple departments within one agency can submit separate applications for different projects. There is no limit to the number of applications an agency can submit, however, if your agency submits multiple applications, you will be asked to identify which application is the priority for the community. This will help ensure that priority applications are more strongly considered than non-priority applications from the same agency.
 - d. No hardcopy applications will be accepted.
 - e. No late applications will be accepted. Applications must be received online by 5:00 PM Pacific Standard Time sharp on the application deadline. **Please do not wait until the application deadline to submit.**
 - f. Resubmitting the application to correct for mistakes or include additional information is not permitted. Once the application is

submitted, it is final. Before submitting the application, double check the information in it to ensure it is accurate and complete.

2. Project Proposals will be reviewed and evaluated:
 - a. Multi-disciplinary teams of Caltrans subject matter experts in Planning, Engineering, and Public Affairs will review all applications for eligibility, submission of proper documentation, deliverability, and demonstrated benefits that substantively align with the grant program goals. They will then score the applications using a standardized scoring methodology, which is described in the [Scoring Criteria](#) section. They will also use a scoring rubric, which will be provided for review on the CCLGP website by the Call for Projects.
 - b. Incomplete or ineligible applications, including applications without all the required attachments or that did not answer all the required questions in the Smartsheet form, may be removed from the competitive process.
 - c. The CCLGP Caltrans grant program staff will then compile all the scored applications from throughout the State and award projects based on highest score, unless the application is incomplete, ineligible, or non-responsive to the program criteria and requirements described in these guidelines. Caltrans may also award funds to a lower scoring application based on the availability of funding, after awarding the majority of the funds to higher scoring applications.
 - d. Award recommendations will be submitted to the Secretary of the California State Transportation Agency for concurrence.
3. The list of awarded projects will be posted to the CCLGP Caltrans website by September 2023. An email will also be sent to our mailing list announcing that the list of awarded projects has been posted to the CCLGP website. Successful grant applicants will receive an award letter from Caltrans that outlines important next steps, such as executing the grant agreement, as well as program requirements the grant recipient must adhere to.
4. Grant Agreements between the grant recipients and Caltrans will be executed. This process on average takes approximately 6 months. It is important to account for this time when creating the [Scope, Cost, and Schedule](#) for your application.

All information contained in the application and supporting documentation is confidential until grant awards are announced.

The State reserves the right to reject an applicant who is in violation of any law or policy at another public agency. Potential violations include, but are not limited to, being in default of performance requirements for other contracts or grant agreements issued by the State, engaging in or being suspected of criminal conduct that could poorly reflect on or bring discredit to the State, or failing to have all required licenses necessary to carry out the project. Caltrans cannot enter into a grant agreement with an agency that is sanctioned by the State of California while such sanctions are in effect. The State further reserves the right to reject any applicant who has a history of performance issues with past grants, including Cycle 1 of the CCLGP, or other past contractual agreements with any public entity. Performance issues with Cycle 1 of the CCLGP could include consistently failing to submit invoices and quarterly progress reports on-time.

Conflict-of-Interest

All applicants and individuals who participate in the review of submitted applications are subject to state and federal conflict-of-interest laws. Any individual who has participated in planning or setting priorities for a specific solicitation over and above the public comment process, or who will participate in any part of the grant development and negotiation process on behalf of the public, is ineligible to receive funds or personally benefit from funds through that solicitation. Failure to comply with conflict-of-interest laws, including business and financial disclosure provisions, will result in the application being rejected and any subsequent grant agreement declared void. Other legal actions may also be taken. Applicable statutes include, but are not limited to, California Government Code section 1090 and Public Contract Code sections 10365.5, 10410, and 10411.

Scoring Criteria

Applications will be scored as explained in Table 3 and in the following subsections of this document. The scoring methodology is designed to support performance of the grant objectives and encourages context-sensitive proposals. The scoring is designed to prioritize quality of transformation over quantity of space transformed. For communities that may not have a lot of public space, but can still benefit from a transformative project, their application would still be competitive under this scoring methodology. In addition to the scoring criteria, [other selection considerations](#) may factor into the final project selection.

The scoring components will be assessed by a committee of subject matter experts using a scoring rubric based on grant criteria. This rubric will be available on the [CCLGP website](#) by the Call for Projects.

Component Number	Scored Component	Possible Score (Points)
1	Narrative (Qualitative)	30
2	Project's Relative Population Benefit to Underserved Communities (Quantitative)	30
3	Scope, Cost, and Schedule (Qualitative)	40
Sum		100

1. Narrative

The narrative scoring component will be based on the applicant's description of how well the project meets the program's statutory goals, requirements, and guidelines. This component is worth up to 30 points of the total application score.

At a minimum, the narrative shall include a discussion of:

- The project location and any project description detail not included in the main application form. Describe the public space or spaces to be addressed, specifying right-of-way, park, pathway, transit center, tribal land, or other space. Discuss where the space is located, including its visibility and access to the public. If the applicant does not own the property but has written approval from the owner to make and maintain improvements to the property, this should be discussed in the Narrative as well.
- The demonstrated community need for the project and the project's expected outcomes that relate to the four goals of the CCLGP program. Specifically, describe the existing conditions of the project location(s), and how the project meets one or more of the four stated program goals listed below. The more program goals that a project substantively meets, the more competitive it is. Also, the more severe the community need is, the more competitive the project is.
 1. Reduce the amount of waste and debris within public rights-of-way, pathways, parks, transit centers, tribal lands, and other public spaces.
 2. Enhance, rehabilitate, restore, or install measures to beautify and improve public spaces and mitigate the urban heat island effect.

3. Enhance public health, cultural connections, and community placemaking by improving public spaces for walking and recreation.
4. Advance equity for underserved communities.

Address each goal separately in the narrative. For each goal, include the information requested in the respective paragraphs below:

Goal 1. Reduce the Amount of Waste and Debris: Describe the types of existing waste and debris, and improvements to be made to prevent or reduce this litter. Also describe any litter pickup activities and who will conduct these activities.

Goal 2. Beautify and Improve Public Space: Describe the need for beautification or access improvements, including enhanced greening measures. Identify any enhancements to be made, rehabilitation to be performed, and new installations to be placed.

Goal 3. Improving Public Spaces for Walking and Recreation: Describe the need for walking and recreation improvements in your project location(s), and how your project will implement these improvements while also enhancing public health, cultural connection, and/or community placemaking.

Goal 4. Advance Equity for Underserved Communities: Applicants must explain which underserved community will benefit from their project, how this community was identified, and how the project directly benefits that community.

- The local public engagement process that culminated in the project identification and how the project reflects community priorities. Specifically, the Narrative should describe the stakeholder/community engagement efforts, either online or in-person, that went into identifying the proposed elements as a priority for the community. These efforts should include engagement with underserved communities and/or any community-based organizations that serve them. The Narrative should discuss how exactly the engagement influenced the project proposal. The more specific the engagement is to the CCLGP project, the more competitive the project's application will be. The applicant can cite engagement that was sponsored by Caltrans or others.

The Narrative should also describe how the project is consistent with or included in existing local or regional plans such as General Plans, Improvement Plans, bicycle and/or pedestrian plans, and complete street plans, that were the products of extensive public outreach.

Finally, the applicant should briefly describe how they will market the project, through materials such as press releases, fact sheets, social media posts, website pages, or speeches. The applicant should also state whether there will be a ground-breaking or ribbon cutting ceremony for any infrastructure improvements that are part of the project.

- Project deliverability, including the applicant's confidence that the project will be completed, opened to public, and all implementation funds expended by June 30, 2026. Any major risks to the project's Scope, Cost, and Schedule should be identified, as well as ways that the applicant will mitigate those risks. For instance, all permits required for the project should be identified in the Narrative, and those permits that have not been approved at time of application submittal should be noted. For any permit not obtained, explain which steps your agency has completed so far in the permitting process, and how your agency will complete the steps while staying on track to complete the project by June 30, 2026. For infrastructure projects, also describe all outstanding pre-construction work required to deliver this project by its completion date. Projects with less preconstruction-work are more shovel-ready and are more competitive. Also, projects that have obtained all permits or do not need permits at time of application are more competitive.
- If applicable, how the improvement(s) will be maintained. Identify the lifespan of the improvement(s), the activities to maintain them throughout their lifespans, the resources to fund maintenance activities, and the commitment of those resources. This information is required for physical project improvements and litter abatement events (i.e., there needs to be an explanation of the strategy for preventing litter from accumulating again, after the abatement event). This information is also required for any artwork or vegetation that is part of the proposal. If the proposal includes vegetation, details on how plant establishment will be implemented need to be provided. A maintenance plan is not required for educational programs, such as social media campaigns.

2. Project's *Relative* Population Benefit to Underserved Communities

A project's relative population benefit (PB) to underserved communities is determined by a ratio of the project's PB to underserved communities over the project's PB to the overall community, multiplied by the maximum number of points for this scoring component. This component is worth up to 30 points.

The PB to underserved communities is the sum of the population of all *underserved* census tracts⁶ within a half mile radius of the perimeter of the infrastructure project. See the section [Underserved Communities](#) in these guidelines for definitions of underserved communities. When performing population benefit calculations, you may pick the underserved community definition that best represents the census tracts surrounding your project site. You need to use the same definition for all tracts.

The PB to the overall community is the sum of the population of all census tracts within a half mile radius of the perimeter of the infrastructure project. Details on how to calculate the PB to underserved communities can be found in Appendix A1.

3. Scope, Cost, and Schedule

The scope, cost, and schedule submittals will be reviewed by a committee of subject matter experts who will evaluate how well the documents maximize project benefits versus costs. This component is worth up to 40 points.

The scope, cost, and schedule component must include the following, which will be in the templates that will be provided by the Call for Projects on the CCLGP website:

- The scope, cost, and schedule must specify the project's planned infrastructure activities and/or non-infrastructure tasks in enough detail for evaluators to be reasonably certain that the project is well thought-out and can be delivered by June 30, 2026 with minimal risk.
- The application must include a schedule showing planned start and end dates of salient infrastructure work activities and/or non-infrastructure tasks. The schedule must show all activities completed and all implementation funds expended by June 30, 2026. If the project contains infrastructure components, these must also be opened to the public by June 30, 2026.
- The application must include a cost breakdown of all project components. In general, do not provide costs as lump sum expenses.
- For infrastructure projects, per the [Caltrans Local Assistance Procedures Manual](#) (LAPM), the total cost for Construction Engineering (CE) should not exceed 15% of the construction costs and all costs over that must be shown in the application as non-participating.

When estimating project costs, note that awardees will be held responsible for any local commitments at or above their minimum local match requirement as

⁶ Communities with a population of less than 15,000 may use data at the Census Block Group level. Unincorporated communities may use data at the Census Place level.

part of their grant agreement with Caltrans. This is true even if unforeseen price increases arise from events outside of the awardee's control, such as inflation. For this reason, it is important for applicants to be conservative in cost estimates and include a construction item contingency percentage when creating their Scope, Cost, and Schedule.

Several factors need to be considered when building a realistic project schedule, including:

- If your project touches Caltrans right of way.
- If your project includes art.
- If your project needs permits from other agencies.
- Time for bidding and subcontracts.
- Time for processing the grant agreement.
- Time for obtaining a board resolution.

If your project is near or touches Caltrans right of way, it might need a [Caltrans encroachment permit](#), which can take significant time to obtain. Furthermore, projects that need Caltrans encroachment permits sometimes also need maintenance agreements with Caltrans, which can take time to establish. Sometimes it is not clear what is Caltrans right of way. If your project is near the State Highway System (SHS) but not quite on it, contact your [District's Caltrans Encroachment Permit office](#) as soon as possible to discuss if the project will actually touch Caltrans right of way and require a permit, to avoid project delays.

Art projects on the SHS, such as murals, need to go through the Caltrans transportation art process, in addition to the encroachment permit process, which can be time consuming. See Caltrans' [Transportation Art Guidelines for Local Agencies](#) and the [Transportation Art Proposal](#) for details. [Gateway Monuments](#) and [Community Identification](#) projects on Caltrans right-of-way entail separate processes and requirements.

All art projects, whether they are on the SHS or not, should have maintenance agreements with artists detailing how the art will be maintained, such as how graffiti will be prevented. These agreements take time to set up.

We also recommend investigating if permits from other agencies, such as the U.S. Army Corp of Engineers, are needed for your project. Obtaining permits from Federal Agencies can take a particularly long time.

In general, the most competitive projects will have all permits approved at time of CCLGP application submittal. At a minimum, applicants need to discuss

which permits are still outstanding, and describe a realistic schedule for when they will be obtained, in the Narrative section of the application.

Time to bid for consultants or subcontractors, and establish those contracts, should also be factored in when creating the project schedule.

Finally, it takes an average of approximately six months to process a grant agreement between Caltrans and an awardee for this program. This needs to be accounted for in the schedule. A key reason for why it takes approximately six months to execute a grant agreement with Caltrans is that the grant agreement package must include a board resolution from a city or tribal council, demonstrating support for the project, among other things. Since certain councils meet infrequently, it can take time to obtain this resolution. Thus, time for obtaining this resolution should be factored into the schedule. Some applicants must obtain a board resolution to apply to the CCLGP. If your agency is one of these applicants, consider obtaining a resolution to execute a grant agreement with Caltrans at the same time you are obtaining a resolution to apply to the CCLGP. This can save significant time in the project schedule.

The above factors will be included in the template for the Scope, Cost, and Schedule, to be provided by the Call for Projects, so that applicants are reminded to consider these factors when building their project schedule.

Other Attachments

The application will allow additional documents to be uploaded beyond what is listed above. Templates for the attachments will be provided on the [CCLGP website](#) by the Call for Projects and will include instructions on how to complete them.

The following attachments will be required with all applications:

- Project Outcomes Spreadsheet
- Area Surrounding the Project Site and Relative Population Benefit to Underserved Communities Form
- Narrative
- Scope of Work, Cost, and Schedule Workbook
- Local Match Form
 - This attachment is required for all applications except Tribal Community applications. See the section [Local Match Requirement](#) for details.
- Application Checklist

The below attachments will only be required for certain projects:

- If the project is requesting an advance payment, an advance payment spending plan
- If the project includes in-kind contributions, letters of commitment from third party contributors
- For infrastructure projects, a copy of the project's right of way certification document

Applicants can optionally upload an "Other materials" attachment, that includes additional materials that help demonstrate why the proposed project is needed. Examples of such materials include:

- Letters of support from the community
- Letters of support from a Mayor, City Manager, or similar official
- A Board or Tribal Council resolution
- Project renderings
- Survey results
- Additional maps
- Outreach materials

All of these additional materials should be combined and attached to the application as a single PDF.

Other Selection Considerations

The State may consider additional factors in its selection decisions. These include, but are not limited to:

- The usability of the project. Projects that are more usable by the community at large or that reclaim public space are more competitive.
- Projects with tangible and lasting benefits, such as infrastructure projects, are more competitive.
- Projects that are NOT near any other Caltrans funded projects are more competitive, because these arguably have a greater need for funding.
- Projects that are shovel ready, have all necessary permits in place, and have completed Design will be more competitive. The phrase "shovel ready" usually means that a project is at 100% design.
- Geographic distribution of awardees across the State.
- Projects that don't include any ineligible items in the cost proposals are more competitive. For projects that do include ineligible items, we may reduce the award or disqualify the application.
- Responsiveness and responsibility of the applicant, based on data such as previous performance on Cycle 1 of the CCGP or other Caltrans grant

programs. Previous performance on Cycle 1 of the CCLGP will be judged based on factors such as timeliness of invoice and quarterly report submissions. The State further reserves the right to reject an applicant who is in violation of any law or policy at another public agency. Potential violations include, but are not limited to, being in default of performance requirements for other contracts or grant agreements issued by the State, engaging in or being suspected of criminal conduct that could poorly reflect on or bring discredit to the State, or failing to have all required licenses necessary to carry out the project. Caltrans cannot enter into a grant agreement with an agency that is sanctioned by the State of California while such sanctions are in effect.

Grant Project Administrative Requirements

Sub-contracts

If a grant recipient or a sub-recipient will hire a third-party to perform work during the project, proper competitive procurement procedures must be used. Grant recipients may use their agency's procurement procedures, as long as the procedures comply with all applicable provisions of State law and policy, including but not limited to, Chapter 10 of the [Caltrans Local Assistance Procedures Manual \(LAPM\)](#) (which mainly discusses how to select architectural and engineering consultants), the [State Contracting Manual](#), and the [California Public Contract Code](#), and the [California Government Code](#). If an awardee is interested in subcontracting and this was not already stated in their grant application, they must inform their CCLGP District Grant Manager in writing. Also, grant recipients should send District Grant Managers the completed bid package, including final cost estimates, for the contractor or consultant they select prior to or along with their first invoice seeking reimbursement for that consultant's or contractor's services. If the subcontractor wants to get reimbursed for indirect costs, documentation showing that they have an approved indirect cost rate should also be included in the bid package. For information on consultant indirect cost rates, visit [this page](#) on the Independent Office of Audits and Investigations (IOAI) website.

A grant recipient is fully responsible for all work performed by its sub-recipients, consultants, or sub-consultants. Caltrans solely enters contracts directly with primary grant recipients.

Financial Requirements

Accounting Requirements

Grant recipients and sub-recipients are required to maintain an accounting system that properly records and segregates incurred project costs and matching funds by line item. The accounting system of the grant recipient, including its sub-recipients and sub-contractors, must conform to [Generally](#)

[Accepted Accounting Principles](#) that enable the determination of incurred costs at interim completion points. This accounting system must also provide support for reimbursement payment vouchers or invoices sent to or paid by Caltrans. Reimbursable project costs must comply with [2 Code of Federal Regulations \(CFR\), Part 200](#).

It is the grant recipient's responsibility to monitor work and expenses to ensure the project is completed according to the contracted Scope, Cost, and Schedule. The grant recipient agrees to revert all unused grant funds to the Department if they are not expended within the timeline specified in the grant agreement. In the event of nonperformance by the grant recipient, or if project outcomes and benefits are not met, the Department shall require full recovery of all disbursed grant funds. A grant recipient shall provide a money transfer confirmation within 60 days upon the receipt of a notice from the Department that grant funds must be reimbursed. If a grant recipient does not expend funds within the timeline specified in the grant agreement or does not perform, this could also impact the grant recipient's competitiveness in any potential future funding cycles of this program.

Grant recipients must submit invoices on a regular and timely basis. This is no more frequently than monthly and no less frequently than every six months for projects not requesting advance payments. Invoicing must occur monthly for projects requesting [advance payments](#).

Costs incurred prior to or after the end date of an executed agreement are not eligible for reimbursement and will not be counted towards local match requirements. CCLGP funds shall not supplant other committed funds and are not available to fund cost increases. Funds must be expended concurrently and proportionally with the approved local match unless an advance payment request is approved. If a project is funded through other funding sources, all sources must be expended concurrently and proportionally on the project phase programmed with competitive program funds. Proportional invoicing of grant funds will be determined by a reimbursement ratio. The reimbursement ratio is calculated as the total CCLGP funds awarded divided by the subtraction of any non-participating funds and in-kind contributions from the Total Project Cost. Cost savings will be shared proportionally between all committed fund sources.

Grant recipients must communicate early and often with the Caltrans CCLGP District Grant Manager to ensure any issues are addressed early during the project period.

Audits and Investigations

CCLGP projects are subject to audit. Therefore, all financial records related to the project must be retained for a minimum of three years from project closeout. For information on Audits and Corrective Actions, see [Chapter 20 of the LAPM](#).

Reporting

Upon execution of a CCLGP agreement, grant recipients must submit quarterly Project Progress Reports and a Final Delivery Report to Caltrans. The reports will be required to assess whether projects are meeting their scope and are being delivered on time and within budget. They will be submitted electronically and due within 45-days of the end of a quarter.

The State may make periodic visits, including a final inspection, to project sites. The State will determine if the work is consistent with the approved project scope. Caltrans staff will be responsible for conducting and coordinating site visits with the awarded projects.

The final invoice will be paid upon submission and acceptance of the Final Delivery Report to Caltrans. Complete final delivery reports and invoices must be submitted to Caltrans no later than November 1, 2026.

Project Photos

A before photo will be required with the application and an after photo will be required as part of the closeout reporting process for grant recipients. Photos should not include the faces of individuals. Caltrans must be granted the right to use photos of the completed project.

Project Amendments

The CCLGP will not participate in cost increases to the project. Any cost increases must be funded from other fund sources, even if these cost increases are unforeseen or from forces outside of the awardee's control, such as inflation. If there is a change in the project cost, it must be reported through the quarterly project reporting process.

Scope changes will not be considered unless the change is minor, does not reduce project benefits, and does not change the approved project schedule. Scope changes must be requested in writing to the Caltrans CCLGP District Grant Manager and may require an amendment to the restricted grant agreement.

Projects must be complete with all implementation funds expended by June 30, 2026. If the project involves infrastructure components, these must be opened to the public by June 30, 2026. Amendments for time extensions are not permitted.

Since amendments for time extensions and cost increases are not permitted, it is important to be conservative when building the [Scope, Cost, and Schedule](#) component of the application.

Grant Agreement Processing

A restricted grant agreement (RGA) will be utilized for the distribution of funds. The agreement will specify, among other things, the amount of funds granted, local match funds required, timeline for expenditure of funds, delivery schedule,

and the approved project scope. Reporting timeframes and other requirements will also be identified in the agreement. A copy of the grant agreement will be made available on the CCLGP website for viewing. After awardees are announced, Caltrans will send each awardee a grant agreement with project and agency specific information in it for the awardee to review, sign, and return to Caltrans.

The RGA will be one component of a larger RGA package, that will also include documents such as the original application, a Local Board Resolution, and if applicable, a letter or other approval document indicating the indirect cost rate approved by Caltrans or the awardee's Cognizant Agency (this would apply only if the awardee is seeking reimbursement for indirect costs).

In Cycle 1, on average it took approximately six months to execute a RGA between Caltrans and an awardee. Key reasons for this include that some awardees' Boards meet infrequently, and thus, it took several months to obtain a Local Board Resolution. For Cycle 2, we recommend obtaining a Board Resolution as soon as possible. A sample Local Board Resolution template will be posted on the CCLGP website by the Call for Projects. Some agencies need Board Resolutions just to apply to the CCLGP. If it is possible, we encourage those agencies to obtain a resolution to execute the RGA at the same time they are obtaining the resolution to apply to the CCLGP. This can save significant time. Also, in Cycle 2, time to execute the RGA with Caltrans must be factored into the [project schedule](#) in the application, to ensure the project can still be delivered by June 30, 2026.

The Caltrans Master Agreement/Program Supplement process will not be used for this program.

Payment Process

For an item to be eligible for payment, the primary use or function of that item must meet the program goals and be consistent with the approved grant scope and budget as well as applicable cost principles. Payments will be made by reimbursement unless advance payment is requested and approved.

The CCLGP is primarily a reimbursement program for eligible costs incurred. An implementing agency may begin incurring eligible costs upon execution of a grant agreement with Caltrans as well as receipt of the Notice to Proceed letter from Caltrans.

Applicants may request advance payment. Requests must be included in the project application and include a justification to support the request, as detailed in the [Advance Payment Process](#) section.

Caltrans may provide funding directly to Federally Recognized Tribal Governments; however, the contracting process requires the Tribal Government to grant a limited waiver of sovereign immunity for the purposes of their CCLGP

project and for the duration of the project. Grant agreement language related to the limited waiver of sovereign immunity as well as dispute resolution will be posted to the CCLGP website for Federally Recognized Tribes to review prior to applying to the program. As an alternative to waiving sovereign immunity, Tribal governments may consider applying as a sub-applicant through partnership with a public or transit agency. To discuss options for applying to this grant as a Tribal Government, please contact CleanCA.LocalGrant@dot.ca.gov.

If requesting reimbursement for indirect costs, grant recipients must provide an approved Indirect Cost Allocation Plan/Indirect Cost Rate Proposal (ICAP/ICRP) agreement with Caltrans, or the grant recipient's "cognizant" agency, for each year that the grant recipient is seeking reimbursement for indirect costs. A "cognizant" agency is the Federal agency responsible for reviewing, negotiating, and approving cost allocation plans or indirect cost proposals. If the agency does not have a current ICAP/ICRP with Caltrans or its cognizant agency and wants to be reimbursed for indirect costs, it can submit an ICAP/ICRP request to the Caltrans Internal Audits Office (CIAO)⁷ in accordance with the options and submission processes found on the following webpage: <https://dot.ca.gov/programs/audits>. Agencies can also e-mail audits@dot.ca.gov. The ICAP/ICRP documentation must be included in the executed grant agreement package if the agency is seeking reimbursement for indirect costs. Note that if the agency submits an ICAP/ICRP request to CIAO, it can take time for this request to be reviewed and approved, which can delay the grant agreement execution process. Thus, Caltrans recommends submitting the ICAP/ICRP request to CIAO as soon as possible.

Advance Payment Process

As described in State statute, Caltrans may authorize advance payments necessary for projects funded by the CCLGP. This is consistent with the Legislature's direction to expeditiously award and disburse grants. Specifically, the Department, in its sole discretion, may provide advance payments of grant awards in a timely manner to support program initiation and implementation, with a focus on mitigating the constraints of modest reserves and potential cash flow problems. In considering whether to apply for an advance payment, the applicant acknowledges that the Advance Payment guidelines and conditions contained herein in the following sections are solely for the purposes of the CCLGP.

Conditions

Recognizing that appropriate safeguards are needed to ensure grant moneys are used responsibly, the Legislature has outlined the grant conditions described

⁷Note that CIAO is responsible for reviewing government and non-profit annual indirect cost rates. For information on consultant indirect cost rates, please visit <https://ig.dot.ca.gov/resources/instructions-fdr-icr>.

below to establish control procedures for advance payments. Accordingly, the Department may provide advance payments to grant applicants of the CCLGP only if the Department determines, pursuant to [SHC Section 91.41\(e\)](#), that all the following conditions are met:

- a. The grant applicant for an advance payment is a public agency.
- b. The grant applicant requests an advance payment in its initial grant application.
- c. The project or project component for which the advance payment is requested is well defined and can be delivered by an agreed upon date.
- d. The grant applicant has a record of good financial management and has not been sanctioned by any State or Federal agency.
- e. Upon request of the Department, the grant applicant can offer sufficient capital, as determined by the Department, as security for an advance payment.
- f. Upon request of the Department, the grant applicant can provide a finding approved by its governing body that demonstrates a financial need for an advance payment pursuant to the program to deliver the project.

Additional Conditions

In evaluating a grant applicant's request for advance payment, the Department has established the following additional conditions of award.

Advance Payment Amounts

A grant applicant may request one advance payment equal to the anticipated project cost for the first four months of the project, as described in the project schedule, budget, and spending plan. The advance payment may not exceed 30% of the grant award or \$1,000,000, whichever is smaller.

General Conditions

- a. The advance payment is necessary immediately to meet the purposes of the grant project.
- b. Only one advance payment, at the beginning of the project, will be awarded.
- c. The use of the advance funds is adequately regulated by project budgetary controls.
- d. Upon request, the grant applicant can provide a finding approved by its governing body that demonstrates the financial need for an advance payment.

- e. The grant applicant has no outstanding financial audit findings related to any of the moneys eligible for advance payment and is in good standing with the Franchise Tax Board and Internal Revenue Service.
- f. The grant applicant agrees to revert all unused moneys to the Department if they are not expended within the timeline specified in the grant agreement.
- g. The grant applicant assumes legal and financial risk of the advance payment.
- h. In the event of nonperformance by the grant recipient, the Department shall require full recovery of all disbursed moneys. A grant recipient shall provide a money transfer confirmation within 60 days upon the receipt of a notice from the Department.

Fiscal Administration

- a. The grant applicant shall indicate its request for advance payment on the initial application. A spending plan shall be submitted with the application.
 - 1. The spending plan shall include project schedules, timelines, milestones, and the grant recipient's fund balance for all State grant programs applied to the project.
- b. If awarded, the grant applicant shall submit an updated spending plan along with an Advance Payment Invoice to the Department for review prior to receiving the advance payment.
 - 1. The grant recipient will report to the Department any material changes to the spending plan within 30 days of identification of the change.
- c. The grant recipient shall invoice ***monthly***⁸, commencing at the conclusion of the first full calendar month of project implementation. Reimbursement packages shall include supporting documentation for all expenditures. Documentation includes but is not limited to receipts, invoices, and timesheets.
- d. The advance payment will be closed out at the end of the project, with final reimbursement packages satisfying all advance funds. Any funds not accounted for shall be returned to the Department.
- e. The grant recipient shall place funds advanced under this section in an interest-bearing account. The grant recipient shall track interest accrued on the advance payment. Interest earned on the advance payment shall

⁸Note, projects that do not request Advance Payments may submit invoices no more frequently than monthly and no less frequently than every 6 months. See the section [Accounting Requirements](#) for details.

be used for eligible grant-related expenses as outlined in [Eligible Activities and Expenses](#), or returned to the Department.

- f. The grant recipient shall report to the Department the value of any unused balance of the advance payment and interest earned.
- g. The grant recipient shall remit to the Department any unused portion of the advance payment and interest earned at project close-out.

Advance Payment Requests

- a. The Department will advance one payment from the total grant award after the grant recipient submits the following to the Department:
 - i. A fully executed Restricted Grant Agreement package, that includes an Updated Spending Plan. The Updated Spending Plan should include project schedules, timelines, milestones, and the grant recipient's fund balance for all fund sources applied to the project.
 - ii. Advance Payment Invoice (template to be provided by the Department)
- b. The grant recipient must email the completed Advance Payment Invoice and Spending Plan to the CCLGP District Grant Manager. The invoice shall include the secured digital signature of a person legally authorized to sign.
- c. Advance grant payments are subject to the Department's approval of the Advance Payment Invoice and Spending Plan.
- d. Quarterly progress reports must substantiate grant costs incurred as discussed in the [Reporting](#) section for which the advance payment was utilized.

Program Evaluation

The CCLGP will be evaluated for its effectiveness in substantively meeting its goals. Grant recipients must collect and submit data to Caltrans as described in the [Reporting](#) section. As part of each fiscal year California budget, Caltrans shall report to the Legislature on the CCLGP, including, but not limited to, cubic yards of litter collected, the locations and types of projects, and any other key program outcomes. The report will include a discussion on program effectiveness in terms of planned and achieved outcomes in litter abatement and beautification efforts, as well as timely use of funds. It will also include a summary of its activities relative to program administration, including projects awarded, projects completed to date by project type, projects completed to date by geographic distribution, and projects completed to date by benefit to underserved communities.

Appendix A.1. Example Calculations to Determine Required Local Match for a Fictitious Project

For demonstration purposes, this appendix performs an example calculation to determine the required local match for a fictitious project. You will first determine the SOD of the surrounding community, and then use that number to determine the corresponding required local match. The required local match will decrease as the SOD of the surrounding community increases.

Fictitious Project Summary:

The sample project proposes improving the parkland at the Greenside Park within the City of Eureka, CA (M St & 12th St, Eureka, CA 95501) with trash receptacles, a mural, shade trees, and walking path.

Step 1. Choose a definition by which to define the community surrounding the project as underserved. See the section [Underserved Communities](#) of these guidelines for more information. If the community surrounding the project is considered underserved based on multiple options, choose the option that best supports the community's status as underserved. Per Option 5, Federally Recognized Tribes require zero local match, and thus do not need to perform any of these calculations.

Step 2. Determine the SOD of the community surrounding the project:

$$\begin{aligned} \text{SOD of} \\ \text{surrounding} \\ \text{community} &= \text{Weighted average of the SODs of the surrounding census tracts}^9. \\ &= \frac{\text{Sum}[(\text{Pop. CT 1} \times \text{metric score CT 1}) + (\text{Pop. CT 2} \times \text{metric score CT 2}) + (\text{Pop. CT N} \times \text{metric score CT N...})]}{\text{Sum}(\text{Pop. CT 1} + \text{Pop. CT 2} + \text{Pop. of CT N...})} \end{aligned}$$

Where:

- **Pop. CT** = Population of a census tract within a ½ mile radius of the perimeter of the project site or sites.
- **Metric Score** = The underserved community score of a census tract is determined using one of the allowable four options listed in Table 2 of the guidelines. Note, Federally Recognized Tribes automatically qualify for 0% local match.

Perform this calculation using Table 1, SOD of Community Surrounding the Project Site(s), below. When calculating SOD, the same definition of underserved community must be used throughout Table 1.

⁹ Communities with a population of less than 15,000 may use data at the Census Block Group level. Unincorporated communities may use data at the Census Place level.

Table 1. SOD of Community Surrounding the Project Site(s)					
List the Option Used to Determine SOD: (For information on the 4 options, see the section “ Underserved Communities ”.)				AMI	
Location Relative to Project Site(s)		Census Tract¹⁰ Number	Census Tract Population	Metric Score of Census Tract using the chosen option listed above.	SOD of Tract (3) x (4)
(1)		(2)	(3)	(4)	(5)
1	Project Site A	5555.55	4450	\$32,500	\$144,625,000
2	Within a ½ mile radius of the perimeter of the project site.	6666.66	4998	\$28,700	\$143,442,600
3	Within a ½ mile radius of the perimeter of the project site.	1111.11	4242	\$51,600	\$218,887,200
4	Within a ½ mile radius of the perimeter of the project site.				
5	Project Site B				
6	Within a ½ mile radius of the perimeter of the project site.				
7	Within a ½ mile radius of the perimeter of the project site.				
8	Within a ½ mile radius of the perimeter of the project site.				
TOTALS			13,690		\$506,954,800
SOD of Community Surrounding the Project			=	Total of Column 5 Total of Column 3	= \$37,031

¹⁰ Communities with a population of less than 15,000 may use data at the Census Block Group level. Unincorporated communities may use data at the Census Place level.

Why we filled in Table 1 as we did:

- We chose Option 1, Area Medium Income (AMI), to define an underserved community. Then we looked up the project address in the 2017-2021 American Community Survey 5-yr. Estimates (ACS5) and found it is in census tract 5555.55 with a population of 4,450 people and a median income of \$32,500. We logged this information on line 1.
- We then drew a 1/2-mile buffer around the project perimeter and identified all other census tracts that fell totally or partially within buffer limits: census tracts 6666.66 and 1111.11. We completed lines 2 and 3 based on the populations and median incomes of those tracts.
- The remaining values auto calculated. The tables that will be provided on the CCLPG website will be fillable and calculate for you. (Note, all dollar values and populations shown were made up for demonstration purposes only.)

Step 3. Use Table 2 below to determine the required local match based off the SOD of Community Surrounding the Project. For this example, the required local match would be 0% (see highlighted values).

Table 2. Severity of Disadvantage and Corresponding Local Match Requirement			
<i>SOD Criteria</i>	<i>Ranges for SOD of Community Surrounding the Project</i>	<i>Required Local Match %</i>	
Option 1: Area Median Income (AMI) compared to Statewide Median Income (SMI)*			
Data: Census Tract Level Data from the 2017-2021 American Community Survey 5-year (ACS5) Estimates			
If the AMI SOD of the surrounding community is...	> \$67,278	Then local match is...	50
	\$63,518 to \$67,278		37.5
	\$59,757 to \$63,517		25
	\$55,996 to \$59,756		12.5
	< \$55,996		0
Option 2: CalEnviroScreen 4.0 Score (not percentile)			
Data: CalEnviroScreen 4.0 Results			
If the CalEnviroScreen 4.0 SOD of the surrounding community is...	< 40	Then local match is...	50
	40 to 43		37.5
	44 to 47		25
	48 to 51		12.5
	> 51		0
Option 3: Percentage of Students that Receive Free or Reduced Lunches			
Data: California Department of Education website			
If the Free Lunch SOD of the surrounding community is...	< 75	Then local match is...	50
	75 to 79		37.5
	80 to 84		25
	85 to 90		12.5
	> 90		0
Option 4: Healthy Places Index (HPI) Score (use overall HPI score only)			
Data: California Healthy Places Index website			
If the HPI SOD of the surrounding community is...	> 25	Then local match is...	50
	21 to 25		37.5
	16 to 20		25
	10 to 15		12.5
	< 10		0
Option 5: Tribal Communities			
Data: List of Federally Recognized Tribal Governments in California			
If the project applicant or sub-applicant is a Federally Recognized Tribal Government and the project area is located within or partially within Federally Recognized Tribal Lands, lands owned by or held in trust for an Indian tribe, allotted lands, and/or sensitive tribal areas.		Then the local match is...	0
*Communities with a population less than 15,000 may use data at the Census Block Group level. Unincorporated communities may use data at the Census Place level.			

Appendix A.2. Definition of the Project's Relative Population Benefit (PB) (Underserved Communities)

$$\text{Project's Relative PB (Underserved Communities)} = \frac{\text{Project's Infrastructure PB (Underserved)} \times 30}{\text{Project's Infrastructure PB (Overall)}}$$

Where:

Infrastructure Work PB Underserved = Sum of the population of all underserved census tracts¹¹ within a ½ mile radius of the perimeter of the project site(s).

Infrastructure Work PB Overall = Sum of the population of all census tracts within a ½ mile radius of the perimeter of the project site(s).

The spreadsheet to perform the calculations will be provided on the CCLGP website by the Call for Projects. When submitting the application, complete the spreadsheet and attach it to your application. Example calculations will be provided.

¹¹ Communities with a population of less than 15,000 may use data at the Census Block Group level. Unincorporated communities may use data at the Census Place level.

**AGREEMENT FOR CONSULTANT SERVICES,
GRANT WRITING
MNS ENGINEERS, INC.**

THIS AGREEMENT made and entered into on February 22, 2023 by and between the Oceano Community Services District, a special district, collectively hereinafter referred to as DISTRICT and MNS ENGINEERS, INC., hereinafter referred to as CONSULTANT.

RECITALS

The DISTRICT desires to retain said services of the CONSULTANT on an independent Contractor basis for professional engineering services, more specifically identified in the Proposal, Scope of Work and Fee Schedule, jointly attached as Exhibit A to this Agreement, herein referred to as the PROJECT, subject to the terms and conditions as hereinafter set forth.

Therefore, in consideration of the mutual agreements contained herein, the DISTRICT and the CONSULTANT agree as follows:

ARTICLE I. SCOPE OF SERVICES

The CONSULTANT shall complete said PROJECT as specified in Exhibit A, and in accordance with local, State and Federal laws.

ARTICLE II. AUTHORIZATION AND COMMENCEMENT OF PERFORMANCE

The services of the CONSULTANT are authorized by the DISTRICT.

ARTICLE III. COMPENSATION AND PAYMENT

The compensation for the services rendered by the CONSULTANT under this Agreement shall be as provided in Exhibit A. Work shall be performed on a base contract, not to exceed basis of \$33,085 in accordance with Exhibit A.

The CONSULTANT shall invoice the DISTRICT for the District's share on a monthly basis, and the DISTRICT will pay the CONSULTANT on a monthly basis per billings from the CONSULTANT unless otherwise identified in this agreement. The CONSULTANT will submit invoices monthly or upon completion of a specified scope of service in accordance with the CONSULTANT's standard invoicing practices.

Payment is due upon receipt of the invoice. Payments will be made by either check or electronic transfer to the address specified by the CONSULTANT, and will reference the CONSULTANT's invoice number.

Interest will accrue at the rate of 1% per month of the invoiced amount in excess of 30 days past the invoice date.

In the event of a disputed or contested invoice, only that portion so contested will be withheld from payment, and the undisputed amounts will be paid.

ARTICLE IV. TERM OF AGREEMENT

The term of the agreement is set out in Exhibit A and subject to extension if circumstances necessitate it and Parties agree to it in writing. This Agreement may be terminated by either the DISTRICT or the CONSULTANT with or without any reason, upon giving thirty (30) days written notice to other party. In the event of termination, CONSULTANT shall be paid for work performed to the termination date.

Upon termination, CONSULTANT immediately shall turn over to the District any and all copies of videotapes, studies, sketches, drawings, computations, and other data, whether or not completed, prepared by CONSULTANT, and for which CONSULTANT has received reasonable compensation, or given to CONSULTANT in connection with this Agreement. Such materials shall become the DISTRICT's permanent property, provided, however, CONSULTANT shall not be liable for the DISTRICT's use of incomplete materials or for the DISTRICT's use of complete documents if used for other than the project or scope of services contemplated by this Agreement.

Both parties agree to submit any claims, disputes or controversies arising out of or in relation to the interpretation, application, or enforcement of this Agreement to non-binding mediation pursuant to the Rules for Commercial Mediation of the American Arbitration Association, as a condition precedent to litigation or any other form of dispute resolution.

The prevailing party in any action between the parties to this Agreement brought to enforce the terms of this Agreement or arising out of this Agreement shall recover from the other party its reasonable costs and attorney's fees expended in connection with such an action.

ARTICLE V. INSURANCE

A. The CONSULTANT shall obtain and maintain during the performance of any services under this Agreement the following insurance coverage, issued by a company satisfactory to the DISTRICT.

- 1) Commercial general liability insurance including a contractual liability endorsement in an amount not less than \$1,000,000 combined single limit for bodily injury and property damage for each claimant for general liability, including a non-owned automobile endorsement;
- 2) Errors and omissions insurance to a minimum coverage of \$500,000, with neither the CONSULTANT nor listed sub-consultants having less than \$500,000 individually;
- 3) Workers' compensation insurance in compliance with the laws of the State of California.

- B. Certificates of insurance evidencing the coverages required by the clauses set forth above shall be filed with the DISTRICT prior to the effective date of this Agreement. This is a condition precedent to the formation of any obligation by the DISTRICT to compensate CONSULTANT under this Agreement.
- C. All insurance policies required by this section shall not be canceled, limited or non-renewed without first giving 30 days written notice to the DISTRICT.
- D. The CONSULTANT agrees that the commercial general liability insurance policy shall be endorsed to name the DISTRICT, its Board of Directors, officers and employees as additional insured and to provide that the coverages provided to the DISTRICT shall be primary and not contributing to or in excess of any existing the DISTRICT's insurance coverages.
- E. All insurance standards applicable to the CONSULTANT shall also be applicable to the CONSULTANT'S subconsultants. The CONSULTANT agrees to maintain appropriate agreements with subconsultants and to provide proper evidence of coverage upon receipt of a written request from the DISTRICT.

ARTICLE VI. INDEPENDENT CONTRACTOR/PERSONAL SERVICE

The CONSULTANT shall perform the services hereunder as an independent contractor and shall not be considered an employee of the DISTRICT for any purposes. The CONSULTANT is not entitled to any District benefits, including PERS, unemployment compensation, health insurance, or any other benefit. Only personnel listed in Exhibit A shall perform services called for under this Agreement and shall not employ or otherwise incur an obligation to pay persons, specialists, experts, or subconsultants for services in connection with the services to be performed under this Agreement without prior written approval of the DISTRICT.

ARTICLE VII. ASSISTANCE BY DISTRICT

Subject to other provisions of this Agreement, the DISTRICT shall provide the CONSULTANT with copies of any specifications, maps, drawings, records, or other documentation, which are required by the CONSULTANT in order to perform the services specified herein. The DISTRICT shall provide all further reasonably necessary information to the CONSULTANT upon the CONSULTANT's request.

ARTICLE VIII. INDEMNIFICATION

CONSULTANT, to the extent permitted by law, agrees to indemnify and save harmless the DISTRICT and its Board members, officers, employees and agents from:

Third Party Claims. Any and all claims and demands made against the DISTRICT or its Board members, officers, employees or agents by reason of any injury to or death of or damage to any person or entity, of any nature whatsoever, arising out of CONSULTANT's performance of services under this Agreement however caused, excepting, however, any such claims and demands which are the result of the sole negligence or willful misconduct of the DISTRICT or its Board members, officers, employees or agents;

DISTRICT Property Damage Claims. Any and all damage to or destruction of the property of the DISTRICT, its Board members, offices, employees or agents or used by or in the CONSULTANT's care, custody, or control, arising out of CONSULTANT's performance of services under this Agreement however caused, excepting, however, any such claims and demands which are the result of the sole negligence or willful misconduct of the DISTRICT or its Board members, officers, employees or agents;

CONSULTANT Employee, Subconsultant and Agent Claims. Any and all claims and demands which may be made against the DISTRICT or its Board members, officers, employees or agents by reason of any injury to or death of or damage suffered or sustained by any CONSULTANT employee, subcontractor or agent under this Agreement, arising out of CONSULTANT's performance under this Agreement however caused, excepting, however, any such claims and demands which are the result of the sole negligence or willful misconduct of the DISTRICT or its Board members, officers, employees or agents.

ARTICLE IX. ASSIGNMENT

This Agreement shall not be assigned by either party without the prior written approval of the other.

ARTICLE X. NON-DISCRIMINATION

The CONSULTANT will refrain from discriminatory employment actions or practices on the basis of the race, color, age, sex, sexual orientation, religious creed, national origin, or ancestry of any employee or applicant for employment.

ARTICLE XI. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties hereto relating to the subject matter hereof and supersedes any previous agreements or understandings.

**AGREEMENT FOR CONSULTANT SERVICES,
GRANT WRITING
MNS ENGINEERS, INC.**

SIGNATURE PAGE

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement effective as of the day and year first written above.

OCEANO COMMUNITY SERVICES DISTRICT

Board of Directors President

Date

Attest:

General Manager

Date

Approved as to Form:

DISTRICT's Legal Counsel

Date

MNS ENGINEERS, INC.

Signature

Date

Name

Title

EXHIBIT A

SENT VIA EMAIL

February 17, 2023

Oceano Community Services District
Attention: Will Clemens, Deputy Director of Public Works
1655 Front Street
Oceano, CA 93445

SUBJECT: Fee Proposal—Grant Writing Services. Caltrans Clean California Local Grant Program

Dear Mr. Clemens,

Thank you for the opportunity to provide grant writing services in conjunction with the Caltrans Clean California Local Grant (CCLG) Program. MNS Engineers seeks to assist the Oceano Community Services District (District) with preparation of a CCLG application to secure funding streetscape improvements along State Route 1 (Cabrillo Highway).

Enclosed is our proposal to provide these services for a total fee of \$33,085. We look forward to working with the District and helping deliver a successful CCLG application.

Sincerely,
MNS Engineers, Inc.



Greg Jaquez, PE
Principal Project Manager

Government Services Division
323.484.5737 DIRECT
gjaquez@mnsengineers.com
Enclosed: Grant Writing Fee Proposal
GAJ

Project Understanding

MNS Engineers (MNS) understands the Oceano Community Services District (District) is interested in pursuing a Caltrans Clean California Local Grant (CCLG) to fund streetscape improvements along State Route 1 (Cabrillo Highway) in Oceano. The general and tentative limits of possible improvements as initially discussed with District staff are between Belridge Street on the north and 19th Street on the south. MNS recommends the limits for project scoping to be between Belridge Street and 21st Street in order to encompass existing bus stop locations for San Luis Obispo Regional Transit Authority (RTA) Routes 27 and 28. The District is contemplating replacement of twelve (12) existing area and pedestrian lighting standards and fixtures with more updated and aesthetically appealing materials. The District also envisions placing art murals on the District-owned building at the intersection of Cabrillo Highway and 13th Street. Additional improvements may be considered through project scoping as part the of the grant writing work.

Project Approach/Scope of Work

The MNS approach to grant writing is to establish a mutual understanding between the MNS grant writing team and District staff on committed collaboration in the development of the grant application. The grant pursuit needs to be made a priority among all involved up to the submittal deadline and beyond. A successful, quality grant writing product depends on a team approach between MNS and District staff such that MNS staff acts as an extension of District staff for the duration of the grant application development and subsequent activities related to the grant pursuit.

MNS will work closely and efficiently with District staff and stakeholders to collect and utilize the most up to date and readily available information and data necessary to formulate a project scope and the application package in order to match it with the Project's funding requirements. MNS will work closely with District representatives and stakeholders to confirm the basic messaging in the narrative of the grant application.

TASK 1.0 – PROJECT MANAGEMENT

MNS will act as the coordinating point for the development of the grant application under the direction of District staff. The MNS Project Manager (PM) will maintain a project file in which all project documents including draft and final application materials and attachments will be stored. The MNS PM will be responsible for budget control and overall guidance and supervision of project delivery. The MNS PM will hold a virtual kickoff meeting with District leadership and staff to discuss the development of a project scope. Additional meetings with District may occur during the progress project scoping and grant writing. MNS will hold internal progress check-in meetings to ensure progress on task assignments. MNS will interact, as needed, with Caltrans staff to clarify content requirements of the application and convey questions to Caltrans staff either posed by MNS or District staff.



Deliverables. Agenda, meeting minutes, email reports to District staff on MNS communications with Caltrans staff.

TASK 2.0 – INFORMATION COLLECTION AND PROJECT SCOPING

MNS will request District staff to provide information relevant to the project that is known to be available and useful in furthering the development of the project scope. The request for information will be prepared as a

matrix of items submitted by email to which the District can respond. MNS will independently research information for responding to content requirements of the application.

MNS will seek to enhance and expand the project scope through field investigation and research. Proposed new scoping elements will be presented to the District for approval. MNS will prepare an Opinion of Probable Cost in an engineer's estimate format.



Deliverables. Information request matrix. Tabulation of collected information for use as source material in the application. Project scope description with Opinion of Probable Cost.

TASK 3.0 – APPLICATION PREPARATION

Information will be drawn from collected documents, project scoping and cost estimation, and continued collaboration to prepare the CCLG application. Specific components of the application include the following:

- Task 3.1 - Smartsheet Application Form
- Task 3.2 - Application Attachments
 - 3.2.01 Project Outcomes Spreadsheet
 - 3.2.02 Area Surrounding the Project Site and Relative Population Benefit to Underserved Communities Form
 - 3.2.03 Project Narrative
 - Project Location and Description
 - Project Map
 - Photos of Existing Conditions
 - Demonstrated Community Need and Potential Outcomes
 - Public Engagement
 - Project Deliverability
 - Maintenance Plan
 - 3.2.04 Scope of Work, Cost and Schedule Workbook
 - 3.2.05 Local Match Calculation Form
 - 3.2.06 Application Checklist
 - 3.2.07 Advance Payment Spending Plan
 - 3.2.08 In-Kind Contribution Letters of Commitment
 - 3.2.09 Right of Way Certification
 - 3.2.10 Supplementary Documentation (letters of support, renderings, survey results, etc.)



Deliverable. Completed draft CCLG application.

TASK 4.0 – PUBLIC ENGAGEMENT

A critical and required element of the CCLG application is demonstration of public engagement in the development of the project scope. MNS will conduct a limited but effective public engagement program using the online public engagement tool Social Pinpoint.

Social Pinpoint is a suite of digital tools that enhance community and stakeholder engagement. Their services not only include traditional survey options, but also provide creative community feedback opportunities like interactive mapping, forums, and idea walls. Having a dedicated engagement space amplifies accessibility as the community always knows where to find information. This also means that we can keep the community informed at every step of the project scoping. Social Pinpoint will be utilized to develop a public engagement page that will provide a dedicated space for community members to stay engaged and the MNS team to gather input data.

Public engagement subtasks include the following:

- Task 4.1 - Stakeholder Identification and Outreach
- Task 4.2 - Survey Flyer
- Task 4.3 - Social Pinpoint Page Setup
- Task 4.4 - Survey Questions Development
- Task 4.5 - Survey Data Compilation



Deliverables. Survey flyer. Social Pinpoint webpage. Survey questions. Survey data.

TASK 5.0 – FINAL QA/QC AND SUBMITTAL

Throughout the development of the application components, the MNS PM will provide ongoing quality assurance/quality control (QA/QC) review of the grant writing deliverables. A Draft Final version of the application will be provided to District staff for review and comment. Upon completion and assembly of the final grant application deliverable, the MNS grant writing team will submit the application to Caltrans via the online tool Smartsheet.



Deliverable. Completed Final Project Application and Receipt of Submittal from Caltrans.

TASK 6.0 – POST SUBMITTAL COMMUNICATIONS WITH CALTRANS

Caltrans may contact the District with questions about the application after submittal. MNS will support the District by providing responses to Caltrans' questions in emails, any necessary changes to submitted documents, or any new documentation requested.

Deliverables. Response emails and document additions or changes.

Fee Proposal

The proposed fee to provide the aforementioned grant writing services is \$33,085 as shown in the enclosed fee proposal table.



MNS ENGINEERS FEE PROPOSAL CALTRANS CLEAN CALIFORNIA LOCAL GRANT GRANT WRITING SERVICES OCEANO COMMUNITY SERVICES DISTRICT		Project Manager	Senior Grant Writer	Grant Writer/ Transportation Planner	Grant Associate	Grant Assistant	Total Resource Hours	Total Resource Costs	
		Hourly Rate	\$255	\$175	\$165	\$145			\$125
Task 1.0 – Meetings									
Task 1.1 – Meetings			4.0	4.0	3.0	3.0	3.0	17.0	\$3,025
Subtotal Task 1.0							17.0	\$3,025	
Task 2.0 – Information Collection and Project Scoping									
Task 2.1 – Information Collection			0.5	2.0	2.0	4.0		8.5	\$1,388
Task 2.2 - Project Scoping			4.0		24.0			28.0	\$4,980
Subtotal Task 2.0							36.5	\$6,368	
Task 3.0 – Application Preparation									
Task 3.1 - Smartsheet Application Form				1.0		4.0		5.0	\$755
Task 3.2 - Application Attachments									
3.2.01 Project Outcomes Spreadsheet				0.5		3.0		3.5	\$523
Form						4.0		4.0	\$580
3.2.03 Project Narrative									
Project Location and Description			0.5	3.0			1.0	4.5	\$778
Project Map			0.5		3.0			3.5	\$623
Photos of Existing Conditions						4.0		4.0	\$580
Demonstrated Community Need and Potential Outcomes			0.5	8.0		8.0	2.0	18.5	\$2,938
Public Engagement				6.0		4.0		10.0	\$1,630
Project Deliverability			0.5		4.0			4.5	\$788
Maintenance Plan			0.5			4.0		4.5	\$708
3.2.04 Scope of Work, Cost and Schedule Workbook			8.0					8.0	\$2,040
3.2.05 Local Match Calculation Form				0.5		4.0		4.5	\$668
3.2.06 Application Checklist				0.5			2.0	2.5	\$338
3.2.07 Advance Payment Spending Plan			4.0					4.0	\$1,020
3.2.08 In-Kind Contribution Letters of Commitment				3.0				3.0	\$525
3.2.09 Right of Way Certification					3.0			3.0	\$495
3.2.10 Supplementary Documentation (letters of support, renderings, survey results, etc.)				3.0	6.0	2.0	2.0	13.0	\$2,055
Subtotal Task 3.0							100.0	\$17,040	
Task 4.0 – Public Engagement									
Task 4.1 - Stakeholder Identification and Outreach						3.0		3.0	\$435
Task 4.2 - Survey Flyer					3.0			3.0	\$495
Task 4.3 - Social Pinpoint Page Setup					3.0			3.0	\$495
Task 4.4 - Survey Questions Development			0.5			3.0		3.5	\$563
Task 4.5 - Survey Data Compilation						2.0		2.0	\$290
Subtotal Task 4.0							14.5	\$2,278	
Task 5.0 – Final QA/QC Review and Application Submittal									
Task 5.1 – Final QA/QC Review and Application Submittal			4.0					4.0	\$1,020
Subtotal Task 5.0							4.0	\$1,020	
Task 6.0 – Post-Submittal Communications with District and Caltrans									
Task 6.1 - Post Submittal Communications with District and Caltrans			1.0	4.0				5.0	\$955
Subtotal Task 6.0							5.0	\$955	
Labor Subtotal		Hours	28.5	35.5	51.0	52.0	10.0	177.0	
		Cost	\$7,268	\$6,213	\$8,415	\$7,540	\$1,250		\$30,685
Direct Cost									
Social Pinpoint Subscription Fee									\$2,400
Direct Cost Subtotal								\$2,400	
TOTAL PROPOSED FEE								\$33,085	