



Meeting Date: 12/12/06

ACTION	TYPE OF ITEM
Approved Recommendation	Info/Consent
<input type="checkbox"/> Ord. No(s). _____	<input checked="" type="checkbox"/> Report
<input type="checkbox"/> Res. No(s). _____	<input type="checkbox"/> Public Hearing (Info/consent)
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____

Prepared By: Sofia Balderrama *SB* Agenda Item No. 0-2

Reviewed By: City Manager *DMH* City Attorney *JD* Finance *SW* Other (Specify) _____

DATE: December 4, 2006

TO: City Council

FROM: Sofia Balderrama, Management Analyst III
Recreation and Community Services *SB*

SUBJECT: Community Development Block Grant (CDBG) Youth Enrichment Program
Subrecipient Agreements for FY 06-07

RECOMMENDATION

That City Council:

1. Approve the allocation of \$68,597 in CDBG Youth Enrichment Program funds to three non-profit community based organizations: Camp Fire USA (A-6790 for \$15,000), City Impact Inc., (A-6791 for \$15,000) and Food Share, Inc. (A-6792 for \$38,597).
2. Authorize the City Manager to execute CDBG subrecipient agreements requiring such groups to provide enrichment programs that target at-risk youth from very low and low-moderate income families.

DISCUSSION

During City Council's consideration of the recommended FY 06-07 CDBG budget, Council approved the maximum amount allowable under CDBG regulations (15 percent of the entitlement plus program income) for appropriating to Public Service programs targeting at-risk youth. In keeping with Council's direction, the CDBG Public Services allocation provides for continued funding to the Police Activity League (PAL) (\$160,977), the Colonia Gymnasium (\$51,328), the Colonia Boxing Center (\$19,225), the After School Program (\$105,000), and City Corps (\$23,629)(see Attachment # 1). The remainder of the funds (\$68,597) set aside for youth are made available to non-profit community based organizations solicited through the Request For Proposal (RFP) process.

As part of the RFP process, a Citizens Ad Hoc Review Committee ("the Committee") was formed to review and select CDBG eligible youth enrichment programs from the proposals that were submitted totaling \$103,153 (see Attachment #2). The Committee was comprised of six members from the community with diverse backgrounds and extensive years of experience in the field of youth development. Additionally, they are familiar with the community based organizations serving the Oxnard area. A youth representative also served on the Committee.

The Committee's selection of the proposals was based on the criteria set forth by the Department of Housing and Urban Development (HUD) to benefit very low and low-moderate income persons, determined either on an individual basis or by area census tract.

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Proposals submitted were required to demonstrate new or enhanced services to at-risk youth in one of the following priority areas:

- (1) Educational enhancement (tutoring, remediation in basic skills),
- (2) Employment educational training (resume writing, career development, job skills training, etc.),
- (3) Specialized programs focusing on youth services clients of the juvenile justices system, and
- (4) Family counseling and parenting skills training for families with identified at-risk youth in the home.

The proposals selected by the Committee for City Council's consideration demonstrated best evidence-based practices. The three proposals include:

<u>Non-Profit Agency:</u>	<u>Proposed Program</u>	<u>Recommended Grant Award:</u>
Camp Fire USA Of Ventura County	<i>I'm Peer Proof</i> Proposes to provide assertiveness training courses to approximately 2,250 to 2,400 elementary school students during the regular day in the Oxnard School District. The course will teach pre-teens how to resist negative peer pressure.	\$15,000
City Impact, Inc.	<i>Student Support Groups</i> Proposes to provide student support groups to approximately 400 elementary and jr. high students in the Oxnard School District. Students will learn ways to improve their self-esteem and self-perception. They will learn about the dangers of alcohol and substance abuse, as well as prevention of gang involvement.	\$15,000
Food Share, Inc.	<i>Kids Café</i> Proposes to provide essential nutritious snacks to 450 school aged children at various locations in Oxnard.	\$38,597
	TOTAL CDBG FUNDS AVAILABLE:	\$68,597

In order to insure compliance with all federal, state and local regulations, proposals were screened by the City's Grants Management office.

If approved, staff will prepare and execute CDBG subrecipient agreements with the three grantees.

FINANCIAL IMPACT

As part of the FY 06-07 budget, City Council approved \$68,597 in CDBG funds (account number 285-5312-804-8209) to disburse to non-profit community based organizations that provide activities for at-risk youth and that participated in the RFP process. Staff is requesting Council's approval of the Committee's selection and recommendation to award grants to three non-profit community based organizations totaling \$68,597.

CDBG PUBLIC SERVICE YOUTH DEVELOPMENT PROGRAMS

FY 05-06 Performance Results

PROGRAM	DESCRIPTION/ACTIVITIES	<i>TOTAL PARTICIPANTS</i>
POLICE ACTIVITIES LEAGUE		6500
	PAL provided crime prevention and intervention programs by providing youth enriching activities (educational, athletic and recreational) creating a safe environment for positive change. Activities included: Youth Council, All City Band, Mid-City Boxing, Jr. High/High School Dances, and athletic leagues. PAL also offers a teen center which offers arts and crafts and arcade games. In addition, PAL hosted two of the largest boxing tournaments, during the past year. The California PAL Boxing Tournament and the National PAL Boxing Tournament attract approximately 2,500 amateur boxers and 6,000 spectators combined. PAL has also partnered with the Probation Agency to provide opportunities for youth to complete probation hours.	
COLONIA GYM		3,400
	The Colonia Gym provided youth basketball and volleyball leagues throughout the year. Clinics in basketball, soccer and t-ball are also held for youth ages 4-8 which teach the basic fundamentals of the game. These clinics are free and are offered throughout the year. The Gym also held Special Olympics basketball training and open play for mentally disabled adults. In addition, open play was held for youth and adults daily.	
COLONIA BOXING		220
	The Colonia Boxing Center continued to develop young people's capacity to engage in positive behaviors that nurture their own well-being, and set personal goals to live successfully as adults. Participants range from beginners to professional fighters. The Center is home to both World and National and Olympic Champions, including a two time Women's National Champion. The Center is well known throughout the United States and Mexico. It has brought significant recognition and fame to the City.	
AFTER SCHOOL PROGRAM		1,000
Cesar Chavez	The After School Program (ASP) provided a safe, structured learning environment in which children and young adolescents improved their academic and social skills. The ASP served over 1,000 students at seven different CDBG eligible school sites. Over 70% of the children enrolled at each school site also participate in the Free and Reduced Lunch Program, which serves families that come from very low, low, and low to moderate income families.	
Driffill		
Harrington		
Kamala		
Lemonwood		
Mar Vista		
McKinna		
Rose Avenue	In addition to the seven CDBG funded schools, a partnership between the Oxnard School District and the City of Oxnard was formed to provide services to an additional 13 schools using other Federal and State Grant Funds. Three additional schools receive general fund monies. Two of those schools are fee based while the other is contracted out to Camp Fire USA.	

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CDBG PUBLIC SERVICE YOUTH DEVELOPMENT PROGRAMS

FY 05-06 Performance Results

PROGRAM	DESCRIPTION/ACTIVITIES	<i>TOTAL PARTICIPANTS</i>
CITY CORPS		420
	<p>The City Corps Program continued to work with the local school districts and community-based youth organizations to address the needs of at-risk youth by providing a variety of social services, recreation and service learning opportunities. City Corps also worked closely with neighborhood councils in the distribution of information and neighborhood cleanups. Participants in this program logged over 39,000 in volunteer hours at work service projects in the community. The majority of the 420 youth that participated in the program come from very low, low and moderate income families.</p>	
YOUTH ENRICHMENT PROGRAM		1600
<p><u>Camp Fire USA</u> <u>El Centrito de la Colonia</u> <u>El Concilio del Condado de Ventura</u> <u>Foundation for Educational and</u> <u>Employment Resources Department,</u> <u>INC.,</u> <u>Interface Children Family Services</u> <u>Palmer Drug Abuse of Ventura County</u></p>	<p>The Youth Enrichment Program uses a bid process to allocate CDBG public service funding to community based organizations for services including educational enhancement; employment/education training; specialized programs focusing on youth services clients of the juvenile justice system; and family counseling and parenting skills training for families with identified at-risk youth in the home.</p> <p>In FY 05-06 the Youth Enrichment Program provided funding to community service providers including: Camp Fire USA, El Centrito de la Colonia, El Concilio del Condado de Ventura, Foundation for Educational and Employment Resources Development, Inc., Interface Children Family Services, and Palmer Drug Abuse Program of Ventura County.</p>	
GRAND TOTAL OF PARTICIPANTS		13,140

*Figures were drawn from City's CAPER Report for FY 05-06.

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**City of Oxnard
CDBG Youth Enrichment Program (YEP)
Request for Proposals
Selection Process
FY 06-07**

Introduction:

In 1993-94, City Council made an important investment into the future, when it decided to set aside 15% of its City CDBG entitlement (the maximum funding allowed by HUD) for Public Service Programs that target at-risk youth. From the beginning, the City Council's goal has been to work closely with community organizations, through both a formal and an informal basis to effectively reach out to and service youth and their families.

The CDBG Public Service Program funding is distributed among a number of youth development programs including the Police Activities League, the Colonia Gymnasium, the Colonia Boxing Center, the After School Program, City Corps and the Youth Enrichment Program (YEP).

The Youth Enrichment Program uses a bid process, established in FY 93-94, to allocate CDBG public service funding to community based organizations for services including educational enhancement; employment education/training; specialized programs focusing on youth services clients of the juvenile justice system; and family counseling and parenting skills training for families with identified at-risk youth in the home. The YEP Request for Proposals (RFP) Process assures access to high quality programs and it is essential to promoting collaboration across disciplines and service delivery systems. (See Attachment A for prior year agency awards).

Phase 1 of the Selection Process:

Notice

For the FY 06-07 process, the City prepared a press release inviting community based organizations to participate in the YEP RFP process. The press release was sent to STAR and Vida newspaper for publications. On Thursday, September 7, 2006 a copy of the press release was mailed to over 100 youth serving agencies that were retrieved from the Interface Blue Book Ventura County Community Resource Directory for 2006. On September 11, 2006 the RFP Application Packet were made available on the City's website, and on CDs at the City Recreation and Community Services offices.

Mandatory Technical Assistance Meeting

A mandatory technical assistance meeting was held on Monday, September 18, 2006. The purpose of the meeting was to inform interested agencies about the Federal, State and local requirements that must be met under the YEP RFP process. The agencies were also provided with the funding priority areas the YEP was looking to fund. Agencies were given complete instructions on the submittal of the application packet. Staff was available for questions. RFP application packets were also available at the mandatory meeting. Ten agencies attended the mandatory meeting.

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Review of the YEP application packets

RFP application packets were due on Tuesday, October 10, 2006. The applications packets were checked for compliance with federal HUD regulations and standard City Policies. For example, proposals must demonstrate that:

- Activities fall under one of the funding priority areas;
- A system is in place to verify, either by individual or area census tract, that participants benefiting from the program come from very low, low to moderate income families;
- Activities serve at-risk youth
- Agencies have identified a 50% match in cash or inkind contributions
- Agencies have the required Insurance Coverage
- A copy of the agency's Articles of Incorporation/Bylaws is included
- A copy of the agency's Federal and State Nonprofit Status is included
- A List of Current Board of Directors is included
- Agencies have obtained an Oxnard Business License
- An Independent Audit is included

City also requires that proposals provide a work plan with identified personnel. A detailed budget, approved and signed by the Board of Directors, is closely reviewed. Agencies must confirm they use standard accounting practices in their fiscal recording keeping. A copy of the most current set of financial records, which are reviewed annually by an independent auditor must be included.

In addition, staff evaluates proposals to determine if a justifiable cost-benefit ratio exists.

After completing the 1st phase of the selection process, it was determined that five of the six proposals submitted would move forward to phase 2 as shown on the following table:

Agency	Comments	Moved to 2nd Phase of Selection Process
Big Brothers Big Sister of Ventura County	Agency was not represented at mandatory technical assistance meeting	NO
Camp Fire USA of Ventura County	Completed Review	√
City Impact, Inc.	Completed review	√
Community Action of Ventura County	Completed review	√
Food Share, Inc.	Completed review	√
Foundation for Educational and Employment Resources Development, Inc.	Given opportunity to provide Committee with clarification on financial documents	√

The Citizens Ad Hoc Review Committee was formed to review the CDBG Youth Enrichment Program application packets. The six Committee members come from diverse backgrounds and experiences. All of them have a strong interest in youth. A youth representative was present.

As part of their preparation, the Committee was presented with the same "CDBG Youth Enrichment Program" power point presentation made to the nonprofit agencies at the mandatory technical assistance meeting. The Committee's task was to find proposals and agencies that further build on existing community capacity and the successes of the past.

Committee members are provided with rating sheets to use to evaluate the agencies and their proposals in the following areas:

- Ability to comply with CDBG regulations,
- Nature and extent of youth at risk needs to be addressed,
- Extent to which proposed activities meet those needs,
- Ability of agency to carry out the proposed activities,
- Past experience and consistency with HUD and other federal grants and regulations,
- Ability to provide matching funds,
- Proposed activities are not a duplication of existing services,
- Clarity of proposal, and
- Demonstrated linkage with other service providers

After listening to the different presentations made by the agency representatives, the Committee and City staff was given an opportunity to ask questions to clarify certain points. The Committee members scored each of the agencies through the use of a confidential number assigned to each of them.

City staff entered all scores into a matrix. The Committee reviewed the results and took a vote on which proposals would be recommended to City Council for consideration to receive a grant award.

Five agencies were given an opportunity to present their proposals to the Committee. Of the those agencies, only three were selected to receive CDBG Youth Enrichment Program funding for FY 06-07 as shown on the following table:

Agency	Recommended for Funding
<i>Camp Fire USA of Vta Cty.</i>	<i>\$15,000</i>
<i>City Impact, Inc.</i>	<i>\$15,000</i>
<i>Community Action of Vta Cty.</i>	<i>-0-</i>
<i>Food Share, Inc.</i>	<i>\$38,597</i>
<i>Foundation for Educ. And Employment Resources Dev., Inc.</i>	<i>-0-</i>

After completion of the process, the committee's recommendations were submitted to City Council for approval.

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ATTACHMENT # 2
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Community Development Block Grant
 Youth Enrichment Program
 FY 1994-2006

ORGANIZATION	PROGRAM TITLE	AWARDED 1994-1995	AWARDED 1995-1996	AWARDED 1996-1997	AWARDED 1997-1998	AWARDED 1998-1999	AWARDED 1999-2000	AWARDED 2000-2001	AWARDED 2001-2002/2002-2003	AWARDED 2004-2005	AWARDED 2005-2006
Big Brothers Big Sisters (Interface)	School Based Mentoring									\$ 5,000	\$ -
Boys & Girls Club	Power Hours Prog.	\$20,000	\$75,000					\$10,000	\$18,000		
Camp Fire Boys & Girls	I'm Peer Proof		\$9,282	\$8,003	\$16,000	\$2,225	\$2,225	\$8,500	\$13,000	\$5,000	\$7,000
Child Abuse & Neglect				\$10,000							
Children's Act. Center	Remedial HW Assistance	\$5,000			\$15,000	\$8,700	\$5,007				
Chuck Muncie Foundation	New Start Tattoo Removal						\$4,000				
City Impact	Higher Risk Youth Intervention Program				\$39,100	\$20,575	\$20,076	\$15,588	\$40,000		\$ -
Coalition To End Domestic Violence	Parent Project						\$7,816				
Commission on Human Concerns									\$17,000		
El Centro	Technology Outreach & Workshop Project	\$15,000	\$18,500	\$20,990	\$24,900	\$12,500	\$14,076	\$13,412	\$16,000	\$14,597	\$10,000
El Concilio del Condado de Ventura	Breakthrough For Success	\$50,000	\$125,000	\$25,000		\$8,000	\$5,800	\$7,500			\$12,000
Food Share	Kids Cafe				\$15,000	\$20,000	\$17,500	\$20,000	\$40,000	\$15,000	\$ -
Harrington Family Center	Family Center					\$10,000					
Interface	The Family Council Project						\$1,500				\$9,000
Oxnard College	Youth Leadership Program									\$25,000	
Palmer Drug Abuse Program	Substance Abuse Intervention Sys									\$4,000	\$5,597
Salvation Army				\$29,425			\$1,500				
Tennis Against Gangs	Tennis Workshop						\$2,000	\$4,000			
The Foundation for Education & Employment Resources Dev. Inc.	The Foundation's Oxnard KEYS Yth ldrship prog.										\$25,000
TOTAL		\$90,000	\$227,782	\$83,418	\$140,000	\$82,000	\$87,500	\$79,000	\$144,000	\$68,597	\$68,597

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