



IMPERIAL COUNTY COMMUNITY BENEFIT PROGRAM GUIDELINES

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

I. PURPOSE, GOALS AND OBJECTIVES

The County of Imperial, through its Community Benefit Advisory Committee, is soliciting applications from the community that meet the goals and objectives of the Community Benefit Program. On February 28, 2023, the Board of Supervisors allocated \$200,000 for the individual Districts, totaling \$1,000,000 for the entire County. Individual grant requests of up to \$25,000 will be allowed. Please visit <https://board.imperialcounty.org/wp-content/uploads/2023/01/Supervisorial-District-Map-2023.pdf> to identify respective Supervisorial District.

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

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

Applicants for funding under this Program should review those categories however, all applications received will be reviewed and considered. Projects which fulfill the Goals and Objectives will include, but not be limited to those Recommended Categories for Funding.

II. RECOMMENDED CATEGORIES FOR FUNDING (but not limited to):

COMMUNITY SERVICES

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

COMM. & ECONOMIC DEVELOPMENT

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

WILDLIFE HABITAT/CONSERVATION

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

III. EVALUATION CRITERIA FOCUS AREAS

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

COMMUNITY SERVICES

1.	Number of County Residents and Areas within the County Receiving Services or Benefits from the Project	35 points
2.	Project Addresses a Demonstrated Need in Imperial County	30 points
3.	Qualifications and Experience of Organization Providing Services	15 points
5.	Consistency with Goals and Objectives of the Community Benefit Program	10 points
6.	Job creation or other economic development benefits to the county and its residents	10 points
	TOTAL	100 Points

COMMUNITY & ECONOMIC DEVELOPMENT

1.	Job Creation or other economic benefits to the County and its residents	35 points
2.	Areas of the County to be Served by the Project	15 points
3.	Project Addresses a Demonstrated Need in Imperial County	25 points
4.	Consistency with Goals and Objectives of the Community Benefit Program	15 points
5.	Qualifications and Experience of Organization Providing Services	10 points
	TOTAL	100 Points

WILDLIFE AND HABITAT CONSERVATION

1.	Number of County Residents and Areas within the County Receiving Services or Benefits from the Project	30 points
2.	Project Addresses a Demonstrated Need in Imperial County	20 points
3.	Increases Public Access to Recreational Resources	10 points
4.	Qualifications and Experience of Organization Providing Services	10 points
5.	Benefit to Habitat and Conservation Resources in Imperial County	10 points
7.	Consistency with Goals and Objectives of the Community Benefit Program	10 points
8.	Job creation or other economic development benefits to the county and its residents	10 points
	TOTAL	100 Points

IV. PROCESS AND TIMELINE

1. Requests for Proposals (RFP) will be issued by the County.
2. Applications of up to \$25,000 will be accepted on an ongoing basis, until funding is exhausted within the individual Districts. Supervisorial Districts have been individually allocated \$200,000.
3. Applications submitted will be evaluated by the Community Benefit Advisory Committee within two weeks. The Agreements will then be submitted to the recommendation to the Board of Supervisors for discussion and final decision.
4. After approval by the Board of Supervisors, Applicants will be required to meet with County staff in order to review the requirements they must meet in order for their applications to be processed.

V. GRANT PROVISIONS

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

1. All documents submitted to the County shall become public records and will be given to the public upon request pursuant to the California Public Records Act. Do not include any information that cannot be reviewed by the general public.
2. The following conditions may apply to grant recipients.
 - a. Funding shall only be used for an approved use, authorized by the Board of Supervisors.
 - b. Grant will expire one year from Board project approval.
 - c. The Grantee is responsible for maintaining records which fully disclose the activities funded by the Grant. Community Benefit Funds are subject to audit and inspection at any time after award. Recipients will be required to retain records for a period up to five years.
 - d. Funding for work completed or money spent before award will not be paid or reimbursed.
 - e. Funding award may be a loan rather than a grant and shall be paid back to the County.
 - f. Loan recipients will be required to provide financial assurances such as collateral, bonding or letters of credit to ensure the funds are used as agreed upon.
 - g. Construction projects will be subject to California prevailing wage laws (California Labor Code 1720 et seq.). Note that use of public funding for construction may subject an entire project to prevailing wage requirements. Applicant shall seek advice from counsel regarding this requirement.
 - h. The Grantee is responsible for maintaining records which fully disclose the activities funded by the Grant. Adequate documentation of each transaction shall be maintained to permit the determination, through an audit if requested by the County, of the accuracy of the records and the allowability of expenditures charged to Grant funds.
 - i. Grantee shall submit written reports of all funding expenditures.

SUBMITTING YOUR APPLICATION

Complete applications and submitted in **one file** with **Agency Name as the file name** may only be submitted electronically at ICCBP@co.imperial.ca.us. The application period opens Wednesday, March 22, 2023 and closes when funding is exhausted.

Applicants must submit in electronic the following required documentation in the following order in one PDF file.

REQUIRED

- Completed Application
- Completed Attachment(s)
- Copy of TIN
- Copy of Active Business License
- Copy of Valid and Current Business Fictitious Name Filing (if applicable);
- Copy of Valid 501C3
- Copy of Entity Documentation (Partnership Agreement, Articles of Organization and Bylaws or Articles of Incorporation and Bylaws
- Copy of Federal IRS Form W-9
- Copy of Partnership Agreement (Partnerships) / Articles of Organization (LLC) / Articles of Incorporation (Corporation) (if applicable)
- Resume (s) of the key personnel who would be assigned to perform the services as described. Indicate status of each person's relationship to your agency, whether an employee, partner, subcontractor, or other contractual agreement.
- Acknowledge Organization Serves Local Community
- Acknowledge Physical establishment within the County of Imperial
- Submittal of Non-Discrimination Form
- Submittal of Agency Board Contact Information
- Certify Not related to County Elected Officer.

OPTIONAL

- Copies of Additional Program/Project Documentation

Failure to provide any of the requirements may disqualify application from being considered.