



## PROGRAM PLANNING & EVALUATION COMMITTEE MEETING AGENDA

DECEMBER 1, 2020 at 5:00 p.m.

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES
  - A. October 13, 2020 Program Planning and Evaluation Committee Meeting Minutes **Approve** Page 2
4. HEAD START 0-5
  - A. FY 2020 Budget Revision **Approve** Page 4
  - B. B. PY 2019-2020 Annual Report **Information** Page 13
5. FOOD SERVICES
  - A. No Kid Hungry Funding Award **Accept** Page 28
6. EMPLOYMENT AND TRAINING SERVICES
  - A. Re-Entry Employee Readiness Services **Ratify** Page 29
7. FRESNO STREET SAINTS
  - A. Youth Services Proposal **Ratify** Page 30
8. LOCAL CONSERVATION CORPS
  - A. CalRecycle Final Report **Approve** Page 31
  - B. California Community Reinvestment Grants Program **Ratify** Page 66
  - C. Proposition 68 (Phase 3) Application **Ratify** Page 67
  - D. Proposition 68 Bid Solicitation **Information** Page 69
9. SANCTUARY AND SUPPORT SERVICES
  - A. Fresno City College Partnership **Ratify** Page 70
10. TRANSIT SYSTEMS
  - A. Drug and Alcohol Policy Amendment **Approve** Page 72
11. PLANNING & EVALUATION
  - A. Grant Tracker **Information** Page 109
12. ACCESS PLUS CAPITAL FUND REPORT
  - A. Access Plus Capital Fund Report **Information** Page 112
13. OTHER BUSINESS

The next meeting is scheduled on Tuesday, January 12, 2021.
14. ADJOURNMENT

**PROGRAM PLANNING AND EVALUATION COMMITTEE**  
**Virtual – Board Effects – Zoom**  
**Tuesday, October 13, 2020**  
**12:00 Noon**

**MINUTES**

**1. CALL TO ORDER**

Linda R. Hayes, Chair, called the meeting to order at 12:05 PM.

**2. ROLL CALL**

Roll was called and a quorum was established.

**Committee Members (Zoom):**

Linda R. Hayes (Chair)  
Zina Brown-Jenkins  
Amy Arambula

**Staff (Zoom):**

Emilia Reyes  
Michelle Tutunjian  
Elizabeth Jonasson  
Jon Escobar  
Misty Gattie-Blanco  
Monty Cox  
Tate Hill  
Erin Bell  
Cesar Lucio

Annaliese Herms  
Shawn Riggins  
Kelsey McVey

**Absent:**

Misty Franklin  
Angie Isaak

**Board Members (Zoom):**

None

**3. APPROVAL OF MINUTES**

September 8, 2020 Program Planning and Evaluation Committee Meeting Minutes

***M/S/C – Arambula/Brown-Jenkins to approve the September 8, 2020 meeting minutes. All in favor.***

**4. HEAD START 0-5**

A. County-Wide Policy Council Liaison

Emilia Reyes, Chief Executive Office presented the item on behalf of Kathleen Shivaprasad, Head Start Director. Following the presentation Committee members recommended to remove Item from the agenda and forward it to the Bylaws Committee.

***M/S/C – Arambula/Brown-Jenkins to remove from agenda the County-Wide Policy Council Liaison item. All in favor.***

B. FY 2021-22 CDE/EESD Funding Application

Reyes presented the FY 2021-22 CDE/EESD Funding Application. Arambula inquired about the number of sites applying for this funding. Reyes responded all six centers.

***M/S/C – Arambula/Brown-Jenkins to approve the FY 2021-22 CDE/EESD Funding Application . All in favor.***

**5. SANCTUARY AND SUPPORT SERVICES**

A. City of Fresno Back Rent Forgiveness Program

Misty Gattie-Blanco, Sanctuary & Support Services Director provided an overview of the City of Fresno Back Rent Forgiveness Program. Arambula inquired about the Landlord's requirement to

forgive the rent. Gattie-Blanco responded that though Landlords are not required to forgive any portion of the rent under this program, there are Landlords willing to participate in the program in an effort to recover part of the rent. Arambula suggested to work with Central California Legal Services (CCLS) in this process. Gattie-Blanco responded stating consideration to work with CCLS is already in place.

*M/S/C – Brown-Jenkins/Arambula to approve the City of Fresno Back Rent Forgiveness Program. All in favor.*

**6. FOOD SERVICES**

A. Summer Food Service Program Extended

Jon Escobar, Food Services Director provided an overview of the Summer Food Service Program Extended, which will provide meals to 12 locations throughout Fresno, Madera, and Tulare Counties, including five locations with the Food Express Bus.

**7. LOCAL CONSERVATION CORPS**

A. Corps Response to Creek Fire

Shawn Riggins, Local Conservation Corps (LCC) Director presented a summary of the Corps Response to Creek Fire explaining how LCC rapidly activated crews to assist with the distribution of water to residents returning to their homes after being evacuated due to the Creek fire. Arambula inquired about the process to distribute the water. Riggins stated that area residents pick up cases of bottled water directly from designated spots established by the County.

**8. PLANNING & EVALUATION**

A. Grant Tracker

Kelsey McVey, Planning & Evaluation Manager presented the Grant Tracker. No questions asked at this time.

**9. ACCESS PLUS CAPITAL FUND REPORT**

Tate Hill, Access Plus Capital Executive Director presented the Fund Report. No questions asked at this time.

**10. OTHER BUSINESS**

A. The next meeting is scheduled on Tuesday, November 10, 2020 at noon.

Arambula inquired about considering changing the date and time for the Program Planning and Evaluation Committee meeting. Hayes proposed to conduct an Online Poll with the Commissioners that serve on this Committee to determine a suitable change. Reyes responded Karina Perez; Chief of Staff will administer the Online Poll.

**11. ADJOURNMENT**

The meeting was adjourned.

*M/S/C – Arambula/Brown-Jenkins to approve meeting adjournment at 12:43 p.m. All in favor.*

Respectfully submitted,  
Linda R. Hayes  
Chair



## PROGRAM PLANNING AND EVALUATION COMMITTEE MEETING

<b>Date:</b> December 1, 2020	<b>Program:</b> Head Start 0 to 5
<b>Agenda Item #:</b> 4A	<b>Director:</b> Rosa Pineda, Nidia Davis, Kathleen Shivaprasad
<b>Subject:</b> Fiscal Year 2020 Budget Revision	<b>Officer:</b> Emilia Reyes

### Recommended Action

Staff recommends Committee approval for full Board consideration modifications to the Head Start 0 to 5 FY 2020 budget by \$4,193,040 and reallocate the unspent program funds to other expenditures in FY 2020. Early Head Start will reallocate \$101,817 and Head Start will reallocate approximately \$4,091,223 for projects outlined in the attached budget documents.

### Background

During the FY 2020, numerous Head Start 0 to 5 staff have been granted medical leaves due to health concerns, pregnancy complications, and/or baby bonding. In these instances, the state of California provides compensation and/or the agency's Worker's Compensation carrier pays staff approximately 65% of their usual wages, effectively saving the program 2/3 of the cost of each staff's salary. Unpaid personal leaves have also been authorized for some staff.

The COVID-19 pandemic, the shelter in place order and the flexibility for some staff to continue to work from home have increased the savings for reasons such as smaller utility bills, minimal mileage reimbursement, and little use of classroom consumables. Some annual functions such as the Parent Volunteer Luncheon and the End of the Year Staff In-service were canceled due the pandemic. Parent meetings have become virtual, so parent mileage, meal costs and babysitting funds also remain unspent. All of these changes have resulted in program savings.

Head Start 0 to 5 requests permission to redirect funds from personnel, fringe benefit and operations line items to the uses outlined in the attached revised budgets.

### Fiscal Impact

With these budget revisions Head Start 0 to 5 would utilize FY 2020 funds to accomplish previously unfunded, and needed projects. Early Head Start seeks to reallocate \$101,817, Head Start \$4,091,223 for a total for Head Start 0 to 5 of \$4,193,040.

## **Conclusion**

If approved by the Committee, this item will move forward for full Board consideration at the December 9, 2020 meeting. County-Wide Policy Council must also approve at their December 2, 2020 meeting. If approvals are received, Head Start 0 to 5 will submit an application to Region IX requesting authorization to revise our FY 2020 expenditures. If no approval is received, the unused funds would be returned to the federal government when our budgets are closed out.

**Budget Modification****\$101,817****OTHER (SECTION B, LINE 6-h)****GENERAL BUILDING REPAIRS/MAINTENANCE**

Exterior Sign at CDC	\$1,200	x	1 /sign	1,200
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The exterior sign needs replacing due to normal wear.

Door entry at CDC	\$450	x	1 /door	450
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Door entry at CDC requires maintenance and repair to the casing and threshold, as well as painting.

Play ground at Mt Carmel Franklin	\$61,250	x	1 /playground	61,250
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Tile surface and installation of play structure and canopy.

<b>TOTAL OTHER</b>	<b>62,900</b>
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<b>TOTAL DIRECT</b>	<b>94,714</b>
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**INDIRECT CHARGES (Section B, Line 6-j)****TOTAL DIRECT CHARGES**

94,714

Less: 1. Buildings (Page )	0
2. Equipment (Page )	0
3. Renovation/Alterations (Page )	0
4. Each sub-award in excess of \$25,000 (Page )	0
Total Exclusion	0

Direct Cost Base After Exclusions	94,714
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Indirect Cost	7.5%	x	94,714	<b>TOTAL INDIRECT CHARGES</b>	<b>7,104</b>
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Fresno EOC has an approved 7.5% Indirect Cost rate with HHS/Division of Cost Allocation.

<b>TOTAL FEDERAL SHARE</b>	<b>\$101,817</b>
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**Budget Modification****\$101,817****SUPPLIES (Section B, Line 6-e)**

CLASSROOM CONSUMABLES	\$1,727	x	11 /classroom	18,997
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Additional consumables for socialization classrooms and center base classrooms.

CHILDREN'S BOOKS	\$1,250	x	8 /sites	10,000
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Cost to replace children's books with library quality, durable hardcover books; budgeted at 100 books per site at \$25 per book.

<b>TOTAL SUPPLIES</b>	<b>28,997</b>
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**CONTRACTUAL (Section B, Line 6-f)**

AUDIT SERVICES	0.0012	x	\$2,347,435	2,817
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Fresno EOC employs an independent auditing firm to conduct an agency-wide audit. These funds are not included in the agency's indirect cost pool.

<b>TOTAL CONTRACTUAL</b>	<b>2,817</b>
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**Budget Modification**

**\$4,091,223**

EQUIPMENT (Section B, Line 6-d)

SWITCHES	\$5,000	x	6 /switches	30,000
IT has requested replacement of several switches that serve as the gatekeepers for our network.				
48-PASSENGER BUSES	\$191,000	x	6 /bus	1,146,000
Several buses in our fleet are aged 20-25 years, near the end of their useful life, and require replacement.				
DELIVERY VAN	\$20,000	x	1 /van	20,000
Cost to replace one meal delivery van, near the end of its useful life, which services Head Start locations.				
A/C UNITS at (1) Ramacher (2) Roosevelt (3) Sanger (1) Madison (2) Wilson and (1) Caruther (1) Franklin Auditorium	\$10,850	x	11 /units	119,350
These units are very old and they need to be replaced and they are not cost effective to continue using them.				
Forklift STK 7932-20 GAS Doorsan	\$16,900	x	1 /forklift	16,900
This Forklift is needed at Head Start Warehouse for staking, removing boxes of Head Start documents.				
<b>TOTAL EQUIPMNET</b>				<b>1,332,250</b>

SUPPLIES (Section B, Line 6-e)

PRESCHOOL BACKPACKS	\$269	x	436 /bundle	117,284
Distance learning is expected to continue into the foreseeable future. These backpacks would be part of each classroom's lending library and contain materials a child would typically find in a preschool classroom. Four bundles of 10 backpacks would be purchased for 109 classrooms.				
COMPUTERS	\$1,235	x	34 /computer	41,990
Center base computers are out of date and require replacing. Cost comprises: mini-computer (\$900); monitor (\$135); MS Office license (\$135); KACE Inventory License (\$30); and, Sophos Endpoint License (\$35).				
CHILDREN'S BOOKS	\$216	x	327 /sets	70,632
Replace and purchase children's books at 52 sites with hardcover, library-quality books. Books align with Head Start's goals of representation, inclusivity and language diversity. Comprises 109 sets each of 6 Black Is Beautiful Books (\$113); 4 Bilingual Books (\$17); and, 5 Latino Books (\$86).				
IGNITE MOBILE TABLETS	\$600	x	1224 /Ignite Mobile Tablets	734,400
This includes, tablets, tablet stand, USB power adapter, and screen cleaning kit. This hatch tablets feature Gorilla Glass multi-touch screen, zero-gap aluminum unibody, and a patented protective bumper made of durable food-grade silicone,				



Budget Modification

\$4,091,223

IGNITE THREE-YEAR SUBSCRIPTION	\$80	x	1224 /subscription	97,920
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Ignite provides teachers with real-time child assessment data and documentaiton and scoring for children. The adaptive platform enables teachers to collect multiple data points on any given skill, ensuring valid and objective ratings for all children. This instant data helps teacher easily differentiate instruction and accelerate kindergarten readiness for all the children in the program.

CALIFORNIA STATE eWASTE FEE	\$4	x	1224 /subscription	4,896
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The california Electronic Waste Recycling Fee is to help pay for the safe recycling	Tax	66,769
This is required to be collected the fee and pay is directly to the	S/H	36,720
California Department of Revenue.		

CLASSROOM FURNITURE REPLACEMENT	\$14,116	x	10 /classrooms	141,160
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Furniture in several classrooms is in need of replacement.  
partment of Revenue/.

CLASSROOM CHAIR/TABLE REPLACEMENT	\$2,398	x	37 /site	88,726
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Classroom chair/table need to be replaced for children and teachers at Area II, Brooks, Cantua, Clovis, College Community, Dakota Circle, Estelle Daily, Firebaugh, Huron, Kings Canyon, Mosqueda, Pinedale, Ramacher, Reedley, San Joaquin, Sanger, Sequoia, Washington, Yosemite.

TOTAL SUPPLIES	1,400,497
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CONTRACTUAL (Section B, Line 6-f)

AUDIT SERVICES	0.0012	x	\$2,347,435	2,817
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Fresno EOC employs an independent auditing firm to conduct an agency-wide audit. These funds are not included in the agency's indirect cost pool.

TOTAL CONTRACTUAL	2,817
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## Budget Modification

\$4,091,223

OTHER (SECTION B, LINE 6-h)

## GENERAL BUILDING REPAIRS/MAINTENANCE

VCT Replacement	\$27,500	x	8 /vct replacement	220,000
Tile Replacement/Pank (VCT Repacemednt) at (3) buildings at Dakota Circle (1) Brooks (1) Washington (1) San Joaquin (2) Caruthers				
Cameras/Upgrade/Safety	(average) \$848	x	48 /camera upgrades	40,704
The existing cameras need to be upgrade for the the safety of the centers; (3) at Caruthers (4) Cedarwood (4) Citrus (5) Dakota Circle (2) Firebaugh (2) Huron (5) Jefferson (6) Kings Canyon(2) Madison (3) Mosqueda (2) Pinedale (3) Roosevelt (2) San Joaquin (2) Washington (2) Wilson.				
Painting Exterior Building	(average) \$4,571	x	7 /buildings	32,000
The exterior building at Huron, Ramacher, Sanger, Jefferson, Dakota Circle, Firebaugh, and Citrus Head Start exterior build- ings are needed dueto deteriorating the paint and peeling off.				
Exit Safety replacement at various sites	\$700	x	25 /exit	17,500
Roof Replacement at Franklin	\$92,300	x	1 /roof replacement	92,300
Black Top re-seal and re-stripe at Franklin	\$17,250	x	1 /black top	17,250
Window replacemtn at 22 Head Start centers	\$27,600	x	22 /window replacement	607,200
Cement replacement at 5 Head Start sites	\$13,000	x	5 /replace cement	65,000
Reconfiguration of Head Start Warehouse double door	\$6,600	x	1 /double door	6,600
Upgrade Sand Box at 10 Head Start sites	\$6,500	x	10 /sand box	65,000
Tree trimming at Head Start various sites				40,000
Cement Repair at Franklin	\$36,000	x	1 /site	36,000
Faschia and flashing repair at Caruthers				4,000
Ktchen Floor replacement at Jefferson				2,200
TOTAL OTHER				1,245,754
TOTAL DIRECT				3,981,318

INDIRECT CHARGES (Section B, Line 6-j)

TOTAL DIRECT CHARGES	3,981,318
Less: 1. Buildings (Page )	0
2. Equipment (Page )	0
3. Renovation/Alterations (Page )	0
4. Each sub-award in excess of \$25,000 (Page )	0
Total Exclusion	0

Direct Cost Base After Exclusions 3,981,318

Indirect Cost 7.5% x 3,981,318

TOTAL INDIRECT CHARGES 109,905

Fresno EOC has an approved 7.5% Indirect Cost rate  
with HHS/Division of Cost Allocation.

TOTAL FEDERAL SHARE \$4,091,223

**FRESNO EOC HEAD START FY 2020****Budget Modification****BUDGET INFORMATION-Non-Construction Programs****SECTION A-BUDGET SUMMARY**

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Basic ( G094122)	93.600			\$4,294,858		\$4,294,858
2.						
3.						
4.						
5. TOTAL				\$4,294,858		\$4,294,858

**SECTION B-BUDGET CATEGORIES**

6. Object Class Category	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total
	(1) Basic (G094122)	(2)	(3)	(4)	(5)
a. Personnel					\$0
b. Fringe Benefits					0
c. Travel					
d. Equipment	1,332,250				
e. Supplies	1,429,494				1,429,494
f. Contractual	5,634				5,634
g. Construction					
h. Other	1,308,654				1,308,654
i. Total Direct Charges (sum of 6a-6h)	4,076,032				4,076,032
j. Indirect Charges	117,009				117,009
k. TOTALS (sum of 6i-6j)	\$4,193,040				\$4,193,040
7. Program Income					

Standard Form 424A (4-88)

**FRESNO EOC HEAD START FY 2020****Budget Modification****SECTION C - NON-FEDERAL RESOURCES**

(a) Grant Program	(b) Applicant	(c) State	(d) Other Source	(e) TOTALS
8. Basic ( G094122)	\$0			\$0
9.				
10.				
11.				
12. TOTAL	\$0			\$0

**SECTION D - FORCASTED CASH NEEDS N/A**

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal					
14. Non-Federal					
15. TOTAL (sum of lines 13 and 14)					

**SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT N/A**

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.				
17.				
18.				
19.				
20. TOTALS (sum of lines 16-19)				

**SECTION F - OTHER BUDGET INFORMATION**

Attach Additional Sheets if Necessary

21. Direct Charges:	SEE ATTACHED BUDGET	22. Indirect Charges:	SEE ATTACHED BUDGET
23. Remarks	Cost of Conduct and Administration of this Total Program shall not exceed 15% of the Total Budget.		

SF 424A (4-88) Page 2

Prescribed by OMB Circular A-102



## PROGRAM PLANNING AND EVALUATION COMMITTEE MEETING

<b>Date:</b> December 1, 2020	<b>Program:</b> Head Start 0 to 5
<b>Agenda Item #:</b> 4B	<b>Director:</b> Nidia Davis
<b>Subject:</b> Head Start 0 to 5 Annual Report 2019-2020.	<b>Officer:</b> Emilia Reyes, CEO

### Background

The information presented below is intended to keep the Board apprised on Head Start 0 to 5 Annual report for the 2019-2020 school year. Each year an Annual Report is prepared with data from the previous program year. The report is mandated by the Head Start Act as amended December 12, 2007 and the Head Start Program Performance Standards, 45 CFR Chapter XIII, September, 2016. The report contains program overview and information regarding: funding, budgetary expenditures, accountability, quality assurance, external review, medical and dental service measures, family engagement activities, school readiness and program governance.

The Annual Report is part of the Year 6 Continuation Funding Application submitted to Region IX Head Start on October 1, 2020.



# **Fresno Economic Opportunities Commission**

## **Head Start 0 to 5**

### **Annual Report 2019/2020**

#### **Our Vision**

**Head Start continues to play a key role in the transformation of education in America.**

**We bring our long record of success in working with the neediest young children and their families to our partnerships with those in education, family services, and health.**

**Together we will deliver on our nation's promise that all of our young children have the opportunity to succeed.**



Building a  
**better life**  
for children



**Emilia Reyes, Chief Executive Officer**  
**Kathleen Shivaprasad, Head Start Director 0 to 5**  
**Rosa Pineda, Assistant Director- Head Start**

**Head Start 0 to 5**  
**1920 Mariposa Street, Suite 200**  
**Fresno, CA 93721 • 559 263-1200 • 559 263-1288 fax**



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## Introduction

Fresno Economic Opportunities Commission (Fresno EOC) Head Start 0 to 5 has successfully provided comprehensive child development services for low income preschool children and their families since 1965. Services include education, nutrition, health, medical, dental, parental engagement and social services. Expansion of services to children ages 0-3 was implemented in 1996 through the Early Head Start Program. Over 203,220 Head Start children and 8,817 Early Head Start children and their families have received service from Fresno EOC since the program began in 1965.

The purpose of Fresno EOC Head Start is to promote the school readiness of low-income children by enhancing their cognitive, social, and emotional development in two ways:

1. The learning environment will support children's growth in language, literacy, mathematics, science, and emotional functioning, creative arts, physical skills, and approaches to learning.
2. Each family will be provided with health, educational, nutritional, social, and other services when necessary based on the family's needs assessments.

Fresno EOC Early Head Start serves approximately 308 children and pregnant women in urban Fresno, Clovis, Reedley, Sanger, Parlier, Del Rey, Selma, Fowler, Biola, and Kerman. The Head Start program currently serves approximately 2,750 children throughout Fresno County in over 34 centers and 17 Home Base areas.

### Program Overview—Head Start

Head Start endeavors to strengthen the ability of disadvantaged children to cope with school by providing a program to meet their emotional, social, health, nutritional, and psychological needs in nurturing and stimulating environments.



#### Learning

Children are provided with a variety of age appropriate early childhood education-learning experiences to foster intellectual, social, and emotional growth. Head Start children participate in indoor and outdoor play, are introduced to the concepts of words, numbers and other pre-kindergarten skills, are encouraged to express their feelings, develop self-confidence, and the ability to get along with others. Children with disabilities are included with typically developing children.

#### Health Services

Children are provided with comprehensive medical, dental, mental health, and nutritional services, including meals/snacks each day. Head Start refers children to needed community resources and pays for services when families are unable to pay.



#### Family Engagement

Parent engagement is the key to the success of Head Start children and their families in meeting many of their goals. Participation includes volunteering in the classroom, actively participating in home visits, making decisions regarding budgets, curriculum planning, staff hiring, training and all aspects of Head Start.

#### Family Assistance

Families are provided with social service assistance to assess and better support their strengths. Parents are provided information regarding the emotional, social, health, nutritional, and psychological needs of their children and educational/literacy activities that can be carried out at home.



## Program Overview—Early Head Start

The mission of the Early Head Start program is to provide comprehensive child development and family support services that promote school readiness for families with infants and toddlers, birth to age three and to promote healthy prenatal outcomes for pregnant women.



Early Head Start focuses on healthy cognitive, physical, social and emotional development of infants and toddlers. We also support positive family relationships. Father/male participation is encouraged.

Early Head Start strives to have the greatest impact on participating children by offering supportive services as early in life as possible. The prenatal period of growth and

development has a lasting impact on the child's potential for healthy growth and development after birth. Early Head Start programs provide services to pregnant women and their families through the child's first three years of life.

Some of our expected outcomes include:

- to promote safe, healthy and developmentally enriched care given to infants and toddlers through an array of both home and group experiences
- to support family members as primary caregivers and educators of their children as they strive toward self-sufficiency
- to encourage family engagement in all aspects of planning, implementing, and evaluating the Early Head Start program
- to encourage Early Head Start families to participate in and advocate for comprehensive high quality services that support children and families within their communities



## A—Public and Private Funds Received

Early Head Start and Head Start funds are received from the U.S. Department of Health and Human Services, Administration for Children and Families, and Child and Adult Care Food Program (CACFP-U.S. Department of Agriculture) and California Department of Education (USDA and State). No other public or private funds are received.



## B—Budgetary Expenditures FY 2019

### Head Start

FY 2019	Budget	Expenditures			Percent	2020 Proposed Budget Basic+T&TA
	Basic + T&TA	Basic	T&TA	Total	of Total	
Personnel	18,721,884	16,892,650	0	16,892,650	0.515828	21,816,613
Fringe Benefits	7,743,033	7,397,793	0	7,397,793	0.225897	8,039,718
Travel	10,977	2,875	0	2,875	0.000088	10,977
Equipment	0	0	0	0	0.000000	0
Supplies	614,774	595,820	3,174	598,994	0.018291	1,209,345
Contractual	253,147	1,206,086	0	1,206,086	0.036829	1,073,954
Facilities/Construction	0	0		0	0.000000	0
Other	3,786,370	4,200,280	195,838	4,396,118	0.134238	4,273,824
Direct Costs	31,130,185	30,295,504	199,012	30,494,516	0.931170	36,424,431
Indirect Costs	2,334,764	2,254,074	0	2,254,074	0.068830	2,728,539
Total Amount Budget	\$33,464,949	\$32,549,578	\$199,012	\$32,748,590	1.000000	39,152,970

## Early Head Start

FY 2019	Budget	Expenditures			Percent	2020 Proposed Budget Basic+T&TA
	Basic + T&TA	Basic	T&TA	Total	of Total	
Personnel	3,052,460	2,351,601	0	2,351,601	0.569778	3,242,979
Fringe Benefits	886,840	847,295	0	847,295	0.205294	736,872
Travel	0	414	0	414	0.000100	0
Equipment	0	0	0	0	0.000000	0
Supplies	79,590	76,556	671	77,227	0.018712	312,185
Contractual	41,704	159,543	440	159,983	0.038763	147,811
Facilities/Construction	0	0	0	0	0.000000	0
Other	365,640	310,780	92,388	403,168	0.097685	330,115
Direct Costs	4,426,234	3,746,189	93,497	3,839,686	0.930332	4,769,961
Indirect Costs	331,968	280,533	7,003	287,536	0.069668	357,746
Total Amount Budget	\$4,758,202	\$4,026,722	\$100,500	\$4,127,221	1.000000	\$5,127,707

## C—Services to Families

In school year 2019/2020, Fresno Head Start provided services for 3149 children and 2913 families. Children served were enrolled based on: income eligibility below 100% of the federal poverty line, 42%; public assistance, 39%; foster children, 2%; homelessness, 1%; family incomes between 100% and 130% level, 9% and over income, 8%.

### Children and Families Served by Head Start

Children by Age	No. Enrolled	Type of Eligibility	No. Enrolled
3 years old	1,566	Income below 100% of Federal poverty line	1,316
4 years old	1,566	Receipt of public assistance (e.g., TANF, SSI)	1,218
5 years and older	17	Status as a foster child	77
Total	3,149	Status as homeless	21
		Over income	239
		Family income between 100% and 130%	278
		Total	3,149

In school year 2019/2020, Fresno EOC Early Head Start provided services for 447 children (including pregnant women) and 404 families. Pregnant women and children served were enrolled based on: income eligibility below 100% of the federal poverty line, 61%; public assistance, 18%; foster children, 2%; homelessness, 1%; family incomes between 100% and 130% level, 12% and over income, 6%.

### Children and Families Served by Early Head Start

Children by Age	No. Enrolled	Type of Eligibility	No. Enrolled
Under 1 year	138	Income below 100% of Federal poverty line	275
1 year old	155	Receipt of public assistance (e.g., TANF, SSI)	82
2 years old	112	Status as a foster child	7
3 years old	15	Status as homeless	5
Pregnant women	27	Over income	26
		Family Income between 100% and 130%	52
Total	447	Total	447



## **D—Accountability—Quality Assurance and External Review**

Monitoring the goals and activities of Fresno EOC Head Start 0 to 5 is an ongoing process. Through the use of regular self-assessments, the Federal Reviews, and an annual fiscal audit, Fresno EOC Head Start 0 to 5 is able to maintain a high quality program and participate in continuous program improvement.

### **Independent Audit**

An annual independent audit is conducted in compliance with the requirements described in the U.S. Office of Management and Budget (OMB) Uniform Guidance (2.CFR.200). The most recent audit found that Fresno EOC Head Start 0 to 5 complied in all material respects with the requirements applicable to each of its major federal programs for the year ending December 31, 2019.

## **Federal Review by the Secretary of Health and Human Services**

Fresno EOC's most recent Focus Area Two Federal Review occurred from November 26-30, 2018. Based on the information gathered during the review, it was determined that Fresno EOC Head Start 0 to 5 was in compliance with all applicable Head Start Performance Standards, laws, regulations and policy requirements in areas monitored with the exception of findings in Implementing Fiscal Infrastructure.

All other Focus Area Two Monitoring Protocol Performance Measures (PM) were found to be in compliance. These included measures of: Program Design and Management; Quality Education and Child Development Services; Quality Health Program Services; Quality Family and Community Engagement Services; and Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA). Areas of Non-compliance were (ANC) 75.303 (b), ANC 75.405(a), and ANC 1303.46(b)(1)-(4). The corrective actions, as required by the Office of Head Start, have been designed and implemented. A follow-up review by the Federal Monitoring Team will occur fall 2019.

The Federal Classroom Assessment Scoring System (CLASS) Review occurred from February 4-8, 2019, with classrooms observed using the CLASS. CLASS scores for the 2019 Federal Review were:

Emotional Support – 6.2048

Classroom Organization – 5.9433

Instructional Support – 2.6809

The November 2018 federal review identified a number of fiscal findings. In response, the Grantee submitted a Quality Improvement Plan (QIP) to address the issues. However, the federal Office of Head Start did not feel it adequately addressed the findings and converted them to deficiencies. The Grantee continues to work with an external auditor and Region IX Program Specialist to implement the Quality Improvement Plan (QIP).

## **E-Service Measures—Medical and Dental Services**

Because good health and nutrition are important for learning, Fresno EOC Head Start 0 to 5 focus on children's health. As required, all enrolled children have timely physical and dental exams and basic health screenings, including hearing, vision, health and nutrition; and follow-up referrals to medical and outside services.

Staff works with families to ensure follow-up services are received for any identified needs with appropriate medical and/or dental exams and treatment. Children enrolled in Early Head Start more than 45 days achieved a 99.5% success rate for proper dental care. Children enrolled in Head Start achieved a 70% success rate for complete medical exams\*, a 53% rate for complete dental exams and 95% complete immunizations.



\*Complete medical exams include all of the following elements: physical exam, complete immunizations, hearing and vision screening, height and weight measurements, and hemoglobin and lead screening.



## **F—Family Engagement Activities**

Early Head Start and Head Start are programs designed to strengthen families and break the cycle of poverty. To make this happen, parents and caregivers are involved extensively in the programs' governance activities. Staff promotes and fosters parent involvement as families participate in classroom experiences, weekly home visits, and/or bimonthly socialization. In addition, families are encouraged to develop leadership skills by participation in the Local Parent Committee (LPC), County-Wide Policy Council (CWPC), Continuous Improvement Team (CIT), and the Health Services Advisory Committee.

The 2019/2020 school year family engagement activities of Early Head Start and Head Start included:

- Classroom volunteers
- Home visits
- Socializations
- Field trips
- Parenting classes
- Monthly LPC meetings
- Annual Program Self-Assessment
- Continuous Improvement Team (Early Head Start)
- Open Houses
- Workshops, such as: "United States 2020 Census," "Nutrition Workshop," "Kindergarten Transition," "How Children Learn Through Play," "Healthy Snacks," "Financial Planning," "Dental Workshop," "Car Seat Safety," "Asthma 101," "Renter's Rights," and "Music & Movement to Support School Readiness."
- Welcome Back to School
- Financial Literacy
- Family Literacy



## **G—School Readiness Activities**

Fresno EOC Head Start 0 to 5 promotes the young child's school readiness in the areas of language and cognitive development, early reading and mathematics skills, socio-emotional development, physical development and approaches to learning. Each child's skills and knowledge are assessed to ensure that the educational instruction and school readiness of children in the program are supported.

### **Child Assessments**

Head Start children are assessed three times annually, in the fall, winter and spring. Using the Desired Results Development Profile (DRDP) (2015) Preschool, School Readiness Goals are created based upon the areas the children need most improvement. Goals and results for all three assessments for the 2019/2020 school year can be viewed on page 8. Based upon the individual child assessment, teachers are able to individualize each child's curriculum to meet the needs of that child. Children enrolled in Fresno EOC Head Start are getting a very good start for their academic careers. This assessment is also used to assess how Fresno EOC Head Start is meeting the needs of non-English speaking children and children diagnosed with a disability. It is important to note that while children who have an additional disadvantage in performing well in school (e.g., inability to speak English,

diagnosed disability) scored below their counterparts, their progress from the beginning of the school year to the end showed the same rate of improvement and growth as their counterparts.

Early Head Start children are assessed three times annually, in the fall, winter and spring. Staff uses the DRDP (2015) assessment tool for center base children, and the Infant/Toddler Developmental Assessment (IDA) tool for home base children to evaluate the children's sensory modalities and social-emotional development. The IDA evaluates 8 domains: gross motor, fine motor, relationship to inanimate objects, language/communication, self-help, relationship to persons, emotions and feeling states, and coping behavior. Children who are assessed "at risk" or "with concerns" on either assessment tool are referred for further evaluation and/or early intervention. DRDP (2015) evaluates 5 domains with specific measures for each domain. Goals and results for the 2019-2020 program year can be viewed on page 9 and 10.

### **Transition Activities**

A transition MOU exists with the Fresno County Superintendent of Schools. The following activities to ease the family's and child's transition into kindergarten are noted below:

Activities	Number
Cross-program visits	1
Informational meetings with parents	5846
Cross program meetings to discuss individual child progress	72
Schools contacted	4
School districts contacted	24
Letters to school principals, superintendents, district staff	24

\*Please note: COVID-19 protocols began in March 2020 and had an impact on our program's transition activities. Many of our transition activities take place in the months of March, April, and May. With both our program and the unified school districts closed due to COVID-19, it simply was not possible to have those transition activities.

## Fresno EOC Head Start School Readiness Goals 2019-2020

Head Start Early Learning Outcomes Framework	Fresno EOC HS School Readiness Goals	CA Preschool Learning Foundations	DRDP (2015) - Preschool	Results of DRDP I	Results of DRDP II	Results of DRDP III	
<b>Perceptual Motor and Physical Development</b>	Children will demonstrate age appropriate positive health and physical development.	Domain: Physical Development	Physical Development				
		Strand: Fundamental Movement Skills	PD-HLTH 4: Fine motor manipulative skills	33%	64%	81%	3 Yr Olds
		Substrand: 3.0 Manipulative Skills		38%	71%	89%	4 Yr Olds
<b>Social &amp; Emotional Development</b>	Children will demonstrate age appropriate positive social behavior, emotional regulation, and emotional well being.	Domain: Social Emotional Development	Self and Social Development				
		Strand: Social Interaction	HSS 4: Conflict Negotiation	24%	55%	79%	3 Yr Olds
		Substrand: 2.0 Interaction with Peers		28%	58%	81%	4 Yr Olds
<b>Approaches towards Learning</b>	Children will demonstrate age appropriate positive approaches toward learning.	Domain: Social-Emotional Development	Cognitive Development				
		Strand: Self	ATL-REG 6: Engagement and persistence	32%	65%	85%	3 Yr Olds
		Substrand: 5.0 Initiative in Learning		34%	67%	87%	4 Yr Olds
<b>Language and Literacy</b>	Children will demonstrate age appropriate positive communication, language, and emergent literacy skills.	Domain: Language and Literacy	Language and Literacy Development				
		Stand: Reading					
		Substrand: 4.0 Comprehension and Analysis of Age-Appropriate Text	LLD3: Expressive Language	33%	60%	79%	3 Yr Olds
	Children will demonstrate age appropriate positive communication, language, and emergent literacy skills.	Strand: Reading	LDD 9: Letter and word knowledge				
				39%	69%	86%	4 Yr Olds
				16%	47%	76%	3 Yr Olds
<b>Cognition</b>	Children will demonstrate age appropriate positive general cognitive skills.	Domain: Mathematics Knowledge & Skills	COG 4: Number Sense of Math Operations	19%	47%	73%	3 Yr Olds
		Strand: Number Sense		22%	52%	76%	4 Yr Olds
		Substrand: 2.0 Children will begin to understand number relationships and operations in their everyday environment.	COG 8: Cause and Effect	28%	58%	78%	3 Yr Olds
	Children will demonstrate age appropriate positive communication, language, and emergent literacy skills.	Strand: Reading	ELD 2: Self-Expression in English				
				51%	79%	91%	3 Yr Olds
				60%	80%	93%	4 Yr Olds



**Fresno EOC Early Head Start Program School Readiness Goals 2019-2020**  
**Home Base Infant/Toddler Development Assessment (IDA) / Center Base Desired Results Development**  
**Profile (DRDP)**

Child Development and Early Learning Framework	Fresno EOC EHS Readiness Goals	CA Infant & Toddler Learning & Dev. Foundations	Fresno EOC EHS IDA Performance Indicators This assessment is based on child's current age. % is average of all children assessed birth to 3 yrs. %	Fresno EOC EHS DRDP Measures (This is a 0-5 yr old continuum observation based Assessment. % average of all children assessed birth to 3 yrs. )	Results I	Results II	Results III COVID -19 Remote services only
<b>Physical Development &amp; Health</b>	Children will demonstrate age appropriate positive health and physical development.	Infants & toddlers will develop the ability to move their large and small muscles.	Infants and toddlers will progress from: head compensates through walks upstairs alternating feet (GM 1 –GM 20)  Ability to retain a rattle briefly in hand through Strings small bead FM 1 – 18)	Moves in basic and often involuntary ways to coordinates movement in an upright position that voluntarily moves whole body off the ground (PD- HLTH -2) Moves arms and hands in basic ways to manipulates objects with one hand while stabilizing the objects with another hand or with another body part (PD-HLTH4)	IDA 94%  DRDP 87%	IDA 93.5%  DRDP 89%	IDA 93%  DRDP 83%
<b>Social &amp; Emotional Development</b>	Children will demonstrate age appropriate positive social behavior, emotional regulation and emotional well-being.	Infants and toddlers will develop the ability to respond to and engage with other children, concept they are individuals operating within social relationships and ability to manage emotional well-being.	Infants and toddlers will progress from: Following others with eyes to Begins cooperative play (P 2 –20)  Expresses discomfort to recovers from small hurts on own (C 1- 15)	Responds in basic ways to others to Expresses simple ideas about self and connections to others (SED 1) It is responds to faces, voices or actions of familiar people to engages in extended interactions with familiar adults in a variety of situations (SED 4)	IDA 94.3%  DRDP 79%	IDA 95.6  DRDP 71%	IDA 96.3  DRDP 43%
<b>Approaches to Learning</b>	Children will demonstrate age appropriate, positive approaches toward learning,	Infants & toddlers will develop the ability to mirror, repeat and practice the actions of others, the ability to attend to people and things while interacting with others and exploring the environment.	Infants and toddlers will progress from: Shows seeking activities through tries to do things for self (C 1 a –C 13)  Responds to Looks at adult responds to voice through relates selectively to family members (P 1 -13)	Responds briefly to people things or sounds to Maintains attention on own on activity for extended of time (ALT REG 1)  Responds to people, things or sounds to Explores thru simple observations or manipulations or asking simple questions (ALT REG -4)	IDA 93.5 %  DRDP 64%	IDA 93%  DRDP 66%	IDA 92.5 %  DRDP 35%
<b>Language and Literacy</b>	Infants and toddlers will demonstrate age appropriate positive communication, language and emergent literacy skills.	Infants & toddlers will develop the ability to understand words and increasingly complex utterances. They will develop the interest in engaging with print in books and in the environment.	Infants and toddlers will progress from: Looks at adults through talks about daily events (RI 1- 18 )  Vocalizes ah, eh, uh through knows rhymes or songs (L 1- 18c)	Responds to voices, sounds and gestures or facial expression in basic ways to shows understanding of a wide variety of phrases or sentences (LLD-1)  Makes sounds spontaneously to uses short phrase or sentence of more than 2 words to communicate (LLD-3)	IDA 83%  DRDP 66%	IDA 85%  DRDP 51%	IDA 86%  DRDP 52%
<b>Cognition and General Knowledge</b>	Children will demonstrate age appropriate positive general cognitive skills.	Infants & toddlers will develop understanding of one event brings about another, ability to group, sort, categorize, connect and have expectations of objects and people according to their attributes, understand how things move and fit in space, ability to attend to people & things while interacting with others & exploring the environment and play materials.	Infants and toddlers will progress from: Looks at object follows visually through Solves Form board from rotation RI (1– 20d)  Holds rattle actively to builds tower of 10 cubes (RI 2 – RI 20b)	Moves body parts in basic ways to takes into account spatial relationships when exploring possibilities together or moving through space (COG -1)  Responds to people in basic ways to identifies small quantities without counting up to three (COG-3)	IDA 93.5 %  DRDP 69%	IDA 96%  DRDP 66%	IDA 93%  DRDP 63%

## Program Governance

### Board of Commissioners (2019)

#### Elected Representatives

Felipe De Jesus Perez- Target Area A  
Misty Franklin- Target Area F  
Linda R. Hayes - Target Area H  
Rey Leon – Target Area B  
Daniel Martinez - Target Area D  
Lisa Nichols - Target Area E  
Daniel T. Parra - Target Area C  
Catherine Robles - Target Area G

#### Community Sector Representatives

Zina Brown-Jenkins- Head Start County-Wide Policy Council  
Maria (Lupe) Jaime-Mileham- Fresno County Superintendent of Schools  
Pastor Bruce E. McAllister – West Fresno Faith Based Organization  
Andrea Reyes- Fresno County Economic Development Corporation  
Michael Reyna – Reel Pride  
Itzi Robles – Southeast Fresno Community Development Association  
Jimi Rodgers - Association of Black Social Workers  
Maiyer Vang – Fresno Center for New Americans

#### Representatives of Public Officials

Amy Arambula - 14th Senatorial District  
Oliver Baines – 16<sup>th</sup> Congressional District  
Amparo Cid - 31st Assembly District  
Jerome Countee – State Center Community Colleges  
Angie Isaak - Juvenile Court  
Charles Garabedian, Jr. - Fresno County Board of Supervisors  
Richard Keyes - Fresno Mayor's Appointment  
Barigye McCoy. - Fresno County Board of Supervisors

### County-Wide Policy Council Executive Board (2019/2020)

Manuel Camarillo – Chairperson  
Gustavo Arevalos – Vice Chairperson  
Jalyssa Jenkins – Secretary  
Anthony Gomez – Treasurer  
Carlos Lopez – Sergeant-at-Arms  
Candace Liles – Historian  
Daisy Estrella – Early Head Start  
Yessenia Magallon – Personnel Committee  
Brooke Meade– Budget and Finance Committee  
Vanessa Gonzalez – Parent Planning and Review Committee  
Christian L. Berries – Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Committee



## Executive Office

### **Chief Executive Officer**

Emilia Reyes

### **Chief Administrative Officer**

Heather Brown

### **Chief Financial Officer**

Jim Rodriguez

### **Chief Operating Officer**

Michelle L. Tutunjian

### **Executive Director, Access Plus Capital**

Tate Hill

### **Chief of Staff**

Karina Perez

### **Human Resource Officer**

Michael Garcia

### **Communication and Strategy Officer**

Elizabeth Jonasson

### **Internal Audit Director**

Susan Shiomi

## Service Areas

Head Start currently serves 2,750 children throughout Fresno County in 34 Centers and 17 Home Base areas.

Early Head Start currently serves over 308 children throughout Fresno County in 2 Centers and 10 Home Visitation areas.

Biola  
Cantua Creek  
Caruthers  
Clovis  
Coalinga  
Del Rey  
Easton/Raisin City  
Fresno  
Firebaugh  
Five Points  
Fowler  
Huron  
Kerman  
Kingsburg

Kings Canyon  
Malaga  
Mendota  
Mountain Area  
Orange Cove  
Parlier  
Pinedale  
Reedley  
Riverdale  
San Joaquin  
Sanger  
Selma  
Tranquility

## PROGRAM PLANNING AND EVALUATION COMMITTEE MEETING

<b>Date:</b> December 1, 2020	<b>Program:</b> Food Services
<b>Agenda Item #:</b> 5A	<b>Director:</b> Jon Escobar
<b>Subject:</b> No Kid Hungry Funding Award	<b>Officer:</b> Michelle L. Tutunjian

### Recommended Action

Staff recommends Committee approval for full Board approval to accept an award of \$157,000 from No Kid Hungry to support a new Food Express Bus to address feeding youth in rural areas of Fresno County.

### Background

Fresno EOC was invited by No Kid Hungry, a national campaign working to solve problems of hunger and poverty in the United States, to apply to the Child Nutrition Grant. The opportunity provides funding to community organizations and government entities to maximize child nutrition programs and other emergency food programs and resources to ensure children and families have access to healthy meals at school and at home.

A proposal was submitted on October 16, 2020 to No Kid Hungry for a Child Nutrition Access Grant for \$157,000. Funding for a Rural Food Express Bus will provide food to an estimated 250 low-income children per day during summer and winter breaks. The initial route proposed will serve Del Rey, Firebaugh, Mendota, Riverdale, and San Joaquin with the potential to serve other communities based on partners and need.

### Fiscal Impact

Fresno EOC requested \$157,000 for the project, which would cover expenses associated with purchasing and retrofitting a 69-passenger school bus in addition to promotional materials. Meals served would be funded by the Summer Food Service Program through the U.S. Department of Agriculture.

### Conclusion

Fresno EOC was notified on October 30, 2020, its grant request was funded. The goal is to have the Rural Food Express Bus operational and serving children by June 1, 2021. The 12-month grant period ends on May 31, 2022.



## PROGRAM PLANNING AND EVALUATION COMMITTEE MEETING

<b>Date:</b> December 1, 2020	<b>Program:</b> Employment & Training Services
<b>Agenda Item #:</b> 6A	<b>Director:</b> Jeff Davis
<b>Subject:</b> Re-Entry Employee Readiness Services	<b>Officer:</b> Michelle L. Tutunjian

### Recommended Action

Staff recommends Committee ratification for full Board consideration of an application to the County of Fresno Probation Department to implement re-entry employment and support services submitted on November 12, 2020. The grant amount is up to \$1,703,240 over a five-year project period, beginning February 1, 2021.

### Background

Fresno EOC is proposing a partnership between Employment & Training Services, Fresno Street Saints, Valley Apprenticeship Connections (VAC), and Local Conservation Corps (LCC) to help promote successful re-entry upon release from jail. Services will consist of mentoring, behavior modification curriculum, employment readiness, job placement, remedial education, and referrals to any other supportive services participants may require.

Program staff will track outcomes including recidivism, job retention, and wages. In addition, staff will provide follow-up support services for up to 12 months after exiting the program.

### Fiscal Impact

Fresno EOC would receive up to \$340,648 per year, for a total of \$1,703,240 if the contract is renewed for years four and five. Initial awards will cover a three-year period.

### Conclusion

The proposed re-entry partnership will promote the safety and wellbeing of formerly incarcerated individuals and their communities by removing barriers to skills and services that they often face upon re-entry.



## PROGRAM PLANNING AND EVALUATION COMMITTEE MEETING

<b>Date:</b> December 1, 2020	<b>Program:</b> Fresno Street Saints
<b>Agenda Item #:</b> 7A	<b>Coordinator:</b> Nicole Hutchings/Joel Jones
<b>Subject:</b> Youth Services Proposal	<b>Officer:</b> Michelle L. Tutunjian

### Recommended Action

Staff recommends Committee ratification for full Board consideration of a Youth Services proposal submitted to the City of Fresno on November 13, 2020 in partnership with Fresno Barrios Unidos and Faith in the Valley for \$661,030.

### Background

The City of Fresno is seeking CBOs to provide youth services aimed at providing gang-involved or at-risk youth support services that address and reduce youth violence. Fresno EOC Street Saints proposed a multifaceted program in partnership with Fresno Barrios Unidos and Faith in the Valley includes Paid internships for up to 70 youth facilitated by Employment and Training Services, Paid park clean-up at 12 City of Fresno parks, and Afterschool programming and recreation activities at two community centers – Frank H. Ball and Ted C. Wills.

### Fiscal Impact

The 12-Month program will require \$661,030 to operate, with \$100,000 allocated for Fresno Barrios Unidos and Faith in the Valley.

### Conclusion

The proposal will be considered by the Fresno City Council on December 9, 2020, with the project expected to start shortly afterwards if approved.

## PROGRAM PLANNING AND EVALUATION COMMITTEE MEETING

<b>Date:</b> December 1, 2020	<b>Program:</b> Local Conservation Corps
<b>Agenda Item #:</b> 8A	<b>Director:</b> Shawn Riggins
<b>Subject:</b> CalRecycle Final Report	<b>Officer:</b> Michelle L. Tutunjian

### Recommended Action

Staff recommends Committee approval for full Board consideration of the CalRecycle RCL33-18-0007 Recycling grant final report for the 10% retention for \$170,103. The total amount of the CalRecycle grant was \$1,701,030.

### Background

The following paragraph is found under the heading of Final Report in the Procedures and Requirements section of the Local Conservation Corps Grant Program contract:

#### FINAL REPORT

*This report covers grant activities from July 1, 2018 through June 30, 2020. If the project is complete prior to June 30, 2020, the Final Report may be submitted covering grant activities up to submittal. The Final Report must be submitted using the Final Report template provided by CalRecycle (See Resource Documents section in the Summary tab of GMS). Grantee acknowledges and agrees that CalRecycle shall not release the retention payment pursuant to this Agreement unless and until CalRecycle has received from the grantee a Final Report that complies with the template requirement and with other applicable requirements in this Agreement.*

The Final Report prepared by LCC is included to reference.

### Fiscal Impact

Once approved, the 10% retention of \$170,103 will be released to Fresno EOC.

### Conclusion

Upon Board approval, LCC will submit the final report to CalRecycle to receive the 10% retention.

RLC33 -18 - 0007

## END OF CYCLE REPORT

Fresno Economic Opportunities Commission

### Corps Executive Director/CEO Approval:

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

Date of Board Approval: \_\_\_\_\_

### Disclaimer

“The statements and conclusions of this report are those of the grantee and/or Subcontractor and not necessarily those of CalRecycle, or its employees. CalRecycle makes no warranties, express or implied, and assumes no liability for the information contained in the succeeding text.”



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## Executive Summary

**Note: For all instructions, please use the arrow next to the heading to hide/unhide.**

### ▶ Executive Summary ¶

Limit the Executive Summary section to three pages in length. **Use the outline heading #'s 1 - 7 for each section, do not omit any sections.** Write a brief summary statement about each topic in narrative style. If there is nothing to report for a section, write a statement as such in that section.

Please be sure to update the Table of Contents when you are done reporting. Click on the top of the Table of Contents, and the tab will appear. Select **Update Table** and then the button for **Update Entire Table**

In the Background History section below please provide background history that is focused on your Local Conservation Corps regarding how the original structure was formed / founded.

### 1. Corps Overview

- i. **Background and History** - The Fresno EOC Local Conservation Corps is one program, among 35, under the umbrella of the Fresno Economic Opportunities Commission. Founded in 1993, over the past 27 years, the Fresno LCC has assisted in providing thousands of young adults with access to vocational training opportunities, in addition to a high school diploma and introduction to post-secondary. Depending on annual funding levels, the LCC can serve between 150 and 300 young adults, who are enrolled in the program for up to one year.
- ii. **Mission**- As an entrepreneurial agency, Fresno EOC bridges the gap to self-sufficiency by providing opportunities and resources, as the agency initiates and partners in shared community efforts to improve the quality of life. The motto of the Fresno EOC LCC is ***Training Tomorrow's Leaders. Today!***
- iii. **Structure of the organization** - Fresno EOC is a private, nonprofit 501(c)3 corporation governed by a 24-member tripartite Board of Commissioners under the auspices of the EOA of 1964. Eight of those twenty-four members are public elected officials or their designee; eight members are from the business sector, public agencies, and community groups; the remaining eight members are elected low-income target area representatives from throughout Fresno County. Each Commissioner serves a two-year term and can be re-elected a maximum of 5 terms. Daily operations of the LCC is headed by the LCC Director, who reports to the Fresno EOC Chief Operations Officer, who reports to the Fresno EOC Chief Executive Officer. The LCC Recycling Manager reports to the LCC Director and oversees all recycling operations.

### 2. How our recycling activities support California's goals in waste reduction.

<https://www.calrecycle.ca.gov/calendar/75percent>

- i. Beverage Container
- ii. E-Waste
- iii. Used Oil
- iv. Tires
- v. GHG Data (EPA Warm model tool)

(<https://www.epa.gov/energy/greenhouse-gas-equivalencies-calculator>)

### 3. Average Corpsmember Counts –

- i. **Brief paragraph about number of corpsmembers served, recruiting strategies and status of recruitment.** - During this cycle, the LCC had an average of 54.33 corpsmembers monthly and was recertified by the California Conservation Corps in both 2018 and 2019. LCC continued to be impacted by the presence of global giants Amazon and Ulta in recruitment efforts for corpsmembers, in addition to the overall economy which provided more options for corpsmembers. LCC continues to recruit for corpsmembers
- 4. **Charter School Accreditation Renewal completion date-** On May 3, 2018, the YouthBuild Charter High School (YCHS), education partner of the Fresno EOC Local Conservation Corps, received notification from the Accrediting Commission for Schools Western Association of Schools and Colleges (ACS WASC), that YCHS met the ACS WASC criteria for accreditation. The school was granted Six-year Accreditation Status through June 30, 2024.
- 5. **Achievements in Youth Development**
  - i. **Education**
    - a) **Diplomas earned by Corpsmembers-** During this cycle, the LCC and our YouthBuild Charter High School graduated 37 young adults who formerly dropped out, or were expelled, from local high schools at some point in their educational journey. Of this number, 12 corpsmembers were participants in the LCC's Recycling program.
    - b) **College enrollment**
    - c) **Tech school enrollment**
  - ii. **Career Development**
    - a) **Employment statistics**
    - b) **Internships placed**
- 6. **Other Highlights of the Cycle**
  - i. **Unique partnerships-** Among the unique partnerships the Fresno EOC LCC Recycling program enjoys is our partnerships with both the Cities and Counties of Fresno and Madera. LCC provides corpsmember labor for both municipalities for used waste tire Amnesty events. We also provide all CRV recycling at the 17,000-seat SaveMart Center, and home games at the 40,000-seat Bulldog Stadium. LCC is also a partner of the Big Sandy Native tribe, providing recycling services at the Mono Wind Casino.
  - ii. **Awards-** the LCC received the following awards during the period of June 2018 through December 2019: (1) LCC was certified by the Corps Network Corps Center of Excellence as a nationally accredited conservation corps, (2) Our YouthBuild AmeriCorps program received an AmeriCorps Impact award for Outstanding Service Track Design, (3) LCC received an award from the City of Fresno's Police Department for our partnership in the Bringing Broken Neighborhoods Back to Life program. In addition, LCC staff was asked to present at the state-wide California Resource and Recovery Association (CRRRA) Recycling conference, sharing some of our recycling practices.
  - iii. **Expansion**

- iv. **Changes in leadership-** There were several large changes in leadership during this grant cycle. LCC Recycling Manager, Jennifer Duran, resigned her position in October of 2019 and is now working for the Mattress Recycling Council. The LCC is developing an MOU to begin offering these services. In addition, several retirements at the Fresno EOC agency level occurred as well. Naomi Quiring-Mizumoto, Chief Programs Officer and supervisor to the LCC Director, and EOC Chief Executive Officer, Brian Angus. Both were listed as designated signees for CalRecycle documents.

## **7. Program Analysis**

### **i. Summary of recommendations for program improvements**

This final report is being completed by the LCC Director due to the former Program Manager resigning her position in October 2019. Some of the observations will be taken from what she offered as challenges or barriers in her previously submitted quarterly reports. As the LCC Director was also the former Recycling Program Manager over 10 years ago, I also have some familiarity with the program and challenges encountered.

- One of the common themes throughout the quarterly reports detailed corpmember absenteeism issues. This is an issue many of our programs, and the Corps as a whole, also experiences due to the population of young people we are serving. Many are parents and have childcare issues, as well as transportation issues. We are helping to address some of the transportation issues by providing access to bus tokens from other grant funded programs. The childcare issue is going to be tough to solve, especially under COVID-19.
- The LCC is currently in the process of adding additional supervisors for some that have recently departed, as well as examining our supervisor hourly wage issue, due to the impact of annual increases to the minimum wage which corpmembers are paid. We are hopeful both will help address the issue of supervisor attendance.
- The new Program Manager has been instructed to submit our CCC site visit list on a quarterly basis, even if no visits were performed that quarter.

### **ii. Barriers to Objectives not achieved or modified**

- The LCC was on the right path to possibly identifying a second buyback center location when the previous recycling Program Manager resigned her position in October 2019 and COVID-19 hit in March of 2020. As the Governor has since urged recycling centers to cut back, or suspend operation due to COVID-19, we have temporarily suspended our search for a new site. However, this is still a target for the LCC and the new manager will be revisiting this once things begin to improve.
- LCC has not identified a new e-waste provider, but is currently planning to meet with E-waste Solutions who at first glance, has better pricing than our current provider. Due to their charging for non-CEW items, we have suspended collecting many of these items.

### Narrative Summary of Public Outreach and Educational Work

In this section, enter a narrative after each bulleted header to provide a brief description on public education and outreach activities. Address these items:

- Number of people contacted
- Number of events undertaken
- Outreach activities completed by your staff/Corpsmembers.
- Attach samples of materials handed out as Appendix B

The Fresno EOC LCC participated in the following

### Summary of Expenditures

Report funds expended during the time periods shown in the table for Cycle 33. Then total across and provide a grand total.

<b>FY 2018-19</b>	<b>Jul – Sep 2018</b>	<b>Oct – Dec 2018</b>	<b>Jan- Mar 2019</b>	<b>Apr – Jun 2019</b>	<b>Total</b>
RLC 33	\$183,332.38	\$512,470.30	\$375,252.67	\$390,913.41	\$1,461,968.76
<b>FY 2019-20</b>	<b>Jul – Sep 2019</b>	<b>Oct – Dec 2019</b>	<b>Jan- Mar 2020</b>	<b>Apr – Jun 2020</b>	<b>Total</b>
RLC 33	\$191,585.94	\$47,475.30	\$0.00	\$0.00	\$239,061.24
				<b>Grand Total</b>	<b>\$1,701,030.00</b>

## Budget Summary

For the Budget Summary table below, provide **end of cycle** budget info. Record the Subtotal Budgets found in the Budget Workbook on the Application Budget tab, (Column H – Total) for each category listed below. Next, from the Print Invoice Tab in the workbook (Column M, Total Ending Balance) – provide the subtotal row figures

Categories	Subtotals from the Application Budget	Total Ending Balances - Subtotal Cells
Personnel	\$1,124,050.00	\$1,091,064.62
Equipment	\$181,250.00	\$158,933.73
Operating Costs	\$275,157.00	\$332,355.65
Indirect	\$120,573.00	\$118,676.00
<b>Totals</b>	<b>\$1,701,030</b>	<b>\$1,701,030</b>

Note – The above total of the Subtotal Application Budget should match your total grant fund budget amount

## Budget Modification Summary

For each Budget Modification provide a short concise narrative as to the reason why the Modification was necessary. Use the number shown in the Budget Workbook on the BUD MOD tab column C to list each Modification and separate these by bullet points.

Example:

- **Mod 1** was taken to fund the purchase of a new box truck as the existing truck was totaled in an accident.
- **Mod 2** was done to fund a new line item for County Fair Cleanup task

## Program Related Certifications

Beverage Container		Waste Tire		Used Oil	
Certification #	Exp.	Hauler Permit #	Exp.	Certification #	Exp.
SP0233 (Certified Community Service Program)	7/31/20 (Submitted renewal and awaiting new certificate)	1805114-01			

RC14483	6/30/24			Dockwalkers Cert	Exp.

E-waste		
Type	ID #'s	Exp.
CEWIS	103927	Awaiting new Certificate. Old one expired 9/15/19
DTSC Facility ID		
CalEPA ID		

## Appendices

A. Activity photos, newspaper or online articles

B. Education and Outreach Materials

C. List of Subcontractors

D. Capital Equipment and Vehicle Inventory

- List of all capital equipment purchased during the cycle. Provide description, date purchased, and cost. If none purchased, please state: None Purchased.
- Complete inventory of all fleet vehicles updated with any that were purchased or leased during the cycle. Submit the inventory list with each cycle report even if no new vehicles were added or if any were taken out of service. Provide the following: Make, model, description, year and VIN.

Make	Model	Description	Year	VIN last 6 digits
Ford	F150	Pickup	2018	F36719
Ford	F150	Pickup	2018	F41538
Isuzu	NPR-HD	Box Truck	2019	009033

**Appendix A**  
**RCL 33**  
**2018-2019**  
**Activity Photos, Newspapers or Online**  
**Articles**





*Figure 1 CRV Collection at Special Event*



*Figure 2 CRV Collection at Special Event*



*Figure 3 CRV Collection at Special Event*



*Figure 4 CRV Collection at Special Event*

Figure 5 E-waste Collection Event 2



Figure 5 LCC E-waste Collection Event



Figure 6 LCC E-waste Mascot



Figure 7 LCC Corpsmembers transporting e-waste



**Figure 8 LCC/YouthBuild Charter High School Graduation Group Photo**



**Figure 9 LCC Corpsmember receiving his cap and gown**





Figure 10 LCC/YBCS students receiving Diploma and Certificates from elected officials



Figure 11 LCC Education and Outreach Table



Figure 12 LCC Education and Outreach



Figure 13 LCC CRV Recycling Mascot



Figure 14 LCC Staff at the California Resource Recovery Association (CRRA)



Figure 15 State Local Corps staff with CalRecycle staff at CRRA





Figure 16 LCC Used tires collection event



Figure 17 Loading tires at collection event



Figure 18 Used tires



Figure 19 Loading used tires



**Appendix B**  
**RCL 33**  
**2018-2019**  
**Education and Outreach Materials**





### WHY CHOOSE US?

Fresno EOC Local Conservation Corps operates a Recycling Program sponsored by CalRecycle. Learn more here.

### TYPES OF RECYCLING

We provide recycling services for schools, offices, restaurants and the public, including e-waste, tires, used oil education and CRV redemption.

**RECYCLING CENTERS**

Find out where to bring in your recycling, here!

## **WHY CHOOSE US?**

### **What We Do**

Since 1993, Fresno EOC Local Conservation Corps (LCC) has been operating a Recycling Program sponsored by CalRecycle.

We provide young adults, 18-25 years old in Fresno and surrounding communities, opportunities and support that will enable them to work towards achieving their full potential in the areas of educational attainment (completion of high school diploma; college/vocational courses), postsecondary college and career planning, work ethic and job skills development, leadership development, life skills development, civic awareness, and community service.

The average number of individuals participating in LCC programs is over 160 young adults per year. Current programs managed under the LCC include: YouthBuild Fresno, YouthBuild AmeriCorps, YouthBuild Postsecondary Initiative–College and Career Center, Paid Vocational Programs, and the YouthBuild AmeriCorps Educational Awards Program.

The LCC paid vocational training portfolio includes opportunities in construction, grounds maintenance, recycling, solar and weatherization. Applications for the paid training positions are accepted year-round.

## TYPES OF RECYCLING

Our program teams up with businesses, schools, office complexes, government agencies, and campgrounds generating large volumes of California Redemption Value (CRV) beverage containers (aluminum cans; plastic and glass bottles). LCC also provides special event recycling at large-scale community events throughout the Central Valley.

### School Recycling

We provide recycling programs for elementary, middle, and high schools and colleges. The School Recycling Team and its recycling mascot, *Karla Kool Kan*, provide recycling education to students. All monies generated from CRV collected from each school are returned to the school site in the form of a monthly check. The LCC also provides receipts from each collection to the school site for use in any mandated diversion reports a site may need to submit.

Call us for more information: (559) 264-1048

### Electronic Recycling (e-waste)

Fresno EOC Local Conservation Corps (LCC) is a state-certified collector of electronic waste. We will pick up (**free of charge**) these electronic waste (e-waste) items: televisions, computer monitors, and laptop computers. To ensure customer confidentiality, all e-waste is tracked and destruction is recorded by a state-certified electronic waste recycler. Business recyclers are welcome to use our collection service.

If you need a destruction certificate please let us know at the time of collection.

The E-Waste Recycling Team holds free drop off events and is also available to accept walk-in drop-offs at LCC's Recycling Base.

## Waste Tires Collection

Local Conservation Corps provides waste tire collection service up to nine (9) used waste tires from residents and is available to partner with municipalities on local Waste Tire Amnesty events.

## Used Oil Education

Local Conservation Corps provides used oil education and can partner with municipalities on used oil education opportunities, including storm drain education.

## Public CRV Recycling

California Redemption Value (CRV) beverage containers (aluminum cans; plastic and glass bottles) can be redeemed at our Recycling Buyback at Friant Trading Post (see location below).

## RECYCLING CENTERS

### LCC Base and Sorting Facility

Electronic Waste Recycling

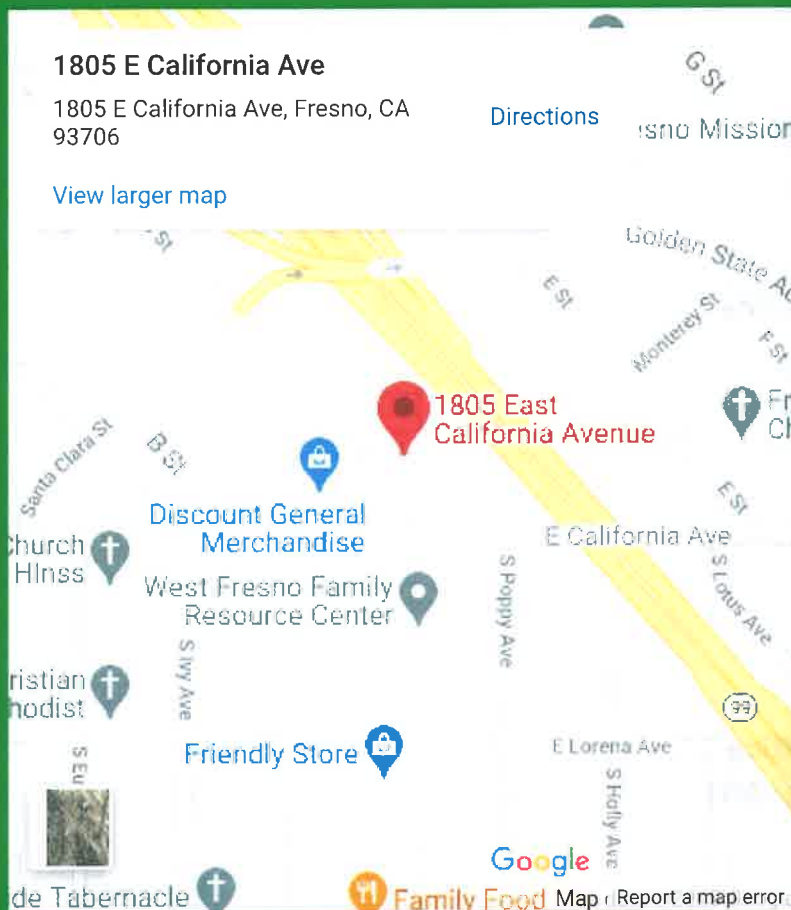
1805 E. California Avenue

Fresno, CA 93706



Monday – Friday  
8:00 AM – 5:00 PM

Call (559) 264-1048 for an e-waste collection appointment.



**LCC CRV Recycling Buyback at Friant Trading Post**  
(Redeem CRV beverage containers for cash!)

17108 N. Friant Rd.  
Friant, CA 93626

Tuesday – Saturday  
8:30 am – 3:00 pm  
(closed from 11:30 am – 12 pm for lunch)

(559) 822-3599

Fresno EOC

About Fresno EOC

Programs

Impact

Careers

## REACH OUT

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### **LCC Base and Sorting Facility**

1805 E. California Avenue

Fresno, CA 93706

(559) 264-1048

### **LCC Buyback at Friant Trading Post**

17108 N. Friant Rd.

Fresno, CA 93626

(559) 822-3599

### **Fresno EOC Executive Office**

1920 Mariposa Street, Suite 300

Fresno, CA 93721

(559) 263-1000

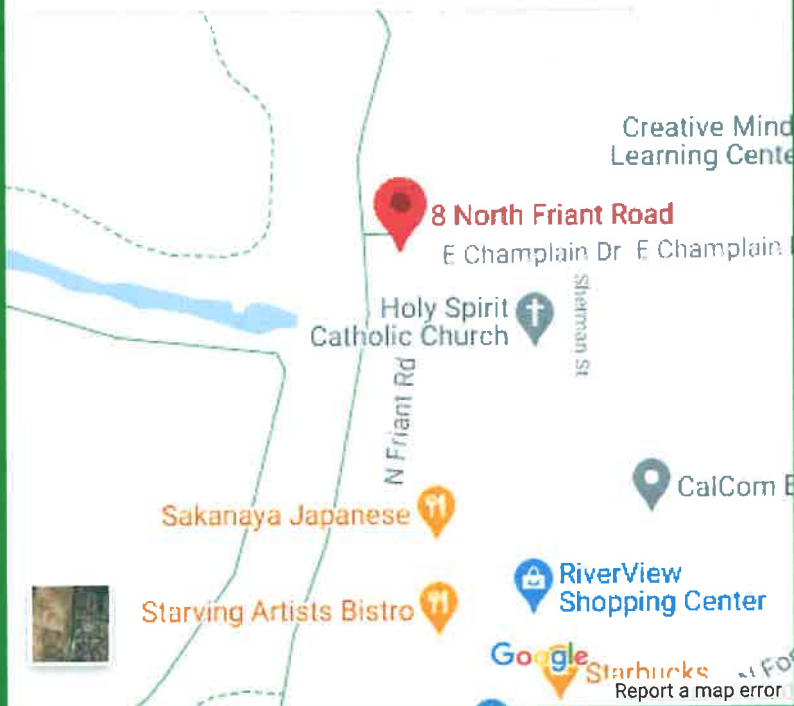
## CONNECTING THROUGH

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**8 N Friant Rd**

8 N Friant Rd, Fresno, CA 93720

[Directions](#)[View larger map](#)

## WE ARE HERE TO HELP YOU

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### Helping people, changing lives

Empowering individuals to thrive as healthy, self-sufficient and contributing members of our communities.



**Fresno  
Economic  
Opportunities  
Commission**

EIN 94-1606519



## LINKS

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Local Conservation Corps

## FREE E-WASTE COLLECTION EVENT

### Recycle your E-waste!

We accept your TVs,  
Computer Monitors,  
Laptops, Computer  
Towers, Keyboards,  
Speakers, Printers,  
Fax Copy Machines,  
VCRs, DVD Blu-ray  
Players, Cameras,  
Cell Phones, Calculators,  
Household Batteries & Small  
Household Appliances.



Free Collection Events  
Job Training  
Providing outreach & Education  
Residential & Commercial Collection

For more information or to schedule an appointment,  
call the LCC at **559-264-1048**

[www.fresnoeoc.org](http://www.fresnoeoc.org)



Local Conservation Corps

## RECYCLING IS THE ONLY LEGAL WAY TO DISPOSE OF USED MOTOR OIL & FILTERS.

*You dump it, you drink it.*

Recycling just  
**2 gallons** of used oil  
can generate enough electricity  
to run the average household  
for almost **24 hours**

**1 gallon** of used motor oil  
may contaminate  
**1 million gallons**  
of fresh water - enough to supply  
**50 people** with  
drinking water for **1 year**

**200 million gallons**  
of used oil are improperly  
disposed of each year

**Dump Used Oil  
and We All  
Get Soaked**



Job Training  
Providing Outreach & Education

For more information or a list of referrals or resources,  
call the LCC at **559-264-1048**

[www.fresnoeoc.org](http://www.fresnoeoc.org)



Local Conservation Corps

## WASTE TIRE DISPOSAL

*Litter Abatement • Community Clean-Up  
Job Training • Providing Outreach & Education*

### Dispose of Tires Properly

- Leave waste tires with a reputable tire dealer - a fee is usually charged for this service.
- Bring waste tires to a local tire collection event for disposal.
- Call your county or local solid waste transfer station/landfill and ask if they accept waste tires.
- Contact your county or local recycling center and ask if they accept waste tires.



For more information on proper  
waste tire disposal, call the LCC at

**559-264-1048**

[www.fresnoeoc.org](http://www.fresnoeoc.org)



Fresno **Economic Opportunities Commission**  
**Local Conservation Corps**



## Recycling



Fresno **Economic Opportunities Commission**  
**Local Conservation Corps**

### Recycling

Since 1993, Fresno EOC's Fresno Local Conservation Corps (LCC) has been operating a Recycling Program sponsored by the Department of Conservation. Our program targets businesses, schools, curbside collection, office complexes, government agencies, and campgrounds generating large volumes of California Redemption Value (CRV) beverage containers (aluminum cans; plastic and glass bottles). LCC also provides special event recycling at large-scale community events and provides outreach and education for used tires and oil throughout the Central Valley.

#### School Recycling

Fresno EOC's Fresno Local Conservation Corps provides recycling programs for elementary, middle, high schools and colleges. The Schools Recycling Team and its recycling mascot, Karla Kool Kan, provide recycling education to students. Redeem your old bottles and cans at our Certified Buyback Center in Friant. We accept plastic, glass and aluminum.

#### Electronic Recycling

Fresno EOC's Fresno Local Conservation Corps will pick up cathode ray tube (CRT) based electronic waste (e-waste) such as televisions and computer monitors. For a minimal fee LCC will collect LCD electronic devices including televisions, desktop monitors, and laptop computers; plasma televisions; fax machines; copiers; printers; and stereo equipment. To ensure customer confidentiality, all e-waste is tracked and destruction is recorded.

#### Locations:

1805 E. California Avenue  
Fresno, CA 93706  
(559) 264-1048

Friant Buyback  
17108 N. Friant Rd.  
Friant, CA 93626





# Fresno Economic Opportunities Commission Local Conservation Corps



**21ST CENTURY  
CONSERVATION  
SERVICE CORPS**

**YouthBuild**  
CHARTER SCHOOL OF CALIFORNIA



In 2020, the Fresno EOC Local Conservation Corps (LCC), a nationally accredited program through the Corps Center of Excellence, begins its 27th year of providing vocational training and educational opportunities for young adults, 18-25 in the Fresno/Clovis metropolitan area under the umbrella of Fresno Economic Opportunities Commission (Fresno EOC). Young adults, or *corpsmembers*, enrolled in our program receive valuable training in the following areas: construction, solar/weatherization, recycling/green jobs, public lands/forestry and landscape maintenance. Below is a synopsis of our services:

**YouthBuild** – In 2019, the LCC was awarded a Department of Labor (DOL) YouthBuild grant for \$1.5 million dollars through 2023 to provide construction training for 84 young adults, ages 18-24. A Sterile Processing Technician (SPT) healthcare component is also offered for those who qualify. SPTs are responsible for the sterile cleaning of medical equipment used during medical procedures. Fresno ranks among the Top 10 Metropolitan cities in the United States in terms of pay according to the Department of Labor, with average pay beginning at \$47,000 annually. Thirty of our students will have the opportunity to enter a healthcare career.



**Public Lands** – As a 21st Century Conservation Corps, the LCC is approved to perform work through a United States Bureau of Reclamation Cooperative Agreement on Reclamation lands. LCC crews also participate in project work at Sequoia and Kings Canyon National Parks, and on the San Joaquin River, helping rebuild trails and remove invasive species. LCC crews are also available for fee-for-service contracts, providing landscape maintenance opportunities. New for 2020, is the Central Valley Forestry Project, a partnership with the Fresno Workforce Investment Board (WIB) and Reedley College, training corpsmembers to address the numerous dead trees in the mountains surrounding Fresno County through fuel load reduction.







## Fresno Economic Opportunities Commission Local Conservation Corps

**Recycling** – Since 1993, the LCC has operated a State of California Certified Recycling Program sponsored by CalRecycle. The program concentrates on four (4) core components including diverting Beverage Containers (CRV), Electronic Waste (E-waste), Used Tires, and Used Oil from the landfills of the state. Annually, LCC crews divert tons of recyclable material from local landfills while providing recycling services at over 1,000 special events in Fresno and Madera Counties.



**Education** – LCC provides a strong educational component for its corpsmembers through a partnership with YouthBuild Charter High School of California, accepting students ages 18-29. Partnerships with Reedley College and Fresno City College allow students to work on their high school diploma and receive college credit for select courses. Since LCC corpsmembers are also AmeriCorps members, they are able to use their education award to continue their postsecondary journey upon receipt of their high school diploma.



**Reentry Services** – The LCC provides reentry services for young adults seeking a second chance after incarceration.

LCC has received state and federally funded grants focused on reentry populations and successfully met all outcomes with a low recidivism rate of around 10%. The LCC has great partnerships with local law enforcement and the State of California Department of Corrections. In addition, through a California Community Reinvestment Grant (Cal-CRG), the LCC is able to provide onsite mental health, substance abuse, and access to a lawyer for those in need.



**Solar and Weatherization** – The LCC is part of the City of Fresno's Transformative Climate Communities grant program. Over the next two years, LCC crews will install solar units on 130 homes and provide weatherization measures for another 100 homes. All project work will take place in Southwest Fresno, home district of the LCC.



**Homeless and Census Grants** – In 2020, the LCC received a grant from the City of Fresno to help provide limited training for a segment of the homeless population focused on landscape maintenance training. In addition, the LCC is a participant in Fresno EOC's United States Census grant, including providing outreach to Hard-to-Count segments of the population and access to computers to complete the survey.

The motto of Fresno EOC LCC is **Training Tomorrow's Leaders Today!** We have a talented, long-tenured staff dedicated to working with young people, and are highly thought of on a state and national level for our work with young adults. We are located at 1805 E. California Ave in SW Fresno.

For more information about the LCC, visit us on Facebook at @FresnoEOCLCC or on Twitter @FresnoLCC. Contact Shawn Riggins, Fresno EOC LCC Director, at (559) 264-1048 or shawn.riggins@fresnoeoc.org.



Fresno **Economic Opportunities Commission**  
**Local Conservation Corps**

## **Electronic Recycling** **Free E-waste Collection!**



Items Accepted: TVs, Computer Monitors, Laptops, Computer Towers, Keyboards, Speakers, Printers, Fax and Copy Machines, VCRs, DVD and BluRay Players, Cameras, Cell Phones, calculators, and small household appliances.

### **Why Recycle with LCC?**

When you recycle with Fresno EOC LCC, you are supporting the vocational training of local young adults in our community.

Corpsmembers receive paid vocational training in green jobs industries such as recycling, landscaping, and construction while completing a high school diploma or college coursework.

**Call For  
FREE  
Pick Up!**

**(559) 264-1048**

### **Drop Off Locations**

**Fresno EOC Local  
Conservation Corps**  
1805 E. California Ave  
Fresno, CA 93706  
(559) 264-1048

**LCC Buyback at Friant  
Trading Post**  
17108 N. Friant Rd.  
Friant, CA 93626  
(559) 822-3599

**Appendix C**  
**RCL 33**  
**2018-2019**  
**List of Contractors**



The following vendors provided services under the RCL 33 grant as subcontractors:

Vendor	Service
Securitas	Building Security after hours (portion of invoice allocated to Recycling and other LCC programs)
H & M Janitorial	Janitorial Services after hours (portion of invoice allocated to Recycling and other LCC programs)
Northern California Joint Apprenticeship Laborer's Union	HazWopper and OSHA 10 Training
DSE Consulting	Substance Abuse Education Services for Recycling Corpsmembers
Alert Medical Services	First Aid/CPR Training for Recycling Corpsmembers
DelRey Tire	Recycling Vehicle Repair
Resource Equipment	Maintenance of LCC Conveyor Belt and Dens-A-Can
San Jose Conservation Corps	Maintenance of I-Route System
Verizon	GPS Tracking System
Dr. Louis Chu	Buyback Database maintenance program
West Coast Rubber	Onsite Trailer for tire storage



**Appendix D**  
**RCL 33**  
**2018-2019**  
**Capital Equipment and**  
**Vehicle Inventory**



**FRESNO EOC LOCAL CONSERVATION CORPS - VEHICLE LISTING**  
**AS OF August 25, 2020**

	Vehicle #	Program	Year	Make	Model	Vin #	Lic. Plate #	Coverage	Model	Use	Insurance
1	13	Recycling	1995	GMC	C6H092 T	1GDG6H1J7SJ512642	1028084	2 million	BOX TRUCK	CARGO	FULL COVERAGE
2	16	Recycling	1999	Hino	Truck	JHBFA4JG5X1S10180	1011327	2 million	BOX TRUCK	CARGO	FULL COVERAGE
3	39	Recycling	2007	Isuzu	Box Truck	JALC4B16777007527	108959	2 million	BOX TRUCK	CARGO	FULL COVERAGE
4	51	Recycling	2008	Toyota	Prius	JTDKB20U983392424	1261871	2 million	Car	PAS. TRANSPORT	FULL COVERAGE
5	New 52	Recycling	2012	Ford	Escape	1FMCU0D7XCKA36131	1332159	2 million	CAR-SUV	PAS. TRANSPORT	FULL COVERAGE
6	53	Recycling	2010	Toyota	Prius	JTDKN3DU7A0011717	1284910	2 million	Car	PAS. TRANSPORT	FULL COVERAGE
7	54	Recycling	2007	Isuzu	NPR	JALC4J16477015336	1224265	2 million	STAKE BODY	CARGO	FULL COVERAGE
8	55	Recycling	2007	Isuzu	NPR	JALC4J16X77006544	1224266	2 million	STAKE BODY	CARGO	FULL COVERAGE
9	57	Recycling	2007	Isuzu	NPR	4KLC4J 1U98J801931	1353463	2 million	STAKE BODY	CARGO	FULL COVERAGE
10	59	Recycling	2011	Chevy	SILV 1500	1GCRKPEA3BZ108090	1368469	2 million	PICK UP	CARGO	FULL COVERAGE
11	65	Recycling	2016	Izuzu	NPR	JALC4J16XG7002896	1332205	2 million	STAKE BODY	CARGO	FULL COVERAGE
12	66 *NEW	Recycling	2018	Izuzu	NPR-HD	JALC4J164J7009253	1502405	2 million	STAKE BODY	CARGO	FULL COVERAGE
13	67	Recycling	2018	Ford	F150	1FTEW1CP7JKF41538	1466653		PICK UP	Gas	FULL COVERAGE
14	68	Recycling	2018	Ford	F150	1FTEW1CP8JKF36719	1466652		PICK UP	Gas	FULL COVERAGE
15	69	Recycling	2019	Izuzu	Box Truck	JALC4J16XK7009033	1504431		BOX TRUCK		

\*replaced 56 - 2016 accident



## PROGRAM PLANNING AND EVALUATION COMMITTEE MEETING

<b>Date:</b> December 1, 2020	<b>Program:</b> Local Conservation Corps
<b>Agenda Item #:</b> 8B	<b>Director:</b> Shawn Riggins
<b>Subject:</b> California Community Reinvestment Grants Program	<b>Officer:</b> Michelle L. Tutunjian

### Recommended Action

Staff recommends Committee ratification for full Board consideration of a California Community Reinvestment Grants Program (CalCRG) Phase 1 request submitted to the California Governor's Office of Business and Economic Development on November 2, 2020 for \$450,000.

### Background

In 2019, Fresno EOC was awarded a \$300,000 grant from California Governor's Office of Business and Economic Development (GO-Biz) to support the Local Conservation Corps (LCC) program. The grant, funded by Prop 64, which legalized marijuana in California, is intended to provide services for those communities impacted by the War on Drugs. The LCC plan provides services for corpsmembers to augment vocational training received in the program, including access to a lawyer from the County Public Defender's Office at LCC, substance abuse counseling, and access to a mental health professional.

A new Phase 1 proposal was required to be submitted to GO-Biz, which will be evaluated. Upon approval, recipients selected will be asked to submit a full Phase 2 proposal. The LCC plans to expand upon our existing Cal-CRG concept, opening it up to other programs as well.

### Fiscal Impact

If invited to submit a full-proposal, our request will be for \$450,000.

### Conclusion

The CalCRG grant will assist in ensuring LCC can continue providing supportive services (i.e. mental health treatment, substance use disorder treatment, legal services).



## PROGRAM PLANNING AND EVALUATION COMMITTEE MEETING

<b>Date:</b> December 1, 2020	<b>Program:</b> Local Conservation Corps
<b>Agenda Item #:</b> 8C	<b>Director:</b> Shawn Riggins
<b>Subject:</b> Proposition 68 (Phase 3) Application	<b>Officer:</b> Michelle L. Tutunjian

### Recommended Action

Staff recommends Committee ratification for full Board consideration of an application submitted to the California Conservation Corps (CCC) for a project under Proposition 68. Project length is up to 24-months for \$489,285. The application deadline is November 30, 2020.

### Background

Proposition 68, the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018 was passed by the voters in June 2018 and authorizes the Legislature to appropriate \$40,000,000 to the CCC for natural resource conservation projects, and for equipment and facilities acquisition, development, restoration and rehabilitation. Not less than 50% of the amount available shall be allocated for grants to certified local community conservation corps. Section 80130 of the Act states that funds are available for projects that plan, develop, and implement climate adaptation and resiliency. Projects must qualify under one of the following categories: A) Natural Resource Conservation Projects or B) Facility or equipment acquisition, development, restoration, and rehabilitation project.

Only Certified Local Conservation Corps (LCC) programs can apply for Proposition 68 funding. Proposition 68 is a five-year, non-continuous appropriation administered by CCC.

For Fiscal Year (FY) 2018-2019, Fresno EOC was awarded \$304,466 for LCC to install an elevator in the Paul McLain-Lugowski Vocational Training Building to provide access to the second floor during Phase 1. For FY 2019-2020, funding awarded included the initial development design and construction of classrooms on the second floor of the Vocational Training Building during Phase 2.

The application for Phase 3 will complete development and construction of the second floor, including bathroom installations.

**Fiscal Impact**

Once awarded, the contract will be for \$489,285 for a two-year project of July 2021 through June 2023.

**Conclusion**

Once completed, the LCC will have access to 5,000 sq. ft. of space that has remained vacant for the past five (5) years. The completed second floor will provide additional training space and classrooms for the planning of Corps projects.

## PROGRAM PLANNING AND EVALUATION COMMITTEE MEETING

<b>Date:</b> December 1, 2020	<b>Program:</b> Local Conservation Corps
<b>Agenda Item #:</b> 8D	<b>Director:</b> Shawn Riggins
<b>Subject:</b> Proposition 68 Bid Solicitation	<b>Officer:</b> Michelle L. Tutunjian

### Background

The information presented below is intended to keep the Committee apprised on the Request for Bids for the development of the Local Conservation Corps Paul McLain-Lugowski Vocational Training Building's elevator and second floor under the Proposition 68 grant guidelines for Phase 1 and Phase 2.

The LCC has two current contracts under Proposition 68 through the State of California. The Elevator Installation Project (Phase I), in the amount of \$303,464, will install an elevator in the vocational building, providing access to the second story. Phase 2 of the project, in the amount of \$489,357, begins the development of the second story, adding classroom space, conference rooms, etc.

A Proposition 68 grant application for Phase 3 is the final phase, which will include the installation of bathrooms to complete the build out. The grant application for Phase 3 budgeted for \$489,285 will be submitted on November 30, 2020.

SIMS-PBK (architect for the project) has guided the process during the initial development of the Neighborhood Youth Center (LCC Base), and is the contractor for this project.

The second floor of the building has remained vacant and unused since the expansion of the building in 2015, due to the lack of an elevator. Per grant guidelines, the additional space is to be used only for Corps activities.

The total budget for the three-phase project is \$1,282,106, and upon completion, will provide additional classroom space for LCC activities. In addition, each grant provides funding for LCC corpsmembers to job shadow, and participate in limited activities.

The bid solicitation for the "LCC Prop 68 Project Elevator Installation and Second Floor Development" was posted on November 18, 2020 with a deadline to respond by December 16, 2020.

## PROGRAM PLANNING AND EVALUATION COMMITTEE MEETING

<b>Date:</b> December 1, 2020	<b>Program:</b> Sanctuary and Support Services
<b>Agenda Item #:</b> 9A	<b>Director:</b> Misty Gattie-Blanco
<b>Subject:</b> Fresno City College Partnership	<b>Officer:</b> Michelle L. Tutunjian

### Recommended Action

Staff recommends Committee ratification for full Board consideration the submission of a budget request submitted on November 6, 2020, to Fresno City College for \$300,000 to support a new homeless assistance project.

### Background

Fresno City College (FCC) is one of only 12 recipients and the first community college to receive a grant to help homeless foster youth from the U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration. FCC received additional funds to support students experiencing homelessness without a history of foster care, as well.

Sanctuary and Support Services has been providing homeless assistance for over 25 years through a variety of methods including emergency shelters, rapid rehousing, and permanent housing.

This new homeless assistance project titled “Fresno City College Partnership” will assist students experiencing homelessness. Case Managers will help students access emergency housing (if needed) while identifying and securing permanent housing. Direct rental assistance will be provided to the students through Fresno City College, while supportive services will be provided by Sanctuary and Support Services.

### Fiscal Impact

This new partnership will provide assistance to approximately 50 students. Funding is available initially for 12-months, beginning December 1, 2020. Fresno City College is seeking continued funding through federal and private sources to continue the project after this current funding expires.

### Conclusion

Fresno City College is currently developing a contract for approval by both entities.

<b>Fresno EOC Sanctuary and Support Services Fresno City College Partnership</b>	<b>Proposed Budget</b>
<b>Personnel</b>	<b>\$ 85,316</b>
Case Manager (2.00 FTE) - providing direct services to clients.	\$ 73,866
Housing & Support Specialist (0.25 FTE) - providing housing assistance to clients.	\$ 8,361
Homeless Services Manager (0.05 FTE) - providing project supervision and responsible for processing all project related matters.	\$ 3,089
<b>Fringe Benefits</b>	<b>\$ 48,010</b>
State Unemployment	\$ 999
FICA	\$ 6,527
Health Insurance	\$ 39,200
Life Insurance	\$ 532
Retirement	\$ 154
Workers Compensation Insurance	\$ 598
<b>Contractual</b>	<b>\$ 25,335</b>
Audit	\$ 335
EECU Contract - for financial literacy	\$ 25,000
<b>Operational Costs</b>	<b>\$ 21,429</b>
Computer and Software for project staff	\$ 6,000
Cell Phone Stipend for staff (2 staff x \$20/month x 12 months)	\$ 480
Office and Printing Supplies (\$50/month x 12 months)	\$ 600
Personnel Training and Background Clearance ((\$92 + \$25) x 3 staff)	\$ 351
Office Rental (\$1.08/sqft x avg 250 sqft x 12 for 2 staff)	\$ 6,480
Vehicle Rental/Fuel and/or Mileage Reimbursement (\$600/month x 12 months)+(\$0.53/mile x avg 50 miles x 12)	\$ 7,518
<b>Program Costs and Other</b>	<b>\$ 99,001</b>
Emergency Housing Assistance/Motel Vouchers (\$100/night x 14 nights x 50 clients)	\$ 70,000
Rental Application Fees (\$35/per application x 75 clients)	\$ 2,601
Utility Deposit Assistance (\$500 x 10 clients)	\$ 5,000
Emergency Meals/Snacks & Groceries at move-in (Groceries - \$150 x 50 clients) + Meals for Hotel Clients (\$15/day x 14 days x 50 clients)	\$ 18,000
Janitorial Supplies for clients and project (\$50/month x 12)	\$ 600
Household Supplies (i.e. dishes, bedding, small furnishings) (\$100 x 28 clients)	\$ 2,800
<b>Total Direct Charges</b>	<b>\$ 279,091</b>
Indirect Cost (7.50%)	\$ 20,907
<b>TOTALS</b>	<b>\$ 300,000</b>

## PROGRAM PLANNING AND EVALUATION COMMITTEE MEETING

<b>Date:</b> December 1, 2020	<b>Program:</b> Transit Systems
<b>Agenda Item #:</b> 10A	<b>Director:</b> Monty Cox
<b>Subject:</b> Drug and Alcohol Policy Amendment	<b>Officer:</b> Michelle L. Tutunjian

### Recommended Action

Staff recommends Committee approval for full Board consideration of the amended Transit Drug and Alcohol Testing Policy to incorporate required changes.

### Background

For many years, laws and regulations have been enacted to address substance abuse issues. The most common has dealt with motor vehicle operators. In order to obtain and maintain a Commercial Driver's License the driver must submit to a biannual (every two years) United States Department of Transportation (USDOT) physical examination which now includes drug and alcohol testing in order to receive a valid Medical Certificate to accompany their valid License. The USDOT regulates when and how the alcohol and drug testing is to occur, as well as what records are to be maintained to document the testing.

The Federal Transit Administration and the Federal Motor Carrier Safety Administration have previously included different guidelines; however, current direction requires us to better define these differences within our policy. Currently, the Transit systems program includes contracts that are subject to one or the other federal agency.

### Fiscal Impact

None

### Conclusion

This update is required in order to remain compliant with U.S. Department of Transportation Drug and Alcohol Regulations.



**DRUG AND ALCOHOL TESTING POLICY**  
**[Date of Adoption Here]**

**A. PURPOSE**

- 1) The Fresno Economic Opportunities Commission Transit Systems provides public transit and paratransit services for the residents of Fresno County and Madera County. Part of our mission is to ensure that this service is delivered safely, efficiently, and effectively by establishing a drug and alcohol-free work environment, and to ensure that the workplace remains free from the effects of drugs and alcohol in order to promote the health and safety of employees and the general public. In keeping with this mission, Fresno EOC Transit Systems declares that the unlawful manufacture, distribution, dispense, possession, or use of controlled substances or misuse of alcohol is prohibited for all employees.
- 2) Additionally, the purpose of this policy is to establish guidelines to maintain a drug and alcohol-free workplace in compliance with the Drug-Free Workplace Act of 1988, and the Omnibus Transportation Employee Testing Act of 1991. This policy is intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs in the transit industry. Specifically, the Federal Transit Administration (FTA) of the U.S. Department of Transportation has published 49 CFR Part 655, as amended, that mandates urine drug testing and breath alcohol testing for safety-sensitive positions, and prohibits performance of safety-sensitive functions when there is a positive test result, or a refusal to test; 49 CFR Part 382 for Federal Motor Carrier Safety Administration (FMCSA); and The U. S. Department of Transportation (USDOT) has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of urine and breath specimens.
- 3) Any provisions set forth in this policy that are included under the sole authority of Fresno EOC Transit Systems and are not provided under the authority of the above-named Federal regulations are underlined. Tests conducted under the sole authority of Fresno EOC Transit Systems will be performed on non-USDOT forms and will be separate from USDOT testing in all respects.

## **B. APPLICABILITY**

This Drug and Alcohol Testing Policy applies to all safety-sensitive employees (full- or part-time) when performing safety sensitive duties. See Attachment A for a list of employees and the authority under which they are included.

This policy applies to every person whose position requires the possession of a commercial driver's license (CDL); every employee performing a "safety-sensitive function" as defined below, and any person applying for such positions.

Under FMCSA (Part 382), you are a covered employee if you perform any of the following safety-sensitive functions:

- Driving a commercial motor vehicle which requires the driver to have a CDL
- Waiting to be dispatched to operate a commercial motor vehicle
- Inspecting, servicing, or conditioning any commercial motor vehicle
- Performing all other functions in or upon a commercial motor vehicle (except resting in a sleeper berth)
- Loading or unloading a commercial motor vehicle, supervising or assisting in the loading or unloading, attending a vehicle being loaded or unloading, remaining in readiness to operate the vehicle, or giving or receiving receipts for shipments being loaded or unloaded
- Repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle

Under FTA (Part 655), you are a covered employee if you perform any of the following: (1) operation of public transit service including the operation of a revenue service vehicle (whether or not the vehicle is in revenue service), (2) maintenance of a revenue service vehicle or equipment used in revenue service, (3) security personnel who carry firearms, (4) dispatchers or persons controlling the movement of revenue service vehicles and (4) any transit employee who operates a vehicle that requires a Commercial Driver's License to operate. Maintenance functions include the repair, overhaul, and rebuild of engines, vehicles and/or equipment used in revenue service. A list of safety-sensitive positions who perform one or more of the above-mentioned duties is provided in Attachment A. Supervisors are only safety sensitive if they perform one of the above functions. Volunteers are considered safety sensitive and subject to testing if they are required to hold a CDL, or receive remuneration for service in excess of actual expense.

## **C. DEFINITIONS**

*Actual Knowledge:* (For FMCSA Agencies) Actual knowledge by an employer that a driver has used alcohol or controlled substances based on the employer's direct observation of the employee, information provided by the driver's previous

employer(s), a traffic citation for driving a CMV while under the influence of alcohol or controlled substances or an employee's admission of alcohol or controlled substance use, except as provided in §382.121. Direct observation as used in this definition means observation of alcohol or controlled substances use and does not include observation of employee behavior or physical characteristics sufficient to warrant reasonable suspicion testing.

*Accident:* An occurrence associated with the operation of a vehicle even when not in revenue service, if as a result:

- a. An individual dies;
- b. An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or,
- c. One or more vehicles incur disabling damage as the result of the occurrence and is transported away from the scene by a tow truck or other vehicle. For purposes of this definition, *disabling damage* means damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

*Adulterated specimen:* A specimen that has been altered, as evidenced by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.

*Alcohol:* The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols contained in any beverage, mixture, mouthwash, candy, food, preparation or medication.

*Alcohol Concentration:* Expressed in terms of grams of alcohol per 210 liters of breath as indicated by a breath test under 49 CFR Part 40.

*Alcohol use.* The drinking or swallowing of any beverage, liquid mixture or preparation (including any medication), containing alcohol.

*Aliquot:* A fractional part of a specimen used for testing, It is taken as a sample representing the whole specimen.

*Breath Alcohol Technician (BAT).* A person who instructs and assists employees in the alcohol testing process and operates an evidential breath testing device.

*Canceled Test:* A drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which is cancelled. A canceled test is neither positive nor negative.

*Chain of custody.* The procedure used to document the handling of the urine specimen from the time the employee gives the specimen to the collector until the specimen is destroyed. This procedure uses the Federal Drug Testing Custody and Control Form (CCF) as approved by the Office of Management and Budget.

*Clearinghouse:* The FMCSA database that 49 CFR Part 382 requires employers and service agents to report information to, and to query, regarding CDL drivers who are subject to the DOT controlled substance and alcohol testing regulations.

*Confirmatory Drug Test:* A second analytical procedure performed on a different aliquot of the original specimen to identify and quantify the presence of a specific drug or metabolite.

*Confirmatory Validity Test:* A second test performed on a different aliquot of the original urine specimen to further support a validity test result.

*Covered Employee Under FTA/FMCSA Authority:* An employee who performs a safety-sensitive function including an applicant or transferee who is being considered for hire into a safety-sensitive function (See Attachment A for a list of covered employees).

*Designated Employer Representative (DER):* An employee authorized by the employer to take immediate action to remove employees from safety-sensitive duties and to make required decisions in testing. The DER also receives test results and other communications for the employer, consistent with the requirements of 49 CFR Parts 40 and 655.

*DOT, The Department, DOT Agency:* These terms encompass all DOT agencies, including, but not limited to, the Federal Aviation Administration (FAA), the Federal Railroad Administration (FRA), the Federal Motor Carrier Safety Administration (FMCSA), the Federal Transit Administration (FTA), the National Highway Traffic Safety Administration (NHTSA), the Pipeline and Hazardous Materials Safety Administration (PHMSA), and the Office of the Secretary (OST). For purposes of 49 CFR Part 40, the United States Coast Guard (USCG), in the Department of Homeland Security, is considered to be a DOT agency for drug testing purposes. These terms include any designee of a DOT agency.

*Dilute specimen:* A urine specimen with creatinine and specific gravity values that are lower than expected for human urine.

*Disabling damage:* Damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

*Evidentiary Breath Testing Device (EBT):* A device approved by the NHTSA for the evidential testing of breath at the 0.02 and the 0.04 alcohol concentrations, and appears on ODAPC's Web page for "Approved Evidential Breath Measurement Devices" because it conforms with the model specifications available from NHTSA.

*Initial Drug Test: (Screening Drug Test)* The test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

*Initial Specimen Validity Test:* The first test used to determine if a urine specimen is adulterated, diluted, substituted, or invalid

*Invalid Result:* The result reported by an HHS-certified laboratory in accordance with the criteria established by the HHS Mandatory Guidelines when a positive, negative, adulterated, or substituted result cannot be established for a specific drug or specimen validity test.

*Laboratory:* Any U.S. laboratory certified by HHS under the National Laboratory Certification program as meeting standards of Subpart C of the HHS Mandatory Guidelines for Federal Workplace Drug Testing Programs; or, in the case of foreign laboratories, a laboratory approved for participation by DOT under this part.

*Limit of Detection (LOD):* The lowest concentration at which a measurand can be identified, but (for quantitative assays) the concentration cannot be accurately calculated.

*Limit of Quantitation:* For quantitative assays, the lowest concentration at which the identity and concentration of the measurand can be accurately established.

*Medical Review Officer (MRO):* A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders, and has

appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history, and any other relevant bio-medical information.

*Negative Dilute:* A drug test result which is negative for the five drug/drug metabolites but has creatinine and specific gravity values that are lower than expected for human urine.

*Negative result:* The result reported by an HHS-certified laboratory to an MRO when a specimen contains no drug or the concentration of the drug is less than the cutoff concentration for the drug or drug class and the specimen is a valid specimen. An alcohol concentration of less than 0.02 BAC is a negative test result.

*Non-negative test result:* A urine specimen that is reported as adulterated, substituted, invalid, or positive for drug/drug metabolites.

*Oxidizing Adulterant:* A substance that acts alone or in combination with other substances to oxidize drugs or drug metabolites to prevent the detection of the drug or metabolites, or affects the reagents in either the initial or confirmatory drug test.

*Performing (a safety-sensitive function):* A covered employee is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

*Positive result:* The result reported by an HHS- Certified laboratory when a specimen contains a drug or drug metabolite equal or greater to the cutoff concentrations.

*Prohibited drug:* Identified as marijuana, cocaine, opioids, amphetamines, or phencyclidine at levels above the minimum thresholds specified in 49 CFR Part 40, as amended.

*Reconfirmed:* The result reported for a split specimen when the second laboratory is able to corroborate the original result reported for the primary specimen.

*Rejected for Testing:* The result reported by an HHS- Certified laboratory when no tests are performed for specimen because of a fatal flaw or a correctable flaw that has not been corrected.

*Revenue Service Vehicles:* All transit vehicles that are used for passenger transportation service.



**Safety-sensitive functions:** (FTA) Employee duties identified as:

- (1) The operation of a transit revenue service vehicle even when the vehicle is not in revenue service.
- (2) The operation of a non-revenue service vehicle by an employee when the operation of such a vehicle requires the driver to hold a Commercial Drivers License (CDL).
- (3) Maintaining a revenue service vehicle or equipment used in revenue service.
- (4) Controlling the movement of a revenue service vehicle and
- (5) Carrying a firearm for security purposes.

**Safety-sensitive functions:** (FMCSA) All time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:

- (1) All time at an employer or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer;
- (2) All time inspecting equipment as required by §§392.7 and 392.8 of this subchapter or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;
- (3) All time spent at the driving controls of a commercial motor vehicle in operation;
- (4) All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth (a berth conforming to the requirements of §393.76 of this subchapter);
- (5) All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and
- (6) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

**Split Specimen Collection:** A collection in which the urine collected is divided into two separate bottles, the primary specimen (Bottle A) and the split specimen (Bottle B).

**Substance Abuse Professional (SAP):** A licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, state-licensed or certified marriage and family therapist, or drug and alcohol counselor (certified by an organization listed at <https://www.transportation.gov/odapc/sap>) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

**Substituted specimen:** A urine specimen with creatinine and specific gravity values that are so diminished or so divergent that they are not consistent with normal human urine.

**Test Refusal:** The following are considered a refusal to test if the employee:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer.
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
- (6) Fail or decline to take a second test as directed by the collector or the employer for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.
- (14) As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

**Vehicle:** A bus, electric bus, van, automobile, rail car, trolley car, trolley bus, or vessel. A public transit vehicle is a vehicle used for public transportation or for ancillary services.

**Verified negative test:** A drug test result reviewed by a medical review officer and determined to have no evidence of prohibited drug use above the minimum cutoff levels established by the Department of Health and Human Services (HHS).



*Verified positive test:* A drug test result reviewed by a medical review officer and determined to have evidence of prohibited drug use above the minimum cutoff levels specified in 49 CFR Part 40 as revised.

*Validity testing:* The evaluation of the specimen to determine if it is consistent with normal human urine. Specimen validity testing will be conducted on all urine specimens provided for testing under DOT authority. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

#### **D. EDUCATION AND TRAINING**

- 1) For FMCSA Agencies: Fresno EOC Transit Systems will provide educational materials that explain the requirements of Part 382 as well as this policy. Fresno EOC Transit Systems will ensure that a copy of these materials is distributed to each driver prior to the start of alcohol and controlled substances testing and to each driver subsequently hired or transferred into a position requiring driving a commercial motor vehicle.

The materials to be made available to drivers shall include what is provided in this policy document in addition to a detailed discussion the following:

- a. Information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or a controlled substances problem (the driver's or a co-worker's); and available methods of intervening when an alcohol or a controlled substances problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management; and
- b. The requirement that the following personal information collected and maintained under this Part 382 and this policy shall be reported to the FMCSA Clearinghouse:
  1. A verified positive, adulterated, or substituted drug test result;
  2. An alcohol confirmation test with a concentration of 0.04 or higher;
  3. A refusal to submit to any test required by subpart C of this part;
  4. An employer's report of actual knowledge, as defined at §382.107;
  5. On duty alcohol use pursuant to §382.205;
  6. Pre-duty alcohol use pursuant to §382.207;
  7. Alcohol use following an accident pursuant to §382.209; and
  8. Controlled substance use pursuant to §382.213;

9. A substance abuse professional (SAP as defined in §40.3 of this title) report of the successful completion of the return-to-duty process;
  10. A negative return-to-duty test; and
  11. An employer's report of completion of follow-up testing.
2. Every covered employee will receive a copy of this policy and will have ready access to the corresponding federal regulations including 49 CFR Parts 655 and 40, as amended. In addition, all covered employees will undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety, and the work environment. The training also includes manifestations and behavioral cues that may indicate prohibited drug use.
  3. All supervisory personnel or company officials who are in a position to determine employee fitness for duty will receive 60 minutes of reasonable suspicion training on the physical, behavioral, and performance indicators of probable drug use and 60 minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.
  4. Information on the signs, symptoms, health effects, and consequences of alcohol misuse is presented in Attachment B of this Policy.

#### **E. PROHIBITED SUBSTANCES**

- 1) Prohibited substances addressed by this policy include the following.
  - a. Illegally Used Controlled Substance or Drugs Under the Drug-Free Workplace Act of 1988 any drug or any substance identified in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1300.11 through 1300.15 is prohibited at all times in the workplace unless a legal prescription has been written for the substance. This includes, but is not limited to: marijuana, amphetamines, opioids, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. Also, the medical use of marijuana, or the use of hemp related products, which cause drug or drug metabolites to be present in the body above the minimum thresholds is a violation of this policy

Federal Transit Administration drug testing regulations (49 CFR Part 655) require that all employees covered under FTA/FMCSA authority be tested for marijuana, cocaine, amphetamines, opioids, and phencyclidine as described in Section H of this policy. Illegal use of these five drugs is prohibited at all times and thus, covered employees may be tested for these drugs anytime that they are on duty.

- b. Legal Drugs: The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to a Fresno EOC Transit Systems supervisor and the employee is required to provide a written release from his/her doctor or pharmacist indicating that the employee can perform his/her safety-sensitive functions.
- c. Alcohol: The use of beverages containing alcohol (including any mouthwash, medication, food, candy) or any other substances containing alcohol in a manner which violates the conduct listed in this policy is prohibited.

## **F. PROHIBITED CONDUCT**

- 1) All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body above the minimum thresholds defined in 49 CFR Part 40, as amended.
- 2) Each covered employee is prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. The covered employee will subsequently be relieved of his/her on-call responsibilities and subject to discipline for not fulfilling his/her on-call responsibilities.
- 3) The Transit Department shall not permit any covered employee to perform or continue to perform safety-sensitive functions if it has actual knowledge that the employee is using alcohol
- 4) Each covered employee is prohibited from reporting to work or remaining on duty requiring the performance of safety-sensitive functions while having

an alcohol concentration of 0.04 or greater regardless of when the alcohol was consumed.

- a. A covered employee with a breath alcohol concentration which measures 0.02-0.039 is not considered to have violated the USDOT drug and alcohol regulations, provided the employee hasn't consumed the alcohol within four (4) hours of performing a safety-sensitive duty. However, if a safety-sensitive employee has a breath alcohol concentration of 0.02-0.039, USDOT regulations require the employee to be removed from the performance of safety-sensitive duties until:
  - i. The employee's alcohol concentration measures less than 0.02; or
  - ii. FOR FTA COVERED EMPLOYEES: The start of the employee's next regularly scheduled duty period, but not less than eight hours following administration of the test.
  - iii. FOR FMCSA COVERED EMPLOYEES: The start of the employee's next regularly scheduled duty period, but not less than twenty-four hours following administration of the test.
- 5) No covered employee shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.
- 6) No covered employee shall consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions.
- 7) Fresno EOC Transit Systems, under its own authority, also prohibits the consumption of alcohol at all times the employee is on duty, or anytime the employee is in uniform.
- 8) Consistent with the Drug-free Workplace Act of 1988, all Fresno EOC Transit Systems employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the work place including transit system premises and transit vehicles.

#### **G. DRUG STATUTE CONVICTION**

Consistent with the Drug Free Workplace Act of 1998, all employees are required to notify the Fresno EOC Transit Systems management of any criminal drug statute conviction for a violation occurring in the workplace within five days after

such conviction. Failure to comply with this provision shall result in disciplinary action as defined in Section Q of this policy.

## **H. TESTING REQUIREMENTS**

- 1) Analytical urine drug testing and breath testing for alcohol will be conducted as required by 49 CFR Part 40 as amended. All employees covered under FTA/FMCSA authority shall be subject to testing prior to performing safety-sensitive duty, for reasonable suspicion, following an accident, and random as defined in Section K, L, M, and N of this policy, and return to duty/follow-up.
- 2) A drug test can be performed any time a covered employee is on duty. A reasonable suspicion, random, or follow-up alcohol test can only be performed just before, during, or after the performance of a safety-sensitive job function. Under Fresno EOC Transit Systems authority, a non-DOT alcohol test can be performed any time a covered employee is on duty.
- 3) All covered employees will be subject to urine drug testing and breath alcohol testing as a condition of ongoing employment with Fresno EOC Transit Systems. Any safety-sensitive employee who refuses to comply with a request for testing shall be removed from duty and subject to discipline as defined in Section Q of this policy.

## **I. DRUG TESTING PROCEDURES**

- 1) Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Service (HHS). All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40, as amended. The procedures will be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test result.
- 2) The drugs that will be tested for include marijuana, cocaine, opioids, amphetamines, and phencyclidine. After the identity of the donor is checked using picture identification, a urine specimen will be collected using the split specimen collection method described in 49 CFR Part 40, as amended. Each specimen will be accompanied by a DOT Custody and

Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at a HHS certified laboratory. An initial drug screen and validity test will be conducted on the primary urine specimen. For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) or Liquid Chromatography/Mass Spectrometry (LC/MS) test will be performed. The test will be considered positive if the amounts of the drug(s) and/or its metabolites identified by the GC/MS or LC/MS test are above the minimum thresholds established in 49 CFR Part 40, as amended.

- 3) The test results from the HHS certified laboratory will be reported to a Medical Review Officer. A Medical Review Officer (MRO) is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive, substitute, or adulterated test result. The MRO will attempt to contact the employee to notify the employee of the non-negative laboratory result, and provide the employee with an opportunity to explain the confirmed laboratory test result. The MRO will subsequently review the employee's medical history/medical records as appropriate to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If no legitimate medical explanation is found, the test will be verified positive or refusal to test and reported to the Fresno EOC Transit Systems Drug and Alcohol Program Manager (DAPM). If a legitimate explanation is found, the MRO will report the test result as negative to the DAPM.
- 4) If the test is invalid without a medical explanation, a retest will be conducted under direct observation. Employees do not have access to a test of their split specimen following an invalid result.
- 5) Any covered employee who questions the results of a required drug test may request that the split sample be tested. The split sample test must be conducted at a second HHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the primary sample. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts that were beyond the control of the employee. Fresno EOC Transit Systems will ensure that the cost for the split specimen analysis is covered

in order for a timely analysis of the sample, however Fresno EOC Transit Systems will seek reimbursement for the split sample test from the employee.

- 6) If the analysis of the split specimen fails to confirm the presence of the drug(s) detected in the primary specimen, if the split specimen is not able to be analyzed, or if the results of the split specimen are not scientifically adequate, the MRO will declare the original test to be canceled.
- 7) The split specimen will be stored at the initial laboratory until the analysis of the primary specimen is completed. If the primary specimen is negative, the split will be discarded. If the primary specimen is positive, it will be retained in frozen storage for one year and the split specimen will also be retained for one year. If the primary is positive, the primary and the split will be retained for longer than one year for testing if so requested by the employee through the Medical Review Officer, or by the employer, by the MRO, or by the relevant DOT agency.

8) Observed collections

- a. Consistent with 49 CFR Part 40, as amended, collection under direct observation (by a person of the same gender) with no advance notice will occur if:
  - i. The laboratory reports to the MRO that a specimen is invalid, and the MRO reports to Fresno EOC Transit Systems that there was not an adequate medical explanation for the result;
  - ii. The MRO reports to Fresno EOC Transit Systems that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed;
  - iii. The laboratory reported to the MRO that the specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, and the MRO reported the specimen as negative-dilute and that a second collection must take place under direct observation (see §40.197(b)(1)).
  - iv. The collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen;



- v. The temperature on the original specimen was out of range;
- vi. Anytime the employee is directed to provide another specimen because the original specimen appeared to have been tampered with.
- vii. All follow-up-tests; or
- viii. All return-to-duty tests

## **J. ALCOHOL TESTING PROCEDURES**

- 1) Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). A list of approved EBTs can be found on ODAPC's Web page for "Approved Evidential Breath Measurement Devices". Alcohol screening tests may be performed using a non-evidential testing device (alcohol screening device (ASD)) which is also approved by NHTSA. A list of approved ASDs can be found on ODAPC's Web page for "Approved Screening Devices to Measure Alcohol in Bodily Fluids". If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test must occur on an EBT. The confirmatory test will be conducted no sooner than fifteen minutes after the completion of the initial test. The confirmatory test will be performed using a NHTSA-approved EBT operated by a trained BAT. The EBT will identify each test by a unique sequential identification number. This number, time, and unit identifier will be provided on each EBT printout. The EBT printout, along with an approved alcohol testing form, will be used to document the test, the subsequent results, and to attribute the test to the correct employee. The test will be performed in a private, confidential manner as required by 49 CFR Part 40, as amended. The procedure will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures and validity of the test result.
- 2) A confirmed alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy. The consequences of a positive alcohol test are described in Section Q. of this policy. Even though an employee who has a confirmed alcohol concentration of 0.02 to 0.039 is not considered positive, the employee shall still be removed from duty for at least eight hours for FTA covered employees, and twenty-four hours for

FMCSA covered employees, or for the duration of the work day whichever is longer and will be subject to the consequences described in Section Q of this policy. An alcohol concentration of less than 0.02 will be considered a negative test.

- 3) Fresno EOC Transit Systems affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If at any time the integrity of the testing procedures or the validity of the test results is compromised, the test will be canceled. Minor inconsistencies or procedural flaws that do not impact the test result will not result in a cancelled test.
- 4) The alcohol testing form (ATF) required by 49 CFR Part 40 as amended, shall be used for all FTA/FMCSA required testing. Failure of an employee to sign step 2 of the ATF will be considered a refusal to submit to testing.

#### **K. PRE-EMPLOYMENT TESTING**

- 1) All applicants for covered transit positions shall undergo urine drug testing prior to performance of a safety-sensitive function.
  - a. All offers of employment for covered positions shall be extended conditional upon the applicant passing a drug test. An applicant will not be allowed to perform safety-sensitive functions unless the applicant takes a drug test with verified negative results.
  - b. An employee shall not be placed, transferred or promoted into a position covered under FTA/FMCSA authority or company authority until the employee takes a drug test with verified negative results.
  - c. If an applicant fails a pre-employment drug test, the conditional offer of employment shall be rescinded and the applicant will be provided with a list of at least two (2) USDOT qualified Substance Abuse Professionals. Failure of a pre-employment drug test will disqualify an applicant for employment for a period of at least one year. Before being considered for future employment the applicant must provide the employer proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G. The cost for the assessment and any subsequent treatment will be the sole responsibility of the applicant.
  - d. When an employee being placed, transferred, or promoted from a non-covered position to a position covered under FTA/FMCSA

authority or company authority submits a drug test with a verified positive result, the employee shall be subject to disciplinary action in accordance with Section Q herein.

- e. If a pre-employment test is canceled, Fresno EOC Transit Systems will require the applicant to take and pass another pre-employment drug test.
- f. In instances where a FTA/FMCSA covered employee does not perform a safety-sensitive function for a period of 90 consecutive days or more regardless of reason, and during that period is not in the random testing pool the employee will be required to take a pre-employment drug test under 49 CFR Part 655 and have negative test results prior to the conduct of safety-sensitive job functions.
- g. Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- h. Applicants are required (even if ultimately not hired) to provide Fresno EOC Transit Systems with signed written releases requesting USDOT drug and alcohol records from all previous, USDOT-covered, employers that the applicant has worked for within the last two years. Failure to do so will result in the employment offer being rescinded. Fresno EOC Transit Systems is required to ask all applicants (even if ultimately not hired) if they have tested positive or refused to test on a pre-employment test for a USDOT covered employer within the last two years. If the applicant has tested positive or refused to test on a pre-employment test for a USDOT covered employer, the applicant must provide Fresno EOC Transit Systems proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G.

## 2) FMCSA Drug Testing Exceptions

A driver is not required to undergo a pre-employment test if:

- I. The driver has participated in a DOT testing program within the previous 30 days; and
- II. While participating in that program, either:
  - a. Was drug tested within the past six months (from the date of application with the employer), or

- b. Participated in the random drug testing program for the previous 12 months (from the date of application with the employer); and
- III. The Fresno EOC Transit Systems can ensure that no prior employer of the driver of whom Fresno EOC Transit Systems has knowledge has records of a violation of this part or the controlled substances use rule of another DOT agency within the previous six months

#### **L. REASONABLE SUSPICION TESTING**

- 1) All Fresno EOC Transit Systems FTA/FMCSA covered employees will be subject to a reasonable suspicion drug and/or alcohol test when the employer has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. Reasonable suspicion shall mean that there is objective evidence, based upon specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odor that are consistent with possible drug use and/or alcohol misuse. Reasonable suspicion referrals must be made by one or more supervisors who are trained to detect the signs and symptoms of drug and alcohol use, and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse. A reasonable suspicion alcohol test can only be conducted just before, during, or just after the performance of a safety-sensitive job function. However, under Fresno EOC Transit Systems' authority, a non-DOT reasonable suspicion alcohol test may be performed any time the covered employee is on duty. A reasonable suspicion drug test can be performed any time the covered employee is on duty.
- 2) Fresno EOC Transit Systems shall be responsible for transporting the employee to the testing site. Supervisors should avoid placing themselves and/or others into a situation which might endanger the physical safety of those present. The employee shall be placed on administrative leave pending disciplinary action described in Section Q of this policy. An employee who refuses an instruction to submit to a drug/alcohol test shall not be permitted to finish his or her shift and shall immediately be placed on administrative leave pending disciplinary action as specified in Section Q of this policy.
- 3) A written record of the observations which led to a drug/alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor making the observation. This written record shall be submitted to the Fresno EOC Transit Systems.

- 4) When there are no specific, contemporaneous, articulable objective facts that indicate current drug or alcohol use, but the employee (who is not already a participant in a treatment program) admits the abuse of alcohol or other substances to a supervisor in his/her chain of command, the employee shall be referred for assessment and treatment consistent with Section Q of this policy. Fresno EOC Transit Systems shall place the employee on administrative leave in accordance with the provisions set forth under Section Q of this policy. Testing in this circumstance would be performed under the direct authority of the Fresno EOC Transit Systems. **Since the employee self-referred to management, testing under this circumstance would not be considered a violation of this policy or a positive test result under Federal authority.** However, self-referral does not exempt the covered employee from testing under Federal authority as specified in Sections L through N of this policy or the associated consequences as specified in Section Q.

## **M. POST-ACCIDENT TESTING**

### **FTA Procedures:**

- 1) **FATAL ACCIDENTS** – A covered employee will be required to undergo urine and breath testing if they are involved in an accident with a transit vehicle, whether or not the vehicle is in revenue service at the time of the accident, that results in a fatality. This includes all surviving covered employees that are operating the vehicle at the time of the accident and any other whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision.
- 2) **NON-FATAL ACCIDENTS** - A post-accident test of the employee operating the public transportation vehicle will be conducted if an accident occurs and at least one of the following conditions is met:
  - a. The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident.
  - b. One or more vehicles incurs disabling damage as a result of the occurrence and must be transported away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident

In addition, any other covered employee whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision, will be tested.

As soon as practicable following an accident, as defined in this policy, the transit supervisor investigating the accident will notify the transit employee operating the transit vehicle and all other covered employees whose performance could have contributed to the accident of the need for the test. The supervisor will make the determination using the best information available at the time of the decision.

### **FMCSA Procedures:**

Covered employees shall be subject to FMCSA post-accident drug and alcohol testing under the following circumstances:

FATAL ACCIDENTS - As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, and involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee who was performing safety-sensitive functions with respect to the vehicle.

NON-FATAL ACCIDENTS - As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, and not involving the loss of a human life, an alcohol test will be conducted on each driver who receives a citation within eight (8) hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if:

1. The accident results in injuries requiring immediate medical treatment away from the scene; or
2. One or more motor vehicles incur disabling damage and must be transported away from the scene by a tow truck or other motor vehicle.

As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, and not involving the loss of a human life, a drug test will be conducted on each driver who receives a citation within thirty-two (32) hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if:

1. The accident results in injuries requiring immediate medical treatment away from the scene; or
2. One or more motor vehicles incur disabling damage and must be transported away from the scene by a tow truck or other motor vehicle.

## **General Accident Procedures:**

The appropriate transit supervisor shall ensure that an employee, required to be tested under this section, is tested as soon as practicable, but no longer than eight (8) hours of the accident for alcohol, and no longer than 32 hours for drugs. If an alcohol test is not performed within two hours of the accident, the Supervisor will document the reason(s) for the delay. If the alcohol test is not conducted within (8) eight hours, or the drug test within 32 hours, attempts to conduct the test must cease and the reasons for the failure to test documented.

Any covered employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident, or until he/she undergoes a post-accident alcohol test.

An employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying a supervisor of his or her location if he or she leaves the scene of the accident prior to submission to such test, may be deemed to have refused to submit to testing.

Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident, or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

In the rare event that Fresno EOC Transit Systems is unable to perform an FTA drug and alcohol test (i.e., employee is unconscious, employee is detained by law enforcement agency), Fresno EOC Transit Systems may use drug and alcohol post-accident test results administered by local law enforcement officials in lieu of the FTA/FMCSA test. The local law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with local law.

## **N. RANDOM TESTING**

- 1) All covered employees will be subjected to random, unannounced testing. The selection of employees shall be made by a scientifically valid method of randomly generating an employee identifier from the appropriate pool of safety-sensitive employees. Employees who may be covered under company authority will be selected from a pool of non-DOT-covered employees.



- 2) The dates for administering unannounced testing of randomly selected employees shall be spread reasonably throughout the calendar year, day of the week and hours of the day.
- 3) The number of employees randomly selected for drug/alcohol testing during the calendar year shall be not less than the percentage rates set each year by the FTA/FMCSA administrator. The current year testing rates can be viewed online at <https://www.transportation.gov/odapc/random-testing-rates>.
- 4) Each covered employee shall be in a pool from which the random selection is made. Each covered employee in the pool shall have an equal chance of selection each time the selections are made. Employees will remain in the pool and subject to selection, whether or not the employee has been previously tested. There is no discretion on the part of management in the selection.
- 5) Covered transit employees that fall under the Federal Transit Administration regulations will be included in one random pool maintained separately from the testing pool of non-safety-sensitive employees that are included solely under Fresno EOC Transit Systems authority.
- 6) Random tests can be conducted at any time during an employee's shift for drug testing. Alcohol random tests can only be performed just before, during, or just after the performance of a safety sensitive duty. However, under Fresno EOC Transit Systems' authority, a non-DOT random alcohol test may be performed any time the covered employee is on duty. Testing can occur during the beginning, middle, or end of an employee's shift.
- 7) Employees are required to proceed immediately to the collection site upon notification of their random selection.

## **O. RETURN-TO-DUTY TESTING**

Fresno EOC Transit Systems will terminate the employment of any employee that tests positive or refuses a test as specified in section Q of this policy. However, in the rare event an employee is reinstated with court order or other action beyond the control of the transit system, the employee must complete the return-to-duty process prior to the performance of safety-sensitive functions. All covered employees who previously tested positive on a drug or alcohol test or refused a test, must test negative for drugs, alcohol (below 0.02 for alcohol), or both and be evaluated and released by the Substance Abuse Professional before returning to work. Following the initial assessment, the SAP will recommend a course of

rehabilitation unique to the individual. The SAP will recommend the return-to-duty test only when the employee has successfully completed the treatment requirement and is known to be drug and alcohol-free and there are no undue concerns for public safety. The SAP will determine whether the employee will require a return-to-duty drug test, alcohol test, or both.

#### **P. FOLLOW-UP TESTING**

Covered employees that have returned to duty following a positive or refused test will be required to undergo frequent, unannounced drug and/or alcohol testing following their return-to-duty test. The follow-up testing will be performed for a period of one to five years with a minimum of six tests to be performed the first year. The frequency and duration of the follow-up tests (beyond the minimums) will be determined by the SAP reflecting the SAP's assessment of the employee's unique situation and recovery progress. Follow-up testing should be frequent enough to deter and/or detect a relapse. Follow-up testing is separate and in addition to the random, post-accident, reasonable suspicion and return-to-duty testing.

In the instance of a self-referral or a management referral, the employee will be subject to non-USDOT follow-up tests and follow-up testing plans modeled using the process described in 49 CFR Part 40. However, all non-USDOT follow-up tests and all paperwork associated with an employee's return-to-work agreement that was not precipitated by a positive test result (or refusal to test) does not constitute a violation of the Federal regulations will be conducted under company authority and will be performed using non-DOT testing forms.

#### **Q. RESULT OF DRUG/ALCOHOL TEST**

- 1) Any covered employee that has a verified positive drug or alcohol test, or test refusal, will be removed from his/her safety-sensitive position, informed of educational and rehabilitation programs available, and will be provided with a list of USDOT qualified Substance Abuse Professionals (SAPs) for assessment, and will be terminated.
- 2) Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- 3) Refusal to submit to a drug/alcohol test shall be considered equivalent to a positive test result and a direct act of insubordination and shall result in

termination and referral to a list of USDOT qualified SAPs. A test refusal includes the following circumstances:

- a. Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer.
- b. Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- c. Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- d. In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- e. Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
- f. Fail or decline to take a second test as directed by the collector or the employer for drug testing.
- g. Fail to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).
- h. Fail to cooperate with any part of the testing process.
- i. Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
- j. Possess or wear a prosthetic or other device used to tamper with the collection process.
- k. Admit to the adulteration or substitution of a specimen to the collector or MRO.
- l. Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- m. Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

- 4) An alcohol test result of  $\geq 0.02$  to  $\leq 0.039$  BAC shall result in the removal of the employee from duty for eight hours for FTA covered employees, and twenty-four hours for FMCSA covered employees, or the remainder or the work day whichever is longer. The employee will not be allowed to return to safety-sensitive duty for his/her next shift until he/she submits to a NONDOT alcohol test with a result of less than 0.02 BAC.
- 5) In the instance of a self-referral or a management referral, disciplinary action against the employee shall include:

- a. Mandatory referral for an assessment by an employer approved counseling professional for assessment, formulation of a treatment plan, and execution of a return to work agreement;
  - b. Failure to execute, or remain compliant with the return-to-work agreement shall result in termination from Fresno EOC Transit Systems employment.
    - i. Compliance with the return-to-work agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; the employee is cooperating with his/her recommended treatment program; and, the employee has agreed to periodic unannounced follow-up testing as described in Section P of this policy; however, all follow-up testing performed as part of a return-to-work agreement required under section Q of this policy is under the sole authority of Fresno EOC Transit Systems and will be performed using non-DOT testing forms.
  - c. Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall be considered a direct act of insubordination and shall result in termination. **All tests conducted as part of the return to work agreement will be conducted under company authority and will be performed using non-DOT testing forms.**
  - d. **A self-referral or management referral to the employer's counseling professional that was not precipitated by a positive test result does not constitute a violation of the Federal regulations and will not be considered as a positive test result in relation to the progressive discipline defined in Section Q of this policy.**
  - e. Periodic unannounced follow-up drug/alcohol testing conducted as a result of a self-referral or management referral which results in a verified positive shall be considered a positive test result in relation to the progressive discipline defined in Section Q of this policy.
  - f. A Voluntary Referral does not shield an employee from disciplinary action or guarantee employment with Fresno EOC Transit Systems.
  - g. A Voluntary Referral does not shield an employee from the requirement to comply with drug and alcohol testing.
- 6) Failure of an employee to report within five days a criminal drug statute conviction for a violation occurring in the workplace shall result in termination.

## **R. GRIEVANCE AND APPEAL**

The consequences specified by 49 CFR Part 40.149 (c) for a positive test or test refusal is not subject to arbitration.

## **S. PROPER APPLICATION OF THE POLICY**

Fresno EOC Transit Systems is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including termination.

## **T. INFORMATION DISCLOSURE**

- 1) Drug/alcohol testing records shall be maintained by the Fresno EOC Transit Systems Drug and Alcohol Program Manager and, except as provided below or by law, the results of any drug/alcohol test shall not be disclosed without express written consent of the tested employee.
- 2) The employee, upon written request, is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol including any drug or alcohol testing records. Covered employees have the right to gain access to any pertinent records such as equipment calibration records, and records of laboratory certifications. Employees may not have access to SAP follow-up testing plans.
- 3) Records of a verified positive drug/alcohol test result shall be released to the Drug and Alcohol Program Manager, and other transit system management personnel on a need to know basis.
- 4) Records will be released to a subsequent employer only upon receipt of a written request from the employee.
- 5) Records of an employee's drug/alcohol tests shall be released to the adjudicator in a grievance, lawsuit, or other proceeding initiated by or on behalf of the tested individual arising from the results of the drug/alcohol test. The records will be released to the decision maker in the proceeding.

- 6) Records will be released to the National Transportation Safety Board during an accident investigation.
- 7) Information will be released in a criminal or civil action resulting from an employee's performance of safety-sensitive duties, in which a court of competent jurisdiction determines that the drug or alcohol test information is relevant to the case and issues an order to the employer to release the information. The employer will release the information to the decision maker in the proceeding with a binding stipulation that it will only be released to parties of the proceeding.
- 8) Records will be released to the DOT or any DOT agency with regulatory authority over the employer or any of its employees.
- 9) Records will be released if requested by a Federal, state or local safety agency with regulatory authority over Fresno EOC Transit Systems or the employee.
- 10) If a party seeks a court order to release a specimen or part of a specimen contrary to any provision of Part 40 as amended, necessary legal steps to contest the issuance of the order will be taken
- 11) In cases of a contractor or sub-recipient of a state department of transportation, records will be released when requested by such agencies that must certify compliance with the regulation to the FTA.

This Policy was adopted by the *Fresno EOC Transit Systems' Board of Directors* on 11/07/2007.

This Policy was revised and adopted by the Fresno EOC Transit Systems Board of Directors on September 27, 2017.

This Policy was revised and adopted by the Fresno EOC Transit Systems Board of Directors on January 01, 2020.

This Policy was revised and adopted by the Fresno EOC Transit Systems Board of Directors on November 01, 2020.

*[APPLICABLE SIGNATURES]*



**Attachment A**

<u>Job Title</u>	<u>Job Duties</u>	<u>Testing Authority</u>
Operations Manager	Manager	FTA
Maintenance Manager	Manager	FTA
Transit Supervisors	Supervisors	FTA
Dispatcher	Dispatch	FTA
Mechanic	Mechanic *Maintains on vehicles under the FTA regulations	FTA
Mechanic	Mechanic * Maintains maintenance on vehicles under the FMCSA regulations	FMCSA
Road Safety Coordinator	Safety Training	FTA
Commercial Drivers	Drivers *Drivers that drive under the FTA regulations	FTA
Commercial Drivers	Drivers *Drivers that drive under the FMCSA regulations	FMSCA

## Contacts

Any questions regarding this policy or any other aspect of the substance abuse policy should be directed to the following individual(s).

### Fresno EOC Transit Systems Drug and Alcohol Program Manager

Name: Rosalind Esqueda

Title: Fresno EOC Transit Systems Duty Supervisor III

Address: 3110 W. Nielsen Ave; Fresno, Ca. 93706

Telephone Number: 559-486-6587 Fax Number: 559-485.5379

OR

Name: Cindy De La Cerda

Title: Fresno EOC Transit Systems Duty Supervisor III

Address: 3110 W. Nielsen Ave; Fresno, Ca. 93706

Telephone Number: 559-486-6587 Fax Number: 559-485.5379

### Drug and Alcohol Program-Third Party Adminsitrator

Name: Nannette Mendez-Latalladi

Title: Client Service and Sales Manager

Address: Preferred Alliance Inc; 4130 Dublin Blvd. Suite 400; Dublin, Ca. 94568

Telephone Number: 800-272-5227

### Medical Review Officer

Name: Dr Stephen Kracht

Title: Medical Review Officer

Address: Overland Park, KS 66225

Telephone Number: 855-355-7058

### Substance Abuse Professional

Name: SAP Referral Services (SRS)

Title: SAP Referral Services

Address: 8441 Belair Dr, Suite 204; Nottingham, MD 21236

Telephone Number: 1-888-720-SAPS or 410-668-8110

Fax Number: 410-6688103

### HHS Certified Laboratory Primary Specimen

Name: Alere Toxicology Services Inc.

Address: 1111 Newton St. St Greta, LA 70100

Telephone Number: 800-433-3823

## Attachment B

### Alcohol Fact Sheet

Alcohol is a socially acceptable drug that has been consumed throughout the world for centuries. It is considered a recreational beverage when consumed in moderation for enjoyment and relaxation during social gatherings. However, when consumed primarily for its physical and mood-altering effects, it is a substance of abuse. As a depressant, it slows down physical responses and progressively impairs mental functions.

#### Signs and Symptoms of Use

- Dulled mental processes
- Lack of coordination
- Odor of alcohol on breath
- Possible constricted pupils
- Sleepy or stuporous condition
- Slowed reaction rate
- Slurred speech

(Note: Except for the odor, these are general signs and symptoms of any depressant substance.)

#### Health Effects

The chronic consumption of alcohol (average of three servings per day of beer [12 ounces], whiskey [1 ounce], or wine [6 ounce glass]) over time may result in the following health hazards:

- Decreased sexual functioning
- Dependency (up to 10 percent of all people who drink alcohol become physically and/or mentally dependent on alcohol and can be termed "alcoholic")
- Fatal liver diseases
- Increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast, and malignant melanoma
- Kidney disease

- Pancreatitis
- Spontaneous abortion and neonatal mortality
- Ulcers
- Birth defects (up to 54 percent of all birth defects are alcohol related).

### Workplace Issues

- It takes one hour for the average person (150 pounds) to process one serving of an alcoholic beverage from the body.
- Impairment in coordination and judgement can be objectively measured with as little as two drinks in the body.
- A person who is legally intoxicated is 6 times more likely to have an accident than a sober person.

### Facts about Marijuana

Marijuana is a mind-altering drug that is used for its mildly tranquilizing, mood and perception altering effects. Mind altering means it causes problems with memory and learning, difficulty in thinking and problem-solving and a loss of concentration. Marijuana alters a person's reflexes, reaction time and coordination.

### Signs and Symptoms of Marijuana Use

- Dilated pupils
- Reddened eyes
- Slowed reflexes
- Slowed thinking
- Impaired vision
- Loss of concentration
- Slowed speech
- Pungent odor on clothing
- Changes in mood
- Confusion
- Anxiety

Any product, including "Cannabidiol" (CBD) products, with a concentration of more than 0.3% THC remains classified as marijuana, a Schedule I drug under the Controlled Substances Act.

The labeling of many CBD products may be misleading because the products could contain higher levels of THC than what the product label states. CBD use is not a legitimate medical explanation for a laboratory-confirmed marijuana positive result. Therefore, Medical Review Officers will verify a drug test confirmed at the appropriate cutoffs as positive, even if an employee claims they only used a CBD product

**It remains unacceptable for any safety-sensitive employee subject to the Department of Transportation's drug testing regulations to use marijuana. Since the use of CBD products could lead to a positive drug test result, Department of Transportation-regulated safety-sensitive employees should exercise caution when considering whether to use CBD products.**

The long-term use of marijuana can result in serious health problems including bronchitis, emphysema, cancer, and brain damage.

### **Facts about Cocaine**

Cocaine is an intense, euphoric-producing stimulant drug that directly affects the brain. Cocaine is highly addictive. It makes the user feel euphoric, energetic, and mentally alert.

### **Signs and Symptoms of Cocaine**

- Mood swings
- Dilated pupils,
- Profuse sweating
- Dry mouth
- Restlessness
- Runny or irritated nose
- Talkativeness
- Tremors
- Muscle twitches
- Distorted vision and depth perception
- Unable to correctly measure time and distance

Cocaine causes users to have difficulty in controlling their use of the drug. Long-term use of cocaine can lead to cardiac arrhythmias, sudden cardiac arrest, strokes and possibly death.

### **Facts about Opiates**

Opiates are a class of narcotic analgesic. It causes a strong sedating and calming effect. Opiates include opium, heroin, morphine, codeine, and many synthetic drugs used to alleviate pain.

### **Signs and Symptoms of Opiates**

- Depress body functions
- Mental confusion
- Slurred speech
- Unsteadiness
- Hostility
- Memory loss
- Constricted pupils
- Sweating
- Poor coordination
- Slowed reflexes
- Mood changes

High doses can result in lowered blood pressure, slow breathing, seizures, and convulsions, loss of consciousness, coma and death.

### **Facts about Phencyclidine (PCP)**

Phencyclidine (PCP) acts as both a depressant and hallucinogen and sometime a stimulant. PCP scrambles the brain's internal stimuli and alters how users deal with their environment. They may not be able to focus their attention or will experience confusion and lack of coordination.

### **Signs and Symptoms of Phencyclidine (PCP)**

- Dilated or floating pupils
- Delusions
- Confusion
- Jerky eye movement
- Agitation
- Impaired physical coordination
- Panic

High doses can result in depression, irreversible memory loss, psychosis, coma and death.

## **Facts about Amphetamines and Methamphetamines**

Amphetamines and methamphetamines are stimulants that speed up the body's system. They tend to make people hyper or jumpy. They are used by people to stay awake and to counteract the effects of drowsiness. They have a direct impact on the complex system of critical thinking skills and reflexes.

### **Signs and Symptoms of Amphetamines and Methamphetamines**

- Hypersensitivity
- Exhaustion
- Dilated pupils
- Difficulty focusing
- talkativeness
- Loss of coordination
- Poor memory
- Exaggerated reflexes
- Tremors
- Dry mouth
- Loss of appetite and immediate weight loss

High doses can result in stroke, heart attack, multiple organ problems cause by overheating, convulsions and possibly death.

## **Facts about Over the Counter and Prescription Medications**

Over the Counter and Prescription Medications may interfere with your ability to drive safely and within the requirements of the alcohol and drug regulations. Make sure you know about the possible side effects of these drugs before taking them. Consult your physician and read the labels and directions for use.

### **In Brief**

The use and abuse of alcohol and/or drugs and operating a commercial motor vehicle are not a safe combination. Testing is an important component when it comes to preventing a potentially serious alcohol and/or drug-related accident or incident.





## PROGRAM PLANNING AND EVALUATION COMMITTEE MEETING

<b>Date:</b> December 1, 2020	<b>Program:</b> Planning and Evaluation
<b>Agenda Item #:</b> 11A	<b>Director:</b> Kelsey McVey
<b>Subject:</b> Grant Tracker	<b>Officer:</b> Elizabeth Jonasson

### Background

The information presented in the Grant Tracker is intended to keep the Board apprised of the program grant activity for Fresno EOC.

**Fresno Economic Opportunities Commission**

**Grant Tracker**

**Tuesday, December 1, 2020**

<b>PENDING GRANTS</b>						
<b>Submitted</b>	<b>Program</b>	<b>Name</b>	<b>Funder</b>	<b>Amount Requested</b>	<b>Board Report Date</b>	<b>Expected Date of Notice</b>
8/24/2020	<b>N/A (Finance Administration Only)</b>	<b>Merck for Mothers Safe Childbirth Cities Initiative</b>	<b>Merck for Mothers</b>	\$1,000,000	9/30/2020	1/1/2021
	Serve as fiscal agent for a partnership aimed at developing and implementing tailored solutions to reduce maternal mortality and morbidity and promote health equity. (Competitive - new)					
11/12/2020	<b>Employment and Training, VAC, LCC, &amp; Street Saints</b>	<b>Re-Entry Employee Readiness Services</b>	<b>Fresno County Probation Department</b>	\$1,646,858	11/18/2020	Prior to 2/1/2021
	Provide case management, mentoring, job training to Probation Dept referrals during and after custody. (Competitive - new)					
9/17/2020	<b>Street Saints</b>	<b>Mentoring Services for Adult Reentry Planning Program (ARPP)</b>	<b>County of Fresno</b>	\$120,000	9/30/2020	Not specified
	Supportive services including mentoring for individuals ages 18-30 who are committed to at least 60 days in the Fresno County Jail, are affiliated or were previously affiliated with a gang, and are at medium to high risk of reoffending. (Competitive - new)					
10/7/2020	<b>Street Saints</b>	<b>Homework Center Proposal</b>	<b>Bank of America</b>	\$60,000	10/13/2020	Not specified
	Establish an afterschool tutoring program at the Hinton Center for up to 90 kids/day, five days/week. (Competitive - new)					
10/7/2020	<b>Street Saints</b>	<b>Homework Center Proposal</b>	<b>The Artist Tree</b>	\$60,000	10/13/2020	Not specified
	Establish an afterschool tutoring program at the Hinton Center for up to 90 kids/day, five days/week. (Competitive - new)					
9/21/2020	<b>Head Start 0 to 5</b>	<b>Early Head Start Expansion and EHS-Child Care Partnership Grant</b>	<b>Department of Health and Human Services, Office of Head Start</b>	\$944,092	9/30/2020	Prior to 3/4/2021
	Open new EHS center at Clinton and Blythe, serving 16 infants and toddlers, and partner with three Family Child Care Homes to provide wraparound services to an additional 12 infants and toddlers. (Competitive - new)					
10/30/2020	<b>LCC</b>	<b>Local Corps Prop 84 Grants</b>	<b>California Conservation Corps</b>	\$92,357	10/13/2020	Prior to 7/1/2021
	Capital improvements for LCC facilities including construction of equipment shed. (Noncompetitive - new)					
10/31/2020	<b>LCC</b>	<b>Health Generations Program Grant</b>	<b>Anthem Foundation</b>	\$134,030	11/18/2020	Between 3/1/2021 - 5/1/2021
	Hire a mental health professional to be housed at LCC to serve corpsmembers and available for referrals from other EOC programs. (Competitive - new)					
11/2/2020	<b>LCC</b>	<b>California Community Reinvestment Grant (CalCRG) - Phase 1</b>	<b>Governor's Office of Business &amp; Economic Development</b>	\$450,000	11/18/2021	Not specified
	To provide mental health treatment, substance use disorder treatment and legal services for corpsmembers. (Competitive - new)					

PENDING GRANTS						
Submitted	Program	Name	Funder	Amount Requested	Board Report Date	Expected Date of Notice
10/9/2020	<b>Sanctuary and Support Services</b>	<b>CommunityWINS</b>	<b>Wells Fargo</b>	\$300,000 / \$100,000	10/28/2020	Prior to Jan 2021
	City of Fresno Back Rent Forgiveness Program. (Competitive - new)					
10/9/2020	<b>Transit Systems</b>	<b>Charge Up Electric Vehicle Chargers</b>	<b>San Joaquin Valley Air Pollution Control District</b>	\$50,000	10/13/2020	Not specified (still pending)
	Fund the installation of 10 new EV chargers. (Competitive – new)					



## **PROGRAM PLANNING AND EVALUATION COMMITTEE MEETING**

<b>Date:</b> December 1, 2020	<b>Program:</b> Access Plus Capital
<b>Agenda Item #:</b> 12A	<b>Director:</b> Tate Hill
<b>Subject:</b> Access Plus Capital Fund Report	<b>Officer:</b> N/A

### **Background**

The information presented in the Access Plus Capital Fund Report is intended to keep the Board apprised of the loan and grant activity for Fresno EOC.

## Fund Report By Status

As of 2020-11-20

access + capital

Filtered By

Date Field: Funding Source: Last Modified Date equals Current and Previous FQ (7/1/2020 to 12/31/2020)

Fund Status ↑	Fund Program: Fund Program Name	Company: Account Name	Funding Source: Funding Source Name	Fund type	Amount Requested \$	Submit Due Date	Amount Approved \$	Award Start Date
Preliminary	Revolving Loan Fund 2020	Tri Counties Bank	2020 TCBK Loan Fund	Loan	\$3,000,000.00	12/30/2020		
Subtotal	Sum				<b>\$3,000,000.00</b>		\$0.00	
Submitted	2020 COVID 19 Program	City of Bakersfield	Bakersfield ReSTART- CDBG CARES Fund	Grant	\$2,160,000.00	7/17/2020		11/6/2020
	2020 COVID 19 Program	Wells Fargo	Wells Fargo Open for Business	Grant	\$2,000,000.00	8/7/2020		10/1/2020
	Bridging the Financial Justice Gap	Pacific Western Bank	Social Justice Initiative	Loan	\$250,000.00	10/9/2020		
Subtotal	Sum				<b>\$4,410,000.00</b>		\$0.00	
Awarded	2020 COVID 19 Program	Opportunity Finance Network	OFN Small CDFI COVID19 Support	Grant	\$150,000.00	9/11/2020	\$50,000.00	11/1/2020
Subtotal	Sum				\$150,000.00		<b>\$50,000.00</b>	
Signed	Small Business Technical Assistance	Citibank, NA	Citi Credit Saver	Grant	\$75,000.00	11/15/2019	\$75,000.00	
	2020 COVID 19 Program	Wells Fargo	WF COVID 19	Grant	\$500,000.00	4/15/2020	\$368,000.00	5/1/2020
	Small Business Technical Assistance	SBA	2020 SBA Microloan Technical Assistance	Contract	\$213,982.00	4/24/2020	\$213,982.00	7/1/2020
	2020 COVID 19 Program	Economic Development Administration	San Benito NonCompete COVID19	Grant	\$550,000.00	5/29/2020	\$550,000.00	8/1/2020
	Small Business Technical Assistance	SBA	PRIME Grant Contract	Contract	\$250,000.00	5/31/2020	\$200,000.00	9/30/2020
	Small Business Technical Assistance	Citibank, NA	Citi Foundation CDFI Grant	Grant	\$500,000.00	7/30/2020	\$500,000.00	11/16/2020
	Revolving Loan Fund 2020	SBA	2020 Microloan Program Investment	Loan	\$750,000.00	7/31/2020	\$500,000.00	11/13/2020
		CA Rebuilding Fund/CASE	CA Rebuilding Fund- Allocation #1	Loans	\$6,500,000.00	10/1/2020	\$1,700,000.00	11/20/2020
	Small Business Technical Assistance	Go-Biz	Small Business Technical Assistance Expansion Program	Contract	\$113,000.00	8/14/2020	\$90,946.00	10/1/2020
Subtotal	Sum				<b>\$9,451,982.00</b>		<b>\$4,197,928.00</b>	
Not Awarded	2020 COVID 19 Program	CDFI Fund	CDFI COVID 19	Grant	\$1,000,000.00	4/30/2020	\$0.00	10/1/2020
Subtotal	Sum				\$1,000,000.00		\$0.00	
Total	Sum				<b>\$17,861,982.00</b>		<b>\$4,247,928.00</b>	

Operations

Goal \$ 1,175,319 Operations Actual \$1,679,928 143%

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