



July 26, 2022

Board of Supervisors
County of Ventura
800 South Victoria Avenue
Ventura, CA 93009

SUBJECT: Approval of, and Authorization for the Resource Management Agency (RMA) Director or Designee to Sign, a Contract with Applied Survey Research, Effective August 1, 2022 Through July 31, 2023, in an Amount Not to Exceed \$214,400, for the Survey Portion (Phases 2 and 3) of the Ventura County Farmworker Housing Study and Action Plan; Authorization for the RMA Director or Designee to Approve and Sign Certain Limited Modifications to the Contract with Applied Survey Research; and Authorization for the RMA Director or Designee to Enter into a Memorandum of Understanding with Each of the Ten Cities in Ventura County to Receive Funding Support for the Survey Portion (Phases 2 and 3) of the Ventura County Farmworker Housing Study and Action Plan.

RECOMMENDED ACTIONS:

1. Approve, and authorize the Resource Management Agency (RMA) Director or designee to sign, a contract with Applied Survey Research, a nonprofit social research firm, effective August 1, 2022 through July 31, 2023, in an amount not to exceed \$214,400, for the survey portion (Phases 2 and 3) of the Ventura County Farmworker Housing Study and Action Plan.
2. Authorize the RMA Director or designee, upon the review and approval of the County Executive Office and County Counsel, to approve and sign limited modifications to the contract with Applied Survey Research to: (1) decrease or increase up to ten percent, the amount of the contract; (2) extend the time for performance by up to six months; and (3) make budget modifications, corrections, clarifications and technical changes, when the changes are consistent with the original purpose of the contract and do not result in additional net costs to the County.
3. Authorize the RMA Director, or designee, upon the review and approval of the County Executive Office and County Counsel, to enter into a memorandum of understanding with each of the ten cities in Ventura County to receive funding support from each city for the Survey portion (Phases 2 and 3) of the Ventura County Farmworker Housing

Study and Action Plan, and to make minor modifications necessary to carry out the terms of each agreement, subject to review and approval by County Counsel.

FISCAL IMPACTS/MANDATES:

Mandated:	No
Source of Funding:	General Fund; Local Early Action Planning Grant Program (LEAP); Funding from cities in Ventura County
Funding Match Required:	None
Impact on Other Departments:	None

Summary of Revenue and Total Costs:

	<u>FY 2022-23</u>	<u>FY 2023-24</u>
Revenue:		
Direct:	\$ 166,400	\$ 13,600
Total Revenue	\$ 166,400	\$ 13,600
Costs:		
Direct	\$ 166,400	\$ 48,000
Indirect Costs	\$ minimal	\$ 0
Total Costs	\$ 166,400	\$ 48,000
<u>Net County Cost Incl. Indirect</u>	<u>\$ 0</u>	<u>\$ 34,400</u>

There are sufficient appropriations in the FY2022-23 Planning Division Budget. The consultants work effort, as outlined in Exhibit 1, is anticipated to be funded by a combination of funding sources – the State’s Local Early Action Plan (LEAP) grant (\$60,000 dedicated by the County Planning Division specifically for this project), funding received from the ten Ventura County cities (\$120,000) and the Planning Division’s General Fund Budget (\$34,400). Other public engagement costs that may occur in addition to the consultant’s work effort will be funded by the Planning Division’s General Fund Budget.

Current FY 2022-23 Budget Projection for RMA Planning - Division 2910				
	Adopted Budget	Adjusted Budget	Projected Actual	Estimated Savings/Deficit
Appropriations	\$ 10,382,005	\$ 10,382,005	\$ 10,382,005	\$ 0
Revenue	\$ 5,195,406	\$ 5,195,406	\$ 5,195,406	\$ 0
Net Cost	\$ 5,186,599	\$ 5,186,599	\$ 5,186,599	\$ 0

DISCUSSION:

On October 12, 2021, your Board adopted the County of Ventura 2021-2029 Housing Element, which was later certified by the Department of Housing and Community Development (HCD) in December 2021¹. During the Housing Element update process, a need for an updated countywide Farmworker Housing Study (Study) to provide an overview of the needs of farmworkers based on current agricultural trends was identified. The adopted and certified Housing Element includes the following Program E, tentatively scheduled to be completed by 2024:

"The County, working with advocacy groups, agricultural organizations and Ventura County cities, will: (1) take on a coordinating role to seek funding for, and to implement, a countywide survey of farmworkers, employers, and housing providers to further define housing conditions, needs and barriers to farmworker housing; and, (2) utilize the survey results to develop targeted programs and strategies to address the identified housing needs of farmworkers and to support agricultural businesses with a stable and healthy workforce."

In implementing this program, the County shall strive to affirmatively further fair housing by providing housing opportunities (farmworker units or complexes) under the County's RHNA obligation and for both County and cities to provide services for the farmworker population throughout the County."

Overall, the Study will be instrumental in assisting cities and the County to identify the housing needs of farmworkers in their jurisdiction and better align their local ordinances with the intent of Government code section 65583(a), which identifies farmworkers as having special housing needs that warrant additional consideration.

The County's Planning Division, in partnership with the local nonprofit *House Farm Workers!*, commenced work on the project in Fall 2021, outlining the following five phases for this multi-year project and launched a project website²:

- Phase 1: Advisory Council Formation
- Phase 2: Farmworker Housing Survey Design
- Phase 3: Survey Implementation
- Phase 4: Farmworker Housing Study and Action Plan
- Phase 5: Community engagement in implementing the Action Plan

¹ County of Ventura Housing Element, adopted October 12, 2022, certified December 23, 2022, available at <https://vcrma.org/housing-element-update>.

² Ventura County Farmworker Housing Study and Action Plan, Project page, available at <https://vcrma.org/vc-farmworker-housing-study>.

As part of Phase 1, County Planning Staff and *House Farm Workers!* worked together to convene a 40-member Advisory Council which includes key stakeholders and agency staff representing local cities, transportation, agriculture, nonprofit organizations, healthcare groups, small and large agricultural employers, housing advocacy groups, affordable housing developers, and farmworkers; and circulated a request for proposals (RFP) for a survey consultant to conduct the survey of farmworkers, stakeholders, and employers in Ventura County (Phases 2 and 3) in February 2022.

Pursuant to the results of a competitive process, RMA has selected Applied Survey Research (ASR) as the survey consultant to complete Phases 2 and 3 of the project, with an anticipated cost of \$214,400. Phases 2 and 3 include survey design, survey methodology, and administering a survey of County farmworkers, stakeholders and employers. An overall outreach plan for the project will be developed in collaboration with staff in the office of the County's Public Information Officer and may include community-based organizations. The survey consultant, ASR, is expected to develop a survey methodology based on data gathered from the community and data sources. Thereafter, with the Advisory Council's input, the survey will be designed with a mix of closed and open-ended questions in order to determine the different types of housing required by the County's farmworkers, their overall housing needs and challenges, as well as certain social services required. The information will be gathered for farmworkers, agricultural employers, and key stakeholders, either in a written or oral survey administered in several languages, as well as focus groups and key informant interviews. Overall, the survey is expected to gather information on the different types of farmworkers and their household needs. Based on the data gathered, the survey consultant will also assist in developing a scope of work for a second RFP to seek consultant services for developing the farmworker housing study in Phases 4 and 5. Finally, the consultant will also prepare a survey report highlighting the major findings of the survey, which may be included in the farmworker housing study.

ASR has prior experience in preparing and conducting similar studies in Pajaro Valley, Santa Cruz County, and San Luis Obispo County which required working with diverse and vulnerable populations on key issues impacting their lives. Exhibit 1 includes a draft contract along with a detailed draft scope of work and budget provided by ASR for completing Phases 2 and 3, as well as the RFP distributed in February 2022. County Planning staff is currently working with ASR to finalize the scope of work and budget for Phases 2 and 3 of the project.

The County's Resource Management Agency presented a project scope for the countywide survey and study to city managers in all Ventura County jurisdictions in May 2021. Thereafter, in May and June 2022, a project update was provided to all city managers with specific phase details, as well as a budget for tasks to be completed in FY 2022-23 which included the anticipated cost from ASR, as well as additional public

engagement costs for Phases 2 and 3 (totaling \$235,000). The County presented a funding distribution plan for the cities to collectively fund \$120,000 from this budget towards Phases 2 and 3 in FY 2022-23. This funding distribution was based on key characteristics for each city, such as population, acreage, number of housing units included in the jurisdictions regional housing need provided by the state, as well as the estimated crop acreage within each city and its area of interest. The County sent letters to all ten cities outlining the funding request, along with a draft memorandum of understanding on June 15, 2022 (Exhibit 2). Should your Board approve staff's recommended actions, Planning Division staff anticipates finalizing and executing memorandums of understanding with each city by August 31, 2022. Until then, the consultant costs will be covered by the LEAP grant funds awarded for Phase 2 of the project as well as the Planning Division General Budget.

This letter was reviewed by the County Executive Office, the Auditor-Controller's Office, and County Counsel's Office. If you have any questions regarding this item, please contact me at (805) 654-2481, or Ruchita Kadakia, Housing and State Mandates Manager, at (805) 654-2414 or via email at Ruchita.Kadakia@ventura.org.



Dave Ward, AICP, Director
Ventura County Planning Division

ATTACHMENTS:

- Exhibit 1: Draft Contract and Scope of Work from Applied Survey Research, along with the Request for Proposals for the Survey Consultant.
- Exhibit 2: Funding Request Letter sent to all ten Ventura County cities, including a draft Memorandum of Understanding