



June 15, 2022

Ventura County City Managers

**VIA EMAIL**

## **RE: Funding for Ventura County Farmworker Housing Study and Action Plan**

Dear City Leaders:

On May 5, 2022, the County of Ventura provided an update to all City Managers during a Ventura County City Managers meeting regarding the Countywide Farmworker Housing Study and Action Plan. At this meeting, the County presented a funding distribution and plan for the cities to collectively fund \$120,000 towards the work effort in Fiscal Year 2022-2023 (FY 2022-23) with the County contributing \$115,000. The funding distribution for each city is attached to this letter in Attachment 1. The very low-income housing resulting from this project will ultimately benefit the progress towards the 6th cycle Regional Housing Needs Allocation (RHNA) for each city as mandated in the respective Housing Elements.

### **Study Context and Goal**

During the County's recent Housing Element adoption process, a need for an updated countywide Farmworker Housing Study (Study) was identified, which can provide an overview of the needs of the farmworkers based on current agricultural trends and current worker and family members. It is widely known that official counts of farmworkers in Ventura County significantly underestimate the true population. The last Countywide Farmworker Housing Study was conducted in 2002. As a result, the County included the following Program E in the County's adopted and certified Housing Element<sup>1</sup>, 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."*

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

Overall, the Study will be instrumental in assisting cities and the county to identify the housing needs for farmworkers and their families in their jurisdiction and opportunities to better align their local ordinances with the 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, outlined the phases for this multi-year project and launched a project website<sup>2</sup>. In May 2021, the County provided an overview of this project and the various phases to the City Managers, after the concept and programmatic discussions had been held by the County Planning Director during several County/Cities Planning Directors bi-monthly meetings throughout 2020. The five phases for the project include:

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

As part of Phase 1, the County and *House Farm Workers!* worked together to convene an 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 an RFP (Request for Proposals) for a Survey Consultant to conduct the survey of farmworkers, stakeholders, and employers in Ventura County (Phases 2 and 3).

### **Funding Request**

It is vital that all cities and the county work together for this project, as residents within all jurisdictions benefit from the agricultural community, and farmworkers and their household members are not bound by jurisdictional boundaries for housing or where they contribute economically for purchasing retail and service needs.

The project anticipates that the following tasks will be completed in FY 2022-23, with an anticipated cost of \$235,000:

- Phase 2 (Survey Design); and
- Phase 3 (Survey Implementation).

Of this, the County of Ventura has allocated \$60,000 of their Local Early Action Plan (LEAP) funds, and will be allocating an additional \$55,000 from the FY 2022-23 budget, in addition to dedicated County Planning Division staff time to lead and manage the project.

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

The project update provided during the May 5, 2022 Ventura County City Managers meeting, included a funding request for the remaining \$120,000 from the cities. The County provided a funding distribution based on key characteristics for each city, such as population, acreage, and number of housing units included in the jurisdictions regional housing need provided by the state. Additionally, the County considered the amount of crop acreage within each city as well as their area of interest.

By funding the above-mentioned tasks, the cities will directly benefit from the information collected through the extensive survey of farmworkers and members of their household, employers and stakeholders in the county through:

- A survey report with details of the survey results, including an assessment of farm labor patterns in the County and their current housing needs, land use constraints, and infrastructure barriers;
- Survey Data collected, which may be filtered by jurisdiction; and
- A draft scope of work for the Study Consultant for Phases 4 and 5, to be conducted in FY 2023-24.

**In order for the County to receive the funding from your city, please submit the attached Memorandum of Understanding (Attachment 2), no later than August 31, 2022 to [Ruchita.Kadakia@ventura.org](mailto:Ruchita.Kadakia@ventura.org).**

The County of Ventura would like to extend our appreciation in your continued involvement in the preparation of the Ventura County Farmworker Housing Study and Action Plan. If you have any additional questions, please contact my staff Ruchita Kadakia, Housing and State Mandates Manager at 805-654-2414.

Sincerely,



Sevet Johnson, PsyD  
Interim County Executive Officer

**Attachments:**

Attachment 1: Funding distribution, by jurisdiction, for Countywide Farmworker Housing Study for FY 2022-23

Attachment 2: Sample Memorandum of Understanding between the County and City regarding commitment of partner funds for FY 2022-23

c: Mike Pettit, Assistant County Executive Officer, County of Ventura  
Kim Prillhart, Director, Resource Management Agency, County of Ventura

## Attachment 1

### Funding distribution, by jurisdiction, for Countywide Farmworker Housing Study for FY 2022-23

Funding Source	Total Population (ACS 2014-2018)	Total acres in jurisdiction	Total RHNA (2021-29)	Population/RHNA
LEAP grant (County)				<b>\$60,000</b>
City of Camarillo	67,543	12,640	1,376	\$15,000
City of Fillmore	15,598	2,111	415	\$9,000
City of Moorpark	36,274	7,982	1,289	\$9,000
City of Ojai	7,555	2,795	53	\$5,500
City of Oxnard	207,568	17,341	8,549	\$22,000
City of Port Hueneme	22,215	2,884	125	\$5,500
City of Santa Paula	30,258	3,654	657	\$9,000
City of Simi Valley	126,199	27,053	2,793	\$15,000
City of Thousand Oaks	128,481	35,486	2,621	\$15,000
City of Ventura	110,234	14,208	5,312	\$15,000
County of Ventura	96,187	1,046,593	1,262	\$55,000
			<b>TOTAL</b>	<b>\$235,000</b>

**Attachment 2**

**DRAFT**

**FARMWORKER HOUSING SURVEY MEMORANDUM OF  
UNDERSTANDING BETWEEN  
COUNTY OF VENTURA AND CITY OF \_\_\_\_\_**

This Farmworker Housing Survey Memorandum of Understanding (MOU) is entered into by and between the County of Ventura (County) and the City of \_\_\_\_\_ (City) and shall become effective on the date last signed by the parties below (Effective Date). The County and City are collectively referred to herein as “Parties” and each individually as “Party.”

**RECITALS**

WHEREAS, the last countywide farmworker housing study was conducted in 2002 and current counts of farmworkers and their household members significantly underestimate the true population;

WHEREAS, it is vital that City and County work together to get updated information regarding the current needs of farmworkers and their household members in Ventura County, as residents within all jurisdictions benefit from the agricultural community and farmworkers are not bound by jurisdictional boundaries for housing or where they contribute economically for purchasing retail and service needs;

WHEREAS, County included the following Program E in County’s adopted and certified Housing Element, 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.”

WHEREAS, a countywide survey of farmworkers, employers, and housing providers will assist City and County to identify the special housing needs for farmworkers and their household members in their jurisdiction and to assess the potential constraints relevant to meeting those needs (Farmworker Housing Survey);

WHEREAS, County's Planning Division, in partnership with the local nonprofit *House Farm Workers!*, commenced work on Program E in Fall 2021 and outlined five phases for this multi-year program, as follows:

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

WHEREAS, as part of Phase 1, the County and *House Farm Workers!* worked together to convene an 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 farmworker housing survey of farmworkers and their household members, stakeholders, and employers in Ventura County for Phases 2 and 3;

WHEREAS, the following program activities will be completed in Fiscal Year 2022-23, with an anticipated total cost of \$235,000:

- Phase 2 (Farmworker Housing Survey Design); and
- Phase 3 (Farmworker Housing Survey Implementation).

WHEREAS, the anticipated \$235,000 cost to complete Phases 2 and 3 includes the cost of hiring a Survey Consultant to design and implement the Farmworker Housing Survey;

WHEREAS, County will contribute \$115,000 to the anticipated costs of completing the Farmworker Housing Survey, in addition to dedicated County Planning Division staff time to lead and manage the aforementioned program activities for Fiscal Year 2022-23, at County's own expense;

WHEREAS, County has requested that each city within Ventura County contribute some funds for the remaining \$120,000 of the total cost anticipated for completing the Farmworker Housing Survey;

WHEREAS, County requests a funding contribution amount from each city toward the Farmworker Housing Survey as set forth in Exhibit A hereto based on each city's respective, key characteristics including population, acreage, number of housing units included in each city's regional housing need allocation provided by the state, and estimated crop acreage in each city and its area of interest;

WHEREAS, City desires to contribute the funding requested by County for the Farmworker Housing Survey; and

WHEREAS, the parties desire to memorialize their mutual understanding of these matters in this MOU.

## **AGREEMENT**

### **NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

**Section 1.** The above recitals are incorporated by reference and made a part of this MOU.

**Section 2.** County agrees to contribute One-Hundred Fifteen Thousand Dollars (\$115,000.00) of the total anticipated cost of completing the Farmworker Housing Survey (Phases 2 and 3). County also agrees to contribute County staff time, at County's own expense, to lead and manage completion of the Farmworker Housing Survey by the Survey Consultant.

**Section 3.** City agrees to pay to County its respective contribution amount as stated in Exhibit A to this MOU toward the anticipated cost of completing the Farmworker Housing Survey (Phases 2 and 3) within 60 days of the Effective Date.

**Section 4.** Following completion of the Farmworker Housing Survey, County will provide City with the following:

- A. A survey report with details of the survey results, including an assessment of farm labor patterns in the County and their current housing needs, land use constraints, and infrastructure barriers;
- B. Survey data collected, which may be filtered by jurisdiction; and
- C. A draft scope of work for the Farmworker Housing Study Consultant for Phases 4 and 5, to be conducted in FY 2023-24.

**Section 5.** Miscellaneous.

- A. Integrated Agreement. This MOU is an integrated agreement and constitutes the entire understanding of the parties hereto with respect to the subject matter hereof and supersedes any and all prior agreements, communications, representations, or warranties, whether oral or written, by either party or any agent, officer, partner, employee, or representative of either party.
- B. Amendments. This MOU may not be modified, altered, amended, or rescinded except by an instrument in writing, which is signed by both parties hereto.
- C. Notices. All notices pursuant to, or in furtherance of the purposes of, this MOU shall be in writing and personally delivered, or sent by overnight mail,

registered or certified mail, postage prepaid, or facsimile, addressed as follows:

To City: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To County: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Such addresses may be changed from time to time by the addressee by serving notice as heretofore provided. Service of such notice or demand shall be deemed complete on the date of actual delivery as shown by the addressee's registry or certification receipt or at the expiration of the third day after the date of mailing (whether or not actually received by the addressee), whichever is earlier in time.

- D. Third Party Beneficiaries. No term or provision of this MOU is intended to or shall be for the benefit of any person or entity not a party hereto, and no such other person or entity shall have any right or cause of action hereunder.
- E. Defense and Indemnity. County agrees to indemnify, hold harmless and defend at its sole expense, with counsel reasonably acceptable to City, any third party claims, actions, proceedings, demands, judgments, damages, fines and liabilities of whatever nature (Claims and Liabilities) against City and all of City's officials, boards, agencies, departments, officers, employees, agents and volunteers (City Parties) arising from or related to this MOU or the Farmworker Housing Survey, unless the Claims and Liabilities be caused by the sole active negligence or willful misconduct of City Parties.

IN WITNESS WHEREOF, the undersigned each has executed this MOU as of the date written below.

**COUNTY OF VENTURA**

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

By: \_\_\_\_\_

**CITY OF** \_\_\_\_\_



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

By: \_\_\_\_\_

Attachment: Exhibit A

## EXHIBIT A

### Funding distribution, by jurisdiction, for Countywide Farmworker Housing Study for FY 2022-23

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