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**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

**FROM:** Economic Development Agency

**SUBMITTAL DATE:**  
April 25, 2013

**SUBJECT:** Finding of No Significant Impact on the Environment for Los Vinedos Mobile Home Park in the Unincorporated Community of Mecca

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Adopt the attached Environmental Assessment (EA) Report and findings incorporated in the EA and in the Finding of No Significant Impact (FONSI) for Los Vinedos Mobile Home Park, and conclude that the project is not an action which may affect the quality of the environment;
2. Approve the attached Request for Release of Funds (RROF); and
3. Authorize the Chairman of the Board of Supervisors to execute the EA and RROF to be filed with the United States Department of Housing and Urban Development (HUD).

**BACKGROUND:** (Commences on Page 2)

Robert Field  
Assistant County Executive Officer/EDA

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ N/A	In Current Year Budget:	N/A
	Current F.Y. Net County Cost:	\$ N/A	Budget Adjustment:	N/A
	Annual Net County Cost:	\$ N/A	For Fiscal Year:	2012/13

**COMPANION ITEM ON BOARD AGENDA:** No

<b>SOURCE OF FUNDS:</b> HOME Investment Partnerships Act Funds	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

**C.E.O. RECOMMENDATION:** APPROVE

BY:

County Executive Office Signature: Jennifer L. Sargent

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Benoit, seconded by Supervisor Stone and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Stone, Benoit and Ashley  
 Nays: None  
 Absent: None  
 Date: May 21, 2013

Kecia Harper-Ihem  
 Clerk of the Board  
 By:   
 Deputy

FORM APPROVED COUNTY COUNSEL  
 BY:   
 DATE: 4/18/13  
 Departmental Concurrence

Policy  
 Policy  
 Consent  
 Consent  
 Dep't Recomm.:  
 Per Exec. Ofc.:

RECEIVED  
 MAY 21 2013  
 COUNTY OF RIVERSIDE

Prev. Agn. Ref.: District: 4/4 Agenda Number: **3-6**

**BACKGROUND:**

Desert Alliance for Community Empowerment (DACE), a nonprofit public benefit corporation, and an affordable housing developer, is proposing to use \$1,000,000 in HOME funds for the development and construction of a 41-unit manufactured housing complex for very low-income farmworkers in the unincorporated community of Mecca. The proposed project is located on a 13.76 acre lot located on the southeast corner of Hammond Road and 68<sup>th</sup> Avenue. The project will be comprised of forty one three and four bedroom units. Project amenities include a 1,500 square foot community center, computer lab and open space. Project services include tutoring, nutrition programs, English as a Second Language, and after-school programs.

Also, DACE has designated an area for a future 1,100 square foot building that would be used as a day care center. Along with the building area, a 1,000 square foot area has been reserved for a playground area for the potential day care center. DACE does not intend to build these amenities at this moment; they will only get built if sufficient funding is secured in the future.

A total of 11 units will be designated as HOME-assisted units limited to households whose incomes do not exceed 50% of the area median income for the County of Riverside, adjusted by family size at the time of occupancy. The HOME-assisted units will be restricted for a period of at least 55 years from the issuance of a Certificate of Occupancy.

The environmental effects of activities carried out with HOME grant funds must be assessed in accordance with the provisions of the National Environmental Policy Act of 1969 (NEPA) and the related authorities listed in the United States Department of Housing and Urban Development's implementing regulations at 24 Code of Federal Regulations (CFR) parts 50 and 58. These regulations specify procedures for conducting environmental review, including finding a level of clearance and requesting release of funds.

The Riverside County Economic Development Agency (EDA) has completed applicable review procedures and has evaluated the potential effects of the project on the environment. The attached documentation was prepared pursuant to NEPA and the environmental procedures cited in 24 CFR 58.5 and 58.6, and EDA has found that the proposed project would not have a significant effect on the environment. Publishing requirements have been met in accordance with 24 CFR 58.43 and 58.45.

The estimated total development cost for the project is \$7,410,861. In addition to the HOME funds, other funding will include a \$2,300,000 loan from the United States Department of Agriculture Farm Labor Housing Program Section 514, a \$700,000 grant from the United States Department of Agriculture Farm Labor Housing Program; a \$800,000 grant from the United States Department of Agriculture Rural Utilities Grant; a \$1,000,000 loan from the Rural Community Assistance Corporation; a \$391,100 grant from the Rural Community Assistance Corporation; a \$410,000 deferred loan from the Federal Home Loan Affordable Housing Program; a \$209,000 loan from a private foundation; and a \$600,761 conventional loan from a bank.

County Counsel has reviewed and approved as to form the attached Environmental Assessment and Request for Release of Funds. Staff recommends that the Board approve the attached Environmental Assessment and Request for Release of Funds.

(Continued)

Finding of No Significant Impact on the Environment for Los Vinedos Mobile Home Park in the  
Unincorporated Community of Mecca

April 25, 2013

Page 3

**FINANCIAL DATA:**

All the costs related to the development of the project will be fully funded with HOME funds. The County of Riverside has budgeted this expense in the FY 2012/2013 budget.

**Attachments:**

- Environmental Assessment
- Request for Release of Funds
- Public Notices (2 pages)

**CORRECTED PUBLIC NOTICE  
NOTICE TO PUBLIC OF A FINDING OF NO  
SIGNIFICANT IMPACT  
ON THE ENVIRONMENT AND INTENT TO RE-  
QUEST A RELEASE OF FUNDS**

May 1, 2013

John J. Benoit, Chairman  
Riverside County Board of Supervisors  
County Administrative Center  
4080 Lemon Street, 5th Floor  
Riverside, California 92501

(951) 343-5473 - Juan Garcia

On April 19, 2013, the Riverside County Economic Development Agency published a notice in this paper announcing to members of the public of the County's intent to Request for Release of HOME Investment Partnerships Act Program funds under Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990 and the Finding of No Significant Impact in accordance with 24 CFR Part 58.

The purpose of this Corrected Public Notice is to provide Notice to the public that the project description has been updated and that the Board of Supervisors will take action on the Request for Release of Funds and Finding of No Significant Impact on or about May 21, 2013, in the meeting room of the Board of Supervisors, Riverside County, Administrative Center, 4080 Lemon Street, Riverside, California.

**TO ALL INTERESTED AGENCIES, GROUPS, AND PERSONS:**

These notices shall satisfy two separate but related procedural requirements for activities to be undertaken by the County of Riverside.

**REQUEST FOR RELEASE OF FUNDS**

On or about May 21, 2013, the County of Riverside will submit a request to the U.S. Department of Housing and Urban Development (HUD) Los Angeles Field Office for the release of HOME Investment Partnerships Act Program funds under Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990, as amended, to undertake the following project:

**PROJECT NAME:** Los Vinedos Mobile Home Park

**PURPOSE:** The project activity includes the use of up to \$1,000,000 in Home Investment Partnership Act (HOME) funds for the development and construction of a 41-unit manufactured housing complex for very low-income farmworkers in the unincorporated community of Mecca. The project will be comprised of 41 three and four bedroom units. Project amenities include a 1,500 square foot community center, computer lab, and open space. Project services include tutoring, nutrition programs, English as a Second Language, and after-school programs.

The applicant has designated an area for a future 1,100 square foot building that would be used as a day care center. Along with the building area, a 1,000 square foot area has been reserved for a playground area for the potential day care center. These amenities will only get built if sufficient funding is secured by the applicant.

**LOCATION:** The proposed project is located on a 13.76 acre lot located on the southeast corner of Hammond Road and 68th Avenue, in the unincorporated community of Mecca.

This activity may be undertaken over multiple years.

**FINDING OF NO SIGNIFICANT IMPACT**

The County of Riverside has determined that the project will have no significant impact on the human environment. Therefore, an Environmental Impact Statement under the National Environmental Policy Act of 1969 (NEPA) is not required. Additional project information is contained in the Environmental Assessment (EA) on file at the Housing Authority of the County of Riverside at 5555 Arlington Avenue, Riverside, California 92504. The EA may be examined or copied between the hours of 8:00 a.m. and 5:00 p.m., Monday through Thursday.

**PUBLIC COMMENTS**

Any individual, group, or agency may submit written comments on the EA to the Riverside Economic Devel-

opment Agency Housing Division, Attention Juan Garcia at 5555 Arlington Avenue, Riverside, California 92504. All comments received at the address specified above on or before May 16, 2013 will be considered by the County of Riverside prior to authorizing submission of a request for release of funds. Comments should specify which Notice they are addressing.

#### RELEASE OF FUNDS

The County of Riverside certifies to the HUD Los Angeles Field Office that John J. Benoit in his capacity as the Chairman of the Board of Supervisors consents to accept the jurisdiction of the Federal courts if an action is brought to enforce responsibilities in relation to the environmental review process and that these responsibilities have been satisfied. HUD's approval of the certification satisfies its responsibilities under NEPA and related laws and authorities and allows the County of Riverside to use the HOME Investment Partnerships Act Program funds.

#### OBJECTIONS TO RELEASE OF FUNDS

HUD will accept objections to its release of funds and the County of Riverside's certification for a period of fifteen days following the anticipated submission date or its actual receipt of the request (whichever is later) only if they are on one of the following bases:

- a. the certification was not executed by the Certifying Officer of the County of Riverside;
- b. the County of Riverside has omitted a step or failed to make a decision or finding required by HUD regulations of 24 CFR part 58;
- c. the grant recipient has committed funds or incurred costs not authorized by 24 CFR Part 58 before approval of a release of funds by HUD; or
- d. another Federal agency acting pursuant to 40 CFR Part 1504 has submitted a written finding that the project is unsatisfactory from the standpoint of environmental quality.

Objections must be prepared and submitted in accordance with the required procedures (24 CFR Part 58, Sec. 58.74) and shall be addressed to the HUD Los Angeles Field Office at 611 W. 6th Street, Suite 800, Los Angeles, California 90017. Objections to the release of funds on a basis other than those stated above will not be considered by HUD.

Potential objectors should contact the HUD Environmental Officer, HUD Los Angeles Field Office (tel. 213-894-8800 or via fax 213-894-8122) to verify the actual last day of the objection period.

Printed at: 4:38 pm  
on: Monday, Apr 29, 2013  
Ad #: 0001040315  
Order Taker: Maria Tinajero

**enterprise media**  
Classified Advertising  
Proof

3450 Fourteenth St  
Riverside, CA 92501-3878  
(800) 514-7253  
(951) 684-1200  
(951) 388-9006 Fax

**Account Information**

Phone #: 7608637030  
Name: COUNTY OF RIVERSIDE  
Address: 3403 10TH ST, STE 500  
RIVERSIDE, CA 92501  
USA

Account #: 100141628  
Client: COUNTY OF RIVERSIDE  
Placed By: Juan Garcia  
Fax #:

Ad Copy:

**Ad Information**

Classification: EN CLS Legals  
Publication: EN Press Enterprise, EN PE.com

Start Date: 05/01/2013  
Stop Date: 05/01/2013  
Insertions: 1 print / 1 online

Rate code: EN LGL PE County  
Ad type: EN CLS 10 Liner

Size: 2 X 177.00  
Bill Size:

Amount Due: 458.90



# MEMORANDUM

RIVERSIDE COUNTY ECONOMIC DEVELOPMENT AGENCY

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*Robert Field*  
*Assistant County Executive Officer/EDA*

**TO:** Clerk of the Board  
**FROM:** Lynda Trumbauer  
**DATE:** May 9, 2013  
**SUBJECT:** Order of 2 Form 11's on the 5/21/13 Agenda

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EDA will have two Form 11's on the 5/21/13 Agenda. The Form 11 entitled "A Finding of No Significant Impact on the Environment for Los Vinedos" needs to be approved by the Board before the Form 11 entitled "Substantial Amendment to the 2012-2013 One Year Action" is presented.

Please make sure of the order of presentation.

If you need further information, please call me at 5-4885. Thank you for your assistance.



U.S. Department of Housing  
and Urban Development  
Los Angeles Field Office  
611 W. 6<sup>th</sup> Street  
Los Angeles, CA 90017

## **Environmental Assessment for HUD-funded Proposals**

Recommended format per 24 CFR 58.36, revised February 2004  
[Previously recommended EA formats are obsolete].

**Project Identification:** Los Vinedos Mobile Home Park (HM4-13-002)

**Preparer:** Juan Garcia, Housing Specialist III

**Responsible Entity:** County of Riverside

**Month/Year:** March - 2013

MAY 21 2013 3-6



**Environmental Assessment**

**Responsible Entity:** Riverside County Economic Development Agency

[24 CFR 58.2(a)(7)]

**Certifying Officer:** John J. Benoit, Chairman, Riverside County Board of Supervisors

[24 CFR 58.2(a)(2)]

**Project Name:** Los Vinos Mobile Home Park

**Project Location:** The proposed project is located on a 13.76 acre lot located on the southeast corner of Hammond Road and 68<sup>th</sup> Avenue, in the unincorporated community of Mecca, with Parcel Map No. 36456.

**Estimated total project cost:** \$7,410,861

**Grant Recipient:** Desert Alliance for Community Empowerment (DACE)

[24 CFR 58.2(a)(5)]

**Recipient Address:** 53-990 Enterprise Way, Suite 1, Coachella, CA 92236

**Project Representative:** Carlos Cueva

**Telephone Number:** (760) 391-5050

**Conditions for Approval:** (List all mitigation measures adopted by the responsible entity to eliminate or minimize adverse environmental impacts. These conditions must be included in project contracts and other relevant documents as requirements). [24 CFR 58.40(d), 40 CFR 1505.2(c)]  
See Recommended Mitigation Measures as listed on Page 11.

**FINDING:** [58.40(g)]

**Finding of No Significant Impact**

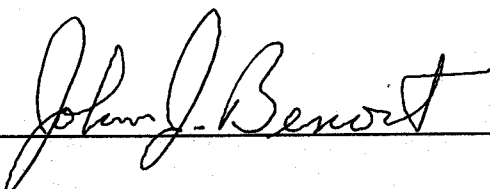
(The project will not result in a significant impact on the quality of the human environment)

**Finding of Significant Impact**

(The project may significantly affect the quality of the human environment)

**Preparer Signature:**  **Date:** 4/15/13

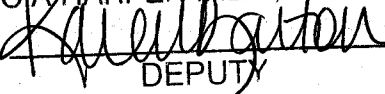
**Name/Title/Agency:** Juan Garcia, Housing Specialist III, Economic Development Agency

**RE Approving Official Signature:**  **Date:** 5/21/13

**Name/Title/ Agency:** John J. Benoit, Chairman, Riverside County Board of Supervisors

ATTEST:

KECIA HARPER-IHEM, Clerk

By   
DEPUTY

**Statement of Purpose and Need for the Proposal:** [40 CFR 1508.9(b)]

Desert Alliance for Community Empowerment (DACE), an affordable housing developer, is proposing to use \$1,000,000 in HOME funds for the development and construction of a 41-unit manufactured housing complex for very low-income farmworkers in the unincorporated community of Mecca. The proposed project is located on a 13.76 lot located on the southeast corner of Hammond Road and 68<sup>th</sup> Avenue, in the unincorporated community of Mecca, with Parcel Map No. 36456.

**Description of the Proposal:** Include all contemplated actions which logically are either geographically or functionally a composite part of the project, regardless of the source of funding. [24 CFR 58.32, 40 CFR 1508.25]

The project will be comprised of 41 three-bedroom and four-bedroom units. Project amenities include a 1,500 square foot community center, computer lab, and open space. Project services include tutoring, nutrition programs, English as a Second Language, and after-school programs.

Also, DACE has designated an area for a future 1,100 square foot building that would be used as a day care center. Along with the building area, a 1,000 square foot area has been reserved for a playground area for the potential day care center. DACE does not intend to build these amenities at this moment; they will only get built if sufficient funding is secured in the future.

The estimated total development cost for the project is \$7,410,861. In addition to the HOME funds, other funding will include a \$2,300,000 loan from the United States Department of Agriculture Farm Labor Housing Program Section 514, a \$700,000 grant from the United States Department of Agriculture Farm Labor Housing Program; a \$800,000 grant from the United States Department of Agriculture Rural Utilities Grant; a \$1,000,000 loan from the Rural Community Assistance Corporation; a \$391,100 grant from the Rural Community Assistance Corporation; a \$410,000 deferred loan from the Federal Home Loan Affordable Housing Program; a \$209,000 loan from a private foundation; and a \$600,761 conventional loan from a bank.

**Existing Conditions and Trends:** Describe the existing conditions of the project area and its surroundings, and trends likely to continue in the absence of the project. [24 CFR 58.40(a)]

The Project is generally located on the southeast corner of Hammond Road and 68<sup>th</sup> Avenue in the unincorporated community of Mecca in the County of Riverside. The site location is surrounded by farmland to the north and east; 4 existing mobile units being used as shower stations for migrant farm workers to the west; and highway 111 to the south of the Project Site.

The trends of the substandard housing conditions in the immediate area do not appear to improve unless new units are built. The demand for affordable housing continues to grow. Constructing new units at the site would be beneficial for the surrounding area.

# STATUTORY WORKSHEET

Use this worksheet only for projects that are Categorically Excluded per 24 CFR Section 58.35(a).  
(Note: Compliance with the laws and statutes listed at 24 CFR §58.6 must also be documented).

## 24 CFR §58.5 STATUTES, EXECUTIVE ORDERS & REGULATIONS

**Project Name:** Los Vinedos Mobile Home Park

**DIRECTIONS** - Write "A" in the Status Column when the proposal, by its scope and nature, does not affect the resources under consideration; OR write "B" if the project triggers formal compliance consultation procedures with the oversight agency, or requires mitigation (see Statutory Worksheet Instructions). Compliance documentation must contain verifiable source documents and relevant base data.

Factors	Status (A/B)	Determination and Compliance Documentation
<b>Historic Preservation</b> [36 CFR 800]	A	The proposed Project is not expected to have an adverse impact on any historic, architectural or cultural resource provided that proper implementation of the mitigation program occurs, Riverside Co. Environmental Assessment Report and Phase I Archaeological Assessment (CRM TECH, Colton, CA, April 8, 2018). A Historical Verification Report was submitted to State Historic Preservation Office (SHPO) and the 30-day SHPO review period ended on March 20, 2013. If buried cultural materials are discovered during grading and/or other construction activities, all work in that area should be halted or diverted until a qualified archeologist can evaluate the nature and significance of the finds.
<b>Floodplain Management</b> [24 CFR 55, Executive Order 11988]	A	The project does not involve property acquisition, management, construction or improvements within a 100 year floodplain (Zones A or V) and does not involve a "critical action" within a 500 year floodplain. The property is located in Zone D on the Federal Flood Insurance Rate Maps, FEMA Map No. 06065C2950G. Zone D is defined as an area of undetermined but possible risk of flood hazard. Riverside County Planning is requiring mitigation measures to be incorporated into the development to prevent flooding of the site or downstream properties. The project will have on-site retention of the incremental increase of runoff from the 100-year storm.  <i>Source:</i> (FEMA Map No. 06065C2950G, Riverside County Conditions of Approval)
<b>Wetlands Protection</b> [Executive Order 11990]	A	The Project is not within or near a wetland identified by or delineated on maps issue by the US Fish and Wildlife Service or U.S. Army Corps of Engineers. The Project is not located in a wetland, therefore it will not have an adverse impact on any wetlands.  <i>Source:</i> <a href="http://www.fws.gov/wetlands/Wetlands-Mapper.html">http://www.fws.gov/wetlands/Wetlands-Mapper.html</a>
<b>Coastal Zone Management Act</b> [Sections 307(c),(d)]	A	There are no Coastal Zones within the County of Riverside.  <i>Source: Staff Review – March 2013</i>
<b>Sole Source Aquifers</b> [40 CFR 149]	A	The project is not located within a United States (US) Environmental Protection Agency (EPA)-designated sole source aquifer watershed area per EPA Ground Water Office.  <i>Source:</i>

		<a href="http://www.epa.gov/safewater/sourcewater/pubs/qrg_ssamap_reg_9.pdf">http://www.epa.gov/safewater/sourcewater/pubs/qrg_ssamap_reg_9.pdf</a>
<b>Endangered Species Act</b> [50 CFR 402]	A	The project will have "no effect" or "is not likely to adversely affect" any federally protected (listed or proposed) Threatened or Endangered Species, nor adversely modify designated critical habitats as the project involves new construction of a new multi-family housing complex. An analysis on the Project site indicates that the Project is not located in an area containing any unique plant communities nor is it located in an endangered, rare or threatened wildlife range or habitat. <i>Source:</i> <a href="http://www3.tlma.co.riverside.ca.us/pa/rcdis/viewer.html">http://www3.tlma.co.riverside.ca.us/pa/rcdis/viewer.html</a>
<b>Wild and Scenic Rivers Act</b> [Sections 7 (b), (c)]	A	The project is not located within one mile of a listed Wild and Scenic Rivers according to the National Wild and Scenic River Systems. <i>Source:</i> <a href="http://www.rivers.gov/rivers/california.php">http://www.rivers.gov/rivers/california.php</a>
<b>Air Quality</b> [Clean Air Act, Sections 176 (c) and (d), and 40 CFR 6, 51, 93]	A	The project is within a "non-attainment" area and conforms to the EPA-approved State Implementation Plan per AQMD and SCAQMD web sites, standard rules apply. The Project Site is classified as outside the County-classified "High Wind Hazard Zone". It is, however, in an area where soils are susceptible to wind erosion and generation of fugitive dust. Therefore, grading management procedures consistent with those approved by the California South Coast Quality Management District will be enforced by Riverside County when it processes the grading permit for this Project. <i>Source:</i> <a href="http://www.epa.gov/oar/oaqps/greenbk/mapnpoll.html">http://www.epa.gov/oar/oaqps/greenbk/mapnpoll.html</a> , <i>Riverside County General Plan</i>
<b>Farmland Protection Policy Act</b> [7 CFR 658]	A	The project site does not include prime or unique farmland or other farmland of statewide or local importance nor is it located on an agricultural preserve. The project site has a land use designation of Medium Housing Density Residential and Agriculture, but the site has not been used for agriculture for many years. The proposed project conforms to the current land use designation. <i>Source:</i> <a href="http://www3.tlma.co.riverside.ca.us/pa/rcdis/viewer.html">http://www3.tlma.co.riverside.ca.us/pa/rcdis/viewer.html</a>
<b>Environmental Justice</b> [Executive Order 12898]	A	The site is suitable for the proposed use and will not be impacted by adverse environmental conditions nor will it impact low-income or minority populations. Instead, the Project will provide new affordable housing to very low-income, minority and/or farmworker populations. ( <i>Staff Review, March 2013</i> ).

**HUD Environmental Standards Status (A/B) Determination and Compliance Documentation**

<b>Noise Abatement and Control</b> [24 CFR 51 B]	A	The Project site is located along the rights-of-way of Hammond Road and beyond that the right-of-way of the Union Pacific Railroad, and State Highway 111; these three rights-of-way run parallel to one another. The noise study prepared for this Project recommends earthen berm and a six-foot masonry wall along southwest boundary of the Project site along the Hammond Road frontage to effectively mitigate future noise conditions and assure future exterior noise levels within the development at less than 65 dBA CNEL. No additional mitigation required. ( <i>Noise Study (Urban Crossroads, November 26, 2008,</i>
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		Staff Review, March 2013).
<b>Toxic/Hazardous/Radioactive Materials, Contamination, Chemicals or Gases</b> [24 CFR 58.5(i)(2)]	A	The Project site is not listed in government databases as a generator, user, or disposer of hazardous materials (SWRCB, 2013). Future uses on the Project site, are not expected to create a significant hazard to residents, employees and visitors to Los Vinedos Mobile Home Park site. ( <a href="http://www.geotracker.swrcb.ca.gov">http://www.geotracker.swrcb.ca.gov</a> and Staff Review, March 2013).
<b>Siting of HUD-Assisted Projects near Hazardous Operations</b> [24 CFR 51 C]	A	The proposed Project is not located adjacent to or near hazardous operations handling petroleum or chemicals of an explosive or flammable nature. No service stations, chemical and petroleum manufacturers, or automotive repair facilities were noted at or in the immediate vicinity of the site. As a result, no recommendations for site clean-up or remediation were made. Future uses are not expected to create a significant hazard to residents, employees and visitors of the project site. (Staff Review, March 2013, <a href="http://www.geotracker.swrcb.ca.gov">http://www.geotracker.swrcb.ca.gov</a> ).
<b>Airport Clear Zones and Accident Potential Zones</b> [24 CFR 51 D]	A	The proposed site is not located within an airport influence area, nor is the project adversely impacted by a military airfield. The closest airport is the Jacqueline Cochran Regional Airport, which is approximately 7.6 miles from the Project site. ( <a href="http://www3.tlma.co.riverside.ca.us/pa/rcdis/print.htm">http://www3.tlma.co.riverside.ca.us/pa/rcdis/print.htm</a> , Staff Review, March 2013)

## Environmental Assessment Checklist

[Environmental Review Guide HUD CPD 782, 24 CFR 58.40; Ref. 40 CFR 1508.8 & 1508.27]

Evaluate the significance of the effects of the proposal on the character, features and resources of the project area. Enter relevant base data and verifiable source documentation to support the finding. Then enter the appropriate impact code from the following list to make a determination of impact.

**Impact Codes:** (1) - No impact anticipated; (2) - Potentially beneficial; (3) - Potentially adverse; (4) - Requires mitigation; (5) - Requires project modification. Note names, dates of contact, telephone numbers and page references.

Attach additional material as appropriate. Note conditions or mitigation measures required.

Land Development	Code	Source or Documentation
Conformance with Comprehensive Plans and Zoning	1	The developer has received full entitlements for the Project, which will include, but may not be limited to (1) a Conditional Use Permit (2) Parcel Map and (3) Conditions of Approval.  All abovementioned approvals allow for residential use on the Project site. The Project site has a land use designation of Medium Housing Density Residential. The residential development will provide affordable housing units for public members at large. Any impacts created by this development will be addressed through the development review process and mitigated through conditions of approval as deemed appropriate by the responsible reviewing agencies. (Staff Review, March 2013, <i>Riverside County Conditions of Approval</i> )
Compatibility and Urban Impact	1	The Project is compatible with neighboring and surrounding lands uses as there is a mixture of vacant land, mobile home parks, and residential development. This type of development is in high demand in the area; housing for the local work force that work in the fields is scarce. (Staff Review, March 2013).
Slope	1	The Project site is not located in a mountainous area.

		Topographically, the site is comprised of relatively flat parcels of land. The design and construction of the project is not expected to create any manufactured slopes. No adverse impacts are expected regarding slopes. <i>(<a href="http://www3.tma.co.riverside.ca.us/pa/rclic/print.htm">http://www3.tma.co.riverside.ca.us/pa/rclic/print.htm</a>, or see attached).</i>
Erosion	1	The applicant shall be responsible for erosion and dust control both during the grading and construction phases of the project. No adverse impacts, however, are expected regarding erosion. <i>(Staff Review, March 2013).</i>
Soil Suitability	1	The Project site is not expected to have any adverse impacts regarding soil suitability. The project site is located in areas of suitable soil conditions. <i>(Staff Review, March 2013, Riverside Conditions of Approval and <a href="http://www3.tma.co.riverside.ca.us/pa/rclic/print.htm">http://www3.tma.co.riverside.ca.us/pa/rclic/print.htm</a>).</i>
Hazards and Nuisances including Site Safety	1	There are no known hazards nor are there any known nuisances that are expected to be created by or affect the Project. <i>(Staff Review, March 2013 and <a href="http://www3.tma.co.riverside.ca.us/pa/rclic/print.htm">http://www3.tma.co.riverside.ca.us/pa/rclic/print.htm</a>).</i>
Energy Consumption	1	Due to the increase in residential density, there is a potential for an increase in energy consumption. However, no impacts are anticipated. The Project site is located within the service district of the Imperial Irrigation District, which provides power to the area from a variety of sources. Energy efficient appliances will be installed and rough tolerant plants and landscaping will adhere to the surrounding environment. The Project site is located in an area of high solar insolation and could therefore be exploited for both solar thermal and electric power. <i>(Staff Review, March 2013).</i>
Noise - Contribution to Community Noise Levels	1	Noise levels may increase during construction of the Project, but development will adhere to County Ordinances. Construction operations shall be conducted in compliance with Title 7 of the Municipal Code (Noise Control). There will be no operating or causing the operation of any tools or equipment used in construction, drilling, repair, alteration, grading, or demolition work between the hours of 7:00 PM and 7:00 AM on week days and between 5:00 PM and 8:00 AM on Saturdays, or at any time on Sunday or federal holidays such that the sound creates a noise disturbance across a residential or commercial property line, or at any time exceeds the maximum permitted noise level for the underlying land use category, except for emergency work by variance.  <i>The noise study prepared (Riverside County General Plan, and Staff Review, March 2013).</i>
Air Quality Effects of Ambient Air Quality on Project and Contribution to Community Pollution Levels	1	The Project may have a temporary impact of offensive odors and additional dust due to operation of heavy equipment, including gas or diesel vehicles. The developer is required to provide a water truck to continuously "water down" the graded areas to reduce the amount of dust from excavation as necessary to comply with AQMD Rule 403-Fugitive Dust. In addition, all heavy equipment must be regularly maintained to reduce emissions. <i>(Riverside County General Plan, Staff Review, March 2013).</i>
Environmental Design Visual Quality - Coherence, Diversity, Compatible Use and Scale	1	The Project is consistent with the General Plan and through its approved entitlements, allows for residential use of the Project site. Environmental sensitive landscaping shall be used throughout the Project and shall emphasize use of native drought-tolerant plants, xeriscaping, and sustainable landscape architecture. The use of inorganic landscape materials, including gravel, rocks and boulders will enhance appearance and reduce water and maintenance needs. No adverse impacts are therefore expected relating to visual quality, coherence, diversity,

		compatible uses, and scale. <i>(Riverside County General Plan, Staff Review, March 2013).</i>
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<b>Socioeconomic</b>	<b>Code</b>	<b>Source or Documentation</b>
Demographic Character Changes	1	The Project will not alter or have an adverse impact on the demographics, nor will it significantly or adversely alter the character of other adjacent areas. The Project is being built to serve the local workforce, the farmworkers that work the fields. <i>(Staff Review, March 2013).</i>
Displacement	1	No impact issues relating to displacement are expected as the site is vacant. <i>(Staff Review, March 2013).</i>
Employment and Income Patterns	1	Project construction is expected to generate some temporary part-time construction jobs, however, employment and income patterns in the area are not expected to be significantly impacted in any adverse way. <i>(Staff Review, March 2013).</i>

<b>Community Facilities and Services</b>	<b>Code</b>	<b>Source or Documentation</b>
Educational Facilities	1	The Project may have a minimal increase in students, however, it will not result in a need for new or altered schools. The Project will be located in the Coachella Unified School District. The collection of Riverside County Development Impact Fees will assist in funding any additional facilities required to adequately meet impacts created by additional development within the school district, thereby reducing any impacts. <i>(Staff Review, March 2013, General Plan, Riverside County Conditions of Approval).</i>
Commercial Facilities	1	No adverse impact is expected since the land use and zoning for the current use of the Project will not impact commercial facilities. <i>(Staff Review, March 2013).</i>
Health Care	1	The Project may have a minimal increase, however, it is not expected to have an adverse impact on existing health care services nor result in new construction in the community of Mecca. The nearest medical facility to the Project site is located 1.8 miles in the community of Mecca, the Mecca Community and Health Care Center. <i>(Staff Review, March 2013).</i>
Social Services	1	The Project may have a minimal increase in existing social services; however no adverse impacts are expected. The closest social services provided by the County are dispensed through the Mecca Community and Health Care Center, which is within approximately 1.2 miles of the Project site. <i>(Staff Review, 2013).</i>
Solid Waste	1	The Project will not have a significant or adverse impact on issues relating to solid waste, no adverse impacts are expected. <i>(Staff Review, March 2013).</i>
Waste Water	1	Minimal increase in waste water is anticipated as a result of this Project, all impacts regarding waste water have been addressed through the development review process and mitigated through conditions of approval as deemed appropriate by the responsible reviewing agencies. <i>(Riverside County Conditions of Approval, Staff Review, March 2013).</i>
Storm Water	1	Minimal increase in storm water is anticipated as a result of this Project, all impacts regarding storm water have been addressed through the development review process and mitigated through conditions of approval as deemed appropriate by the responsible reviewing agencies. <i>(Riverside County Conditions of Approval, Staff Review, March 2013).</i>
Water Supply	1	A will serve letter dated June 21, 2012, was issued by Coachella Valle Water District (CVWD). There will be adequate and acceptable water supply for the Project. The Project is not expected to have a significant impact on the water supply. <i>(Will Serve letter dated June 21, 2012, CVWD).</i>

<u>Public Safety</u> - Police	1	Police protection in the project area is provided by the County of Riverside Sheriff's Dept. The project will result in a minimal increment of population that will be added to the area and is expected to have no adverse impact on the police protection. The developer is required to pay applicable impact fees as a condition of development prior to issuance of any building permits. <i>(Riverside County Conditions of Approval, Riverside County General Plan, and Staff Review, March 2013).</i>
- Fire	1	Fire protection in the project area is provided by the Riverside County Fire Dept. The project will result in a minimal increment of population that will be added to the area and is expected to have no adverse impact on fire protection. The developer is required to pay applicable impact fees as a condition of development prior to issuance of any building permits. <i>(Riverside County Conditions of Approval, Riverside County General Plan, and Staff Review, March 2013).</i>
- Emergency Medical	1	The Project may have a minimal increase, however, it is not expected to have an adverse impact on existing health care services nor result in new construction in the community of Mecca. The nearest medical facility to the Project side is located 1.8 miles in the community of Mecca, the Mecca Community and Health Care Center. <i>(Staff Review, March 2013).</i>
<u>Open Space and Recreation</u> - Open Space	1	The Project will comply with the Riverside County Development Impact Fees and General Plan Policies. The proposed project is not expected to have a significant or adverse impact on open space resources in the County. <i>(Staff Review, March 2013).</i>
- Recreation	1	Development of the Project will result in incremental increases in the demand for parkland and recreational services. The collection of Riverside County Development Impact Fees and other park impact fees will assist in funding any additional facilities required to adequately meet impacts created by additional development within the community of Mecca, thereby reducing any impacts. <i>(Staff Review, March 2013).</i>
- Cultural Facilities	1	Development of the Project will result in incremental increases in the demand for cultural facilities. The collection Riverside County Development Fees and other park impact fees will assist in funding any additional facilities required to adequately meet impacts created by additional development within the community of Mecca, thereby reducing any impacts. <i>(Staff Review, March 2013).</i>
Transportation	1	The Project may generate an incremental increase in additional vehicular movement; however, current street systems will not be adversely impacted. Public transportation is available near the Project, the nearest bus stop is approximately 1.1 miles from the Project. No substantial impact upon existing transportation systems is expected. <i>(Staff Review, 2013).</i>

### Natural Features

### Source or Documentation

Water Resources	1	A will serve letter dated June 21, 2012, was issued by Coachella Valley Water District (CVWD). There will be adequate and acceptable water supply for the Project. The Project is not expected to have a significant impact on the water supply. <i>(Will Serve letter dated June 21, 2012, CVWD).</i>
Surface Water	1	As a condition of approval the Project is required to build on-site facilities that will retain 100 percent of the runoff for a 100-year event. <i>(Riverside County Conditions of Approval, Staff Review, March 2013).</i>
Unique Natural Features and Agricultural Lands	1	The Project will not have an adverse impact on any unique natural features. <i>(Staff Review, March 2013)</i>



Vegetation and Wildlife	1	The Project is not expected to have an adverse or significant impact on wildlife and vegetation. (Staff Review, March 2013).
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**Other Factors**

**Source or Documentation**

Flood Disaster Protection Act [Flood Insurance] [§58.6(a)]	1	The project does not involve property acquisition, management, construction or improvements within a 100 year floodplain (Zones A or V) and does not involve a "critical action" within a 500 year floodplain. The property is located in Zone D on the Federal Flood Insurance Rate Maps, FEMA Map No. 06065C2950G. Zone D is defined as an area of undetermined but possible risk of flood hazard. Riverside County Planning is requiring mitigation measures to be incorporated into the development to prevent flooding of the site or downstream properties. The project will have on-site retention of the incremental increase of runoff from the 100-year storm.  Source: (FEMA Map No. 06065C2950G, Riverside County Conditions of Approval)
Coastal Barrier Resources Act/ Coastal Barrier Improvement Act [§58.6(c)]	1	There are no Coastal Zones within the County of Riverside. (Staff Review, March 2013)
Airport Runway Clear Zone or Clear Zone Disclosure [§58.6(d)]	1	The project is not within an FAA-designated civilian airport Runway Clear Zone (RCZ) –or Runway Protection Zone, or within a military airfield Clear Zone (CZ) or Accident Potential Zone (APZ) –Approach Protection Zone.  ( <a href="http://www3.tlma.co.riverside.ca.us/pa/rclis/viewer.html">http://www3.tlma.co.riverside.ca.us/pa/rclis/viewer.html</a> )

**Summary of Findings and Conclusions**

The Project will compliment as well as benefit the surrounding land uses. The construction of the Project will provide jobs and increase affordable housing units.

**ALTERNATIVES TO THE PROPOSED ACTION**

**Alternatives and Project Modifications Considered** [24 CFR 58.40(e), Ref. 40 CFR 1508.9]

(Identify other reasonable courses of action that were considered and not selected, such as other sites, design modifications, or other uses of the subject site. Describe the benefits and adverse impacts to the human environment of each alternative and the reasons for rejecting it).

None.

**No Action Alternative** [24 CFR 58.40(e)]

(Discuss the benefits and adverse impacts to the human environment of not implementing the preferred alternative).

No action for the construction of the Project will leave the site vacant this would preclude 41 very low-income households from obtaining affordable housing.

**Mitigation Measures Recommended** [24 CFR 58.40(d), 40 CFR 1508.20]

(Recommend feasible ways in which the proposal or its external factors should be modified in order to minimize adverse environmental impacts and restore or enhance environmental quality.)

1. Prior to onsite development, the proposed project shall be processed through the requirements of the County of Riverside and would necessarily comply with approved dust control plans during grading development.

2. Grading and construction permits shall be reviewed and conditioned to required the provision of all reasonably available methods and technologies to assure the minimal emissions of pollutants form the development. All dust control measured shall be incorporated into the grading plan.

3. Grading construction equipment used onsite shall utilize all available emission reducing technologies.
4. If buried cultural materials are discovered during grading and/or other construction activities, all work in that area should be halted or diverted until a qualified archeologist can evaluate the nature and significance of the finds.
5. Environmental sensitive landscaping shall be used throughout the Project and shall emphasize use of native drought-tolerant plants, xeriscaping, and sustainable landscape architecture. The use of inorganic landscape materials, including gravel, rocks and boulders will enhance appearance and reduce water and maintenance needs.
6. Developer shall adhere to project plans that provide for the construction of an earthen berm and a six-foot masonry wall along southwest boundary of the Project site as prescribed in the Noise Study.
7. Review by all other County and quasi-public agencies participating in the development review process. Any mitigation found to be necessary as a result of the review is reflected in the design of the Project and delineated in the Riverside County Conditions of Approval.

### **Additional Studies Performed**

(Attach studies or summaries)

- Phase I Archeological Assessment (CRM Tech, April 8, 2008)
- Paleontological Resource Assessment Report (CRM Tech, February 18, 2009)
- Noise Study (Urban Crossroads, November 26, 2008)

### **List of Sources, Agencies and Persons Consulted [40 CFR 1508.9(b)]**

- Riverside County General Plan.
- Phase I Archeological Assessment (CRM Tech, April 8, 2008)
- Paleontological Resource Assessment Report (CRM Tech, February 18, 2009)
- Federal Emergency Management Agency's Flood Insurance Rate Map (FIRM) Number 06065C2950G
- Economic Development Agency Site Visit and Staff Review (Staff). March 2013.
- National Wild and Scenic Rivers (Rivers). <http://www.rivers.gov/maps.html> (Retrieved March 2013).
- State of California: State Water Resources Control Board Geotracker (Geotracker), <http://geotracker.swrcb.ca.gov> (Retrieved March 2013).
- U.S. Environmental Protection Agency: Sole Source Aquifer (SSA) (Retrieved March 2013).
- <http://cfpub.epa.gov/safewater/sourcewater/sourcewater.cfm?action=SSAJune>. (Retrieved March 2013).
- U.S. Fish and Wildlife Services: National Wetlands Inventory (Retrieved March 2013).
- <http://www.fws.gov/wetlands/data/Mapper.html> (Retrieved March 2013).
- National Wild and Scenic Rivers <http://www.rivers.gov/wildriverslist.html#ca> (Retrieved March 2013).
- Riverside County Land Information System website (<http://www3.tlma.co.riverside.ca.us/pa/rclis/index.html>)
- <https://maps.google.com/>

# Request for Release of Funds and Certification

U.S. Department of Housing and Urban Development  
Office of Community Planning and Development

OMB No. 2506-0087  
(exp. 3/31/2011)

This form is to be used by Responsible Entities and Recipients (as defined in 24 CFR 58.2) when requesting the release of funds, and requesting the authority to use such funds, for HUD programs identified by statutes that provide for the assumption of the environmental review responsibility by units of general local government and States. Public reporting burden for this collection of information is estimated to average 36 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

**Part 1. Program Description and Request for Release of Funds** (to be completed by Responsible Entity)

1. Program Title(s) <b>HOME Investment Partnerships Program</b>	2. HUD/State Identification Number <b>#069065</b>	3. Recipient Identification Number (optional) <b>M-10-11-12-UC-06-0530</b>
4. OMB Catalog Number(s) <b>14.239</b>	5. Name and address of responsible entity <b>Riverside County of Board of Supervisors c/o Riverside County EDA 5555 Arlington Avenue, Riverside, CA 92504 Attn: Heidi Marshall, Assistant Director</b>	
6. For information about this request, contact (name & phone number) <b>Juan Garcia (951) 343-5473</b>	7. Name and address of recipient (if different than responsible entity)	
8. HUD or State Agency and office unit to receive request <b>U.S. Dept. of Housing and Urban Development Community Planning and Development 611 W. 6th Street, St. 800, LA, CA 90017</b>		

The recipient(s) of assistance under the program(s) listed above requests the release of funds and removal of environmental grant conditions governing the use of the assistance for the following

9. Program Activity(ies)/Project Name(s) <b>Los Vinedos Mobile Home Park (HM4-13-002)</b>	10. Location (Street address, city, county, State) <b>The Project is located on the southeast corner of Hammond Road and 68th Avenue.</b>
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11. Program Activity/Project Description

Desert Alliance for Community Empowerment (DACE), a nonprofit public benefit corporation, and an affordable housing developer, is proposing to use \$1,000,000 in HOME funds for the development and construction of a 41-unit manufactured housing complex for very low-income farmworkers in the unincorporated community of Mecca. The proposed project is located on a 13.76 acre lot located on the southeast corner of Hammond Road and 68th Avenue. The project will be comprised of forty one three and four bedroom units. Project amenities include a 1,500 square foot community center, computer lab and open space. Project services include tutoring, nutrition programs, English as a Second Language, and after-school programs.

Also, DACE has designated an area for a future 1,100 square foot building that would be used as a day care center. Along with the building area, a 1,000 square foot area has been reserved for a playground area for the potential day care center. DACE does not intend to build these amenities at this moment; they will only get built if sufficient funding is secured in the future.

A total of 11 units will be designated as HOME-assisted units limited to households whose incomes do not exceed 50% of the area median income for the County of Riverside, adjusted by family size at the time of occupancy. The HOME-assisted units will be restricted for a period of at least 55 years from the issuance of a Certificate of Occupancy.

The estimated total development cost for the project is \$7,410,861. In addition to the HOME funds, other funding will include a \$2,300,000 loan from the United States Department of Agriculture Farm Labor Housing Program Section 514, a \$700,000 grant from the United States Department of Agriculture Farm Labor Housing Program; a \$800,000 grant from the United States Department of Agriculture Rural Utilities Grant; a \$1,000,000 loan from the Rural Community Assistance Corporation; a \$391,100 grant from the Rural Community Assistance Corporation; a \$410,000 deferred loan from the Federal Home Loan Affordable Housing Program; a \$209,000 loan from a private foundation; and a \$600,761 conventional loan from a bank.

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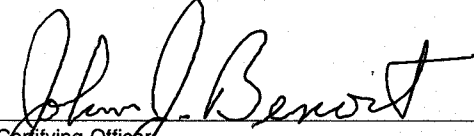
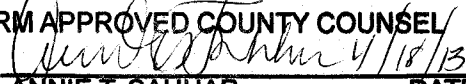
**Part 2. Environmental Certification** (to be completed by responsible entity)


With reference to the above Program Activity(ies)/Project(s), I, the undersigned officer of the responsible entity, certify that:

1. The responsible entity has fully carried out its responsibilities for environmental review, decision-making and action pertaining to the project(s) named above.
2. The responsible entity has assumed responsibility for and complied with and will continue to comply with, the National Environmental Policy Act of 1969, as amended, and the environmental procedures, permit requirements and statutory obligations of the laws cited in 24 CFR 58.5; and also agrees to comply with the authorities in 24 CFR 58.6 and applicable State and local laws.
3. After considering the type and degree of environmental effects identified by the environmental review completed for the proposed project described in Part 1 of this request, I have found that the proposal  did  did not require the preparation and dissemination of an environmental impact statement.
4. The responsible entity has disseminated and/or published in the manner prescribed by 24 CFR 58.43 and 58.55 a notice to the public in accordance with 24 CFR 58.70 and as evidenced by the attached copy (copies) or evidence of posting and mailing procedure.
5. The dates for all statutory and regulatory time periods for review, comment or other action are in compliance with procedures and requirements of 24 CFR Part 58.
6. In accordance with 24 CFR 58.71(b), the responsible entity will advise the recipient (if different from the responsible entity) of any special environmental conditions that must be adhered to in carrying out the project.

As the duly designated certifying official of the responsible entity, I also certify that:

7. I am authorized to and do consent to assume the status of Federal official under the National Environmental Policy Act of 1969 and each provision of law designated in the 24 CFR 58.5 list of NEPA-related authorities insofar as the provisions of these laws apply to the HUD responsibilities for environmental review, decision-making and action that have been assumed by the responsible entity.
8. I am authorized to and do accept, on behalf of the recipient personally, the jurisdiction of the Federal courts for the enforcement of all these responsibilities, in my capacity as certifying officer of the responsible entity.

Signature of Certifying Officer of the Responsible Entity 	Title of Certifying Officer <b>Chairman, Riverside County Board of Supervisors</b> Date signed 5/21/13
X Address of Certifying Officer C/O Riverside County EDA 5555 Arlington Avenue Riverside, CA 92504	FORM APPROVED COUNTY COUNSEL BY:  4/18/13 ANNIE T. SAHAR DATE

ATTEST:  
 KECIA HARPER-HEM, Clerk  
  
 DEPUTY

**Part 3. To be completed when the Recipient is not the Responsible Entity**

The recipient requests the release of funds for the programs and activities identified in Part 1 and agrees to abide by the special conditions, procedures and requirements of the environmental review and to advise the responsible entity of any proposed change in the scope of the project or any change in environmental conditions in accordance with 24 CFR 58.71(b).

Signature of Authorized Officer of the Recipient  X	Title of Authorized Officer  Date signed
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**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

**Riverside County Board of Supervisors  
Request to Speak**

Submit request to Clerk of Board (right of podium),  
Speakers are entitled to three (3) minutes, subject  
to Board Rules listed on the reverse side of this form.

**SPEAKER'S NAME:** GARY GRANT

**Address:** 27068 JAMES ST.  
(only if follow-up mail response requested)

**City:** PERDUE **Zip:** 92570

**Phone #:** 657-9319

**Date:** \_\_\_\_\_ **Agenda #** 3.6

**PLEASE STATE YOUR POSITION BELOW:**

**Position on "Regular" (non-appealed) Agenda Item:**

\_\_\_\_\_ **Support**      \_\_\_\_\_ **Oppose**      \_\_\_\_\_ **Neutral**

**Note:** If you are here for an agenda item that is filed  
for "Appeal", please state separately your position on  
the appeal below:

\_\_\_\_\_ **Support**      \_\_\_\_\_ **Oppose**      \_\_\_\_\_ **Neutral**

**I give my 3 minutes to:** \_\_\_\_\_

## **BOARD RULES**

### **Requests to Address Board on "Agenda" Items:**

You may request to be heard on a published agenda item. Requests to be heard must be submitted to the Clerk of the Board before the scheduled meeting time.

### **Requests to Address Board on items that are "NOT" on the Agenda:**

Notwithstanding any other provisions of these rules, member of the public shall have the right to address the Board during the mid-morning "Oral Communications" segment of the published agenda. Said purpose for address must pertain to issues which are under the direct jurisdiction of the Board of Supervisors. YOUR TIME WILL BE LIMITED TO THREE (3) MINUTES.

### **Power Point Presentations/Printed Material:**

Speakers who intend to conduct a formalized Power Point presentation or provide printed material must notify the Clerk of the Board's Office by 12 noon on the Monday preceding the Tuesday Board meeting, insuring that the Clerk's Office has sufficient copies of all printed materials and at least one (1) copy of the Power Point CD. Copies of printed material given to the Clerk (by Monday noon deadline) will be provided to each Supervisor. If you have the need to use the overhead "Elmo" projector at the Board meeting, please insure your material is clear and with proper contrast, notifying the Clerk well ahead of the meeting, of your intent to use the Elmo.

### **Individual Speaker Limits:**

**Individual speakers are limited to a maximum of three (3) minutes.** Please step up to the podium when the Chairman calls your name and begin speaking immediately. Pull the microphone to your mouth so that the Board, audience, and audio recording system hear you clearly. Once you start speaking, the "green" podium light will light. The "yellow" light will come on when you have one (1) minute remaining. When you have 30 seconds remaining, the "yellow" light will begin flash, indicating you must quickly wrap up your comments. Your time is up when the "red" light flashes. The Chairman adheres to a strict three (3) minutes per speaker. **Note: If you intend to give your time to a "Group/Organized Presentation", please state so clearly at the very bottom of the reverse side of this form.**

### **Group/Organized Presentations:**

Group/organized presentations with more than one (1) speaker will be limited to nine (9) minutes at the Chairman's discretion. The organizer of the presentation will automatically receive the first three (3) minutes, with the remaining six (6) minutes relinquished by other speakers, as requested by them on a completed "Request to Speak" form, and clearly indicated at the front bottom of the form.

### **Addressing the Board & Acknowledgement by Chairman:**

The Chairman will determine what order the speakers will address the Board, and will call on all speakers in pairs. The first speaker should immediately step to the podium and begin addressing the Board. The second speaker should take up a position in one of the chamber aisles in order to quickly step up to the podium after the preceding speaker. This is to afford an efficient and timely Board meeting, giving all attendees the opportunity to make their case. Speakers are prohibited from making personal attacks, and/or using coarse, crude, profane or vulgar language while speaking to the Board members, staff, the general public and/or meeting participants. Such behavior, at the discretion of the Board Chairman may result in removal from the Board Chambers by Sheriff Deputies.