



Amil Aaron
Chair

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Noha Nour, D.D.S.
Committee Member

Dr. Surendra Sharma
Committee Member

AGENDA

DIVERSITY, EQUITY, AND INCLUSION COMMITTEE REGULAR MEETING

MARCH 24, 2022
5:00 PM

VIRTUAL MEETING VIA ZOOM
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PARTICIPATION AT DIVERSITY, EQUITY, AND INCLUSION MEETINGS

MEETINGS ARE AVAILABLE TO WATCH LIVE THROUGH THE ZOOM APPLICATION. INFORMATION FOR ZOOM CAN BE FOUND ONLINE AT CITYOFIRVINE.ORG/DEICOMMITTEE. YOU MAY SUBMIT COMMENTS ON ANY AGENDA ITEM OR ON ANY ITEM NOT ON THE AGENDA, IN WRITING VIA MAIL TO "ATTN: DIVERSITY, EQUITY, AND INCLUSION COMMITTEE," ONE CIVIC CENTER PLAZA, IRVINE, CA 92606, OR BY EMAIL TO DEICOMMITTEE@CITYOFIRVINE.ORG. YOU MAY ALSO PROVIDE LIVE COMMENTS VIA ZOOM. FOR MORE INFORMATION, VISIT CITYOFIRVINE.ORG/DEICOMMITTEE.

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PLEASE NOTE: THE IRVINE DIVERSITY, EQUITY, AND INCLUSION COMMITTEE IS MAKING EVERY EFFORT TO FOLLOW THE SPIRIT AND INTENT OF THE BROWN ACT AND OTHER APPLICABLE LAWS REGULATING THE CONDUCT OF PUBLIC MEETINGS, IN ORDER TO MAXIMIZE TRANSPARENCY AND PUBLIC ACCESS. FOR QUESTIONS OR ASSISTANCE, PLEASE CONTACT THE CITY MANAGER'S OFFICE AT 949-724-6212, OR VIA EMAIL AT DEICOMMITTEE@CITYOFIRVINE.ORG. IT WOULD BE APPRECIATED IF WRITTEN COMMUNICATIONS OF PUBLIC COMMENTS RELATED TO ITEMS ON THE AGENDA, OR ITEMS NOT ON THE AGENDA, ARE PROVIDED PRIOR TO THE COMMENCEMENT OF THE MEETING.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

INTRODUCTIONS

- **INTRODUCE NEW APPOINTED MEMBERS TO THE DEI COMMITTEE**

1. PRESENTATIONS

1.1 DEI Spotlight Update

ANNOUNCEMENTS

Announcements are for the purpose of presenting brief comments or reports, are subject to California Government Code Section 54954.2 of the Brown Act and are limited to 15 minutes per meeting.

ADDITIONS AND DELETIONS

Additions to the agenda are limited by California Government Code Section 54954.2 of the Brown Act and for those items that arise after the posting of the Agenda and must be acted upon prior to the next Diversity, Equity, and Inclusion Committee meeting.

PUBLIC COMMENTS

Any member of the public may address the Diversity, Equity, and Inclusion Committee on items within the Diversity, Equity, and Inclusion Committee's subject matter jurisdiction, but which are not listed on this Agenda during PUBLIC COMMENTS. However, no action may be taken on matters that are not part of the posted agenda. PUBLIC COMMENTS are scheduled for 30 minutes and are limited to 3 minutes per person. If you wish to speak, please complete a Speaker's Form and submit it to the Recording Secretary.

2. COMMITTEE BUSINESS

2.1 PROPOSED PROGRAM DESIGN FOR THE IRVINE RECOVERY PLAN GRANTS FOR VULNERABLE POPULATIONS AND SMALL BUSINESSES

RECOMMENDED ACTIONS:

- 1) PROVIDE INPUT ON PROGRAM DESIGN FOR THE IRVINE RECOVERY PLAN VULNERABLE POPULATIONS GRANTS AND SMALL BUSINESS ASSISTANCE GRANTS PROGRAMS.
- 2) RECOMMEND THE FORMATION OF THE IRVINE RECOVERY PLAN GRANTS SUBCOMMITTEE, CONSISTING OF TWO MEMBERS FROM THE DIVERSITY, EQUITY, AND INCLUSION (DEI) COMMITTEE AND TWO MEMBERS FROM THE COMMUNITY SERVICES (CS) COMMISSION.
- 3) NOMINATE TWO DEI COMMITTEE MEMBERS TO PARTICIPATE IN THE IRVINE RECOVERY PLAN GRANTS SUBCOMMITTEE.

2.2 DEI MEMBER-AT-LARGE RECRUITMENT UPDATE

RECOMMENDED ACTION:

- 1) SELECTION OF TWO MEMBER-AT-LARGE CANDIDATES FOR CITY COUNCIL CONSIDERATION

ADJOURNMENT

Next Meeting: Diversity, Equity, and Inclusion Committee regular meeting, **Thursday, April 28, 2022, 5 p.m.**, Virtual format via Zoom.

NOTICE TO THE PUBLIC

At 6:30 p.m., the Diversity, Equity, and Inclusion Committee will determine which of the remaining agenda items can be considered and acted upon prior to 7 p.m. and will continue all other items on which additional time is required until a future Committee meeting. All meetings are scheduled to terminate at 7 p.m.

STAFF REPORTS

As a general rule, staff reports or other written documentation have been prepared or organized with respect to each item of business listed on the agenda. Copies of these materials are on file with the Diversity, Equity, and Inclusion Committee liaison and are available for public inspection and copying once the agenda is publicly posted, (at least 72 hours prior to a regular Diversity, Equity, and Inclusion Committee meeting).

If you have any questions regarding any item of business on the agenda for this meeting, or any of the staff reports or other documentation relating to any agenda item, please contact Diversity, Equity, and Inclusion Committee liaison at (949) 724-6212.

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

Any supplemental writings or documents distributed to a majority of the Diversity, Equity, and Inclusion Committee regarding any item on this agenda after the posting of the agenda will be available for public review in the City Manager's Office, One Civic Center Plaza, Irvine, California, during normal business hours. In addition, such writings or documents will be made available for public review at the respective public meeting.

SUBMITTAL OF INFORMATION BY MEMBERS OF THE PUBLIC FOR DISSEMINATION OR PRESENTATION AT PUBLIC MEETINGS

Written Materials/Handouts: Any member of the public who desires to submit documentation in hard copy form may do so prior to the meeting or at the time he/she addresses the Diversity, Equity, and Inclusion Committee. Please provide 10 copies of the information to be submitted and file with the Recording Secretary at the time of arrival to the meeting. This information will be disseminated to the Diversity, Equity, and Inclusion Committee at the time testimony is given.

CITY SERVICES TO FACILITATE ACCESS TO PUBLIC MEETINGS

AMERICANS WITH DISABILITIES ACT: It is the intention of the City of Irvine to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the City of Irvine will attempt to accommodate you in every reasonable manner. Please contact the Diversity, Equity, and Inclusion Committee liaison at 949-724-6212 at least 48 hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at the time if you will need accommodations to attend or participate in meetings on a regular basis.

COMMUNICATION AND ELECTRONIC DEVICES


To minimize distractions, please be sure all personal communication and electronic devices are turned off or on silent mode.

MEETING SCHEDULE

Regular meetings of the Diversity, Equity, and Inclusion Committee are held on the fourth Thursday of each month at 5 p.m. Agendas are available at the following locations:

- Police Department
- Front Entrance of City Hall
- City's web page at cityofirvine.org.

I hereby certify that the agenda for the Diversity, Equity, and Inclusion meeting was posted at the main entrance of City Hall and in the posting book located in the Public Safety Lobby of City Hall, One Civic Center Plaza, Irvine, California on March 21, 2022 by 5:00 p.m. as well as on the City's webpage.



Committee Liaison



REQUEST FOR DIVERSITY, EQUITY, AND INCLUSION COMMITTEE ACTION

MEETING DATE: March 24, 2022

TITLE: PROPOSED PROGRAM DESIGN FOR THE IRVINE RECOVERY PLAN GRANTS FOR VULNERABLE POPULATIONS AND SMALL BUSINESSES



Director of Community Development

RECOMMENDED ACTIONS

1. Provide input on program design for the Irvine Recovery Plan Vulnerable Populations Grants and Small Business Assistance Grants Programs.
2. Recommend the formation of the Irvine Recovery Plan Grants Subcommittee, consisting of two members from the Diversity, Equity, and Inclusion (DEI) Committee and two members from the Community Services (CS) Commission.
3. Nominate two DEI Committee members to participate in the Irvine Recovery Plan Grants Subcommittee.

EXECUTIVE SUMMARY

In October 2021, City Council allocated \$5 million in Irvine Recovery Plan (IRP) funds for Assistance to the City's most vulnerable individuals, families and small businesses. Staff proposes distributing this assistance through a grant program similar to the one that the City follows for the annual Community Development Block Grant, Emergency Solutions Grant, and HOME Investment Partnerships grant programs ("HUD Grants Program"). The proposed approach includes soliciting program design input from the DEI Committee and the CS Commission through the formation of an IRP Grants Subcommittee to review and recommend grants to the City Council; and contracting with a third-party consultant for program administration.

COMMISSION/BOARD/COMMITTEE RECOMMENDATION

Not applicable.

ANALYSIS

Background

City Council approved the spending plan for the 2021 American Rescue Plan Act (ARPA) funds on October 26, 2021. Subsequently, \$56 million in ARPA funds were transferred to the City General Fund for implementation of the Irvine Recovery Plan (IRP). Within the IRP, City Council allocated \$5 million for assistance to vulnerable populations and small businesses impacted by the COVID-19 pandemic. Prior to the allocation, staff hosted two roundtables with local community service providers to solicit input on pandemic-related community needs. A total of 28 providers attended. The providers shared concerns regarding the shortage of child care, rental assistance, legal aid, food insecurity, business resource navigation assistance, job training, as well as financial support for these services. This community input was used to develop the program framework.

Proposed IRP Grants Program Design

The program design components include: 1) Program concept; 2) Program framework; and 3) Program implementation.

1) Program Concept

The IRP Grant Program will invest in the Irvine community by funding programs that provide relief and recovery from the COVID-19 pandemic. The City will award grants to local nonprofit organizations, which will then provide needed services and programs.

2) Program Framework

Staff proposes that two distinct grant programs are established: one that supports vulnerable populations and one that supports small businesses. Attachment 1 describes the proposed program framework in detail.

The IRP Grants Program will prioritize applications for services that are immediate and related to COVID-19 impacts and applications for programs that serve populations and businesses that have not previously accessed COVID-19 funds. Programs that address other unmet Irvine community needs are eligible but will not be prioritized for funding. Only nonprofit organizations will be eligible to apply. Attachment 1 provides more detail on eligible program activities.

Recent feedback from our community partners through the HUD Grants Program indicates that non-profits have had difficulty deploying COVID-19 related funding. As such, the grants program is developed as a two-year program providing the opportunity for nonprofit organizations to adjust program activities to meet changing needs and to incorporate lessons learned.

The vulnerable populations grant program establishes a range of \$100,000 to \$300,000. The small business grant program establishes two separate ranges for grant amounts for direct services versus direct financial assistance.

- For small business assistance grants that provide direct financial assistance, such as the economic development corporations, the range will be \$300,000 to \$2,350,000. This range accounts for the pass-through nature of direct financial assistance to businesses and allows for the possibility that one nonprofit or a nonprofit collaborative may propose a comprehensive large-scale program.
- For small business assistance grant requests to provide services to the small business community, but do not propose direct financial assistance, such as job training or technical assistance nonprofits the range will be from \$100,000 to \$300,000.

Staff recommends the proposed allowable grant amount ranges described above based on staff's experience with HUD Grants Programs and local non-profit capacity to expend the grant funds in a timely manner. Additionally, grant administration is more cost efficient with larger minimum grant award amounts.

3) Program Implementation

IRP Grant Program implementation includes program schedule, grant applications review process, program administration, and program budget. The proposed implementation activities are described below.

The schedule for the IRP Grants Program includes two parts – the schedule for program design and budget approvals, and the schedule for applications and awards. The program design and budget approvals will take place from March through May, with input and recommendations from the DEI Committee, CS Commission, and Finance Commission prior to City Council consideration. Simultaneously, the City's community partners will be able to provide input as a part of the public process.

IRP Grants Schedule – City Approvals for Program Design and Budget	
Diversity, Equity, and Inclusion Committee – Program Overview	March 24, 2022
Community Services Commission – Program Overview	April 20, 2022
Finance Commission – Budget Allocation Request	May 2, 2022
City Council – Budget Allocation Request and Program Design Approval	May 10, 2022

Once City Council approves the program design and budget allocation, then implementation activities will begin. Staff proposes to implement the IRP Grant Program with a process similar to the annual HUD Grants Program. Following this model, the DEI Committee will nominate two members to form a two-member subcommittee and work in partnership with a CS Commission two-member subcommittee to review grant applications and make grant award recommendations to the City Council. Staff proposes the following Applications and Awards schedule:

IRP Grants Program Schedule – Applications and Awards	
Notice of Funding Availability (NOFA)	May 2022
NOFA Workshop & Open Applications	June 2022
Application Deadline	July 2022
Application Review	July 2022
IRP Grants Subcommittee – Background & Applicant Presentations Meeting	August 2022
IRP Grants Subcommittee - Recommendations Meeting	September 2022
City Council Meeting: Present IRP Grants Subcommittee Recommendations for Approval	October 2022
IRP Grant Programs Begin	November 2022

The Applications and Awards schedule assumes one month of notification for the NOFA, an application period of one month, a two-week application review period, one month between IRP Grants Subcommittee meetings, and adherence to current Sunshine Ordinance deadlines for staff reports publication. The overall schedule will be reduced to the extent possible within City requirements while still allowing reasonable preparation time to applicants.

Given the one-time nature of the funding and the limited resources of full-time employees, staff recommends hiring a third-party expert to administer the IRP Grants Program. The consultant scope of work includes:

- Program guidelines and development
- NOFA process and application eligibility review
- Technical assistance and training to applicants and sub-recipients
- Preparation of IRP Grant Subcommittee materials
- Grants management including reviewing invoices, processing grant disbursements, record keeping, monitoring, and reporting

Staff issued a request for proposal (RFP) for these services, which was advertised on Planet Bids from November 23, 2021 to December 14, 2021, and will recommend MDG Associates, Inc. (MDG) to the Finance Commission for IRP Grants Program administration. MDG’s proposal demonstrated extensive experience and knowledge of public grants. Based on the recommended grant amounts outlined above, the pricing is \$120,000 per year, which is less expensive and quicker to implement than hiring an additional full-time staff member. This pricing would likely increase if grant amounts were to be decreased significantly from what is recommended above and may require a new RFP and contractor selection process. The initial term of the contract will be one year, with up to three additional one-year extensions. At Finance Commission, staff will recommend setting aside two and a half years of administrative funding from the IRP

allocation so that the program can run for 24 months, with funding for up to six months to conduct close-out activities without necessitating the use of general funds.

Assuming a two-year program with \$5 million in funds, \$2,350,000 would be allocated to each of the grant programs and \$300,000 to program administration. The two-year budget scenarios are provided in the table below.

IRP Grants Program Cost	Budget Adjustment Two-Year Program
Vulnerable Populations Grants	\$2,350,000
Small Business Grants	\$2,350,000
Program Administration Consultant	\$300,000
Total	\$5,000,000

ALTERNATIVES CONSIDERED

The DEI Committee may choose to modify the program design including eligible activities, grant size or other programmatic details. Significant changes to the administrative scope of work may require the issuance of a new RFP for consultant services, which would extend the program schedule.

FINANCIAL IMPACT

All necessary funds are budgeted in the IRP Fund. The total projected IRP Grant Program cost is \$5 million. If additional program administration is not needed, the funds allocated for this use will be returned to the grant programs for redistribution.

REPORT PREPARED BY: Stephanie Takigawa, Housing Analyst
Lisa Varon, Housing Manager

DEI ATTACHMENTS

1. IRP Grants Program Framework

Irvine Rescue Plan (IRP) Grant Programs Proposed Program Framework

Program Overview

The IRP Grant Program will invest in the Irvine community by funding grants for nonprofit-run programs that provide relief and recovery from the COVID-19 pandemic. The grants will be distributed through two distinct grant programs:

- 1) Supporting Vulnerable Populations; and
- 2) Supporting Small Businesses.

Funding Priorities

- To assist the Irvine community still impacted by the COVID-19 pandemic
- To assist residents and small businesses not previously assisted with COVID-19 funds from local, state, and federal government sources

Grant Applicant Eligibility

Nonprofit organizations serving the Irvine community are eligible to apply. Nonprofit organization must be in operations for a minimum of three years, as demonstrated by a IRS nonprofit determination letter, Articles of Incorporation and Bylaws. Organizational capacity will be assessed in the application process. Applicants will be required to submit financial statements for the last three years of operations.

Non-Allowable Grant Applicant Expenses

This grant program is not intended to cover regular operating expenses of nonprofit organizations. The purpose is to fund programs that support Irvine community members to economically recover from COVID-19. As such, the following expenses are not allowed for the applicant nonprofit:

- Capital projects/building improvements
- Organizational rent
- Purchase of equipment (including computers, phones, vehicles) by the applicant organization
- Reimbursement for nonprofit organization's pre-existing contracts, debt or obligations, or income loss during COVID-19

Grant Applicant Terms and Conditions:

- All activities must be provided to Irvine residents or small businesses
- All applications will submit a budget included the standard overhead (indirect) cost set at ten (10) percent
- Grantees must provide standard City insurance levels (same as HUD Grant Programs) and a current City Business License in order to enter into a Grant Agreement

Supporting Vulnerable Populations Grants

Eligible Activities:

The City will accept applications from nonprofit organizations to operate programs that offer one or more of the following listed activities to individuals and/or families in Irvine. Programs that provide tangible benefits (e.g., direct aid) must income-qualify participating households to verify that household income is equal to or below 80%Area Median Income (AMI).

*Income qualification **not required** for the following programs:*

- Information and referral services (e.g., community resources navigation)
- Job training and job transition
- Financial coaching and literacy
- Senior services
- Mental health services (non-duplicative of Be Well)

*Income qualifications **required** for the following tangible benefits programs:*

- Resources to address immediate needs (food, shelter, clothing, other)
- Transportation assistance
- Legal assistance
- Child care scholarships

Income Qualification Chart

Household Size	Maximum Household Gross Income 80% of Area Median
1	\$75,300
2	\$86,050
3	\$96,800
4	\$107,550
5	\$116,200
6	\$124,800
7	\$133,400
8	\$142,000

Source: www.hudexchange.info/programs/home/home-income-limits/

Applicants must provide justification as to why the proposed program is needed in addition to existing local, state and federal COVID-19 recovery assistance programs.

Supporting Vulnerable Populations Grants, continued

Allowable Expenses

- Programs
 - Program-related personnel and benefits
 - Program-related supplies
- Direct assistance of tangible benefits
 - Examples include food, clothing, and essential household supplies provided to program participants
- Direct child care assistance/scholarships
 - Household must be income-qualified
- Direct rent or utilities assistance
 - Household must be income-qualified
 - With justification as to why the program is needed in addition to or in lieu of the State of California COVID-19 Rent Relief program or other government assistance programs
 - With a description of how the proposer will consider previous rental assistance to applicant households

Minimum and Maximum Grant Amounts to Nonprofit Applicants:

- Minimum grant amount: \$100,000 per nonprofit organization
- Maximum grant amount: \$300,000 per nonprofit organization
- Maximum number of subrecipients for Supporting Vulnerable Populations

Supporting Small Businesses Grants

Eligible Activities:

The City will accept applications from nonprofit organizations to operate programs that offer one or more of the following activities for small businesses:

- Resource navigation (e.g., information, referrals)
- Technical assistance for small businesses (e.g., accounting, human resource management, marketing, information technology, capitalization, networking)
- Direct financial support to small businesses in the form of grants, including but not limited to rental assistance, payroll, personal protective equipment, and grants for child care businesses (for profit and non-profit)

To qualify for funding, nonprofit applicants must propose programs that serve small businesses:

- Employing 25 or fewer full-time equivalent employees, including business owner
- Operating within the City of Irvine since March 13, 2020 or earlier
- Physically located in the City of Irvine, including home-based businesses
- Holding a valid City of Irvine Business License
- That are not imminently at risk of closure or bankruptcy (based on review of Profit and Loss Statements and Balance Sheets)

Applicants must provide justification as to why the proposed program is needed in addition to existing local, state and federal COVID-19 recovery assistance programs.

Allowable Expenses

- Programs
 - Program-related personnel and benefits
 - Program-related supplies
- Direct Assistance
 - Grants for income loss during COVID-19
 - Grants for job and resource navigation assistance
 - Grants for rental assistance
 - Grants for general operating assistance
 - With justification as to why the program is needed in addition to or in lieu of other COVID-19 governmental assistance programs
 - With a description of how the proposer will consider previous COVID-19 governmental assistance to applicant businesses

Supporting Small Businesses Grants, continued

Minimum and Maximum Grant Amounts to Nonprofit Applicants:

- Programs Not Providing Direct Assistance
 - Minimum grant amount: \$100,000
 - Maximum grant amount: \$300,000
- Programs Providing Direct Assistance
 - Minimum grant amount: \$300,000
 - Maximum grant amount of \$2,350,000



REQUEST FOR DIVERSITY, EQUITY, AND INCLUSION COMMITTEE ACTION

MEETING DATE: MARCH 24, 2022

TITLE: DEI MEMBER-AT-LARGE RECRUITMENT UPDATE

Michelle Grettenberg

[Michelle Grettenberg \(Mar 21, 2022 16:07 PDT\)](#)

Assistant City Manager

RECOMMENDED ACTION

Selection of two at-large member candidates for City Council consideration.

EXECUTIVE SUMMARY

To further its commitment to advancing equity and fairness, the City of Irvine opened a recruitment for two member-at-large vacancies on the Diversity, Equity, and Inclusion Committee. The public recruitment for the two member-at-large vacancies was open for application from January 28 to February 28. The recruitment yielded 41 applications from candidates who reside or work in the City of Irvine. The two member-at-large selections will serve two-year terms and join five Committee members appointed by the Irvine City Council.

COMMISSION/BOARD/COMMITTEE RECOMMENDATION

Not applicable.

ANALYSIS

Background

In January 2021, the Irvine City Council passed a resolution reaffirming its commitment to diversity, equity, and inclusion (DEI) and created the five-member Ad-Hoc DEI Committee to provide input on the needs of the community. In January 2022, the Irvine City Council approved the conversion of the DEI Committee as a standing committee and expanded its membership to seven committee members.

The DEI Committee serves in an advisory capacity to the Irvine City Council in matters pertaining to DEI, including without limitation ending racial and other disparities, creating fairness in hiring practices and promotions, creating greater opportunities with contracting, and providing equitable service to all residents.

At its February 24 meeting, the DEI Committee formed a subcommittee to review applications and interview candidates, alongside City staff.

The criteria for selection include:

- Demonstrated concern for, and the desire to improve and maintain a community where people can live, work, and play in an environment that is safe, vibrant, and aesthetically pleasing;
- Commitment to embracing and celebrating the City's diversity and welcoming all people who live, work, and visit the City of Irvine;
- Dedication to confronting the systemic racism and racial inequities that have been created and sustained over time, and commitment to creating an inclusive environment that values the diversity of cultures and backgrounds;
- Proven work in advocating for and providing equitable and inclusive services to people of all races, religions, genders, sexual orientations, abilities, and all other civil liberties.

The subcommittee selected 11 candidates to interview out of the 41 applications received. Interviews occurred the week of March 14, with the following two candidates recommended to fill the two member-at-large vacancies:

- **Mary Anne Foo** – Executive Director, Orange County Asian and Pacific Islander Community Alliance
- **Betty Martinez Franco** – Senior Account Executive, Deixis Group

ALTERNATIVES CONSIDERED

The DEI Committee may make alternative candidate recommendations, or the committee may choose additional candidates to interview or select. However, this would require extending the recruitment process, which would delay the Irvine City Council's direction in expanding the standing committee to seven committee members.

FINANCIAL IMPACT

Not applicable.

REPORT PREPARED BY

Joe Angeles, Human Resources Administrator