



City of Santa Ana
20 Civic Center Plaza, Santa Ana, CA 92701
Staff Report
August 17, 2021

TOPIC: Facilities Use Agreement with Training and Research Foundation for Corbin and El Salvador Community Centers

AGENDA TITLE:

Approve Facilities Use Agreement with Training and Research Foundation to Operate Childcare Centers at Corbin Community Center and El Salvador Community Center (Revive Santa Ana Program)

RECOMMENDED ACTION

Authorize the City Manager to execute a facilities use agreement with Training and Research Foundation to operate childcare centers at Corbin Community Center and El Salvador Community Center, for a term beginning August 17, 2021 and ending August 31, 2026, subject to non-substantive changes approved by the City Manager and City Attorney.

DISCUSSION

The Training and Research Foundation (TRF) is a non-profit organization that serves low-income preschool children and families by providing comprehensive child development and school readiness services, including education, health, nutrition, and mental health. TRF's programs are created based on research and data collection, and are tailored to low-income children and their families. TRF is committed to long-range goals that prepare children to succeed in school and life. In the wake of the COVID-19 pandemic, the types of services provided by TRF have become more critical, as local governments like the City of Santa Ana seek to support families whose adults want to return to the workforce and may need childcare.

TRF's philosophy is to ensure that each child possesses the skills, knowledge, and attitudes necessary for success in school and for later learning and life. To accomplish this, TRF uses a comprehensive approach to meeting the developmental needs of children that includes family engagement, culturally competent implementation of research-based curricula, hosting engaging learning environments, positive interactions with caring and educated teachers and ongoing data analysis to support and evaluate quality service delivery.

Since 1966, TRF has served the communities of Inglewood, Lennox, Hawthorne, and West Los Angeles. Most recently, TRF has expanded into Riverside and Orange counties to provide their services regionally. Their decision to expand into Riverside and Orange counties was data-driven and based upon a needs assessment. This needs assessment identified Santa Ana as one of the areas in Orange County that is under-funded and under-served. As such, TRF seeks to utilize two of the City of Santa Ana's community centers, Corbin Community Center and El Salvador Community Center, to provide childcare services to Santa Ana children and families.

City staff, along with representatives from TRF, have prepared a facilities use agreement (Exhibit 1) to allow TRF to use portions of both the Corbin Community Center and El Salvador Community Center. Below is an overview of the terms of the agreement:

- **USE OF CITY FACILITIES:** The City will provide space at Corbin and El Salvador Community Centers for TRF to conduct their childcare programs. TRF will pay the City of Santa Ana \$2,0000 a month to use both facilities.
- **TERM:** The term of the agreement is five years, with two one-year renewal options.
- **UTILITIES:** TRF will pay City of Santa Ana for utilities, Wi-Fi, maintenance, phone, water, trash, and anything else required for a fair share/percentage.
- **SERVICES:**
 - TRF will provide childcare services to children aged 0 to three years old for Santa Ana residents from 7:30 a.m. to 5:30 p.m., Monday through Friday, 248 days per year at Corbin and El Salvador Community Centers.
 - Program services funded through the California Department of Education, Early Learning Division and TRF budget for these services averages \$1.8 Million a year, with additional funding from private donors and grants.
 - TRF will provide services for 65 to 75 infants and toddlers full-day / full-year.
 - The classroom size composition will consist of maximum groups of 6 to 12 infants or toddlers, with a 1:3 staff-child ratio for infants and 1:4 staff-child ratio for toddlers / early preschoolers.
 - TRF will provide teachers, teacher assistants, directors, and supervisors with credentials from the California Commission on Teacher Credentialing.
 - TRF will accept applications from Santa Ana residents to determine the criteria of need for services. Eligibility will be based on the California Department of Education's guidelines, which include a matrix of the number of members in a household, income, employment and/or educational enrollment status.
 - TRF will submit an application to Community Care Licensure.
 - TRF will coordinate a community information session and recruitment; TRF will create a waiting list for interested families.
 - TRF will provide recruitment and hiring of staff, training/orientation, assignment of children to classrooms/teachers, and initial parent conferences.
- **IMPROVEMENTS TO COMMUNITY CENTERS:**

- TRF will provide facility improvements. Renderings of proposed improvements are attached to the agreement as Exhibits 2 and 3. The improvements will follow the parameters below:
 - Walk-through with architecture and design firm
 - Feasibility study; determination of needed changes; design and rendering for City to review for prior approval
 - Submission to the California Department of Education (“CDE”) Contracts Office for approval
 - City Planning; plan check; submission for applications as needed; submission for permits
 - Request for construction bids; submission to CDE for approved vendor

Staff recommends that the City Council approve the facilities use agreement with TRF to allow TRF to use the Corbin Community Center and El Salvador Community Center to provide childcare services.

ENVIRONMENTAL IMPACT

There is no environmental impact associated with this action.

FISCAL IMPACT

TRF will pay to City monthly its proportional share of the utilities for use of the Facilities and a fee of \$2,000 per month for use of the Facilities. All payments shall be made by the 1st day of each month to the City of Santa Ana. Payments will begin once TRF begins improvements of the facilities, which is estimated for October 1, 2021.

Funds will be deposited in the following accounts for the specified fiscal years. The amounts for Recreation Expense Reimbursement are estimates based on costs TRF has incurred at other locations.

Fiscal Year	Accounting Unit-Account #	Fund Description	Accounting Unit, Account Description	Amount
FY 21-22	01113002-57301	General Fund	PRCSA-Recreation Expense Reimbursement	\$40,500
FY 21-22	01113002-57361	General Fund	PRCSA-Recreation Facility Rental	\$18,000
FY 22-26	01113002-57301	General Fund	PRCSA-Recreation Expense Reimbursement	\$54,000 Per Year
FY 22-26	01113002-57361	General Fund	PRCSA-Recreation Facility Rental	\$24,000 Per Year
FY 26-27	01113002-57301	General Fund	PRCSA-Recreation Expense Reimbursement	\$9,000
FY 26-27	01113002-57361	General Fund	PRCSA-Recreation Facility Rental	\$4,000

EXHIBIT(S)

1. Agreement

Submitted By: Lisa Rudloff, Executive Dir. of Parks, Recreation and Community Services

Approved By: Kristine Ridge, City Manager