

# Facility Condition Assessment

## FREQUENTLY ASKED QUESTIONS

### FAQs

(Please note, the answers to these questions are subject to change as the Bond Measure information is received and updated.)

1. **Q: If I have a project that is really two, interconnected components, such as replacing failing light poles for Fire, Life, Safety and upgrading wiring/fixtures for Energy Conservation, how do I list the project? Is it one project or two?**

A: Suggest listing the entire project, including all components, and showing how they are inter-related and connected.

2. **Q: In the Facility Condition Assessment documents there is an offer for California Construction Authority (CCA) to help a fair complete their self-assessment form. Is there a charge or fee for this service?**

A: NO! The California Department of Food & Agriculture (CDFA) has contracted with CCA to help fairs with their self-assessments and to further assist getting the project assessments ready for grant consideration, excluding onsite visits. There is no charge to the fairs.

3. **Q: When I fill out the PDF form for the Facility Condition Assessment, how do I save it?**

A: When working with the form in pdf format, you can right click and “save as” becomes an option. Save the completed form as a PDF and you can submit it to CCA in that format.

4. **Q: Do I really need to send supporting materials with my Facility Condition Assessment form?**

A: Sending supporting materials with your Facility Condition Assessment submissions is ***strongly encouraged***. Ideas of various supporting materials to consider sending in support of a project submitted:

Cal Fire letter	Photos of existing conditions
OES letter	Any prior engineering completed
Fire Marshall reports	CFSA safety inspection reports
Red Cross support letter	Contractor's Proposals
Additional details about the project that further explain the need.	

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- 5. Q: What if my fair has never served as an emergency response center? How do I list my projects and incorporate the grant criteria related to serving as an emergency response center?**

A: Approach listing your projects with the perspective that your fairgrounds has the *potential* for serving as an emergency response center. What facility improvements help support serving in this capacity? Ideas: a) Electrical upgrades to support RV's or temporary buildings; b) The need for your buildings to be conditioned space for the comfort and protection of people or animals; c) Paved areas that can support temporary staging of emergency equipment or temporary housing.

- 6. Q: What is the priority criteria that CDFA selection committee will use in selecting projects for SB5 Bond Measure grants?**

A: Priority 1: Emergency Preparedness

Projects that improve facilities and grounds to support a response to an emergency.

- a. Emergency Response: Repairs to areas and/or facilities on your fairgrounds that serve as an evacuation center for people and/or animals, staging area for emergency response equipment, or staging space for emergency response personnel.
- b. Infrastructure: Upgrades and repairs to support an emergency response at your fairgrounds.
- c. Facility Deficiencies: Upgrades and repairs that address facility deficiencies in support of an emergency response at your fairgrounds.
- d. Fire, Life & Safety: Upgrades and repairs in support of an emergency response at your fairgrounds.
- e. ADA: ADA access and accommodation in an emergency response area or facility on your fairgrounds.

Priority 2: Conservation Measures

- a. Water conservation is the most cost-effective and environmentally sound way to reduce our demand for water
- b. Energy conservation is the effort made to reduce the consumption of energy by using less by reducing wastage and losses, improving efficiency through technological upgrades and improved operation and maintenance.

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- 7. Q: The Facility Condition Assessment instructions state to submit up to five (5) projects. Do I have to submit five? And do I submit them in priority order?**

A: A fair can submit one, two, three – UP TO five projects. There is no minimum only a maximum of five. You are not required to submit them in priority order. You should, however, indicate the project's priority needs and reasoning in the Project Description section (number 3). Please make sure to identify which Priority Category requirements your facility improvement project meets in number 2 of the Assessment form.

- 8. Q: All the buildings on my fairgrounds need new roofs. Is that submitted as one project?**

A: Yes, it can be submitted as one project but we suggest that you indicate in priority order which roof replacements are most critical.

- 9. Q: Who is making the selection of projects to receive SB5 Bond Measure grant funds?**

A: CDFA will assemble a selection committee to review the submissions and make selections of projects. Ultimately CDFA is responsible for granting the funds and administering the Grant Agreements.

- 10. Q: When will CDFA make a final selection of projects to receive SB5 Bond Measure grant funds?**

A: It is planned that the selection process will take place Summer 2019 and grants will be funded in Fall 2019.

It is anticipated that approximately \$3.0 - 3.5 million will be awarded in the first phase of SB5 Bond Measure grants. Phase two of the SB 5 Bond Measure will award approximately \$6.5 million and phase three will award approximately an additional \$6 million.

- 11. Q: If selected to receive SB5 Bond Measure grant funds, how long do we have to implement the project?**

A: With the anticipation that the funds will be awarded in Fall 2019, that will provide about two years and three months to complete a project. Implementation must begin no later than January 31, 2020 and completed by March 31, 2022. The implementation phase begins once the Grant Agreements have been

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awarded and the project Work Plan is put into motion by the fair. No extensions of time will be granted due to SB 5 Bond requirements.

**12. Q: If my project is selected and a grant is awarded, does the fair have to put the cost of the project on deposit with CCA?**

A: No, the fair does not have to provide any of the project costs upfront with CCA, nor with CDFA. CDFA is currently working on a streamlined process to facilitate the reimbursement process through CCA, to CDFA. We will update you on the final payment process once we are given the information.

**13. Q: What costs and impacts are fairs responsible for if a project is selected for grant funding?**

A: Fairs will be responsible for ancillary expenses that might come as an indirect result of construction – such as rescheduling events, post-project service charges and maintenance costs associated with the project, costs incurred outside of the proposed project duration (September 1, 2019 – March 31, 2022), expenditures not identified in the approved Budget or that exceed the awarded amount, etc.

**14. Q: Is every fair, large or small, urban or rural, eligible to submit projects for SB5 Bond Measure grant funding?**

A: YES! The Facility Condition Assessment was sent to all fairs with a physical fairgrounds. All are encouraged to submit projects for consideration.

**15. Q: What is the difference between *Fairgrounds' Facility Improvement Project List* and the *Preliminary Grant Project List*?**

A: Step 1: The first list to be created is the ***Fairgrounds' Facility Improvement Project List***. It is considered a Master List of all the projects submitted to CCA by the fairs through the assessments.

Step 2: CDFA will review the ***Fairgrounds' Facility Improvement Project List*** and make a preliminary selection of projects for further consideration and analysis for SB5 Bond Measure grant funding. This will be the ***Preliminary Grant Project List***. Think of it as the first cut of projects for consideration in this first round of SB5 Bond Measure Grant funding.

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Step 3: CDFA will send the ***Preliminary Grant Project list*** back to CCA for further detailed analysis, estimating, and detailed description of the projects. CCA will complete the analysis and estimating and send the information back to CDFA.

Step 4: At this point CDFA's selection committee makes the final selection of the projects to receive the first allocation of SB5 Bond Measure grant funds.

**16.Q: What happens if my project does not make the Preliminary Grant Project list or receive SB5 Bond Measure Grant funding?**

A: All projects submitted remain on the Fairgrounds' Facility Improvement Project Master List. It is planned that this list will be used for additional funding for facility improvement projects that may become available in phase two and phase three that corresponds respectively with FY 2019/2020 and FY 2020/2021.

**17.Q: Will the SB5 Bond Measure grant require the project to be constructed as a public works project?**

A: Yes. All projects regardless of where the funding originates must be constructed to meet the current building codes. Fairgrounds are public spaces and without the minimum standards provide by the building codes, the fairgrounds exposes itself to the liability of injury to life and limb. Each fair organization must ensure that all projects are reviewed for code compliance, constructed and inspected to meet this standard. The use of public funds on public property require they be expended in accordance with Public Contract Code (PCC). California law also requires all contractors/subcontractors be registered with the Department of Industrial Relations (DIR) to be registered to bid and work on any public works projects and to pay prevailing wages.

**18.Q: Will I be able to track my projects from submission to CCA through funding decisions made by CDFA?**

A: Fairs will receive a confirmation of receipt of projects submitted for the ***Fairgrounds' Facility Improvement Project List***. We will work with CDFA on subsequent confirmations and communication as the project selection process progresses.

**19.Q: When does the Facility Assessment need to be submitted to CCA by?**

A: March 31, 2019.

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**20.Q: What if I miss the March 31, 2019 submission deadline, should I still submit?**

**A:** Yes. Projects submitted after March 31<sup>st</sup> will not be considered for Phase 1 SB5 Grant, but please still submit your five projects and they will be added to the ***Fairgrounds' Facility Improvement Project Master List*** for potential future funding opportunities.

**21.Q: If I submit projects in this Facility Condition Assessment, does the assessment trigger the need to pay overtime to fair employees?**

**A:** The purpose of the Facility Condition Assessment is to create a master list of priority construction projects for CA fairs. It will be used for selection of projects to fund as various funding sources become available. It also will be updated annually. If a fair's project is selected for a funding source or grant program, it will be at that time that the fair can determine if they wish to receive the grant funds for the project. Grant programs will have requirements and it is at the time of the grant project selection and before the fair agrees to enter into the grant/funding agreement that the fair can determine if the requirements of the grant are compatible with the fair's operations and business plan.