

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER 17-MITPPS-21007	PURCHASING AUTHORITY NUMBER (If Applicable)
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1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

Department of Housing and Community Development

CONTRACTOR NAME

Interface Children & Family Services

2. The term of this Agreement is:

START DATE

Upon HCD Approval

THROUGH END DATE

06/25/2025

3. The maximum amount of this Agreement is:

\$325,115

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

Exhibits	Title	Pages
Exhibit A	Authority, Purpose and Scope of Work	5
Exhibit B	Budget Detail and Payment Provisions	5
Exhibit C *	State of California General Terms and Conditions - GTC- 04/2017	GTC 4/17
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Items shown with an asterisk (), are hereby incorporated by reference and made part of this agreement as if attached hereto.**These documents can be viewed at <https://www.dgs.ca.gov/OLS/Resources>***IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.****CONTRACTOR**

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

Interface Children & Family Services

CONTRACTOR BUSINESS ADDRESS

4001 Mission Oaks Blvd., Suite I

CITY

Camarillo

STATE

CA

ZIP

93012

PRINTED NAME OF PERSON SIGNING

Erik Sternad

TITLE

Executive Director

CONTRACTOR AUTHORIZED SIGNATURE



DATE SIGNED

10/26/2022

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STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

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AGREEMENT NUMBER

17-MITPPS-21007

PURCHASING AUTHORITY NUMBER (If Applicable)

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

Department of Housing and Community Development

CONTRACTING AGENCY ADDRESS

2020 W El Camino Ave

CITY

Sacramento

STATE

CA

ZIP

95833

PRINTED NAME OF PERSON SIGNING

Michael White

TITLE

Manager, Contract Services

CONTRACTING AGENCY AUTHORIZED SIGNATURE

Michael White

DATE SIGNED

10/27/2022

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)

Exempt per; SCM Vol. 1 4.04.A.3 (DGS memo dated 6/12/1981)

EXHIBIT A

AUTHORITY, PURPOSE AND SCOPE OF WORK

1. Authority & Purpose

The California Department of Housing and Community Development (hereinafter "Department") is the lead and responsible entity for administering the Community Development Block Grant – Mitigation (hereinafter "CDBG-MIT") funds appropriated under Public Law 115-123 and allocated to the State of California by the U.S. Department of Housing and Urban Development (hereinafter "HUD"). CDBG-MIT supports the State of California to carry out strategic and high-impact activities to mitigate disaster risks and reduce future losses in areas impacted by the Federal Emergency Management Agency's Major Disaster Declaration DR-4344 in October 2017 and DR-4353 in December 2017/January 2018. CDBG-MIT Planning and Public Services Program (hereinafter "MIT-PPS") projects are funded by CDBG-MIT funds to address risks to, or across, community lifelines that support human health and safety and provide mitigation for individual and community-based systems.

2. Scope of Agreement

A. **Grant Funds**

Subject to the terms and conditions of this Standard Agreement (hereinafter "Agreement"), the Department has allocated and agrees to provide grant funds in the maximum amount identified below to the subrecipient identified as "Contractor" on page 1, Section 1 of the STD 213 form (hereinafter "Subrecipient") for all Work (defined below) identified in this Agreement (hereinafter "Subrecipient Award"). All payments made to the Subrecipient will adhere to the provisions described in Exhibit B, Section 4 (Method of Payment) herein. In no instance shall the Department be liable for any costs in excess of this amount, nor for any unauthorized or ineligible costs or expenses. The Subrecipient Award is and shall not exceed \$500,000 per project and \$2,500,000 per subrecipient.

This Agreement governs the Subrecipient Award and each individual Project thereafter proposed by the Subrecipient and approved by the Department (each an "Approved Project", and collectively the "Approved Projects"), the budget for each of which is to constitute some portion of the Subrecipient Award. The cumulative total amount of all Approved Projects shall not exceed the total amount of the Subrecipient Award.

B. **Implementation of Agreement**

By entering into this Agreement and thereby accepting the Award of grant funds, the Subrecipient agrees to comply with and implement this Agreement in a manner satisfactory to the Department and HUD and consistent with all

EXHIBIT A

applicable laws, regulations, policies and procedures that may be required from time to time as a condition of the Department providing the grant funds, including but not limited to, all applicable CDBG-MIT Program Administration and Compliance requirements set forth by this Agreement, and in accordance with the Application documentation previously provided by the Subrecipient and made a part hereof. The Department's providing of grant funds under this Agreement is specifically conditioned on Subrecipient's compliance with this provision and all terms and conditions of this Agreement, the most recently published version of the Department's CDBG- MIT Action Plan for 2017 disasters (<https://www.hcd.ca.gov/community-development/disaster-recovery-programs/cdbg-dr/cdbg-mit-2017/index.shtml>) and any amendments thereto, related Federal Register notices, and the requirements of the authorities cited above, as the same may be amended from time to time.

This Agreement is subject to written modification and termination as necessary by the Department in accordance with requirements contained in any future state or federal legislation and/or state or federal regulations. All other modifications must be in written form and approved by both parties.

3. **Subrecipient Scope of Work**

The Subrecipient scope of work (hereinafter "Work") for this Agreement shall consist of the following:

The Subrecipient shall perform the funded activities described in the Work, as detailed in Exhibit F. All written materials or alterations submitted as addenda to the original Application and which are approved in writing by the Department are hereby incorporated as part of the Application. The Department reserves the right to require the Subrecipient to modify any or all parts of the Application in order to comply with CDBG-MIT program requirements. The Department reserves the right to monitor all Work to be performed by the Subrecipient, its contractors, and subgrantees in relation to this Agreement. Any proposed revision to the Work must be submitted in writing for review and approval by the Department and may require an amendment to this Agreement. Approval shall not be presumed unless such approval is made by the Department in writing.

- A. For the purposes of performing the Work, the Department agrees to provide the amount(s) identified in Exhibit B Budget as detailed in Exhibit F, Additional Provisions. Unless amended, the Department shall not be liable for any costs in excess of the total approved budget. The Department shall not, under any conditions, be liable for any unauthorized or ineligible costs.
- B. Planning activity(ies), as defined in the MIT-PPS Policies and

EXHIBIT A

Procedures, do not have to meet a CDBG-Mitigation National Objective. Public Service activity(ies), as defined in the MIT-PPS Policies and Procedures, shall meet one of the two CDBG-Mitigation National Objectives:

1. Benefit to Low/Moderate Income Persons; or
 2. Urgent Need Mitigation
- C. Subrecipient shall collect data and submit reports to the Department in accordance with the reporting requirements detailed in Section 24 of Exhibit D herein.
- D. The Subrecipient shall monitor all Approved Projects in accordance with the requirements of Section 1.9 of the MIT-PPS Policies and Procedures.

4. **Effective Date and Commencement of Work**

- A. This Agreement is effective upon approval by the Department representative's signature on page one of the fully executed Standard Agreement, STD 213 (the "Effective Date").
- B. Subrecipient agrees that no Work toward the implementation of the project activity or program activity, as identified in Exhibit F, shall commence without prior written authorization from the Department prior to the execution of this Agreement by the Department.

5. **Term of Agreement and Performance Milestones**

- A. Term of Agreement: With the exception of the grant closeout procedures set forth in Exhibit B, Section 7, the Subrecipient shall complete the Approved Project(s) activities on or before the expenditure deadline identified on the STD 213 of this Agreement and identified below. Time is of the essence in order to ensure complete and compliant Projects before grant closeout.

All grant funds must be expended by: **06/25/2025, unless expressly extended by the department in writing**

This Agreement will expire on: **06/25/2025**

- B. Performance Milestones: Subrecipient shall adhere to the performance milestones below. Time is of the essence with respect to all such milestones.

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1. Subrecipient must submit monthly report data in accordance with the requirement of Section 1.24 of the MIT-PPS Policy and Procedure to HCD during the term of this Agreement.
2. Subrecipient must fully expend all MIT-PPS activity funds within three years of execution of this Agreement. If Subrecipient fails to fully expend MIT-PPS activity funds within three years of execution of this Agreement, the Department reserves the right to disencumber the Subrecipient's Award amount in this Agreement by the amount then unspent.

Failure to meet performance milestones:

If any performance milestones listed above are not met, the Department reserves the right to withhold further payments to Subrecipient until such time as satisfactory progress is made toward meeting the performance measures. Subrecipient shall diligently work with MIT-PPS staff to submit: (a) a written mitigation plan specifying the reason for the delay; (b) the actions to be taken to complete the task that is the subject of the missed measure deadline; and, (c) the date by which the completion of said task will occur.

The Department reserves the right to reallocate unobligated grant funds within the MIT-PPS program, in its sole and absolute discretion if the Department determines the Subrecipient is unable to meet the performance milestones in a timely manner following the failure to meet said milestones. The Department reserves all rights and remedies available to it in case of a default by Subrecipient of its responsibilities and obligations under the terms of this Agreement. All remedies available to the Department are cumulative and not exclusive.

- C. The Subrecipient and its Contractors, as applicable, shall adhere to all performance and Project milestones as established above.

8. **MIT-PPS Program Contract Management**

- A. Department Contract Manager: The Department Contract Manager for this Agreement is the MIT-PPS Program Manager or the Program Manager's designee. Written communication regarding this Agreement shall be directed to the Department Contract Manager at the following address:

CA Department of Housing and Community Development
Division of Financial Assistance – MIT-PPS
P.O. Box 952054

EXHIBIT A

Sacramento, CA 94252-2054

- B. Contract Management: Day-to-day administration of this Agreement shall take place via Grants Network, including but not limited to:
1. Financial Reports (Funds Requests)
 2. Activity Reports
 3. Other Reports, as required
 4. Submittal of any and all requested supporting documentation
 5. Standard Agreement Issuance and Amendments
- C. Subrecipient Contract Administrator: The Subrecipient Contract Administrator (must be a Subrecipient employee) is identified in Exhibit G, Profile. Unless otherwise directed by the Department, any notice, report, or other communication required by this Agreement shall be directed via Grants Network or written to the Subrecipient's Contract Administrator at the contact information identified in Exhibit G, Profile.

EXHIBIT B

BUDGET DETAILS AND PAYMENT PROVISIONS

1. **Budget**

All Budget amounts are specified in Exhibit F, section 3, Budget Worksheet.

2. **Availability of Funds**

- A. The Department's provision of funding to Subrecipient pursuant to this Agreement is contingent on the availability of CDBG-MIT funds, and subject to the requirements to spend 50% of program funds to benefit the MID, and 70% of grant-wide funds for LMI benefit, and continued federal and state authorization for CDBG- MIT activities and is subject to amendment or termination due to lack of funds or authorization.
- B. The Department shall be relieved of any obligation for making payments to the Subrecipient if funds allocated to the State by HUD cease to be available for any reason or there is any limitation on, or withdrawal of, the Department's authority to administer the CDBG-MIT program or any portion thereof.

3. **Expenditure of Funds**

A. Project and Activity Costs

No Project or Activity costs may be incurred or funds reimbursed until and unless Subrecipient provides documented compliance with the National Environmental Protection Act (NEPA) requirements established in 24 CFR 50, 24 CFR 58, and 42 USC 4321, et seq. and California Environmental Quality Act (CEQA); California Code of Regulations, Title 14, Division 6, Chapter 3, Sections 15000 – 15387 as referenced in Exhibit D, section 14
Activity Delivery Costs may be incurred prior to documented NEPA and CEQA compliance. See Section 4(A)(3) below for reimbursement requirements of Activity Delivery costs.

B. Priority of Funds

The Grantee agrees to utilize funds available under this Agreement to supplement rather than supplant funds otherwise available.

C. Withholding Funds

The Department reserves the right to withhold payments pending timely delivery of program and project reports or documents as may be required under this Agreement, and for defaults by the Subrecipient, as noted in Exhibit D.

EXHIBIT B

D. Disencumbering Funds

Disencumbering Funds: The Grantee agrees that funds determined by the Department to be surplus upon completion of the activity, or that have not been spent prior to the Expenditure Deadline, will be subject to disencumbrance by the Department.

E. Indirect Costs

The Department will only consider reimbursement of indirect cost expenditures from Subrecipients that have an approved Indirect Cost Rate Proposal from the Department, HUD or other cognizant federal agency. If Subrecipient does not have an approved Indirect Cost Rate Proposal, Subrecipient shall develop a proposal for determining the appropriate CDBG-MIT share of indirect costs and shall submit it to the Department for approval prior to submission of Financial Reports for reimbursement of indirect cost expenditures.

F. Compliance with the OMB Uniform Guidance Audit Requirements

Grant funds will not be disbursed to any Subrecipients identified by the State Controller's Office (SCO) as non-compliant with the Federal Single Audit Act, as described in the OMB Uniform Guidance and 2 CFR Part 200 Sub-Part F. No funds may be disbursed until compliance with the Uniform Guidance is demonstrated to the satisfaction of the Department.

G. Grant Administration

The Subrecipient agrees to administer this Agreement in accordance with the provisions of Section 7097 through and including Section 7126 of Title 25 of the California Code of Regulations.

4. Method of Payment

Payments will be made directly to Subrecipients as reimbursements based on the documented and satisfactory completion of agreed upon performance milestones detailed in Subrecipient Work as indicated in Exhibit A, and confirmation of Subrecipient's compliance with the terms of this Agreement.

Financial Reports shall be submitted electronically through Grants Network. The Department shall not authorize payments or reimbursements unless it has determined the activities indicated in the Financial Report have been performed in compliance with the terms of this Agreement and any other agreements executed by the parties in connection herewith. Financial Reports shall be submitted by the Subrecipient to the Department at least once per month.

EXHIBIT B

A. Reimbursements for Costs Incurred

1. The Subrecipient may use grant funds for reimbursement by the Department for Eligible Expenses as defined herein, applied to Activities approved by the Department through the application processes described in Exhibit A. Eligible Expenses include but are not limited to, costs associated with Subrecipient program implementation, including staff time and development of policies and procedures for Approved Activities, as determined by the MIT-PPS Program Policies and Procedures.
2. Activity Delivery Costs expenditures shall be paid only after such costs are expended for Work satisfactorily completed, provided the Department determines that the Program Performance Milestones in this Agreement and/or Approved Project Performance Milestones are on track. Subrecipient may expend up to the indicated Activity Delivery amount identified in Exhibit A.
3. To receive reimbursement for Projects and Activities, the Subrecipient shall timely submit all required Department forms via Grants Network. Financial Reports must include the level of documentation specified by the Department in the Department's Grant Administration Manual located on the Department's website, in order to be reviewed and processed.

B. Final Financial Reports

1. The final Financial Report for the Subrecipient Award must be submitted to the Department before the expenditure deadline of this Agreement.
2. If the final Financial Report for costs expended during the term of this Agreement has not been received by the Department before the expenditure deadline in Exhibit A, the Department may disencumber any funds remaining in which case grant funds will no longer be available to the Subrecipient.

5. Recapture of Funds

A Subrecipient may be required to repay all or a portion of the funds received from the Department, including Activity Delivery, pursuant to this Agreement if the Subrecipient, among other things, does not fulfill its obligations under this Agreement or fails to meet applicable federal requirements. The reasons for a recapture of funds by the Department include, but are not limited to, the following:

- A. The Subrecipient does not comply with the terms of this Agreement or any agreement executed by the Subrecipient and the Department in connection here with;

EXHIBIT B

- B. The Subrecipient withdraws from the Program prior to completion of the Project(s) or Activity(ies);
- C. The Subrecipient fails to meet a National Objective.

The potential recapture of funds pursuant to this provision is in addition to, and not in lieu of, any other rights and remedies of the Department under this Agreement.

6. **Project Budget Revisions and Amendments**

Budget line item adjustments may be made in accordance with the following:

- A. Budget Revisions: Adjustments to the Budget that do not require an increase or reduction of total activity budget, a change in National Objective, or a change in the type or a reduction in number of beneficiaries assisted may be completed as a Budget Revision. Budget Revisions shall include but not be limited to:

1. Adjustments that reallocate funds between budget line items
2. Adjustments that increase or decrease the detail included in the submitted lined item budgets, including adding and removing budget line items, without increasing or decreasing the scope of work and without changing the overall budget.

Budget Revisions must be approved by the Department prior to implementation. Approval shall be provided either through the online grant management system, or in writing, as appropriate. If approved, Budget Revisions shall automatically be deemed a part of, and incorporated into, this Agreement. Project budget revisions must be submitted through Grants Network and subsequently approved by the Department prior to implementation. Approval shall be provided through Grants Network.

- B. Agreement Budget Revisions: Adjustments to the Subrecipient Award that result in an increased or a reduced total award amount shall require an Agreement amendment. Agreement amendments must be fully executed by both the Subrecipient and the Department prior to implementation.

7. **Project and Activity Closeout Procedures**

The Subrecipient must submit the following to the Department at the completion of each Project and Activity.

1. A Final Activity Report (Project Completion Report) that includes all required reporting data for the Activity including but not limited to eligible

EXHIBIT B

activities, costs, beneficiaries, and National Objective;

2. If applicable, a copy of the produced plan
3. If applicable, Final Labor Standards Report as described in Exhibit D(14)(A)(2) herein.
4. Evidence, satisfactory to the Department, of compliance with any other Special Conditions of this Agreement; and,
5. A resolution from the governing body acknowledging the accomplishments of the Approved Project and confirming that the Approved Activity is complete and that all Financial Reports have been processed and reimbursed.

Upon receipt of the above documentation, the Department will close the Activity and finalize the activity in DRGR for final reporting to HUD.

8. **Document Retention Policy**

Subrecipient shall retain all books, records, accounts, documentation, and all other materials relevant to this Agreement for a minimum period of five (5) years after the Department notifies the Subrecipient that the grant agreement between HUD and the State of California has been closed.

EXHIBIT D

CDBG-MITIGATION TERMS AND CONDITIONS

1. Definitions

Activity Funds – means any reasonable and necessary costs that are directly related to labor and/or direct construction and/or direct Project implementation costs which will meet a national objective as defined in 42 U.S.C. 5304(b)(3), as amended and 24 CFR 570.483.

Activity Delivery Funds - means any reasonable and necessary costs for the implementation, management or oversight of a Project.

Activity Reports – Reports submitted by the Subrecipient that describe Project and Activity progress and/or beneficiaries served during a given reporting period.

Approved Activity – An Activity that has been submitted to the Department through the Notice of Funding Availability and reviewed and approved to fund with the Subrecipient Award by the Department.

Area Median Income (AMI) - means the median family income for specific geographic areas, adjusted for household size, as calculated by HUD, and published annually by the Department at <https://www.hcd.ca.gov/grants-funding/income-limits/state-and-federal-income-limits.shtml>.

California Environmental Quality Act (CEQA) - is a state statute that requires state and local agencies to identify the significant environmental impacts of their actions and to avoid or mitigate those impacts, if feasible.

Department – means the California Department of Housing and Community Development.

Disaster Recovery Grant Reporting System (DRGR) – The electronic system primarily used by the Department to access grant funds from HUD and report performance accomplishments for grant-funded activities to HUD. The DRGR system is used by HUD to review grant-funded activities, prepare reports to Congress and other interested parties, and monitor program compliance.

Duplication of Benefits (DOB) - Financial assistance received from another source that is provided for the same purpose as the CDBG Mitigation-MIT funds, in accordance with Federal Register Notices 84 FR 28836 and 84 FR 28848.

Eligible Expenses – Those necessary and reasonable costs under 2 CFR 200.400 through 475, and applicable notices and waivers, and as identified in Section 1.13 of the

EXHIBIT D

MIT-PPS Policies and Procedures Manual, and as approved by the Department. Eligible Expenses do not include any costs which are disallowed or otherwise deemed ineligible by the State of California and/or HUD.

Financial Reports (Funds Requests) - the forms and processes required for a Subrecipient to request the drawdown of grant funds.

Grant Funds – The CDBG-MIT funds allocated to the Subrecipient for the implementation of the MIT-PPS program and eligible Approved Projects. Grant funds include Activity Funds and Activity Delivery Funds.

Household - One or more persons occupying a housing unit.

HUD – The United States Department of Housing and Urban Development.

Indirect Costs - means those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. To facilitate equitable distribution of indirect expenses to the cost objectives served, it may be necessary to establish a number of pools of indirect costs. Indirect cost pools must be distributed to benefitted cost objectives on bases that will produce an equitable result in consideration of relative benefits derived.

Indirect Cost Rate Proposal - means the documentation prepared by a governmental unit or subdivision thereof to substantiate its request for the establishment of an indirect cost rate as further defined in 2 CFR 200.56 and 2 CFR 200.57.

Low- to Moderate- Income (LMI) – Low to moderate income people are those having incomes not more than the “moderate-income” level (80% Area Median Family Income) set by the federal government for the HUD-assisted housing programs. This income standard changes from year to year and varies by Household size, county and the metropolitan statistical area.

Standard Agreement (“Agreement”) – The contractual arrangement between the Department and the Subrecipient which sets forth the terms and conditions by which CDBG-MIT funds must be utilized with regards to Approved Projects.

National Environmental Policy Act (NEPA) – The federal law and associated regulations which establishes a broad national framework for protecting the environment. NEPA's basic policy is to assure that all branches of government consider the environment prior to undertaking any major federal action that could significantly affect the environment.

Subrecipient – A ‘Subrecipient’ is a non-State or Federal entity receiving a direct award of grant funds from the Department for the purpose of funding Approved Projects to carry out activities that produce a plan or meet a National Objective.

EXHIBIT D

Subrecipient Award – The amount of grant funds allocated to the Subrecipient for Approved Activities.

2. **National Objectives**

In accordance with 24 CFR 570.208, Section 104(b)(3) of the Housing and Community Development Act of 1974, and as further outlined within the waivers and alternative requirements at Federal Register Notice 84 FR 45838, all CDBG-MIT funded activities, with the exception of Planning activities, must satisfy either the Low-to Moderate Income (LMI) or the Urgent Need Mitigation (UNM) national objective. HUD created a new National Objective - Urgent Need Mitigation (UNM) – for CDBG-MIT programs. This National Objective provides a better fit for CDBG-MIT activities that aim to address risks that do not tie back to the disaster events of the 2017 CDBG-DR funding or subsequent disasters. Projects using the UNM national objective must provide documentation that demonstrates a measurable and verifiable impact on reducing risks at the completion of the activity.

- Address the current and future risks as identified in the Mitigation Needs Assessment of the most impacted and distressed areas; and
- Result in a measurable and verifiable reduction in the risk of loss of life and property.

Planning activities do not require a national objective be established. HUD's Federal Register Notice (84 FR 45838) governing the MIT allocation describes planning efforts as addressing the national objectives without the limitation of any circumstances. All Public Services activities must meet one national objective criterion, LMI or UNM, related to its specific mitigation impact and defined direct benefits or service area.

Upon completion of the Approved Project(s) funded under this Agreement and prior to the funding expiration date of this Agreement, the Subrecipient must document that the Approved Project(s) met the LMH National Objective. The Department shall review the actual National Objective achievements of the Subrecipient. If the Subrecipient does not or cannot satisfactorily document the National Objective achievement of an Approved Project, the Approved Project may be deemed ineligible and repayment of funds may be required of the Subrecipient.

3. **Duplication of Benefits**

A Duplication of Benefits (DOB) occurs when a program beneficiary receives assistance from multiple sources for a cumulative amount that exceeds the total need for a particular recovery purpose. The amount of the duplication is the amount of assistance provided in excess of the total need for the same purpose. It is the Department's responsibility to ensure that MIT-PPS provides assistance only to the extent that the disaster recovery need has not been fully met by funds that have already been paid, or will be paid, from another source.

EXHIBIT D

The Subrecipient must report all funds obtained for the activity from any source from the date of the disaster until the Project is completed.

The Subrecipient agrees to repay to the Department immediately upon demand any assistance later received for the same purpose as the CDBG–MIT funds and that exceeds the total need for the particular recovery purpose.

4. **Remedies and Termination for Noncompliance**

A. **Remedies for Noncompliance:** In addition to any other rights and remedies the Department may have under this Agreement, at law, or in equity, the Department may initiate remedies for noncompliance as identified in 2 CFR 200.339 at any time it has been determined that the Subrecipient is no longer meeting the terms and conditions of this Agreement. Remedies for noncompliance may be required in addition to, in lieu of, or prior to termination. Such remedies for noncompliance with a federal statute or regulation, a state statute or regulation, an assurance, in a State plan or application, or elsewhere may include, as appropriate:

1. Temporarily withhold cash payments pending correction of the deficiency by the Subrecipient.
2. Disallow all or part of the cost of the action not in compliance.
3. Wholly or partly suspend or terminate the Subrecipient's grant funds.
4. Withhold further and/or future awards for CDBG-MIT funds and/or any other funds administered by the Department.
5. Request that the Federal Awarding Agency initiate suspension or debarment proceedings.
6. Take other remedies that may be legally available, such as:

In the case of costs incurred without meeting a National Objective, require repayment of all funds reimbursed and/or paid to the Subrecipient, including Activity Delivery, as appropriate.

In the case of Duplication of Benefits, require repayment of all CDBG-MIT funds reimbursed and/or paid to the Subrecipient where other financial assistance was received for the same purpose or in excess of the need.

In taking an action to remedy noncompliance, the Department will provide the Subrecipient an opportunity for such hearing, appeal, or other administrative proceeding to which the Subrecipient is entitled under any statute or regulation

EXHIBIT D

applicable to the action involved as per 2 CFR 200.342. Such appeal shall be governed by, and conducted in accordance with, the appeal processes and procedures set forth in section 5 herein.

Effects of Suspension and Termination. Subrecipient costs resulting from obligations incurred by the Subrecipient or any of the Subrecipient's Contractors during a suspension or after termination of an Agreement are not allowable unless otherwise authorized by the Department in a written notice or as allowable in 2 CFR 200.343. The enforcement remedies identified in this Section do not preclude a Subrecipient or any of the Subrecipient's Contractors from being subject to 2 CFR Part 2424. CDBG-MIT funds may not be provided to excluded or disqualified persons pursuant to 24 CFR 570.489(I) and 2 CFR 200.339.

The remedies available to the Department under this Agreement are cumulative and not exclusive.

- B. Termination for Noncompliance: Grant funds provided by this Agreement may be terminated in whole or in part as per federal regulation at 2 CFR 200.340 by HUD or by HCD if Subrecipient fails to comply with the terms and conditions of the Agreement that include the terms and conditions of the federal award. All terminations shall include written notification setting forth the reason(s) for such termination, the effective date, and the portion to be terminated in the case of partial terminations and will follow termination notification requirements identified in 2 CFR 200.341.
- C. Termination Without Cause: This Agreement may be terminated by the Department in whole or in part at any time without cause only with the consent of the Subrecipient. In the case of a termination of the whole Agreement, the parties shall agree upon termination conditions, including the effective date. In the case of a partial termination, the parties shall agree upon termination conditions, including the portion to be terminated and the effective date.
- D. Termination With Cause: This Agreement may be terminated by the Department in whole or in part at any time for cause by giving at least 14 days' prior written notice to the Subrecipient. Termination with cause includes termination prior to the end of the period of performance for failure to comply with the terms and conditions of this Agreement, and pursuant to 2 CFR 200.340(c), such termination shall be reported to the appropriate federal program integrity and performance system accessible through the System for Award Management. Termination with cause also includes, without limitation, a failure by Subrecipient to comply with the Project Schedule, Project and Activity Performance Milestones, Reporting Requirements, and/or Special Conditions issued for a Project to use CDBG-MIT funds.

EXHIBIT D

5. Appeals Process for Finding of Noncompliance: If Subrecipient disagrees with a finding of noncompliance and/or any accompanying remedy and/or termination that are associated with such finding, the Subrecipient may appeal the disputed decision to the Department in writing via U.S. Mail no later than thirty (30) calendar days from the date of HCD's issuance of the disputed decision. In the event the 30th day falls on a weekend or a recognized state or federal holiday, the Subrecipient's written request for appeal shall be due by 5:00 pm Pacific Time the following business day.

There are two levels of appeal available to aggrieved subrecipients:

- Level I Request for Reconsideration, and
- Level II Request for Official Review

A Subrecipient must first submit a written Level I Request for Reconsideration to the Program Manager within thirty (30) calendar days from HCD's issuance of the underlying decision as described above. If the written request is timely submitted, the Program Manager then has ten (10) calendar days of receipt of such request within which to issue any stay requested by the Subrecipient, in full or in part, and thirty (30) calendar days within which to issue a written reconsideration decision. Submitting a timely Level I Request for Reconsideration (and receiving a subsequent reconsideration decision from the Program Manager) is a necessary predicate to the Subrecipient having a right to initiate a Level II Request for Official Review.

A Subrecipient who disagrees with a Reconsideration decision may submit a Level II Request for Official Review to the Disaster Recovery Section Chief or Designee within thirty (30) calendar days from the issuance of the underlying reconsideration decision, as described above. The Section Chief or Designee will conduct an independent review and has thirty (30) calendar days within which to issue a written Official Review decision, which shall be final and binding and not subject to further appeal.

Time is of the essence with regards to the Subrecipient's obligation to timely file appeals or requests to the Department within the time periods set forth in this Appeals Process. As such, any appeal by Subrecipient that is not timely made in strict accordance herewith shall be void and not considered, and the initial decision or finding shall automatically remain as originally issued.

6. Severability

- A. If any provision of this Agreement, or an underlying obligation, is held invalid by a court of competent jurisdiction, such invalidity may not affect any other provisions of this Agreement and the remainder of this Agreement shall remain in full force

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and effect. Therefore, the provisions of this Agreement are, and shall be, deemed severable.

- B. The Subrecipient shall notify the Department immediately of any claim or action undertaken by or against it which affects or may affect this Agreement or the Department and shall take such action with respect to the claim or action as is consistent with the terms of this Agreement and the interests of the Department.

7. **Waivers**

No waiver or any breach of this Agreement shall be held to be a waiver of any prior or subsequent breach. The failure of the Department to enforce, at any time, the provisions of this Agreement or to require, at any time, performance by the Subrecipient of these provisions shall in no way be construed to be a waiver of such provisions nor to affect the validity of this Agreement or the right of the Department to enforce these provisions. All waivers by the Department must be in writing in order to be valid.

8. **Uniform Administrative Requirements**

The Subrecipient, its agencies or instrumentalities, shall comply with the policies, guidelines and Administrative Requirements of 2 CFR Part 200, et seq., as applicable, as they relate to the cost principles, audit requirements, acceptance and use of federal funds under this part.

- A. **Single Audit Compliance:** Funds will not be disbursed to any Subrecipient identified by the State Controller's Office (SCO) as non-compliant with the Federal Single Audit Act, as described in the Uniform Administrative Requirements, Cost Principles, And Audit Requirements for Federal Awards at 2 CFR 200 Sub-Part F. No funds may be disbursed until compliance with the Uniform Guidance is demonstrated to the satisfaction of the Department.
- B. **Accounting Standards:** The Subrecipient agrees to comply with, and administer the activity in conformance with, 2 CFR Part 200.300, et seq., and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls and maintain necessary source documentation for all costs incurred.
- C. **Suspension and Debarment:** By executing this Agreement, Subrecipient verifies and affirms that it has not been suspended or debarred from participating in or receiving federal government contracts, subcontracts, loans, grants, or other assistance programs. Subrecipient further agrees to verify that its Developers and Contractors have not been suspended or debarred from participating or receiving federal government contracts, subcontracts, loans, grants, or other assistance programs.

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9. **Compliance with State and Federal Laws and Regulations**

- A. The Subrecipient, its agencies or instrumentalities, Contractors shall comply with all local, state, and federal laws, statutes, and regulations, as well as policies and procedures established by the Department for the administration of MIT-PPS, as the same may be amended from time to time.
- B. The Subrecipient shall comply with the requirements of 24 CFR 570, the HUD regulations concerning Community Development Block Grants, 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Final Guidance, adopted by HUD at 2 CFR 2400, and all federal regulations, rules, and policies issued pursuant to these regulations. The Subrecipient further agrees to utilize funds available under this Agreement to supplement rather than supplant funds otherwise available.

10. **Authority to Impose Additional Special Conditions**

In accordance with 2 CFR 200.208, Department reserves the right and authority to impose additional specific conditions issued under this Standard Agreement under any of the following circumstances:

- A. When, in HCD's sole discretion, HCD finds that Subrecipient has a history of failure to comply with the general or specific terms and conditions applicable to the CDBG-MIT funds allocated under this agreement or to other awards of federally-funded grant or loan assistance passed through the Department.
- B. When Subrecipient fails to meet expected performance goals under this agreement.
- C. When Subrecipient poses an increased risk for noncompliance based on factors including, but not limited to, financial stability, quality of management systems, history of performance under Federal awards, history of timeliness under Federal awards, history of conformance with terms and conditions of previous federal awards, and reports and findings from audits.
- D. When, in the Department's sole discretion, such conditions are necessary to ensure timely and compliant performance under the federal award.

Such specific conditions, or special conditions, may include, withholding of authority to proceed to the next phase of an Approved Project until receipt of evidence of acceptable performance within a given period of performance, requiring additional detailed financial reports, requiring additional project monitoring, requiring the Subrecipient to obtain technical or management assistance, establishing additional prior

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approvals, or any other condition HCD deems reasonable and necessary to safeguard Federal funds.

11. **Equal Opportunity Requirements and Responsibilities**

The obligations undertaken by Subrecipient include, but are not limited to, the obligation to comply with all federal laws and regulations described in Subpart K of 24 CFR Part 570 and specifically with each of the following, among other things, as the same may be amended from time to time:

- A. **Title VI of the Civil Rights Act of 1964:** This act provides that no person shall be excluded from participation, denied program benefits, or subject to discrimination based on race, color, and/or national origin under any program or activity receiving federal financial assistance.
- B. **Title VII of the Civil Rights Act of 1968 (The Fair Housing Act):** This act prohibits discrimination in housing on the basis of race, color, religion, sex and/or national origin. This law also requires actions which affirmatively promote fair housing.
- C. **Restoration Act of 1987:** This act restores the broad scope of coverage and clarifies the application of the Civil Rights Act of 1964. It also specifies that an institution which receives federal financial assistance is prohibited from discriminating on the basis of race, color, national origin, religion, sex, disability or age in a program or activity which does not directly benefit from such assistance.
- D. **Section 109 of Title 1 of the Housing and Community Development Act of 1974 [42 U.S.C. 5309]:** This section of Title 1 provides that no person shall be excluded from participation (including employment), denied program benefits, or subject to discrimination on the basis of race, color, national origin, or sex under any program or activity funded in whole or in part under Title 1 of the Act.
- E. **The Fair Housing Amendment Act of 1988:** This act amended the original Fair Housing Act to provide for the protection of families with children and people with disabilities, strengthen punishment for acts of housing discrimination, expand the Justice Department jurisdiction to bring suit on behalf of victims in federal district courts, and create an exemption to the provisions barring discrimination on the basis of familial status for those housing developments that qualify as housing for persons age 55 or older.
- F. **The Age Discrimination Act of 1975:** This act provides that no person shall be excluded from participation, denied program benefits, or subject to

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- discrimination on the basis of age under any program or activity receiving federal funding assistance. Effective January 1987, the age cap of 70 was deleted from the laws. Federal law preempts any State law currently in effect on the same topic.
- G. **Section 504 of the Rehabilitation Act of 1973:** It is unlawful to discriminate based on disability in federally assisted programs. This Section provides that no otherwise qualified individual shall, solely by reason of his or her disability, be excluded from participation (including employment), denied program benefits, or subjected to discrimination under any program or activity receiving federal funding assistance.
- H. **The Americans with Disabilities Act of 1990 (ADA):** This act modifies and expands the Rehabilitation Act of 1973 to prohibit discrimination against "a qualified individual with a disability" in employment and public accommodations. The ADA requires that an individual with a physical or mental impairment who is otherwise qualified to perform the essential functions of a job, with or without reasonable accommodation, be afforded equal employment opportunity in all phases of employment.
- I. **Executive Order 11063:** This executive order provides that no person shall be discriminated against on the basis of race, color, religion, sex, or national origin in housing and related facilities provided with federal assistance and lending practices with respect to residential property when such practices are connected with loans insured or guaranteed by the federal government.
- J. **Executive Order 12259:** This executive order provides that the administration of all federal programs and activities relating to housing and urban development be carried out in a manner to further housing opportunities throughout the United States.
- K. **The Equal Employment Opportunity Act:** This act empowers the Equal Employment Opportunity Commission (EEOC) to bring civil action in federal court against private sector employers after the EEOC has investigated the charge, found "probable cause" of discrimination, and failed to obtain a conciliation agreement acceptable to the EEOC. It also brings federal, state, and local governments under the Civil Rights Act of 1964.
- L. **The Uniform Guidelines on Employee Selection Procedures adopted by the Equal Employment Opportunity Commission in 1978:** This manual applies to employee selection procedures in the areas of hiring, retention, promotion, transfer, demotion, dismissal and referral. It is designed to assist employers, labor organizations, employment agencies, licensing and certification boards in complying with the requirements of federal laws prohibiting discriminatory

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employment.

- M. **The Vietnam Era Veterans' Readjustment Act of 1974 (revised Jobs for Veterans Act of 2002):** This act was passed to ensure equal employment opportunity for qualified disabled veterans and veterans of the Vietnam War. Affirmative action is required in the hiring and promotion of veterans.
- N. **Executive Order 11246:** This executive order applies to all federally assisted construction contracts and subcontracts. It provides that no person shall be discriminated against on the basis of race.

12. **Relocation, Displacement, and Acquisition**

The Subrecipient shall comply with the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and regulations adopted to implement the Act in 24 CFR Part 42, 49 CFR Part 24, and Section 104(d) of the Housing and Community Development Act of 1974 as they apply to the performance of this Agreement.

13. **The Training, Employment, and Contracting Opportunities for Business and Lower Income Persons Assurance of Compliance (Section 3):**

The Subrecipient and the Subrecipient's Contractors and Developers shall comply with Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u), and implementing regulation at 24 CFR, Part 75. The responsibilities outlined in 24 CFR Part 75.19 include:

- A. Implementing procedures designed to notify Section 3 residents within the neighborhood service area of the project about training and employment opportunities generated by Section 3 covered assistance and Section 3 business concerns about contracting opportunities generated by Section 3 covered assistance.
- B. Notifying potential Contractors for Section 3 covered projects of the requirements of Part 75, Subpart C and incorporating the Section 3 clause set forth below in all solicitations and contracts in excess of \$100,000 as required at 24 CFR 75.27.

Section 3 Clause

The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to

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low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

The parties to this contract agree to comply with HUD's regulations in 24 CFR. Part 75, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 75 regulations.

The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and subrecipients for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 75 and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 75. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 75.

The contractor acknowledges that subrecipients, contractors, and subcontractors are required to meet the employment, training, and contraction requirements of 24 CFR 75.19, regardless of whether Section 3 language is included in recipient or subrecipient agreements, program regulatory agreements, or contracts.

The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 75 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR Part 75.

Noncompliance with HUD's regulations in 24 CFR Part 75 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

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The contractor agrees to submit, and shall require its subcontractors to submit to them, annual reports detailing the total number of labor hours worked on the Section 3 Project, the total number of labor hours worked by Section 3 Workers, and the total number of hours worked by Targeted Section 3 Workers, and any affirmative efforts made during the quarter to direct hiring efforts to low- and very low-income persons, particularly persons who are Section 3 workers and Targeted Section 3 workers.

- C. Facilitating the training and employment of Section 3 workers and the award of contracts to Section 3 business concerns by undertaking activities such as described in Section 75.25(b), as appropriate, to reach the goals set forth in Section 75.23 and in Federal Register Vol. 85, No. 189, page 60909, until superseded by HUD in a subsequent publication. As of September 29, 2020, the minimum Section 3 benchmark is twenty-five (25) percent or more of the total number of labor hours worked by all workers on a Section 3 project are Section 3 workers; and five (5) percent or more of the total number of labor hours worked by all workers on a Section 3 project are Targeted Section 3 workers.
- D. Documenting actions taken to comply with the foregoing requirements, the results of those actions taken and impediments, if any.

14. **Environmental Compliance**

- A. The Subrecipient shall comply with the California Environmental Quality Act (CEQA) requirements as they apply to this Project(s).
- B. The Subrecipient shall comply with the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251, *et seq.*, as amended, 1318 relating to inspection, monitoring, entry, reports, and information, as well as other requirements specified in said Section 114 of the Clean Air Act and Section 308 of the Clean Water Act, and all regulations and guidelines issued thereunder.
- C. The Subrecipient shall comply with the requirements of the Clean Air Act, 42 U.S.C. 1857, *et seq.*, as amended.
- D. The Subrecipient shall comply with Environmental Protection Agency (EPA) regulations pursuant to 40 CFR Parts 15 and 50, as amended.
- E. The Subrecipient shall comply with the requirements of the Flood Disaster Protection Act of 1973 (42 U.S.C. 4001). The Subrecipient shall assure that for activities located in an area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards, that flood insurance under the National Flood Insurance Program is obtained and maintained as a condition of financial assistance for acquisition or construction purposes (including rehabilitation).

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- F. The Subrecipient shall comply with the requirements of the Residential Lead-Based Paint Hazard Reduction Act of 1992 and Section 401(b) of the Lead-Based Paint Poisoning Prevention Act of 1971. The Subrecipient agrees that any construction or rehabilitation of residential structures with assistance provided under this Agreement shall be subject to HUD Lead-Based Paint Regulations at 24 CFR 570.608, and 24 CFR Part 35, Subpart B. Such regulations pertain to all CDBG-assisted housing and require that all owners, prospective owners, and tenants of properties constructed prior to 1978 be properly notified that such properties may include lead-based paint. Such notification shall point out the hazards of lead-based paint and explain the symptoms, treatment and precautions that should be taken when dealing with lead-based paint poisoning and the advisability and availability of blood lead level screening for children under seven. The notice should also point out that if lead-based paint is found on the property, abatement measures may be required.
- G. The Subrecipient shall comply with the Historic Preservation requirements set forth in the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), the Archaeological and Historical Preservation Act of 1974 (Public Law 93-291), and the procedures set forth in 36 CFR Part 800, Advisory Council on Historic Preservation Procedures for Protection of Historic Properties, insofar as they apply to the performance of this agreement. The Subrecipient shall also comply with Executive Order 11593 on the protection and enhancement of the cultural environment. In general, this requires concurrence from the State Historic Preservation Officer for all rehabilitation and demolition of historic properties that are fifty years old or older or that are included on a federal, state, or local historic property list.
- H. Subrecipient shall comply with all National Environmental Policy Act (NEPA) requirements as applicable to the performance of this Agreement as found in 24 CFR Part 50, 24 CFR Part 58, as applicable, and 40 CFR 1500 – 1508. Subrecipient shall not receive authority to incur activity costs until they have successfully documented compliance with the applicable NEPA requirements, including public noticing and publishing.

The subrecipient understands and agrees that this Agreement does not constitute a commitment of funds or site approval, and the commitment of funds or approval may occur only upon satisfactory completion of environmental review and receipt by the Department of an approval of the request for release of funds and certification from HUD or the Department under 24 CFR Part 58. The provision of any funds to the project is expressly conditioned on the Department's determination to proceed with, modify or cancel the project based on the results of the environmental review.

15. Procurement

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The Subrecipient shall comply with the procurement provisions in 2 CFR Part 200.318 – 200.326, Procurement Standards as well as all other Administrative Requirements for Subrecipient and Cooperative Agreements to State, local and federally recognized Indian tribal governments as set forth in 2 CFR 200, et seq., as applicable. All procurements must be conducted in a fair, open, and competitive manner in compliance with both the spirit and the letter of applicable federal and state procurement laws.

16. **Procurement of Recovered Materials**

In accordance with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, the Contractor shall procure items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition. The Contractor shall procure items designated in the EPA guidelines that contain the highest percentage of recovered materials practicable unless the Contractor determines that such items: (1) are not reasonably available in a reasonable period of time; (2) fail to meet reasonable performance standards, which shall be determined on the basis of the guidelines of the National Institute of Standards and Technology, if applicable to the item; or (3) are only available at an unreasonable price.

This clause shall apply to items purchased under this Agreement where: (1) the Contractor purchases in excess of \$10,000 of the item under this contract; or (2) during the preceding Federal fiscal year, the Contractor: (i) purchased any amount of the items for use under a contract that was funded with Federal appropriations and was with a Federal agency or a State agency or agency of a political subdivision of a State; and (ii) purchased a total of in excess of \$10,000 of the item both under and outside that contract.

17. **Construction Standards**

The Subrecipient and Developer shall ensure that all Approved Projects comply with the following requirements:

The Architectural Barriers Act of 1968 (42 U.S.C. 4151-4157)

The Architectural Barriers Act (ABA) stands as the first measure by Congress to ensure access to the built environment for people with disabilities. The law requires that buildings or facilities that were designed, built, or altered with federal dollars or leased by federal agencies after August 12, 1968 be accessible.

California Green Buildings Standards Code (CALGreen) (Title 24, Part 11 of the California Code of Regulations)

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All new construction of residential buildings or reconstruction of substantially damaged buildings must incorporate California Green Buildings Standards Code (CALGreen).

Sustainability Requirements

All rehabilitation, reconstruction, and new construction must be designed to incorporate principles of sustainability, including water and energy efficiency, resilience, and mitigating the impact of future disasters. Wherever feasible, the Subrecipient, Subrecipient's and Contractors must follow best practices, such as those provided by the U.S. Department of Energy.

National Floodplain Elevation Standards

Subrecipients and Contractors must comply with the national floodplain elevation standards for new construction, repair of substantially damaged structures, or substantial improvements to residential structures in flood hazard areas. All structures designed for residential use within a 100-year (or one percent annual chance) floodplain will be elevated with the lowest floor at least two feet above the base flood elevation level and comply with the requirements of 83 FR 5850 and 83 FR 5861.

Wildland-Urban Interface Building Codes (WUI Codes)

All Approved Projects under this program that are located in a CAL FIRE high fire zone must comply with applicable WUI codes, found in Title 24, Chapter 7a of the California Building Code, which offer specific material, design and construction standards to maximize ignition- resistance.

18. Federal Labor Standards Provisions

The Subrecipient and the Developer shall at all times comply, and cause all Project contractors to comply, with applicable federal labor standards, including without limitation, the following:

- A. Davis-Bacon Act (40 U.S.C. §§ 3141-3148), which requires that workers receive no less than the prevailing wages being paid for similar work in their locality. Prevailing wages are computed by the Federal Department of Labor and are issued in the form of federal wage decisions for each classification of work. The law applies to most construction, alteration, or repair contracts over \$2,000.
- B. "Anti-Kickback Act of 1986" (41 U.S.C. §§ 51-58), which prohibits attempted as well as completed "kickbacks," which include any money, fees, commission, credit, gift, gratuity, thing of value, or compensation of any kind. The act also provides that the inclusion of kickback amounts in contract prices is prohibited

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conduct in itself. This act requires that the purpose of the kickback was for improperly obtaining or rewarding favorable treatment. It is intended to embrace the full range of government contracting.

- C. Contract Work Hours and Safety Standards Act - CWHSSA (40 U.S.C. § 3702), which requires that workers receive "overtime" compensation at a rate of one and one-half (1-1/2) times their regular hourly wage after they have worked forty (40) hours in one week.
- D. Title 29, Code of Federal Regulations CFR, Subtitle A, Parts 1, 3 and 5, which are the regulations and procedures issued by the Secretary of Labor for the administration and enforcement of the Davis-Bacon Act, as amended.

The Subrecipient shall maintain documentation that demonstrates compliance with hour and wage requirements of this part. Such documentation shall be made available to the Department for review upon request. Subrecipient shall be responsible for monitoring Developer, contractors, and subcontractors, as applicable, for compliance with these provisions.

19. State Prevailing Wages

- A. The Subrecipient shall ensure that the requirements of California Labor Code (LC), Chapter 1, commencing with Section 1720, Part 7 [LC Section 1720-1743] pertaining to the payment of prevailing wages and administered by the California Department of Industrial Relations are met.
- B. For the purposes of this requirement "construction work" includes, but is not limited to rehabilitation, alteration, demolition, installation, or repair done under contract and paid for, in whole or in part, through this Agreement. All construction work shall be done through the use of a written contract with a properly licensed building contractor incorporating these requirements (the "Construction Contract"). Where the Construction Contract will be between the Subrecipient and a licensed building contractor, the Subrecipient shall serve as the "awarding body" as that term is defined in the LC. Where the Subrecipient will provide funds to a third party that will enter into the Construction Contract with a licensed building contractor, the third party shall serve as the "awarding body." Prior to any disbursement of funds, including but not limited to release of any final retention payment, the Department may require a certification from the awarding body that prevailing wages have been or will be paid.
- C. The applicable wage rate determination on construction work will be the more restrictive of the rate prescribed in LC Section 1770-1784 or the Davis-Bacon Wage Determination.

20. Agreements with Contractors

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- A. The Subrecipient shall not enter into any agreement, written or oral, with any Contractor or other party without the prior determination that the Contractor or other party is eligible to receive federal funds and is not listed on the Federal Consolidated List of Debarred, Suspended, and Ineligible Contractors.

The terms "other party" is defined as public or private nonprofit agencies or organizations and certain (limited) private for-profit entities who receive grant funds from a Subrecipient to undertake Approved Projects.

- B. An agreement between the Subrecipient and any Contractor or other party shall require:
- 1) Compliance with all State and federal requirements described in this Agreement including without limitation those that pertain to labor standards, nondiscrimination, Americans with Disabilities Act, Equal Employment Opportunity and Drug Free Workplace, and prevailing wages. In addition to these requirements, all contractors and subcontractors shall comply with the applicable provisions of the California Labor Code.
 - 2) Maintenance of at least the minimum State required Workers' Compensation Insurance for those employees who will perform the Approved Project activities.
 - 3) Maintenance, as required by law, of unemployment insurance, disability insurance and liability insurance, which is reasonable to compensate any person, firm, or corporation, who may be injured or damaged by the contractor, or any subcontractor in performing the Approved Project activities.
 - 4) Compliance with the applicable Equal Opportunity Requirements described in Section 10 of this Exhibit.

- C. Contractors shall:

- 1) Perform the Approved Project activities in accordance with federal, state and local regulations, as are applicable.

- D. Contractors and Subcontractors: Drug-Free Workplace Act of 1988

- 1) Publish and give a policy statement to all covered employees informing them that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the covered workplace and specifying the actions that will be taken against employees who

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violate the policy.

- 2) Establish a drug-free awareness program to make employees aware of a) the dangers of drug abuse in the workplace; b) the policy of maintaining a drug-free workplace; c) any available drug counseling, rehabilitation, and employee assistance programs; and d) the penalties that may be imposed upon employees for drug abuse violations.
- 3) Notify employees that as a condition of employment on a federal contract or grant, the employee must a) abide by the terms of the policy statement; and b) notify the employer, within 5 calendar days, if he or she is convicted of a criminal drug violation in the workplace.
- 4) Notify the contracting or granting agency within 10 days after receiving notice that a covered employee has been convicted of a criminal drug violation in the workplace.
- 5) Impose a penalty on or require satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is convicted of a reportable workplace drug conviction.
- 6) Make an ongoing, good faith effort to maintain a drug-free workplace by meeting the requirements of the act.

21. Rights to Inventions Made Under a Contract or Agreement

If a Federal award meets the definition of "funding agreement" under 37 CFR 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of recipient or subrecipient must comply with requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulation issued by the awarding agency.

22. Special Conditions Pertaining to Hazards, Safety Standards and Accident Prevention

- A. Use of Explosives: When the use of explosives is necessary for the prosecution of the work, the Contractor shall observe all local, state and federal laws in purchasing and handling explosives. The Contractor shall take all necessary precaution to protect completed work, neighboring property, water lines, or other underground structures. Where there is danger to structures or property from blasting, the charges shall be reduced, and the material shall be covered with suitable timber, steel or rope mats.

The Contractor shall notify all owners of public utility property of intention to use

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explosives at least 8 hours before blasting is done close to such property. Any supervision or direction of use of explosives by the engineer does not in any way reduce the responsibility of the Contractor or his Surety for damages that may be caused by such use.

- B. Danger Signals and Safety Devices: The Contractor shall make all necessary precautions to guard against damages to property and injury to persons. The Contractor shall put up and maintain in good condition, sufficient red or warning lights at night, suitable barricades and other devices necessary to protect the public.
- C. Protection of Lives and Health: The Contractor shall exercise proper precaution at all times for the protection of persons and property and shall be responsible for all damages to persons or property, either on or off the worksite, which occur as a result of prosecution of the work. The safety provisions of applicable laws and building and construction codes, in addition to specific safety and health regulations described by Chapter XIII, Bureau of Labor Standards, Department of Labor, Part 1518, Safety and Health Regulations for Construction, as outlined in the Federal Register, Volume 36, No. 75, Saturday, April 17, 1971, Title 29 - LABOR, shall be observed and the Contractor shall take or cause to be taken, such additional safety and health measures as the Developer may determine to be reasonably necessary.

23. Prohibition Against Payments of Bonus or Commission

The assistance provided under this Agreement shall not be used in the payment of any bonus or commission for the purpose of:

- A. Obtaining the Department's approval of the Application for such assistance; or,
- B. Any other approval or concurrence of the Department required under this Agreement, Title I of the Housing and Community Development Act of 1974, or the State regulations with respect thereto; provided, however, that reasonable fees for bona fide technical, consultant, managerial or other such services, other than actual solicitation, are not hereby prohibited if otherwise eligible as program costs.

24. Reporting Requirements

- A. Subrecipient must timely submit the reports prescribed below. The Department reserves the right to request additional detail and support for any report made. Reports must be made according to the dates identified, in the formats provided by the Department, and via the Department's Grants Network unless otherwise specified at the discretion of the Department. The Subrecipient's performance under this Agreement will be assessed based in part on whether it has submitted the reports on a timely basis.

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- 1) Monthly Activity Report: Subrecipient must submit a Monthly Activity Report that addresses the following, at a minimum: (1) a description of the current status of the Collective Work; (2) a description of activities to be undertaken in the next reporting period; (3) a description of problems or delays encountered in Collective Work and course of action taken to address them; (4) a description of actions taken to achieve Collective Work expenditure deadlines; and (5) a summary of Collective Work fiscal status, including award amount, funds drawn, and remaining balance. Unless otherwise waived in writing by the Department, Monthly Activity Reports must begin on the 10th calendar day of the second month following execution of this Agreement and must continue through the receipt and approval by the Department of the Project Completion Report, detailed below.
- 2) Semi-Annual Labor Standards Report: During the term of construction for each Approved Project, each April 1st and October 1st, the Subrecipient must submit the Labor Standards Cover Memo, the HUD Form 4710 and the Davis Bacon Labor Standards Report 5.7 (if applicable). These forms are located on the Department's website and are also available upon request.
- 3) Activity Completion Report: At the completion of construction and once an Approved Project is placed in service, the Subrecipient must submit a Project Completion Report. The performance metrics will be identified in Exhibit A.

25. Fiscal Controls

The Subrecipient shall be responsible for the internal control and monitoring of fiscal and programmatic/operational goals and procedures. The Subrecipient shall establish and maintain such fiscal controls and fund accounting procedures as required by Federal regulations, or as may be deemed necessary by the Department to ensure the proper disbursement of, and accounting for, funds paid to the Subrecipient under this Agreement.

- A. Deposit of Funds: Subrecipient shall maintain separate accounts within established bookkeeping systems for the deposit of CDBG-MIT funds and Program Income. Deposits in minority banks are encouraged.
- B. Fiscal Liability: Subrecipients shall be liable for all amounts which are determined to be due by the Department, including but not limited to, disallowed or ineligible costs which are the result of Subrecipient's or its Contractor's conduct under this Agreement. Subrecipients shall also be liable for the repayment of any and all amounts it has received under this Agreement and which HUD is seeking

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reimbursement for from the Department. Subrecipient's obligation to repay the foregoing amounts to the Department shall survive indefinitely the expiration or earlier termination of this Agreement. Subrecipient shall be notified in writing and shall be permitted to respond regarding any controversy or proceeding between the Department and HUD arising from this Agreement.

- C. Fiscal Records: All financial transactions must be supported by complete and verifiable source documents. Records shall provide a clear audit trail and shall be maintained as specified in Section 7 herein.

26. **Monitoring Requirements**

The Department monitors its Subrecipients based upon an assessment of risk posed by the Subrecipient and according to specific monitoring criteria per 2 CFR 200.332. During the term of this Agreement, the Department shall perform program and/or fiscal monitoring of the Subrecipient and Approved Projects to ensure compliance with federal and state requirements and timely project completion. The Subrecipient shall be required to resolve any monitoring findings to the Department's satisfaction by the deadlines set by the Department. In the event Subrecipient disagrees with a finding and/or any accompanying corrective actions or sanction(s) that are associated with such finding, Subrecipient shall follow an appeals process provided by the Department.

27. **Audit/Retention and Inspection of Records**

- A. The Subrecipient must have intact, auditable fiscal and program records at all times. If the Subrecipient is found to have missing audit reports from the California State Controller's Office (SCO) during the term of this Agreement, the Subrecipient will be required to submit a plan to the State for submitting the audit to the SCO. If the deadlines are not met, the Department may initiate remedies for noncompliance in accordance with Section 4 herein. The Subrecipient's audit completion plan is subject to prior review and approval by the Department.
- B. The Subrecipient agrees that the Department or its designee will have the right to review, obtain, and copy all records pertaining to performance of this Agreement. The Subrecipient agrees to provide the Department or its designee with any relevant information requested and shall permit the Department or its designee access to its premises, during normal business hours for the purpose of interviewing employees and inspecting and copying such books, records, accounts, and other material that may be relevant to a matter under investigation for the purpose of determining compliance with California Public Contract Code (PCC) Section 10115 et seq., Government Code (GC) Section 8546.7 and 2 CCR 1896.60, et seq., and other requirements of this Agreement. The Subrecipient further agrees to maintain such records for a minimum period of five (5) years

EXHIBIT D

after the Department notifies Subrecipient that the HUD/the Department contract has been closed according to the record retention requirements at 2 CFR 200.334. The Subrecipient shall comply with the caveats and be aware of the penalties for violations of fraud and for obstruction of investigation as set forth in Public Contract Code section 10115.10.

- C. An expenditure which is not authorized by this Agreement or which cannot be adequately documented shall be disallowed and must be reimbursed to the Department or its designee by the Subrecipient.
- D. Absent fraud or material error on the part of the Department, the determination by the Department of the allowability or validity of any expenditure shall be final and conclusive.
- E. For the purposes of annual audits, Subrecipient shall comply with 2 CFR Part 200 Subpart F for the State MIT-PPS Program. Pursuant to 2 CFR Part 200 Subpart F, the Subrecipient shall perform an annual audit at the close of each fiscal year in which this Agreement is in effect. The costs of the MIT-PPS related portion of the audit may be charged to the program in accordance with Public Law 98-502, 2 CFR Part 200 Subpart F, and Title 25 CCR Section 7122.
 - 1) The audit shall be performed by a qualified State, department, local or independent auditor. The agreement/contract for audit shall include a clause which permits access by the Department to the independent auditor's working papers.
 - 2) If there are audit findings, the Subrecipient must submit a detailed response to the Department for each audit finding. The Department will review the response and, if it agrees with the response, the audit process ends, and the Department will notify the Subrecipient in writing. If the Department is not in agreement, the Subrecipient will be contacted in writing and informed what corrective actions must be taken. This action may include the repayment of disallowed costs or other remediation.
 - 3) The Department shall not approve reimbursement for any expenditures for the audit, prior to receiving an acceptable audit report.
 - 4) If so, directed by the Department upon termination of this Agreement, the Subrecipient shall cause all records, accounts, documentation and all other materials relevant to the grant activity(ies) to be delivered to the Department as depository.
- F. Notwithstanding the foregoing, the Department will not reimburse the Subrecipient for any audit cost incurred after the expenditure deadline of this Agreement.

EXHIBIT D

28. Signs

If the Subrecipient places signs stating that the Approved Activity is funded with private or public dollars and the Department is also providing financing, it shall indicate in a typeface and size commensurate with the Department's funding portion of the Approved Activity that the Department is a source of financing through the MIT-PPS Program.

29. Insurance

The Subrecipient shall have and maintain in full force and effect during the term of this Agreement such forms of insurance, at such levels as may be determined by the Subrecipient and the Department to be necessary for specific components of the grant activity(ies) described in Exhibit A.

30. Anti-Lobbying Certification

The Subrecipient shall require that the language of this certification be included in all contracts or subcontracts entered into in connection with the Approved Project(s) and shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into.

Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and no more than \$100,000 for such failure.

- A. No federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

31. Conflict of Interest

Pursuant to 24 CFR 570.489(h), no member, officer, or employee of the Subrecipient, or

EXHIBIT D

its designees or agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercise or have exercised any functions or responsibilities with respect to MIT-PPS activities assisted under this part, or who are in a position to participate in a decision making process or gain inside information with regard to such activities, including members and delegates to the Congress of the United States, may obtain a financial interest or benefit from a MIT-PPS assisted activity, or have a financial interest in any contract, subcontract or agreement with respect to a MIT-PPS assisted activity or its proceeds, either for themselves or those with whom they have business or immediate family ties, during their tenure, or for 1 year thereafter. The Subrecipient shall incorporate, or cause to be incorporated, in all such contracts or subcontracts a provision prohibiting such interest pursuant to the purposes of this section.

32. Obligations of Subrecipient with Respect to Certain Third-Party Relationships

The Subrecipient shall remain fully obligated under the provisions of this Agreement notwithstanding its designation of any third party or parties for the undertaking of all or any part of the Collective Work with respect to which assistance is being provided under this Agreement to the Subrecipient. The Subrecipient shall comply with all lawful requirements of the Department necessary to ensure that the Collective Work, with respect to which assistance is being provided under this Agreement to the Subrecipient, is carried out in accordance with the Department's Assurance and Certifications, including those with respect to the assumption of environmental responsibilities of the Department under Section 104(g) of the Housing and Community Development Act of 1974 [42 U.S.C. § 5304(g)].

33. Energy Policy and Conservation Act

This Agreement is subject to mandatory standards and policies relating to energy efficiency which are contained in the State Energy Conservation Plan issued in compliance with the federal Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).

34. State Contract Manual Requirements (Section 3.11, Federally Funded Contracts (Rev. 3/03)):

- A. All contracts, except for State construction projects that are funded in whole or in part by the Federal government, must contain a 30-day cancellation clause and the following provisions:
 - 1. It is mutually understood between the parties that this contract may have been written for the mutual benefit of both parties before ascertaining the availability of congressional appropriation of funds to avoid program and

EXHIBIT D

fiscal delays that would occur if the contract were executed after that determination was made.

2. This contract is valid and enforceable only if sufficient funds are made available to the State by the United States Government for the purpose of this Program. In addition, this contract is subject to any additional restrictions, limitations, or conditions enacted by the Congress or to any statute enacted by the Congress that may affect the provisions, terms, or funding of this contract in any manner.
 3. The parties mutually agree that if the Congress does not appropriate sufficient funds for the program, this contract shall be amended to reflect any reduction in funds.
 4. The Department has the option to invalidate the contract under the 30 day cancellation clause or to amend the contract to reflect any reduction in funds.
- B. Exemptions from provisions A.1 through A.4 above may be granted by the Department of Finance provided that the director of the State agency can certify in writing that Federal funds are available for the term of the contract.
- C. Gov. Code § 8546.4(e) provides that State agencies receiving Federal funds shall be primarily responsible for arranging for Federally required financial and compliance audits, and shall immediately notify the Director of Finance, the State Auditor, and the State Controller when they are required to obtain Federally required financial and compliance audits.

EXHIBIT E

SPECIAL TERMS AND CONDITIONS

1. **Application Review**

Subrecipient has provided the Department with information about the Subrecipient's experience, processes, policies, and procedures related to the management of federal funding in the Subrecipient's jurisdiction. These submissions, in addition to discussions with the Subrecipient, have been used to inform this Agreement and are being materially relied upon by the Department in agreeing to enter into this Agreement. Should there be substantive changes to the organization, key personnel, methods, capacity, policies, or processes of the Subrecipient that impact the implementation of this Agreement, the Subrecipient shall promptly notify the Department of said changes.

2. **Risk Assessment**

During the term of this Agreement, Subrecipient agrees to timely provide documents and information to facilitate the Department's Subrecipient monitoring risk assessment process. Subrecipient further agrees to comply with the requirements, requests, and results of the Department's risk assessment, including participation in Subrecipient monitoring events.

3. **Special Conditions**

Pursuant to the Department's initial Risk Assessment, Subrecipient agrees to adhere to the following Special Conditions: **None.**

EXHIBIT F
ADDITIONAL PROVISIONS

**VC Disaster Mitigation Planning and Coordinated Community Response
(Planning)**

1. Project Overview

See attached application below.

2. THE NATIONAL OBJECTIVE TO BE ACHIEVED AS A RESULT OF THIS PROJECT:

Per 84 FR 45838, Planning activities do not require a national objective be established as they are considered to already address the national objectives without the limitation of any circumstances.

3. THE NUMBER OF INDIVIDUALS BENEFITTING AS A RESULT OF THIS PROJECT:

- Total beneficiaries: 829,050
- Total low/mod beneficiaries: 357,050

Interface Children & Family Services - VC Disaster Mitigation Planning and Coordinated Community Response (Planning)

Scope of Work:

VC Disaster Mitigation Planning and Coordinated Community Response project will expand the capacity of Ventura County VOAD to provide critical services/support to vulnerable populations (specifically, low-income and access and functional needs households) in the event of a disaster through coordinated community based organization planning and development of a comprehensive directory of community resources and contacts, thereby reducing risk of loss and impact for vulnerable populations. The anticipated beneficiaries include all Ventura County residents (VC) California, population estimated at 846,000 individuals given that the VC VOAD territory is the County.

The Subrecipient will be responsible for completing a planning project related to disaster planning and capacity building over the period of June 2022 to June 2024 with funding from the Year 2017 CDBG MIT-PPS program of HCD.

The major tasks that the Subrecipient will perform in connection with the provision of the eligible planning project include, but are not limited to, the following:

Activity 1: Ventura County VOAD community disaster planning

Deliverable 1: Hire/contract VC VOAD Director role

Task: Finalize job description and agree to hiring process with VC VOAD Executive Committee

- Post job requirements
- Solicit at least 3 proposals
- Review proposals
- Interview candidates
- Present preferred candidate to VOAD Executive Committee and Interface Board of Director for approval
- Execute contract with candidate

Task: Refine MOU between Interface/211 Ventura and VC VOAD (if necessary)

Deliverable 2: VOAD Strategic operational response plan

Develop a three-year strategic plan that identifies priorities and annexes for key operational areas

Task: Form the VC VOAD Advisory Committee to serve as consultative/guiding body for planning consisting of diverse members representing key stakeholders in VC communities.

Task: Hire an Emergency Management consultant to create a strategic plan.

- Prepare consultant RFP
- Solicit at least 3 proposals
- Review proposals
- Interview and identify preferred consultant
- Present preferred candidate to VOAD Executive Committee and Interface Board of Director for approval
- Execute contract with consultant

Task: Analysis of current VOAD strengths, capacities and ability to provide food, shelter and communications services in the event of a disaster, with a particular lens towards capabilities to support Ventura County's most vulnerable populations.

Task: Update VC VOAD Guidelines, as needed.

Task: Update operational disaster response plan to address areas for improvement and successful practices from recent disaster responses.

Task: Consultant works with Advisory Committee and relevant members involved in past responses or active in committee planning for response, including coordination with County and municipal emergency management offices.

Task: Create MOU with lead agency(ies) involved in donations management planning

Task: Consultant works with donations management lead agencies and committee to revise County-wide donations management annex

Task: Create MOU with lead agency(ies) involved in volunteer management planning

Task: Consultant works with volunteer management lead agencies and committee to revise volunteer management annex and coordinates with County and municipal emergency management offices

Deliverable 3: Documentation of Disaster Recovery Information Exchange (DRIE) contact relationship management system.

Task: Develop primary use cases for system and audiences/intended users

Task: Create outline with essential topics for inclusion in documentation

Task: Record training modules and corresponding reference sheet(s)

Activity 2: Expand reach and capacity of VC VOAD

Deliverable 4: Updated VC VOAD informational materials (e.g., fact sheet/brochure, PowerPoint presentation)

Task: Draft key messaging/copy

Task: Finalize with VOAD Executive Committee

Task: Design materials for print and electronic versions

Task: Translate materials into Spanish

Deliverable 5: Updated and expanded Ventura County VOAD disaster response community assets/resource directory

Task: Conduct review of existing resource directory lists (e.g., old VOAD, Long term recovery, 211 Ventura resources, United Way directory)

Task: Set up database repository for managing resource contact names, emails, phone numbers, service areas/populations, disaster response asset categories

Task: Conduct outreach to community groups and organizations to populate directory with current information. Prioritize outreach in high risk locations and organizations that serve vulnerable populations

- Email outreach to known contacts
- Phone calls
- Speak at local nonprofit coordinating meetings (e.g. Center for Nonprofit Leadership convening)

Activity 3: Grant Monitoring and Reporting

Deliverable 6: Quarterly performance reports

Task 1: Collect qualitative and quantitative data from project staff

Task 2: Analyze data alongside evaluation team

Task 3: Compile report of baselines (first quarter) and progress made towards outcomes

Task 4: Enter reports in eCivis and submit to HCD

Task 5: Update performance measures as accomplishments are made

Deliverable 7: Quarterly financial reports (invoicing monthly)

Task 1: Collect invoices for reimbursements

Task 2: Enter invoice data in Financial Report

Task 3: Upload backup invoices and submit to HCD for payment via eCivis

Timeline:

Timing	Related deliverable	Task
July - Sept 2022	D1: Hire VC VOAD Director	Hire VOAD Director (Deliverable 1)
	D1: Hire VC VOAD Director	Finalize job description and agree to hiring process with VC VOAD Executive Committee <ul style="list-style-type: none"> ● Solicit at least 3 proposals ● Review proposals ● Interview candidates ● Present preferred candidate to VOAD Executive Committee and Interface Board of Director for approval ● Execute contract with candidate
	D2: VOAD Strategic operational response plan	Form the VC VOAD Advisory Committee
	D2: VOAD Strategic operational response plan	Hire an Emergency Management consultant to create a strategic plan and annexes. Prepare consultant RFP Solicit at least 3 proposals Review proposals Interview and identify preferred consultant Present preferred candidate to VOAD Executive Committee and Interface Board of Director for approval Execute contract with consultant

	D6 and D7: Quarterly performance and financial reports	Prepare and submit Quarterly performance and financial reports
Oct - Dec 2022	D2: VOAD Strategic operational response plan	(if necessary) Refine MOU between Interface/211 Ventura and VC VOAD
	D2: VOAD Strategic operational response plan	Analysis of current VOAD strengths, capacities and ability to provide food, shelter and communications services in the event of a disaster, with a particular lens towards capabilities to support Ventura County's most vulnerable populations.
	D2: VOAD Strategic operational response plan	VC VOAD Guidelines, as needed.
	D3: Documentation of DRIE CRM system	Develop primary use cases for DRIE system and audiences/intended users
	D3: Documentation of DRIE CRM system	Prepare and submit Quarterly performance and financial reports
Jan - Mar 2023	D2: VOAD Strategic operational response plan	Consultant works with Advisory Committee and relevant members involved in past responses on updating response plan
	D2: VOAD Strategic operational response plan	Create MOU with lead agency(ies) involved in donations management planning
	D2: VOAD Strategic operational response plan	Create MOU with lead agency(ies) involved in volunteer management planning
	D3: Documentation of DRIE CRM system	Create outline with essential topics for inclusion in Disaster Recovery Information Exchange (DRIE) documentation

	D3: Documentation of DRIE CRM system	Record DRIE training modules and corresponding reference sheet(s)
	D4: Updated VC VOAD informational materials	Draft key messaging/copy for updated VOAD materials
	D6 and D7: Quarterly performance and financial reports	Prepare and submit Quarterly performance and financial reports
April - June 2023	D2: VOAD Strategic operational response plan	Updated operational disaster response plan completed (Deliverable 2)
	D4: Updated VC VOAD informational materials	Design updated VOAD materials for print and electronic versions
	D3: Documentation of DRIE CRM system	Documentation of Disaster Recovery Information Exchange (DRIE) contact relationship management system completed. (Deliverable 3)
	D4: Updated VC VOAD informational materials	Translate updated VOAD materials into Spanish
	D2: VOAD Strategic operational response plan	Consultant works with donations management lead agencies and committee to revise annex
	D6 and D7: Quarterly performance and financial reports	Prepare and submit Quarterly performance and financial reports
July - Sept 2023	D5: Updated and expanded Ventura County VOAD disaster response	Conduct review of existing resource directory lists

	community assets/resource directory	
	D2: VOAD Strategic operational response plan	Consultant continues works with donations management lead agencies and committee to revise Annex (to Emergency response plan)
	D2: VOAD Strategic operational response plan	Consultant works with volunteer management lead agencies and committee to revise Annex (to Emergency response plan)
	D4: Updated VC VOAD informational materials	Updated VC VOAD informational materials completed(Deliverable 4)
	D6 and D7: Quarterly performance and financial reports	Prepare and submit Quarterly performance and financial reports
Oct - Dec 2023		
	D5: Updated and expanded Ventura County VOAD disaster response community assets/resource directory	Set up directory repository (database) for managing resource contact names, emails, phone numbers, service areas/populations, disaster response asset categories
	D5: Updated and expanded Ventura County VOAD disaster response community assets/resource directory	<p>Conduct outreach to community groups and organizations to populate directory with current information. Prioritize outreach in high risk locations and organizations that serve vulnerable populations</p> <p>Email outreach to known contacts Phone calls</p> <p>Speak at local nonprofit coordinating meetings (e.g. Center for Nonprofit Leadership convening)</p>

	D6 and D7: Quarterly performance and financial reports	Prepare and submit Quarterly performance and financial reports
Jan - Mar 2024	D5: Updated and expanded Ventura County VOAD disaster response community assets/resource directory	Continue to conduct outreach to community groups and organizations to populate directory with current information. Prioritize outreach in high risk locations and organizations that serve vulnerable populations Email outreach to known contacts Phone calls Speak at local nonprofit coordinating meetings (e.g. Center for Nonprofit Leadership convening)
	D6 and D7: Quarterly performance and financial reports	Prepare and submit Quarterly performance and financial reports
Apr - June 2024	D5: Updated and expanded Ventura County VOAD disaster response community assets/resource directory	Continue to conduct outreach to community groups and organizations to populate directory with current information. Prioritize outreach in high risk locations and organizations that serve vulnerable populations Email outreach to known contacts Phone calls Speak at local nonprofit coordinating meetings (e.g. Center for Nonprofit Leadership convening)
	D5: Updated and expanded Ventura County VOAD disaster response community assets/resource directory	Updated and expanded Ventura County VOAD disaster response community assets/resource directory (Deliverable 5)
	D6 and D7: Quarterly	Prepare and submit Quarterly performance and financial reports

	performance and financial reports	
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Applications: Interface - VC Disaster Mitigation Planning and Coordinated Community Response (Planning)

Mitigation - Planning and Public Services (MIT-PPS)

Profile

grants@icfs.org

What project type are you applying for?

Planning

Do you commit to having capacity to carry out program activities?

Yes

If yes, please describe the capacity and staffing in detail.

211 Ventura County (hereby be referred to as Interface 211 VC) is a program of Interface Children & Family Services, a comprehensive non-profit community-based organization that provides Ventura County (VC) individuals and families evidence-based, culturally inclusive, trauma-informed, and developmentally appropriate services and supportive programming. Seasoned over 15 years, Interface 211 Information & Assistance provides 24/7 information and referral services via phone, text, and web to more than 350,000 Californians annually, seeing them through disasters and emergencies including widespread wildfires, mass shootings, mudslides, Public Safety Power Shutoffs, and the Coronavirus pandemic. Since its start in 2005, Interface 211 VC has played a central role in disaster response and recovery, cultivating partnerships with emergency response organizations, and providing up-to-date information and assistance to individuals seeking critical support during their most vulnerable times. As the conduit between community members, social service agencies, and community-based organizations, Interface 211 facilitates access to critical resources that aid local populations in navigating services available during emergencies and disasters. Interface 211 VC has provided crucial assistance and strategic referrals to victims of the Thomas, Woolsey, Maria, and Hill fires, plus several fires that affected Northern California, the Montecito mudslides, the Borderline mass shooting, and the Coronavirus pandemic. During national emergencies, Interface 211 VC has assisted 211s across the country in providing callers with information and referrals to resources and support. In fiscal year 2020, Interface 211 VC effectively responded to 9,141 calls specifically coded as "disaster", illustrating our ability to provide timely, widespread disaster and emergency support on both a local and national scale. In so doing, Interface 211 VC has acquired extensive experience responding to disasters and has consequently developed tactical disaster response strategies.

COORDINATION COMMUNITY DISASTER RESPONSE

For over a decade, Interface staff has participated as a core partner organization and Executive Committee member of Ventura County Voluntary Agencies Active in Disaster (VC VOAD). VC VOAD is a collaborative of local non-profit agencies, faith-based organizations, volunteer groups, public institutions, and private entities (including Interface, United Way Ventura County, Red Cross, Cal State Channel Islands, The Salvation Army, and more) that are committed to work together to improve outcomes for those impacted by disasters through the organization and deployment of community resources in an efficient and timeline manner. VC VOAD has a designated seat within the County's Emergency Operations Center that facilitates coordination during response situations and provides government emergency staff with updates on capabilities the social sector and community groups may provide that would alleviate emergency services for critical needs. With a membership of more than forty organizations representing a variety of stakeholders throughout the County VC VOAD is led by two Co-Chairs and an Executive Committee representing key disaster response organizations, including a representative from the County Office of Emergency Services and the leads for the operational sub-committees that include donations management and volunteer management. VC VOAD is a member of the Southern California VOAD network, as well as the association of California VOAD and National VOAD that provides access to information sharing on best practices as well as mutual support from national partner organizations as needed. VC VOAD has a solid working relationship with the Ventura County Sheriff's Office of Emergency Services (OES) and Emergency Managers in cities throughout the County. The VC VOAD is identified, by the Ventura County Office of Emergency Services, as their primary partner in the services available through Emergency Support Function 17. The local voluntary sector led and coordinated by VC VOAD offers a wide variety of services and resources to address disaster caused needs of individuals and households, including shelter, transportation, case management, pastoral care, debris clearance, home repair or reconstruction, and other services in conjunction with or not provided by the government. Community-based and voluntary organizations are often able to mobilize more quickly than government assets and may be able to provide services or resources otherwise not available.

However, there are significant drawbacks associated with volunteer supported organizations, as they can be quick to respond to known needs, but are not always aware of other response efforts that can inadvertently lead to duplication of efforts, as well as confusion and increased complications in response activities. These drawbacks help to emphasize the need for immediate, supportive funding to help establish a dedicated staff whose primary focus is the coordination and proactive disaster mitigation planning and training.

DR-4353 AND INCREASED RESILIENCE

Since 2018, Interface 211 VC has served as the hub for VOAD's Long Term Disaster Recovery Group coordination and planning, hosting the facilitator and disaster outreach specialist staff that are leading the recovery work on DR-4353 (Thomas Fire). As long term recovery efforts are winding down, VC VOAD's priorities are increasingly focusing on taking the lessons learned from the response and recovery work of the last three years and applying them in mitigation and preparedness planning to reduce disaster risks and strengthen resilience in Ventura County.

Working in conjunction with Interface 211 VC and VC VOAD is the Kelle Kroll Group (KKG), a woman-owned business based in Los Gatos, California, formed in 1995 and certified with the California Department of General Services as a Small Business Enterprise (SBE). KKG brings a strong and unique perspective to the development of VOADs throughout the State of California. In the past 16 years Kelle has been requested by local government agencies, foundations and nonprofit agencies to help plan for and develop VOADs in Santa Clara County, Orange County and Napa County. These processes have included studying and evaluating best practices, conducting assessment and planning, creating customized strategic plans, developing operational protocols, assisting with the hiring and recruitment of staff, developing board and governance structures and creating fundraising strategies. Kelle has also helped define staff roles for Sonoma County's VOAD (COAD) and for Los Angeles County's VOAD (Emergency Network Los Angeles). Kelle currently sits on the Board of Directors of Santa Clara County's VOAD, Collaborating Agencies Disaster Relief Effort (CADRE) and is leading the development of a strategic plan and a mid-operational assessment of CADRE's COVID response activities.

Kelle brings decades of experience and subject matter expertise in continuity of operations planning, emergency management, volunteer management and donations management which includes providing disaster preparedness training for non-profit agencies. KKG has also led development of Volunteer and Donations Management plans for 12 counties in the San Francisco Bay Area, and has provided subject matter expertise on access and functional needs for several state, regional and local plans. This depth of experience provides a strong framework for KKG's understanding of many elements to develop whole community planning, innovative and rapid response, and community resilience.

*Updated by NX (5/6/21)

Information received by HCD via email from abarosso@icfs.org (4/23/21)

See more information in attachment titled "ICFS response to HCD CBDG-MIT Grant Questions 4-23-21"

Question:

Please share additional details on the project objective of strengthening partnerships and how those tie into the education services activity.

Answer:

The public education campaign is aiming to increase disaster preparedness knowledge and planning activities for populations that in past disaster events have been harder to reach and were underserved because of language, access barriers and/or lack of trust. Research has shown that communities that are more resilient have established strong relationships and connections between a broad base of organizations that enable better information sharing and planning in the event of disaster. VC VOAD recognizes that its membership of organizations does not fully reflect all racial/ethnicities present in the County, as well as representation from constituencies with particular access or functional needs, including language access and geography. Interface/211 Ventura and VC VOAD plans to build stronger relationships with community groups in the identified LMI majority and elevated disaster risk areas to develop greater awareness of the role that community groups can play in disaster preparedness and mitigation efforts and to leverage the trusted relationships the community groups have with the low-income and vulnerable residents.

The objectives laid out in the plan include increasing the number of new community partners, as well as a way to measure the increase in connected relationships. The second measure tracks the collaborative activities conducted with the community partners to educate residents in the community. The plan commits to at minimum eight (8) events. A proposed addition is a measure that tracks the number of residents / community members that receive disaster preparedness and mitigation education as a consequence of the community partnerships, noting the percentage that live in the targeted LMI areas. Please find proposed additional measures below.

Objective 1: Interface 211 Ventura will strengthen partnerships with local community groups in identifying vulnerable, LMI areas for disaster preparedness.

- By the end of June 2023 Interface 211 VC will increase the number of partnerships with community groups/organizations for disaster preparedness by 50% as compared to June 2021. (Current partnerships have stalled between 20-30 members, so this increase could double the membership.)

- By the end of June 2023 Interface will host a minimum of eight (8) events or participatory discussions of local hazards/risks and community-based preparedness solutions for community partners in LMI areas.

(NEW) By the end of June 2023, Interface will provide disaster preparedness and mitigation education to at least 1,000 LMI residents or residents in one of the identified LMI majority areas.

Are you applying for more than one Planning Activity?

Yes

Planning Activity

Capacity Building

Is this planning project to build capacity to implement projects under the Resilient Infrastructure Program?

No

Is the project regional in approach?

No

Does the project include collaboration amongst jurisdictional and nonprofit partners?

Yes

If yes, name the jurisdictional and nonprofit partners.

Collaborative partners for this project include:

ARC of Ventura County
California State University Channel Islands
City of Moorpark
City of Simi Valley
City of Thousand Oaks
City of Ventura
Habitat for Humanity
Jewish Family Services
Mixteco Indigena Community Organizing Project/Proyecto (MICOP)
Salvation Army
Southern Baptist Convention
The Independent Living Resource Center/Tri-County
The Local Love Project
The Red Cross Central Coast Chapter
The Salvation Army
United Way of Ventura County
Ventura County Community Foundation
Ventura County Human Services Agency
Ventura County Office of Emergency Services

*Updated by NX (5/6/21)

Information received by HCD via email from abarosso@icfs.org (4/23/21)

See more information in attachment titled "ICFS response to HCD CBDG-MIT Grant Questions 4-23-21"

Question:

We need additional details regarding the role(s) and relationship(s) of partners to the project. Is there a formal, even if preliminary, structure related to the role(s)?

Answer:

VC VOAD is a collaborative of community-based organizations that relies on core partner organizations to dedicate staff to the collaborative's activities. Interface/211 Ventura has been a long-standing core partner and member of VC VOAD's Executive Committee. Over the last three years Interface has hosted the staff that has coordinated long-term recovery efforts - a 211 Disaster Recovery Coordinator and Facilitator Anne Whatley, who has been contracted / employed by Interface but reports to the VC VOAD LTRG Steering Committee and VC VOAD Executive Committee.

Decision-making authority related to the activities of VC VOAD lies with the VC VOAD Executive Committee and the VC VOAD membership, as described by the VC VOAD bylaws. Fiscal responsibility, including management, oversight and tracking of funds received are handled by the respective partner organizations that receive funds - in the case of this grant, Interface/211 Ventura.

Interface/211 Ventura and VC VOAD have an MOU defining roles and responsibilities. (Please see the attached MOU.)

Community partnerships will be coordinated through VC VOAD. For instances where community partnerships include funding, an MOU will define mutually agreed upon expectations and costs.

Eligible Applicants are required to identify which of the 2017 declared disasters the submitted project is related to. The disaster(s) related to the project can be determined by the MID area(s) the project serves or benefits. CDBG-MIT does not require a project tie-back to the 2017 declared disaster.

What disaster is this project related to?

DR-4353

Eligible applicant type

Non-Profit

Is this a project on behalf of another government entity or special district other than the Eligible Applicant?

No

Project Title

Interface - VC Disaster Mitigation Planning and Coordinated Community Response (Planning)

Org Name

Interface Children & Family Services

Provide a snapshot summary of the project.

Interface Children & Family Services (Interface) respectfully requests \$325,115 to expand the capacity of Ventura County VOAD to provide critical services/support to vulnerable populations (specifically, low-income and access and functional needs households) in the event of a disaster, thereby reducing risk for vulnerable populations, building resilience, and improving county disaster mitigation activities. CDBG MIT funding will allow for increased capacity via three strategic activities:

- planning for improved community response to disasters to reduce the severity of adverse events
- expanding reach via increased community-based organizational participation in VOAD
- training community-based organizations to build skills in cultural responsiveness and improve knowledge of disaster response protocols

Upload project description, if available.

VOAD Final Project.pdf

Project Location Description

The proposed geographic catchment area is the whole of Ventura County (VC), California, population estimated at 846,000 individuals.

Does the project fall into one of these zip codes/counties?

Ventura County

Public Services projects must select a National Objective. Planning projects do not require a National Objective. The Urgent Need Mitigation (UNM) national objective is for CDBG-MIT activities that aim to address risks that do not tie back to the disaster events of the 2017 CDBG-DR funding, or subsequent disasters. Projects using the UNM national objective must provide documentation that demonstrates a measurable and verifiable impact on reducing risks at the completion of the activity. Projects using the LMI national objective are those that have a benefit to Low to moderate income person, which is defined as persons having incomes not more than the “moderate-income” level (80% Area Median Family Income) set by the federal government for the HUD-assisted Housing Programs.

Does the project benefit an LMI population or area?

Yes

Describe how the project benefits a LMI area (additional material and information may be required)

Drought conditions related to climate change have created larger, more frequent, and more destructive wildfires in Ventura County. As one of the nation’s top agricultural producers, Ventura County is home to large populations of immigrant families and low-wage workers, who are devastated by wildfire season, but whose disaster and safety needs are often unmet. Undocumented individuals are estimated to account for more than 9 percent of the population or 111,000 people in Ventura and Santa Barbara counties (Hayes and Hill, 2017).

Additionally, research has found that communities of color- specifically those census tracts with a majority Black, Latino, or Native American populace- are 50 percent more vulnerable to wildfires compared to other census tracts. (Maldonado et al., 2015; Johnson, 2008). According to Maldonado et al. (2015), traditional analyses often obscure these differences, which stem from multiple intersecting factors.

In a 2020 article entitled “The (in)visible victims of disaster: Understanding the vulnerability of undocumented Latino/a and indigenous immigrants”, authors Mendez, Flores-Haro, and Zucker illustrate how the response of community-based groups during and after the Thomas Fire points to ways in which deliberately crafted disaster planning and climate adaptation policy can help alleviate, rather than reinforce, existing disparities. For example, during the Thomas Fire, resources were directed toward wealthy individuals, leaving local immigrant rights and environmental justice groups to provide immigrants and farmworkers with essential services like language access to emergency information in Spanish and Indigenous tongues (Mendez et. al, 2020). This gap in provision of services helps clarify the need for multilingual disaster / emergency plans and cultural competency training for staff and volunteers working to provide education, outreach, and response services.

The VC Disaster Mitigation Planning and Coordinated Community Response and the Ventura County Prepares! Public Education & Outreach for Vulnerable Populations projects will benefit low to moderate income individuals living in Ventura County by preparing VOAD affiliated organizations to increase efficiency of disaster service, improve disaster response, and provide outreach and education before the onset of an emergency/disaster, allowing VC VOAD to better serve residents, paying specific attention to hard-to-reach and vulnerable populations. Within the project service area of Ventura County, 8.2% of households live below the poverty line and 26% of households live at less than 200% of federal poverty level. Of particular focus for Interface 211

VC and VC VOAD is ensuring that disaster response and mitigation activities are inclusive of undocumented immigrants, a significant portion of the very-low and low-income households in the County.

As capacity is built through planning and outreach, the ability of VC VOAD to respond in the event of a disaster increases, thereby reducing the risk of injury, loss of life and property for low- and moderate-income populations. For example, as Interface 211 VC and VC VOAD collaborate with local community partners to support the distribution of disaster preparedness information, evacuation alerts, and messages, populations that historically do not receive disaster warnings through the Office of Emergency Service channels can be reached, improving access to information that could potentially reduce risk and save lives.

*Updated by NX (5/6/21)

Information received by HCD via email from abarosso@icfs.org (4/23/21)

See more information in attachment titled "ICFS response to HCD CBDG-MIT Grant Questions 4-23-21"

Question:

The application project description indicates that this is a request to expand current programming. Please clarify if the expansion is only for LMI populations/ communities and how the expansion will differ from existing programming.

Answer:

Interface/211 Ventura consistently provides information to the community regarding disaster preparedness planning and referrals to available resources during Public Safety Power Shutoffs, wildfires, and other emergencies via when calls or texts are made to 211 Ventura. However, 211 has not been as successful in reaching vulnerable populations in the past unless they have contacted us directly. Recent disaster after action reports identified a need in underserved communities (low-, moderate- income, access and functional needs, and low-literacy populations) in Ventura County for greater disaster preparedness education. This public education project expands 211 Ventura's disaster information resource program to promote disaster readiness materials that target zip codes/census tracts that are majority LMI and/or vulnerable populations with an elevated risk for disaster. We have developed an expanded, multi-pronged strategy for promoting disaster preparedness materials through the leveraging of trusted community-based partnerships via VC VOAD, online communities, message boards, social media and advertising.

*Updated by NX (5/6/21)

Information received by HCD via email from abarosso@icfs.org (4/23/21)

See more information in attachment titled "ICFS response to HCD CBDG-MIT Grant Questions 4-23-21"

Question:

How were the four communities selected for the project? Will this project serve any other communities/locations?

Answer:

In designing this project, we identified the four communities of focus using the following criteria:

1. Areas that are majority (greater than 51%) LMI populations
2. Areas of elevated risk for disaster events such as wildfires, flooding and earthquakes noted in the Ventura County Multi Hazard Mitigation Plan
3. Community partnerships that could be leveraged to reach LMI populations

3

The public education planned through digital social networks and micro-targeted marketing / advertising campaigns will specifically target LMI income residents and specific LMI zip codes in Ventura County but would not be limited exclusively to the four communities. The disaster preparedness public education social media posts that will be promoted by VC VOAD community partners and 211 disaster preparedness website pages will be visible as an asset for all residents throughout Ventura County.

Upload document of data supporting the LMI population to be benefitted and/or a map of the service area (Optional)

VOAD ArcGIS - VC_MapofLMItracts.pdf

Does the project service area benefit the MID?

Yes

Describe how the project benefits a MID area (additional material and information may be required)

Wildfires are some of the most prevalent natural disasters that residents in Ventura County face. Surrounded by mountains and vast brushy landscapes, Ventura County experiences two long fire seasons annually. One occurs when wildfires are driven by heat (June – Sept.) while the other is marked by high winds fed by dry chaparral vegetation (Oct.- April).

In 2018, Ventura County experienced two catastrophic fires. The Thomas Fire (12/4/2017 – 01/15/2018) was the second costliest fire in the U.S. and burned 281,893 acres, destroying 1,063 homes, businesses, and structures. During the Thomas Fire, Interface 211 VC received more than 7,800 calls and more than 10,000 texts over the duration of the event and assisted a total of 2,791 unique clients. The Woolsey Fire (08/08/2018-08/21/2018), the third costliest wildfire in the U.S., burned 97,000 acres, destroyed 1,600 structures and killed three people. The Woolsey Fire prompted the evacuation of more than 295,000 people, which was complicated by the closure of the main transportation routes.

According to a State Auditor’s report focused on the emergency alert, evacuation, and shelter plans adopted by the California Office of Emergency Services and Ventura, Sonoma, and Butte counties, emergency officials routinely overlook the state’s most vulnerable populations as they make preparations for foreseeable wildfires, floods, and other disasters (Howe, 2019). In the months and years following the Thomas and Woolsey fires, similar gaps in information and emergency response protocol have been accessed. Local analysis has highlighted opportunities to improve community collaboration and a coordinated emergency response from local nonprofits and organizations focused on disaster mitigation. Since VC VOAD covers the entire county, actively engaging VC organizations and fostering their collaboration is vital. A VOAD that is able to marshal all available community resources is better prepared and better able to bounce back from events.

Upload documentation that supports how the project benefits a MID area (Optional)

VOAD DR4353VenturaCountyMID_DamageMap.pdf

What Census Tracts/Block Groups are served by this project?

This project serves all census block tracts in the county of Ventura.

What is the total dollar amount of the project?

688,490

Anticipated CDBG-MIT funding need (\$ amount)

325,115

Have you applied for other sources of funds for this project?

Yes

If yes, please provide a list of sources, how much have you applied for, have you been awarded funds, and the amount(s) from each source anticipated or awarded.

\$166,000 in funding from Ventura County Community Foundation

\$12,750 from Dignity Health

\$7,535 from CARESTAR Foundation

\$6,700 additional CDBG project

\$52,437 Interface funding

Total: \$245,422

Project Budget broken down by eligible activity and activity costs

ICFS 211 CBDG-MIT Budget_Final.xlsx

Basis of Total Project Cost and Amount of CDBG-MIT requested

Descriptions for Budget Categories

Staffing

All salaries have been determined based on current staffing levels and industry standards, including review of similar positions in other jurisdictions, such as Napa and Sonoma counties. The new position of VOAD Network Director is needed to lead the project and oversee all activities, with .75 FTE allocated to CDBG project. The VOAD Contact & Outreach Specialist at .75 FTE provides administrative support, including membership duties, meeting preparedness and notetaking, and some data management. The 211 Disaster Coordinator at .5 FTE manages the database of services available, maintains/updates the disaster-oriented VOAD and 211 website and is responsible for ongoing reporting on project activity. The Data Analyst at 0.05 FTE will collect and analyze data to create presentations and reports that are shared internally and with CDBG funders. The Evaluator at 0.05 FTE will help design the framework for conducting analysis on program process and outcome data, monitor and evaluate data collection tools, and work with the Data Analyst to draft written reports related to evaluation measurements and findings. The 211 Associate

Director at 0.1 serves as 211 liaison between Interface and the VC VOAD Executive Committee, providing program oversight and support.

Interface 211 VC will leverage the funding secured from community partners, such as the Ventura County Community Foundation (VCCF) and Dignity Health, to support the percentage of staff salaries not requested from CDBG-MIT.

Professional Services

Consultants will provide professional expertise and coordination for the development of plans, training and exercises to improve the infrastructure and capacity of VOAD and community partners to provide critical services/support to vulnerable populations in the event of a disaster. 211 Interface VC has identified an Emergency Management Consultant to lead the VC VOAD Executive Committee through a process to create and update key planning documents, conduct a SWOT analysis and coordinate stakeholder engagement. Consultants will also provide training to VC VOAD and community partners on the series of plans to be developed, on donations and volunteer management procedures and protocols, and on cultural competency. Additional professional service support includes assisting with exercises and working with a subset of VOAD member agencies to develop their organization's emergency operations plans or continuity of operations plans. All consultants have prepared a proposed scope of work based on the project parameters that are included in this budget.

Operating Expenses

These include the hard costs of implementing the program successfully, and cover communications, digital platforms and software applications, and are based on current Interface expenses. Additional costs include the production of marketing materials for the county-wide outreach to community-based organizations, stipends and materials for trainings and exercises, and the fees associated with FEMA training, as researched by staff and a VOAD Executive Committee member.

Indirect (Modified Total Direct Costs)

This 10% funding supports the administrative and fiscal management required to ensure the CDBG grant is implemented according to federal 24 CFR §570, Subpart I; 24 CFR §58; and 2 CFR §200 and GAAP guidelines, as well as agency policies and procedures.

*Updated by NX (5/6/21)

Information received by HCD via email from abarosso@icfs.org (4/23/21)

See more information in attachment titled "ICFS response to HCD CBDG-MIT Grant Questions 4-23-21"

Question:

The application indicated that the six other funding sources would make up the difference between the MIT-PPS request and the overall project cost. What is the status of the additional funding sources?

Answer:

Recent and current funding sources:

- CARESTAR - Interface is funded for three years to provide disaster prep information and referrals to statewide callers/texters/web visitors. Grant covers a portion of the 211 Associate Director staff role and also includes funding for the development of public information materials.
- Southern Cal Edison - Interface just renewed a grant (January 2021) to provide disaster preparedness information to access and functional needs populations in Ventura County. In discussions to fund emergency kits for distribution to vulnerable populations in the next round of grant.
- Investor Owned Utilities (IOU) participate in the California Independent System Operator (ISO). The California ISO is in the process of negotiating an agreement with Interface to fund staff time dedicated to providing disaster public information referrals and resources over a two-year grant term. The ISO grant will fund .5 FTE of the Contact and Outreach Specialists work on community outreach related to disaster preparation, complementing the Ventura County Prepares! Project activities and goals with the other .5 FTE. (Estimated start date June 2021)
- Ventura County Community Foundation (VCCF): VCCF is committed to fund projects over the next two years. Currently, we have verbal agreement from Foundation CEO, who anticipates approval by the Board during the next Board meeting in June 2021.
- Other CDBG grant - refers to our application for CDBG-MIT grant: VC Disaster Mitigation Planning and Coordinated Community

Response (2 years). This public education grant would provide funding that would enable VC VOAD to leverage the relationships and connections of community-based organizations in VC VOAD.

- Interface in-kind: Interface will cover the fringe benefit costs for all staff on the project as an in-kind contribution. If for some reason, any of the funding sources listed above were unable to continue supporting the staffing and infrastructure needed to successfully comply with contract terms of the Ventura County Prepares Public Education and Outreach, our Fund Development Department has the capacity to solicit supplemental funding from a pool of over 400 private donors who contributed more than \$480,000 to Interface programming in FY 2020.

*Updated by NX (5/6/21)

Information received by HCD via email from abarosso@icfs.org (4/23/21)

See more information in attachment titled "ICFS response to HCD CBDG-MIT Grant Questions 4-23-21"

Question:

The application indicated that a director would be hired to implement the program. Please provide additional information as to the need to hire staff and the process and timeline for doing so.

Answer:

Presently, VC VOAD leadership is composed entirely of volunteers. After a careful review of community-wide response to recent wildfires, key stakeholders identified the need to formalize positions within VC VOAD to support an enhanced and coordinated effort to plan for response to emergencies and disasters county-wide, as well as lead preparedness and mitigation projects.

Research conducted to uncover the most promising opportunities for resiliency and whole community disaster preparedness in California recommend resourcing VOADs with paid staff as a key factor for success found in effective VOADs around California (Building Disaster Resilience, Monitor Institute and California for All, 2019). There is a desire to leverage the relationships and experience developed by VC VOAD over the last three years of recovery to transfer the lessons into increased capacity and planning for the organization's involved in disaster mitigation and response. Similarly, because of recent disaster events there is heightened awareness among the general public of hazards and the dangers of not being prepared for disasters that makes for fertile ground and motivation to learn more about how to better prepare and plan for disaster events.

The emergency management consultant identified to work with VC VOAD in the Disaster Mitigation Planning and Coordinated Community Response project has experience guiding other VOADs in the state through a search process and hiring of a VOAD Director. The timeline planned allows three months for the VC VOAD Executive Committee and Interface/211 Ventura to work with the consultant, Kelle Kroll, to refine the job description, initiate a search, interview and hire a Director. The estimate in the budget for the Ventura County Prepares! Public Education & Outreach for Vulnerable Populations project is .25 FTE of the Director's time. It is estimated that the remaining .75 FTE of the Director's time would be devoted to the VC Disaster Mitigation Planning and Coordinated Community Response project.

Outcome Measures

Based on our discussion and request for additional data on how the project outcomes will be quantified, the following revised measures are proposed.

Ultimately, the project outcomes contribute to increased resilience in Ventura County - the ability to prepare and plan for, absorb, recover from, and more successfully adapt to adverse events. Enhanced resilience requires better anticipation of disasters and better planning to reduce disaster losses—rather than waiting for an event to occur and paying for it afterward. The publication Disaster Resilience: A National Imperative (National Research Council, 2021) describes universal steps local communities can take to make progress to increase their resilience as:

- Communicating risks - Awareness and education about potential hazards
- Promoting a culture of resilience - Awareness and education of actions that can mitigate disaster impacts and how to be better prepared - as individuals, and as a community
- Connecting community networks - Organizing efforts collectively for better coordination

The project will take place in Ventura County, targeting the most vulnerable and underserved populations (LMI and access, functional needs).

The goal will be to reach 35,000 LMI residents with disaster preparedness information that increases awareness of local risks, as well as sharing planning resources that educate residents on what they can do to reduce their risk and be better prepared. It is estimated that an additional 28,000 Ventura County residents will also be provided with disaster information through the project.

Ventura County Population = 846,006 (US Census, 2019) Ventura County LMI Population = 357,050 / 43% (US Census, 2019)

Population in the Four Targeted LMI areas = 167,560 (US Census, 2019)

PROJECT OUTCOME GOAL: = 35,000 (21% of targeted LMI population)

Below are the proposed revised objectives and measures by activity:

Objective 1: Interface 211 Ventura will strengthen partnerships with local community groups in identifying vulnerable, LMI areas for disaster preparedness.

- By the end of June 2023 Interface 211 VC will increase the number of partnerships with community groups/organizations for disaster preparedness by 50% as compared to June 2021.
- By the end of June 2023 Interface will host a minimum of eight (8) events or participatory discussions of local hazards/risks and community-based preparedness solutions for community partners in LMI areas.
- (PROPOSED NEW MEASURE) By the end of June 2023 Interface will provide disaster preparedness and mitigation education to at least 5,000 LMI residents/residents in one of the identified LMI majority areas reached through community partnerships.

Objective 2: Interface 211 VC will provide VC residents, especially vulnerable residents in designated high-risk LMI areas, with disaster preparedness resources and disaster/emergency information before, during, and after events occur.

- By the end of June 2023 Interface 211 VC will increase disaster-related texting campaigns by a minimum of 20%, from 5 campaigns in 2020/2021 to a minimum of 6 campaigns in 2022/2023.
- (PROPOSED REVISED MEASURE) By the end of June 2023 Interface 211 VC will provide disaster preparedness information via text message to 20,000 residents that fit criteria of LMI /reside within zip codes.
- Text campaigns: Interface 211/Ventura has contacts to reach 12,000 LMI residents in Ventura County with disaster preparedness messages Expect an increase of 4,000 additional new contacts each year. (Year 1: 12,000 + 4,000 new contacts = 16,000 , Year 2 : 4,000 new= 20,000 total LMI contacts)

Objective 3: Interface 211 VC will increase awareness of 211 VC as a 24/7 resource for disaster information available in English, Spanish and more than 300 other languages.

- (PROPOSED REVISED MEASURE) By the end of June 2023 Interface 211 VC will provide disaster preparedness information via the 211 website to 28,740 Ventura County residents of which 10,000 visitors will fit the criteria of LMI.

Digital public education on social media driving to 211 Ventura disaster preparedness resources on website. In 2020, disaster resource page views totaled 11,975. A 20% increase is expected based on the proactive outreach and marketing planned totaling 14,370 expected views during the project per year = 28,740 over 2 years of project.

To track estimates for the number of website visitors that fit the criteria of LMI A pilot promoting, the project team will use data received from micro-targeted digital advertising. For example, a recent campaign promoted COVID vaccine information that exclusively targeted low-income residents in Ventura County using both English and Spanish ads averaged 1,500 click throughs to the 211 website for information and resources in one month. Assuming there will be some variance and drop off over the campaign the goal will be 10,000 LMI residents reached.

LMI residents served

Activity 1/Objective 1

Residents reached via community partnerships

5,000

Activity 2/Objective 2

Digital network public education - social media and text campaigns

20,000

Activity 3/Objective 3

211 Ventura disaster website and micro-targeted advertising

10,000

TOTALS FOR PROJECT

35,000 (21% of LMI population in targeted areas)

It is estimated that an additional 18,740 Ventura County residents will be reached with disaster prep information.

=====

Describe prior experience and previous success in implementing planning and/or public services projects.

Established in 1973, Interface Children & Family Services has over 47 years of experience leading and/or participating in innovative countywide strategies that promote intra-agency collaboration and facilitating increases in resource availability and accessibility. Interface is led by a 14-year tenured executive, Erik Sternad, who oversees an administratively competent and fiscally accountable nonprofit organization that has consistently met grant and contract obligations. Through collaborations in over 50 Memoranda of Understanding (MOU) with local, state, and national partners, Interface has worked to provide services, including 211 VC disaster recovery response and 211 emergency text response, to vulnerable communities across the state of California.

Interface and the 211 VC project team have extensive experience administering grants, meeting and/or exceeding objectives of timely and accurate reporting requirements, stated goals and outcomes. Agency wide, Interface has fulfilled hundreds of federal, state, county, city, private foundation and public grants and contracts and currently manages over 12 million dollars in federal, state, and county contracts, all of which are in good standing.

Experience specific to Interface 211 VC disaster/emergency response and recovery includes the implementation of California Public Utilities Commission SB1212; Pacific Gas & Electric's 211 Outreach, Preparation, Response and Recovery; and SoCal Edison's Ventura County Disaster Response & Preparedness programs-- totaling over 2.1 million dollars in funding support. Presently, Interface 211 VC is negotiating a three-year 15 million dollar contract to provide Public Safety Power Shutoff outreach and education, assessment, case management, and planning for California Electric Investor Owned Utilities.

Ventura County VOAD Executive Committee consists of experienced and accomplished emergency management professionals. Maggie Tougas, Emergency Manager, California State University Channel Islands, Certification focused in Emergency Management from CSTI, San Luis Obispo Emergency Manager Certificate
Nick Nguyen, Emergency Disaster Services Director, The Salvation Army
Susan Englund, Vice President, Community Impact, overseeing Ventura County Volunteers program
Kat Merrick, CEO, Local Love Project/Totally Local VC
Dan Wall, City of Ventura Emergency Manager, 16 years experience as Manager of the Emergency Preparedness Office, Ventura County Health Care Agency

Is the proposed project identified as a priority project in your hazard mitigation plan?

No

What community lifeline will this project protect? Health and Safety are prioritized in the Planning and Public Services program.

Health & Medical, Safety & Security, Communications, Food, Water & Sheltering

How will this project reduce risk to community lifeline(s)?

The VC VOAD project will reduce risk to community lifelines by helping community organizations understand their risks from natural hazards and prioritize actions that will reduce the impacts of future events. By leveraging the strengths of partner organizations within VC VOAD, streamlining emergency preparedness and response processes, and increasing alignment with the County Office of Emergency Services, this project will increase our county's capacity to respond to future events— more efficiently stabilizing Community Lifelines and reducing future risks. Specifically, this project will assist in the management and coordination of volunteers and donations supports government-led efforts related to medical health and safety, as well as food, water, shelter, and communication support. For example, community volunteers have been enlisted for COVID vaccination efforts and VOAD partners such as The Salvation Army activate to provide food and evacuation shelters.

*Updated by NX (5/6/21)

Information received by HCD via email from abarosso@icfs.org (4/23/21)

See more information in attachment titled "ICFS response to HCD CBDG-MIT Grant Questions 4-23-21"

Question:

The application indicated that this project is a priority in your hazard mitigation plan, but then it was indicated that you will be utilizing the County's hazard mitigation plan. Please provide more information on if or how this project relates to the County's hazard mitigation plan, as well as your role with the County's plan and how you might utilize it.

Answer:

As a 501c3 organization, Interface does not have a separate hazard mitigation plan of its own. Given that the work of Interface and VC VOAD is to provide community-level support to Ventura County Office of Emergency Services (OES), the County's 2015 Multi Hazard Mitigation Plan informs the planning efforts of VC VOAD. For this project, Interface and VC VOAD referred to the County plan to identify the communities and areas of the County that are at greatest risk for specific disaster events, which informed selection of communities for public outreach and the topics to cover in education efforts.

Community preparedness public education and awareness are listed as overarching mitigation actions summarized in table 7-2 on page 7-4 -through 7-6. The VC VOAD is not listed explicitly in the plan, however, VC VOAD works in coordination with the local municipalities and special districts identified in the plan to assist with the implementation of public education. The relevant actions are as follows:

- Overarching Action (OA) 6: Develop public outreach program that informs property owners located in the dam and levee failure inundation areas about voluntary flood insurance.
- OA 11: Develop and implement plans to increase building owners' general knowledge of and appreciation for the value of seismic upgrading
- OA18: Community preparedness measures, including public outreach material and curriculum related to TsunamiReady program.
- OQ19: Awareness of vegetation management program that provides vegetation management service to elderly, disabled or low-income property owners who lack resources to remove flammable vegetation from around their home

How will this project improve resilience for protected classes, underserved communities, and vulnerable populations?

Research recommendations point to the strengthening of community-based organizations working directly with vulnerable populations on disaster preparedness as a key approach to reducing their vulnerabilities and enhancing capacities and implementation processes. (Gero et al, 2011; Henley-Shepard et al, 2015; Mendez, et al, 2020;)

This proposal is designed to enhance and strengthen the infrastructure of Ventura County’s VOAD to provide critical services to vulnerable populations and create a stronger and more resilient Ventura County. Recognizing the importance of including diverse stakeholders from all areas of the County, the VOAD planning process will engage organizations with trusted relationships with underserved and vulnerable populations. The operations plans created through this process will give community-based groups a greater understanding of the larger emergency management systems that exist and ensure that the needs of underserved and vulnerable community members, such as low-English literacy households and low-income households without private transportation, are addressed. Additionally, community-based organizations will better know how their organizations and volunteers can meaningfully contribute to resilience-building and in disaster responses.

At Interface 211 VC, the work that we do requires many of our call specialists to be bi-lingual/bicultural and culturally informed to meet the needs of the multicultural communities that depend upon our services. Agency wide, Interface is committed to serving culturally and linguistically diverse individuals and families. To reduce barriers in providing culturally appropriate care and offer services tailored to the diverse needs of our community, Interface hires bilingual staff, provides training for staff in cultural competency, offers translator services, and partners with critical care providers, linking clients to other support services as needed. In addition, Interface strives to deliver an outreach and communication strategy which provides culturally congruent marketing and communications (i.e. diverse images, published in multiple languages).

Similarly, cultural competency is a cornerstone of VC VOAD’s work. As such, the VC VOAD project will include cultural competency training activities for VOAD organizations and their affiliates, preparing organizations in the community to respond to the personalized needs of Ventura County’s diverse community.

Can this project be replicated in other communities?

Yes

If yes, provide a description.

As a local chapter in a national organization, VC VOAD has the capacity to share project deliverables, evaluation data, and disaster toolkits with VOADs across the country. In this way, VC VOAD not only serves as a model for disaster recovery and response, but also assists with VOAD’s mission to improve coordination, communication, collaboration, and service delivery.

Will you be able to quantitatively measure the impact the proposed project will have on current and future risk?

Yes

Explain how you will quantitatively measure the impact of the proposed project on current and future risk.

In over 47 years as a social services provider, Interface has developed a proficient and refined approach to evaluation and data collection, and quality control. Interface uses a mixed-method data and evaluation methodology inclusive of qualitative and quantitative data from multiple sources (i.e., individuals, families, partner agencies, and policy makers). As the lead organization for this project, Interface will leverage its robust evaluation experience to assist VC VOAD in analyzing the success of outcomes and objectives.

To evaluate the impact of our proposed project, our evaluation team will utilize pre- and post- test surveys in which community partners will self-assess their knowledge about emergency/disaster protocol BEFORE and AFTER participating in the VC VOAD project.

Project outcomes:

Outcome 1: VC VOAD and affiliated community partners will achieve an increased capacity to prepare and respond to local emergencies/disasters

By June 2022, VOAD participants will show an increase of .5 on each measure listed in the network capacity survey as compared to their scoring on the pre-engagement survey.

By June 2023, VOAD participants will show an increase of 1 on each measure listed in the network capacity survey as compared to their scoring on the pre-engagement survey.

Outcome 2: VC VOAD Staff and volunteers will improve community resiliency by enhancing resource directory and coordinating emergency response across community partner network, ensuring coverage of entire County and vulnerable populations

By June 2022, we will increase contacts and resources listed in the VC VOAD community asset/resource directory that represents vulnerable populations by a minimum of 20%.

By June 2022 we will increase in contacts/resources in VC VOAD directory for currently underrepresented geographies, sectors, representation of vulnerable communities by a minimum of 20%

Outcome 3: VC VOAD members have greater understanding of their role in disaster preparedness, response and report their organization is better able to provide services to vulnerable populations in the event of a disaster

By June 2023, we will establish a 20% increase in the disaster preparedness/response among VOAD affiliated organizations.

Upload quantitative data showing a project's anticipated impact on current and future risks.

VOAD DATA.pdf

Given a 3 year Period of Performance and Assuming Spring 2021 start date, what is your expected period of performance? (anticipated start date and completion date)

June 2021- June 2023

Proposed Project Timeline

Final VC VOAD Planning Project Timeline.xlsx

APPLICABLE LOCAL POLICIES AND PLANS

Do you have procurement policies and procedures?

Yes

If yes, upload your procurement policies and procedures.

procurement policy.pdf

If yes, but the policies and procedures are in another previously uploaded document, please name the document.

Do you have a current hazard mitigation plan?

No

If no, please provide a status.

As we are a nonprofit, we do not have a separate Hazard Mitigation Plan, but would refer to Ventura County's plan.

In using HUD funds for projects, Subrecipients must comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended by the Uniform Relocation Act Amendments of 1987 (URA or Uniform Act).

Do you have existing policies and procedures to ensure compliance with the Uniform Relocation Act (URA)?

No

If no, please provide a status.

N/A for a planning grant.
17-MITPPS-21007

Approved Date: 7/16/2021

Prep Date: 5/13/2022

Do you have policies and procedures for completing National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA) environmental reviews?

Yes

If yes, upload your policies and procedures.

NEPA declaration.pdf

If yes, but the policies and procedures are in another previously uploaded document, please name the document.

Section 3 of the Housing and Urban Development Act of 1968 (Section 3), as amended, requires that economic opportunities generated by CDBG-DR funds be targeted toward Section 3 residents. A Section 3 plan must establish standards and procedures to be used to ensure that the objectives of Section 3 are met and records, reports, and other documents or items to demonstrate compliance with Section 3 regulations are maintained.

Do you have a Section 3 plan?

No

If no, please provide a status.

N/A for a planning grant.

Do you have anti-lobbying policies and procedures?

Yes

If yes, upload your anti-lobbying policies and procedures.

Anti-lobbying_certification.docx.pdf

If yes, but the policies and procedures are in another previously uploaded document, please name the document.

Do you have conflict of interest policies and procedures?

Yes

If yes, upload your conflict of interest policies and procedures.

Non-Conflict_of_interest_certification.docx.pdf

If yes, but the policies and procedures are in another previously uploaded document, please name the document.

Do you have non-discrimination policies and procedures?

Yes

If yes, upload your non-discrimination policies and procedures.

Non-Discrimination_Certification.docx.pdf

If yes, but the policies and procedures are in another previously uploaded document, please name the document.

Do you have timekeeping policies and procedures?

Yes

If yes, upload your timekeeping policies and procedures.

Timekeeping.pdf

If yes, but the policies and procedures are in another previously uploaded document, please name the document.

Do you have financial management policies and procedures?

Yes

If yes, upload your financial management policies and procedures.

Financial Management.pdf

If yes, but the policies and procedures are in another previously uploaded document, please name the document.

Do you affirm that your policies and procedures are consistent with 2 CFR part 200?

Yes

ORGANIZATIONAL STRUCTURE, CAPACITY, AND AUTHORITY

What is your governing board meeting schedule?

Interface Children & Family Services has a 14-member board that meets 6 times a year in the months of February, April, June, August, October, and December. An average of 11-12 board members are in attendance at every meeting.

Documentation for staff experience may include one or both of the following: A narrative description of the experience details of key staff for this project and whether they are new hires or existing staff. A chart of staff by experience in CDBG and/or federal grants management AND experience related to content of the project applied for.

Staff Experience: How many staff do you have with experience in CDBG or federal grants management? How many staff do you have with experience related to content of the project being applied for?

Experience.pdf

Debarment Check

Sam.gov.png

Government Agency Taxpayer ID Form

2020 - Interface W-9 (1).pdf

Payee Data Record STD 204 Form

std204 (002).pdf

Have you reviewed the sample authorizing resolution?

Yes

Budget Worksheet

View Budget Worksheet

<https://portal.ecivis.com/#/peerBudget/2979DC55-B3BE-41A3-ADE8-0CFB764BD649>

Goals Worksheet

View Application Goals

Additional Information

ICFS Response to HCD CDBG-MIT Grant Questions 4-23-21.pdf

Additional Information

MOU_Interface and VC VOAD_2021-2023.pdf.pdf

Additional Information

VC_LMI Map.pdf

Additional Information

Board Resolution w signatures.pdf

Additional Information

Non-Conflict_of_interest_certification.docx.pdf

Additional Information

Non-Discrimination_Certification.docx.pdf

Additional Information

Anti-lobbying_certification.docx.pdf

Additional Information

VC Planning ENV Review.pdf

Additional Information

Interface Procurement Policy .pdf

Additional Information

Interface Timekeeping Policy_Draft v1.pdf

Additional Information

ICFS Indirect Cost Fact Sheet-CDBG-DR.MIT.pdf

Additional Information

NEPA INTERFACE.pdf

File Upload

std204_for_CDBG_grants.pdf

File Upload

Financial Management.pdf

Additional Information

Procurement.pdf

Additional Information

VC VOAD Planning Project Scope of Work (1).docx

Additional Information

Interface Asset Management Policy.pdf

Additional Information

of Reviews

1

of Denials

0

Average Score

File Upload

File Upload

File Upload

File Upload

Applications: File Attachments

Upload project description, if available.

VOAD Final Project.pdf

Upload document of data supporting the LMI population to be benefitted and/or a map of the service area (Optional)

VOAD ArcGIS - VC_MapofLMItracts.pdf

Upload documentation that supports how the project benefits a MID area (Optional)

17-MITPPS-21007
Approved Date: 7/16/2021
Prep Date: 5/13/2022

VOAD DR4353VenturaCountyMID_DamageMap.pdf

Project Budget broken down by eligible activity and activity costs

ICFS 211 CBDG-MIT Budget_Final.xlsx

Upload quantitative data showing a project's anticipated impact on current and future risks.

VOAD DATA.pdf

Proposed Project Timeline

Final VC VOAD Planning Project Timeline.xlsx

Staff Experience: How many staff do you have with experience in CDBG or federal grants management? How many staff do you have with experience related to content of the project being applied for?

Experience.pdf

VC Disaster Mitigation Planning and Coordinated Community Response Project

Project Description

Interface Children & Family Services respectfully requests \$443,007 for the **VC Disaster Mitigation Planning and Coordinated Community Response** planning and infrastructure project. **VC Disaster Mitigation Planning and Coordinated Community Response** project will expand the capacity of Ventura County VOAD to provide critical services/support to vulnerable populations (specifically, low-income and access and functional needs households) in the event of a disaster, thereby reducing risk for vulnerable populations and improving county disaster mitigation activities by a) developing a plan to better prepare VC VOAD organizations to address community health and safety needs during an emergency/disaster, b) developing a comprehensive directory of community resources and contacts, and c) providing training for community-based organizations that build cultural responsiveness and knowledge of disaster response protocols.

Interface is submitting a concurrent proposal for the CDBG Public Services Public Education project: Ventura County Prepares! Public Education & Outreach for Vulnerable Populations project to expand upon the capacity building and risk reduction outcomes of the **VC Disaster Mitigation Planning and Coordinated Community Response** project. Though the overarching goal of each project includes effectively coordinating community response activities to stabilize the lifelines that support vulnerable populations, the Ventura County Prepares! Public Education & Outreach for Vulnerable Populations project will focus specifically on activities that inform and educate the public about emergency preparedness and mitigation efforts.

The whole community approach to emergency management establishes disaster preparedness as a shared responsibility among all sectors of society and aspires to leverage the full capacity of all community stakeholders to reduce risks, as well as develop plans that enable rapid stabilization of Community Lifelines after a disaster. Voluntary Organizations Active in Disaster (VOADs) are local networks of organizations committed to the shared purpose of coordinating and deploying community resources in an efficient and timely manner to improve outcomes for community members impacted by disasters. Across the nation, VOADs have become an integral asset to local government and community leaders to foster collaboration and provide services to an array of vulnerable populations, such as low-income households and households with access and functional needs, including low English literacy. Although multiple national and state organizations exist to assist in disaster relief, ultimately disasters are local. Research has found grass-roots efforts to be the most effective way of addressing many local challenges and that communities are better served in a disaster if a Community VOAD is in place and operational before disaster strikes. VOAD collaborative networks provide a platform for the development of locally tailored preparedness and recovery planning efforts that are specifically designed to reduce the risks for vulnerable populations, thus creating more resilient communities.

In partnership with Interface 211 VC, Ventura County VOAD aims to build on the experience and lessons from disaster response actions in the last three years to develop a strategic plan and update operational protocols, and disaster response plans that guide its efforts. The updates will address areas for improvement identified in the County's After Action Reports and VC VOAD's debrief sessions. Key areas identified in Ventura County's After Action Reports from the two most recent disasters in 2017 (DR-4353) and 2018 (DR-4407) include: pre-incident operational area coordination

and stakeholder participation; development of protocols for management of donations, including the documentation of processes developed for donations management and volunteer management that have been successfully implemented and refined through work on DR-4353 Thomas Fire, DR-4407 Woolsey/Hill Fires, and COVID; multilingual communications and warnings/alert communications; and shelter services coordination. VOAD would add cultural responsiveness as an additional area for improvement.

All VC VOAD planning activities will engage a diverse group of community stakeholders, including the more than forty member organizations. Planning will also be conducted in coordination with the Ventura County Office of Emergency Services. In 2020 VC VOAD worked with the County Office of Emergency Services in the updating of the County's Emergency Operations Plans, with particular focus on revisions to better support access and functional needs households. VC VOAD's planning activities are designed to complement and augment the County Emergency Operations Plan. An Office of Emergency Services staff member serves on the VC VOAD Executive Committee to ensure that communications is ongoing.

Project goal:

The primary goal of the **VC Disaster Mitigation Planning and Coordinated Community Response** project is to increase ability of VC VOAD to effectively coordinate response activities that contribute to the stabilization of vital Community Lifelines of Health; Safety; and Food, Water and Shelter as well as support communication alerts, messages and warnings for vulnerable populations (e.g., use of trained and coordinated community groups as trusted messengers to share preparedness information, warning alerts, evacuation routes and emergency supplies with low-income and other vulnerable populations).

To facilitate the **VC Disaster Mitigation Planning and Coordinated Community Response** project in achieving this goal, Interface 211 and VC VOAD have outlined the following project objectives:

1. Develop a plan to improve the internal infrastructure of VC VOAD and foster collaboration among CBOs addressing community preparedness and health and safety needs during an emergency/disaster
2. Develop a comprehensive directory of community resources and contacts in the county that can be tapped by VC VOAD in time of disaster (inclusive of the entire county's geography, multicultural and special need populations)
3. Provide training for community-based organizations that build cultural responsiveness and knowledge of disaster response protocols

These objectives will enhance the ability of VC VOAD to produce the following outcomes and measurements:

Outcome 1: VC VOAD and affiliated community partners will achieve an increased capacity to prepare and respond to local emergencies/disasters

- By June 2022, VOAD participants will show an increase of .5 on each measure listed in the network survey as compared to their scoring on the pre-engagement survey.
- By June 2023, VOAD participants will show an increase of 1 on each measure listed in the network survey as compared to their scoring on the pre-engagement survey.

Outcome 2: VC VOAD Staff and volunteers will improve community resiliency by enhancing resource directory and coordinating emergency response across community partner network, ensuring coverage of entire County and vulnerable populations

- By June 2022, we will increase contacts and resources listed in the VC VOAD community asset/resource directory that represents vulnerable populations by a minimum of 20%.
- By June 2022 we will increase in contacts/resources in VC VOAD directory for currently underrepresented geographies, sectors, representation of vulnerable communities by a minimum of 20%

Outcome 3: VC VOAD members have greater understanding of their role in disaster preparedness, response and report their organization is better able to provide services to vulnerable populations in the event of a disaster

- By June 2023, we will establish a 20% increase in participant's understanding of their role in disaster preparedness/response as compared to their response in the pre-engagement survey.

PROJECT ACTIVITIES:

Activity 1: Ventura County VOAD community disaster planning

Tasks within activity 1:

- Formation of VC VOAD Advisory Committee to serve as consultative/guiding body for planning. Committee will consist of diverse members representing key stakeholders in VC communities
- Hiring of an Emergency Management consultant to lead the VC VOAD Executive Committee through a process to create and update key planning documents.
- Oversight of Emergency Management consultant and coordination of stakeholder engagement throughout the planning process by VC VOAD Executive Committee, VC VOAD Network Director.
- Led by Emergency Management consultant, VC VOAD committees and general members will engage in a process to:
 - Conduct analysis of current VOAD strengths, capacities and ability to provide food, shelter and communications services in the event of a disaster, with a particular lens towards capabilities to support Ventura County's most vulnerable populations.
 - Develop a three-year strategic plan that identifies priorities and indicators of progress for VC VOAD.
 - Update operational and disaster response plans to address areas for improvement and successful practices from recent disaster responses.
 - Develop a County-wide donation management plan that codifies effective processes from recent disasters and clarifies the process for handling the influx of offers of both in-kind goods and services and monetary donations. Creation of the plan will be in consultation with the lead community organization, Local Love Project and other key agencies such as Red Cross and The Salvation Army.
 - Update of disaster volunteer management plan in consultation with lead community organization, United Way of Ventura County, to document best practices from recent disasters and prioritize current volunteer needs.
 - Documentation of Disaster Recovery Information Exchange (DRIE) contact relationship management system. The system was developed to assist VOAD organizations in

coordination of individual assistance recovery activities. System is designed to be activated immediately in the event of a disaster to efficiently identify and enable communication with impacted households, monitor community needs and avoid duplication of benefits.

- Review of plans by VC VOAD membership, County Office of Emergency Services. Agreement to adopt revisions/new plans.

Activity 2: Expand reach and capacity of VC VOAD

Tasks within activity 2:

- Update VC VOAD informational materials. Creation of communications materials, such as a brochure, fact sheet, and accompanying electronic assets (website, PowerPoint presentation) will be required to clearly convey the purpose of VC VOAD, the benefits and value gained through participation for organizations and for the community, and in particular vulnerable populations.
- Conduct outreach to community groups and organizations to update the directory of community assets/resources and contacts in the County that can be tapped in time of disaster to assist in providing services that contribute to the stabilization of Community Lifelines for vulnerable populations. While VC VOAD has an existing directory of organizations and resources that can be called upon to assist, there is a need for a review and update of community assets. Many contacts have changed, and the capacities or ways various known groups can assist have changed. Additionally, there is a need to map the assets and potential community-based resources in under-represented areas of the County, as well as groups that work with non-English speaking and other vulnerable populations. This includes outreach to faith-based groups that have been active in disaster responses but have not been fully integrated into the VOAD's resource directory.

Activity 3: VC VOAD Mitigation Training and Exercises

As part of the process to increase VOAD's ability to execute on the procedures outlined in the plan, VC VOAD partner organizations and volunteers involved will participate in training that will allow members to become more familiar with the practices outlined in the plans. Community partners will be effectively trained on cultural competency and utilize a shared operational plan for disaster preparedness and response, resulting in lower risk for loss of life or property among vulnerable populations including low-income households and households with access and functional needs in Ventura County

Tasks in activity 3:

- Tabletop exercises where VC VOAD members are presented with an emergency scenario and guided through a discussion of their roles during an emergency and their response to various emergency situations. This exercise will allow organizations to practice and identify areas of improvement. Our proposal includes two (2) tabletop activities scheduled for the second year of the project.
- Training focused on cultural competency/embedding cultural responsiveness in disaster response. Of particular focus for VC VOAD is ensuring that disaster mitigation and response

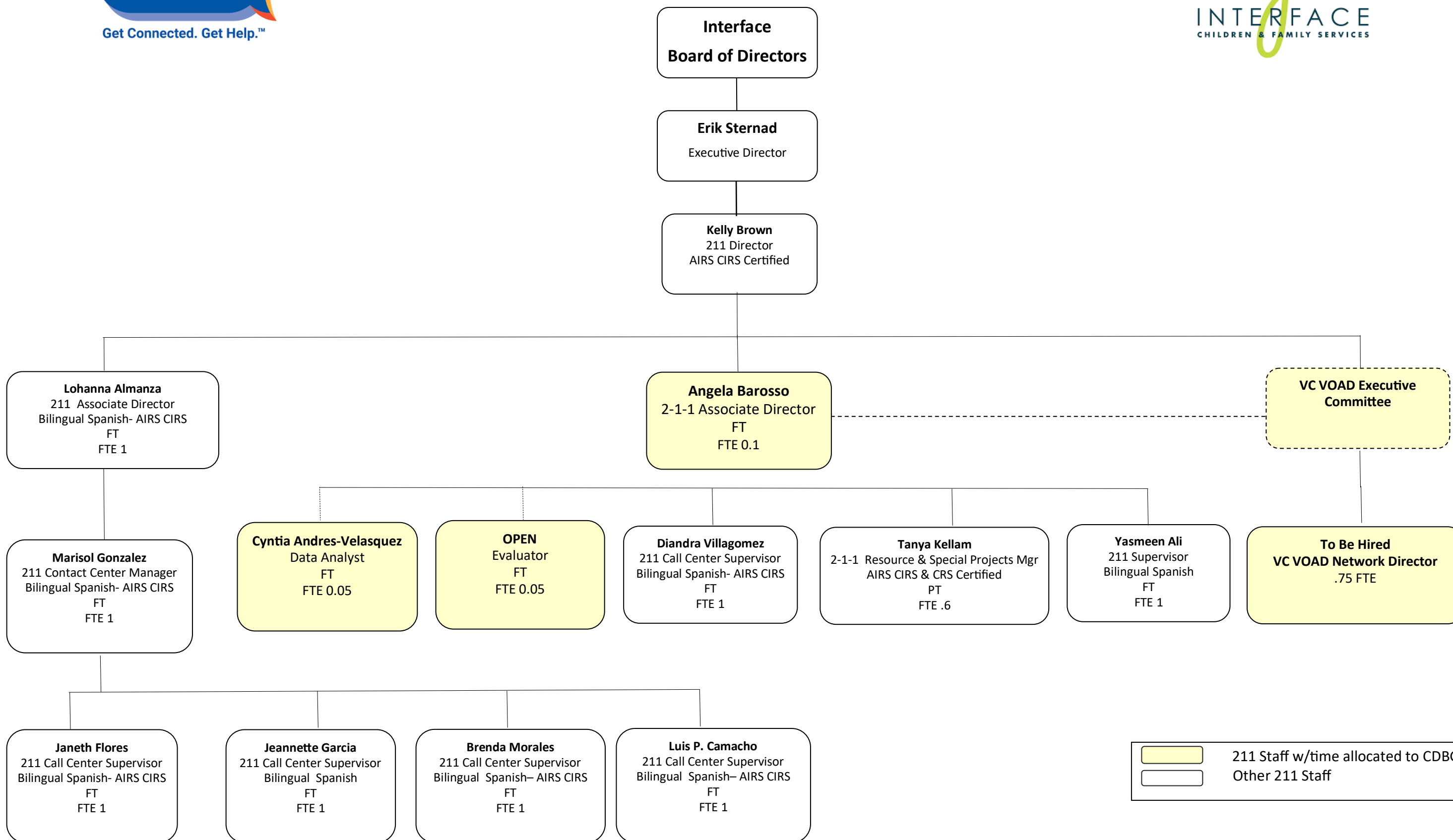
activities are inclusive of undocumented immigrants. VC VOAD members, MICOP, and CAUSE authored peer reviewed research in 2020, "Invisible victims of disaster: Understanding the vulnerability of undocumented Latino/a and indigenous immigrants" that documented the challenges of these low-income and vulnerable populations, as well as recommendations to more equitable disaster planning.

- Hazard mitigation educational presentations for VC VOAD members. This includes guest experts that can speak to local risks, such as tsunami, flood or earthquakes and mitigation techniques.
- Intensive training opportunity for up to ten (10) VOAD members to develop their organization's emergency operations plans or continuity of operations plans. This training is designed for key VOAD response organizations to ensure that each has internal processes in place to mobilize in the event of the disaster. The training, led by emergency management consultant Kelle Kroll, consists of three workshops and one on one technical assistance for each participating agency.
- Participation in FEMA certification courses or disaster management conferences for select VC VOAD organizations



211 Organizational Chart

VC Disaster Mitigation Planning & Coordinated Community Response

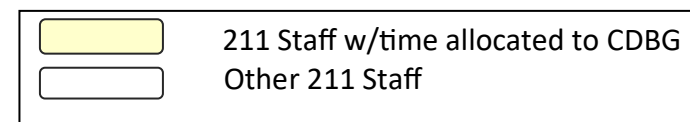
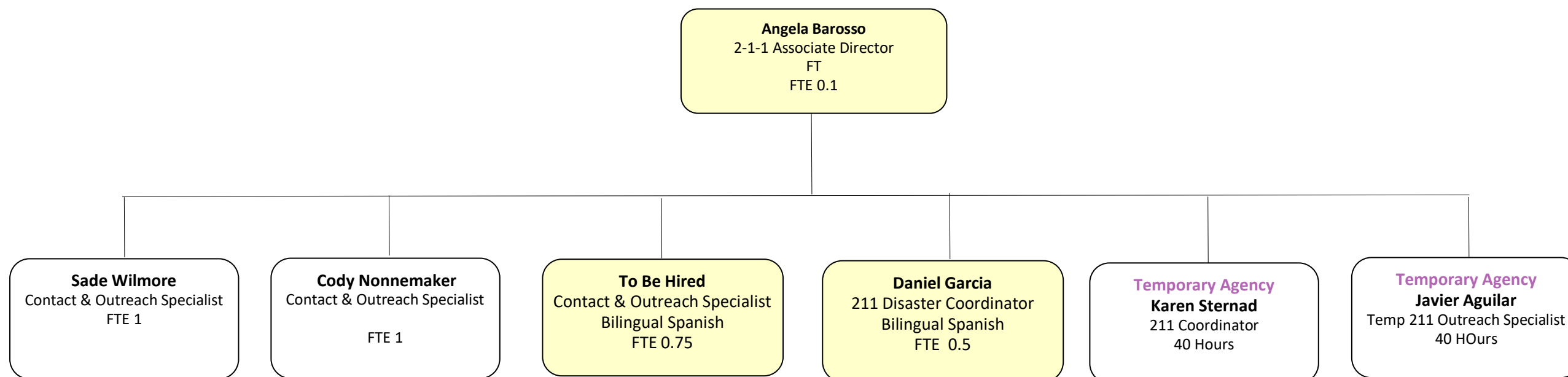


211 Staff w/time allocated to CDBG
 Other 211 Staff

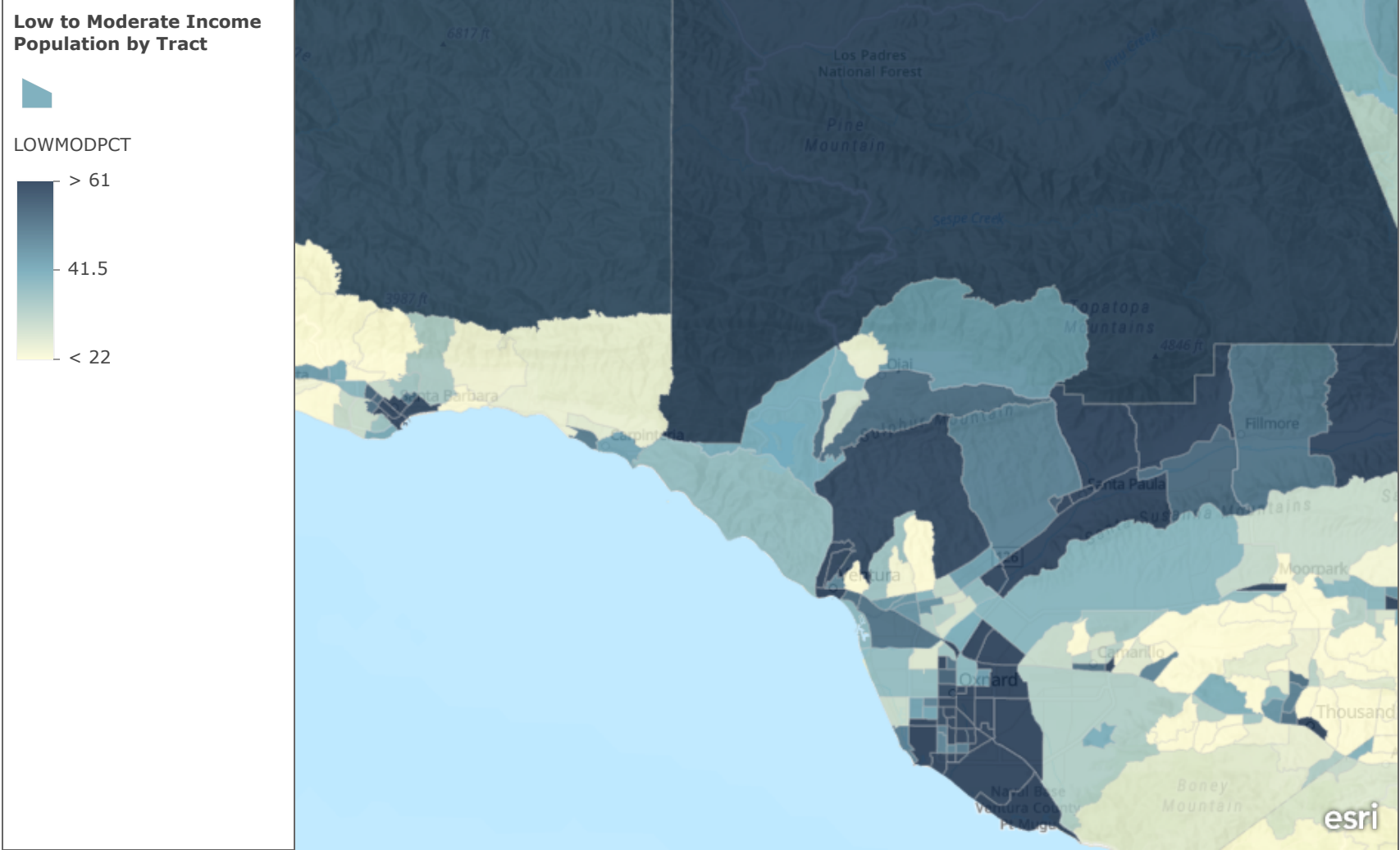
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211 Contact & Outreach Team



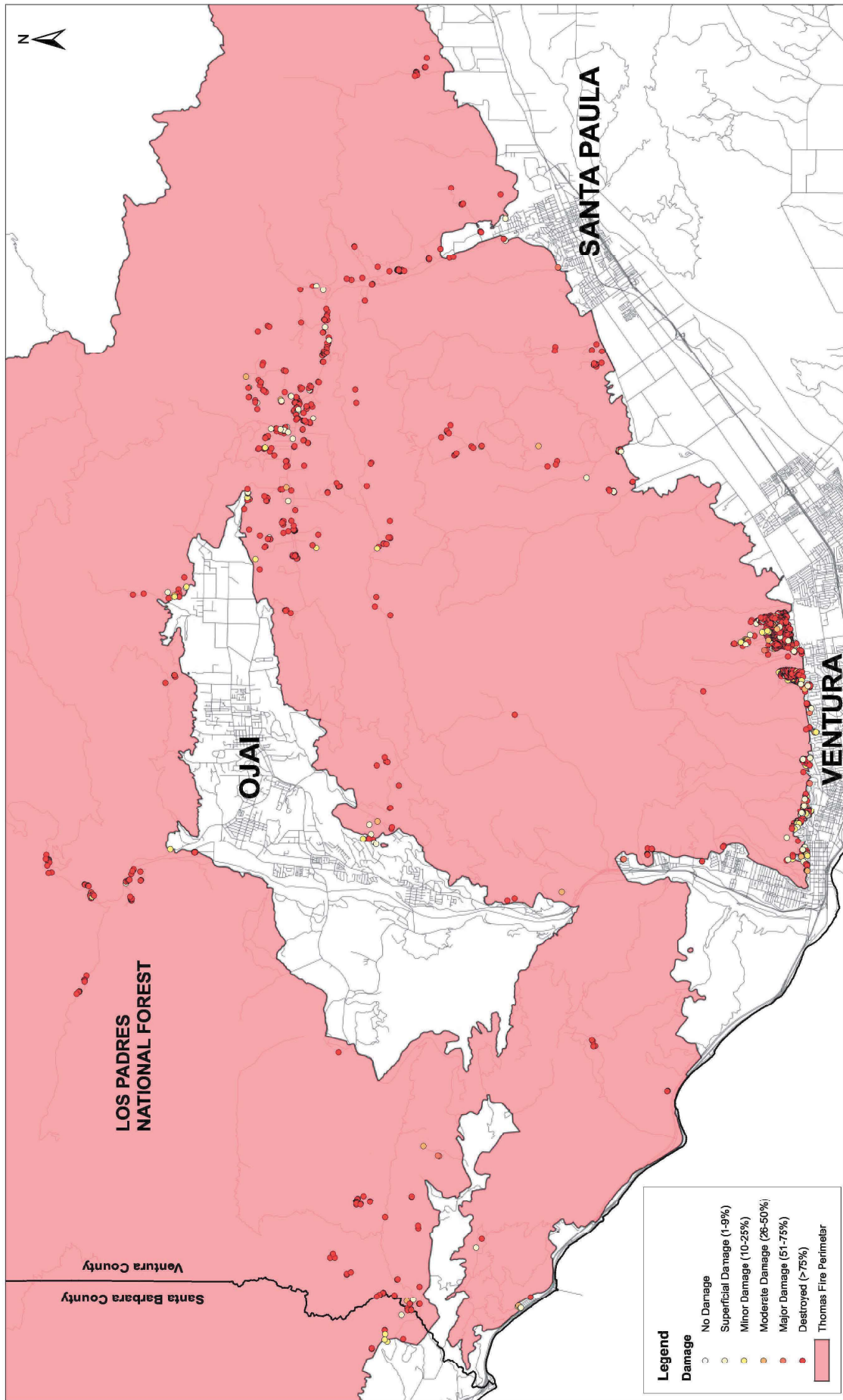
My Map



Esri, CGIAR, USGS | Esri, HERE, Garmin, SafeGraph, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, USDA

DAMAGE ASSESSMENT MAP

Map Appendix



VC Disaster Mitigation Planning and Coordinated Community Response Project

Project outcomes

Lower risk for loss of life or property among vulnerable populations including low-income households and households with access and functional needs in Ventura County because of increased capacity, representation and training of VC VOAD and affiliated community partners

- VC VOAD and affiliated community partners will achieve an increased capacity to prepare and respond to local emergencies/disasters
- VC VOAD Staff and volunteers will improve community resiliency by enhancing resource directory and coordinating emergency response across community partner network, ensuring coverage of entire County and vulnerable populations
- VOAD Community partners will be effectively trained on cultural competency and utilizing a shared operational plan for disaster preparedness and response that will increase efficiency of VOAD responses leading to reduced risk of loss of property, injury and life

Outcome 1: VC VOAD and affiliated community partners will achieve an increased capacity to prepare and respond to local emergencies/disasters

- By June 2022, VOAD participants will show an increase of .5 on each measure listed in the network survey as compared to their scoring on the pre-engagement survey.
- By June 2023, VOAD participants will show an increase of 1 on each measure listed in the network survey as compared to their scoring on the pre-engagement survey.

Measures

1. Increased capacity of VOAD:
Measures of health and capacity for social impact networks/collaboratives have been validated over the last decade through field testing in hundreds of contexts. Members are asked to self-assess on a 5-point Likert scale on four main areas and then the scores are averaged for a single key Performance Indicator that can be tracked over time.
 - Network Purpose: Measures focus on identification of a common purpose, identification of goals and objectives and the development of plans that reflect those goals and objectives.
 - Network Operations: Measures focus on internal network processes related to communications, decision making, reflective practice and accountability.
 - Network Performance: Measures focus work
 - Network Advantage: Measures focus on the degree to which members are capturing the benefits of working collectively (the whole is greater than the sum of the parts)

Plan is to survey members in June 2021 and follow up surveys in year 1 and year 2.

Goal will be to show at least .5 increase on each measure after year 1 and another .5 increase in year 2.

Measures	Example: Baseline KPI rating (2021)	Followup Year 1	Year 2
Network Purpose	2.5		
Network Performance	2.7		
Network Operations	2		
Network advantage	4		

Rating of existing infrastructure:

0 = does not exist

1= partially completed (in progress or requires update)

2 = fits need for network

Required administrative infrastructure	Currently (Feb 2021)	Goal
Leadership roles defined and filled	1 - Partial	2- All roles filled with engaged members and staff
Clear governance/ decision-making structure	1 - Yes	2- Updated based on new staffing and membership
Operations		
Strategic plan	0 - None	2 - 3-year plan for 2021-2024
Operations plan	0 - None	2 Develop VOAD operations plan
Disaster response plan	1 - Requires update	2 - Update disaster response plan
Updated MOU with County OES	1 - Requires update	2 - Updated MOU with County OES
Donations management plan	0 None	2 - Develop donations management plan
Volunteer management plan	1 - Requires update	2 - Develop volunteer management plan

Outcome 2: VC VOAD Staff and volunteers will improve community resiliency by enhancing resource directory and coordinating emergency response across community partner network, ensuring coverage of entire County and vulnerable populations

- By June 2022, we will increase contacts and resources listed in the VC VOAD community asset/resource directory that represents vulnerable populations by a minimum of 20%.
- By June 2022 we will increase in contacts/resources in VC VOAD directory for currently underrepresented geographies, sectors, representation of vulnerable communities by a minimum of 20%

Could also track and report as percentage of County that VOAD covers (for geography)

Community based Orgs	Currently	Goal (based on # of organizations/contacts in County)	Percent increase
Contacts/orgs in VOAD	32	39 (+7)	At least 20%
Government contacts	8		
Nonprofit agency	18		
Businesses/Private sector	4		
Philanthropy (local funders)	2		
Vulnerable populations	21	26 (+5)	At least 20% increase
Disabled, Access & Functional Needs	1		
low-English literacy/non-English speaking	2		
Undocumented residents (including farm workers/migrant workers)	2		
Medically vulnerable	0		
Seniors	1		
Unhoused	3		
Low-income	12		
Service area geography			
Ventura	17		

Oxnard	2		
Camarillo	2		
Fillmore	0		
Saticoy	0		
Simi Valley	0		
Santa Paula	0		
Port Hueneme	0		
Thousand Oaks	0		
Ojai Valley (Oak View/Meiners Oaks)	1		
Moorpark	0		
County wide	5		
Regional/national partners	5		
Capacities			
Spiritual/emotional support	6		
Food	7		
Shelter	2		
Medical	1		
Volunteers	3		
Animal Response and Welfare	1		
Bulk Distribution of Goods and Supplies	3		
Legal Assistance	1		
Donations Management	4		

Outcome 3: VC VOAD members have greater understanding of their role in disaster preparedness, response, and report their organization is better able to provide services to vulnerable populations in the event of a disaster

- By June 2023, we will establish a 20% increase in participant's understanding of their role in disaster preparedness/response as compared to their response in the pre-engagement survey.

Survey of VOAD members: Plan baseline in June 2021, follow ups in year 1 and 2

5-point Likert scale: Strongly disagree/Disagree/Neither agree or disagree/Agree/ Strongly agree

- I know the role my organization can/will have in VOAD disaster preparedness actions
- I know the role my organization can/will have in VOAD disaster response efforts
- My organization is better able to provide services to vulnerable populations in the event of a disaster
- I have greater understanding of how to integrate cultural competency into my organization's services
- My organization has the information, tools and training needed to operate in a culturally responsive manner

Grant Management Experience

Frank Chow, Chief Financial Officer

Mr. Chow possesses over 27 years of government and private sector executive management expertise in finance, administration, budgeting, economic analysis/research, project management, and public policy. In his current role as Chief Financial Officer, Mr. Chow oversees the Finance Department and a budget of over 18 million dollars. Mr. Chow has extensive experience with Federal grant management, dating back 9 years and has overseen over 15 million dollars in federal contracts during his tenure.

Rita Campos, Finance Manager

Mrs. Campos has worked in finance for over 21 years, providing fiscal oversight of internal controls while maintaining a reasonable separation of duties. Mrs. Campos has successfully managed the contract compliance of all State, City, County, and other various agencies for over 13 years and is currently responsible for the financial management of an 18-million-dollar budget at Interface Children and Family Services. Mrs. Campos also possesses experience specific to the provision and management of CDBG grants, including: a five-year 50k (per year) contract for Homeless Service Outreach, a \$500,000 contract to establish shelter services, and a \$150,000 contract to provide training and job placement.

Kelly Brown, Director of 211

Kelly Brown is a nationally recognized 211 leader sought after for her expertise in strategic planning, developing meaningful partnerships, maintaining sustainable funding, and ensuring quality information and referral service delivery to the community. Prior to her ten-year tenure at Interface Children & Family Services, Ms. Brown managed the national call center for International Netherlands Group (ING Bank which is now Capital One) for over 7 years. In her role as 211 Director, Ms. Brown has functioned as both an administrator and consultant to support department directors and community partners in executing agreements as defined in federal, state, and local funding contracts. In this way, Ms. Brown has woven a vast network of partnerships and community support that provide critical feedback about program design and implementation.

Angela Barosso, Assistant Director of 211

Ms. Barosso has nearly 18 years of experience managing private and public grants at the local, state, and federal level. Experience specific to the management of CDBG grants includes: writing, reporting, and monitoring the HUD CDBG grant for the Carson City Consolidated Municipality for two years, managing the CDC Public Health Preparedness and the Health & Human Services Hospital Preparedness programs for the Nevada State Health Division (2 years) and for Carson City Health & Human Services (10 years). As the Development Specialist for an affordable housing nonprofit, Ms. Barosso managed both program and fiscal writing and reporting for approximately 20 grants per year, one-third of which were federal grants from HUD and quasi-governmental agencies, such as Enterprise and LISC. Over the course of her career, Ms. Barosso has managed over 30 million dollars in contract funds.

Lola West, Grant Manager

Ms. West has over seven years of experience working in Fund Development and Communications for the nonprofit sector. Since 2018, Ms. West has authored and managed over 28 grants totaling over 17 million dollars in funding. As the Grant Manager for Interface Children and Family Services, Ms. West is responsible for generating public and private grant proposals, documenting reporting criteria, completing grant reports, and working with the evaluation team and leadership to ensure that objectives and outcomes have been met.

Staffing:

CDBG Funding will allow for the hiring of the VC VOAD Network Director, who will dedicate .75 FTE to the **VC Disaster Mitigation Planning and Coordinated Community Response** project. Existing Interface 211 staff working on the VC VOAD project include Anne Whatley, the VC VOAD Long Term Recovery Facilitator and Daniel Garcia, the Disaster Coordinator & Outreach Specialist. Presently, these Interface roles coordinate and support work done by VC VOAD. However, throughout the proposed project, roles and responsibilities will expand to include staff dedicated to the **VC Disaster Mitigation Planning and Coordinated Community Response** project.

Over the last three years as the Long-Term Recovery Facilitator, Ms. Whatley has spearheaded the formation of the recovery collaborative, working with more than fifty local and national agencies to create bylaws and oversee processes to effectively make decisions and foster coordination that advances local recovery priorities. She worked with the California Red Cross Fire Recovery team to convene more than 100 leaders in Ventura and Sonoma to discuss best practices in mental health and emotional recovery after disasters.

As a 211 Disaster Coordinator, Mr. Garcia coordinates ongoing technical functions of 2-1-1 special projects and data management with emphasis on the VisionLink platform that houses the Disaster Recovery Information Exchanged (DRIE). He provides technical support and training for the DRIE platform, creates/updates intake forms, adds/modifies resources to the database, and develops reports. Mr. Garcia also supports the Long Term Disaster Recovery Group and acts as Secretary to the VC VOAD.

VC VOAD Executive Committee serves as volunteer leadership committed to supporting the outreach and engagement of local organizations. A list of Executive Committee members and their experience has been provided earlier in the application.

CDBG funding will enable a consultant with experience and expertise in strategic planning processes for community VOADs to be hired. This consultant will oversee the updating of the operations plans and disaster response plans. Presently, Kelle Kroll is being vetted to fill the role of Consultant. Ms. Kroll brings decades of experience and subject matter expertise in continuity of operations planning, emergency management, volunteer management and donations management which includes providing disaster preparedness training for non-profit agencies.

In addition to staff funded by this proposal, Interface will leverage the experience of existing staff including 211 Director, Kelly Brown, 211 Assistant Director, Angela Barosso, the Interface Finance Department, and the Training, Evaluation, & Grants team. Interface 211 VC is committed to filling open positions (Network Director) with highly qualified individuals that will

bring their professional lived-experience to strengthen service, deliverables, and outcomes of the VC VOAD project. Interface 211 VC seeks to hire individuals with extensive experience working with vulnerable, hard-to-reach populations whenever possible.

Interface – VC Disaster Mitigation Planning and Coordinated Community Response (Planning) Budget Narrative

Staffing - \$83,309

All salaries have been determined based on current staffing levels and industry standards, including review of similar positions in other jurisdictions, such as Napa and Sonoma counties. The **VOAD Contact & Outreach Specialist** at .75 FTE provides administrative support, including membership duties, meeting preparedness and notetaking, and some data management. The **211 Disaster Coordinator** at .5 FTE manages the database of services available, maintains/updates the disaster-oriented VOAD and **Staffing - \$83,309**

All salaries have been determined based on current staffing levels and industry standards, including review of similar positions in other jurisdictions, such as Napa and Sonoma counties. The **VOAD Contact & Outreach Specialist** at .75 FTE provides administrative support, including membership duties, meeting preparedness and notetaking, and some data management. The **211 Disaster Coordinator** at .5 FTE manages the database of services available, maintains/updates the disaster-oriented VOAD and 211 website and is responsible for ongoing reporting on project activity. The **Data Analyst/Evaluator** at 0.10 FTE will collect and analyze data to create presentations and reports that are shared internally and with CDBG funders, and will help design the framework for conducting analysis on program process and outcome data, monitor and evaluate data collection tools, and draft written reports related to evaluation measurements and findings. The **211 Associate Director** at 0.10 serves as 211 liaison between Interface and the VC VOAD Executive Committee, providing program oversight and support. Fringe benefits are included at the calculated rate of 23% of staff salaries.

Interface 211 VC will leverage the funding secured from community partners, such as the Ventura County Community Foundation (VCCF) and Dignity Health, to support the percentage of staff salaries not requested from CDBG-MIT.

Professional Services - \$189,300

The **VOAD Network Director is a consultant that will** lead the project and oversee all activities, reporting to the VC VOAD Executive Committee and Interface Executive Management. Consultants will provide professional expertise and coordination for the development of plans, training and exercises to improve the infrastructure and capacity of VOAD and community partners to provide critical services/support to vulnerable populations in the event of a disaster. 211 Interface VC has identified an **Emergency Management Consultant** to lead the VC VOAD Executive Committee through a process to create and update key planning documents, conduct a SWOT analysis and coordinate stakeholder engagement. **Additional professional services** include support for VOAD partners to improve donations management and volunteer management

systems and processes, plus a consultant to work with a subset of VOAD member agencies to develop their organization's emergency operations plans or continuity of operations plans.

Operating Expenses - \$26,820

These include the hard costs of implementing the program successfully, and cover communications, digital platforms and software applications, and are based on current Interface expenses. Additional costs include the production of marketing materials for the county-wide outreach to community-based organizations.

Indirect (Modified Total Direct Costs) - \$25,686

This 10% funding supports the administrative and fiscal management required to ensure the CDBG grant is implemented according to federal 24 CFR §570, Subpart I; 24 CFR §58; and 2 CFR §200 and GAAP guidelines, as well as agency policies and procedures.

211 website and is responsible for ongoing reporting on project activity. The **Data Analyst/Evaluator** at 0.10 FTE will collect and analyze data to create presentations and reports that are shared internally and with CDBG funders, and will help design the framework for conducting analysis on program process and outcome data, monitor and evaluate data collection tools, and draft written reports related to evaluation measurements and findings. The **211 Associate Director** at 0.10 serves as 211 liaison between Interface and the VC VOAD Executive Committee, providing program oversight and support. Fringe benefits are included at the calculated rate of 23% of staff salaries.

Interface 211 VC will leverage the funding secured from community partners, such as the Ventura County Community Foundation (VCCF) and Dignity Health, to support the percentage of staff salaries not requested from CDBG-MIT.

Professional Services - \$189,300

The **VOAD Network Director is a consultant that will** lead the project and oversee all activities, reporting to the VC VOAD Executive Committee and Interface Executive Management. Consultants will provide professional expertise and coordination for the development of plans, training and exercises to improve the infrastructure and capacity of VOAD and community partners to provide critical services/support to vulnerable populations in the event of a disaster. 211 Interface VC has identified an **Emergency Management Consultant** to lead the VC VOAD Executive Committee through a process to create and update key planning documents, conduct a SWOT analysis and coordinate stakeholder engagement. **Additional professional services** include support for VOAD partners to improve donations management and volunteer management systems and processes, plus a consultant to work with a subset of VOAD member agencies to develop their organization's emergency operations plans or continuity of operations plans.

Operating Expenses - \$26,820

These include the hard costs of implementing the program successfully, and cover communications, digital platforms and software applications, and are based on current Interface expenses. Additional costs include the production of marketing materials for the county-wide outreach to community-based organizations.

Indirect (Modified Total Direct Costs) - \$25,686

This 10% funding supports the administrative and fiscal management required to ensure the CDBG grant is implemented according to federal 24 CFR §570, Subpart I; 24 CFR §58; and 2 CFR §200 and GAAP guidelines, as well as agency policies and procedures.

Budget Report

Passthrough Agency: California Department of Housing and Community Development
 Program: CDBG-Mitigation Planning & Public Services NOFA
 Stage: Pre-Award

Report Date: 05/09/2022
 Requested By: Lola West
grants@icfs.org

Budget Items

Category	Title	Description	Units	Unit Cost	Extended Cost	Direct Cost	Indirect Cost	GL Account	Cost Share	Type
Activity										
Activity Total			0	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
General Administration										
General Administration Total			0	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
Activity Delivery										
	Contact & Outreach Specialist	Project Support	1	\$29,500.00	\$29,500.00	\$29,500.00	\$0.00		\$0.00	Direct Cost
	Disaster Coordinator	Project support - databases and software	1	\$23,800.00	\$23,800.00	\$23,800.00	\$0.00		\$0.00	Direct Cost
	Data Analyst/Evaluator	Data collection, tracking and analysis	1	\$6,765.00	\$6,765.00	\$6,765.00	\$0.00		\$0.00	Direct Cost
	211 Associate Director	Oversight of CDBG projects	1	\$7,665.00	\$7,665.00	\$7,665.00	\$0.00		\$0.00	Direct Cost
	Fringe	Staff benefits	1	\$15,579.00	\$15,579.00	\$15,579.00	\$0.00		\$0.00	Direct Cost
	VC VOAD Network Director	Lead project management	1	\$60,300.00	\$60,300.00	\$60,300.00	\$0.00		\$0.00	Direct Cost
	Emergency Management Consultant	Disaster Planning	1	\$69,000.00	\$69,000.00	\$69,000.00	\$0.00		\$0.00	Direct Cost
	Donations Management	Partner Agency - Systems & Processes	1	\$15,000.00	\$15,000.00	\$15,000.00	\$0.00		\$0.00	Direct Cost
	Volunteer Management	Partner Agency - Systems & Processes	1	\$15,000.00	\$15,000.00	\$15,000.00	\$0.00		\$0.00	Direct Cost
	Emergency Management Consultant	COOP/Operations Intensive	1	\$30,000.00	\$30,000.00	\$30,000.00	\$0.00		\$0.00	Direct Cost
	Communications	Online Collab platform/website	1	\$7,500.00	\$7,500.00	\$7,500.00	\$0.00		\$0.00	Direct Cost
	IT/Computer costs	Software licenses/IT third party support	1	\$3,520.00	\$3,520.00	\$3,520.00	\$0.00		\$0.00	Direct Cost
	VisionLink	Disaster Mgmt SW Licenses/support	1	\$5,800.00	\$5,800.00	\$5,800.00	\$0.00		\$0.00	Direct Cost
	Marketing Materials	Community Outreach	1	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00		\$0.00	Direct Cost
	Indirect	Modified Direct Total Cost	1	\$25,686.00	\$25,686.00	\$25,686.00	\$0.00		\$0.00	Direct Cost
Activity Delivery Total			15	\$325,115.00	\$325,115.00	\$325,115.00	\$0.00		\$0.00	
Other										
Other Total			0	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
Grant Total			15	\$325,115.00	\$325,115.00	\$325,115.00	\$0.00		\$0.00	

Budget Report, Created by Lola West, grants@icfs.org, 05/09/2022
 Source: eCivis™ Portal
<http://www.ecivis.com/>