

**EXHIBIT F**

**NOTICE TO PROCEED**

**Fillmore-Piru Veteran's Memorial Building Renovation Project,**

**County of Ventura**

Pursuant to the Master Standard Agreement (“Agreement”) entered into on the 7<sup>th</sup> day of October 2021, by and between the California Department of Housing and Community Development (“Department”) and County of Ventura (“Subrecipient”), this NOTICE TO PROCEED (“NTP”) is entered into and effective as of the date signed by the Department as indicated below. This NTP sets forth specific details concerning the individual project proposed by Subrecipient for STAND-ALONE Mitigation Resilient Infrastructure project located at the project address listed below and related approved activities by Subrecipient (the “Project”). This Project is subject to, and hereby incorporates by this reference, the terms of the Agreement and is subject to the overall program funding allocation amount for Subrecipient as determined by the Department and set forth in the Agreement. There may be other Projects either already existing under the Agreement, or that may be proposed in the future. The budget for this Project, when added together with the total cumulative budgets of all existing Approved Projects for Subrecipient, may not exceed the total funding allocation for Subrecipient.

**1. Project Details**

Project Name: Fillmore-Piru Veteran's Memorial Building Renovation Project

Project Location: 511 2nd Street, Filmore, California

Project Description: Rehabilitation of the Veteran's Memorial District's buildings and adapt the site for use as a Community Resiliency Center during local emergencies.

Grants Network Unique Identifier (Contract Number): 17-MITRIP-17010-00016  
The CDBG-MIT Eligible Activity(ies):

- Acquisition, construction, rehabilitation and improvements of public facility (Sec. 105(a)(14))

The National Objective to be achieved for each activity as a result of this Approved project:

- Benefit to Low- and Moderate-Income Persons (LMI)

The method of measuring National Objective, if LMI:

- Benefit to Low- and Moderate-Income Persons: Area Benefit

The number of individuals benefitting from each activity as a result of this project:

- Total beneficiaries: 19,265
- Total low/mod beneficiaries: 12,280

## **2. Project Budget and Project Scope of Work**

- A. The Project shall follow the budget and scope of work (hereinafter “Project Work”) as described in the Project Application, which is on file through Grants Network and a copy of which is attached hereto and incorporated herein by reference (the “Project Application”).

Total MIT-RIP Award: \$1,231,400

Activity Costs (Project Costs): \$950,000

Activity Delivery Costs: \$281,400

Other funding sources (only applicable if total project cost is more than DR award amount): None

The Project budget is attached below and is collectively comprised of two documents: 1) the Grants Network Budget Worksheet (Attachment 2), and 2) the Total Activity Budget Worksheet (Attachment 3).

The Grants Network Budget Worksheet is the high-level budget and official budget approved by the Department for the Project. Any adjustments to this budget will result in either a budget revision or written amendment to the Agreement. The Total Activity Budget Worksheet is a tentative, detailed project budget submitted with the Project Application. It may be modified without resulting in a budget revision or formal amendment to the Agreement. Any modifications to the Total Activity Budget Worksheet must be submitted by Subrecipient in writing for review and approval by the Department.

- B. All written materials or alterations submitted as addenda to the original Project Application and which are approved in writing by the Department Contract Coordinator are hereby incorporated into the Project Application. The Department reserves the right to require the Subrecipient to modify any or all parts of the Project Application in order to comply with MIT-RIP program requirements, as well as federal and/or state laws, regulations, guidelines, or requirements, as all of the same may be amended from time to time.
- C. Any proposed revision(s) to the Project Work must be submitted in writing for review and approval by the Department in its sole discretion and may require an

written amendment to this NTP. Any approval, to be effective, must be made in writing by the Department.

- D. Subrecipient shall withhold as retention five percent (5%) of all MIT-RIP funded Contractor payments. No retention payments shall be released to the Contractor or reimbursed to the Subrecipient until receipt and approval by the Department of all required Approved Project completion documents identified in Exhibit B, Section 6, of the Agreement.

### **3. Performance Milestones, Project Schedule and Term of Agreement**

The Agreement is effective on the date shown in the STD 213 form. Subrecipient shall meet all milestones identified in the Agreement, including without limitation those identified in Exhibit A and B thereof and those provided below. Failure by Subrecipient to meet performance milestones may result in, among other things, the Department taking action to withhold future reimbursements or payments relating to the Project and requiring Subrecipient to submit a Correction Action Plan, as outlined in Exhibit A, Section 6.B, of the Agreement.

- A. Performance Milestones: Subrecipient must:
- Submit Project Application by 1/31/2022.
  - Complete Design and engineering by 10/05/2023.
  - Initiate construction, reconstruction, acquisition, or rehabilitation on the Project by 10/05/2024.
  - Complete Approved project activities for this Project by 12/31/2027.
  - Fully obligate Project funds by June 30, 2028.
- B. Project Schedule: Subrecipient has provided the following anticipated project schedule:
- See the Subrecipient Project Schedule attached as Attachment 4 hereto. The Department understands that the project schedule tasks and dates will be adjusted outward from the effective date of the NTP.
- C. Term of Agreement and Expenditure Deadline: The Expenditure Deadline and the Agreement Expiration Date for all Approved Projects under the Agreement are set forth in Exhibit A of the Agreement.
- D. Project Closeout: Project closeout activities must be completed no later than ninety (90) calendar days after the completion of each Approved Project. See Exhibit B, Section 6, for details.

### **4. Subrecipient Reporting Requirements**

- A. Subrecipient must timely submit the reports described below. The Department reserves the right to request additional detail and support for any report made. Reports must be submitted to the Department by the deadlines identified and in the formats provided by the Department and via the Department's Grants Network unless otherwise specified in the discretion of the Department. The

Subrecipient's performance under this Agreement will be assessed in part on whether it has submitted the reports on a timely basis.

- 1) Monthly Activity Report: Subrecipient must submit a Monthly Activity Report that addresses the following, at a minimum: (a) a description of the current status of the Project Work; (b) a description of activities to be undertaken in the next reporting period; (c) a description of any problems or delays encountered or anticipated in Project Work and a course of action taken to address them; (d) a description of actions taken to meet Project Work expenditure deadlines; and (e) a summary of Project Work fiscal status, including award amount, funds drawn, and remaining balance to be spent. Unless otherwise waived in writing by the Department, Monthly Activity Reports must begin on the 10<sup>th</sup> calendar day of the second month following execution of this Agreement and must continue monthly through the receipt and approval by the Department of the Project Completion Report described below.
- 2) Monthly Program Income Report: Program Income, if identified as a funding source for any Approved Project, must be included in the Project budget and must be fully expended prior to drawing Grant Funds. During the term of this Agreement, if Program Income is generated, the Subrecipient must submit a Monthly Program Income Report certifying the amount of Program Income generated, retained, and expended. Program Income remaining at the end of each quarter and at the expiration of this Agreement in excess of \$35,000 must be remitted to the Department.
- 3) Semi-Annual Labor Standards Report: During the term of construction for each Approved Project, each April 1<sup>st</sup> and October 1<sup>st</sup>, 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.
- 4) Project Completion Report: At the completion of construction and once a Project is placed in service, the Subrecipient must submit a Project Completion Report. The report must also include documentation of compliance with Section 3 requirements.

By signing below, Subrecipient acknowledges and agrees to all terms and conditions of this Notice to Proceed, all of which are fully incorporated into and made a part of the Agreement by this reference.

Authorized Signatory:

\_\_\_\_\_  
[Subrecipient Name]

\_\_\_\_\_  
Date



\_\_\_\_\_  
Signatory Name and Title

Authorized Signatory:

\_\_\_\_\_  
2/3/26



\_\_\_\_\_  
California Department of Housing and Community Development

\_\_\_\_\_  
Date

Juliette Axt,  
Section Chief  
Signatory Name and Title

Attachment(s):

1. Project Application
2. Grants Network Budget
3. Total Activity Budget Worksheet
4. Project Schedule
5. Duplication of Benefits (DOB)
6. Authority to Use Grant Funds (AUGF)

**ATTACHMENT 1**  
**PROJECT APPLICATION**

## Applications: Ventura County - MIT-RIP - 3

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**Profile**

Community.Development@ventura.org

**Record Title**

Ventura County - MIT-RIP - 3

**Org Name**

Help Text: Record Title Format: [Jurisdiction Name] - [Program Name] - [Project Number]Ex: Sacramento County - DR-Infrastructure - 1\*Project Numbers are based on the number of projects you are submitting for the grants.

**Which Grant Program are you submitting for?**

MIT-RIP

**What is the MIT-RIP Project Type?**

Stand-alone Infrastructure

**Eligible Applicant (City/County)**

Ventura County

Help Text: Eligible Applicants are those cities and counties identified in Section 2.2.3 of the DR-Infrastructure Policies and Procedures.

**What disaster is the project related to?**

DR-4353

**Was this project submitted for FEMA PA or FEMA HMGP?**

No

Help Text: Provide a narrative description and/or scope of work for the stand-alone infrastructure projects that includes project location and the benefits of the project for disaster recovery, mitigation, resilience, low-to moderate-income populations, and the most impacted and distressed areas.

**Stand-alone Project Description and/or Scope of Work**

Rehabilitation of the existing Fillmore-Piru Veterans Memorial District Building is broken into two phases. The first phase consists of critical repairs/upgrades necessary to allow its use as an emergency center; Phase 1 will be funded with CDBG-MIT-RIP. The second phase is further upgrades to enhance the quality of the building and the types of services that may be provided, but these secondary improvements are not critical to the ability to provide services during emergencies.

Phase 1:

- Roof replacement
- Seismic retrofit & structural repairs
- Asbestos & mold remediation
- ADA upgrades
- Electrical upgrades
- Fire code & Energy Compliance

The service area of this project encompasses the entire jurisdiction of the FMVMD. This includes the cities of Fillmore, Piru, and surrounding unincorporated areas. No other such resiliency center is available to these populations in emergency situations.

**Project Timeline**

Fillmore-Piru VMD CRC - Renovation Cost Estimate.xlsx

Help Text: Please provide a timeline of the submitted project.

**How have mitigation against future risk and future resilience needs of the community been designed into your project?**

The facility upgrades will provide and enhance emergency services and the ability to provide immediate emergency relief to the local community at large, and specifically those vulnerable populations that need those services most in the event of disaster over the next 25 years.

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NOI Date: 11/02/2020

Approved Date: 4/13/2021

Amendmend Date: 1/8/2026

Help Text: Provide a narrative describing how the scale and scope of the proposed project account for and aim to address future risks and resilience needs.

**Project City**

Fillmore, CA

**Project Latitude/Longitude at the geographical center of the project**

34.404887,-118.915092

Help Text: Format the Latitude and Longitude of the project in decimal form (e.g. 39.332962, -123.22534)

**Upload Project Location Map**

Fillmore-Piru VMD CRC - Location Map.pdf

Help Text: Upload a map showing the project's location

**Upload Project Service Area Map Including Relationship to the MID**

Fillmore-Piru VMD CRC - Geographical Map.pdf

Help Text: Upload a map showing the project's service area including the relationship to the Most Impacted and Distressed Area (MID)

**Upload Project Service Area Benefit Map**

Fillmore-Piru VMD CRC - LMI Service Area Map.pdf

Help Text: Upload a map showing who benefits from the project

**What is the National Objective being met by this project?**

Low- and Moderate-Income (LMI) National Objective

Help Text: In accordance with 24 CFR 570.208, Section 104(b)(3) of the HCDA, and as further outlined within the waivers and alternative requirements at 84 FR 45838, all CDBG-MIT CDBG-DR Infrastructure Program Policies and Procedures 48 funded activities must either benefit low- and moderate-income persons (LMI) or meet an Urgent Need Mitigation (UNM).

**What is the total number of persons served by this project?**

19,265

**What is the number of total LMI persons served by this project?**

12,280

**What is the LMI population percentage benefited by the project?**

63.74

Help Text: LMI population percentage benefited calculation is from the LMI service area worksheet

**Upload the LMI Benefit Worksheet (aka Activity Beneficiary Worksheet)**

Fillmore-Piru VMD CRC - Activity Beneficiary Form.docx

Help Text: Upload a completed LMI Benefit Worksheet provided by HCD

**Select the MID that the project is located in**

Ventura County

Help Text: Select the HUD-identified Most Impacted and Distressed County or Zip Code that the project is located in

**Project Status**

Project Identified

Help Text: Provide the current status of the project.

**Has a NEPA Environmental Review been completed?**

No

**Provide a narrative of what NEPA Environmental Review work has been done and if any other entity has completed the NEPA Environmental Review Report on your behalf**

N/A - NEPA Review to be completed subsequent to application approval by HCD.

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

No

**Are there any project funds that are committed?**

No

Help Text: Describe what other project funds are contributing to the project

**Direct Project Cost Amount Requested from HCD**

\$950,000

Help Text: Provide the project cost requested from HCD

**Activity Delivery Cost Amount Requested**

\$281,400

Help Text: Provide the amount of funds requested from HCD to ensure delivery of the project. Activity Delivery Funds (ADCs) cover the costs of staff directly carrying out the activity in addition to engineering, design, architecture, and environmental services that are necessary for successful completion of the activity (see Section 3.4 in Policies and Procedures)

**Total Amount Requested from HCD**

\$1,231,400

Help Text: Total Amount Requested from HCD including Direct Project Costs and Activity Delivery Costs

**Basis for Cost Estimate / CDBG-DR Funding Need**

N/A

Help Text: Provide a description of the basis for the cost estimate and/or unmet need of the project.

**Basis for Cost Estimate / CDBG-MIT-RIP Funding Need**

A local engineering firm (Wildan Engineering) developed a preliminary scope of work with cost estimates for the project. Estimates for Environmental and Labor Compliance specialists as well as County staff support are based on prior experience.

**Provide cost estimate documentation (from a professional engineer, etc.)**

Fillmore-Piru VMD CRC - Wildan Engineering Cost Estimate.docx

Help Text: The documentation should clearly demonstrate the reasoning of the cost estimate and support the description of the cost estimate and/or unmet need.

**Was the project denied by FEMA for PA or HMGP funds?**

No

**Explain how this is an eligible CDBG activity.**

This facility hardening project qualifies under Matrix Code 03Z, Public Facilities and Improvements: Other Public Improvements.

Help Text: For FEMA PA and HMGP Projects, input N/A for how this is an Eligible CDBG activity. See Sections 2.4.2 and 2.5.1 the DR-Infrastructure Policies and Procedures.

**Which community lifeline(s) will this project protect?**

Safety and Security, Communication, Food, Water, Sheltering, Transportation, Health and Medical

Help Text: More than one Community Lifeline can be selected.

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

The intended project as planned will directly impact the underserved communities of the NE Ventura County area. Aside from the LMI and MID qualifications, the project is specifically intended to renovate the building and its facilities to accommodate those at risk populations from the area as well as help to provide a jump-off / access point for the emergency resources necessary to serve these communities (fire fighter staging, Red Cross services, sheltering, etc.). In times of disaster the populations of highest use for these services are overwhelmingly at risk populations generally from underserved communities. The Fillmore/Piru Veteran's Memorial District board and supporting town leadership concur that this project is a direct response to the needs of those communities in the event of disaster. The facility upgrades will provide and enhance emergency services over the next 25 years for its citizens. Many of the residents are low-income and have limited resources in case of emergency situations including housing, food and shelter if needed. Fillmore is in the center of this region. The I-5 freeway is 20 miles to the east and the City of Ventura is 20 miles to the west. Fillmore is home to a helicopter repair facility which will be used as an emergency center for helicopters during emergency operations. The County completed a County Fire Dept. facility earlier this year. In addition, the Red Cross has and continues to use the Memorial building for storage and operations. This proposed CRC will offer additional support and enhance these operations.

**How will you quantitatively measure improved resilience for underserved communities and vulnerable populations?**

In the past, the facility was used for emergency situations on an as needed basis. The center operated as an emergency center during the 1994 earthquake as a shelter for those who have lost their homes during the earthquake. Additionally, it was used as a support facility for the Thomas fire. There was no coordinated effort in providing quantitative measures for these situations at that time. By having a resiliency center, an emergency operations plan will be developed that will include operations, maintenance, resources such as the County Emergency service, Red Cross, Fillmore Fire and Police, and City staff just to name a few. The facility will be able to provide services such as food and water, sheltering, supplies, medical, counseling, and first responders' activities as needed. It is anticipated that upon completion of Phase 1 renovations the facility will be able to accommodate 350 beds, 400 chairs, bedding and security. The existing kitchen should be able to store food, water, and dry goods for 500 people for a period of three days.

**Upload quantitative data showing a project's anticipated impact on improved resilience for underserved communities and vulnerable populations**

**How will you quantitatively measure increased environmental justice for underserved communities and vulnerable populations?**

In the past, there was no official emergency facility within the Veterans Memorial District region. The region has approximately 75% Hispanics, many are in the low-income category. Currently, there are over 150 low income units being built within the Fillmore city limits. There is also a rise in the homeless population. Having an established resiliency center will enhance the ability to effectively serve the underserved in this district.

Help Text: For more on Environmental Justice see the EPA: <https://www.epa.gov/environmentaljustice>

**Upload quantitative data showing a project's anticipated impact on increased environmental justice for underserved communities and vulnerable populations**

**How will you quantitatively measure the impact the proposed project will have on current and future risk?**

The project's anticipated impact on current and future risks will involve data obtained from several sources. It will include: Projected population within the region including new low-income housing, supplies, temporary housing, emergency operations, and safety protocols. Currently there are over 150 low-income housing being built in Fillmore and additional housing is increasing in Piru.

Help Text: Eligible projects must be able to show anticipated impact on current and future risks. The impact must be measured and reported throughout the lifetime of the project.

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

Fillmore-Piru VMD CRC - Quantitative Data Risk.docx

**Upload Proposed Operations and Maintenance Plan**

Fillmore-Piru VMD CRC - O&M Agreement.pdf

Help Text: HUD requires all Mitigation projects include an Operation and Maintenance Plan. Please upload the projected O&M plan.

**Further Supporting Documentation**

Fillmore-Piru VMD CRC - Supplemental Documents.pdf

**Average Score**

0.00

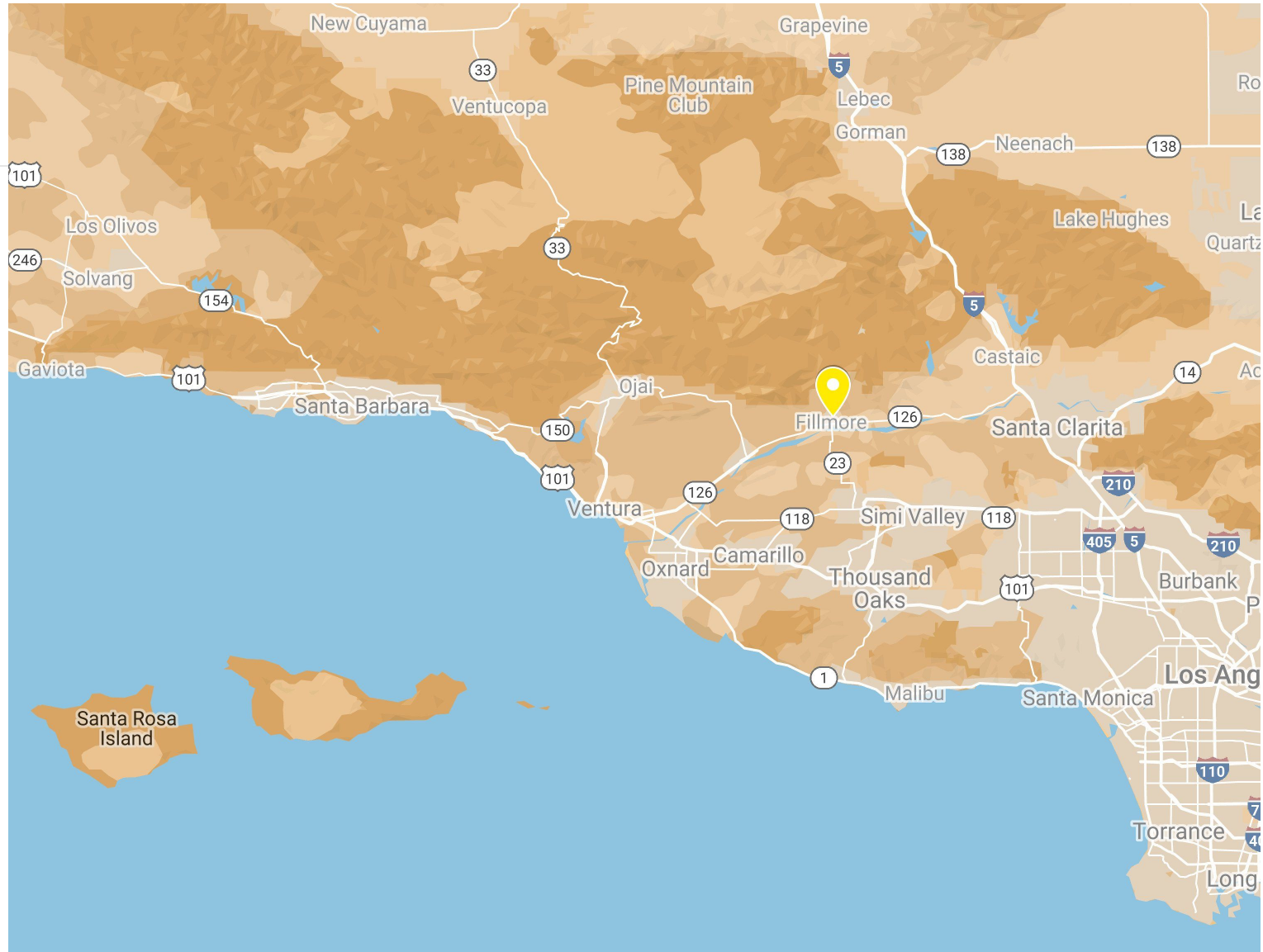
17-MITRIP-17010-00016-Am.1  
NOI Date: 11/02/2020  
Approved Date: 4/13/2021  
Amendmend Date: 1/8/2026

# Fillmore/Piru VMD CRC Location Map

Fillmore/Piru VMD CRC



511 2nd St, Fillmore, CA 93015

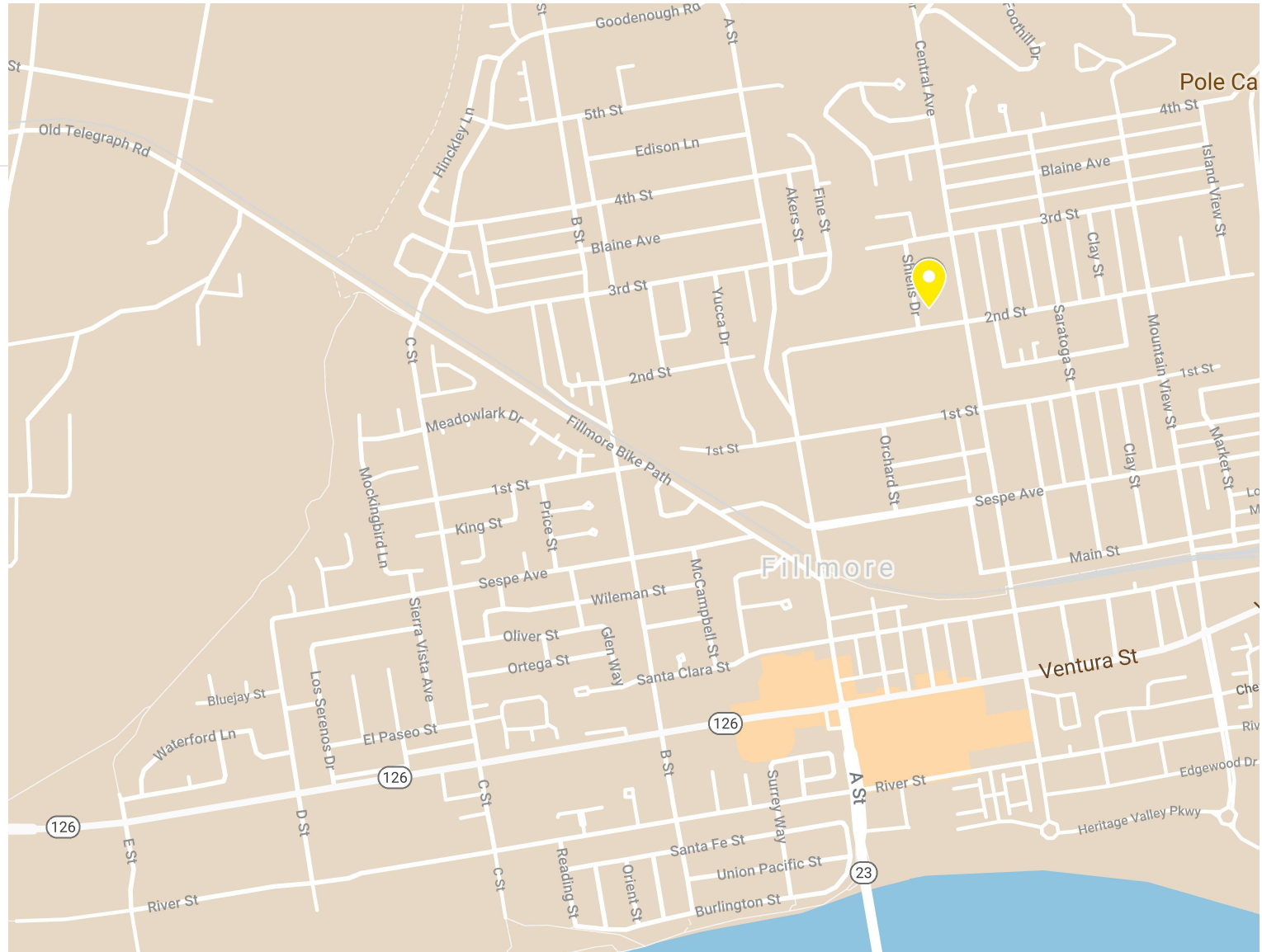


# Fillmore/Piru VMD CRC Location Map

Fillmore/Piru VMD CRC



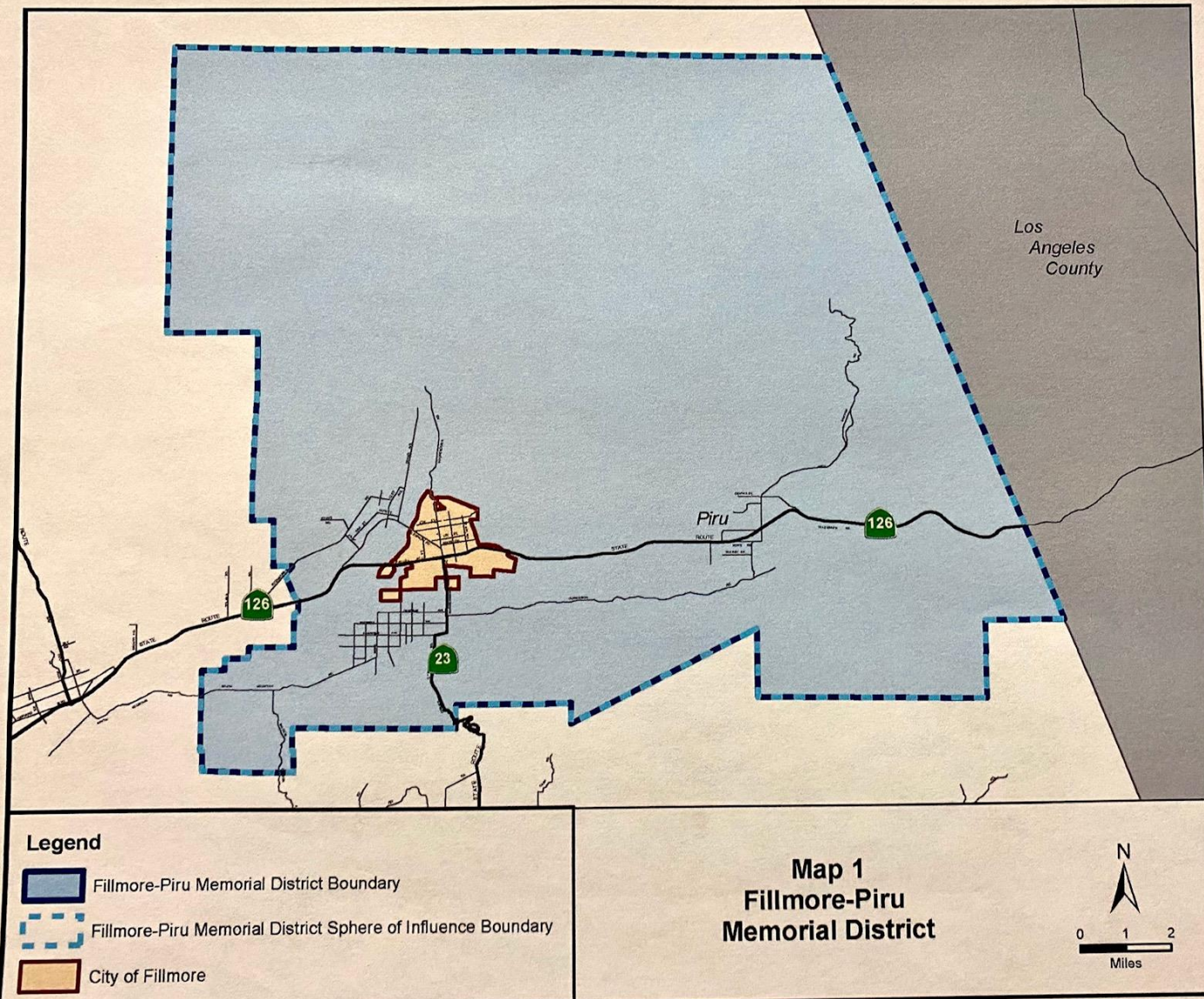
511 2nd St, Fillmore, CA 93015

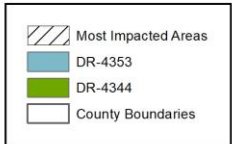
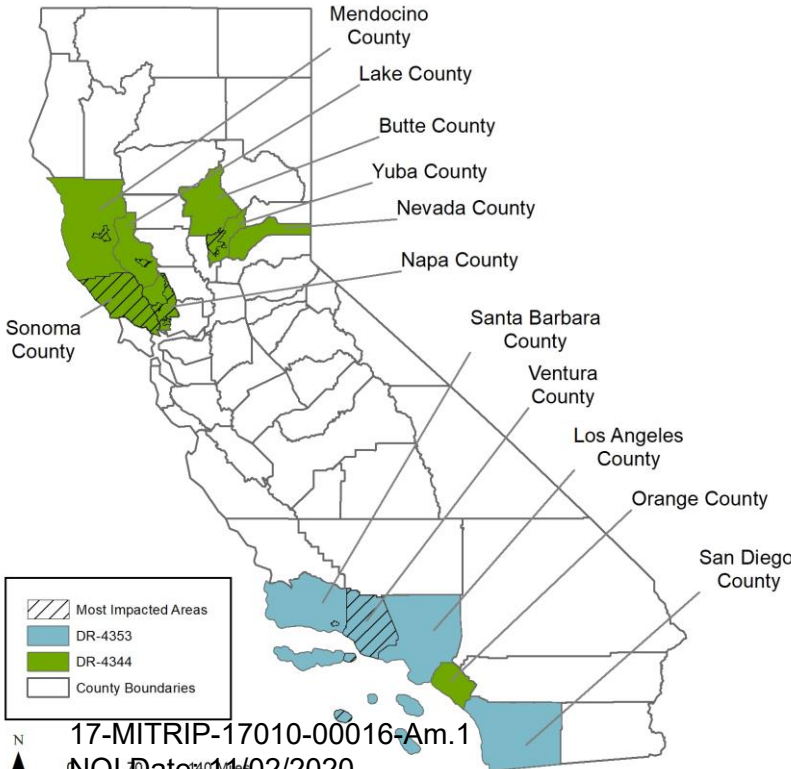


III. Services

Municipal Service Review-Fillmore Piru Memorial District

Map 1 – Fillmore-Piru Memorial District





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 NOI Date: 11/02/2020  
 Approved Date: 4/13/2021  
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**Most Impacted and Distressed Areas**

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 County of Ventura  
 Page 14 of 32  
 Ventura County  
 95422 (Clearlake City, Lake County)  
 93108 (Montecito, Santa Barbara County )  
 95470 (Mendocino County)  
 95901 (Yuba County)  
 94558 (Napa County)

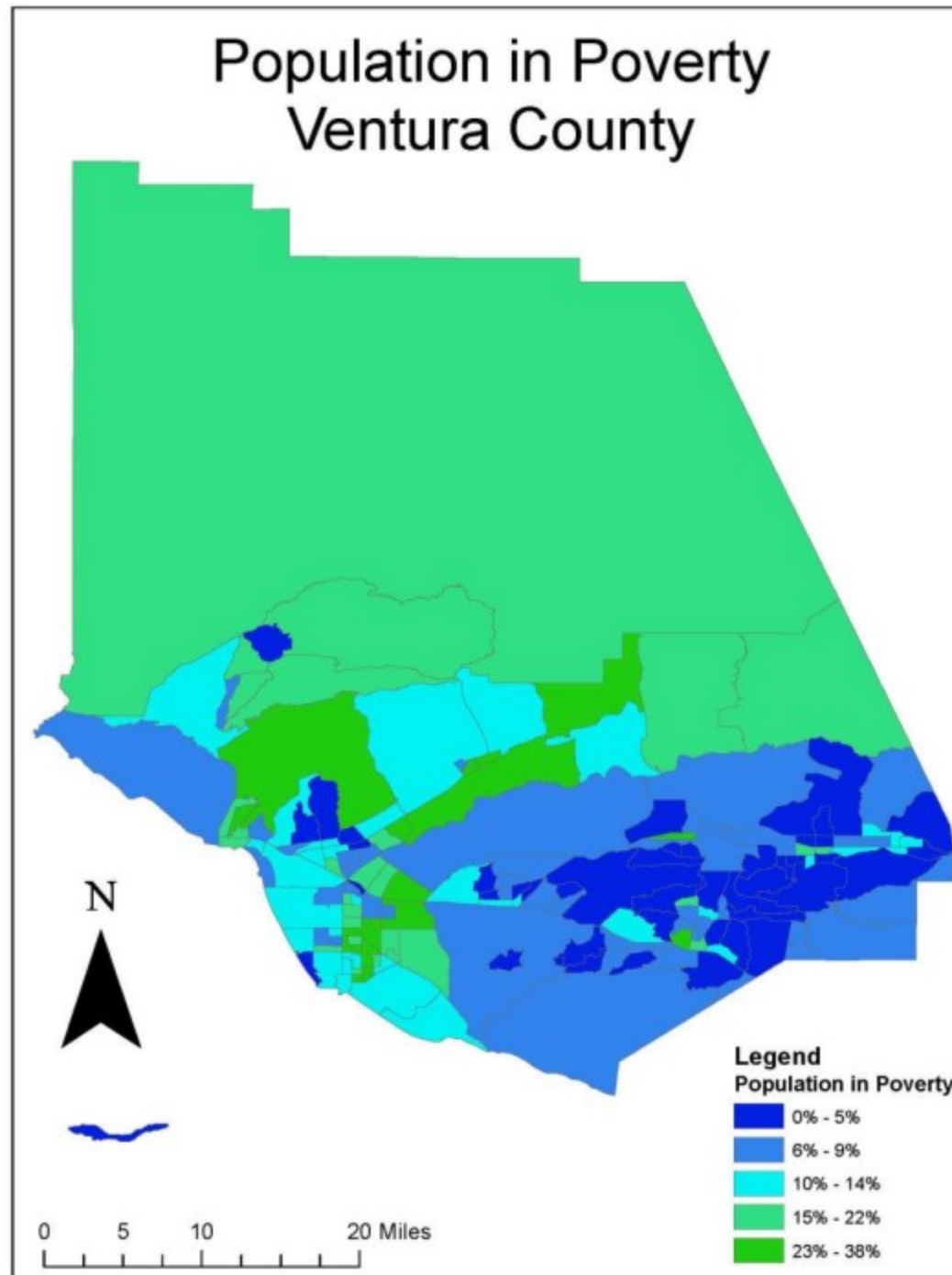
**2017 Federally Declared Disaster Impacted Counties**

**DR-4344**

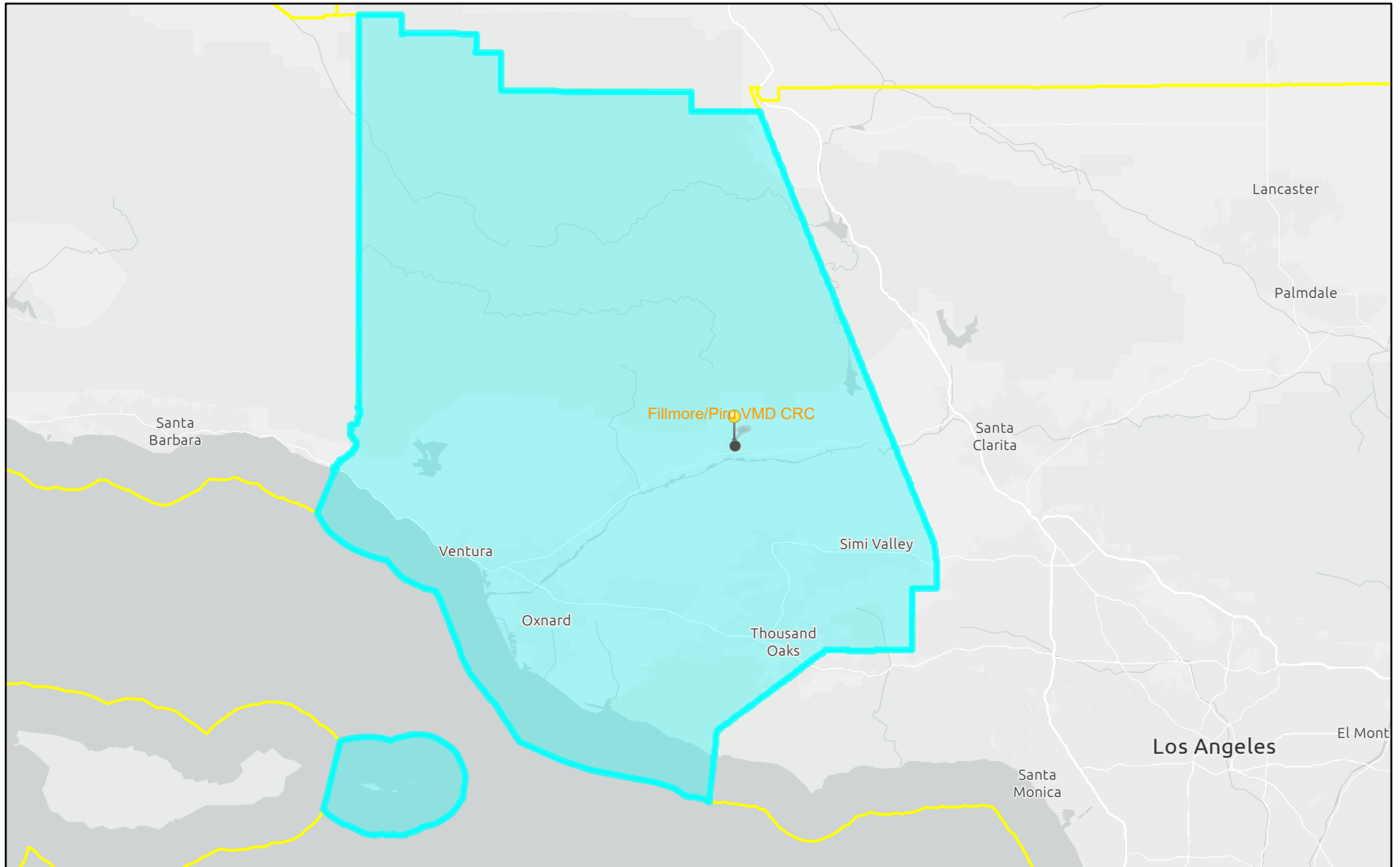
Butte County  
 Lake County  
 Mendocino County  
 Napa County  
 Nevada County  
 Orange County  
 Sonoma County  
 Yuba County

**DR-4354**


Los Angeles County  
 San Diego County  
 Santa Barbara County  
 Ventura County



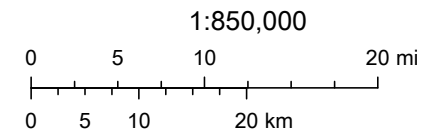
# Fillmore/Piru VMD CRC



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 LMISD by County  
17-MITRIP-17010-00016-Am.1  
NOI Date: 11/02/2020  
Approved Date: 4/13/2021  
Amendmend Date: 1/8/2026

Legend
LOWMOD - 12280
LOWMODUNIV - 19265
SERVICE AREA LMI - 63.7425%
CRC Location - 34.4046963,-118.9177044

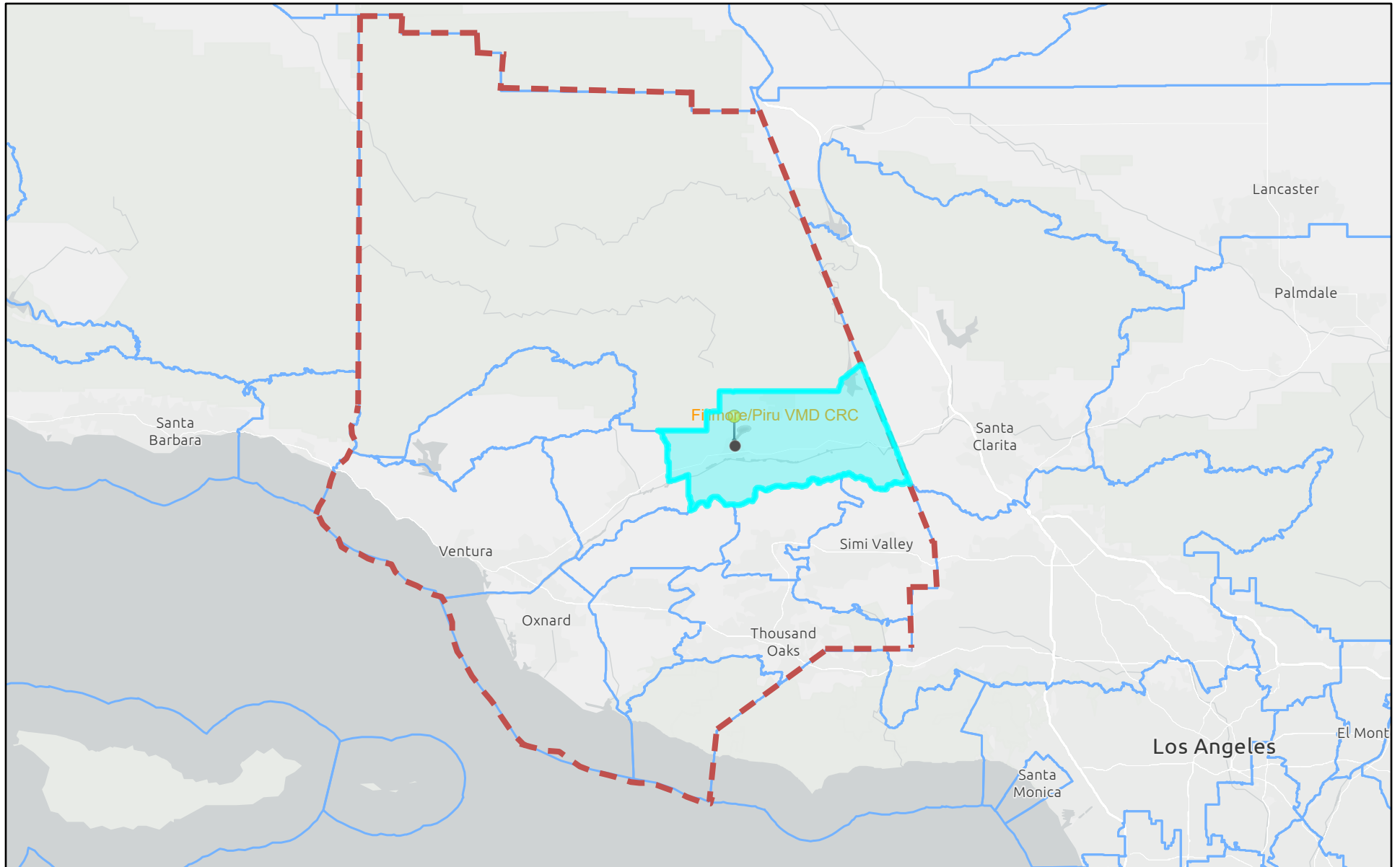


Esri, HERE, Garmin, SafeGraph, FAO, METI/NASA, USGS, Bureau of Land

U.S. Department of Housing and Urban Development, Web AppBuilder for

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

# Fillmore/Piru VMD CRC



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LMISD by County Subdivision

17-MITRIP-17010-00016-Am.1

NOI Date: 11/02/2020

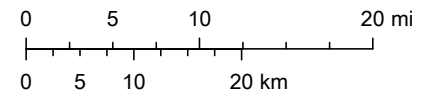
Approved Date: 4/13/2021

Amendmend Date: 1/8/2026

**Legend**

- LOWMOD - 12280
- LOWMODUNIV - 19265
- SERVICE AREA LMI - 63.7425%
- CRC Location - 34.4046963,-118.9177044

1:850,000



Esri, HERE, Garmin, SafeGraph, FAO, METI/NASA, USGS, Bureau of Land

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**ATTACHMENT 2**  
**GRANTS NETWORK BUDGET**

### Budget Report

**Passthrough Agency:** California Department of Housing and Community Development  
**Program:** 17DR-Infrastructure & 17MIT-RIP Project Applications (OLD)  
**Project Name/Title:** Ventura County - MIT-RIP - 3  
**Org Name:**  
**Award/Contract Number:** 17-MIT-RIP-17010-00016 (Archived)  
**Stage:** Awarded

**Report Date:** 01/07/2026  
**Requested By:** Community Development County of Ventura  
[Community.Development@ventura.org](mailto:Community.Development@ventura.org)

#### Budget Items

Category	Title	Description	Units	Unit Cost	Extended Cost	Direct Cost	Indirect Cost	GL Account	Cost Share	Type
<b>Activity</b>										
Phase 1										
	Mobilization/Demobilization	Mobilization/Demobilization	1	\$25,000.00	\$25,000.00	\$25,000.00	\$0.00		\$0.00	Direct Cost
	Demolition	Demolition	1	\$50,000.00	\$50,000.00	\$50,000.00	\$0.00		\$0.00	Direct Cost
	Seismic Retrofit & Structural Repairs	Seismic Retrofit & Structural Repairs	1	\$100,000.00	\$100,000.00	\$100,000.00	\$0.00		\$0.00	Direct Cost
	ADA Upgrades	ADA Upgrades - Phase 1	1	\$125,000.00	\$125,000.00	\$125,000.00	\$0.00		\$0.00	Direct Cost
	Roof Replacement	Roof Replacement	13000	\$30.00	\$390,000.00	\$390,000.00	\$0.00		\$0.00	Direct Cost
	Flashing, Sheet Metal work	Flashing, Sheet Metal work	1	\$35,000.00	\$35,000.00	\$35,000.00	\$0.00		\$0.00	Direct Cost
	Asbestos, mold remediation	Asbestos, mold remediation	1	\$75,000.00	\$75,000.00	\$75,000.00	\$0.00		\$0.00	Direct Cost
	Gutters, downspouts	Gutters, downspouts	1	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00		\$0.00	Direct Cost
	Title 24 Energy compliance upgrades	Title 24 Energy compliance upgrades	1	\$25,000.00	\$25,000.00	\$25,000.00	\$0.00		\$0.00	Direct Cost
	Fire Code compliance upgrades	Fire Code compliance upgrades	1	\$15,000.00	\$15,000.00	\$15,000.00	\$0.00		\$0.00	Direct Cost
	Construction contingency	Construction contingency	1	\$100,000.00	\$100,000.00	\$100,000.00	\$0.00		\$0.00	Direct Cost
Phase 2										
This subcategory has no line items.										
<b>Activity Total</b>			<b>13010</b>	<b>\$560,030.00</b>	<b>\$950,000.00</b>	<b>\$950,000.00</b>	<b>\$0.00</b>		<b>\$0.00</b>	
<b>General Administration</b>										
<b>General Administration Total</b>			<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>	
<b>Activity Delivery</b>										
Phase 1										
	Design	Design, building assessment, feasibility report	1	\$150,000.00	\$150,000.00	\$150,000.00	\$0.00		\$0.00	Direct Cost
	Construction Management	Construction Management	1	\$100,000.00	\$100,000.00	\$100,000.00	\$0.00		\$0.00	Direct Cost
	Consultant: Environmental Review	Preparation of NEPA/CEQA	1	\$17,000.00	\$17,000.00	\$17,000.00	\$0.00		\$0.00	Direct Cost
	Consultant: Labor compliance	Consultant: Labor compliance	1	\$6,012.00	\$6,012.00	\$6,012.00	\$0.00		\$0.00	Direct Cost
	County Staff support	County Staff support - MA II	63	\$106.00	\$6,678.00	\$6,678.00	\$0.00		\$0.00	Direct Cost
	County Staff support	Count Staff support - Sr. DEO	10	\$171.00	\$1,710.00	\$1,710.00	\$0.00		\$0.00	Direct Cost
Phase 2										
This subcategory has no line items.										
<b>Activity Delivery Total</b>			<b>77</b>	<b>\$273,289.00</b>	<b>\$281,400.00</b>	<b>\$281,400.00</b>	<b>\$0.00</b>		<b>\$0.00</b>	
<b>Other</b>										
<b>Other Total</b>			<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>	
<b>Grant Total</b>			<b>13087</b>	<b>\$833,319.00</b>	<b>\$1,231,400.00</b>	<b>\$1,231,400.00</b>	<b>\$0.00</b>		<b>\$0.00</b>	

Budget Report, Created by Community Development County of Ventura, Community.Development@ventura.org, 01/07/2026  
 Source: Euna™ Portal  
<http://www.ecivis.com/>

## Budget Report

**Requesting Agency:** California Department of Housing and Community Development

**Program:** 17DR-Infrastructure & 17MIT-RIP Project Applications (OLD)

**Project Name/Title:** Ventura County - MIT-RIP - 3

**Org Name:**

**Contract Number:** 17-MIT-RIP-17010-00016 (Archived)

**Stage:** Awarded

**Report Date:** 01/07/2026

**Requested By:** Community Development County of Ventura

[Community.Development@ventura.org](mailto:Community.Development@ventura.org)

### Narrative

Rehabilitation of the existing Fillmore-Piru Veterans Memorial District Building is broken into two phases. The first phase consists of critical repairs/upgrades necessary to allow its use as an emergency center; Phase 1 will be funded with CDBG-MIT-RIP. The second phase is further upgrades to enhance the quality of the building and the types of services that may be provided, but these secondary improvements are not critical to the ability to provide services during emergencies.

Phase 1:

- Roof replacement
- Seismic retrofit & structural repairs
- Asbestos & mold remediation
- ADA upgrades
- Electrical upgrades
- Fire code & Energy Compliance

A local engineering firm (Wildan Engineering) developed the preliminary scope of work with cost estimates for the project, including all Direct Project Activity Cost and Design Cost estimates. Estimates for Environmental and Labor Compliance specialists as well as County staff support are based on prior experience.

The County does not intend to request MIT-RIP funds for any indirect costs incurred.

**ATTACHMENT 3**  
**TOTAL ACTIVITY BUDGET WORKSHEET**

<b>VETERANS MEMORIAL BLDG ESTIMATE - RESILIENCY CENTER</b>					
<b>Item</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>QUANTITY</b>	<b>UNIT PRICE</b>	<b>TOTAL</b>
1	Procure services of a professional design consultant to prepare a Building Assessment & Feasibility Report and then design and generate contract Plans, Specifications, and Estimate (PS&E) for contractor bidding per public contract code	LS	1	\$150,000.00	\$150,000.00
2	Mobilization/Demobilization	LS	1	\$25,000.00	\$25,000.00
3	Demolition Work	LS	1	\$50,000.00	\$50,000.00
4	Seismic Retrofit & Structural Repairs	LS	1	\$100,000.00	\$100,000.00
5	Miscellaneous Carpentry	LS	1	\$75,000.00	\$75,000.00
6	Miscellaneous Plumbing	LS	1	\$20,000.00	\$20,000.00
7	Miscellaneous Drywall Repairs	LS	1	\$20,000.00	\$20,000.00
8	ADA Upgrades throughout building facility	LS	1	\$150,000.00	\$150,000.00
9	Roof Replacement	SF	13,000	\$30.00	\$390,000.00
10	Flashing and Sheet Metal work	LS	1	\$35,000.00	\$35,000.00
11	Asbestos & Mold Remediation	LS	1	\$75,000.00	\$75,000.00
12	Entire HVAC System Upgrade (mechanical)	LS	1	\$250,000.00	\$250,000.00
13	Electrical Upgrades	LS	1	\$75,000.00	\$75,000.00
14	Upgrade to energy efficient lighting (interior & exterior)	LS	1	\$25,000.00	\$25,000.00
15	Paint Interior & Exterior Walls	SF	30,000	\$2.00	\$60,000.00
16	Repair and Refurbish flooring	LS	1	\$25,000.00	\$25,000.00
17	Repair/refurbish exterior wood trellis	LS	1	\$5,000.00	\$5,000.00
18	Windows (energy efficiency)	LS	1	\$50,000.00	\$50,000.00
19	Gutters and Downspouts	LS	1	\$10,000.00	\$10,000.00
20	Kitchen Renovation (energy Efficient appliances)	LS	1	\$65,000.00	\$65,000.00
21	Restrooms	LS	1	\$20,000.00	\$20,000.00
22	Camera/Surveillance System	LS	1	\$5,000.00	\$5,000.00
23	Internet Upgrades	LS	1	\$10,000.00	\$10,000.00

24	Doors (interior & exterior)	LS	1	\$35,000.00	\$35,000.00
25	Acoustic Ceiling Tiles	LS	1	\$65,000.00	\$65,000.00
26	Title 24 Energy Compliance	LS	1	\$25,000.00	\$25,000.00
27	Fire Code Compliance	LS	1	\$15,000.00	\$15,000.00
<b>TOTAL (WITH DESIGN)</b>					<b>\$1,830,000.00</b>
<b>During Construction:</b>					
Construction Management (10%)					<b>\$183,000.00</b>
Construction Contingency (10%)					<b>\$183,000.00</b>
<b>TOTAL WITH SOFT COSTS</b>					<b>\$2,196,000.00</b>

**ATTACHMENT 4**  
**SUBRECIPIENT PROJECT SCHEDULE**

Work	Number of weeks
Preparation of Bid Documents	2
Release/Issuance of Bid Documents	4
<b>Phase 1 (Emergency Work Phase):</b>	
Exterior & Interior Field Review (Site)	Completed
Prepare Background Drawings	Completed
Architectural Construction Documents	Completed
Structural Engineering	Completed
City Processing	Completed
Plan Check Comments	Completed
Permit Issuance	Completed
<b>Remediation/Demo</b>	
HazMat Remediation	Completed
Roof Demolition/Tear-Off	Completed
<b>Construction</b>	
Installation of a new TPO (Thermoplastic Polyolefin) single-ply white roofing membrane, designed to support future installation of solar panels and fire sprinklerse. Reinstall all HVAC units and existing or new insulated ductwork	Completed
<b>Phase 2 (Main Building, Main Areas)</b>	
ADA Site Review / Preparation of Report	Completed
ADA Upgrade Drawings (Solutions)	Completed
Structural Engineering Evaluation	Completed
Electrical Engineering	Completed
Prepare Schematic Design (SD) ADE Plans	Completed
Prepare Design Development (DD) ADE Plans	4
Preparation of Bid Documents	2
Release/Issuance of Bid Documents	4
Contract Agreement/Processing CONTINGENT UPON NTP	4
Prepare Construction Documentation (CD) Plans	2
City Plan Check	2
Review and Respond to Plan Check Comments	2
City Re-Check	

Permit Issuance	4
Demo and prep	4
Seismic and Structural upgrades.	6
Energy compliance - Title 24. This includes installation of HVAC equipment and power infrastructure, including conduit for solar and batteries. Replace plumbing fixtures with low-flow. Electrical outlets and switches. Replace exterior doors and windows. This is triggered by Title 24 energy compliance. Commercial storefront for large windows. Commercial grade windows for all others.	6
Even though functional fire sprinklers are not required at this time. It is important to get the sprinkler infrastructure installed before installation of anything else in the ceiling, so this needs to be done before installation of lighting and banquet/foyer ceilings. Acoustic ceilings. Patch and paint.	4
Accessibility. This includes access to the building from the street to the front door (ramp and sidewalk).	4
	48
Total - PHASE 2	

**ATTACHMENT 5**  
**DUPLICATION OF BENEFITS (DOB)**

## DUPLICATION OF BENEFITS AFFIDAVIT

### INSTRUCTIONS

The affidavit is divided into three (3) components:

1. Disaster recovery assistance, insurance, and/or other assistance received
2. Attachments
3. Signature(s)

Read each component in full and provide the accurate information.

### Part 1. Duplication of Benefits Affidavit

This affidavit must be completed by all applicant(s) that have applied for and/or received any assistance from the CDBG-DR funded State of California 2017 DR-Infrastructure Program being offered by the California Department of Housing and Community Development (HCD) OR from the CDBG-MIT funded State of California 2017 MIT Resilient Infrastructure Program being offered by the California Department of Housing and Community Development (HCD). The information within this affidavit will provide the California Department of Housing and Community Development (HCD) with vital information for processing the application required by the Stafford Act Section 312 on Duplication of Benefits.

In the table below, indicate with an "X" the program(s) for which you are applying AND any program you have received funds from. Also state the purpose of the assistance and current status of the funds.

Source	Purpose of Assistance <i>Ex: Rehabilitation &amp; improvements of roads</i>	Current Status of Funds <i>Ex: Obligated from FEMA, Pending Approval, etc.</i>	Amount Received (\$)
<input type="checkbox"/> Insurance			
<input type="checkbox"/> FEMA Public Assistance (PA)			
<input type="checkbox"/> FEMA Hazard Mitigation Grant Program (HMGP)			
<input type="checkbox"/> CARES Act / American Rescue Plan Act			
<input type="checkbox"/> U.S. Army Corps of Engineers			
<input type="checkbox"/> State of California			
<input type="checkbox"/> Utility Settlement			
<input type="checkbox"/> Budgeted Local Funds			
<input type="checkbox"/> Other: _____			

Part 2. Attachments

Attached to this affidavit are copies of any and all acceptable document for each of the above referenced sources of funds identified as a result of the October 2017 and December 2017 fires, mudflows, and debris flows identified as presidentially declared disasters, DR-4344 and DR-4353.

Part 3. Signature

I certify that the information provided in this questionnaire is true and accurate to the best of my knowledge. I understand that if this information is not correct, it may affect the amount of any funds I may receive or may lead to the recapture of disbursed funds by HCD and/or HUD.

Christy Madden
Applicant Printed Name

[Handwritten Signature]
Applicant Signature

Dated this the 10 day of January, 2022. SUBSCRIBED AND SWORN TO before me, by the above-named Affiant

this, the 10 day of January, 2022, to certify which witness my hand and official seal.

[Handwritten Signature]
Signature of Notary

Cat. M. Arguelles
Notary Public State of California - Printed Name

March 4, 2025
Date Notary's Commission Expires



NOTARY SEAL

WARNING: The information provided on this form is subject to verification by the State of California and the U.S. Department of Housing and Urban Development (HUD) at any time. Title 18, Section 1001 of the U.S. Code states that knowingly and willingly making a false or fraudulent statement to a department of the United States Government can result in termination of assistance and civil and criminal penalties.

**ATTACHMENT 6**  
**AUTHORITY TO USE GRANT FUNDS (AUGF)**

**Authority to Use  
Grant Funds**

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


County of Ventura  
17-MITRIP-17010-00016-Am.1  
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<b>To:</b> (name & address of Grant Recipient & name & title of Chief Executive Officer)	<b>Copy To:</b> (name & address of SubRecipient)
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We received your Request for Release of Funds and Certification, form HUD-7015.15 on

Your Request was for HUD/State Identification Number

All objections, if received, have been considered. And the minimum waiting period has transpired.  
You are hereby authorized to use funds provided to you under the above HUD/State Identification Number.  
File this form for proper record keeping, audit, and inspection purposes.

Typed Name of Authorizing Officer  Title of Authorizing Officer 17-MITRIP-17010-00016-Am.1 NOI Date: 11/02/2020 Approved Date: 4/18/2021 Amendmend Date: 1/8/2026	Signature of Authorizing Officer X 	Date (mm/dd/yyyy)
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**Contamination and Toxic Substances**

Prior to performing any work with the potential to disturb materials that may contain asbestos and/or lead-based paint, relevant areas will be assessed for the presence of these materials by a certified inspector. If found, appropriate abatement and mitigation measures will be defined and incorporated into the construction work. If it is determined the buildings will be occupied more than 4 hours per day, further steps must be taken to ensure compliance with HUD's new radon policy per Notice CPD-23-103.