

**EXHIBIT F**  
**NOTICE TO PROCEED**

**Partridge and Telephone Generator**

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: Partridge and Telephone Generator

Project Location: Ventura-Oxnard, CA

Partridge: 34.2686872, -119.2071136, Telephone: 34.2588919, -  
119.2380375

Project Description: Emergency Backup Generator for two County of Ventura Human Services Agency facilities

Grants Network Unique Identifier (Contract Number): 17-MITRIP-17010-00015

The CDBG-MIT Eligible Activity(ies):

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

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

- Urgent Need Mitigation

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

- Total beneficiaries: 829,015
- Total low/mod beneficiaries: 357,035

**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: \$2,328,013.00.

Activity Costs (Project Costs): \$1,790,778.00

Activity Delivery Costs: \$537,235.00

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:



\_\_\_\_\_

California Department of Housing and Community Development

Date

Juliette Axt, Section Chief  
Signatory Name and Title

2/3/26

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 - 2

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**Profile**

Community.Development@ventura.org

**Record Title**

Ventura County - MIT-RIP - 2

**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**

Emergency backup generators will be installed at two County of Ventura Human Services Agency facilities: "Partridge" and "Telephone." The scope of work at each facility will include: Planning, contract development, request for proposal and vendor selection, mobilization, site prep, trenching, foundation and conduit, enclosure construction, generator install, electrical installation and connection to main building, final items/punch list, cleanup, and project closeout.

**Project Timeline**

HSA Generators - Work Timeline.pdf

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 Human Services Agency (HSA) serves more than 225,000 unique individuals at any given time through basic needs programs including Medi-Cal (health coverage), CalFresh (assistance with purchasing groceries) and CalWORKs (cash assistance and employment services), as well as homeless services, veteran services, in-home supportive services, and protective services for vulnerable children and adults.

HSA administers these services through main hubs in the cities of Ventura (administrative headquarters at 855 Partridge Drive and client service center at 4651 Telephone Road).

HSA's largest program is Medi-Cal, which serves some 225,000 low-income individuals and families with an average household size of two. Most of those who qualify for Medi-Cal have monthly incomes at or below 138% of the federal poverty level (i.e., a maximum income of approximately \$1,983/month or \$23,796/year for a family of two) compared to 50% AMI for a two-person household (\$45,200/year) or 80% AMI for a two-person household (\$72,300/year). A relatively small percentage of clients may qualify for special Medi-Cal benefits designed for those who are elderly, blind and/or have disabilities with incomes above 138% of the federal poverty level. Because income is an eligibility factor for participating in the Medi-Cal program, data and documentation regarding income are collected from all applicants, verified against state and/or federal databases, and stored in HSA's eligibility determination and electronic case management systems.

HSA's second largest program is CalFresh, which serves some 65,000 low-income individuals and families with an average household size of two. Most of those who qualify for CalFresh have monthly incomes at or below 130% of the federal poverty level (i.e., a maximum income of approximately \$1,832/month or \$21,984/year for a family of two) compared to 50% AMI for a two-person household (\$45,200/year) or 80% AMI for a two-person household (\$72,300/year). A relatively small percentage of clients may qualify for special CalFresh benefits designed for those who are elderly, blind and/or have disabilities with incomes above 130% of the federal poverty level. Because income is an eligibility factor for participating in the CalFresh program, data and documentation regarding income are collected from all applicants, and verified against state and/or federal databases, and stored in HSA's eligibility determination and electronic case management systems.

Installing emergency generators at these key HSA sites will help ensure the continuation of essential services and health, food and cash benefits to low-income individuals and families, which becomes even more critical during disaster events that tend to have disproportionately negative impacts on community members with low incomes.

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**

Ventura-Oxnard

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

Partridge: 34.2686872,-119.2071136; Telephone: 34.2588919,-119.2380375

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

**Upload Project Location Map**

HSA Generators - Locations Map.pdf

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

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

HSA Generators - 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**

HSA Generators - 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?**

Urgent Need Mitigation 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).

**Explain how the MIT-RIP proposed project meets the Urgent Need Mitigation National Objective**

It is the unfortunate reality that in a time of disaster, services provided through the Human Services Agency become that much more vital to the resiliency and recovery of a community. After disasters, especially those that impact infrastructure to large areas resulting in power outages both short- and long-term, there can be an increase in job instability, housing insecurity, and difficulty accessing basic needs. Vulnerable groups also experience the impacts of a disaster disproportionately and may require additional assistance to recover. Programs through the Human Services Agency provide direct assistance to those experiencing challenges in maintaining or achieving self-sufficiency and safety for themselves and family members. In order to be present for these impacted groups during especially difficult times of crisis and disaster, we must be able to continue operations even when County buildings are similarly impacted by a disaster. Also, in times of crisis, the Human Services Agency is often in a position to connect community members to disaster-specific supplemental benefits with expanded eligibility criteria, such as Disaster CalFresh. These time-limited disaster-related benefits further improves the recovery of households and overall local resiliency. Generators would help ensure that services are able to be offered to continuing and new clients needing social services. Through this continuation of services made possible by generators, we can offer program assistance to all community members regardless of their home zip code and support for the health, wellness, and economic resiliency of the entire local area.

Help Text: Describe how project benefits are quantified for the Urgent Need Mitigation National Objective

Help Text: Upload the Urgent Need Mitigation National Objective Documentation

**Upload quantitative data showing how the project meets the Urgent Need Mitigation National Objective**

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

256,816

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

256,816

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

100.00

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

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

HSA Generators - 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**

\$1,790,778

Help Text: Provide the project cost requested from HCD

**Activity Delivery Cost Amount Requested**

\$537,235

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**

\$2,328,013

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**

Activity costs derived from proposals from installation contractors, adjusted for inflation and materials increases. Activity Delivery Cost estimates are based on prior experience with similar types of projects.

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

HSA Generators - Quotes.pdf

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 03P, Public Facilities and Improvements: Health Facilities.

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)?**

Generator will provide power to facility in the event of an SCE outage, maintaining the operation of critical services. The generator will ensure the County is able to communicate with and continue to provide the most essential critical services to the community's most at risk populations.

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

Generators allow for continuity of services for clients at these buildings (256,816 currently - of which 100.0% are LMI). "Traffic" log data (services provided to clients at each location) will quantify how many individuals/households receive services at a building. This will demonstrate how many people would otherwise be displaced in their attempt to connect with services.

**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?**

The funds used to install this generator will be used directly for the HSA services that are currently provided to the at-risk populations that need said services, and to accommodate any increase in usage due to an emergency situation. Because the install is only for the generator to maintain these services during disaster there is little to no anticipated environmental justice impacts for the community surrounding the facility when the generator is not in use, and any disruption will be mitigated by the construction designed to house the generator. In addition, any environmental justice impact would be offset by the value that continuation of services provide to the at-risk populations in need of those services during disaster.

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 risk was not being able to provide continuity of services at these main locations. The generators now mitigate that risk extensively. The generators will allow for continuity of services to the LMI clients at these buildings (256,816 currently - of which 100.0% are LMI). Traffic log data will demonstrate the number of services that were able to be provided when they otherwise may not have been or would have been made harder for the client to receive by being redirected elsewhere.

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**

HSA Generators - Activity Beneficiary Form.docx

**Upload Proposed Operations and Maintenance Plan**

HSA Generators - O&M Plan.docx

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

**Further Supporting Documentation**

**Average Score**

0.00

## Budget Worksheet

Please complete the Budget Worksheet for your jurisdiction's entire project. The project budget should be broken out between Activity and Activity Delivery. Please complete your requested Activity Delivery budget using the "Activity Delivery" field. Add the remainder of your project budget in the "Activity" field. Include as much detail and as many line items as possible in your Activity Delivery budget. The detailed line items will be used by the Department to assess allocability, eligibility, and the reasonableness of the Activity Delivery project budget requested for MIT-RIP. Activity Delivery costs include, but are not limited to: staff time to develop the project solicitation and application materials, staff time to underwrite projects, staff time to prepare the environmental review record, and engineering, architectural and design costs related to a specific project. Please leave the "General Administration" field blank. General Administration is not included in the allocation.

**Have you completed and submitted your Budget Worksheet?**

Yes

You must complete your Budget Worksheet. Submitting an incomplete budget will result in the return of your application.

**View Budget Worksheet**

<https://portal.ecivis.com/peerBudget/58C4EA60-55CA-49E4-BCBC-9DBE2CA0C10B>

## Project Goals

Please complete the Goals Worksheet for this project. These are only proposed goals for the project. Upon construction completion, actual accomplishments and beneficiaries must be reported.

**Have you completed and submitted your Goals Worksheet?**

You must complete your Goals Worksheet. Submitting an incomplete Goals Worksheet will result in the return of your application.

**View Application Goals**

<https://portal.ecivis.com/peerGoals/7B87B358-13DC-4878-BDFF-9C5F4FCD88BC>

**# of Reviews**

3

**# of Denials**

0

**File Upload**

**File Upload**

**File Upload**

**File Upload**

**File Upload**

**Applications: File Attachments**

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**Project Timeline**

HSA Generators - Work Timeline.pdf

**Upload Project Location Map**

HSA Generators - Locations Map.pdf

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

HSA Generators - Geographical Map.pdf

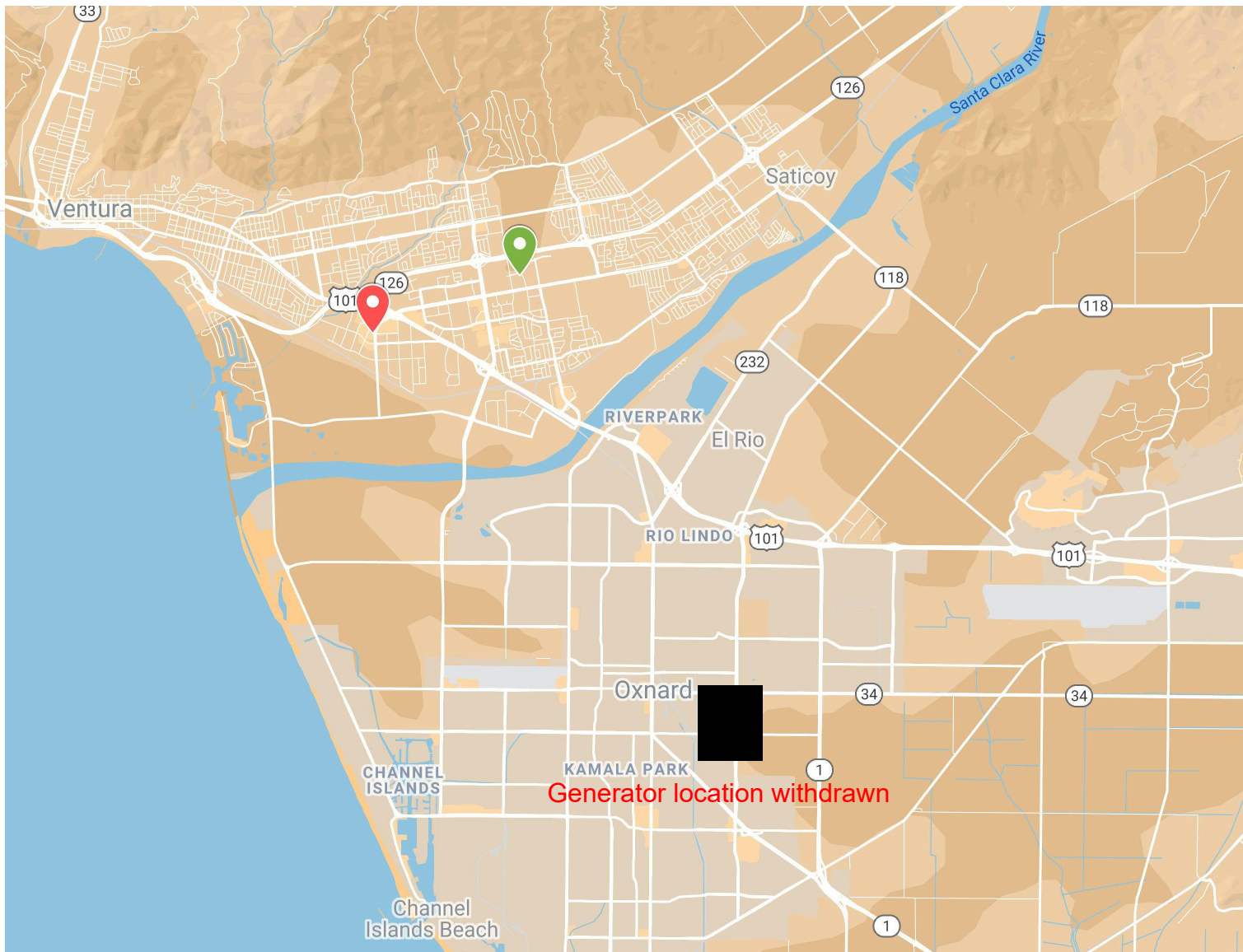
**Upload Project Service Area Benefit Map**

HSA Generators - Service Area Map.pdf

# Ventura County HSA Location Map

HSA Combined Locations Map

- 855 Partridge Dr
- 4651 Telephone Rd

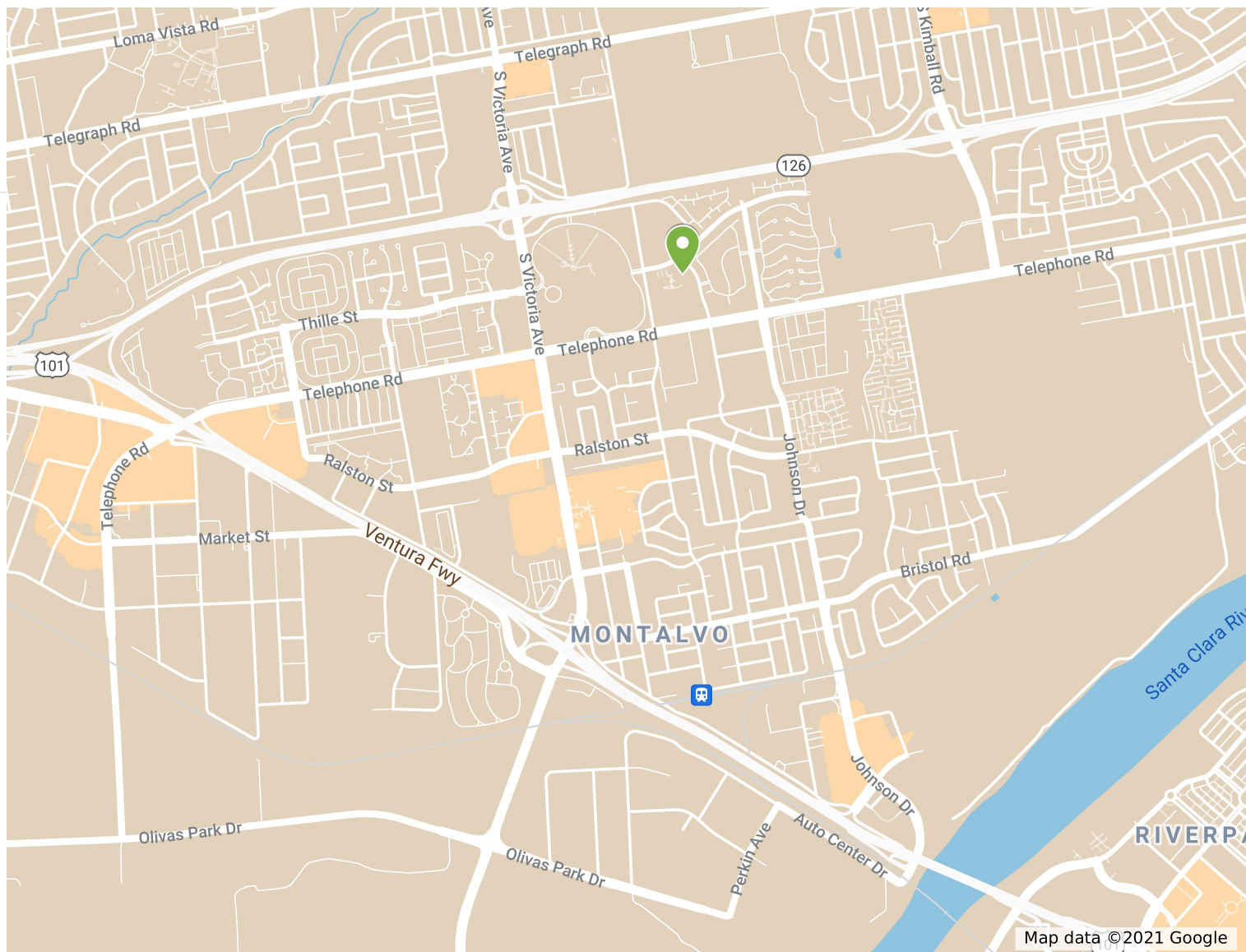


# Ventura County HSA Location Map

Partridge



855 Partridge Dr, Ventura, CA  
93003



Map data ©2021 Google

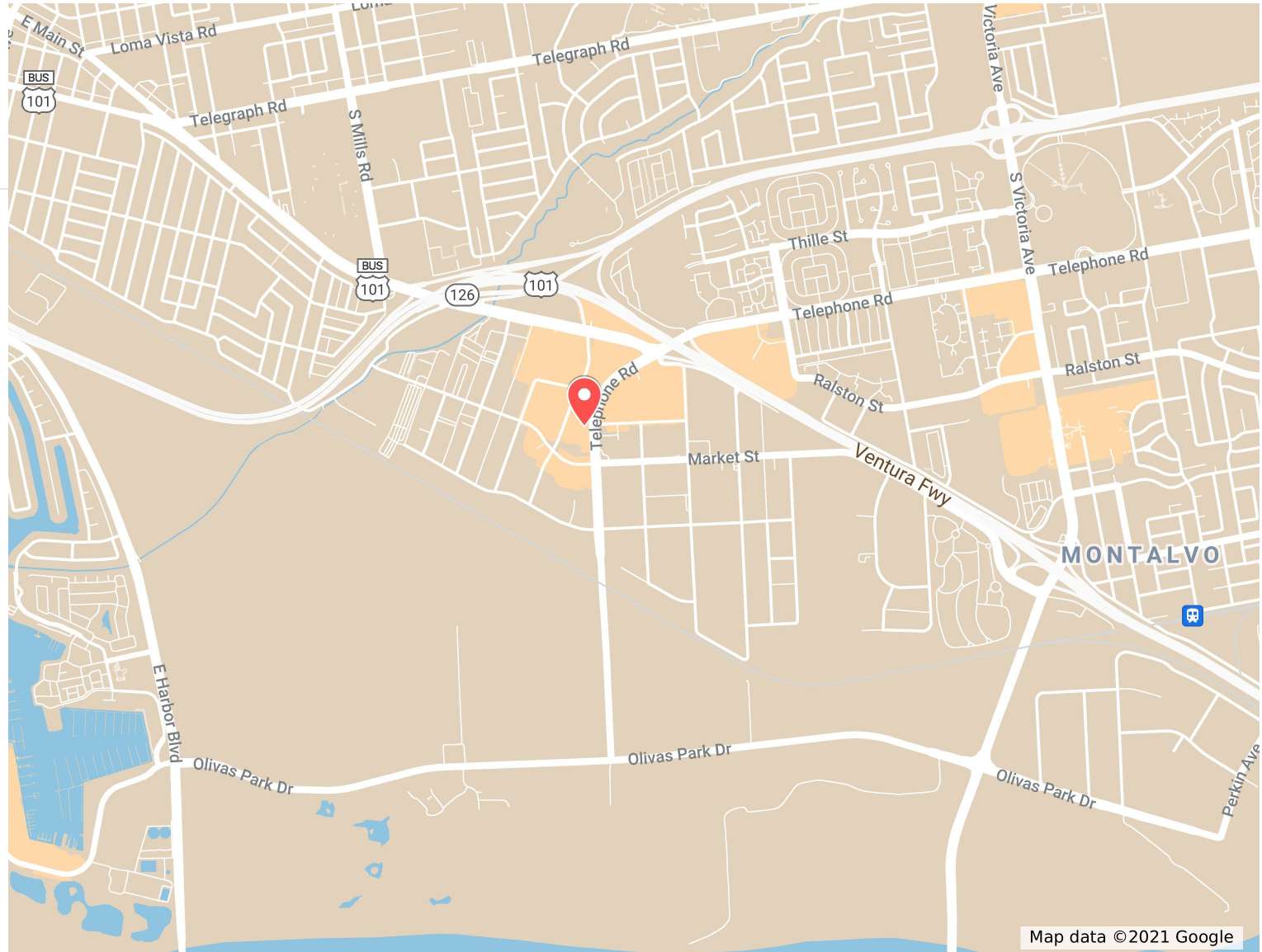
17-MITRIP-17010-00015-Am.1  
NOI Date: 11/02/2020  
Approved Date: 4/13/2021  
Amendmend Date: 12/12/2025

# Ventura County HSA Location Map

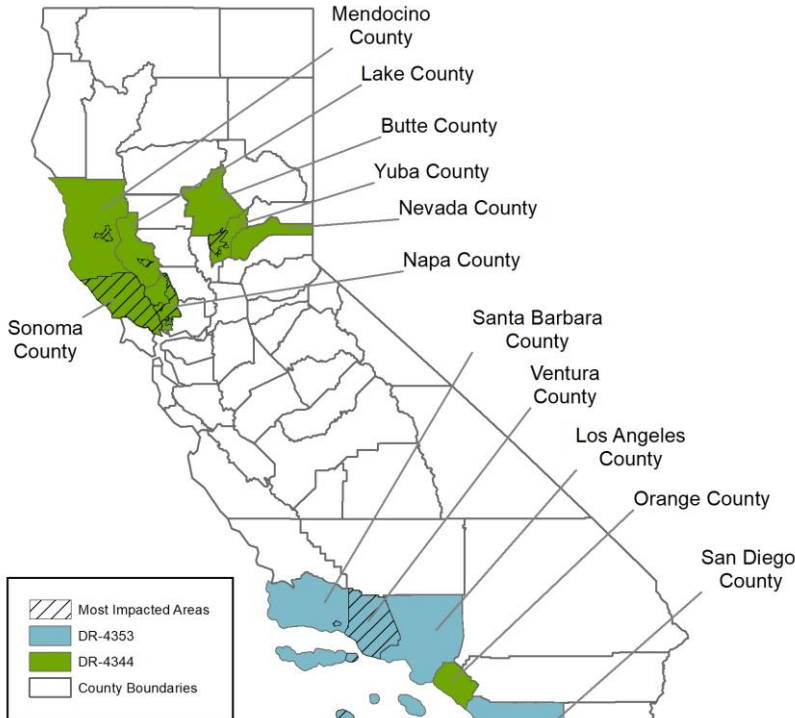
Telephone



4651 Telephone Rd, Ventura,  
CA 93003



17-MITRIP-17010-00015-Am.1  
NOI Date: 11/02/2020  
Approved Date: 4/13/2021  
Amendmend Date: 12/12/2025



17-MITRIP-17010-00015-Am.1

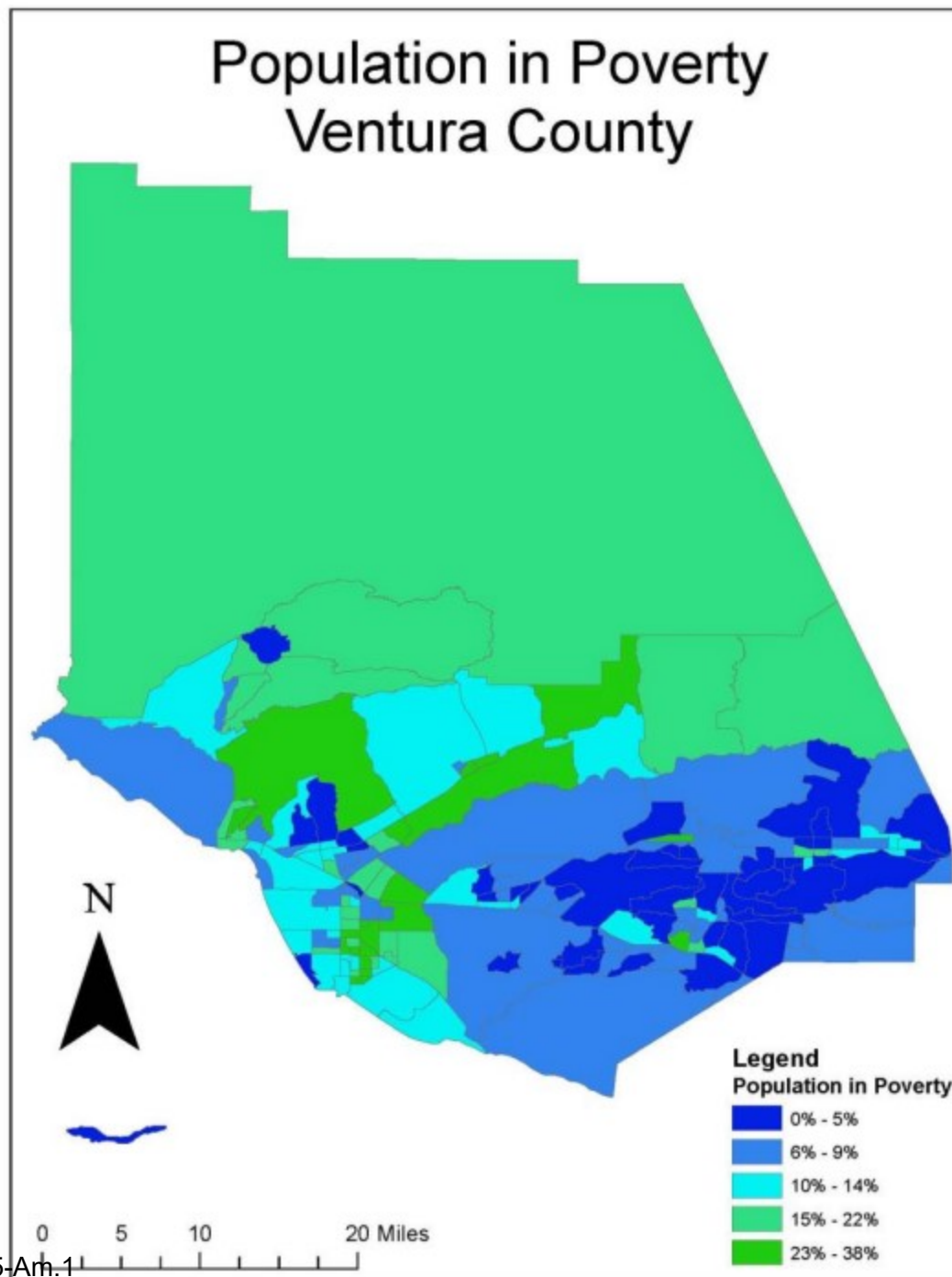
Date: 11/02/2020

Approved Date: 4/13/2021

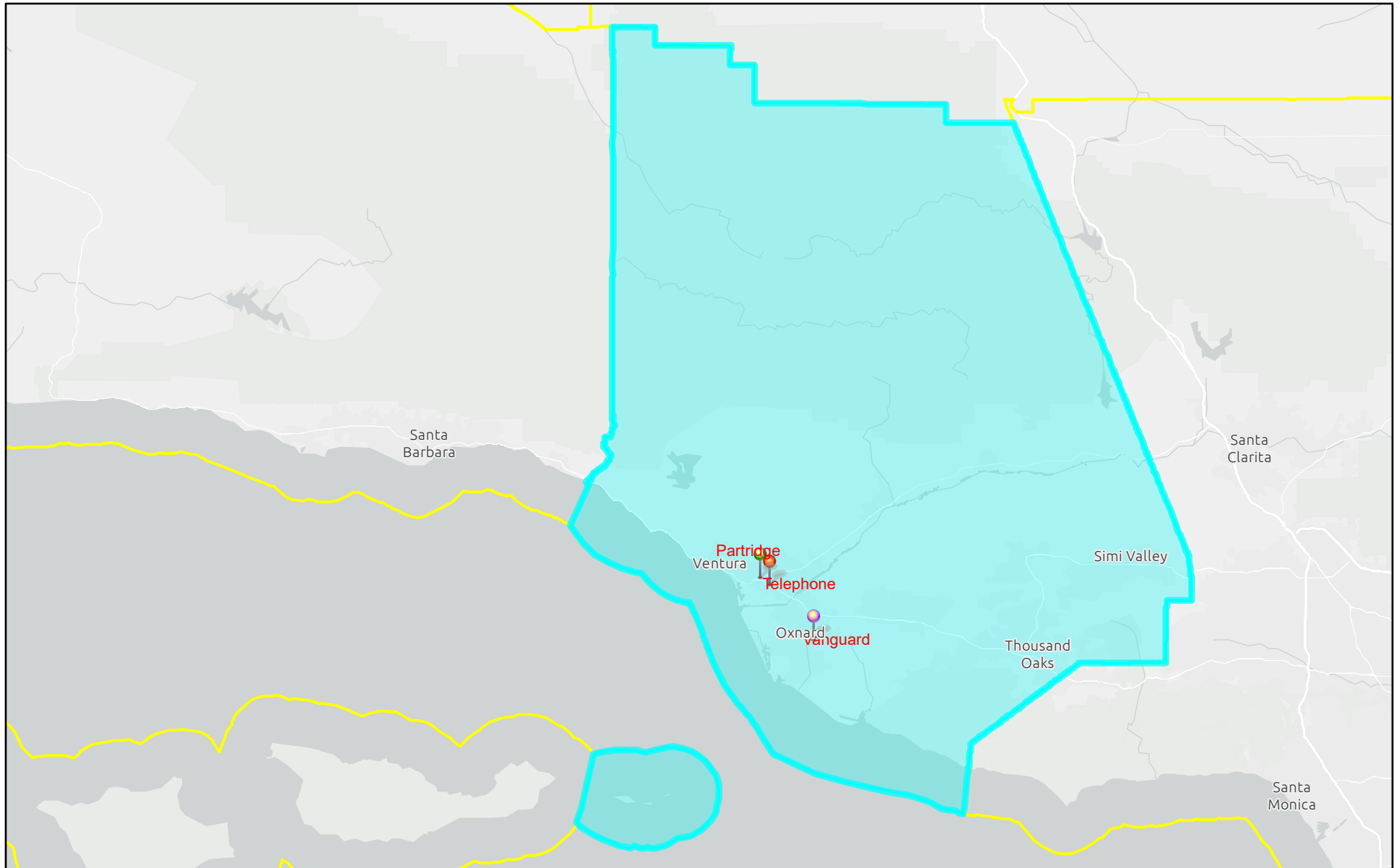
Amendmend Date: 12/12/2025




Most Impacted and Distressed Areas	
17-MITRIP-17010-00015-Am.1 Page 16 of 32 County of Ventura Sonoma County 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	DR-4354
Butte County Lake County Mendocino County Napa County Nevada County Orange County Sonoma County Yuba County	Los Angeles County San Diego County Santa Barbara County Ventura County



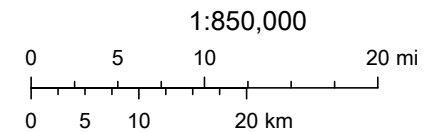
# Ventura County HSA Generators



12/1/2021, 12:39:10 PM

 LMISD by County  
17-MITRIP-17010-00015-Am.1  
NOI Date: 11/02/2020  
Approved Date: 4/13/2021  
Amendmend Date: 12/12/2025

Legend	
LOWMOD - 357035	
LOWMODUNIV - 829015	
SERVICE AREA LMI - 43.06738%	
Partridge - 34.2686872,-119.2071136	
Telephone - 34.2588919,-119.2380375	
Vanguard - 34.1870029,-119.1631491	



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 |

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

**WORK SCHEDULE INFORMATION**

County of Ventura

17-MITRIP-17010-00015-Am.1

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**14. PROJECT WORK SCHEDULE:**

The intent of the work schedule is to provide a realistic appraisal of the time and components required to complete the project.

- Describe each of the major work elements and milestones in the description section below.
- Project subapplication examples are: construction, architectural, design, engineering, inspection, testing, permits, project management, mobilization and de-mobilization.
- State the total timeframe anticipated for each of the work elements.
- State the total timeframe anticipated to complete the project.
- Work schedule must mirror SOW, budget and BCA.OPTIONAL:
- Provide the work schedule in GANTT chart form as supplemental documentation in the work schedule section of the binder Include this information as an example.

**WORK SCHEDULE EXAMPLE**

#	DESCRIPTION	TIMEFRAME
1.	Kick-off, 90% design meetings	3 months
2.	Final contract drawing development	5 months
3.	Open bids and award contract	4 months
4.	Construction – Mobilization	5 months
5.	Construction – Demolition	4 months
6.	Construction – Concrete and conduit work	2 months
7.	Construction – Trenching	2 weeks
8.	Construction – Utility relocation	4 months
9.	Construction – Electrical Installation	1 month
10.	Construction – Site Restoration	1 week
11.	Construction – Complete punch list	2 months
12.	Construction – Demobilization	1 week
13.	Project Close-out and record drawings	2 months
14.	Grant Close out	3 months
<b>TOTAL MONTHS:</b>		<b>36 months</b>



**TOTAL PROJECT DURATION (INCLUDING CLOSE-OUT) MUST NOT EXCEED A 36 MONTH PERIOD OF PERFORMANCE (POP).**

#	DESCRIPTION	TIMEFRAME
1.	Project Planning	31 Days
2.	RFP and Vendor Selection	123 Days
3.	Contract Development	92 Days
4.	Construction - Mobilization	7 Days
5.	Construction - Site prep and asphalt removal	7 Days
6.	Construction - Trenching	7 Days
7.	Construction - Foundation and Conduit	7 Days
8.	Construction - Enclosure Construction	14 Days
9.	Construction - Generator Installation	14 Days
10.	Construction - Electrical installation and connection to main building	7 Days
11.	Construction - Final Items / Punch List	7 Days

17-MITRIP-17010-00015-Am.1

NOI Date: 11/02/2020

Approved Date: 4/13/2021

Amendmend Date: 12/12/2025

12.	Construction - Cleanup	Page 21 of 32 24 Days
13.		
14.		
15.		
16.		
17.		
18.	Project Close-out	14 Days
19.	<b>STANDARD VALUE (DO NOT CHANGE)</b> Grant Close-out	3 months
<b>TOTAL MONTHS:</b>		<b>14</b>

If more lines are needed than provided, indicate the title of document in box 1 and attach a separate work schedule in the schedule section of binder.

**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 - 2  
**Org Name:**  
**Award/Contract Number:** 17-MIT-RIP-17010-00015 (Archived)  
**Stage:** Awarded

**Report Date:** 12/10/2025  
**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>										
Contract - Construction Partridge Generator										
	Exterior improvements	Exterior improvements	1	\$17,857.00	\$17,857.00	\$17,857.00	\$0.00		\$0.00	Direct Cost
	New generator set	New generator set	1	\$146,358.00	\$146,358.00	\$146,358.00	\$0.00		\$0.00	Direct Cost
	Other electrical work	Other electrical work	1	\$138,212.00	\$138,212.00	\$138,212.00	\$0.00		\$0.00	Direct Cost
	General conditions/general requirements	General conditions/general requirements	1	\$37,803.00	\$37,803.00	\$37,803.00	\$0.00		\$0.00	Direct Cost
	Estimate/Design contingency	Estimate/Design contingency	1	\$51,034.00	\$51,034.00	\$51,034.00	\$0.00		\$0.00	Direct Cost
	Escalation	Escalation	1	\$15,104.00	\$15,104.00	\$15,104.00	\$0.00		\$0.00	Direct Cost
	Geographical factor	Geographical factor	1	\$12,191.00	\$12,191.00	\$12,191.00	\$0.00		\$0.00	Direct Cost
	Bonds and insurance	Bonds and insurance	1	\$8,371.00	\$8,371.00	\$8,371.00	\$0.00		\$0.00	Direct Cost
	Contractor's fee	Contractor's fee	1	\$27,751.00	\$27,751.00	\$27,751.00	\$0.00		\$0.00	Direct Cost
Contract - Construction Telephone Generator										
	Generator Pad	Generator Pad	1	\$8,588.00	\$8,588.00	\$8,588.00	\$0.00		\$0.00	Direct Cost
	MSA & ATS Pads	MSA & ATS Pads	1	\$3,075.00	\$3,075.00	\$3,075.00	\$0.00		\$0.00	Direct Cost
	Fencing	Fencing	1	\$17,632.00	\$17,632.00	\$17,632.00	\$0.00		\$0.00	Direct Cost
	Misc. Exterior Improvements	Misc. Exterior Improvements	1	\$2,550.00	\$2,550.00	\$2,550.00	\$0.00		\$0.00	Direct Cost
	Secondary Power Service	Secondary Power Service	1	\$8,000.00	\$8,000.00	\$8,000.00	\$0.00		\$0.00	Direct Cost
	Main Switchboard "MSA"	Main Switchboard "MSA"	1	\$103,210.00	\$103,210.00	\$103,210.00	\$0.00		\$0.00	Direct Cost
	New GENSET & ATS	New GENSET & ATS	1	\$246,390.00	\$246,390.00	\$246,390.00	\$0.00		\$0.00	Direct Cost
	GENSET Grounding	GENSET Grounding	1	\$2,559.00	\$2,559.00	\$2,559.00	\$0.00		\$0.00	Direct Cost
	MSA-ATS-GENSET Feeder	MSA-ATS-GENSET Feeder	1	\$25,351.00	\$25,351.00	\$25,351.00	\$0.00		\$0.00	Direct Cost
	MSA-Intercept Pullbox Feeder	MSA-Intercept Pullbox Feeder	1	\$48,208.00	\$48,208.00	\$48,208.00	\$0.00		\$0.00	Direct Cost
	GENSET Controls	GENSET Controls	1	\$10,975.00	\$10,975.00	\$10,975.00	\$0.00		\$0.00	Direct Cost
	Ductbank	Ductbank	1	\$9,948.00	\$9,948.00	\$9,948.00	\$0.00		\$0.00	Direct Cost
	Miscellaneous	Miscellaneous	1	\$39,440.00	\$39,440.00	\$39,440.00	\$0.00		\$0.00	Direct Cost
	General Conditions/General Requirements (12.50%)	General Conditions/General Requirements (12.50%)	1	\$65,741.00	\$65,741.00	\$65,741.00	\$0.00		\$0.00	Direct Cost
	Estimate/Design Contingency (15.00%)	Estimate/Design Contingency (15.00%)	1	\$88,750.00	\$88,750.00	\$88,750.00	\$0.00		\$0.00	Direct Cost
	Escalation (to midpoint) (2.95%)	Escalation (to midpoint) (2.95%)	1	\$20,092.00	\$20,092.00	\$20,092.00	\$0.00		\$0.00	Direct Cost
	Geographical Factor (Los Angeles to Ventura County) (3.00%)	Geographical Factor (Los Angeles to Ventura County) (3.00%)	1	\$21,015.00	\$21,015.00	\$21,015.00	\$0.00		\$0.00	Direct Cost

	Bonds & Insurance (2.00%)	Bonds & Insurance (2.00%)	1	\$14,431.00	\$14,431.00	\$14,431.00	\$0.00	\$0.00	Direct Cost
	Contractor's Fee (6.50%)	Contractor's Fee (6.50%)	1	\$47,837.00	\$47,837.00	\$47,837.00	\$0.00	\$0.00	Direct Cost
<b>Escalation and Contingencies - Partridge</b>									
	Escalation	2 years at 7.5% each year	1	\$68,202.00	\$68,202.00	\$68,202.00	\$0.00	\$0.00	Direct Cost
	Contingency	5%	1	\$26,144.00	\$26,144.00	\$26,144.00	\$0.00	\$0.00	Direct Cost
	Other	Excess allocation contingency/set-aside	1	\$82,362.00	\$82,362.00	\$82,362.00	\$0.00	\$0.00	Direct Cost
<b>Escalation and Contingencies - Telephone</b>									
	Escalation	3 years at 7.5% each year	1	\$176,353.00	\$176,353.00	\$176,353.00	\$0.00	\$0.00	Direct Cost
	Contingency	5%	1	\$48,007.00	\$48,007.00	\$48,007.00	\$0.00	\$0.00	Direct Cost
	Other	Excess allocation contingency/set-aside	1	\$151,237.00	\$151,237.00	\$151,237.00	\$0.00	\$0.00	Direct Cost
<b>Activity Total</b>			<b>34</b>	<b>\$1,790,778.00</b>	<b>\$1,790,778.00</b>	<b>\$1,790,778.00</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>									
<b>Partridge ADCs</b>									
	Consultant-Environmental Review	Environmental Review consultant - NEPA/CEQA	1	\$31,569.00	\$31,569.00	\$31,569.00	\$0.00	\$0.00	Direct Cost
	Contract-Design Consultant	Design consultant - course of construction administration	1	\$50,511.00	\$50,511.00	\$50,511.00	\$0.00	\$0.00	Direct Cost
	Contract-Project Manager	Consultant - Project Manager	1	\$63,139.00	\$63,139.00	\$63,139.00	\$0.00	\$0.00	Direct Cost
	County Staff	County Staff-MTDC	1	\$17,679.00	\$17,679.00	\$17,679.00	\$0.00	\$0.00	Direct Cost
	County Staff	County Staff-Indirect Costs	1	\$7,577.00	\$7,577.00	\$7,577.00	\$0.00	\$0.00	Direct Cost
	Permits and Inspections	Permits and Inspections	1	\$18,942.00	\$18,942.00	\$18,942.00	\$0.00	\$0.00	Direct Cost
<b>Telephone ADCs</b>									
	Consultant-Environmental Review	Environmental Review consultant - NEPA/CEQA	1	\$57,970.00	\$57,970.00	\$57,970.00	\$0.00	\$0.00	Direct Cost
	Contract-Design Consultant	Design consultant - course of construction administration	1	\$92,751.00	\$92,751.00	\$92,751.00	\$0.00	\$0.00	Direct Cost
	Contract-Project Manager	Consultant - Project Manager	1	\$115,939.00	\$115,939.00	\$115,939.00	\$0.00	\$0.00	Direct Cost
	County Staff	County Staff-MTDC	1	\$32,463.00	\$32,463.00	\$32,463.00	\$0.00	\$0.00	Direct Cost
	County Staff	County Staff-Indirect Costs	1	\$13,913.00	\$13,913.00	\$13,913.00	\$0.00	\$0.00	Direct Cost
	Permits and Inspections	Permits and Inspections	1	\$34,782.00	\$34,782.00	\$34,782.00	\$0.00	\$0.00	Direct Cost
<b>Activity Delivery Total</b>			<b>12</b>	<b>\$537,235.00</b>	<b>\$537,235.00</b>	<b>\$537,235.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

<b>Other</b>										
Category	Title	Description	Units	Unit Cost	Extended Cost	Direct Cost	Indirect Cost	GL Account	Cost Share	Type
<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>\$0.00</b>	

<b>Grant Total</b>			<b>46</b>	<b>\$2,328,013.00</b>	<b>\$2,328,013.00</b>	<b>\$2,328,013.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
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**ATTACHMENT 3**  
**TOTAL ACTIVITY BUDGET WORKSHEET**

### 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 - 2  
**Org Name:**  
**Award/Contract Number:** 17-MIT-RIP-17010-00015 (Archived)  
**Stage:** Awarded

**Report Date:** 12/10/2025  
**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>										
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	Exterior improvements	Exterior improvements	1	\$17,857.00	\$17,857.00	\$17,857.00	\$0.00		\$0.00	Direct Cost
	New generator set	New generator set	1	\$146,358.00	\$146,358.00	\$146,358.00	\$0.00		\$0.00	Direct Cost
	Other electrical work	Other electrical work	1	\$138,212.00	\$138,212.00	\$138,212.00	\$0.00		\$0.00	Direct Cost
	General conditions/general requirements	General conditions/general requirements	1	\$37,803.00	\$37,803.00	\$37,803.00	\$0.00		\$0.00	Direct Cost
	Estimate/Design contingency	Estimate/Design contingency	1	\$51,034.00	\$51,034.00	\$51,034.00	\$0.00		\$0.00	Direct Cost
	Escalation	Escalation	1	\$15,104.00	\$15,104.00	\$15,104.00	\$0.00		\$0.00	Direct Cost
	Geographical factor	Geographical factor	1	\$12,191.00	\$12,191.00	\$12,191.00	\$0.00		\$0.00	Direct Cost
	Bonds and insurance	Bonds and insurance	1	\$8,371.00	\$8,371.00	\$8,371.00	\$0.00		\$0.00	Direct Cost
	Contractor's fee	Contractor's fee	1	\$27,751.00	\$27,751.00	\$27,751.00	\$0.00		\$0.00	Direct Cost
Contract - Construction Telephone Generator										
	Generator Pad	Generator Pad	1	\$8,588.00	\$8,588.00	\$8,588.00	\$0.00		\$0.00	Direct Cost
	MSA & ATS Pads	MSA & ATS Pads	1	\$3,075.00	\$3,075.00	\$3,075.00	\$0.00		\$0.00	Direct Cost
	Fencing	Fencing	1	\$17,632.00	\$17,632.00	\$17,632.00	\$0.00		\$0.00	Direct Cost
	Misc. Exterior Improvements	Misc. Exterior Improvements	1	\$2,550.00	\$2,550.00	\$2,550.00	\$0.00		\$0.00	Direct Cost
	Secondary Power Service	Secondary Power Service	1	\$8,000.00	\$8,000.00	\$8,000.00	\$0.00		\$0.00	Direct Cost
	Main Switchboard "MSA"	Main Switchboard "MSA"	1	\$103,210.00	\$103,210.00	\$103,210.00	\$0.00		\$0.00	Direct Cost
	New GENSET & ATS	New GENSET & ATS	1	\$246,390.00	\$246,390.00	\$246,390.00	\$0.00		\$0.00	Direct Cost
	GENSET Grounding	GENSET Grounding	1	\$2,559.00	\$2,559.00	\$2,559.00	\$0.00		\$0.00	Direct Cost
	MSA-ATS-GENSET Feeder	MSA-ATS-GENSET Feeder	1	\$25,351.00	\$25,351.00	\$25,351.00	\$0.00		\$0.00	Direct Cost
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	Escalation (to midpoint) (2.95%)	Escalation (to midpoint) (2.95%)	1	\$20,092.00	\$20,092.00	\$20,092.00	\$0.00		\$0.00	Direct Cost
	Geographical Factor (Los Angeles to Ventura County) (3.00%)	Geographical Factor (Los Angeles to Ventura County) (3.00%)	1	\$21,015.00	\$21,015.00	\$21,015.00	\$0.00		\$0.00	Direct Cost

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	Contractor's Fee (6.50%)	Contractor's Fee (6.50%)	1	\$47,837.00	\$47,837.00	\$47,837.00	\$0.00	\$0.00	Direct Cost
<b>Escalation and Contingencies - Partridge</b>									
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<b>Escalation and Contingencies - Telephone</b>									
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	Other	Excess allocation contingency/set-aside	1	\$151,237.00	\$151,237.00	\$151,237.00	\$0.00	\$0.00	Direct Cost
<b>Activity Total</b>			<b>34</b>	<b>\$1,790,778.00</b>	<b>\$1,790,778.00</b>	<b>\$1,790,778.00</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>									
<b>Partridge ADCs</b>									
	Consultant-Environmental Review	Environmental Review consultant - NEPA/CEQA	1	\$31,569.00	\$31,569.00	\$31,569.00	\$0.00	\$0.00	Direct Cost
	Contract-Design Consultant	Design consultant - course of construction administration	1	\$50,511.00	\$50,511.00	\$50,511.00	\$0.00	\$0.00	Direct Cost
	Contract-Project Manager	Consultant - Project Manager	1	\$63,139.00	\$63,139.00	\$63,139.00	\$0.00	\$0.00	Direct Cost
	County Staff	County Staff-MTDC	1	\$17,679.00	\$17,679.00	\$17,679.00	\$0.00	\$0.00	Direct Cost
	County Staff	County Staff-Indirect Costs	1	\$7,577.00	\$7,577.00	\$7,577.00	\$0.00	\$0.00	Direct Cost
	Permits and Inspections	Permits and Inspections	1	\$18,942.00	\$18,942.00	\$18,942.00	\$0.00	\$0.00	Direct Cost
<b>Telephone ADCs</b>									
	Consultant-Environmental Review	Environmental Review consultant - NEPA/CEQA	1	\$57,970.00	\$57,970.00	\$57,970.00	\$0.00	\$0.00	Direct Cost
	Contract-Design Consultant	Design consultant - course of construction administration	1	\$92,751.00	\$92,751.00	\$92,751.00	\$0.00	\$0.00	Direct Cost
	Contract-Project Manager	Consultant - Project Manager	1	\$115,939.00	\$115,939.00	\$115,939.00	\$0.00	\$0.00	Direct Cost
	County Staff	County Staff-MTDC	1	\$32,463.00	\$32,463.00	\$32,463.00	\$0.00	\$0.00	Direct Cost
	County Staff	County Staff-Indirect Costs	1	\$13,913.00	\$13,913.00	\$13,913.00	\$0.00	\$0.00	Direct Cost
	Permits and Inspections	Permits and Inspections	1	\$34,782.00	\$34,782.00	\$34,782.00	\$0.00	\$0.00	Direct Cost
<b>Activity Delivery Total</b>			<b>12</b>	<b>\$537,235.00</b>	<b>\$537,235.00</b>	<b>\$537,235.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

<b>Other</b>										
Category	Title	Description	Units	Unit Cost	Extended Cost	Direct Cost	Indirect Cost	GL Account	Cost Share	Type
<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>46</b>	<b>\$2,328,013.00</b>	<b>\$2,328,013.00</b>	<b>\$2,328,013.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
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**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

*Christy Madden*  
Applicant Signature

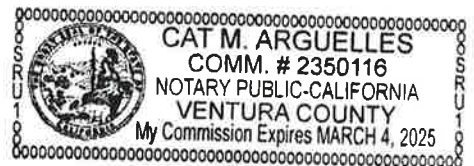
Dated this the 10 day of January 2022. SUBSCRIBED AND SWORN TO before me, by the above-named Affiant

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

*Cat M Arguelles*  
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-17010-00015-Am.1  
Page 32 of 32

**To:** (name & address of Grant Recipient & name & title of Chief Executive Officer)

**Copy To:** (name & address of SubRecipient)

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

Signature of Authorizing Officer

Date (mm/dd/yyyy)

Title of Authorizing Officer

17-MITRIP-17010-00015-Am.1

X



NOI Date: 11/02/2020

Previous approved Date: 4/13/2021

Amendmend Date: 12/12/2025

form **HUD-7015.16** (2/94)  
ref. Handbook 6513.01