

STANDARD AGREEMENT - AMENDMENT

SCO ID:

STD 213A (Rev. 4/2020)

☒ CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED 39 PAGES

AGREEMENT NUMBER	AMENDMENT NUMBER	Purchasing Authority Number
17-MITPPS-21008	1	

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
08/11/2022

THROUGH END DATE
8/31/2026

3. The maximum amount of this Agreement after this Amendment is:
\$102,506.00

4. The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:

Per Subrecipient request, the Department agrees to extend the contract expiration date an additional 14 months, from the original date of June 25, 2025 to the revised date of August 31, 2026. Exhibit A and F are hereby replaced by Exhibit A (Rev. 03/2025) and Exhibit F (Rev. 03/2025), attached hereto and made a part hereof.
All other terms and conditions shall remain the same.

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 1	CITY Camarillo	STATE CA	ZIP 93012
--	-------------------	-------------	--------------

PRINTED NAME OF PERSON SIGNING Eric Sternad	TITLE Executive Director
--	-----------------------------

CONTRACTOR AUTHORIZED SIGNATURE 	DATE SIGNED 6.3.25
---	-----------------------

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME
Department of Housing and Community Development

CONTRACTING AGENCY ADDRESS 651 Bannon Street, Suite 400	CITY Sacramento	STATE CA	ZIP 95811
--	--------------------	-------------	--------------

PRINTED NAME OF PERSON SIGNING Edona Evans	TITLE Contract Service Manager, Contract Services Section
---	--

CONTRACTING AGENCY AUTHORIZED SIGNATURE 	DATE SIGNED 6/12/2025
---	--------------------------

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

EXHIBIT A

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 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.

EXHIBIT A

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 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:

All grant funds must be expended at least ninety (90) calendar days prior to the Agreement expiration date. Time is of the essence with regard to the expenditure of funds by Subrecipient.

This Agreement will expire **on the date** set forth in section 2 of the STD **213A**.

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

EXHIBIT A

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, unless provided in writing by the Department. 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

EXHIBIT A

Division of Financial Assistance – MIT-PPS
P.O. Box 952054
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 F

ADDITIONAL PROVISIONS

VC Disaster Mitigation and Coordinated Community Response (Public Services)

1. Project Overview

See attached application below.

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

Urgent Need Mitigation (UNM)

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

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

EXHIBIT F

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

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, thereby reducing risk of loss and reducing impact for vulnerable populations by providing training for community-based organizations that build greater cultural responsiveness and knowledge of disaster response protocols.

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 new public services project related to disaster response and capacity building over the period of June 2022 to project closeout 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 public services project include, but are not limited to, the following:

Activity 1: VC VOAD Mitigation Trainings for VOAD member organizations (Training is designed to take place after VOAD's strategic planning activities described in CDBG MIT project: *VC Disaster Mitigation Planning and Coordinated Community Response (Planning)*)

Deliverable 1: Cultural competence training for VOAD members

Task: Review top areas for building capacity based on VOAD assessment and planning process.

Task 1: Develop RFP for needed training services

Task 2: Network staff and VOAD Executive Committee review proposals and select training services provider

Task 3: Confirm date and content for training

Task 4: Promote training opportunity to VOAD members

Task 5: Documentation of training materials and notes archived for all VOAD

EXHIBIT F

members and incoming new members

Deliverable 2: Capacity building/Training for VOAD members to develop Emergency Operations Plans/Continuity of Operations plans for their individual organizations

EXHIBIT F

Task 1: Hire emergency management consultant to lead training and technical assistance to VC VOAD organizations

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

Task 2: Develop application and criteria for training readiness in coordination with consultant and Advisory Committee

Task 3: Promote opportunity for training to VOAD member organizations

Task 4: Review applications and select a cohort of up to 10 VOAD member organizations to participate in training and technical assistance

Task 5: Consultant conducts intensive training workshops and one-on-one technical assistance for each participating agency.

Task 6: Document training for VOAD Resource archives.

Deliverables 3: Presentation and notes from Tabletop practice exercise in 2023 where VC VOAD members are presented with an emergency scenario and guided through a discussion of their roles during such an occurrence to refine updated VOAD response coordination plans.

VOAD has four General membership meetings a year. One meeting in 2023 will be devoted to a tabletop scenario.

Task 1: Network Director will develop scenario for tabletop drawing on existing FEMA and National VOAD templates customizing for Ventura County

Task 2: Network Director will create Tabletop Playbook for Facilitators and all Members in coordination with Committee leads

Task 3: Extend invitation VOAD contacts and provide prep materials to all that register

Task 4: Conduct tabletop practice exercise with VOAD members

Task 5: Document response activities discussed during tabletop exercise and action

EXHIBIT F

items/questions that came up.

EXHIBIT F

Deliverable 4: Presentation and notes from Tabletop practice exercise in 2024 where VC VOAD members are presented with an emergency scenario and guided through a discussion of their roles during such an occurrence to refine VOAD response coordination plans.

VOAD has four General membership meetings a year. One meeting in 2024 will be devoted to a tabletop scenario.

Task 1: Network Director will develop scenario for tabletop drawing on existing FEMA and National VOAD templates customizing for Ventura County

Task 2: Network Director will create Tabletop Playbook for Facilitators and all Members in coordination with Committee leads

Task 3: Extend invitation VOAD contacts and provide prep materials to all that register

Task 4: Conduct Tabletop exercise with VOAD members

Task 5: Document response activities discussed during tabletop exercise and action items/questions that came up.

Deliverable 5: Annual hazard mitigation educational presentation for VC VOAD members. (Three total - one per year for 2022, 2023, 2024)

VOAD General membership meetings take place four times a year. At least once a year a guest expert will speak to VOAD members about local disaster/emergency risks and mitigation techniques. Each year in 2022, 2023, 2024 the following sub-tasks will take place:

Task 1: Network staff and Advisory Committee identifies topics of greatest relevance to Ventura County preparedness priorities and needs (e.g. less is know about how to respond to tsunami or dam flood risks, or earthquakes)

Task 2: Develop a list of potential speakers for each topic

Task 3: Conduct outreach to secure speaker, agree to honorarium or travel expenses (if needed)

Task 4: Coordinate with speaker on particular questions or aspects to cover in presentation

Task 5: Host educational presentation for VOAD members

Task 6: Document presentation and discussion for archiving in VOAD Resources

EXHIBIT F

Task 7: Promote opportunities for VOAD organizations to participate in FEMA certification courses or disaster management conferences (e.g. California and National VOAD conferences).

EXHIBIT F

Task 8: Create application process for VOAD members to request financial assistance to attend conferences/trainings.

Activity 2: Grant Monitoring and Reporting

Deliverable 6: Monthly 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: Monthly 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	Tasks
July - September 2022	D5 hazard mitigation education	Network staff and Advisory Committee identify topics of greatest relevance to Ventura County preparedness priorities and needs (e.g. less is know about how to respond to tsunami or dam flood risks, or earthquakes) Develops a list of potential speakers for each topic Conducts outreach to secure speaker, agree to honorarium or travel expenses (if needed)

EXHIBIT F

	D6 and D7: Monthly performance and financial reports	Prepare and submit Monthly performance and financial reports
--	--	--

October - December 2022	D5 hazard mitigation education	Coordinate with speaker on particular questions or aspects to cover in presentation Host hazard mitigation educational session Document presentation and discussion for archiving in VOAD Resources (Deliverable 5- 2022) Promote opportunities for VOAD organizations to participate in FEMA certification courses or disaster management conferences. Create application process for VOAD members to request financial assistance to attend conferences/trainings.
	D6 and D7: Monthly performance and financial reports	Prepare and submit Monthly performance and financial reports
January 2023 - March 2024	D5 hazard mitigation education	Network staff and Advisory Committee identify topics of greatest relevance to Ventura County preparedness priorities and needs (e.g. less is know about how to respond to tsunami or dam flood risks, or earthquakes) Develops a list of potential speakers for each topic Conducts outreach to secure speaker, agree to honorarium or travel expenses (if needed) Promote opportunities for VOAD organizations to participate in FEMA certification courses or disaster management conferences.
	D6 and D7: Monthly performance and financial reports	Prepare and submit Monthly performance and financial reports
April - June 2024	D5 hazard mitigation education	Coordinate with speaker on particular questions or aspects to cover in presentation Host hazard mitigation educational session

17-MITPPS-21008

		Document presentation and discussion for archiving in VOAD Resources (Deliverable 5- 2024)
	D6 and D7: Monthly performance and financial reports	Prepare and submit Monthly performance and financial reports
January - March 2025	D1: Cultural competency training	Review top areas for building cultural competency based on VOAD assessment and planning process. Develop RFP for needed cultural competency training services Network staff and VOAD Executive Committee review proposals and select cultural competency training services provider
	D5 hazard mitigation education	Network staff and Advisory Committee identify topics of greatest relevance to Ventura County preparedness priorities and needs (e.g. less is know about how to respond to tsunami or dam flood risks, or earthquakes) Develops a list of potential speakers for each topic
		Conducts outreach to secure speaker, agree to honorarium or travel expenses (if needed) Promote opportunities for VOAD organizations to participate in FEMA certification courses or disaster management conferences.
	D1: Cultural competency training	Confirm date and content for cultural competency training Promote training opportunity to VOAD members Documentation of training materials and notes archived for all VOAD members and incoming new members (Deliverable 1)
	D3: Tabletop practice #1 (originally 2023)	Network Director will develop Tabletop practice scenario drawing on existing FEMA and National VOAD templates

17-MITPPS-21008

Approved Date: 7/16/2021

Prep Date: 03/10/2025

		customizing for Ventura County Network Director will create Tabletop Playbook for Facilitators and all Members in coordination with Committee leads Extend invitation to Tabletop exercise for VOAD contacts and provide prep materials to all that register
	D5 hazard mitigation education	Coordinate with speaker on particular questions or aspects to cover in presentation Host hazard mitigation educational session Document presentation and discussion for archiving in VOAD Resources (Deliverable 5 - 2023) Promote opportunities for VOAD organizations to participate in FEMA certification courses or disaster management conferences.
	D6 and D7: Monthly performance and financial reports	Prepare and submit Monthly performance and financial reports
April - June 2025	D2: Organizational COOP/EOP training	Hire emergency management consultant to lead training and technical assistance to develop Emergency Operations Plans/Continuity of Operations plans for individual VC VOAD organizations Prepare consultant RFP Solicit proposals Review proposals and select consultant Execute contract Develop application and criteria for COOP/EOP training readiness in coordination with consultant and Advisory Committee Promote organizational COOP/EOP opportunity for training to VOAD member organizations

	D3: Tabletop practice 2023	Conduct tabletop practice exercise Document response activities discussed during tabletop exercise and action items/questions that came up. (Deliverable 3)
	D6 and D7: Monthly performance and financial reports	Prepare and submit Monthly performance and financial reports
July - Sept 2025	D2: Organizational COOP/EOP training	Review applications for COOP/EOP training and select a cohort of up to 10 VOAD member organizations to participate in training and technical assistance Consultant conducts COOP/EOP intensive training workshops and one-on-one technical assistance for each participating agency.
		Document COOP/EOP training for VOAD Resource archives. (Deliverable 2)
	D6 and D7: Monthly performance and financial reports	Prepare and submit Monthly performance and financial reports
October - December 2025	D4: Tabletop practice #2 (originally 2024)	Network Director will develop scenario for tabletop drawing on existing FEMA and National VOAD templates customizing for Ventura County Network Director will create Tabletop Playbook for Facilitators and all Members in coordination with Committee leads Extend invitation VOAD contacts and provide prep materials to all that register
	D4: Tabletop practice 2024	Task 4: Conduct Tabletop exercise with VOAD members Task 5: Document response activities discussed during tabletop exercise and action items/questions that came up.
	D6 and D7: Monthly performance and financial reports	Prepare and submit Monthly performance and financial reports
January 2026	Closeout Activities Begin	

Applications: Interface - VC Disaster Mitigation Planning and Coordinated Community Response (Public Services)

Mitigation – Planning and Public Services (MIT-PPS)

Profile

grants@icfs.org

What project type are you applying for?

Public services

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 referrals 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 17-MITPPS-21008

Approved Date: 7/16/2021

Prep Date: 03/10/2025

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.

Are you applying for more than one Public Services Activity?

Yes

Public Services Activity

Workforce Development

Is the project regional in approach?

Yes

If yes, name the regions.

Ventura County

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: Ventura County Office of Emergency Services, Ventura County Human Services Agency, The Salvation Army, The Red Cross Central Coast Chapter, United Way of Ventura County, Jewish Family Service, Southern Baptist Convention, ARC of Ventura County, City of Ventura, City of Thousand Oaks, City of Moorpark, City of Simi Valley, Habitat for Humanity, Mixteco Indigena Community Organizing Project/Proyecto Mixteco Indigena (MICOP), Ventura County Community Foundation

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 (Public Services)

17-MITPPS-21008

Approved Date: 7/16/2021

Prep Date: 03/10/2025

Org Name

Interface Children & Family Services

Provide a snapshot summary of the project.

Interface Children & Family Services (Interface) respectfully requests \$102,506 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:

- 1) Planning for improved community response to disasters to reduce the severity of adverse events.
- 2) Expanding reach via increased community-based organizational participation in VOAD
- 3) Training community-based organizations to build skills in cultural responsiveness and improve knowledge of disaster response protocols

Upload project description, if available.

Project description.docx

Project Location Description

The project will result in VC VOAD members having a greater understanding of their role in disaster preparedness and response. Their organizations will be better able to provide services to vulnerable populations in the event of a disaster. The project will include emergency scenario tabletop exercises, cultural competency/cultural responsiveness training, hazard mitigation education, intensive training on developing emergency operations plans, and participation in FEMA certification courses or disaster management conferences.

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.

National Objective

Urgent Need Mitigation(UNM)

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)

The project will strengthen disaster preparedness in communities throughout Ventura County, and VC VOAD envisions that LMI communities will especially benefit from the VOAD infrastructure improvements by integrating additional community-based organizations (CBOs) into the VOAD membership, prioritizing engaging members from currently underserved and underrepresented populations. Additional CBO's inclusion in preparedness and mitigation planning and in the compilation of the resource directory will result in the reduction of risk for LMI communities through better communication and coordination between local community groups/CBOs and emergency management professionals.

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

ArcGIS - Oxnard LMI.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)

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

Exhibit F

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

Project will provide support to the whole of Ventura County.

What is the total dollar amount of the project?

102,506

Anticipated CDBG-MIT funding need (\$ amount)

102,506

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

No

Project Budget broken down by eligible activity and activity costs

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

budget being adjusted. to come.

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, 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.

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.

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). 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.

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 project outcomes .docx

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)

Spring 2021 – Activity 1: Formation of VOAD Advisory committee, Hiring on Emergency Planning consultant

May – August 2021: Activity 1: Analysis of current VOAD capacity, asset mapping

Sept – Dec 2021: Activity 1: Plan development updates

Jan 2022 - Mar 2022: Activity 1: Review of updated plan by members

Jan 2022 – Mar 2022: Activity 2: VOAD capacity expansion - updating of materials, outreach

May 2022 - Dec 2022: Activity 2: Outreach to community organizations - updating of directory of resources

May 2022 - Dec 2022: Activity 3: Intensive COOP/operations training, cultural competency training

Oct - Dec 2022: Activity 3: Quarterly VOAD membership training, One tabletop training exercise

Jan - Jun 2023: Activity 3: Quarterly VOAD membership training, One tabletop training exercise

Proposed Project Timeline

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

17-MITPPS-21008

Approved Date: 7/16/2021

Prep Date: 03/10/2025

If no, please provide a status.

Using the 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)?

Yes

If yes, upload your policies and procedures.

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

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 Policy ICFS .docx

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.

working on it

Do you have anti-lobbying policies and procedures?

No

If no, please provide a status.

working on it

Do you have conflict of interest policies and procedures?

Yes

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

Conflict of Interest.pdf

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

working on it

Do you have non-discrimination policies and procedures?

Yes

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

Conflict of Interest.pdf

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

working on it

Do you have timekeeping policies and procedures?

Yes

Exhibit F

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.
working on it

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.
working on it

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?

Our board meets Bi-monthly (6 times a year) and approximately 80% of our 12- member board is present at each 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?

Debarment Check

SAM.GOV Entity Information - Effective unitl 08.22.22 (1).docx

Government Agency Taxpayer ID Form

2020 - Interface VV-9 (1).pdf

Payee Data Record STD 204 Form

Std204.pdf

Have you reviewed the sample authorizing resolution?

Yes

Budget Worksheet

View Budget Worksheet

<https://portal.ecivis.com/#!/peerBudget/AA33B0FE-30F7-4DB4-8DE5-1B49D3AA0EA1>

Goals Worksheet

View Application Goals

Additional Information

Board Resolution w signatures.pdf

Additional Information

Non-Conflict_of_interest_certification.docx.pdf

Additional Information

Non-Discrimination_Certification.docx.pdf

17-MITPPS-21008

Approved Date: 7/16/2021

Prep Date: 03/10/2025

Exhibit F

Additional Information

Anti-lobbying_certification.docx.pdf

Additional Information

VC Pub Services 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

Additional Information

std204_for_CDBG_grants.pdf

Additional Information

Financial Management.pdf

Additional Information

Procurement.pdf

File Upload

Scope of Work_Interface_Disaster Response Public Services_ (1).docx

File Upload

Interface Asset Management Policy.pdf

Additional Information

Additional Information

Additional Information

Additional Information

of Reviews

0

of Denials

0

Average Score

File Upload

File Upload

File Upload

File Upload

Applications: File Attachments

Upload project description, if available.

Project description.docx

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

ArcGIS - Oxnard LMI.pdf

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

VOAD project outcomes .docx

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:

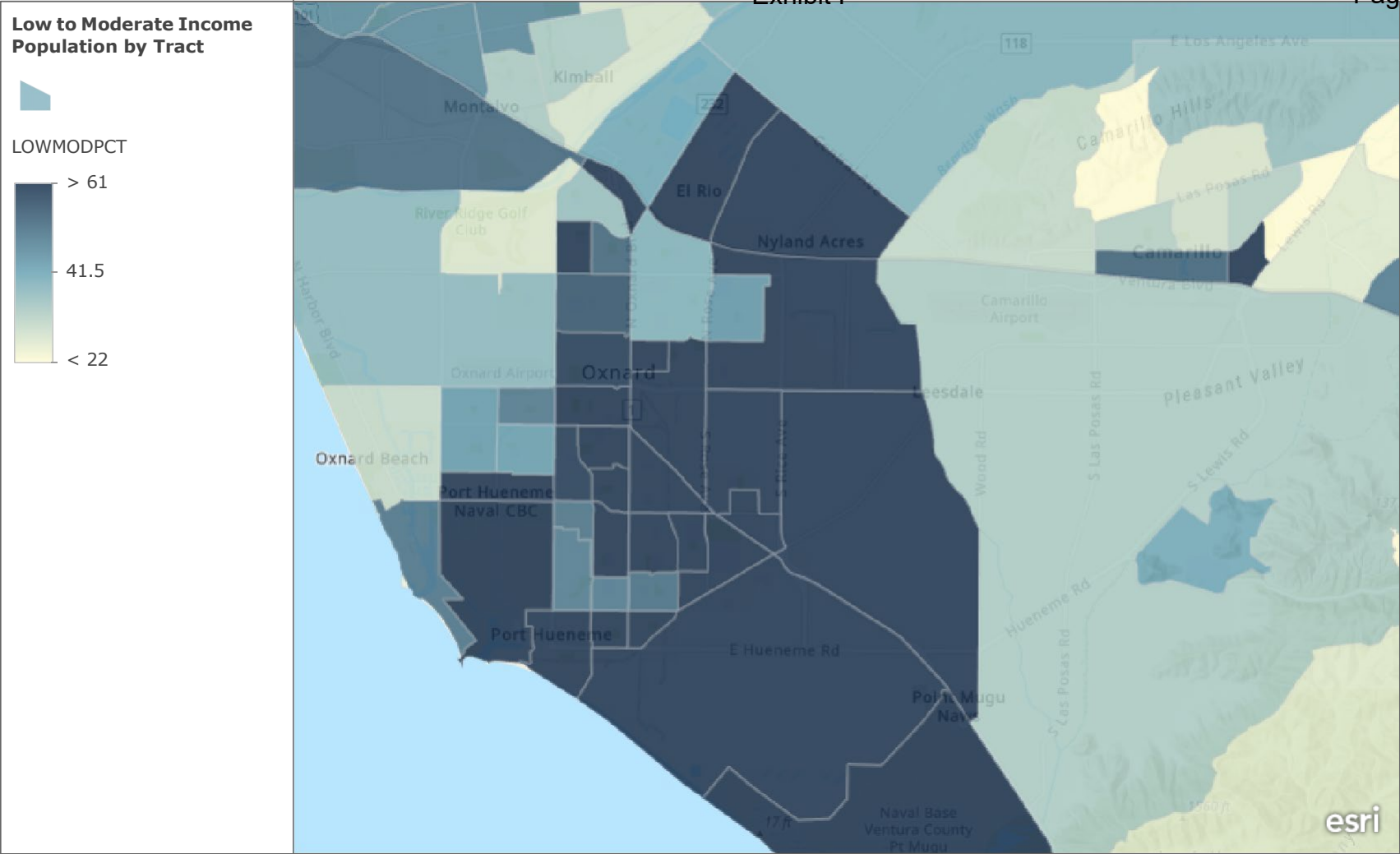
The primary goal of the the **VC Disaster Mitigation Planning and Coordinated Community Response** project is to increase ability of VC VOAD to effectively coordinate response activities that contribute to the stabilization of vital Community Lifelines of Health; Safety; and Food, Water and Shelter as 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)

My Map

Exhibit F



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

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 existing infrastructure:

0 = does not exist

1= partially completed (in progress or requires update)

2 = fits needs 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

Grants Network Budget Narrative

Personnel - \$35,670

All salaries have been determined based on current Interface Children & Family Services staffing levels and other nonprofit standards. The **VOAD Network Director** is a full-time employee with Interface Children & Family Services that shall lead the project and oversee all activities. S/he shall report directly to Interface's Community Information Officer on daily grant management activities and consult with VOAD's Executive Committee on broader directional issues. The full-time **211 Coordinator** provides administrative support, including membership duties, meeting preparedness and notetaking, and manages the database of services available, maintains/updates the disaster-oriented VOAD and 211 website and is responsible for ongoing reporting on project activity. Fringe benefits are included at the calculated rate of 23% of staff salaries.

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

Professional Services - \$42,000

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/Governance 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 – \$15,958

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, travel/transportation, and the fees associated with FEMA training, as researched by staff and a VOAD Executive Committee member.

Indirect (Modified Total Direct Costs) – \$8,878

This 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

Project Name/Title: Interface - VC Disaster Mitigation Planning and Coordinated Community Response (Public Services)

Org Name: Interface Children & Family Services

Award/Contract Number: 17-MITPPS-21008

Stage: Awarded

Report Date: 03/20/2025

Requested By: Maria Melo

cdbg@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										
	Activity Delivery	VC VOAD Public Services	1	\$102,506.00	\$102,506.00	\$102,506.00	\$0.00		\$0.00	Direct Cost
Activity Delivery Total			1	\$102,506.00	\$102,506.00	\$102,506.00	\$0.00		\$0.00	
Other										
Category	Title	Description	Units	Unit Cost	Extended Cost	Direct Cost	Indirect Cost	GL Account	Cost Share	Type
Other										
Other Total			0	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
Grant Total										
Grant Total			1	\$102,506.00	\$102,506.00	\$102,506.00	\$0.00		\$0.00	

Budget Report, Created by Maria Melo, cdbg@icfs.org, 03/20/2025
Source: eCivis™ Portal
<http://www.ecivis.com/>