

STANDARD AGREEMENT - AMENDMENT

STD 213A (Rev. 4/2020)

☒ CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED 36 PAGESAGREEMENT NUMBER
17-MITPPS-21029AMENDMENT NUMBER
1

Purchasing Authority Number

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

County of Ventura

2. The term of this Agreement is:

START DATE

12/12/2022

THROUGH END DATE

08/31/26

3. The maximum amount of this Agreement after this Amendment is:

\$500,000.00

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 Exhibit F are hereby replaced with Exhibit A (Rev. 2/2025) and Exhibit F (Rev. 2/2025), 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.)

County of Ventura

CONTRACTOR BUSINESS ADDRESS

855 Partridge Drive

CITY

Ventura

STATE

CA

ZIP

93003

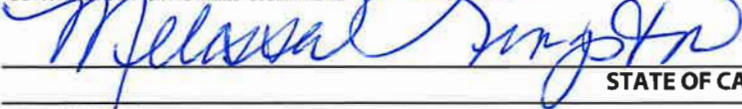
PRINTED NAME OF PERSON SIGNING

Melissa Livingston

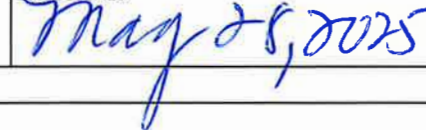
TITLE

Director, Human Services Agency

CONTRACTOR AUTHORIZED SIGNATURE



DATE SIGNED



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 Office Manager, Contract Services Section

CONTRACTING AGENCY AUTHORIZED SIGNATURE



DATE SIGNED

6/17/2025

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)

Exempt per: SCM Vol. 1 4.04. A.3 (DGS memo date 06/12/1981)

Exhibit A

AUTHORITY, PURPOSE AND SCOPE OF WORK

1. Authority & Purpose

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

2. Scope of Agreement

A. Grant Funds

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

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

B. Implementation of Agreement

By entering into this Agreement and thereby accepting the Award of grant funds, the Subrecipient agrees to comply with and implement this Agreement

Exhibit A

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. The Department shall not, under any conditions, be liable for any

Exhibit A

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

County of Ventura - Community Needs Assessment

1. Project Overview

See attached application below.

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

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

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

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

Exhibit F

Overview: The County of Ventura requests funding for a community needs assessment that will collect primary and secondary data via workshops and listening session with vulnerable communities and to support capacity building activities with community-based organizations following the needs assessment. The County of Ventura Human Services Agency plans to leverage existing networks to perform a community needs assessment that will aggregate data from our most vulnerable populations to improve emergency response and identify the gaps in recovery efforts experienced by those populations after the Thomas (2017), Hill/Woolsey (2018), and Maria (2019) fires. Vulnerable communities in Ventura County include, but are not limited to, our farmworker population, those with disabilities, access and functional needs (DAFN), and individuals with limited to no access to the internet. These demographics represent a multitude of barriers when it comes to accessing traditional disaster planning and recovery efforts; including language, technology, and physical access to resources and safety. To better support these populations during disaster and build capacity and resiliency in these communities after a disaster, the County needs a more comprehensive understanding of the barriers that exist and the supports that are needed to facilitate recovery. To that end, the Human Services Agency will lead a multi-year community needs assessment to gain understanding and leverage that learning to inform resilience building activities in the future. Planned project components include:

Community Needs Assessment

- Community workshops, listening sessions and town halls led by community facilitators to gain a better understanding of barriers to access and to engage those populations that have been traditionally hardest to reach in Ventura County. To achieve this, sessions will be held virtual and in-person to accommodate access and community needs.
- Analysis of previously collected data view alongside findings from community engagement efforts to develop a better understanding of current gaps and barriers across the County.
- A follow-up process to check back in with engaged community leadership after the needs assessment to determine best next steps.

Improving Current Data Systems

- Upgrade existing Disaster Preparedness Database (DPD) to support the housing and integration of community data so future real-time access is possible
- Provide initial recommendations for enhancements to County disaster outreach mechanisms based on findings of needs assessment
- In conjunction with community partners, launch an awareness campaign on additional resources available to vulnerable populations for disaster planning and recovery

Community Capacity Building

- A series of workshops (some virtual and some in-person to accommodate access and community needs) to empower and guide communities in the development of their own outreach and recovery plans. In addition to facilitating the sharing of County-led

Exhibit F

response and recovery efforts, such trainings would build capacity within the community organizations to develop and implement future disaster response plans that would

Exhibit F

benefit those they represent. This series would be facilitated by a non-County entity, such as SF CARD (San Francisco Community Agencies Responding to Disaster).

- Community-led disaster plans will be highlighted by the County and potentially referenced if future disasters disproportionately impact a given community

With a \$500,000 grant, we strive to identify best practices to empower decisionmakers to make data-driven decisions about services and partnerships in order to produce impacts for members of the county's vulnerable communities through a community needs assessment using a Whole Community Approach. The need for meaningful insights into vulnerable communities is crucial to sharpen the County's understanding of the specific needs of these diverse vulnerable communities so that it can enhance service delivery during and after shocks such as wildfires. A 2019 report by the California State Auditor concluded that Ventura County was one of three counties that "have not adequately implemented best practices for protecting vulnerable populations, which may place their residents at a greater risk of harm during future natural disasters". In recent years, awareness of wildfires has risen to the forefront of consciousness in Ventura County. In Ventura County, some of those most recent impacts have included: Thomas Fire (2017), Woolsey-Hill Fire (2018), Easy and Maria Fires (2019).

In addition to improving existing County disaster planning and response mechanisms, the information gained through this needs assessment and the subsequent community engagement activities could inform resource prioritization in future disasters. Aside from the benefits of the County more accurately understanding the needs of its most vulnerable communities, the follow-up activities would build capacity across community partner groups and further engage them in disaster planning processes.

This project will address several of the FEMA Community Lifelines including:

- Safety & Security- Asses the needs of vulnerable populations in terms of communication with first responders, ensuring their capacity to receive emergency alert notifications, evacuation notices, and know safe exit routes.
- Food, Water & Shelter- Ensure access for targeted populations and ensure there is planning with shelter operators for serving residents with disabilities or limited/no English skills.
- Health & Medical- Ensuring vulnerable populations know where to go for medical care in an emergency and understand that planning for their medical needs (medications, etc.) is part of family disaster planning.
- Energy- Ensuring adequacy of planning of energy needs related to medical care (storing medications that require refrigeration and ensuring the ability to charge batteries for medical equipment that require battery usage) during Power Shut Offs and/or in the shelter environment if evacuated.
- Communications- Ensuring that vulnerable populations are included in communications

Exhibit F

on disaster prep/planning and know where to go to seek safety and services in times of disaster.

Exhibit F

- Transportation- Ensuring on-demand modes of transportation are accessible to all community members regardless of disability or functional need and plans are fully inclusive so community members may heed evacuation warnings and orders in a safe and timely manner.
- Hazardous Material- Ensuring adequacy of inclusive planning for toxic incidents to protect the health and safety of all community members.

Timeline & Deliverables

1. *Partner Engagement (3 - 12 Months After Receipt of Award, Execution of Standard Agreement. Estimated date range March 2023 – December 2024)*

Partner engagement will be a critical first step to the project, beginning with the establishment of a working group of the County of Ventura Emergency Planning Council that will steward needs assessment work. This group will contribute knowledge and best practices around organizations to engage with, have an eye towards equity, and promote the activities of the community needs assessment to those they represent. Utilizing a roster from a subcommittee that was formed in response to COVID, existing members will be invited to return. Once convened the working group will review membership and ensure that key populations are represented either by formal or affiliate members. Once the working group is codified, they will review the plan for the community needs assessment and advise as to if there are gaps or concerns with the established approach. Finally, this group will assist in the outreach to a more extensive partner network that will form the foundation of the community needs assessment. Due to personnel turnover within the Human Services Agency, this milestone had a delayed start. Existing members were invited to return and key partners representing the Access and Functional Needs' populations were identified and engaged. The working group convened, reviewed and advised on the plan and provided feedback on the development and accessibility of the survey tool. The website was launched in October.

Deliverables & Milestones

- Review of Existing Working Group Membership
 - Expand Working Group Membership
 - Present Community Needs Assessment Plan and Solicit Feedback
 - Finalize Community Needs Assessment Plan
 - Launch Website
 - Report to Leadership
 - Partner Outreach and Engagement Campaign
2. *Landscape Analysis and Data Collection (5 - 24 Months After Receipt of Award, Execution of Standard Agreement. Estimated date range May 2023 - December 2024)*

Based on what is shared by partners, the project manager will conduct a landscape analysis of the data shared by community partners. This will help to not repeat assessments that have been conducted within

Exhibit F

the past 3-5 years and assist in the formulation of questions for further data collection efforts. Once landscape analysis is complete, data collection efforts will commence through a variety of mechanisms, including surveys, listening sessions and town hall meetings with partner organizations and members of

Exhibit F

the community. This information will be utilized in the equity and gap analysis that will take place during the next phase of the project. Due to personnel turnover within the Human Services Agency, this milestone had a delayed start. Given the vital role that partners, and community engagement play in this project, the timeframe for this milestone has been extended to include the sharing of initial findings with partners and community members. Furthermore, it was determined to subcontract with an experienced vendor for the listening sessions, town hall meetings, gap and equity analyses and development of an assessment report, and this resulted in some additional delays as the RFP was drafted, went out to bid and the contractor brought on to the project.

Deliverables & Milestones

- Report to Leadership
- Landscape Analysis
- Conduct Listening sessions
- Develop Data Collection Methodology
- Deploy Survey
- Host Town Hall #1
- Analyze Results
- Share Initial Findings with Leadership and EPC Working Group
- Share Initial Findings with the Community

3. Database Expansion and Data Analysis (12 -38 Months After Receipt of Award, Execution of Standard Agreement. Estimated date range December 2023 – December 2025)

In order to pair the qualitative findings of phase two with the relevant population, partner organizations will be asked to share aggregate data about the populations they serve. This data will be added to an existing database and paired with de-identified data of existing clients within the County system to create a comprehensive, layered map of various needs across the County. This information will relate to needs identified in the prior phase so a heat map of need can be developed. Consultants will be invited at this point to perform a gap and equity analysis of data in order to inform where the greatest levels of need are. Due to personnel turnover within the Human Services Agency and the decision to roll data gathering, listening session and town halls into the contract for gap and equity analyses, this milestone's start date has been pushed back. The December 2025 completion date reflects when data obtained from the analyses and final report are anticipated to be integrated into the database and the final report shared with the EPC AFN Working Group. The need for multiple edits to the final needs assessment report to ensure accuracy and accessibility resulted in unanticipated delays. The report is currently being revised for accessibility (508 compliance) and translated into Spanish. Because the report's actions and strategies are needed for review and refinement of the recommendations by the AFN Working Group as well as mapping functionality and other database enhancements, timely launch of these phases was also delayed.

Deliverables & Milestones

- Collect Partner Data/Survey Partners of Services Provided

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Approved Date: 7/16/2021

Prep. Date: 02/28/2025

Exhibit F

- Release RFP for Consultants to Perform Gap Analysis and Equity Analysis
- Contract with Consultants for Analysis

Exhibit F

- Report to Leadership
- Survey Partners of Services Provided
- Input Data into Disaster Preparedness Database (DPD)
- Assess Need for Additional Functionalities for DPD
- Finalize Gap Analysis & Equity Analysis
- Report to EPC Working Group

4. *Community Engagement and Public Awareness (18 - 38 Months After Receipt of Award, Execution of Standard Agreement. Estimated date range June 2024 – December 2025)*

With the new information gleaned from the community needs assessment, the project team will begin to truth check and disseminate information to the public. This will be done through several mechanisms, including town hall meetings, workshops with community partners, and a public awareness campaign. Due to personnel turnover within the Human Services Agency that delayed initial grant activities and deliverables, this milestone's start date has been pushed back. Town Halls # 2 and 3 are anticipated to be held in June 2024, and by December 2025, the community workshops and public awareness will be completed. Identifying areas for further education and potential partners to deliver the capacity building workshops was hampered by the report delay, as well as by attention having been turned to responding to recent PSPS, wind events and wildfires, which consumed our time as well as that of community-based partners with whom engagements for these efforts is required.

Deliverables

- Host Town Halls #2 and #3
- Conduct Workshops with Community Partners
- Report to Leadership
- Develop Materials to Increase Public Awareness
- Post Public Awareness Toolkit on Website

5. *Evaluation and Final Reporting (25 - 38 Months After Receipt of Award, Execution of Standard Agreement. Estimated date range January 2025 – December 2025)*

Evaluation will be conducted to finalize the findings of all needs assessment activities and aid in the formulation of action items and next steps that will be forwarded from the EPC Working Group to the larger Emergency Planning Council or Board of Supervisors. Project is delayed (per above) and will conclude by December 31, 2025.

Deliverables

- Develop Final Report
- EPC Working Group Discussion of Findings
- Deliver Final Report to Leadership
- Present Report and Recommended Actions to EPC
- Post Final Report on Project Website

Exhibit F

- Share Final Plan with Partners

6. Project Closeout (30 - 38 Months After Receipt of Award, Execution of Standard Agreement.

Estimated beginning of closeout activities: January 2026

Exhibit F

Applications: Ventura County – Community Needs Assessment

Mitigation – Planning and Public Services (MIT-PPS)

Profile

rajima.danish-engel@ventura.org

What project type are you applying for?

Planning

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

Yes

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

The County leadership consists of Mary Ann Guariento and Christy Madden who possess the CDBG knowledge for overall county oversight and compliance of the project. The implementation of the project will be completed by Ventura County Human Services Agency staff. A more detailed description of this capacity can be located in an appendix document titled "AI-HSA Org Chart" which will be emailed directly to HCD to supplement this project submission.

Are you applying for more than one Planning Activity?

Yes

Planning Activity

Capacity Building, Critical Lifelines

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

No

Is the project regional in approach?

Yes

If yes, name the regions.

Ventura County-wide

Does the project include collaboration amongst jurisdictional and nonprofit partners?

Yes

If yes, name the jurisdictional and nonprofit partners.

If planning activities are funded through this CDBG program, the list of jurisdictional and nonprofit partners will be identified during pre-award planning. We anticipate partnering with other County of Ventura agencies, municipal governments and nonprofit community-based organizations that serve vulnerable populations in our community.

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-4344

Eligible applicant type

County

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

No

Project Title

Ventura County – Community Needs Assessment

17-MITPPS-21029

Approved Date: 7/16/2021

Prep. Date: 02/28/2025

Exhibit F

Org Name
County of Ventura

Exhibit F

Provide a snapshot summary of the project.

The County of Ventura requests expanded funding for a planned community needs assessment to accommodate more inclusive participation by LMI persons, and to support capacity building activities with community based organizations following the needs assessment. Currently, the County plans to utilize existing funding to perform a community needs assessment that will collect data from our most vulnerable populations to improve emergency response and identify the gaps in recovery efforts experienced by those populations after the Thomas (2017), Hill/Woolsey (2018), and Maria (2019) fires. Low to Moderate Income (LMI) persons can be found throughout Ventura County, so the County of Ventura proposes to expand on the initial target populations DAFN (Disabilities, Access and Functional Needs) populations and be more inclusive of LMI persons Countywide. While the overlap of the DAFN and LMI populations is unknown at this time, this intersection represents a population that is most disproportionately impacted by natural disasters and is often the last to recover post-disaster.

DAFN populations represent a multitude of barriers when it comes to accessing traditional disaster planning and recovery efforts; including language, technology, and physical access to resources and safety. To better support these populations during disaster and build capacity and resiliency in these communities after a disaster, the County needs a more comprehensive understanding of the barriers that exist and the supports that are needed to facilitate recovery. To that end, the Human Services Agency will lead a yearlong community needs assessment to gain understanding and leverage that learning to inform resilience building activities in the future. Additional funding would allow a more extensive and exhaustive approach to expand the reach of the needs assessment to LMI persons across the County.

Current funding levels do not allow for such an expansion, which could lead to limiting the impact of such learnings and minimize the potential benefits for vulnerable communities. The County is pursuing additional funding for the following expansions on the existing needs assessment project plan:

Upload project description, if available.

A2-Scope of Work .docx

Project Location Description

"The County of Ventura is home to over 850,000 residents represented by 10 incorporated cities and many county unincorporated areas. Ventura is the 12th largest County in California and is representational of many diverse communities. The most recent Thomas (2017), Hill/Woolsey (2018), and Maria (2019), and Easy (2019) fires directly impacted 8 cities putting at risk the safety, well-being, and independence of residents; inclusive of a large percentage of the disabilities, access and functional needs population being impacted. A community needs assessment is an important process to help the entire community become more informed and engaged, but also to assist in learning more about the unmet needs of the community and specifically the most vulnerable. A key component to a needs assessment is hearing the voice of the community, but equally important is acquiring data to better understand the demographic, geographic, and socio-economic needs. As a starting point we can establish a baseline derived from data from the County of Ventura's Human Services Agency. The Human Services Agency serves over 220,000 residents across Ventura County; thus 1 in 4 Ventura County residents are receiving services. By the nature of the services provided by the Human Services Agency 100% of services are delivered to individuals and families that meet the FEMA definition of disabilities, access and functional needs. Clearly, this data does not tell the full story, but it can at least be used as a baseline as we begin the process, conduct research and data collection, and make assumptions that inform the community needs assessment process. "

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

Ventura County

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

Does the project benefit an LMI population or area?

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Approved Date: 7/16/2021

Prep. Date: 02/28/2025

Exhibit F

Yes

Exhibit F

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

The community needs assessment is designed to collect data from the most vulnerable residents of Ventura County and the community organizations that represent them. With the information gathered, the County will be better positioned to support these populations in the case of future disasters, as well as gain a better understanding of the gaps and barriers in the delivery of recovery services. The County of Ventura Human Services Agency will lead a Whole Community Approach (WCA) needs assessment to better understand and implement changes that address challenges faced by vulnerable populations in disaster recovery and resilience planning. WCA is a best practice inclusive of the entire population impacted by disasters but recognizes that the most vulnerable populations - those that are impacted by equal access to information, resources and support - may create additional challenges and complexities to response, recovery and resilient communities. Disasters tend to disproportionately impact these populations because of disruptions in support systems and loss of equipment, supplies, transportation, and communication. The most recent Thomas (2017), Hill/Woolsey (2018), and Maria (2019), and Easy (2019) fires directly impacted 8 of Ventura County's 10 cities putting at risk the safety, well-being, and independence of residents. Information garnered from the community needs assessment will be used by emergency management practitioners and community partners to not only inform the planning process, but to inform alert and warning processes and protocols, evacuation assumptions and practice, transportation strategies, critical infrastructure needs, education and outreach strategies, care and shelter planning/management, supplier and resource agreements/inventory management, local assistance center planning, climate change strategies, and donor management strategies.

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

A3- VC LMI Map and Data Summary.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)

This project would support vulnerable residents across Ventura County, which has been identified as a Most Impacted and Distressed Area (MID) in response to the series of natural disasters experienced in the past five years.

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

A4-Census Tract Data.xlsx

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

This is a countywide service facility; all Census Tracts and Block Groups in Ventura County (Code 111) are included.

What is the total dollar amount of the project?

585,000

Anticipated CDBG-MIT funding need (\$ amount)

500,000

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

Yes

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

\$50,000- 2020 Community Power Resiliency Allocation: Through a special one-time appropriation by California Governor Gavin Newsom, the County of Ventura received a grant in the amount of \$285,487 to enhance planning, preparedness and response capabilities during Southern California Edison public safety power shutoffs. A portion of that funding is dedicated to a community needs assessment. \$35,000 was granted by the Ventura County Community Foundation.

Project Budget broken down by eligible activity and activity costs

A32- Cost Basis_Details and Back Up.pdf

Exhibit F

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

The cost estimate for this project is based off of the assessed costs for completing a more limited version of a community needs assessment, as well as previous expansions of databases and community outreach activities completed prior to this proposal.

Planning Activities- \$585,000, with \$500,000 requested CDBG funds. Comprised of:

Salaries & Benefits: \$210,000 CDBG, \$38,783 Other funds;

Consultants: \$70,000 CDBG;

Data Collection & Expenses: \$105,000 CDBG and \$36,217 Other funds;

Technology: \$100,000 CDBG; and

Other Expenses: \$15,000 CDBG and \$10,000 Other funds.

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

The County of Ventura has a long track record of implementing data-driven programming and systems in response to gaps that have been identified as the community recovers from disaster. In the area of notification, Ventura County has implemented VC Alerts, which is used to deliver time sensitive emergency alerts to residents when there is a threat to their health and safety via SMS and email. Venturacountyrecovers.org was created to house information and resources for residents as they work through the recovery process. Both VC Alerts and Venturacountyrecovers.org are utilized by residents county-wide, particularly throughout the COVID-19 pandemic. This project will also allow for the expansion of an existing Disaster Preparedness Database (DPD), allowing inclusion of community data for real-time response. The existing DPD program has been utilized with Human Services Agency populations to perform outreach and wellness checks on our most vulnerable clients.

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, Transportation

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

With increased access to data, Ventura County will be able to more rapidly and comprehensively respond to vulnerable communities in times of disaster. Not only will this project build the capacity to respond, it will also provide support so community partners can host their own sessions to do a deeper dive on how to plan and recover within their communities. With the support of the County, these partner programs will support recovery efforts for our vulnerable communities, which are often the last to recover from large-scale disasters. Supporting planning activities and additional communication mechanisms will build the capacity of the organizations themselves, so they are better poised to respond and support their communities in the future.

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

Improved preparedness is often tied to increased resilience; however, in addition to supporting preparedness efforts in the community, this project will also collect invaluable data about recovery needs that were lacking after past disaster incidences. Without current data, it is difficult to determine what mechanisms will build resilience in vulnerable communities. The knowledge that will be gained from this project will help inform the County what is needed by the community to be more resilient post-disaster. This information will help inform resource prioritization for future incidences, which will help support types of recovery needs that may have been overlooked or delayed in the past.

Can this project be replicated in other communities?

Yes

If yes, provide a description.

The populations that this effort will focus on in Ventura County will likely have relevance and applicability in most across the state; however, the model can be replicated and adjusted based on other key communities that may exist elsewhere

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.

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Exhibit F

We have several mechanisms we can utilize for measuring impact of the proposed project on current and future risk. First, we can measure the number of meetings/gatherings centered around disaster planning in our current state, and check in after to measure any increase. Secondly, we can measure the number of community-specific disaster strategies that exist before and after the effort. Finally, through a survey to establish baseline data, we can measure changes in knowledge and confidence of the community in existing disaster plans and confidence that the mechanisms in place will serve them and/or the community they

Exhibit F

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

Impact on Current and Future Risks Upload.pdf

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

We will be launching our currently planned community needs assessment in March of 2021 or upon receipt of grant award, so if expanded funding and capacity were to be provided through this grant, we would launch according to our current timeline. Given the added capacity this grant would provide, we would utilize the full three year performance period for completion in March of 2024.

Proposed Project Timeline

A7-CDBG-MIT Timeline.pdf

APPLICABLE LOCAL POLICIES AND PLANS

Do you have procurement policies and procedures?

Yes

If yes, upload your procurement policies and procedures.

PROCUREMENT GUIDE - revision November 2019.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?

Yes

If yes, upload your plan

ventura-hmp_main-body_september-2015.pdf

If yes, but the plan is in another previously uploaded document, please name the document.

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.

County_Relocation_Plan.pdf

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-CEQA Narrative.pdf

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

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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?

Yes

Exhibit F

If yes, upload your plan.

2013_Section_3_Plan_ver_3.0_final.pdf

If yes, but the Section 3 plan is in another previously uploaded document, please name the document.

Do you have anti-lobbying policies and procedures?

Yes

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

Chapter_II-06_Federal_Grant_Application_and_Lobbying_Disclosure.pdf

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

Do you have conflict of interest policies and procedures?

Yes

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

Chapter_I-4_ConflictofInterestandBiennialReview.pdf

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

Do you have non-discrimination policies and procedures?

Yes

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

Non-Discrimination Policies.pdf

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

Do you have timekeeping policies and procedures?

Yes

If yes, upload your timekeeping policies and procedures.

Policies and Procedures Time-Keeping - pg. 5 3E.pdf

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

Do you have financial management policies and procedures?

Yes

If yes, upload your financial management policies and procedures.

21-02-19 Admin Manual Chapter VII - Financial Management.pdf

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

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

Yes

Exhibit F

ORGANIZATIONAL STRUCTURE, CAPACITY, AND AUTHORITY

What is your governing board meeting schedule?

County Board of Supervisors meeting schedules may be found here:

https://vcportal.ventura.org/BOS/docs/calendars/2021_BOS_Calendar.pdf

https://vcportal.ventura.org/BOS/docs/calendars/2022_BOS_Calendar.pdf

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

Exhibit F

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?

AI- HSA Org Chart.docx

Debarment Check

Ventura County SAM.gov Verification.pdf

Government Agency Taxpayer ID Form

Taxpayer ID Form.pdf

Payee Data Record STD 204 Form

std204_payee_data_record - Signed.pdf

Have you reviewed the sample authorizing resolution?

Yes

Budget Worksheet

View Budget Worksheet

<https://portal.ecivis.com/peerBudget/A2594DB3-E07F-4444-AF10-F4D47CFED94D>

Goals Worksheet

View Application Goals

<https://portal.ecivis.com/peerGoals/E9DBC552-1D38-41F4-8CCC-BAD8936068EB>

Additional Information

Exhibit I - CDBG MIT-PPS Resolution.docx

Additional Information

Duplication of Benefits Affidavit_County of Ventura HSA (I).pdf

Additional Information

CDBG-MIT PPS DOB Calculator_County of Ventura_HSA_CommNeedsAssess.xlsx

Additional Information

CDBG MIT PPS RES_20211217081844.pdf

Additional Information

Ventura County Disaster Community Needs Assessment Exempt approved.pdf

Additional Information

Ventura County Community Needs Assessment Database Info.docx

Additional Information

County of Ventura NEPA-CEQA Policies and Procedures - FINAL.docx

Additional Information

County of Ventura_MIT-PPS_SOW_20220428.docx

Additional Information

Exhibit F

Additional Information

Additional Information

Additional Information

Exhibit F

File Upload

File Upload

Additional Information

Additional Information

Additional Information

Additional Information

of Reviews

1

of Denials

0

Average Score

File Upload

File Upload

File Upload

File Upload

Applications: File Attachments

Upload project description, if available.

A2-Scope of Work .docx

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

A3- VC LMI Map and Data Summary.pdf

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

A4-Census Tract Data.xlsx

Project Budget broken down by eligible activity and activity costs

A32- Cost Basis_Details and Back Up.pdf

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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?

A1- HSA Org Chart.docx

Exhibit F

Budget Narrative

Personnel & Consulting

Salaries and Benefits

-Removed cost as HSA will be providing staff time in-kind to manage the grant and lead project and funding will be used for consultants to lead project.

Community Facilitators

-Cost of hiring community-based facilitators @ \$35 per hour for survey outreach, survey assistance, needs assessment meetings and expanded workshops, as well as marketing and advertising to increase engagement among hard-to-reach populations.

-Marketing and outreach in hard-to-reach areas and among hard-to reach populations will be vital to the success of our needs assessment.

Needs Assessment Analysis

Contract for Partner Data Collection, Listening Sessions, Town Hall Meetings, Gap & Equity Analyses

-Independent data collection and analysis on results of needs assessment. Increased budget amount accounts for the incorporation into the contract of additional community feedback and data collection and analysis project elements and realistic cost of vendors providing this service due to inflation and "going rates".

-Hourly rate (\$300 @ 733 hours) is based on recent market data & consulting with other departments regarding like-type the SOWs with similar deliverables of analyses.

Data Collection and Expenses

Meeting Expenses

-Materials, space rental and live meeting interpretation & translation at focus group, workshops, and town halls. In-person language interpretation going rate locally is \$500 per meeting (minimum 3.5 hours) per language.

Exhibit F

-Decreased budget amount and shifted some to in-person since contracts with multi-lingual Promotoras in hard-to-reach AFN communities reduced the need for listening sessions and most town hall and listening session costs were moved under the contracted vendor.

Exhibit F

Technology

Database Enhancements

-Estimate for add-ins that will support the housing and reporting abilities of existing data systems

Miscellaneous

Print and educational materials

Funds were increased in this category to reflect a recognition of the need for materials targeted to those who may lack online access or digital literacy and those with limited English and other communication barriers.

The community awareness campaign includes \$7,996 for survey outreach postcards and palm cards (15,000 5x7-inch full color postcards at \$1,124; postage and mailing at \$4,485; 10,000 Palm Cards [2- sided full color with bleeds, shrink wrapped] at \$2,387), flyers and promotion for listening sessions, town hall meetings and capacity building sessions, and printing and dissemination costs for sharing the final project report (unit cost estimate: \$13.56 x 250 units = \$3,390.). Additional purchase or printing needs may include graphic communication cards for deaf, hard-of hearing individuals, individuals with developmental disabilities, language barriers, etc., as well as I Speak cards for identifying languages.

It was determined that refrigerator magnets (market rates approximately \$1,800 per 5000 x 3 = \$5,400) targeting non-English speaking individuals and brief, capacity-building videos in multiple languages, including languages which lack a written form (such as most of the indigenous languages spoken in Ventura County) reflecting key emergency preparedness topics identified through the survey and aligned with FEMA Community Lifelines.

Industry estimates for short video production range from \$500- \$1,500 per finished minute so production of three (3) three-minute videos on distinct topics filmed in three languages (9 videos) is estimated at \$27,000 (3 videos at \$1,000/minute X 3 minutes each X 3 languages = \$27,000).

Exhibit F

Travel

Funding to support county employee travel, as needed

-Removed expense as HSA will be covering staff time and related travel.

Exhibit F

Budget Report

Passthrough Agency: California Department of Housing and Community Development
Program: CDBG-Mitigation Planning & Public Services NOFA
Project Name/Title: Ventura County - Community Needs Assessment
Org Name: County of Ventura
Award/Contract Number: 17-MITPPS-21029
Stage: Budget-to-Actual

Report Date: 03/18/2025
Requested By: Brenda Blakley-Spain
Brenda.Blakley-Spain@ventura.org

Budget Items

Category	Title	Description	Units	Unit Cost	Extended Cost	Direct Cost	Indirect Cost	GL Account	Cost Share	Type
Activity										
	Community Needs Assessment Budget	Please see uploaded Excel for details	1	\$500,000.00	\$500,000.00	\$500,000.00	\$0.00		\$0.00	Direct Cost
Activity Total			1	\$500,000.00	\$500,000.00	\$500,000.00	\$0.00		\$0.00	
General Administration										
General Administration Total			0	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
Activity Delivery										
Activity Delivery Total			0	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
Other										
Other Total			0	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
Grant Total			1	\$500,000.00	\$500,000.00	\$500,000.00	\$0.00		\$0.00	