STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT - AMENDMENT

SCO ID:

STD 213A (Rev. 4/2020)

☑ CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED 30 PAGES

AGREEMENT NUMBER	AMENDMENT NUMBER	Purchasing Authority Number
17-MITPPS-21032	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
City of San Buenaventura

2. The term of this Agreement is:

START DATE
07/31/2022

THROUGH END DATE
06/30/2027

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 24 months, from June 25, 2025 to June 30, 2027, with a revised expenditure deadline of January 31, 2027. Additionally, the Department approves subrecipient's budget line-item adjustments within the original award amount, the addition of the CERT program and modifying the National Objective from Low to Moderate Income (LMI) to Urgent Need Mitigation. Exhibit A and Exhibit F are hereby replaced with Exhibit A Amendment 1 and Exhibit F Amendment 1.

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.)
City of San Buenaventura

CONTRACTOR BUSINESS ADDRESS	CITY	STATE	ZIP
501 Poli Street	Ventura	CA	93001

PRINTED NAME OF PERSON SIGNING	TITLE
Tony Lee	Chief of Police (Interim)

CONTRACTOR AUTHORIZED SIGNATURE	DATE SIGNED
Tony Lee	2/24/2025

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME
Department of Housing & Community Development

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

PRINTED NAME OF PERSON SIGNING	TITLE
Diana Malimon	Contract Services Section Manager

CONTRACTING AGENCY AUTHORIZED SIGNATURE	DATE SIGNED
Diana Malimon	02/25/2025

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL	EXEMPTION (If Applicable)
	Exempt per: SCM Vol.1 4.04.A.3 (DGS memo dated 06/12/1981)

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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

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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 unauthorized or ineligible costs.

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

All grant funds must be expended by: **01/31/2027, unless expressly extended by the department in writing**

This Agreement will expire on: **06/30/2027**

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

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1. Subrecipient must submit monthly report data in accordance with the requirement of Section 1.24 of the MIT-PPS Policy and Procedure to HCD during the term of this Agreement.

2. Subrecipient must fully expend all MIT-PPS activity funds within three years of execution of this Agreement. If Subrecipient fails to fully expend MIT-PPS activity funds within three years of execution of this Agreement, the Department reserves the right to disencumber the Subrecipient's Award amount in this Agreement by the amount then unspent.

   Failure to meet performance milestones:

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

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

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

8. <u>MIT-PPS Program Contract Management</u>

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

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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.

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ADDITIONAL PROVISIONS

City of San Buenaventura - Homeless Services and Support Task Force.

1. **Project Overview**

   See attached application below.

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

   Urgent Need Mitigation

3. **THE NUMBER OF INDIVIDUALS BENEFITTING AS A RESULT OF THIS PROJECT:**
   - Total beneficiaries: 1,300
   - Total low/mod beneficiaries: 800

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2017 CBDG MIT-PPS
City of San Buenaventura Homeless Services & Support Task Force
Scope of Work

1. Detailed Activity Description

This project will focus on developing a new Homeless Services and Support Task Force and providing that task force with the required supplies to perform valuable and routine outreach missions as well as assist in fire prevention education and Community Emergency Response Team (CERT) training. The program will enhance collaboration between the City's Housing, Police, Fire, and Office of Emergency Services to focus resources for homeless individuals residing in extremely difficult to access areas, make a connection with services, and provide education on living in unsheltered environments and surviving natural disasters.

The new Homeless Services and Support Task Force will be the guiding team to add heightened concentration of supportive services, education, and care to ensure safer behavior among the target population. The team will be composed largely of staff from the Ventura Police and Fire Departments, with participation by other departments on an as needed basis to seek out individuals that are homeless and residing in encampment areas. The team will dedicate significant time to educational outreach activities and look to connect contacted individuals with assistance-based services. The group will continually focus on the goal of moving vulnerable individuals out of disaster areas and educate them on the risks related to unsafe fires and failure to evacuate in the event of an emergency evacuation warning or order. The collection of expertise in multiple areas on one responsive team is a new and progressive approach to engaging with the vulnerable unsheltered population. In addition to conducting outreach, sworn Ventura Police Department personnel will provide security for the HSSTF.

The public service component to educate on disaster preparedness and education will fund the additional staff time needed for the team to perform outreach and equip our vulnerable population with information and supplies needed to understand changing conditions and know how to appropriately respond.

The proposed work plan takes a pragmatic approach to build and equip the capacity of collaborating departments to better reach, assess, educate, and assist our unhoused. This revised workplan will leverage best practices and provide education and materials related to alternatives to cooking fires, protecting oneself from the wind, understanding flood emergencies, and ultimately developing individual disaster/evacuation plans. A part of the workplan calls for the purchase of up to 4, 40' shipping containers. These containers will be necessary to secure any unclaimed personal property found during the HSSTF's activities, in compliance with existing department policy and state laws. These shipping containers are necessary due a lack of any other available space and will join several other shipping containers already situated by the Ventura Police and Fire headquarters, and in use for similar purposes.

The program will rely on task force personnel to identify evacuation routes in the target area during their outreach efforts. We anticipate that these evacuations routes will make use of limited existing rough trails and desire paths located and assessed by task force field personnel. Theses trails and desire paths have often been observed to be rendered impassable by large deposits of debris, which are

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usually flammable and pose public health risks in and of themselves. This revised workplan recognizes the unique physical environment of our target area; in order to compensate for access challenges, additional staff time is called for.

In addition to the outreach and public contact portion of the work program, additional staff time will be used to compile data and map the open areas near the river bottom to understand migration and movement trends better within this population, which will lead to the identification of areas with particularly high fire ignition, geologic instability, or flooding risks to better protect this vulnerable population.

The increase of fires in our community, recent experience with historic and lethal flooding in the target area and potential for devastating future disasters (fires and floods from rainfall or dam failures, earthquakes or tsunamis) coupled with a population that is vulnerable by any metric, makes for an area and that is in urgent need of heightened, consistent and purposeful direct response.

The project will take place in the area south of Olivas Park Drive, east of Harbor Boulevard, west of the Olivas Links Golf Course, and north of the Santa Clara River. This area is in the County of Ventura, a MID-area. The 2017 Thomas Fire qualifies the City of Ventura as a MID area as associated with DR-4353.

The proposed beneficiaries of this portion of the project are the unhoused/homeless population living in the Santa Clara and Ventura River bottoms. The nature of homelessness are individuals in poverty and those with extremely low income.

Consistent engagement and education in homeless encampments will result in a practical plan which will decrease the risk of loss of life and property. Educating on disaster preparedness and response will provide this vulnerable population with the tools needed to understand changing conditions and know how to appropriately respond to each one.

The identified vulnerable population would be educated related to threats surrounding their housing situation in the areas they camp. The disparate living conditions, in zones which are susceptible to fires, floods, and the aftereffects of earthquakes will be discussed with focused concern on personal safety. With every interaction, social services will be offered to encourage movement into housing and out of the dangerous living situations. For those who move into housing, the risks fully alleviate; and those who are not yet ready for housing will be properly advised on how to mitigate immediate risks with their daily behaviors.

As an example of what will physically occur, the team will take note of areas that are showing signs of increased issues, for instance frequent fires, and will work aggressively to improve the areas. This can include ignition source mitigation/removal (i.e. when campsites or cooking fires are located within close proximity to large quantities of dry or overhead vegetation), relocation of at-risk campsites to safer locations, and engaging in teachable moments with individuals who are themselves engaged in hazardous behavior.

Evacuation routes will be identified and maintained in such a state that individuals can be reached, contacted, and encouraged to leave dangerous areas when an opportunity exists to provide a warning. Similarly, by identifying and maintaining evacuation routes, we will enable first responders to enter otherwise difficult-to-access locations to provide more immediate responses to the acute need for

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service and bring all grant funded activities directly to the target population.

Finally, the project will provide funding for Spanish Language CERT training, targeted at some of the City's most vulnerable and lowest income populations. CERT, or the Community Emergency Response Team program, is a training program recognized by FEMA (the Federal Emergency Management Agency) and CAL-OES. It aims to educate individuals about disaster preparedness and basic disaster response skills. CERT training covers a range of topics including fire safety, light search and rescue, team organization, and disaster medical operations. The goal is to empower community members to assist their families and neighbors in the event of a disaster when professional responders may be overwhelmed or delayed.

The CERT program emphasizes the importance of community resilience and cooperation in disaster response efforts, encouraging individuals to take an active role in preparing for and responding to emergencies in their neighborhoods. While the City recently restarted its CERT program, the City does not have the capacity to offer Spanish Language CERT training and does not have any source of funding to support the program or procure supplies for it. The grant funds would be used to either pay to train existing Spanish speaking employees to be CERT instructors, or contract with trained instructors to provide the training. The funding would also be used to purchase standard issue CERT team supplies, including CERT team emergency backpacks, PPE, CERT-branded uniform shirts and vests, and instructional aides such as triage tarps, cribbing supplies, practice fire extinguishers, and consumables required to operate instructional tools already in City inventory.

The project will take place over 36 months starting at the time of approval of the amended scope.

2. National Objective Modification

The original National Objective justification for this program focused on serving low to moderate-income individuals due to its narrow scope of work targeting unhoused individuals.

While the original scope included outreach, education, and mitigation activities for Ventura's homeless population, the amended scope now includes support for the Spanish CERT program in addition to those outreach, education, and mitigation activities, expanding the clientele served.

The primary target audience for the Spanish CERT programs consists of Ventura residents who are among the City's least well-resourced. However, due to Ventura's extremely high cost of living, even our poorest residents may not meet HUD's definition of low to moderate income (L/MI).

Therefore, this amendment will change the National Objective of the program to Urgent Need Mitigation.

The Homeless Services Task Force component will address an urgent unmet need by improving outcomes for individuals living in the river bottom area through fire safety outreach and education. This effort will also benefit the broader community by reducing the number of human-caused fire ignitions in the river bottom, which currently account for the majority of serious wildland-urban interface (WUI) fire ignitions in the city.

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The Spanish CERT program will address an urgent need by providing critical training and skills to a segment of the population not currently served by the city's existing CERT program. Since the city restarted the standard CERT program, there has been significant demand from both Westside residents and their City Council representatives to offer CERT training in Spanish, making this essential training accessible to a broader audience. This population largely resides on the city's west side, which is subject to a wider range of natural and man-made hazards than any other part of the city and faces limited evacuation options, as demonstrated by the city's nearly complete CDBG-funded Evacuation Plan.

3. Deliverable Narrative

Deliverable 1: Outreach and education through Homeless Services and Support Task Force (HSSTF).

Deliverable 2:. Ongoing aerial study and mapping of the target area to identify areas of particular hazard and evacuation routes using existing City-owned drones operated by licensed staff. Target area will be mapped once monthly for the duration of the project to identify and respond to trends.

Deliverable 3: Create education fire safety pamphlet to distribute along with flameless ration heaters (as safe alternative to cooking fires).

Deliverable 4: Create and supply a Spanish Language CERT program targeted on the City's low income, heavily Spanish-speaking neighborhoods.

Deliverable 5: Mitigate risk through preventative measures including evacuation route identification and maintenance, safe relocation of camp sites and ignition sources from high-risk areas.

Deliverable 6: Monthly Activity Reports

Deliverable 7: Monthly Financial Reports

4. Task Narrative

Deliverable 1: Outreach and education through Homeless Services and Support Task Force
- Task 1: Create a Homeless Services and Support Task Force.
- Task 2: Conduct ongoing outreach and education to unsheltered population.
- Task 3: Offer materials for individuals to stay connected with the team and to access services when desired.
- Task 4: Track contacts and data through the Homeless Management Information System.

Deliverable 2: Gather data and produce aerial maps of the target area, updated monthly for the duration of the project using existing City-owned drones and licensed UAS pilots on staff.
- Task 1: Design a flight plan covering the target area.
- Task 2: Identify any airspace clearances required for the flight plan.
- Task 3: Obtain any clearances required for drone operations in the target area on a recurring monthly basis. Issue procurement for suspension modification kits for existing City-owned vehicles.
- Task 4: Perform monthly drone overflights of the target area.

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- Task 5: Compile data and imagery into aerial maps on a monthly basis.

Deliverable 3: Create fire safety pamphlet to distribute with flameless ration heaters for educational purposes and provide separate, secure storage for these items as well as the CERT team supplies outlined in deliverable 4:.

- Task 1: Identify common sources of fires in area from historical fires.
- Task 2: Conduct outreach and assess camps in area to identify potential sources for fires.
- Task 3: Work in collaboration with Fire Mitigation Team to prepare fire safety pamphlets.
- Task 4: Print fire safety pamphlets.
- Task 5: Procure flameless ration heaters.
- Task 6: Procure a combination of four 20' or 40' shipping containers adequate to store grant funded supplies and other grant related items, modify them to allow for secure storage, and install them at the Ventura Police and Fire Headquarters facility.
- Task 7: Distribute fire safety pamphlets, educate individuals about fire safety hazards and provide flameless ration heaters as a safe alternative to cooking fires.

Deliverable 4: Create and supply a Spanish Language CERT program targeted on the City's low income, heavily Spanish-speaking neighborhoods.

- Task 1: Determine feasibility of training in-house Spanish speaking staff to become CERT instructors.
- Task 2: Either initiate CERT train-the-trainer instruction for existing staff or create an RFP for contract Spanish speaking CERT instructors
- Task 3: Identify a facility and schedule initial CERT training class
- Task 4: Purchase CERT supplies, including instructional aids, CERT backpacks and uniform apparel, and PPE. These materials will share storage space with other grant funded materials in the shipping containers identified in Deliverable 3, Task 6.
- Task 5: Leverage the City's existing communications and social media channels to advertise the availability of Spanish language CERT training
- Task 6: Conduct the first six-week CERT training class.

Deliverable 5: Mitigate risk through preventative measures including evacuation route identification and maintenance, safe relocation of camp sites and ignition sources from high-risk areas.

- Task 1: Using aerial survey and mapping data of the target area, identify areas with potential hazards and existing trails and desire paths that can be leveraged as emergency evacuation routes without disturbing the sensitive riparian environment.
- Task 2: Conduct outreach and education with individuals living in areas with identified risk factors (i.e. proximity to fuel sources, geologically unstable areas, flooding prone areas).
- Task 3: If subjects are living in areas with identified risk factors, issue notice of camp posting.
- Task 4: Relocate at-risk campsites.
- Task 5: Remove and safely dispose of identified hazards, remove ignition sources and debris likely to contribute to blocking the waterway, thus mitigating remaining fire and flooding risks to life and property.

Deliverable 6: Monthly Activity Reports

- Task 1: Collect reports from subrecipients.

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- Task 2: Review reports.

- Task 3: Enter reports in Grants Network and submit to HCD.

Deliverable 7: Monthly Financial Reports

- Task 1: Collect invoices for reimbursement.
- Task 2: Enter invoice data in Financial Report.
- Task 3: Upload back-up invoices and submit to HCD for payment via Grants Network.

5. Deliverable Timeline

January 2025:
Deliverable 1 - Launch Homeless Services and Support Task Force.

January – May 2025:
Deliverable 1 - Start outreach and education with Homeless Services and Support Task Force.
Deliverable 2 - Design flight plan, investigate required airspace clearances, and obtain flight clearances for aerial imaging flights. Commence mapping overflights no later than July 2024.
Deliverable 4 – Determine feasibility of training in house staff to be CERT instructors
Deliverable 6 – Monthly Activity Reports
Deliverable 7 – Monthly Financial Reports
May – August 2025:
Deliverable 1 - Continue outreach and education with Homeless Services and Support Task Force.
Deliverable 2- Continue imaging and mapping overflights on a monthly basis.
Deliverable 3 - Create a fire safety pamphlet to distribute for educational purposes.
Deliverable 4 – Acquire shipping containers for supply storage
Deliverable 4 – Either commence training of in-house staff to be CERT instructors or prepare an RFP for third party CERT instructors.
Deliverable 5 - Identify camps in hazardous areas in need of cleanup or areas showing increased issues.
Deliverable 6 – Monthly Activity Reports
Deliverable 7 – Monthly Financial Reports

August – November 2025:
Deliverable 1 - Continue outreach and education with Homeless Services and Support Task Force.
Deliverable 2- Continue imaging and mapping overflights on a monthly basis.
Deliverable 4 – Award contract for contract CERT instructors, if necessary.
Deliverable 4 - Acquire CERT team supplies.
Deliverable 4 – Identify facility for CERT training.
Deliverable 4 – Establish CERT class schedule
Deliverable 4 – Advertise availability of CERT training
Deliverable 5 - Start to aggressively improve areas documented with increased issues (safe relocation of campsites and education for people who are producing concerning behaviors).
Deliverable 6 – Monthly Activity Reports
Deliverable 7 – Monthly Financial Reports

November 2025 – November 2026:
Deliverable 1 - Continue outreach and education in project area.
Deliverable 2 - Continue imaging and mapping overflights monthly.

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Deliverable 4 – Select CERT students and commence CERT class.
Deliverable 5 - Continue to identify camps in hazardous areas in need of additional outreach efforts or areas showing increased issues.
Deliverable 5 - Continue to improve areas documented with increased issues (safe relocation of campsites and education for people who are producing concerning behaviors).
Deliverable 6 – Monthly Activity Reports
Deliverable 7 – Monthly Financial Reports

Applications: San Buenaventura, City of - Homeless Services and Support Task Force

Mitigation – Planning and Public Services (MIT-PPS)

Profile
mhart@cityofventura.ca.gov

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.
The City currently has a multi-departmental focus on homelessness. The creation of this program will utilize staff from each existing department and hyper focus their efforts on areas in the City where there are significant populations of unsheltered individuals.

The following department will use current staffing to assist the program:
Safe & Clean, who oversees oversees all homeless efforts and contracts within the City.
The Ventura Police Department Patrol Task Force, who are they City's homeless resource officers.
Ventura City Fire, with fire and paramedic response to homeless calls for service.
Public Works, who assist with clean up efforts focusing on brush, environmental issues, and water ways.
Outreach Team, 1.5 employees who connect with the City's homeless.
Communications, to help educate both the homeless and housed community.
Safe & Clean Team, who assist with City homeless efforts.

Within this team there is ample ability to monitor, assure environmental review compliance, and focus on solicitation and selection,

The Safe & Clean, Affordable Housing, and Homelessness Council Subcommittee and City Council will provide oversight of the program.

Are you applying for more than one Public Services Activity?
Yes

Public Services Activity
Education Services, Critical Lifelines

Is the project regional in approach?
Yes

If yes, name the regions.
City of Ventura
County of Ventura
Ventura Port District
California State Parks

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Does the project include collaboration amongst jurisdictional and nonprofit partners?
Yes

If yes, name the jurisdictional and nonprofit partners.
Ventura County Health Care Agency
Ventura County Homeless Services
Whole Person Care
Healthcare for the Homeless
Project Understanding
The Turning Point Foundation
The Salvation Army
Mercy House - The ARCH Shelter
Downtown Ventura Partners/Organization

Ventura Social Services Task Force
Lift Up Your Voice To End Homelessness
Homeless Prevention Fund

*Updated by NX (5/6/21)
Information received by HCD via email from dwall@cityofventura.ca.gov (4/5/21)
See more information in attachment titled "City of Ventura CBDG MIT Grant Response"

Questions:
How will the identified partners be involved in the project? Provide details regarding the roles, responsibilities, and relationship of the partner to the project.

Answers:
The success of moving homeless individuals into housing and building the relationships to do great work are all gained through collaboration with multiple stakeholders in both public, private, and non-profit relationships.

Geographically, partners will include the Ventura Port District, where the Santa Clara River meets the Ocean and many homeless reside. State Parks, who own land near the Ventura River where many homeless reside and in the LMI area of the Westside. And the County of Ventura who owns land on both rivers and the unincorporated areas. Working with all the property owners will enable us to allow the realization of a strategic vision to support the natural areas in our community, those who live in them, and the citizens at large.

Strong relationship helps create successful outcomes for all parties involved. With this in mind, the City looks for support in the following ways:

Ventura County Health Care Agency – Houses Ventura Homeless Services and case management where the team can refer individuals for more direct help regarding Project Roomkey/Homekey, Rapid Rehousing, and other like services.

Whole Person Care – Offers on location medical treatment, showers, case management and behavioral health appointments. The team will be able to refer individuals to this once weekly service.

Healthcare for the Homeless – For those needing more than a quick look over for care from the team, individuals will be referred to this program for more intensive care.

Project Understanding – Houses a local pantry and a case manager who can help get individuals rides to detox, housing, and other important appointments.

The Turning Point Foundation – Has a shelter for individuals with mental health diagnosis and will accept referrals from the team through Coordinated Entry.

The Salvation Army – Has a shelter for men, women, and Veterans and will accept referrals from the team through Coordinated Entry.

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Mercy House – The ARCH Shelter – has 55 beds and will accept referrals from the team from both direct referrals and through Coordinated Entry.

Downtown Ventura Partners/Organization – Will both support with their Family Reconnection Program and job training program through the ambassadors.

Ventura Social Services Task Force – This is an advocacy group that the team can rely on to spread messaging and report on successes to encourage community participation.

Lift Up Our Voice to End Homelessness – This is a lived experience group of current and formerly homeless individuals. We will work with them to make sure the approach we take is one that would be appreciated by the unhoused, and to help change our message to better fit the individuals with whom we want to connect.

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
City

Is this a project on behalf of another government entity or special district other than the Eligible Applicant?
No

Project Title
San Buenaventura, City of - Homeless Services and Support Task Force

Org Name
City of San Buenaventura

Provide a snapshot summary of the project.
In this described opportunity the city seeks to fund a Homeless Services and Support Task Force. These efforts will enhance collaboration between departments resulting in focused resources for homeless individuals residing in environmentally sensitive areas and will connect them with services and educate them on living in unsheltered environments. This will allow the program to leverage best practices and provide education on creating safe fires, protecting oneself from the wind, understand flood emergencies, and ultimately develop individual disaster/evacuation plans.

*Updated by NX (5/6/21)
Information received by HCD via email from dwall@cityofventura.ca.gov (4/5/21)
See more information in attachment titled "City of Ventura CBDG MIT Grant Response"

Questions:
Provide additional details regarding all components of the project and how they might correspond to each other. How will each of the project components be implemented?

Answers:
The New Homeless Services and Support Task Force will be the guiding team to add heightened concentration of supportive services, education, and care to ensure safety and encourage movement out of homelessness. The group of individuals are currently trained to work with vulnerable populations and this new opportunity will allow the team to seek out individuals that are homeless (categorically LMI) in encampment areas and dedicate significant time to assistance-based services. The group will continually focus on the goal to move vulnerable individuals out of disaster areas and educate them related to the why. The collection of expertise in multiple areas on one responsive team is a new and progressive approach to engaging with the vulnerable unsheltered population.

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All the program components, consisting of; educational efforts and messaging, disaster and evacuation plans, data tracking, reducing crime, and supportive services which guide towards housing, will take place during each team visit to camps and engagement with the unsheltered in such areas. Each component corresponds to the other as they are symbiotic in relation, and all must work simultaneously to have a significant impact within the unhoused population. Ensuring that each factor is consistently discussed, and programs offered at each interaction, will create a successful program focused on safety and lifting the persons out of homelessness.

Educational efforts/messaging: At each camp or interaction with an unhoused individual the team will go over prescribed educational talking points to ensure consistency and effectiveness with messaging. These will include concerns about local environmental factors, what disasters in the area look like with specific subjects like fire, flood, wind events, and earthquake and how to respond/evacuate, educate them on safe practices for living outdoors, and offer materials to stay connected with the team and access services when desired. All will provide our vulnerable population with the tools needed to understand changing conditions, how to appropriately respond to each one, and how to access life changing help.
Disaster and evacuation plans: As the team becomes familiar with the locations and the population, they will draft evacuation and disaster plans, in coordination with the Emergency Preparedness Manager, that will be shared in the educational/messaging efforts during visits to the camps. Once created, signage will be placed notifying the population of the evacuation plans.

Data Tracking: The team will compile data consisting of, but not limited to, the area of the camp, hazards around the camp, size of the camp, if the individuals have been receptive to services, how long the individuals have been homeless, etc. This will be updated at each visit and helps feed the team with information on individuals and how they can best interact and offer services to safely relocate them to shelters/housing. This also signifies which areas need attention with hazardous item, brush, or blight mitigation.

Reducing crime: The team's high visibility and consistent engagement will, in effect, reduce crime because the individuals will be aware that the team is paying attention to the otherwise hands-off areas. In addition, those camping will be educated on how their needs can be met legally, rather than having to resort to otherwise unlawful activities. This is implemented by the frequency of visits by the team.
Supportive Services: The overarching main goal is to safely relocate individuals who are living outdoors into shelters, transitional housing, permanent supporting housing, or reunited with family through the reliable outreach and relationship building created by the team members. This happens through relationship building and consistent engagement. Once the individuals trust the team, they will be more likely to be receptive to services and will know who to turn to when they are ready for the next step in their lives.

*Updated by NX (5/6/21)
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Questions:
How will the project mitigate risks of future disasters related to fire, flood, and/or earthquakes?

Answers:
This identified vulnerable population would be educated related to threats surrounding their housing situation in the areas they camp. The disparate living conditions, in zones which are susceptible to fires, floods, and the aftereffects of earthquakes, will be discussed with focused concern on personal safety. With every interaction, social services will be offered to encourage movement into housing and out of the dangerous living situations. For those who move into housing, the risks fully alleviate; and those who are not yet ready for housing will be properly advised on how to mitigate immediate risks with their daily behaviors.

As an example of what will physically occur, the team will take note of areas that are showing signs of increased issues, for instance frequent fires, and will work aggressively to improve the areas. This can include brush mitigation, debris removal, safe relocation of a campsite, and teaching moments with those who are producing the concerning behaviors.

Evacuation zones will be created, signed, and kept clear from debris and brush so individuals can easily and quickly leave in a time of heightened stress. This will also enable first responders to enter the open areas in easy to access ways and immediately respond to the need.

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Upload project description, if available.
CDBG mitigation description FINAL.docx

Project Location Description
City of Ventura and adjacent open space.

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 focus of the Homeless Services and Support Task Force will be in LMI areas bordering the City of San Bueanventura with enhanced attention to the west along the Avenue and the Ventura River, along the waterline, and the east along the coast and the Santa Clara River.

The nature of homelessness are individuals in poverty and those with extremely low income. The team's main concentration of efforts and resources are garnered toward the unsheltered population with the overarching goal of reducing the amount of time in precarious outdoor living situations. There is an urgent need within the population due to increased fires, COVID-19, and the fact that the majority of places they reside are not meant for human habitation.

*Updated by NX (5/6/21)
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Questions:
How will the project demonstrate a measurable and verifiable impact on reducing risks through the Urgent Need Mitigation national objective? How will the project components lead to quantitative measurements?

Answers:
At this time there is no emergency plan created for the open areas where many vulnerable individuals reside. The Homeless Services and Support Task Force's consistent engagement in homeless encampments will result in a practical plan which will decrease the risk of loss of life and property. Addressing this urgent need reduces the impact on this highly sensitive area within our community, and the individuals who reside within. As an example, mitigating the potential origin of homeless encampment fires, and having a verifiable plan for others, strengthens the community and benefits the whole of our City.

The public service component to educate on disaster preparedness and response will have our vulnerable population with the tools needed to understand changing conditions and know how to appropriately respond to each one.

Quantitative measurements will be tracked, at minimum, through:

Number of unsheltered individuals engaged
Number of individuals inputted into the Homeless Management Information System
Number of referrals to shelters/housing

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Number of successful shelter/housing placements
Linkage to behavioral health/drug program
Connected to case manager to support income, social security, ID services, Cal Fresh.
Amount of entries into the City data system with debris, encampments, fire (and how they started)
Map the area with disaster zones, encampments, individuals, and update each time
Number of medical responses
Number of debriefs on disaster response
Collection of phone numbers to reach out to in emergencies
Creation of evacuation plan and placement of signage
Continuation of education to new individuals as they enter the disaster areas
Successful relocation of camps in dangerous placement
Removal of brush/environmental hazards
Two homeless resource fairs a year with messaging, educational components, and with social service providers.
Reduction of 911 calls to the areas
Reduction in fires started by cooking/warming
Reduction of encampments
Number of times an individual is engaged before accepting support
Number of individuals who take part in the Whole Person Care Pod

*Updated by NX (5/6/21)
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Questions:
As the project is serving homeless persons, has the City considered the LMI-Limited Clientele national objective?

Answers:
The benefit of the Homeless Service and Support Task Force is solely to locations like the westside in Ventura, which has a qualifying LMI component, and towards other homeless individuals throughout the City, who are not specifically located in static areas, but qualify with little to no income.
The advantage of having a task force to respond, educate, and support not only helps those who are vulnerable in the community but the community at large because of the reduction of risks that can occur in encampment areas.

As the team consistently engages, supporting individuals out of homelessness and mitigating brush and debris matters, the number of encampments will both decrease in size and decrease all together when the individual is no longer without shelter. This will, in turn, prevent the optics of an area within our City that currently attract negative comments surrounding the individuals and blight.
The increase of fires in our community, and the impending future disaster surrounding flood and earthquakes, coupled with a population that is, in its entirety, vulnerable in every way, makes for an area that is in urgent need of heightened and purposeful directed response that is frequent and consistent.

Upload document of data supporting the LMI population to be benefitted and/or a map of the service area (Optional)
LMI Map 2019 Updates to 2010 Census Data (1).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)
2017 Thomas Fire qualifies the City of Ventura as a MID area as associated with DR-4353.

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

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

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Census Track 23BG2.

What is the total dollar amount of the project?
500,000

Anticipated CDBG-MIT funding need ($ amount)
1,300,000

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.
HHAP (Homeless Housing, Assistance and Prevention) Grant, $284,452 awarded for Outreach.
CDBG awarded $107,484
CDBG-CV awarded $513.516

Project Budget broken down by eligible activity and activity costs
Homeless Support team budget_.xlsx

Basis of Total Project Cost and Amount of CDBG-MIT requested
Total project cost of $905,452 is to enhance or expand current programing to include project as described.
Amount requested from CDBG-MIT is $500,000.

*Updated by NX (5/6/21)
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See more information in attachment titled "City of Ventura CBDG MIT Grant Response"

Questions:
What is the status of the other funding sources, have agreements been executed?

Answers:
The City has an agreement with Mercy House Living Centers to provide a 55-bed shelter with funding from multiple sources including the County of Ventura and grants. The enables the team to have a place ready to shelter as needed. This program would assist with capacity and resiliency building.

The City has a partnership agreement, fully funded by both public funds and the HHAP grant, to provide two proactive outreach workers.

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Questions:
Provide an explanation of the budget details and how they correspond to the project components included in the project description.

Answers:
The budget is built to have a complete team, consisting of a project lead, outreach, fire/medical, debris, and security; and all corresponding needs that will enable to team to be successful. Personnel and staff costs are the largest portion of the budget as the team is the main link in supporting all the components. The project lead focuses on managing the team and coordinating efforts to start the program off successfully, and the other team member's salary and benefits are equal across the three years of funding and represent the percentage of time spent in the field as opposed to their current day to day activities (around 11% FTE). The team will be in branded PPE to make them easy to recognize.
Education and messaging efforts are comprised of the team members, supplies to teach individuals practical safety techniques, and office supplies and business cards to provide information on services and how to connect directly to the team and social services.
The disaster and evacuation component will be created by the team, materials distributed by the team, safety supplies will be

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used for signage in the encampment areas, and the equipment rental and contractors will support the efforts with the removal of hazards, debris, and keeping the evacuation/emergency roads clear and easy to access.
Data Tracking utilizes the iPad, wireless modem, and printer so that updates can be made in the field, proper materials can be created and disbursed, and will allow for real time creation of mapping and data entry.

Reducing crime will be supported by security who will accompany the team as needed in more precarious areas, and the team's consistent presence in and around the encampments.
Supportive Services include the team's connection with individuals and ability to share outreach information, connect to services, assist with debris removal to create a safer area, and other mitigation efforts to decrease the potential for hazards. The iPad will help with referrals to shelters/housing through the Homeless Management Information System and Coordinated Entry, and the business cards will assist with a physical reminder for individuals on how to connect to support.
*Updated by NX (5/6/21)
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Questions and Answers
Questions related to the budget include:

What is included in the security line item?
o The security line is for a security officer for safety and support for the team as needed in the field or for special events like the homeless resource fair.

How many uniforms and what type of PPE is being provided?
o Branded PPE for seven people including protective shoes, hats, trousers, long sleeved shirts to protect from poisonous plants, and overcoats for inclement weather or inhospitable conditions. All items are field based. PPE will include sharps resistant gloves and masks as needed when interacting with the ill.

What is included in the equipment rental/contractors line item?
o Equipment rental consists of backhoes, skidsters, portable restrooms, and trash roll-offs. The contractors are drivers for the equipment above and manpower to assist with debris and brush removal.

Provide details and justification regarding the computer/iPads, printer, and modem line items.
o An iPad is needed with remote data accessibility to input data into our tracking application and the Homeless Management Information System. The service would be provided by the City but to make the iPad compatible for field environment requires protective cases and other supportive requirements.

How do business cards relate to the overall project?
o Business cards are really referral cards, leaving individuals information on how to connect with the team and supportive services.

How were these costs determined? (i.e. hourly rate vs. percentage of time, per item costs, etc.)
o Costs were determined by percentage of time with people and per item cost for physical items. Project Lead is at .30 FTE for planning, management and on the field work. Outreach, Fire and Debris is at .11 FTE minimum. Contractors are hourly rated and all other items are per item costs.

Describe prior experience and previous success in implementing planning and/or public services projects.
The City has implemented an outreach program that has been successful and extended due to the positive statistics. Within the outreach program the LMI areas are engaged every other week. The City was awarded a grant to hire an additional outreach worker specific to proactive engagement.

The City supported has implemented homeless resource fairs which aimed to educate, support, link individuals to services, and offer medical care to those in need. It was successful; however the scope was fairly small and we are looking to broaden our reach and include more partners and pertinent information to help give a hand up to our vulnerable population.

The City successfully contracts with non-profits to offer a 55-bed emergency shelter, transitional living, and a safe sleep car program.

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The Patrol Task Force is a homeless resource officer team consisting of 7 members who work closely with social service agencies to support those in need, offer resources, and then enforce laws as needed.

The City has successfully implemented outreach workers that are dedicated to the City of Ventura and have proven to be invaluable due to the high numbers of contact, referrals, and placement into shelters and housing. Being able to extend the reach out the outreach program to focus on the LMI areas will enable more positive outcomes.

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

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)?
Health and Medical: Fire/Paramedical can attend to health and medical issues on site, reducing chances for infections, trips to the emergency room, calls for 911, and can track ongoing physical and mental health issues.

Safety and Security: A more continuous presence of the team, including law enforcement and fire personnel will enhance community safety, especially in encampment areas.

Communications: Understanding the population and main areas of habitation will better educate the team on disaster planning and proper ways of communication in times of emergency. We will be able to create a plan within the unsheltered community to communicate about upcoming disasters and how they should respond to certain environmental concerns.

Food, Water, Shelter: Outreach will engage with individuals with the goal to refer and get them into shelters and housing. In addition, the team can refer individuals to local pantries and meal services to make sure they have food and water daily.

How will this project improve resilience for protected classes, underserved communities, and vulnerable populations?
The homeless community is high on the list of vulnerable populations. A supported homeless community who is educated on resources and what to do in disasters, has a trusting relationship with services, and has a basic level of health care will be more amendable to accept assistance and move out of homelessness.

Having the team stationed in LMI areas can also help reduce the numbers of individuals who find themselves falling into homelessness. The team can interact and host informational meet ups where they can offer support and linkage to homeless prevention funds and rapid rehousing funds through homeless services at the County of Ventura.

Can this project be replicated in other communities?
Yes

If yes, provide a description.
The team is created with existing staff, making it easy to recreate to support vulnerable populations in every jurisdiction.

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.
The team is in the process of developing data collection and mapping for the target population to identify risks, prioritize their impact, and create mitigation plans where appropriate as those risks evolve. Also, this allows for the tracking of hazards, debris, encampments, fires, and ultimately results in the development of outreach connections at every interaction. These processes will measure the impact of engagement and manifest in a reduction in emergency response/911 calls by the target population. This engagement will target other areas such as a reduction in fires and hopefully changes in behavior related to significant weather events like rain, flood, fire, and wind.

The current outreach workers engage within the Homeless Management Information System (HMIS) which tracks referrals to services, appointments, and care plans for those who are willing to release their information to the system. Reports of specific

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items can be pulled to determine required/strategic changes. Additionally, we will leverage health data to track responsiveness to connections, successful applications for social security, medical/Medicare, ID services, and Cal Fresh. Also we will continue to collect shelter data to determine who has successfully moved from homelessness to housing.

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

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)
This program will grow capacity to start immediately in April of 2021 and run through April 2024.

*Updated by NX (5/6/21)
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Questions:
Is the timeline provided from an executed grant agreement? Does the entire timeline provided apply to this project or just portions of the timeline?

Answers:
The provided timeline is not from an executed grant agreement; however, it is based on prior timelines used for such purposes. The dates are assuming acceptance of the CDBG-MIT funds and the proposed schedule of what the team will ideally achieve with quantitative measurements for the first three years of funding.

Proposed Project Timeline
ProjectTimelineSchedule CDBG TF 2020.doc

APPLICABLE LOCAL POLICIES AND PLANS

Do you have procurement policies and procedures?
Yes

If yes, upload your procurement policies and procedures.
Procurement Manual_Final January2020.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 County Multi-Hazard Mitigation Plan Appendices 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.
ANTI-DISPLACEMENT & RELOCATION PLAN (1).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

EXHIBIT F
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Environmental Quality Act (CEQA) environmental reviews?
Yes

If yes, upload your policies and procedures.
ENVIRONMENTAL REVIEW PROCESS 11-10-20 (1).pdf

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

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

Do you have a Section 3 plan?
Yes

If yes, upload your plan.
SECTION 3 MONITORING.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?
No

If no, please provide a status.
We are trained as public servents and go through routine ethics training and must fill out form 700.

Do you have conflict of interest policies and procedures?
Yes

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

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.
20210217_230831_725010_No._12.34_______POLICY_PROHIBITING_HARASSMENT___DISCRIMINATION_AND_RETALIATION.docx

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.
Time Sheet Policy and Procedures.docx

If yes, but the policies and procedures are in another previously uploaded document, please name the document.
Staff is currently drafting timekeeping measure in our policies and procedures.

Do you have financial management policies and procedures?
Yes

If yes, upload your financial management policies and procedures.
No._14.7___FINANCIAL_POLICIES_OVERVIEW (1).doc

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

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

ORGANIZATIONAL STRUCTURE, CAPACITY, AND AUTHORITY

What is your governing board meeting schedule?
The City of San Buenaventura is governed by City Council. The seven person Council meets the 2nd and 4th Monday of each month at 6 p.m. The Council meets the first week in August and will not reconvene until the first Monday after the Labor Day weekend. City Council meetings are held virtually.

The Safe & Clean, Affordable Housing and Homelessness Council Subcommittee meets the first Tuesday of every month at 3 p.m. The subcommittee does not meet in August and December,

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?
Grant expereience .docx

Debarment Check
SAM.gov screen shot.pdf

Government Agency Taxpayer ID Form
TIN - City of Ventura.pdf

Payee Data Record STD 204 Form
City of San Buenaventura W-9 Form.pdf

Have you reviewed the sample authorizing resolution?
Yes

Budget Worksheet

View Budget Worksheet
https://portal.ecivis.com/#/peerBudget/E646FCCD-CC8F-4A85-B966-B99CC3A82908

Goals Worksheet

View Application Goals
https://portal.ecivis.com/#/peerGoals/D1F019C2-76EF-4F2D-9750-1B9903665A67

Additional Information
City of Ventura CDBG MIT Grant Response.docx

Additional Information
Copy of CDBG-MIT PPS DOB Calculator - Homeless Services and Support Task Force.xlsx

Additional Information
CC - Council Resolutions - Reso No 2022-002 Title APPROVING AN ALLOCATION OF FUNDING, AN APPLICATION FOR FUNDING, AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE 2019- 2020 FUNDING YEA .pdf

Additional Information
NEPA.docx

Additional Information

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AMENDMENT 1

CDBG-MIT PPS DOB Calculator - Homeless Services and Support Task Force.xlsx

Additional Information
17MIT PPS DOB Affidavit Form - Homeless Services and Support Task Force.docx

Additional Information
CBDG-MIT PPS DOB Packet.pdf

Additional Information
17-MITPPS-21032 58 Environmental Assessment Packet.pdf

Additional Information
Anti-Lobbying Certification 17-MITPPS-21032.pdf

Additional Information
Non-Conflict of Interest Certification 17-MITPPS-21032.pdf

Additional Information
Resolution Number 2022-002.pdf

Additional Information
Scope of Work 17-MITPPS-21030.docx

File Upload
Revised Resolution City of San Buenaventura.pdf

File Upload
CBDG-MIT PPS Budget Explained.docx

Additional Information

Additional Information

Additional Information

Additional Information

# of Reviews
1

# of Denials
0

Average Score

File Upload

File Upload

File Upload

File Upload

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Applications: File Attachments

Upload project description, if available.
CDBG mitigation description FINAL.docx

Upload document of data supporting the LMI population to be benefitted and/or a map of the service area (Optional)
LMI Map 2019 Updates to 2010 Census Data (1).pdf

Project Budget broken down by eligible activity and activity costs
Homeless Support team budget_.xlsx

Proposed Project Timeline
ProjectTimelineSchedule CDBG TF 2020.doc

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?
Grant expereience.docx

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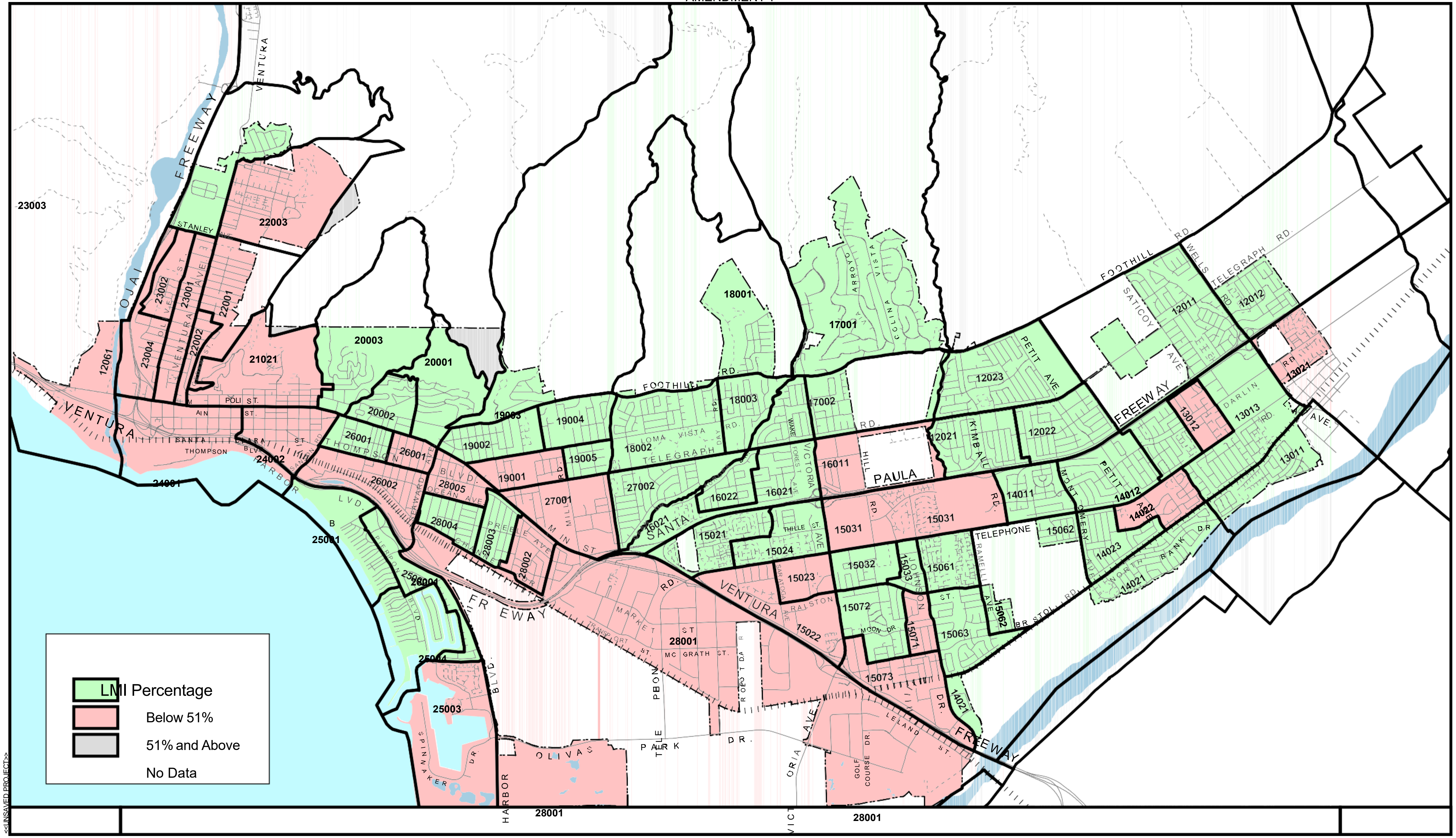

<<UNSAVED PROJECT>>

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17-MITPPS-21032
Revised Budget 2/9/2024

Task Item	Specific Item	Unit Cost	Quantity	Ext. Cost
Deliverable 1	VPD Staff Overtime	$157,800.00	1	$ 157,800.00
Deliverable 1	Tablet/Laptop	$2,500.00	2	$ 5,000.00
Deliverable 1	Hotspot monthly Subscription	$150.00	16	$ 2,400.00
Deliverable 1	Deliverable 1 Subtotal			$ 165,200.00
Deliverable 2	Staff Overtime	$20,000.00	2	$ 40,000.00
Deliverable 2	Deliverable 2 Subtotal			$ 40,000.00
Deliverable 3	Print fire safety pamphlets	$0.50	5000	$ 2,500.00
Deliverable 3	Procure Storage Containers (shipping containers)	$12,000.00	4	$ 48,000.00
Deliverable 3	Procure flameless ration heaters	$2.50	30000	$ 75,000.00
Deliverable 3	Deliverable 2 Subtotal			$ 125,500.00
Deliverable 3	Staff Overtime	$50,000.00	1	$ 50,000.00
Deliverable 3	Deliverable 3 Subtotal			$ 50,000.00
Deliverable 4	Staff Overtime	$15,000.00	1	$ 15,000.00
Deliverable 4	CERT Supplies (Backpacks, PPE, Uniforms shirts and vests)	$25,000.00	1	$ 25,000.00
Deliverable 4	CERT instruction aides (cribbing supplies, practice fire extinguishers, medical supplies, traige supplies, consumables for extant instructional tools)	$25,000.00	1	$ 25,000.00
Deliverable 4	CERT train the trainer/contract CERT instruction	$54,300.00	1	$ 54,300.00
Deliverable 4	Deliverable 4 Subtotal			$ 119,300.00

Grand Total	$ 500,000.00

EXHIBIT F
AMENDMENT 1

Budget Narrative

6/20/2024

Deliverable 1: Outreach and education through Homeless Services and Support Task Force

- Staff overtime provides for Ventura Police Department sworn officers to provide security for Office of Emergency Services, Ventura City Fire, and other assigned City staff while they are carrying out the grant funded program in the target area.
- Ipads and or Laptops will be used to track interactions and share information between staff in real time using the hotspot, enabling staff to track contacts, note issues, and enhance the accuracy and reliability of grant related record keeping, as well as support mapping efforts.

Deliverable 2: Gather data and produce aerial maps of the target area, updated monthly for the duration of the project using existing City-owned drones and licensed UAS pilots on staff.

- This item will provide for the Office of Emergency Services staff time required to program flight paths, perform maintenance and ensure compliance with pre-flight procedures, pilot drones, download imagery, and create photomosaics in order to maintain adequate and frequently updated situational awareness of trends and potential issues in the project areas.

Deliverable 3: Create fire safety pamphlet to distribute with flameless ration heaters for educational purposes and provide separate, secure storage for these items as well as the CERT team supplies outlined in Deliverable 4.

- These line items provide for the procurement of shipping containers items required to accommodate the logistical needs of the rest of the program by storing items to be distributed to unhoused individuals and also the storage and retention of unclaimed property recovered from the project areas in accordance with Department retention policy.
- Fire safety pamphlets will be used during outreach performed by Ventura City Fire, Ventura PD, and other assigned City Staff.
- Flameless ration heaters are a “just add water” solution that will be provided to unhoused individuals as an alternative to using open flames to warm meals.

Deliverable 4: Create and supply a Spanish Language CERT program targeted on the City’s low income, heavily Spanish-speaking neighborhoods.

- Staff Overtime will pay for City staff time required to market the class, review applications, create any professional service agreements required for instructors, schedule the class and facilities, manage classroom logistics, order, organize, distribute CERT supplies and materials, and attend to other miscellaneous tasks related to the class
- CERT Supplies will provide the standard CERT backpacks, PPE, CERT team Tshirts and vests that are provided to CERT classes throughout the nation.
- CERT instructional aides are required to teach the full CERT curriculum. At the moment, the City only has one piece of the full set of required instructional aides and must rely on the extremely

limited supply available through the County Fire Department. As we are adding an entirely new class to an increasingly busy schedule, the City will need to purchase cribbing supplies, Class A water fire extinguishers, medical supplies (IFAKs and their contents, occlusive dressings, gauze, tourniquets, etc.)

- Spanish language CERT instructors are rare and in high demand in our area. The line item for Spanish language CERT instruction will enable us to negotiate more favorable contract terms by contracting for numerous classes at once, thus leveraging economies of scale.

Deliverable 5: Mitigate risk through preventative measures including evacuation route identification and maintenance, safe relocation of camp sites and ignition sources from high-risk areas.

- Deliverable 5 costs are programmed into budget line items for Deliverables 1 and 2.

Activity Delivery										
Activity Delivery Total			**0**	**$0.00**	**$0.00**	**$0.00**	**$0.00**		**$0.00**	

Budget Report

Passthrough Agency: California Department of Housing and Community Development
Program: CDBG-Mitigation Planning & Public Services NOFA
Project Name/Title: San Buenaventura, City of - Homeless Services and Support Task Force
Org Name: City of San Buenaventura
Award/Contract Number: 17-MITPPS-21032
Stage: Budget-to-Actual

Report Date: 10/28/2024
Requested By: Mack Douglass
mdouglass@venturapd.org

Budget Items

Category	Title	Description	Units	Unit Cost	Extended Cost	Direct Cost	Indirect Cost	GL Account	Cost Share	Type
Activity										
	Grant Budget	Please see detailed upload in Ecivis	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**	

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			**1**	**$500,000.00**	**$500,000.00**	**$500,000.00**	**$0.00**		**$0.00**	

Budget Report, Created by Mack Douglass, mdouglass@venturapd.org, 10/28/2024
Source: eCivis™ Portal
http://www.ecivis.com/