

STANDARD AGREEMENT - AMENDMENT

STD 213A (Rev. 4/2020)

☒ CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED 105 PAGES

AGREEMENT NUMBER

18-DRWD-23002

AMENDMENT 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

Workforce Alliance of the North Bay

2. The term of this Agreement is:

START DATE

11/20/2024

THROUGH END DATE

03/01/2029

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

\$4,706.721.00

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:

A. This amendment is to extend the term of the contract by for an additional thirty-two (32) months.

B. STD 213A, Item 2, The Term of this Agreement is hereby changed from 11/20/2024 through 06/30/2026 to 11/20/2024 through 03/01/2029.

C. Exhibit A, Authority, Purpose, and Scope of Work, is hereby deleted in its entirety and replaced with a new Exhibit A, Authority, Purpose, and Scope of Work (Rev. 02/2026), attached hereto and made a part hereof.

D. Exhibit F, Detailed Scope of Work, Budget, and Application, is hereby deleted in its entirety and replaced with a new Exhibit F, Detailed Scope of Work, Budget, and Application (Rev. 02/2026), 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.)

Workforce Alliance of the North Bay

CONTRACTOR BUSINESS ADDRESS

PO Box 247

CITY

Napa

STATE

CA

ZIP

94559

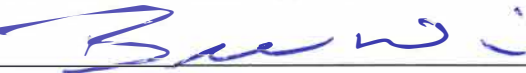
PRINTED NAME OF PERSON SIGNING

Bruce Wilson

TITLE

Executive Director

CONTRACTOR AUTHORIZED SIGNATURE



DATE SIGNED

5-26-26

STD 213A (Rev. 4/2020)

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AGREEMENT NUMBER	AMENDMENT NUMBER	Purchasing Authority Number
18-DRWD-23002	1	

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME				
Department of Housing and Community Development				
CONTRACTING AGENCY ADDRESS		CITY	STATE	ZIP
651 Bannon Street, Suite 400		Sacramento	CA	95811
PRINTED NAME OF PERSON SIGNING		TITLE		
Synthia Rhinehart		Contract Services Section Manager		
CONTRACTING AGENCY AUTHORIZED SIGNATURE		DATE SIGNED		
Synthia Rhinehart		5/29/2026		
CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL		EXEMPTION (If Applicable) Exempt per; SCM Vol. 1 4.04.A.3 (DGS memo dated 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 – Disaster Recovery Workforce Development Program (hereinafter "DR-Workforce") funds appropriated under Public Laws 115-254 and 116-20 and allocated to the State of California by the U.S. Department of Housing and Urban Development (hereinafter "HUD"). Community Development Block Grant – Disaster Recovery (hereinafter "CDBG-DR") is used by the State of California to support recovery efforts in areas impacted by the Federal Emergency Management Agency's Major Disaster Declarations DR-4407 and DR-4382. DR-Workforce programs are funded by CDBG-DR to address the need for skilled trades and specialized training and increase economic opportunities for low- to moderate-income persons.

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 up to the maximum amount identified in the Standard Agreement STD 213 Form to **Workforce Alliance of the North Bay** (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 6 (Method of Payment) herein. In no instance shall the Department be liable for any costs in excess of the approved as shown in the Budget section in Exhibit F, nor for any unauthorized or ineligible costs or expenses.

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

B. Implementation of Agreement

EXHIBIT A

By entering into this Agreement and thereby accepting the Award of grant funds, the Subrecipient agrees to comply with and implement this Agreement in a manner satisfactory to the Department and HUD and consistent with all applicable laws, regulations, policies and procedures that may be required as a condition of the Department providing the grant funds, including but not limited to, all applicable DR-Workforce Administration and Compliance requirements set forth by this Agreement, and in accordance with the NOFA Application (hereinafter "Application") documentation previously provided by the Subrecipient, attached to Exhibit F, 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 [State CDBG-DR Action Plan for 2018 Disasters](#) and [Program Policies and Procedures](#), and any amendments thereto, all applicable Federal Register notices (including future Federal Notices), and the requirements of the authorities cited above, as all of 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 to comply with CDBG-DR or state 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 will 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 F, Budget Worksheet. Unless amended in writing,

EXHIBIT A

the Department shall not be liable for any costs more than the total approved DR-Workforce budget identified herein. The Department shall not, under any conditions, be liable for any unauthorized or ineligible costs.

- B. Approved Activities must meet a CDBG-DR National Objective. DR-Workforce programs, as defined in the DR-Workforce Policies and Procedures Manual shall meet the following CDBG-DR National Objectives:
 - 1) Benefit to Low/Moderate Income Persons
- C. Subrecipient shall meet all project milestones, project-specific special conditions, budgetary and otherwise, and other requirements, as set forth in this Standard Agreement.
- D. Subrecipient shall comply with all Project closeout procedures, timely and accurately, including responding to the Department's requests for additional information in support of Project closeout.
- E. Subrecipient shall submit requests for reimbursement (Financial Reports) to the Department no less frequently than quarterly and no more frequently than monthly with end-of-quarter reimbursement requests being due to the Department by the 10th calendar day of the month following the end of the preceding quarter. The Department may require monthly requests for reimbursement. For purposes of this provision, the first full month following the effective date of this Agreement shall constitute the first month of the first quarter. Subrecipient shall submit Financial Reports consistent with the other provisions outlined in this Agreement.
- F. Subrecipient shall collect data and submit reports to the Department in accordance with the reporting requirements detailed in Section 24 of Exhibit D herein.
- G. The Subrecipient shall monitor all Approved Activities in accordance with the requirements of the Subrecipient Monitoring Responsibilities outlined in the DR-Workforce Development Policies and Procedures Manual.

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 Form (the "Effective Date").

EXHIBIT A

Subrecipient agrees that prior to execution of this Agreement by the Department, no Work toward the implementation of the program activities, shall commence, nor shall any costs be paid with CDBG-DR funds incurred or obligated by any party.

Additionally, for public facility-related activities, proof of the recorded DR-Workforce Use Restriction, as required by federal regulation, must be submitted to, and accepted by the Department at close of acquisition and/or prior to the start of construction, when such activities are applicable to an approved training program. If an Application is approved that includes both acquisition and construction, the deed restriction must be recorded at close of acquisition.

5. Term of Agreement and Performance Milestones

- A. Term of Agreement: With the exception of the activities and costs allowed during DR-Workforce grant closeout period as set forth in Exhibit B, Section 9, the Subrecipient shall complete the Work activities and incur all project Activity Costs (does not include Activity Delivery Costs which are due 45 after the expenditure deadline, see Exhibit B Section 6.B. for more details) on or before the Expenditure Deadline. Time is of the essence to ensure complete and compliant Approved Activities before grant closeout.

The Expenditure Deadline for Activity funding is 12/31/2028, unless expressly extended by the Department in writing and in its sole and absolute discretion and subject to any federal or state limitations with respect thereto.

All grant funds, including Activity Delivery, must be expended by the Agreement Expiration Date as set forth in Section 2 of the STD 213.

- B. Performance Milestones: Subrecipient shall adhere to the performance milestones below. Time is of the essence with respect to all such milestones.
- 1) For non-Public Service eligible activities only (i.e., acquisition, rehabilitation, improvements to public facilities), Subrecipient must commence the Environmental Record Review ("ERR") process within one (1) month from the Effective Date of this Agreement with the Department.
 - 2) For non-Public Service eligible activities only (i.e., acquisition, rehabilitation, improvements to public facilities), Subrecipient must successfully complete acquisition or lease within two (2) months from ERR clearance.

EXHIBIT A

- 3) For non-Public Service eligible activities only (i.e., acquisition, rehabilitation, improvements to public facilities), Subrecipient must begin to incur construction costs (soft cost are eligible), within two (2) months from ERR clearance or, if applicable, two (2) months from acquisition/lease completion.
- 4) Subrecipient must commence approved training classes and supportive services no later than three (3) months from ERR clearance or construction/acquisition/lease is complete.
- 5) Subrecipient must meet the project-specific milestones outlined in the Subrecipient's schedule set forth in Exhibit F. In the event that any Performance Milestones contained in Subrecipient's schedule in Exhibit F conflicts with any Performance Milestones contained in this Exhibit A, then the milestones in Exhibit A shall prevail.
- 6) Subrecipient must expend fifty percent (50%) of the funds authorized in this Agreement at least six (6) months prior to the Expenditure Deadline. Proof of meeting this milestone must be provided in the Financial Report submitted no later than five (5) months from the Expenditure Deadline. For example, if an Expenditure Deadline is December 31st, then the fifty percent (50%) expenditure requirement must be reached six (6) months before that, which is end of June earlier that year and a Financial Report showing proof is due in the next month's July Financial Report.
- 7) Subrecipients with only a Public Service eligible activity (this does not apply to Subrecipients that have as part of their scope of work a non-Public Services eligible activity) must serve fifty percent (50%) of its Beneficiaries identified in Exhibit F no later than six (6) months prior to the Expenditure Deadline. Proof of meeting this milestone must be provided in the Monthly Activity Report submitted no later than five (5) months from the Expenditure Deadline. For example, if an Expenditure Deadline is December 31st, then the fifty percent (50%) beneficiary requirement must be reached 6 months before that date, which is end of June earlier that year, and a Monthly Activity Report showing proof is due in next month's July Monthly Activity Report.
- 8) Subrecipient must serve one hundred percent (100%) of its Beneficiaries identified in Exhibit F prior to the Expenditure Deadline. The Department may allow up to a ten percent (10%) variance, if, in the sole discretion of the Department, it determines that the Subrecipient has demonstrated, for reasons beyond Subrecipient's reasonable control, they were not able to timely meet this requirement.

EXHIBIT A

- 9) Expenditure of all DR-Workforce Activity Funds (excluding eligible Activity Delivery costs for close-out) by the Expenditure Deadline. If Subrecipient fails to fully expend DR-Workforce activity funds by the Expenditure Deadline, the Department reserves the right to disencumber the Subrecipient's Award amount in this Agreement by the amount then unspent.
- 10) For non-Public Service activities, recordation of the 5-Year no change of use restriction must be recorded by the date set forth in Exhibit F project schedule.
- 11) Failure to meet performance milestones:
 - a) If any performance milestones listed above are not met or not on target to be met, in addition to any other rights and remedies it has hereunder, the Department reserves the right to withhold further payments to Subrecipient (including, but not limited to, reimbursements for Activity Delivery costs) until such time as satisfactory progress is made toward meeting the performance measures.
 - b) The Department has full discretion to determine if the Subrecipient is on target to meet the Expenditure Deadline. Subrecipient shall diligently work with the Department's DR-Workforce staff to promptly submit to the Department:
 - i. a written mitigation plan specifying the reason(s) for the delay;
 - ii. the actions to be taken to complete the task that is the subject of the missed measure deadline; and
 - iii. the date by which the completion of said task will occur.
- 12) The Department, in its sole and absolute discretion, reserves the right to reallocate unspent grant funds from this contract 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.

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

EXHIBIT A

- C. Any changes to the Work set forth in this Agreement must be approved in writing by the Department. Requests for revisions to the Work must be submitted in writing for review and approval by the Department in its discretion. Any approval shall not be presumed unless such approval is made by the Department in writing.

6. DR Workforce Development Program Contract Management

- A. Department Contract Manager: The Department Contract Manager for this Agreement is the DR-Workforce 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
Division of Financial Assistance – DR-Workforce Development Program
Attn: Contract Manager
P.O. Box 952054
Sacramento, CA 94252-2054 or,
electronic mail at: DRWorkforce@hcd.ca.gov

- 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) Risk Assessments and Due Diligence documents
- 4) Other Reports, as required
- 5) Submittal of any and all requested supporting documentation
- 6) Standard Agreement Issuance and Amendments

- C. Subrecipient Contract Administrator: The Subrecipient Contract Administrator (must be a Subrecipient employee) is identified in Exhibit G, Subrecipient 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.

EXHIBIT F

DETAILED SCOPE OF WORK, BUDGET, AND APPLICATION

Name of Program: Lake Wildfire Resilience Workforce Program (Lake Workforce Program)

Grants Network Unique Identifier: Grant # 18-DRWD-23002

1. Program Overview

THE CDBG-DR ELIGIBLE ACTIVITY(IES):

- a) Public Service
- b) Public Facility Acquisition
- c) Public Facility Improvements

THE NATIONAL OBJECTIVE(S) TO BE ACHIEVED FOR EACH ACTIVITY AS A RESULT OF THIS PROGRAM:

- a) Low to Moderate Income individuals (LMI) National Objective
- b) LMI National Objective
- c) LMI National Objective

THE METHOD OF MEASURING NATIONAL OBJECTIVE FOR EACH ACTIVITY:

- a) Limited Clientele (LMC)
- b) Limited Clientele (LMC)
- c) Limited Clientele (LMC)

THE NUMBER OF INDIVIDUALS BENEFITTING FOR EACH ACTIVITY AS A RESULT OF THIS PROGRAM:

- a) Public Service
 - i. Total beneficiaries: 100
 - ii. Total low/mod beneficiaries: 100
- b) Public Facility Acquisition
 - i. Total beneficiaries: TBD
 - ii. Total low/mod beneficiaries: TBD
- c) Public Facility Improvements

EXHIBIT F

- i. Total beneficiaries: TBD
- ii. Total low/mod beneficiaries: TBD

2. Activity Scope Work ("Work")

- a) Public Service: The CDBG-DR funded Lake Workforce Program will expand the current program from a statewide tribally focused program to a local and regionally focused program that serves Lake County low- and moderate-income residents, and a particular focus on young adults recently graduating from high school or an alternative school who are ready to enter the workforce. The Lake Workforce Program Project will provide a variety of conservation field work, career exploration and job readiness training, ecological restoration, wildland fire, forest, and ecological management knowledge. Additionally, significant participant supportive services will be provided.
- b) Public Facility Acquisition: Public Facilities Acquisition activities are included to provide a permanent homebase for the workforce development programs. which will provide the long-term, stable home necessary to build a program for the community. Trainings will be offered at the proposed public training facility to be acquired in Upper Lake, a central and accessible location for Lake County residents. The buildings proposed for use include:
 - a. a one-story, one-bedroom residence which will be used as an office space;
 - b. a large one-story barn on flat ground for a training meeting space; and
 - c. a large shop and engine bay on flat ground for tool and equipment storage.
- c) Public Facility Improvements: Public Facility Improvement activities will be completed on the acquired property to serve as the homebase for the Tribal EcoRestoration Alliance (TERA), including storage and training and gathering space for community outreach. Improvement activities include design and development of four ADA accessible parking spaces. rehabilitation of an approximately 2,500 square foot barn on the project site. All improvements would be consistent with California Building Code requirements and do not require new ground disturbance or water/sewer connection.

3. Budget Worksheet (attached)

The Project budget is included below as Attachments a - c.

EXHIBIT F

Attachment a – Total Activity Budget Worksheet is the overall, detailed project budget submitted with the application. This budget provides a breakdown of the Grants Network Budget Worksheet. Only changes to the Total Activity Budget Worksheet that impact the Grants Network Budget Worksheet will result in either a budget revision or amendment.

Attachment b – CDBG-DR Budget Worksheet is the high level, official budget for the Project. Any adjustments of this budget will result in either a budget revision or amendment.

Attachment c – CDBG-DR Budget Narrative is included to explain any information that affects how CDBG-DR funds will be used in the activity. It includes itemized accounts of how and when the funds will be used, an explanation of how projected expenditures were calculated, and any unmet budget gaps and information about the viability of the activities included if the project is only partially funded. Changes to this Narrative will not result in a budget revision or amendment.

When applicable, documentation that supports the indirect cost rate and ADCs is included as Attachment e.

4. Performance Measures

The performance measures have been determined to be required for the monthly activity report, at the discretion of HCD and they are in bold below. Each month the Subrecipient will report on how the Project has progress on reaching the target numbers. The proposed target numbers are based on information provided by the Subrecipient in the DR-Workforce NOFA Application.

- Projected number of LMI beneficiaries (training participants) to participate in the Workforce Training Program: 100
- Projected goal percentage of LMI beneficiaries to participate in the Workforce Training Program: 100%
- Projected number of properties to be acquired: one (1)
- Projected number of Public Facilities rehabilitated/improved: three (3)
- And additional Performance Measures as may be requested.

5. Program Schedule

The Project Schedule for the Project is included below.

EXHIBIT F

- Milestone #1: Date projected to Start DR-Workforce activities (incurring costs): **12/10/2024.**
- Milestone #2: Date projected to begin the Public Facility Environmental Review: **11/27/2024.**
- Milestone #3: Date projected to have Acquisition Site Control: **4/17/2025.**
- Milestone #4: Date projected to start construction: **7/7/2025.**
- Milestone #5: Date projected to complete construction: **08/31/2026.**
- Milestone #6: Date projected to Start the Training Program: **7/14/2025.**
- Milestone #7: Date projected to expend Fifty percent (50%) of the CDBG-DR awarded funds: **10/1/2026.**
- Milestone #8: Date projected to Expend all CDBG-DR awarded funds: **6/30/2027.**
- Milestone #9: Date projected to Close-out: **09/30/2027.**
- **For non-Public Service activities, recordation of the 5-Year no change of use restriction must be recorded at the time Lake County creates such new or combined parcels, and regardless of a single existing parcel or new combined parcels, shall be in first (1st) lien position against each such parcel, and shall remain in effect from the date of recordation and continue for a period of five (5) years from the date of issuance of each Lake Wildfire Resilience Workforce Program Project occupancy permit.**

6. Final Application (attached)

In addition to the above detail, the Application is attached for further details. In the event of a direct conflict between Exhibit F language above and the Application, this Exhibit F supersedes the Application to the extent of the conflict.

Attachments:

- a) Total Activity Budget Worksheet
- b) CDBG-DR Budget Worksheet
- c) CDBG-DR Budget Narrative
- d) Final Application
- e) Indirect Cost documentation – Not applicable

EXHIBIT F - Attachment A
TOTAL ACTIVITY BUDGET WORKSHEET

Total Activity Budget and DOB				Lake County				2018 CDBG-DR Workforce Development Program										Workforce Alliance of the North Bay				Budget Gap/ Duplication of Benefits	
Uses (line item budget)				Total Activity Cost	Unit Cost	# of Units	Extended Cost	CDBG-DR	EDD-WIOA	General Funds	Donations	FEMA	[Source 6]	[Source 7]	[Source 8]	[Source 9]	[Source 10]						
PUBLIC SERVICE DIRECT COSTS																							
Salaries & Wages	\$	425,185.02					\$ 425,185.02		\$	-	\$	-	\$	-	\$	-	\$	-	\$				
OJT Trainees (10) Salaries & Wages	\$	97,280.00					\$ 97,280.00		\$	97,280.00													
Talent Development Specialist (WANB FTE)	\$	142,187.50					\$ 142,187.50		\$	-													
Benefits	\$	147,507.29					\$ 147,507.29		\$	-													
OJT Trainees (10) Benefits	\$	49,612.80					\$ 49,612.80		\$	-													
Talent Development Specialist (WANB FTE)	\$	39,812.50					\$ 39,812.50		\$	-													
Instructors (3)	\$	45,000.00					\$ 45,000.00		\$	-													
Supplies	\$	106,388.53					\$ 106,388.53		\$	-													
Travel	\$	4,900.00					\$ 4,900.00		\$	-													
Equipment	\$	125,000.00					\$ 125,000.00		\$	-													
SUPPORTIVE SERVICES																							
Stipends	\$	116,000.00					\$ 116,000.00		\$	-													
Work Wear and Gear	\$	66,250.00					\$ 66,250.00		\$	-													
Participant Supportive Services	\$	51,250.00					\$ 51,250.00		\$	-													
TOTAL PUBLIC SERVICES DIRECT COSTS	\$	1,416,373.64					\$ 1,153,460.84	\$	-	\$ 262,892.80	\$	-	\$	-	\$	-	\$	-	\$				
PUBLIC FACILITIES DIRECT COSTS (PROPERTY ACQUISITION & OPERATING/MAINTENANCE)																							
TERA Property Acquisition	\$	2,003,960.71					\$ 2,003,960.71	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-				
Property Acquisition Fees	\$	9,519.32					\$ 9,519.32	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-				
Salaries & Wages	\$	155,897.74					\$ 155,897.74	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-				
Benefits	\$	66,067.87					\$ 66,067.87	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-				
Contracted Positions	\$	152,817.91					\$ 152,817.91	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-				
Property Supplies	\$	99,300.00					\$ 99,300.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-				
Property Improvements	\$	373,565.25					\$ 373,565.25	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-				
Travel	\$	3,881.50					\$ 3,881.50	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-				
Insurance	\$	51,765.00					\$ 51,765.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-				
Utilities	\$	18,000.00					\$ 18,000.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-				
TOTAL PUBLIC FACILITIES DIRECT COSTS	\$	2,934,775.30					\$ 2,934,775.30	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-				
TOTAL ACTIVITY COSTS				\$	4,436,646.94			\$ 4,173,654.00															
SALARIES & WAGES																							
Executive Director (1%)	\$	3,115.12	\$178,007.00	0.02		FTE*1.75 years	\$ 3,115.12	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-				
Associate Director of Operations	\$	11,760.44	\$134,405.00	0.09			\$ 11,760.44	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-				
Administrative Services Officer	\$	22,391.43	\$127,951.00	0.18			\$ 22,391.43	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-				
Sr. Workforce Development Analyst (Part-Time)	\$	19,525.80	\$111,576.00	0.18			\$ 19,525.80	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-				
Grant Manager (FTE)	\$	236,171.74	\$111,576.00	2.14			\$ 236,171.74	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-				
BENEFITS & TAXES																							
Executive Director	\$	1,430.29	\$ 81,731.00	0.02			\$ 1,430.29	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-				
Associate Director of Operations	\$	3,287.81	\$ 37,575.00	0.09			\$ 3,287.81	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-				
Administrative Services Officer	\$	7,183.40	\$ 41,048.00	0.18			\$ 7,183.40	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-				
Sr. Workforce Development Analyst (Part-Time)	\$	2,147.84	\$ 12,273.36	0.18			\$ 2,147.84	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-				
Grant Manager (FTE)	\$	64,468.37	\$ 30,125.52	2.14			\$ 64,468.37	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-				
TOTAL ACTIVITY DELIVERY DIRECT COSTS				\$	374,682.24			\$ 374,682.24															
TOTAL ACTIVITY DELIVERY COSTS	\$	533,067.00					\$ 533,067.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-				
Do not include rate (10%)	\$	85,369.00					\$ 85,369.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-				
Negotiated rate	\$	-					\$ -	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-				
Cost Allocation plan (insurance, legal, supplies, rent, equipment, etc.)																							
Total Indirect Costs Budget	\$	244,952.76					\$ 158,984.76	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-				
Total PROJECT Cost	\$	4,681,600.00					\$ 4,766,221.00	\$	-	\$ 282,392.80	\$	-	\$	-	\$	-	\$	-	\$				

Instructions: Fill out the item budget with your projected activity costs. You may identify the line items by category, such as activity direct hard costs for public service and public facility activities, activity delivery soft costs, and indirect costs, or by any other categories that apply to your activity. Fill in the region and organization name at the top of the form, and identify the specific sources (funds) that will be used to pay for each line item in each category. Align the budget line items must align with the project scope of work. If your budget line item has a budget gap, the "Gap/Duplication of Benefits" column will show a red shaded field a number indicating your budget gap in parentheses. If you have a potential duplication of benefits, the column will show a blue shaded field and a number indicating your budget coverage. Please make sure to include ALL of your potential funding sources, including FEMA, HCD, and other State and Federal funds, as well as local funds from fees, trust funds, and taxes, and any foundation or private donation funding, including insurance payments. If you are unsure if a funding resource should be included, please email DRWorkforce@hcd.ca.gov titled Total Activity Budget Assistance. Please fill in the fields with a bracket () and the funds. Do not delete or alter formulas. The colored columns have no significance, they are colored only to make it easier to track across all funding sources.

Exhibit F – Attachment B
CDBG-DR Budget Worksheet

Passthrough Agency: California Department of Housing and Community Development
Program: 2018 CDBG-DR Workforce Development Program
Project Name/Title: Lake Wildfire Resilience Workforce Program (LWRWP)
Org Name: Workforce Alliance of the North Bay
Stage: Pre-Award

Report Date: 08/29/2024
Requested By: Taylor Swain
tswain@workforceallianceofnorthbay.org

Budget Items

Category	Title	Description	Units	Unit Cost	Extended Cost	Direct Cost	Indirect Cost	GL Account	Cost Share	Type
Activity	Public Service Direct Costs	Program Activity Costs	1	\$1,176,312.00	\$1,176,312.00	\$1,176,312.00	\$0.00		\$0.00	Direct Cost
	TERA	OJT's paid for by TERA funds	1	\$262,893.00	\$262,893.00	\$0.00	\$0.00		\$262,893.00	Cost Share
	Public Facilities Direct Costs	TERA Property Acquisition	1	\$2,694,722.00	\$2,694,722.00	\$2,694,722.00	\$0.00		\$0.00	Direct Cost
	WANB	Talent Development Specialist	1	\$182,000.00	\$182,000.00	\$182,000.00	\$0.00		\$0.00	Direct Cost
	TERA De Minimis Rate	10% Indirect Rate	1	\$120,620.00	\$120,620.00	\$0.00	\$120,620.00		\$0.00	Indirect Cost
Activity Total			5	\$4,436,547.00	\$4,436,547.00	\$4,053,034.00	\$120,620.00		\$262,893.00	

General Administration										
General Administration Total			0	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	

Activity Delivery										
	WANB Staff	Grant Management and Project Management	1	\$374,082.00	\$374,082.00	\$374,082.00	\$0.00		\$0.00	Direct Cost
	WANB Cost Allocation	Indirect costs spread by Cost Allocation Plan	1	\$158,985.00	\$158,985.00	\$0.00	\$158,985.00		\$0.00	Indirect Cost
Activity Delivery Total			2	\$533,067.00	\$533,067.00	\$374,082.00	\$158,985.00		\$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			7	\$4,969,614.00	\$4,969,614.00	\$4,427,116.00	\$279,605.00		\$262,893.00	
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Attachment C: CDBG-DR BUDGET NARRATIVE

WANB - Master Budget Table – Talen Development Specialist revised from contracted position to WANB W2 employee. TERA revised Public Service Direct Costs (see below for details) for a reduction of \$204,831.02 from \$1,176,311.86 to \$971,480.84 (see below for details), an increase in TERA Property Acquisition costs of \$240,053.40 from \$2,694,721.90 to \$2,934,775.30, and a decrease in de minimis of \$35,222.38 from \$120,620.47 to \$85,398.08.

TOTAL Proposal Cost: Total \$4,969,614.20 Funds Request: \$4,706,721.40

Public Service Direct Costs: Total \$1,621,204.66 Funds Request: \$1,358,311.86

CONTRACTED POSITIONS: Total \$182,000 Funds Request: \$182,000 – Removed contracted positions

SALARIES & WAGES – Add \$142,187.50 for salary/wages for WANB full-time position.

BENEFITS & TAXES – Add \$39,812.50 for benefits for WANB full-time position.

Talent Development Specialist - This full-time position, to be hired if the grant is awarded, will handle the case management of participants. The individual hired will have prior experience in case management along with a track record of successful participant outcomes.

SUBRECIPIENTS: Total \$971,480.84 Funds Request: \$708,588.04

TERA Public Service Direct Costs - See TERA section below

Public Facilities Direct Costs: Total \$2,934,775.30 Funds Request: \$2,934,775.30

SUBRECIPIENTS: Total \$2,934,775.30 Funds Request: \$2,934,775.30

TERA Property Acquisition - See TERA section below

Activity Delivery Costs: Total \$374,082.23 Funds Request: \$374,082.23

SALARIES & WAGES: Total \$295,564.52 Funds Request: \$295,564.52 – Shifted budgeted funding to Grant Manager position by reducing FTE count of other support employees. No net change in cost.

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Executive Director – Reduced to 1% of WANB Executive Director's, Bruce Wilson, time over 1.75 years. He will have full administrative and oversight responsibility for the success of this grant and ultimately for the proposed; this will include administrative oversight for meeting specific project timelines, completing quality products, negotiating contracts, overseeing evaluations, interfacing with the key partners, and serving as the liaison with the Housing and Community Development Department. All other WANB staff report to this position.

Associate Director of Operations – Reduced to 5% of WANB Associate Director of Operations', Laura Davis, time over the grant term. This position is responsible for all aspects of the program from daily oversight, staff training, program performance and reporting, and ensuring program compliance.

Administrative Services Officer – Reduced to 10% of WANB Administrative Services Officer, Taylor Swain, time over the grant term. This position is responsible for all financial management, compliance, invoicing, cash draw, monitoring and reporting.

Sr. Workforce Development Analyst (Part-time) – Reduced to 10% of WANB's Sr. Workforce Development Analyst's, Doug Orlando, time over the grant term. This position will provide advice and assistance with compliance with federal and state regulations.

Grant Manager (Full-time) – Increased to 2.14 FTE over the grant term. This position will assume day to day oversight, coordination and management responsibility for the grant project along with training partner coordination and oversight. This will include responsibility for overseeing the evaluation of program process and outcomes, interfacing with the key partners, and providing liaison with the funders and key stakeholders, designing, adjusting and overseeing project timelines and objectives, developing necessary request for proposals and contracts, and outreach, marketing and communication on behalf of the grant.

BENEFITS & TAXES: Total \$78,517.71 Funds Request: \$78,517.71

Executive Director - Benefit/taxes for the above position.

Associate Director of Operations - Benefit/taxes for the above position.

Administrative Services Officer - Benefit/taxes for the above position.

Sr. Workforce Development Analyst (Part-time) - Benefit/taxes for the above position.

Grant Manager (Full-time) - Benefit/taxes for the above position.

INDIRECT COSTS: \$279,605.41 Funds Request \$279,605.41

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TERA De Minimis Indirect Rate – Reduced by \$35,222.38 from \$120,620.47 to \$85,398.08 due to other budget changes. - TERA has neither a negotiated indirect cost rate nor a cost allocation plan and elects to use the default 10% De Minimis Indirect Rate.

Cost Allocation Plan - \$158,984.95 - The WANB Cost Allocation Plan assigns all costs to either a directly benefiting grant or to a cost pool. Cost pools are spread based on staff time study, or another reasonable methodology, to assign costs fairly among benefiting grants. This cost allocation plan assigns costs from, but not limited to, legal fees, fiscal fees, marketing/outreach, travel, board/staff development, equipment/technology, insurance, memberships/dues, audits, supplies, rents/leases. The Administrative Services Officer carefully reviews all costs before assigning to a grant or cost pool to be sure that it will spread only to grants that benefit from the cost activity.

TERA - Partner, Subrecipient See Revisions in yellow

Activity Direct Costs - Total Cost: \$1,439,204.66 Funds Requested: \$1,176,311.86- to be decreased to \$971,480.84.

Salaries and Wages: \$473,544.48 to be slightly decreased to \$425,185.02 plus match funds \$97,280 Total Cost \$570,824.4 Total Cost including match decreases to \$522,465.02.

Based on the actual historical spending, it has been determined that some staff time needs adjusting.

> **Training Manager** @\$40.87/hour for 2,766 hours, based on a \$85,000 annual salary. 100% FTE for 1.33 years. The Training Manager will be a new hire and will oversee all aspects of the Workforce development training program. They will coordinate and manage all the different program offerings, guest instructors, trainees, and provide portions of the instruction.

@\$30/hour for 86.66 hours, based on 15 months at 50%FTE/8 months at 25%FTE/Executive Director as Training Manager @\$62/hour for 600 hours/balance spent to date \$3139.84; \$89,736.04

>**6 Crew Mentors** @\$26/hour for 2,187 hours total, approximately 365 hours per Crew Mentor over the course of the grant. These 6 crew mentors are current TERA crew members and will be active throughout the trainings to assist trainees and provide director mentorship during trainings and OJT.

No Change

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>**Project Manager** @40.87/hour for 3640 hours, based on a \$85,000 annual salary at 100% FTE for the course of the grant - 1.75 years. This will be a new hire and will work closely with Executive Director to oversee the entirety of TERA's scope of work for this grant, including timeline, deliverables, and oversight of both the Workforce development program, public facility acquisition, and the primary liaison with WANB. They will also be responsible for working with the TERA Finance Manager to track expenses, and support WANB staff with reporting.

@\$40.87/hour for 173.32 hours @2 months 100%FTE/86.66 hours @ 20 months 50% FTE plus balance spent to date \$57,592.66; \$142,695.72

>**Outreach Coordinator** @\$31.25/hour for 1820 hours, based on a \$65,000 annual salary at 50% FTE for the course of the grant - 1.75 years. This will be a new hire that will dedicate their time to community outreach and recruitment efforts, including coordinating and presenting at the outreach and registration events.

@\$29/hour for 86.66 hours at 18 months 50%FTE/balance spent to date \$2669.77; \$47,906.29

> **Human Resources Manager** @\$33.65/hour for 910 hours over the span of the project, based on an annual salary of \$70,000. This is an existing TERA staff position. In the direct activity cost role, the HR Manager will onboard all the trainees, assist with documentation, and provide soft skills training.

Reduced to 820 hours at \$33.65 per hour due to reduced workload for this position; \$27,593.00

>**Finance Manager** @38.46/hour for 910 hours, based at 25% FTE for the course of the grant - 1.75 years. This is an existing TERA staff position that will oversee all financial accounting such as transactions, invoicing, and project budget management.

@\$38.46/hour for 616 hours/balance spent to date \$4326.45; \$28,017.81

> **Executive Director** @\$52.88/hour for 364 hours, based on an annual salary of \$110,000. In the direct activity cost role, the Executive Director will support every offered training program development and implementation by developing appropriate criteria and providing instruction. The ED will also work closely with the Project Manager and the Contracted Property Acquisition Technical Support team to secure the Public Facility Acquisition and set it up for training once purchased.

No Change

> **Stewardship Manager** @\$36.06/hour for 364 based on a \$75,000 annual salary at 10% FTE for the duration of the grant - 1.75 years. This is an existing TERA staff position that will support the training program and provide mentorship to the trainees.

No Change

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> **On-the-Job-Training (OJT) Participants** @\$19/hour for 2 cohorts of 10 participants with over 32, 8 hour days for a total of 5120 hours for 20 people. TERA holds State and Federal contracts to conduct fuel reduction and vegetation management around Lake County. Some trainees will graduate from the EcoCultural Fuels Reduction Training and will continue to develop their professional skills via TERA's OJT program. These participants will be provided wages through matching general operating funds.

Benefits and Taxes: Total \$232,394.38 plus match \$49,612.80 total \$282,007.18 Funds Decrease: \$147,507.29

Correlated benefits to actual staff time and applied the fringe rate for each position accordingly, which varies slightly between positions. Fringe rate includes the following; employer taxes, IRA retirement employer match, phone stipend, leave accrued based on actual hours worked, and workers compensation.

The TERA staff receive benefits that include: paid time off (PTO) for holiday, vacation, sick leave, training, health insurance, 401K match, worker's comp, disability insurance, education assistance, and phone reimbursements. Benefits are 39% of staff salary and employer taxes are 12%, for a combined total of 51% of staff salary. The hourly rates shown below are in addition to the wages above.

> **Training Manager** @\$20.84/hour for 2,766 hours
> **6 Crew Mentors** @\$9.10/hour for 2,187, shared between 6 people
> **Project Manager** @\$20.84 for 3,280 hours
> **Outreach Coordinator** @\$15.94/hour for 1,820 hours
> **Human Resources Manager** @\$17.16/hour for 910 hours
> **Finance Manager** @\$19.62/hour for 910 hours
> **Executive Director** @\$26.97/hour for 364 hours
> **Stewardship Manager** @\$18.39/hour for 364 hours
> **On-the-Job-Training (OJT) Participants** @\$9.69/hour for 5120 hours, shared between 20 people. These benefits and employer taxes are provided *through matching general operating funds.*

> **Training Manager** @32% of base salary
> **6 Crew Mentors** @49% of base salary, shared between 6 people
> **Project Manager** @29% of base salary
> **Outreach Coordinator** @ 41% of base salary
> **Human Resources Manager** @34% of base salary
> **Finance Manager** @ 33% of base salary
> **Executive Director** @32% of base salary
> **Stewardship Manager** @39% of base salary

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Contracted Instructors: Total \$45,000 Funds Request: \$45,000 - NO CHANGE

TERA contracts subject matter experts to provide instruction on specific topics throughout the training programs. Guest Instructors are paid \$125/hour. TERA expects to contract a minimum of 3 Instructors to work with TERA for at least 15 days each (see calculations in course description writeup in Training Scope of Work).

Supplies: Total \$146,028 Funds Request: \$146,028 - Decreased to \$106,388.53

TERA's workforce development programs largely consist of direct on-the-ground Wildland and Forestry Fire and Ecological Restoration training. This means that the participants learn to use a variety of tools and equipment. All items will be purchased in adherence to the WANB procurement and purchasing policy and Code of Federal Regulations.

TERA manages a large inventory of tools, PPE, and chainsaws for existing staff and program use; the tools and supplies listed below are required for the additional training program we are developing with this grant and to outfit the training facility with basic tools necessary to run a training center. All supplies are to be used exclusively on this grant for the duration of the grant period, and will be incorporated into TERA's tool cache upon completion of the grant, thereby building our capacity to continue offering these training programs into the future.

>**Fire Hand Tools** 50 tools at approximately \$100/item. These include McLeods, shovels, etc. These tools are used to manage, manipulate, and put out fires.

>**Radios** 20 radios at \$2,200/unit. HAM radios are a vital tool in fire management and are critical in rural and forested areas, like Lake County, to communicate between on the ground teams. This will also provide emergency contact to EMS in case of an emergency while working or training in remote areas.

Radios 20 radios at \$2,200/unit \$44,000 to be reduced to \$0.00

TERA has received funding from an alternative source for this item and is proposing to reallocate these funds.

>**PPE** 20 chaps at \$150/unit. Chaps are personal protective gear that keeps people safe from wildfire and prescribed fire. They will be used for training and OJT crew members.

> **Full Fire PPE:** 10 at \$2,000/each. These will be utilized by TERA trainers and staff, as well as trainees participating in Firefighting training courses.

> **Chainsaw** 5 chainsaws at \$1,200/unit. TERA will provide S212 chainsaw operation courses and for OJT crew members.

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>**Chainsaw Fuel:** \$1,000 of chainsaw fuel to run the chainsaws listed above. Chainsaw fuel can cost \$25 per 3 liters, this funding will provide at least 120 liters of the fuel.

> **Chainsaw parts:** 100 at \$25/unit. These will be utilized to repair and adjust chainsaws as necessary for and during chainsaw courses provided to the trainees.

>**Food for trainings:** Lunch during trainings will be provided during training days that are in remote rural areas without the possibility of attaining food from other sources. This will allow for the continuation of programming without hindrance, as trainings happen out on the land and in a location where lunch is not easily accessible. Lunch will be provided to each student and instructor. Each lunch will be no more than \$20. This link has the specific table breakdown of calculated costs.

> **Smokechaser:** 30 @ \$300. These are firefighting backpack pumps that will be used and taught.

> **Presentation Equipment:** 1 at \$2,699. This will include a camera and speakers that will be utilized to conduct hybrid in-person/virtual trainings that are based at the TERA training facility. TERA has an existing simple video conferencing setup that will be used for staff teleconferencing.

> **Television with Stand:** 1 at \$4,000. This will be used for classroom based training presentations and for hybrid training sessions. TERA has an existing simple video conferencing setup that will be used for staff teleconferencing.

TERA's Outreach Coordinator, Project Manager, HR Manager will need office equipment, electronics, and other supplies in order to implement the outreach and marketing plan, and provide direct services to the trainees.

>**Office Printer:** 2 printers at \$500 each. This will be used to print onboarding documents, employee handbooks, and other HR materials, educational materials, training agendas, etc.

>**Commercial Multifunction Printer:** 1 at \$4,999 to be increased to \$5,993.53 based on actual cost estimate from a provider. The cost has gone up for this item since the origination of this budget.

This will be used to print, copy, and scan all commercial scale printing needs for curriculum needs. The NWCG coursework is a set curriculum that follows nationally accepted industry standards, and often requires large workbooks for coursework; for example the standard chainsaw class, S212, has a PDF book available online that is over 200 pages long, which is typical for NWCG courses. Lakeport, being a rural area, does not have a large print and copy center, and we have had trouble acquiring printed materials in a timely fashion. We will use programmed billing codes on the printer to ensure that we are only billing the printer for this grant's purposes.

>**Office Supplies:** 40 count of miscellaneous office supplies at an average of \$50/item to be increased to 150 count for a total funds request of \$5,360. Due to the delays in acquiring the property prior to the start of training, the commercial copier

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purchase/lease was delayed causing higher than expected printing costs. Additional funding will also cover binders, notebooks and pens, and purchased printed materials from the National Wildfire Coordinating Group for students.

This will include but not limited to, printer ink, keyboards and mouses, paper stock, electric pencil sharpener, paper cutter, laminator, etc.

>**Laptops:** 3 laptops for new staff at \$850/unit. The laptops will be used by the incoming staff to carry out their managerial and coordinating duties solely for this project.

> **Desktop:** 1 at \$1,500. This will be used by administrative staff to carry out managerial and GIS mapping needs solely for this project.

>**Janitorial Supplies:** 30 items at \$50 each This includes all necessary cleaning supplies to ensure health and hygiene of TERA staff and workforce development training participants (sanitizer, toilet paper, hand towels, soap, etc.).

>**Tabling Supplies:** \$2,500 for Tabling Kit. TERA will develop a tabling kit for the Outreach Coordinator to utilize when attending events to promote the programs and recruit trainees. The tabling supplies will include a banner, table cloth, table, posters, etc.

TERA's workforce development program works with fire, chainsaws, and other potentially dangerous materials and situations. Thus, for the highest level of responsibility to staff and training participants, TERA needs medical supplies and equipment in case of emergencies.

>**Trauma Bag:** 5 at \$250/each. These will be placed in each building (3) and vehicle (2) that TERA uses for training.

> **Medical Equipment:** 1 at \$1,000. This will be a comprehensive life-saving kit with over 250 medical supplies.

> **Tourniquet Belts:** 12 at \$160/each. This are in case of major blood loss stemming from a large wound.

>**Defibrillator/AED:** 1 at \$1,500. In case of heart-stopping emergencies, TERA will keep this on hand.

Travel: Total \$2,345 Fund Request: \$2,345 increased to \$4,900

Due to the delay in property acquisition, the training started before TERA was able to move causing an increase in miles traveled back and forth from the existing space to the new space for training. Outreach activities for the next three training programs will require more funds in this line item as well.

>**Mileage:** 3,500 miles at the GSA rate of 0.67 cent per mile. Increase to 10,000 miles at .70 the current GSA rate. Lake County is a large and rural county that will require significant travel to attend all intended outreach events and high schools.

Equipment: Total \$175,000 Funds Request: \$175,000

TERA currently manages a fleet of vehicles equipped to support our existing staff. We have one work truck to transport crew members, one passenger truck for office staff to

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use for site visits and field work, one UTV, and a Type 6 small fire truck that are all used for training. Additional equipment will be needed to provide a full training experience to trainees, as outlined below.

>**Truck** 1 truck at \$35,000. The truck will be used to transport the TERA staff, trainees, and equipment to and from remote work locations, which often requires 4-wheel drive. The truck will be the primary vehicle for transporting grant staff to trainings and work sites, as existing vehicles are not sufficient to transport the added staff and trainees funded by this grant. Lease options are available for approximately \$1,800/month for 18 months + delivery and pickups fees, but a purchase will help build TERA's capacity to continue offering this program into the future.

> **Water Tender:** 1 at \$75,000 reduced to \$40,000. Upon evaluation of the need, a smaller unit has been determined to be sufficient in order to utilize funding more efficiently and allocate funds elsewhere.

Water Tenders are used to haul and distribute water for firefighting. This Water Tender will be used to train participants on how to use this piece of equipment. Given that Water Tender rentals in Lake County are approximately \$6,200/4 weeks, which quickly equates to over \$75,000 over the course of the grant, which indicates that purchasing a Water Tender is the most cost efficient option and is a key piece of equipment required for firefighter training.

> **Wood Chipper:** 1 at \$50,000 reduced to 0.00. Since this budget was formulated, TERA has been informed that close partner Robinson Rancheria purchased a chipper for TERA to utilize. Wood chipping is a critical tool for managing hazardous vegetative material and is frequently used for landscape stewardship. This chipper will be taught and used during the experiential trainings and to manage the property intended to be purchased. The ability to use a wood chipper is a valuable workforce skill.

Passenger SUV: 1 at \$50,000 to be added

A passenger SUV that seats 8 individuals will be utilized for transporting OJT participants to and from jobs that TERA works on throughout the performance period of this grant and continuing through the next five (5) years. We are adding this because since we applied for this funding, we added several crew members to our regular crew, thereby filling up our existing vehicles, and we need additional transport to efficiently transport trainees to jobsites. This extra transportation will allow us to continue to serve additional OJT participants ongoingly into the future.

Participant Supportive Services

Trainee Participation Costs: Total \$116,000 Fund Request: \$0

>**Stipends:** \$100 stipends per participant per training day. Stipends are a critical mechanism to ensure that the trainee participants are able to attend the all-day

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trainings. Many participants need to take time off of work or otherwise economically rationalize the time expenditure. This link has the specific cost calculations to determine the total cost. *These funds are provided through matching general operating funds, as direct wages are not an eligible cost in this grant.*

Work Wear and Gear Supplies: Total \$65,750 Fund Request: \$65,750 to be increased to \$66,250

Upon the initial intake and eligibility determination, participating trainees will have access to receive personal protective equipment (PPE), work wear, and equipment, depending on the enrolled training programs. Each 100 unique individuals will receive a minimum of one PPE set. Within that 100, TERA expects 50 to continue additional training. Those individuals will then also have access to additional workwear and equipment. All items will be purchased in adherence to the WANB procurement and purchasing policy and Code of Federal Regulations.

> **PPE:** 100 sets at \$50 each. This will include: eye protection, ear protection, and leather work gloves. This will be exclusively for trainees and staff that are working exclusively on this grant, as the rest of the TERA staff have their gear covered by other funds.

> **Workwear:** Workwear costs will range between \$30-150 per piece, with 50 of each purchased. This includes: Durable canvas pants, long sleeve shirt, T-shirt, warm winter jacket, beanie, and a baseball hat. This will be exclusively for trainees and staff that are working exclusively on this grant, as the rest of the TERA staff have their gear covered by other funds.

> **Raingear:** Outdoor training occurs during all seasons, including during the cold and wet winter. Raingear will be used by both the TERA staff trainers and training participants when working and learning outdoors in inclement weather. This will be exclusively for trainees and staff that are working exclusively on this grant, as the rest of the TERA staff have their gear covered by other funds.

> **Fire rated boots:** 50 at \$425 each-increase to 50 at \$435 each based on slight increase in cost. Originally budgeted at \$425 however, upon purchasing it has been determined that the actual cost is \$435 increasing the total cost from \$21,250 to \$21,750 (50@\$435 each)

These boots are a safety requirement for working with and around fire, such as will occur during the Firefighter Type 2 and Firing Operations certificate course and the EcoCultural Fuels Training. This will be exclusively for trainees and staff that are working exclusively on this grant, as the rest of the TERA staff have their gear covered by other funds. > **Misc. gear:** this includes 50 backpacks (\$100 each) and a water bottle (\$25 each) and will be used by trainees while out in the field. This will be exclusively for trainees and staff that are working exclusively on this grant, as the rest of the TERA staff have their gear covered by other funds.

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Childcare: Total \$26,250 Fund Request: \$26,250-combined with Transportation Line Item to Participant Supportive Services(\$51,250)

No change in amount of funds requested, just a change in combining categories. Also requesting to remove the \$500 cap from the transportation reimbursement for participants.

Some participants may require childcare to attend the suite of trainings. TERA's HR Manager and WANB's Talent Development Specialist, will help determine the need and will provide childcare reimbursement, as needed. This funding has been set aside for 25 participants requesting 15 days worth of childcare services at \$70/day. \$70 is the standard rate of daily childcare in Lake County.

Transportation: Total \$25,000 Fund Request: \$25,000-combined with Childcare Line Item to Participant Supportive Services (\$51,250)

No change in amount of funds requested, just a change in combining categories.

Transportation reimbursements may be provided to 50 training participants up to \$500 over the duration of the training. Participants will need to show proof of transportation cost, mileage, public transportation receipts or tickets, etc, to receive reimbursement. Mileage transportation reimbursements will have the \$500 cap removed and still follow .70/mile reimbursement rate.

Property Acquisition Direct Costs - Total Cost: \$2,694,721.90 Funds Requested: \$2,694,721.90-Increase to \$2,934,775.30

Property Acquisition: Total Cost \$ 2,200,000.00 Funds Request: \$ 2,200,000.00 to be reduced to \$2,003,960.71

TERA was able to complete the purchase of the property for the training facility for a lesser amount than the original estimated cost, due to a lower appraisal value than listed price.

> Property Purchase: The Public Facility TERA intends to purchase will be used for the administration, management, and direct workforce development program training implementation. This property already has all the appropriate existing structures in order to house office operations, host trainings, and store and repair equipment and tools. More on the public facility can be found on question 18.

Property Acquisition Fees: Total Cost \$8,400 Funds Request: \$8,400 to be increased to \$9519.32

TERA is itemizing out these costs from the property purchase line above now that the costs are incurred and are no longer estimates.

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Purchasing the public facility innately comes with associated fees. TERA has already begun working with a realtor and has received information on the type and cost of the fees, as seen listed here:

- >Property Inspection \$3,000 - Actual cost, no longer an estimate
- >Transfer Tax: \$2,200-to be reduced to \$1560.82
- >County Title Fees: \$800-to be reduced to \$61.00
- >Title Insurance: \$1,200-to be increased to \$3,760.00
- Escrow Agent Cost: \$1,200-to be reduced to \$1,137.50

Salaries and Wages: Total Cost \$137,620.08 Funds Request: \$137,620.08 to be increased to \$155,897.74

Increase in Facilities Manager salary to ensure safety and maintenance through the LWRWP Project. **Executive Director** @\$52.88/hour for 546 hours. The ED will be the lead TERA staff person working on the details of the property acquisition and will work closely with the Project Manager and the Contracted Property Acquisition Technical Support team to secure the Public Facility Acquisition and set it up for training once purchased. No change

> **Facilities Manager** @\$38.46/hour for 2340 hours, based at 75% FTE for 1.5 years. This is a new position that will work to oversee the first year set-up of the site and develop systems for the long-term maintenance, safety, and security of the Public Facility once acquired.

@\$38.46/hour for 21 months at 70% FTE/remaining balance \$10,285.52; \$108,274.06

> **Laborer** @\$24.04/hour for 780 hours, based on 25% FTE over 1.5 years. This person will assist the Facilities Manager with landscaping and other public facility maintenance and security needs. No change

Benefits and Taxes: Total \$52,781.82 Funds Request: \$52,781.82 to be increased to \$66,067.87

Adjusted benefits based on the fringe rate for each position accordingly. Fringe rate includes the following; employer taxes, IRA retirement, phone stipend, leave accrued, and workers compensation.

The TERA staff receive benefits that include: paid time off (PTO) for holiday, vacation, sick leave, training, health insurance, 401K match, workman's comp, disability insurance, education assistance, and phone reimbursements. Benefits are 39% of staff salary and employer taxes are 12%, for a combined total of 51% of staff salary. The hourly rates shown below are in addition to the wages above.

- >**Executive Director** @\$26.97/hour for 546 hours
- > **Facilities Manager** @\$13.46/hour for 2,340 hours
- >**Laborer** @\$8.41/hour for 780 hours

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- >**Executive Director** @32% fringe benefits
- > **Facilities Manager** @44% fringe benefits
- >**Laborer** @49% fringe benefits

Contracted Positions: Total \$128,400 Funds Request: \$128,400 combining contracted positions to be increased to \$152,817.91

Combining line items: Consultants-Property Acquisition Technical Support & Environmental Consultant for total funds request: \$200/hour for 717 hours to be utilized for completion of ADA compliance measures for the Training barn upgrade and compliance as well as the environmental review for this work.

>**Property Acquisition Technical Support:** @\$200/hour for 440 hours TERA will contract 1-3 short-term positions to support federal public facility acquisition compliance. These positions will at least include a person with realty, legal, and a minimum of 1+ year of federal acquisition experience. This first position will be contracted immediately upon execution of the Standard Agreement (April 2024) in order to meet required deadlines. A second architectural contractor, and third engineering contractor may be hired upon TERA site control (September 2024) in case additional ADA compliance measures are required to design.

>**Environmental Consultant (NEPA):** @\$200/hour for 202 hours. TERA will contract to provide Environmental Review and planning for the Public Facility. The contracting will begin upon receiving and executing the Standard Agreement to ensure beginning the Environmental Review by the first quarter.

Supplies: Total \$81,050 Funds Requested: \$81,050 to be increased to \$96,000

Equipment will be purchased in order to manage and maintain the new Public Facility, as well as provide additional equipment for the trainees. This equipment will be purchased after site control on September 1st and by the Facilities Manager and/or the Project Manager and approved by the Executive Director. All items will be purchased in adherence to the WANB procurement and purchasing policy and Code of Federal Regulations.

TERA manages a large inventory of tools, PPE, and chainsaws for existing staff and program use; the tools and supplies listed below are required for the additional training program we are developing with this grant and to outfit the training facility with basic tools necessary to run a training center. All supplies are to be used exclusively on this grant for the duration of the grant period, and will be incorporated into TERA's tool cache upon completion of the grant, thereby building our capacity to continue offering these training programs into the future.

> **Projector:** 1 @ \$500. This will be installed in the training room for training presentations

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- > **Projector screen:** 1 @\$800. This will be installed in the training room for training presentations
- > **PPE:** 2 sets at \$500/set. Personal Protective Equipment will be used by the Facilities Manager and the Laborer, exclusively under this grant.
- > **Tool Chests:** 6 @\$500/each. These will be used to store additional tools purchased by this grant to ensure they are managed and secured.
- > **Firehose roller setup:** 1 @\$2,500. This will be used to store fire hoses used in the fire related trainings. We do not currently have this equipment and it is necessary for training in wildland fire.
- > **Welder and associated equipment:** 1 @\$4,500 to be reduced to \$0.00. Our property insurance does not allow welding equipment onsite without additional insurance coverage. We have determined it is more cost effective to outsource welding than to pay this additional insurance cost.
This is a standard tool used to train people on maintenance and repair of firefighting tools.

Combine these and increase by \$3,750 for a total of \$9000.

> **Misc. Shop tools:** 150 @\$10/each to be combined with Other shop tools and increased to \$9000.- These miscellaneous tools will be used for public facility and training tools and equipment. Examples of tools are wrenches, hammers, screwdrivers, etc. Combining line items with Other Shop Tools. After purchasing the tools required for managing the training facility, it has been determined that this item and "Other Shop Tools" was understated. The amount of facility infrastructure that must be maintained was not fully discovered until the property acquisition was complete. Additional tools that fall under the Misc. tools category include but are not limited to: meters, sanders, paint sprayer, sawhorses, hack saw blades, pvc pipe fittings and pipe glue, drill bits and water tank maintenance supplies.

> **Other shop tools:** 15 @\$250. To be reduced to \$0.00. Combined with Misc. Shop Tools. These tools are larger than the above category, and will be used for public facility maintenance. Examples are power drills, etc.

> **Gym/workout equipment:** 1 @\$4,500 to be reduced to \$0.00. Physical fitness is a job requirement for wildland fire and fuels management careers, and a physical fitness test is required for entry level positions. A gym setup is a component of the training for physical fitness readiness. This equipment will prepare the trainee candidate to meet those standards. We have identified more efficient routes for developing physical fitness for our trainees at this time, including but not limited to hiking, carrying heavy packs, and training on job sites.

> **Work benches:** 10 at \$400/unit. These will be utilized by the TERA staff and trainees during workshop sessions for cleaning and maintaining chainsaws, and learning other tool use.

> **Lights:** 10 at \$75/each. These will be used to illuminate shop work.

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>**Cords:** 50 at \$20/each. These will be used as power extenders, strips, and surge protectors for electric equipment, tools, lights, etc.

>**Weed Whipper:** 2 @\$300/each. This will be used to maintain the vegetation on property and will be used by the Facilities Manager and Laborer.

>**Chainsaw:** 2 @\$1,200. This chainsaw will be dedicated for property maintenance, such as fallen trees, etc. This chainsaw will be different from the chainsaw utilized for trainings and listed above in Direct Activity cost supplies.

>**Chainsaw parts and maintenance:** 5 @\$100. TERA will maintain the chainsaw in-house with these tools such as files, new bars, chains, etc.

>**Fuel:** 1 @1,000. This will provide sufficient fuel for the chainsaw and other fuel based equipment (weed whipper, tractor mower) over the duration of the grant.

>**Fuel Cans:** 50 @\$10. TERA will buy fuel in bulk. These fuel cans will be the mechanism to dispense the fuel fluid into the chainsaw and other equipment.

>**Chop saw:** 1 @\$500 This will be used for public facility maintenance.

>**Table saw:** 1 @\$750 This will be used for public facility maintenance.

>**Tractor mower:** 1 @\$20,000 to be increased to \$40,000. After extensive research, it has been determined that more funding is needed to purchase a quality piece of equipment that can last reliably through the life of the grant and ongoingly help keep the property maintained. The tractor will be used for road maintenance and vegetation management.

The tractor mower will be used to manage the public facility vegetation, maintain roads, etc. and will be used by the facilities manager and laborer. TERA does not currently own a tractor and this piece of equipment will be necessary to manage the training facility.

> **Flail Mower attachment:** 1 at \$5,000 to be reduced to \$4,500. This will be used as a mower attachment to clear brush and grass on the property in order to meet county ordinance requirements on fire safety vegetation management. TERA does not currently have this equipment in the tool cache.

Upon further evaluation, it had been determined that this mower attachment can be purchased for a lesser amount than originally estimated.

Box scraper attachment: to be added 1 at \$4,000

This will be used for road maintenance. There is a mile of gravel road to maintain in order to keep the property easily and safely accessible year-round for visitors.

> **Back hoe attachment:** 1 at \$5,000 to be reduced to \$0. Upon further evaluation, it has been determined that this back hoe attachment is not needed whereas a landscape rake is a better fit for the facility needs

This will be used for on-site property excavation needs, including road and erosion management. TERA does not currently have this equipment in the tool cache.

>**Landscape Rake: to be added** 1 at \$4,000

To be used for road maintenance and spreading gravel on roads.

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>Utility Terrain Vehicle (UTV): 1 @\$12,000 The property intended to be purchased is 140 acres. The UTV will be used for on-site transportation of people and tools to remote areas during trainings, as well as general property maintenance and repair (i.e. to fences that are not accessible by road)

>Flatbed trailer: 1 @ \$5,000 to be increased to \$6,000. This will be used for hauling equipment (UTV, chipper) to the mechanic to access regular repair and maintenance. Upon further evaluation, it has been determined that in order to provide sufficient hauling capacity, the cost of this flatbed trailer will need to be increased.

Appliances: Total \$2,000 Funds Request: \$2,000 to be reduced to \$0.00

>Washer and Dryer: The washer and dryer will be used for trainees and TERA staff's field to wash fire workwear and protective gear that remains onsite for job readiness. The property owner left a washer and dryer in good condition so this line item is no longer needed.

Property Improvement: Total \$53,000 Funds Request: \$53,000 to be increased to \$365,756.31

The TERA ED has already toured the property intended for purchase and has identified necessary improvements to best utilize the site as a workforce development training center. The rates below have been identified through an initial assessment of current offerings. Items may be purchased for less than the cost below, but will not exceed it. All items will be purchased in adherence to the WANB procurement and purchasing policy and Code of Federal Regulations.

>Gravel to fill in roads: 1 @\$4,500. The current road into and through the property are dirt. These roads will not withstand constant traffic from frequent training program attendance, especially in inclement weather. The gravel will create less muddy, more passable road.

>Replace locks for property and facility: 10 @\$250/lock-to be increased to 10@\$500 Upon extended research, it has been determined that secure locks for the facility will be required and the cost was originally understated. The property will need new security in order to ensure safety and security of tools, equipment, automobiles, etc. Each outward facing door on site will receive a new lock.

>Automatic locked gate for property: 1 @\$4,000 The Facilities Manager will install a gated lock at the entrance of the property.

>Building compliance improvements: 2 @\$6,500 This category will be used for any miscellaneous improvements needed to meet on site compliance.

Training Barn upgrade and compliance \$289,866.25

Upon further analysis of the property that was made possible after close of escrow and gaining access to the site, it has become clear that the existing large one-story barn

EXHBIT F
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needs some upgrades in order to be able to effectively accommodate trainings when it is too hot / cold / rainy outside. Having a fully insulated and weatherized indoor training space would dramatically increase TERA's capacity to host workforce development ongoingly at the new facility. Though the vast majority of our trainings take place outside, it would be of great benefit to be able to: host portions of trainings indoors for an occasional power point; gather community / partner groups in the area for collaborative planning and meetings; host portions of trainings such as graduation ceremonies; give a group of participants a break from extreme heat and other types of inclement weather; and expand the seasonality of times of year when TERA can offer workforce trainings. Investing in some building improvements would dramatically increase TERA's capacity to continue expanding our programming.

The proposed building improvements include: the provision of a new primary building entrance and ramp located adjacent to the recently completed accessible parking space; Title 24 compliance such as replacing / upgrading insulation in the walls and ceiling and installing an HVAC system for heating and cooling; repairing the siding; new flooring over the existing concrete floor; reviewing the electrical system / adding outlets; provision of one single-user fully accessible toilet room.

TERA's Property Acquisition Specialist has worked with the Architect and contractors to outline a rough estimate for the project, and we are confident that we are able to complete these upgrades with the budget remaining from the property purchase. We had originally budgeted \$2.2 million for the purchase, but were able to buy the property for \$2M. With the remaining funds, we propose to reinvest that surplus into upgrading this infrastructure to provide a large improvement to the training facility onsite.

>Security system and cameras: 5 @\$750. These will be placed throughout the property, and particularly in locations with high value and sensitive items.
> Setup for locked/chain link yard: 1 @\$4,500. This will be set up around sensitive areas of the public facility.
> Lockers for shop: 25 @\$ 250/locker. The lockers will be safe and secure storage areas for TERA crew and trainees.
> Locking cabinets for storage: 3 at \$2,500/cabinet. Tools and equipment will be stored in secured storage.

Combine these and increase by \$28,199.00 for a total of \$ 35,199.00

> Air conditioner/mini split for office: 1 @\$2,500. The office currently does not have climate control. Lake County experiences extremely hot temperatures, above 105F during the summer, thus air conditioning is critical for a healthy and safe work environment.

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> Air conditioner/mini split for training room: 1 @\$4,500. The training room currently does not have climate control. This item is larger than the latter due to the size of the room. Lake County experiences extremely hot temperatures, above 105F during the summer, thus air conditioning is critical for a healthy and safe work environment.

When the grant was originally written, TERA staff had limited understanding of HVAC systems, and in addition, did not know exactly how the buildings were laid out and what the HVAC needs were until escrow closed and a more thorough assessment was possible. Once arriving at the site, and with thorough research conducted by the Property Acquisition Specialist and Facilities Manager, we realized that not only would an HVAC unit be required for purchase, but multiple units with extensive ducting were required due to the layout of buildings. Window AC units and baseboard heaters would help achieve heating / cooling requirements, however, would be very inefficient in terms of energy use, as well as cost. Another factor driving up the costs is new California laws requiring a type of refrigerant to be used in HVAC systems, which drives the cost up to acquire the new model that uses new coolant.

Travel: Total \$670 Fund Request: \$670-to be increased to \$3,881.50

Upon evaluation of actual miles traveled, it has been determined that this estimate was understated to properly maintain the facility. In addition the GSA rate has increased to \$0.70 / mile.

>Mileage: 1,000 miles at the GSA rate of 0.67 cent per mile. This mileage will be used for travel to and from the public facility throughout the acquisition and set-up process.

Insurance: Total \$18,000 Fund Request: \$18,000-to be increased to \$51,765.00

>General Liability Insurance: \$1,000/ month for 18 months. This insurance will be to protect TERA and those who visit the new Public Workforce Development Facility. Incorrectly listed as General Liability, should be listed as hanged Property Insurance; this insurance will cover and protect buildings and value of property for lifetime of the grant. This is an actual cost, no longer estimated.

Utilities: Total \$12,800 Fund Request: \$12,800-to be increased to \$18,000.00

TERA will need utilities for the new public facility. These are budgeted for 16 months, assuming the start date of October 2024 through January 2025.

>Electricity: \$250/ month for 16 months.

>Propane: \$100/month for 16 months-to \$400.00/\$100 month for 4 months

>Internet: \$150/month for 16 months-to \$3,800/\$237.50/month for 16 months

>Trash: \$150/month for 16 months

>Port-o-potty: \$150/month for 16 months. This will be ADA compliant.

Water filtration system: \$5,000.00

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Adding an additional charcoal UV filtration system for water filtering.

Activity Delivery Indirect Costs - Total Cost: \$120,620.47 Funds Requested:
\$120,620.47-decreased to \$85,398.08 The indirect cost has been recalculated based on the proposed budget revisions.

De Minimis rate: Total \$120,620.47 Funds Request: \$120,620.47
TERA is using a 10% De minimis rate, which is applied only to the programmatic portion of the budget.

Exhibit F - Attachment D

FINAL APPLICATION

Timeline Amendment

Award Number: 18-DRWD-23002

Contractor/Grantee: Workforce Alliance of the North Bay

1. Exhibit F – Performance Milestones

Proposed Timeline or Milestone Revision

Milestone 1: 12/10/2024

Milestone 2: 11/27/2024

Milestone 3: 4/17/2025

Milestone 4: 7/7/2025

Milestone 5: 08/31/2026

Milestone 6: 7/14/2025

Milestone 7: 10/1/2026

75% expenditure: 6/30/2026

Milestone 8: 6/30/2027

Milestone 9: 09/30/2027

2. All other terms and conditions of the contract remain unchanged and in full force and effect.

Applications: Lake Wildfire Resilience Workforce Program (LWRWP)

2018 CDBG-DR WORKFORCE DEVELOPMENT PROGRAM

SECTION I: PROGRAM OVERVIEW

Profile

bwilson@workforcealliancenorthbay.org

Enter a brief yet descriptive Project Title for your DR-Workforce Program application. Please use the following format: ORGANIZATION-PROJECT.
(Ex. Lake County-Workforce Development Training)

1. Workforce Program Project Title

Lake Wildfire Resilience Workforce Program (LWRWP)

Eligible Applicant Name

Workforce Alliance of the North Bay

DR-Workforce Eligible Applicants include: Jurisdictions, nonprofits, postsecondary educational institutions, or local workforce development boards. Applicants that are nonprofit organizations must provide documentation of 501(c)(3) status and a copy of their bylaws.

2. Indicate which type of Eligible Applicant you qualify as:

Local Workforce Development Board

Enter address of the training facility. If training is mobile, use the main address of the training program operator. Workforce training programs must provide a direct benefit of eligible Public Service activities within one of the Eligible Disaster Impacted Area (EDIA) regions as they are defined in the NOFA (Butte, Lake, Los Angeles, Shasta, or Ventura).

3. Facility Address: Street Number and Street Name

1546 1st Street

City

Napa

Zip Code

94559

County

Lake County

Workforce training programs must provide a direct benefit of eligible Public Service activities within one of the Eligible Disaster Impacted Area (EDIA) regions as they are defined in the NOFA (Butte, Lake, Los Angeles, Shasta, or Ventura).

4. Select the Eligible Disaster Impacted Area (EDIA) the Workforce Training Program will benefit.

Lake

Once the EDIA benefiting region has been determined, upload a map showing the training service location(s) within the EDIA region to be served. Please clearly identify on the map the EDIA region the project is located within and the training service location(s) within the EDIA to where the training will be accessed by the beneficiaries.

5. Upload a project service location map in relation to the EDIA.

WANB_LWRWP_Project Map_2024.02.14pdf.pdf

At least 85% of your program participants must be income certified as a low- and moderate-income (LMI) family, which are family members earning less than 80% of Area Median Income (AMI). This means that 85% - 100% of the trainees' family income cannot exceed 80% of the AMI based on family size. The annual HUD income limits for California <https://www.hcd.ca.gov/grants-and-funding/income-limits/state-and-federal-income-rent-and-loan-value-limits> are on the Department of Housing and Community Development (HCD) website.

6. Indicate the number of LMI beneficiaries (training participants) projected to participate in the Workforce Training Program.

100

18-DR Workforce Development-23002

Approved Date: 10/24/2023

Prep. Date: 02/27/2026

7. Indicate the number of total beneficiaries (training participants) projected to participate in the Workforce Training Program.

100

Applicants shall design each training program with the goal to attain an LMI trainee participation rate of 100%, however, applicant's actual results must not be less than 85%.

8. Projected goal percentage of LMI beneficiaries to participate in the Workforce Training Program:

1.00

Application must include an outreach and marketing plan indicating methods you plan to use to recruit potential LMI program participants. Target population must include 85% LMI population at minimum. See NOFA, Application Threshold - Outreach and Marketing for more details.

9. Outline the organization's outreach and marketing plan to recruit the target population of LMI participants into the training program.

The target population of the Lake Wildfire Resilience Workforce Program is low- to moderate- income (LMI) individuals seeking entry-level employment, and accessing career-paths in the expanding and critical fire and forestry industry. Lake County has a low median income compared to statewide averages and based on the HUD income limits, there are many eligible individuals.

Local employers including the US Forest Service - Mendocino National Forest, Upper Lake Ranger District, CalFire, and the County of Lake have been encouraging TERA to develop a youth outreach program to recruit young adults from high schools, as local job opportunities in a rural area for recent graduates are limited. For this reason our outreach will have a particular focus on recruiting young adults and high school graduates, in addition to other eligible individuals.

TERA is a community-based organization that has been in operation since 2019 and is deeply embedded in the community. Our outreach plan relies on leveraging existing community relationships to distribute flyers, host outreach events, and spread the word about the Lake Wildfire Resilience Workforce Program (LWRWP) through word of mouth. We will leverage relationships with the County Department of Education and 4 County High Schools; two community colleges including Mendocino College - Lake Campus and Woodland College - Lake Campus; Lake County Economic Development Corporation; Tribal Assistance for Needy Families (TANF) and Tribal General Administration, Environmental & Education departments for seven local Lake County Tribes; Middletown Arts Center; Lake County Chamber of Commerce Youth Program; United Veterans Council Lake County Branch; North Coast Opportunities; US Forest Service - Upper Lake District Ranger; Lake County Fire Safe Council; CalFire Lake Napa Unit; North Coast Opportunities; Lake Family Resource Center; Hope Rising Clearlake Youth Center; Redwood Community Services; and CareerPoint Lake Career Center.

All outreach materials will be printed in English and Spanish, as well as information on requesting materials in additional languages (see information regarding Language Access Program below), and will include information regarding income eligibility on flyers. Outreach materials will also be posted to Facebook, in all career centers, school campuses, and adult schools.

The following is an outline of our proposed Outreach & Marketing Calendar.

April 1, 2024

- Finalize contract, begin work

April 30, 2024

- Create and finalize training schedule for September - December of 2024; draft through 2025
- Begin outreach to community partners (listed above) to co-host in-person outreach events
- Finalize draft of content for outreach plan including bilingual Facebook and Instagram posts, flyers and email newsletter blasts from both TERA & WANB to the public and TERA / WANB partners

By May 30, 2024

- Offer outreach presentations to potential trainees to 4 local high schools, 2 community colleges
- Maintain a list of interested individuals to follow up with at in-person registration event

By June 30, 2024

- Offer outreach presentations to potential trainees in partnership with 2 local CBO's
- Maintain a list of interested individuals to follow up with at an in person registration event

By July 30, 2024

- Host 1 in person registration event, which will serve as a meet and greet to answer questions and begin intake and eligibility process
- Host tables at a minimum of 4 Tribal youth events over the summer

18-DR Workforce Development-23002

Approved Date: 10/24/2023

Prep. Date: 02/27/2026

By August 1, 2024
- First trainings begin

Fall 2024
- Host 2 outreach events with partners
- Offer field trip to at least 1 local high school to a TERA program for more information
- Adjust outreach as needed for spring outreach campaign

Spring 2025
- Host an open house at new facility as a recruitment strategy
- Repeat all outreach offerings offered in Spring of 2024, incorporating revisions to strategy based on feedback

Identify which of the 2018 declared disasters the program is related to. The disaster(s) related to the program can most often be determined by the Eligible Disaster Impacted Areas that the program will serve or benefit.

10. Indicate the Disaster this program is related to:
DR-4382 (August 2018 fires impacting Lake and Shasta counties)

Applicant must demonstrate how the Workforce training program clearly ties-back to 2018 disasters, DR-4407 and/or DR-4382, by describing how the workforce training supports social and economic recovery of the Eligible Disaster Impacted Areas. The tie-back narrative should include details on how the training program will help improve economic stability, provide access to opportunities for LMI participants, and support long-term economic and social recovery for impacted communities.

11. Provide a tie-back narrative demonstrating how the program will address economic impacts from the 2018 wildfire disaster(s).
The Lake Wildfire Resilience Workforce Project (LWRWP) will directly address the economic impact from the 2018 by providing a training program that connects low- to moderate-income Lake County residents with careers in Wildland & Forestry Fire Training and ecological restoration, both aimed at reducing the risk of catastrophic wildfire and future economic losses, as well as providing meaningful livelihoods in career with upward mobility in a rural community where jobs are scarce.

Economic impacts from the unprecedented catastrophic 2018 fires were vast, and heavily impacted an already socioeconomically disadvantaged rural area. The Ranch Fire and River Fire (Mendocino Complex Fire), burned over 459,123 acres, and while neighboring counties in Mendocino, Colusa and Glenn counties were affected, the two fires that made up the complex, the Ranch Fire and River Fire, predominantly burned in Lake County and collectively destroyed 280 structures, damaged 37 others, and caused at least \$257 million in damages, including \$56 million in insured property damage and \$201 million in fire suppression costs. The cities of Lakeport, Kelseyville, Lucerne, Upper Lake, Nice, Saratoga Springs, Witter Springs, and Tribal communities at Big Valley Rancheria, Robinson Rancheria, and Habematolel Pomo of Upper Lake were evacuated. In the same year, there was the smaller Pawnee Fire in Spring Valley, which destroyed 22 structures, burned 15,185 acres, and caused the evacuation of the entire Spring Valley area.

Unfortunately, catastrophic wildfire in Lake County has been an ongoing issue since 2015, and the risk of wildfire remains high. In fact, since 2018 Lake County was hit by the Kincadee fire in 2019, which led to evacuations in south Lake County, and destroyed over 186 structures, including 86 homes. In 2020, Lake County was impacted by the both the August Complex and the LNU Complex fires; the August Complex burned parts of north Lake County, and was the largest single wildfire on record in the history of the State of California, It burned a staggering million plus acres, with a cost of \$319.8 million, leaving the skies throughout the state dark with smoke for months on end. The LNU Complex which burned almost around the same time, led to evacuations and burned sizable areas of south Lake County. It was the 6th largest wildfire in California history and burned 363,220 acres destroyed 1,491 structures and damaged 232.

In addition to the catastrophic wildfires that have ravaged Lake County, 49% of the land surface is considered moderate to very high fire risk by the California Department of Fire & Forestry (CalFire) as of September 2023. This is also captured in the Lake County Wildfire Protection Plan 2023 (CWPP) where nearly every township in Lake County has the highest designation of threat of catastrophic wildfire. It's notable that more than a little over half of the landmass of Lake County is owned privately, and though the county has at least six Fire Protection Districts, one state fire agency (CAL FIRE) and one federal fire protection agency (USFS), and some community fire safe organizations doing preventative work, the amount of required work to make Lake County a more fire resilient region is overwhelming. The Lake County CWPP highlights its top two priorities amongst the 145 listed to be ongoing fuel break maintenance and ongoing prescribed burning, throughout the entire county, amongst all communities. It is precisely these needs for large-scale, county-wide fuels reduction that this proposal seeks to address.

Due to these consecutive disasters and continued constant threat of new wildfires, Lake County property owners have been burdened with the increasing cost of fire insurance, as well as county ordinances designed to ensure hazardous vegetation management on residential properties

which are costly to adhere to. From 2020 to 2023, house and fire insurance premiums nearly tripled in cost (\$1,800 in 2020 to \$6,000 in 2023), and for some, the unaffordable cost is leading them to forego insurance coverage altogether. This means that private residents must manage and implement appropriate measures, such as reducing hazardous fuels and creating defensible space, with limited resources and lack of technical education, access to equipment, tools, and training.

With a county-wide per capita income of only \$34,020, it is estimated that the 2018 fires led to an average loss of \$13,000 in per capita losses per resident. Other economic losses include loss of the timber industry due to much of the timber on the Mendocino National Forest having burned; loss of housing; a decrease in tourism due to perceived risk of the local environment; an exodus of local residents who could not afford to rebuild homes; and increased cost for residents of health care, specifically mental health due to stress. The response to these unprecedented catastrophic wildfires and their staggering economic impact has been an influx of state and federal funding for fuels reduction work in California. While there are many agencies actively working to acquire and distribute grants to reduce dangerous fuel loading, there is not a sufficient workforce to carry out the staggering amount of work needed to (re)build resilient communities and landscapes.

It is clear that California currently does not have a sufficient workforce to be deployed by the large sums of money being allocated for forest resilience initiatives. Per a policy brief published by The Nature Conservancy in 2023, California's public sector workforce will need to grow by nearly 9,400 individuals to put state funds to work. For instance, even with the recent state budget appropriation of \$1.2 billion being allocated to support forest restoration and fire resilience initiatives, and with CAL FIRE and the USFS announcing a 500,000 acres treatment commitment of California forest annually by 2025 (a dramatic increase compared to previous years), there are major gaps in the actual ability to deploy these funds and conduct on-the-ground work to rectify the past disasters and create mitigation measures. This gap in the available workforce means that either California will not reach its fuels treatment goals, or it will be much more costly to do so.

On the national level, the forestry industry is facing serious staffing shortages, with the Bureau of Labor Statistics noting that the US logging industry will have a shortage of 7,000 workers by 2026. Though there are 80 active primary wood products facilities in California, this number is significantly smaller than what it had been historically, such as in 1968 when there were 262 operating facilities. Findings from a 2021 Forest Sector Workforce Study Report, identified laborers as one of three of the most critical positions needed to be filled in the Northern California region, and through a state-wide survey study, concluded that the most significant challenge to hiring a workforce is the fact that the need for qualified personnel is growing faster than the available talent pool, and that the limited talent pool is caused by a lack of sufficient wages, remote nature of the work, lack of training opportunities, including certifications and on-the-job-training.

The Tribal EcoRestoration Alliance (TERA) was born in 2019 in response to multiple consecutive years of catastrophic wildfires, a need for an educated, ecologically sensitive workforce that also boosts the regional economy and uplifts Native people. Through partnering with local, state and federal forest health and fire departments, TERA has become a go-to organization in Lake County for fuels reduction, wildland & forestry fire, and ecological restoration workforce development training.

TERA has offered a suite of different trainings programs to address both the economic instability and landscape degradation that will be expanded upon and tailored for a new audience through this funding. TERA will offer 265 certificates for at least 100 LMI Lake County residents. These certifications are critical for potential candidates' eligibility and competitiveness for employment positions within the field. The certificates can also lead to high wages for those already employed. Additionally, TERA will provide on-the-job-training (OJT) for 20 low- to moderate income individuals, which will build their resumes and offer explicit relevant experience in their chosen field. The OJT will hone the participants technical skill set, while also creating space for them to practice soft skills, such as time management, communication, and computer skills.

TERA is also aware of an additional need for a local workforce liaison to hiring entities in order to create pathways for newly certified and trained individuals to find employment within the realm of wildfire resilience, primarily in the sectors of fire response and forestry. TERA has already developed relationships with local, state, and federal agencies, as well as Tribal Nations. Agency jobs specifically provide stable, long-term career paths with benefits and retirement for people with limited formal education or qualifications. This will not only help improve community safety but also provide long-term stable employment for local residents while meeting California's forest restoration and wildfire resilience goals. This will be expanded upon and formalized through this grant.

Lastly, the expansion of the Workforce Alliance of the North Bay to provide comprehensive support services to TERA trainees further elevates the Workforce Development program to holistically support participants to grow into competitive qualified candidates. Ultimately, the LWRWP program will improve Lake County's economic stability by providing access to professional training for LMI participants, which will result in long-term economic, social, and ecological recovery.

See attached file for references that cannot paste into this answer.

DR-Workforce funds cannot be used to supplant existing local public funds on an existing Workforce Program. The public service of the training program must be either a new or expanded service to an existing Workforce Program. To qualify as an expanded service, applicants must

demonstrate that the expanded service will result in a quantifiable increase in the level of an existing service than what was delivered in the last 12 months. To qualify as an existing service, the program should have been in operations for at least 12 months.

12. Please indicate whether the program is new or existing.

An existing program that is currently funded by local public funds, but CDBG-DR funds will be used to expand services

Explain how the existing service will be expanded with CDBG-DR funds.

TERA currently offers a wildfire resilience workforce program for Tribal members, with a statewide focus. Leveraging foundation, state, and federal funding, we have developed a suite of courses that are tailored to the Tribal community, and have been received with enthusiasm throughout California. The success of our program has led to many local employers, such as the Mendocino National Forest requesting that we tailor our program to the Lake County community at large, and the LWRWP plans to expand on the success of these core offerings described above and in the subsequent uploaded document, by shifting our focus from a statewide, Tribally focused program, to a local and regionally focused program that serves Lake County low- and moderate- income residents, and a particular focus on young adults recently graduating from high school or an alternative school who are ready to enter the workforce.

TERA's expansion will continue to integrate Traditional Ecological Knowledge (TEK) into forest and fuels management, so that as we are reducing fuel loading and making our forests safer from catastrophic wildfire, we are also incorporating important ecological and cultural perspectives unique to the Tribal people that have stewarded this land since time immemorial. Recent Federal and State mandates (included as PDF attachments) have highlighted the importance of incorporating TEK into land management, agency approaches. TERA's Native-led focus will ensure that Lake County leads the way in incorporating these approaches into land management on a large scale."

There are two components of the expansion, both of which will invest in a strong foundation for TERA to continue building its programs well into the future.

The first includes a Public Facilities Acquisition, to provide a permanent homebase for TERA's suite of workforce development programs. TERA is currently housed in a temporary insufficient space, a barn at Robinson Rancheria in Upper Lake. The facilities are located in an old barn; offices are horse stalls with concrete floors, no doors, no climate control (heating / cooling), limited power that does not allow for the utilization of basic power equipment, unreliable internet, and a month-to-month lease on Tribally owned land. There are no training facilities or meeting spaces onsite, and limited storage for vehicles and tools. This limits our capacity to host trainings, as we need to find a new location each time we gather a group of trainees; there is also no ability to host non-Tribal groups on this land. In addition, we can not expand office space for administrative staff, or acquire additional vehicles and tools, thus posing an additional barrier to expanding our very successful training program. While we have been able to accomplish a great amount despite these significant limitations, the lack of a long-term facility has limited TERA's capacity to grow a long-term and stable program. This grant provides a rare opportunity to acquire land for a Public Facility, which will provide the long-term, stable home necessary to build a program for the community.

With a long-term facility secured, we will be able to expand our program offerings, and thus the second component of the expansion includes developing a Lake-county focused workforce development program that is targeted to young adults and low- and moderate- income Lake County residents in order to connect them with local jobs in the Wildland & Forestry Fire and ecological restoration field. This grant will allow TERA to: adapt an existing successful workforce development program, curriculum, and on-the-job training opportunities to a local audience; adjust recruitment strategies; and leverage local relationships to serve a local audience. Finally, the partnership with WANB will bring a new element to TERA's programs, namely supportive services that surround the trainee with a suite of services designed to support their long-term economic and employment success.

Upload supporting documentation that outlines the current training program, courses currently provided, and how many students are trained per course per year.

WANB_LWRWP_Existing Services_2024.02.14.pdf

SECTION II: SCOPE OF WORK

Application must include a detailed scope of work that includes: details on the training program and services that will be provided with course descriptions, the areas the services will be provided in and/or benefit, who will provide the Workforce training and services, steps that must be completed to initiate the training program, available training facilities and equipment, a clear statement that income eligible trainees will receive training services at no cost, and any other relevant program plans. Programs with public facility activities must also include a detailed explanation of all acquisition and/or capital improvements needed to provide for a training facility to deliver the workforce training program.

13. Training Program Scope of Work.

The scope of the Lake Wildfire Resilience Workforce Program is twofold, and involves a Property Acquisition Phase, as well as a Training Program Phase. Trainees in the program will be offered supportive services offered by WANB as detailed above, crucial for long-term success. All services

will be provided in Lake County for Lake County residents. Eligible LMI trainees will receive training services at no cost.

The goal of LWRWP is to assist low and moderate income Lake County community members to obtain long-term employment success, improve long-term community wildfire resilience through the availability of a trained workforce, and to provide a means to develop the potential of residents as employees and leaders in the community. These goals include:

- Provide knowledge on vocational skills for careers in the wildfire resilience industry, including careers in forestry, wildland fire, and fuels management
- Prepare community members additional educational opportunities, including advanced training or occupational skills training.
- Prepare community members for paid employment opportunities.

EcoCultural Fuels Reduction Training - 50 individuals will complete a foundational four week vocational training program that prepares individuals for entry-level employment in local, Lake County-based agencies focusing on wildfire resilience, fuels and forestry, with an traditional ecological knowledge based approach

National Wildfire Coordinating Group (NWCG) certifications - 50 individuals will earn a certificate in an industry-recognized training program designed to advance and build careers.

On-the-Job Training - 20 graduates of the Fuels Reduction training will participate in crew-based projects that emphasize wildfire resilience, fuels reduction, and forest management, improve public safety, give participants a sense of accomplishment, instill a strong work ethic, promote community members participation in society, strengthen participants' understanding of the connection between education and occupational skills, and foster the acquisition of transferable job skills to enhance participants' future employability. Soft skill development will include:

- Punctuality - Showing up to work, meetings and appointments on time.
- Dependability - Showing up to work regularly every day.
- Appropriate grooming - Arriving to work clean and dressed appropriate to the workplace.
- Ability to work independently and as part of a team - Demonstrating the ability to contribute to work goals independently or as a contributing team member; and demonstrating initiative and ability to solve problems.
- Ability to communicate and listen actively - Demonstrating good communication skills and the ability to apply critical listening skills when learning work tasks.

The LWRWP Project will provide a variety of conservation field work, career exploration and job readiness training, ecological restoration, wildland fire, forest, and ecological management knowledge. The project is designed to promote community members' learning, leading to the practice and demonstration of work maturity skills by focusing on the transition from education to employment.

The project will consist of a combination of paid field experience and unpaid career exploration and job readiness training skill development.

WORKFORCE TRAINING COURSE DESCRIPTIONS:

TERA will build off of its successful Tribal training program and expand its offerings to create a parallel program for Lake County low and moderate income residents. Existing curriculum will be adapted to be inclusive for non-Tribal community members, yet still with a TEK lens. Additionally, significant supportive services component will be added by WANB. 100 unique individuals will be reached through this training program; proposed trainings are as follows.

1) EcoCultural Fuels Training - 2 cohorts of 25 people (50 total)

The EcoCultural Fuels Training will adapt the existing 140 hour Native Stewards Fellowship curriculum to a local, Lake County, non-Tribal specific audience. Some of the Tribally specific content will be replaced with content that is more appropriate for the general public, while maintaining the TEK and cultural focus of the work. The training will be 16 days, over 4 weeks.

This flagship training will prepare individuals to enter a meaningful career in wildfire resilience, forestry, and fuels management. Vocational certifications include: CPR / First Aid, OSHA10, and NWCG S212 Chainsaw Operations. Other topics include plant identification, introduction to wildland fire and prescribed burning, forest management, restoration techniques, etc.

We plan to offer one cohort of 25 in the fall of 2024, and a second cohort in summer or fall of 2025.

1a) National Wildfire Coordinating Group Courses - (50 unique individuals, 100 certifications)

The National Wildfire Coordinating Group (NWCG) is an interagency entity that oversees qualifications for all firefighting personnel on federal land. These courses are offered with a standardized curriculum by a certified instructor, overseen by TERA staff. These courses will build trainees skills as well as build their resume to move towards career paths with Lake County agencies.

S212 Chainsaw Operations -

Basic chainsaw operation and safety that is foundational for entry level positions in wildland fire, and fuels management. Career builder towards higher qualifications and associated pay scales.

NWCG Certificate earned includes: S212 Chainsaw Operations

4 days. 1 contracted instructor, plus TERA Crew Members. Offered 2 times. 20 people per class. 40 people total. (4 days x 2 cohorts x 10 instructor hours. 80 instructor hours).

Firefighter Type 2

Entry level Wildland Firefighter course, recognized by federal and state fire agencies, and a requirement for entry level fire positions. Also foundational training for crew members engaging in fuels reduction work, primarily prescribed fire.

NWCG Certificates earned include: IS100, IS700, S130, S190, L180

5 days. 2 contracted instructors, plus TERA Crew Mentors. Offered 2 times. 20 people per class. 40 people total. (5 days x 2 cohorts x 2 instructors x 10 hours / day. 200 instructor hours).

L280 Followership to Leadership

Leadership training for entry level firefighters. Career builder towards higher qualifications and associated pay scales.

Pre-requisite, Firefighter Type 2 certification.

NWCG Certificates earned include: L280

2 days. 2 contracted instructors, plus TERA Crew Mentors. Offered 1 time. 40 people per class, 40 people total. (2 days x 2 instructors x 10 hours. 40 Instructor hours).

S219 Firing Operations - 2 day training. 2 contracted instructors, plus TERA Crew Mentors. Offered 1 time. 40 people max. per class. (2 days x 2 instructors x 10 hours / day. 40 instructor hours).

Course that covers ignitions for prescribed and wildland fire. Career builder towards higher qualifications and associated pay scales.

Pre-requisite, Firefighter Type 2 certification.

NWCG Certificates earned include: L280

NOTE: Depending on the interest and skill level of participants, we may replace some of these NWCG courses with other appropriate NWCG trainings such as S290 - Intermediate Fire Behavior, or RT130 Firefighter 2 Refresher.

1b) OJT Program - 2 cohorts of 10 people each, for 8 weeks each (graduates from EcoCultural Fuels Training)

2 cohorts graduating from the EcoCultural Fuels Training will be selected as hirees for on-the-job training for fuels reduction and restoration contracts on private, public, and Tribal land. TERA will be both the employer of record, as well as the provider of training. The grant will cover the training portion, and TERA will provide funding to cover OJT participants wages through existing contracts.

The workforce training will be provided by a combination of TERA staff and contractors, as outlined in a below section.

TERA has worked with qualified contract instructors from a number of partner organizations and agencies including the Watershed Research & Training Center, The Nature Conservancy, the Mendocino National Forest, California Department of Fire & Forestry, and Firestorm, and will continue to leverage these relationships to fill in gaps.

STEPS TAKEN TO INITIATE PLAN

- 1) Execute grant agreement
- 2) Execute partnership agreement between TERA and WANB
- 3) Secure Public Facility location for training program
- 4) Recruit, hire and onboard TERA and WANB staff and contractors for program
- 5) Adapt existing TERA training curriculum to new program goals

- 6) Work with Lake County forestry, fuels management, and wildland fire employers to solidify pipelines to ongoing employment for program graduates
- 7) Acquire tools, equipment, etc. for program
- 8) Set up Public Facilities for training
- 9) Set up supportive services
- 10) Recruit participants
- 11) Determine eligibility
- 12) Register participants in training
- 13) Training begins

TRAINING FACILITIES

Trainings will be offered at the proposed public training facility to be acquired in Upper Lake, a central and accessible location for Lake County residents; if acquisition is not completed for the first training an alternate location will be selected, although a new facility will indeed be required to carry out the grant, and the scope of training will need to be scaled back accordingly.

The property that TERA has selected for purchase will not require substantial improvements or construction to provide a sufficient training facility. The buildings proposed for use include a one-story, one-bedroom residence which will be used as an office space; a large one-story barn on flat ground for a training meeting space; a large shop and engine bay on flat ground for tool and equipment storage.

The budget includes a full set of tools and equipment to furnish the new site with necessary items to maintain a large rural property, set up the shop to maintain tools needed for training programs, as well as furnishings for office and training space.

Upgrades might be adding gravel to the road as a regular road maintenance project, for rainy season driving and parking, and the addition of ADA compliant parking spaces, and bathroom. An architect will be required to assess the need for ADA upgrades. We expect upon Environmental Assessment we will be able to move administrative staff to offices onsite, as well as all tools, fleet, training materials, and shop for the crew.

14. Has any portion of the Program Scope of Work already commenced before or at time of application?

Yes

Please provide a summary on the current phase including the activities that have already been completed for the proposed training program.

Due to the tight timeline of this funding source, TERA has begun work on the Property Acquisition Phase. A suitable property has been selected that meets the criteria and needs for a training program, and TERA has initiated due diligence to acquire necessary information regarding the property. In addition, a plan has been submitted to the County of Lake Planning Department regarding the proposed training site and the Director of Planning and County Climate Resilience Officer are working to ensure that the proposed uses are permissible for the property's zoning. TERA is also working with an additional realtor to locate additional suitable properties in the case that we are not able to complete the purchase of the proposed location. We are not seeking reimbursement for any of this work that has been initiated.

HCD encourages Applicants to create formal partnerships for collaboration and increased program impact. If Partners will be included, describe how the Partner(s) will be involved in the program and their Workforce experience. See definition of Partner provided in the NOFA.

15. Are Partners included in the application?

Yes

Describe the role of Partners involved in the program.

The Workforce Alliance of the North Bay (WANB) is a Joint Powers Agency which serves as the Workforce Development Board for Marin, Napa, Lake, and Mendocino Counties. The Alliance envisions a sustainable balance between the employment needs of job seekers and the business needs of employers, to ensure a self-sufficient, skilled and diverse workforce in the region. The Alliance strives for economic vitality that is characterized by an abundance of well-paying jobs and that the availability of a skilled workforce helps to assure the economic success of businesses and workers. For this project, the WANB will be responsible for grant administration and management, policy development and compliance, oversight and reporting as well as providing supportive services to participants in the workforce training program as the lead applicant.

The Tribal EcoRestoration Alliance (TERA) is a fiscally sponsored program of the Occidental Arts and Ecology Center, a 501(c)3 non-profit organization (see paperwork associated with the SAM.gov verification) based in Lake County, California. Founded in 2019, TERA is an interTribal collaboration with training and employment programs focused on building the workforce capacity to scale up fuels management and land stewardship. Historically, TERA has operated for the benefit of Tribal members across California and is enthusiastic about expanding their programming to include all LMI residents of Lake County. TERA will manage the Property Acquisition and Workforce Development Training Program and offer the industry-specific wildfire resilience workforce development training in the realm of forestry and fire.

Though not included as funded partners in the program to receive funding, TERA has also built relationships with employers throughout Lake County who are seeking to hire graduates of TERA's programs. These entities include United States Forest Service - Mendocino National Forest, Upper Lake District; CalFire Lake Napa Unit; Lakeport Fire Protection District. In addition, TERA will leverage existing partnerships with other community organizations, as described in the Outreach & Marketing plan. Some letters of support are included at the end of this proposal that illustrate some of the established partnerships and the need for local employment.

Upload a copy of each pending or executed Partner Agreement.

WANB_LWRWP_Partnership Agreement_2024.02.14.pdf

Upload a copy of each pending or executed Partner Agreement.

Upload a copy of each pending or executed Partner Agreement.

If Partner is a tribal entity, upload the Tribal Entity's bylaws or appropriate governing documents.

If Partner is a tribal entity, upload the Tribal adopted Authorizing Resolution.

Applicant must provide a written Participant Supportive Service plan. Your plan should include the services needed, how were these services determined, the services that will be provided, who will provide them, how will the services be accessed, how the services meet the needs of your training program and the community and explain if the services are new or existing services already being provided.

16. Describe your plan for providing Participant Supportive Services to eligible trainees in the Workforce training program.

WANB will be the responsible party for administering Participant Supportive Services. All participants will be given an assessment. This assessment will document the supportive services needed for successful completion of the training program. WANB's Talent Development Specialist will work with each participant to develop a service plan which will identify and outline individualized services along with a timeline. Participants will receive those identified services and if additional services are discovered to be needed throughout the training period they will be added to the service plan and also provided. Services are provided by the WANB staff who will be located at the training site for easy access for the participant. Services include:

These services are all existing for WANB but are new for TERA training participants.

- 1) Intake and eligibility determination. (Mandatory, for all).
- 2) Initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps). (Mandatory, for all).
- 3) Identify any and all equipment needed for successful training completion. (Mandatory, for all).
- 4) Job search and placement assistance upon completion of the training program.
- 5) Provision of referrals to and coordination of activities with other programs and services as needed.
- 6) Provision of workforce and labor market employment statistics information, including the provision of accurate information relating to local labor market area including the following:
 - a. Job vacancy listings in labor market areas.
 - b. Information on job skills necessary to obtain the vacant jobs listed.
 - c. Information relating to local occupations in demand and the earnings, skill requirements, and opportunities for advancement for those jobs.
- 7) Provision of information relating to the availability of assistance, and appropriate referrals to those services and assistance, including: (1) child care, (2) child support, (3) medical or child health assistance available through the state's Medicaid program and Children's Health Insurance Program, (4) benefits under the SNAP, (5) assistance through the earned income tax credit, (6) housing counseling and assistance services sponsored through the US Department of Housing and Urban Development, (7) and assistance under the CalWORKS program, and other supportive services and transportation provided through that program.
- 8) Comprehensive and specialized assessments of the skill levels
- 9) Development of an individual employment plan, to identify the training and employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve training and employment goals.
- 10) Group and/or individual counseling and mentoring.
- 11) Career planning.
- 12) Workforce preparation activities that help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills, including competencies in utilizing resources, using information, working with others, understanding systems, and obtaining skills necessary for successful transition into and completion of postsecondary education, or training, or employment.
- 13) Financial literacy services.
- 14) Information on English language acquisition and integrated education and training programs.

We do not anticipate any barriers in providing any needed supportive services.

Our staff will have an office located at the new Public Facility training site to make them easily accessible for all trainees. Each trainee will have regularly scheduled meetings with the staff to ensure they have the services needed to be successful and to mitigate any new barriers. The trainees will also be able to drop in and meet with staff at any time during the work day. Trainees will also be able to contact staff through phone or email.

All eligible participants will have access to the menu of services. We will not have a limit on services provided. All participants will receive an assessment, a training and employment plan, career planning, job development services and any required clothing, tools and safety gear. TERA will work with the Talent Development specialist to distribute personal protective equipment (PPE), child care and transportation reimbursements, as well as work wear and other equipment.

Enter the number of Participant Supportive Service that you project to be provided to the training program participants. Participant Supportive Services may be provided by either a Partner, Subrecipient, or a Training Operator that has expertise in the services they offer to help reduce barriers to participation in training and employment. Depending on the anticipated needs of the trainees, Participant Supportive Services can be delivered in a variety of ways to include, but not limited to on-site, mobile, or virtual.

17. Enter the number of Participant Supportive Services projected to be provided to the trainees in the Workforce Training Program.

14

Acquisition, construction and/or site improvements may be considered as supplemental activities to support the long-term community investment in

the Public Service Workforce training program. Applicants must be able to complete these activities and commence the training program by December 31, 2024, and the facility must be used for an eligible Workforce Training program. No "Choice-limiting actions" may occur on a proposed project, or proposed site acquisition before both the federal and state environmental review processes are completed, even if that work/acquisition is being done using non-federal funds. Note: Rehabilitation and improvements of Public Facilities are eligible DR-Workforce activities, but new construction is not.

18. Is acquisition, improvements, and/or rehabilitation of Public Facilities part of your scope of work in this application, regardless of funding source?

Yes

Select all that apply to the proposed Workforce training Program.

Acquisition, Improvements of Public Facilities, commercial, industrial, and privately owned buildings

Training programs must commence by 12/31/24 serving training participants. Review your timeline for site control to ensure you can meet this mandatory milestone.

Can the acquisition activity be completed prior to the deadline to commence the workforce training (December 31, 2024)?

Yes

Describe what will be acquired and the status of title at the time of application.

TERA has been looking for a permanent homebase to set up a Public Training Facility. Needs include: office space for administrative staff of up to 10 people; a training / meeting room to host trainings of up to 75 people; a large shop and bay for parking a fleet of vehicles, storing chainsaws and tools, PPE; outbuildings for storage of equipment (chippers, mowers, power tools, etc.); acreage and outdoor area for training in wildfire resilience skills including chainsaw operations, post-fire recovery work such as tree planting and creek restoration, etc.; sufficient parking; and Zoning that complies with uses.

TERA has identified a suitable property that meets our program and above listed needs that is currently listed for sale, and is privately owned. The site has the appropriate existing structures to house the TERA administrative team, facilitate large scale outdoor and indoor trainings, ample facilities for storing and repairing equipment, and a sufficient amount of acreage with an ecosystem representative of Lake County. We have been actively working with the selling real estate agent, landowner, and County Planning Department to do background work and ensure that the property will meet our needs. This work is happening in parallel to the submission of this grant to ensure we can adhere to the required timeline.

Please enter the number of properties projected to be acquired with CDBG-DR funds for the use of the Workforce Training Program.

Enter the number of properties projected to be acquired.

1

Please enter the number of non-residential buildings projected to be acquired with CDBG-DR funds for the use of the Workforce Training Program.

3

Enter the number of buildings projected to be acquired.

3

Training programs must commence by 12/31/24 serving training participants. Review your timeline for construction to ensure you can meet this mandatory milestone.

Can the Improvements/rehabilitation be completed prior to the deadline to commence the Workforce training program (December 31, 2024)?

Yes

Describe what public facilities activities will be needed and the status at the time of application.

Public Facility improvement activities will be minor and should be completed within 60 days of site control. A security system will installed, including installing a driveway gate, new locks on all outward facing doors, cameras to monitor sensitive and high value areas, and locked storage area for staff and trainee personal belongings. Climate control units will also be added to the office and training room. A generator will be added and connected to the office to ensure power during local outages. Lastly, gravel will be used to fill in dirt roads as to make them passable even in inclement weather.

Please enter the number of non-businesses, (i.e., Nonprofit, Jurisdiction, Post-Secondary Education Center, municipality, Special District) projected to benefit from CDBG-DR funds used for the public facility activities for the use of the Workforce Training Program.

Enter the projected number of non-business organizations benefitting.

1

Please enter the number of public facility buildings projected to be rehabilitated and/or improved with CDBG-DR funds for the use of the Workforce Training Program.

Enter the projected number of Public Facilities being rehabilitated and/or improved.

2

Public Service activities are considered Exempt. Applicants that have Public Service only programs must submit their Environmental Review Form for Exempt or Categorically Excluded Not Subject to Section 58.5 Form at the time of application submission. For Applicants conducting Public Facility activities, the Environmental Review process must commence within 30 days of the effective date of the executed Standard Agreement. See the Application Guide for more information on Environmental Review Forms and to determine your level of review needed.

19. Select the applicable Environmental Review category anticipated for the proposed Workforce program activities.

Categorically Excluded Subject to 58.5 (CEST)

SECTION III: BUDGET

Enter the total Amount of DR-Workforce Funds Requested.

20. CDBG-DR Funding Amount Requested

4,706,721.00

Enter the Project cost (CDBG-DR funding plus other funding for the total project cost).

21. Total Project Cost

4,969,614.00

22. Upload detailed cost estimate prepared, signed, and stamped by a Licensed Architect or Professional Engineer licensed in the State of California.

WANB_LWRWP_Cost Estimate_2024.02.14.pdf

As shown through completion of the total activity budget, if awarded, CDBG-DR funds will not result in a Duplication of Benefits (DOB). CDBG-DR funds may only be used to fund a gap in your total activity budget. If an applicant, or eventual subrecipient is found to have a DOB, supplanted funds or otherwise misled HCD about the need for additional funding, the situation will be treated as fraud, waste, and abuse of federal funds and HCD may recapture all or part of the funds.

23. Will the CDBG-DR funding request result in a duplication of benefits?

No

If you have applied for funding, but unsure if it constitutes as funding for workforce training activities, please leave the response blank and HCD will follow-up to confirm.

24. Have you applied for other sources of funds to operate this program?

No

Application must include a completed total activity budget and a completed signed DOB affidavit that clearly identifies all funding sources for your Workforce training program. The Total Activity Budget (Excel template located in the solicitation files) is a detailed budget template created by HCD for applicants to use as a tool to help develop their entire program cost estimate (not just CDBG-DR portion) for all phases of the program and to document other sources. General budget categories in this budget should at minimum include activity costs and activity delivery costs. Reminder, this budget reflects all costs to carry out your proposed activities, regardless of the funding source. Use the information provided in the Total Activity Budget to complete the CDBG-DR Budget. The DOB affidavit is also included in the solicitation files to be completed and uploaded below.

25. Total Activity Budget

WANB-TERA App N_18 DR-Workforce_Total Activity Budget Template.xlsx

A copy of the DOB affidavit is included in the solicitation files to be completed and uploaded below. Please list out all funding sources on the DOB affidavit and signed by the Authorized Representative.

26. Upload the completed DOB Affidavit.

WANB-TERA DOB Affidavit (no funding for either).pdf

Applicant must complete their applicable payee tax form (STD 204 or FI\$Cal). Payee tax forms are located in the solicitation files.

27. Complete and upload the applicable Payee tax form for your organization/entity.

WANB_LWRWP_Payee Tax Form_2024.02.16.pdf

CDBG-DR budgets found in the Grants Network portal are required at application submission. Applications submitted without a complete Grants Network budget will result in an ineligible application, from which the applicant may re-submit once the application is complete.

28. Is the CDBG-DR budget completed in Grants Network?

Yes

Budget narratives must be included on the CDBG-DR Budget in Grants Network to explain anything that impacts how the CDBG-DR funds will move in your activity. The budget narrative should include an itemized list of how the CDBG-DR funds will be spent and when, a description of how the planned expenditures were estimated, any unfunded budget gaps, and the cost of training per trainee if any non-LMI participants are subject to training costs. The budget narrative should also include information about activity viability if the project is only partially funded. For instance, can the project scope be reduced, the number of beneficiaries be reduced, can the project be scaled to the amount of funding available. Make sure the budget narrative has a relationship to the tasks and deliverables described in the application. Applications submitted without a complete Grants Network budget narrative will result in an ineligible application, from which the applicant may re-submit once the application is complete.

29. Does the CDBG-DR budget include a detailed narrative of your Workforce Training Program budget within the Grants Network budget template?

Yes

SECTION IV: Program Schedule

Application must contain a Workforce Training Program Timeline to ensure compliance with all milestones provided within the Standard Agreement. Please complete the program timeline for your applicable program activity milestones by entering the dates you project to have each completed by. All Standard Agreements are expected to be executed by the first quarter 2024.

If any milestones are not applicable to your program, please enter N/A for the date.

Applicants that are recommended for awards will be contacted via Grants Network and provided with an opportunity to update their application program timeline schedule or other data that may have aged during the Applicant review period. Applicants will have 10 days to respond to requests. Awarded Applicants (Subrecipients) shall submit monthly activity and financial reports to HCD for review in Grants Network by the 10th calendar day of the month for the previous month's activity. Monthly reports are required to be submitted beginning the month after the Standard Agreement is executed.

Please note the DR-Workforce Standard Agreement performance milestone requirements below.

1. Project Start Date: All programs must commence activity within 30 days from the effective date of the SA.
2. Public Facility Environmental Review Start Date: Within 30 days from effective date of the SA
3. Acquisition Site Control Date: Within 60 days from Environmental Record Review (ERR) clearance.
4. Construction Start Date: Within 60 days from ERR clearance or, if applicable, from Acquisition/Lease completion.
5. Construction Completion Date: Must be completed prior to training program commencement date to begin serving Beneficiaries by December 31, 2024.
6. Training Program Start Date: Within 90 days from ERR clearance or construction/acquisition completion; but must begin serving Beneficiaries by December 31, 2024.
7. Fifty percent (50%) of the funds expended Date: At least ten (10) months prior to the Expenditure Deadline.
8. Final Expenditure Date: No later than January 31, 2026.
9. Program Closeout Date: No later than May 1, 2026.

30. PROGRAM MILESTONE TIMELINE

All programs must commence activity within 30 days from the effective date of the SA.

Milestone #1: Date projected to Start DR-Workforce activities (incurring costs):

30 day from effective date of the SA.

Programs that have Public Facility activities (rehab/improvements/acquisition) must commence the Environmental Record Review process within 30 days from effective date of the SA.

Milestone #2: Date projected to begin the Public Facility Environmental Review:

30 days from effective date of the SA.

Programs that have Public Facility Acquisition activities must successfully complete Acquisition or lease within 60 days from Environmental Record Review (ERR) clearance.

Milestone #3: Date projected to have Acquisition Site Control:

60 days after ERR.

Programs that have Public Facility construction related activities (rehab/improvements) must successfully begin to incur Construction costs within two (2) months from ERR clearance or, if applicable, from acquisition/lease completion.

Milestone #4: Date projected to start construction:

N/A

Programs that have Public Facility construction related activities (rehab/improvements) must complete Construction prior to the training program start date to begin serving Beneficiaries by December 31, 2024.

Milestone #5: Date projected to complete construction:

N/A

All training programs must commence the approved training program and services within three (3) months from ERR clearance or construction/acquisition completion; but must begin serving Beneficiaries by December 31, 2024.

Milestone #6: Date projected to Start the Training Program:

Within one quarter after ERR clearance.

Fifty percent (50%) of the Program funds must be expended at least ten (10) months prior to the Expenditure Deadline and serve fifty percent (50%) of its Beneficiaries identified in the application no later than six (6) months prior to the Expenditure Deadline.

Milestone #7: Date projected to expend Fifty percent (50%) of the CDBG-DR awarded funds:

March 1, 2025

Subrecipient must serve one hundred percent (100%) of its Beneficiaries identified in the application prior to the Expenditure Deadline and expend all program funds by January 31, 2026.

Milestone #8: Date projected to Expend all CDBG-DR awarded funds:

January 31, 2026

All DR-Workforce programs must commence the closeout process and submit a final activity report no later than 90 days from the expenditure deadline date.

Milestone #9: Date projected to Close-out:

January 31, 2026

SECTION V: PROGRAM PLANS

Programs must offer free training to ELIGIBLE training participants (eligible = income qualified).

31. Are all job training and accompanying services provided at no cost to eligible LMI trainees?

Yes

General policies and procedures should include at minimum a section on: trainee recruitment, fee structure to participate (income eligible trainees cannot be charged but over income trainees could be, depending on your program's policies), the program's schedule, who can participate, and a description of the training courses and services offered.

32. Do you have policies and procedures for the workforce training program proposed in this application?

In Development

Application intake policies and procedures at a minimum should include application intake process, income verification, income documentation collection, eligibility review, and documentation maintenance.

33. Do you have policies and procedures related to application intake for trainees?

In Development

18-DR Workforce Development-23002

Approved Date: 10/24/2023

Prep. Date: 02/27/2026

Include information on financial resources and staff capacity to sustain the project past the life of this grant.

34. Describe how the organization plans to sustain the proposed new or expanded Workforce training program(s).

TERA and WANB, as well-established organizations with a collective 12 years of offering workforce development programming in the Lake County area, plan to continue the wildfire resilience workforce programming for Lake County beyond the lifespan of the grant. Both organizations have successful track records acquiring and managing state, federal, and foundation funding for previous workforce development programming and continue to do so ongoingly into the future.

The public facilities acquisition is an important component for TERA's sustainability as it will allow TERA a stable and certain homebase to continue its programs and continue to grow staff and programs into the future. TERA will continue to hold, manage, and run the workforce development program through the property well beyond the stipulated 5 years.

All of TERA's current staff have undergone some or all of TERA's training program. Because TERA uses a variation of the train-the-trainer model, the new participants that will go through this expanded program could in turn become part of TERA's core staff and/or part of yet a larger, or continued workforce development expansion.

Further, this grant program will provide the first dedicated supportive services staff person for the TERA trainees through the new partnership with WANB and the new Talent Development Specialist position (more on this role below is question 45). TERA and WANB have an interest in continuing to fund that position beyond the scope of this grant for the benefit of all future workforce development participants.

SECTION VI: DUE DILIGENCE

Applications are required to include a completed authorizing resolution using the applicable Department approved authorizing resolution form and approved by the applicant's governing board. The authorizing resolution designates a person or persons responsible for, and authorized to, execute all documents related to the application of CDBG-DR funds. The Jurisdiction and the Organization Authorizing Resolution Templates are in the solicitation files. Please upload the Applicant's applicable Authorizing Resolution. If a governing body must prepare a separate resolution concurrently that confirms to its local standard, it may do so in addition to preparing the resolution form provided by the Department.

Applicants must submit their approved resolutions on the form provided by the Department by the application submission due date. The Department will NOT accept resolutions after this time.

35. Upload the approved and adopted Authorizing Resolution for the application.

WANB_LWRWP_Approving Resolution_2024.02.15.pdf

Proof of the Authorized Representative may be a screenshot of the authorized individual from your organization/jurisdiction website.

36. Upload proof of identification of Authorized Representative.

WANB_LWRWP_AR Verification_2024.02.14.pdf

Applicants must provide proof from the federal System for Award Management that the Applicant, all application Partners, developers, consultants, and contractors participating in the application, the potential administration of the award, or the potential implementation of the activity are not debarred. HCD will perform a due diligence check at <https://sam.gov> to confirm that applicants are not on the federal government's debarment list.

37. Is the primary Applicant or any of the Partners named in this application debarred from doing business with the federal government?

No

38. Upload applicable proof from the Federal System for Award Management (SAM).

WANB_LWRW_Debarment_2024.04.30.pdf

Poor past performance would not be cause for in-eligibility, but would result in a high-risk rating, assigned technical assistance (TA), and likely a special condition as part of the Standard Agreement.

39. Has the applicant or any partners received a monitoring report from a federal agency, or an agency on behalf of a federal grant in the last 2 years?

No

All non-federal entities that expend \$750,000 or more in federal awards in a fiscal year are required to have a single audit for that year in accordance with the Single Audit Act of 1984, Single Audit Act Amendments of 1996, and 2 CFR §200 Subpart F-Audit Requirements.

40. Has the primary applicant or any of the identified Partners been required to submit a Single Audit to the State Controller's Office?

Yes

Please upload the most recent single audit.

WANB_LWRWP_Applicant Audit_2024.02.14.pdf

Upload Box

OAEC_LWRWP_Subrecipient Audit_2024.02.14.pdf

Provide details on the level of federal grant experience for this program's key staff and whether they are new hires or existing staff. For any staff recognized as having federal grant experience, please indicate the length of experience over time for each staff and which entity they are associated with (primary Applicant or Partner). If acquisition and/or construction activities are included in the Applicant's Workforce Training Program, then the Applicant and/or partner must have at least 1-year of experience with federal grants in carrying out federally funded acquisition and/or construction.

41. Provide details on the level of staff experience with CDBG-DR or other federal grants management. Between the primary Applicant and the identified Partners, indicate how many years of related experience for each staff role listed.

Both WANB and TERA have extensive experience managing federal grants and large scale projects. The two organizations will work together to ensure effective management for each of their scopes of work and overarching grant management.

The WANB formed in Program Year 2015-16 and immediately began receiving annual Federal/State Workforce Innovation and Opportunity Act funding. Since that time, WANB has received, administered, managed and overseen over 50 million in funding without incident. Our staff has over 100 years of combined years of experience overseeing Federal and State workforce training programs and their associated funding. The vast majority of this experience has specifically been at the management or executive levels.

WANB Staff Experience:

WANB Executive Director Bruce Wilson – currently serves as the Workforce Development Board Director for the WANB Regional Workforce Development Board. He has 21 years of federal grants management. He has provided administrative oversight, negotiated contracts, interfacing with key partners for the grants success, and overseeing all aspects of the grant.

WANB Associate Director Chief of Operations Laura Davis - has 15 years of experience in Federal grants management. She is currently overseeing two National Disaster grants and has managed five additional grants to completion. Duties included ensuring the implementation plan was followed and completed, monthly reporting was submitted on time, capturing all data, and oversight of program staff.

WANB Administrative Services Officer Taylor Swain - has 10 years of experience in federal grant management with the Workforce Innovation and Opportunity Act and other grants. He oversees all financial functions of grants, including budgeting, cash draw, financial reporting and subrecipient management/monitoring.

Senior Workforce Development Analyst Doug Orlando – Is a retired state of California employee that spent a 42 year career as an auditor, fiscal monitor, policy developer, with the last 25 years in the Workforce Development program, providing advice and oversight of local areas throughout the state. After retirement from the State, he has been a consultant and adviser to the Workforce Alliance of the North Bay.

TERA is a thriving organization of 15 staff with 37 years of cumulative federal grant experience. TERA has a \$1.5 million annual budget in 2023, and is currently managing approximately \$3.5 million in total multi-year Federal and State grants. TERA currently holds federal grants from the Bureau of Indian Affairs (BIA), the US Forest Service (USFS), and the Bureau of Land Management (BLM). Cumulatively, these total over \$1.5 million dollars. TERA's executive staff expertly manage these grant projects with clear roles and extensive project and budget tracking systems.

TERA Staff Experience:

Lindsay Dailey, TERA's Executive Director, is a co-founding member of TERA and has grown TERA into a robust organization with relationships among Federal, State, and local partners and grantors. Lindsay has led the successful application and implementation of over \$4 million dollars of grant contracts since TERA was founded in 2019. Lindsay has 12 years of executing federal funding contracts and will be the person at TERA responsible for the overall success and implementation of this funding. Lindsay will oversee all of TERA's grant related activities (property acquisition and workforce training program) and will monitor the staff.

Megan McCluer is the Finance Manager and comes to TERA with 25 years of federal work experience. Megan has worked for the U.S. Department of Energy, Wind Energy Program, and managed federal programs and grants until her retirement brought her to TERA. Megan also worked as the Executive Director at the Mendocino Resource Conservation District and managed multiple federal grants and contracts, including from the USDA Natural Resources Conservation Service, US Fish and Wildlife, and the US Army Corps of Engineers.

TERA will hire a short-term Public Facility Acquisition contractor to assist with the Public Facility Acquisition. This position will be required to have at least 10 years of experience in realty, with a minimum of 1 year specific experience in carrying out federally funded acquisition. More about contracting for this position can be found in question 45.

Provide details on the level of workforce training program experience for this program's key staff and whether they are new hires or existing staff. For any staff recognized as having workforce training program experience, please indicate the length of experience over time for each staff and which entity they are associated with (primary Applicant or Partner). Applicant an/or Partner must have at least 3-years combined experience with workforce training programs.

42. Provide details on the level of staff experience with workforce training programs? Between the primary Applicant and the identified Partners, indicate how many years of experience for each staff with Workforce training experience.

TERA and WANB both have managerial staff with 95 collective years in workforce training programs.

TERA will carry out all of the workforce training associated with this grant. Fundamentally, TERA is a natural resources workforce development organization. TERA's mission is to cultivate land stewardship, livelihood, and leadership skills that weave collaborative relationships between Tribal members and the community at large, for the benefit of landscape restoration and resilience.

TERA staff will manage, coordinate, and conduct all workforce development trainings. TERA has authored, piloted, and revised the Native Stewards Fellowship (NSF) 140-hour curriculum that brings together vocational skills and traditional knowledge to prepare tribal members for careers in land stewardship with a focus on wildfire resilience and fuels management. During the 2022-2023 Burn Season, TERA's staff trained 165 individuals, including 75 Native people from 22 Tribes. Additionally, 26 individuals earned a Firefighter Type 2 (FFT2) certification, 19 of whom were Tribal members. A total of 16 beneficial burns on 113 acres in Lake and Mendocino Counties, including 11 private land locations were conducted, and provided 4,513 hours of prescribed fire training. TERA has successfully graduated two cohorts of Native Stewards Fellowship; the first session was taught by Executive Director Lindsay Dailey, and the most recent session was collaboratively taught by the Executive Director, the Fuels Captain, the Crew Lead and members of the current hand crew. The Executive Director, Fuels Captain, and InterTribal Hand Crew members all hold the following qualifications: Firefighter Type 2, NWCG S212 Wildland Saws, S290 Intermediate Fire Behavior, S219 Firing Operations, L-280 Followership to Leadership, First Aid/CPR, OSHA10. The workforce development program expansion will be similar to the NSF program referenced above, but with a widened focus of people from all ethnic and racial demographics and particular to Lake County as opposed to Tribal specific and state-wide.

Lindsay Dailey, TERA's Executive Director, has been working in landscape restoration and sustainability education since 2001 and has 18 years of extensive experience in green jobs workforce development training. Beginning with developing workforce training for the solar industry, Lindsay has developed training programs for a wide number of diverse participants. Her background in this realm will support program development and implementation.

TERA's 6 Crew Mentors are our InterTribal hand crew. They have completed TERA's suite of trainings and provide on-the-job training (OJT) for newly certified trainees, and will serve as Crew Mentors for training programs. TERA's permanent crew are well versed in their job skills and are accustomed to mentoring OJT staff. Currently each member of the Hand Crew has between 1-4 years experience in a training role. Further, those in the OJT program have access to other TERA staff and partners for professional and soft skills mentorship.

Stoney Timmons, TERA's Crew Lead (listed in the budget as one of the Crew Mentors), will lead trainings with support from the Fuels Captain, both out in the field while implementing TERA project work, and during training events, including but not limited to, ecological restoration, plant identification, fire ecology, prescribed and cultural burning, and more. Stoney is the supervisor of our intertribal all-Native hand crew. He is NWCG certified as a Firefighter Type II (S-130, S-190, L-180, IS-700-IS-100) and has his USDA Faller B Saw Certification. He has also received NWCG received certifications in L-280 Followership to Leadership, S-219 Firing Operations, and M-410 Facilitative Instructor in order to be qualified to teach programs. Additionally, he has received certifications in Cultural Resource Monitoring, and has continued to receive ongoing training in fuels reduction, prescribed and cultural burning, land restoration, and more through his ongoing project work with TERA.

Brels Solomon, TERA's Fuels Captain, will also serve as a Crew Mentor (listed in the budget as one of the Crew Mentors) and participate in vocational training implementation, in relation to fuels reduction, sawyer-training, operational equipment, tool use and more. He has over 7 years of experience working with the USFS, having held positions of Lead Firefighter/Lead Saw and Fire Engine Assistant Operator for the Mendocino National Forest Upper Lake Ranger District. He is certified Firefighter Type I and II, is a certified Faller C Sawyer, and has previously been certified as an EMT1, HELR (Helicopter Long Line/Remote Hook Specialist), DECK (Deck coordinator), Hazmat Awareness, ICT5, RXB3(T), and ENOP (Engine Operator). As a full-time TERA Staff Member, Brels acts as a primary trainer for our hand crew on all things related to saw work and fuels reduction, incorporating technical skills with our holistic and comprehensive approach to land stewardship.

Thea Maria Carlson, TERA's Stewardship Manager, has 10 years of training experience, and will support the Training Manager position. She developed and led the Wildfire Resilience Training Program for the Santa Rosa Junior College, leading a hands-on student internship program in ecological restoration, forestry and prescribed burning, and will bring that experience to the LWRWP. In addition, TERA will hire a Training Manager with high level NWCG qualifications and experience in training who will oversee the Training program. More about these roles is detailed below in question 45.

WANB is a regional workforce development board which serves as a connector between the U.S. Department of Labor and local American Job Centers that deliver services to workers and employers. The WANBs' role is to develop regional strategic plans and set funding priorities for their area. Though they will not directly be involved in the training portion of the grant, their experience with workforce development will be a central component of the project's success. Cumulatively, WANB has 67 years of workforce development experience.

Bruce Wilson, currently serves as the Workforce Development Board Director for the WANB Regional Workforce Development Board. He will have full administrative and oversight responsibility for the success of this grant and ultimately for the proposed; this will include administrative oversight for meeting specific project timelines, completing quality products, negotiating contracts, overseeing evaluations, interfacing with the key partners, and serving as the liaison with the Housing and Community Development Department. Mr. Wilson has over 28 years of experience in workforce

development, and has competed for, received and overseen over 20 million in Federal and State workforce development grants.

Laura Davis, Associate Director, Chief of Operations has 29 years of experience in workforce development programs and has been employed by WANB for 28 years. She currently oversees workforce training programs in four counties.

Taylor Swain, Administrative Services Officer, has 10 years of experience in federal financial grant management with the Workforce Innovation and Opportunity Act. He oversees all financial functions of grants, including budgeting, cash draw, financial reporting and subrecipient management/monitoring.

43. Provide a narrative to identify who will manage the program, their qualifications or experience, how they will manage it, and summarize current licensing and accreditations.

WANB and TERA will work hand-in-hand to ensure the efficient and compliant management of this comprehensive program expansion with these grant funds.

For this project, the WANB will be responsible for grant administration and management, policy development and compliance, oversight and reporting as the lead applicant, as well as the participant support services component.

WANB's managing staff are:

Bruce Wilson, Executive Director will have full administrative and oversight responsibility for the success of this grant and ultimately for the proposed; this will include administrative oversight for meeting specific project timelines, completing quality products, negotiating contracts, overseeing evaluations, interfacing with the key partners, and serving as the liaison with the Housing and Community Development Department. Mr. Wilson has over 28 years of experience in workforce development, and has received and overseen over 20 million in Federal and State workforce development grants.

Laura Davis, Associate Director, Chief of Operations has 29 years of experience in workforce development programs and also holds a Bachelor of Science degree. She is responsible for all aspects of the program from daily oversight, staff training, program performance and reporting, and ensuring program compliance. Laura will provide technical assistance to the new Grants Manager and provide that person any training that is needed. Laura will meet with the Grants Manager on a regular basis and as needed to ensure successful grant implementation.

Taylor Swain, Administrative Officer, has 10 years of experience in federal grant management with the Workforce Innovation and Opportunity Act and other grants. He will ensure accurate financial record keeping in compliance with federal policies, oversee invoice submission, cash draw, financial reporting and work to provide financial statements to managers with WANB and TERA, as well as subaward payment to TERA.

Doug Orlando, Senior Workforce Development Analyst, is a retired state of California employee that spent a 42 year career as an auditor, fiscal monitor, policy developer, with the last 25 years in the Workforce Development program, providing advice and oversight of local areas throughout the state. After retirement from the State, he has been a consultant and adviser to the Workforce Alliance of the North Bay.

Grant Manager (TBD - Written into grant) will assume day to day oversight, coordination and management responsibility for the grant project and training partner coordination and oversight. This will include responsibility for overseeing the evaluation of program process and outcomes, interfacing with the key partners, and providing liaison with the funders and key stakeholders, designing, adjusting and overseeing project timelines and objectives, developing necessary request for proposals and contracts, and outreach, marketing and communication on behalf of the grant. More details on hiring this individual are available below in question 45.

TERA will manage and conduct the public facility acquisition and the workforce development program. TERA's managing staff are:

Lindsay Dailey, Executive Director, will be the accountable person for TERA's portion of the grant. Lindsay has two decades of experience managing projects and will have administrative oversight for meeting specific project timelines, hiring staff, interfacing with the key partners, and ensuring program success.

Megan McCluer, Finance Manager, works with TERA Bookkeeper and CPA, Carlos Soler, to manage grants, finance compliance, and organizational systems for all accounting management. They will be responsible for all accounting and invoicing.

Yvonne Quintero, Human Resources Manager, has over 5 years of experience in human resources management. She has worked for Tribes and small businesses in the Lake County area. She currently manages HR administrative tasks, including onboarding, personnel file management, policy development and review, Human Resources Information Systems (HRIS) management, paperwork and documentation, and other HR administrative duties as needed. Yvonne will assist this program with onboarding workforce development trainees, orienting them to the TERA Employee

Handbook, TERA compliance policies, oversee clerical processes such as payroll integration and paperwork filing, as well as occasionally provide soft skills and professionalism training to participants.

Project Manager (TBD - Written into grant) will assume management of both the Property Acquisition as well as Training Program portion of the grant. They will track budgets, deliverables, timelines, and supervision of program staff, as well as oversee and manage the timeline, deliverables, hiring, budget, and implementation of the grant. This position will require a minimum of five years of grant and project management as well as subject matter knowledge.

Outreach Coordinator (TBD - Written into grant) will lead outreach and recruitment efforts for the grant, in coordination with WANB staff.

Training Manager (TBD - Written into grant) will be hired to develop the content for the training program, help leading the NWCG course and support training efforts with OJT crew members; TERA will seek funding beyond the CDBG grant to retain this position for future training programs. This position will require a set of minimum NWCG qualifications, as well as a minimum of three years instruction or training programs.

Facilities Manager (TBD - Written into grant) will oversee the first year of setup at the Public Facility Acquisition, and create systems for long-term maintenance of the facility, with some hourly support from an additional landscaper. TERA will seek funding beyond the life of the grant to make the Facilities Manager a permanent new position.

44. Upload organizational chart with lines of responsibility and authority in the administration of your organization. If Partners are part of your application, include their placement in the organization chart including their staff role titles.

WANB_LWRWP_Org Chart_2024.02.14.pdf

45. If there are any gaps in current capacity, describe those gaps and how you propose to fill them. Also detail the qualifications and experience required of staff to be hired/procured, if applicable.

Both WANB and TERA are prepared and ready to hire staffing as outlined in the budget to manage the Lake Wildfire Resilience Workforce Project, and do not have any major gaps in capacity. Both organizations have a strong track record as recipients of state and federal funding, and foundational administrative teams to handle the human resources and financial and grant management necessary to ensure successful completion of the project.

WANB is prepared to hire one Talent Development Specialist staff position. This position is intended to be housed on-site at the new Workforce Development Public Facility Training center in Upper Lake in order to best serve the participating trainees. They will provide the supportive services listed above in question 16 and work closely with TERA staff to ensure that each trainee is receiving the individualized support they need. This individual will have prior experience in case management along with a track record of successful participant outcomes.

WANB will also hire a Grant project manager who will assume day-to-day oversight, coordination and management responsibility for the grant project and training partner coordination and oversight. This will include responsibility for overseeing the evaluation of program process and outcomes, interfacing with the key partners, and providing liaison with the funders and key stakeholders, designing, adjusting and overseeing project timelines and objectives, developing necessary request for proposals and contracts, and outreach, marketing and communication on behalf of the grant.

TERA plans to add a few staff positions to increase capacity to manage this grant, and will utilize existing Human Resources infrastructure to recruit, select, and onboard new staff. In addition, several of the new hires enabled with this funding are intended to be long-term positions at TERA, and we will leverage new and existing funding relationships to retain several of the new hires beyond the life of the grant.

A new position for a full-time Project Manager will oversee and manage the timeline, deliverables, hiring, budget, and implementation of the grant. This position will require a minimum of five years of grant and project management as well as subject matter knowledge. A full-time Training Manager will be hired to develop the content for the training program, help lead the NWCG course and support training efforts with OJT crew members; TERA will seek funding beyond the CDBG grant to retain this position for future training programs. This position will require a set of minimum NWCG qualifications, as well as a minimum of three years instruction or training programs. An Outreach Coordinator at 50% FTE will lead outreach and recruitment efforts for the grant. A full-time Facilities Manager will oversee the first year of setup at the Public Facility Acquisition, and create systems for long-term maintenance of the facility, with some hourly support from an additional landscaper. TERA will seek funding beyond the life of the grant to make the Facilities Manager a permanent new position.

TERA will hire a few contractors to fill in on specific expertise. 1-2 short-term contractors will assist in managing the Public Facility Acquisition. At least one person will be required to have a realty, legal, and planning background with at least 10 years of experience, including at least 1 year of in carrying out federally funded acquisition. Another contractor may be an architect to assist with ensuring ADA compliance by inspecting the property and its structures and potentially drafting plans for ADA additions. This is a one-time need in order to broker the transaction and ensure all regulations and federal funding requirements are in compliance. In addition, TERA will hire an Environmental Planner to ensure NEPA compliance and complete any necessary environmental review documents required. TERA has created a draft Scope of Work for these positions and will proceed into contracting upon contract execution if funds are awarded.

TERA and WANB will both advertise the new positions locally to Lake County residents. All of the job postings will be shared on online job boards and recruitment websites, on social media, and distributed through existing partnerships' channels, and word of mouth.

46. Do you have Procurement Policies and Procedures?

Yes

Upload Procurement Policies and Procedures.

WANB_LWRWP_Procurement Policy_2024.02.14.pdf

47. Do you have Policies and Procedures related to Environmental Review in accordance with the National Environmental Protection Act (NEPA)?

In Development

All applicants that have acquisition public facility activities included in the project, regardless of funding source, will need to submit acquisition and relocation policies and procedures prior to Standard Agreement.

48. Do you have Policies and Procedures related to acquisition and relocation in accordance with the Uniform Relocation Assistance and Real Property Acquisition Act (URA)?

In Development

All applicants that have construction related public facility activities included in the project, regardless of funding source, will need to submit a section 3 plan prior to Standard Agreement.

49. Do you have a Section 3 Policy and Plan?

N/A

All applicants that have construction related public facility activities included in the project, regardless of funding source, will need to submit construction policies and procedures that include reference to the Davis Bacon and Related Acts (DBRA) prior to Standard Agreement.

50. Do you have Construction Policies and Procedures that include reference to the Davis Bacon and other Related Acts?

N/A

Financial Management will address the following but is not limited to: - Internal controls – Financial reporting - Accounting records - Allowable costs - Budget controls - Cash management – Financial Management Records.

51. Do you have Financial Management Policies and Procedures in accordance with 2 CFR 200?

Yes

Upload Financial Management Policies and Procedures.

WANB_LWRWP_Fiscal Management Policies_2024.02.14.pdf

Record Management Policies and Procedures should include details on how you will maintain secure files that protect Personal Identifying Information (PII).

52. Do you have Record Keeping and Reporting Policies and Procedures?

Yes

Upload Record Keeping Policies and Procedures.

WANB_LWRWP_Record Keeping and reporting policy_24-02-15.pdf

Program administrators are required to make reasonable efforts to provide language assistance to ensure meaningful access for LEP persons to the recipient's programs and activities by:

1. conducting a four-factor analysis,
2. developing a Language Access Plan (LAP), and
3. providing appropriate language assistance.

Instructions about how to comply with the LEP requirements and an LAP template are provided in Appendix D of the Policies and Procedures Manual and the Application Workbook Guide.

53. Does your organization have a written plan to address Limited English Proficiency (LEP) beneficiaries in the program?

Yes

Upload LAP plan.

WANB_LWRWP_LEP policy_2024.02.13.pdf

54. Is the Equity Survey Form completed?

Yes

55. Is the Legislative Data Form completed?

Yes

SECTION VII: CERTIFICATIONS

By typing my name in the field below, I hereby certify that the information provided in this application is true, correct, and complete to the best of my knowledge. I am aware that making any materially false, fictitious, or fraudulent statement or representation may subject me to penalties under Section 1001 or Title 18 of the United States Code. In addition, I am aware that if I materially violate any required disclosure of violation, including concealing a material fact, I am subject to being fined under this title or imprisoned not more than five years, or both. Applicants that rely on consultants or grant writers to prepare the CDBG-DR application are strongly encouraged to review the application for completeness and correctness prior to submittal.

56. Application Approver Name:

Bruce Wilson

18-DR Workforce Development-23002

Approved Date: 10/24/2023

Prep. Date: 02/27/2026

57. Upload your signed Statement of Assurances and Certifications (Form in solicitation files)

WANB-LWRWP- CDBG-DR Application Certifications and Statement of Assurances - Signed.pdf

58. Applicants that have any additional documentation to provide in support of their DR-Workforce application, may upload the documents below:

WANB_LWRWP_Parcel Maps_2024.02.10-combined.pdf

Additional File Upload

WANB_LWRWP_LOS_2024.02.14.pdf

Additional File Upload

Q. 34 CDBG Budget Narrative.docx

Additional File Upload

Additional File Upload

Additional File Upload

Average Score

0.00

Budget Worksheet

View Budget Worksheet

<https://portal.ecivis.com/peerBudget/8D56F615-5CB5-4A88-85AE-ADAF9A49E90F>

Application Goals

View Application Goals

<https://portal.ecivis.com/peerGoals/9870D512-8C7D-40AF-8727-074A9F36E006>

of Reviews

3

of Denials

0

Text

Applications: File Attachments

5. Upload a project service location map in relation to the EDIA.

WANB_LWRWP_Project Map_2024.02.14pdf.pdf

Upload supporting documentation that outlines the current training program, courses currently provided, and how many students are trained per course per year.

WANB_LWRWP_Existing Services_2024.02.14.pdf

Upload a copy of each pending or executed Partner Agreement.

WANB_LWRWP_Partnership Agreement_2024.02.14.pdf

25. Total Activity Budget

WANB-TERA App N_18 DR-Workforce_Total Activity Budget Template.xlsx

26. Upload the completed DOB Affidavit.

18-DR Workforce Development-23002

Approved Date: 10/24/2023

Prep. Date: 02/27/2026

WANB-TERA DOB Affidavit (no funding for either).pdf

27. Complete and upload the applicable Payee tax form for your organization/entity.

WANB_LWRWP_Payee Tax Form_2024.02.16.pdf

35. Upload the approved and adopted Authorizing Resolution for the application.

WANB_LWRWP_Approving Resolution_2024.02.15.pdf

36. Upload proof of identification of Authorized Representative.

WANB_LWRWP_AR Verification_2024.02.14.pdf

44. Upload organizational chart with lines of responsibility and authority in the administration of your organization. If Partners are part of your application, include their placement in the organization chart including their staff role titles.

WANB_LWRWP_Org Chart_2024.02.14.pdf

57. Upload your signed Statement of Assurances and Certifications (Form in solicitation files)

WANB-LWRWP- CDBG-DR Application Certifications and Statement of Assurances - Signed.pdf

58. Applicants that have any additional documentation to provide in support of their DR-Workforce application, may upload the documents below:

WANB_LWRWP_Parcel Maps_2024.02.10-combined.pdf

Additional File Upload

WANB_LWRWP_LOS_2024.02.14.pdf

Additional File Upload

Q. 34 CDBG Budget Narrative.docx



CareerPoint LAKE/Workforce Alliance North Bay Office



Current TERA Shop



Proposed Facility Acquisition



Lake County



Road



Major HWYs

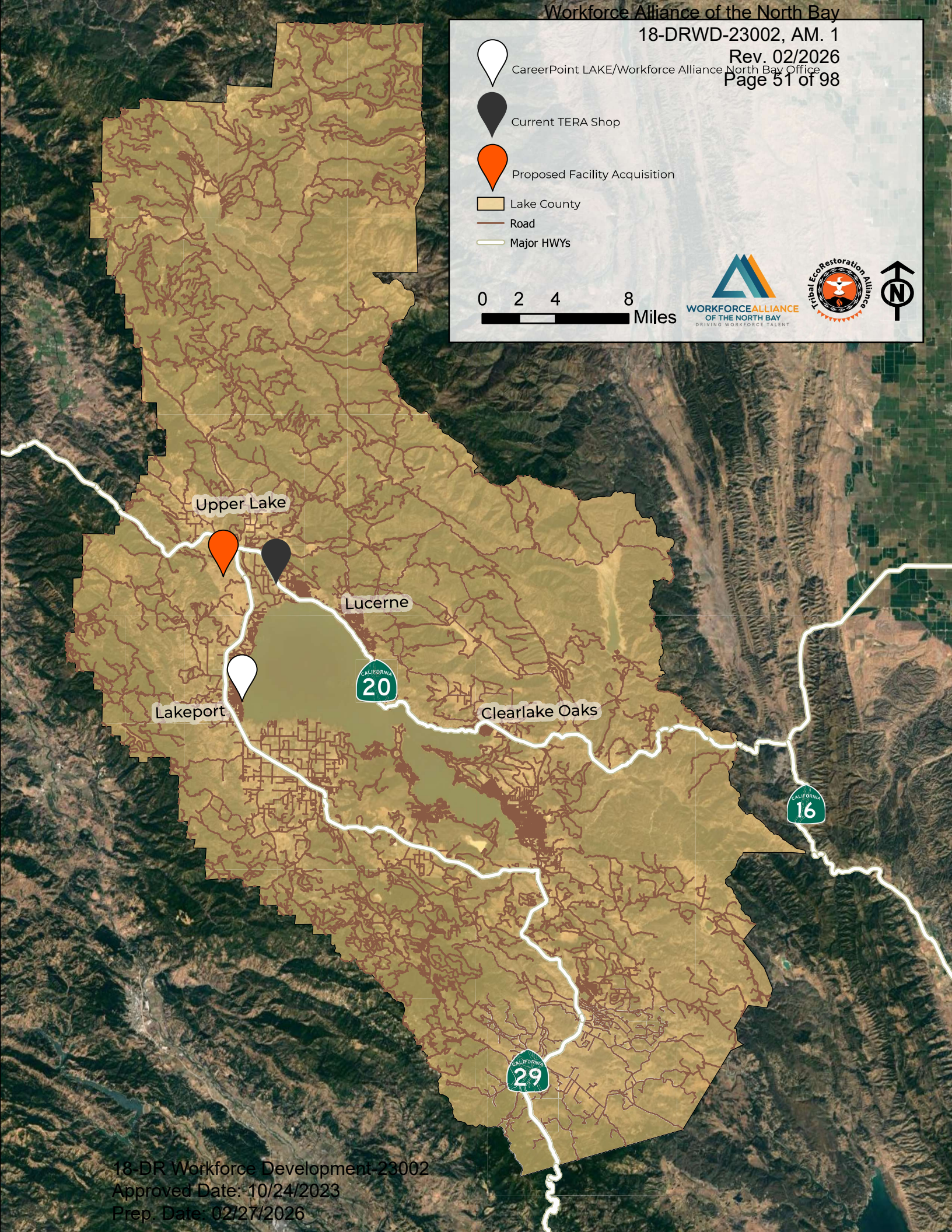
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2

4

8

Miles



Question 12b. TRAINING PROGRAM INFORMATION

I. TERA's Current Training Programs

TERA currently offers a wildfire resilience workforce program for Tribal members, with a statewide focus. Leveraging foundation, state, and federal funding, we have developed a suite of courses that are tailored to the Tribal community, and have been received with enthusiasm throughout California. Since our first training program was launched in 2021, we have served over 212 people from 53 Tribes through the State of California. In total we have offered over 895 hours of training and issued 258 National Wildfire Coordinating Group (NWCG) certificates, including Chainsaw Operations S212, Firefighter Type 2, L280 Followership to Leadership, S219 Firing Operations, and RT-130 Firefighter Annual Refresher course.

1) Native Stewards Fellowship

The Native Stewards Fellowship is a 140 hour, four-week workforce development intensive that brings together traditional knowledge with vocational skills to prepare Tribal members for careers in land stewardship with a focus on wildfire resilience and fuels management. Topics in the training include: ecology (plant identification, reading the landscape, understanding succession, fire ecology), traditional knowledge (cultural burning, history of Native Californian land management, cultural uses of plants, Indigenous worldviews around relationship to land); land stewardship skills (riparian and oak woodland restoration, forest management / fuels reduction); and several vocational certifications (OSHA10, First Aid / CPR, S212 Wildland Fire Chainsaw). The training offers a culturally relevant, comprehensive, systems-oriented approach to stewarding the inner coast ranges of Northern California, and deepens Tribal members' connections to their ancestral territories while providing them with further skills to become more engaged stewards of the land. TERA has graduated 36 individuals from this program in two cohorts, with a third cohort of 18 people planned for April of 2024.

2) InterTribal Hand Crew On-the-Job Training

TERA has offered one cohort of On-the-Job Training to NSF graduates for 5-month on-the-job training program, which covers the following components:

- Project work with TERA at various high priority fuels reduction project sites, which provide opportunities for trainees to further develop fuels management skills, in an ecologically and culturally sensitive manner. This includes receiving mentorship on chainsaw bucking and felling skills, as well as chainsaw care and maintenance; slash disposal methods including making burn piles, lop and scatter, wildlife habitat piles, and open-burn biochar piles; plant identification, botany, site assessment, awareness of sensitive species, and interpreting fuels management prescriptions; erosion control and

mitigation; jobsite safety and emergency medical protocols; and communication and leadership skills.

- Trainees gain leadership skills as prescribed and cultural fire practitioners with formal NWCG courses as well as informal workshops in planning, preparing, implementing, and monitoring prescribed fire and cultural burning projects. They earn FFTII qualifications and additional NWCG qualifications.
- Participate in leadership trainings.
- Participate in a soft skills professional development program.
- Receive support for job placement in land stewardship and fuels reduction careers and further education.

TERA has successfully completed this program with its first cohort of Tribal members graduating in October of 2023, and a second cohort will be hired in May of 2024.

a) Lake Prescribed & Cultural Fire Training Exchange

TERA has led a prescribed and cultural fire training in Lake County in 2022/2023 and 2023/2024. The trainings have been focused on training a statewide volunteer, on-call Tribal crew of fire practitioners. To date over 258 NWCG certificates have been offered through this program.

**WORKFORCE ALLIANCE OF THE NORTH BAY
(WANB)**

**TRIBAL ECORESTORATION ALLIANCE
(TERA)**

DRAFT PARTNERSHIP AGREEMENT

THIS AGREEMENT ("Agreement") is made and entered into as of this 1st day of March, 2024, contingent on HUD-CDBG-DR funding award by and between the WORKFORCE ALLIANCE OF THE NORTH BAY, a joint powers agency, hereinafter "AGENCY," and the TRIBAL ECO RESTORATION ALLIANCE, hereinafter referred to as "PARTNER."

RECITALS

WHEREAS, AGENCY is a Joint Powers Agency, a public entity that can enter into agreements;

WHEREAS, AGENCY will submit an application for funding of a Community Development Block Grant - Disaster Recovery, Workforce Development Program. If AGENCY is successfully awarded, it will be referred to as AGENCY, APPLICANT, SUBRECIPIENT, or, GRANTEE;

WHEREAS, AGENCY desires to partner with a training organization to provide a community-based wildfire resilience training program, in Lake County;

WHEREAS, PARTNER currently operates a training program that can be expanded to train a greater number of trainees focused on Lake County low income residents;

WHEREAS, PARTNER warrants that it is qualified and competent to render the aforesaid training services and is willing to provide such services to AGENCY under the terms and conditions set forth herein.

WHEREAS, Both AGENCY and PARTNER fully understand that this agreement is not a contract.

WHEREAS, Both AGENCY and PARTNER will fully, and in good faith move toward the execution of this agreement should grant funding be awarded by the Housing and Community Development Department CDBG-DR; and that each agency will go through its legal and board process to execute;

WHEREAS; The AGENCY will pass through funding from the CDBR-DR award to the PARTNER on a reimbursement basis to fund the expanded workforce development activities costs;

TERMS

NOW, THEREFORE, for and in consideration of the Agreement the AGENCY and PARTNER agree as follows:

1. Term of the Agreement.

18-DR Workforce Development-23002

Approved Date: 10/24/2023

Prep. Date: 02/27/2026

The term of this Agreement shall commence, contingent on award from the State of California Department of Housing and Community Development, Community Development Block Grant – Disaster Recovery, for Workforce Development Program 2018 grant award, on the effective date of the award. And shall terminate upon completion of grant on May 31, 2026, unless terminated earlier in accordance with M-1 (Termination for Convenience), or M-3 (Termination for Cause) of Exhibit C attached hereto and by this reference made a part hereof “Fiscal year” shall mean the period commencing on July 1 and ending on June 30.

2. Scope of Services.

PARTNER agrees to provide all of the services described in **Exhibit A** attached hereto and by this reference made a part hereof.

3. Compensation.

- a. In consideration of PARTNER's fulfillment of the promised work, AGENCY shall pay PARTNER for those services as set forth in Exhibit “A” and by this reference incorporated herein. Said promise shall remain in effect for the entire term of the Agreement. PARTNER will submit payment requests for reimbursement (Financial Reports) to the AGENCY no less frequently than quarterly and no more frequently than monthly. AGENCY will provide reimbursement compensation within 60 days of receiving the payment requests.

- b. Maximum Cost to AGENCY. Notwithstanding subparagraph (a), in no event will claims for reimbursement or consideration of cost to the AGENCY exceed the maximum sum of \$ 3,745,399.43, however, such amounts shall not be construed as guaranteed sums, and compensation shall be based upon services actually rendered and reimbursable expenses actually incurred. Should the funding award as described in this Agreement be reduced or increased, PARTNER agrees that this maximum cost to AGENCY may be amended by written notice from AGENCY to reflect that reduction or increase, constituting a “unilateral amendment” to the agreement.

4. Method of Payment.

All payments for compensation and reimbursement for expenses shall be made upon presentation of itemized invoice by PARTNER to AGENCY for actual expenses on a monthly basis. The itemized invoice shall indicate, at a minimum, PARTNER's name, address, Taxpayer Identification Number, itemization of expenses as outlined in Exhibit B. The final invoice must be submitted within 30 days of completion of the state scope of services.

5. Notices.

All notices required or authorized by this Agreement shall be in writing and shall be delivered by email, in person or by deposit in the United States mail, by first class mail, postage prepaid. Any mailed notice, demand, request, consent, approval or communication that either party desires to give the other party shall be addressed to the other party at the address set forth below. Either party may change its address by notifying the other party of the change of address. Any notice sent by mail in the manner prescribed by this paragraph shall be presumed to have been received on the date noted on the return receipt or five days following the date of deposit, whichever is earlier.

AGENCY

Bruce Wilson, Executive Director
Workforce Alliance of the North Bay
1546 First Street
Napa, CA 94559
bwilson@workforcealliancenorthbay.org

PARTNER

Lindsey Dailey
Tribal Eco Restoration Alliance
1845 E. Highway 20
Upper Lake CA 95485
lindsay@tribalecorestoration.org

[REMAINDER OF THE PAGE LEFT INTENTIONALLY BLANK]

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first above written.

PARTNER:

By: _____
Lindsay Dailey, Executive Director
Tribal Eco Restoration Alliance

AGENCY:

By: _____
Bruce Wilson, Executive Director
Workforce Alliance of the North Bay

EXHIBIT A
PROGRAM DESCRIPTION
Lake Wildfire Resilience Workforce Program

1. Goal/Purpose

The Lake Wildfire Resilience Workforce Program (LWRWP) is a collaborative project between the Workforce Alliance of the North Bay (WANB), and the Tribal EcoRestoration Alliance (TERA). The Goals of this project are: 1) expand TERA's wildland fire and forestry fire training workforce development program, 2) acquire a training facility for those activities to occur, and 3) provide novel participant support services by WANB to those participating in TERA's programming.

2. Program Partner Roles & Responsibilities:

WANB will:

- 1) Act as lead agency and grant manager on CDBG HUD grant "Lake Wildfire Resilience Workforce Program."
- 2) Provide Support Services to TERA's workforce development training program participants
- 3) Facilitate funding for TERA to acquire a Public Facility for training purposes. WANB will not hold title to this land nor will they hold any liability for any activities associated with or taking place at the Public Facility.
- 4) Comply with all HCD CDBG-DR contractual provisions and adhere to all HUD-HCD regulations and timelines

Tribal EcoRestoration Alliance will:

- 1) Lead Workforce Development training program and work with WANB to recruit participants
- 2) Acquire a public facility for on-site training. Continue utilizing site for workforce development trainings for a minimum of 5 years. If uses changes, TERA will be responsible for reimbursement of cost of facility to WANB.
- 3) Provide timely reporting and invoicing to WANB to the Grant Manager to submit to the Grantor
- 4) Act as employer of record and manage all aspects of hiring and supervision in accordance with U.S. and California Labor Laws.
- 5) Comply with all HCD CDBG-DR contractual provisions and adhere to all HUD-HCD regulations and timelines.

3. Scope of Work

WANB will:

1. Coordinate the partners for the successful implementation of this grant program. This will include, but is not limited to:

18-DR Workforce Development-23002

Approved Date: 10/24/2023

Prep. Date: 02/27/2026

- a. Subcontracting TERA
 - b. Providing HCD CDBG-DR reporting, invoicing, and any other necessary administrative templates
 - c. Acting as a liaison between the partners and the granting agency
2. Provide staff located at the training site for supportive service activities as detailed below:
- a. Conduct outreach and recruitment to attract interested and eligible community members and screen for suitability for program participation.
 - b. Provide suitable program participants.
 - c. Determine initial eligibility of applicants prior to initiating services.
 - i. Conduct an assessment or obtain the assessment from TERA and open an Individual Service Strategy.
 - d. Make available each of the following elements to community members through coordination of services, maintaining a case file record of any of the elements provided or referred:
 - i. Tutoring, study skills training and instruction, if necessary.
 - ii. Employment Opportunities
 - iii. Paid Work Experience
 - iv. Occupational Skills Training
 - v. Leadership Development Opportunities
 - vi. Support Services
 - vii. Adult Mentoring
 - viii. Follow-Up Services
 - ix. Comprehensive Guidance and Counseling
 - x. Financial Literacy Education
 - xi. Entrepreneurial Skills Training
 - xii. Services that provide Labor Market Information
 - xiii. Postsecondary Preparation and Transition Activities
 - xiv. Provide Job Placement
 - e. Track crew member outcomes following the project in designated case management system

Tribal EcoRestoration Alliance will:

- 1) Employ management and supervisory staff necessary to implement all trainings including:
 - a) Project Manager with responsibility for overall program implementation, grant management, property acquisition, and operation of training program.
 - b) Wildfire Resilience Instructor with responsibility for overseeing training as well as offering instruction
 - c) Outreach Coordinator to help with outreach and recruitment.
 - d) Crew Supervisors with responsibility for crew orientation, supervision, training, and tracking.
- 2) Assist with program participant recruitment and select 100 trainees in various programs. Fully employ two cohorts of crews of 15 OJT participants each. Provide an orientation to the LWRWP members which will cover work descriptions and procedures, work-specific safety training, when, how, and where to report for work, and team-building activities.
 - a) Provide crews with appropriate safety training on the use of tools and equipment.
 - b) Provide crews with necessary and appropriate uniforms and safety gear.
- 3) Provide work trucks for the crew transportation from the Upper Lake office and assume responsibility for crew transportation to and from identified work areas.
- 4) Conduct training for the crew supervisors and orientation for the corps members; ensure crew

- members understand each aspect of their work and why they conduct it. Page 60 of 98
- 5) Host visits from key stakeholders arranged for by the WANB coordinated with TERA.
 - 6) Notify WANB/CareerPoint of any issues with participants.
 - 7) Provide an end of program report including overview of the program, number of community members served, worksites, skills gained, outcomes, successes and challenges.

Calendar for 2024 - 2026

Note: These are approximate dates that are subject to change.

Date	Milestones
------	------------

4/1/2024	Milestone #1: Date projected to Start DR-Workforce activities (incurring costs)
----------	---

Programs that have Public Facility activities (rehab/improvements/acquisition) must commence the Environmental Record Review process within 30 days from effective date of the SA.

5/1/2024	Milestone #2: Date projected to begin the Public Facility Environmental Review
----------	--

Programs that have Public Facility Acquisition activities must successfully complete Acquisition or lease within 60 days from Environmental Record Review (ERR) clearance.

9/1/2024	Milestone #3: Date projected to have Acquisition site Control
----------	---

Programs that have Public Facility construction related activities (rehab/improvements) must successfully begin to incur Construction costs within two (2) months from ERR clearance or, if applicable, from acquisition/lease completion.

8/01/2024	Milestone #6: Date projected to start the Training Program
-----------	--

Fifty percent (50%) of the Program funds must be expended at least ten (10) months prior to the Expenditure Deadline and serve fifty percent (50%) of its Beneficiaries identified in the application no later than six (6) months prior to the Expenditure Deadline.

3/1/2025	Milestone #7: Date projected to expended Fifty percent (50%) of the CDBG-DR awarded funds
----------	---

Subrecipient must serve one hundred percent (100%) of its Beneficiaries identified in the application prior to the Expenditure Deadline and expend all program funds by January 31, 2026.

1/31/2026	Milestone #8: Date projected to Expend all CDBG-DR awarded funds
-----------	--

1/31/2026	Milestone #9 Date projected to Close-out
-----------	--

Organization Name: Workforce Alliance of the North Bay

Program Name: Lake Wildfire Resilience Workforce Program

DUPLICATION OF BENEFITS AFFIDAVIT

INSTRUCTIONS

The affidavit is divided into three (3) components:

1. Funding Sources
2. Attachments
3. Signature of Authorized Representative

Read each component in full and provide the accurate information.

Part 1. Funding Sources

This affidavit must be completed by all applicant(s) that have applied for and/or received any assistance from the CDBG-DR funded State of California 2018 DR-Workforce Program being offered by the California Department of Housing and Community Development (HCD) and signed by the Authorized Representative. The information within this affidavit will provide the California Department of Housing and Community Development (HCD) with vital information for processing the application required by the Stafford Act Section 312 on Duplication of Benefits.

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

Source INSTRUCTION NOTE: Please add further sources as necessary if they are not listed below (REMOVE THIS UPON COMPLETION)	Purpose of Assistance <i>Ex: Economic Development public services, Rehabilitation & improvements of public facilities</i>	Current Status of Funds <i>Ex: Obligated from FEMA, Pending Approval, etc.</i>	Amount Received (\$)
☐ U.S. Department of Housing and Urban Development			
☐ FEMA National Flood Insurance			
☐ FEMA Individual Assistance or Public Assistance			
☐ FEMA Hazard Mitigation Grant Program (HMGP)			
☐ Small Business Administration			
☐ U.S. Army Corps of Engineers			
☐ U.S. Department of Transportation			

☐ Federal Economic Development Agency			
☐ CARES Act / American Rescue Plan Act			
☐ State and Local Level Housing Department			
☐ State and Local Emergency Management Agency			
☐ State and Local Department of Transportation			
☐ Insurance			
☐ Philanthropic Funds			
☐ Utility Settlement			
☐ Budgeted Local Funds			
☐ Other: _____			
☐ Other: _____			

Part 2. Attachments

Attached to this affidavit are copies of any and all acceptable document for each of the above referenced sources of funds identified as a result of the August 2018 and November 2018 fires, identified as presidentially declared disasters, DR-4382 and DR-4407.

Part 3. Signature(s)

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

Bruce Wilson

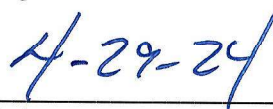
Authorized Representative Printed Name

Workforce Alliance of the North Bay

Organization



Authorized Representative Signature



Date

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

Organization Name: Tribal EcoRestoration Alliance **Program Name:** _____

DUPLICATION OF BENEFITS AFFIDAVIT

INSTRUCTIONS

The affidavit is divided into three (3) components:

1. Funding Sources
2. Attachments
3. Signature of Authorized Representative

Read each component in full and provide the accurate information.

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☐ U.S. Department of Housing and Urban Development		N/A	\$0
☐ FEMA National Flood Insurance		N/A	\$0
☐ FEMA Individual Assistance or Public Assistance		N/A	\$0
☐ FEMA Hazard Mitigation Grant Program (HMGP)		N/A	\$0
☐ Small Business Administration		N/A	\$0
☐ U.S. Army Corps of Engineers		N/A	\$0
☐ U.S. Department of Transportation		N/A	\$0

☐ Federal Economic Development Agency		N/A	\$0
☐ CARES Act / American Rescue Plan Act		N/A	\$0
☐ State and Local Level Housing Department		N/A	\$0
☐ State and Local Emergency Management Agency		N/A	\$0
☐ State and Local Department of Transportation		N/A	\$0
☐ Insurance		N/A	\$0
☐ Philanthropic Funds		N/A	\$0
☐ Utility Settlement		N/A	\$0
☐ Budgeted Local Funds		N/A	\$0
☐ Other: _____		N/A	\$0
☐ Other: _____		N/A	\$0

Part 2. Attachments

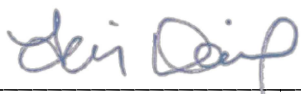
Attached to this affidavit are copies of any and all acceptable document for each of the above referenced sources of funds identified as a result of the August 2018 and November 2018 fires, identified as presidentially declared disasters, DR-4382 and DR-4407.

Part 3. Signature(s)

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

Lindsay Dailey

Authorized Representative Printed Name



Authorized Representative Signature

Tribal EcoRestoration Alliance

Organization

04/30/2024

Date

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

State of California

Financial Information System for California (FI\$Cal)

GOVERNMENT AGENCY TAXPAYER ID FORM

2000 Evergreen Street, Suite 215

Sacramento, CA 95815

www.fiscal.ca.gov

1-855-347-2250



Financial Information System for California

The principal purpose of the information provided is to establish the unique identification of the government entity.

Instructions: You may submit one form for the principal government agency and all subsidiaries sharing the same TIN. Subsidiaries with a different TIN must submit a separate form. Fields marked with an asterisk (*) are required. Hover over fields to view help information. Please print the form to sign prior to submittal. You may email the form to: vendors@fiscal.ca.gov, or fax it to (916) 576-5200, or mail it to the address above.

Principal
Government
Agency Name*

Workforce Alliance of the North Bay

Remit-To
Address (Street
or PO Box)*

PO Box 247

City*

Napa

State * CA

Zip Code*+4 94559

Government Type:

☐ City☐ County☒ Special District☐ Federal☐ Other (Specify)

Federal
Employer
Identification
Number
(FEIN)*

82-2198757

List other subsidiary Departments, Divisions or Units under your principal agency's jurisdiction who share the same FEIN and receives payment from the State of California.

Dept/Division/Unit
Name

Complete
Address

Dept/Division/Unit
Name

Complete
Address

Dept/Division/Unit
Name

Complete
Address

Dept/Division/Unit
Name

Complete
Address

Contact Person*

Bruce Wilson

Title Executive Director

Phone number*

707-699-1951

E-mail address

tswain@workforcealliancenorthbay.org

Signature*

Date

2-15-24

18-DR Workforce Development-23002

Approved Date: 10/24/2023

Prep. Date: 02/27/2026



Resolution of the Governing Body

RESOLUTION NO. 02-2024-1

A RESOLUTION APPROVING AN APPLICATION FOR FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE 2023-2024 FUNDING YEAR OF THE STATE CDBG-DR RECOVERY WORKFORCE PROGRAM

BE IT RESOLVED by the Regional Workforce Development Board of the Workforce Alliance of the North Bay as follows:

SECTION 1:

The Workforce Alliance of the North Bay Regional Workforce Development Board has reviewed and hereby approves the submission to the State of California of one or more application(s) in the aggregate amount, not to exceed, of **\$4,706,722** for the following CDBG-DR activities, pursuant to the March 2023 CDBG-DR NOFA:

List activities and amounts (*activity totals should include Activity Delivery dollars and General Administration associated with the activity*)

Activity (i.e. Public Services, Housing Rehabilitation)	
Public Service Direct Costs	\$1,478,932
Public Facilities Direct Costs	\$2,694,722
Activity Delivery Costs	\$374,082
Cost Allocation Plan (Indirect)	\$158,985
TOTAL	\$4,706,721

SECTION 2:

The Workforce Alliance of the North Bay acknowledges compliance with all state and federal public participation requirements in the development of its application(s).

SECTION 3:

The Workforce Alliance of the North Bay hereby authorizes and directs the Chair of the Board, or designee, to execute and deliver all applications and act on the Workforce Alliance of the North Bay behalf in all matters pertaining to all such applications.

SECTION 4:

If an application is approved, the Chair of the Board, or designee, is authorized to enter into, execute and deliver the grant agreement (*i.e.*, Standard Agreement) and any and all subsequent amendments thereto with the State of California for the purposes of the grant.

SECTION 5:

If an application is approved, the Chair of the Board, or designee, is authorized to sign and submit Funds Requests and all required reporting forms and other documentation as may be required by the State of California from time to time in connection with the grant.

PASSED AND ADOPTED at a regular meeting of the Regional Workforce Development Board Executive Committee of the Workforce Alliance of the North Bay held on Wednesday, February 14th by the following vote:

AYES: 4
ABSENT: 0

NOES: 0
ABSTAIN: 0



Bruce Wilson, Executive Director
Designee of Chair of the Board
Workforce Alliance of the North Bay

STATE OF CALIFORNIA

Counties of Lake, Marin, Mendocino and Napa

I, Taylor Swain, Clerk of the Board for Workforce Alliance of the North Bay, State of California, do hereby attest and certify the foregoing Resolution to be a full, true and correct copy of a resolution duly passed and adopted on the date stated thereon and that said Resolution has not been amended, modified, repealed, or rescinded since the date of adoption and is in full force and effect as of this 14th day of February, 2024.

Taylor Swain, Clerk of the Board
Workforce Alliance of the North Bay, Counties of
Lake, Marin, Mendocino and Napa, State of
California

By: 

Signature and Title

RESOLUTION NO. 2016-02
A RESOLUTION OF THE WORKFORCE ALLIANCE OF THE NORTH BAY
GOVERNING BOARD DESIGNATING SIGNATORY AUTHORITY

WHEREAS, the Workforce Alliance of the North Bay Governing Board recognizes that the Workforce Alliance shall be liable to the State of California Employment Development Department for all funds expended with WIOA local Subgrants, the WIOA law and the implementing regulations; and

WHEREAS, the Workforce Alliance of the North Bay Governing Board designates the Executive Director and Regional Workforce Development Board to oversee and administer WIOA funds.

NOW, THEREFORE, BE IT RESOLVED that the Workforce Alliance of the North Bay Governing Board authorizes, through the designation set forth above, the Executive Director of the Workforce Alliance of the North Bay to execute and sign all WIOA plans, modifications, adjustments, grants, grant applications, subgrant agreements or other documents with or required by the State of California Employment Development Department, the United States Department of Labor, or any other state or federal agency.

BE IT FURTHER RESOLVED that this signature authority is effective until specifically revoked.

PASSED AND ADOPTED at a regular meeting of the Workforce Alliance of the North Bay Governing Board in the County of Marin held on this 10th day of November, 2016, by the following vote:

AYES: ALL

NOES: NONE

ABSENT: Anthony Farrington

ATTEST:


Cynthia Gunselman, Clerk of the Board


Damon Connolly, President
Workforce Alliance of the North Bay



Workforce Alliance of the North Bay

Bruce Wilson, Executive Director

1546 First Street

Napa, CA 94559

Phone: 1-707-247-829

All cities within the boundaries of [Marin](#), [Mendocino](#), [Napa](#), and [Lake](#) Counties.

NOVA

Marlena Sessions, Director

456 West Olive Avenue

Suite 550

Sunnyvale, CA 94086

Phone: 1-408-730-7237

Fax: 1-408-730-7643

All cities within the boundaries of the counties of [San Mateo](#) and [Santa Clara](#) and all unincorporated areas of the counties, including the cities of [Cupertino](#), [Los Altos](#), [Milpitas](#), [Mountain View](#), [Palo Alto](#), and [Sunnyvale](#).

City of Oakland

Sofia Navarro, Executive Director

Oakland Workforce Development Board

Community and Economic Development Agency

250 Frank H. Ogawa Plaza, Suite 3315

Oakland, CA 94612

Phone: 1-510-238-3474

City of Oakland within the [County of Alameda](#).

Orange County Workforce Development Board

Nancy Cook, Director

Orange County Workforce Development Board

1300 South Grand Avenue

Building B, 3rd Floor

Santa Ana, CA 92705

Phone: 1-714-480-6420

Fax: 1-714-834-7132

All cities within the boundaries of the [County of Orange](#), excluding the cities of [Anaheim](#) and [Santa Ana](#), and all unincorporated areas of the county.

City of Long Beach, Pacific Gateway Workforce Innovation Network

Alisa Munoz, Interim Executive Director

City of Long Beach d.b.a Pacific Gateway Investment Network

12800 Port Plaza Drive, Suite 200

Long Beach, CA 90815

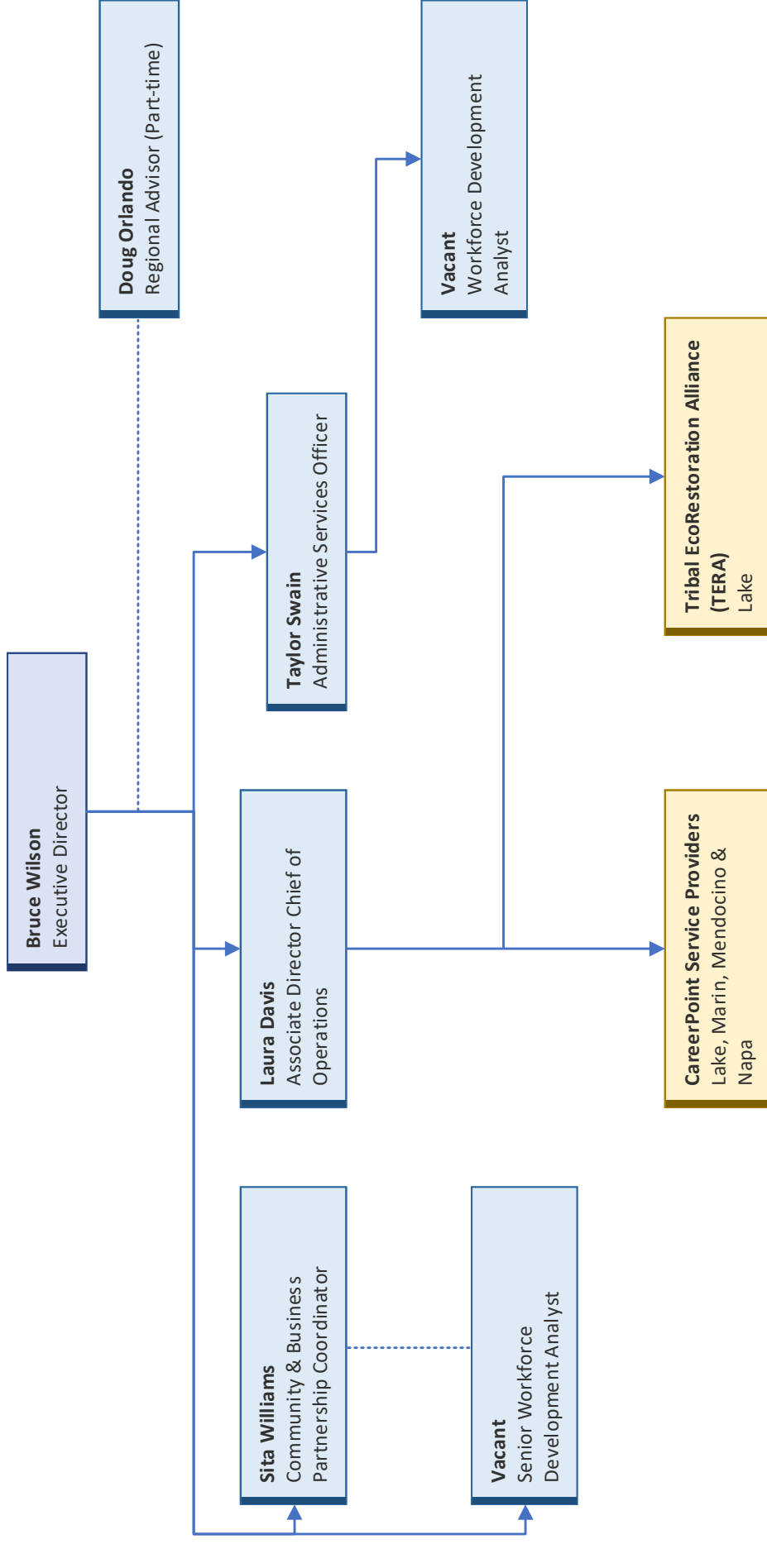
Phone: 1-562-570-3748

Cities of [Lomita](#), [Long Beach](#), [Signal Hill](#), and [Torrance](#) within the [County of Los Angeles](#).



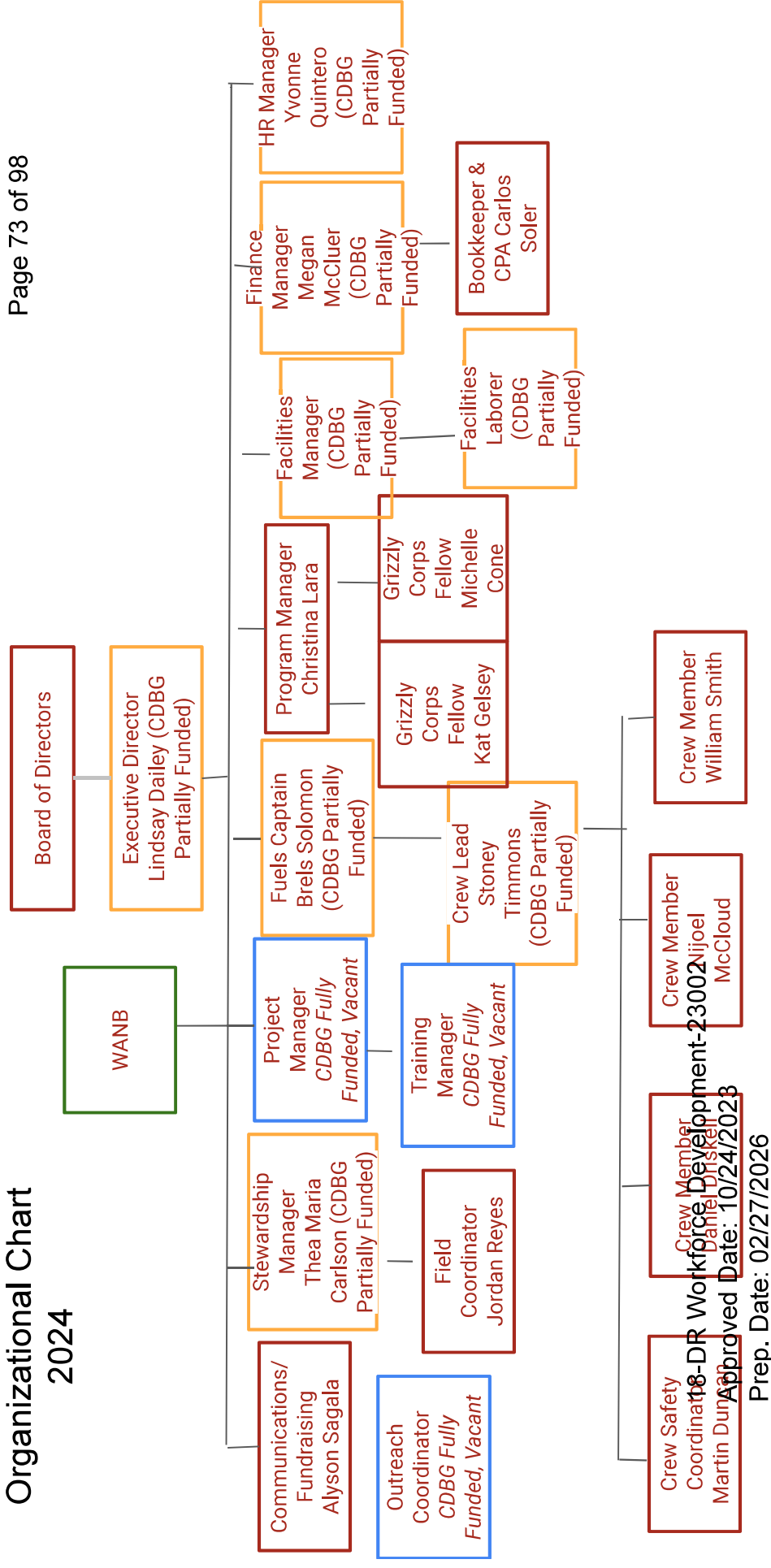
ORGANIZATIONAL CHART

UPDATED 2.9.24



STAFF

TERA Staff Organizational Chart 2024



STATE OF CALIFORNIA - BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF STATE / FEDERAL FINANCIAL ASSISTANCE
2020 W. El Camino Avenue, Suite 670 / 200, 95833
P. O. Box 952054
Sacramento, CA 94252-2054
(916) 263-2771
www.hcd.ca.gov



2023 CDBG-DR Application Certifications and Statement of Assurances

The Applicant hereby certifies the following:

1. Legal Authority:

It possesses the legal authority to apply for and execute the proposed activity(s) in the application.

2. Application Authorization:

Its governing body has duly adopted or passed as an official act or resolution, motion, or similar action authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the applicant's chief executive officer or other designee to act in connection with the application and to provide such additional information and assurances as may be required.

3. Citizen Participation:

It has or will comply timely with all citizen participation requirements, which include, at a minimum, the following components:

- A. Provides for and encourages citizen participation, with particular emphasis on participation by persons of low- and moderate- income for which CDBG-DR funds are proposed to be used, and provides for participation of low- and moderate-income persons associated with disaster community recovery, and
- B. Provides citizens with timely and ADA compliant access to local meetings, information, and records relating to the grantee's proposed use of funds, as required by CDBG-DR requirements as set forth in the applicable Federal Register Notice(s), and relating to the Applicant's proposed and actual use of CDBG-DR funds, and
- C. Provides for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the grantee, and
- D. Provides for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program. These include at least the development of needs, the review of proposed activities, and review of program performance, which hearings shall be held after adequate notice, at times



and locations convenient to potential or actual beneficiaries and with accommodation for persons with disabilities. This shall include one public meeting during the program design, monthly performance report preparation, and formal amendments. A public hearing shall be conducted prior to application submittal, and

- E. Solicits and provides for a timely written answer to written complaints and grievances, within 15 working days where practicable, and
- F. Identifies needs of limited-English speaking residents will be met in the case of public hearings where limited-English speaking residents can reasonably be expected to participate.

4. National Objective:

It has developed its CDBG-DR Program so as to primarily benefit targeted income persons and households and each activity in the program meets the national objective: benefit to low- and moderate-income persons, certified by the grantee as such.

5. NEPA Environmental Review:

It consents to assume, and hereby assumes the responsibilities for environmental review and decision-making in order to ensure timely compliance with NEPA by following the procedures for recipients of block grant funds as set forth in 24 CFR Part 58, titled "Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities." Also included in this requirement is compliance with Executive Order 11988 relating to the evaluation of flood hazards, Section 102(a) of the Flood Disaster Protection Act of 1973 (Public Law 93-234) regarding purchase of flood insurance, and the National Historic Preservation Act of 1966 (16 USC 470) and implementing regulations (36 CFR §800.8).

6. Audit/Performance Findings:

It certifies compliance with the State Controller's Office (SCO) to Single Audit Package requirements set forth in 2 CFR Part 200 for prior or future awards in excess of \$750,000.00.

7. Growth Control:

It certifies that there is no plan, ordinance, or other measure in effect which directly limits, by number, the building permits that may be issued for residential construction or the buildable lots which may be developed for residential purposes; or if such a plan, ordinance, or measure is in effect, it will either be rescinded before receiving funds, or it need not be rescinded because it:

- A. Imposes a moratorium on residential construction, to protect health and safety, for a

Department of Housing and Community
Development
Revised 08/24/2023.

2023 CDBG-DR NOFA
Authorized Signatory Initials

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specified period of time which will end when health and safety is no longer jeopardized; or,

- B. Creates agricultural preserves under Chapter 7 (commencing with Section 51200) of Part 2 of Division 1 of Title 5 of the Government Code; or,
- C. Was adopted pursuant to a specific requirement of a State or multi-State board, agency, department, or commission; or,
- D. The applicant is in compliance with Housing Element submission requirements found at CA Health and Safety Code 50829 (ca.gov),

8. Uniform Administrative Requirements:

It will comply with the regulations, policies, guidelines and requirements of 2 CFR Part 200 and 24 CFR Part 85 and the CDBG-DR Grant Administration Manual for 2017 and 2018 Disasters.

9. Nondiscrimination:

It shall comply with the following regarding nondiscrimination laws and practices as may be amended from time to time:

- A. Title VI of the Civil Rights Act of 1964 (Public Law 88-352).
- B. Title VIII of the Civil Rights Act of 1968 (Public Law 90-284) as amended; and will administer all programs and activities related to housing and community development in a manner affirmatively furthering fair housing.
- C. Section 109 of the Housing and Community Development Act of 1974, as amended.
- D. Section 3 of the Housing and Urban Development Act of 1968, as amended.
- E. Executive Order 11246, as amended by Executive Orders 11375 and 12086.
- F. Executive Order 11063, as amended by Executive Order 12259.
- G. Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112), as amended, and implementing regulations.
- H. The Age Discrimination Act of 1975 (Public Law 94-135).

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10. Anti-Displacement/Relocation:

It will comply with the Federal Relocation Act (42 U.S.C. 4601 et seq.) and the acquisition and relocation requirements of the URA, as amended, and implementing regulations at 49 CFR part 24.

11. Labor Standards:

It will comply with the following regarding labor standards as may be amended from time to time:

- A. Section 110 of the Housing and Community Development Act of 1974, as amended.
- B. Section 1720, et seq. of the California Labor Code regarding public works labor standards.
- C. Davis-Bacon and Related Acts as amended (40 U.S.C. §276(a)) regarding the payment of prevailing wage rates.
- D. Contract Work Hours and Safety Standards Act (40 U.S.C. §3702) regarding overtime compensation.
- E. Anti-Kickback Act of 1934 (41 U.S.C. §51-58) prohibiting "kickbacks" of wages in federally assisted construction activities.

12. Architectural Barriers:

It will comply with the Architectural Barriers Act of 1968 (42 U.S.C. §4151 et seq.) and implementing regulations (24 CFR Parts 40-41)

13. Conflict of Interest:

It will enforce standards for conflicts of interest which govern the performance of their officers, employees, or agents engaged in the award and administration, in whole or in part, of State CDBG-DR grant funds (24 CFR §570.611).

14. Limitations on Political Activities:

It will comply with the Hatch Act (5 U.S.C. §1501, et seq.) regarding political activity of employees.

15. Lead Based Paint:

It will comply with the Lead-Based Paint Regulations (24 CFR Part 35) which prohibit the use of lead-based paint on projects funded with CDBG-DR funds.

Department of Housing and Community
Development
Revised 08/24/2023.

2023 CDBG-DR NOFA
Authorized Signatory Initials

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**16. Debarred Contractors:**

It certifies that neither the applicant or its staff are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federal assistance programs, in any proposal submitted in connection with the CDBG-DR program, per the Excluded Party List System located at <https://www.sam.gov/SAM/>. In addition, the applicant will not award contracts to or otherwise engage the services of any contractor while that contractor (or its principals) is debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation from the covered transaction, in any proposal submitted in connection with the CDBG-DR program under the provisions of 24 CFR Part 24.

17. Inspection of Grant Activities:

It will give HUD, the Comptroller General, the State Department of Housing and Community Development, or any of their authorized representatives access to and the right to examine all records, books, papers, or documents related to the grant.

18. Cost Recovery:

It will not attempt to recover any capital costs of public improvements assisted in whole or part with CDBG-DR funds by assessing any amount against properties owned and occupied by persons of low- and moderate-income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless:

- A. CDBG-DR funds received are used to pay the proportion of such fee or assessment that relates to the capital costs of public improvements that are financed from revenue sources other than CDBG-DR funds; or
- B. For purposes of assisting any amount against properties owned and occupied by persons of low- and moderate-income who are not persons of very low income, that it lacks sufficient funds received from CDBG-DR Program to comply with the requirements of this clause.

19. Procurement:

It will follow the federal procurement policies per 24 CFR §200.317 et seq.

20. Excessive Force:

It will adopt and enforce policies:

- A. Prohibiting the use of excessive force by its law enforcement agencies against individuals engaged in non-violent civil rights demonstrations; and

Department of Housing and Community
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Revised 08/24/2023.

2023 CDBG-DR NOFA
Authorized Signatory Initials

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- B. Enforcing applicable State and local law against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstration within its jurisdiction.

21. Anti-Lobbying:

- A. It certifies and agrees that no federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement per 24 CFR 87.
- B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

22. Compliance with Laws:

The Applicant will comply with all applicable laws, rules, regulations, requirements and policies and procedures governing the activities being applied for herein and all funding provided therefor.

23. Compliance with Community Block Development Grant Disaster Recovery (CDBG-DR) grants:

- A. It certifies and agrees to comply with Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1974 (42 U.S.C. 5121 et seq.), for necessary expenses related to disaster relief.
- B. It certifies and agrees to comply with all applicable the Laws, Regulations, and Federal Register Notice's - CDBG-DR Laws, Regulations, and Federal Register Notices | HUD.gov / U.S. Department of Housing and Urban Development (HUD)

Department of Housing and Community
Development
Revised 08/24/2023.

2023 CDBG-DR NOFA
Authorized Signatory Initials

A handwritten signature in black ink, appearing to be "RW", is written over a horizontal line.



I hereby certify under penalty of perjury that all information contained in this Statement of Assurances (including all supporting documentation) is true and correct. I understand and acknowledge that making false statements on this certification, including any documents submitted in support of it, is a crime under federal and California state laws, which may result in criminal prosecution and fines.

Bruce Wilson

Printed Name of Authorized Representative (per the Resolution)

Signature

Executive Director

Title

2-15-24

Date

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18-DR Workforce Development-23002

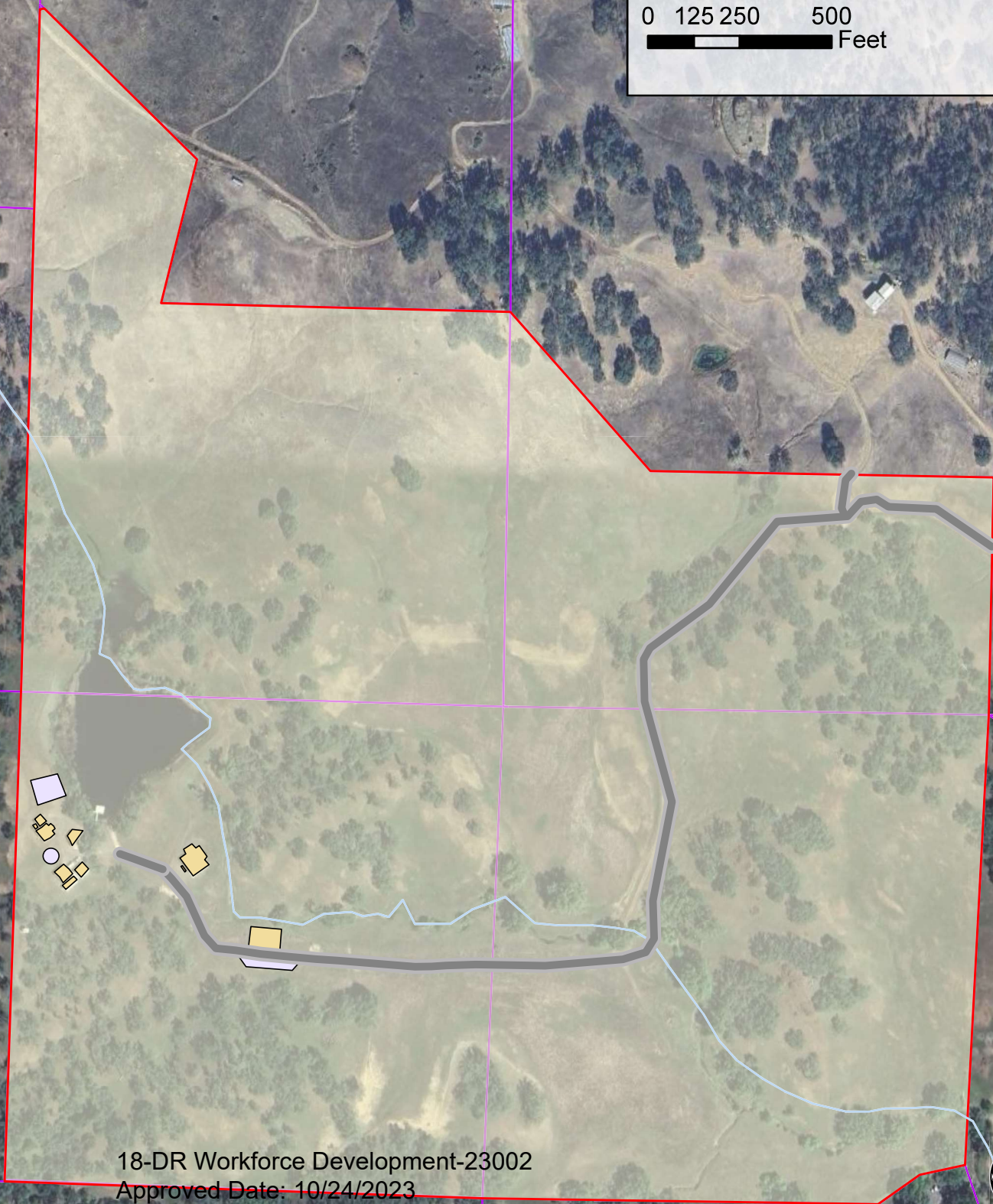
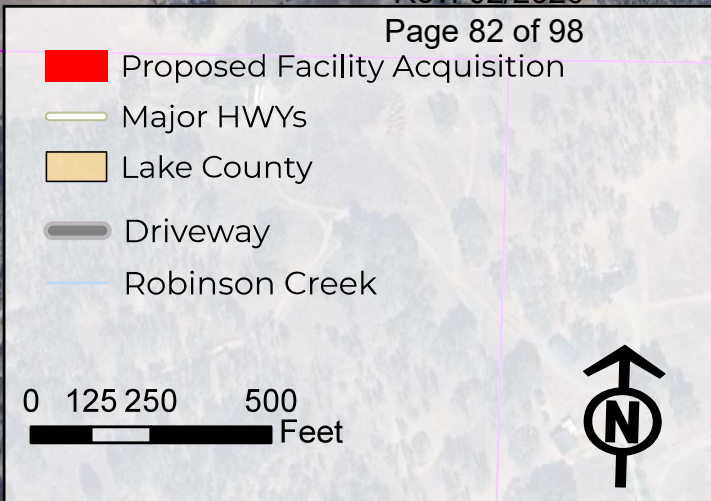
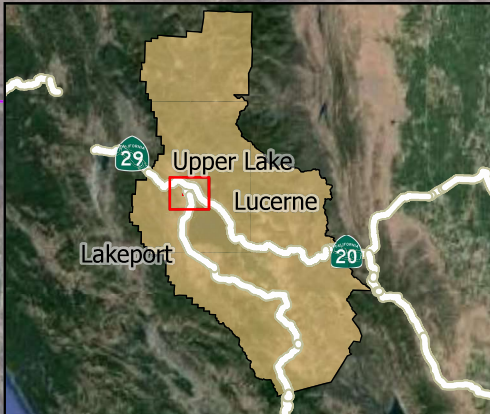
Approved Date: 10/24/2023

Prep. Date: 02/27/2026

TERA and WANB LWRWP

Public Facility Acquisition Maps

1. Whole Parcel
2. Public Facilities zoomed in



Parcels

Existing or Proposed Space

Existing Spaces

Proposed Spaces

Driveway

0 40 80 160 Feet



ROBINSON
CREEK

5. Wholesale
Native Plant
Nursery

1. House - used as
office space

25 ft
diameter
Yurt

2. 3 Residential Garages -
used as storage

3. Barn - used as
occasional training
space

4. Shop - used as
storage area for
tools and vehicles

Mowed Parking Area

TERA proposes the surrounding
oak woodland and annual grassland
within the parcels as designated
restoration projects



**Tribal
EcoRestoration
Alliance**

18-DR Workforce Development-23002

Approved Date: 10/24/2023

Rep. Date: 02/27/2026

TERA and WANB LWRWP

Letters of Support

1. Lake County Resource Conservation District
2. US Forest Service



Harry Lyons
Board President
Lake County Resource Conservation District
889 Lakeport Blvd, Lakeport, CA
lyons.harry@att.net

February 12, 2024

Re: Lake Wildfire Resilience Workforce Program (LWRWP)

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT,
DIVISION OF FEDERAL FINANCIAL ASSISTANCE
2020 W. El Camino Avenue, Suite 200
Sacramento, CA 95833
(916) 263-2771
www.hcd.ca.gov

To Whom It May Concern,

The Lake County Resource Conservation District (LCRCD), a Special District of California, enthusiastically supports the Workforce Alliance of the North Bay and the Tribal EcoRestoration Alliance's (TERA) joint proposal to the HCD's Community Development Block Grant - Disaster Recovery entitled "Lake Wildfire Resilience Workforce Program (LWRWP)".

The LCRDC works to promote and facilitate the conservation and sustainable use of natural resources within Lake County. The RCD has strong and deep relationships with Lake County governmental bodies, such as the County of Lake and the Risk Reduction Authority (RRA), a Joint Power Agreement with local governmental representation from across the County, including the Board of Supervisors, individual cities, fire protection districts, and Tribes.

The Tribal EcoRestoration Alliance (TERA) and the LCRCD collaborate to bring wildfire safety and resilience to our local community by building Tribal capacity to lead natural resource management efforts in our county. We work with TERA to help bridge relationships between private landowners, government officials, and Tribal leaders. We have used the TERA's On-the-Job participants and InterTribal hand crews and are eager to support their new cohorts of trainees.

TERA's training programs are essential to our efforts because we are witnessing a shortage of trained workers and there are so few job training programs in our area. While there is an abundance of funding increasingly available for wildfire resilience work, it is challenging to find skilled professionals to do the necessary work. TERA's efforts to increase and enhance natural resource careers in our area are vital to the safety of the local community. We need knowledgeable, skilled workers to implement the required work to create landscape-scale wildfire resilience.

If you have any questions please don't hesitate to contact me.

Sincerely,

Harry Lyons

Harry Lyons
Board President
Lake County Resource Conservation District
707.540.2015



United States
Department of
Agriculture

Forest
Service

Mendocino National Forest
Upper Lake Ranger District

10025 Elk Mountain Road
Upper Lake, CA 95485
707-275-2361
TDD: 711-Relay Service

File Code:7740

Date: February 13, 2024

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT,
DIVISION OF FEDERAL FINANCIAL ASSISTANCE
2020 W. El Camino Avenue, Suite 200
Sacramento, CA 95833
(916) 263-2771
www.hcd.ca.gov

Re: Lake Wildfire Resilience Workforce Program (LWRWP)

To Whom It May Concern,

My name is Frank Aebly and I'm the District Ranger for the Upper Lake and Covelo Districts of the Mendocino National Forest. The mission of the Forest Service is to sustain the health, diversity, and productivity of the nation's forests and grasslands to meet the needs of present and future generations. As part of this mission, we protect and manage the Mendocino National Forest to maintain and restore healthy watersheds and diverse fire-adapted plant and animal communities. In addition to managing wildfires, we also manage the land with prescribed fire and other tools in order to protect values at risk and reduce the chance of unwanted consequences in the event of a wildfire, including protecting nearby communities within the Wildland Urban Interface (WUI).

I've been deeply involved with the Tribal EcoRestoration Alliance (TERA) since its inception in 2019. I've helped develop training programs and provided personnel in support of TERA training. We have also entered into agreement with the TERA crew to perform fuels reduction work in the Mendocino National Forest on behalf of community safety and wildfire resilience. TERA has provided a vital link to training the Tribal community and I am excited to see their plans to expand these offerings to the community through this grant.

The Mendocino National Forest is working to plan for, prevent, and safely respond to wildland fire. This is a coordinated effort that requires collaborations between other federal agencies and local, state, and tribal governments. Each year, we try with variable success to hire approximately 40 seasonal firefighters to carry out our resource management work and respond to wildfires to build their experience hopefully bring them on board permanently. However, recruitment in our rural area can be very difficult and locals often do not have access to training opportunities. We need hirees to come onboard with certain essential skill sets to effectively fill most roles.

18-DR Workforce Development-23002

Approved Date: 10/24/2023

Prep. Date: 02/27/2026

TERA is in need of a homebase and training facility to expand their programs. We're confident that TERA's training programs, especially expanded to Lake County youth and low to moderate income residents, and with increased stability through a training facility, could help contribute to addressing our employment needs. We're committed to working with TERA to hire from their training program as much as possible (and indeed we have hired some of them through our seasonal On Call (OC) program) in order to offer long term, stable careers for Lake County residents. Our priority is to keep our community safe from wildfire and disasters.

If you have any questions, please don't hesitate to contact me at frank.aebly@usda.gov, or 707-275-1401. I fully support TERA's application, vision, and program and I hope you will do the same. Thank you.

Sincerely,

Frank Aebly

Digitally signed by Frank Aebly
Date: 2024.02.13 12:14:37 -08'00'

Frank Aebly, Ph.D.

District Ranger

Upper Lake and Covelo Ranger Districts

Exhibit F: Attachment E
Indirect Cost Documentation

WANB - Master Budget Table

TOTAL Proposal Cost: Total \$4,969,614.20 Funds Request: \$4,706,721.40

Public Service Direct Costs: Total \$1,621,204.66 Funds Request: \$1,358,311.86

CONTRACTED POSITIONS: Total \$182,000 Funds Request: \$182,000

Talent Development Specialist - This full-time position, to be hired if the grant is awarded, will handle the case management of participants. The individual hired will have prior experience in case management along with a track record of successful participant outcomes.

SUBRECIPIENTS: Total \$1,439,204.66 Funds Request: \$1,176,311.86

TERA Public Service Direct Costs - See TERA section below

Public Facilities Direct Costs: Total \$2,694,721.90 Funds Request: \$2,694,721.90

SUBRECIPIENTS: Total \$2,694,721.90 Funds Request: \$2,694,721.90

TERA Property Acquisition - See TERA section below

Activity Delivery Costs: Total \$374,082.23 Funds Request: \$374,082.23

SALARIES & WAGES: Total \$297,230.33 Funds Request: \$297,230.33

Executive Director - 5% of WANB Executive Director's, Bruce Wilson, time over 1.75 years. He will have full administrative and oversight responsibility for the success of this grant and ultimately for the proposed; this will include administrative oversight for meeting specific project timelines, completing quality products, negotiating contracts, overseeing evaluations, interfacing with the key partners, and serving as the liaison with the Housing and Community Development Department. All other WANB staff report to this position.

Associate Director of Operations - 10% of WANB Associate Director of Operations', Laura Davis, time over 1.75 years overseeing the grant. This position is responsible for all aspects of the program from daily oversight, staff training, program performance and reporting, and ensuring program compliance.

Administrative Services Officer - 15% of WANB Administrative Services Officer, Taylor Swain, time over 1.75 years overseeing the grant. This position is responsible for all financial management, compliance, invoicing, cash draw, monitoring and reporting.

Sr. Workforce Development Analyst (Part-time) - 15% of WANB's Sr. Workforce Development Analyst's, Doug Orlando, time over 1.75 years. This position will provide advice and assistance with compliance with federal and state regulations.

Grant Manager (Full-time) - This position will assume day to day oversight, coordination and management responsibility for the grant project along with training partner coordination and oversight.

This will include responsibility for overseeing the evaluation of program process and outcomes, interfacing with the key partners, and providing liaison with the funders and key stakeholders, designing, adjusting and overseeing project timelines and objectives, developing necessary request for proposals and contracts, and outreach, marketing and communication on behalf of the grant.

BENEFITS & TAXES: Total \$76,851.90 Funds Request: \$76,851.90

Executive Director - Benefit/taxes for the above position.

Associate Director of Operations - Benefit/taxes for the above position.

Administrative Services Officer - Benefit/taxes for the above position.

Sr. Workforce Development Analyst (Part-time) - Benefit/taxes for the above position.

Grant Manager (Full-time) - Benefit/taxes for the above position.

INDIRECT COSTS: \$279,605.41 Funds Request \$279,605.41

TERA De Minimis Indirect Rate - \$120,620.47 - TERA has neither a negotiated indirect cost rate nor a cost allocation plan and elects to use the default 10% De Minimis Indirect Rate.

Cost Allocation Plan - \$158,984.95 - The WANB Cost Allocation Plan assigns all costs to either a directly benefiting grant or to a cost pool. Cost pools are spread based on staff time study, or another reasonable methodology, to assign costs fairly among benefiting grants. This cost allocation plan assigns costs from, but not limited to, legal fees, fiscal fees, marketing/outreach, travel, board/staff development, equipment/technology, insurance, memberships/dues, audits, supplies, rents/leases. The Administrative Services Officer carefully reviews all costs before assigning to a grant or cost pool to be sure that it will spread only to grants that benefit from the cost activity.

TERA - Partner, Subrecipient

Activity Direct Costs - Total Cost: \$1,439,204.66 Funds Requested: \$1,176,311.86

Salaries and Wages: Total Cost \$570,824.48 Funds Request: \$473,544.48

> **Training Manager** @\$40.87/hour for 2,766 hours, based on a \$85,000 annual salary. 100% FTE for 1.33 years. The Training Manager will be a new hire and will oversee all aspects of the Workforce development training program. They will coordinate and manage all the different program offerings, guest instructors, trainees, and provide portions of the instruction.

> **6 Crew Mentors** @\$26/hour for 2,187 hours total, approximately 365 hours per Crew Mentor over the course of the grant. These 6 crew mentors are current TERA crew members and will be active throughout the trainings to assist trainees and provide director mentorship during trainings and OJT.

> **Project Manager** @40.87/hour for 3640 hours, based on a \$85,000 annual salary at 100% FTE for the course of the grant - 1.75 years. This will be a new hire and will work closely with Executive Director to oversee the entirety of TERA's scope of work for this grant, including timeline, deliverables, and oversight of both the Workforce development program, public facility acquisition, and the primary liaison with WANB. They will also be responsible for working with the TERA Finance Manager to track expenses, and support WANB staff with reporting.

>**Outreach Coordinator** @\$31.25/hour for 1820 hours, based on a \$65,000 annual salary at 50% FTE for the course of the grant - 1.75 years. This will be a new hire that will dedicate their time to community outreach and recruitment efforts, including coordinating and presenting at the outreach and registration events.

> **Human Resources Manager** @\$33.65/hour for 910 hours over the span of the project, based on an annual salary of \$70,000. This is an existing TERA staff position. In the direct activity cost role, the HR Manager will onboard all the trainees, assist with documentation, and provide soft skills training.

>**Finance Manager** @38.46/hour for 910 hours, based at 25% FTE for the course of the grant - 1.75 years. This is an existing TERA staff position that will oversee all financial accounting such as transactions, invoicing, and project budget management.

> **Executive Director** @\$52.88/hour for 364 hours, based on an annual salary of \$110,000. In the direct activity cost role, the Executive Director will support every offered training program development and implementation by developing appropriate criteria and providing instruction. The ED will also work closely with the Project Manager and the Contracted Property Acquisition Technical Support team to secure the Public Facility Acquisition and set it up for training once purchased.

> **Stewardship Manager** @\$36.06/hour for 364 based on a \$75,000 annual salary at 10% FTE for the duration of the grant - 1.75 years. This is an existing TERA staff position that will support the training program and provide mentorship to the trainees.

> **On-the-Job-Training (OJT) Participants** @\$19/hour for 2 cohorts of 10 participants with over 32, 8 hour days for a total of 5120 hours for 20 people. TERA holds State and Federal contracts to conduct fuel reduction and vegetation management around Lake County. Some trainees will graduate from the EcoCultural Fuels Reduction Training and will continue to develop their professional skills via TERA's OJT program. These participants will be provided wages through matching general operating funds.

Benefits and Taxes: Total \$282,007.18 Funds Request: \$232,394.38

The TERA staff receive benefits that include: paid time off (PTO) for holiday, vacation, sick leave, training, health insurance, 401K match, worker's comp, disability insurance, education assistance, and phone reimbursements. Benefits are 39% of staff salary and employer taxes are 12%, for a combined total of 51% of staff salary. The hourly rates shown below are in addition to the wages above.

> **Training Manager** @\$20.84/hour for 2,766 hours

>**6 Crew Mentors** @\$9.10/hour for 2,187, shared between 6 people

>**Project Manager** @\$20.84 for 3,280 hours

>**Outreach Coordinator** @\$15.94/hour for 1,820 hours

> **Human Resources Manager** @\$17.16/hour for 910 hours

> **Finance Manager** @\$19.62/hour for 910 hours

>**Executive Director** @\$26.97/hour for 364 hours

>**Stewardship Manager** @\$18.39/hour for 364 hours

>**On-the-Job-Training (OJT) Participants** @\$9.69/hour for 5120 hours, shared between 20 people. These benefits and employer taxes are provided *through matching general operating funds.*

Contracted Instructors: Total \$45,000 Funds Request: \$45,000

TERA contracts subject matter experts to provide instruction on specific topics throughout the training programs. Guest Instructors are paid \$125/hour. TERA expects to contract a minimum of 3 Instructors to work with TERA for at least 15 days each (see calculations in course description writeup in Training Scope of Work).

Supplies: Total \$146,028 Funds Request: \$146,028

TERA's workforce development programs largely consist of direct on-the-ground Wildland and Forestry Fire and Ecological Restoration training. This means that the participants learn to use a variety of tools and equipment. All items will be purchased in adherence to the WANB procurement and purchasing policy and Code of Federal Regulations.

TERA manages a large inventory of tools, PPE, and chainsaws for existing staff and program use; the tools and supplies listed below are required for the additional training program we are developing with this grant and to outfit the training facility with basic tools necessary to run a training center. All supplies are to be used exclusively on this grant for the duration of the grant period, and will be incorporated into TERA's tool cache upon completion of the grant, thereby building our capacity to continue offering these training programs into the future.

- >**Fire Hand Tools** 50 tools at approximately \$100/item. These include McLeods, shovels, etc. These tools are used to manage, manipulate, and put out fires.
- >**Radios** 20 radios at \$2,200/unit. HAM radios are a vital tool in fire management and are critical in rural and forested areas, like Lake County, to communicate between on the ground teams. This will also provide emergency contact to EMS in case of an emergency while working or training in remote areas.
- >**PPE** 20 chaps at \$150/unit. Chaps are personal protective gear that keeps people safe from wildfire and prescribed fire. They will be used for training and OJT crew members.
- > **Full Fire PPE:** 10 at \$2,000/each. These will be utilized by TERA trainers and staff, as well as trainees participating in Firefighting training courses.
- > **Chainsaw** 5 chainsaws at \$1,200/unit. TERA will provide S212 chainsaw operation courses and for OJT crew members.
- >**Chainsaw Fuel:** \$1,000 of chainsaw fuel to run the chainsaws listed above. Chainsaw fuel can cost \$25 per 3 liters, this funding will provide at least 120 liters of the fuel.
- > **Chainsaw parts:** 100 at \$25/unit. These will be utilized to repair and adjust chainsaws as necessary for and during chainsaw courses provided to the trainees.
- >**Food for trainings:** Lunch during trainings will be provided during training days that are in remote rural areas without the possibility of attaining food from other sources. This will allow for the continuation of programming without hindrance, as trainings happen out on the land and in a location where lunch is not easily accessible. Lunch will be provided to each student and instructor. Each lunch will be no more than \$20. [This link has the specific table breakdown of calculated costs.](#)
- > **Smokechaser:** 30 @ \$300. These are firefighting backpack pumps that will be used and taught.
- > **Presentation Equipment:** 1 at \$2,699. This will include a camera and speakers that will be utilized to conduct hybrid in-person/virtual trainings that are based at the TERA training facility. TERA has an existing simple video conferencing setup that will be used for staff teleconferencing.
- > **Television with Stand:** 1 at \$4,000. This will be used for classroom based training presentations and for hybrid training sessions. TERA has an existing simple video conferencing setup that will be used for staff teleconferencing.

TERA's Outreach Coordinator, Project Manager, HR Manager will need office equipment, electronics, and other supplies in order to implement the outreach and marketing plan, and provide direct services to the trainees.

- >**Office Printer:** 2 printers at \$500 each. This will be used to print onboarding documents, employee handbooks, and other HR materials, educational materials, training agendas, etc.
- >**Commercial Multifunction Printer:** 1 at \$4,999. This will be used to print, copy, and scan all commercial scale printing needs for curriculum needs. The NWCG coursework is a set curriculum that follows nationally accepted industry standards, and often requires large workbooks for coursework; for example the standard chainsaw class, S212, has a PDF book available online that is over 200 pages long, which is typical for NWCG courses. Lakeport, being a rural area, does not have a large print and

copy center, and we have had trouble acquiring printed materials in a timely fashion. We will use programmed billing codes on the printer to ensure that we are only billing the printer for this grant's purposes.

>**Office Supplies:** 40 count of miscellaneous office supplies at an average of \$50/item. This will include but not limited to, printer ink, keyboards and mouses, paper stock, electric pencil sharpener, paper cutter, laminator, etc.

>**Laptops:** 3 laptops for new staff at \$850/unit. The laptops will be used by the incoming staff to carry out their managerial and coordinating duties solely for this project.

> **Desktop:** 1 at \$1,500. This will be used by administrative staff to carry out managerial and GIS mapping needs solely for this project.

>**Janitorial Supplies:** 30 items at \$50 each. This includes all necessary cleaning supplies to ensure health and hygiene of TERA staff and workforce development training participants (sanitizer, toilet paper, hand towels, soap, etc.).

>**Tabling Supplies:** \$2,500 for Tabling Kit. TERA will develop a tabling kit for the Outreach Coordinator to utilize when attending events to promote the programs and recruit trainees. The tabling supplies will include a banner, table cloth, table, posters, etc.

TERA's workforce development program works with fire, chainsaws, and other potentially dangerous materials and situations. Thus, for the highest level of responsibility to staff and training participants, TERA needs medical supplies and equipment in case of emergencies.

>**Trauma Bag:** 5 at \$250/each. These will be placed in each building (3) and vehicle (2) that TERA uses for training.

> **Medical Equipment:** 1 at \$1,000. This will be a comprehensive life-saving kit with over 250 medical supplies.

> **Tourniquet Belts:** 12 at \$160/each. This are in case of major blood loss stemming from a large wound.

>**Defibrillator/AED:** 1 at \$1,500. In case of heart-stopping emergencies, TERA will keep this on hand.

Travel: Total \$2,345 Fund Request: \$2,345

>**Mileage:** 3,500 miles at the GSA rate of 0.67 cent per mile. Lake County is a large and rural county that will require significant travel to attend all intended outreach events and high schools.

Equipment: Total \$175,000 Funds Request: \$175,000

TERA currently manages a fleet of vehicles equipped to support our existing staff. We have one work truck to transport crew members, one passenger truck for office staff to use for site visits and field work, one UTV, and a Type 6 small fire truck that are all used for training. Additional equipment will be needed to provide a full training experience to trainees, as outlined below.

>**Truck** 1 truck at \$35,000. The truck will be used to transport the TERA staff, trainees, and equipment to and from remote work locations, which often requires 4-wheel drive. The truck will be the primary vehicle for transporting grant staff to trainings and work sites, as existing vehicles are not sufficient to transport the added staff and trainees funded by this grant. Lease options are available for approximately \$1,800/month for 18 months + delivery and pickups fees, but a purchase will help build TERA's capacity to continue offering this program into the future.

> **Water Tender:** 1 at \$75,000. Water Tenders are used to haul and distribute water for firefighting. This Water Tender will be used to train participants on how to use this piece of equipment. Given that Water Tender rentals in Lake County are approximately \$6,200/4 weeks, which quickly equates to over \$75,000 over the course of the grant, which indicates that purchasing a Water Tender is the most cost efficient option and is a key piece of equipment required for firefighter training.

> **Wood Chipper:** 1 at \$50,000. Wood chipping is a critical tool for managing hazardous vegetative material and is frequently used for landscape stewardship. This chipper will be taught and used during the experiential trainings and to manage the property intended to be purchased. Ability to use a wood chipper is a valuable workforce skill.

Participant Supportive Services

Trainee Participation Costs: Total \$116,000 Fund Request: \$0

> **Stipends:** \$100 stipends per participant per training day. Stipends are a critical mechanism to ensure that the trainee participants are able to attend the all-day trainings. Many participants need to take time off of work or otherwise economically rationalize the time expenditure. [This link has the specific cost calculations to determine the total cost. These funds are provided through matching general operating funds, as direct wages are not an eligible cost in this grant.](#)

Work Wear and Gear Supplies: Total \$65,750 Fund Request: \$65,750

Upon the initial intake and eligibility determination, participating trainees will have access to receive personal protective equipment (PPE), work wear, and equipment, depending on the enrolled training programs. Each 100 unique individuals will receive a minimum of one PPE set. Within that 100, TERA expects 50 to continue additional training. Those individuals will then also have access to additional workwear and equipment. All items will be purchased in adherence to the WANB procurement and purchasing policy and Code of Federal Regulations.

> **PPE:** 100 sets at \$50 each. This will include: eye protection, ear protection, and leather work gloves. This will be exclusively for trainees and staff that are working exclusively on this grant, as the rest of the TERA staff have their gear covered by other funds.

> **Workwear:** Workwear costs will range between \$30-150 per piece, with 50 of each purchased. This includes: Durable canvas pants, long sleeve shirt, T-shirt, warm winter jacket, beanie, and a baseball hat. This will be exclusively for trainees and staff that are working exclusively on this grant, as the rest of the TERA staff have their gear covered by other funds.

> **Raingear:** Outdoor training occurs during all seasons, including during the cold and wet winter. Raingear will be used by both the TERA staff trainers and training participants when working and learning outdoors in inclement weather. This will be exclusively for trainees and staff that are working exclusively on this grant, as the rest of the TERA staff have their gear covered by other funds.

> **Fire rated boots:** 50 at \$425 each. These boots are a safety requirement for working with and around fire, such as will occur during the Firefighter Type 2 and Firing Operations certificate course and the EcoCultural Fuels Training. This will be exclusively for trainees and staff that are working exclusively on this grant, as the rest of the TERA staff have their gear covered by other funds.

> **Misc. gear:** this includes 50 backpacks (\$100 each) and a water bottle (\$25 each) and will be used by trainees while out in the field. This will be exclusively for trainees and staff that are working exclusively on this grant, as the rest of the TERA staff have their gear covered by other funds.

Childcare: Total \$26,250 Fund Request: \$26,250

Some participants may require childcare to attend the suite of trainings. TERA's HR Manager and WANB's Talent Development Specialist, will help determine the need and will provide childcare reimbursement, as needed. This funding has been set aside for 25 participants requesting 15 days worth of childcare services at \$70/day. \$70 is the standard rate of daily childcare in Lake County.

Transportation: Total \$25,000 Fund Request: \$25,000

Transportation reimbursements may be provided to 50 training participants up to \$500 over the duration of the training. Participants will need to show proof of transportation cost, mileage, public transportation receipts or tickets, etc, to receive reimbursement.

Property Acquisition Direct Costs - Total Cost: \$2,694,721.90 Funds Requested: \$2,694,721.90

Property Acquisition: Total Cost \$ 2,200,000.00 Funds Request: \$ 2,200,000.00

> Property Purchase: The Public Facility TERA intends to purchase will be used for the administration, management, and direct workforce development program training implementation. This property already has all the appropriate existing structures in order to house office operations, host trainings, and store and repair equipment and tools. More on the public facility can be found on question 18.

Property Acquisition Fees: Total Cost \$8,400 Funds Request: \$8,400

Purchasing the public facility innately comes with associated fees. TERA has already begun working with a realtor and has received information on the type and cost of the fees, as seen listed here:

- >Property Inspection \$3,000
- >Transfer Tax: \$2,200
- >County Title Fees: \$800
- >Title Insurance: \$1,200
- Escrow Agent Cost: \$1,200

Salaries and Wages: Total Cost \$137,620.08 Funds Request: \$137,620.08

> **Executive Director** @\$52.88/hour for 546 hours. The ED will be the lead TERA staff person working on the details of the property acquisition and will work closely with the Project Manager and the Contracted Property Acquisition Technical Support team to secure the Public Facility Acquisition and set it up for training once purchased.

> **Facilities Manager** @\$38.46/hour for 2340 hours, based at 75% FTE for 1.5 years. This is a new position that will work to oversee the first year set-up of the site and develop systems for the long-term maintenance, safety, and security of the Public Facility once acquired.

> **Laborer** @\$24.04/hour for 780 hours, based on 25% FTE over 1.5 years. This person will assist the Facilities Manager with landscaping and other public facility maintenance and security needs.

Benefits and Taxes: Total \$52,781.82 Funds Request: \$52,781.82

The TERA staff receive benefits that include: paid time off (PTO) for holiday, vacation, sick leave, training, health insurance, 401K match, workman's comp, disability insurance, education assistance, and phone reimbursements. Benefits are 39% of staff salary and employer taxes are 12%, for a combined total of 51 % of staff salary. The hourly rates shown below are in addition to the wages above.

- >**Executive Director** @\$26.97/hour for 546 hours
- > **Facilities Manager** @\$13.46/hour for 2,340 hours
- >**Laborer** @\$8.41/hour for 780 hours

Contracted Positions: Total \$128,400 Funds Request: \$128,400

>**Property Acquisition Technical Support:** @\$200/hour for 440 hours. TERA will contract 1-3 short-term positions to support federal public facility acquisition compliance. These positions will at least include a person with realty, legal, and a minimum of 1+ year of federal acquisition experience. This first position will be contracted immediately upon execution of the Standard Agreement (April 2024) in order to meet required deadlines. A second architectural contractor, and third engineering contractor may be hired upon TERA site control (September 2024) in case additional ADA compliance measures are required to design.

>**Environmental Consultant (NEPA):** @\$200/hour for 202 hours. TERA will contract to provide Environmental Review and planning for the Public Facility. The contracting will begin upon receiving and executing the Standard Agreement to ensure beginning the Environmental Review by the first quarter.

Supplies: Total \$81,050 Funds Requested: \$81,050

Equipment will be purchased in order to manage and maintain the new Public Facility, as well as provide additional equipment for the trainees. This equipment will be purchased after site control on September 1st and by the Facilities Manager and/or the Project Manager and approved by the Executive Director. All items will be purchased in adherence to the WANB procurement and purchasing policy and Code of Federal Regulations.

TERA manages a large inventory of tools, PPE, and chainsaws for existing staff and program use; the tools and supplies listed below are required for the additional training program we are developing with this grant and to outfit the training facility with basic tools necessary to run a training center. All supplies are to be used exclusively on this grant for the duration of the grant period, and will be incorporated into TERA's tool cache upon completion of the grant, thereby building our capacity to continue offering these training programs into the future.

> **PPE:** 2 sets at \$500/set. Personal Protective Equipment will be used by the Facilities Manager and the Laborer, exclusively under this grant.

> **Tool Chests:** 6 @\$500/each. These will be used to store additional tools purchased by this grant to ensure they are managed and secured.

> **Firehose roller setup:** 1 @\$2,500. This will be used to store fire hoses used in the fire related trainings. We do not currently have this equipment and it is necessary for training in wildland fire.

> **Welder and associated equipment:** 1 @\$4,500. This is a standard tool used to train people on maintenance and repair of firefighting tools.

> **Misc. Shop tools:** 150 @\$10/each. These miscellaneous tools will be used for public facility and training tools and equipment. Examples of tools are wrenches, hammers, screwdrivers, etc.

> **Gym/workout equipment:** 1 @\$4,500. Physical fitness is a job requirement for wildland fire and fuels management careers, and a physical fitness test is required for entry level positions. A gym setup is a component of the training for physical fitness readiness. This equipment will prepare the trainee candidate to meet those standards.

> **Work benches:** 10 at \$400/unit. These will be utilized by the TERA staff and trainees during workshop sessions for cleaning and maintaining chainsaws, and learning other tool use.

> **Lights:** 10 at \$75/each. These will be used to illuminate shop work.

> **Cords:** 50 at \$20/each. These will be used as power extenders, strips, and surge protectors for electric equipment, tools, lights, etc.

> **Weed Whipper:** 2 @\$300/each. This will be used to maintain the vegetation on property and will be used by the Facilities Manager and Laborer.

> **Chainsaw:** 2 @\$1,200. This chainsaw will be dedicated for property maintenance, such as fallen trees, etc. This chainsaw will be different from the chainsaw utilized for trainings and listed above in Direct Activity cost supplies.

> **Chainsaw parts and maintenance:** 5 @\$100. TERA will maintain the chainsaw in-house with these tools such as files, new bars, chains, etc.

> **Fuel:** 1 @1,000. This will provide sufficient fuel for the chainsaw and other fuel based equipment (weed whipper, tractor mower) over the duration of the grant.

> **Fuel Cans:** 50 @\$10. TERA will buy fuel in bulk. These fuel cans will be the mechanism to dispense the fuel fluid into the chainsaw and other equipment.

> **Chop saw:** 1 @\$500 This will be used for public facility maintenance.

> **Table saw:** 1 @\$750 This will be used for public facility maintenance.

> **Other shop tools:** 15 @\$250. These tools are larger than the above category, and will be used for public facility maintenance. Examples are power drills, etc.

> **Tractor mower:** 1 @\$20,000. The tractor mower will be used to manage the public facility vegetation, maintain roads, etc. and will be used by the facilities manager and laborer. TERA does not currently own a tractor and this piece of equipment will be necessary to manage the training facility.

- > **Flail Mower attachment:** 1 at \$5,000. This will be used as a mower attachment to clear brush and grass on the property in order to meet county ordinance requirements on fire safety vegetation management. TERA does not currently have this equipment in the tool cache.
- > **Back hoe attachment:** 1 at \$5,000. This will be used for on-site property excavation needs, including road and erosion management. TERA does not currently have this equipment in the tool cache..
- > **Utility Terrain Vehicle (UTV):** 1 @\$12,000 The property intended to be purchased is 140 acres. The UTV will be used for on-site transportation of people and tools to remote areas during trainings, as well as general property maintenance and repair (i.e. to fences that are not accessible by road)
- > **Flatbed trailer:** 1 @ \$5,000. This will be used for hauling equipment (UTV, chipper) to the mechanic to access regular repair and maintenance.
- > **Projector:** 1 @ \$500. This will be installed in the training room for training presentations
- > **Project screen:** 1 @\$800. This will be installed in the training room for training presentations

Appliances: Total \$2,000 Funds Request: \$2,000

> **Washer and Dryer:** The washer and dryer will be used for trainees and TERA staff's field to wash fire workwear and protective gear that remains onsite for job readiness.

Property Improvement: Total \$53,000 Funds Request: \$53,000

The TERA ED has already toured the property intended for purchase and has identified necessary improvements to best utilize the site as a workforce development training center. The rates below have been identified through an initial assessment of current offerings. Items may be purchased for less than the cost below, but will not exceed it. All items will be purchased in adherence to the WANB procurement and purchasing policy and Code of Federal Regulations.

> **Gravel to fill in roads:** 1 @ \$4,500. The current road into and through the property are dirt. These roads will not withstand constant traffic from frequent training program attendance, especially in inclement weather. The gravel will create less muddy, more passable road.

> **Replace locks for property and facility:** 10 @ \$250/lock. The property will need new security in order to ensure safety and security of tools, equipment, automobiles, etc. Each outward facing door on site will receive a new lock.

> **Automatic locked gate for property:** 1 @ \$4,000 The Facilities Manager will install of gated lock at the entrance of the property.

> **Building compliance improvements:** 2 @ \$6,500 This category will be used for any miscellaneous improvements needed to meet on site compliance.

> **Security system and cameras:** 5 @ \$750. These will be placed throughout the property, and particularly in location with high value and sensitive items.

> **Setup for locked/chain link yard:** 1 @ \$4,500. This will be setup around sensitive areas of the public facility.

> **Lockers for shop:** 25 @ \$ 250/locker. The lockers will be safe and secure storage areas for TERA crew and trainees.

> **Locking cabinets for storage:** 3 at \$2,500/cabinet. Tools and equipment will be stored in secured storage.

> **Air conditioner/mini split for office:** 1 @ \$2,500. The office currently does not have climate control. Lake County experiences extremely hot temperatures, above 105F during the summer, thus air conditioning is critical for a healthy and safe work environment.

> **Air conditioner/mini split for training room:** 1 @ \$4,500. The training room currently does not have climate control. This item is larger than the later due to the size of the room. Lake County experiences extremely hot temperatures, above 105F during the summer, thus air conditioning is critical for a healthy and safe work environment.

Travel: Total \$670 Fund Request: \$670

>**Mileage:** 1,000 miles at the GSA rate of 0.67 cent per mile. This mileage will be used for travel to and from the public facility throughout the acquisition and set-up process.

Insurance: Total \$18,000 Fund Request: \$18,000

>**General Liability Insurance: \$1,000/ month for 18 months.** This insurance will be to protect TERA and those who visit the new Public Workforce Development Facility.

Utilities: Total \$12,800 Fund Request: \$12,800

TERA will need utilities for the new public facility. These are budgeted for 16 months, assuming the start date of October 2024 through January 2025.

>**Electricity: \$250/ month for 16 months.**

>**Propane: \$100/month for 16 months**

>**Internet: \$150/month for 16 months**

>**Trash: \$150/month for 16 months**

>**Port-o-potty: \$150/month for 16 months. This will be ADA compliant.**

Activity Delivery Indirect Costs - Total Cost: \$120,620.47 Funds Requested: \$120,620.47

De Minimis rate: Total \$120,620.47 Funds Request: \$120,620.47

TERA is using a 10% De minimis rate, which is applied only to the programmatic portion of the budget.