

SCO ID:

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER
18-DRWD-23004

PURCHASING AUTHORITY NUMBER (If Applicable)

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

CONTRACTOR NAME

City of Redding

2. The term of this Agreement is:

START DATE

Upon HCD Approval

THROUGH END DATE

6/30/2026

3. The maximum amount of this Agreement is:

\$8,648,107

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

Exhibits	Title	Pages	
Exhibit A	Authority, Purpose, and Scope of Work	7	
Exhibit B	Budget and Payment Provisions	6	
Exhibit C*	State of California General Terms and Conditions	GTC 4/17	
+ -	Exhibit D	CDBG-DR Workforce Development Program Terms and Conditions	31
+ -	Exhibit E	Special Terms and Conditions	3
+ -	Exhibit F	Detailed Scope of Work, Budget, and Application	53
+ -	Exhibit G	Subrecipient Profile	3

Items shown with an asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto.

These documents can be viewed at <https://www.dgs.ca.gov/OLS/Resources>

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

City of Redding

CONTRACTOR BUSINESS ADDRESS

777 Cypress Avenue

CITY

Redding

STATE

CA

ZIP

96001

PRINTED NAME OF PERSON SIGNING

Barry Tippin

TITLE

City Manager

CONTRACTOR AUTHORIZED SIGNATURE

DATE SIGNED

10/29/24

ATTEST:

SHARLENE TIPTON, City Clerk

Form Approved

Natalia K. Ebersole
Assistant City Attorney

C-10616

SCO ID:

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER
18-DRWD-23004

PURCHASING AUTHORITY NUMBER (If Applicable)

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

Department of Housing and Community Development

CONTRACTING AGENCY ADDRESS

651 Bannon St., Suite 400

CITY

Sacramento

STATE

CA

ZIP

95811

PRINTED NAME OF PERSON SIGNING

TITLE

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DATE SIGNED

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 **City of Redding** (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

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

EXHIBIT A

in a manner satisfactory to the Department and HUD and consistent with all applicable laws, regulations, policies and procedures that may be required 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, 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.

EXHIBIT A

- 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").

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.

EXHIBIT A

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 01/31/2026, 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.
 - 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.

EXHIBIT A

- 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.
- 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.

EXHIBIT A

- 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.

- 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

EXHIBIT A

- 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 B

BUDGET AND PAYMENT PROVISIONS

1. Budget

All approved budget amounts are specified by line item in Exhibit F, section 3, Budget Worksheet.

2. Cost Classification

Subrecipient must classify costs on the budget by distinguishing between Activity Costs, Indirect Costs and Activity Delivery Costs.

3. Other Funding Sources

All other sources of funding required to complete the Approved Activity must be identified, committed, and documented prior to, and as a condition of this Agreement. If at any time, those identified and secured sources change, the Subrecipient must notify the Department within ten (10) calendar days of the Subrecipient's knowledge that funding sources are changing. The terms and conditions of all financing shall be subject to the Department's continuing review and approval. The Department must re-review a Project application at any time there is a change in the amount of, or the material terms and conditions of, any third-party funding for the Work.

4. Availability of Funds

A. The Department's provision of funding to Subrecipient pursuant to this Agreement is contingent on the availability of DR-Workforce funds subject to the requirements that Subrecipients spend eighty percent (80%) of program funds to benefit the MID and must meet the requirement of eighty five percent (85%) of grant-wide funds for LMI benefit, but should strive for one hundred percent (100%), and continued federal and state authorization for DR-Workforce activities. All funding hereunder is subject to amendment or termination due to lack of funds or authorization. Requirements for MID and LMI benefit can be found in greater detail in DR-Workforce published Policies and Procedures.

B. The Department shall be relieved of any obligation for reimbursing the Subrecipient if funds allocated to the State by HUD cease to be available for any reason or there is any limitation on, or withdrawal of, the Department's authority to administer the CDBG-DR program or any portion thereof.

5. Expenditure of Funds

A. Activity Costs

No Activity costs may be incurred, or funds reimbursed, until and unless

EXHIBIT B

Subrecipient provides documented compliance with the National Environmental Protection Act (NEPA) requirements established in 24 CFR 50, 24 CFR 58, and 42 USC 4321, et seq. and California Environmental Quality Act (CEQA); California Code of Regulations, Title 14, Division 6, Chapter 3, Sections 15000 – 15387 as referenced in Exhibit D, section 14.

Activity Delivery Costs may be incurred prior to documented NEPA and CEQA compliance. See Section 6(A)(2) below for reimbursement requirements of Activity Delivery costs.

B. Priority of Funds

The Grantee agrees to utilize funds available under this Agreement to supplement rather than supplant funds otherwise available. To the extent available, the Subrecipient must first disburse funds available to the Approved Activity from, among other sources, Subrecipient funding, third-party loans or grants, contract settlements, audit recoveries, and interest earned on such funds before requesting or receiving DR-Workforce funds.

C. Withholding Funds

The Department reserves the right to withhold payments pending timely delivery of activity reports or documents as may be required under this Agreement, and for defaults by the Subrecipient, as noted in Exhibit D.

D. Disencumbering of Surplus Funds

Notwithstanding the terms in Exhibit A Section 5.B.9, the Subrecipient agrees that funds determined by the Department to be surplus upon completion of the Approved Activity, or that have not been spent on eligible costs prior to the Expenditure Deadline, will be subject to disencumbrance by the Department.

E. Indirect Costs

The Department will consider reimbursement of indirect cost expenditures from Subrecipients that have an approved Indirect Cost Rate Proposal from the Department, HUD, or other cognizant federal agency. If Subrecipient does not have an approved Indirect Cost Rate Proposal, Subrecipient may utilize the de minimis rate of ten percent (10%) of modified total direct costs (MTDC) which may be used indefinitely or until the Subrecipient chooses to negotiate for a new rate based on an indirect cost proposal. prior to submission of Financial Reports for reimbursement of indirect cost expenditures. Procedures for establishing an indirect cost rate can be found at 2 CFR 200.414. All indirect costs that may be reimbursed with grant funds should be shown separately on Exhibit F, Budget Worksheet.

EXHIBIT B

F. Compliance with the OMB Uniform Guidance Audit Requirements

Grant funds will not be disbursed to any Subrecipient identified by the State Controller's Office (SCO) as non-compliant with the Federal Single Audit Act, as described in the OMB Uniform Guidance and 2 CFR Part 200 Sub-Part F. No funds may be disbursed until compliance with the Uniform Guidance is demonstrated to the satisfaction of the Department.

G. Grant Administration

The Subrecipient agrees to administer this Agreement in accordance with the provisions of Section 7097 through and including Section 7126 of Title 25 of the California Code of Regulations.

6. Method of Payment

Payments will be made directly to the Subrecipient as reimbursements for Eligible Activity Costs based on the documented and satisfactory completion of agreed upon performance milestones detailed in Subrecipient Scope of Work as indicated in Exhibit A, and confirmation of Subrecipient's compliance with the terms of this Agreement. No funds will be advanced to the Subrecipient by the Department.

Financial Reports must be submitted electronically through Grants Network. The Department will not authorize payments or reimbursements unless it has determined that the activities indicated in the Financial Report have been performed in compliance with the terms of this Agreement and any other agreements executed by the parties in connection herewith. Except for the Final Financial Report (see Section 6.8 below), Financial Reports shall be submitted by the Subrecipient to the Department no less frequently than quarterly and no more frequently than monthly by the 10th of each month.

A. Reimbursements for Costs Incurred

- 1) The Subrecipient may use grant funds for reimbursement by the Department for Eligible Activity Cost as defined herein and used for Approved Activities. Eligible Activity Costs include costs associated with program implementation, delivery, and completion.
- 2) Activity Delivery Costs expenditures shall be paid only after such costs are expended for approved Work satisfactorily completed, provided the Department determines that the Program Performance Milestones in this Agreement are on track.
- 3) To receive reimbursement for Approved Activities, the Subrecipient must

EXHIBIT B

timely submit all required Department forms and necessary supporting documentation via Grants Network. Financial Reports must include the level of documentation specified by the Department in the Department's Grant Administration Manual located on the Department's website, in order to be reviewed and processed.

B. Final Financial Reports

- 1) The Final Financial Report for the Subrecipient Award must be submitted to the Department no later than forty-five (45) days after the Expenditure Deadline of this Agreement.
- 2) If the Final Financial Report for funds expended during the term of this Agreement has not been received by the Department by the deadline cited in Section 6.B.1 of this Exhibit, the Department may disencumber any funds remaining in which case grant funds will no longer be available to the Subrecipient.

7. Recapture of Funds

A Subrecipient may be required to repay all, or a portion of the funds received from the Department, including Activity Delivery Costs, pursuant to this Agreement if the Subrecipient, among other things, does not fulfill its obligations under this Agreement or fails to meet applicable federal requirements. The reasons for a recapture of funds by the Department include, but are not limited to, the following:

- A. The Subrecipient does not comply with the terms of this Agreement, or any agreement executed by the Subrecipient and the Department in connection herewith.
- B. The Subrecipient withdraws from the Program prior to completion of the Project(s) or Activity(ies).
- C. The Subrecipient fails to meet a National Objective.

The potential recapture of funds pursuant to this provision is in addition to, and not in lieu of, any other rights and remedies of the Department under this Agreement.

8. Program Budget Revisions and Amendments

Budget line-item adjustments may be made in accordance with the following:

- A. Budget Revisions: Adjustments to the Budget that do not require an increase or reduction of total activity budget, a change in National Objective, or a change in the type or a reduction in number of beneficiaries assisted may be completed as

EXHIBIT B

a Budget Revision. Budget Revisions shall include but not be limited to:

- 1) Adjustments that reallocate funds between budget line items.
- 2) Adjustments that increase or decrease the detail included in the submitted lined item budgets, including adding and removing budget line items, without increasing or decreasing the scope of work and without changing the overall budget.

Budget Revisions must be approved by the Department prior to implementation. Approval shall be provided either through the online grant management system, or in writing, as appropriate. If approved, Budget Revisions shall automatically be deemed a part of, and incorporated into, this Agreement. Project budget revisions must be submitted through Grants Network and subsequently approved by the Department prior to implementation. Approval shall be provided through Grants Network.

- B. Agreement Budget Revisions: Adjustments to the Subrecipient Award that result in an increased or a reduced total award amount shall require an Agreement amendment. Agreement amendments must be fully executed by both the Subrecipient and the Department prior to implementation.

9. Approved Activity Closeout Procedures

- A. Once the Approved Activity is completed, the Subrecipient must submit the following to the Department within ninety (90) days after the Expenditure Deadline.

- 1) Per Section 6.B of this Exhibit, the Final Activity Report (Project Completion Report) shall be submitted no later than forty-five (45) days following the Expenditure Deadline. The Final Activity Report must include all required reporting data for the Activity including but not limited to eligible activities, costs, beneficiaries, and National Objective;
- 2) If applicable, a copy of the produced plan;
- 3) If applicable, Final Labor Standards Report as described in Exhibit D(18)(A) herein;
- 4) Signed Closeout Memo asserting all conditions have been met;
- 5) Evidence, satisfactory to the Department, of compliance with any other Special Conditions of this Agreement; and

EXHIBIT B

6) A resolution from the governing body of the Subrecipient acknowledging the accomplishments of the Approved Activity and confirming that the Approved Activity is complete and that all Financial Reports have been submitted.

B. Upon receipt and approval of the above documentation, the Department will close the Activity and finalize the activity in DRGR for final reporting to HUD.

10. Document Retention Policy

Subrecipient shall retain all books, records, accounts, documentation, and all other materials relevant to this Agreement for a minimum period of five (5) years after the Department notifies the Subrecipient that the applicable grant agreement between HUD and the State of California has been closed.

EXHIBIT D

CDBG-DR WORKFORCE DEVELOPMENT PROGRAM TERMS AND CONDITIONS

1. Definitions

Activity Funds – means any reasonable and necessary costs that are directly related to labor and/or direct construction and/or direct Program implementation costs which will meet a National Objective as defined in 42 U.S.C. 5304(b)(3), as amended, and 24 CFR 570.483.

Activity Delivery Costs (ADCs) - means related allowable, reasonable, and necessary costs incurred for implementing and carrying out the eligible DR- Workforce Program. See the DR-Workforce Policies and Procedures Manual about how ADCs are uniquely defined in public service Activities, like workforce training programs.

Activity Reports – Monthly reports submitted by the Subrecipient that describe Program and Activity progress and/or beneficiaries served during a given reporting period. Activity Reports must be submitted by the 10th of each month.

Approved Activity– An Activity that has been submitted to the Department through the Notice of Funding Availability solicitation and reviewed and approved to receive a Subrecipient Award by the Department.

Area Median Income (AMI) - means the median household income for specific geographic areas, adjusted for household size, as calculated by HUD, and published annually by the Department at <https://www.hcd.ca.gov/grants-and-funding/income-limits/state-and-federal-income-rent-and-loan-value-limits>.

CDBG-DR – means the Community Development Block Grant – Disaster Recovery funds which is the funding source for the Approved Activity(ies) the Department has agreed to fund via this Agreement.

California Environmental Quality Act (CEQA) - is a state statute that requires state and local agencies to identify the significant environmental impacts of their actions and to avoid or mitigate those impacts, if feasible.

Department – means the California Department of Housing and Community Development.

Disaster Recovery Grant Reporting System (DRGR) – The electronic system primarily used by the Department to access grant funds from HUD and report performance accomplishments for grant-funded activities to HUD. The DRGR system is used by HUD to review grant-funded activities, prepare reports to Congress and other interested parties, and monitor program compliance.

EXHIBIT D

Duplication of Benefits (DOB) - Financial assistance received from another source that is provided for the same purpose as the DR-Workforce funds, in accordance with Federal Register Notices 84 FR 28836 and 84 FR 28848.

Eligible Activity Costs— Those necessary and reasonable costs under 2 CFR 200.400 through 475, and applicable notices and waivers, and as identified in Section 4.9 of the DR-Workforce Policies and Procedures Manual, and as approved by the Department. Eligible Activity Costs do not include any costs which are disallowed or otherwise deemed ineligible by the State of California and/or HUD.

Financial Reports (Funds Requests) - the forms and processes required by the Department for a Subrecipient to use to request grant funds.

Grant Funds – The CDBG-DR funds allocated to the Subrecipient for the implementation of the DR-Workforce Program. Grant Funds can be used under this Agreement to reimburse for Program costs, Activity Delivery Costs, and Indirect Costs.

Household - all persons occupying a housing unit. The occupants may be a family, as defined in 24 CFR 5.403; two or more families living together; or any other group of related or unrelated persons who share living arrangements, regardless of actual or perceived, sexual orientation, gender identity, or marital status. (24 CFR 570.3). Note: An individual may be considered a smaller household if the living situation is temporary or transitional. Aging out of foster care, temporarily homeless and formerly incarcerated are examples of individuals that may be temporarily part of a larger household than what will be considered in a “household income calculation”.

HUD – The United States Department of Housing and Urban Development.

Indirect Costs - means those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved.

Indirect Cost Rate Proposal - means the documentation prepared by a governmental unit or subdivision thereof to substantiate its request for the establishment of an indirect cost rate as further defined in 2 CFR 200.56 and 2 CFR 200.57.

Low- to Moderate- Income (LMI) – Low to moderate income people are those having incomes not more than the “moderate-income” level (80% Area Median Income) set by the federal government for HUD-assisted programs. This income standard changes from year to year and varies by Household size, county, and the metropolitan statistical area.

Standard Agreement (“Agreement”) – The contractual arrangement between the Department and the Subrecipient which sets forth the terms and conditions by which

EXHIBIT D

DR-Workforce funds must be utilized with regards to Approved Programs.

National Environmental Policy Act (NEPA) – The federal law and associated regulations which establishes a broad national framework for protecting the environment. NEPA's basic policy is to assure that all branches of government consider the environment prior to undertaking any major federal action.

Subrecipient – a public or private nonprofit agency, authority, or organization receiving a direct award of grant funds from the Department for the purpose to undertake Approved Programs that meet a National Objective.

Work – the scope of work required of the Subrecipient as set forth in Section 3 of Exhibit A, and Exhibit F of this Agreement.

Subrecipient Award – The amount of grant funds allocated to the Subrecipient for Approved Activities.

2. National Objectives

In accordance with 24 CFR 570.208, Section 104(b)(3) of the Housing and Community Development Act of 1974, all CDBG-DR funded activities must meet a National Objective. Under Section 101(c) of the authorizing Act (42 U.S.C. 5301), all CDBG-DR Activities must satisfy that one of the named National Objectives. The qualifying National Objective in the DR-Workforce Program is:

- Benefit to low-and moderate-income persons (LMI)

Subrecipient must document how CDBG-DR expenditures benefit LMI persons in accordance with the DR-Workforce Policies and Procedures Manual, as may be amended and by using the current HUD income limits at the time of beneficiary applications, in a user-friendly format. Subrecipients are expected to maintain clear and accurate records of activity participants to show how the National Objective is met.

Upon completion of the Approved Activity funded under this Agreement and prior to the expiration date of this Agreement, whichever comes first, the Subrecipient must document that the Approved Activity met the LMI National Objective. The Department shall review the actual National Objective achievements of the Subrecipient. If the Subrecipient does not or cannot satisfactorily document the National Objective achievement of an Approved Activity, the Approved Activity may be deemed ineligible, and repayment of funds may be required of the Subrecipient.

Subrecipient must use the Limited Clientele (LMC) methodology to meet the LMI National Objective. This is done by collecting household income information from each

EXHIBIT D

beneficiary served by Subrecipient's DR-Workforce funded program to determine and verify whether the person's household is classified as low- to moderate-income person. HUD releases the requirements for low- to moderate- income categories on an annual basis on the HUD Exchange website at:
(<https://www.hudexchange.info/resource/5334/cdbg-income-limits/>).

Subrecipient must serve a minimum amount of low- to moderate- income persons as a result of their program, and Subrecipient's specific target percentage of low- to moderate- income persons served is contained in the Policies and Procedures.

3. Duplication of Benefits

A Duplication of Benefits (DOB) occurs when a person, household, business, or other entity receives disaster assistance from multiple sources for a cumulative amount that exceeds the total need for a particular recovery purpose. The amount of the duplication is the amount of assistance provided in excess of the total need for the same purpose. It is the Department's responsibility to ensure that CDBG-DR Workforce provides assistance only to the extent that the disaster recovery need has not been fully met by funds that have already been paid, or will be paid, from another source.

The Subrecipient must report all funds obtained for the same Approved Activity from any source from the date of the disaster until the Program is completed.

The Subrecipient agrees to repay to the Department immediately upon demand any assistance later received for the same purpose as the CDBG-DR Workforce funds and that exceeds the total need for the particular recovery purpose.

4. Remedies and Termination for Noncompliance

A. Remedies for Noncompliance: In addition to any other rights and remedies the Department may have under this Agreement, at law, or in equity, the Department may initiate remedies for noncompliance as identified in 2 CFR 200.339 at any time it has been determined that the Subrecipient is no longer meeting the terms and conditions of this Agreement. Remedies for noncompliance may be required in addition to, in lieu of, or prior to termination. Such remedies for noncompliance with a federal statute or regulation, a state statute or regulation, an assurance, in a state plan or application, or elsewhere may include, as appropriate:

- 1) Temporarily withhold cash payments pending correction of the deficiency by the Subrecipient.
- 2) Disallow all or part of the cost of the action not in compliance.
- 3) Wholly or partly suspend or terminate the Subrecipient's grant funds.

EXHIBIT D

- 4) Withhold further and/or future awards for CDBG-DR funds and/or any other funds administered by the Department.
- 5) Request that the Federal Awarding Agency initiate suspension or debarment proceedings.
- 6) Take other remedies that may be legally available, such as:

In the case of costs incurred without meeting a National Objective, require repayment of all funds reimbursed and/or paid to the Subrecipient, including Activity Delivery, as appropriate.

In the case of Duplication of Benefits, require repayment of all CDBG-DR Workforce funds reimbursed and/or paid to the Subrecipient where other financial assistance was received for the same purpose or in excess of the recovery need.

In taking an action to remedy noncompliance, the Department will provide the Subrecipient an opportunity for such hearing, appeal, or other administrative proceeding to which the Subrecipient is entitled under any statute or regulation applicable to the action involved as per 2 CFR 200.342. Such appeal shall be governed by, and conducted in accordance with, the appeal processes and procedures set forth in Section 5 herein.

- B. Effects of Suspension and Termination. Subrecipient costs resulting from obligations incurred by the Subrecipient or any of the Subrecipient's contractors during a suspension or after termination of an Agreement are not allowable unless otherwise authorized by the Department in a written notice or as allowable in 2 CFR 200.343. The enforcement remedies identified in this Section do not preclude a Subrecipient or any of the Subrecipient's contractors from being subject to 2 CFR Part 2424. CDBG-DR funds may not be provided to excluded or disqualified persons pursuant to 24 CFR 570.489(l) and 2 CFR 200.339.
- C. Termination for Noncompliance: Grant funds provided by this Agreement may be terminated in whole or in part as per federal regulation at 2 CFR 200.340 by HUD or by the Department if Subrecipient fails to comply with the terms and conditions of the Agreement that include the terms and conditions of the federal award. All terminations shall include written notification setting forth the reason(s) for such termination, the effective date, and the portion to be terminated in the case of partial terminations and will follow termination notification requirements identified in 2 CFR 200.341.
- D. Termination Without Cause: This Agreement may be terminated by the Department in whole or in part at any time without cause only with the consent of the Subrecipient. In the case of a termination of the whole Agreement, the parties

EXHIBIT D

shall agree upon termination conditions, including the effective date. In the case of a partial termination, the parties shall agree upon termination conditions, including the portion to be terminated and the effective date.

- E. Termination With Cause: This Agreement may be terminated by the Department in whole or in part at any time for cause by giving at least fourteen (14) days' prior written notice to the Subrecipient. Termination with cause includes termination prior to the end of the period of performance for failure to comply with the terms and conditions of this Agreement, and pursuant to 2 CFR 200.340(c), such termination shall be reported to the appropriate federal program integrity and performance system accessible through the System for Award Management. Termination with cause also includes, without limitation, a failure by Subrecipient to comply with the Activity Schedule, Activity Performance Milestones, Reporting Requirements, and/or Special Conditions issued for an Activity to use CDBG-DR funds.

The remedies available to the Department under this Agreement are cumulative and not exclusive.

5. Appeals Process for Noncompliance: If Subrecipient disagrees with a finding and/or corrective action and/or sanction of noncompliance and/or any accompanying remedy and/or termination that are associated with such issue, the Subrecipient may appeal the disputed issue to the Department no later than thirty (30) calendar days from the date of the Department's issuance of the disputed decision. All appeals must be carried out in accordance with the Department's Monitoring Plan, Exhibit 16, "Appeal Process". The Monitoring Plan is posted on HCD's website here: [Disaster Grant Administration & Reporting | California Department of Housing and Community Development](#)

6. Severability

- A. If any provision of this Agreement, or an underlying obligation, is held invalid by a court of competent jurisdiction, such invalidity may not affect any other provisions of this Agreement and the remainder of this Agreement shall remain in full force and effect. Therefore, the provisions of this Agreement are, and shall be, deemed severable.
- B. The Subrecipient shall notify the Department immediately of any claim or action undertaken by or against it which affects or may affect this Agreement or the Department and shall take such action with respect to the claim or action as is consistent with the terms of this Agreement and the interests of the Department.

7. Waivers

No waiver or any breach of this Agreement shall be held to be a waiver of any prior or subsequent breach. The failure of the Department to enforce, at any time, the provisions

EXHIBIT D

of this Agreement or to require, at any time, performance by the Subrecipient of these provisions shall in no way be construed to be a waiver of such provisions nor to affect the validity of this Agreement or the right of the Department to enforce these provisions. All waivers by the Department must be in writing to be valid.

8. Uniform Administrative Requirements

The Subrecipient, its agencies or instrumentalities, shall comply with the policies, guidelines, and Administrative Requirements of 2 CFR Part 200, et seq., as applicable, as they relate to the cost principles, audit requirements, acceptance, and use of federal funds under this part.

- A. Single Audit Compliance: Funds will not be disbursed to any Subrecipient identified by the State Controller's Office (SCO) as non-compliant with the Federal Single Audit Act, as described in the Uniform Administrative Requirements, Cost Principles, And Audit Requirements for Federal Awards at 2 CFR 200 Sub-Part F. No funds may be disbursed until compliance with the Uniform Guidance is demonstrated to the satisfaction of the Department.
- B. Accounting Standards: The Subrecipient agrees to comply with, and administer the activity in conformance with, 2 CFR Part 200.300, et seq., and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.
- C. Suspension and Debarment: By executing this Agreement, Subrecipient verifies and affirms that it has not been suspended or debarred from participating in or receiving federal government contracts, subcontracts, loans, grants, or other assistance programs. Subrecipient further agrees to verify that its Contractors have not been suspended or debarred from participating or receiving federal government contracts, subcontracts, loans, grants, or other assistance programs.

9. Compliance with State and Federal Laws and Regulations

- A. The Subrecipient, its agencies or instrumentalities and contractors shall comply with all local, state, and federal laws, statutes, and regulations, as well as policies and procedures established by the Department for the administration of -DR- Workforce, as the same may be amended from time to time.
- B. The Subrecipient shall comply with the requirements of 24 CFR 570, the HUD regulations concerning Community Development Block Grants, 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Final Guidance, adopted by HUD at 2 CFR 2400, and all federal regulations, rules, and policies issued pursuant to these regulations. The

EXHIBIT D

Subrecipient further agrees to utilize funds available under this Agreement to supplement rather than supplant funds otherwise available.

10. Authority to Impose Additional Special Conditions

In accordance with 2 CFR 200.208, Department reserves the right and authority to impose additional specific conditions issued under this Standard Agreement under any of the following circumstances:

- A. When, in the Department's sole discretion, the Department finds that Subrecipient has a history of failure to comply with the general or specific terms and conditions applicable to the DR-Workforce funds allocated under this agreement or to other awards of federally funded grant or loan assistance passed through the Department.
- B. When Subrecipient fails to meet expected performance goals under this agreement.
- C. When Subrecipient poses an increased risk for noncompliance based on factors including, but not limited to, financial stability, quality of management systems, history of performance under Federal awards, history of timeliness under Federal awards, history of conformance with terms and conditions of previous federal awards, and reports and findings from audits.
- D. When, in the Department's sole discretion, such conditions are necessary to ensure timely and compliant performance under the federal award.

Such specific conditions, or special conditions, may include, withholding of authority to proceed to the next phase of an Approved Activity until receipt of evidence of acceptable performance within a given period of performance, requiring additional detailed financial reports, requiring additional Activity monitoring, requiring the Subrecipient to obtain technical or management assistance, establishing additional prior approvals, or any other condition the Department deems reasonable and necessary to safeguard Federal funds.

11. Equal Opportunity Requirements and Responsibilities

The obligations undertaken by Subrecipient include, but are not limited to, the obligation to comply with all federal laws and regulations described in Subpart K of 24 CFR Part 570 and specifically with each of the following, among other things, as the same may be amended from time to time:

- A. Title VI of the Civil Rights Act of 1964: This act provides that no person shall be excluded from participation, denied program benefits, or subject to discrimination

EXHIBIT D

based on race, color, and/or national origin under any program or activity receiving federal financial assistance.

- B. Title VII of the Civil Rights Act of 1968 (The Fair Housing Act): This act prohibits discrimination in housing on the basis of race, color, religion, sex and/or national origin. This law also requires actions which affirmatively promote fair housing.
- C. Restoration Act of 1987: This act restores the broad scope of coverage and clarifies the application of the Civil Rights Act of 1964. It also specifies that an institution which receives federal financial assistance is prohibited from discriminating on the basis of race, color, national origin, religion, sex, disability or age in a program or activity which does not directly benefit from such assistance.
- D. Section 109 of Title 1 of the Housing and Community Development Act of 1974 [42 U.S.C. 5309]: This Section of Title 1 provides that no person shall be excluded from participation (including employment), denied program benefits, or subject to discrimination on the basis of race, color, national origin, or sex under any program or activity funded in whole or in part under Title 1 of the Act.
- E. The Fair Housing Amendment Act of 1988: This act amended the original Fair Housing Act to provide for the protection of families with children and people with disabilities, strengthen punishment for acts of housing discrimination, expand the Justice Department jurisdiction to bring suit on behalf of victims in federal district courts, and create an exemption to the provisions barring discrimination on the basis of familial status for those housing developments that qualify as housing for persons age 55 or older.
- F. The Age Discrimination Act of 1975: This act provides that no person shall be excluded from participation, denied program benefits, or subject to discrimination on the basis of age under any program or activity receiving federal funding assistance. Effective January 1987, the age cap of 70 was deleted from the laws. Federal law preempts any State law currently in effect on the same topic.
- G. Section 504 of the Rehabilitation Act of 1973: It is unlawful to discriminate based on disability in federally assisted programs. This Section provides that no otherwise qualified individual shall, solely by reason of his or her disability, be excluded from participation (including employment), denied program benefits, or subjected to discrimination under any program or activity receiving federal funding assistance.
- H. The Americans with Disabilities Act of 1990 (ADA): This act modifies and expands the Rehabilitation Act of 1973 to prohibit discrimination against "a qualified individual with a disability" in employment and public accommodations.

EXHIBIT D

The ADA requires that an individual with a physical or mental impairment who is otherwise qualified to perform the essential functions of a job, with or without reasonable accommodation, be afforded equal employment opportunity in all phases of employment.

- I. Executive Order 11063: This executive order provides that no person shall be discriminated against on the basis of race, color, religion, sex, or national origin in housing and related facilities provided with federal assistance and lending practices with respect to residential property when such practices are connected with loans insured or guaranteed by the federal government.
- J. Executive Order 12259: This executive order provides that the administration of all federal programs and activities relating to housing and urban development be carried out in a manner to further housing opportunities throughout the United States.
- K. The Equal Employment Opportunity Act: This act empowers the Equal Employment Opportunity Commission (EEOC) to bring civil action in federal court against private sector employers after the EEOC has investigated the charge, found "probable cause" of discrimination, and failed to obtain a conciliation agreement acceptable to the EEOC. It also brings federal, state, and local governments under the Civil Rights Act of 1964.
- L. The Uniform Guidelines on Employee Selection Procedures adopted by the Equal Employment Opportunity Commission in 1978: This manual applies to employee selection procedures in the areas of hiring, retention, promotion, transfer, demotion, dismissal, and referral. It is designed to assist employers, labor organizations, employment agencies, licensing, and certification boards in complying with the requirements of federal laws prohibiting discriminatory employment.
- M. The Vietnam Era Veterans' Readjustment Act of 1974 (revised Jobs for Veterans Act of 2002): This act was passed to ensure equal employment opportunity for qualified disabled veterans and veterans of the Vietnam War. Affirmative action is required in the hiring and promotion of veterans.
- N. Executive Order 11246: This executive order applies to all federally assisted construction contracts and subcontracts. It provides that no person shall be discriminated against on the basis of race.

12. Relocation, Displacement, and Acquisition

The Subrecipient shall comply with the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and regulations

EXHIBIT D

adopted to implement the Act in 24 CFR Part 42, 49 CFR Part 24, and Section 104(d) of the Housing and Community Development Act of 1974 as they apply to the performance of this Agreement.

13. Economic Opportunities for Low- and Very Low-Income Persons (Section 3)

A. The Subrecipient and the Subrecipient's contractors and Developers shall comply with Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u), and implementing regulation at 24 CFR, Part 75. The responsibilities outlined in 24 CFR Part 75.19 include:

- 1) **Employment and Training:** Implementing procedures designed to notify Section 3 workers about training and employment opportunities generated by Section 3 covered assistance and Section 3 business concerns about contracting opportunities generated by Section 3 covered assistance.
- 2) **Contracting:** Notifying potential contractors for Section 3 covered projects of the requirements of Part 75, Subpart C and incorporating the Section 3 clause set forth below in all solicitations and contracts in excess of \$100,000 as required at 24 CFR 75.27.

Section 3 Clause

The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted Activity covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

The parties to this contract agree to comply with HUD's regulations in 24 CFR, Part 75, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 75 regulations.

The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments

EXHIBIT D

under this Section 3 clause and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 75 and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 75. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 75.

The contractor acknowledges that subrecipients, contractors, and subcontractors are required to meet the employment, training, and contraction requirements of 24 CFR 75.19, regardless of whether Section 3 language is included in recipient or subrecipient agreements, program regulatory agreements, or contracts.

The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 75 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR Part 75.

Noncompliance with HUD's regulations in 24 CFR Part 75 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

The contractor agrees to submit, and shall require its subcontractors to submit to them, regular reports detailing the total number of labor hours worked on the Section 3 Project, the total number of labor hours worked by Section 3 Workers, and the total number of hours worked by Targeted Section 3 Workers, and any affirmative efforts made during the quarter to direct hiring efforts to low- and very low-income persons, particularly persons who are Section 3 workers and Targeted Section 3 workers.

EXHIBIT D

The contractor agrees to facilitate the training and employment of Section 3 workers and the award of contracts to Section 3 business concerns by undertaking activities such as described in Section 75.25(b) as appropriate, to reach the goals set forth in Section 75.23 and in Federal Register Vol. 85, No. 189, page 60909, until superseded by HUD in a subsequent publication. As of September 29, 2020, the minimum Section 3 benchmark is twenty-five (25) percent or more of the total number of labor hours worked by all workers on a Section 3 project are Section 3 workers; and five (5) percent or more of the total number of labor hours worked by all workers on a Section 3 project are Targeted Section 3 workers.

The contractor agrees to document actions taken to comply with the foregoing requirements, the results of those actions taken and impediments, if any.

14. Environmental Compliance

- A. The Subrecipient shall comply with the California Environmental Quality Act (CEQA) requirements as they apply to this Activity.
- B. The Subrecipient shall comply with the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251, *et seq.*, as amended, 1318 relating to inspection, monitoring, entry, reports, and information, as well as other requirements specified in said Section 114 of the Clean Air Act and Section 308 of the Clean Water Act, and all regulations and guidelines issued thereunder.
- C. The Subrecipient shall comply with the requirements of the Clean Air Act, 42 U.S.C. 1857, *et seq.*, as amended.
- D. The Subrecipient shall comply with Environmental Protection Agency (EPA) regulations pursuant to 40 CFR Parts 15 and 50, as amended.
- E. The Subrecipient shall comply with the requirements of the Flood Disaster Protection Act of 1973 (42 U.S.C. 4001). The Subrecipient shall assure that for activities located in an area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards, that flood insurance under the National Flood Insurance Program is obtained and maintained as a condition of financial assistance for acquisition or construction purposes (including rehabilitation).
- F. The Subrecipient shall comply with the requirements of the Residential Lead-Based Paint Hazard Reduction Act of 1992 and Section 401(b) of the Lead-

EXHIBIT D

Based Paint Poisoning Prevention Act of 1971. The Subrecipient agrees that any construction or rehabilitation of residential structures with assistance provided under this Agreement shall be subject to HUD Lead-Based Paint Regulations at 24 CFR 570.608, and 24 CFR Part 35, Subpart B. Such regulations pertain to all CDBG-assisted housing and require that all owners, prospective owners, and tenants of properties constructed prior to 1978 be properly notified that such properties may include lead-based paint. Such notification shall point out the hazards of lead-based paint and explain the symptoms, treatment and precautions that should be taken when dealing with lead-based paint poisoning and the advisability and availability of blood lead level screening for children under seven. The notice should also point out that if lead-based paint is found on the property, abatement measures may be required.

- G. The Subrecipient shall comply with the Historic Preservation requirements set forth in the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), the Archaeological and Historical Preservation Act of 1974 (Public Law 93-291), and the procedures set forth in 36 CFR Part 800, Advisory Council on Historic Preservation Procedures for Protection of Historic Properties, insofar as they apply to the performance of this agreement. The Subrecipient shall also comply with Executive Order 11593 on the protection and enhancement of the cultural environment. In general, this requires concurrence from the State Historic Preservation Officer for all rehabilitation and demolition of historic properties that are fifty years old or older or that are included on a federal, state, or local historic property list.
- H. Subrecipient shall comply with all National Environmental Policy Act (NEPA) requirements as applicable to the performance of this Agreement as found in 24 CFR Part 50, 24 CFR Part 58, as applicable, and 40 CFR 1500 – 1508. Subrecipient shall not receive authority to incur activity costs until they have successfully documented compliance with the applicable NEPA requirements, including public noticing and publishing.

The subrecipient understands and agrees that this Agreement does not constitute a commitment of funds or site approval, and the commitment of funds or approval may occur only upon satisfactory completion of environmental review and receipt by the Department of an approval of the request for release of funds and certification from HUD or the Department under 24 CFR Part 58. The provision of any funds to the Activity is expressly conditioned on the Department's determination to proceed with, modify or cancel the Activity based on the results of the environmental review.

15. Procurement

The Subrecipient shall comply with the procurement provisions in 2 CFR Part 200.318 –

EXHIBIT D

200.326, Procurement Standards as well as all other Administrative Requirements for Subrecipient and Cooperative Agreements to State, local and federally recognized Indian tribal governments as set forth in 2 CFR 200, et seq., as applicable. All procurements must be conducted in a fair, open, and competitive manner in compliance with both the spirit and the letter of applicable federal laws. See the Procurement and Contracts section of HCD's website at [Disaster Grant Administration & Reporting | California Department of Housing and Community Development](#)

16. Procurement of Recovered Materials

In accordance with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, the contractor shall procure items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition. The contractor shall procure items designated in the EPA guidelines that contain the highest percentage of recovered materials practicable unless the contractor determines that such items: (1) are not reasonably available in a reasonable period of time; (2) fail to meet reasonable performance standards, which shall be determined based on the guidelines of the National Institute of Standards and Technology, if applicable to the item; or (3) are only available at an unreasonable price.

Pursuant to 30 CFR 247.2, this clause shall apply to items purchased under this Agreement where: (1) the contractor purchases in excess of \$10,000 of the item under this contract; or (2) during the preceding Federal fiscal year, the contractor: (i) purchased any amount of the items for use under a contract that was funded with Federal appropriations and was with a Federal agency or a State agency or agency of a political subdivision of a State; and (ii) purchased a total of in excess of \$10,000 of the item both under and outside that contract.

17. Construction Standards

The Subrecipient shall ensure that all Approved Activities comply with the following requirements, as applicable:

The Architectural Barriers Act of 1968 (42 U.S.C. 4151-4157)

The Architectural Barriers Act (ABA) stands as the first measure by Congress to ensure access to the built environment for people with disabilities. The law requires that buildings or facilities that were designed, built, or altered with federal dollars or leased by federal agencies after August 12, 1968, be accessible.

California Green Buildings Standards Code (CALGreen) (Title 24, Part 11 of the California Code of Regulations)

EXHIBIT D

All new construction of residential buildings or reconstruction of substantially damaged buildings must incorporate California Green Buildings Standards Code (CALGreen).

Sustainability Requirements

All rehabilitation, reconstruction, and new construction must be designed to incorporate principles of sustainability, including water and energy efficiency, resilience, and mitigating the impact of future disasters. Wherever feasible, the Subrecipient, Subrecipient's and contractors must follow best practices, such as those provided by the U.S. Department of Energy.

National Floodplain Elevation Standards

Subrecipients and contractors must comply with the national floodplain elevation standards for new construction, repair of substantially damaged structures, or substantial improvements to residential structures in flood hazard areas. All structures designed for residential use within a 100-year (or one percent annual chance) floodplain will be elevated with the lowest floor at least two feet above the base flood elevation level and comply with the requirements of 83 FR 5850 and 83 FR 5861.

Wildland-Urban Interface Building Codes (WUI Codes)

All Approved Activities that are located in a CAL FIRE high fire zone must comply with applicable WUI codes, found in Title 24, Chapter 7a of the California Building Code, which offer specific material, design, and construction standards to maximize ignition-resistance.

18. Federal Labor Standards Provisions

The Subrecipient shall always comply, and cause all Activity contractors to comply, with applicable federal labor standards, including without limitation, the following:

- A. Davis-Bacon Act (40 U.S.C. §§ 3141-3148), which requires that workers receive no less than the prevailing wages being paid for similar work in their locality. Prevailing wages are computed by the Federal Department of Labor and are issued in the form of federal wage decisions for each classification of work. The law applies to most construction, alteration, or repair contracts over \$2,000.
- B. "Anti-Kickback Act of 1986" (41 U.S.C. §§ 51-58), which prohibits attempted as well as completed "kickbacks," which include any money, fees, commission, credit, gift, gratuity, thing of value, or compensation of any kind. The act also provides that the inclusion of kickback amounts in contract prices is prohibited conduct in itself. This act requires that the purpose of the kickback was for

EXHIBIT D

improperly obtaining or rewarding favorable treatment. It is intended to embrace the full range of government contracting.

- C. Contract Work Hours and Safety Standards Act - CWHSSA (40 U.S.C. § 3702), which requires that workers receive "overtime" compensation at a rate of one and one-half (1-1/2) times their regular hourly wage after they have worked forty (40) hours in one week.
- D. Title 29, Code of Federal Regulations CFR, Subtitle A, Parts 1, 3 and 5, which are the regulations and procedures issued by the Secretary of Labor for the administration and enforcement of the Davis-Bacon Act, as amended.

The Subrecipient shall maintain documentation that demonstrates compliance with hour and wage requirements of this part. Such documentation shall be made available to the Department for review upon request. Subrecipient shall be responsible for monitoring Developer, contractors, and subcontractors, as applicable, for compliance with these provisions.

19. State Prevailing Wages

- A. The Subrecipient shall ensure that the requirements of California Labor Code (LC), Chapter 1, commencing with Section 1720, Part 7 [LC Section 1720-1743] pertaining to the payment of prevailing wages and administered by the California Department of Industrial Relations are met.
- B. For the purposes of this requirement "construction work" includes, but is not limited to rehabilitation, alteration, demolition, installation, or repair done under contract and paid for, in whole or in part, through this Agreement. All construction work shall be done through the use of a written contract with a properly licensed building contractor incorporating these requirements (the "Construction Contract"). Where the Construction Contract will be between the Subrecipient and a licensed building contractor, the Subrecipient shall serve as the "awarding body" as that term is defined in the LC. Where the Subrecipient will provide funds to a third party that will enter into the Construction Contract with a licensed building contractor, the third party shall serve as the "awarding body." Prior to any disbursement of funds, including but not limited to release of any final retention payment, the Department may require a certification from the awarding body that prevailing wages have been or will be paid.
- C. The applicable wage rate determination on construction work will be the more restrictive of the rate prescribed in LC Section 1770-1784 or the Davis-Bacon Wage Determination.

20. Agreements with Contractors

EXHIBIT D

- A. The Subrecipient shall not enter into any agreement, written or oral, with any contractor or other party without the prior determination that the contractor or other party is eligible to receive federal funds and is not listed on the Federal Consolidated List of Debarred, Suspended, and Ineligible contractors.

The terms "other party" is defined as public or private nonprofit agencies or organizations and certain (limited) private for-profit entities who receive grant funds from a Subrecipient to undertake Approved Activities.

- B. An agreement between the Subrecipient and any contractor or other party shall require:
- 1) Compliance with all State and federal requirements described in this Agreement including without limitation those that pertain to labor standards, nondiscrimination, Americans with Disabilities Act, Equal Employment Opportunity and Drug Free Workplace, and prevailing wages. In addition to these requirements, all contractors and subcontractors shall comply with the applicable provisions of the California Labor Code.
 - 2) Maintenance of at least the minimum State required Workers' Compensation Insurance for those employees who will perform the Approved Activities.
 - 3) Maintenance, as required by law, of unemployment insurance, disability insurance and liability insurance, which is reasonable to compensate any person, firm, or corporation, who may be injured or damaged by the contractor, or any subcontractor in performing the Approved Activities.
 - 4) Compliance with the applicable Equal Opportunity Requirements described in Section 10 of this Exhibit.

- C. Contractors shall:

Perform the Approved Activities in accordance with federal, state, and local regulations, as are applicable.

- D. Contractors and Subcontractors: Drug-Free Workplace Act of 1988

- 1) Publish and give a policy statement to all covered employees informing them that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the covered workplace and specifying the actions that will be taken against employees who violate the policy.
- 2) Establish a drug-free awareness program to make employees aware of a)

EXHIBIT D

the dangers of drug abuse in the workplace; b) the policy of maintaining a drug-free workplace; c) any available drug counseling, rehabilitation, and employee assistance programs; and d) the penalties that may be imposed upon employees for drug abuse violations.

- 3) Notify employees that as a condition of employment on a federal contract or grant, the employee must a) abide by the terms of the policy statement; and b) notify the employer, within 5 calendar days, if he or she is convicted of a criminal drug violation in the workplace.
- 4) Notify the contracting or granting agency within 10 days after receiving notice that a covered employee has been convicted of a criminal drug violation in the workplace.
- 5) Impose a penalty on or require satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is convicted of a reportable workplace drug conviction.
- 6) Make an ongoing, good faith effort to maintain a drug-free workplace by meeting the requirements of the act.

21. Rights to Inventions Made Under a Contract or Agreement

If a Federal award meets the definition of "funding agreement" under 37 CFR 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of recipient or subrecipient must comply with requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulation issued by the awarding agency.

22. Special Conditions Pertaining to Hazards, Safety Standards and Accident Prevention

- A. Use of Explosives: When the use of explosives is necessary for the prosecution of the work, the contractor shall observe all local, state, and federal laws in purchasing and handling explosives. The contractor shall take all necessary precaution to protect completed work, neighboring property, water lines, or other underground structures. Where there is danger to structures or property from blasting, the charges shall be reduced, and the material shall be covered with suitable timber, steel, or rope mats.

The contractor shall notify all owners of public utility property of intention to use explosives at least 8 hours before blasting is done close to such property. Any supervision or direction of use of explosives by the engineer does not in any way reduce the responsibility of the contractor or his Surety for damages that may be caused by such use.

EXHIBIT D

- B. Danger Signals and Safety Devices: The contractor shall make all necessary precautions to guard against damages to property and injury to persons. The contractor shall put up and maintain in good condition, sufficient red or warning lights at night, suitable barricades, and other devices necessary to protect the public.
- C. Protection of Lives and Health: The contractor shall exercise proper precaution at all times for the protection of persons and property and shall be responsible for all damages to persons or property, either on or off the worksite, which occur as a result of prosecution of the work. The safety provisions of applicable laws and building and construction codes, in addition to specific safety and health regulations described by Chapter XIII, Bureau of Labor Standards, Department of Labor, Part 1518, Safety and Health Regulations for Construction, as outlined in the Federal Register, Volume 36, No. 75, Saturday, April 17, 1971, Title 29 - LABOR, shall be observed and the contractor shall take or cause to be taken, such additional safety and health measures as the Developer may determine to be reasonably necessary.

23. Prohibition Against Payments of Bonus or Commission

The assistance provided under this Agreement shall not be used in the payment of any bonus or commission for the purpose of:

- A. Obtaining the Department's approval of the Application for such assistance; or,
- B. Any other approval or concurrence of the Department required under this Agreement, Title I of the Housing and Community Development Act of 1974, or the State regulations with respect thereto; provided, however, that reasonable fees for bona fide technical, consultant, managerial or other such services, other than actual solicitation, are not hereby prohibited if otherwise eligible as program costs.

24. Reporting Requirements

- A. Subrecipient must timely submit the reports prescribed below. The Department reserves the right to request additional detail and support for any report made. Reports must be made according to the dates identified, in the formats provided by the Department, and via the Department's online Grants Network portal unless otherwise specified at the discretion of the Department. The Subrecipient's performance under this Agreement will be assessed based in part on whether it has submitted the reports on a timely basis.
 - 1) Monthly Activity Report: Subrecipient must submit a Monthly Activity Report which shall contain the following: (1) a description of the current status of the Work; (2) a description of activities to be undertaken in the

EXHIBIT D

next reporting period, if the Department requests this; (3) a description of problems or delays encountered in Work and course of action taken to address them, if applicable; (4) performance metrics as requested by the Department and dependent on the type of Activity and (5) a summary of the Work's fiscal status, including award amount, funds drawn, and remaining balance. (6) A summary of all Section 3 training opportunities or jobs provided, as applicable for covered projects.

Unless otherwise waived in writing by the Department, Monthly Activity Reports must begin on the 10th calendar day of the month following one full month of time of performance following execution of this Agreement and must continue through the receipt and approval by the Department of the Activity Completion Report, detailed below.

- 2) Semi-Annual Labor Standards Report: During the term of construction for each Approved Activity, each April 1st and October 1st, the Subrecipient must submit the Labor Standards Cover Memo, the HUD Form 4710 and the Davis Bacon Labor Standards Report 5.7 (if applicable). These forms are located on the Department's website and are also available upon request.
- 3) Activity Completion Report: At the completion of the CDBG-DR funded portion of a Program, the Subrecipient must submit an Activity Completion Report as set forth in Exhibit B. The performance metrics are identified in Exhibit F.
- 4) For Financial Reports, see Exhibit B.

25. Fiscal Controls

The Subrecipient shall be responsible for the internal control and monitoring of fiscal and programmatic/operational goals and procedures. The Subrecipient shall establish and maintain such fiscal controls and fund accounting procedures as required by Federal regulations, or as may be deemed necessary by the Department to ensure the proper disbursement of, and accounting for, funds paid to the Subrecipient under this Agreement.

- A. **Deposit of Funds**: Subrecipient shall maintain separate accounts within established bookkeeping systems for the deposit of CDBG-DR funds and Program Income. Deposits in minority banks are encouraged.
- B. **Fiscal Liability**: Subrecipients shall be liable for all amounts which are determined to be due by the Department, including but not limited to, disallowed or ineligible costs which are the result of Subrecipient's or its contractor's conduct under this

EXHIBIT D

Agreement. Subrecipients shall also be liable for the repayment of all amounts it has received under this Agreement and which HUD is seeking reimbursement for from the Department. Subrecipient's obligation to repay the foregoing amounts to the Department shall survive indefinitely the expiration or earlier termination of this Agreement. Subrecipient shall be notified in writing and shall be permitted to respond regarding any controversy or proceeding between the Department and HUD arising from this Agreement.

- C. Fiscal Records: All financial transactions must be supported by complete and verifiable source documents. Records shall provide a clear audit trail and shall be maintained as specified in Section 7 herein.

26. Monitoring Requirements

The Department monitors its Subrecipients based upon an assessment of risk posed by the Subrecipient and according to specific monitoring criteria per 2 CFR 200.332. During the term of this Agreement, the Department shall perform program and/or fiscal monitoring of the Subrecipient and Approved Activities to ensure compliance with federal and state requirements and timely Approved Activity completion. The Subrecipient shall be required to resolve any monitoring findings to the Department's satisfaction by the deadlines set by the Department. In the event Subrecipient disagrees with a finding and/or any accompanying corrective actions or sanction(s) that are associated with such finding, Subrecipient shall follow an appeals process provided by the Department.

27. Audit/Retention and Inspection of Records

- A. The Subrecipient must have intact, auditable fiscal and program records at all times. If the Subrecipient is found to have missing audit reports from the California State Controller's Office (SCO) during the term of this Agreement, the Subrecipient will be required to submit a plan to the State for submitting the audit to the SCO. If the deadlines are not met, the Department may initiate remedies for noncompliance in accordance with Section 4 herein. The Subrecipient's audit completion plan is subject to prior review and approval by the Department.
- B. The Subrecipient agrees that the Department or its designee will have the right to review, obtain, and copy all records pertaining to performance of this Agreement. The Subrecipient agrees to provide the Department or its designee with any relevant information requested and shall permit the Department or its designee access to its premises, during normal business hours for the purpose of interviewing employees and inspecting and copying such books, records, accounts, and other material that may be relevant to a matter under investigation for the purpose of determining compliance with California Public Contract Code

EXHIBIT D

(PCC) Section 10115 et seq., Government Code (GC) Section 8546.7 and 2 CCR 1896.60, et seq., and other requirements of this Agreement. The Subrecipient further agrees to maintain such records for a minimum period of five (5) years after the Department notifies Subrecipient that the HUD/the Department contract has been closed according to the record retention requirements at 2 CFR 200.334. The Subrecipient shall comply with the caveats and be aware of the penalties for violations of fraud and for obstruction of investigation as set forth in Public Contract Code Section 10115.10.

- C. An expenditure which is not authorized by this Agreement, or which cannot be adequately documented shall be disallowed and must be reimbursed to the Department or its designee by the Subrecipient.
- D. Absent fraud or material error on the part of the Department, the determination by the Department of the allowability or validity of any expenditure shall be final and conclusive.
- E. For the purposes of annual audits, Subrecipient shall comply with 2 CFR Part 200 Subpart F. Pursuant to 2 CFR Part 200 Subpart F, the Subrecipient shall perform an annual audit at the close of each fiscal year in which this Agreement is in effect. The costs of the DR-Workforce related portion of the audit may be charged to the program in accordance with Public Law 98-502, 2 CFR Part 200 Subpart F, and Title 25 CCR Section 7122.
 - 1) The audit shall be performed by a qualified State, department, local or independent auditor. The agreement/contract for audit shall include a clause which permits access by the Department to the independent auditor's working papers.
 - 2) If there are audit findings, the Subrecipient must submit a detailed response to the Department for each audit finding. The Department will review the response and, if it agrees with the response, the audit process ends, and the Department will notify the Subrecipient in writing. If the Department is not in agreement, the Subrecipient will be contacted in writing and informed what corrective actions must be taken. This action may include the repayment of disallowed costs or other remediation.
 - 3) The Department shall not approve reimbursement for any expenditures for the audit, prior to receiving an acceptable audit report.
 - 4) If so, directed by the Department upon termination of this Agreement, the Subrecipient shall cause all records, accounts, documentation, and all other materials relevant to the grant activity(ies) to be delivered to the Department as depository.

EXHIBIT D

- F. Notwithstanding the foregoing, the Department will not reimburse the Subrecipient for any audit cost incurred after the expenditure deadline of this Agreement.

28. Signs

If the Subrecipient places signs stating that the Approved Activity is funded with private or public dollars and the Department is also providing financing, it shall indicate in a typeface and size commensurate with the Department's funding portion of the Approved Activity that the Department is a source of financing through the DR-Workforce Program.

29. Insurance and Bonding

- A. The Grantee shall have and maintain in full force and effect prior to the start of work, and at all times during the term of this Agreement such forms of insurance, at such levels as may be determined by the Grantee and the Department to be necessary for specific components of the grant activity(ies) described in Exhibit E and pursuant to 2 CFR 200 sections on bonding and insurance requirements. Prior to the commencement of any work, Grantee shall provide to the Department acceptable proof(s) of insurance confirming the required insurance coverages are in effect and naming the Department as an additional insured, where applicable. No insurance policy may be cancellable on less than thirty (30) calendar days prior notice to the insured and the Department. Grantees are responsible for requiring sufficient insurance, including but not limited to liability and workers compensation insurance, from all contractors and subrecipients. Grantees are recommended to be listed as an additional insured on policies held by contractors or subrecipients for the implementation of this award. Where a Grantee insurance policy is required to be purchased specifically for the execution or implementation of the activity funded through this award, the Department must be listed as an additional insured on the declarations page of the policy.
- B. Additional Coverages. In the event that Grantee, and/or any of its Subrecipients or Contractors,, will be engaging in any Hazardous Activity as part of the Collective Work contemplated by this Agreement, then the party(ies) engaging in any Hazard Activity(ies) shall provide to the Department, prior to commencement of any such activity(ies), such insurance coverages in such forms and in such amounts as the Department may require in its sole discretion. Such coverages are in addition to all other insurance coverages required by this Agreement and shall be imposed on any Subrecipient and/or Contractor pursuant to the Subrecipient Agreement or Contract. For purposes of the provision, the term "Hazardous Activity" includes the following:
(a) the removal, storage, and/or transportation of any "hazardous material", as such term is defined under federal, state, or local law, ordinance, regulation, or guideline,

EXHIBIT D

(b) the removal, storage, or transportation of lead-based paint, (c) blasting, (d) any activity which by its nature is abnormally dangerous, and (d) any "ultrahazardous activity" as defined in California case law. In addition to providing proof of such required coverages, the party(ies) engaging in the Hazardous Activity(ies) shall procure, at its expense prior to the commencement of any work, all required permits, licenses, consents, and approvals that are required for the lawful conduct of such activities and shall provide adequate written proof thereof to the Department. No Hazardous Activity work may be commenced, or contracted for, prior to the provision of the required insurance coverages and licensure proof to the Department.

30. Indemnification

Subrecipient, at its sole cost and expense, shall indemnify, defend, and hold the Department and its employees, representatives, attorneys, agents, and their respective successors, heirs, and assigns harmless from and against any and all claims, demands, actions, costs, losses, damages, and liabilities, whether direct or indirect, and regardless of their nature or source, which in any way relate to or arise from the actions or inactions of Subrecipient and/or its contractors, subcontractors, employees, owners, agents, and representatives in connection with this Agreement and any agreement or instruments executed in connection herewith. The obligations of Subrecipient under this Section shall survive indefinitely the closeout of Approved Program and the expiration or earlier termination of this Agreement.

31. Anti-Lobbying Certification

The Subrecipient shall require that the language of this certification be included in all contracts or subcontracts entered into in connection with the Approved Activity(ies) and shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into.

Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and no more than \$100,000 for such failure.

A. 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, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

B. If any funds other than federal appropriated funds have been paid or will be paid

EXHIBIT D

to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this 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.

32. Conflict of Interest

Pursuant to 24 CFR 570.489(h), no member, officer, or employee of the Subrecipient, or its designees or agents, no member of the governing body of the locality in which the Program is situated, and no other public official of such locality or localities who exercise or have exercised any functions or responsibilities with respect to DR-Workforce activities assisted under this part, or who are in a position to participate in a decision making process or gain inside information with regard to such activities, including members and delegates to the Congress of the United States, may obtain a financial interest or benefit from a DR-Workforce assisted activity, or have a financial interest in any contract, subcontract or agreement with respect to a DR-Workforce assisted activity or its proceeds, either for themselves or those with whom they have business or immediate family ties, during their tenure, or for one (1) year thereafter. The Subrecipient shall incorporate, or cause to be incorporated, in all such contracts or subcontracts a provision prohibiting such interest pursuant to the purposes of this section.

33. Obligations of Subrecipient with Respect to Certain Third-Party Relationships

The Subrecipient shall remain fully obligated under the provisions of this Agreement notwithstanding its designation of any third party or parties for the undertaking of all or any part of the Work with respect to which assistance is being provided under this Agreement to the Subrecipient. The Subrecipient shall comply with all lawful requirements of the Department necessary to ensure that the Work, with respect to which assistance is being provided under this Agreement to the Subrecipient, is carried out in accordance with the Department's Assurance and Certifications, including those with respect to the assumption of environmental responsibilities of the Department under Section 104(g) of the Housing and Community Development Act of 1974 [42 U.S.C. § 5304(g)].

34. Energy Policy and Conservation Act

This Agreement is subject to mandatory standards and policies relating to energy efficiency which are contained in the State Energy Conservation Plan issued in compliance with the federal Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).

EXHIBIT D

35. State Contract Manual Requirements (Section 3.11, Federally Funded Contracts (Rev. 3/03)):

- A. All contracts, except for State construction projects that are funded in whole or in part by the Federal government, must contain a thirty (30) day cancellation clause and the following provisions:
- 1). It is mutually understood between the parties that this contract may have been written for the mutual benefit of both parties before ascertaining the availability of congressional appropriation of funds to avoid program and fiscal delays that would occur if the contract were executed after that determination was made.
 - 2). This contract is valid and enforceable only if sufficient funds are made available to the State by the United States Government for the purpose of this Program. In addition, this contract is subject to any additional restrictions, limitations, or conditions enacted by the Congress or to any statute enacted by the Congress that may affect the provisions, terms, or funding of this contract in any manner.
 - 3). The parties mutually agree that if the Congress does not appropriate sufficient funds for the Program, this contract shall be amended to reflect any reduction in funds.
 - 4). The Department has the option to invalidate the contract under the thirty (30) day cancellation clause or to amend the contract to reflect any reduction in funds.
- B. Exemptions from provisions A.1 through A.4 above may be granted by the Department of Finance provided that the director of the State agency can certify in writing that Federal funds are available for the term of the contract.
- C. Gov. Code § 8546.4(e) provides that State agencies receiving Federal funds shall be primarily responsible for arranging for Federally required financial and compliance audits, and shall immediately notify the Director of Finance, the State Auditor, and the State Controller when they are required to obtain Federally required financial and compliance audits.

36. Fraud, Waste, and Abuse

EXHIBIT D

- A. False, Fictitious or Fraudulent Claims - Warning: Any person who knowingly makes a false claim or statement to HUD or the Department may be subject to civil or criminal penalties under 18 U.S.C. §287, 1001 and 31 U.S.C. §3729.
- B. Detecting, Preventing, and Reporting Fraud - Fraud is a white-collar crime that has a devastating effect on the CDBG-DR program because the CDBG-DR program beneficiaries are victims of this crime when the CDBG-DR program is abused. The Department wants to stop any criminal assault on the CDBG-DR program it administers, and in doing so ensure all CDBG-DR funds go to people it was designed to help and improve their living conditions.
- C. Combatting Fraud - The HUD Office of Inspector General (OIG) is committed to protecting HUD's programs, operations, and beneficiaries from dishonest individuals and organizations. HUD cannot combat fraud alone; they rely on Department and DR Workforce Development NOFA Applicants to combat CDB-DR program fraud. HUD also relies on Applicants for and people receiving HUD benefits, such as: tenants receiving rental assistance, borrowers with HUD insured loans, or citizens having their communities restored using HUD grants. The HUD OIG Hotline number is **1-800-347-3735**. This is the primary means to submit allegations of fraud, waste, abuse, mismanagement, or Whistleblower related matters for the CDBG-DR program to the OIG.

HUD OIG accepts reports of fraud, waste, abuse, or mismanagement in the CDBG-DR program from HUD employees, anyone administering the CDGB-DR program, anyone working in the CDBG-DR program, contractors, and the public.

You can report mismanagement or violations of law, rules, or regulations by HUD employees or program participants. Fraud, Waste and Abuse in the CDBG-DR program and its operation may be reported in one of the following four (4) ways:

- 1) By email to: hotline@hudoig.gov
- 2) By phone: Call toll free: 1-800-347-3735
- 3) By fax: 202-708-4829
- 4) By mail: - Department of Housing & Urban Development

Office of Inspector General Hotline Manager
400 Virginia Avenue, SW, Suite 120
Washington, DC 20024

37. Whistleblower Protections

EXHIBIT D

A. Federal Whistleblower Protection Act (5 U.S.C Section 2302(b)(8))

The Federal Whistleblower Protection Act (WPA) protects employees from retaliation for making protected disclosures. The WPA also provides penalties for supervisors who retaliate against Whistleblowers.

- 1) A disclosure is protected under the WPA if the employee discloses information the employee reasonably believes to be evidence of:
 - a) a violation of any law, rule, or regulation,
 - b) gross mismanagement,
 - c) a gross waste of funds,
 - d) an abuse of authority, or
 - e) a substantial and specific danger to public health or safety.
- 2) In general, an employee or applicant may make a protected disclosure to anyone, including non-governmental audiences, unless the information is classified or specifically prohibited by law from release. Options for making a protected disclosure include:
 - a) Informing a supervisor or someone higher up in management,
 - b) Submitting a complaint to the OIG by emailing the OIG at oig@ftc.gov,
 - c) Filing a complaint with the Office of Special Counsel (OSC) <http://www.osc.gov/>

B. The California Whistleblower Protection Act (Title 2, Division 1, Chapter 6.5, Article 3.5, Gov. Code §§ 8548-8548.5)

- 1) The California Whistleblower Protection Act authorizes the California State Auditor to receive complaints from state employees and members of the public who wish to report an improper governmental activity. An "improper governmental activity" is any action by a state agency or any action by a state employee directly related to state government that:
 - a) Violates any state or federal law or regulation,
 - b) Violates an Executive Order of the Governor, a California Rule of Court, or any policy or procedure required by the State Administrative Manual or State Contracting Manual, or
 - c) Is economically wasteful or involves gross misconduct, incompetency, or inefficiency. Complaints received by the State Auditor are confidential, and the identity of the complainant may not be revealed without the complainant's permission, aside from to an appropriate law enforcement agency conducting a criminal investigation.
- 2) There are many ways to file a complaint:

EXHIBIT D

a) By Telephone

You may call the Whistleblower Hotline at (800) 952-5665 to file a complaint by talking to one of the State Auditor's employees. The hotline generally is staffed Monday through Friday from 8:00 a.m. to 5:00 p.m. If you call when the hotline is not being staffed, or staff is occupied with other calls, you may leave a voicemail message requesting a return call.

b) By Mail or Facsimile

You may file a complaint in the form of a letter to the State Auditor addressed as follows:

Investigations
California State Auditor
P.O. Box 1019
Sacramento, CA 95812

Or you may fax the letter to the State Auditor at (916) 322-2603.

As an alternative, you may complete the electronic version of the complaint form (which is available on the State Auditor website at auditor.ca.gov), print it out, and return it by mail or facsimile as stated above.

c) Online

Although the State Auditor does not accept complaints by e-mail, you may file a complaint online at <https://www.auditor.ca.gov/contactus/complaint>

The State Auditor will not undertake an investigation unless there is a basis for believing that your complaint has sufficient merit to warrant spending resources on an investigation. Your complaint should therefore include:

- i. A clear and concise statement of what you are alleging to be improper activity and why you believe it is improper.
- ii. The name or other information that clearly identifies the person you are alleging has acted improperly and the department where that person works.
- iii. The names and contact information for any witnesses who can confirm the truth of what you are saying.
- iv. Copies of any documents that will support what you are saying. (You should not submit original documents, as they cannot be returned.)

EXHIBIT D

38. Authority to Post Remediated Versions of Agreement

Subrecipient hereby understands and acknowledges that the Department is obligated under federal law to post on the Department's website copies of all CDBG-DR executed contracts. As posted, such contracts must be compliant with federal and state law accessibility laws, including the California Government Code Section 11546.7 (2017 Assembly Bill 434) and the federal Americans with Disability Act, Section 508. The state law is most stringent of the two, so all posted documents must meet Web Content Accessibility Guidelines 2.0 (WCAG 2.0) accessibility level.

To comply, the Department must utilize document remediation tools that provide the compliant formatting. All remediation will only change formatting, color schemes, and update any tables so that screen readers can properly read out the content of the table. Thus, during remediation, the appearance of this Agreement may change, but under no circumstances shall any terms or tenets of the Agreement be changed in anyway. Additionally, the Department shall offer website visitors the option to receive a scanned, un-remediated copy of this Agreement via email, which option Subrecipient also consents to. The foregoing Subrecipient authorizations apply to both this original Standard Agreement as well as any and all subsequent amendments thereto.

EXHIBIT E

SPECIAL TERMS AND CONDITIONS

1. Due Diligence Review

Subrecipient has provided, or will provide, the Department with information about the Subrecipient's experience, processes, policies, and procedures related to the management of federal funding by the Subrecipient. These submissions, in addition to discussions with the Subrecipient, have been used to inform this Agreement and are being materially relied upon by the Department in agreeing to enter into this Agreement.

Should there be substantive changes to the organization, key personnel, methods, capacity, policies, or processes of the Subrecipient that impact the implementation of this Agreement, the Subrecipient shall promptly notify the Department of said changes.

Subrecipient agrees to timely provide documents and information to the Department in order for the Department to facilitate its Subrecipient due diligence as required by Federal Register Notice 85 FR 4681. Subrecipient further agrees to comply with the requirements, requests, and results of the Department's due diligence and maintain the capacity to carry out disaster recovery activities in a timely and compliant manner at all times during the term hereof.

2. Risk Assessment

During the term of this Agreement, Subrecipient agrees to timely provide documents and information to facilitate the Department's Subrecipient risk assessment process. Subrecipient further agrees to comply with the requirements, requests, and results of the Department's risk assessment, including participation in Subrecipient monitoring events.

3. Special Conditions

Pursuant to Exhibit A, Section 5, and the due diligence and risk assessment referenced above, Subrecipient agrees to adhere to the following Special Conditions:

- A. Subrecipient will provide the Department with a copy of the training participant application forms and written policies and procedures related to application intake.
 - 1) The Department will review the forms and procedures to review whether the Subrecipient is collecting adequate information from training participants to verify income but also to provide feedback to the program operator as to whether program operator is creating barriers to participation through cumbersome administrative requirements from the target audience of the

EXHIBIT E

workforce development programs. The Subrecipient is responsible for resolving areas of improvement that the Department provides to the Subrecipient.

- 2) The forms and written policies must be submitted to the Department for its review no later than thirty (30) days before the DR-Workforce funded training classes and supportive services are scheduled to begin and pursuant to Exhibit A Section 5.B.
 - 3) Subrecipient must submit a response and resolution to all Department-recommended improvements within forty-five (45) days of the Department providing recommendations to Subrecipient. At Subrecipient's discretion, it may continue with classes during resolution of improvements; however, after the 45-day period has passed and the Department has determined, in its sole discretion, that Subrecipient has failed to adequately address the Department's recommendations, the Department may request that classes pause until the recommendations are implemented to the satisfaction of the Department. If the Department makes the request, and the Subrecipient chooses to continue classes, HCD may not reimburse costs for classes delivered after the request to pause has been made.
- B. Subrecipient will provide the Department with a copy of the workforce training program written policies and procedures related to the Shasta County Workforce Recovery Training Program (WRTP).
- 1) The Department will review the Subrecipient's workforce training program policies and procedures related to trainee recruitment and participation but also to provide feedback to the program operator as to whether program operator is creating barriers to participation through cumbersome administrative requirements from the target audience of the workforce development programs. The Subrecipient is responsible for resolving areas of improvement that the Department provides to the Subrecipient.
 - 2) The written policies must be submitted to the Department for its review no later than thirty (30) days before the DR-Workforce funded training classes and supportive services are scheduled to begin and pursuant to Exhibit A Section 5.B.
 - 3) Subrecipient must submit a response and resolution to all Department-recommended improvements within forty-five (45) days of the Department providing recommendations to Subrecipient. At Subrecipient's discretion, it may continue with classes during resolution of improvements; however, after the 45-day period has passed and the Department has determined, in its sole discretion, that Subrecipient has failed to adequately address the

EXHIBIT E

Department's recommendations, the Department may request that classes pause until the recommendations are implemented to the satisfaction of the Department. If the Department makes the request, and the Subrecipient chooses to continue classes, HCD may not reimburse costs for classes delivered after the request to pause has been made.

- C. Subrecipient will provide the Department with a copy of the Subrecipient's written policies and procedures related to:
 - 1) Subrecipient will develop and implement policies and procedure that demonstrate conformity with asset management requirements outlined in 2 CFR 200.311, 200.313 and 200.314 and applicable Federal Register Notices, in conjunction with technical assistance from the Department. The Subrecipient will submit the asset management policies and procedures to the Department for a review of sufficiency. The asset management policies and procedures must be determined to be sufficient by the Department to clear the grant condition. The condition must be cleared in advance of any work performed by the Subrecipient and prior to reimbursement/drawdown of any DR-WD funds.

EXHIBIT F

DETAILED SCOPE OF WORK, BUDGET, AND APPLICATION

Name of Program: Workforce Recovery Training Program (WRTP)

Grants Network Unique Identifier: #18-DRWD-23004

1. Program Overview

THE CDBG-DR ELIGIBLE ACTIVITY(IES):

- a) Public Services
- b) Public Facility Acquisition

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

THE METHOD OF MEASURING NATIONAL OBJECTIVE FOR EACH ACTIVITY:

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

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

- a) Public Services:
 - i. Total beneficiaries: 200
 - ii. Total low/mod beneficiaries: 200
- b) Public Facility Acquisition:
 - i. Total beneficiaries: TBD
 - ii. Total low/mod beneficiaries: TBD

2. Activity Scope Work

The scope of the WRTP includes public service and public facility acquisition activities.

- a) Public Services: The City of Redding (CoR) will partner with California Heritage YouthBuild Academy (CHYBA) to implement the Shasta County Workforce Recovery Training Program (WRTP.) The WRTP will train eligible participants in response to the needs of the disaster recovery in the 2018

EXHIBIT F

Eligible Disaster Impacted Area of Shasta County. Eligibility for WRTP services will be limited to residents of Shasta County and will be targeted to Low and Middle Income (LMI) persons that are at or below 80% of the Area Median Income. The training provided will be at no cost to eligible participants including activities that support workforce development through workforce training, pre-apprenticeships, apprenticeships, job placement, and other activities specific to preparing individuals for employment. The WRTP services will be delivered in a variety of ways including, but not limited to on-site, mobile, remote, and virtual. The WRTP will acquire a mobile unit to bring training services to areas throughout rural Shasta County in collaboration with local partners. In addition to the components of the job training program, the WRTP will provide support services that are tailored to the specific needs of disaster-impacted neighborhoods that will boost economic development and result in higher quality employment outcomes for eligible individuals, the impacted neighborhoods, and the greater Shasta County community.

Participant supportive services may include, but are not limited to:

- Screening, assessment, and referrals to occupational training for in-demand occupations
- Resume support, mock interviews, and other specific soft skills support prior to job referrals
- Sector specific job preparation (information about the sector, common employer expectations, training, etc.)
- Referrals to community workforce training programs including Shasta Builders' Exchange, Shasta College, Smart Center, etc.
- Stipends to assist trainees during their training period, not to exceed 3 months
- Medical/Dental
- Behavioral/Mental Health
- Transportation
- Financial Literacy and Empowerment
- Job Retention Support
- Assistance with Securing Personal Identification
- Housing Placement and Stability
- Life skills Development
- Academic and literacy tutoring, GED, HS Diploma
- Assistance with Childcare
- Parenting classes
- Peer Support and Mentoring
- Other support services to effectively increase worker engagement/retention as needed

Specific workforce training courses offered by the WRTP include:

EXHIBIT F

- Construction NCCER CORE
- Healthcare (CNA and Dental Assistant)
- Culinary Emergency Response
- Emergency Medical Responder
- Heavy Equipment
- Wildland and Forestry Fire Training
- Clerical
- Education
- Entrepreneur Support
- Other workforce recovery training, as deemed appropriate.

b) Public Facility Acquisition: Three (3) Public Facilities will be acquired through long term leases for the WRTP. Two of the Workforce Resource Hubs will be co-located with Hill Country Health and Wellness Centers. Hill Country's Center of Hope in Redding and Hill Country's Clinic in Round Mountain are already comprehensive places of wellness that offer whole person care. The WRTP will collaborate with Hill Country to provide access to workforce training facilities, medical/dental care, mental and behavioral health services, addiction treatment, and housing for youth in the program that are experiencing insecure housing. All services will be available onsite at these Workforce Resource Hubs. The third Workforce Resource Hub will be a 6000 square foot facility that will house both workforce training and supportive services. This unique location will also feature comprehensive support services nearby, including daycare services, affordable housing, and other necessary supportive services-- all within walking distance of the Workforce Resource Hub or onsite at the Hub.

- 1255 Industrial St. Redding CA 96002 - Center of Hope Apartments currently holds the title.
- 1206 Industrial St. Redding, CA 96002 - Center of Hope currently holds the title.
- 29632 Hwy 200 E. Round Mountain, CA 96084 - Hill Country currently Community Clinic holds the title.

Public facility improvements are not part of the scope of work as all facilities will be "move-in" ready when leased. The new public facilities will serve as Workforce Resource Hubs (WRHs) where trainees will receive comprehensive workforce recovery training through personalized plans that provide related supportive services at the WRH, or through referrals to other community organizations, to help participants be career-ready at the completion of their workforce training.

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

- Projected number of LMI beneficiaries (training participants) to participate in the Workforce Training Program: 200
- Projected goal percentage of LMI beneficiaries to participate in the Workforce Training Program: 100%
- Projected number of properties to be acquired: three (3)
- Projected number of Public Facilities rehabilitated and/or improved: zero (0)
- And additional Performance Measures as may be requested.

5. Program Schedule

The Project Schedule for the Project is included below.

- Milestone #1: Date projected to Start DR-Workforce activities (incurring costs): **Within 30 days of execution of the Standard Agreement (SA) effective date.**
- Milestone #2: Date projected to begin the Public Facility Environmental Review: **Within 30 days of execution of the Standard Agreement (SA) effective date.**
- Milestone #3: Date projected to have Acquisition Site Control: **Within 60 days of ERR clearance.**
- Milestone #4: Date projected to start construction: **N/A**
- Milestone #5: Date projected to complete construction: **N/A**
- Milestone #6: Date projected to Start the Training Program: **Within 3 months from ERR clearance.**

EXHIBIT F

- Milestone #7: Date projected to expend Fifty percent (50%) of the CDBG-DR awarded funds: **June 30, 2025.**
- Milestone #8: Date projected to Expend all CDBG-DR awarded funds: **January 31, 2026.**
- Milestone #9: Date projected to Close-out: **May 1, 2026.**
- For non-Public Service activities, recordation of the 5-Year no change of use restriction must be recorded at the time Shasta County and the City of Redding 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 Workforce Recovery Training Program 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 CDBG-DR Total Activity Budget Worksheet

Shasta County				2018 CDBG-DR Workforce Development Program					
Total Activity Budget and DOB Uses (line item budget)	Total Activity Cost	MTDC	# of Units	Extended Cost	CDBG-DR	EDD	General Funds Donations	FEMA	Funding [Source]
Activity Costs Category: PUBLIC SERVICES									
Public Service Direct Costs: Workforce Training									
Workforce Training Activities Direct Costs									
Preliminary Activities									
Environmental reviews/appraisals: Expenses to hire staff, Website & Recruiting, Staff to develop procedures, referral processes, etc.	\$ 85,000.00	\$ 85,000.00			\$ 85,000.00				
WFTFP ACTIVITIES *See Tab 2									
TP Program Manager*	\$ 186,900.00	\$ 186,900.00	186,900.00	\$50 per hour	\$ 186,900.00				
Lease to transport participants to WBL and WEX sites/supportive services	\$ 60,000.00	\$ 60,000.00		5 yrs @ \$1,000 per month	\$ 60,000.00				
Participant/Staff workstations & technical/clinical furniture	\$ 97,000.00	\$ 97,000.00		3 locations	\$ 97,000.00				
Developer: Career Services*	\$ 133,080.00	\$ 133,080.00		\$35 per hour	\$ 133,080.00				
Computers, Supplies, Materials	\$ 27,265.00	\$ 27,265.00		quote received	\$ 27,265.00				
Program Manager*	\$ 151,020.00	\$ 151,020.00		\$40 per hour	\$ 151,020.00				
Program Support: Administrative Assistant*	\$ 133,080.00	\$ 133,080.00		\$35 per hour	\$ 133,080.00				
Rational costs for leased facilities: Utilities, Internet, Custodial	\$ 90,000.00	\$ 90,000.00		\$5,000 @ 18 months	\$ 90,000.00				
Ends on behalf of persons participating in WFTFP (3 month max)*	\$ 225,000.00	\$ 225,000.00		\$500*3 months * 150 participants	\$ 225,000.00				
Workforce Mobile Unit Lease: Smart Center Collaboration *	\$ 500,000.00	\$ 500,000.00		See tab 2	\$ 500,000.00				
Construction Trades									
Construction Training Staff- 2 FTE*	\$ 266,160.00	\$ 266,160.00	133,080.00	2 @ average \$35 per hour	\$ 266,160.00				
Construction Trucks lease: WBL/WEX*	\$ 45,000.00	\$ 45,000.00		5 yrs @ \$750 per month	\$ 45,000.00				
Construction Training Supplies and Materials	\$ 56,250.00	\$ 56,250.00		quote	\$ 56,250.00				
Industry Recognized Certificates & Curriculum	\$ 50,000.00	\$ 50,000.00		total curriculum quote	\$ 50,000.00				
Culinary, Emergency Response Training									
Industry, Emergency Response, Public Health Training Staff*	\$ 266,160.00	\$ 266,160.00		2 @ average \$35 per hour	\$ 266,160.00				
Lease Commercial Kitchen & Related Equipment	\$ 24,000.00	\$ 24,000.00			\$ 24,000.00				
Training Equipment	\$ 28,000.00	\$ 28,000.00			\$ 28,000.00				
Supplies and Materials	\$ 41,000.00	\$ 41,000.00			\$ 41,000.00				
Industry Recognized Certificates & Curriculum	\$ 15,000.00	\$ 15,000.00		50 participants @ \$300	\$ 15,000.00				
Healthcare, Education/Clerical & Entrepreneurial Training									
Medical Assistant Clinical Supervision/Classroom Trainer*	\$ 225,280.00	\$ 225,280.00	112,640.00	1 FTE @ \$45 per hour	\$ 225,280.00				
Medical Training: Curriculum; Licensure	\$ 20,000.00	\$ 20,000.00		20 @ \$1,000	\$ 20,000.00				
Curriculum, supplies, materials	\$ 35,000.00	\$ 35,000.00			\$ 35,000.00				
Referrals to Community Workforce Training									
Examples: Smart Center, Shasta College, Shasta Builders' Exchange, etc.*	\$ 150,000.00	\$ 150,000.00		\$1500 @ 100 participants	\$ 150,000.00				
Total: Workforce Training Direct Costs	\$ 2,910,195.00	\$ 2,910,195.00			\$ 2,910,195.00				
Public Service Direct Costs: Supportive Services Activities									
Case Managers: Round Mountain, 2 Redding*	\$ 424,929.00	\$ 50,000.00	141,643.00	3.00	\$ 424,929.00				
Substance Use Disorder and MH Counselor*	\$ 66,540.00	\$ 25,000.00	133,080.00	0.50	\$ 66,540.00				
Participant Support Specialists: Drivers, tutors, etc.*	\$ 340,200.00	\$ 97,200.00	97,200.00	3.50	\$ 340,200.00				
Administrative Support Support Services Program*	\$ 97,200.00	\$ 97,200.00	97,200.00	1.00	\$ 97,200.00				
Skill Courses/Onsite Services*	\$ 100,000.00	\$ 100,000.00			\$ 100,000.00				
Participant Support Referral to NPO/agencies*	\$ 129,600.00	\$ 129,600.00		75 * \$1,728	\$ 129,600.00				
Total: Public Support Services Direct Costs	\$ 1,158,469.00	\$ 742,000.00			\$ 1,158,469.00				
Public Facilities Direct Costs									
Year Lease Prepay 1255 Industrial or purchase	\$ 3,000,000.00	\$ 3,000,000.00		see appraisal	\$ 3,000,000.00				
Year Lease Prepay Center of Hope (2 sites) 1201 Industrial and Round Mountain	\$ 125,000.00	\$ 125,000.00		draft lease	\$ 125,000.00				
Minimum rate* 10%	\$ 677,720.00	\$ 677,720.00			\$ 677,720.00				
Total: Public Facilities Direct Costs	\$ 3,802,720.00	\$ 3,125,000.00			\$ 3,802,720.00				
TOTAL ACTIVITY COSTS	\$ 7,871,384.00	\$ 6,777,195.00			\$ 7,871,384.00				
Activity Delivery Costs									
Redding Staff: Manage Grant- Monitoring and Reporting *See tab 2	\$ 446,575.00			See tab 2	\$ 446,575.00				
Director of Education and Research (CER) See tab 2	\$ 60,000.00	\$ 25,000.00			\$ 60,000.00				
Staff Support Analyst*	\$ 133,080.00	\$ 133,080.00		\$35 per hour	\$ 133,080.00				
Liability and Property Insurance	\$ 110,236.00	\$ 110,236.00			\$ 110,236.00				
Minimum rate* 10%	\$ 26,832.00	\$ 26,832.00			\$ 26,832.00				
TOTAL ACTIVITY DELIVERY COSTS	\$ 776,723.00	\$ 268,316.00			\$ 776,723.00				
Indirect Costs									
Total Activity Cost	\$ 8,648,107.00				\$ 8,648,107.00				

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 (such as 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 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. If DR/Workforce@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.

18-DR Workforce Development-23004
Approved Date: 10/24/2023
Prep Date: 08/29/2024

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: City of Redding - Shasta County Workforce Recovery Training Program (WRTP)
Org Name: City of Redding
Stage: Pre-Award

Report Date: 09/03/2024
Requested By: Daniel Berry
dberry@cityofredding.org

Budget Items

Category	Title	Description	Units	Unit Cost	Extended Cost	Direct Cost	Indirect Cost	GL Acc
Activity								
New Subcategory	Total Activity Cost	See total activity budget	0	\$0.00	\$7,871,384.00	\$7,871,384.00	\$0.00	
New Subcategory This subcategory has no line items.								
Activity Total			0	\$0.00	\$7,871,384.00	\$7,871,384.00	\$0.00	
General Administration								
General Administration Total			0	\$0.00	\$0.00	\$0.00	\$0.00	
Activity Delivery								
	Total Activity Delivery Cost	See total activity delivery budget	0	\$0.00	\$776,723.00	\$776,723.00	\$0.00	
Activity Delivery Total			0	\$0.00	\$776,723.00	\$776,723.00	\$0.00	
Other								
Other Total			0	\$0.00	\$0.00	\$0.00	\$0.00	
Grant Total			0	\$0.00	\$8,648,107.00	\$8,648,107.00	\$0.00	

Budget Report, Created by Daniel Berry, dberry@cityofredding.org, 09/03/2024
 Source: eCivis™ Portal
<http://www.ecivis.com/>

18-DR Workforce Development-23004
 Approved Date: 10/24/2023
 Prep Date: 08/29/2024

Exhibit F - Attachment C
CDBG-DR Budget Narrative

Shasta County Workforce Recovery Training Program (WRTP)

The CDBG-DR budget reflects the narrative as outlined in the Scope of Work. See the Total Activity Budget, including Tab 2 for more detail.

All staffing estimates are based on "job-alike" positions at CHYBA or community partners' salary schedules for similar positions. The full amount of an FTE is equal to the full time of the position as allocated during the grant cycle. The estimated time for each position is in the 18-month range, which may vary depending on when the Standard Agreement (SA) is finalized. Most staffing positions will be posted within the first 45 days after the SA is finalized.

All materials, supplies, and equipment estimates are based on quotes from vendors, internet pricing, or invoicing for similar purchases by CHYBA or community partners. Many of these items will go through procurement. These expenditures are only estimates and procurement policies will be followed.

1. ACTIVITY COSTS

A. Workforce Training Activities Direct Costs

Preliminary Activities

These include initial implementation expenses scheduled to be expended within the first 30-45 days after receiving the SA. These activities include: environmental review, appraisals for 2 sites as needed; expenses to hire new staff; expenses to develop a website, some activities in the Outreach and Recruiting Plan, CHYBA staff to develop detailed procedures, train new staff and related expenses. \$85,000

WFTP Workforce Training Program Activities

These expenses encompass the specific workforce training courses and career paths

WRTP Program Manager \$186,900 \$50/hr

Estimated by comparable salaries; Position to be filled within first 45 days of grant.

Van lease to transport participants to workforce activities, supportive services \$60,000 Quotes from dealer for one 10 passenger van. Leased within the first 60 days of grant.

Participant/Staff workstations & technical/clinical furniture \$97,000

Quote for vendor student/staff workstations: technical and clinical equipment;
Purchased as soon as the lease is finalized for 3 locations.

Job Developer: Career Services \$133,080 Hired within the first 60 days of grant;
Estimate current pay scale CHYBA's Job Developer

Exhibit F - Attachment C
 CDBG-DR Budget Narrative

Computers, Supplies, Materials \$27,265 Initial purchase within 30 days of leases being finalized; supplies ongoing and quote for computers and related supplies and materials.

Data Manager \$151,020 Posted within 30 days of SA finalized

Program Support Administrative Assistant \$133,080 Position posted within 60 days after SA finalized

Operational costs for leased facilities: Utilities, Internet, Custodial \$90,000

Stipends on behalf of persons participating in WFTP (3 month max) Estimated by model used by YouthBuild: \$500 x 3 months x 150 participants. \$225,000

Workforce Mobile Unit: Smart Center Collaboration \$500,000

Expense estimated by quote and input from other programs that purchased similar mobile unit. Purchase scheduled to begin procurement as soon as SA approved.

Construction Trades

Construction Training Staff 2 FTE \$266,160 Licensed Contractor; Trainer; Construction Supervisor

Lease 1 Construction Trucks: \$45,000 Estimated expense by: Quotes from dealer, internet search for club cab trucks

Construction Training Supplies and Materials \$56,250 Licensed contractor estimated supplies and materials to start new program; price quote from vendor

Industry Recognized Certificates/Curriculum \$50,000 Estimated for OSHA-10, CPR, NCCER, curriculum. Paxton Patterson kits; quotes from vendors

Culinary, Emergency Response Training

Culinary, Emergency Response, Public Health Training Staff \$266,160 2 FTE

License Commercial Kitchen & Related Equipment \$ 24,000

Training Equipment \$ 28,000

Supplies and Materials \$ 41,000

Industry Recognized Certificates & Curriculum \$ 15,000

Quotes from vendors

Healthcare, Education/Clerical & Entrepreneurial Training

CNA/Dental Assistant Clinical Supervision/Classroom Trainer \$225,280 1 FTE

Exhibit F - Attachment C
 CDBG-DR Budget Narrative

Clinical Training Curriculum; Licensure \$ 20,000

Positions filled within 90 days of SA finalized

Curriculum, supplies, materials \$ 35,000

Initial purchase of items needed to start program: within 90 days of SA finalized;
 Consumables, supplies/materials purchased ongoing throughout grant period;
 estimated via internet purchasing quote

Referrals to Community Workforce Training

Examples: Referrals to Smart Center, Shasta College, Shasta Builders' Exchange, etc.
 \$150,000: Training program costs vary widely so this is an average per participant.
 Personalized Plans and COST process will determine training program referrals
 approved

Total: Workforce Training \$2,910,195

Public Service Direct Costs: Supportive Services Activities

3 Case Managers: 1 Round Mountain, 2 Redding \$424,929

Substance Use Disorder/Mental Health Counselor \$66,540

Participant Support Specialists: Drivers, tutors, etc. \$340,200 3.5 FTE

Administrative Support \$133,080

Soft Skill Courses/ Services; online, onsite; with provider \$100,000

Participant Support Referral to NPO/agencies: as described in SOW \$129,600

Estimate for average referral services per participant; 150 x average of \$864 for
 supportive services per participant as approved by COST

Total: Public Support Services Direct Costs \$1,158,469

Public Facilities Direct Costs

15 year lease prepay on all facilities ASAP after SA finalized and lease resolved

1255 Industrial \$3,000,000

Workforce Resource Hub including 6000 sq ft; based on appraisal by licensed appraiser

5 Year Lease Prepay Center of Hope Redding and in Round Mountain \$125,000

Workforce Resource Hubs; based on commercial real estate broker estimate

De minimis rate of 10% on qualified expenses; Column C reduces for MTDC \$677,720

Exhibit F - Attachment C
 CDBG-DR Budget Narrative

Total: Public Facilities Direct Costs \$3,802,720
 TOTAL ACTIVITY COSTS \$7,871,384

Activity Delivery Costs

City of Redding Staff: Manage Grant- Monitoring and Reporting
 \$446,575.75

Based on hours of staff time and related salary for staff involved in grant monitoring and reporting; itemized on Tab 2

Center of Education and Research (CER) \$ 60,000

Contract to develop data system to collect data for grant, monitoring, program reports

Grant Support Analyst \$35/hr comparable on EdJoin \$133,080

Liability and Property Insurance: quote from Insurance Provider
 \$110,236

De minimis rate of 10% on qualified expenses; Column C reduces for MTDC

Total Indirect Costs
 \$26,832

TOTAL ACTIVITY DELIVERY COSTS \$776,723

TOTAL ACTIVITY BUDGET \$8,648,107

There are no unfunded budget gaps.

There is activity viability if the project is only partially funded. We could reduce the number of participants or the scope of the project if a reduced amount of funding was available.

The applicants are requesting advance funding as soon as possible for the prepaid leases: \$3,000,000 and \$125,000, and the fixed and startup costs of the Workforce Mobile Unit - \$398,688, for a total of \$3,523,688. This is due to a hardship of cash flow costs available.

Exhibit F - Attachment D Final Application

Applications: City of Redding - Shasta County Workforce Recovery Training Program (WRTP)

2018 CDBG-DR WORKFORCE DEVELOPMENT PROGRAM

SECTION I: PROGRAM OVERVIEW

Profile

dberry@cityofredding.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

City of Redding - Shasta County Workforce Recovery Training Program (WRTP)

Eligible Applicant Name

City of Redding

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:

Jurisdiction

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

1255 Industrial St

City

Redding

Zip Code

96002

County

Shasta

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.

Shasta

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.

City of Redding_Shasta County Workforce Training Program_Project Map_2024-02-20.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.

200

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

200

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 City of Redding will designate California Heritage YouthBuild Academy (CHYBA) to oversee the Outreach and Marketing Plan. CHYBA will recruit and coordinate an Outreach and Marketing Team (OMT) that will consist of staff from CHYBA, Hill Country Health and Wellness, Shasta Builders' Exchange, the SMART Center (Workforce Development Board), and Shasta College, along with other local nonprofit organizations. The primary focus will be to target LMI individuals impacted by the Carr Fire who are eligible for the program. This will include adults in need of additional training and workforce support which will enable them to obtain jobs where our community sees a gap in the workforce.

The OMT will develop all outreach and marketing activities and report directly to CHYBA and City of Redding staff. The OMT's goal is to engage all impacted residents within Shasta County with a target of at least 85% of the population served to be identified as LMI.

Marketing efforts will begin immediately and will include door-to-door neighborhood canvassing, which will be strategically deployed within LMI neighborhoods whose residents could benefit from the workforce training being offered.

The OMT will market the program by collaborating with community partners in the nonprofit community to assist in outreach, referral, and intake efforts. Local non-profit organizations (NPOs) have already agreed to provide valuable liaison support to Shasta County's multi-cultural communities as they refer clients to the WRTP; 2) CHYBA and Hill Country Health and Wellness already have existing connections to cohorts at the Martin Luther King Center, the Local Indians for Education, and other vulnerable groups that represent the City's multi-cultural communities; 3) the Tree of Life International Charter School (TLC), a TK-8th grade 90/10 Spanish/English Dual Immersion Charter with 300 students enrolled, with families that represent 60% Low Income and 52% Hispanic, who will be able to gain access to the WRTP.

The OMT will schedule and coordinate outreach events, deploy mobile teams of staff into the community to conduct outreach, provide flyers and collateral materials in support of information events and activities, as well as translate specified events into languages spoken in Shasta County. The OMT will collaborate with NPOs to conduct intake, case management and translation referral services in support of CDBG-DR WRTP activities.

To further market to the target population, the OMT will undertake several specific tasks that includes: 1) provide translation and interpretation services at both the Workforce Recovery Training Center (WFTC) including a mobile team for individuals with Limited English Proficiency or who live rurally; 2) provide multilingual Intake Specialists at the WFTC and on mobile teams; and 3) provide information regarding additional support services not included or provided as part of the recruiting and orientation meetings at the WRTP.

As the WRTP will be broad-based throughout Shasta County, the OMT will collaborate with local organizations to share recruiting materials, answer questions, and support referrals of participants. This will enhance our marketing efforts. The local organizations include: United Way of Northern California, Redding Record Searchlight news, the Parent Magazine, local radio and tv stations, Redding City Council, and the Shasta County Board of Supervisors.

The OMT outreach will be conducted using three main strategies: 1) program presentations for nonprofit groups; 2) dissemination of program information using tip sheets in English, Spanish, and other languages as deemed necessary and event flyers, e.g. public libraries, food banks, utility bill inserts, etc.; 3) through mobile team events with staff available to assist residents by way of presentations and individual outreach and recruiting to schools, workforce program offices, nonprofit events, churches, and community gatherings; and 4) utilizing a media campaign.

The objective of a media campaign is to encourage vulnerable populations affected by the Carr Fire to access the WRTP and start the process for disaster recovery and workforce training assistance. The media campaign will use a data-driven approach to determine the media consumption habits of the target audience with the objectives of understanding how the target audience consumes media and identifying media where the disaster outreach messaging will reach the priority populations.

Specific marketing tasks include: providing notices within documents that language services are available; placing an "I Speak Card" in all WRTC facilities available for visitor use; translating outreach documents into required languages and distributing them broadly; providing language line assistance; working with community organizations and other stakeholders to inform LEP persons of available language assistance services; placing information about programs and services on non-English media outlets, such as community newspapers or radio stations; and, placing inserts and flyers with program information into school communication, utilities newsletters, etc.

The OMT media campaign modalities include: 1) A new Website will be created to share program information and Website Calendars will show where each mobile event requestor may have their event posted on the City of Redding's Disaster Recovery Event online calendar; 2) Television where local television coverage by the major affiliates will provide unpaid media and coverage of specific events surrounding the program; 3) Radio where both paid and unpaid content will be broadcast during morning and evening drive timeslots, and during radio interviews with CHYBA; 4) Newspapers with targeted ad placement adjacent to relevant editorial content or prime positioning; and, 5) Social media postings and ads for more tech-savvy residents through Facebook, Instagram, and X messaging.

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).

Related Disaster:

The Carr Fire (DR-4382) began on July 23, 2018 and was active for 164 days and burned 229,651 acres, the majority of which were in Shasta County, California. The damage caused by this fire is estimated at approximately \$1.659 billion dollars. Shasta County officials and citizens came together to recover and rebuild; however, it has been over five years since this natural disaster and significant unmet needs remain.

Workforce and Economic Impact:

The destruction and impact of the Carr Fire continues to pose significant challenges for residents of impacted communities within Shasta County, especially those of low-and moderate-income (LMI) in the most vulnerable communities. These grant funds will help Shasta County address the impact of this disaster. The impact includes the loss of educational and workforce training due to the disruption of the disaster, the loss of a trained and skilled labor force, the loss of students and available workers, school and business closures, and the emotional trauma to workers, employers, and small business owners, among other impacts.

Further impact and programs to address the impact:

There are five WRTP workforce areas identified for specific training described in detail within the Scope of Work section of this application. These areas are: 1) Construction Trades, 2) Emergency Responders, 3) Healthcare, 4) Clerical/Educational Personnel, and 5) Entrepreneur Support. These workforce areas have a specific tie-back to the Carr Fire. The impact and the programs that will be provided by the WRTP to address the impact are outlined below.

1- Construction Trades

The Carr Fire had a significant impact on the housing supply, creating an increased demand for new construction and home repair activities, with additional impacts on commercial construction and repair activities. The increased demand for construction activities has created or increased the supply gap in many construction occupations. Unmet needs assessments for employment show a long-term supply gap for skilled workers in several construction trades, including construction laborers, carpenters, electricians, painters, plumbers, and roofers.

Furthermore, a significant number of people left Shasta County in the year following the Carr Fire, leaving a significant gap in the workforce at a time when more workers were needed to assist with recovery efforts. An indication of residents leaving the area is highlighted by the fact that as of April 2023, 211 single-family homes destroyed by the Carr Fire have been rebuilt in unincorporated areas of Shasta County and currently 43 building permits had been issued to rebuild. Since 1,614 structures were destroyed, it highlights that there are still a significant number of structures that have not been rebuilt, which could point to the number of residents who have left the area and do not plan to rebuild.

2- Emergency Responders: Culinary, Medical Responders, Fire Responders

Emergency Responders

It is important to the community to have a sufficient number of trained emergency response and recovery workers. Obviously, this job category has a direct link to the Carr Fire. Emergency responders need to be aware of all the potential hazards they might face while supporting different types of responses. It is essential for all types of emergency responders to have access to training and information that provides basic and advanced knowledge associated to the events they will be working on. Beyond a job opportunity, this job training helps the community as a whole to have more people trained of the basics of how to deal with potential future wildfires. Pre-event preparedness activities should include training and access to readily available information.

a- Emergency Responder Certificate:

The Emergency Responder Certificate includes training in:

- Emergency and fire-management essential infrastructure components of a community
- Vehicles, equipment, and emergency-mitigations strategies that are commonly used in the emergency- and fire-management field
- Goals of an emergency-management service and how they are implemented and managed, including personnel, budget, and labor-management challenges
- Preparedness plans are discussed as trainees explore typical characteristics and frameworks of modern emergency- and fire-management organizations

b- Emergency Medical Responder Certificate:

The Emergency Medical Responder class provides participants with the following:

- Emergency Medical Responder (EMR) Certificate
- California Public Safety First Aid (PSFA) Certificate
- Cardio Pulmonary Resuscitation for the Professional Rescuer (CPR)

With the EMR certificate participants can submit to Sierra-Sacramento Valley Emergency Medical Services in order to get an EMR card which is an EMS pre-requisite for many local Fire Departments and Forestry Fire Fighting agencies. This certificate is also a pre-requisite for registering in the Shasta College Fire Fighter Academy.

With the California Public Safety First Aid certificate, participants will meet the minimum EMS training requirements for the California Department of Forestry and Fire Protection (CAL FIRE). This certificate is also a pre-requisite for registering in the Shasta College Fire Fighter Academy.

With the Cardio Pulmonary Resuscitation (CPR) for the Professional Rescuer card, you will meet one of the minimum pre-requisites for Fire, EMS and Health Organizations. This certificate is also a pre-requisite for registering in the Shasta College Fire Fighter Academy.

c- Other Emergency Responders:

Emergency responders go beyond fire management and emergency medical procedures. Providing food in an emergency can also require training as an emergency responder. Food insecurity is an ongoing issue for some residents within Redding and Shasta County, which was exacerbated by the Carr Fire and then the pandemic. When 40,000 residents were evacuated, providing housing and meals was a significant issue for emergency responders.

During the evacuation period, which lasted for weeks, there was a huge need for emergency meals for those who were evacuated from their homes, those who lost their homes in the fire, and those becoming newly homeless. Since that time, Hill Country Center of Hope has built a food pantry and commercial kitchen at the Center of Hope, with the purpose being to provide food and meals during future disasters- for those affected by the disaster and meals for emergency responders helping with the disaster.

As part of this grant, CHYBA will partner with Hill Country to provide training so that Culinary Emergency Responders are able to provide meals when needed in a disaster. They will also be prepared to serve food for other vulnerable populations in need, due to other ongoing negative effects of the fire.

This workforce development course trains participants in basic safety and food preparation so they are ready to help in an emergency. They can also begin work at an entry level position in the food industry, which starts at \$20. Furthermore, the LMI participants learn how to prepare meals safely and frugally for their own and their family's consumption. Additionally, the advanced training program prepares participants for a managerial position in a commercial kitchen and at a site preparing emergency meals.

3- Healthcare

The Carr Fire has been devastating to healthcare in Shasta County, including impacting the availability of health care workers and health care services.

Initially, hundreds of health care workers in the Redding area couldn't return to their homes because of orders to evacuate. At Mercy Hospital, 35 to 40 nurses called in daily to tell their supervisor that they could not make their shifts due to evacuation or losing their home in the fire.

The two major hospitals, Shasta Regional and Mercy Redding, canceled all elective surgeries. The VA outpatient facility in Redding was operating with about 60 percent of its regular staff because many staff were forced to evacuate or had lost their homes. For similar reasons, many patients did not arrive for their appointments causing a funding crisis for many health providers because of staffing for appointments that could not be reimbursed. This fact was true for medical and dental providers.

Other patients showed up to clinics unexpectedly because they had to leave their homes so quickly that they had not been able to get medications, or they had a medical or dental emergency. Because many people were forced to flee their homes quickly, the evacuation itself became a crisis when people suffering from chronic illnesses, such as diabetes and hypertension, left home without their medications and could not get appointments to get prescriptions renewed. People in such situations quickly found themselves in medical crises which have created long-term reduced health outcomes.

Many of these issues with health care shortages caused by the Carr Fire remain 5 years after the fire, partly because they were issues that existed before the Carr Fire, and partly because they were even further exacerbated by COVID-19. As an example, many LMI individuals are just now getting surgeries and specialist appointments that were originally scheduled in 2018.

Since the Carr Fire, there has been a substantial loss of qualified medical providers, leaving an overall lack of quality, consistent health care available for Shasta County residents. A significant portion of homes destroyed on the west side of town were health care providers' homes, who

have opted to leave the area, rather than rebuild in the high fire-risk zone. Inadequate availability to quality health care reduces the overall well-being of Shasta County residents and affordable training opportunities and recruitment efforts to improve this situation are currently limited and greatly needed.

As part of the reduced educational and workforce training opportunities that were a result of the Carr Fire, CHYBA also lost their own Certified Nurse's Assistant (CNA) certificate program. Our CNA training program operator and teacher both lost their homes in the nearby Camp Fire in Paradise, which also destroyed our CNA training providers' business, putting an end to our CNA program up till now.

The CNA and Dental Assistant certification programs are an important first step to a part of the solution to these shortages, partly because CNA and Dental Assistant certifications are the first level of stackable credentials within the healthcare industry. Additionally, partly because there is such a shortage of CNA's and Dental Assistants to support other healthcare providers in a number of clinical settings.

Building back our CNA program and adding the Dental Assistant program will benefit the community and the LMI trainees. Both of these opportunities will become available in this grant through a close partnership and training opportunities newly available at the Center of Hope.

4- Clerical/Education Personnel

The impact of ongoing recovery needs also extended to the education sector, with many students leaving the school systems throughout the county or becoming chronically absent, in addition to a teacher and instructional aide shortage due to some educators also leaving the area due to high fire risk and elevated insurance rates, as well as the lack of medical providers. As a result, K-12 schools (including CHYBA) and post-secondary schools across the county lost enrollment and Average Daily Attendance and struggled with adequate staffing, which reduced funding and limited access to educational opportunities for many of the remaining students. A well-educated community certainly supports economic revitalization. Reinvigorating the important career training opportunity in clerical and the educational system is important to many Low- and Middle-Income residents and to the community at large as they recoup from the Carr Fire and the pandemic.

5- Entrepreneur Support

Microenterprise and small businesses are foundational aspects of Shasta County's economic vitality. Many LMI participants desire to start a business or need help to keep their business "afloat" after the financial hardships of the Carr Fire-- and then the devastating pandemic. Small businesses also employ low-to-moderate income employees, so supporting these entrepreneurial endeavors adds to economic recovery on a number of levels. There is a high need to support entrepreneurial programs since the Carr Fire limited many small businesses from thriving.

Beyond the direct job training services provided through CHYBA, the WRTP will make referrals to other disaster-related community job training opportunities that are linked to community workforce training providers.

REFERRAL SERVICES to other community workforce training providers, including the below additional examples of workforce areas and providers with a tie-back to the Carr Fire:

1- Shasta Technical Education Program-Unified Partnership: STEP-UP and Shasta College

As outlined in the Scope of Work section, CHYBA partners with the STEP-UP program and Shasta Community College in providing workforce training programs.

Students in STEP-UP pursue certificates in Career Technical Education (CTE) and/or Associate's Degrees in a variety of vocational and academic programs which when completed will position them for immediate employability in our community. These certificate programs include: Automotive Technology, Business Administration, Fire Technology, Heavy Equipment Operation and Maintenance, Office Administration, and Welding. Many of these certificate programs have direct tie-back to the 2018 Carr Fire.

2- SMART Business Resource Center

As an example of their services related to the Carr Fire, SMART offers justice-involved individuals a career opportunity through the Forestry Technician Certificate, a 7-week free intensive program.

For participants looking for a career in the outdoors, this is an example of a referral that we would make and help the participant access the opportunity. If there are parts of the training that are not paid for by SMART, we could help to provide those services through CDBG-DR grant funds. Also, participants may need additional supportive services to participate in the training, and through the CDBG-DR grant, we could provide those services.

Providing Access to Training:

The WRTP will provide equitable outreach to recruit income-eligible participants as described in the Outreach and Marketing Plan. Once recruited, there will be a variety of ways for participants to interact with the WRTP. Courses will be offered online, remotely, and in-person, according to the needs of the participant. Additional support services will be provided to assist in the participants successful program completion. Further pathways to jobs will be supported once the participant has completed their training.

Tie-Back for Supportive Services:

The Carr Fire traumatized the entire Shasta County community. Nearly half of Redding's population had to evacuate during the Carr Fire. Studies suggest that emotional distress is common following natural disasters, and the psychological toll can linger for years. In Shasta County, where there is an ongoing threat of highly destructive wildfires, this can be especially prevalent. A preliminary study by researchers at UC Davis found that around one in five people report significant symptoms of anxiety and post-traumatic stress for years after a wildfire.

Rural Shasta County, in far northern California, struggles with some of the worst physical and mental health outcomes in the state when compared to all other counties. Child abuse rates in Shasta County are one and a half times the state rate; suicide is more than double the state rate; and injury and death associated with drug use in Shasta are more than double the state rate. Shasta County Health and Human Services Agency (HHSA) has a history of looking at root causes of health inequities and identifying upstream strategies to improve community health. The Carr Fire further exacerbated these unfortunate outcomes.

Mental health experts feel that the psychological toll from the Carr Fire— with a pandemic overlaid on top — are unprecedented. In a public health report, it states that Marriage and Family Therapists (MFTs) who specialize in PTSD are still seeing clients for Carr Fire PTSD in 2024.

The wildfire forced nearly 40,000 people from their homes, sending them into makeshift shelters that were overflowing. The Public Health Branch mobilized to bring in a national expert to share lessons learned from other natural disasters. This three-day event in December 2018 identified opportunities to help build resilience and promote hope, post-Carr Fire across six spheres of influence: the education system, family services, health system, justice system, business community, faith community, and housing system. This CDBG-DR WRTP seeks to link to these spheres of recovery, and the lessons learned in other natural disasters, to continue to implement a comprehensive approach of recovery, complimented by the support of many ongoing community partnerships.

Shasta County's Public Health Branch formed a new unit called Social and Emotional Resilience and hired and trained staff on Mindfulness and Stress Management techniques. The Public Health Branch launched a community mental well-being initiative to address both childhood and community trauma that will be linked to this CDBG-DR project.

Hill Country Health and Wellness is a primary partner in this CDBG-DR WRTP. Tammy Allan, who served for 15 years as Director of Behavioral Health for Hill Country Health and Wellness Center, stated that the Carr Fire exacerbated the ongoing twin scourges of homelessness and mental illness. Hill Country Health and Wellness helps mitigate this issue by providing a number of supports including a mental health crisis center in Redding, a mobile crisis team; a team that provides intensive support services for current and formerly homeless people; and a "Circle of Friends" that offers a way for people with mental health challenges to connect and provide mutual support to each other.

Supporting Long-Term Economic and Social Recovery:

As explained above, the WRRP is taking a comprehensive approach to economic and social recovery. Through this comprehensive approach, we feel we will be more successful than we would be if we simply took a more specific single-focused workforce training approach. Part of the process will involve a Coordination of Services Team that will allow front-line staff from a variety of service providers, and staff from the WRTP, to meet regularly to analyze the successes of individual participants and the WRTP program as a whole. As the Coordination of Services Team analyzes program improvement barriers, those needs can then be taken to the Executive Leadership committee of County-wide agencies and NPOs. Through this process, policy and procedure changes can be addressed and modified as necessary to create better opportunities for participants that will then result in continued economic revitalization for Shasta County. As the WRTP enters the long-term phase at the end of the grant, the COST team and the Executive Leadership Committee can thoughtfully move forward with strategic planning and actions to address the more serious or permanent impacts of the disaster that linger.

To address these stated challenges from the Carr Fire, CHYBA created the Workforce Recovery Training Program (WRTP) to mitigate the negative effects of the disaster and provide accessible workforce training pathways for LMI residents, so they can gain skills, receive supportive services, access jobs and advance overall long-term community recovery within Shasta County.

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.

New Program

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.

Activity Description Overview:

The Carr Fire began on July 23, 2018. It was active for 164 days and burned 229,651 acres, the majority of which were in Shasta County, California. The damage caused by this fire is estimated at approximately \$1.659 billion dollars. In the wake of this natural disaster, Shasta County officials and citizens came together to recover and rebuild, but significant unmet needs remain.

The City of Redding (CoR) and California Heritage YouthBuild Academy (CHYBA) have partnered to develop a plan to address these unmet needs and to implement the Shasta County- Workforce Recovery Training Program (WRTP.) The WRTP will train eligible participants in response to the needs of the disaster recovery in the 2018 Eligible Disaster Impacted Area, specifically within Shasta County. Eligibility for WRTP services will be limited to residents of Shasta County and will be targeted to Low and Middle Income (LMI) persons that are at or below 80% of the Area Median Income.

The WRTP will include training provided at no cost to eligible participants including activities that support workforce development through workforce training, pre-apprenticeships, apprenticeships, job placement, and other activities specific to preparing individuals for employment.

Furthermore, in addition to the components of the job training program, the WRTP will provide support services that are tailored to the specific needs of disaster-impacted neighborhoods that will boost economic development and result in higher quality employment outcomes for eligible individuals, the impacted neighborhoods, and the greater Shasta County community.

CoR will be the applicant for the CDBG-DR grant and will manage the grant. CHYBA will serve as the WRTP Program Operator. The goals of the WRTP include building economic ecosystems that connect both unemployed and underemployed workers with high quality job opportunities that increase earning potential and offer sustainable, permanent employment related to the disaster, that benefit both the individual and the community. It will connect workers with the resources needed to develop new skills and areas of expertise to address economic revitalization.

New Public Facilities will be acquired, as part of the grant activities, to serve as Workforce Training Hubs (WTHs) where LMI residents will receive comprehensive workforce recovery training through a personalized plan that provides related supportive services at the WTH, or through referrals to other community organizations, to help participants be career-ready at the completion of their workforce training.

The WRTP services will be delivered in a variety of ways including, but not limited to: on-site, mobile, remote, and virtual.

Description of Program:

The WRTP will train workers from historically disadvantaged neighborhoods and vulnerable individuals, addressing local job supply and demand. It will leverage existing community assets to meet the unique needs of our community, with programs designed to upskill employees. The WRTP plans to add value to existing local job training initiatives by collaborating with other workforce training programs. The WRTP will focus on activities that may not be eligible for support from other agencies, such as wraparound services to ensure that participants are well supported in the transition to employment, during and after completing a training program. CHYBA will also use its experience with opportunity youth to focus on important soft skills that enhance the workforce readiness of program participants.

Workforce Recovery Training Program services delivered will include, but are not limited to:

Workforce training

Our WRTP program will include programs that support workforce development, pre-apprenticeships, apprenticeships, job placement, trade training, and other activities specific to preparing individuals for employment.

- Screening, assessment, and referrals to occupational training for in-demand occupations
- Resume support, mock interviews, and other specific soft skills support prior to job referrals
- Sector specific job preparation (information about the sector, common employer expectations, training, etc.)
- Referrals to community workforce training programs including Shasta Builders' Exchange, Shasta College, Smart Center, etc.
- Stipends to assist trainees during their training period, not to exceed 3 months

Specific workforce training related to the disaster, including:

- Construction trades
- Healthcare
- Culinary

- Emergency Response
- Heavy Equipment
- Wildland and Forestry Fire Training
- Clerical
- Education
- Entrepreneurship Support
- Other workforce recovery training, as deemed appropriate

Participant Supportive Services will be provided by both CHYBA and partner organizations, all of which have expertise in the services they offer to help reduce barriers to participation in training and employment.

CHYBA provides a written description within this application describing how we will determine the type of Participant Supportive Services needed, and a plan for how the Participant Supportive Services will be provided to the program participants.

Workforce Training Support Services:

- Medical/Dental
- Behavioral/Mental Health
- Transportation
- Financial Literacy and Empowerment
- Job Retention Support
- Assistance with Securing Personal Identification
- Housing Placement and Stability
- Life skills Development
- Academic and literacy tutoring, GED, HS Diploma
- Assistance with Childcare
- Parenting classes
- Peer Support and Mentoring.
- Other support services to effectively increase worker engagement/retention as needed

Training Facilities

The WRTP will need to acquire Public Facilities to fully implement the Workforce Recovery Training Program in Shasta County. CHYBA has successfully leveraged other state and local funds for workforce development activities, training equipment, and off-site technical training facilities. Although attempts have been made to fund facilities for the WRTP, we have no funding source to pay for facilities for the WRTP at this time. Without the funding for these facilities, the WRTP could not be implemented successfully. Nonetheless, if we are able to receive funding for facilities through these grant funds, the WRTP services should be able to be made available to LMI individuals for many years to come, since the facilities will be secured. Through ongoing collaboration during the term of the grant, a variety of community agencies and organizations will come together to seek ways to braid funds together more effectively. In this way, this WRTP can be an ongoing support to the community and long-term economic revitalization solutions can be realized.

The activities for the Public Facilities will include:

- Acquisition (including long-term leases for three facilities throughout Shasta County)
 - o No improvements of Public Facilities will be necessary
 - o All facilities will be "move-in" ready when acquired
 - o Prepayment of leases will ensure public facility use is maintained

CHYBA has considered whether their Public Facility acquisition can be achieved within the performance period. We feel strongly that we will easily be able to make the required timeline. We acknowledge that the acquisition of the Public Facilities will require deed restrictions stating no change of use for five years, and the proposed leases will be 15 year long-term leases. Additionally, to ensure the HUD funding for the specific program is being used to operate the program for which the application was submitted, the long-term leases will be paid up-front for five years.

The WRTP will be a client-based program. Therefore, CHYBA and the City of Redding can verify that the facilities will be used for Eligible Workforce Training and Participant Supportive Services. CHYBA will be prepared to show that the Public Facilities are being used for the intended Workforce Recovery Training Program, by submitting at least one activity report that demonstrates eligible use of the facilities prior to the end of the performance period, as identified in the Subrecipient's Standard Agreement.

Facilities funding will provide new workforce training opportunities to LMI residents through unique comprehensive Workforce Resource Hubs (WRH or Hub.)

Two of the WRHs will be co-located with Hill Country Health and Wellness Centers. Hill Country's Center of Hope in Redding and Hill Country's Clinic in Round Mountain are already comprehensive places of wellness that offer whole person care. The WRTP will collaborate with Hill Country to provide access to workforce training facilities, medical/dental care, mental and behavioral health services, addiction treatment, and housing for

youth in the program that are experiencing insecure housing. All services will be available onsite at these Workforce Resource Hubs. The third Workforce Resource Hub will be a 6000 square foot facility that will house both workforce training and supportive services. This unique location will also feature comprehensive support services nearby, including daycare services, affordable housing, and other necessary supportive services-- all within walking distance of the Workforce Resource Hub or onsite at the Hub. LMI residents will be able to receive comprehensive workforce recovery training through a personalized plan that provides related supportive services at the site, and through referrals, to help participants be career-ready at the completion of their workforce training. Additionally, the WRTP will provide an all-inclusive mobile unit that will bring the services of the WRTP to areas throughout rural Shasta County in collaboration with the Smart Center.

Steps to initiate and complete the WRTP:

Steps already completed:

- Meet with community partners and County/City agencies to review disaster-related assessment/needs related to workforce development and the CDBG-DR NOFA and Action Plan; complete discussions regarding the application; reach consensus on program outline
- Meet with Roy Hastings, consultant, who often helps to conduct Environmental Reviews for the City of Redding and Shasta County to determine capacity to help with this aspect of the project
- Draft Policies and Procedure required for the CDBG-DR application
- Contract for, and receive, an appraisal for the potential Public Facility
- Complete the application

1. Project Start Date: Within 30 days from the effective date of the SA.

- a. Complete tentative lease agreements, as required
- b. Post Staffing Positions for grant positions
- c. Establish Intake Procedures, Referral Process, and Reporting Checklists
- d. Begin Outreach and Marketing Plan

2. Public Facility Environmental Review Start Date: Within 30 days from effective date of the SA: Work with Roy Hastings as required

3. Acquisition Site Control Date: Within 60 days from Environmental Record Review (ERR) clearance.

- a. Finalize lease terms
- b. Establish Site Control as per regulations
- c. Take Proposed Lease to attorney and boards

4. Construction Start Date: Within 60 days from ERR clearance or, if applicable, from Acquisition/Lease completion. Not Applicable- no construction

5. Construction Completion Date: Must be completed prior to training program: commencement date to begin serving Beneficiaries by December 31, 2024:

Not applicable

6. Training Program Start Date: Within 90 days from ERR clearance and acquisition completion; Projected July 2024

7. Fifty percent (50%) of the funds expended Date: At least ten (10) months prior to the Expenditure Deadline: By Feb. 1, 2025

8. Final Expenditure Date: January 31, 2026.

9. Program Closeout Date: May 1, 2026.

Equity and Sustainability:

WRTP's goals align with state-wide initiatives to deliver equity, sustainability, and job quality in accordance with state priorities through job training, education, technical assistance, and supportive services.

The WRTP will support long term economic and social recovery through decreasing capacity gaps, providing ongoing employability skills and technical training, offering related supportive services, and training programs specifically related to disaster recovery as outlined below and in the "Tie Back" section. More jobs will be created and more well-trained LMI participants will be prepared to fill those jobs. Additionally, there will be more equity in the workforce.

CHYBA has focused on equity initiatives. As an example of this emphasis, we have partnered with the STEP-UP program at Shasta College since

its inception. STEP-UP stands for the Shasta Technical Education Program-Unified Partnership and is a partnership between the:

- Shasta County Sheriff and Probation Departments
- CDCR - Adult Parole Division
- Good News Rescue Mission
- California Heritage YouthBuild Academy
- SMART Business Center

STEP-UP is an educational and vocational training program that provides formerly incarcerated students, homeless students, and students who are currently under court directed supervision with financial, administrative, and educational support. Students in STEP-UP pursue certificates in technical education (CTE) and/or Associate's Degrees in a variety of vocational and academic programs which when completed will position them for immediate employability in our community.

These certificates programs include: Automotive Technology, Business Administration, Fire Technology, Heavy Equipment Operation and Maintenance, Office Administration, and Welding. Many of these certificate programs have direct tie-back to the 2018 Carr Fire.

Participants receive hands-on instruction and the opportunity to apply instruction received in practical situations through internships, industry consortiums, etc. The goal of the STEP-UP Program is to provide the community with trained workers while reducing recidivism making our community a safer place. The WTRP will receive referrals from STEP-UP, and will refer SRTP participants to STEP-UP, as appropriate. The WTRP will also provide funds for disaster-related training programs in collaboration with STEP-UP as budgeted.

One exciting job training opportunity directly related to fire mitigation is available through STEP-UP and Shasta College. It is the Heavy Equipment Logging Operations (HELO) Program. This program is a one-of-a-kind effort to increase workforce capacity in areas of fuels reduction, mechanized logging, and sustainable forest management. The HELO program is funded by California Climate Investments and administered by the CAL FIRE Forest Health grant program in collaboration with public agencies, private industry, and employer partners.

The Shasta College HELO program is an official pre-apprenticeship program for the California Registered Apprenticeship Forest Training (CRAFT), a statewide apprenticeship program for employees in the timber harvesting industry.

CHYBA's Workforce Recovery Training Program will:

- Support social and economic recovery by providing high-quality job opportunities to Low- and Moderate-Income (LMI) individuals who are underemployed and unemployed, thus allowing them to upskill and reskill to support their economic mobility.
- Focus on industries and skills that are essential to disaster recovery, such as general construction, forest reforestation and management, and health services
- Offer personalized plans to meet the needs of eligible participants, including courses provided online and on a mobile app so that participants without computers or internet connections can complete coursework on their cell phones and also in paper packets
- Offer services remotely by way of the Mobile Unit so that participants who live rurally will have the workforce and supportive services brought to them

Workforce Training Course Descriptions:

The Carr Fire had a significant impact on the economic stability of Shasta County. As outlined in the Tie-Back section, many aspects of Shasta County's economy were impacted. In particular, there was a devastating impact to the housing supply, creating an increased demand for new construction and home repair activities, with additional impacts on commercial construction and repair activities. The increased demand for construction activities following the Carr Fire has increased the supply gap in many construction occupations.

Construction Trade Courses Provided by CHYBA:

CHYBA is Nationally Accredited by NCCER as a construction training facility which gives students many added benefits. Students receive certificates, official transcripts and wallet cards. Courses successfully completed are transferable to other NCCER accredited facilities throughout the United States and abroad. All courses are free to eligible participants.

Industry-recognized certificates earned include: OSHA 10 and NCCER Core

Location: CHYBA On the Job Training (OJT)

Length: One Semester

CORE Course Description: Introduction to Basic Construction Skills prepares individuals for entry-level positions on project sites by providing the basics in safety, hand and power tools, construction math, materials handling, construction drawings, rigging and employability skills.

This competency-based program is recognized throughout the country by the construction industry. The knowledge and skills established in Core are the foundation that successful construction careers are built on.

Culinary and Emergency Response Training Provided by CHYBA:

CHYBA provides direct training for Culinary and Emergency Response Training.

During the Carr Fire, there was a huge need for emergency meals to the over 40,000 people that were evacuated from their homes. To address this need, Hill Country Center of Hope has built a commercial kitchen that can be used during disasters to provide food for those affected by the disaster. CHYBA partners with Hill Country to provide the following training so that Culinary Emergency Responders are able to provide food during community crises and natural disasters. This course also trains participants in the basic safety and food preparation to begin work at an entry level position, which start at \$20/hour. Additionally, the advanced training prepares them for a managerial position in a commercial kitchen.

Culinary Emergency Response covers:

- The Importance of Food Safety
- Good Personal Hygiene
- Time and Temperature Control
- Preventing Cross-Contamination
- Cleaning and Sanitizing
- Safe Food Preparation
- Receiving and Storing Food
- Methods of Thawing, Cooking, Cooling and Reheating
- Food HACCP (Hazard Analysis and Critical Control Points)
- Food Safety Regulations

Culinary Advanced Training:

- Food and equipment preparation
- Cooking techniques and practices
- Effective time management
- Aesthetics of food presentation and plating
- Restaurant quality service
- Introduction to the hospitality industry
- Menu planning, cost analysis, purchasing, and work site training.

Industry-recognized certificates earned include:

Food Handler's Card; ServSafe Managerial Certification

Location: CHYBA: On the Job Training (OJT)

Length: One Semester for each course

In addition to textbooks, Culinary Arts students will need uniforms and tools for laboratory classes. All coursework, materials, uniforms, etc. are covered by CDBG-DR funds and are free to participants.

Emergency Medical Responder:

Curriculum includes:

- Emergency and fire-management essential infrastructure components of a community
- Basic structure of these organizations as well as the rules and guidelines that govern pre-employment education requirements .
- Vehicles, equipment, and emergency-mitigations strategies that are commonly used in the emergency- and fire-management field
- Goals of an emergency-management service and how they are implemented and managed, including personnel, budget, and labor-management challenges
- Preparedness plans are discussed as trainees explore typical characteristics and frameworks of modern emergency- and fire-management organizations

Industry-recognized certificates earned include: Emergency Responder Certificate: This certificate meets the pre-requisite for registering in the Shasta College Fire Fighter Academy

Location: CHYBA: On the Job Training (OJT)

Length: One Semester for each course

Certified Nurse's Aide Training:

Coursework as outlined by licensing agency: a Certified Nursing Assistant Program

Requirements in California:

- ☐ Be at least 16 years old

- ☐ Be in good physical health
- ☐ Up-to-date immunization records
- ☐ Have a high-school diploma or GED
- ☐ Pass a criminal background check
- ☐ Pass the State Exam

Industry-recognized certificate: CNA California State-Approved Certification; stackable credential for Health Sciences Career: LVN, RN, NP, PA

Location: CHYBA: On the Job Training (OJT) Center of Hope and other licensed settings

Length: 12 weeks: requires 50 hours of classroom training and 100 hours of clinical training, under the direct supervision of a LVN or an RN.

Dental Assistant Training:

Program includes all necessary certifications to qualify for the RDA license after passing the State written and practical exams.

- Coronal Polish*
- Radiation Safety*
- Pit & Fissure Sealant*
- Infection Control
- Hands-on Training with full dental equipment
- Training in Center of Hope Dental Offices
- Registered Dental Assistant Examination and Licensure

Location: CHYBA: On the Job Training (OJT) Center of Hope

Length: One Semester for each course

Clerical/Education Support:

Paraprofessional Educator: Every Student Succeeds Act (ESSA) requires that schools have highly qualified paraprofessionals.

To meet the minimum qualifications for a Paraprofessional position, trainees must complete coursework that prepares trainees in the following:

- a. Ability to Assist: Worker roles and responsibilities, student discipline/behavior
- b. English-Language Arts: Proofreading/spelling, reading comprehension, main theme of a paragraph, logical sequence of a paragraph, key word, English grammar, basic word meanings.
- c. Mathematics: General Math, Pre-algebra and Algebra; The Coordinate system: Grid graph, slope coordinates; Geometry: Basics, squares, rectangles, circles, triangles

Industry-recognized certificates earned include:

Shasta County Paraprofessional Exam

Location: CHYBA and On the Job Training (OJT)

Length: One Semester or more for additional skills training

Business Information Management

- keyboarding skills
- information technology
- personal and interpersonal skills
- focusing on effective communication skills
- word processing
- using databases
- creating professional presentations
- productive work habits

Certificate: Business Information Management Certificate

Location: CHYBA and On the Job Training (OJT)

Length: One Semester or more for additional skills training

Entrepreneurship

CHYBA offers courses in Entrepreneurship called: Start You Own Business

Entrepreneurship 101

Help participants design, launch, and run their own small business.

- Creating and vetting your business idea

- Designing your business for success
- Launching with a Minimum Viable Product (MVP)
- Logo creation
- Making sales to friends and family
- Accounting, tracking, and analytics
- Online marketing and website creation
- Tax and legal matters
- Stewarding the profits of the business

Entrepreneurship 201

Help participants scale the business they started in the first course.

- Revenue and societal impact goals
- Building an email audience for repeat purchases
- Email marketing deep dive
- Growing your business beyond friends and family
- Optimizing your business metrics and financials
- Time management
- Building a team
- Raising money, valuation, and exiting the business
- Highlighting entrepreneurship on your resume

Location: CHYBA and On the Job Training (OJT)

Length: One Semester per course or more for additional skills training

JOB TRAINING REFERRALS TO COMMUNITY PARTNERS

CONSTRUCTION JOB TRAINING REFERRALS TO COMMUNITY PARTNERS

In addition to the direct construction training provided by CHYBA, the Shasta County Workforce Training Recovery Program matches qualified Carr Fire-impacted residents to recovery jobs through training vouchers for advanced training and pre-apprenticeship programs in construction provided by community partners.

Shasta Builders' Exchange

Shasta Builders' Exchange (SBE) provides advanced NCCER training for those trainees that pass their NCCER Core, including training in Electrical, Carpentry, and Plumbing.

Courses at SBE Trade School normally cost \$655/per semester. This tuition would be covered by the CDBG-DR grant and all training would be free to eligible participants. CHYBA's WFTP would pay SBE for participants who were income qualified and had passed the NCCER CORE.

There are normally additional costs to getting enrolled in the Craft Training Programs at the Shasta Builders' Exchange Trade School. The trainee would normally need to pass a drug screen and purchase their textbooks. The drug screen is a one-time expense and the textbooks cover a full year (2 semesters) of the program text requirements. All these costs would be covered by the CDBG-DR grant.

To become enrolled in a Craft Training courses an individual must complete the application packet, pass a drug screen and provide proof of High School Diploma or GED. CHYBA provides High School Diploma or GED if needed. The CORE must be completed before starting the advanced programs. CHYBA offers the CORE. The program then proceeds for four semesters in carpentry training. NCCER offers badges for each module completed and the Trade School awards a certificate of completion in Rough Carpentry. OSHA 10 certificates and CPR certificates will be included in the program, if not already completed during the CORE curriculum.

Location: All Programs: On-site at the SBE

Length: One Semester

ELECTRICAL PROGRAM

LEVEL 1 Occupational Overview

- Electrical Safety
- Introduction to Electrical Circuits
- Electrical Theory
- Introduction to the National Electrical Code®
- Device Boxes
- Hand Bending
- Raceways and Fittings
- Conductors and Cables
- Basic Electrical Construction Drawings

- Residential Electrical Services
- Electrical Test Equipment

LEVEL 2 Occupational

- Alternating Current
- Motors: Theory and Application
- Electric Lighting
- Conduit Bending
- Pull and Junction Boxes
- Conductor Installations
- Cable Tray
- Conductor Terminations and Splices
- Grounding and Bonding
- Circuit Breakers and Fuses
- Control Systems and Fundamental Concepts

LEVEL 3 Occupational

- Load Calculations – Branch and Feeder Circuits
- Conductor Selection and Calculations
- Practical Applications of Lighting
- Hazardous Locations
- Overcurrent Protection
- Distribution Equipment
- Transformers
- Commercial Electrical Services
- Motor Calculations
- Voice, Data, and Video
- Motor Controls

STATE APPROVED

The Electrical Trainee Program carries approval from the State of California's Electrician Certification Unit (ECU) under the Department of Industrial Relations and is listed as Shasta Builders' Exchange #107 on the list of approved schools.

The hybrid program allows students less travel while still receiving in person hands on training.

CARPENTRY PROGRAM

LEVEL 1 Occupational

- Orientation to the Trade
- Building Materials, Fasteners, and Adhesives
- Hand and Power Tools
- Introduction to Construction Drawings, Specifications, and Layout
- Floor Systems
- Wall Systems
- Ceiling Joist and Roof Framing
- Basic Stair Layout
- Introduction to Building Envelope Systems

PLUMBING PROGRAM

LEVEL 1 Occupational

- Introduction to the Plumbing Profession
- Plumbing Safety
- Tools of the Plumbing Trade
- Introduction to Plumbing Math
- Introduction to Plumbing Drawings
- Plastic Pipe and Fittings
- Copper Pipe and Fittings

- Cast-Iron Pipe and Fittings
- Carbon Steel Pipe and Fittings
- Introduction to Plumbing Fixtures
- Introduction to Drain, Waste, and Vent (DWV) Systems
- Introduction to Water Distribution Systems

LEVEL 2 Occupational

- Plumbing Math Two
- Reading Commercial Drawings
- Structural Penetrations, Insulation, and Fire Stopping
- Installing and Testing DWV Piping
- Installing Roof, Floor, and Area Drains
- Installing and Testing Water Supply Piping
- Types of Valves
- Installing Fixtures and Valves
- Installing Water Heaters
- Basic Electricity
- Fuel Gas and Fuel Oil Systems

LEVEL 3 Occupational

- Applied Math
- Sizing and Protecting the Water Supply System
- Potable Water Supply Treatment
- Types of Venting
- Sizing DWV and Storm Systems
- Sewage Pumps and Sump Pumps
- Corrosive-Resistant Waste Piping
- Compressed Air
- Service Plumbing

NCCER PLUMBING TRAINING

- The plumbing program includes hands-on practice in the shop, plumbing code training, and leadership skills.
- Taught by experienced plumbers who can answer questions about the processes, safety, job sectors, and construction.

ADDITIONAL EXAMPLES OF JOB TRAINING REFERRALS TO COMMUNITY PARTNERS

The Shasta County Workforce Training Recovery Program matches qualified Carr Fire-impacted residents to recovery jobs through training vouchers for advanced training and pre-apprenticeship and apprenticeship programs through training provided by community partners.

Examples are listed below:

SHASTA COLLEGE:

Heavy Equipment Logging Operations (HELO) Program
Heavy Equipment Logging Operations and Maintenance Certificate
As described previously in the STE-UP section.

California Registered Apprenticeship Forest Training (CRAFT)

The Shasta College HELO program is an official pre-apprenticeship program for the California Registered Apprenticeship Forest Training (CRAFT), a statewide apprenticeship program for employees in the timber harvesting industry.

HEAVY EQUIPMENT LOGGING OPERATIONS AND MAINTENANCE Certificate

This certificate will prepares individuals for a career in the timber industry as a heavy logging equipment operator. OJT operating various pieces of heavy logging equipment and vehicles. This is a hands-on, field-experience-oriented certificate. Some courses will utilize off-campus forest grounds for training. This certificate will prepares individuals for a career in the timber industry as a heavy logging equipment operator.

POTENTIAL CAREERS

Logging Equipment Operator Crane Operator Construction Equipment Operator SALARY POTENTIAL \$54,594 per year

Suggested Sequence of Classes

CERTIFICATE REQUIREMENTS 16 units

AGNR 101 Beginning Forestry 3 units AGNR 102 Basic Logging Equipment Operations 1 unit AGNR 103 Intermediate Logging Equipment Operations 4 units AGNR 104 Production Logging Equipment Operations 1 unit CONS 45 Career Planning and Leadership for Heavy Equipment Operators 2 units CONS 46 Equipment Operations and Maintenance 3 units CONS 140A Commercial Driver Learner's Permit Preparation 2 units

CULINARY ARTS CONCENTRATION Certificate: This certificate will give trainees the knowledge and skills necessary to enter the Culinary Arts field.

Trainees will learn principles in sanitation and safety, hospitality, and basic food production. You will also learn menu planning, cost analysis, purchasing, dining room service, and baking, with an emphasis of hands-on worksite learning.

POTENTIAL CAREERS INCLUDE: Banquet Service Manager Executive Chef Director of Culinary Operations Food Service Tech

SALARY POTENTIAL \$70,378 per year

Classes

10 units CULA 45 Basic Food Production
5 units CULA 50 Sanitation and Safety
2 units BUAD 17 Business Mathematics
11 units CULA 46 Advanced Foods
5 units CULA 49 Menu Planning & Cost Analysis
2 units CULA 55 Food and Beverage Cost Control
2 units CULA 172 Baking 2 units
9 units CULA 65 Dining Room Service
3 units CULA 75 Pastry
2 units HOSP 65 Hospitality Supervision
3 units CULA 94 Culinary Arts Worksite Learning 1 unit

The Smart Center, the Department of Rehabilitation, and others have additional workforce training programs that will be accessed through the referral process,

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.

Steps already completed:

- Meet with community partners and County/City agencies to review disaster-related assessment/needs related to workforce development and the CDBG-DR NOFA and Action Plan; complete discussions regarding the application; reach consensus on program outline
- Meet with Roy Hastings, consultant, who often helps to conduct Environmental Reviews for the City of Redding and Shasta County to determine capacity to help with this aspect of the project
- Draft Policies and Procedure required for the CDBG-DR application
- Contract for, and receive, an appraisal for the potential Public Facility
- Complete the application

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.

California Heritage YouthBuild Academy (CHYBA) is the primary Partner with the City of Redding for this application. CHYBA will be the Program Operator of the Workforce Training Program. They will be the lead in the facility acquisition - long term lease, as well as providing the primary components of the job training program. They will procure other Partners to provide various parts of the job training education as well as the supportive services components. They will be responsible for all reporting to the City of Redding, including obtaining reports from their Partners to inform the main report. The City of Redding will provide financial oversight as well as monitoring all aspects of the program. The City will be responsible for reporting to the State and managing the Standard Agreement.

Upload a copy of each pending or executed Partner Agreement.

City of Redding _Shasta County Workforce Training Program _CHYBA Agreement _2024.02.26.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.

Plan for Providing Supportive Services to Eligible Trainees

CHYBA will determine the type of Participant Supportive Services needed and a plan for how the Participant Supportive Services will be provided to their program participants as follows:

Initially, a needs assessment of potential participants was completed. These responses helped us determine the supportive services the WRTP will offer.

Support Services for the program will include:

- Medical/Dental
- Behavioral/Mental Health
- Transportation
- Financial Literacy and Empowerment
- Job Retention Support
- Assistance with Securing Personal Identification
- Housing Placement and Stability
- Life skills Development
- Academic and literacy tutoring, GED, HS Diploma
- Assistance with Childcare
- Parenting classes
- Peer Support and Mentoring.
- Other support services to effectively increase worker engagement/retention as needed

Each individual participant will have a Personalized Plan that will outline services needed and then a determination will be made as to which specific services from the list above will be provided for that particular participant. The Personalized Plan will be updated regularly so as to always be reflective or current needs.

WHO WILL PROVIDE THE SERVICES:

These participant Supportive Services will be provided by both CHYBA and community organizations, all of which have expertise in the services they offer to help reduce barriers to participation in training and employment.

NEW AND EXISTING SERVICES:

CHYBA will offer certain services where they have expertise and have been providing these services for many years, and certainly over 12 months.

Additional services will be referred out to program collaborators and the procurement process will be used as appropriate. CHYBA has 94 local community partners/providers that currently assist us in providing supportive services to our students, so these already existing partnerships can be accessed in a similar way for this new program. Due to the large number of established partnerships, few new service providers will need to be established. Nonetheless, as you will see in the list of needs in the following section, we will be open to additional new support services that may be required to effectively increase worker engagement/retention and/or to address a particular participants' barriers. The WRTP team feels that most barriers of the eligible participants can be addressed within the scope of the WRTP, but some of these needs are complex, and may not be able to be resolved within the time period of the CDBG-DR grant cycle. However, with additional time, we feel these needs can be successfully addressed.

NEEDED SERVICES IN THE COMMUNITY AND STRATEGIES USED TO DETERMINE NEEDS:

Several assessments have been completed by a group of Shasta County non-profits and agencies. The Community Themes (CT) and Forces of Change (FoC) assessments were intended to gather the thoughts, opinions, and perceptions of county residents about the quality of life in Shasta County, post Carr Fire and post COVID. In an effort to reach a broad cross-section of Shasta County's population, two methods of data collection were used: a community survey and focus groups. County data was also analyzed as part of the strategy to determine needs.

In the CT assessment, 65% of respondents chose alcohol and drug abuse as the top issue affecting the community. Statistics further acknowledge this concern. Over a four-year period, 800 babies born to Shasta County residents were diagnosed with having been affected by drugs or alcohol, and 77 newborns were diagnosed with withdrawal. Shasta County's age-adjusted rate of death from drugs is double the rate of California.

Homelessness and lack of affordable housing have consistently ranked as the top or second highest concern and the largest barrier to work and economic stability since the Carr Fire on all community surveys. The lack of affordable housing was selected by 27% of survey respondents as impacting overall community health and well-being. It ranked as the number one issue impacting their own family, with 28% selecting this issue as their top need.

A question on the Point in Time survey asked people if they were homeless due to the Carr Fire. Twenty-six percent of homeless respondents said their homelessness was impacted by the Carr Fire.

In the Shasta County 2023 affordable Housing Needs Report:

- Renters in Shasta County need to earn \$22.66 per hour to afford the average monthly asking rent of \$1,178.
- 4,902 low-income renter households in Shasta County do not have access to an affordable home.
- 69% of extremely low-income households in Shasta County are paying more than half of their income on housing costs.

In the CT assessment, 48% of the survey respondents identified a lack of mental health services as the second most important issue impacting community health and well-being. Shasta County's suicide rate has consistently been twice as high, compared to California.

Also in the CT assessment, unemployment or underemployment was ranked as the third biggest issue impacting the community, by 42% of survey respondents. This issue ranked as the 2nd biggest issue impacting their family by 28% of respondents.

In the Forces of Change Assessment, child neglect/maltreatment, availability of public transportation, medical/dental care, childcare, and livable wage jobs were noted as top barriers to community well-being and economic vitality.

Shasta County has high rates of child abuse and domestic violence and ACEs scores double the state average. For children under the age of 1, the rate is more than double the state rate and equates to almost 1 in every 20 Shasta County infants. Youth in Shasta County are particularly vulnerable to sexual risk behaviors when compared to their peers in the state, SC has double the state average of youth and children in foster care, and much lower school attainment. Additionally, a quarter of children in SC live under the federal poverty threshold. Basic medical/dental care, parent education, childcare, and other supportive services for young people ranked near the top of supportive services noted by respondents. Public Health Branch staff compiled data from individual worksheets and found the following community health issues were referenced most frequently:

- Alcohol and Drug Abuse
- Mental Health
- At Risk Youth
- Lack of Affordable Housing
- Poverty, Unemployment and Socioeconomic Status
- Chronic Disease
- Health Care Availability

Other services listed as high need within the community assessments included:

- Childcare
- Financial Literacy
- Job Search Support
- Access to Personal Identification
- Basic Life skills support
- Academic literacy, tutoring, GED, HS Diploma
- Parenting/Mentoring classes/support
- A variety of other support services were listed

All of these documented needs will be addressed through a personalized approach for qualified participants.

BARRIERS TO PROVIDING NEEDED SERVICES:

The only barriers to providing needed services are willing participants, funds, and transportation. This grant will allow the WRTP to address all of these barriers for eligible participants through the resources that will be developed throughout the grant period, and beyond. Sustainability will be realized as the WFTP collaborates with community partners to structure ongoing support through braided funds and coordinated services. The barriers that currently exist can be fully addressed through the resources outlined in the grant. There will be structure within the grant to increase community collaboration so that multiple experienced supportive service providers will coordinate, avoiding duplication of services and increasing access to needed services. Participants needs are unique and there is a great variety of needs that LMI participants may have, so the personalized plans will allow the WRTP to customize services for each individual participant.

HOW ARE NEEDED SERVICES DETERMINED FOR INDIVIDUAL PARTICIPANTS:

The initial intake interview and ongoing assessments within our program will be thorough and extensive, capturing as much subjective and objective information about the applicant as possible to help determine their willingness and ability to complete a personalized program, as well as to determine what supportive services they may need.

CHYBA has experience in this process, as they have implemented a similar program for YouthBuild pre-apprenticeship high school students since September 2012. We will collect basic demographic information, education and professional history, information on family and housing composition, public benefits used, criminal history, as well as participants' goals, motivations, challenges, and barriers to work. CHYBA received the Innovator of the Year Award from YouthBuild USA and they have Full Affiliation with YouthBuild USA, which helps to establish our expertise in this area.

This program will use assessments like the CASAS (Comprehensive Adult Student Assessment Systems), the CareerExplorer's career assessment, the Myers-Briggs Type Indicator (MBTI), and the Armed Services Vocational Aptitude Battery (ASVAB), and others as appropriate, to help us determine current skill levels and appropriate placement in various programs.

Participant data will be confidentially obtained and used to identify and assess individual participants' needs and to provide individualized program offerings and support services. A data collection system will be developed through a contract with the Center for Education and Research (CER) to help collect confidential information securely and so that it can be effectively utilized by program staff to help the participant create a personalized workforce and social services plan. Additionally, with this data system, program level statistics can be analyzed to make program level decisions and continuous program improvement.

As a result of these thorough and personalized interviews and assessments, potential barriers to success and employment will be identified early, so we can also assess the support that will be needed to encourage program completion and overall success.

Given the barriers many participants face, we are in a unique position to offer a comprehensive approach to supportive services and engagement strategies, in addition to the technical and soft skills training that will be offered. These services include addressing psychosocial challenges, such as conflict and time management and professionalism, financial literacy, appropriate use of social media, as well as addressing basic needs such as clothing, transportation, daycare, Social Emotion Learning (SEL), and medical and mental/behavioral health assistance.

A Coordination of Services Team will meet weekly to determine the best fit for supportive services for individual participants. We will also confidentially track the services that participants are currently using to help them overcome barriers, including whether clients currently use several services or "bundles" of services, which public benefits are used, and which referral services they are actually accessing and benefiting from, rather than just collecting data on referrals to services. Having close working relationships with community partners allows us to track this more detailed and beneficial information.

This information will help us know what services should be newly provided and the uptake of these services to ensure these supports are available and utilized. It also helps us become aware of which services match which participant needs more effectively, so we can do a better job of matching needs and services and we progress through this grant and are more sustainable after the grant cycle ends.

HOW WILL THE SERVICES BE ACCESSED:

We find that the community has many support services available but Low-and Moderate-Income individuals often do not have the means to access these services and follow-through with the supports that are available. Case-managed services and Participant Support Assistants will help the participants, to be sure referrals are acted on successfully, and participants don't get lost in the potential "red tape" of a referral process. We will have a van and drivers available to assist participants in accessing supportive services, as necessary. Additionally, services can be accessed, online, at the training facility, by phone or Zoom, in-person at one of the Workforce Training Hubs or through accessing the Mobile Unit that will be purchased with grant funds.

Our success in this referral process is partly due to an already developed Coordination of Services Team (COST) that meets biweekly with support service providers so that we can collaborate to ensure the LMI participant is able to take full advantage of the comprehensive services being offered. The team can also make modifications or follow-up as needed. In this way we can create supported accountability for the participant, the community partner, and the system of support itself.

Data on participant characteristics will be used to assess program management and processes. Part of the success of the COST system is that we can also critically evaluate barriers within our community systems, so we can call on our Executive-level Community Leadership Team to make policy changes to restructure services and related policies so that they are more effective and user-friendly for the vulnerable populations in our community, including LMI participants. Data about participants' characteristics, needs, and experiences within the program will also be used by

program administrators for continuous program improvement and to better allocate resources, including funding and staffing.

Flexibility to meet the needs of eligible participants and a changing economic environment:

One of the successes of CHYBA's supportive services programming has been our dedication to demonstrating flexibility as we remain committed to our mission, while also responding to changing participant needs and the economic environment. We plan to be flexible in our service delivery strategies so that we can meet the needs of participants whose profiles are constantly evolving, as well as the fluctuating needs of employers and local businesses.

We will use client-level and organizational data to assess process measures and monitor how well we are doing at providing services and achieving our desired outcomes. Specifically, we will measure the number of clients served, the number who dropout, and the number who complete the program, as well as internal operations measures, such as caseload size, referrals, etc.

With this new WRTP, we will continue to carefully track data to meet accountability requirements that have been put in place by CDBG and partner agencies. As part of these efforts, we will devise a method to collect and report data effectively to meet the reporting requirements of this grant.

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.

12

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

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.

1255 Industrial St. Redding CA 96002 - Will acquire through a long-term lease. Center of Hope Apartments LP holds the title.

1206 Industrial St. Redding, CA 96002 - Will acquire through a long-term lease. The Center of Hope holds the title.

29632 Hwy 200 E. Round Mountain, CA 96084 - Will acquire through a long-term lease. Hill Country Community Clinic holds the title.

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.

3

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

Public Service activities are considered Exempt. Applicants that have Public Service only programs must submit their Environmental Review Form for Exempt or Categorical 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

8,648,107.00

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

21. Total Project Cost

8,648,107.00

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

City of Redding_Shasta County Workforce Training Program_Cost Estimate_2024.2.26.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

City of Redding_Shasta County Workforce Development Training Program_Total Budget 7-5-24 FINAL.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.

City of Redding_Shasta County Workforce Training Program_DOB Affidavit_2024.02.26.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.

City of Redding_Shasta County Workforce Training Program_TIN Tax Form_2024.02.26.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 days from the effective date of the executed Standard Agreement

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 the effective date of the executed Standard Agreement

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 from Milestone #2

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:

90 days after Milestones #2 and #3

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:

February 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:

May 1, 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?

Yes

Upload a copy of the Policies and Procedures for review.

City of Redding _Shasta County Workforce Training Program _General PNP _2024.04.19.pdf

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?

Yes

Upload a copy of the Policies and Procedures for review.

City of Redding _Shasta County Workforce Training Program _App Intake PNP _2024.04.19.pdf

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).

We believe sustainability requires not only financial resources but also solid policies and technical assistance. Policies set up through this grant through our program and our Partners will modify systems that currently make it harder for LMI individuals to succeed. This program sets our community up for long-term sustainability post-disaster simply by creating it. Technical assistance will come from the various partner agencies as we build local capacity and expertise in the workforce field, obtaining feedback and information on the best and promising practices as well as lessons learned. We have built into the grant funding for Center for Education and Research to help us collect data which will inform future disaster recovery, workforce recommendations and long-term recovery. We believe the creation of this program will improve the health and well-being of the community. Financially, we will be exploring state, federal and local educational grant funds as well as work with our community partners to braid funding for the LMI population. We have a successful YouthBuild model with many partners in place who are committed to providing services to the LMI population. These pieces together will propel us into long-term sustainability.

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.

Reso. 2024-037 -COR Resolution CDBG-DR Workforce Development Final-Signed.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.

City of Redding_Shasta County Workforce Training Program_AR Verification_2024.02.26.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).

City of Redding_Shasta County Workforce Training Program_Debarment_2024.04.17.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.

City of Redding_Shasta County Workforce Training Program_Applicant Audit_2024.02.26.pdf

Upload Box

City of Redding_Shasta County Workforce Training Program_Partner Audit_2024.02.26.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.

The City of Redding staff has extensive experience with local, state and federal grants including CDBG-DR projects, acquisition, construction, and loans. City staff experience includes a Housing Manager with 30 years' experience, Associate Project Coordinator with 20 years' experience, and Senior Housing Specialist with 20 years' experience. CHYBA Executive Director has 12 years' experience with federal grants, and as many years with local and state education grants.

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.

The City of Redding does not have much experience with workforce training programs. Our experience is more general in nature - having extensive experience with all types of CDBG programs including CDBG-DR programs, and housing development projects including all areas from planning to construction to long-term monitoring. We have extensive experience in managing grant funds including short and long term monitoring, reporting, and financial management. CHYBA has 13 years of experience in workforce programs and education. CHYBA's key staff have over 63 combined years of experience in various workforce training programs. One of CHYBA's main Partners is the SMART Workforce Center, a 501(c)3. SMART has been in the community for over 40 years providing job training, education, and workforce development services. They serve four counties and collaborate with the Employment Development Department and others. SMART has been the primary workforce program in our area for many years. Their partnership will greatly enhance this project.

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.

CHYBA staff will be managing the program. Cathy Taylor, Executive Director will be the primary manager of this program. Cathy has 39 years of experience in workforce development and education. She has a Bachelor of Science degree in Education and a master's degree in special education, coupled with a Career Technical Education credential. She will be hiring a Program Manager to assist in managing this project. That employee will be required to have extensive experience in adult education and workforce training. CHYBA is a full affiliate of YouthBuild, USA, a national pre-apprenticeship workforce training program where Cathy was recently recognized as Innovator of the Year.

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.

City of Redding_Shasta County Workforce Training Program_Org Chart_2024.02.26.pdf.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.

We don't believe there are any gaps in current capacity at the Workforce level with CHYBA as the Program Operator, or any of their current or proposed partners. We have full confidence in the ability of those involved in the direct project work. The City of Redding is new to Workforce Development, so this will be a bit of a learning curve. However, we have extensive experience with all types of CDBG programs including CDBG-DR programs, and housing development projects including all areas from planning to construction to long-term monitoring. We have extensive experience in managing grant funds including short and long term monitoring, reporting, and financial management.

46. Do you have Procurement Policies and Procedures?

Yes

Upload Procurement Policies and Procedures.

City of Redding_Shasta County Workforce Training Program_Procurement PnP_2024,2,26.pdf

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

Yes

Upload Environmental Review Policies and Procedures.

City of Redding_Shasta County Workforce Training Program_NEPA PnP_2024.02.26.pdf

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)?

Yes

Upload URA Policies and Procedures.

City of Redding_Shasta County Workforce Training Program_URA PnP_2024.2.26.pdf

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.

City of Redding_Shasta County Workforce Development Training Program_Financial PnP_2024.2.27.xlsx.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.

City of Redding_Shasta County Workforce Training Program_Records PnP_2024.02.26.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.

City of Redding_Shasta County Workforce Training Program_LAP_2024.4.17.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:

Barry Tippin

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

City of Redding_Shasta County Workforce Training Program_Assurance Cert_2024.2.26.pdf

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

Additional File Upload

Additional File Upload

Additional File Upload

Additional File Upload

Additional File Upload

Average Score

0.00

Budget Worksheet

View Budget Worksheet

<https://portal.ecivis.com/peerBudget/438EC6A7-842F-401A-9ABB-F277C77F8C82>

Application Goals

View Application Goals

<https://portal.ecivis.com/peerGoals/74E4D84F-56EA-4063-AE75-D620EA20A6DA>

of Reviews

3

of Denials

0

Text

Applications: File Attachments

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

City of Redding_Shasta County Workforce Training Program_Project Map_2024-02-20.pdf

26. Upload the completed DOB Affidavit.

City of Redding_Shasta County Workforce Training Program_DOB Affidavit_2024.02.26.pdf

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

City of Redding_Shasta County Workforce Training Program_TIN Tax Form_2024.02.26.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.

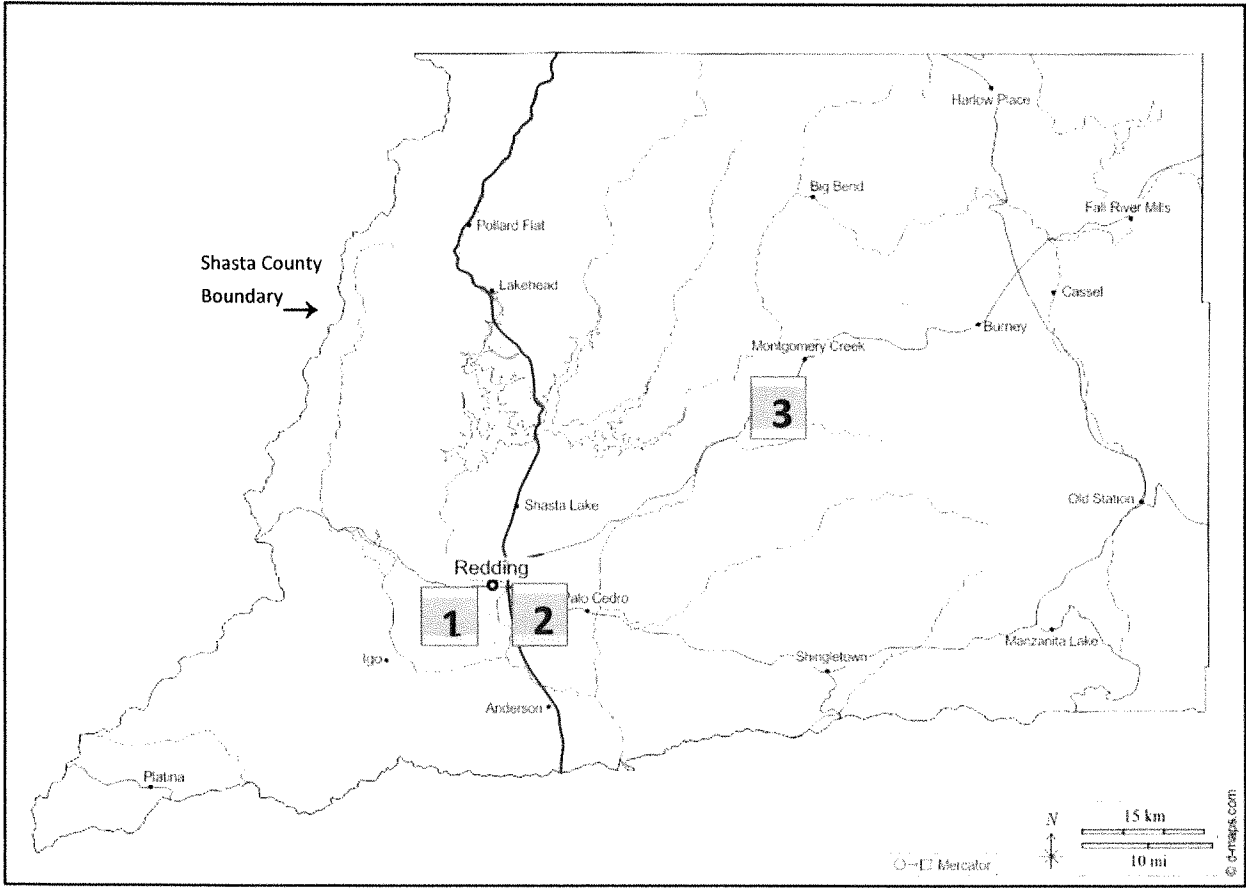
City of Redding_Shasta County Workforce Training Program_Org Chart_2024.02.26.pdf.pdf

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

City of Redding_Shasta County Workforce Training Program_Assurance Cert_2024.2.26.pdf

The CHYBA Workforce Recovery Training Program provides services to all eligible residents within Shasta County at the following service centers below.

<p style="text-align: center;">1</p> <p style="text-align: center;">Center of Hope Workforce Recovery Training Center (WFTC) 1255 Industrial St., Redding, CA 96002</p>	<p style="text-align: center;">2</p> <p style="text-align: center;">Hill Country Health and Wellness 1206 Industrial St. Redding, CA 96002</p>	<p style="text-align: center;">3</p> <p style="text-align: center;">Hill Country Health and Wellness East 29632 HWY 299 E. Round Mountain, CA 96084</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



Organization Name: City of Redding

Program Name: Shasta County- Workforce Recovery Training Program (WRTP)

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 (\$)
<input type="checkbox"/> U.S. Department of Housing and Urban Development			
<input type="checkbox"/> FEMA National Flood Insurance			
<input type="checkbox"/> FEMA Individual Assistance or Public Assistance			
<input type="checkbox"/> FEMA Hazard Mitigation Grant Program (HMGP)			
<input type="checkbox"/> Small Business Administration			
<input type="checkbox"/> U.S. Army Corps of Engineers			
<input type="checkbox"/> U.S. Department of Transportation			

<input type="checkbox"/> Federal Economic Development Agency			
<input type="checkbox"/> CARES Act / American Rescue Plan Act			
<input type="checkbox"/> State and Local Level Housing Department			
<input type="checkbox"/> State and Local Emergency Management Agency			
<input type="checkbox"/> State and Local Department of Transportation			
<input type="checkbox"/> Insurance			
<input type="checkbox"/> Philanthropic Funds			
<input type="checkbox"/> Utility Settlement			
<input type="checkbox"/> Budgeted Local Funds			
<input type="checkbox"/> Other: _____			
<input type="checkbox"/> Other: _____			

Part 2. Attachments


Attached to this affidavit are copies of any and all acceptable document for each of the above referenced sources of funds identified as a result of the 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.

Barry Tippin

 Authorized Representative Printed Name



 Authorized Representative Signature

City of Redding

 Organization

2-26-24

 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



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*

Remit-To Address (Street or PO Box)*

City* State * Zip Code**+4

Government Type: City County Special District Federal Other (Specify)
Federal Employer Identification Number (FEIN)*

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.

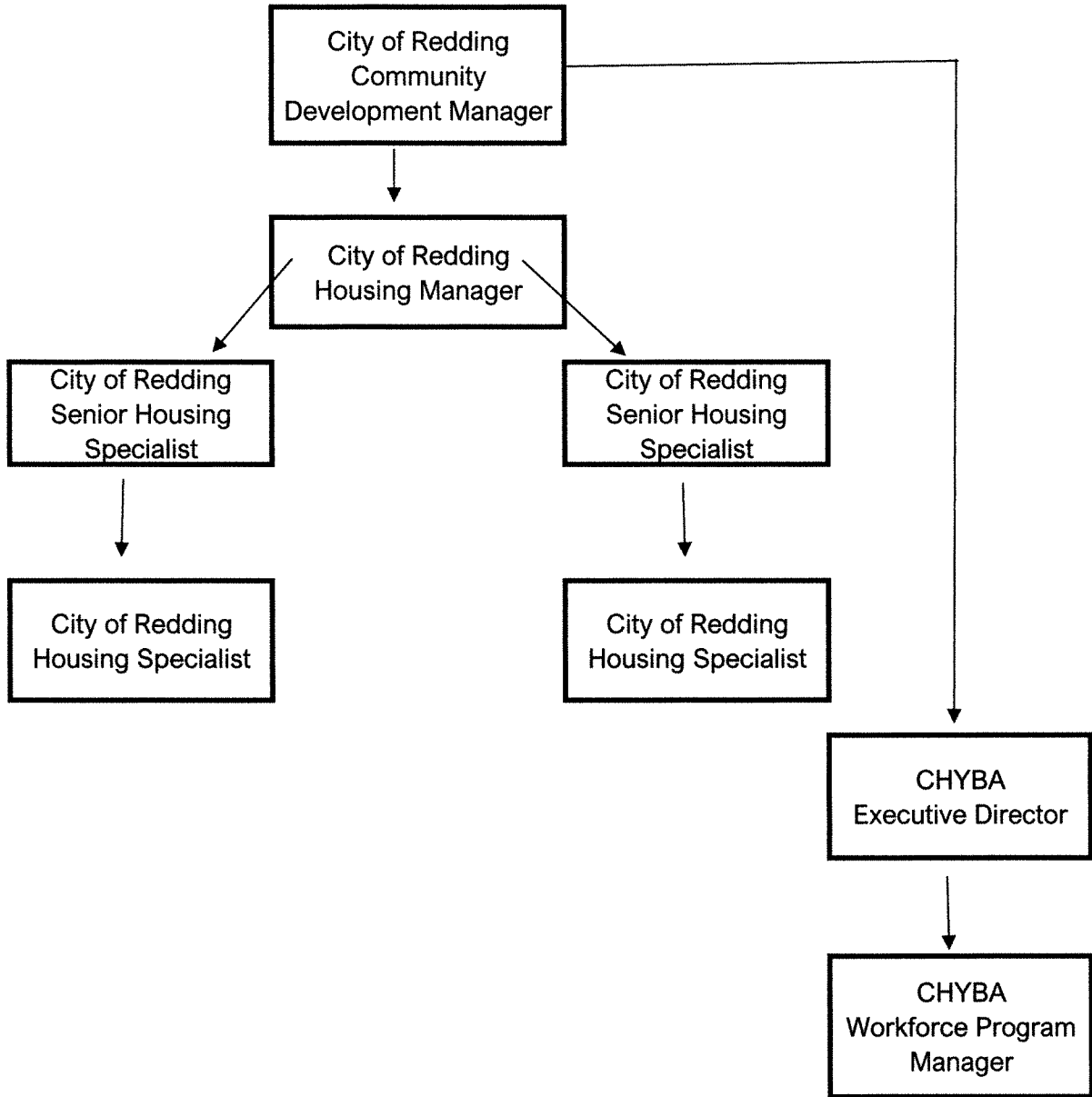
Dept/Division/Unit Name	Complete Address
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Contact Person* Title

Phone number* E-mail address

Signature* Date

City of Redding - Workforce Training Organizational Chart



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



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).

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

2023 CDBG-DR NOFA
Authorized Signatory Initials





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

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 assessing 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
Development
Revised 08/24/2023.

2023 CDBG-DR NOFA
Authorized Signatory Initials





- 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



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.

Barry Tippin

Printed Name of Authorized Representative (*per the Resolution*)

Signature

City Manager

Title

Date

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

2023 CDBG-DR NOFA
Authorized Signatory Initials

EXHIBIT G
SUBRECIPIENT PROFILE

Applicant Information

Linked Applicant

dberry@cityofredding.org

First name

Daniel

Last name

Berry

Phone Number

530 225 4422

Email

dberry@cityofredding.org

Title

Senior Housing Specialist

Company

City of Redding

Company Website

<https://www.cityofredding.gov/>

City

Redding

State

US-CA

EXHIBIT G

Jurisdiction/Organization Information

Organization Name

City of Redding

Employer Identification Number (EIN)

94-6000401

DUNS

933622800

Authorized Representative

Barry Tippin

Organization Address

Address

777 cypress ave

Address 2

City

Redding

State

US-CA

County

Congressional District/Region

1

Zip

96001

Phone

2244522035

Phone Extension

Fax

Is or will there be a program operator or consultant, other than the applicant on this activity?

No

Responsible Representative Email:

EXHIBIT G

dberry@cityofredding.org

Are you applying on behalf of an additional jurisdiction?:

No

