

# Ventura County Healthcare Employment Accelerator (VC HEAL) 1

## 2018 CDBG-DR WORKFORCE DEVELOPMENT PROGRAM :

### SECTION I: PROGRAM OVERVIEW :

**Profile :** Brenda.Blakley-spain@ventura.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 :** Ventura County Healthcare Employment Accelerator (VC HEAL) 1

**Eligible Applicant Name :** County of Ventura

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 :** 2901 N. Ventura Road

**City :** Oxnard

**Zip Code :** 93036

**County :** Ventura

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. :** Ventura

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. :** Ventura\_VCHEAL\_Project  
Map\_2023.10.04.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> (<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. : 215**

**7. Indicate the number of total beneficiaries (training participants) projected to participate in the Workforce Training Program. : 250**

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: : 0.86**

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. :** Developing an effective outreach and marketing plan for recruiting low-to-moderate-income participants is a strategic approach that addresses the specific needs and challenges this target population faces. The WDBVC has contracted with a marketing company, Consortium Media, to help implement the below comprehensive plan: 1. Understand the Target Audience: Demographic Research: Conduct in-depth research on the low-to-moderate income demographic in Ventura County to understand their needs, aspirations, and challenges related to healthcare training. The WDBVC also conducted GIS mapping of low-income areas we plan to contact. The map can be found here: [https://experience.arcgis.com/experience/29f5fd68a3fe40d198283df2ee76149b/page/Demographics-\(Income\)/](https://experience.arcgis.com/experience/29f5fd68a3fe40d198283df2ee76149b/page/Demographics-(Income)/) Partnership with Human Services Agency: The WDBVC sits within the County of Ventura's Human Services Agency, which implements public benefits programs. Staff working on the project will be in the America's Job Center of California, where public benefits programs like CalWORKs are co-located. 2. Tailored Training: Customized Training: The training will be accessible, affordable, and relevant to the local healthcare job market, aligning with the participants' needs. Financial Support: Grant funding will be used to support low-to-moderate-income participants who may struggle with tuition fees and other associated costs. 3. Build Partnerships: Community Partnerships: Partner with community-based organizations, education institutions, and local businesses to spread the word about the program. Employer Engagement: Collaborate with local healthcare employers to create a direct pathway from the training program to job placements. 4. Develop Outreach Materials: Multilingual Materials: Create outreach materials in multiple languages to cater to the diverse population in Ventura County. Success Stories: Share success stories of individuals from similar backgrounds who have completed the program and found stable employment. Here is an example: [https://youtu.be/DrZyl\\_fZR4?feature=shared](https://youtu.be/DrZyl_fZR4?feature=shared) 5. Utilize Digital Platforms: Social Media Campaigns: Launch targeted social media campaigns on platforms like Facebook, Instagram, and LinkedIn to reach a broader audience. Online Webinars and Meetings: Host online webinars and meetings to provide information about the program, the healthcare industry, and career prospects. 6. Engage Local Media: Press Releases: Send press releases to local newspapers, radio stations, and TV channels about the program's benefits. Community Events: Create awareness by participating in community events, fairs, and festivals. 7. Provide Support Services: Case Management Services: Offer case management services to help participants deal with any personal or financial challenges they might face during training. Life Coaching Services: Separate from case management, provide life coaching to participants, focusing on optimal human performance, setting goals, taking risks, and building one's best life. 8. Evaluate and Adjust: Data Collection: Collect and analyze data on the effectiveness of different outreach methods and adjust the strategy accordingly. Participant Feedback: Regularly gather feedback from participants to assess their satisfaction levels and make necessary improvements. 9. Legal and Ethical Considerations: Compliance: Ensure all outreach and marketing efforts comply with legal and ethical standards, especially concerning privacy and data protection laws. Transparency: Be transparent about the program's requirements, costs, and outcomes to build trust among the participants. By implementing this comprehensive plan,

the WDBVC can effectively reach and recruit the low-to-moderate income population in Ventura County, providing them with valuable healthcare training opportunities and helping them secure stable employment within the healthcare sector. Consortium Media will be a contractor for the project.

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-4407 (November 2018 fires impacting Butte, Los Angeles, and Ventura 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).** : Disasters are also known to considerably impact social determinants of health, such as housing and employment. For those who lose homes in disasters such as hurricanes and floods, rebuilding efforts can often take years, putting disaster survivors at risk of housing instability or homelessness. Disaster survivors from socially marginalized groups, including low-income residents and communities of color, are most at risk of experiencing long-term housing issues following disasters. A 2021 study by Rosenthal, Stover, and Haar found that wildfire destruction directly contributes to unemployment and economic instability in the area. The 2018 wildfires in Ventura County significantly impacted the healthcare industry, resulting in both immediate and long-term economic repercussions. The wildfires caused widespread destruction, displacing residents, damaging infrastructure, and disrupting healthcare services. Here are some of how the wildfires affected the healthcare industry in Ventura County: 1. Increased demand for healthcare services: The wildfires led to a surge in healthcare services due to injuries, smoke inhalation, and other fire-related health issues. Emergency rooms, urgent care centers, and hospitals experienced a sudden influx of patients, requiring additional healthcare professionals to meet the increased demand. 2. Disruption of healthcare facilities: Some healthcare facilities were directly impacted by the fires, either by sustaining damage or being forced to evacuate. This disruption led to temporary closures and relocation of healthcare services, affecting access to care for the local population. In particular, the 2018 wildfire burned parts of Vista Del Mar Hospital, a behavioral health hospital in Ventura. 3. Mental health challenges: The wildfires caused significant trauma and emotional distress among individuals who lost their homes, possessions, and loved ones. Consequently, there was an increased need for mental health services to address post-traumatic stress disorder (PTSD), anxiety, depression, and other psychological issues. 4. Economic impact: The wildfires substantially impacted the healthcare industry in Ventura County. Healthcare facilities incurred costs associated with evacuation, relocation, and repairs. Additionally, the region experienced a decline in tourism and economic activity, indirectly affecting healthcare providers and professionals relying on a thriving local economy. Following the wildfires, specific healthcare occupations became crucial for facilitating recovery and addressing the ongoing needs of the affected population. These occupations include: 1. Allied health professionals: Allied health professionals are involved with the delivery of health or related services pertaining to the identification, evaluation and prevention of diseases and disorders; dietary and nutrition services; rehabilitation and health systems management, among others. 2. Disaster response coordinators: Trained professionals must coordinate emergency response efforts, ensuring effective communication and collaboration between healthcare facilities, emergency services, and community organizations. 3. Emergency medical technicians (EMTs) and paramedics: These frontline responders are vital in providing immediate medical care, transportation, and triage during emergencies. 4. Mental health professionals: Psychologists, psychiatrists, and counselors are needed to address the mental health challenges resulting from the wildfires. They provide counseling, therapy, and support to individuals and communities affected by trauma. 5. Case managers: These professionals assist in navigating the complex healthcare system, coordinating care, and ensuring patients receive appropriate services and resources. 6. Environmental health

specialists: With the increased risk of smoke-related health issues, environmental health specialists help assess air quality, develop guidelines for safe re-entry into affected areas, and mitigate environmental hazards. It is expected that healthcare occupations, including disaster response coordinators, EMTs, paramedics, mental health professionals, case managers, and environmental health specialists, will continue to be in demand in Ventura County since it is prone to wildfires. The VC HEAL program will focus on providing training in healthcare occupations, particularly those mentioned above. Training will be available through various educational pathways, including vocational schools, community colleges, universities, and specialized training programs. For example: - Allied health professionals are in high demand, and organizations that employ allied healthcare workers need new ways to address the skill shortage. - Disaster response coordinators may benefit from courses, certifications, or degrees in emergency management, public health, or disaster preparedness. - EMTs and paramedics typically require completion of a state-approved training program, often offered at community colleges or vocational schools. - Mental health professionals, such as psychologists, psychiatrists, and counselors, typically require advanced degrees in their respective fields and appropriate licensure or certification. - Case managers may benefit from degrees or certifications in social work, nursing, or healthcare management, depending on the specific focus of their role. - Environmental health specialists often require a bachelor's degree in environmental health or a related field, and they may need additional certifications or training specific to disaster response and air quality assessment. In an April 2023 report conducted by the South Central Coast Center of Excellence, in 2021, there were 1,261 completions at local community colleges in allied health programs with 7,535 openings, indicating an undersupply. Additionally, a report in June 2023 suggested that the number of jobs for Medical Assistants is expected to increase, with 767 openings in 2021 but only 696 completions at local colleges. Focusing on training individuals in healthcare occupations can aid in long-term economic recovery by: 1. Meeting ongoing healthcare needs: By training and mobilizing a skilled workforce in the occupations mentioned above, Ventura County can ensure that the healthcare demands of the affected population are adequately met. This enables a quicker recovery and reduces long-term healthcare burdens. 2. Restoring healthcare infrastructure: Investing in the affected areas' healthcare infrastructure helps rebuild the capacity and resilience of the local healthcare system. This supports immediate recovery efforts and strengthens the region's ability to respond to future disasters. 3. Job creation and economic stimulus: Ventura County can create job opportunities and stimulate the local economy by prioritizing the training and employment of healthcare professionals in demand. Healthcare occupations provide stable employment and contribute to the region's economic growth. 4. Promoting community well-being: Focusing on mental health professionals and resources can help address the long-term psychological impact of wildfires. The county can promote community well-being and resilience by prioritizing mental health services. Accessible and comprehensive mental health support can aid recovery, reduce the long-term effects of trauma, and enhance overall community wellness. 5. Strengthening disaster preparedness: The wildfires served as a wake-up call regarding the importance of disaster preparedness and response. By investing in training and resources for the identified healthcare occupations, Ventura County can enhance its readiness for future emergencies, ensuring a more effective and coordinated response. In conclusion, the 2018 wildfires in Ventura County profoundly impacted the healthcare industry, causing immediate disruptions and long-term economic consequences. The county can support long-term economic recovery by focusing on healthcare occupations and occupations that were in demand and directly affected by the wildfires. Ventura County can invest in healthcare occupations to meet ongoing healthcare needs, restore healthcare infrastructure, create job opportunities, promote community well-being, and strengthen disaster preparedness, ultimately building a more resilient healthcare system and community.

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. :** Each of the enrollees will be enrolled in healthcare training provided by Futuro Health. Futuro Health also provides support services to their students (also called scholars) to ensure that they complete their training. Scholars are supported at every step of their journey with high touch strategies that include nudging, counseling, text support, and individualized test preparation for their licensure exam. Scholars participate in coaching with Success Coaches who stay with each scholar throughout the entirety of the learning journey . Additionally, Futuro Health Coaches provide professional coaching, technology, and data analytics to increase enrollment, completion, and career readiness. Scholars will also be enrolled in Futuro Health's Human Touch Healthcare™ Course. The Human Touch Healthcare™ coursework is a stand-alone, asynchronous, and synchronous immersive training course that provides learners with the essential interpersonal skills to become an allied health care professional. It is a prerequisite course for all technical training. Successful completion of this course indicates a much higher completion rate in the technical training that follows. Through this course, participants participate in interactive learning sessions, web-based content, videos demonstrations, journaling, assessments, and cohort-based live instruction that ensures transformative learning of each competency. The course includes the following competencies: (1) Empathy & Compassion in Healthcare, (2) Cultural Competence, (3) Effective Communication, (4) Emotional Intelligence, (5) Teamwork & Collaboration, and (6) Ethics & Integrity. Upon completion of each module, students will perform learning assessments and earn digital badges demonstrating mastery of each competency. After completing the Human Touch Healthcare coursework, the learner will show competence in these areas: Empathy & Compassion in Healthcare • Understand empathy and its outcomes in healthcare • Identify differences between sympathy, empathy, and compassion • Understand common barriers to empathy and how to overcome them • Learn how to display empathy using reflective listening and empathetic responses Cultural Competence • Understand the importance of cultural competence in healthcare • Learn how to increase cultural competence self-awareness • Utilize techniques to increase awareness of others • Understand strategies for practicing cultural humility Effective Communication • Understand the role of building rapport and non-verbal communication • Identify element of two- and three-way communication • Understand elements of effective team communication • Manage conflict between co-workers and patients Emotional Intelligence • Learn how to cope with stress and other work-related challenges • Understand how to partner with others through relationship management • Identify the elements of social and self-awareness • Understand the importance of self-regulation Teamwork & Collaboration • Apply effective teamwork practices • Learn techniques to effectively adjust and adapt to change • Understand principles of accountability and self-leadership • Identify and practice different conflict resolution techniques Ethics & Integrity • Demonstrate a personal and professional code of ethics • Act with integrity and support active caring • Understand HIPAA laws and regulations • Display professionalism in a healthcare setting Below are the Futuro Health course descriptions that the enrollees will have access to: 1) Medical Assistant Training Program Medical assistants are vital to the operation of doctors' offices, clinics, hospitals, and other medical facilities. They perform administrative and clinical duties under the direction of a physician or nurse practitioner. A few of the administrative roles include greeting patients, scheduling appointments, managing medical records, accounting, insurance billing, and coding. Clinical responsibilities include recording vital signs and medical histories, preparing patients for tests, aiding the physician during examinations, collecting blood and other lab specimens, and dispensing medications as directed. Length of Study: 12-32 Weeks, depending on the education provider. Modality: Lab, Externship Online Type: Hybrid Learning Outcomes: Upon

completing the Medical Assistant training, you will be able to:

- Skillfully perform and document routine clinical procedures according to current office protocol.
- Perform and document routine administrative procedures according to current office protocol.
- Collect, process, and test diagnostic specimens.
- Maintain industry standards of quality control and safety principles in the workplace.
- Uphold legal and ethical standards and confidentiality for patient privacy.
- Effectively apply verbal, nonverbal, and written communication principles and skills in the workplace.
- Demonstrate professionalism through acceptable attitude, organization and time-management skills, and attire.
- Demonstrate an understanding of the course materials for successful completion to earn your professional certification.

After completing the Medical Assistant training program, graduates are eligible to sit for a certification exam administered by an accrediting authority. Depending on your given education partner, they will guide you through the exam test blueprint, prepare you, and pay your first exam fee. Some programs for medical assistants include a phlebotomy part that trains students for:

- National Phlebotomy Certification (NCPT) offered through the National Center for Competency Testing (NCCT).
- Licensure by a California Certified Phlebotomy Technician 1 (CPT1) licensing agency.
- Specialty areas post completion of Pediatrics, Dermatology, Orthopedics, Oncology, OB/ GYN, and other areas addressed.

### 2) Peer Support Specialist

A peer support professional is someone who works with individuals who are in recovery to foster connectedness and optimism. Your role is to interact with clients in an accepting, understanding, and validating way to facilitate their recovery. A Peer Support Specialist is an adult (18-year-old or older) person who has self-identified as having lived experience with the recovery process from mental illness, substance use disorder, or other significant traumas. You can also be a Peer Support Specialist if you experienced a close family member undergo the recovery process and now want to support others through the same. Futuro Health is a CalMHSA-approved vendor of the Peer Support Specialist training. Peer support professionals assist clients in developing recovery objectives, practicing self-empowerment tactics, and taking meaningful actions toward establishing fulfilling, self-determined lives – and do so by sharing their own experiences and practical counsel. This program calls for applicants who have lived experience dealing with vulnerabilities and disparities such as, but not limited, to these: being an immigrant, LGBTQ+, trauma victim, and other trauma-related conditions. Length of Study: 8 weeks Modality: 100% online, self-study Online Type: Asynchronous Learning Outcomes: This 80-hour program will meet the following learning outcomes to become a Peer Support Specialist:

- Support the ongoing provision of services for individuals experiencing mental health care needs, substance use disorder needs, or both, by certified peer support specialists.
- Support coaching, linkage, and skill-building of individuals with mental health needs, substance use disorder needs, or both, to families and significant support persons.
- Increase family support by building on the strengths of families and helping them achieve a better understanding of mental illness to help individuals achieve desired outcomes.
- Support collaboration with others providing care or support to the individuals or family.
- Assist parents, families, and individuals with developing coping mechanisms and problem-solving skills to help individuals achieve desired outcomes.
- Promote skill building for individuals in the areas of socialization, recovery, self-sufficiency, self-advocacy, development of natural supports and maintenance of skills learned in other support services.
- Encourage employment under the peer support specialist certification to reflect the culture, ethnicity, sexual orientation, gender identity, mental health service experiences, and substance use disorder experiences of the individuals peer support specialists serve.
- Encourage a deeper appreciation of the core competencies of peer workers, the core competencies being recovery-oriented, person-centered voluntary, relationship-focused, and trauma-informed.

### 3) Community Health Worker

The Community Health Worker (CHW) training program is designed as a self-paced (asynchronous) training course that provides students with the core competencies to earn the Community Health Worker Certificate. Throughout the program, the student will actively participate in web-based content, reading, interactive assignments, assessments, and a practicum to ensure the attainment of each core competency. The main role of a Community Health Worker is to serve as a liaison between community members and health care, government, social service agencies, educational entities and CBOs. The learning modules have been designed to develop the students' core competencies and to build upon their lived experience. Students will learn about social determinants of health and their critical role in improving health equity/outcomes among vulnerable populations. Engage community members in a culturally sensitive manner to assess gaps/needs and provide resources. Utilize motivational interviewing techniques to help community members achieve their goals.

Provide education based on adult education principles. Advance health equity and access to health care services through advocacy, data collection and evaluation. Throughout the modules critical thinking and sharing lived experiences will be encouraged. Length of Study: 12 weeks (80 hours) Modality: 100% online, self-study Online Type: Asynchronous Upon completion of the Community Health Worker training students will be able to:

- Understand the CHWs role, responsibilities, and scope of practice.
- Describe the role of CHWs in Public Health in addressing the social determinants of health and advancing health equity.
- Demonstrate ability to communicate in a culturally sensitive manner and engage culturally diverse populations.
- Display knowledge of Motivational Interviewing skills to support community members with goal setting and behavior change.
- Demonstrate service coordination and navigation techniques to assist individuals and families with resources.
- Educate community members to be informed, involved, and empowered.
- Display knowledge and skills in time management and goal setting
- Understand teaching methods and learning strategies to effectively convey information in a clear and concise manner.
- Understand advocacy strategies to provide social support to community members.
- Demonstrate knowledge of data collection, research, and reporting.

4) Mental Health Worker The Mental Health Worker course offering is currently under development, proposed for launch as a new program in 2024. The Futuro Health board of directors will approve all new proposed programs in November 2023. After this time, approved program information will be available to share publicly. For on-site requirements for programs such as Medical Assistant, we would partner with approved sites (e.g. clinics, hospitals) in Ventura County for the required clinical externships. For example, trainees could be placed at Community Memorial Hospital (147 N Brent St, Ventura, CA 93003) or Los Robles Regional Medical Center (215 W Janss Rd, Thousand Oaks, CA 91360). These would be determined once it's clear how many participants are involved in each class and where they reside. Programs such as Peer Support Specialist do not have a required in-person training component. In order to initiate the training program, a contract with Futuro Health must be put in place. The programs are already developed so the start-up time will be short. In addition to training, providing career services to eligible trainees is crucial for successful workforce integration by Career TEAM, an existing contractor. Training and supportive services will be free to income eligible trainees Below is a comprehensive plan for offering career services to participants:

1. Career Counseling and Assessment: Individual Career Counseling: Assign dedicated career navigators to assess participants' skills, interests, and goals, guiding them toward suitable career paths. Skills Assessment: Administer skills assessments to identify strengths and areas needing improvement, enabling personalized training plans.
2. Professional Development Workshops: Resume Writing Workshops: Conduct sessions on creating effective resumes tailored to the healthcare industry, emphasizing relevant skills and accomplishments. Interview Skills Training: Organize workshops to teach interview techniques, including mock interviews, to boost confidence and improve performance. Networking Workshops: Guide networking strategies, both online and offline, emphasizing the importance of professional connections in the healthcare sector.
3. Job Search Assistance: Job Listings: Maintain a comprehensive database of job openings in the healthcare field, regularly updated and accessible to participants. Job Matching: Offer personalized job matching services, aligning participants' skills and preferences with suitable employment opportunities. Application Support: Assist participants in filling out job applications, tailoring each application to match specific job requirements.
4. Job Placement Support: Partnerships with Employers: Business navigators will foster relationships with local healthcare employers to create a direct pipeline for job placements, including internships and entry-level positions. Job Fairs: Organize job fairs where participants can meet potential employers, submit resumes, and participate in on-the-spot interviews. Interview Scheduling: Facilitate interview scheduling between participants and employers, ensuring a smooth process for both parties.
5. Continuing Education and Upskilling: Further Education Opportunities: Provide information about advanced educational programs, scholarships, and grants, encouraging participants to continue their education for career advancement. Skill Enhancement: Offer workshops and courses to enhance participants' skills, keeping them competitive in the evolving healthcare landscape.
6. Life Coaching: Life Coaching: Separate from being assigned a Career Navigator, participants will also have a dedicated Life Coach. A Life Coach counsels and encourages clients through personal or career challenges. A life coach helps guide clients to reach their ultimate goals. Frequently, a life coach counsels clients in personal and professional arenas. This means career, personal development, relationships, nutrition, divorce, grief, and financial wellness.
7. Support with Licensing and Certifications: Licensing Guidance: Assist participants in understanding the licensing

requirements for their chosen healthcare professions, guiding them through the application process. Certification Support: Provide resources and preparation courses for relevant certifications, increasing participants' marketability and job prospects. 8. Regular Follow-ups: Post-Employment Support: Offer support even after participants secure employment, ensuring their successful integration into the workplace and addressing any challenges they may face. Feedback Surveys: Conduct regular surveys to gather feedback from participants about the effectiveness of career services, using the insights to make necessary improvements. Staff are all trained in implementing the Family-Centered Coaching model. Family-Centered Coaching is a set of strategies, tools, and resources that help human service organizations reinvent how they engage with families experiencing poverty. Family-Centered Coaching offers coaches, managers, and organizations a path to create and sustain robust holistic services and programs. By deciding to partner with families to address their needs and make progress on their goals, this partnership increases the likelihood of long-term success for everyone involved. Holistic Through Family-Centered Coaching, organizations can create opportunities to see and serve families holistically. For example, a parent may have goals to buy a home, to support their child's artistic interests, and to help an aunt with handling medical debt. Staff might focus solely on the goal that is most inline with their program outcomes. Yet all three of the parent's goals are interrelated. Can the parent buy a home and still afford to support their child's artistic interests? Does the aunt need immediate financial support to manage her medical costs, and if so, how does that affect the family's current and future budget and choices? Without knowing the full range of family interests, many things could happen. A family might make choices that limit their ability to reach family goals in another area of life. Buying the home might mean the child can't take art classes. Or, unexpected events might pop up, and, having taken out a mortgage, the family might have to sell their house if the aunt's medical condition becomes more urgent. Participant-Led Participants are in the best position to know what solutions will work best for them. Even when coaches think they have the "right answer," it may not be a fit for each unique family. When participants feel judged or told what to do, it is unlikely that they will follow up on that advice. Alternatively, the practice of Family-Centered Coaching gives participants space to explore challenges and opportunities and come to their own solutions in a timeframe that works for them. Through this, participants tap into their intrinsic motivation to take and sustain action. Fluid Families are most successful when supported by a range of approaches. While there are many other approaches to engage with families, such as mentoring, counseling, solution-focused therapy, and family-support services, Family-Centered Coaching focuses on case management, readiness assessment, and coaching because they are most readily applied and used by providers across different fields. Family-Centered Coaching offers guidelines to fluidly switch between these three approaches. For example, a family may start with a goal of finding a job but then lose their apartment. Then the participant and coach may decide to hold off on pursuing that job goal and move into case management mode to solve the housing issues. In a different scenario, a participant starts with the goal of becoming a nurse, but after two months they haven't taken the steps discussed during the coaching sessions. The participant and coach may decide to step back and assess readiness for change using motivational interviewing to help identify what is going on in the participant's life. Identifying which approach to use, and when, is one of the central skills of family-centered coaching. Integrated To empathetically and effectively partner with participants and families, Family-Centered Coaching integrates emerging practices from trauma-informed care, behavioral economics, and executive-skill building. These disciplines set important context for how people operate in the world, and provide tips for how to make changes easier. All of us are constantly making big and small decisions, People with fewer resources are constantly forced to do more with less. Recent research shows that people with fewer resources have much higher stress levels because of the constant juggling and need to keep a family afloat. Added to this are the underlying and pervasive stressors of systemic racism and poverty, creating ongoing high levels of stress that affects decision-making. People under stress tend to focus narrowly on the current problems in front of them, a process called "tunneling," which makes it hard to see beyond the crisis at hand. Family Centered Coaching recognizes that institutional racism, implicit bias, poverty, and inequality causes many families to experience trauma and toxic stress on a daily basis. Given these realities for low-income people, this research is "baked-in" to the mindsets, skills, tools, and resources offered through Family-Centered Coaching. Explore these promising practices and discover new opportunities to reduce stress and support families to make progress on their goals. By implementing this plan, the WDBVC can empower trainees with skills and the resources and support needed to



navigate their career paths in the healthcare sector successfully. Case management will be provided through our locations at: Oxnard – America's Job Center of California 2901 N. Ventura Road, Ste 300, Oxnard, CA 93036 Simi Valley – America's Job Center of California 2900 N. Madera Road, Ste 100 Simi Valley, CA 93065 Ventura Community Service Center 4651 Telephone Road, Ventura, CA 93003 Ojai Library 111 E Ojai Ave, Ojai, CA 93023 Moorpark Community Service Center 612B Spring Road, Ste 301 Moorpark, CA 93021 Thousand Oaks Community Service Center 80E Hillcrest Drive, Ste 200, Thousand Oaks, CA 91360 VC Department of Child Support Services 5171 Verdugo Way, Camarillo, CA 93012 Santa Clara Valley Community Service Center 725 E. Main Street,, Santa Paula, CA 93060 Fillmore Community Service Center 828 Ventura Street, Ste 200, Fillmore, CA 93015 Piru Library 3811 Center Street Piru, CA 93040 Training will also be provided through a mobile job center that will be rented or procured through the project. We will work with our contractor, Career TEAM, on the acquisition, design, and maintenance of the mobile job center. Below is justification for a mobile job center: Increased Accessibility: A mobile job center will reach out to communities that may have transportation barriers or difficulty accessing our traditional job centers. This could be especially important for residents in rural areas of Ventura County. Convenience: By bringing services directly to communities, a mobile job center will make it more convenient for eligible people to learn about and enroll in the healthcare training programs. This can help to reduce barriers to participation in the workforce project. Targeted Outreach: A mobile job center will be used to target outreach efforts to specific communities or populations that have been disproportionately affected by the disaster or that have a high need for healthcare training. Relationship Building: A mobile job center will provide an opportunity for staff to build relationships with community members and organizations. This can help to increase trust and participation in the workforce project. Reduced Costs: A mobile job center will be more cost-effective than purchasing a traditional brick-and-mortar job center, particularly since the project will serve all areas of Ventura County. Asset Management of the mobile job center: A regular maintenance schedule will be established to ensure the mobile job center functions safely and efficiently. This might include oil changes, tire rotations, and inspections by qualified mechanics. An inventory of all equipment and supplies will be taken within the mobile job center. This helps identify missing items and facilitates reordering when needed. Security measures will be implemented through a procedures manual like locking doors, alarm systems, or video surveillance to deter theft and vandalism when the mobile unit is not in use. Insurance coverage on the mobile job center will be maintained even after the grant ends. Plans for Use After the Grant: Funding through other sources will be used to continue to use of the mobile job center. The expansion of services offered through the mobile job center beyond healthcare training will be explored. It could be used for career counseling, job placement assistance, or workshops on different industries. The mobile job center's usage and impact will be tracked during the CDBG-DR grant period. This data can be used to demonstrate its effectiveness and secure future funding. Prior to beginning the training program, an agreement will need to be executed with Career TEAM, who is an existing contractor that was procured through a Workforce Innovation and Opportunity Act (WIOA) federal program procurement. Career TEAM will provide case management and supportive services. Career TEAM will also subcontract with partner, Futuro Health, and that agreement will need to be executed as well. Futuro Health will provide the training. Upon execution of the Career TEAM contract, they will hire staff to work on the project. All County of Ventura staff are existing and do not need to be hired.

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

No

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. :** Futuro Health is a partner that will be providing training to the enrollees. Futuro Health, a non-profit organization launched in 2020, is focused on improving the health and wealth of communities by growing the largest network of healthcare workers in the nation. Futuro Health makes education journeys into allied health careers possible by growing the talent that employers need and creating a path

to opportunity that workers want. Futuro Health, in partnership with a diverse ecosystem, builds a path for student success from awareness, recruitment, and training, to launch into allied health “gateway occupations.” Students are supported at every step of their journey with high touch coaching. Futuro Health is a critical partner in the California Consortium for Public Health Informatics & Technology (CCPHIT) with University of California, Berkeley, California State Universities, community colleges, employers and others. They bring Californians from diverse backgrounds onto education and credential pathways for placement into good, high road health care jobs that offer inclusive upward economic and social mobility. In 2022, they enrolled 3,275 individuals into allied healthcare education, bringing their total to over 8,000 diverse adults served. Futuro Health developed a comprehensive in-house information system, providing valuable insight to 30,000 applicants, with over 1 million contact points to assist Futuro Health students along their journey. Career TEAM is an approved subrecipient from our recent Career System Center Services Request for Proposals and will provide case management and supportive services. Career TEAM will subcontract with Futuro Health, who will provide the training. Career TEAM is a contractor for the project (not a partner) and will provide services to job seekers and employers. Career TEAM has experience providing workforce development services in Ventura County. Career TEAM will prioritize developing career pathway programs for underserved or hard-to-serve individuals that deliver the basic academic and vocational skills needed to attain employment, industry-recognized credentials, and careers in high-demand middle-skill occupational clusters. Particular emphasis will be placed on underserved communities that experience high concentrations of poverty, unemployment, justice involvement, and other indicators associated with vulnerable communities. Career TEAM will provide multiple access points for outreach and engagement during regular business hours, evenings, and weekends, such as at County of Ventura Human Services Agency locations, libraries, community centers, food banks, shelters, community colleges, etc. Career TEAM will be expected to deliver services in the community where clients and potential clients are located. Finally, Career TEAM will accommodate and make available virtual services to expand access for the customer base and effectively deliver career services. Subrecipient staff will be trained to recognize trauma and mental health needs, incorporate trauma-informed approaches in case management, and make appropriate emergent referrals when necessary. Staff will be able to serve clients who speak a language other than English or have access to interpreter services to communicate with clients in their preferred language. Staff will also be expected to be available after-hours on-call to respond to their clients. A new contract with Career TEAM will be executed for this project. Career TEAM was procured through a federal Workforce Innovation and Opportunity Act (WIOA) procurement done through the County of Ventura. The contract with Career TEAM will accommodate the CDBG-DR scope of work.

**Upload a copy of each pending or executed Partner Agreement. :** Ventura-VCHEAL\_Subrecipient\_Agreement\_2023.10.04.pdf

**Upload a copy of each pending or executed Partner Agreement. :** Ventura-VCHEAL\_Subrecipient\_Agreement\_2024.01.31.pdf

**Upload a copy of each pending or executed Partner Agreement. :** Ventura-VCHEAL\_Draft\_Futuro\_Agreement\_2024.01.31.pdf

**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. :** Providing participant supportive services is crucial to ensuring that eligible trainees in the program can focus on their education and training without being hindered by financial or personal barriers. The

WDBVC has experience issuing supportive services through its Workforce Innovation and Opportunity Act (WIOA) programs and has a policy regarding issuance. First, each participant's needs assessment will be conducted to identify their specific needs, such as childcare, transportation, housing, or counseling services. All services that will be provided will be free to eligible trainees. Career TEAM, the contractor, will provide the services to the eligible trainees either directly to vendors. The requirements must be tied to the participant's employment or education goals. Below are examples of supportive services that we may provide:

- **School Supplies:** Provide supplies such as books, uniforms for externships, and more. These are existing services.
- **Childcare Services:** Collaborate with local childcare providers to offer on-site childcare services, making it easier for parents to attend classes. These are existing services.
- **Public Transport:** Provide transportation passes to participants who rely on public transit. These are existing services.
- **Mileage Reimbursement:** Offer mileage reimbursement for participants to get to school, work, or interviews. These are existing services.
- **Rideshare Programs:** Partner with rideshare companies to offer discounted rides for participants who live in areas with limited public transportation options. These are existing services.
- **Temporary Housing:** Establish partnerships with local hotels or shelters to provide temporary housing for homeless participants. The payments may not extend beyond three consecutive months and must be paid directly to the service provider on behalf of the program trainee. These are existing services.
- **Health:** Assist eligible participants in accessing medical, dental, and vision healthcare. These are existing services.
- **Counseling Services:** Offer counseling and mental health support services to address participants' emotional and psychological needs. These are existing services.

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. : 8**

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? : No**

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

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

**Upload the applicable Public Service Environmental Review Form. : Q-EnvironmentalReview-Revised-SIGNED.pdf**

## SECTION III: BUDGET :

Enter the total Amount of DR-Workforce Funds Requested.

**20. CDBG-DR Funding Amount Requested :** 7,500,000.00

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

**21. Total Project Cost :** 7,500,000.00

**22. Upload detailed cost estimate prepared, signed, and stamped by a Licensed Architect or Professional Engineer licensed in the State of California. :** Ventura-VCHEAL\_Detailed Cost Estimate\_2023.12.07.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 :** Ventura-VCHEAL\_Total Budget\_2024.04.12.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. :** Ventura-VCHEAL\_DOB\_Affidavit.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. :** L-FiscalForm-UpdatedSIGNED.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):** : Within 30 days from the executed SA with HCD

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:** : N/A

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: : N/A**

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: : Summer 2024**

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

**Milestone #7: Date projected to expend Fifty percent (50%) of the CDBG-DR awarded funds: : March 31, 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? : In Development**

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

**33. Do you have policies and procedures related to application intake for trainees? : In Development**

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).**

Sustaining VC HEAL requires careful planning, strategic partnerships, and ongoing evaluation. Below is a comprehensive plan on how the WDBVC could support the program:

- 1. Diversify Funding Sources:**
  - **Workforce Innovation and Opportunity Act (WIOA):** Integrate the training into WIOA programming by ensuring the program is listed on the State's training provider list.
  - **Grants and Donations:** Continuously seek grants from federal, State, and local governments, as well as private foundations. Also, encourage donations from local businesses and philanthropists interested in supporting workforce development initiatives.
  - **Corporate Partnerships:** Forge partnerships with local businesses and corporations. Offer them benefits such as skilled graduates, tax incentives, and positive community engagement in exchange for financial support.
- 2. Continuous Program Evaluation:**
  - **Data-Driven Decisions:** Use data analytics to assess the program's effectiveness. Track employment rates, participant satisfaction, and employer feedback. Adjust the curriculum and support services based on the data to ensure relevance and success.
  - **Regular Reviews:** Conduct regular internal and external program reviews. Seek feedback from participants, employers, and educators to identify areas of improvement.
- 3. Engage Employers Actively:**
  - **Customized Training:** Collaborate closely with employers to design training programs that meet industry needs. Regularly update the curriculum to match the changing demands of the job market.
  - **Job Placement Commitments:** Work with employers willing to hire program graduates. Establish partnerships with companies to ensure a steady demand for skilled workers.
- 4. Alumni Engagement:**
  - **Alumni Networks:** Create and maintain alum networks. Engage with graduates to mentor current students and assist with job placement efforts.
  - **Success Stories:** Share success stories of program alums, demonstrating the positive impact of the training program. This can attract more participants and funding.
- 5. Community Partnerships:**
  - **Social Service Collaboration:** Partner with social service agencies to address participants' non-academic needs, such as housing, healthcare, and childcare. These partnerships can provide holistic support to participants.
  - **Local Organizations:** Collaborate with local community organizations, non-profits, and faith-based groups. They can assist with outreach efforts, offer resources, and provide additional funding avenues.
- 6. Technology Integration:**
  - **Online Learning:** Explore online learning options to reach a wider audience. Develop interactive online courses and webinars, making education accessible to those with time constraints or physical limitations. The WDBVC has a contract with Metrix Learning, which has an online portal that delivers more than 7,000 courses and hundreds of certification opportunities.
  - **Learning Management Systems:** Implement efficient learning management systems to streamline administrative tasks, track participant progress, and enhance overall program management.
- 7. Advocacy and Public Relations:**
  - **Advocacy:** Advocate for local, State, and national workforce development. Promote the program's success to policymakers, emphasizing its positive impact on the community and economy.
  - **Public Relations:** Maintain a strong online presence, including a user-friendly website and active social media profiles. Regularly publish newsletters and press releases showcasing program achievements and upcoming events.
- 8. Continuous Staff Development:**
  - **Training and Development:** Invest in staff training to keep them updated with industry trends, teaching methodologies, and counseling techniques.
  - **Retention Strategies:** Implement retention strategies to keep skilled and experienced staff members, ensuring program stability and consistency.
- 9. Financial Responsibility:**
  - **Budget Management:** Maintain strict financial oversight, ensuring resources are allocated efficiently. Regularly review budgets and seek cost-effective solutions without compromising program quality.
  - **Financial Reserves:** Establish financial reserves to handle unexpected expenses and economic downturns, ensuring the program's stability during challenging times.
- 10. Policy Advocacy and Research:**
  - **Research Initiatives:** Engage in research initiatives to stay ahead of emerging trends in workforce development. Use research findings to adapt the program to industry demands.
  - **Policy Advocacy:** Advocate for policies that support workforce development. Participate in discussions and collaborate with policymakers to positively influence decisions that impact workforce training programs. By integrating these strategies, the WDBVC can sustain the program effectively, ensuring its long-term viability and continued positive impact on the community and workforce.

## 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. :** Ventura-VCHEAL\_Adopted Resolution\_2023.12.07.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. :** Ventura-VCHEAL\_AOR Proof\_2023.12.07.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> (<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). :** VC-FuturoHealth-CareerTeam-NonDebarmentProof.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? :** Yes

**Upload a copy of the monitoring report and any follow-up documentation in response to the report. :** Ventura-VCHEAL\_Applicant Mon Report \_2022.07.01.pdf

**Upload Box :** Ventura-VCHEAL\_Applicant Supporting Mon Doc \_2022.08.17.pdf

**Upload Box :** Ventura-VCHEAL\_Applicant Mon Report Closeout \_2023.02.21.pdf

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. :** Ventura-VCHEAL\_Applicant Audit \_2022.06.30.pdf

**Upload Box :**



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. :** WDBVC Assistant Director (Applicant Staff) – This current staff member has nearly 15

years of federal grant experience and will be the grant liaison to CDBG. The WDBVC Assistant Director analyzes operations, trends, outcomes, processes, systems, etc. to determine and respond to changes required in policies and procedures; assists in or develops recommendations for policies and procedures. Current staff has thorough knowledge of: principles and practices of effective operational management and supervision; the use of automated systems; human resource practices and procedures; planning, organizing and directing work to meet workload demands; project and time management techniques and tools; work processes/methods related to the specific assignment; budget preparation, administration, and monitoring; and, researching and interpreting codes, regulations and policies. WDBVC Business Solutions Manager (Applicant Staff) – This current staff member has 5 years of federal grant experience and will oversee activities with businesses. The Business Solutions Manager will conduct employer liaison activities with local businesses for the program. Staff has working knowledge of: Employment and training program practices and procedures; fiscal and administrative principles and practices; interviewing techniques and case management; and community resources and social services programs. WDBVC Program Manager (Applicant Staff) – This current staff member has 5 years of federal grant experience and focuses on functions related to general administrative or program administration rather than on functions associated directly with client service delivery. This staff will review case files and provide technical assistance to the subrecipient. The current staff has thorough knowledge of: principles and practices of effective operational management and supervision; the use of automated systems; human resource practices and procedures; planning, organizing and directing work to meet workload demands; project and time management techniques and tools; work processes/methods related to the specific assignment; budget preparation, administration, and monitoring; and, researching and interpreting codes, regulations and policies. Career TEAM Program Manager (Contractor Staff) – This staff member will oversee Career TEAM staff and will be a new hire. The Program Manager focuses on full management responsibility for strategy, planning, implementation, and evaluation of line operations and service delivery. This staff will provide daily supervision of staff activities. The staff member will have thorough knowledge of: WIOA theories and practices; the principles of supervision and management; the principles and techniques of budgetary preparation and analysis, fiscal management, organization and staffing; application of office automation to business processes; contract negotiation; marketing of services; and, public relations.

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. :** WDBVC Assistant Director (Applicant Staff) – This current staff member has nearly 15

years of workforce training experience and will be the grant liaison to CDBG. The WDBVC Assistant Director analyzes operations, trends, outcomes, processes, systems, etc. to determine and respond to changes required in policies and procedures; assists in or develops recommendations for policies and procedures. Current staff has thorough knowledge of: principles and practices of effective operational management and supervision; the use of automated

systems; human resource practices and procedures; planning, organizing and directing work to meet workload demands; project and time management techniques and tools; work processes/methods related to the specific assignment; budget preparation, administration, and monitoring; and, researching and interpreting codes, regulations and policies. WDBVC Business Solutions Manager (Applicant Staff) – This current staff member has 5 years of workforce training experience and will oversee activities with businesses. The Business Solutions Manager will conduct employer liaison activities with local businesses for the program. Staff has working knowledge of: Employment and training program practices and procedures; fiscal and administrative principles and practices; interviewing techniques and case management; and community resources and social services programs. WDBVC Program Manager (Applicant Staff) – This current staff member has 5 years of workforce training experience and focuses on functions related to general administrative or program administration rather than on functions associated directly with client service delivery. This staff will review case files and provide technical assistance to the subrecipient. The current staff has thorough knowledge of: principles and practices of effective operational management and supervision; the use of automated systems; human resource practices and procedures; planning, organizing and directing work to meet workload demands; project and time management techniques and tools; work processes/methods related to the specific assignment; budget preparation, administration, and monitoring; and, researching and interpreting codes, regulations and policies. Career TEAM Program Manager (Contractor Staff) – This staff member will oversee Career TEAM staff and will be a new hire. The Program Manager focuses on full management responsibility for strategy, planning, implementation, and evaluation of line operations and service delivery. This staff will provide daily supervision of staff activities. The staff member will have thorough knowledge of: WIOA theories and practices; the principles of supervision and management; the principles and techniques of budgetary preparation and analysis, fiscal management, organization and staffing; application of office automation to business processes; contract negotiation; marketing of services; and, public relations. Career Navigators (Contractor Staff) – These new hire staff will conduct case management and direct participant services. The staff will demonstrate a working knowledge of case management procedures and, have a comprehensive knowledge of programs and their primary assignment, and serve as a resource for participants. Staff will have thorough of: principles and techniques of interviewing, case management and crisis intervention; conduct complex interviews and extract information both in person and over the telephone; community resources and human service programs available within the State, Community, and Career Center agency partnerships; principle of individual and group behavior; establish and maintain cooperative working relationships with people of diverse socio-economic backgrounds and levels; the laws, rules and policies governing CDBG operations; physical and mental illnesses and their impact on a clients ability to achieve a career. Business Navigator (Contractor Staff) – This new staff member will liaison with businesses and participants. The staff will perform job development and employer liaison activities with local businesses. Staff will have working knowledge of: Employment and training program practices and procedures; fiscal and administrative principles and practices; interviewing techniques and case management; and community resources and social services programs.

**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. :** WDBVC Assistant Director (Applicant Staff) – This current staff member has nearly 15 years of federal and workforce training experience and will be the grant liaison to CDBG. The WDBVC Assistant Director analyzes operations, trends, outcomes, processes, systems, etc. to determine and respond to changes required in policies and procedures; assists in or develops recommendations for policies and procedures. Current staff has thorough knowledge of: principles and practices of effective operational management and supervision; the use of automated systems; human resource practices and procedures; planning, organizing and directing work to meet workload demands; project and time management techniques and tools; work processes/methods related to the specific assignment; budget preparation, administration, and monitoring; and, researching and interpreting codes, regulations and policies. The WDBVC Assistant Director is a PhD, Certified Workforce Development Professional (CWDP), Journeyman Workforce Development Apprentice, Certified Business Services Consultant, and a Six Sigma Black Belt. Career TEAM Program Manager (Contractor Staff) – This staff member will oversee Career TEAM staff and will be a new hire.

The Program Manager focuses on full management responsibility for strategy, planning, implementation, and evaluation of line operations and service delivery. This staff will provide daily supervision of staff activities. The staff member will have thorough knowledge of: WIOA theories and practices; the principles of supervision and management; the principles and techniques of budgetary preparation and analysis, fiscal management, organization and staffing; application of office automation to business processes; contract negotiation; marketing of services; and, public relations.

**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. :** Ventura\_VCHEAL\_Org Chart\_2024.04.12.docx

**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. :** No capacity gaps.

**46. Do you have Procurement Policies and Procedures? :** Yes

**Upload Procurement Policies and Procedures. :** Ventura-VCHEAL\_Procurement PnP\_2024.01.31.pdf

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

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

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

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? :** In Development

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. :** Ventura-VCHEAL\_Records PnP\_2023.10.04.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. :** Ventura-VCHEAL\_LAP\_2023.10.04.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: : Melissa Livingston**

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

**58. Applicants that have any additional documentation to provide in support of their DR-Workforce application, may upload the documents below: : Appendix D-2 Language Access Plan Template.pdf**

**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/464B5EB4-6B05-47AA-A271-FDE4C05C0377>

## **Application Goals :**

**View Application Goals :** <https://portal.ecivis.com/#!/peerGoals/F32C02C7-41DB-4060-8D63-B2606D51D650>

**# of Reviews : 5**

**# of Denials : 0**

**Text :**

*Created by : zengine+37691@srm.ecivis.com*

*Record ID # : 55959808*

*Last change : 2024-04-17T22:52:58+0000*

## Budget Report

Passthrough Agency: California Department of Housing and Community Development  
Program: 2018 CDBG-DR Workforce Development Program  
Project Name/Title: Ventura County Healthcare Employment Accelerator (VC HEAL) 1  
Org Name: County of Ventura  
Stage: Pre-Award

Report Date: 04/23/2024  
Requested By: Brenda Blakley-Spain  
[Brenda.Blakley-Spain@ventura.org](mailto:Brenda.Blakley-Spain@ventura.org)

### Budget Items

Category	Title	Description	Units	Unit Cost	Extended Cost	Direct Cost	Indirect Cost	GL Account	Cost Share	Type
<b>Activity</b>										
New Subcategory										
	Activity Costs	Training for enrollees, Supportive Services, Case Management, Outreach and Mobile Unit.	0	\$0.00	\$0.00	\$6,140,832.00	\$0.00		\$0.00	Direct Cost
<b>Activity Total</b>			<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,140,832.00</b>	<b>\$0.00</b>		<b>\$0.00</b>	
<b>General Administration</b>										
New Subcategory										
This subcategory has no line items.										
<b>General Administration Total</b>			<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>	
<b>Activity Delivery</b>										
New Subcategory										
	Activity Delivery Costs	Staff to support the program oversight and indirect costs.	1	\$0.00	\$0.00	\$1,359,168.00	\$0.00		\$0.00	Direct Cost
<b>Activity Delivery Total</b>			<b>1</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,359,168.00</b>	<b>\$0.00</b>		<b>\$0.00</b>	
<b>Other</b>										
New Subcategory										
<b>Other Total</b>			<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>	
<b>Grant Total</b>			<b>1</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,500,000.00</b>	<b>\$0.00</b>		<b>\$0.00</b>	

Budget Report, Created by Brenda Blakley-Spain, Brenda.Blakley-Spain@ventura.org, 04/23/2024  
Source: eCivis™ Portal  
<http://www.ecivis.com/>

## Budget Report

**Agency:** California Department of Housing and Community Development  
**Program:** 2018 CDBG-DR Workforce Development Program  
**Project Name/Title:** Ventura County Healthcare Employment Accelerator (VC HEAL) 1  
**Org Name:** County of Ventura  
**Stage:** Pre-Award

**Report Date:** 04/23/2024  
**Requested By:** Brenda Blakley-Spain  
[Brenda.Blakley-Spain@ventura.gov](mailto:Brenda.Blakley-Spain@ventura.gov)

### Narrative

We propose training 250 clients at \$14,000 each, including access to Futuro Health's Human Touch Healthcare Course, Futuro Health Coaches, Medical Assistant Training Program, Peer Support Specialist, Community Health Worker, and Mental Health Worker. Futuro Health determines these costs. Futuro Health will provide the training. The cost of training will be paid by Career TEAM and included in their contract.

Supportive services (\$100,000) Supportive services such as gas cards, work tools, professional clothing, and other support to ensure employment and training completion will be available to participants should they need assistance. Payments will go directly to service providers. Historical expenditures for supportive services in similar programs determined the costs. Estimated breakdown of costs:

School Supplies	\$10,000.00
Childcare Services	\$30,000.00
Public Transport	\$5,000.00
Mileage Reimbursement	\$10,000.00
Rideshare Programs	\$5,000.00
Temporary Housing	\$25,000.00
Health	\$7,500.00
Counseling Services	\$7,500.00

The contractor, Career TEAM, will be providing the payments to service providers. This amount will be included in the Career TEAM contract.

A Request for Proposals (RFP) for workforce development services will be utilized to identify a qualified contractor, Career TEAM, who will provide supportive and staffing services (including salaries and fringe benefits), participant wages, consumable testing, and instructional materials. Career TEAM will implement the family-centered coaching model through effective case management and job development. The selected subrecipient will be responsible for paying for training. These costs are based on the number of trainees served, equating to \$6,710.28 per participant (\$1,677,596/250). This cost per participant is lower than the industry standard.

An RFP process was utilized to identify a contractor, Consortium Media, who will perform outreach and communication for content creation, social media and press releases, and more. This is necessary to ensure grant outcomes are met. The overall cost of outreach is based on historical expenditures on outreach for similar projects.

County of Ventura Salaries and Benefits (\$677,350)

Costs for staffing are based on the County of Ventura's salary schedule for these positions and the level of effort needed to operate the grant. The County of Ventura's fringe benefit is 60% of personnel costs. Fringe benefits include health care, FICA/Medicare, and retirement.

WDBVC Project Manager (Current County of Ventura Staff) – This staff member is the grant liaison to CDBG. The staff analyzes operations, trends, outcomes, processes, and systems to determine and respond to changes required in policies and procedures and assists in or develops recommendations for policies and procedures. The current staff possesses strong knowledge of effective operational principles/practices in project and time management, supervision, automated systems, human resources, directing workflow demands, budget building, administration, monitoring, researching, and interpreting codes, regulations, and policies. This position will be assigned 0.20 FTE for 19 months—total grant funded: \$65,075.

WDBVC Program Manager (Current County of

Ventura Staff) – This staff member will oversee contract monitoring, performance, and technical assistance. The current staff member has a thorough knowledge of workforce development theories and practices, the principles of supervision and management, the principles and techniques of budgetary preparation and analysis, fiscal management, organization and staffing, application of office automation to business processes, contract negotiation; marketing of services both internal and external to the County; and, public relations. This position will be assigned 1 FTE for 19 months—total grant funded: \$263,493.

WDBVC Business Solutions Manager (Current County of Ventura staff) – This staff member will liaise with businesses and subrecipient staff. The staff will oversee job development and employer liaison activities with local businesses. Staff will have a working knowledge of Employment and training program practices and procedures, fiscal and administrative principles and practices, interviewing techniques and case management, and community resources and social services programs. This position will be assigned 0.6 FTE for 19 months—total grant funded: \$158,096.

WDBVC Business Solutions Specialist (Current County of Ventura staff) – This staff member will liaise with businesses and subrecipient staff. The staff will assist with job development and employer liaison activities with local businesses. Staff will have a working knowledge of Employment and training program practices and procedures, fiscal and administrative principles and practices, interviewing techniques and case management, and community resources and social services programs. This position will be assigned 1 FTE for 19 months—total grant funded: \$190,686.

**Mobile Job Center (\$813,235)**

A mobile job center will be rented or purchased by Career TEAM to improve access to healthcare training for eligible populations. A mobile job center supports long-term recovery by increasing employment opportunities. The mobile job center can reach more people cost-effectively than traditional methods by bringing the services to rural areas of Ventura County. Costs include the following:

- Vehicle Acquisition Costs
- Design of the vehicle
- Vehicle Maintenance
- Fuel and Insurance
- Permits and Licensing
- IT Equipment such as computers, printers, projectors, and internet connectivity
- Furniture such as desks, chairs, comfortable participants' seats, and whiteboards or presentation materials

We will work with our County General Services Agency to acquire, design, and operate the mobile job center.

**De minimis Rate (\$681,818)**

The County of Ventura elects to claim an Indirect Cost Rate of 10%, which covers overhead (accounting, payroll, administration, and audit functions) and will utilize MTDC as the cost allocation base. The County meets all requirements described in 2 CFR 200.414(f) and has not received a NIRCA (spell out then put in parenthesis). In addition, the County does not fall into the category of an entity as described in 2 CFR 200, Appendix VII(D)(1)(b).

It is estimated that expenditures will occur within the first quarter of the grant award.



The program will remain viable should the funding amount be less than the request. The number of trainees may be reduced based on the amount awarded.

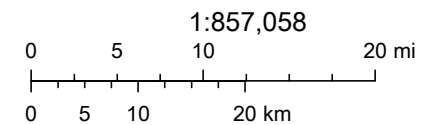
**Expenditures**

We estimate that 50% of the workforce training costs will expire by March 31, 2025.

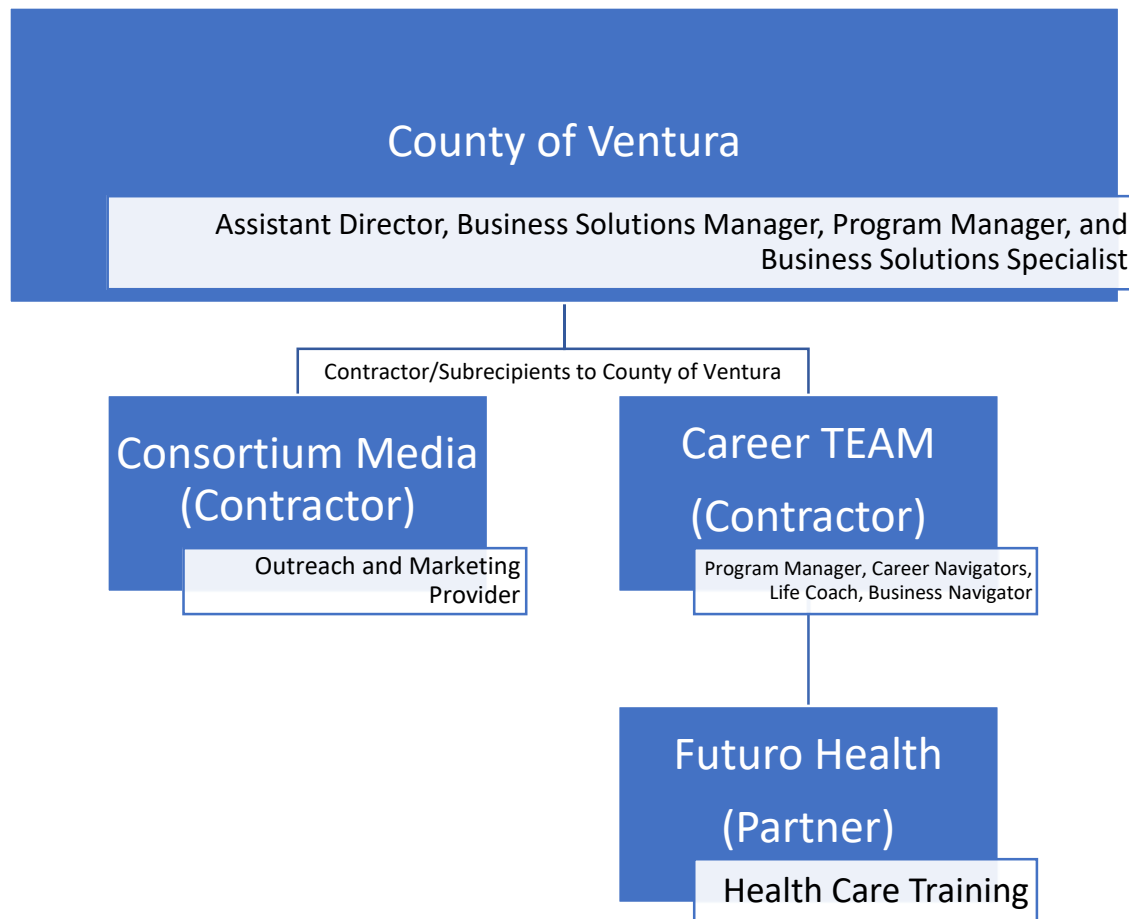


The map displays the proposed boundary for the San Gabriel Valley Council of Governments, outlined in black. This boundary encompasses a vast area in Southern California, starting from the Los Angeles basin in the south and extending north towards the San Francisco Bay Area. Key features within the boundary include the San Gabriel Valley, the Santa Monica Mountains, and the Channel Islands. Major transportation routes such as Interstate 5, Interstate 10, Interstate 210, Interstate 15, Interstate 101, and State Routes 138, 154, and 14 are clearly marked. The map also identifies numerous cities and towns, including Santa Barbara, Santa Clarita, Fillmore, Piru, Santa Paula, Lancaster, Palmdale, Simi Valley, Moorpark, Santa Rosa Valley, Camarillo, Oxnard, El Rio, Thousand Oaks, Lake Sherwood, Santa Monica, and Los Angeles. Natural areas like Los Padres National Forest, Channel Islands National Park, and Santa Monica Mountains National Recreation Area are also labeled. A yellow star in the Simi Valley area indicates the location of the proposed council's headquarters.

 America's Job Center of CA  
 AJCC (1-mi buffer)



California State Parks, Esri, HERE, Garmin, SafeGraph, FAO, METI/NASA, USGS, Bureau of Land Management, EPA, NPS



The County of Ventura will be the fiscal agent for the program. The Workforce Development Board of Ventura County is a department of the Human Services Agency of the County of Ventura.

Career TEAM is a procured contractor of the County of Ventura that is providing Workforce Innovation and Opportunity Act (WIOA) services for the Workforce Development Board of Ventura County. Career TEAM will be a contractor for this project. Additionally, Futuro Health is a partner and will be a subcontractor to Career TEAM to provide healthcare training to eligible trainees.

Finally, Consortium Media is also an existing procured contractor that will provide outreach to eligible trainees.

## Appendix D-2: Language Access Plan Template

Language Access Plan: As a result of the Four-Factor Analysis, the **County of Ventura** has identified the following types of language assistance to be provided on an as needed basis by the **County of Ventura** throughout the implementation of the CDBG-DR program:

*Mark the paragraphs below that best describe your planned activities. Additional information can be provided to clarify more accurately the entity's planned activities:*

- ☒ All CDBG DR program-related documents, public notices, and public outreach to attract training participants will be published in **Spanish** on bulletin boards at the **Ventura County America's Job Center of California** in public places throughout the proposed project area(s) and/or the community.
- ☒ Additionally, all notices and advertisements will include a statement in **Spanish** indicating that program materials are available in **Spanish** upon request.
- ☒ All notices about participation will include a statement that interpreters will be available at public presentations upon prior request. Click or tap here to enter text.
- ☒ If needed, an interpreter may be retained to provide oral interpretation in the field during the implementation of the program activities Click or tap here to enter text.
- ☒ If other populations of LEP persons are identified in the future, the **County of Ventura** will consider additional measures to serve the language access needs of those persons.

Melissa Livingston  
Printed Name of Authorized Signatory

Signature

Director, Human Services Agency  
Title

11/7/2023  
Date Adopted



U.S. Department of Housing and Urban  
Development

451 Seventh Street, SW  
Washington, DC 20410  
www.hud.gov

espanol.hud.gov

## **Environmental Review for Activity/Project that is Exempt or Categorically Excluded Not Subject to Section 58.5 Pursuant to 24 CFR Part 58.34(a) and 58.35(b)**

This is a suggested format that may be used by Responsible Entities to document completion of an Exempt or Categorically Excluded Not Subject to Section 58.5 environmental review.

### **Project Information**

**Project Name:** Ventura County Healthcare Employment Accelerator (VC HEAL)

**Responsible Entity:** Workforce Development Board of Ventura County

**Grant Recipient** (if different than Responsible Entity):

**State/Local Identifier:** CA

**Preparer:** Rebecca Evans

**Certifying Officer Name and Title:** Melissa Livingston  
Director  
Ventura County Human Services Agency

**Consultant** (if applicable): N/A

**Project Location:** Oxnard, CA

### **Description of the Proposed Project [24 CFR 58.32; 40 CFR 1508.25]:**

The project aims to train 250 low- and moderate-income individuals in high-demand healthcare occupations in Ventura County. Participants will also have access to case management, life coaching, and supportive services to ensure that they complete training and become employed.

### **Level of Environmental Review Determination:**

- ☒ Activity/Project is Exempt per 24 CFR 58.34(a): (3)-Administrative and management activities  
(4)-Public services that will not have a physical impact or result in any physical changes, including but not limited to services concerned with employment, crime prevention, child care, health, drug abuse, education, counseling, energy conservation and welfare or recreational needs.

Project Name

Project Locality and State

HEROS Number

☒ Activity/Project is Categorically Excluded Not Subject To §58.5 per 24 CFR 58.35(b):

The project aims to train 250 low- and moderate income individuals in high-demand healthcare occupations in Ventura County. Participants will also have access to case management, life coaching and supportive services to ensure that they complete training and become employed.

### **Funding Information**

Grant Number	HUD Program	Funding Amount
	HCD-CDBG-DR Workforce Development Program	\$7,500,000.00

**Estimated Total HUD Funded Amount:**\$7,500,000.00

**This project anticipates the use of funds or assistance from another Federal agency in addition to HUD in the form of (if applicable):**N/A

**Estimated Total Project Cost (HUD and non-HUD funds) [24 CFR 58.32(d)]:**\$7,500,000.00

### **Compliance with 24 CFR §50.4 and §58.6 Laws and Authorities**

Record below the compliance or conformance determinations for each statute, executive order, or regulation. Provide credible, traceable, and supportive source documentation for each authority. Where applicable, complete the necessary reviews or consultations and obtain or note applicable permits of approvals. Clearly note citations, dates/names/titles of contacts, and page references. Attach additional documentation as appropriate.

<b>Compliance Factors:</b> Statutes, Executive Orders, and Regulations listed at 24 CFR 50.4 and 58.6	Are formal compliance steps or mitigation required?	Compliance determinations
<b>STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR §58.6</b>		
<b>Airport Runway Clear Zones and Accident Potential Zones</b>  24 CFR Part 51 Subpart D	Yes    No <input type="checkbox"/> <input checked="" type="checkbox"/>	
<b>Coastal Barrier Resources</b>  Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 [16 USC 3501]	Yes    No <input type="checkbox"/> <input checked="" type="checkbox"/>	
<b>Flood Insurance</b>	Yes    No <input type="checkbox"/> <input checked="" type="checkbox"/>	

Project Name

Project Locality and State

HEROS Number

Flood Disaster Protection Act of 1973 and National Flood Insurance Reform Act of 1994 [42 USC 4001-4128 and 42 USC 5154a]		
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**Mitigation Measures and Conditions [40 CFR 1505.2(c)]**

Summarize below all mitigation measures adopted by the Responsible Entity to reduce, avoid, or eliminate adverse environmental impacts and to avoid non-compliance or non-conformance with the above-listed authorities and factors. These measures/conditions must be incorporated into project contracts, development agreements, and other relevant documents. The staff responsible for implementing and monitoring mitigation measures should be clearly identified in the mitigation plan.

Law, Authority, or Factor	Mitigation Measure
N/A	N/A

Preparer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name/Title/Organization: ~~Rebecca Evans, Executive Director, Workforce Development Board of Ventury County~~

Responsible Entity Agency Official Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

Name/Title: ~~Melissa Livingston, Director, Ventura County Human Services Agency~~

This original, signed document and related supporting material must be retained on file by the Responsible Entity in an Environmental Review Record (ERR) for the activity/project (ref: 24 CFR Part 58.38) and in accordance with recordkeeping requirements for the HUD program(s).



## 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](#)).



#### **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.



#### **16. Debarred Contractors:**

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

#### **17. Inspection of Grant Activities:**

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

#### **18. Cost Recovery:**

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

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

#### **19. Procurement:**

It will follow the federal procurement policies per [24 CFR §200.317 et seq.](#)

#### **20. Excessive Force:**

It will adopt and enforce policies:

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



- 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 \(HUD\)](#)



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.

**Melissa Livingston**

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

**Director**

**11/7/2023**

Signature

Title

Date