

**SUBAWARD AGREEMENT – SACOG Engage, Empower, Implement (EEI) Award**

Subrecipient:	Yolo County Office of Education		
Project Title:	<b>Engaging Yolo County Youth, Children, and Families</b>		
Subaward Project Period:	Start: 7/1/2025	End:	7/1/2027
Amount Funded:	\$ 63,000		

The “Engaging Yolo County Youth, Children, and Families” (“Project”) is receiving the Engage, Empower, Implement (EEI) award from the Sacramento Area Council of Governments (“SACOG”).

This Subaward Agreement (“Subaward” or “Agreement”) is hereby entered into between the Subrecipient and the County to provide for disbursement of the EEI award funds to Subrecipient to facilitate timely completion of the Project. The full Agreement includes the following Attachments, which are incorporated herein by reference.

- Attachment 1 – Subaward Terms and Conditions
- Attachment 2 – Scope of Work
- Attachment 3A – County Contacts
- Attachment 3B – Subrecipient Contacts
- Attachment 4 – Insurance
- Attachment 5 – Caltrans Project Authorization (DOT LAPM 3-A)
- Attachment 6 – Federal Authorization for Obligation of Funds (E-76)
- Attachment 7 – Required Contract Clauses
- Attachment 8 – Title VI Assurances

The full budget request amount of \$277,619 was accepted. A majority portion of this funding, \$252,619, will be reimbursed from CalTrans as outlined in the DOT LAPM 3-A form provided as Attachment 5 and administered by Yolo County (“County”). CalTrans has provided the E-76 form, Attachment 6, authorizing the funding arrangement. The remaining \$25,000 will be received as a lump sum from SACOG directly by the Community Based Organization (CBO) partners. Each Subrecipient, will be authorized for budget request funding consistent with the Scope of Work itemization described in Attachment 2 of this Agreement, for the Project.

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement as of June 24, 2025.

**SUBRECIPIENT**

Signature of Authorized Official:		Date Signed:	
Authorized Official Name:			
Authorized Official Title:			

**COUNTY OF YOLO**

Signature of Authorized Official:		Date Signed:	
Authorized Official Name:			

Authorized Official Title:	
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Approved as to Form Signature of County Counsel:		Date Signed:	
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Name:	
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## ATTACHMENT 1 – SUBAWARD TERMS AND CONDITIONS

1. Funding Subaward; Reimbursement Procedure. The County agrees to provide funding, not to exceed \$63,000, solely for the Project as further described in Attachment 2 (Scope of Work). County shall disburse the subaward funding to Subrecipient on a reimbursement basis within 30 days of the date it is signed by the County's Procurement Manager. Subrecipient understands and acknowledges that the County's award is subject to the terms and conditions of the EEI award and applicable requirements for such EEI funding.

Subrecipient shall submit itemized invoices not more often than monthly and not less frequently than quarterly for allowable costs incurred for the Project. Upon the receipt of proper invoices, the County agrees to process payments in accordance with this Agreement, subject to the availability of the EEI award funds. All invoices shall be submitted using detailed invoices that include current and cumulative costs (including cost sharing).

2. Subrecipient Obligations. Subrecipient agrees that all funds disbursed to Subrecipient pursuant to this Agreement will be for the Project only and shall be expended consistent with the Scope of Work (Attachment 2) and the applicable terms of the EEI Award.
3. Cooperation. The Parties agree to cooperate in good faith to ensure the timely completion of the Project.
4. Independent Contractor. Subrecipient, and the agents and employees of Subrecipient, in the performance of this Agreement, will act as and be independent contractors and not officers or employees or agents of the County. Subrecipient, its officers, employees, agents, and subcontractors, if any, will have no power to bind or commit the County to any decision or course of action, and will not represent to any person or business that they have such power. Subrecipient has and will retain the right to exercise full control of the supervision of the work and over the employment, direction, compensation and discharge of all persons assisting Subrecipient in the performance of work funded by this Agreement. Subrecipient will be solely responsible for all matters relating to the payment of its employees and contractors including, but not limited to, compliance with all laws, statutes, and regulations governing such matters.
5. Records. Subrecipient shall keep, and provide to County or its agents, upon request, accurate financial records necessary to enable County to review Subrecipient's performance of this Agreement. These records shall demonstrate the funding has been used for the Project. Subrecipient shall maintain all such records for at least five years from the Subaward Project Period date identified in the cover page of this Agreement.
6. Compliance with Funding Agreement. To the extent not expressly required in this Agreement, Subrecipient further acknowledges and agrees to comply with all requirements and conditions of the Funding Agreement (Attachments 5 and 6) and all applicable Federal or State requirements governing the use of the EEI program grant funds, including the required provisions and assurances in Attachments 7 and 8.
7. Compliance with Caltrans' Local Assistance Procedures Manual. Subrecipient and its

contractors and subcontractors shall comply with Caltrans' Local Assistance Procedures Manual (<https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/lapm/lapm-2025.pdf>), and all other applicable State statutes, regulations, and guidelines or additional restrictions, limitations, or conditions.

8. Nondiscrimination.

a. During the performance of this Agreement, Subrecipient and its contractors or subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex (gender), sexual orientation, race, color, ancestry, religion, creed, national origin (including language use restriction), pregnancy, physical disability (including HIV and AIDS), mental disability, medical condition (cancer/genetic characteristics), age (over 40), marital/domestic partner status, gender identity, and denial of medical and family care leave or pregnancy disability leave. Subrecipient and its contractors or subcontractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Subrecipient and its contractors or subcontractors shall comply with the provisions of the California Fair Employment and Housing Act (Gov. Code, § 12990.) and the applicable regulations promulgated thereunder (Cal. Code Regs., tit. 2, § 11000 et seq.). The applicable regulations of the Fair Employment and Housing Commission are incorporated into this Agreement by reference.

b. By signing this Subaward, the Subrecipient further certifies that it will comply with all legal requirements relating to nondiscrimination and nondiscriminatory use of Federal funds, including that Subrecipient shall not deny benefits or services, or otherwise discriminate on the basis of race, color, national origin (including limited English proficiency), disability, age, or sex (including sexual orientation and gender identity), in accordance with the following authorities: Title VI of the Civil Rights Act of 1964 (Title VI) Public Law 88-352, 42 U.S.C. 2000d-1 et seq., and the Department's implementing regulations, 31 CFR part 22; Section 504 of the Rehabilitation Act of 1973 (Section 504), Public Law 93-112, as amended by Public Law 93-516, 29 U.S.C. 794; Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. 1681 et seq., and the Department's implementing regulations, 31 CFR part 28; Age Discrimination Act of 1975, Public Law 94-135, 42 U.S.C. 6101 et seq., and the Department implementing regulations at 31 CFR part 23; and the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. § 12101, et seq.).

9. Title VI Assurances. The U.S. Department of Transportation Order No.1050.2A requires all federal-aid Department of Transportation contracts between an agency and a consultant to contain Appendices A and E of the Title VI Assurances. During the performance of this Agreement, Subrecipient, for itself, its assignees, and successors in interest agrees to comply with the nondiscrimination statutes and additional authorities and requirements described in Appendices A and E of the Title VI Assurances (US DOT Order 1050.2A), attached to this Agreement as Attachment 8.

10. Certification Regarding Lobbying (2 CFR 200.450). By signing this Subaward, Subrecipient's Authorized Official certifies that, to the best of his/her knowledge and belief, that no Federal appropriated funds have been paid or will be paid, by or on behalf of the Subrecipient, to any

person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the 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 in accordance with 2 CFR 200.450.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or intending to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Subrecipient shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying," to the County.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

11. Debarment, Suspension, and Other Responsibility Matters (2 CFR 200.213 and 2 CFR 180). By signing this Agreement, the Subrecipient's Authorized Official certifies, to the best of his/her knowledge and belief that neither the Subrecipient nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency, in accordance with 2 CFR 200.213 and 2 CFR 180.
12. Audit and Access to Records
  - a. Per 2 CFR 200.501- 200.521, Subrecipient certifies that it will provide notice of any adverse findings which impact this Subaward and will provide access to records as required by parts 2 CFR 200.336, 200.337, and 200.201 as applicable.
  - b. Per California Government Code §8546.7, this Subaward is a contract that is subject to the examination and audit of the California State Auditor.
  - c. If Subrecipient is not subject to the Single Audit Act, then Subrecipient will provide notice of the completion of any required audits and provide access to such audits upon request.
13. Program for Enhancement of Contractor Employee Protections (41 U.S.C 4712). Subrecipient is hereby notified that they are required to: inform their employees working on any federal award that they are subject to the whistleblower rights and remedies of the pilot program; inform their employees in writing of employee whistleblower protections under 41 U.S.C §4712 in the predominant native language of the workforce; and include such requirements in any agreement made with a subcontractor or subgrantee.
14. Drug-Free Certification. By signing this Agreement, Subrecipient hereby certifies under penalty

of perjury under the laws of the State of California that Subrecipient will comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code § 8350, *et seq.*) and will provide a drug-free workplace by taking the following actions:

- a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited, and specifying actions to be taken against employees for violations.
- b. Establish a Drug-Free Awareness Program to inform employees about:
  - i. The dangers of drug abuse in the workplace;
  - ii. The person's or the organization's policy of maintaining a drug-free workplace;
  - iii. Any available counseling, rehabilitation, and employee assistance programs; and
  - iv. Penalties that may be imposed upon employees for drug abuse violations.
- c. Every employee of Subrecipient who works under this Agreement will:
  - i. Receive a copy of Subrecipient's Drug-Free Workplace Policy Statement; and
  - ii. Agree to abide by the terms of Subrecipient's Statement as a condition of employment on this Agreement.

15. Termination.

- a. Either party may terminate this Agreement for any reason, with or without cause, at any time, by giving the other party thirty (30) days' written notice. The notice will be deemed served and effective for all purposes on the date it is deposited in the U.S. mail, certified, return receipt requested, addressed to the other party at the address indicated in Attachments 3a and 3b.
- b. If either party issues a notice of termination, the County will reimburse Subrecipient for work actually performed and costs incurred up to the effective date of the notice of termination, subject to the limitations in Section 6 and less any compensation to the County for damages suffered as a result of Subrecipient's failure to comply with the terms of this Agreement.
- c. Subrecipient may the right to terminate this Agreement in the event the County is unable to make required payments, including, without limitation, a failure of Caltrans to appropriate funds. In such event, Subrecipient will provide the County with seven (7) days' written notice of termination. The notice will be deemed served and effective on the date it is deposited in the U.S. mail, certified, return receipt requested, addressed to the County at the address indicated in Attachment 3a.

16. Conflicts of Interest.

- a. During the term of this Agreement, Subrecipient shall disclose any financial, business, or other relationship with the County that may have an impact upon the outcome of this Agreement.
- b. Subrecipient certifies that it has disclosed to the County any actual, apparent, or potential conflicts of interest that may exist relative to the services to be provided pursuant to this Agreement. Subrecipient agrees to advise the County of any actual, apparent or potential conflicts of interest that may develop subsequent to the date of execution of this

Agreement. Subrecipient further agrees to complete any statements of economic interest if required by either County ordinance or State law.

- c. Subrecipient hereby certifies that it does not now have, nor shall it acquire any financial or business interest that would conflict with the performance of services under this Agreement.
- d. Subrecipient hereby certifies that Subrecipient or subconsultant and any firm affiliated with Subrecipient or subconsultant that bids on any construction contract or on any agreement to provide construction inspection for any construction project resulting from this Agreement, has established necessary controls to ensure a conflict of interest does not exist. An affiliated firm is one, which is subject to the control of the same persons, through joint ownership or otherwise.

17. General Terms and Conditions.

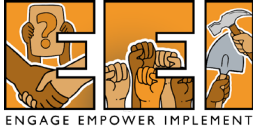
- a. Subrecipient is solely responsible for full and timely compliance with all local, state, and federal laws and regulations pertaining to completion, on-going operation, and reporting of the Project.
- b. To the fullest extent allowed by law, Subrecipient shall defend, indemnify, and hold harmless the County, its officers, officials, employees and agents from any and all claims, demands, liability, damages, cost or expenses (including but not limited to attorney fees) in law or equity that may at any time arise or be asserted based in whole or in part upon this Agreement or the performance or nonperformance of the project(s) described herein for which the funds are being awarded to Subrecipient, except to the extent caused by the sole negligence or willful misconduct of the County, or the County's officers, agents, or employees. Subrecipient responsibility for such defense and indemnity obligations shall survive the termination or completion of this Subaward for the full period of time allowed by law. The defense and indemnification obligations of this Subaward are undertaken in addition to, and shall not in any way be limited by, the insurance obligations contained in this Subaward.
- c. Subrecipient shall not assign or transfer any interest in this Agreement without the prior written consent of the County, which consent shall not be unreasonably withheld. Any attempt by Subrecipient to assign or transfer this Agreement without the County's prior written consent shall be void and of no effect.
- d. The waiver by either party or any of its officers, agents or employees, or the failure of either party or its officers, agents or employees to take action with respect to any right conferred by, or any breach of any obligation or responsibility of this Agreement, will not be deemed to be a waiver of such obligation or responsibility, or subsequent breach of same, or of any terms, covenants or conditions of this Agreement.
- e. The persons executing this Agreement on behalf of the parties affirmatively represent that each has the requisite legal authority to enter this Agreement on behalf of their respective party, and to bind their respective party to the terms and conditions of this Agreement.

- f. This Agreement is not intended to, and will not be construed to, create any right on the part of a third party to bring an action to enforce any of its terms.
  - g. If any term or provision of this Agreement (including Attachments) or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and in its amended form shall be enforceable. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.
  - h. This Agreement may only be amended in writing executed by the County and Subrecipient.
  - i. This Agreement shall be construed under and in accordance with the laws of the State of California. The construction and interpretation of this Agreement shall be governed by the laws of California with venue residing in Yolo County.
  - j. This Agreement, including Attachments, constitutes the entire agreement between the parties with respect to funding contributions for the “Engaging Yolo County Youth, Children, and Families” project and supersedes all prior negotiations, representations, or other agreements, whether written or oral. In the event of a dispute between the parties as to the language of this Agreement or the construction or meaning of any term hereof, this Agreement will be deemed to have been drafted by the parties in equal parts so that no presumptions or inferences concerning its terms or interpretation may be construed against any party to this Agreement.
18. Reporting. The submittal and approval of quarterly reports and a Project completion report to the County are required for the successful completion of this Agreement. Reports shall meet generally accepted professional standards for technical reporting. If requested, Subrecipient shall promptly provide any additional information deemed necessary by the County for the approval of reports.
- k. *Quarterly Reports*. Subrecipient’s quarterly reports should provide a brief description of the work performed, Subrecipient’s activities, milestones achieved, any accomplishments and any problems encountered in the performance of the work under this the Agreement during the reporting period. The first Quarterly Progress Report should be submitted to the County no later than three months after the execution of the Agreement with future reports then due on successive three-month increments based on the County’s fiscal year quarterly calendar.
  - l. *Project Completion Report*. Subrecipient shall prepare and submit to County a Project Completion Summative Report for the Project. Subrecipient shall submit the Project Completion Summative Report within sixty (60) calendar days of Project completion or July 1, 2027, whichever is earlier. The Project Completion Summative Report shall include, in part, a description of actual work done and any changes or amendments to the Project.

## ATTACHMENT 2 – SCOPE OF WORK

1. Subrecipient shall perform the deliverables, services, and tasks as specified in the Scope of Work.  
 Below; or  Attached

As further described in the Scope of Work attached hereto, the Project will engage community members in rural and urban areas county-wide with outreach opportunities to receive community input which will inform the County on what gaps they identify in service attainment to develop higher quality access to resources. Through this concerted outreach and engagement effort the goal is to make an impact on outcome disparities in Yolo County.



*The items below should be included in your scope of work. Each task should be broken into sub-tasks as needed and include task-based budget. If any tasks or associated expenses/costs are not federal-funding eligible, please highlight them. If you have questions on what is eligible, please contact SACOG staff to assist. The following tasks (in bold) are required to be included, but the strategies and methods included below are suggestions/examples. Additional tasks can be added to achieve individual goals and strategies.*

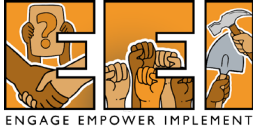
## **Scope of Work Template**

### **Project Goal/Outcome**

Yolo County is committed to ensuring residents thrive by prioritizing initiatives that provide a healthy, safe, and inclusive place to live, work, and visit. The Yolo County Strategic Plan emphasizes goals to engage community members with outreach and educational opportunities as well as reducing disparities by improving access to essential services for children, youth, and families. Residents need support and services to learn valuable job seeking skills, to gain work experience, and to qualify for higher paying careers from which they can grow to be self-sufficient, healthy, independent adults. Yolo County residents also need support and services to reach community resources that drive increased health and cultivate healthier behaviors such as public parks, libraries, wellness education opportunities, clinics, adult day health centers, health programs, among other resources.

Access to services for Yolo County's most underserved communities can be challenging and occurs for many reasons. Residents are impacted by limited resources, including limited transportation and underfunded infrastructure, further isolating residents. This project will engage community members in rural and urban areas countywide with culturally and linguistically responsive outreach opportunities to receive community input which will inform the County on what gaps they identify in service attainment to develop higher quality access to resources. The outreach and engagement will utilize the Yolo County Office of Education's Roadmap to the Future needs assessment to address the various issues relating to mobility and access and improve service delivery for opportunities already offered in Yolo County. Additional input on other community-raised concerns will also be received through this process. The County's strategic partnership with community-based organizations: Health Education Council and RISE, Inc. will provide an expansive countywide reach that touches urban and rural settings and includes residents from many diverse factions of the broader community.

Through this concerted outreach and engagement effort the goal is to directly address mobility issues in the community that currently impede ease of service attainment. As such, Yolo County



aims to reduce disparities and enhance quality of life for our most vulnerable residents including children, youth, and families that reside throughout the County.

**Summary of approach & work**

*This section should summarize the following:*

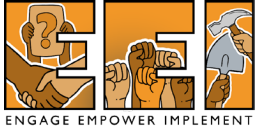
1. *The community / area that has been identified*
2. *The specific work that will be pursued (community assessment, workforce development, etc.)*
3. *Identified co-applicant*

**Identify all known partners and their roles and responsibilities**

*This section should name all the organizations that will assist in this effort, beyond the named co-applicant.*

<b>Organization Name</b>	<b>Lead Staff</b>	<b>Task/Role/Responsibility</b>
Yolo County Administrator’s Office	Cindy Perez	Grant Administrator and Coordinator, Meeting Facilitation and Coordination
Health Education Council	Roxana Garcia-Ochoa	Research, Engagement Activities, Timeline, Audience Activities, Engagement Goals
RISE, Inc.	Laura Guevara	Audience Identification, Engagement Activities, Engagement Goals
Yolo County Office of Education, Roadmap to the Future	Le Taunya Westergaard	Large Convening Facilitation and Coordination, System Mapping, Engagement and Audience Activities, Capacity-Building for Partner Organization Staff

The County of Yolo strives to provide a healthy, safe, and inclusive place to live, work, and visit for all residents through community engagement, outreach, and educational opportunities. Yolo County also aims to reduce disparities and enhance quality of life by improving access to essential services for our most vulnerable residents including children, youth, and families that reside throughout the County. Often, Yolo County residents need support and services to learn valuable job seeking skills, to gain work experience, and to qualify for higher paying careers from which they can grow to be self-sufficient, healthy, independent adults. Yolo County seeks

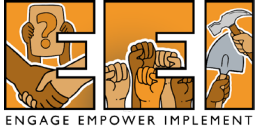


to support youth engagement services, local services feedback, and community participation through partnership and collaboration to support children, youth, and families.

The County of Yolo will coordinate all partners, establish roles and responsibilities, and create and submit invoices, coordinate deliverables, and track progress towards goals. The County of Yolo will be the grant administrator and support of the Community Based Organization partners to sustain effective outreach avenues that support their key initiatives. The County can partner with RISE, Inc. and Health Education Council and coordinate their presence to increase their outreach potential. The County can achieve higher service delivery and improve the access to quality opportunities through these partnerships to reach children, youth, and families county-wide.

The Health Education Council (HEC) is pleased to expand resident engagement with enhanced outreach to target disinvested neighborhoods in West Sacramento. HEC will engage residents living in target West Sacramento neighborhoods within Yolo County's District 1 focusing on the northwest quadrant of the city (census tract 101.0, 102.03, 102.04). These census tracts in West Sacramento reveal the highest inequities in the county and most of the state. HEC will leverage its current strategies, partnerships, and diverse stakeholder partners to engage with residents of this target area to better understand the causes and resident-identified solutions to the disproportionate health inequities. HEC will build on previous resident outreach conducted using an Assets Based Community Development model and the Association of American College's Principles of Trustworthiness toolkit. Through a series of outreach sessions and key-informant interviews, HEC will listen to assets and concerns and identify opportunities for addressing barriers to healthier communities. HEC will connect with residents in a variety of languages including Spanish, Russian and Fari/Dari speaking residents. These outreach efforts will build upon HEC's existing projects and leverage partner networks in Yolo County to achieve the project's desired outcomes.

RISE, Inc. would assist with audience identification in Yolo County, particularly, identifying youth in rural areas and connecting them to engagement activities such as After-School enrichment programs, Leadership Workshops, and College Exploration sessions. The After-School Enrichment Program would provide targeted tutoring sessions and homework assistance to students who may be struggling academically due to limited resources. The Leadership Workshops would focus on building leadership skills, including public speaking and teamwork. These engagement activities would be an avenue to collaborate with Yolo County Office of



Education in a joint effort to empower youth residents across the County with these targeted service efforts.

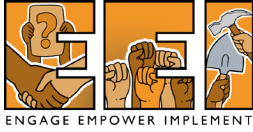
The Yolo County Office of Education (YCOE) is an additional stakeholder that will provide access to platforms, tools, and supports that assists individuals and families in navigating career exploration, training and upskill opportunities, college options, and events that promote opportunities for youth and young adults to prepare for the 21st Century workforce. In addition, the College and Career Readiness team at Yolo County Office Education can provide upskilling and professional development for practitioners, staff of community-based organizations thus growing capacity, local accessibility, and programmatic support. YCOE is not a CBO or a government entity applicant for this grant, but is rather a key stakeholder and will perform service efforts that reinforce and expand RISE, Inc.'s outreach and engagement activities. All requested funding on behalf of YCOE will be to provide administrative and community navigation support only in service to RISE, Inc.'s tasks and objectives.

In April 2022, the Yolo County Office of Education (YCOE) launched a countywide initiative on children, youth and families in April 2022. Over the course of 2.5 years, YCOE completed data collection on all community assets and services for the county. YCOE also partnered with WestEd to complete a comprehensive needs assessment on children, youth and families. These items now lay the foundational groundwork for the YCOE, RISE Inc. and Health Education Council to advance countywide efforts to improve community navigations and supports. The work of YCOE's Roadmap to the Future is complimentary to support RISE, Inc. in particular to advance its impact and community outreach in rural communities of Yolo County.

### **Task 1. Pre-Engagement**

*This section should outline all preparatory work needed before the actual engagement of community, including, but not limited to:*

- Prep meetings
- Identification of materials and efforts needed
- Establishing context:
  - Inventory of contacts and partnerships (organizations, individuals, etc.)
  - Documentation of known outreach and needs/historical harms
  - Asset mapping (what are current opportunities)



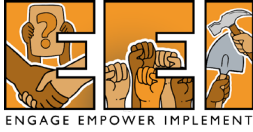
### **County of Yolo**

The County of Yolo will establish the context for this collaborative effort between CBOs and critical stakeholders. The County will support outreach efforts by investigating current opportunities within the organization and leveraging CBO partnerships to select destinations that have the highest need. The County will also engage assets to raise local awareness by advertising CBO outreach efforts and performing administrative tasks.

### **Health Education Council**

HEC leads a variety of resident engagement programming in target West Sacramento neighborhoods and has built trusted relationships with institutions and elected, community-based organizations and resident leaders. These relationships will be leveraged and will serve as access points for resident engagement and education. HEC's trained multi-lingual staff members will engage with direct individuals, resident influencers and community partners to understand the underlying issues fueling disparities that exist in targeted neighborhoods. HEC will reach community members across a variety of access points including affordable housing communities, walking groups, food distributions, farmer's markets, schools, faith organizations and other local events. HEC will prioritize engagement focusing on the target census tracts in West Sacramento. HEC will solicit West Sacramento Accountable Community for Health (ACH) members to help identify residents, businesses and local leaders in target neighborhoods to participate in listening sessions and/or key-informant interviews. HEC will create an interview template that will help carry out the engagement strategy with target audience. These questions will be revised after resident input and distributed in different languages. HEC staff will then create a tailored survey to gather input from residents during broader community outreach opportunities. This survey will be pilot tested with residents during the pre-engagement period to ensure questions are appropriately addressed and for additional feedback. Partners from the West Sacramento ACH's resident engagement workgroup will also be asked to provide input on the final survey, listening session, and key informant interview questions. This will also provide opportunities for partners to include additional information that is critical to help improve service delivery in these target neighborhoods to:

- **Task 1a.** Prep meetings with staff, consultant, and key stakeholders to review existing data; resident engagement activities completed to date; asset-based assessments completed by HEC; to develop key areas for listening sessions and instrumentation activities. Define sub resident groups e.g. homeowners, affordable housing communities; grocery stores; business owners on west Capitol Blvd; schools; teacher and parent groups; informal influencers, etc.



- **Task 1b.** Identify and draft initial informational materials; agree on incentives and approaches.
- **Task 1c.** List contacts at organizations and individuals known and already engaged; leverage HEC resident advisory group; resident ambassadors at West Capital I and II affordable housing communities and other influencer to help shape and solidify approach.
- **Task 1d.** Utilize expertise of HEC bilingual/bicultural staff and partners to ensure approaches are relevant and engaging.

### **RISE, Inc.**

RISE, Inc. will work closely with Yolo County Office of Education staff to establish roles and work on task delegation to compile the necessary resources to support program implementation.

### **Task 1: Pre-Engagement for Expanding Youth Programs**

#### **Task 1a: Prep Meetings**

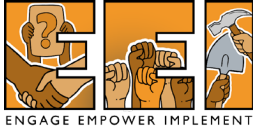
- Organize meetings with key stakeholders, including Winters and Esparto school administrators, community leaders, and parents, to discuss the objectives and scope of expanding the Youth Programs.
  - YCOE has established connections with RISE Inc. with Winters and Esparto school districts, as well as providing technical assistance to the school districts in the critical areas of mental health, afterschool and enrichment activities, and community schools.
- Conduct initial discussions with the Yolo County Office of Education to align on collaboration opportunities, particularly in college and career readiness activities.
- Partner with the Yolo County Office of Education to better understand roles in advancing youth engagement and outreach.

#### **Task 1b: Identification of Materials and Resources**

- Compile educational materials, tutoring resources, and enrichment activities for the children and youth programming.
- Develop curriculum and resources for leadership workshops.
- Gather materials for College and Career Readiness sessions, including college brochures, career exploration tools, and resume-building templates.

#### **Task 1c: Establishing Context and Partnerships**

- Create a systems map of potential community partners, including Esparto and Winters schools, community centers, and businesses, to support program implementation.
  - YCOE has completed mapping of community assets and services but will work with RISE, Inc. to address the gaps in services and barriers identified in the Roadmap to the Future needs assessment.



- Document past outreach efforts and identify any barriers to youth participation in similar programs.
- Conduct system mapping to identify existing community strengths, such as transit routes, bicycle lanes, volunteer tutors or local businesses willing to sponsor youth mobility and youth program activities.
  - YCOE continues to support Winters and Esparto school districts with the launch of community schools, which seeks to bring community resources directly into schools, therefore helping to bridge gaps in transportation equity. RISE Inc. is a critical partner in this continued effort.

### ***Yolo County Office of Education***

#### Task 1d. Continue Large Convening of Community Partners

- Convene gathering(s) of community leaders in Esparto and Winters to advance the needs identified in the Roadmap to the Future needs assessment.

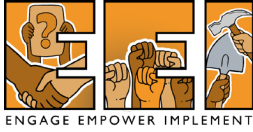
### **Task 2. Engagement Plan**

#### **County of Yolo**

County staff will support CBO outreach activities by managing financial arrangements with participating organizations, managing agreements, compensation structures, and deliverables, as well as facilitating meetings and collaborative efforts.

#### **Health Education Council**

HEC will design and conduct neighborhood listening sessions to learn what residents think are the underlying mobility issues fueling disparities in their neighborhoods; what they like about transportation options in their community and what changes they would like to see to better access community destinations. Through listening sessions, surveys and key-informant interviews, residents will be prompted to provide insight questions including but not limited to: their experiences with neighbors, ideas on neighborhood/city improvements, transportation improvements, community walkability, suggestions for new local adult and youth programming (including recreation, career training, educational courses), information about their knowledge on local services; response and reaction to Yolo County Public Health West Capitol Corridor data set. Early Spring 2025 will be the project planning period to solidify the overall evaluation plan and strategy including evaluation tools, interview/listening session guides, and identify outreach points to launch engagement between June-October 2025.



During the engagement period, HEC will solicit 200 surveys, complete at least 15 interviews with business/resident leaders and lead 8-10 small group listening sessions with residents living in the target neighborhoods. Resident engagement will occur in English, Russian/Ukrainian, Spanish and/or Dari languages. These engagement opportunities will be held in person and virtually to get broad community participation to better inform the action plan development. Engagement will be led by HEC staff and/or trained resident champions who actively engage in HEC's West Sacramento programs and are well-connected in their neighborhood. Resident champions will be compensated for their support in the project with a stipend to cover training and community engagement. Residents will be engaged to provide input on the Sycamore Trail, Westfield Park activation and other local priorities. HEC will utilize a placed-based approach to ensure that engagement occurs in an inclusive manner. This includes meeting residents where they are and at accessible times such as evenings and weekends. HEC will leverage in-kind support from partners to meet in community spaces but will allocate some funds for room rental/cleaning fees incurred at locations including community centers, churches and other trusted spaces. Residents will be compensated for their time with a \$50 gift card stipend to a nearby retailer including Grocery Outlet, Walmart or Target.

**Task 2a.** Engagement goals

- Center the voices of the community residents
- Invest in long term relationships and build trust
- Build excitement and sense of ownership of community-decision making
- Facilitate quick 'wins' by connecting needs with deliverable resources.

**Task 2b.** Audience identification

**Task 2c.** Engagement activities

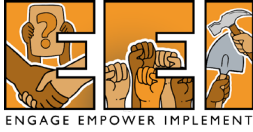
- Create a strategy and process to bring input and feedback from community members
- Codevelop the themes and discussion topics
- Create a timeline for obtaining input and decision-making points
- Identify methodology for engagement
- Identify tools and resources (e.g., toolkits, audio/visual materials, additional consultants, etc.) needed to conduct/facilitate CBO engagement

**Task 2d.** Manage financial arrangements with participating organizations/individuals

- Manage consultant agreement including, compensation structure and deliverables

**Task 2e.** Meeting facilitation and collaboration

- Facilitate meetings with CBOs, partners, and member jurisdictions
- Develop agendas and facilitation plans
- Provide meeting summaries, attendee lists, and key actions/recommendations



- Support meeting coordination

**Task 2f.** Timeline of activity implementation

**RISE, Inc.**

RISE, Inc. will receive input during outreach activities to establish relationships with youth and families, as well as recruit youth for their interactive workshops. RISE, Inc. will incorporate linguistically and culturally appropriate methods to meet the goals of community involvement and ensuring inclusivity. RISE, Inc. will also coordinate with Yolo County Office of Education to ensure that youth are centered in every aspect of the outreach effort and service delivery.

As part of the Roadmap to the Future, YCOE developed a child and youth framework that could be applied and used by community partners to ensure future countywide efforts are centered around children and youth.

**Task 2: Engagement Plan**

**Task 2a: Engagement Goals**

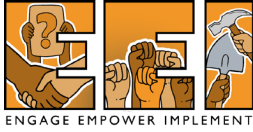
- Gather input from students, parents, and educators to shape the program's design.
- Build community trust and foster long-term relationships with program participants and stakeholders.
- Encourage community ownership and ongoing involvement through collaborative decision-making and transparent communication.

**Task 2b: Audience Identification**

- Focus on students, parents, teachers, and community leaders in Esparto and Winters.
- Ensure representation from diverse groups, including farmworker families and non-English-speaking communities.
- Engage with local organizations that have established relationships with youth and families.

**Task 2c: Engagement Activities**

- Organize listening sessions with youth, parents, and educators to understand their needs and expectations.
- Conduct surveys and focus groups to collect detailed feedback on program components, such as tutoring and leadership workshops.
- Partner with local schools and community organizations to co-host events that introduce the program and encourage participation.
- Collaborate with community members to identify the most relevant themes for the program, such as academic support, leadership development, and career readiness.
- Use workshops and brainstorming sessions to develop discussion topics that resonate with the youth and their families.



- Develop a detailed timeline that outlines key milestones for gathering input, making decisions, and implementing program elements.
- Include regular check-ins and feedback sessions to ensure ongoing community involvement throughout the process.
- Choose culturally appropriate and accessible methods for engagement, such as community meetings, digital platforms, and interactive workshops.
- Tailor these methods to the preferences and needs of the rural youth and their families, ensuring inclusivity.
- Compile a list of necessary tools and resources, such as educational toolkits, audio/visual materials, and promotional materials.

**Task 2d: Manage financial arrangements with participating organizations/individuals**

- Manage compensation structures
- Allocate funds for participant incentives, such as gift cards or refreshments, to encourage involvement.

**Task 2e: Meeting facilitation and collaboration**

- Facilitate meetings with CBOs, partners, and member jurisdictions
- Develop agendas and facilitation plans
- Provide meeting summaries, attendee lists, and key actions/recommendations
- Support meeting coordination

***Yolo County Office of Education***

**Task 2f. Provide Technical Assistance for the Launch of Community Schools**

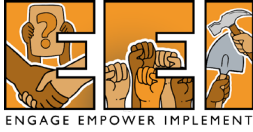
- Provide support to Esparto and Winters school districts as they continue their launch of community school.
- Assist with coordination as needed to advance youth and family involvement with education.

Utilize the child and youth framework to advance the focus on countywide efforts centered around children and youth.

**Task 3. Execution of Plan**

**County of Yolo**

Yolo County will focus on supporting CBO partners to ensure all efforts meet the needs of underserved communities across the County. County staff will assist with reporting and analysis for measures of impact to improve subsequent outreach activities as well as provide administrative support.



### **Health Education Council**

HEC will implement resident engagement strategy noted above to learn what residents think are the underlying issues fueling disparities in their neighborhoods; what they like about their community and what changes they would like to see. Sessions will be conducted in English, Russian/Ukrainian, Spanish and/or Dari languages. HEC staff will identify and train appropriate facilitators and notetakers to accurately capture resident experiences. These engagement opportunities will be held in person and virtually to get broad community participation to better inform the action plan development. Residents will be engaged to provide input on the Sycamore Trail, Westfield Park activation, neighborhood safety, and other local priorities. HEC will prioritize engagement in target communities and include residents at:

- Courtyard Village Apartments; West Capital Courtyard I and II; Parkside at Sycamore
- Mobile Home Parks
- Food distribution sites including food bank and mobile farmer's market locations
- Congregate meals site
- Recovery Cafe/Thrive Lives (via Mercy Coalition)
- Communicare diabetes class (or other classes)
- Walk With Friends program participants
- Women's group at Elkhorn Park
- Westfield Elementary School
- Local BIPOC business owners including Salam Market, Serrano's Cafe, La Esperanza Bakery, J&M Recycling,
- Faith-based institutions including Masjid Aisha, 7<sup>th</sup> Day Adventist Church, West Sacramento Baptist Church, Gurdwara Sahib Sikh Temple, Slavic Baptist Church

**Task 3a.** Implement resident engagement activities outlined in Task 2

**Task 3b.** Train facilitators in appropriate languages

**Task 3c.** Schedule key informant interviews; focus groups; listening sessions and related activities

**Task 3d.** Recruit participants with methods described in Task 2 and via influencer networks

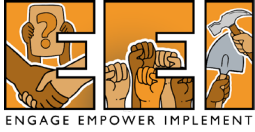
**Task 3e.** Conduct engagement activities, collect data, work with consultant to analyze results

- **Task 3f.** Review draft analysis and share with residents through existing resident advisory committee and /or by recruiting residents to offer feedback on findings to integrate comments.

### **RISE, Inc.**

RISE, Inc. will conduct extensive outreach using listening sessions, focus groups, and surveys to incorporate feedback from the community to meet stakeholder needs and ultimately strengthen relationships with community members.

### **Yolo County Office of Education**



YCOE in the Roadmap to the Future identified countywide needs and needs by Supervisorial district (including the rural areas) that can be used as the basis for starting the advancement of the critical work needed to execute the plan outlined by RISE, Inc. and Health Education Council.

### **Task 3: Execution of Plan for Expanding Youth Programs**

#### **Task 3a: Implement Engagement Activities**

- Conduct listening sessions, focus groups, and surveys with targeted groups, capturing their input and ideas.
- Analyze feedback to refine the program’s content and structure, ensuring it meets community needs.
- Strengthen relationships with community members and stakeholders through ongoing communication and involvement.

#### **Task 3b: Training and Support**

- Provide training on program delivery, cultural competency, and effective engagement techniques for staff and volunteers.
- Offer ongoing support and resources to ensure program facilitators are confident and capable in their roles.

#### **Task 3c: Program Development**

- Develop a detailed curriculum for the After-School Enrichment Program, incorporating feedback from the community.
- Design the leadership workshops, focusing on essential skills like public speaking, teamwork, and community involvement.
- Finalize the college and career readiness activities in collaboration with the Yolo County Office of Education, ensuring they meet local needs.

### ***Yolo County Office of Education***

#### **Task 3d. Systems Alignment**

- In coordination with RISE, Inc., focus on addressing the needs to better align services and resources to rural communities. May involve discussions and partnership with 211 Yolo to enhance referral and navigation to critical supports and services.



## **Task 4. Evaluation**

### **County of Yolo**

Yolo County will analyze all outreach activity engagement data to provide support with reporting, process documentation, and all program results. County staff will combine all existing data and provide a detailed analysis to communicate findings. County staff will also coordinate meetings with all partners to debrief, delegate efforts, and develop a timeline for the work. The County will be responsible for associated administrative and financial management tasks.

### **Health Education Council**

HEC staff and resident champions will be trained on how to accurately capture the program data to inform analysis and outcomes. Participant survey and listening session/interview data will be handled properly following HIPAA guidelines and data will be entered into a JotForm, a HIPAA compliant database. HEC staff and contracted local consultant will analyze project data and create a summary report of the outreach methods and findings. This report will also include participant quotes and suggestions for short- and long-term next steps. The evaluation period will take place between October 2025 and January 2026. In addition, a sample of residents who participate in the surveys will be followed up with to gather feedback about the survey/interview/focus group process to assess their experience with the process; if they felt heard. Surveys used as part of HEC and UCD Trustworthiness initiative will be implemented to assess how residents feel about trust in the institutions they interact with e.g. schools, local government, health care, etc. This information will be collated and shared with residents. In addition, all reports will be shared with residents prior to finalization.

**Task 4a.** Pre and post surveys or listening sessions measuring the effectiveness of the engagement:

- Feeling heard and included, as compared to before the engagement.
- Feeling more connected to the planning process, as compared to before the engagement.
- Trust increased/decreased as a result of the engagement process.
- The process was worth their time and were any changes made in their neighborhoods.

**Task 4b.** Document number of participants through sign in sheets or electronic Jot Form documentation.



**Task 4c.** Summarize evaluation findings.

**RISE, Inc.**

RISE, Inc. will work with Yolo County Office of Education to consolidate data, process findings, and communicate results. Efforts will be distributed amongst RISE, Inc. staff and Yolo County Office of Education staff to provide a report. YCOE has dedicated staff working on the Roadmap to the Future and has experience drafting reports related to children and youth efforts. YCOE will support RISE, Inc. In delivery of the evaluation of its work.

**Task 4: Evaluation of Engagement and Program Effectiveness**

- Conduct pre-program surveys to establish a baseline of academic performance, leadership skills, and college/career readiness.
- Implement post-program surveys to measure improvements in these areas and gather participant feedback.
- Include recommendations for future program development and potential expansion.
- Collect data on program participation
- Summarize findings in a report to share with stakeholders and community members.
- Document the process, outcomes, and feedback from participants and the community.

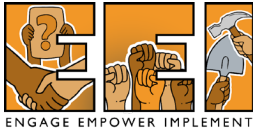
**Task 5. Final Deliverables**

**County of Yolo**

Yolo County will assist to provide a summative report that contains all findings and records from the partnership and will responsible for grant close out.

**Health Education Council**

Data gathered will be summarized into a report that will outline health and sociodemographic inequities. Other sources of health, economic and demographic data sources will be analyzed, and findings will include strategies and potential opportunities to address health inequities. HEC will also create a summarized slide deck of the data to support presentation to the city council or county board of supervisors meeting to share findings. HEC will also share final reports and recommendations with residents who participate in engagement efforts. Residents will be informed of next steps regarding project outcomes and encouraged to be involved in the



West Sacramento ACH efforts. The final deliverables will be accomplished by the end of the project period and shared with Yolo County as the fiscal agent for overall project reporting.

*This section highlights the final deliverables that will be turned into SACOG at the end of the engagement process and grant close-out.*

- **Task 5a.** Final publication which includes summary of listening sessions and other resident engagement activities; summary of evaluation; best practices and lessons learned and next steps for implementation, documentation of community transportation assets, needs and opportunities for improved mobility; individual stories/case studies.
- **Task 5b.** Date of city council or board of supervisors' presentation/copy of presentation
- **Task 5c.** Outcome of presentations and documentation of leveraging of support and other investments

**Task 6. Budget**

*In this section, please assign each task a budget and anticipated hours to complete. This budget should reflect all the tasks listed prior in this scope of work.*

**Summary Budget Table**

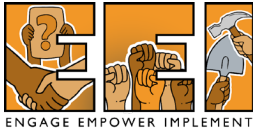
Partner	Total Budget Request
County of Yolo	\$20,000
Health Education Council	\$104,119
RISE, Inc.	\$90,500
Yolo County Office of Education	\$63,000
<b>Final Budget Request Amount=</b>	<b>\$277,619</b>

**County of Yolo Budget-**

Task #1- Pre-engagement	Hours needed to complete	Hourly Rate	Total Budget Request
Administrative Budget	200 Hours	\$100	<b>\$20,000</b>

**Health Education Council Budget-**

Task #:Description/Title	Hours needed to complete	Hourly Rate	Materials/Other Costs	Total Cost for Task



Scope of Work Template

<b>Task 1: Pre-Engagement</b>				<b>Task 1 Total: \$22,300</b>
Task 1a. Meeting prep, data review, survey development.	60	20 hours/ \$200 per hour= \$4,000  40 hours/ \$150 per hour= \$6,000		\$10,000
Task 1b. Draft materials; purchase incentives and approaches	40	15 hours/ \$150 per hour= \$2,250  20 hours/ \$90 per hour= \$1,800  5 hours/ \$55 per hour= \$275	<ul style="list-style-type: none"> <li>• \$10 gift cards x 200 surveys= \$2,000</li> <li>• \$25 gift cards x 100 residents during listening sessions= \$2,500</li> <li>• \$50 gift cards x 15 interviews= \$750</li> </ul>	\$9,575
Task 1c. Solidify approach	15	10 hours/ \$90 per hour= \$900  5 hours/ \$55 per hour= \$275		\$1,175
Task 1d. Bilingual expertise	10	10 hours/ \$55 per hour		\$550
<b>Task 2: Engagement Plan</b>				<b>Task 2 Total: \$31,650</b>
Task 2a. Resident trust building activities	40	20 hours/ \$55 per hour x 2 staff= \$2,200		\$2,200
Task 2b. Identify audience	10	5 hours/ \$150 per hour= \$750  5 hours/ \$90 per hour= \$450		\$1,200
Task 2c. Solidify engagement activities	10	5 hours/ \$150 per hour= \$750		\$1,200



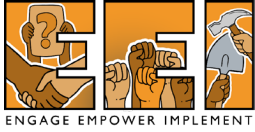
Scope of Work Template

		5 hours/ \$90 per hour= \$450		
Task 2d. Finalize subcontracts; work with consultant to review survey instruments; pilot; integrate results; prepare reports	25 – staff 80-consultant hours	5 hours/ \$200 per hour= \$1,000  20 hours/ \$150 per hour= \$3,000  Execute agreement with data analysis consultant \$200.00/hour x 80 hours= \$16,000.00		\$20,000
Task 2e. Conduct meetings	40	20 hours/ \$150 per hour= \$3,000  20 hours/ \$90 per hour= \$1,800	<ul style="list-style-type: none"> <li>Listening Session food costs \$150 per meeting x 10 sessions = \$1,500</li> </ul>	\$6,300
Task 2f. Timeline to meet deliverables	5	5 hours/ \$150 per hour= \$750		\$750
Task 3: Execution of Plan				<b>Task 3 Total: \$26,800</b>
Task 3a. Conduct resident engagement activities	225	25 hours/ \$90 per hour= \$2,250  100 hours / \$55 per hour x 2 staff= \$11,000	<ul style="list-style-type: none"> <li>Listening Session food costs \$150 per meeting x 10 sessions = \$1,500</li> <li>Meeting rental/cleaning fees= \$500</li> </ul>	\$15,250
Task 3b. Train facilitators in appropriate languages	20	10 hours/ \$90 per hour= \$900		\$1,450



Scope of Work Template

		5 hours/ \$55 per hour x 2= \$550		
Task 3c. Schedule interviews, focus groups, etc.	50	10 hours/ \$90 per hour= \$900  20 hours / \$55 per hour x 2= \$2,200		\$3,100
Task 3d. Recruit participants	20	20 hours/ \$55 per hour x 2= \$2,200		\$2,200
Task 3e. Conduct activities, collect/ analyze data	20	10 hours/ \$150 per hour= \$1,500  10 hours/ \$90 per hour= \$900		\$2,400
Task 3f. Review draft analysis/ recruit residents for feedback.	20	10 hours/\$150 per hour=\$1,500  10 hours/ \$90 per hour= \$900		\$2,400
<b>Task 4: Evaluation</b>				<b>Task 4 Total: \$15,119</b>
Task 4a. Pre/post survey development	40	20 hours/ \$150 per hour= \$3,000  20 hours/ \$90 per hour= \$1,800		\$4,800
Task 4b. Data collection	35	10 hours/ \$90 per hour= \$900  25 hours/ \$55 per hour= \$1,375	<ul style="list-style-type: none"> <li>Jotform software annual fee = \$594</li> </ul>	\$2,869
Task 4c. Summarize findings	45	25 hours/ \$150 per hour= \$3,750		7,450



Scope of Work Template

		Subcontract with local consultant for design of reports, presentations and visuals for residents to obtain feedback \$185 x 20 hours= \$3,700		
Task 5: Final Deliverables				<b>Task 5 Total: \$8,250</b>
Task 5a. Write/ finalize report with findings	40	10 hours/ \$200 per hour= \$2,000  20 hours/ \$150 per hour= \$3,000		\$5,000
Task 5b. Present report to City Council	5	5 hours/ \$150 per hour= \$750		\$750
Task 5c. Document outcomes, resources leveraged, other investments	15	5 hours/ \$200 per hour= \$1,000  10 hours/ \$150 per hour= \$1,500		\$2,500
<b>Total Budget Request: \$104,119.00</b>				

**RISE, Inc. Budget-**

<b>Task #:Description/Title</b>	<b>Hours needed to complete</b>	<b>Hourly Rate</b>	<b>Materials/Other Costs</b>	<b>Total Cost for Task</b>
Task 1a: Pre-Engagement Prep	20	\$100		\$2,000

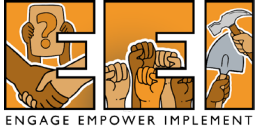


Scope of Work Template

Task 1b: Creation of outreach materials/curriculum for workshops	160	\$100	\$5,000	\$16,000
Task 1c: Establishing Context and Partnerships	20	\$100		\$2,000
Task 2.a: Gather feedback, build community trust	30	\$100		\$3,000
Task 2b/2c: Organize/Identify events and Outreach avenues	100	\$100		\$10,000
Task 3a: Engagement	400	\$100	\$5,000	\$40,000
Task 3.b: Training & Support	40	\$50		\$2,000
Task 4: Survey/Data Collection/Compilation	80	\$100		\$10,000
Task 5: Final Deliverables	50	\$100		\$5,500
<b>Total Budget Request: \$90,500</b>				

**Yolo County Office of Education Budget-**

<b>Task #:Description/Title</b>	<b>Hours needed to complete</b>	<b>Hourly Rate</b>	<b>Materials/Other Costs</b>	<b>Total Cost for Task</b>
Task 1d. Large Community Gatherings	N/A - YCOE to provide staffing time		\$14,000 for facility, food, printing and supplies	<b>\$14,000</b>
Task 2c. Youth Job Fair (workshops, countywide job fair)	N/A - YCOE to provide staffing time		\$10,500 for facility, food, printing and supplies	<b>\$10,500</b>
Task 2f. Launch of Community Schools			\$6,000 for community event	<b>\$6,000</b>
Task 3d. Yolo 211 Partnership	80	\$100		<b>\$8,000</b>
Task 4. Evaluation	75	\$100		\$7,500



Scope of Work Template

Task 5: Report	170	85 hours/ \$100 per hour = \$8,500 X2 staff= 17,000		<b>\$17,000</b>
<b>Total Budget Request: \$63,000</b>				

**ATTACHMENT 3A – COUNTY CONTACTS**

Legal Name:	County of Yolo		
Legal Address:	625 Court Street., Room 102 Woodland, CA 95695		
Website:	www.yolocounty.org		
<b>County Contacts</b>			
Central Email:	N/A		
Grant Project Manager:	Cindy Perez	Telephone Number:	530-666-5775
Email:	cindy.perez@yolocounty.gov		
Administrative Contact:	Alexander Tengolics	Telephone Number:	530-666-8068
Email:	alexander.tengolics@yolocounty.gov		
COI Contact Email:	procurement@yolocounty.gov		
Financial Contact:	Diana Pavlova	Telephone Number:	530-666-8075
Email:	diana.pavlova@yolocounty.gov		
Email Invoices:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Invoice Email (if different):	
Authorized Official:	Mark Bryan	Telephone Number:	530-406-4590
Email:	mark.bryan@yolocounty.gov		
<b>Grant Project Manager Address:</b>			
Name:	Cindy Perez, EEI Grant Project Manager		
Address:	County Administrator's Office County of Yolo 625 Court Street, Room 202 Woodland, CA 95695		
<b>Invoice Address:</b>			
Name:	Diana Pavlova, Business Services Manager, Financial Contact		
Address:	County Administrator's Office County of Yolo 625 Court Street, Room 202 Woodland, CA 95695		

**ATTACHMENT 3B – SUBRECIPIENT CONTACTS**

Entity's Name:	
	Entity Type:
<b>Address:</b>	
CA	
<b>Subrecipient Contacts</b>	
Central Email:	
Website:	
Grant Project Manager: Email:	Telephone Number:
Administrative Contact: Email:	Telephone Number:
Financial Contact: Email:	Telephone Number:
<i>Invoice/Payment Email (if different from Financial Contact):</i>	
Authorized Official: _____ Email:	Telephone Number:
<b>Legal Address:</b>	
Name: Address:	
<b>Administrative Address: same as legal address</b>	
Name: Address:	
<b>Payment Address: same as legal address</b>	
Name: Address:	

#### ATTACHMENT 4 – INSURANCE REQUIREMENTS

- A. During the term of this Subaward, Subrecipient shall at all times maintain, at its expense, the following coverages and requirements. The comprehensive general liability insurance shall include broad form property damage insurance.
1. Minimum Coverages (as applicable) - Insurance coverage shall be with limits not less than the following:
    - a. Comprehensive General Liability – \$1,000,000/occurrence and \$2,000,000/aggregate
    - b. Automobile Liability – \$1,000,000/occurrence (general) and \$500,000/occurrence (property) [include coverage for Hired and Non-owned vehicles.]
    - c. Professional Liability/Malpractice/Errors and Omissions – \$1,000,000/occurrence and \$2,000,000/aggregate (If any engineer, architect, attorney, accountant, medical professional, psychologist, or other licensed professional performs work under a contract, the Subrecipient must provide this insurance. If not, then this requirement automatically does not apply.)
    - d. Workers’ Compensation – Statutory Limits/Employers’ Liability - \$1,000,000/accident for bodily injury or disease (If no employees, this requirement automatically does not apply.)
  2. The County, its officers, agents, employees and volunteers shall be named as additional insured on all but the workers’ compensation and professional liability coverages. It shall be a requirement under this Subaward that any available insurance proceeds broader than or in excess of the specified minimum Insurance coverage requirements and/or limits shall be available to the Additional Insured. Furthermore, the requirements for coverage and limits shall be (1) the minimum coverage and limits specified in this Subaward; or (2) the broader coverage and maximum limits of coverage of any Insurance policy or proceeds available to the named Insured; whichever is greater.
    - a. The Additional Insured coverage under the Subrecipient’s policy shall be “primary and non-contributory” and will not seek contribution from the County’s insurance or self insurance and shall be at least as broad as CG 20 01 04 13.
    - b. The limits of Insurance required in this Subaward may be satisfied by a combination of primary and umbrella or excess Insurance. Any umbrella or excess Insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of the County of Yolo (if agreed to in a written contract or agreement) before the County’s own Insurance or self insurance shall be called upon to protect it as a named insured.
  3. Said policies shall remain in force through the life of this Subaward and, with the exception of professional liability coverage, shall be payable on a “per occurrence” basis unless the County Risk Manager specifically consents in writing to a “claims made” basis. For all

“claims made” coverage, in the event that the Subrecipient changes insurance carriers Subrecipient shall purchase “tail” coverage covering the term of this Subaward and not less than three years thereafter. Proof of such “tail” coverage shall be required at any time that the Subrecipient changes to a new carrier prior to receipt of any payments due.

4. The Subrecipient shall declare all aggregate limits on the coverage before commencing performance of this Subaward, and the County’s Risk Manager reserves the right to require higher aggregate limits to ensure that the coverage limits required for this Subaward as set forth above are available throughout the performance of this Subaward.
  5. Any deductibles or self-insured retentions must be declared to and are subject to the approval of the County Risk Manager. All self-insured retentions (SIR) must be disclosed to Risk Management for approval and shall not reduce the limits of liability. Policies containing any SIR provision shall provide or be endorsed to provide that the SIR may be satisfied either by the named Insured or Yolo County.
  6. Each insurance policy shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the Director (ten (10) days for delinquent insurance premium payments).
  7. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise approved by the County Risk Manager.
  8. The policies shall cover all activities of Subrecipient, its officers, employees, agents and volunteers arising out of or in connection with this Subaward.
  9. For any claims relating to this Subaward, the Subrecipient's insurance coverage shall be primary, including as respects the County, its officers, agents, employees and volunteers. Any insurance maintained by the County shall apply in excess of, and not contribute with, insurance provided by Subrecipient's liability insurance policy.
  10. The insurer shall waive all rights of subrogation against the County, its officers, employees, agents and volunteers.
- B. Prior to commencing services pursuant to this Subaward, Subrecipient shall furnish the County with original endorsements reflecting coverage required by this Subaward. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received by, and are subject to the approval of, the County Risk Manager before work commences. Upon County’s request, Subrecipient shall provide complete, certified copies of all required insurance policies, including endorsements reflecting the coverage required by these specifications.

- C. During the term of this Subaward, Subrecipient shall furnish the County with original endorsements reflecting renewals, changes in insurance companies and any other documents reflecting the maintenance of the required coverage throughout the entire term of this Subaward. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. Upon County's request, Subrecipient shall provide complete, certified copies of all required insurance policies, including endorsements reflecting the coverage required by these specifications. Yolo County reserves the right to obtain a full certified copy of any Insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of right to exercise later.
  
- D. Subrecipient agrees to include with all Subcontractors in their subcontract the same requirements and provisions of this Subaward including the indemnity and Insurance requirements to the extent they apply to the scope of the Subcontractor's work. Subcontractors hired by Subrecipient agree to be bound to Subrecipient and the County of Yolo in the same manner and to the same extent as Subrecipient is bound to the County of Yolo under the Subaward Documents. Subcontractor further agrees to include these same provisions with any Sub-subcontractor. A copy of the Owner Contract Document Indemnity and Insurance provisions will be furnished to the Subcontractor upon request. The Subrecipient shall require all Subcontractors to provide a valid certificate of insurance and the required endorsements included in the agreement prior to commencement of any work and Subrecipient will provide proof of compliance to the County of Yolo.
  
- E. Subrecipient shall maintain insurance as required by this contract to the fullest amount allowed by law and shall maintain insurance for a minimum of five years following the completion of this project. In the event Subrecipient fails to obtain or maintain completed operations coverage as required by this Subaward, the County at its sole discretion may purchase the coverage required and the cost will be paid by Subrecipient.

**ATTACHMENT 5 – CALTRANS PROJECT AUTHORIZATION (DOT LAPM 3-A)**

Below; or  Attached

1. Subrecipient further acknowledges and agrees to comply with all requirements and conditions of the Funding Agreement (Attachments 5 and 6) and all applicable Federal or State requirements governing the use of the EEI program grant funds.

A majority portion of the funding, \$252,619, will be reimbursed from CalTrans as outlined in the LAPM 3-A form provided as Attachment 5 and administered by the County.

Date 05/06/2025	Federal Project Number	Local Public Agency (LPA) Yolo County	Caltrans District 03	Congressional District MULT
Project Contact Cindy Perez	Title Associate Management Analyst	Email cindy.perez@yolocounty.gov	Phone (530) 406-5775	
Project Title Engaging Yolo County Youth, Children and Families				<input type="checkbox"/> HBP
Project Location County of Yolo				
Description of Work This project will engage community members in rural and urban areas county-wide with outreach opportunities to receive community input which will inform the County on what gaps they identify in service attainment to develop higher quality access to resources. Through this concerted outreach and engagement effort the goal is to make an impact on outcome disparities in Yolo County.				
Functional Classification Local	<input type="checkbox"/> Located on NHS	<input type="checkbox"/> Located on SHS	CRS Map No. 6J25	ITS Risk N/A
Project Oversight Locally Administered	Estimated Phase Completion Date 07/01/2026	PED 07/01/2027		
Authorization <input type="checkbox"/> PE <input type="checkbox"/> R/W <input type="checkbox"/> CON <input type="checkbox"/> CE <input checked="" type="checkbox"/> NI	<input type="checkbox"/> Advance Construction	<input type="checkbox"/> CTC Allocation Required	Federal Amount Requested	<b>\$252,619.00</b>
Adjustment <input type="checkbox"/> PE <input type="checkbox"/> R/W <input type="checkbox"/> CON <input type="checkbox"/> CE <input type="checkbox"/> NI	Invoking Section 1440 of the FAST ACT? (aka At-Risk PE)? No			

**PROJECT FUNDING**

Previously Authorized Phase(s)  PE  R/W  CON  CE  NI

	Federal Fund Type	Project Cost	Federal Participating Cost	Federal Funds	State Match Funds	Local Match Funds	Advance Construction Funds	Other Funds	Reimb. Rate	P/L
NI	DEMO	\$252,619.00	\$252,619.00	\$252,619.00	\$0.00	\$0.00		\$0.00	100.00	L
<input checked="" type="checkbox"/> TC	NI subtotals	\$252,619.00	\$252,619.00	\$252,619.00	\$0.00	\$0.00	\$0.00	\$0.00		
<b>Total Project Cost</b>		<b>\$252,619.00</b>	<b>\$252,619.00</b>	<b>\$252,619.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		

**COST ESTIMATE**

Detail your project costs with the cost estimate template(s) created on the following pages (applicable templates are created based on the phases selected for authorization and/or adjustment).

If the cost estimate template(s) created cannot be used or a different format is preferred (e.g., Excel spreadsheet), indicate which phase(s) other documentation will be submitted to support your authorization and/or adjustment request:

*Any existing inputs and calculations on cost estimate templates will be cleared when selected.*

Non-Infrastructure

Date	Federal Project Number
05/06/2025	

**NON-INFRASTRUCTURE COST ESTIMATE**

Task	Description	Start Date	End Date	Cost	Participating Amount	Non-Participating Amount
A	Pre-Engagement: Preparatory work before community engagement.	07/01/2025	12/31/2025	\$55,050.00	\$55,050.00	\$0.00
B	Engagement Plan	01/01/2026	05/31/2026	\$47,149.70	\$47,149.70	\$0.00
C	Execution of Plan	06/01/2026	10/31/2026	\$81,050.50	\$81,050.50	\$0.00
D	Evaluation	11/01/2026	03/31/2027	\$34,618.80	\$34,618.80	\$0.00
E	Final Deliverables	04/01/2027	07/01/2027	\$34,750.00	\$34,750.00	\$0.00
<b>Grand Total</b>				<b>\$252,619.00</b>	<b>\$252,619.00</b>	<b>\$0.00</b>

<b>Task A Detail</b>	Description	Start Date	End Date
	Pre-Engagement: Preparatory work before community engagement.	07/01/2025	12/31/2025

Summary  
 Meeting Preparation, identification of materials and efforts needed, establishing context. Inventory of contacts and partnerships, documentation of known outreach and needs, Asset mapping.

Item #	Activity	Deliverable
1	Yolo County will manage financial arrangements, manage agreements, and deliverables.	Agreements and Budget Summary Report
2	Health Education Council will create an interview template that will help carry out the survey engagement strategy with target audiences.	Quarterly Report
3	RISE, Inc. will work closely with Yolo County Office of Education to establish roles and compile necessary resources to advance youth engagement efforts	Quarterly Report
4	YCOE will assist with technical support of RISE, Inc.	Invoices

**Staff Costs**

Item #	Staff Title	Hours	Rate Per Hour	Total	Participating Amount	Non-Participating Amount
1	Yolo County	40	\$100.00	\$4,000.00	\$4,000.00	
2	Health Education Council	125	\$136.40	\$17,050.00	\$17,050.00	
3	RISE, Inc.	200	\$100.00	\$20,000.00	\$20,000.00	
4	Yolo County Office of Education	0	\$0.00	\$0.00	\$0.00	
<b>Staff Costs</b>				<b>\$41,050.00</b>	<b>\$41,050.00</b>	<b>\$0.00</b>
<b>Indirect Costs</b>				<b>\$0.00</b>	<b>\$0.00</b>	
<b>Total Staff Costs</b>				<b>\$41,050.00</b>	<b>\$41,050.00</b>	<b>\$0.00</b>

**Other Costs**    Travel    Equipment    Supplies/Materials    Incentives    Other

Item #	Type of Supplies/Materials Costs	Unit	Qty	Unit Price	Total	Participating Amount	Non-Participating Amount
1	YCOE Program Facility and Supplies	1	1	\$14,000.00	\$14,000.00	\$14,000.00	
2					\$0.00	\$0.00	
<b>Total Supplies/Materials Costs</b>					<b>\$14,000.00</b>	<b>\$14,000.00</b>	<b>\$0.00</b>

Item #	Type of Incentives Costs	Unit	Qty	Unit Price	Total	Participating Amount	Non-Participating Amount
1					\$0.00		

Date 05/06/2025	Federal Project Number
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Item #	Type of Incentives Costs	Unit	Qty	Unit Price	Total	Participating Amount	Non-Participating Amount
2		0	0	\$0.00	\$0.00	\$0.00	
3		0	0	\$0.00	\$0.00	\$0.00	
<b>Total Incentives Costs</b>					\$0.00	\$0.00	\$0.00
<b>TASK A SUBTOTAL</b>					\$55,050.00	\$55,050.00	\$0.00

Task Notes

<b>Task B Detail</b>	Description Engagement Plan	Start Date 01/01/2026	End Date 05/31/2026
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Summary  
 Develop outreach initiatives to organize engagement opportunities for community participation and collect input. Facilitate meetings with Community Based Organizations, partners, and member jurisdictions to define engagement strategies.

Item #	Activity	Deliverable
1	YC will manage financial arrangements, manage agreements, and deliverables.	Agreements and Budget Summary Report
2	HEC will develop surveys, interviews with business/resident leaders, and lead small group listening sessions.	Quarterly Report
3	HEC will create a timeline for obtaining input and decision-making points.	Quarterly Report
4	HEC will develop meeting agendas, meeting minutes, attendee lists, and key actions/recommendations.	Quarterly Report
5	RISE, Inc. will organize listening sessions, conduct surveys, and focus groups to collect feedback from youth, parents, and educators.	Quarterly Report
6	RISE, Inc. will create a detailed timeline that outlines key milestones for gathering input, making decisions, and implementing program elements.	Quarterly Report
7	RISE, Inc. will develop meeting agendas, meeting minutes, attendee lists, and key actions/recommendations.	Quarterly Report
8	YCOE will assist with technical support of RISE, Inc.	Invoices

**Staff Costs**

Item #	Staff Title	Hours	Rate Per Hour	Total	Participating Amount	Non-Participating Amount
1	Yolo County	40	\$100.00	\$4,000.00	\$4,000.00	
2	Health Education Council	210	\$143.57	\$30,149.70	\$30,149.70	
3	RISE, Inc.	130	\$100.00	\$13,000.00	\$13,000.00	
<b>Staff Costs</b>				\$47,149.70	\$47,149.70	\$0.00
<b>Indirect Costs</b>				\$0.00	\$0.00	
<b>Total Staff Costs</b>				\$47,149.70	\$47,149.70	\$0.00

Other Costs  Travel  Equipment  Supplies/Materials  Incentives  Other

Item #	Type of Supplies/Materials Costs	Unit	Qty	Unit Price	Total	Participating Amount	Non-Participating Amount
1		0	0	\$0.00	\$0.00	\$0.00	
<b>Total Supplies/Materials Costs</b>					\$0.00	\$0.00	\$0.00
<b>TASK B SUBTOTAL</b>					\$47,149.70	\$47,149.70	\$0.00

Task Notes

Date	Federal Project Number
05/06/2025	

<b>Task C Detail</b>	Description	Start Date	End Date
	Execution of Plan	06/01/2026	10/31/2026

**Summary**  
 Engagement strategies are implemented and staff are activated to conduct the planned engagement opportunities to broad community participation to better inform the action plan development. Residents are engaged to offer their feedback on community needs.

Item #	Activity	Deliverable
1	YC will assist with reporting and analysis for measures of impact as well as provide administrative support to partners.	Budget Summary Report
2	HEC will solicit 8-10 listening sessions, 200 surveys, and 15 key-informant interviews about transportation options.	Quarterly Report
3	RISE, Inc. will conduct listening sessions, focus groups, and surveys.	Quarterly Report
4	YCOE will enhance referral and navigation to critical supports and services.	Quarterly Report

**Staff Costs**

Item #	Staff Title	Hours	Rate Per Hour	Total	Participating Amount	Non-Participating Amount
1	Yolo County	40	\$100.00	\$4,000.00	\$4,000.00	
2	Health Education Council	355	\$69.86	\$24,800.30	\$24,800.30	
3	RISE, Inc.	440	\$95.45	\$41,998.00	\$41,998.00	
4	YCOE	80	\$100.00	\$8,000.00	\$8,000.00	
<b>Staff Costs</b>				\$78,798.30	\$78,798.30	\$0.00
<b>Indirect Costs</b>				\$0.00	\$0.00	
<b>Total Staff Costs</b>				\$78,798.30	\$78,798.30	\$0.00

**Other Costs**    Travel    Equipment    Supplies/Materials    Incentives    Other

Item #	Type of Supplies/Materials Costs	Unit	Qty	Unit Price	Total	Participating Amount	Non-Participating Amount
1		0	0	\$0.00	\$0.00	\$0.00	
2	RISE, Inc. Facility and Supplies	1	1	\$2,252.20	\$2,252.20	\$2,252.20	
<b>Total Supplies/Materials Costs</b>					\$2,252.20	\$2,252.20	\$0.00
<b>TASK C SUBTOTAL</b>					\$81,050.50	\$81,050.50	\$0.00

**Task Notes**

<b>Task D Detail</b>	Description	Start Date	End Date
	Evaluation	11/01/2026	03/31/2027

**Summary**  
 Process documentation, findings analysis and reporting will be conducted to provide program results. All reports will measure the effectiveness of the engagement and communicate an evaluation of the work.

Item #	Activity	Deliverable
1	YC will be responsible for combining all existing data and provide a detailed analysis to communicate findings.	Budget Summary Report
2	HEC will analyze project data and create a report of methods and findings; all reports will be shared with residents prior to finalization.	Quarterly Report

Date	Federal Project Number
05/06/2025	

Item #	Activity	Deliverable
3	RISE, Inc. will work with YCOE to consolidate data, process findings, and communicate results.	Quarterly Report
4	YCOE will work with RISE, Inc. to provide a report; YCOE will support RISE, Inc. in delivery of the evaluation of its work.	Quarterly Report

**Staff Costs**

Item #	Staff Title	Hours	Rate Per Hour	Total	Participating Amount	Non-Participating Amount
1	Yolo County	40	\$100.00	\$4,000.00	\$4,000.00	
2	HEC	120	\$121.04	\$14,524.80	\$14,524.80	
3	RISE, Inc.	80	\$100.00	\$8,000.00	\$8,000.00	
4	Yolo County Office of Education	75	\$100.00	\$7,500.00	\$7,500.00	
<b>Staff Costs</b>				\$34,024.80	\$34,024.80	\$0.00
<b>Indirect Costs</b>				\$0.00	\$0.00	
<b>Total Staff Costs</b>				\$34,024.80	\$34,024.80	\$0.00

**Other Costs**    Travel    Equipment    Supplies/Materials    Incentives    Other

Item #	Type of Other Costs	Unit	Qty	Unit Price	Total	Participating Amount	Non-Participating Amount
1	HEC Jotform Software Annual Fee	1	1	\$594.00	\$594.00	\$594.00	
<b>Total Other Costs</b>					\$594.00	\$594.00	\$0.00
<b>TASK D SUBTOTAL</b>					\$34,618.80	\$34,618.80	\$0.00

Task Notes

Task E Detail	Description	Start Date	End Date
	Final Deliverables	04/01/2027	07/01/2027

Summary  
 All data gathered will be summarized into a summative report outlining findings, engagement strategies, and potential opportunities.

Item #	Activity	Deliverable
1	YC will assist to provide a summative report that contains all findings and records from the partnership, and will be responsible for grant close out.	Summative Report
2	HEC will outline data sources, analysis, and findings. This information will include strategies and potential opportunities to address health inequities.	Summative Report
3	RISE, Inc. will provide a report evaluating the delivery of the work.	Summative Report
4	YCOE staff will provide staff support for drafting report.	Summative Report

Date	Federal Project Number
05/06/2025	

**Staff Costs**

Item #	Staff Title	Hours	Rate Per Hour	Total	Participating Amount	Non-Participating Amount
1	Yolo County	40	\$100.00	\$4,000.00	\$4,000.00	
2	Health Education Council	60	\$137.50	\$8,250.00	\$8,250.00	
3	RISE, Inc.	55	\$100.00	\$5,500.00	\$5,500.00	
4	Yolo County Office of Education	170	\$100.00	\$17,000.00	\$17,000.00	
<b>Staff Costs</b>				\$34,750.00	\$34,750.00	\$0.00
<b>Indirect Costs</b>				\$0.00	\$0.00	
<b>Total Staff Costs</b>				\$34,750.00	\$34,750.00	\$0.00

**Other Costs**    Travel    Equipment    Supplies/Materials    Incentives    Other

<b>TASK E SUBTOTAL</b>				\$34,750.00	\$34,750.00	\$0.00
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Task Notes

Date	Federal Project Number
05/06/2025	

**REQUIRED SUPPORTING DOCUMENTS**

Include the following items with this form [(✓ = required, ● = required if applicable)]. *This list does not represent all documents required to be in the LPA's project files. The District Local Assistance Engineer may request additional documents for authorization/adjustment.*

Project Document	NI
FTIP Document (Include CMAQ Emissions Benefits Calculations, Back-up List and EPSP Approval if applicable)	✓
NEPA Approval Document	✓
Cost-Effectiveness/Public Interest Finding (LAPM Exhibit 12-F)	●
DBE Contract Goal Methodology (LAPM Exhibit 9-D)	●

**RESPONSIBLE CHARGE CERTIFICATION**

I certify that the information provided in this request is accurate and correct. Any changes to the project scope, cost, or schedule will be communicated to the District Local Assistance Engineer. This LPA agrees to comply with the applicable terms and conditions set forth in Title 23, U.S. Code, Highways, and the policies and procedures promulgated by the Federal Highway Administration (FHWA) and California Department of Transportation relative to the above-designated project.

I understand that this LPA is responsible for all costs incurred prior to receiving authorization to proceed. In addition, this LPA will be responsible for all costs in excess of the federal and/or state funds encumbered to complete the above-designated project.

**Cindy Perez** Digitally signed by Cindy Perez Date: 2025.05.06 13:15:56 -07'00' 05/06/2025  
 Signature of Full-Time Public Employee in Responsible Charge Date

Cindy Perez Associate Management Analyst  
 Print Name Title

**REMARKS**

Congressional Districts 4 & 7. This is a non-Infrastructure project which funds were programmed in the Construction phase. This will be the first obligation of funds for this project. Due to the nature of the project the following documents have not been prepared and most likely will not be necessary NEPA approval, ROW cert (no ROW needed), PS&E package, PS&E Checklist and DBE calculation. The \$25,000 in the other funds are column are non-participating funds.

**ATTACHMENT 6 – FEDERAL AUTHORIZATION FOR OBLIGATION OF FUNDS (E-76)**

Below; or  Attached

1.Subrecipient further acknowledges and agrees to comply with all requirements and conditions of the Funding Agreement (Attachments 5 and 6) and all applicable Federal or State requirements governing the use of the EEI program grant funds. 1.Subrecipient further acknowledges and agrees to comply with all requirements and conditions of the Funding Agreement (Attachments 5 and 6) and all applicable Federal or State requirements governing the use of the EEI program grant funds.

CalTrans has provided the E-76 form, Attachment 6, authorizing the funding arrangement.

**AUTHORIZATION / AGREEMENT SUMMARY - (E-76)**

**CALIFORNIA DEPARTMENT OF TRANSPORTATION**

**FEDERAL AID PROGRAM**

DLA LOCATOR: 03-YO-0-CNTY  
 PREFIX: DEMOLNI  
 PROJECT NO: 5922(129)  
 SEQ NO: 1  
 STATE PROJ NO: 0325000111L-N  
 ALT. PROJ NO: 035922129L  
 AGENCY: YOLO  
 ROUTE:

PROJECT LOCATION:  
 IN YOLO COUNTY  
 TYPE OF WORK:  
 THIS PROJECT WILL ENGAGE COMMUNITY MEMBERS IN RURAL AND URBAN  
 FED RR NO'S:  
 PUC CODES:  
 PROJ OVERSIGHT: ASSUMED/LOCAL ADMIN  
 ENV STATUS / EIS 03/03/2025  
 RW STATUS / DT:  
 INV RTE:  
 BEG MP:  
 END MP:  
 BRIDGE NO:

PREV AUTH / AGREE DATES:

PE:  
 R/W:  
 CON:  
 SPR:  
 MCS:  
 OTH:

DISASTER NO:

TIP DATA

MPO: SACOG  
 FSTIP YR: 24/25  
 STIP REF:  
 FSTIP ID YOL19573

PROJECT END DATE (PED): 07/01/2027

<u>PROG CODE</u>	<u>LINE NO</u>	<u>IMPV TYPE</u>	<u>FUNC SYS</u>	<u>URBAN AREA</u>	<u>URB/RURAL</u>	<u>DEMO ID</u>
L930	90	44				CA704

FUNDING SUMMARY

PHASE		PROJECT COST	FEDERAL COST	AC COST
PE	PE PREV. OBLIGATION	\$0.00	\$0.00	\$0.00
	PE THIS	\$0.00	\$0.00	\$0.00
	PE SUBTOTAL	\$0.00	\$0.00	\$0.00
R/W	RW PREV. OBLIGATION	\$0.00	\$0.00	\$0.00
	RW THIS REQUEST	\$0.00	\$0.00	\$0.00
	RW SUBTOTAL	\$0.00	\$0.00	\$0.00
CON	CON PREV. OBLIGATION	\$0.00	\$0.00	\$0.00
	CON THIS REQUEST	\$0.00	\$0.00	\$0.00
	CON SUBTOTAL	\$0.00	\$0.00	\$0.00
OTH	OTH PREV. OBLIGATION	\$0.00	\$0.00	\$0.00
	OTH THIS REQUEST	\$252,619.00	\$252,619.00	\$0.00
	OTH SUBTOTAL	\$252,619.00	\$252,619.00	\$0.00
TOTAL:		\$252,619.00	\$252,619.00	\$0.00

STATE REMARKS

05/08/2025 SEQ 1: Request for authorization for non-infrastructure (NI) - Engaging Yolo County Youth, Children and Families. Toll Credits being utilized. Project will not lead to physical construction.

05/22/2025 SEQ 1: Request for authorization of non-infrastructure project. Requesting to obligate \$252,619 of DEMO funds into NI project. Toll credits being utilized.

FEDERAL REMARKS

AUTHORIZATION

AUTHORIZATION TO PROCEED WITH REQUEST: OTH  
 FOR: NON-INFRASTRUCTURE  
 DOCUMENT TYPE: AAGR

PREPARED IN FADS BY: TRAPASSO, NICKOLAS  
 REVIEWED IN FADS BY: ISAAR, OMID  
 SUBMITTED IN FADS BY: ISAAR, OMID  
 PROCESSED IN FADS BY: SIGNATURE, NOT\_REQUIRED  
 E-76 AUTHORIZED DATE IN FMIS JENNIFER NASCA

ON 2025-05-08 639-1489  
 ON 2025-05-23 539-2897  
 ON 2025-05-23 FOR CALTRANS  
 ON 2025-05-23 FOR FHWA  
 ON 2025-05-29 16:27:10.0

SIGNATURE HISTORY FOR PROJECT NUMBER 5922(129) AS OF 05/30/2025

FHWA FMIS SIGNATURE HISTORY

<u>MOD #</u>	<u>SIGNED BY</u>	<u>SIGNED ON</u>
0	WAIL HAYS	05/28/2025
	WAIL HAYS	05/28/2025
	JENNIFER NASCA	05/29/2025

FHWA FMIS 3.0 SIGNATURE HISTORY

CALTRANS SIGNATURE HISTORY

<u>DOCUMENT TYPE</u>	<u>SIGNED BY</u>	<u>SIGNED ON</u>
AUTH/AGREE	ISAAR, OMID	05/23/2025

## **ATTACHMENT 7 – REQUIRED CONTRACT CLAUSES (49 CFR 26.13 and 26.29).**

For the purpose of this Exhibit, contractor also means consultant or Subrecipient, and subcontractor also includes subconsultant. For prompt payment, the following State regulations are referenced: the California Business and Professions Code (CBPC), California Public Contract Code (CPC) and California Civil Code (CCC). Subrecipient ensures that the following clauses or equivalent will be included in each DOT-assisted prime contract:

**A. Contract Assurance.** The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the County deems appropriate.

NOTE: This language is to be used verbatim, as is stated in Exhibit 12-G: Required Federal aid Contract Language. See also 49 CFR 26.13(b).

### **B. Prompt Payment Prompt**

1. Progress Payment to Subcontractors. The Local Agency shall require contractors and subcontractors to pay their subcontractors within seven (7) days for construction contracts, and within fifteen (15) days for consultant contracts, after receiving each progress payment. Any delay or postponement of payment may take place only for good cause and with the Local Agency's prior written approval. Any violation of these provisions shall subject the violating contractor or subcontractor to the penalties, sanctions and remedies specified in Section 7108.5 of the CBPC and Section 10262 of the CPC for construction contract, and Section 3321 of the CCC for consultant contract. This requirement shall not be construed to limit or impair any contractual, administrative, or judicial remedies, otherwise available to the contractor or subcontractor in the event of a dispute involving late payment or nonpayment by the contractor, deficient subcontractor performance, and/or noncompliance by a subcontractor. This clause applies to both DBE and non-DBE subcontractors.

2. Prompt Payment of Withheld Funds to Subcontractors. The Local Agency shall ensure prompt and full payment of retainage from the prime contractor to the subcontractor within seven (7) days for construction contracts, or within fifteen (15) days for consultant contracts after the subcontractor's work is satisfactorily completed and accepted. This shall be accompanied by including (i), (ii), or (iii) of the following provisions in their federal-aid contracts to ensure prompt and full payment of retainage [withheld funds] to subcontractors in compliance with 49 CFR 26.29.

i. No retainage will be held by the Local Agency from progress payments due to the prime contractor. Prime contractors and subcontractors are prohibited from holding retainage from subcontractors. Any delay or postponement

of payment may take place only for good cause and with the Local Agency's prior written approval. Any violation of these provisions shall subject the violating contractor or subcontractor to the penalties, sanctions, and other remedies specified in Section 7108.5 of the CBPC and Section 10262 of the CPCC for construction contracts, and Section 3321 of the CCC for consultant contracts. This requirement shall not be construed to limit or impair any contractual, administrative, or judicial remedies, otherwise available to the contractor or subcontractor in the event of a dispute involving late payment or nonpayment by the contractor, deficient subcontractor performance, and/or noncompliance by a subcontractor. This clause applies to both DBE and non-DBE subcontractors.

ii. No retainage will be held by the Local Agency from progress payments due to the prime contractor. Any retainage kept by the prime contractor or by a subcontractor must be paid in full to the earning subcontractor within seven (7) days for construction contracts, or within fifteen (15) days for consultant contracts after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment may take place only for good cause and with the Local Agency's prior written approval. Any violation of these provisions shall subject the violating contractor or subcontractor to the penalties, sanctions, and remedies specified in Section 7108.5 of the CBPC and Section 10262 of the CPCC for construction contracts, and Section 3321 of the CCC for consultant contracts. This requirement shall not be construed to limit or impair any contractual, administrative, or judicial remedies, otherwise available to the contractor or subcontractor in the event of a dispute involving late payment or nonpayment by the contractor, deficient subcontractor performance, and/or noncompliance by a subcontractor. This clause applies to both DBE and non-DBE subcontractors.

iii. The Local Agency shall hold retainage from the prime contractor and shall make prompt and regular incremental acceptances of portions, as determined by the Local Agency of the contract work and pay retainage to the prime contractor based on these acceptances. The prime contractor or subcontractor shall return all monies withheld in retention from all subcontractors within seven (7) days for construction contracts, or within fifteen (15) days for consultant contracts after receiving payment for work satisfactorily completed and accepted including incremental acceptances of portions of the contract work by the Local Agency. Any delay or postponement of payment may take place only for good cause and with the Local Agency's prior written approval. Any violation of these provisions shall subject the violating prime contractor to the penalties, sanctions, and other remedies specified in Section 7108.5 of the CBPC and Section 10262 of the CPCC for construction contracts, and Section 3321 of the CCC for consultant contracts. This requirement shall not be construed to limit or impair any contractual, administrative, or judicial remedies, otherwise available to the contractor or subcontractor in the event of: a dispute involving late payment or nonpayment by the contractor; deficient subcontractor performance; and/or noncompliance by a subcontractor. This clause applies to both DBE and non-DBE subcontractors. Any violation of these provisions shall subject the violating prime contractor or subcontractor to the penalties, sanctions and other remedies specified therein. These requirements shall not be construed to limit or impair any contractual, administrative, or judicial

remedies otherwise available to the prime contractor or subcontractor in the event of a dispute involving late payment or nonpayment by the prime contractor, deficient subcontract performance, or noncompliance by a subcontractor.

**ATTACHMENT 8 – TITLE VI ASSURANCES**  
**Appendix A**

During the performance of this Agreement, Subrecipient, for itself, its assignees and successors in interest (hereinafter collectively referred to as Subrecipient) agrees as follows:

a. Compliance with Regulations: Subrecipient shall comply with the regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the REGULATIONS), which are herein incorporated by reference and made a part of this Agreement.

b. Nondiscrimination: Subrecipient, with regard to the work performed by it during the Agreement, shall not discriminate on the grounds of race, color, sex, national origin, religion, age, or disability in the selection and retention of sub-applicants, including procurements of materials and leases of equipment. Subrecipient shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the agreement covers a program set forth in Appendix B of the Regulations.

c. Solicitations for Sub-agreements, Including Procurements of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by Subrecipient for work to be performed under a Sub- agreement, including procurements of materials or leases of equipment, each potential sub-applicant or supplier shall be notified by Subrecipient of the Subrecipient's obligations under this Agreement and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.

d. Information and Reports: Subrecipient shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the recipient or FHWA to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of Subrecipient is in the exclusive possession of another who fails or refuses to furnish this information, Subrecipient shall so certify to the recipient or FHWA as appropriate, and shall set forth what efforts Subrecipient as made to obtain the information.

e. Sanctions for Noncompliance: In the event of Subrecipient's noncompliance with the nondiscrimination provisions of this agreement, the recipient shall impose such agreement sanctions as it or the FHWA may determine to be appropriate, including, but not limited to: i. withholding of payments to Subrecipient under the Agreement within a reasonable period of time, not to exceed 90 days; and/or ii. cancellation, termination or suspension of the Agreement, in whole or in part.

f. Incorporation of Provisions: Subrecipient shall include the provisions of paragraphs (1) through (6) in every sub-agreement, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. Subrecipient shall take such action with respect to any sub-agreement or procurement as the recipient or FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance, provided, however, that, in the event Subrecipient becomes involved in, or is threatened with, litigation with a sub-applicant or supplier as a result of such direction, Subrecipient may request the recipient enter into such litigation to protect the interests of the State, and, in addition, Subrecipient may request the United States to enter into such litigation to protect the interests of the United States.

## Appendix E

During the performance of this Agreement, the Subrecipient, for itself, its assignees, and successors in interest agrees to comply with the following nondiscrimination statutes and authorities, including, but not limited to:

### **Pertinent Non-Discrimination Authorities:**

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), prohibits discrimination on the basis of sex;
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 U.S.C. § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English Proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C.1681 et seq).