

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 Adjustment	<input type="checkbox"/> PE	<input type="checkbox"/> R/W	<input type="checkbox"/> CON	<input type="checkbox"/> CE
	<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"/> NI
			<input type="checkbox"/> Advance Construction	<input type="checkbox"/> CTC Allocation Required
			Federal Amount Requested	\$252,619.00
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
<input type="checkbox"/> 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		
	Total Project Cost	\$252,619.00	\$252,619.00	\$252,619.00	\$0.00	\$0.00	\$0.00	\$0.00		

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

ADA Notice

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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
Grand Total				\$252,619.00	\$252,619.00	\$0.00

Task A Detail	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	
Staff Costs				\$41,050.00	\$41,050.00	\$0.00
Indirect Costs				\$0.00	\$0.00	
Total Staff Costs				\$41,050.00	\$41,050.00	\$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	YCOE Program Facility and Supplies	1	1	\$14,000.00	\$14,000.00	\$14,000.00	
2					\$0.00	\$0.00	
Total Supplies/Materials Costs					\$14,000.00	\$14,000.00	\$0.00

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

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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	
Total Incentives Costs					\$0.00	\$0.00	\$0.00
TASK A SUBTOTAL					\$55,050.00	\$55,050.00	\$0.00

Task Notes

Task B Detail	Description	Start Date	End Date
	Engagement Plan	01/01/2026	05/31/2026

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	
Staff Costs				\$47,149.70	\$47,149.70	\$0.00
Indirect Costs				\$0.00	\$0.00	
Total Staff Costs				\$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	
Total Supplies/Materials Costs					\$0.00	\$0.00	\$0.00
TASK B SUBTOTAL					\$47,149.70	\$47,149.70	\$0.00

Task Notes

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Task C Detail	Description Execution of Plan	Start Date 06/01/2026	End Date 10/31/2026
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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	
Staff Costs				\$78,798.30	\$78,798.30	\$0.00
Indirect Costs				\$0.00	\$0.00	
Total Staff Costs				\$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	
Total Supplies/Materials Costs					\$2,252.20	\$2,252.20	\$0.00
TASK C SUBTOTAL					\$81,050.50	\$81,050.50	\$0.00

Task Notes

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

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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	
Staff Costs				\$34,024.80	\$34,024.80	\$0.00
Indirect Costs				\$0.00	\$0.00	
Total Staff Costs				\$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	
Total Other Costs					\$594.00	\$594.00	\$0.00
TASK D SUBTOTAL					\$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

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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	
Staff Costs				\$34,750.00	\$34,750.00	\$0.00
Indirect Costs				\$0.00	\$0.00	
Total Staff Costs				\$34,750.00	\$34,750.00	\$0.00

Other Costs Travel Equipment Supplies/Materials Incentives Other

TASK E SUBTOTAL	\$34,750.00	\$34,750.00	\$0.00
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Task Notes

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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.