



Labor Detail	Task 1		
Labor Category	Rate	Hours	Dollars
Project Manager	\$175	2	\$350
Action Plan and Programs Lead	\$150	6	\$900
Project Specialist 1	\$115	5	\$575
Project Specialist 2	\$155	4	\$620
Grant Management Consultant 1	\$120	1	\$120
Grant Management Consultant 2	\$150	6	\$900
Grant Management Consultant 3	\$170	4	\$680
Community and Stakeholder Engagement Lead	\$130	1	\$130
Total Proposed Time & Materials Cost:			\$4,275

1.1.2 Task 2

Task 2 is inclusive of deliverables listed in Section I: Deliverables: Task 2A-2.H of the RFA.

Labor Detail	Task 2		
Labor Category	Rate	Hours	Dollars
Project Manager	\$175	15	\$2,625
Action Plan and Programs Lead	\$150	25	\$3,750
Project Specialist 1	\$115	75	\$8,625
Project Specialist 2	\$155	5	\$775
Grant Management Consultant 1	\$120	10	\$1,200
Grant Management Consultant 2	\$150	10	\$1,500
Grant Management Consultant 3	\$170	5	\$850
Community and Stakeholder Engagement Lead	\$130	18	\$2,340
Translator	\$97	75	\$7,275
Total - Labor		238	\$28,940
Travel			
Category			Dollars
Total - Travel			\$2,793
Total Proposed Time & Materials Cost:			\$31,733

*ICF estimates this will include up to 600 labor hours across the above listed labor categories, but will only charge the not to exceed amount listed above, which represents a significant discount to the County for Task 2.

Task 2 assumptions:

- HFD will hold one public hearing during the public comment period of the Action Plan development.
- Translation of documents is limited to Spanish.

1.1.3 Task 3

Task 3 is inclusive of deliverables listed in Section I: Deliverables: Task 3 of the RFA.

Labor Detail		Task 3	
Labor Category	Rate	Hours	Dollars
Project Manager	\$175	30	\$5,250
Financial Certifications Lead	\$150	100	\$15,000
Project Specialist 1	\$115	30	\$3,450
Grant Management Consultant 1	\$120	20	\$2,400
Total - Labor		180	\$26,100
Travel			
Category			Dollars
Total - Travel			\$2,793
Total Proposed Time & Materials Cost:			\$28,893

1.1.4 Task 4

Task 4 is inclusive of deliverables listed in Section I: Deliverables: Task 4 of the RFA.

Labor Detail		Task 4	
Labor Category	Rate	Hours	Dollars
Project Manager	\$175	20	\$3,500
Action Plan and Programs Lead	\$150	40	\$6,000
Financial Certifications Lead	\$150	20	\$3,000
Project Specialist 1	\$115	60	\$6,900
Grant Management Consultant 1	\$120	25	\$3,000
Total - Labor		165	\$22,400
Travel			
Category			Dollars
Total - Travel			\$2,793
Total Proposed Time & Materials Cost:			\$25,193



1.1.5 Task 5

Task 5 is inclusive of the deliverables listed in Section I: Deliverables: Task 5 of the RFA.

Using the LCAT rates included in Table 3. Labor Categories (LCAT) and Hourly Rates:

A. Facilitate meetings with HFD

- The ICF team will facilitate meetings with the HFD team on a weekly basis for the first 6 months of Task 5 (estimated from December 2025–June 2026), followed by monthly meetings for the next 18 months (June 2026–Dec 2027), and as needed for closeout during the remaining 6 months of the term of the contract.

Labor Detail	Rate	Average Estimated Costs per month	
		Hours	Dollars
Labor Category			
Project Manager	\$175	8	\$1,400
Action Plan and Programs Lead	\$150	6	\$900
Project Specialist 1	\$115	5	\$575
Project Specialist 2	\$155	4	\$620
Grant Management Consultant 1	\$120	2	\$240
Grant Management Consultant 2	\$150	8	\$1,200
Grant Management Consultant 3	\$170	5	\$850
Total Proposed Time & Materials Cost:		38	\$5,785

B. Management of Tasks and Work Plan

- ICF will work with HFD to develop a work plan inclusive of specific tasks, individuals to lead or support the deliverables and timelines associated with each component.

Labor Detail	Rate	Average Estimated Costs per month	
		Hours	Dollars
Labor Category			
Project Manager	\$175	10	\$1,750
Project Specialist 1	\$115	20	\$2,300
Project Specialist 2	\$155	20	\$3,100
Grant Management Consultant 1	\$120	80	\$9,600
Grant Management Consultant 3	\$170	80	\$13,600
Community and Stakeholder Engagement Lead	\$130	10	\$1,300
Administrative/Clerical Support	\$60	15	\$900
Total Proposed Time & Materials Cost:		235	\$32,550

Task 5 Assumptions

- To be responsive to the evolving needs of HFD’s programs, ICF will work with HFD, using the LCAT rates, to delineate specific work plans, and will include individuals to the lead and implement the support of the deliverables. Each work plan will contain a timeline to complete the task envisioned.
- For Task 5.A ICF assumes an average of 38 hours per month across the life of the contract to facilitate meetings and to develop and manage the Work Plan in the event the County has subrecipients administering their programs. Based on the LCAT rates, ICF will work with the County to determine the necessary staffing and labor categories to participate in such recurring meetings, as required.
- For Task 5.B ICF has estimated hours assuming consistent monthly support through the end of the contract term for 2 CDBG-DR subrecipients-led programs. Estimated hours to not include directly implemented assistance programs (e.g. housing rehabilitation, reconstruction, buyout, and/or new housing construction run by the state), as that scope of work will need to be defined and detailed within the County's Action Plan.
- Estimated hours for Task 5 will depend on the number of programs and the methods of delivery identified in the County’s Action Plan

1.1.6 CDBG-DR Cost Types

We understand HFD’s administration cap is \$1,461,100 (5% of the total grant amount), and through our experience in helping grantees to understand and effectively manage their costs, we will seek to maximize what can be allocated as planning and activity delivery. Activity delivery costs are uncapped under the CDBG-DR grant and can encompass all work directly related to delivering eligible activities. ICF’s pricing is divided into tasks to match our technical approach.

CDBG-DR Cost Types

Administration	Planning	Activity Delivery
5% of Allocation	No more than 15% of Allocation	No Cap
<ul style="list-style-type: none"> • Grantee overhead and Staff time. • Costs related to public engagement and participation (hearings, publications, marketing, etc.) • Monitoring subrecipients 	<ul style="list-style-type: none"> • Costs related to data gathering, analysis, and the development of the unmet needs, mitigation, and Fair Housing and Civil Rights assessments of the Action Plan. • Planning programs 	<ul style="list-style-type: none"> • Costs directly related to delivering an eligible Activity: • Activity specific guidelines • Application development • Applicant intake/review/processing • Project Specific Environmental Review • Construction Management

- Task 1 (Pre-Award Regulatory Support): activities are categorized as administration costs.
- Task 2 (CDBG-DR Action): activities directly connected to the unmet and mitigation needs assessments can be categorized as planning costs, with the balance being an administration cost.
- Tasks 3 & 4 (Financial Certifications and Oversight of Funds and Policies and Procedures and Implementation Plan) activities will be categorized as administration costs.
- Task 5 (Project Management and Implementation): majority of the activities indicated in Task 5.B will be activity delivery, as they support the implementation and delivery of HFD's recovery programs. A portion of the Task 5.A estimate (approximately 3%) includes project status meetings and updates, which are administration costs.

1.2 Not to Exceed Price by Task

Task	Total
Task 1: Pre-Award Regulatory Support	\$4,275
Task 2: CDBG-DR Action Plan	\$31,733
Task 3: Financial Certification and Oversight of Funds	\$28,893
Task 4: Policies and Procedures and Implementation Plan	\$25,193
Total	\$90,094

1.3 Contract Type

ICF's proposal is prepared on a time and materials basis.

1.4 Period of Performance

The period of performance is estimated to be from May 2025 to May 2028.

1.5 Validity

ICF's proposal remains valid for a period of 90 days from the official due date of the application. ICF retains the right to review its submission and to extend its offer or to revise its proposal at the end of the 90-day period.