

AGENCY	Root Policy Research, Inc.
PROGRAM NAME	2025-2030 Consolidated Plan Consultant
START DATE	Date of executed signature
END DATE	6/30/2025
PROJECT TYPE	Con Plan Development, CDBG and HOME funds
TOTAL PROGRAM CAPACITY	
FUNDING SOURCE(S)	CDBG/ HOME Admin

Phase 0. Project Initiation, Management & Admin	FY25	TOTAL
Project Kickoff Meeting—preparation and facilitation	\$ 4,342	\$ 4,342
Bi-weekly Meetings and Project Management	\$ 27,130	\$ 27,130

Phase 1. Workshops, Data Compilation, & Engagement	FY25	TOTAL
Task 1. Regional Community & Stakeholder Workshops/ Forums	\$ 140,910	\$ 140,910
Task 2. Data Compilation and Cross-Tabulation	\$ 76,533	\$ 76,533
Task 3. Goals/ Visioning	\$ 4,560	\$ 4,560

Phase 2. Housing & Community Needs Assessments	FY25	TOTAL
Task 4. Housing and Community Needs Assessment	\$ 24,711	\$ 24,711

Phase 3. Development of Goals and Strategy	FY25	TOTAL
Preparation of Goals and Strategy	\$ 16,284	\$ 16,284

Phase 4. Preparation of Draft Plans	FY25	TOTAL
Task 5. Draft Consolidated Plans	\$ 24,711	\$ 24,711

Phase 5. Final Plans, Adoption, & eCon Plan Upload	FY25	TOTAL
Task 6. Final Consolidated Plans	\$ 8,462	\$ 8,462
Task 7. Enhanced needs Assessment	\$ 45,938	\$ 45,938
Task 8. Final Annual Action Plan	\$ 21,156	\$ 21,156
Task 10. Public Hearings & Adoption of Plans	\$ 24,000	\$ 24,000
Task 11. HUD submittal using eCon Planning Suite	\$ 16,249	\$ 16,249

Additional Tasks	FY25	TOTAL
Additional Tasks: Task 9 and Task 12	\$ 49,565	\$ 49,565

PHASE 0-5 EXPENSES TOTAL	FY25	TOTAL
	\$ 434,986	\$ 434,986

ADDITIONAL TASKS EXPENSES TOTAL	FY25	TOTAL
	\$ 49,565	\$ 49,565

TOTAL PROGRAM BUDGET	FY25	TOTAL
	\$ 484,551	\$ 484,551

Palo Alto Share of Cost	\$ 543
	\$ 3,391
See Breakdown below	\$ 9,567
	\$ 570
	\$ 3,089
	\$ 2,036
	\$ 3,089
	\$ 1,058
	\$ 5,742
	\$ 2,644
	\$ 3,000
	\$ 2,031
Total before Line 14 is added	\$ 36,760
Total after Line 14 added	\$ 47,105
	\$ 4,710
	\$ 51,815

10% Continge
Total with 10%

Community Engagement Detail: Breakdown of Line 14

	Hours	Costs	Direct Costs	Total Costs
Refine Workplan and Community Kickoff		15	\$2,850	\$2,850
Review and Summarize Existing Plans and Initiatives for 8 Entitlement Jurisdictions		24	\$4,560	\$4,560
Finalize Workplan and Develop Project Timeline		20	\$3,800	\$3,800
COMMUNITY ENGAGEMENT				
Develop Framework for Community Outreach and Engagement		45	\$8,550	\$8,550
Finalize and Launch Public Information and Outreach to Stakeholders List		80	\$15,200	\$10,000 \$25,200
Resident Survey: Online and paper in 3 languages (Root)		88	\$16,720	\$2,500 \$19,220
Social Media Outreach: Develop strategy and customizable tools and materials		50	\$9,500	\$3,000 \$12,500
Regional Community Workshops: Prep and facilitate 2 public meetings		45	\$8,550	\$4,160 \$12,710
Pop-up Events: Prep and attend in-person community member engagement events		96	\$18,240	\$12,000 \$30,240
Stakeholder Consultation Meetings: Develop strategy, attend and/or hold three virtual meetings		48	\$9,120	\$0 \$9,120
Outreach Summary: Jurisdiction engagement appendices		40	\$7,600	\$7,600
GOALS/VISIONING				
Prepare and Submit Format for Community Workshops		8	\$1,520	\$1,520
Review and Finalize Outreach Plan		16	\$3,040	\$3,040
		575	\$109,250	\$31,660 \$140,910
				\$ 10,345

Total for Line :

OPTIONAL TASKS

Optional: PR Firm Assistance for Media/Radio Outreach			\$5,500	\$5,500
Additional stakeholder meetings/city-specific stakeholder	60	11400	\$1,500	\$12,900

<i>Additional in person meetings</i>	6	\$1,140	\$250	\$1,390
<i>Additional virtual meetings</i>	4	\$760		\$760
<i>Additional public hearings--virtual</i>	6	\$1,200		\$1,200
<i>Additional public hearings--in person</i>	12	\$2,400	\$750	\$3,150

Total projected by jurisdiction

Direct Costs	Cost	Rate
Task B.2		
Community Organizations Stipends	\$10,000	Total
Task B.3 - Resident Survey		
Materials Translation (up to 2 languages)	\$0	Total for survey and announcement text (0.30 per word)
Print Materials	\$500	Total
Task B.4 - Social Media Outreach		
Materials Translation (up to 2 languages)	\$3,000	Total for social media graphics and language, press release, and related announcement text (0.30 per word/\$65
Task B.5		
Materials Translation (up to 2 languages)	\$1,000	Total for up to 4 pages in 2 languages for materials for all workshops
Event Interpretation Virtual Meeting	\$1,080	per meeting (\$120 per hour Spanish, \$150 Vietnamese or Chinese, minium 2 hours each x 2 people)
Event Interpretation: Headsets and Tech (in-person only)	\$600	per meeting
Childcare (in-person only)	\$400	per meeting
Food (in-person only)	\$100	per meeting
Travel costs (in-person only)	\$30	per meeting
Total per in-person meeting	\$3,210	per meeting
Total per hybrid meeting	\$4,290	per meeting
Task B.6 Stakeholder Consultations		(\$120 per hour Spanish, \$150 Vietnamese or Chinese, minium 2 hours each x 2 people)
Virtual Meeting w. up to 2 languages	\$1,080	per meeting
In-person Meeting/Pop-up Event w. up to 1 language, materials, travel	\$2,000	per meeting

Danta Collective Spanish Translation and Interpretation

Rates	Normal
Translation: Per-word	\$0.11
Translation: per hour	\$65.00
Interpretation: per hour	\$115.00 /hr