

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

408



FROM: DPSS-Dept. of Community Action

SUBMITTAL DATE: March 31, 2003

SUBJECT: Amendment #1 to Agreement #03B-5232 with Department of Community Services and Development for the 2003 Low-Income Home Energy Assistance Program

RECOMMENDED MOTION: That the Board of Supervisors approve and:

- 1) Authorize the Chairman of the Board to sign the attached Amendment #1 to Agreement #03B-5232 between the Department of Community Services and Development (CSD) and the Department of Public Social Services-Department of Community Action (DPSS-DCA) for the Low-Income Home Energy Assistance Program (LIHEAP), increasing the allocation by \$672,259 for a total of \$784,205, covering the period January 1, 2003 through December 31, 2003; and

Lois J. Carson
Lois J. Carson, Executive Director

(CONTINUED 2 pages)

FINANCIAL DATA:

CURRENT YEAR COST: \$ 784,205

NET COUNTY COST: \$ 0

ANNUAL COST: \$ 0

IN CURRENT BUDGET: No

BUDGET ADJUSTMENT: Yes

**REQUIRES
4/5 VOTE**

FOR FY: 02/03

SOURCE OF FUNDS: 100% Federal

C.E.O. RECOMMENDATIONS: APPROVE

COUNTY EXECUTIVE OFFICER SIGNATURE

Roger U...

FORM APPROVED
COUNTY COUNSEL

MAR 31 2003

FORM APPROVED
COUNTY COUNSEL
ROBERT E. BYRD, Auditor-Controller

BY *[Signature]*
4/3/03

TO: Board of Supervisors

DATE:

SUBJECT: Amendment #1 to Agreement #03B-5232 with
Department of Community Services and
Development for the 2003 Low-Income
Home Energy Assistance Program

PAGE: 2

RECOMMENDED MOTION (Cont.):

2) Instruct the Auditor Controller to adjust the DPSS-DCA budget as follows:

Increase Appropriations:

CAARC – 21050 – 5200200000 – 510040 – 54075	Regular Salaries	\$111,220
CAARC – 21050 – 5200200000 – 518100 – 54075	Budgeted Benefits	22,780
CAARC – 21050 – 5200200000 – 527780 – 54075	Special Prog. Expense	144,811
CAARC – 21050 – 5200200000 – 530020 – 54075	Board Other	505,394

Increase Anticipated Revenue:

CAARC – 21050 – 5200200000 – 767220	Fed-Other Grant	\$784,205
-------------------------------------	-----------------	-----------

BACKGROUND:

On February 25, 2003 (Agenda #3.25), your Honorable Board approved Agreement #03B-5232 with CSD to accept the initial program year 2003 funding to assist low-income customers with high energy bills, to repair or replace furnaces and other heating devices that contribute to high energy consumption and weatherize homes. To date, CSD has received 90% of the 2002 LIHEAP allocation. Even though CSD has not received the final 2003 Federal Grant Award for LIHEAP, CSD has increased the 2003 Riverside County LIHEAP allocation by \$672,259 for a total of \$784,205.

This augmented 2003 LIHEAP allocation amount would bring the current funding to 67% of the 2002 LIHEAP allocation, and has been limited to the maximum State spending authority in the current State fiscal year. The Amendment #1 allocation represents an amount which the State feels should fund the program through April 2003, when CSD expects to have its Administrative Request for additional spending authority approved. An additional amendment will distribute the remainder of the LIHEAP allocation at that time. The balance of this allocation would be expended in accordance with the initial Board-approved goals, which have now been expanded by this Amendment.

The Director of DPSS-DCA requests the Board approve Amendment #1 to Agreement #03B-5232 covering the term January 1, 2003 through December 31, 2003.

FINANCIAL IMPACT: No County General Funds will be required. After further analysis, it has been determined that the initial allocation of \$111,946 was not budgeted as originally thought. Therefore, the entire allocation \$784,205 needs to be deposited into the DPSS-DCA budget.

CONCUR/EXECUTE: Auditor-Controller
County Counsel



original 1 of 3

AGREEMENT NUMBER 03B-5232	AMENDMENT NUMBER 1
-------------------------------------	------------------------------

1. This Agreement is entered into between the State Agency and the Contractor named below
 STATE AGENCY'S NAME
Department of Community Services and Development
 CONTRACTOR'S NAME
Riverside County Department of Community Action
2. The term of this Agreement is : **January 1, 2003 through December 31, 2003**
3. The maximum amount of this Agreement is: **\$ 784,205.00**
4. The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:
 1. The total consideration payable to Contractor by the State has changed from \$111,946.00 to \$784,205.00, reflecting an increase of \$672,259.00 and as allocated on the attached funding information page.

FORM APPROVED
 COUNTY COUNSEL
 MAR 31 2003
 BY *Wm Katzev*

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR		CALIFORNIA Department of General Services Use Only
CONTRACTOR'S NAME <i>(If other than an individual, state whether a corporation, partnership, etc.)</i> Riverside County Department of Community Action		I hereby certify that all conditions for exemption have been complied with, and this document is exempt from the Department of General Services' approval. <input type="checkbox"/> Exempt per _____
BY <i>(Authorized Signature)</i> 	DATE SIGNED <i>(Do not type)</i>	
PRINTED NAME AND TITLE OF PERSON SIGNING		
ADDRESS 4060 County Circle Drive, Riverside, CA 92503		
STATE OF CALIFORNIA		
AGENCY NAME Department of Community Services and Development		
BY <i>(Authorized Signature)</i> 	DATE SIGNED <i>(Do not type)</i>	
PRINTED NAME AND TITLE OF PERSON SIGNING Richard J. Bueche, Chief Financial Officer		
ADDRESS 700 North 10th Street, Sacramento, California 95814		

- A. \$246,743.00 for LIHEAP Weatherization assistance, Administrative costs, and Outreach costs as set forth in Exhibit B, Attachment II, Column A, CSD 557D.
- B. \$188,915.00 for LIHEAP Weatherization assistance, Administrative costs, and Outreach costs delayed funding as set forth in Exhibit B, Attachment II, Column B, CSD 557D.
- C. \$12,842.00 for LIHEAP ECIP and Leveraging, if applicable: Outreach and its related costs as forth in Exhibit B, Attachment III, CSD 537E.
- D. \$52,823.00 for LIHEAP Administrative costs for Assurance 16, HEAP, and ECIP as set forth in Exhibit B, Attachment III, CSD 537E.
- E. \$13,499.00 for LIHEAP ECIP: Wood, Propane, and Oil assistance as set forth in Exhibit B, Attachment III, CSD 537E.
- F. \$53,996.00 for LIHEAP ECIP: Furnace Repair/Replacement assistance as set forth in Exhibit B, Attachment III, CSD 537E.
- G. \$71,335.00 for LIHEAP Assurance 16 activities as forth in Exhibit B, Attachment III, CSD 537E.
- H. \$32,106.00 for LIHEAP HEAP: Outreach and its related costs as set forth in Exhibit B, Attachment III, CSD 537E.
- I. \$0.00 for LIHEAP HEAP: Wood, Propane, and Oil assistance as set forth in Exhibit B, Attachment III, CSD 537E.

2. Exhibit B, Budget Detail and Payment Provisions: Pages B1 and B2 are deleted in their entirety and replaced by the attached pages B1 and B2 that include amendment provisions 3. and 4. below.
3. Exhibit B, Budget Detail and Payment Provisions, 3. Programmatic Provisions, A. Payments, 1) Advance Payments: Item a. is deleted in its entirety and replaced by the following item a.:

“a. Upon written request by Contractor, the State may issue an advance payment to Contractor in an amount not to exceed 25 percent. The 25 percent advance shall be computed based on an estimated 2003 Federal grant allocation, which is considered to remain at the same level as the 2002 Federal grant allocation. Contractor shall submit an advance payment request on agency letterhead or on the CSD LIHEAP reporting forms.”
4. Exhibit B, Budget Detail and Payment Provisions, 3. Programmatic Provisions, A. Payments, 1) Advance Payments: Item b. is deleted in its entirety and the remaining item is relettered accordingly.
5. Exhibit B, Budget Detail and Payment Provisions, Attachment II: 2003 LIHEAP Weatherization Budget (CSD 557D) is deleted in its entirety and replaced by the attached Exhibit B, Budget Detail and Payment Provisions, Attachment II, 2003 LIHEAP Weatherization Budget.
6. Exhibit B, Budget Detail and Payment Provisions, Attachment III: 2003 LIHEAP Assurance 16/ECIP/HEAP Budget (CSD 537E) is deleted in its entirety and replaced by the attached Exhibit B, Budget Detail and Payment Provisions, Attachment III, 2003 LIHEAP Assurance 16/ECIP/HEAP Budget.
7. Exhibit F, Programmatic Provisions, 3. Lead-Safe Weatherization: Item b. is deleted in its entirety and replaced with the following item b.:

“b. In HUD units built prior to 1979, lead-based paint is presumed to be present unless the dwelling unit has been certified by a California Certified Inspector/Risk Assessor to be lead-free. HUD units not previously certified to be lead free, built prior to 1979, and receiving weatherization services in which painted surfaces exceeding di minimis levels (refer to definition in Exhibit I) are disturbed require the successful achievement of lead-safe standards after the completion of weatherization services. The clearance inspection must be performed by a third-party California Certified Inspector/Risk Assessor who deems the weatherized HUD unit as lead safe after the completion of weatherization services. Should a clearance inspection be required, agencies should defer the costs of the clearance inspection to the property owner and/or local housing authority. In many cases, the local housing authority has licensed inspectors and may possibly conduct a clearance inspection of a HUD unit free of charge. However, in

those instances where the property owner and/or the local housing authority are unable to incur the costs of the clearance inspection, Contractors may seek a waiver allowing the cost of the inspection as a reimbursable activity. Waiver requests will be treated on a case-by-case basis and must be approved by CSD prior to beginning weatherization services. A copy of the clearance inspection must be placed and maintained in the client's file.”

All other terms and conditions under this Agreement shall remain unchanged.

2003 LIHEAP Amendment No. 1
Effective March 1, 2003
Replacement Pages

- **Exhibit B, Budget Detail and Payment Provisions, pages B1 and B2**
- **Exhibit B, Budget Detail and Payment Provisions, Attachment II, 2003 LIHEAP Weatherization Budget (CSD 557D)**
- **Exhibit B, Budget Detail and Payment Provisions, Attachment III, 2003 LIHEAP Assurance 16/ECIP/HEAP Budget (CSD 537E)**

**EXHIBIT B
(Standard Agreement)**

BUDGET DETAIL AND PAYMENT PROVISIONS

1. Consideration

- A. The total consideration payable by the State to Contractor under this Agreement shall be allocated as shown on the project-funding page that is attached to the face sheet of this Agreement and that is hereby incorporated by this reference.
- B. The total amount budgeted for Administrative Costs shall not exceed the limits as described in Exhibit B, Section 4. Adherence to Exhibit E, Section 4, Contractor Assurances and Certifications, is required and is not altered by the provisions of this section. Expenditures in excess of the budget total shall not be reimbursed by the State.
- C. The amount per round trip to work sites in excess of the 40-mile radius shall be reimbursable as specified in Exhibit B, Section 4.H.3) under this Agreement.

2. Nonconsideration Programs

A. ECIP: Electric and Gas (Fast Track)

ECIP Fast Track funds listed below shall not be made a part of the total consideration for this Agreement but shall be for Contractor's use as described in Exhibit B, Section 3.A.4)b., and Exhibit F, Section 12.A., which reflects the total amount of funds designated for Contractor's Fast Track Program and the implementation period.

<u>County</u>	<u>Fast Track Allocation Allocation</u>	<u>Number of Households</u>
Riverside	\$255,462	972
Total	\$255,462	

B. HEAP: Electric and Gas Allocation

The amounts allocated to the HEAP Electric and Gas Program are listed below and are described in Exhibit B. These funds shall not be made a part of the total consideration for this Agreement but shall be for Contractor's use as described in Exhibit B, Section 3.A.3)b., and Exhibit F, Section 10., Special Provisions - Assurance 16 Activities:

**EXHIBIT B
(Standard Agreement)**

HEAP Electric and Gas Allocation

<u>County</u>	<u>Allocation</u>	<u>Number of Households</u>
Riverside	\$851,552	4,294
Total	\$851,552	

3. Programmatic Provisions

A. Payments

1) Advance Payments

- a. Upon written request by Contractor, the State may issue an advance payment to Contractor in an amount not to exceed 25 percent. The 25 percent advance shall be computed based on an estimated 2003 Federal grant allocation, which is considered to remain at the same level as the 2002 Federal grant allocation. Contractor shall submit an advance payment request on agency letterhead or on the CSD LIHEAP reporting forms.
- b. Advance payments outstanding at the close of the eighth month of the contract term will be offset against subsequent payments, if applicable. An exception to this provision is if Contractor draws down the entire amount of the Agreement prior to the eighth month. In this case, the State, in consultation with the Contractor, will liquidate the advance earlier.

2) Subsequent Payments

- a. Subsequent payments to Contractor shall be contingent upon receipt by the State of the bimonthly expenditure and activity reports as required by Exhibit B, Section 3.B., of this Agreement.
- b. Contractor shall be entitled to obtain a maximum average reimbursement of \$2,614 per dwelling unit weatherized for

EXHIBIT B - ATTACHMENT II
2003 LIHEAP WEATHERIZATION BUDGET

Contractor Name: Riverside County Department of Community Action		Contract Number: 03B-5232, Amd. 1
Class "B" Contractor's License No.: (1) 478129 (2) 443554 (3) 768277	Name on License: 1. Tri-State Home Improvement 2. Airway 3. Ace & Son	Expiration Date:
Prepared By: Godwin Aimua	Fax Number: (909) 955-6506 E-mail: GAimua@Riversidedpss.org	Telephone Number: (909) 955-4900

1. SECTION A - ADMINISTRATIVE COSTS		Column A	Column B	CSD USE
1.a	Salaries and Wages	\$ 19,576	\$ 32,121	
1.b	Fringe Benefits	4,019	6,588	
1.c	Facilities	48	48	
1.d	Utilities	0	0	
1.e	Equipment Total (specify below)	0	0	
	1. 2.			
1.f	Telephone - Communications	0	0	
1.g	Training	0	0	
1.h	Travel Total (specify below)	0	0	
	1. In-State \$ 2. Out-of-State \$			
1.i	Accounting	0	0	
1.j	Audit Costs	0	0	
1.k	Insurance - Bonding	0	0	
1.l	Office Supplies	0	0	
1.m	Miscellaneous Total (specify below)	0	0	
	1. 2.			
1.n	Intake (eligibility determination)	0	0	
1.o	Subtotal Section A	\$ 23,643.00	\$ 38,757.00	

2. SECTION B - PROGRAM COSTS		Column A	Column B	CSD USE
2.a	Training	\$ 1,000	\$ 1,000	
2.b	Travel Total (specify below)	0	0	
	1. In-State \$ 2. Out-of-State \$			
2.c	Outreach (5% - see instructions)	13,262.00	22,707.00	
2.d	Dwelling Assessment	15,488	25,300	
2.e	Equipment Total (specify below)	0	0	
	1. 2.			
2.f	Weatherization Materials	88,710	144,913	
2.g	Labor	154,784	252,849	
2.h	Storage	0	0	
2.i	Vehicle Insurance	500	500	
2.j	Transportation to Job Sites	0	0	
2.k	Maintenance - Repair	0	0	
2.l	Miscellaneous Total (specify below)	580	856	
	1. 2.			
2.m	Subtotal Section B	\$ 274,324.00	\$ 448,125.00	

3. SECTION C - TOTAL BUDGET	\$ 297,967.00	\$ 486,882.00
------------------------------------	---------------	---------------

4. SECTION D - TOTAL HOUSEHOLDS	# 114	# 186
--	-------	-------

4.a Projected Vulnerable Populations:	60 %	4.b Projected Average Energy Burden:	12 %
---------------------------------------	------	--------------------------------------	------

EXHIBIT B - ATTACHMENT III
2003 LIHEAP ASSURANCE 16/ECIP/HEAP BUDGET

Contractor Name: Riverside County Department of Community Action			Contract Number: 03B-5232, Amd. 1		
Prepared By: Godwin Aimua		E-mail Address: GAimua@Riversidedpss.org		Telephone Number: (909) 955-4900	Fax Number: (909) 955-6500
SECTION 1 - ASSURANCE 16 PROGRAM COSTS			SECTION 3 - ECIP PROGRAM COSTS AND HOUSEHOLDS		
1.a	Assurance 16 Activities	\$ 88,410.00	3.a	Outreach (5% of total ECIP allocation)	\$ 16,559.00
1.b	CPUC LIOB Travel to meetings (Optional) (Shall not exceed 5% of total Assurance 16 Allocation.)	\$ 0	3.b	Wood/Propane/Oil Payments	\$ 17,031.00
1.c	Subtotal Section 1 - (Lines 1.a through 1.b)	\$ 88,410.00	Implementation Period from <u>1/1/2003</u> to <u>12/31/2003</u>		
SECTION 2 - ADMINISTRATIVE COSTS (FOR ASSURANCE 16, ECIP, AND HEAP)			SECTION 3 - ECIP PROGRAM COSTS AND HOUSEHOLDS		
2.a	Salaries and Wages	\$ 43,989	3.c	Furnace Repairs and Replacements	\$ 68,122.00
2.b	Fringe Benefits	\$ 7,716	Implementation Period from <u>1/1/2003</u> to <u>12/31/2003</u>		
2.c	Facilities	\$ 12,095	3.d	Other*	\$ 0
2.d	Utilities	\$ 0	3.e	Subtotal Section 3 - (Lines 3.a through 3.c, and 3.d, if applicable)	\$ 101,712.00
2.e	Equipment Total (specify below)	\$ 0	3.f	Wood/Propane/Oil	# 57
1.			3.g	Furnace Repairs and Replacements	# 25
2.			3.h	Other*	# 0
2.f	Training	\$ 0	3.i	Subtotal Section 3 - (Lines 3.f through 3.g, and 3.h, if applicable)	# 82
2.g	Travel Total (specify below)	\$ 0	SECTION 4 - HEAP OUTREACH/WPO BUDGET AND HOUSEHOLDS		
1. In-State	\$		4.a	Outreach (5% total HEAP allocation)	\$ 41,400.00
2. Out-of-State	\$		4.b	Wood/Propane/Oil Payments	\$ 0
2.h	Telephone - Communications	\$ 0	4.c	Subtotal Section 4 - (Lines 4.a through 4.b)	\$ 41,400.00
2.i	Accounting	\$ 0	4.d	Wood/Propane/Oil	# 0
2.j	Audit Costs	\$ 0	4.e	Subtotal Section 4 - (Line 4.d)	# 0
2.k	Insurance - Bonding	\$ 0	SECTION 5 - NON-CONSIDERATION COSTS (ECIP AND HEAP)		
2.l	Office Supplies	\$ 0	5.a	Fast Track Electric and Gas Payments	\$ 255,462.00
2.m	Misc. Total (specify below)	\$ 0	Implementation Period from <u>1/1/2003</u> to <u>12/31/2003</u>		
1.			5.b	HEAP Electric and Gas Payments	\$ 851,552.00
2.			SECTION 6 - TOTAL FUNDS (Sections 1 through 5)		
3.			\$ 1,404,336.00		
4.			SECTION 7 - ECIP/HEAP LIHEAP GOALS		
2.n	Intake (eligibility determination)	\$ 2,000	7.a	ECIP Projected Vulnerable Populations:	60 %
2.o	Subtotal Section 2 - (Lines 2.a through 2.n)	\$ 65,800.00		Projected Average Energy Burden:	75 %
			7.b	HEAP Projected Vulnerable Populations:	12 %
				Projected Average Energy Burden:	12 %

* Used only for households receiving emergency assistance.