

862



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

FROM: Community Action Partnership of Riverside County

SUBMITTAL DATE:

5/22/09

SUBJECT: Resolution 2009-190 – Local Plan for the Department of Energy Weatherization Assistance Program, American Recovery and Reinvestment Act of 2009

RECOMMENDED MOTION: That the Board of Supervisors:

- 1 Adopt the attached Resolution 2009-190 approving Community Action Partnership of Riverside County's (CAP Riverside) Local Plan for the Department of Energy Weatherization Assistance Program, American Recovery and Reinvestment Act of 2009 (DOE-ARRA);

FORM APPROVED COUNTY COUNSEL
 BY: *Larisa R. McKenna*
 PURCHASING: *Steph*
 DATE: _____
 MAX SELLER, ASSISTANT DIRECTOR

Maria Y. Juarez
 Maria Y. Juarez, CCAP, Deputy Director for
 Lois J. Carson, CCAP, Executive Director

(CONTINUED 3 Pages)

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	No
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	FY 09/10

SOURCE OF FUNDS: 100% Federal	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

BY: *Debra Courmoyer*
 Debra Courmoyer

County Executive Office Signature

Consent
 Policy
 Per Exec. Ofc.:

Prev. Agn. Ref.:

District: All

Agenda Number:

3.19

FROM: Community Action Partnership
of Riverside County

DATE: 5/22/09

SUBJECT: Resolution 2009-190
Local Plan for the Department of Energy
Weatherization Assistance Program
American Recovery and Reinvestment
Act of 2009

Page: 2 of 3

BACKGROUND:

The American Recovery and Reinvestment Act of 2009 (Recovery Act) was signed into law by President Obama on February 17, 2009. The Act is an extraordinary response to a crisis unlike any since the Great Depression. The Recovery Act includes increased funding for the Department of Energy Weatherization Assistance Program (DOE-WAP).

The purpose of DOE WAP is to increase the energy efficiency of homes owned or occupied by low-income residents, reduce the amount these families spend on energy, and improve their health and safety. The significant investment in DOE WAP through the Recovery Act also represents the Obama administration's efforts to create and sustain jobs during this economic crisis.

CAP Riverside submitted its DOE-ARRA Local Plan to CSD. The Local Plan identifies how CAP Riverside will administer the estimated \$8,000,000 allocation from DOE-ARRA to address the key goals of the Recovery Act.

FINANCIAL IMPACT: No County General Funds will be required. Upon execution of the agreement, CAP Riverside will submit a budget adjustment in the Executive Office Quarterly Financial Summary Report for FY 2009-2010

CONCUR/EXECUTE: Purchasing

LJC:MYJ:KA:jb

1 **RESOLUTION 2009-190**

2 **Local Plan**

3 **for the**

4 **Department of Energy Weatherization Assistance Program,**
5 **American Recovery and Reinvestment Act of 2009**

6
7 **BE IT RESOLVED** by the Board of Supervisors of the County of Riverside,
8 State of California, in regular session assembled on June 2, 2009, that the Board of
9 Supervisors approves the County of Riverside's Local Plan [hereinafter "Local Plan"]for
10 the Department of Energy Weatherization Assistance Program, American Recovery and
11 Reinvestment Act of 2009 (hereinafter "DOE-ARRA") and authorizes:

- 12
- 13 1. The Chair of the Board to sign all subsequent Agreements #09C-1830 in
- 14 conformance with the Local Plan, the DOE-ARRA, and related Guidelines
- 15 between the County of Riverside and the State of California, Department of
- 16 Community Services and Development, not to exceed \$8,000,000;
- 17
- 18 2. The Riverside Purchasing Agent to sign ministerial amendments not to
- 19 exceed the authorized program amount of \$8,000,000; and
- 20
- 21 3. The Executive Director of CAP Riverside to sign all assurances, exhibits, and
- 22 reports made under the agreement for the DOE-ARRA, and administer the
- 23 program.
- 24

FORM APPROVED COUNTY COUNSEL
BY: *[Signature]* 8/26/09
CARISA R. MCKENNA
DATE

DOE ARRA Local Plan – Cover Page

Due Date Thursday, April 9, 2009

Email To localplan@csd.ca.gov

Contact for Questions

Agency Name	Community Action Partnership of Riverside County
Contact Person	Maria Juarez
Title	Deputy Director
Phone Number	951-955-4900
Email	MJUAREZ@CAPRIVERSIDE.ORG

Must be available to answer questions from CSD on April 10 and April 13.

Participation Acceptance

Our agency is interested in participating in the DOE ARRA Program. We certify that we have the capacity to provide the required services within our service territory as outlined in the Local Plan.

Signature	
Name	Mrs. Lois J. Carson, CCAP
Title	Executive Director
Phone Number	951-955-4900
Email	LCarson@capriverside.org
Date	April 09, 2009

Participation Refusal

Our agency is not interested in participating in the DOE ARRA Program. We understand that the funds will be reallocated to a qualified entity with the capacity to provide the required services within our service territory.

Signature	
Name	
Title	
Phone Number	
Email	
Date	

CSD Approval

Approved by	
Approval Date	

DOE ARRA Local Plan

Instructions

It is important to first read the DOE ARRA Local Plan Instructions provided as a separate document before completing this plan.

General Plan

Describe your ramp up efforts undertaken in response to the increased funding for LIHEAP and how these experiences will transfer to the ramp up efforts required for ARRA.

LIHEAP

Community Action Partnership of Riverside County (CAP Riverside) has implemented the following ramp up strategies for LIHEAP:

A. Employment

Subcontractors:

1. Increase the number of subcontractors from five (5) to ten (10): CAP Riverside provides weatherization services countywide currently utilizing five (5) weatherization subcontractors: 1) Ace & Son Construction; 2) James D. Restoration and Construction; 3) The Vasquez Group (dba Commercial & Residential Services); 4) Hopkins Painting Company; and 5) B.A.B. Contracting Company.
2. Increase the number of subcontractor's employees from twenty four (24) to forty-nine (49) - installers, outreach workers, HVAC and office workers.
3. Maintain open Request for Qualifications (RFQ) to recruit five (5) additional subcontractors.

CAP Riverside:

1. Increase office staff to support increased workload.

B. Training

Subcontractors:

1. CAP Riverside will share cost of training for subcontractors.
2. Weatherization training scheduled to facilitate completion in one month.
3. CAP Riverside will provide continuous one-to-one training and technical assistance to subcontractors.
4. Provide customer service training for subcontractors to reduce stress and to maximize professionalism with increased workload.

CAP Riverside:

1. Increase customer service training for staff to reduce stress and to maximize professionalism with increased workload.
2. Increase cross-training of staff.

C. Measure Installation

1. Purchase additional equipment to support increased workload.
2. Implement "Block Weatherization" concept.
3. Upgrade weatherization billing process to increase efficiency and to minimize errors.
4. Upgrade CAP Riverside phone systems to meet increased

customer call volume.

5. Upgrade quality control check of comparing pre-weatherization assessments to post-weatherization inspections to ensure all feasible measures are installed (example - - prior management approval required for any deviation from original assessment.)

D. Outreach

1. Increase marketing strategies and outlets (print, television, radio, internet, community flyers/posters, new partnerships, etc.) particularly in communities of targeted low-income and priority populations.
2. Implement training specific to increasing landlords' knowledge of weatherization benefits.

E. Partnerships

1. Expand the pool of Community and Faith-Based partners to help with distribution, completion and faxing of LIHEAP applications to CAP Riverside, from current 80 to 120 agencies.
2. Partner with the local Department of Public Social Services, Independent Living Region, to recruit, screen, assess, and support six (6) – twenty (20) youth who are about to term out of the Foster Care System. Youth must be 18 years of age or will reach 18 years of age during the term of the project. These youth will undergo a comprehensive assessment and be placed under a Weatherization sub-contractor to learn a marketable skill and workplace decorum. The duration of the entire training module may be 6-9 months and will include performance benchmarks for measurable growth and development. Starting at minimum wage, the youth will receive increases toward livable wages. The initial basic weatherization training will be provided at the Weatherization training Center at the Community Action Partnership, San Bernardino. CAP Riverside will provide the funding to support this initiative during the training phase.
3. Partner with Public Health Department to outreach to families with small children for utility assistance, education and weatherization.
4. Partner with the Housing Authority and various Cities to promote referrals for weatherization.

How will these experiences transfer to ARRA ramp up efforts?

The LIHEAP ramp up efforts will build the foundation for achieving outcomes for the ARRA by:

1. Increasing the number of new jobs created; job retained, maintained and sustained, and community members who gain new employable job skills.
2. Increasing the number of weatherized homes.
3. Increasing the number of community partnerships.
4. Increasing the community awareness of weatherization benefits, energy conservation, and energy-related health and safety issues.

In reviewing the amount of your allocation, will you be able to build capacity enough to accept and spend the total amount for your entire service area?	Yes
--	-----

If not, what % of the allocation can you accept?	NA
--	----

For multi-county agencies, will you have the capacity to spend funds proportionate to each county's allocation and meet the 50% threshold in each county by the required deadline?	NA
--	----

Outreach

Describe how you will increase your outreach efforts to reach the necessary number of low-income clients needed to meet your ARRA production goals. If you are a multi-county agency, describe how this will be accomplished in each county.

Staffing:

1. Increase office support staff and staff in satellite offices.
2. Increase cross-training of staff.
3. Utilize CAP Riverside's Mobile Unit to increase outreach in targeted rural communities.
4. Translate pamphlets and brochures in multiple languages for non-English speaking customers (e.g., Spanish, Vietnamese, Laotian, etc.)

Partnerships

1. Increase outreach partners from 80 to 120 plus community and faith-based organizations.
2. Increase partners' after-hour clinics to increase access to services for migrant farm workers and other working customers.

Measure Installation

1. Make weatherization services mandatory for households receiving utility payment assistance.
2. Implement "Block Weatherization" concept, allowing for more efficient scheduling of homes for weatherization.

Others

1. Increase outreach efforts to migrant and seasonal farm workers, disabled, elderly, and limited English-speaking in rural areas.
2. Increase outreach utilizing TTY telephone equipment for the hearing impaired.
3. Increase promotion of CAP Riverside website for more information and to download applications.
4. Increased outreach clinics/workshops from 230 to 300 workshops per calendar year.
5. Increase marketing strategies and outlets (print, television, radio, internet, community flyers/posters, new partnerships, etc.) particularly in communities of targeted low-income and priority populations.
6. Increase participation in community resource fairs and other community events.
7. Implement training specific to increasing landlords' knowledge of weatherization benefits.

Quality Assurance

For each question in this section, provide a comprehensive narrative on your current processes and what changes you will make to increase the oversight of program staff and subcontractors to ensure that:

Only eligible households are served and that priority will be given to vulnerable populations and those with high energy burden per DOE regulations.

Current Process:

1. First priority for services is given to households that have the lowest incomes and pay a high portion of their income for home energy (Energy Burden) and to households with members who have health and safety life-threatening emergencies. This is accomplished through targeted outreach efforts. Households where customers have received ECIP Fast Tract/ECIP WPO, ECIP HCS, or SWEATS to resolve emergency situations are given first consideration for weatherization services.
2. Second priority is given to other vulnerable populations as defined by the State which include: elderly persons (60 years and older), disabled persons, and households with children 5 years and under. This is accomplished through targeted outreach efforts.

Changes:

1. Increase staff training and cross-training.
2. Increase targeted outreach to rural areas and priority populations.
3. Continued monitoring of weatherization data on type of household served i.e. priority population, energy burden, etc.
4. Increase energy education to highlight the importance of weatherization especially among the low income customers.

Only feasible measures are installed, all measures billed to CSD were installed, and workmanship meets CSD standards.

Current Process:

To ensure only feasible measures are installed, CAP Riverside utilizes the following process:

1. Provide subcontractors all leads and assessments for weatherization services.
2. Ensure that all Mandatory Measures are installed before Optional Measures are provided.
3. Compare pre-assessments with post-inspection to ensure all feasible measures installed.
4. Withhold payments to subcontractors on incomplete or incorrect work.
5. Deviations from original assessments require prior approval from Management.
6. Subcontractors complete installation of required measures on dwellings assessed and referred by CAP Riverside on a first-in/first-out basis and in accordance with CSD and local standards.
7. Post-weatherization inspections do not exceed the maximum reimbursement amount allowable of twenty-five percent (25%) of the total weatherized dwellings per reporting period.

Changes:

1. Increase on-site inspections with subcontractors as work is being completed.
2. Strive for 100% inspections of all weatherized homes.
3. Increase on-site training by inspectors to insure quality workmanship by subcontractors.
4. Conduct random site visits/inspections by Program Manager.

All records meet CSD standards, billing is accurate and truthful, and reports are submitted on time.

Current Process:

1. Charge all measures and any overhead costs at actual costs to the appropriate monthly expenditure reporting line item.
2. Complete and submit, by deadlines, weatherization expenditures and activities and reports through CSD Expenditure Activity Reporting System (EARS).
3. Post-weatherization inspections do not exceed the maximum reimbursement amount allowable of twenty-five percent (25%) of the total weatherized dwellings per reporting period.
4. Invoices from subcontractors are verified by staff and reviewed and approved by Program Manager, Deputy Director and Senior Accountant before payments are made.

Changes:

1. Implement custom-designed automated tool to track report due dates and report submissions.
2. Management will conduct random sampling of work to ensure compliance.
3. Management will conduct internal quality assurance reviews.
4. Additional staff will review/process billings.
5. Increase management oversight.

Prevailing Wage

For each county, enter the residential job classification and highest hourly wage and benefit rate for each position.

Position	Job Classification	Hourly Wage	Benefit Rate
County			
Laborer	Weatherization Crew	\$25.00	20% =\$5.00
Electrician	Journeyman	\$45.00	20% =\$9.00
Plumber	Plumber	\$50.00	20%=\$10.0
County			
Laborer	0		
Electrician	0		
Plumber	0		

Describe any assumptions you have made about prevailing wages for budgetary purposes.

1. All subcontractors pay prevailing wage to their employees.
2. Foster Youth trainees are paid a fixed-rate stipend instead of prevailing wage.

Workforce Development

Enter the total number of in-house employees currently working in CSD weatherization and HCS programs in the following positions. Count each employee only once.

Position	Total
Admin / Fiscal: Executive Dir, Asst. Dir, Planning Manager and Sup. Accountant	4
Program Management Sr. Community Program Specialist	1
Program Support: Community Program Spec. (1) Weatherization Inspectors, (3), Admin Asst. (1) Accountant 1 (1), Accounting Tech (1),	7
Intake Community Services Assistant (6) Office Assistant II (1)	7
Outreach – Community Serv. Asst- Temporary (7)	7
Other -	

Enter the total number of subcontracted employees currently working in CSD weatherization and HCS programs in the following positions. Count each subcontracted employee only once.

Position	Total
Admin / Fiscal	9
Program Management	5
Program Support	3
Intake	7
Outreach	5
Other -	20

Describe your plans for building up your in-house workforce to meet the capacity needed to perform the ARRA program.

1. Increase in-house support staff by:
 - a) one (1) permanent staff
 - b) sixteen - twenty (16-20) temporary outreach/intake staff staggered throughout term of contract (Temps are limited to six (6) months maximum employment)
2. Increase office support from clerical staff (opening mail, data entry etc.)
3. Increase cross-training for all staff.
4. More defined job responsibilities for all staff
5. The Foster Youth weatherization program, six – twenty (6-20) youth,

- will create continuous workforce for the weatherization program.
6. Increase partnerships and volunteers.
 7. Increase fiscal support with one – two (1-2) temporary staff.
 8. Increase assessors/inspectors by two – three (2-3).

Describe your plans for building up your workforce by outsourcing to meet the capacity needed to perform the ARRA program.

1. In addition to already increasing the number of subcontractors from three (3) to six (6), there is on-going open recruitment of subcontractors to increase capacity necessary to perform the ARRA weatherization program. This will bring the number of subcontractors to ten (10).
2. CAP Riverside projects recruiting four (4) additional subcontractors to focus on the desert areas.
3. Subcontractors are immediately scheduled for training once selected.
4. Conduct hands-on training with new subcontractors.
5. Partner with the local Department of Public Social Services, Independent Living Region and Riverside City College to recruit, screen, assess, and support 6 – 20 youth who are about to term out of the Foster Care System to participate in Green Innovative Team Project for 9 months in the weatherization program. The goal is to train and create job opportunities for the foster youth and provide an employee pool for the ARRA weatherization program.
6. Subcontractors are coordinating specialized crews to handle separate duties such as (Appliances, HVAC, Doors/Windows, Wx, Assessors/Outreach), which would enhance efficiency.
7. Establish contracts with Heating/Cooling/Plumbing/Handyman to serve as back-up for emergency situations.

If you are not outsourcing any of your workforces, explain why.

NA

Vehicle & Equipment over \$5,000 per Unit

If you are planning on charging any portion of vehicle and equipment purchases to ARRA, enter the following information related to these purchases. This will require DOE approval.

Item	Quantity	Est. Cost
Insulation Blowing Machine	4	\$30,000
Truck	2	\$60,000
	0	
	0	
	0	
	0	
	0	

Barriers

Identify any barriers that you feel you may face in meeting the requirements of ARRA (subcontracting, workforce development, outreach & marketing, quality assurance and oversight, compliance with DOE requirements, fiscal requirements and reporting, performance).

1. Training for new subcontractors.
2. Maintaining a fully trained in-house workforce by utilizing temporary workers.

Describe what assistance you will need from CSD.

1. Provide ongoing training and information to agencies in a timely manner.
2. Resolve technical problems in CLASS or EARS in a timely manner.
3. Process contracts and contract amendments in a timely manner
4. Provide a quick feedback to agencies.
5. Resolve technical weatherization questions quickly.

Attached Document Checklist

Document	Attached?
Ramp Up Schedule	Yes
Field Staff Training Logs for Agency Staff & Subcontractors	Yes
Diagnostic Equipment Log	Yes
Disclosure of Findings	Yes
Disclosure of Legal Proceedings	Yes

Comments

Enter any comments you wish to make relative to the Local Plan and ARRA.

1. Not utilizing prevailing wages for all positions
2. Not requesting 100% blower door test on all homes weatherized

RAMP UP SCHEDULE

Agency: CAP Riverside

	2009			2010			2011		
	7/1 - 9/30	10/1 - 12/31	1/1 - 3/31	4/1 - 6/30	7/1 - 9/30	10/1 - 12/31	1/1 - 3/31	4/1 - 6/30	7/1 - 9/30
Total Expenditures by County	Total								
Other -	0								
Total	13	9	4	0	0	0	0	0	0
Job Creation - Subcontractors	Total								
Basic Weatherization	8	1	1	4	2				
Specialty	2	2							
Other -	0								
Other -	0								
Total	10	3	1	4	2	0	0	0	0
Vehicle & Equipment Purchases	Total								
Vehicles	2		2						
Equipment -	4		4						
Equipment -	0								
Equipment -	0								
Equipment -	0								
Total	6	0	6	0	0	0	0	0	0

Instructions

Expenditures by County -

- Enter the name of each county in your service territory on separate lines.
- For each county, enter the percentage of funds you plan to expend by the end of each quarter.

Unit Production By County -

- Enter the name of each county in your service territory on separate lines.
- For each county, enter the number of units you plan to complete by the end of each quarter.

Job Creations - Agency -

- Enter the number of employees by category that you estimate will be hired each quarter.
- Categories - If a new hire fits into more than one category, count the person only once. Place them in the category that requires the most training per the proposed training coursework in the instructions.

Job Creations - Subcontractors

- Enter the estimated number of jobs that will be created by contracting with subcontractors for both basic wx and specialty work.
- To help determine the number of jobs, base your estimate as if you were doing a direct hire rather than subcontracting.

Vehicle & Equipment Purchases over \$5,000 per Unit

- Enter the quantity of vehicles and equipment in the quarter you are planning to make the purchases even if only a portion of the purchase will be charged to ARRA.

RAMP UP SCHEDULE

Agency: CAP Riverside

Total Expenditures by County

	2009			2010			2011		
	1	2	3	4	5	6	7	8	9
	7/1 - 9/30	10/1 - 12/31	1/1 - 3/31	4/1 - 6/30	7/1 - 9/30	10/1 - 12/31	1/1 - 3/31	4/1 - 6/30	7/1 - 9/30
Total									

Note: Although this sheet is protected, there is no password. To remove the protection, go to Tools, choose Protection and lastly choose Unprotect Sheet.

FIELD STAFF TRAINING LOG

Agency Name: CAP Riverside

Subcontractor Name: NA

Employee Name	Hire Date	Training Date	Basic Wx	CAS	Blower Door	Duct Blaster	Environ Hazard	Lead-Safe Wx	HUD Lead-Safe Wx	Performs Unit Assessments?
Field Supervision										
Godwin Aimua-Mgr.		Training Date Provider	Aug '08 SCG-L.A.							
		Training Date Provider								
Assessors / Inspectors										
Sally Godsey X	Mar '01	Training Date Provider	Feb '00 SCG-L.A.	Feb '00 STC	Feb '00 STC	Feb '00 STC		03/25/08 On-Site	03/25/08 On-Site	Yes
Paul Straub X	June '07	Training Date Provider	Aug '07 STC	Aug '07 STC	Aug '07 STC	Aug '07 STC		03/25/08 On-Site	03/25/08 On-Site	Yes
Andy Martinez X	Sept '06	Training Date Provider	Nov '06 STC	Nov '06 STC	Nov '06 STC	Nov '06 STC		03/25/08 On-Site	03/25/08 On-Site	Yes
		Training Date Provider								
Crew Leaders (Journeyment)										
		Training Date Provider								
		Training Date Provider								
		Training Date Provider								
		Training Date Provider								
		Training Date Provider								
		Training Date Provider								
		Training Date Provider								
Crew Members (Apprentices)										

Employee Name	Hire Date	Basic Wx	CAS	Blower Door	Duct Blaster	Environ Hazard	Lead-Safe Wx	HUD Lead-Safe Wx	Performs Unit Assessments?
	Training Date								
	Provider								
	Training Date								
	Provider								
	Training Date								
	Provider								
	Training Date								
	Provider								
	Training Date								
	Provider								

Instructions

Complete this form for your agency and include all current weatherization and HCS employees who work on CSD programs.

Complete a separate form for each subcontractor who currently performs basic weatherization services for your agency. Do not complete a form for subcontractors who are CSD service providers.

Categorize employees by their primary job function.

Provider key -

- Please use one of the following choices when entering a provider.

Use	For
STC	PG&E Energy Training Center in Stockton
SB	San Bernardino Energy Training Center
In-house	Provided at the agency by another agency employee
Onsite	Onsite training provided by RHA
Other	Any other type of provider not listed

Performs Unit Assessments? -

- Place an X by any employee who performs assessments you consider to be the primary assessment of the dwelling.

Note: Add more lines when necessary. The form is protected without a password. To remove the protection, go to Tools, choose Protection and lastly choose Unprotect Sheet.

Blower Doors & Duct Blasters -

- Date Gauge Last Sent to Manufacturer? - Enter the date that the gauge was last sent to the manufacturer for any reason. If you have not sent the equipment to the manufacturer since you acquired it, enter "N/A".

Future Purchases -

- Be certain to answer this question after each type of equipment. This will help CSD in negotiating some bulk purchase rates.

Note: Add more lines when necessary. The form is protected without a password. To remove the protection, go to Tools, choose Protection and lastly choose Unprotect Sheet.