

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



456

FROM: Community Action Partnership of Riverside County

SUBMITTAL DATE:
June 22, 2009

SUBJECT: Amendment #4 to Agreement #08F-4933 with Department of Community Services and Development for the 2008-2009 Community Services Block Grant

RECOMMENDED MOTION: That the Board of Supervisors approve and:

- 1) Authorize the Chairman of the Board to sign Amendment #4 to the Agreement #08F-4933 between the Department of Community Services and Development (CSD) and the Community Action Partnership (CAP Riverside) increasing the maximum contract amount from \$ \$2,663,461 to \$3,886,905, an increase of \$1,223,444, covering the term January 1, 2008 through December 31, 2009;
- 2) Approve CAP Riverside's request to purchase a capital asset, a server, not to exceed \$40,000;
- 3) Instruct the Auditor Controller to adjust the budget as identified in the attached Schedule A;

FISCAL PROCEDURES APPROVED
ROBERT E. BYRD, AUDITOR-CONTROLLER
BY: Susana Garcia-Bocanegra 7/2/09
SUSANA GARCIA-BOCANEGRA

Lois J. Carson
Lois J. Carson, CCAP, Executive Director

(CONTINUED 2 Pages)

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 135,551	In Current Year Budget:	Partially
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	Yes
	Annual Net County Cost:	\$ 0	For Fiscal Year:	09/10

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

C.E.O. RECOMMENDATION: APPROVE
BY: Michael R. Shetler
Michael R. Shetler

County Executive Office Signature

FORM APPROVED COUNTY COUNSEL
 BY: Arisa R-Mckenna DATE: 6/22/09
 PURCHASING: Mark Seiler ASSISTANT DIRECTOR

Dept's Recomm.: Consent Policy
 Per Exec. Ofc.: Consent Policy

FROM: CAP Riverside

DATE: June 22, 2009

SUBJECT: Amendment #4 to Agreement #08F-4933
with Department of Community Services
and Development for the 2008-2009 Community
Services Block Grant

PAGE: 2 of 3

BACKGROUND:

On January 8, 2008 (Agenda #3.18) and April 15, 2008 (Agenda #3.19), the Board authorized Agreement #08F-4933 and Amendment #1 with CSD and CAP Riverside to provide funding for the multi-year 2008/2009 Community Services Block Grant program not to exceed \$1,875,677 for the 2008 Program Year.

On January 27, 2009 (Agenda #3.11), the Board authorized Amendment #2 to provide an initial allocation of \$505,465 for the 2009 Program Year. The allocation represented approximately 25% of the total allocation for 2009.

On February 24, 2009 (Agenda #3.11), the Board authorized Amendment #3 to Agreement #08F-4933, to increase the initial allocation for the 2009 Program Year from \$505,465 to \$787,784. The allocation represented approximately 42% of the total allocation for 2009.

Amendment #4 to Agreement #08F-4933 increases the allocation for the 2009 Program Year from \$787,784 to \$2,011,228, for a maximum contract amount of \$3,886,905 for the 2008 and 2009 Program Years.

Riverside County Information Technology (RCIT) recommended CAP Riverside replace its existing server and necessary software, hardware and labor costs at an estimated cost of \$40,000, to be allocated across CAP Riverside contract budgets.

The Executive Director of CAP Riverside requests that the Board approve Amendment #4 to Agreement #08F-4933 for \$3,866,905, covering the term January 1, 2008 through December 31, 2009.

FINANCIAL IMPACT: No County General Funds will be required. Of the total contract amount of \$3,886,905, \$1,875,677 was budgeted in Fiscal Year 2008/2009 and \$1,875,677 in Fiscal Year 2009/2010, leaving a balance of \$135,551. The Schedule A reflects the budget adjustment needed to record the total increase in funding.

CONCUR/EXECUTE:

LJC:MYJ:KA:jb

FROM: Community Action Partnership
of Riverside County

DATE: June 22, 2009

SUBJECT: Amendment #4 to Agreement #08F-4933 with the
Department of Community Services and Development
for the 2008/2009 Community Services Block Grant

PAGE: 3 of 3

SCHEDULE A
Community Action Partnership of Riverside County
Budget Adjustment
Fiscal Year 2009/2010

INCREASE IN APPROPRIATIONS:

CAARC-21050-5200100000-527780	Special Program Expense	\$50,551
21050-5200100000-536240	Other Contract Agencies	\$60,000
21050-5200100000-546160	Equipment – Other	\$25,000

INCREASE IN EST. REVENUE:

CAARC-21050-5200100000-767200	Federal Block Grants	\$135,551
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AGREEMENT NUMBER 08F-4933	AMENDMENT NUMBER 4
REGISTRATION NUMBER 47000208285985.4	

- 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
Community Action Partnership of Riverside County
- The term of this Agreement is : **January 1, 2008 through December 31, 2009**
- The maximum amount of this Agreement is: **\$ 3,886,905.00**
- 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:

Contractor agrees to continue to provide services and activities to eligible participants residing in the designated service area, pursuant to Government Code Section 12725 et seq., and 42 United States Code (USC) 9901 et seq., as amended, the Community Services Block Grant Act.

The total consideration payable to Contractor by the State has changed from \$2,663,461.00 to \$3,886,905.00, reflecting an increase of \$1,223,444.00.

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

CONTRACTOR		CALIFORNIA Department of General Services Use Only
CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.) Community Action Partnership of Riverside County		I hereby certify that all conditions for exemption have been complied with, and this document is exempt from the Department of General Services' approval.
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING		
ADDRESS 2038 Iowa Ave, Suite B-102, Riverside, CA 92507		
STATE OF CALIFORNIA		
AGENCY NAME Department of Community Services and Development		
BY (Authorized Signature) 	DATE SIGNED (Do not type)	<input type="checkbox"/> Exempt per _____
PRINTED NAME AND TITLE OF PERSON SIGNING Margie Chan, Deputy Director, Administrative Services		
ADDRESS 700 North 10th Street, Room D215, Sacramento, California 95811-0336		

FORM APPROVED COUNTY COUNSEL
 BY  6/22/09
 LARISA R-MCKENNA DATE

For scanning

2. Exhibit B, Budget Detail and Payment Provisions, ATTACHMENT I, CSBG FISCAL DATA, shall be added to include the 2009 CSBG allocation, attached hereto and incorporated by this reference
3. Exhibit B, Budget Detail and Payment Provisions, ATTACHMENT II, CSBG Program DATA, shall be added to include the 2009 CSBG NPI Program Report, attached hereto and incorporated by this reference
4. Exhibit D, Special Terms and Conditions, item 16. System Security Requirements is added to read as follows:

SYSTEM SECURITY REQUIREMENTS

Contractor shall, in cooperation with CSD, institute measures, procedures, and protocols designed to ensure the security of data and to protect information in accordance with California State Administrative Manual (SAM) Section 5310, Item 4, and such other State and Federal laws and regulations as may apply. The parties hereto agree to the following requirements, obligations, and standards:

A. General Information/Data Description

The interconnection between CSD and Contractor is a two-way data exchange. The purpose of the data exchange or direct input is to deliver application records for payment processing or contract activity reimbursement.

B. Services Offered

Data exchange between CSD and Contractor shall be handled through two methods: 1) a Contractor user must authenticate to upload data files in a secure socket layer connection; or 2) a secure user interface that is only available to Contractor users with a unique software authentication to see the login window and also secure tunnel between CSD and the Contract user.

C. Data Sensitivity

- 1) The sensitivity of data exchanged between CSD and Contractor may vary from sensitive to personal or confidential because of personal data such as social security numbers to private data, e.g., family income level, family member name, etc. No personal financial information, i.e., credit card, bank account numbers, shall be stored or exchanged in the data exchange sessions.
- 2) Appropriate levels of confidentiality for the data shall be based on established data classification (see SAM Section 5320.5).

D. Information Exchange Security

- 1) The security of the information being passed on this primary two-way connection shall be protected through the use of encryption software. The connections at each end shall be secured plus the physical location the application systems shall be within a controlled access facilities. Individual users may not have access to the data except through their systems security software that is logged in detail or controlled. All access will be controlled by authentication methods to validate the approved users.
- 2) Standards for secure transmission may be accomplished through such means as certificates, secure socket layer, etc., and storage of the data with encryption, if applicable.
- 3) Both CSD and Contractor shall maintain security patches and anti-virus software updates.

E. Trusted Behavior Expectations

CSD's application system and users shall protect Contractor's application system/data, and the Contractor's application system and users shall protect CSD's application system/data, in accordance with the Privacy Act and Trade Secrets Act (18 U.S. Code 1905) and the Unauthorized Access Act (18 U.S. Code 2701 and 2710).

F. Formal Security Guidelines

CSD's Computer Security Policy and Contractor's policy and procedures for internal controls shall conform to the standards and obligations for the protection of data established herein and shall ensure their implementation.

G. Incident Reporting

Any party discovering a security incident shall report it in accordance with its incident reporting procedures. Contractor shall within 24 hours of discovery report to CSD any security incident contemplated herein. Policy governing the reporting of Security Incidents is detailed in section D 2 – L of the SAM Management Memorandum entitled, "Safeguarding Against and Responding to a Breach of Security Involving Personal Information."

H. Audit Trail Responsibilities

Both parties are responsible for auditing application processes and user activities involving the interconnection. Activities that will be recorded include event type,

date and time of event, user identification, workstation identification, success or failure of access attempts, and security actions taken by system administrators.

I. Data Sharing Responsibilities

All primary and delegated secondary organization that share, exchange, or use personal, sensitive, or confidential data shall adhere to all CSD's policies and SAM guidelines. If data sharing is accomplished via interconnectivity of an application system, then data sharing must be certified to be secure by both parties.

All other terms and conditions shall remain unchanged.

ATTACHMENT I

CSBG FISCAL DATA

CSBG Contract Budget (Summary)	CSD 425.S	(Rev. 11/07)
Budget Support- Personnel Costs	CSD 425.1.1	(Rev. 11/07)
Budget Support – Non- Personnel	CSD 425.1.2	(Rev. 11/07)

CSD 425.S (Rev. 11/07)

ATTACHMENT I Please indicate Reporting option: Monthly Bimonthly

CSBG FISCAL DATA -- CSBG CONTRACT BUDGET (SUMMARY)

Contractor Name: Community Action Partnership of Riverside County		Contract Number: 08F-4933	Program Yr. Amount: \$2,011,228
Prepared By: Maria Y. Juarez, Deputy Director		Contract Term: 1-1-08 - 12-31-09	Amendment #: 4
Telephone #: 951-955-4900		Program Year: (e.g., 2008) 2009	Fax Number: 951-955-6506
Date: 6/16/2009	Email: Mjuarez@capriverside.org		

SECTION 10: ADMINISTRATIVE COSTS

Line Item	Description	CSBG Funds
1	Salaries and Wages	\$441,693.00
2	Fringe Benefits	\$195,903.00
3	Operating Expenses & Equipment	\$22,873.00
4	Out-of-State Travel	\$4,000.00
5	Subcontractor Services	-
6	Other Costs:	\$168,604.00
Subtotal Section 10: Administrative Costs (cannot exceed 12% of Section 80)		\$833,073.00

SECTION 20: PROGRAM COSTS

7	Salaries and Wages	\$378,278.00
8	Fringe Benefits	\$165,518.00
9	Operating Expenses & Equipment	
10	Out-of-State Travel	\$6,000.00
11	Subcontractor Services	\$320,566.00
12	Other Costs:	\$307,793.00
Subtotal Section 20: Program Costs		\$1,178,155.00

SECTION 40: Total CSBG Budget Amount (Sum of Subtotal Sections 10 and 20)		\$2,011,228.00
SECTION 70: Enter "Other Agency Operating Funds"		\$11,158,426.00
SECTION 80: Agency Total Operating Budget (Sum of Sections 40 and 70)		\$13,034,103.00
SECTION 90: CSBG Funds Administrative Percent (Section 10 divided by Section 80)		6%

ATTACHMENT "A"

Prepared 1/4/09

CSBG Contract # 8F- 4933 – 2009 Travel Budget Narrative

Travel - In-State

Airfare/Lodging	Various staff, Commissioners, partners	\$13,110
Conference Registration	Various staff, Commissioners, partners	\$7,845
Misc. – public transportation, meals, etc.	Various staff, Commissioners, partners	\$14,720

In State travel activities (locations to be determined) include, but are not limited to the following:

- NCAF Annual Conference - TBD
- National Community Action Partnership meetings/trainings
- CSD meetings/training (Sacramento)
- CAL/NEVA meetings – Sacramento / San Francisco
- Various trainings/meetings/conferences

Participants include, but are not limited to the following:

- Director
- Deputy Director
- Commissioners
- Various staff
- Various Community Partners

Travel - Out of State

Airfare/Lodging	Various staff and Commissioners	\$7,000
Conference Registration	Various staff and Commissioners	\$1500
Misc. – public transportation, meals, etc.	Various staff – conferences/meetings	\$1500

Out of State travel activities (locations to be determined) include, but are not limited to the following:

- National Community Action Partnership Conferences
- Move the Mountain conferences/meetings - TBD
- CAPLAW conferences/trainings – Washington, DC
- CCAP – Washington, DC
- Notary Service training/conference –TBD
- CAL-NEVA conferences/meetings – TBD

Participants include, but are not limited to the following:

- Executive Director
- Deputy Director
- Commissioners
- Various staff

ATTACHMENT I -- BUDGET SUPPORT -- PERSONNEL COSTS

Contractor Name:	Community Action Partnership of Riverside County	Contract Number:	08F-4933	Program Yr. Amount:	\$2,011,228
Prepared By:	Maria Y. Juarez, Deputy Director	Contract Term:	1-1-08 - 12-31-09	Amendment #:	4
Telephone #:	951-955-4900	Program Year:	2009	Fax Number:	951-955-6506
Date:	6/16/2009	E-mail Address:	Mjuarez@capriverside.org		

ADMINISTRATIVE COSTS -- SALARIES AND WAGES

A	B	C	D	E	F	Total CSBG Admin. Cost per position ((C+D)*A)*E
No. of Positions	Position Title	Salaries and Wages	Fringe Benefits	% of time to CSBG Administration	% of time to CSBG Program	
1	Executive Director	\$109,052	\$45,802	75%		\$116,140
1	Deputy Director	\$92,060	\$40,138	50%		\$66,099
1	Executive Assistant I	\$43,861	\$22,588	100%		\$66,449
1	Supervising Accountant	\$71,257	\$26,151	50%		\$48,704
1	Community Program Specialist I	\$52,383	\$25,301	50%		\$38,842
1	Office Assistant III	\$32,097	\$16,369	100%		\$48,466
1	Senior Accounting Assistant	\$38,845	\$16,315		100%	
1	Community Program Specialist I	\$47,122	\$20,168		100%	
1	Community Action Division Supervisor	\$69,738	\$31,033	75%		\$75,578
Total (should equal the sum of Section 10 Administrative Costs: lines 1 and 2 of the Budget Summary 425 S.)						\$460,278

ATTACHMENT I -- BUDGET SUPPORT -- PERSONNEL COSTS

Contractor Name:	Community Action Partnership of Riverside County	Contract Number:	08F-4933	Program Yr. Amount:	\$2,011,228
Prepared By:	Maria Y. Juarez, Deputy Director	Contract Term:	1-1-08 - 12-31-09	Amendment #:	4
Telephone #:	951-955-4900	Program Year:	2009	Fax Number:	951-955-6506
Date:	6/16/2009	E-mail Address:	Mjuarez@capriverside.org		

ADMINISTRATIVE COSTS -- SALARIES AND WAGES

A	B	C	D	E	F	Total CSBG Admin. Cost per position ((G+D)*A)*E
No. of Positions	Position Title	Salaries and Wages	Fringe Benefits	% of time to CSBG Administration	% of time to CSBG Program	
1	Administrative Seervices Analyst II	\$62,872	\$26,407		100%	
1	Stock Clerk	\$35,313	\$17,304		100%	
1	Administrative Assistant	\$47,650	\$17,917		100%	
1	Office Assistant III	\$28,881	\$14,729	100%		\$43,610
1	Senior Public Information Specialist	\$69,007	\$25,257	89%		\$83,682
1	Office Assistant III	\$33,657	\$16,369	100%		\$50,026
1	Senior Program Specialist	\$51,463	\$21,614		100%	
1	Community Services Assistant	\$33,856	\$16,556		100%	
1	Community Services Assistant	\$32,974	\$13,849		100%	
Total (should equal the sum of Section 10 Administrative Costs: lines 1 and 2 of the Budget Summary 425 S.)						\$177,318

ATTACHMENT I -- BUDGET SUPPORT -- PERSONNEL COSTS

Contractor Name:	Community Action Partnership of Riverside County	Contract Number:	08F-4933	Program Yr. Amount:	\$2,011,228
Prepared By:	Maria Y. Juarez, Deputy Director	Contract Term:	1-1-08 - 12-31-09	Amendment #:	4
Telephone #:	951-955-4900	Program Year:	2009	Fax Number:	951-955-6506
Date:	6/16/2009	E-mail Address:	Mjuarez@capriverside.org		

ADMINISTRATIVE COSTS -- SALARIES AND WAGES

A	B	C	D	E	F	Total CSBG Admin. Cost per position ((C+D)*A)*E
No. of Positions	Position Title	Salaries and Wages	Fringe Benefits	% of time to CSBG Administration	% of time to CSBG Program	
1	Community Services Assistant	\$28,183	\$15,388		100%	
Total (should equal the sum of Section 10 Administrative Costs: lines 1 and 2 of the Budget Summary 425 S.)						

ATTACHMENT I -- BUDGET SUPPORT -- NON PERSONNEL COSTS

Contractor Name: Community Action Partnership of Riverside County	Contract Number: 08F-4933	Program Yr. Amount: \$2,011,228
Prepared By: Maria Y. Juarez, Deputy Director	Contract Term: 1-1-08 - 12-31-09	Amendment #: 4
Telephone #: 951-955-4900	Program Year: 2009 (e.g., 2008)	Fax Number: 951-955-6506
Date: 6/16/2009	E-mail Address: Mjuarez@capriverside.org	

Hit Alt & Enter at the same time to begin a new line or paragraph within the cell.

EXPLAIN AND JUSTIFY EACH LINE ITEM Totals must match Budget Summary - Attach additional sheet(s) if necessary Missing description shall result in delay of the contract execution.	Section 10 Administrative Costs	Section 20 Program Costs
List all Equipment Purchases in Excess of \$5,000 per item:	3	9
List all Contract & Consultant Services in Excess of \$5,000:	3	9
List all Out-of-State Travel Only: Attachment A	4 \$4,000.00	10 \$6,000.00
List all Subcontractor Services in excess of \$5,000: Attachment B	5	11 \$320,566.00
Other Costs - Explain & Justify costs greater than \$10,000:		
i. IT Development:		
ii. Direct Client Purchases:		
iii. Indirect Costs:		
iv. Any additional Other Costs (attach additional sheet if necessary): Attachment B	\$168,604.00	\$307,793.00
Total Other Costs (Sum of i, ii, iii, iv):	6 \$172,604.00	12 \$634,359.00

CSBG Contract #08F-4933 - 2009 Budget
Attachment B - Budget Support - Non-personnel Costs

Section A - Administrative Costs - Other Costs

Audit	\$2,600
County Counsel	\$905
HRMS Services	\$2,675
Oasis Financials	\$5,550
CowCap	\$10,650
Misc. Personnel	\$10,000
Utilities	\$7,200
Building Lease/ Improvements	\$29,748
Communications	\$4,178
Liability Insurance	\$2,129
Postage	\$6,000
Memberships	\$18,493
Printing	\$8,502
Food/ Refreshments (Mtgs.)	\$5,390
Cell Phones	\$940
Storage (Warehouse)	\$500
Supplies	\$10,781
Office Equipment Agreements	\$2,137
Office Equipment	\$25,226
Mail (Interfund)	\$500
Computer Supplies	\$6,000
Vehicle Maintenance (Car Wash)	\$1,000
Misc. Dept.	\$7,500
Total:	\$168,604

Section B - Program Costs

Subcontractor Services in excess of \$5,000

40 - Pre-apprenticeship - TBD @\$4,160 each	166,400
1 - Community Investment Corporation	25,000
1 - YMCA - Project LEAD	129,166
Total:	320,566

Other Costs:

Client Education Services	7,500
Safety/ Security Supplies	500
Special Projects (Symposium, Community Mtgs., etc.)	10,400
Promotional Items	24,800
Education/ Training - staff	10,200
Office Supplies	10,000
Awards Recognition	8,570
Professional Services	35,308
Salary and Benefit Reimbursement	35,600
Legal Notices	300
Printed Forms	14,622
Consultants	3,000
Advertisement	12,900
Conference/ Registration	9,345
Commission Expense	37,500
Office Equipment	26,723
Travel	13,830
Misc. Expenses	5,090
Carpool Expense	7,425
Mileage Reimbursement	34,180
Total:	307,793

ATTACHMENT II

CSBG/NPI PROGRAM DATA

CSBG/NPI Program Report CSD 801 (Rev. 11/07)

Contractor Name: Community Action Partnership of Riverside County (CAP Riverside)
 Contact Person and Title: Debra P. Jackson, Administrative Services Analyst I
 Phone: 951-955-4900 E-mail: dpjackso@capriverside.org Fax: 951-955-6506

Goal 1: Low-income people become more self-sufficient.

NPI 1.1: Employment

Problem Statement: (If additional space is needed, please attach a separate sheet.)

See Attached Narrative for CSD-801: Goal 1

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

Amendment 4 - 1.1.A has increased from 20 to 30

National Performance Indicator 1.1	1	2	3	4	5
Employment	Number of Participants Projected to be Served for Contract Period (#)	Number of Participants Enrolled in Program(s) in Reporting Period (#)	Number of Participants Expected to Achieve Outcome in Reporting Period (#)	Number of Participants Achieving Outcome in Reporting Period (#)	Percentage Achieving Outcome in Reporting Period (%)
The number and percentage of low-income participants in community action employment initiatives who get a job or become self-employed, as measured by <u>one or more</u> of the following:					
A. Unemployed and obtained a job	30				
B. Employed and obtained an increase in employment income					
C. Achieved "living wage" employment and benefits					

In the rows below, please include any additional indicators for NPI 1.1 that were not captured above.

Goal 1: Low-income people become more self-sufficient.

NPI 1.2: Employment Supports

Problem Statement: (If additional space is needed, please attach a separate sheet.)

See Attached Narrative for CSD-801: Goal 1

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

Amendment 4 - 1.2.A has increased from 20 to 30

National Performance Indicator 1.2	1	2	3
Employment Supports	Number of Participants Projected to be Served for Contract Period (#)	Number of Participants Enrolled in Program(s) in Reporting Period (#)	Number of Participants Achieving Outcome in Reporting Period (#)
The number of low-income participants for whom barriers to initial or continuous employment are reduced or eliminated through assistance from community action, as measured by <u>one or more</u> of the following:			
A. Obtained pre-employment skills/competencies required for employment and received training program certificate or diploma	30		
B. Completed ABE/GED and received certificate or diploma			
C. Completed post-secondary education program and obtained certificate or diploma			
D. Enrolled children in "before" or "after" school programs, in order to gain or maintain employment			
E. Obtained care for child or other dependant in order to gain or maintain employment			
F. Obtained access to reliable transportation and/or driver's license in order to gain or maintain employment			
G. Obtained health care services for themselves or a family member in support of employment stability needed to gain or retain employment.			
H. Obtained safe and affordable housing in support of employment stability needed to gain or retain employment.			
I. Obtained food assistance in support of employment stability needed to gain or retain employment.			

In the rows below, please include any additional indicators for NPI 1.2 that were not captured above.

Goal 1: Low-income people become more self-sufficient.

NPI 1.3: Economic Asset Enhancement and Utilization

Problem Statement: (If additional space is needed, please attach a separate sheet.)

See Attached Narrative for CSD-801: Goal 1

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

See Attached Narrative for CSD-801: Goal 1

National Performance Indicator 1.3 Economic Asset Enhancement and Utilization The number and percentage of low-income households that achieve an increase in financial assets and/or financial skills as a result of community action assistance, and the aggregated amount of those assets and resources for all participants achieving the outcome, as measured by <u>one or more</u> of the following:	1	2	3	4	5	6
	Number of Participants Projected to be Served for Contract Period (#)	Number of Participants Enrolled in Program(s) in Reporting Period (#)	Number of Participants Expected to Achieve Outcome in Reporting Period (#)	Number of Participants Achieving Outcome in Reporting Period (#)	Aggregated Dollar Amounts (Payments, Credits or Savings) (\$)	Percentage Achieving Outcome in Reporting Period (%)
A. ENHANCEMENT						
1. Number and percent of participants in tax preparation programs who identify any type of Federal or State tax credit and the aggregated dollar amount of credits	1,400					
2. Number and percentage obtained court-ordered child support payments and the expected annual aggregated dollar amount of payments						
3. Number and percentage enrolled in telephone lifeline and/or energy discounts with the assistance of the agency and the expected aggregated dollar amount of savings.	1,425					
<i>In the rows below, please include any additional indicators for NPI 1.3 that were not captured above.</i>						

National Performance Indicator 1.3 (Continued) Economic Asset Enhancement and Utilization The number and percentage of low-income households that achieve an increase in financial assets and/or financial skills as a result of community action assistance, and the aggregated amount of those assets and resources for all participants achieving the outcome, as measured by one or more of the following:	1 Number of Participants Projected to be Served for Contract Period (#)	2 Number of Participants Enrolled in Program(s) in Reporting Period (#)	3 Number of Participants Expected to Achieve Outcome in Reporting Period (#)	4 Number of Participants Achieving Outcome in Reporting Period (#)	5 Aggregated Dollar Amounts (Payments, Credits or Savings) (\$)	6 Percentage Achieving Outcome in Reporting Period (%)
--	--	--	---	---	--	---

B. UTILIZATION

1. Number and percent demonstrating ability to complete and maintain a budget for over 90 days	143					
2. Number and percent opening an Individual Development Account (IDA) or other savings account and increased savings, and the aggregated amount of savings	120					
3. Of participants in a community action asset development program (IDA and others):						
a. Number and percent capitalizing a small business due to accumulated savings	4					
b. Number and percent pursuing post-secondary education due to savings	12					
c. Number and percent purchasing a home due to accumulated savings	22					

In the rows below, please include any additional indicators for NPI 1.3 that were not captured above.

OPTIONAL

Agency's Narratives Goal 1: Low-income people become more self-sufficient.

Contractor Name: Community Action Partnership of Riverside County (CAP Riverside)
Contact Person and Title: Debra P. Jackson, Administrative Services Analyst I
Phone: 951-955-4900 E-mail: dpjackso@capriverside.org Fax: 951-955-6506

(Please note that the data entry spaces below will accept up to 1200 characters, which includes spaces and punctuation. If additional space is needed, continue on a word document and submit both documents via e-mail). **Please narrate activities and outcomes that support one or more of the national indicators in ways that may not be covered by the exact wording of the indicators. Among the kinds of outcomes that are most likely to be described in narratives are:**

1. Activities or programs that relate to special regional needs or conditions.

2. Activites or programs that reflect innovative combinations of services or community interventions.

3. Agency development activities that are not easily categorized or counted by more traditional outcome measures.

Contractor Name: Community Action Partnership of Riverside County (CAP Riverside)
 Contact Person and Title: Debra P. Jackson, Administrative Services Analyst I
 Phone: 951-955-4900 E-mail: dpjackso@capriverside.org Fax: 951-955-6506

Goal 2: The conditions in which low-income people live are improved.

NPI 2.1: Community Improvement and Revitalization

Problem Statement: (If additional space is needed, please attach a separate sheet.)

See Attached Narrative for CSD-801: Goal 2

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

See Attached Narrative for CSD-801: Goal 2

National Performance Indicator 2.1 Community Improvement and Revitalization Increase in, or safeguarding of threatened opportunities and community resources or services for low-income people in the community as a result of community action projects/initiatives or advocacy with other public and private agencies, as measured by <u>one or more</u> of the following:	1 Number of Projects Projected for Contract Period (#)	2 Number of Projects or Initiatives (#)	3 Number of Opportunities and/or Community Resources Preserved or Increased (#)
A. Accessible "living wage" jobs created or saved from reduction or elimination in the community.			
B. Safe and affordable housing units created in the community			
C. Safe and affordable housing units in the community preserved or improved through construction, weatherization or rehabilitation achieved by community action activity or advocacy	766		
D. Accessible and affordable health care services/facilities for low-income people created or saved from reduction or elimination.			
E. Accessible safe and affordable childcare or child development placement opportunities for low-income families created or saved from reduction or elimination.			
F. Accessible "before school" and "after school" program placement opportunities for low-income families created or saved from reduction or elimination.	5		
G. Accessible new, or expanded transportation resources or those that are saved from reduction or elimination, that are available to low-income people, including public or private transportation.			
H. Accessible or increased educational and training placement opportunities or those that are saved from reduction or elimination, that are available for low-income people in the community, including vocational, literacy and life skill training, ABE/GED, and post-secondary education.	20		

In the rows below, please include any additional indicators for NPI 2.1 that were not captured above.

Goal 2: The conditions in which low-income people live are improved.

NPI 2.2: Community Quality of Life and Assets

Problem Statement: (If additional space is needed, please attach a separate sheet.)

See Attached Narrative for CSD-801: Goal 2

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

See Attached Narrative for CSD-801: Goal 2

National Performance Indicator 2.2	1	2	3
Community Quality of Life and Assets	Number of Programs Projected for Contract Period (#)	Number of Program Initiatives or Advocacy Efforts (#)	Number of Community Assets, Services or Facilities Preserved or Increased (#)
The quality of life and assets in low-income neighborhoods are improved by community action initiative or advocacy, as measured by <u>one or more</u> of the following:			
A. Increases in community assets as a result of a change in law, regulation or policy, which results in improvements in quality of life and assets	3		
B. Increase in the availability or preservation of community facilities			
C. Increase in the availability or preservation of community services to improve public health and safety	2		
D. Increase in the availability or preservation of commercial services within low-income neighborhoods			
E. Increase or preservation of neighborhood quality-of-life resources	20		

In the rows below, please include any additional indicators for NPI 2.2 that were not captured above.

OPTIONAL

Agency's Narratives Goal 2: The conditions in which low-income people live are improved.

Contractor Name: Community Action Partnership of Riverside County (CAP Riverside)
Contact Person and Title: Debra P. Jackson, Administrative Services Analyst I
Phone: 951-955-4900 E-mail: dpjackso@capriverside.org Fa 951-955-6506

(Please note that the data entry spaces below will accept up to 1200 characters, which includes spaces and punctuation. If additional space is needed, continue on a word document and submit both documents via e-mail). **Please narrate activities and outcomes that support one or more of the national indicators in ways that may not be covered by the exact wording of the indicators. Among the kinds of outcomes that are most likely to be described in narratives are:**

1. Activities or programs that relate to special regional needs or conditions.

2. Activities or programs that reflect innovative combinations of services or community interventions.

3. Agency development activities that are not easily categorized or counted by more traditional outcome measures.

Goal 3: Low Income people own a stake in their community
NPI 3.1: Civic Investment

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This information will be reported in Part I: Section F, Subsection IV (g) of the CSBG IS Survey.

Goal 3: Low-income people own a stake in their community.

NPI 3.2: Community Empowerment Through Maximum Feasible Participation

Problem Statement: (If additional space is needed, please attach a separate sheet.)

See Attached Narrative for CSD-801: Goal 3

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

See Attached Narrative for CSD-801: Goal 3

National Performance Indicator 3.2	1	2
Community Empowerment Through Maximum Feasible Participation	Number of Participants Projected for Contract Period (#)	Number of Low-Income People Achieved in Reporting Period
The number of low-income people mobilized as a direct result of community action initiative to engage in activities that support and promote their own well-being and that of their community, as measured by <u>one or more</u> of the following:		
A. Number of low-income people participating in formal community organizations, government, boards or councils provide input to decision-making and policy setting through community action efforts	34	
B. Number of low-income people acquiring businesses in their community as a result of community action assistance	4	
C. Number of low-income people purchasing their own homes in their community as a result of community action assistance	22	
D. Number of low-income people engaged in non-governance community activities or groups created or supported by community action	93	

In the rows below, please include any additional indicators for NPI 3.2 that were not captured above.

OPTIONAL

Agency's Narratives Goal 3: Low-income people own a stake in their community.

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Goal 4: Partnerships among supporters and providers of services to low-income people are achieved.

NPI 4.1: Expanding Opportunities through Community-Wide Partnerships

Problem Statement: (If additional space is needed, please attach a separate sheet.)

See Attached Narrative for CSD-801: Goal 4

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

See Attached Narrative for CSD-801: Goal 4

National Performance Indicator 4.1	1	2
Expanding Opportunities Through Community-Wide Partnerships		
The number of organizations, both public and private, community action actively works with to expand resources and opportunities in order to achieve family and community outcomes.	Number of Partnerships Projected for Contract Period #	Number of Organizational Partnerships Achieved in Reporting Period
A. Number of organizations community action agencies work with to expand family and community outcomes	220	
B. Number of partnerships that were with faith-based organizations.	75	

In the rows below, please include any additional indicators for NPI 4.1 that were not captured above.

OPTIONAL

Agency's Narratives Goal 4: Partnerships among supporters and providers of services to low-income people are achieved.

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Goal 5: Agencies increase their capacity to achieve results.
NPI 5.1: Broadening the Resource Base

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The totals will be reported in PART I: SECTION F, Subsection I-IV of the CSBG/IS
Survey

Contractor Name: Community Action Partnership of Riverside County (CAP Riverside)
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Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

NPI 6.1: Independent Living

Problem Statement: (If additional space is needed, please attach a separate sheet.)
See Attached Narrative for CSD-801: Goal 6

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)
See Attached Narrative for CSD-801: Goal 6

National Performance Indicator 6.1	1	2
Independent Living The number of vulnerable individuals receiving services from community action that maintain an independent living situation as a result of those services:	Number of Individuals Projected to be Served for Contract Period (#)	Number of Vulnerable Individuals Living Independently in Reporting Period (#)
A. Senior Citizens	14	
B. Individuals with Disabilities	11	

In the rows below, please include any additional indicators for NPI 6.1 that were not captured above.

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

NPI 6.2: Emergency Assistance

Problem Statement: (If additional space is needed, please attach a separate sheet.)
See Attached Narrative for CSD-801: Goal 6

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)
See Attached Narrative for CSD-801: Goal 6

National Performance Indicator 6.2 Emergency Assistance The number of low-income individuals or families served by community action that sought emergency assistance and the percentage of those households for which assistance was provided, including such services as:	1 Unit of Measurement	2 Number of Households Projected to be Served for Contract Period (#)	3 Number of Household Seeking Assistance in Reporting Period (#)	4 Number of Households Receiving Assistance in Reporting Period (#)
A. Food - Indicate <u>your state's</u> unit of measurement, such as bags, packages, cartons, families, individuals, etc.	(Number of times Household Received Food)	70,000		
B. Emergency payments to vendors, including Fuel and Energy bills and Rent/Mortgage payments	Households	12,600		
C. Temporary shelter	Households	40,100		
D. Emergency medical care	Households			
E. Protection from violence	Households			
F. Legal assistance	Households	2,250		
G. Transportation	Households			
H. Disaster Relief	Households	6,000		
I. Clothing	Households			

In the rows below, please include any additional indicators for NPI 6.2 that were not captured above.

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

NPI 6.3: Child and Family Development

Problem Statement: (If additional space is needed, please attach a separate sheet.)
See Attached Narrative for CSD-801: Goal 6

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)
See Attached Narrative for CSD-801: Goal 6

National Performance Indicator 6.3 Child and Family Development The number and percentage of all infants, children, youth, parents, and other adults participating in developmental or enrichment programs that achieve program goals, as measured by <u>one or more</u> of the following:	1 Number of Participants Projected to be served for Contract Period (#)	2 Number of participants Enrolled in Program(s) in Reporting Period (#)	3 Number of Participants Expected to Achieve Outcome in Reporting Period (#)	4 Number of Participants Achieving Outcome in Reporting Period (#)	5 Percentage of Participants Achieving Outcome in Reporting Period (%)
A. INFANTS & CHILDREN					
1. Infants and children obtain age appropriate immunizations, medical and dental care					
2. Infant and child health and physical development are improved as a result of adequate nutrition					
3. Children participate in pre-school activities to develop school readiness skills					
4. Children who participate in pre-school activities are developmentally ready to enter Kindergarten or 1st Grade					

B. YOUTH

1. Youth improve physical health and development					
2. Youth improve social/emotional development					
3. Youth avoid risk-taking behavior for a defined period of time					
4. Youth have reduced involvement with criminal justice system					
5. Youth increase academic, athletic or social skills for school success by participating in before or after school programs					

C. PARENTS AND OTHER ADULTS

1. Parents and other adults learn and exhibit improved parenting skills					
2. Parents and other adults learn and exhibit improved family functioning skills					

In the rows below, please include any additional indicators for NPI 6.3 that were not captured above.

OPTIONAL

Agency's Narratives Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

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FROM: Community Action Partnership
of Riverside County

DATE: June 22, 2009

SUBJECT: Amendment #4 to Agreement #08F-4933 with the
Department of Community Services and Development
for the 2008/2009 Community Services Block Grant

PAGE: 3 of 3

SCHEDULE A
Community Action Partnership of Riverside County
Budget Adjustment
Fiscal Year 2009/2010

INCREASE IN APPROPRIATIONS:

CAARC-21050-5200100000-527780	Special Program Expense	\$50,551
21050-5200100000-536240	Other Contract Agencies	\$60,000
21050-5200100000-546160	Equipment – Other	\$25,000

INCREASE IN EST. REVENUE:

CAARC-21050-5200100000-767200	Federal Block Grants	\$135,551
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