

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

611



FISCAL PROCEDURES APPROVED  
ROBERT E. BYRD, AUDITOR-CONTROLLER  
BY Samuel Wong 4/13/10  
SAMUEL WONG

**FROM:** Community Action Partnership of Riverside County

**SUBMITTAL DATE:**  
March 25, 2010

**SUBJECT:** Amendment #1 to Agreement #10F-4034 with Department of Community Services and Development for the 2010 Community Services Block Grant

**RECOMMENDED MOTION:** That the Board of Supervisors approve and:

- 1) Authorize the Chairman of the Board to sign the attached Amendment #1 to Agreement #10F-4034 between the Department of Community Services and Development (CSD) and the Community Action Partnership of Riverside County (CAP Riverside) for the 2010 Community Services Block Grant (CSBG) covering the term January 1, 2010 through December 31, 2010, not to exceed \$985,502;
- 2) Instruct the Auditor Controller to adjust the budget as identified in the attached Schedule A; and
- 3) Authorize the Purchasing Agent to sign ministerial amendments not to exceed the Board authorized amount.

*Lois J. Carson*  
Lois J. Carson, COAP, Executive Director

**(CONTINUED 3 Pages)**

|                       |                               |            |                         |          |
|-----------------------|-------------------------------|------------|-------------------------|----------|
| <b>FINANCIAL DATA</b> | Current F.Y. Total Cost:      | \$ 814,865 | In Current Year Budget: | NO       |
|                       | Current F.Y. Net County Cost: | \$ 0       | Budget Adjustment:      | Yes      |
|                       | Annual Net County Cost:       | \$ 0       | For Fiscal Year:        | FY 09/10 |

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

**C.E.O. RECOMMENDATION:**

APPROVE

BY: *Debra Cournoyer*  
Debra Cournoyer

**County Executive Office Signature**

Consent     Policy  
 Consent     Policy  
 Dep't Recomm.:    Per Exec. Ofc.:

**Prev. Agn. Ref.:** 3/2/10 (#3.4)    **District:** All    **Agenda Number:**

ATTACHMENTS FILED  
WITH THE CLERK OF THE BOARD

**3.15**

**FROM:** Community Action Partnership  
Of Riverside County

**DATE:** March 25, 2010

**SUBJECT:** Amendment #1 to Agreement #10F-4034  
with Department of Community Services  
and Development for the 2010 Community  
Services Block Grant

**PAGE:** 2 of 3

**BACKGROUND:**

On March 2, 2010 (Agenda #3.4), the Board authorized Agreement #10F-4034 with CSD to provide the initial allocation for Program Year 2010. The CSBG Local Initiative Program provides the core funding of CAP Riverside Programs.

Amendment #1 increases the initial allocation by \$814,864 from \$170,637 to \$985,502. The Agreement will be amended once the Congressional appropriation is approved and the State is advised of its final grant award.

The Executive Director of CAP Riverside requests that the Board approve Amendment #1 to Agreement #10F-4034 covering the term January 1, 2010 through December 31, 2010.

**FINANCIAL IMPACT:** No County General Funds will be required.

**CONCUR/EXECUTE:**

LJC:MYJ:KA:jb

**FROM:** Community Action Partnership  
of Riverside County

**DATE:** March 25, 2010

**SUBJECT:** Budget Adjustment

**PAGE:** 3 of 3

### **SCHEDULE A**

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

**INCREASE IN EST. REVENUE:**

|                               |                  |            |
|-------------------------------|------------------|------------|
| CAARC-21050-5200100000-767200 | Fed-Block Grants | \$ 814,865 |
|-------------------------------|------------------|------------|

**INCREASE IN APPROPRIATIONS:**

|                               |                  |            |
|-------------------------------|------------------|------------|
| CAARC-21050-5200100000-510040 | Regular Salaries | \$ 100,000 |
|-------------------------------|------------------|------------|

|                               |                   |           |
|-------------------------------|-------------------|-----------|
| CAARC-21050-5200100000-518100 | Budgeted Benefits | \$ 50,000 |
|-------------------------------|-------------------|-----------|

|                               |                |          |
|-------------------------------|----------------|----------|
| CAARC-21050-5200100000-520200 | Communications | \$ 5,000 |
|-------------------------------|----------------|----------|

|                               |                |           |
|-------------------------------|----------------|-----------|
| CAARC-21050-5200100000-520260 | Computer Lines | \$ 20,000 |
|-------------------------------|----------------|-----------|

|                               |                   |           |
|-------------------------------|-------------------|-----------|
| CAARC-21050-5200100000-520320 | Telephone Service | \$ 40,000 |
|-------------------------------|-------------------|-----------|

|                               |                      |           |
|-------------------------------|----------------------|-----------|
| CAARC-21050-5200100000-521360 | Maint-Computer Equip | \$ 50,000 |
|-------------------------------|----------------------|-----------|

|                               |                       |           |
|-------------------------------|-----------------------|-----------|
| CAARC-21050-5200100000-523230 | Miscellaneous Expense | \$ 10,000 |
|-------------------------------|-----------------------|-----------|

|                               |                        |           |
|-------------------------------|------------------------|-----------|
| CAARC-21050-5200100000-525080 | Temp Assist Pool Srvcs | \$ 30,000 |
|-------------------------------|------------------------|-----------|

|                               |             |           |
|-------------------------------|-------------|-----------|
| CAARC-21050-5200100000-523100 | Memberships | \$ 10,000 |
|-------------------------------|-------------|-----------|

|                               |                 |           |
|-------------------------------|-----------------|-----------|
| CAARC-21050-5200100000-523700 | Office Supplies | \$ 30,000 |
|-------------------------------|-----------------|-----------|

|                               |               |           |
|-------------------------------|---------------|-----------|
| CAARC-21050-5200100000-523780 | Printed Forms | \$ 10,000 |
|-------------------------------|---------------|-----------|

|                               |                         |            |
|-------------------------------|-------------------------|------------|
| CAARC-21050-5200100000-527780 | Special Program Expense | \$ 459,865 |
|-------------------------------|-------------------------|------------|

|              |  |                  |
|--------------|--|------------------|
| <b>Total</b> |  | <b>\$814,865</b> |
|--------------|--|------------------|

|                                     |                              |
|-------------------------------------|------------------------------|
| AGREEMENT NUMBER<br><b>10F-4034</b> | AMENDMENT NUMBER<br><b>1</b> |
| REGISTRATION NUMBER                 |                              |

- 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, 2010 through December 31, 2010**
- The maximum amount of this Agreement is: **\$ 985,502.00**
- 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 Contractor's assigned service area, pursuant to California 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 \$170,637.00 to \$985,502.00, reflecting an increase of \$814,865.00.

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

|   |                                  |  |
|---|----------------------------------|--|
| <b>CONTRACTOR</b>   |                                  | <b>CALIFORNIA</b><br>Department of General Services<br>Use Only  |
| CONTRACTOR'S NAME <i>(If other than an individual, state whether a corporation, partnership, etc.)</i><br><b>Community Action Partnership of Riverside County</b> |                                  | 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 <i>(Authorized Signature)</i><br>☞   | DATE SIGNED <i>(Do not type)</i> |  |
| PRINTED NAME AND TITLE OF PERSON SIGNING  |                                  |  |
| ADDRESS<br><br>2038 Iowa Ave, Suite B-102, Riverside, CA 92507  |                                  |  |
| <b>STATE OF CALIFORNIA</b>  |                                  |  |
| AGENCY NAME<br><b>Department of Community Services and Development</b>  |                                  | <input type="checkbox"/> Exempt per _____  |
| BY <i>(Authorized Signature)</i><br>☞   | DATE SIGNED <i>(Do not type)</i> |  |
| PRINTED NAME AND TITLE OF PERSON SIGNING<br><b>Leisa Maestretti, Chief Financial Officer</b>  |                                  |  |
| ADDRESS<br><br>2389 Gateway Oaks Drive, Suite 100, Sacramento, California 95833   |                                  |  |
| <b>FORM APPROVED COUNTY COUNSEL</b>   |                                  |  |

BY: *Jane P. Miller* 5/31/10  
 LARISA R-MCK... DATE

2. Exhibit B, BUDGET DETAIL AND PAYMENT PROVISIONS, Section 2. BUDGET item C. and D. has been added, to read as follows:

C. Administrative Expenses

For the purpose of administrative expenditures, Contractor shall use funds allocated under this Agreement in an amount not to exceed twelve percent (12%) of the total operating funds of its community action program(s). Contractor shall not use funds provided under this Agreement to cover administrative costs incurred in the Low-Income Home Energy Assistance Program (LIHEAP) in excess of the LIHEAP contractual limitations.

- D. To the extent that 22 CCR § 100715(a) requires prior approval by CSD for any change that exceeds 10% of an originally approved budget line item, CSD's execution of this Agreement hereby constitutes that prior approval, and the Contractor may make discretionary changes to the Budget Summary that exceed 10% for any line item, subject to all other applicable federal and state law and regulation and generally accepted standards of accounting.

3. Exhibit B, BUDGET DETAIL AND PAYMENT PROVISIONS, 3. A. ADVANCE PAYMENTS, is deleted in its entirety and replaced with Exhibit B. 3. A. to read as follows:

Upon written request by the Contractor on their agency letterhead, CSD shall issue one working capital advance to the Contractor not to exceed 25% of the Maximum Amount of this Agreement as set forth on the Std. 213, Standard Agreement, item 3. The advance request shall only be submitted once and apply to any subsequent advance payments as described in B. below.

All other terms and conditions shall remain the same.