

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

325



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

**SUBMITTAL DATE:**  
December 6, 2011

**SUBJECT:** Amendment #5 to Agreement #11F-4234 with Department of Community Services and Development for the 2011 Community Services Block Grant

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

- 1) Authorize the Chairman of the Board to sign the attached Amendment #5 to Agreement #11F-4234 between the Department of Community Services and Development (CSD) and Community Action Partnership of Riverside County (CAP Riverside) to extend the end of the term of the agreement from December 31, 2011 to March 31, 2012.

*[Handwritten Signature]*  
\_\_\_\_\_  
Maria Y. Juárez, CCAP, Executive Director

**(CONTINUED 2 Pages)**

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	FY 11/12

<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 type="checkbox"/>

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

BY: *[Handwritten Signature]*  
Debra Cournoyer

**County Executive Office Signature**

FORM APPROVED COUNTY COURTS  
BY: *[Handwritten Signature]* 12/6/11

Consent     Policy  
 Consent     Policy

Dept Recomm.:  
 Per Exec. Ofc.:

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

**DATE:** December 6, 2011

**SUBJECT:** Amendment #5 to Agreement #11F-4234  
with Department of Community Services  
and Development for the 2011 Community  
Services Block Grant

**PAGE:** 2 of 2

**BACKGROUND:**

On January 25, 2011 (Agenda #3.4), the Board approved Agreement #11F-4234 with CSD to provide the initial allocation for Program Year 2011. The CSBG Local Initiative Program provides the core funding of CAP Riverside Programs.

On March 29, 2011 (Agenda #3.7), the Board approved Amendment #1 to increase the initial allocation by \$481,663 from \$373,545 to \$855,208.

On June 7, 2011 (Agenda #3.12), the Board approved Amendment #2 to increase the maximum contract from \$855,208 to \$1,048,323.

On June 14, 2011 (Agenda #3.13) the Board approved Amendment #3 to increase the maximum contract amount from \$1,048,323 to \$2,011,228.

On September 13, 2011 (Agenda #3.23), the Board approved Amendment #4 to modify contract terms and conditions:

Amendment #5 extends the end of the term of the agreement from December 31, 2011 to March 31, 2012.

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

**CONCUR/EXECUTE:**

MYJ:KS:jb

STATE OF CALIFORNIA  
**STANDARD AGREEMENT**  
 STD. 213 A (Rev. 6/03)

AGREEMENT NUMBER <b>11F-4234</b>	AMENDMENT NUMBER <b>5</b>
REGISTRATION NUMBER <b>eP 1134771.5</b>	

- 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, 2011 through March 31, 2012**
- The maximum amount of this Agreement is: **\$ 2,011,228.00**
- 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:

- The maximum amount of this Agreement payable to Contractor by the State remains unchanged at **\$2,011,228.00.**

FORM APPROVED COUNTY COURTS  
 BY MP Victor 12/10/11  
 MARSHAL VICTOR

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.) <b>Community Action Partnership of Riverside County</b>		<p>"I hereby certify that all conditions for exemption have been complied with, and this document is exempt from the Department of General Services approval."</p> <p><input type="checkbox"/> Exempt per _____</p>
BY (Authorized Signature) [Signature]	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING		
ADDRESS <b>2038 Iowa Ave, Suite B-102, Riverside, CA 92507</b>		
<b>STATE OF CALIFORNIA</b>		
AGENCY NAME <b>Department of Community Services and Development</b>		
BY (Authorized Signature) [Signature]	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING <b>Jean Johnson, Deputy Director, Administrative Services</b>		
ADDRESS <b>2389 Gateway Oaks Drive, Suite 100, Sacramento, California 95833</b>		

**(2011 CSBG)  
CAP Riverside County  
Amendment No. 5**

- 2. The term of this Agreement has changed from January 1, 2011 through December 31, 2011 to January 1, 2011 through March 31, 2012.
- 3. Exhibit B, Budget Detail and Payment Provisions, ATTACHMENT I, CSBG Fiscal Data, shall be replaced in its entirety by the revised Exhibit B, Budget Detail and Payment Provisions, ATTACHMENT I, CSBG Fiscal Data, attached hereto and incorporated by this reference.
- 4. Exhibit B, Budget Detail and Payment Provisions, Section 5. Payment and Reporting Requirements, item A. Monthly/Bimonthly Fiscal Reports has been changed to include additional reporting dates as follows:

<u>Monthly Report Period</u>	<u>Report Due Dates</u>
January 2012	February 20, 2012
February 2012	March 20, 2012
March 2012	April 20, 2012

- 5. Exhibit B, Budget Detail and Payment Provisions, Section 5. Payment and Reporting Requirements, item D. Annual Programmatic Reports, item 2) has been changed to include:
  - a. CSBG/NPI Program Report, CSD 801:  
Contractor shall report only clients served during the extended contract term January 1, 2012 through March 31, 2012. Contractor shall completed and submit CSD the CSBG/NPI Program Report, CSD 801 no later than April 20, 2012.
  - b. Client Characteristics Report, CSD 295:  
Contractor shall report only clients served during the extended contract term January 1, 2012 through March 31, 2012. Contractor shall completed and submit CSD the CSBG/NPI Program Report, CSD 295 no later than April 20, 2012.

All other terms and conditions shall remain the same.

**(2011 CSBG)  
CAP Riverside County  
Amendment No. 5**

**Attachment I**

**CSBG FISCAL DATA**

CSBG Contract Budget (Summary)	CSD 425.S
Budget Support	CSD 425.1.1
	CSD 425.1.2

**ATTACHMENT I  
CSBG CONTRACT BUDGET SUMMARY**

Contractor Name: Community Action Partnership of Riverside County	Contract Number: #11F-4234	Contract Amount: \$2,011,228
Prepared By: Kathryn J. Snyder, Fiscal Officer	Contract Term: 01/01/11 - 03/31/12	Amendment #: 5
Telephone #: (951) 955-6461	Fax Number: (951) 955-1399	
Date: 12/6/2011	E-mail Address: <a href="mailto:ksnyder@capriverside.org">ksnyder@capriverside.org</a>	

**SECTION 10: ADMINISTRATIVE COSTS**

Line Item	Description	CSBG Fund (rounded to the nearest dollar)
1	Salaries and Wages	\$346,553
2	Fringe Benefits	\$149,398
3	Operating Expenses	\$30,757
4	Equipment	
5	Out-of-State Travel	\$4,000
6	Subcontractor Services	
7	Other Costs:	\$202,417
<b>Subtotal Section 10: Administrative Costs (cannot exceed 12% of the agency Total Operating Budget in Section 80)</b>		<b>\$733,125</b>

**SECTION 20: PROGRAM COSTS**

Line Item	Description	CSBG Funds (rounded to the nearest dollar)
1	Salaries and Wages	\$265,164
2	Fringe Benefits	\$115,439
3	Operating Expenses	
4	Equipment	
5	Out-of-State Travel	\$6,000
6	Subcontractor Services	\$504,892
7	Other Costs:	\$386,608
<b>Subtotal Section 20: Program Costs</b>		<b>\$1,278,103</b>

<b>SECTION 40: Total CSBG Budget Amount (Sum of Subtotal Sections 10 and 20)</b>	\$2,011,228
<b>SECTION 70: Enter Other Agency Operating Funds Used to Support CSBG</b>	\$15,088,203
<b>SECTION 80: Agency Total Operating Budget (Sum of Sections 40 and 70)</b>	\$17,099,431
<b>SECTION 90: CSBG Funds Administrative Percent (Section 10 divided by Section 80)</b>	4%

**ATTACHMENT I**  
**CSBG BUDGET SUPPORT -- PERSONNEL COSTS**

Contractor Name:	Community Action Partnership of Riverside County	Contract Number:	#11F-4234	Contract Amount:	\$2,011,228
Prepared By:	Kathryn J. Snyder, Fiscal Officer	Contract Term:	01/01/11 - 03/31/12	Amendment #:	5
Telephone #:	(951) 955-6461	Fax Number:	(951) 955-1399		
Date:	12/6/2011	E-mail Address:	ksnyder@capriverside.org		

**Section 10 -- ADMINISTRATIVE COSTS -- SALARIES AND WAGES**

A	B	C	D	E	F
No. of Positions	Position Title	Total Salary for each position	Percent (%) of CSBG time allocated for each position	Number of CSBG months allocated for each position	Total CSBG Funds budgeted for each position
1	Executive Director	\$109,052	75%	9	\$61,342
1	Deputy Director	\$92,060	50%	9	\$34,522
1	Executive Assistant I	\$55,095	100%	9	\$41,321
1	Supervising Accountant	\$75,148	50%	9	\$28,181
1	Community Program Specialist I	\$53,383	50%	9	\$20,019
1	Office Assistant III	\$32,197	100%	9	\$24,148
1	Community Action Division Supervisor	\$68,904	75%	9	\$38,759
1	Office Assistant III	\$32,197	100%	9	\$24,148
1	Senior Public Information Specialist	\$69,007	80%	9	\$41,404
1	Senior Accounting Assistant	\$43,613	100%	9	\$32,710
<b>Total (must match Section 10: Administrative Costs on the CSD 425.S Budget Summary form)</b>					\$346,553

**SECTION 20 -- PROGRAM COSTS -- SALARIES AND WAGES**

1	Office Assistant III	\$37,404	100%	9	\$28,053
1	Community Program Specialist I	\$48,122	100%	9	\$36,092
1	Administrative Services Analyst II	\$51,878	100%	9	\$38,909
1	Stock Clerk	\$30,308	75%	9	\$17,048
1	Administrative Assistant	\$48,650	100%	9	\$36,488
1	Senior Program Specialist	\$83,078	100%	9	\$62,309
1	Community Services Assistant	\$28,637	100%	9	\$21,478
1	Community Services Assistant	\$33,052	100%	9	\$24,789
<b>Total (must match Section 20: Program Costs on the CSD 425.S Budget Summary form)</b>					\$265,164

**FRINGE BENEFITS**

Enter description of Fringe Benefits. Please include the percentage of Salaries and Wages paid in Benefits. (Examples: FICA, SSI, Health Ins., Workers Comp. Etc.)	Percentage	Section 10	Section 20
		Administrative Costs	Program Costs
		List CSBG funds Budgeted Line 2	List CSBG Funds Budgeted Line 2
Retirement, FICA, Medicare, Life Insurance, Long-Term & Short-Term Disability,	43%	\$149,398	\$115,439
Unemployment Insurance, Workers' Compensation, Administrative Leave			
<b>TOTAL MUST MATCH THE AMOUNT ENTERED ON CSD 425.S (BUDGET SUMMARY)</b>	<b>43%</b>	\$149,398	\$115,439

**ATTACHMENT I  
CSBG BUDGET SUPPORT -- NON PERSONNEL COSTS**

Contractor Name: Community Action Partnership of Riverside County	Contract Number: #11F-4234	Contract Amount: \$2,011,228
Prepared By: Kathryn J. Snyder, Fiscal Officer	Contract Term: 01/01/11 - 03/31/12	Amendment #: 5
Telephone #: (951) 955-6461	Fax Number: (951) 955-1399	
Date: 12/6/2011	E-mail Address: <a href="mailto:ksnyder@capriverside.org">ksnyder@capriverside.org</a>	

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 CSD 425.S Budget Summary form Attach additional sheet(s) if necessary Missing descriptions shall result in delay of the contract execution.	CSBG			
	Section 10 Administrative Costs		Section 20 Program Costs	
List all Operating Expenses  County Delivery Services \$500, Telephone Services \$28,464 Alarm System \$300, Storage Rent/Lease \$1,493	3	<i>sum should equal total on line item 3 of CSD 425.S Budget Summary form</i>	3	<i>sum should equal total on line item 3 of CSD 425.S Budget Summary form</i>
		\$30,757		-0-
List all Equipment Purchases  N/A	4	<i>sum should equal total on line item 4 of CSD 425.S Budget Summary form</i>	4	<i>sum should equal total on line item 4 of CSD 425.S Budget Summary form</i>
		-0-		-0-
List all Out-of-State Travel: <i>Name of conference; Specify location; Cost per trip</i>  Attachment A	5	<i>sum should equal total on line item 5 of CSD 425.S Budget Summary form</i>	5	<i>sum should equal total on line item 5 of CSD 425.S Budget Summary form</i>
		\$4,000		\$6,000
List all Subcontractor Services  Attachment B	6	<i>sum should equal total on line item 6 of CSD 425.S Budget Summary form</i>	6	<i>sum should equal total on line item 6 of CSD 425.S Budget Summary form</i>
		-0-		\$504,892
<b>Other Costs - Explain &amp; Justify each line item (i - iv): Any additional Other Costs (attach additional sheet if necessary):</b>	<b>Section 10 Administrative Costs</b>		<b>Section 20 Program Cost</b>	
i Attachment B		\$202,417		\$386,608
ii				
iii				
iv				
<b>Total Other Costs (Sum of i, ii, iii, iv):</b>	7	<i>sum should equal total on line item 7 of CSD 425.S Budget Summary form</i>	7	<i>sum should equal total on line item 7 of CSD 425.S Budget Summary form</i>
		\$202,417		\$386,608



CSBG Contract # 11F-4234 - 2011 Budget  
Attachment B - Budget Support - Non-personnel Costs

**Section A - Administrative Costs - Other Costs**

Audit	\$ 3,200
County Counsel	\$ 5,500
HRMS Services	\$ 5,300
Oasis Financials	\$ 6,400
CowCap	\$ 25,650
Misc. Personnel	\$ 20,000
Utilities	\$ 17,200
Rent/Lease Bldgs	\$ 30,426
Communications	\$ 10,439
Liability Insurance	\$ 2,129
Property Insurance	\$ 2,000
Postage	\$ 3,500
Memberships	\$ 11,878
Printing	\$ 5,500
Food/ Refreshments (Mtgs.)	\$ 5,390
Office Equipment Agreements	\$ 2,137
Office Equipment	\$ 9,800
Mail (Interfund)	\$ 1,500
Computer Lines	\$ 24,575
Maint - Software	\$ 9,393
Trash	\$ 500
<b>Total:</b>	<b>\$ 202,417</b>

**Section B - Program Costs**

**Subcontractor Services in excess of \$5,000**

25 - Pre-Apprenticeship @ \$4,160 ea	\$ 104,000
1 - YMCA - Project Lead	\$ 150,892
1 - Habitat For Humanity	\$ 90,000
2 - Delegate Agencies -Health 1 @ \$100,000 & 1 @ \$140,000	\$ 240,000
<b>Total:</b>	<b>\$ 584,892</b>

**Other Costs:**

Client Education Services	\$ 20,000
Special Projects (Symposium, Community Mtgs., etc.)	\$ 25,000
Education/ Training - staff	\$ 5,000
Office Supplies	\$ 4,086
Awards Recognition	\$ 9,251
Professional Services	\$ 2,000
Salary and Benefit Reimbursement	\$ 32,600
Legal Notices	\$ 1,500
Printed Forms	\$ 27,215
Advertisement	\$ 12,900
BookPublications/Subscriptions	\$ 5,673
Travel	\$ 16,920
Temporary Pool Services	\$ 7,500
Computer Supplies	\$ 5,000
Data Processing Services	\$ 50,745
Commission Expense	\$ 34,400
Misc. Expenses	\$ 29,318
Carpool Expense	\$ 10,500
Mileage Reimbursement	\$ 7,000
<b>Total:</b>	<b>\$ 306,608</b>