

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

905



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

**SUBMITTAL DATE:**  
May 22, 2012

**SUBJECT:** Resolution #2012-127 - Community Services Block Grant Target Initiatives and Innovative Projects Grant Application – Veterans Employment Project

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

1. Approve Resolution #2012-127 for the Community Services Block Grant Target Initiatives and Innovative Projects Grant Application (Grant Application) for the Veterans Employment Project (VEP).
2. Authorize the Chairman of the Board or designee to sign all subsequent agreements in conformance with the Grant Application and related guidelines between Community Action Partnership of Riverside County (CAP Riverside) and the State of California, Department of Community Services and Development (CSD), not to exceed \$80,000;
3. Approve and direct the Auditor Controller to adjust the budget as identified in the attached Schedule A;
4. Authorize the Purchasing Agent to sign ministerial amendments to the agreement, not to exceed the Board authorized amount;

FISCAL PROCEDURES APPROVED  
PAUL ANGULO, CPA, AUDITOR-CONTROLLER  
BY: Samuel Noy 5/9/12  
Continued (3 pages total)

Maria Y. Juarez  
Maria Y. Juarez, Executive Director, CCAP

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 80,000	In Current Year Budget:	No
	Current F.Y. Net County Cost:	\$	Budget Adjustment:	Yes
	Annual Net County Cost:	\$	For Fiscal Year:	12/13

<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

**County Executive Office Signature**

BY: Debra Cournoyer  
Debra Cournoyer

Consent  
 Policy  
 Consent  
 Policy

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

Prev. Agn. Ref.: ATTACHMENTS FILED District: All Agenda Number:

3.12

FORM APPROVED COUNTY COUNSEL  
 BY: Neal R. Kipnis  
 DATE: 5/11/12  
 Purchasing: Mark Seiler  
 Departmental Concurrence:

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

**DATE:** May 22, 2012

**SUBJECT:** Resolution #2012-127 – Community Services  
Block Grant Target Initiatives and Innovative  
Projects Grant Application

**PAGE:** 2 of 3

**RECOMMENDED MOTION (Continued):**

5. Authorize the Purchasing Agent to execute VEP Professional Services Agreements with employer(s) up to an aggregate amount of \$69,550 for the term June 1, 2012 through June 30, 2013.
6. Authorize the Purchasing Agent to sign ministerial amendments to the VEP Professional Services Agreements, not to exceed the Board authorized aggregate amount;
7. Authorize the Executive Director or designee to sign exhibits, assurances and reports made under the agreement; and
8. Authorize the Executive Director or designee to administer the program.

**BACKGROUND:**

CAP Riverside submitted the attached VEP Grant Application in response to CSD's 2012 CSBG Target Initiatives and Innovative Projects Request for Application 2012-FRA-28. CAP Riverside's VEP is a pilot project to address the high unemployment rate among United States military Gulf War-era II veterans residing in Riverside County. Statistics show that upon discharge from the military, veterans find difficulty in bridging the gap between military and civilian life, hindering their ability to obtain living wage employment and achieve self-sufficiency. CAP Riverside will recruit four (4) VEP participants who will receive classroom training in the areas of life skills, financial literacy, customer service and self-sufficiency resources; in addition to 1,307 hours of on-the-job training with employers in their area of interest. CAP Riverside will partner with other public and private sector organizations to provide VEP participants with work supports such as tools, work clothes, transportation, job-related education, housing, childcare, healthcare services, counseling, and cross-enrollment in asset-building and family self-sufficiency programs. CAP Riverside will work with employers and partners to secure permanent employment for participants prior to the close of the grant.

On April 30, 2012, CSD notified CAP Riverside was awarded \$80,000 for VEP.

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

**CONCUR/EXECUTE:** Auditor Controller  
Purchasing

MYJ:KS:jb

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

**DATE:** May 22, 2012

**SUBJECT:** Budget Adjustment

**PAGE:** 3 of 3

**SCHEDULE A**

Community Action Partnership of Riverside County  
Budget Adjustment  
Fiscal Year 2012/2013

**INCREASE IN EST. REVENUE:**

CAARC-21050-5200300000-781480	Program Revenue	\$80,000
-------------------------------	-----------------	----------

**INCREASE IN APPROPRIATIONS:**

CAARC-21050-5200300000-525500	Salary/Benefit Reimbursement	\$80,000
-------------------------------	------------------------------	----------



1  
2  
3  
4  
5  
6  
7

**RESOLUTION 2012-127**  
**Community Services Block Grant**  
**Targeted Initiatives and Innovative Projects**  
**Grant Application**  
**For the**  
**Veterans Employment Project**

8  
9  
10  
11  
12

**BE IT RESOLVED** by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on May 22, 2012, that the Board of Supervisors approves the County of Riverside's Community Services Block Grant Targeted Initiatives and Innovative Projects Grant Application [hereinafter "Grant Application"] for the Veterans Employment Project (VEP) and authorizes:

- 13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28
1. The Chairman of the Board or designee to sign all subsequent grants and agreements in conformance with the Grant Application and related Guidelines between Community Action Partnership of Riverside County (CAP Riverside) and State of California, Department of Community Services and Development, not to exceed \$80,000;
  2. The County of Riverside Purchasing Agent to sign ministerial amendments not to exceed the Board authorized amount of \$80,000;
  3. The County of Riverside Purchasing Agent to execute VEP Professional Services Agreements with employer(s), up to an aggregate amount of \$69,550, for the term June 1, 2012 through June 30, 2013:

FORM APPROVED COUNTY COUNSEL  
BY:  DATE: 5/1/12  
NEAL R. KIPNIS

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

- 4. The County of Riverside Purchasing Agent to sign ministerial amendments to the VEP Professional Services Agreements not to exceed the Board authorized aggregate amount;
  
- 5. The Executive Director of CAP Riverside or designee to sign all assurances, exhibits, and reports made under the agreement for the Grant Application; and
  
- 6. The Executive Director of CAP Riverside or designee to administer the program.



**Riverside County Community Action Commission  
(Commission)  
of  
Community Action Partnership of Riverside County  
(CAP Riverside)**

**TO APPLY FOR CSBG DISCRETIONARY TARGETED INITIATIVE FUNDING  
THROUGH THE CALIFORNIA DEPARTMENT  
OF COMMUNITY SERVICES AND DEVELOPMENT**

Upon a motion duly made, seconded and unanimously carried by a quorum of the  
Commission of CAP Riverside, be it RESOLVED:

That Maria Y. Juarez, CCAP, the Executive Director of CAP Riverside, is authorized to apply for the  
following on behalf of CAP Riverside and its Commission:

Community Services and Development RFA Number: 2012-RFA-28,

In the amount of \$100,000.00, for the targeted initiative:

Veterans Employment Project.

The Commission hereby authorizes the Executive Director to complete and execute any documents  
necessary for completion of the application herein described.

Dated: April 19, 2012

J. Gene Walker, Commission Chair

Dated: April 19, 2012

Maria Y. Juarez, CCAP, Executive Director

The undersigned, Commission Vice Chair, certifies that he/she is the duly elected Vice Chair of the  
Commission, and that the above is a true and correct copy of the resolution that was duly adopted at the  
April 19, 2012 meeting of the Riverside County Community Action Commission held in accordance with  
state law and the Bylaws of CAP Riverside.

Dated: April 19, 2012

Susan McKee, Commission Vice-Chair

March 28, 2012

Ms. Pamela Harrison, Division Manager  
Department of Community Services and Development  
P.O. Box 1947  
Sacramento, CA 95812-1947

Re: 2012 Community Services Block Grant (CSBG) Targeted Initiatives and Innovative Projects Request for Applications (RFA) [2012-RFA-28]

Dear Ms. Harrison,

Please find enclosed Community Action Partnership of Riverside County's (CAP Riverside) application for the 2012 CSBG Targeted Initiatives and Innovative Projects RFA (2012-RFA-28). We have selected the Direct Client Services Targeted Initiative focusing on employment. The national unemployment rate for veterans who served on active duty in the U.S. Armed Forces at any time since September 2001--a group referred to as Gulf War-era II veterans--was 12.1 percent in 2011 (U.S. Bureau of Labor Statistics 2012); the jobless rate for all veterans was 8.3 percent. Statistics show that this population often exits the service finding it difficult to bridge the gap between military and civilian life, hindering their ability to obtain living wage employment and achieve self-sufficiency. To address these problems, CAP Riverside requests \$100,000 in 2012 CSBG Targeted Initiative Discretionary funds to implement its Veterans Employment Project. Any questions regarding this project can be directed to the project contact: Debra P. Jackson, CCAP at [djackso@capriverside.org](mailto:djackso@capriverside.org) or (951) 955-4900.

Thank you for your consideration. We look forward to your response.

Respectfully,

Maria Y. Juarez, CCAP  
Executive Director

Enclosure

MYJ/mh



**PROJECT DESCRIPTION:** *Need:* During the past year, through the 2011 county-wide community needs assessment results and discussions with partner agencies, Community Action Partnership of Riverside County (CAP Riverside) has become aware of the increasing unemployment rate amongst veterans, especially those returning from the current combat theater in Iraq and Afghanistan. The national unemployment rate for veterans who served on active duty in the U.S. Armed Forces at any time since September 2001--a group referred to as Gulf War-era II veterans--was 12.1 percent in 2011 (U.S. Bureau of Labor Statistics 2012); the jobless rate for all veterans was 8.3 percent. According to the 2010 U.S. Census, 8.6 percent of Riverside County's population aged 16 and over (1,633,942) are service veterans; a percentage that is expected to increase steadily as more troops return home. Statistics show that this population often exits the service finding it difficult to bridge the gap between military and civilian life, hindering their ability to obtain and hold living wage employment and achieve self-sufficiency. Additionally, many returning veterans and their families are often unaware of how to access available resources. CAP Riverside's Veterans Employment Project (VEP) will help veterans regain self-sufficiency by creating full-time, entry-level positions with the goal of permanent job placement. *Population/Target Group: Target Area:* The VEP will target United States military veterans who live within the boundaries of Riverside County. *Population/ Target Group To Be Served:* United States military veterans who meet 100% of the current Federal Poverty Income Guideline are eligible to enroll. Income is documented via income statement in the project application (Note: it is expected that income will increase during the project as an indicator of movement towards self-sufficiency.) Priority will be given to those qualifying veterans referred by the United States Veterans Initiative (U.S. Vets) located at March Air Force Base (MAFB) in Moreno Valley. These veterans live in the transitional housing at MAFB as a strategy to move

out of homelessness. Priority is also given to veterans without degrees from higher education institutions that may not have transferrable job skills upon leaving the military. **Projected Number To Be Served:** The project will enroll four (4) qualifying veterans with a projected two (2) (50%) to graduate. **Services Provided:** VEP is a pilot on-the-job training (OJT) project geared towards creating a job ready workforce of qualifying veterans. VEP graduates can expect to either continue in the field of their employer (sub-contractor) or expand their career opportunities in other areas. OJT opportunities include green technology such as weatherization assessment/ inspections, energy audits, lead abatement awareness, minor home repair, solar or other alternative energy programs, etc. Other OJT opportunities include warehousing, distribution, administrative duties, sales, etc. Veterans will participate for 1,387 hours over an eight (8)-month period. Of these hours, 136 hours are classroom training to include project orientation, life skills, financial literacy, customer service, and self-sufficiency resources. VEP participants receive a stipend for both classroom and OJT. Participants are encouraged to save a portion of their stipends, which is matched dollar-for-dollar up to \$100.00 by both CAP Riverside and their sub-contractor. CAP Riverside partners with other public and private sector organizations to provide VEP participants with work supports such as tools, work clothes, transportation, job-related education, housing, childcare, healthcare services, counseling, and cross-enrollment in asset-building and family self-sufficiency programs. Participants also receive coaching and mentoring in both life and job skills by project staff, sub-contractor, and partners. CAP Riverside works with sub-contractors and partners to secure permanent employment for participants prior to close of contract. CAP Riverside Planning Division staff will implement and supervise the project. A part-time Project Coordinator (1,040 hours), who

will report to the Planning Division Manager, will be hired to implement and supervise the project and participants.

**PROJECT OBJECTIVES & OUTCOMES:** The project has two (2) primary outcomes that are consistent with the CSBG National Goals, Results Oriented Management and Accountability (ROMA) Goals, and National Performance Indicators (NPIs). Each outcome has three (3) objectives:

**Outcome 1:** 2 of 4 (50%) participants will demonstrate increased self-sufficiency through permanent full-time employment by June 30, 2013.

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

NPI 1.1.A.: Employment – Unemployed and obtained a job

Objective 1: 4 of 4 (100%) full-time positions will be created by 8/31/12.

Objective 2: 4 of 4 (100%) positions will be filled by 8/31/12.

Objective 3: 2 of 4 (50%) participants will secure permanent full-time employment by 6/30/13.

**Outcome 2:** 3 of 4 (75%) participants will demonstrate increased job skills and readiness through completion of on-the-job training by June 30, 13.

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

NPI 1.2.A.: Employment Support – Obtained skills/competencies required for employment

Objective 1: 3 of 4 (75%) participants will complete an 80-hour project orientation by 8/31/12.

Objective 2: 3 of 4 (75%) participants will complete seven (7) monthly meetings by 6/30/13.

Objective 3: 3 of 4 (75%) participants will complete 1,307 on-the-job training hours by 6/30/13.

**Verification of Outcomes:** CAP Riverside Planning staff and the Project Coordinator will verify and maintain documentation of all outcomes, objectives, and activities using, but not limited to, the following tools: certifications; attendance logs; training logs; referral emails requesting

services from partners; in-kind reports for services provided by partners; monthly program progress reports (PPRs) submitted by sub-contractors; mid-term and project-end performance/skills assessment reviews administered by the Project Coordinator; and baseline, mid-term and project end self-assessment surveys. Successful graduation from the project includes: 1) completion of 80-hour orientation; 2) attendance at seven (7) monthly VEP meetings; 3) completion of 1,307 hours of on-the-job training; and 4) receive a satisfactory project-end performance review. **Documentation of Outcomes:** Hard copies of documentation are maintained in the project file and participant files. Participation is tracked by the Planning Division using a database and spreadsheet. Hours are tracked by both the Fiscal Division and Planning Division using a database and spreadsheet. **How data is collected and recorded:** Data are collected by CAP Riverside Planning staff and the Project Coordinator on a monthly basis via email, fax, mail, phone, or face-to-face meetings. Staff aggregates, analyzes, and reports on a monthly basis the actual results compared to project outcomes and objectives. A spreadsheet that tracks outcomes and objectives is maintained for real-time access and reference. CAP Riverside management team (Executive Director, Planning Division Manager, and Fiscal Officer) review results with the Project Coordinator to make any necessary recommendations for project enhancement or improvement. Successes and areas for improvement are reported in the quarterly CSD 626 CSBG Discretionary Progress Report and at the monthly Riverside County Community Action Commission meeting.

**PROJECT DELIVERY STRATEGIES: Assessment and screening process of potential**

**clients:** Each prospective participant will submit a project application and be pre-screened by the United States Veterans Initiative for: interest; income eligibility; veteran status, Riverside County residency; evidence of a high school diploma or GED; drug testing; and proof of a valid

driver's license and insurance (note: lack of a driver's license or insurance will not eliminate applicant from consideration.) Prospective participants are referred to CAP Riverside for an interview. The selection panel consists of CAP Riverside Planning staff. Interview results are scored based on eagerness to participate in the project, previous related work experience and knowledge, commitment and ability to complete the project, and professionalism. Qualifying applicants with the highest scores are invited to participate. **Sub-Contracted Direct Services:** CAP Riverside partners with sub-contractors to provide 1,307 hours of on-the-job training. Sub-contractors are reimbursed for 100% of the stipend paid to participants, as well as a small contribution to mandatory Worker's Compensation. Reimbursement is made via a CAP Riverside sub-contractor agreement that meets CSBG sub-contract requirements. **Agency Provided Direct Services:** Direct services provided by CAP Riverside includes, but is not limited to: overall project implementation, supervision, evaluation, monitoring, and reporting; participation in recruitment, screening, interviewing and selection; matching veterans to sub-contractors; conducting and scheduling orientation, classroom training, and on-the-job training; securing regular project publicity; generating community services referrals; and assisting veterans secure permanent employment. CAP Riverside will provide or facilitate the following training:

- Project Orientation – 80 hours (these hours are separate from on-the-job training hours)
- Life skills, financial literacy, customer service, and self-sufficiency resources (7 monthly 8-hour VEP meetings = 56 hours; hours are included in the on-the-job training hours)
- Additional Job Training: as determined by participant, sub-contractor, and CAP Riverside
- On-the-Job Training with sub-contractors – 1,307 hours

CAP Riverside: 2012 CSBG Discretionary Grant #2012-RFA-28  
Veterans Employment Project (VEP)

Participants will engage in leadership development opportunities which include: speaking at local conferences; creating their own one-page success story; being guest speakers for events; providing personal testimony before elected officials; and identifying their own leadership opportunities. CAP Riverside will help, with the assistance of United States Veterans Initiative, coordinate mentoring, coaching, and work supports for participants. **Outreach:** The VEP is a pilot project with a limited number of participants and targeted priorities. Since the target population is the veteran communities, the primary outreach will be through the project partner United States Veterans Initiative and other veteran affairs agencies. The secondary outreach will be through CAP Riverside's existing family self-sufficiency and asset/wealth building programs. Outreach is made via face-to-face recruitment, distribution of fliers and posting on the CAP Riverside website. **Follow-Up/Monitoring:** The CAP Riverside Planning Division and Fiscal Division will monitor and evaluate the project's effectiveness and contract compliance. Monitoring and evaluation include: review of monthly Program Progress Report (PPR) from sub-contractors and the Project Coordinator; review of expenditure requests and billings from sub-contractors; site monitoring visits by the Project Coordinator; and documentation of outcomes and objectives achievement. Attendance logs and Certificates of Completion track attendance. Participants scheduled self-assessment on skills, interests, and work support needs, which are monitored by the Project Coordinator to facilitate participant success. Participants develop personal short-term and long-term goals, which are tracked by the Project Coordinator. Participants receive a face-to-face mid-term and project-end evaluation by the Project Coordinator. Sub-contractors submit a monthly Participant Progress Report (PPR) that tracks skill-building progress, customer/co-worker relationships, work ethics (attendance, following instructions, communications, etc.), and special training needs. Training and OTJ hours are

CAP Riverside: 2012 CSBG Discretionary Grant #2012-RFA-28  
Veterans Employment Project (VEP)

tracked by sub-contractors timesheets. The Riverside County Community Action Commission receives monthly written reports on the status of the project. CAP Riverside maintains an on-going working relationship with its sub-contractors and project partners. Through this network, follow-up of participants can be maintained for up to one (1) year. CAP Riverside Planning staff will contact graduates by the best means possible on a quarterly basis to determine the status of their employment and personal goal achievement. *Follow-Up/Monitoring Frequency:*

<u>Baseline, Mid-Term, and Final</u>	<u>Monthly</u>
<ul style="list-style-type: none"> <li>• Participant Self-Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• Sub-contractor’s Participant Progress Report (PPR)</li> </ul>
<ul style="list-style-type: none"> <li>• Long/Short-Term Goals Identification</li> </ul>	<ul style="list-style-type: none"> <li>• Expenditure Reimbursement Requests</li> </ul>
<ul style="list-style-type: none"> <li>• Sub-contractor’s Participant Skills Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• Participants’ Timesheets and Training Sign-In Logs</li> </ul>
<u>By Workshop or Event</u>	<u>As Needed</u>
Pre/Post Tests; Training Certificates; Workshop Evaluations	Referral Request; Sub-Contractor Site Monitoring Visit

**PARTNERSHIPS:** CAP Riverside enjoys long-term public and private sector partnerships county-wide that share a common vision of addressing poverty in Riverside County. This network of partners is instrumental in assisting CAP Riverside deliver critical services and high-impact programs, projects, and services. Partners for the VEP include: **United States Veterans Initiative (U.S. Vets)** - - a non-profit community-based organization that provide supportive services to military veterans county-wide. U.S. Vets also operates a transitional housing program for homeless veterans and their families. *Project Roles/Responsibilities* - - provide

recruitment and referrals, pre-screening and assessment, case management and monitoring, assistance obtaining work supports (housing allowances, childcare, transportation, healthcare, etc.), project outreach, and participation in graduation event. **Sub-Contractors** - - on-the-job training sub-contractors will vary. CAP Riverside seeks sub-contractors in green technology (weatherization, energy efficiency, alternative energy, etc.), administration, warehousing, distribution, etc. ***Project Roles/Responsibilities*** - - provide on-the-job training, participant mentoring and coaching, monthly participant performance reviews and skills assessments, and participation in graduation event. **Referrals:** It is CAP Riverside's experience that marginalized, low-income participants in on-the-job training programs require more personal help and classroom training to retain their jobs. ***Types of Services*** - - training materials, housing allowances, childcare, transportation assistance, food; healthcare, job-related training, etc. CAP Riverside provides referrals to internal programs such as: Individual Development Account (IDA) - - a matched savings incentive for homeownership; higher education, or small business ownership or expansion; Earned Income Tax Credit (EITC) - - year-round free tax preparation and credits; Energy Services for assistance with weatherization (installation of various energy conservation measures to make homes more energy efficient and safe) or paying utility bills; and family self-sufficiency through Project B.L.I.S.S. (Building Links Impacts Self-sufficiency) - - a program where volunteers work with a family in poverty to create life changes that lead to self-sufficiency. ***How Referrals Are Made*** - - A standardized referral form is emailed to community partners and CAP Riverside program managers, as needed, to make service referrals. The referral identifies the participant, their contact information, their need(s), and a preferred response deadline. The form has the sender's contact information and a place for the referral organization to note action taken. The referral organization emails the completed referral form



back to CAP Riverside. **Referral Documentation and Follow-Up** -- Referral follow-up is monitored by the Project Coordinator. Follow-up is made within thirty (30) days of the original referral date. Follow-up is documented by the return of the completed Referral Request Form from the referral agency advising status of the referral and service. All referral documentation is maintained in individual participant files. Referrals are tracked via the CAP Riverside Planning Division In-Kind Database for the value of community support of the project. **Leveraging** -- Resource leveraging through partners is coordinated and maintained by the CAP Riverside Planning Division. Services provided by partners will be documented by a CAP Riverside In-Kind Report Form completed by the partner that verifies services, date(s) provided, and value of services. In-Kind Reports are tracked by spreadsheet for leveraging value. CAP Riverside will continue to leverage support services from partner after the close of the contract for twelve (12) months as follow-up services. Management of this follow-up will be maintained by traditional CSBG funding or on a volunteer basis by a community partner.

**PROJECT TIMELINE:** This project covers June 15, 2012 through June 30, 2013.

First Quarter (6/15/12 to 9/15/12)	Second Quarter (9/16/12 to 12/15/12) Third Quarter (12/16/12 to 3/15/13)
<ul style="list-style-type: none"> <li>• Project Ramp-Up</li> <li>• Hire Project Coordinator</li> <li>• Secure Sub-Contractors</li> <li>• Recruit and select participants</li> <li>• Hold 80-hour participant orientation</li> <li>• Conduct participant baseline self-evaluations and assessments</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct monthly VEP meetings</li> <li>• Participants continue on-the-job training</li> <li>• Provide on-going case management and referrals</li> <li>• Conduct participant mid-term self-evaluations and assessments</li> <li>• Secure resources to sustain project post</li> </ul>

CAP Riverside: 2012 CSBG Discretionary Grant #2012-RFA-28  
Veterans Employment Project (VEP)

<ul style="list-style-type: none"> <li>• Place participants for on-the-job training</li> <li>• Provide on-going case management and referrals</li> <li>• Submit and collect scheduled reports and project documentation</li> </ul>	<p style="text-align: right;">6/30/13</p> <ul style="list-style-type: none"> <li>• Submit and collect scheduled reports and project documentation</li> </ul>
<p>Fourth Quarter (3/16/13 to 6/30/13)</p>	
<ul style="list-style-type: none"> <li>• Conduct monthly VEP meetings</li> <li>• Participants continue on-the-job training</li> <li>• Conduct participant final-term self-evaluations and assessments</li> <li>• Provide on-going case management and referrals; develop follow-up plan</li> <li>• Submit and collect scheduled reports and project documentation</li> <li>• Project close-out</li> </ul>	

**SUSTAINABILITY:** CAP Riverside has a history of facilitating on-the-job training programs that are highly successful and replicable. As the community gains awareness for the needs of veterans and the project, funding opportunities and partnerships increase. CAP Riverside continues to seek other grantees as well as private sector partners. Increased cost sharing with sub-contractors helps to reduce costs and sustain the project. CAP Riverside has developed a resource development timeline to take advantage of emerging opportunities and to ensure future funding is secured prior to the end of this contract.

**ATTACHMENT I  
 CSBG DISCRETIONARY (Disc.) CONTRACT BUDGET SUMMARY**

Contractor Name: Community Action Partnership of Riverside County	Contract Number: 2012-RFA-28	Contract Amount: \$100,000
Prepared By: Kathryn J. Snyder, Fiscal Officer	Contract Term: 06/15/12 to 06/30/13	Amendment #:
Telephone #: (951) 955-6461	Fax Number: (951) 955-1399	
Date: 3/27/2012	E-mail Address: <a href="mailto:ksnyder@capriverside.org">ksnyder@capriverside.org</a>	

**SECTION 10: ADMINISTRATIVE COSTS**

Line Item	Description	CSBG Disc. Funds (rounded to the nearest dollar)
1	Salaries and Wages	
2	Fringe Benefits	
3	Operating Expenses	\$4,913
4	Equipment	
5	Out-of-State Travel	
6	Subcontractor Services	
7	Other Costs:	
<b>Subtotal Section 10: Administrative Costs (cannot exceed 12% of the total CSBG Disc. allocation in Section 40)</b>		\$4,913

**SECTION 20: PROGRAM COSTS**

Line Item	Description	CSBG Disc. Funds (rounded to the nearest dollar)
1	Salaries and Wages	\$17,526
2	Fringe Benefits	
3	Operating Expenses	\$8,011
4	Equipment	
5	Out-of-State Travel	
6	Subcontractor Services	\$69,550
7	Other Costs:	
<b>Subtotal Section 20: Program Costs</b>		\$95,087

<b>SECTION 40: Total CSBG Disc. Budget Amount (Sum of Subtotal Sections 10 and 20)</b>	\$100,000
<b>SECTION 70: CSBG Disc. Funds Administrative Percent (Section 10 divided by Section 40)</b>	4.9%
<b>SECTION 80: Enter "Other Agency Operating Funds Used to Support CSBG Disc." (INFORMATION ONLY)</b>	\$15,241,963
<b>SECTION 90: Agency Total CSBG Disc. Operating Budget (Sum of Sections 40 and 80) (INFORMATION ONLY)</b>	\$15,341,963

**ATTACHMENT I**

**CSBG DISCRETIONARY (Disc.) BUDGET SUPPORT -- PERSONNEL COSTS**

Contractor Name:	Community Action Partnership of Riverside County	Contract Number:	2012-RFA-28	Contract Amount:	\$100,000
Prepared By:	Kathryn J. Snyder, Fiscal Officer	Contract Term:	06/15/12 to 06/30/13	Amendment#:	
Telephone #:	(951) 955-6461	Fax Number:	(951) 955-1399		
Date:	3/27/2012	E-mail Address:	ksnyder@capriverside.org		

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

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
No. of Positions	Position Title	Total Salary for each position	Percent (%) of CSBG Disc. time allocated for each position	Number of CSBG Disc. months allocated for each position	Total CSBG Disc. Funds budgeted for each position
<b>Total (must match Section 10: Administrative Costs on the CSD 627 Budget Summary form)</b>					

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

1	Administrative Services Assistant	\$35,052	50%	12	\$17,526
<b>Total (must match Section 20: Program Costs on the CSD 627 Budget Summary form)</b>					\$17,526

**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.)		<b>Section 10 Administrative Costs</b>	<b>Section 20 Program Costs</b>
	Percentage	List CSBG Disc. funds Budgeted Line 2	List CSBG Disc. Funds Budgeted Line 9
Temporary Employee - No Fringe Benefits attached to this position			
<b>TOTAL MUST MATCH THE AMOUNT ENTERED ON CSD 627 (BUDGET SUMMARY)</b>			

**ATTACHMENT I  
 CSBG DISCRETIONARY (Disc.) BUDGET SUPPORT -- NON PERSONNEL COSTS**

Contractor Name:	Community Action Partnership of Riverside County	Contract Number:	2012-RFA-28	Contract Amount:	\$100,000
Prepared By:	Kathryn J. Snyder, Fiscal Officer	Contract Term:	06/15/12 to 06/30/13	Amendment #:	
Telephone #:	(951) 955-6461	Fax Number:	(951) 955-1399		
Date:	3/27/2012	E-mail Address:	ksnyder@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 CSD 627 Budget Summary form Attach additional sheet(s) if necessary Missing descriptions shall result in delay of the contract execution.	CSBG DISCRETIONARY			
	Section 10 Administrative Costs		Section 20 Program Costs	
List all Operating Expenses	3	sum should equal total on line item 3 of CSD 627 Budget Summary form	3	sum should equal total on line item 3 of CSD 627 Budget Summary form
See Attachment "A"		\$4,913		\$8,011
List all Equipment Purchases	4	sum should equal total on line item 4 of CSD 627 Budget Summary form	4	sum should equal total on line item 4 of CSD 627 Budget Summary form
N/A		-0-		-0-
List all Out-of-State Travel: Name of conference; Specify location; Cost per trip	5	sum should equal total on line item 5 of CSD 627 Budget Summary form	5	sum should equal total on line item 5 of CSD 627 Budget Summary form
N/A		-0-		-0-
List all Subcontractor Services	6	sum should equal total on line item 6 of CSD 627 Budget Summary form	6	sum should equal total on line item 6 of CSD 627 Budget Summary form
See Attachment "A"		-0-		\$68,550
<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		-0-		-0-
ii				
iii				
iv				
<b>Total Other Costs (Sum of i, ii, iii, iv):</b>	7	sum should equal total on line item 7 of CSD 627 Budget Summary form	7	sum should equal total on line item 7 of CSD 627 Budget Summary form

**ATTACHMENT I**

**CSBG Budget Support -- Other Agency Operating Funds**

Contractor Name: Community Action Partnership of Riverside County	Contract Number: 2012-RFA-28	Contract Amount: \$100,000
Prepared By: Kathryn J. Snyder, Fiscal Officer	Contract Term: 06/15/12 to 06/30/13	Amendment #:
Telephone #: (951) 955-6461	Fax Number: 951-955-1399	
Date: 3/27/2012	E-mail Address: <a href="mailto:ksnyder@capriverside.org">ksnyder@capriverside.org</a>	
Funding Source		Funding Amount
CSBG Contract #12-F-4432		\$1,955,521
CSBG Discretionary Contract #11F-4309		\$70,000
2012 LIHEAP Contract #12B-5830		\$3,990,489
2011 LIHEAP #11B-5731		\$4,753,882
2009 DOE-ARRA Contract #09C-1830 (Remaining Award Amount)		\$529,185
2011 DOE Contract #11C-1827		\$173,135
2009 DOE Contract #09C-1778 (Remaining Award Amount)		\$76,957
2012 Southern California Gas Company		\$13,353
Southern California Edison CARE Program		\$10,000
2011 California Lifeline Telephone Service Agreement		\$26,250
2011/2012 City of Riverside SHARE Program - Admin		\$267,391
2011/2012 City of Riverside SHARE Program - Utility Assistance		\$1,632,609
County of Riverside Dispute Resolution Program Act Funding Agreement		\$625,489
DPSS - Child Care Alternative Dispute Payment Program		\$10,000
DPSS - Cal/Works Gain Hearing Officer		\$40,000
2011/2012 IRS VITA Agreement		\$65,000
Department of Health and Human Services Grant #90EI0414/01 (IDA)		\$352,000
Department of Health and Human Services Grant #90EI0584/01 (IDA)		\$352,000
Citi Foundation Grant - Step Up Program		\$20,000
United Way EITC Agreement		\$10,000
County General Funds - Leas		\$72,718
DPSS Program Support		\$75,737
Cal/Neva Cash Campaign		\$500
<b>Total Other Agency Operating Funds to Support CSBG</b> (Total should match total on CSD 425 S form, Section 70)		<b>\$15,122,216</b>

**COMMUNITY ACTION PARTNERSHIP OF RIVERSIDE COUNTY**  
**VETERAN EMPLOYMENT PROJECT**

**ATTACHMENT "A"**

**CSBG Disc – 2012-RFA-28**

**Budget Narrative – CSD 627.B**

**SECTION 10: ADMINISTRATIVE COSTS**

OPERATING EXPENSES - \$ 4,913

Administrative Operating Expenses include, but are not limited to, telephone, utilities, lease, and accounting processing fees

**SECTION 20: PROGRAM COSTS**

SALARIES - \$ 17,526

The Administrative Services Assistant position allocated to program costs, implements, oversees, and supports the Veteran Employment Project through mentoring, employment training, and leadership development.

OPERATING EXPENSES - \$ 8,011

Program Operating Expenses include, but are not limited to, direct costs associated with education/training, office supplies, books and publications, and mileage reimbursement.

SUBCONTRACTOR SERVICES - \$ 69,550

Subcontractor services in excess of \$ 5,000;

CAP-Riverside will partner with businesses to provide on-the-job training for Veterans. Subcontractors will be reimbursed 100% of the stipend paid to the participants.

<input checked="" type="checkbox"/> Work plan
<input type="checkbox"/> Progress Report

Agency Name: Community Action Partnership of Riverside County	Agency/Project Representative: Maria Y. Juarez, CCAP Executive Director
Contract Number:	Contract Term: July 1, 2012 – June 30, 2013
Email: mjuarez@capriverside.org	Telephone Number: ( 951) 955-4900
Date: March 28, 2012	Signature:

**Work Plan**

*Make copies for each outcome/goal*

<b>Problem/Need to be addressed:</b>
The national unemployment rate for veterans who served on active duty in the U.S. Armed Forces at any time since September 2001--a group referred to as Gulf War-era II veterans--was 12.1 percent in 2011 (U.S. Bureau of Labor Statistics 2012); the jobless rate for all veterans was 8.3 percent. Statistics show that this population often exits the service finding it difficult to bridge the gap between military and civilian life, hindering their ability to obtain living wage employment and achieve self-sufficiency.
<b>Projected Activities/Services to be performed:</b>
1. 4 full-time positions will be created by 8/31//2012. 2. 4 positions will be filled by 8/31/2012. 3. 2 participants will secure permanent full-time employment by 6/30/2013.
<b>Expected Outcome/Goal (Number <u>1</u> of <u>2</u>):</b>
2 of 4 (50%) participants will demonstrate increased self-sufficiency through permanent full-time employment by June 30, 2013.
<b>National Performance Indicator(s):</b>
<u>Goal 1:</u> Low-income people become more self-sufficient. <u>NPI 1.1.A.:</u> Employment – Unemployed and obtained a job.
<b>Activities/Services:</b>
<b>Status Toward Achieving Indicated Outcome/Goal:</b>
<b>Actual Results:</b>

Progress Report (Indicate the Report Period \_\_\_\_\_)



<input checked="" type="checkbox"/> Work plan
<input type="checkbox"/> Progress Report

Agency Name: Community Action Partnership of Riverside County	Agency/Project Representative: Maria Y. Juarez, CCAP Executive Director
Contract Number:	Contract Term: July 1, 2012 – June 30, 2013
Email: <a href="mailto:mjuarez@capriverside.org">mjuarez@capriverside.org</a>	Telephone Number: ( 951) 955-4900
Date: March 28, 2012	Signature:

**Work Plan**

*Make copies for each outcome/goal*

<b>Problem/Need to be addressed:</b>
The national unemployment rate for veterans who served on active duty in the U.S. Armed Forces at any time since September 2001--a group referred to as Gulf War-era II veterans--was 12.1 percent in 2011 (U.S. Bureau of Labor Statistics 2012); the jobless rate for all veterans was 8.3 percent. Statistics show that this population often exits the service finding it difficult to bridge the gap between military and civilian life, hindering their ability to obtain living wage employment and achieve self-sufficiency.
<b>Projected Activities/Services to be performed:</b>
1. 3 participants will complete an 80-hour project orientation by 8/31/2012. 2. 3 participants will complete seven (7) monthly VEP meetings by 6/30/2013. 3. 3 participants will complete 1,307 on-the-job training hours by 6/30/2013.
<b>Expected Outcome/Goal (Number <u>2</u> of <u>2</u>):</b>
3 of 4 (75%) participants will demonstrate increased job skills and readiness through completion of on-the-job training by June 30, 2013.
<b>National Performance Indicator(s):</b>
Goal 1: Low-income people become more self-sufficient. NPI 1.2.A.: Employment Support – Obtained skills/competencies required for employment
<b>Activities/Services:</b>
<b>Status Toward Achieving Indicated Outcome/Goal:</b>
<b>Actual Results:</b>

Progress Report (Indicate the Report Period \_\_\_\_\_)