

FISCAL PROCEDURES APPROVED
PAUL ANGULO, CPA, AUDITOR-CONTROLLER
BY: Samuel Wong 7/2/12
FORM APPROVED COUNTY COUNSEL
BY: NEAL R. KIPNIS Department of Insurance

☐ Consent
☒ Policy
☐ Consent
☒ Policy

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

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

530



FROM: Community Action Partnership of Riverside County

SUBMITTAL DATE:
7/5/12

SUBJECT: Citigroup Community Reinvestment Act Grant for the Step-Up to Assets Initiative

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve and accept the Citigroup Community Reinvestment Act Grant between Citigroup and Community Action Partnership of Riverside County (CAP Riverside) in the amount of \$30,000 for Program Year 2012; and
2. Approve and direct the Auditor Controller to adjust the budget as identified in the attached Schedule A;

Continued (3-pages total)

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

FINANCIAL DATA	Current F.Y. Total Cost:	\$30,000	In Current Year Budget:	No
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	Yes
	Annual Net County Cost:	\$ 0	For Fiscal Year:	12/13
SOURCE OF FUNDS: 100% Citigroup				Positions To Be Deleted Per A-30 <input type="checkbox"/>
				Requires 4/5 Vote <input checked="" type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE
BY: Donna Shaw
Donna Shaw

County Executive Office Signature

Prev. Agn. Ref.:

District: All
ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD

Agenda Number:

3.8

FROM: CAP Riverside

DATE: 7/5/12

SUBJECT: Citigroup Community Reinvestment Act Grant
for the Step-Up to Assets Initiative

PAGE: 2 of 3

BACKGROUND:

The Step-Up to Assets Initiative (Step-Up) is a pre-Individual Development Account (IDA) program for low-income individuals in Riverside County who may not currently be in a position to succeed in CAP Riverside's traditional IDA matched savings program. Step-up is designed to increase an individual's economic security by providing financial education workshops including budgeting, credit assessment, debt management strategies, and saving incentives. Participants will have the opportunity to leverage their success by transitioning into CAP Riverside's IDA program.

FINANCIAL IMPACT: No County General Funds will be required

CONCURE/EXECUTE: Auditor Controller

MYJ:KS:jb

FROM: CAP Riverside

DATE: 7/5/12

SUBJECT: Citigroup Community Reinvestment Act
for the Step-Up to Assets Initiative

PAGE: 3 of 3

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

INCREASE ESTIMATED REVENUE:

CAARC-21050-5200300000-781480	Program Revenue	\$30,000
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INCREASE IN APPROPRIATIONS:

CAARC-21050-5200300000-527780	Special Program Expense	\$30,000
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Citi Contribution – CRA Document

Please answer the following questions concisely. The contribution must benefit or support low- to moderate- income geographies or individuals.

[For Citi
Use Only –
Cover Sheet
Label]

Organization's General Information

Organization Tax ID #: 95-600930	Organization Name: Community Action Partnership of Riverside County (CAP Riverside)	
Organization Legal Name (The name that appears on your IRS determination letter): Community Action Partnership of Riverside County		
Street Address: 2038 Iowa Avenue, Suite B-102	City: Riverside	
State (Abbreviation): CA	Postal Code: 92507	County: Riverside

B

Amount of Citi Contribution: \$ 30,000.00

Name of Program/Event Funded: Riverside County Step-Up to Assets Program

1. Please describe the Primary Purpose of Funds

To qualify as community development activity, it must have a primary purpose of community development.
(Check Only One)

- ☐ Affordable Housing (including multifamily rental housing) serving > 50% low- and moderate-income (LMI) individuals.
- ☐ Economic development requiring that the activity meets both the "size" test (small businesses with gross annual revenues of \$1 million or less) and the "purpose" test (supports permanent job creation/retention/improvement for LMI individuals or in LMI census tracts, or in Government-targeted redevelopment areas).
- ☒ Community services targeted to > 50% LMI individuals.
- ☐ Activities that revitalize or stabilize LMI geographies (census tracts), designated disaster areas, or certain underserved or distressed nonmetropolitan middle-income geographies.

A

2. Please provide the location address where the funded service(s) or program(s) are provided, if other than organization's address.

N/A

B

3. Please provide the following information:

- A. List your organization's Mission Statement – Input organization's mission as published (i.e., Organization's website, IRS Form 990, guidestar.org).

We, the Community Action Partnership of Riverside County, with community, will end poverty by offering opportunities for the poor through education, wealth building, advocacy, and community organizing.

C

- B. If your mission statement does not specifically mention serving LMI individuals and/or geographies (census tracts), please include a separate statement that describes how the organization or its program primarily serves LMI individuals and/or geographies. The additional statement must be supported with documentation.

Target population (the poor / LMI individuals) is included in the CAP Riverside mission statement.

4. Please provide the following information:

A. What is the community need being addressed by your Organization by this contribution?

Riverside County is the second poorest of a six-county Southland region, which includes Riverside, Los Angeles, Orange, Imperial, San Bernardino and San Diego Counties. Of the more than 2 million permanent county residents, over 326,000 or 16.3% fall below the Federal Poverty Guideline (2010 American Community Survey 1-year Estimates -- U.S. Census Bureau). Many more residents, not considered to be in poverty, are identified as "working poor." They are on the edge of crisis if faced with a car repair, medical emergency, or job lay-off. A prolonged higher than average unemployment rate in Riverside County, reduced hours or wages, high population growth rate, and rising costs of living present challenges to a low-income family's ability to stabilize and thrive. Returning veterans often cannot find living-wage jobs in their communities. Like other low-income residents, they lack reliable transportation to seek employment or job training. According to the Community Action Partnership of Riverside County (CAP Riverside) 2011 Community Needs Assessment, low-income residents have indicated that their top three priorities of need are: 1) employment - including jobs, job placement services, and job training; 2) education - primarily access to educational slots; and 3) social services - lack of awareness of and the decline of available resources. Previous assessments show that low-income residents are often unbanked, have limited financial plans and knowledge, and lack opportunities to acquire assets such as homes, businesses or higher education.

B. How is your organization helping to meet the need?

CAP Riverside practices a cross-program enrollment approach to strengthen low-income families' acquisition of employment, job skills, higher earnings, education, and assets. This wealth-building strategy includes participant cross-enrollment in the following 5 asset building programs:

- 1) Individual Development Account (IDA): a matched savings incentive program for first-time homeownership, advance educational training, or small business ownership or expansion. Participants develop a habit of saving and attend workshops to increase their financial and goal skills and knowledge. Every one dollar, up to \$2,000, is matched with two dollars.
- 2) Step-Up to Assets Initiative: a pre-IDA program for those families who do not initially qualify for IDA. Participants save a lesser amount and earn incentives. They then can transition to IDA and use their savings and incentives to open an IDA account.
- 3) Volunteer Income Tax Preparation (VITA) and Earned Income Tax Credit (EITC): CAP Riverside operates 12 VITA sites throughout Riverside County. LMI residents are encouraged to have their tax returns prepared for free and e-filed. Most low-income tax payers are eligible for the Earned Income Tax Credit (EITC) which supplements their regular federal tax refund.
- 4) Project B.L.I.S.S. (Building Links Impact Self-sufficiency): recruits volunteers to work with individual families in poverty to create life changes that lead to self-sufficiency.
- 5) The On-The-Job Training for Veterans Program: matches local employers with veterans to help veterans develop job and work readiness skills.

C. What is the impact or possible outcome of the activity?

CAP Riverside cross-enrollment programs will help stabilize the current financial situation and increase the economic security of low-income individuals and veterans as demonstrated by achieving one or more of the following indicators of financial success:

- 1) 75 low-income individuals/families will enroll in the Step-Up to Assets initiative.
- 2) 8 low-income veterans will enroll in the On-The-Job Training for Veterans Program.
- 3) 58 of 83 (70%) participants will open a savings account and maintain it for ninety days.
- 4) 58 of 83 (70%) participants will increase their financial literacy by completing a money management workshop.
- 5) 58 of 83 (70%) participants will develop and maintain a family budget for ninety days.
- 6) 25 of 75 (33%) Step-Up to Assets participants will improve their credit score.
- 7) 50 of 75 (67%) Step-Up to Assets participants will transfer their savings into a traditional IDA account.
- 8) 2,600 qualifying low/moderate-income residents will have their tax return prepared at a CAP Riverside VITA site.
- 9) 6 of 8 (75%) veterans will demonstrate increased job skills and readiness through completion of on-the-job training.
- 10) 4 of 8 (50%) veterans will increase their earnings by securing permanent employment after on-the-job training.

5. Use of Funds (check only one):

- ☒ Contribution for General Operating Support
- ☐ Fundraising Event where proceeds will support general operations
- ☐ Fundraising Event where proceeds will support a specific program
- ☐ Funding for a program that includes a workshop, class, or seminar
- ☐ Other (please describe) _____

A

6. If applicable, please describe the program that Citi is funding (Clear and concise description of the program to be funded by the contribution).

Please note that the application focuses on asset/wealth-building and savings through cross-enrollment in several family asset/economic strengthening programs: 1) IDA; 2) Step-Up to Assets; 3) VITA/EITC; and 4) On-the-Job Training for Veterans.

7. Please check only one:

- A. Are the individuals or area served by this activity primarily (> 50%) low- or moderate-income?
☒ Yes
- B. If applicable, does the activity involve small businesses with revenues of \$1,000,000 or less and support job creation/retention/improvement for LMI individuals?
☐ Yes
- C. If applicable, does the activity involve small businesses with revenues of \$1,000,000 or less and support job creation/retention/improvement for LMI census tracts?
☐ Yes
- D. If applicable, does the activity involve small businesses with revenues of \$1,000,000 or less and support job creation/retention/improvement in areas targeted for redevelopment by Federal, state, local or tribal governments?
☐ Yes
- E. If applicable, does the activity revitalize or stabilize LMI geographies (census tracts), designated disaster areas, or certain underserved or distressed nonmetropolitan middle-income geographies?
☐ Yes

8. If you responded "yes" to question #7A, please provide a description of the methodology used to determine/confirm that the individuals or area served are LMI (less than 80% of AMI). *(For example, the LMI individuals served complete applications, registration forms and/or surveys that include income information and please provide a sample copy if available).*

CAP Riverside's general target population is the low-income as defined by a percentage of the current Federal Poverty Guideline. This initiative will use the same percentage used for CAP Riverside's traditional IDA program, which is 200 percent of the Federal Poverty Guideline. This is a level at which we know that the majority of our participants will have an annual household income that is less than 80% of the AMI. According to the Federal Financial Institutions Examination Council's (FFIEC's) 2011 HUD estimated Metropolitan Area Median Family Income Listing, the Area Median Income (AMI) in this Metropolitan Statistical Area (MSA) is \$62,500.

CAP Riverside will determine the percentage of low-to-moderate income participants by collecting a program demographic form from each participant that captures data related to annual household income. This form is required for all CAP Riverside programs. It is called the Community Services Block Grant (CSBG) Programmatic Data-Client Characteristic Report (CSD 295-CCR). Data will be validated with copies of income statements and tax returns. Based on the CSD 295-CCR and documentation that participants meet the required income qualification, CAP Riverside will be able to ensure that more than 51% of participants have an annual household income less than 80% of the AMI. See the attached CSD 295-CCR Form for an example of the data that is collected to verify income eligibility.

If you responded "yes" to questions #7B, 7C, or 7D, please provide description of the methodology used to determine that the small businesses: (a) have revenues of \$1,000,000 or less and (b) support job creation/retention/improvement for LMI individuals, or in LMI census tracts, or in areas targeted for redevelopment by Federal, state, local or tribal governments.

A

N/A

If you responded "yes" to question #7E, please provide a description of the methodology used to determine that the activity funded will revitalize or stabilize LMI geographies, designated disaster areas, or certain underserved or distressed nonmetropolitan middle-income geographies.

N/A

Completed By:

Organization Name: Community Action Partnership of Riverside County (CAP Riverside)

Name: Maria Y. Juarez, CCAP Date: June 13, 2012
Signature

Title: Executive Director

Typing your name acts as your signature to affirm that the information provided in this document is true and accurate.

Please use the CSD 295 Client Characteristic Report Instructions and Helpful Hints to complete this form.

1 Contractor Name:		Contract #:	
Prepared By (name):		Report Period:	
Phone Number:		Email address:	

Demographic data should be collected on ALL clients receiving services under any program administered by the designated Community Action Agency.

Yellow Highlighted Sections represent demographics collected on INDIVIDUALS			
2 Total unduplicated number of persons about whom one or more characteristics were obtained			
3 Total unduplicated number of persons about whom no characteristics were obtained			
Blue Highlighted Sections represent demographics collected on FAMILIES			
4 Total unduplicated number of families about whom one or more characteristics were obtained			
5 Total unduplicated number of families about whom no characteristics were obtained			
6. Gender		Number of Persons*	
a. Male			
b. Female			
*Total		0	
7. Age		Number of Persons*	
a. 0-5			
b. 6-11			
c. 12-17			
d. 18-23			
e. 24-44			
f. 45-54			
g. 55-69			
h. 70+			
Sum of 7e thru 7h =		0	
*Total		0	
8. Ethnicity/Race			
I. Ethnicity			
a. Hispanic, Latino or Spanish Origin			
b. Not Hispanic, Latino or Spanish Origin			
*Total		0	
II. Race			
a. White			
b. Black or African American			
c. American Indian and Alaskan Native			
d. Asian			
e. Native Hawaiian and Other Pacific Islander			
f. Other			
g. Multi-Race (any 2 or more of the above)			
*Total		0	
9. Education Level of Adults		Number of Persons 24+**	
a. 0-8			
b. 9-12/Non-Graduate			
c. High School Graduate/GED			
d. 12+ Some Post Secondary			
e. 2 or 4 yr. College Graduates			
** Total		0	
10. Other Characteristics		Number of Persons*	
	Yes	No	Total *
a. Health Insurance			0
b. Disabled			0
11. Family Type		Number of Families***	
a. Single Parent/Female			
b. Single Parent/Male			
c. Two-Parent Household			
d. Single Person			
e. Two Adults - No Children			
f. Other			
***Total		0	
12. Family Size		Number of Families ***	
a. One			
b. Two			
c. Three			
d. Four			
e. Five			
f. Six			
g. Seven			
h. Eight or more			
***Total		0	
13. Source of Family Income		Number of Families	
a. Unduplicated # of Families Reporting One or More Sources of Income***			
b. Unduplicated # of Families Reporting No Income			
Total UNDUP Families who responded as either having a source of income or having no income ***		0	
Record the sources of each family income as reported in 13a above:			
c. TANF			
d. SSI			
e. Social Security			
f. Pension			
g. General Assistance			
h. Unemployment Insurance			
i. Employment + Other Source			
j. Employment only			
k. Other:			
****Total (c. through k.)		0	
14. Level of Family Income % of HHS guideline		Number of Families ***	
a. Up to 50%			
b. 51% to 75%			
c. 76% to 100%			
d. 101% to 125% *****			
e. 126% to 150% *****			
f. 151% to 175% *****			
g. 176% to 200% *****			
h. 201% and over *****			
***Total		0	
15. Housing		Number of Families ***	
a. Own			
b. Rent			
c. Homeless			
d. Other			
***Total		0	
16. Other family characteristics		Number of Families***	
a. Farmer			
b. Migrant Farmworker			
c. Seasonal Farmworker			

* The sum in this category should not exceed the value of Section 2.

** The sum in this category should not exceed the value of Section 7.e-h.

*** The sum in this category should not exceed the value of Section 4.

**** The sum in this category should be greater than or equal to Section 13.a.

***** Reminder, September 30, 2010 was the cutoff date for reporting CSBG clients served up to 200% of the Federal Poverty Guidelines.

**INVOICE****Customer**

Name	Victor Ramirez	Invoice #	10-116
Address	Citi Community Development 41 E. Live Oak Avenue, 2nd Floor	Date	6/20/2012
City	Arcadia	State	CA
		ZIP	91006
Phone	(626) 446-8849		
Contract Name/ Number:	Attn: Victor Ramirez		

Qty	Description	Unit Price	TOTAL
1	Citi funding will support CAP Riverside's cross-program enrollment approach to strengthen low-income families' acquisition of employment, job skills, higher earnings, education, and assets. This wealth-building strategy includes participant cross-enrollment in the following 5 asset building programs: 1) Individual Development Account (IDA); 2) Step-Up to Assets Initiative; 3) Volunteer Income Tax Assistance (VITA) and Earned Income Tax Credit (EITC); 4) Project B.L.I.S.S.; and 5) On-The-Job Training for Veterans Program	\$ 30,000.00	\$ 30,000.00
SubTotal			\$ 30,000.00
Shipping			
Handling			
			\$ -
TOTAL			\$ 30,000.00

Payment

Comments: Tax ID #95-6000930
Contact Name: Kathryn J. Snyder, CCAP
Phone number : 951-955-4900

Payable to:

COMMUNITY ACTION PARTNERSHIP OF RIVERSIDE COUNTY
2038 Iowa Avenue Suite B102
Riverside, CA 92507
951-955-4900 Fax 951-955-6506

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