

FORM APPROVED COUNTY COUNSEL

FISCAL PROCEDURES APPROVED

A-30 Positions Added 4/5 Vote Change Order

BY: GREGORY P. PRIAMOS DATE

PAUL ANGULO, CPA AUDITOR-CONTROLLER
BY: Esteban Hernandez

Departmental Concurrence

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

132



FROM: Community Action Partnership of Riverside County

SUBMITTAL DATE:
January 29, 2015

SUBJECT: Approve the 2015 #15F-2032 Community Services Block Grant (CSBG) Agreement and Adopt Resolutions #2015-048 and #2015-050, One (1) year. Districts 1 – 5. [\$653,005][CSBG]

RECOMMENDED MOTION: That the Board of Supervisors:

- 1) Approve and authorize the Chairman to sign the 2015 #15F-2032 CSBG Agreement in the amount of \$653,005 for the term January 1, 2015 through December 31, 2015;
- 2) Adopt the attached Resolution #2015-048 as required by the Department of Community Services and Development (CSD);
- 3) Adopt the attached Resolution #2015-050 which allows the Executive Director of CAP to apply for, accept and administer future CSBG grants without prior Board approval; and
- 4) Approve and direct the Auditor Controller to adjust the budget as shown on the attached Schedule A.

Continue on Page 2

John Mooney
John Mooney
Interim Executive Director

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 653,005	\$ 0	\$ 653,005	\$ 0	Consent <input type="checkbox"/> Policy <input type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	
SOURCE OF FUNDS: 100% CSBG (Federal Funds)				Budget Adjustment: Yes	
				For Fiscal Year: 14/15	

C.E.O. RECOMMENDATION:

APPROVE

BY: *Donna Shaw*
Donna Shaw

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

Prev. Agn. Ref.: 12/10/2013 (3-10) | District: ALL | Agenda Number:

3-7

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

FORM 11: Approve the 2015 #15F-2032 Community Services Block Grant (CSBG) Agreement and Adopt Resolutions #2015-048 and #2015-050, One (1) year. Districts 1 – 5. [\$653,005][CSBG]

DATE: January 29, 2015

PAGE: Page 2 of 3

BACKGROUND:

Summary

The CSBG Initiative Program provides the core funding of funding CAP Riverside Programs. Revenue derived from the agreement supports the majority of the operations of CAP Riverside.

With the foundation provided by the Local Initiative Grant, CAP Riverside is able to attract other resources into the county and focus them on the needs of the county's poor. Serving as the work plan for the Agreement, the 2014-2015 Community Action Plan, approved by the Board June 18, 2013 (Agenda #16.1), includes the following goals:

- Provide services, support and opportunities that offset barriers to employment for low-income participants;
- Provide low-income households access to credit/loans for homeownership, small business, education/vocational pursuits;
- Provide assistance to community-based organizations to enhance volunteer participation, training, and support to facilitate community involvement;
- Provides support and assistance to community-based organizations to help create a healthy, safe, violence-free, and economically sound community environment;
- Assist in the support and coordination of utility bill and weatherization assistance;
- Support community partnerships via collaborations; and
- Provide capacity building activities to promote effective low-income service distribution.

Impact on Citizens and Businesses

Low-Income participants will be provided opportunities and support that offset barriers to employment, housing and social services; access; to credit/loans for homeownership, small business, and educational/vocational pursuits; and support and coordination of utility bill and weatherization assistance. Community and faith-based organizations will participate in capacity building activities to promote effective low-income service distribution, support community partnerships and collaborations, and enhance volunteer participation, training and support to facilitate community involvement.

SUPPLEMENTAL:

Additional Fiscal Information

No County General Funds will be required.

ATTACHMENTS:

Schedule – A

Resolution

BUDGET ADJUSTMENT

The 2015 CSBG Agreement #15F-2032 supplies the initial allocation of \$653,005 for the term January 1, 2015 through December 31, 2015. Congress has not yet approved the final allocation for 2015 CSBG program. The agreement will be amended once Congressional appropriation and State is advised of its final

SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE,
 STATE OF CALIFORNIA
 FORM 11: Resolution #2015-048 for the 2015 Community Services Block Grant
 (CSBG) Agreement #15F-2032, One (1) year. Districts 1 – 5. [\$653,005][CSBG]
 DATE: January 29, 2015
 PAGE: Page 3 of 3

SCHEDULE A
 Community Action Partnership of Riverside County
 Budget Adjustment
 Fiscal Year 2014/2015

INCREASE IN EST. REVENUE:

CAARC-21050-5200100000-767200	Federal Block Grants	\$ 653,005
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INCREASE IN APPROPRIATIONS:

CAARC-21050-5200100000-510040	Regular Salaries	266,000
CAARC-21050-5200100000-518100	Budgeted Benefits	89,000
CAARC-21050-5200100000-520260	Computer Lines	4,800
CAARC-21050-5200100000-520320	Telephone Service	43,805
CAARC-21050-5200100000-520350	IT Core Services	8,900
CAARC-21050-5200100000-520845	Trash	900
CAARC-21050-5200100000-521360	Maint-Computer Equip	13,000
CAARC-21050-5200100000-521380	Maint-Copier Machines	8,500
CAARC-21050-5200100000-521640	Maint-Software	8,200
CAARC-21050-5200100000-523100	Memberships	4,800
CAARC-21050-5200100000-523680	Office Equip Non Fixed Asset	9,800
CAARC-21050-5200100000-523700	Office Supplies	13,200
CAARC-21050-5200100000-524840	Fingerprinting Services	1,800
CAARC-21050-5200100000-525080	Temp Assist Pool Svcs	8,900
CAARC-21050-5200100000-526700	Rent-Lease Bldgs	75,600
CAARC-21050-5200100000-527780	Special Program Expense	89,000
CAARC-21050-5200100000-537020	Interfnd Exp-Legal Services	4,600
CAARC-21050-5200100000-537080	Interfnd Exp-Miscellaneous	2,200

Total		\$653,005
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1 **RESOLUTION 2015-048**

2 **For the**
3 **2015 Community Services Block Grant**
4 **Agreement #15F-2032**

5
6 **BE IT RESOLVED** by the Board of Supervisors of the County of Riverside,
7 State of California, in regular session assembled on February 10, 2015, that the Board
8 of Supervisors approves 2015 Community Services Block Grant (CSBG) Agreement
9 #15F-2032 with the State of California, Department of Community Services and
10 Development, and authorizes:

- 11
- 12 1. The Chairman of the Board or designee to sign the 2015 CSBG Agreement
13 #15F-2032 in the amount of \$653,005 for the term January 1, 2015 through
14 December 31, 2015;
 - 15
 - 16 2. The Executive Director of Community Action Partnership of Riverside County
17 to administer the program and sign all assurances, exhibits, and reports
18 made under the 2015 CSBG Agreement #15F-2032;
 - 19
 - 20 3. The Executive Director of Community Action Partnership of Riverside County
21 may sign amendments and extensions to the Agreement, as approved by
22 County Counsel; and
 - 23
 - 24 4. Approve and direct Auditor and Controller to adjust the budget as identified
in the attached Schedule A.

FORM APPROVED BY COUNTY COUNSEL

BY:  DATE: 2/10/15

2
3 RESOLUTION NO. 2015-050

4 RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF RIVERSIDE
5 AUTHORIZING THE COMMUNITY ACTION PARTNERSHIP EXECUTIVE DIRECTOR TO
6 APPLY FOR AND ACCEPT COMMUNITY SERVICES BLOCK GRANTS

7
8 WHEREAS, the Board of Supervisors has given to the Community Action Partnership ("CAP")
9 responsibility for management and administration of funds and programs related to Community Services
10 Block Grants ("CSBG") from the State Department of Community Services and Development;

11 WHEREAS, CSBG annually provides CAP with significant grant funds that must be spent
12 promptly and strictly in accordance with CSBG requirements;

13 WHEREAS, in order to facilitate award and acceptance of CSBG grants and assure that
14 maximum funds are available for the benefit of County residents.

15
16 BE IT RESOLVED AND ORDERED by the Board of Supervisors of the County of Riverside, State
17 of California, in regular session assembled on February 10, 2015, as follows.:

- 18 1. The Executive Director for the Community Action Partnership is authorized to, annually and
19 throughout each year, apply for and accept Community Services Block Grant ("CSBG") funds on
20 behalf of the County of Riverside. This authority shall include signature of necessary grant
21 acceptance documents, agreements, amendments (that increase or otherwise modify the grant)
22 and related documents required to secure and continue the grant for the County. Agreements
23 and amendments shall be approved by County Counsel.
- 24 2. The Executive Director shall administer CSBG funds and related programs and sign all
25 certifications, assurances, exhibits, reports or similar documents made or required under the
26 grant.

FORM APPROVED COUNTY COUNSEL
DATE: 2/10/15
BY: [Signature]
NATALIE KIPNIS

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3. The Executive Director shall promptly report to the Board: all grants received and grant funding changes for budget and Auditor-Controller purposes; and any material changes or significant new developments related to the grant.
4. This Resolution shall take effect immediately upon its adoption.

AGREEMENT NUMBER 15F-2032	AMENDMENT NUMBER 0
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, 2015 through December 31, 2015**
- The maximum amount of this Agreement is: **Total \$653,005.00**
- The parties agree to comply with the terms and conditions of the following exhibits that are by this reference made a part of the Agreement:
 Part I
 Preamble
 Article 1 - Scope of Work
 Article 2 - Contract Construction, Administration, Procedure
 Part II*
 Subpart A - Administrative Requirements*
 Subpart B - Financial Requirements*
 Subpart C - Programmatic Requirements*
 Subpart D - Compliance Requirements*
 Subpart E - Certification and Assurances*
 Subpart F - State Contracting Requirements*
 Subpart G - Definitions*
 Subpart H - Table of Forms and Attachments*

Items shown with an Asterisk (*) are hereby incorporated by reference and made a part of this agreement as if attached hereto. These documents can be accessed at <https://providers.csd.ca.gov/>.

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." <input type="checkbox"/> Exempt per _____
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING NEAL R. KIPNIS		
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)	
PRINTED NAME AND TITLE OF PERSON SIGNING Cindy Halverstadt, Deputy Director, Administrative Services		
ADDRESS 2389 Gateway Oaks Drive, Suite 100, Sacramento, California 95833		

**STANDARD AGREEMENT
PART I**

PART I

PREAMBLE

This subvention agreement, for the funding of Community Service Block Grant (CSBG) programs in 2015 (“Agreement”), is entered into between the Department of Community Services and Development (“CSD”) and the contractor named on Form STD. 213, the face sheet of this document (“Contractor”), and shall be enforceable on the date last signed.

NOW THEREFORE, in consideration of the promises and of the mutual agreements and covenants hereinafter set forth, the CSD and Contractor hereby agree as follows:

ARTICLE 1 – SCOPE OF WORK

1.1 General

- A. Contractor shall administer and/or operate community-based programs designed to reduce poverty, revitalize low-income communities, and empower low-income families and individuals within Contractor’s service area (described in Section 1.3) to achieve greater self-sufficiency, pursuant to Title 42 of the United States Code (USC) Section 9901 et seq. (the Community Services Block Grant Act, as amended) and Government Code Section 12085 et seq., as amended. Unless otherwise specified in the Contractor’s Community Action Plan or elsewhere in this Agreement, Contractor shall make its services and activities available to the low-income community within its service area throughout the entire term of this Agreement. Contractor shall ensure that all services funded in whole or in part through this Agreement will support state and federal policies and goals of the CSBG Act as set forth in the above-referenced statutes.
- B. The CSBG Catalog of Federal Domestic Assistance number is 93.569. The award is made available through the United States Department of Health and Human Services.

1.2 Term and Amount of Agreement

- A. The term of this Agreement shall be as specified on the face sheet (STD. 213).
- B. The Maximum Amount of this Agreement shall be as specified on the face sheet and is subject to adjustment(s), in accordance with the following terms:
 - 1. The initial amount shall be based on a partial allocation of the federal Community Services Block Grant for federal fiscal year (FFY) 2015, awarded to the State pursuant to one or more continuing resolutions passed by the Congress prior to the execution of this Agreement.

ARTICLE 1 – SCOPE OF WORK

**STANDARD AGREEMENT
PART I**

2. Upon the issuance of each subsequent federal allocation, including the full annual allocation to the State for FFY 2015, CSD shall issue an amendment to this Agreement to increase the Maximum Amount by the amount to be distributed to Contractor as calculated pursuant to CA Government Code §§ 12750 – 776 and applicable CSBG State Plan provisions.

1.3 Service Area

The services shall be performed in the following service area:

See Part II, Subpart H. The 2015 CSBG Numbers, Contractors, and Service Territories listing may be accessed at <http://providers.csd.ca.gov>.

1.4 Legal Authorities – Program Requirements, Standards and Guidance

- A. All services and activities are to be provided in accordance with all applicable federal, state, and local laws and regulations, and as those laws and regulations may be amended from time to time, including but not limited to, the following:
 1. The Community Services Block Grant Act, as amended, 42 U.S.C. §9901 et seq., and 45 Code of Federal Regulations (CFR) Part 96;
 2. The California Community Services Block Grant Program, Government Code §12085 et seq., as amended, and Title 22, California Code of Regulations (CCR) §§100601-100795;
 3. The Single Audit Act, 31 U.S.C. §7301 et seq., and Office of Management and Budget (OMB) Circular A-133 and its appendices and supplements, except as otherwise provided in this Agreement.
- B. *Conflict of laws.* Contractor shall comply with all of the requirements, standards, and guidelines contained in the authorities listed below, as they may be amended from time to time, with respect to procurement requirements, administrative expenses, and other costs claimed under this Agreement, including those costs incurred pursuant to subcontracts executed by Contractor, notwithstanding any language contained in the following authorities that might otherwise exempt Contractor from their applicability. To the extent that the requirements, standards, or guidelines directly conflict with any State law or regulation at Government Code §12085 et seq. or 22 CCR §100601 et seq., or any provision of this Agreement, then that law or regulation or provision shall apply, unless, under specified circumstances, a provision of federal law applicable to block grants, such as 45 CFR 96.30, allows for the application of state law.
 1. OMB Circular A-102 (Common Rule for State and Local Governments), as codified by the Department of Health and Human Services (HHS) at 45 CFR Part 92;

ARTICLE 1 – SCOPE OF WORK

STANDARD AGREEMENT

PART I

2. OMB Circular A-110 (Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and other Non-Profit Organizations), as codified by HHS at 45 CFR Part 74;
 3. OMB Circular A-87 (Cost Principles for State, Local and Indian Tribal Governments) as codified at 2 CFR Part 225;
 4. OMB Circular A-122 (Cost Principles for Non-Profit Organizations) as codified at 2 CFR Part 230.
 5. Contractor further agrees to abide by all requirements in California Contractor Certification Clauses 307 (CCC-307).
- C. CSD shall provide Contractor with specific program guidance which shall be binding on the Contractor as a condition of the Contractor's eligibility to receive CSBG funds, PROVIDED:
1. That such guidance shall be issued by CSD in writing in the form of "CSD Program Notice (CPN) No. XX-XX" posted at <https://providers.csd.ca.gov>.
 2. That such guidance shall be issued by CSD in the most timely and expeditious manner practicable;
 3. That such guidance shall be reasonably necessary to realize the intent and purposes of the CSBG Act;
 4. That major and material changes in program requirements which substantially affect the Contractor's and/or CSD's ability to fulfill contractual obligations, or which otherwise create a substantial hardship on either the Contractor or CSD, shall be subject to an amendment to this Agreement;
 5. That the parties' failure or inability to execute a mutually acceptable amendment, under circumstances described in the preceding subparagraph 1.4 C. 4, within a period of time allowing the parties to reasonably comply with any major change(s) in CSBG requirements, shall result in this Agreement being without force and effect, subject only to such provisions contained herein as are intended to survive the Agreement in accordance with the express and implied provisions of applicable federal and state law;
 6. That Contractor is duly informed of the risk of de-designation as an eligible entity, based on CSD's obligation to avoid/minimize interruption of CSBG-funded services in any part of the state, in the event that this Agreement terminates due to failure to agree to any necessary amendment; and,

**STANDARD AGREEMENT
PART I**

7. That upon CSD's or Contractor's good faith determination, delivered to the other party by written notice, that agreement to any necessary amendment as contemplated in subparagraph 1.4 C. 4. above cannot be achieved, then this contract shall be terminated, and any issues of eligible entity status addressed, in accordance with requirements of federal and state law and established CSD policy and procedure.
- D. The federal and state laws, regulations and other authorities referenced in the present paragraph 1.4 are hereby incorporated by reference into this Agreement. Copies may be accessed for reference at www.csd.ca.gov.

**STANDARD AGREEMENT
PART I**

ARTICLE 2 – CONTRACT CONSTRUCTION, ADMINISTRATION, PROCEDURE

2.1 Base Contract and Whole Agreement

- A. This Agreement consists of two parts, which together constitute the whole agreement between CSD and Contractor.
- B. Part I is the “Base Contract” which consists of the following:
1. The face sheet (Form STD. 213) which specifies:
 - a. the parties to the Agreement;
 - b. the term of the Agreement;
 - c. the maximum dollar amount of the Agreement; and
 - d. the authorized signatures and dates of execution.
 2. The Preamble, Article 1 and Article 2
- C. Part II consists of the “Administrative and Programmatic Provisions” which are comprised of Subparts A through H, including specified requirements, obligations, provisions, procedures, guidance, forms and technical materials necessary for program implementation.
- D. Agreed-upon Contract Execution Provisions, Procedures and Required Forms
1. Part I, the Base Contract, will be exchanged by the parties for execution with original signatures, fully executed copies being retained by each party.
 2. Contractor must complete the following forms, available on the providers’ website at <https://providers.csd.ca.gov>, and return them with the executed contract:
 - a. 425 Budget Series Forms
 - i. CSD 425.S CSBG Contract Budget Summary
 - ii. CSD 425.1.1 CSBG Budget Support Personnel Cost
 - iii. CSD 425.1.2 CSBG Budget Support Non Personnel Cost
 - iv. CSD 425.1.3 CSBG Budget Support Other Agency Operating Funds
 - v. CSD 425.1.4 CSBG Contract Budget Narrative
 - b. CSBG/NPI Workplan CSD 801 W (Form)
 - c. Certification Regarding Lobbying/Disclosure of Lobbying Activities
 - d. Executive Director and Board Roster CSD 188 (Form)

**STANDARD AGREEMENT
PART I**

3. *Board Resolution.* Contractor must also submit a governing board resolution with an original signature of the board's authorized representative, identifying the individual(s) authorized to execute the 2015 CSBG Agreement and any amendments.
4. Part II, Administrative and Programmatic Provisions (and Table of Forms and Attachments) is hereby incorporated by reference into this Agreement, is an essential part of the whole Agreement, and is fully binding on the parties.
5. CSD shall maintain a certified date-stamped hardcopy of Part II for inspection by Contractor during normal business hours, as well as a date-stamped, PDF version of Part II on CSD's "Provider Website," which may be accessed by Contractor, downloaded and printed at Contractor's option.
6. Neither Part I nor Part II of this Agreement may be changed or altered by any party, except by a formal written, fully executed amendment, or as provided in Article 1.4C with respect to program guidance, or as provided in Part II, Subpart A, Article 3 – Agreement Changes. Upon such amendment of any provision of Part II, the amended PDF version shall be date-stamped and posted to the Provider Website until such time as a subsequent Agreement or amendment is executed by the parties.
7. Contractors that are public or governmental entities with local provisions requiring receipt of a hardcopy of all parts of this Agreement as a prerequisite to execution, as well as other contractors that make special arrangements with CSD, may receive hardcopies of Parts I and II for execution and retention.

2.2 State Contracting Requirements – “General Terms and Conditions, GTC 610”

In accordance with State contracting requirements, specified contracting terms and conditions are made a part of this agreement. The provisions in their entirety, previously located in Exhibit C of the CSBG contract, are now found in Part II, Subpart F of this Agreement and are fully binding on the parties in accordance with state law.

2.3 Contractor's Option of Termination

- A. Contractor may, at Contractor's sole option, elect to terminate this contract in lieu of adherence to the procedures set out in subparagraph 1.4 C, should Contractor determine that any subsequent program guidance or proposed amendment to the contract is unjustifiably onerous or otherwise adverse to Contractor's legitimate business interests and ability to implement the contract in an effective and reasonable manner, PROVIDED:

**STANDARD AGREEMENT
PART I**

1. Such notice of termination is in writing and will be effective upon receipt by CSD, delivered by U.S. Certified Mail, Return Receipt Requested.
 2. Notice contains a statement of the reasons for termination with reference to the specific provision(s) in the program guidance or proposed amendment in question.
- B. Contractor shall be entitled to reimbursement for all allowable costs incurred prior to termination of the contract. Such reimbursement shall be in accordance with the program guidance and contract provisions in effect at the time the cost was incurred.
- C. Contractor shall, within 60 days of termination, closeout the contract in accordance with contractual closeout procedures.
- D. By executing this Agreement, Contractor acknowledges and understands that voluntary termination prior to the end of the Agreement term may result in Contractor's permanent or temporary de-designation as an eligible entity, due to CSD's obligation to seek replacement CSBG provider(s) in accordance with state and federal CSBG requirements.

2.4 Budget Contingencies

A. State Budget Contingency

1. It is mutually agreed that if funds are not appropriated for implementation of CSBG programs through the state budget process or otherwise, whether in the current year and/or any subsequent year covered by this Agreement, this Agreement shall be of no further force and effect. Upon written notice to Contractor by CSD that no funds are available for contract implementation, the Agreement shall be terminated and the State shall have no obligation to pay Contractor or to furnish other consideration under this Agreement and Contractor shall not be obligated for performance.
2. If CSBG funding for any fiscal year is reduced to such degree that CSD reasonably determines that the program cannot be implemented effectively, the State shall at its sole discretion have the option either to terminate this Agreement upon written notice to Contractor or, in the alternative, to offer and negotiate an amendment addressing the reduced funding. If the parties fail to reach agreement on such amendment, CSD may at its option give written notice of termination without further obligation by either party except for contract closeout obligations and final settlement.

**STANDARD AGREEMENT
PART I**

B. Federal Budget Contingency

1. The parties agree that because of uncertainty in the federal budget process, this Agreement may be executed before the availability and amounts of federal funding can be ascertained, in order to minimize delays in the provision of services and the distribution of funds. The parties further agree that the obligations of the parties under this Agreement are expressly contingent on adequate funding being made available to the state by the United States Government.
2. If federal funding for any fiscal year is reduced to such degree that CSD reasonably determines that the program cannot be implemented effectively, the State shall at its sole discretion have the option either to terminate this Agreement upon written notice to Contractor or, in the alternative, to offer and negotiate an amendment addressing the reduced funding. If the parties fail to reach agreement on such amendment, CSD may at its option give written notice of termination without further obligation by either party except for contract closeout obligations and final settlement.
3. If federal funding authorities condition funding on any obligations, restrictions, limitations, or conditions not existent when this Agreement was executed, this Agreement shall be amended by mutual agreement for compliance with such obligations, restrictions, limitations or conditions. Failure of the parties to reach agreement on such amendment shall render this Agreement without force and effect.
4. Subject to the provisions of 2.4 B. 2., CSD shall authorize expenditures of funds under this Agreement based on any Continuing Resolution appropriations. CSD shall notify the Contractor in writing of authorized interval funding levels.

2.5 Miscellaneous Provisions

- A. Assignment. Neither this Agreement nor any of the rights, interests, or obligations under this Agreement shall be assigned by any party without the prior written consent of the other parties, except in the case where responsibility for program implementation and oversight may be transferred by the State to another State agency. In the event of such transfer, this Agreement is binding on the agency to which the program is assigned.
- B. Merger/Entire Agreement. This Agreement (including the attachments, documents and instruments referred to in this Agreement) constitutes the entire agreement and understanding of the parties with respect to the subject matter of this Agreement and supersedes all prior understandings and agreements, whether written or oral, among the parties with respect to such subject matter.

**STANDARD AGREEMENT
PART I**

- C. Severability. If any provision of this Agreement be invalid or unenforceable in any respect for any reason, the validity and enforceability of any such provision in any other respect and of the remaining provisions of this Agreement will not be in any way impaired and shall remain in full force and effect.
- D. Notices. Unless otherwise provided herein, notice given by the parties shall be in writing, delivered personally, by United States mail, or by overnight delivery service (with confirmation). Certain reporting and other communications may be delivered electronically as specified by CSD or as is customary between the parties. Notice shall be delivered as follows:
1. To Contractor's address of record; and
 2. To CSD at:

Department of Community Services and Development
Field Operations Services
2389 Gateway Oaks Drive, Suite 100
Sacramento, CA 95833

CSBG/NPI Workplan

Contractor Name: Community Action Partnership of Riverside County
 Contact Person and Title: John Mooney, Interim Executive Director
 Phone Number: 951-955-4900 Ext. Number: _____
 E-mail Address: JohnMooney@capriverside.org Fax Number: 951-955-6494

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.)

What: Seniors and the disabled are at-risk of losing their independent living lifestyle. Why: Unsafe and unhealthy housing, limited access to free or affordable services, increasing utility costs and inability to pay high utility bills create barriers for seniors and the disabled to live independently. Who: low-income and/or disabled seniors and disabled residents. Where: Riverside County. When: Year-round.

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

See Attachment

National Performance <u>Indicator 6.1</u>	Reporting Period	WORKPLAN
Independent Living		Number of Vulnerable Individuals Living Independently Expected to Achieve in Reporting Period (#)
The number of vulnerable individuals receiving services from Community Action who maintain an independent living situation as a result of those services:		
A. Senior Citizens (<i>seniors can be reported twice, once under Senior Citizens and again, if they are disabled, under Individuals with Disabilities, ages 55-over.</i>)	Mid-Year	2,512
	Annual	6,955
B. Individuals with Disabilities	Mid-Year	1,695
	Annual	7,593
Ages:	Mid-Year	
a. 0-17	Annual	
b. 18-54	Mid-Year	
	Annual	
c. 55-over	Mid-Year	
	Annual	
d. Age Unknown	Mid-Year	
	Annual	
TOTAL Individuals with Disabilities (automatically calculates)	Mid-Year	
	Annual	
<i>In the rows below, please include any additional indicators for NPI 6.1 that were not captured above.</i>		
	Mid-Year	
	Annual	

CSBG/NPI Workplan

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.)

What: Low-income residents are unable to meet basic and essential needs during a crisis. Why: Underemployment and unemployment; fixed incomes; language barriers; lack of affordable safe housing; limited transportation; high energy costs; disasters; and lack of awareness of community resources impair low-income residents' ability to address emergency needs. Who: Low-income residents and communities. Where: Riverside County. When: Year-round.

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

See Attachment

National Performance Indicator 6.2	Reporting Period	WORKPLAN
Emergency Assistance		Number of Individuals Expected to Achieve in Reporting Period (#)
The number of low-income individuals served by Community Action who sought emergency assistance and the number of those individuals for whom assistance was provided, including such service as:		
A. Emergency Food	Mid-Year	
	Annual	
B. Emergency fuel or utility payments funded by LIHEAP or other public and private funding sources	Mid-Year	1,394
	Annual	2,787
C. Emergency Rent or Mortgage Assistance	Mid-Year	30
	Annual	45
D. Emergency Car or Home Repair (i.e. structural appliance, heating systems, etc.)	Mid-Year	86
	Annual	171
E. Emergency Temporary Shelter	Mid-Year	
	Annual	
F. Emergency Medical Care	Mid-Year	
	Annual	
G. Emergency Protection from Violence	Mid-Year	
	Annual	
H. Emergency Legal Assistance	Mid-Year	
	Annual	
I. Emergency Transportation	Mid-Year	
	Annual	
J. Emergency Disaster Relief	Mid-Year	2,879
	Annual	13,164
K. Emergency Clothing	Mid-Year	
	Annual	

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

	Mid-Year	
	Annual	

CSBG/NPI Workplan

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.)

N/A

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

National Performance Indicator 6.3	Reporting Period	WORKPLAN
Child and Family Development		Number of Participants Expected to Achieve Outcome in Reporting Period (#)
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:		
INFANTS & CHILDREN		
A. Infants and children obtain age appropriate immunizations, medical, and dental care	Mid-Year	
	Annual	
B. Infant and child health and physical development are improved as a result of adequate nutrition	Mid-Year	
	Annual	
C. Children participate in pre-school activities to develop school readiness skills	Mid-Year	
	Annual	
D. Children who participate in pre-school activities are developmentally ready to enter Kindergarten or 1st Grade	Mid-Year	
	Annual	
YOUTH		
E. Youth improve health and physical development	Mid-Year	
	Annual	
F. Youth improve social/emotional development	Mid-Year	
	Annual	
G. Youth avoid risk-taking behavior for a defined period of time	Mid-Year	
	Annual	
H. Youth have reduced involvement with criminal justice system	Mid-Year	
	Annual	
I. Youth increase academic, athletic, or social skills for school success	Mid-Year	
	Annual	
PARENTS AND OTHER ADULTS		
J. Parents and other adults learn and exhibit improved parenting skills	Mid-Year	
	Annual	
K. Parents and other adults learn and exhibit improved family functioning skills	Mid-Year	
	Annual	
<i>In the rows below, please include any additional indicators for NPI 6.3 that were not captured above.</i>		
	Mid-Year	
	Annual	

CSBG/NPI Workplan

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

NPI 6.4: Family Supports

What: Low-income residents are unable to meet basic and essential needs during a crisis. Why: Underemployment and unemployment; fixed incomes; language barriers; lack of affordable safe housing; limited transportation; high energy costs; disasters; and lack of awareness of community resources impair low-income residents' ability to address emergency needs. Who: Low-income residents and communities. Where: Riverside County. When: Year-round.

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)
 Program Activities and Delivery Strategies includes utility bill payment assistance and residential weatherization.

National Performance Indicator 6.4 Family Supports (Seniors, Disabled and Caregivers)	Reporting Period	WORKPLAN Number of Participants Expected to Achieve Outcome in Reporting Period (#)
Low-income people who are unable to work , especially seniors, adults with disabilities, and caregivers, for whom barriers to family stability are reduced or eliminated, as measured by one or more of the following:		
A. Enrolled children in before or after school programs	Mid-Year	
	Annual	
B. Obtained care for child or other dependent	Mid-Year	
	Annual	
C. Obtained access to reliable transportation and/or driver's license	Mid-Year	
	Annual	
D. Obtained health care services for themselves or family member	Mid-Year	
	Annual	
E. Obtained and/or maintained safe and affordable housing	Mid-Year	
	Annual	
F. Obtained food assistance	Mid-Year	
	Annual	
G. Obtained non-emergency LIHEAP energy assistance	Mid-Year	389
	Annual	7,786
H. Obtained non-emergency WX energy assistance	Mid-Year	321
	Annual	641
I. Obtained other non-emergency energy assistance. (State/local/private energy programs. Do Not Include LIHEAP or WX)	Mid-Year	50
	Annual	99
<i>In the rows below, please include any additional indicators for NPI 6.4 that were not captured above.</i>	Mid-Year	
	Annual	

CSBG/NPI Workplan

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

NPI 6.5: Service Counts

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

What: Low-income individuals and families, especially vulnerable are unable to meet basic and essential needs. Why: Unexpected financial emergencies, unemployment, underemployment, language barriers, limited transportation, etc create barriers to self-sufficiency. Who: Low-income residents, communities, and social services providers. Where: Riverside County. When: Year-round.

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

See Attachment

National Performance Indicator 6.5	Reporting Period	WORKPLAN
Service Counts		Number of Services Expected in Reporting Period (#)
The number of services provided to low-income individuals and/or families, as measured by <u>one or more</u> of the following:		
A. Food Boxes	Mid-Year	
	Annual	
B. Pounds of Food	Mid-Year	6,438
	Annual	12,876
C. Units of Clothing	Mid-Year	
	Annual	
D. Rides Provided	Mid-Year	
	Annual	
E. Information and Referral Calls	Mid-Year	31,380
	Annual	65,860
<i>In the rows below, please include any additional indicators for NPI 6.5 that were not captured above.</i>		
	Mid-Year	
	Annual	

Contractor Name: Community Action Partnership of Riverside County
 Contact Person and Title: John Mooney, Interim Executive Director
 Phone Number: 951-955-4900 Ext. Number _____
 E-mail Address: johnmooney@capriverside.org Fax Number: 951-955-6494

PROBLEM STATEMENT / PROGRAM ACTIVITIES AND DELIVERY STRATEGIES ATTACHMENT	
NPI	DESCRIPTION
1.1	<p><u>Activities/Strategies:</u> Program Activities: CAP Riverside supports and promotes employment and job placement/training programs for low-income residents such as the Pre-Apprenticeship Program, Veterans Employment Training Program (VET), Delegate Agencies, Riverside County Temporary Assignment Program (TAP), and Project L.E.A.D. (Linking Education, Advocacy, and Development). Support includes, but is not limited to: networking opportunities; leveraging partnerships; technical assistance; temporary employee management; CSBG sub-contracting; and program monitoring. Multi-lingual outreach, especially to rural, isolated, remote, and underserved communities, includes: media releases; public service announcements; community presentations; community meetings; community events; flyers; brochures; and mailings. CAP Riverside collaborates with school districts, private businesses (especially small businesses of 10 or less employees); colleges and universities; public sector; and community/faith-based organizations. Delivery Strategies: 1.1.A. – provide job placement, on-the-job training, job classroom/on-line training, workplace mentoring, case management, and coaching opportunities for high school students, adults (especially veterans); and provide referrals to other community resources. 1.1.B. - provide one-to-one mentoring and coaching via program staff, employers, and partners to facilitate job retention. 1.1.C. – assist CAP Riverside’s temporary staff secure permanent employment.</p>
1.2	<p><u>Activities/Strategies:</u> Program Activities: CAP Riverside supports and promotes employment and job placement/training programs for low-income residents such as the Pre-Apprenticeship Program, Veterans Employment Training Program (VET), Delegate Agencies, Riverside County Temporary Assignment Program (TAP), Project L.E.A.D. (Linking Education, Advocacy, and Development), and Volunteer Income Tax Assistance (VITA) preparers. Support includes, but is not limited to: job skills development programs/referrals; community resources referrals, networking opportunities; leveraging partnerships; technical assistance; CSBG sub-contracting; program monitoring, utility bill payment assistance and weatherization. Multi-lingual outreach, especially to rural, isolated, remote, and underserved communities, includes: media releases; public service announcements; community presentations; community meetings; community events; flyers; brochures; and mailings. CAP Riverside collaborates with school districts, private businesses (especially small businesses of 10 or less employees); colleges and universities; public sector; and community/faith-based organizations to provide education and job skills training. Delivery Strategies: 1.2.A. – provide job skills training and workplace mentoring opportunities for low-income residents.</p>
1.3	<p><u>Activities/Strategies:</u> Program Activities: CAP Riverside supports and promotes asset/wealth-building and financial literacy programs such as Individual Development Accounts (IDA), Earned Income Tax Credit (EITC), Volunteer Income Tax Assistance (VITA), Project B.L.I.S.S. (Building Links Impact Self-Sufficiency), Pre-Apprenticeship, Veterans Employment Training Program (VET), and Southern California Edison CARE Program. Support includes, but is not limited to: networking opportunities, leveraging</p>

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 Phone Number: 951-955-4900 Ext. Number _____
 E-mail Address: johnmooney@capriverside.org Fax Number: 951-955-6494

PROBLEM STATEMENT / PROGRAM ACTIVITIES AND DELIVERY STRATEGIES ATTACHMENT	
NPI	DESCRIPTION
	partnerships, technical assistance, and program monitoring Multi-lingual outreach, especially to rural, isolated, remote, and underserved communities, includes: media releases; public service announcements; community presentations; community meetings; community events; flyers; brochures; and mailings. CAP Riverside is a member of the statewide Earned Income Tax Credit (EITC) network. The agency also collaborates with public and private sector social services organizations, homeownership programs and the financial, business, and post-secondary education communities. Delivery Strategies: 1.3.A – provide free tax preparation and promotion of tax credits through VITA Sites and the EITC program; 1.3.C – facilitate enrollment in energy discount programs; 1.3.D - provide financial literacy training; 1.3.E. – 1.3.H. - provide matched savings incentive programs.
2.1	<u>Activities/Strategies:</u> Program Activities: CAP Riverside promotes, supports and develops community resources through its internal and contracted programs. Multi-lingual outreach, especially to rural, isolated, remote, and underserved communities, includes: media releases; public service announcements; community presentations; community meetings; community events; flyers; brochures; and mailings. CAP Riverside collaborates with private sector social services organizations, school districts, and post-secondary education institutions. Delivery Strategies: 2.1.A. and B – creation of living wage job slots. 2.1.D – provide home weatherization and referrals to home rehabilitation programs and lead abatement programs; 2.1.G. sustain after-school programs at local middle schools. 2.1.I. – provide direct services and/or referrals to job skills, life skills, and agency capacity building training.
2.2	<u>Activities/Strategies:</u> Program Activities: CAP Riverside promotes and supports quality of life community resources and programs through its internal and contracted programs. Support includes, but is not limited to: networking opportunities, leveraging partnerships, technical assistance, and program monitoring. Multi-lingual outreach, especially to rural, isolated, remote, and underserved communities, includes: media releases; public service announcements; community presentations; community meetings; community events; flyers; brochures; and mailings. CAP Riverside collaborates with statewide and regional networks, advocacy and public policy networks, public and private sector social services organizations, financial and post-secondary education institutions, and academic communities. Delivery Strategies: 2.2.A. – provide advocacy opportunities through various task forces and collaboratives; 2.2.D. – create new and capitalize existing businesses through the Individual Development Accounts (IDA), Veterans Employment Training Program (VET), and Pre-Apprenticeship programs; and 2.2.E. – provide increased resources through collaboratives, networks, partnerships, asset/wealth-building programs; family self-sufficiency programs; mediation services; disaster relief/preparedness programs; food security and healthy living programs; training and technical assistance; and referrals to other community resources.

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 Contact Person and Title: John Mooney, Interim Executive Director
 Phone Number: 951-955-4900 Ext. Number _____
 E-mail Address: johnmooney@capriverside.org Fax Number: 951-955-6494

PROBLEM STATEMENT / PROGRAM ACTIVITIES AND DELIVERY STRATEGIES ATTACHMENT	
NPI	DESCRIPTION
2.3	<u>Activities/Strategies:</u> Program Activities: CAP Riverside promotes and supports community volunteerism and provides opportunities for community engagement through each of its programs. Multi-lingual outreach, especially to rural, isolated, remote, and underserved communities, includes: media releases; public service announcements; community presentations; community meetings; community events; flyers; brochures; and mailings. CAP Riverside collaborates with public and private sector social services organizations to create opportunities to engage community members in anti-poverty initiatives. Delivery Strategies: 2.3.A. – facilitate local meetings and events for residents to participate in anti-poverty initiatives; and provide training and technical assistance on recruiting, training, managing and recognizing volunteers through the Community Action Academy; 2.3.B. - provide outreach regarding community volunteerism opportunities; and provide volunteer recognition through the national President's Volunteer Service Award (PSVA) for number of volunteer hours served.
3.1	<u>Activities/Strategies:</u> Program Activities: CAP Riverside promotes and supports community volunteerism for low-income residents through its internal and contracted programs. Support includes, but is not limited to: outreach and recruitment of volunteers; elections of low-income representatives to the community action commission and various boards; volunteer recognition; volunteer programs management training and technical assistance; networking opportunities; and recognizing volunteers via CAP Riverside's status as a certifying organization for the national President's Volunteer Service Award program (PVSA). Multi-lingual outreach, especially to rural, isolated, remote, and underserved communities, includes: media releases; public service announcements; community presentations; community meetings; community events; flyers; brochures; and mailings. Delivery Strategies: 3.1. - coordinate and promote community volunteer opportunities for low-income residents; document hours; promote recognition through PVSA.
3.2	<u>Activities/Strategies:</u> Program Activities: CAP Riverside promotes and supports advocacy, self-empowerment, and community capacity building. Support includes, but is not limited to: outreach and recruitment of low-income volunteers; elections of low-income representatives to the community action commission and various boards; volunteer recognition; volunteer programs management training and technical assistance; and networking opportunities. Multi-lingual outreach, especially to rural, isolated, remote, and underserved communities, includes: media releases; public service announcements; community presentations; community meetings; community events; flyers; brochures; and mailings. Delivery Strategies: 3.2.A. – provide opportunities or referrals/recommendations to serve on the Community Action Commission; 3.2.B. - provide small business development or capitalization mentoring, training, technical assistance, matched savings opportunities, and acquisition; 3.2.C. – provide home ownership mentoring, training, technical assistance, matched savings opportunities, and acquisition development or referrals; 3.2.D. - provide volunteer and advocacy opportunities through

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 Contact Person and Title: John Mooney, Interim Executive Director
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PROBLEM STATEMENT / PROGRAM ACTIVITIES AND DELIVERY STRATEGIES ATTACHMENT	
NPI	DESCRIPTION
	various internal programs and community partnerships.
5.1	<u>Activities/Strategies:</u> Program Activities: CAP Riverside provides training, technical assistance, information sharing, networking opportunities, community organizing and advocacy to staff and community partners. External training is also sought to increase skills of staff. Delivery Strategies: 5.1.A. - 5.1.C - recruit and train staff as Certify Community Action Professionals (CCAPs) and certified Results Oriented Management and Accountability (ROMA) and Family Development trainers; 5.1.E. - 5.1.H. - increase external staff development opportunities through networks, partnerships, and State and National CAP activities; expand CAP Academy curriculum to include staff development workshops; and involve CAP Staff and Commissioners to demonstrate their skills by leading workshops at CAP-related conferences.
6.1	<u>Activities/Strategies:</u> Program Activities: CAP Riverside promotes and supports quality of life community resources and programs to support low-income seniors and disabled residents. Multi-lingual outreach, especially to rural, isolated, remote, and underserved communities, includes: media releases; public service announcements; community presentations; community meetings; community events; flyers; brochures; and mailings. CAP Riverside collaborates with public and private sector social services organizations to provide services. Delivery Strategies: 6.1.A. and B – provide referrals to community resources; provide back-up emergency heating/cooling systems; provide utility bill payment assistance and home weatherization; provide access to Cool and Warm Centers during extreme seasonal hot or cold temperatures; provide disaster relief during government declared "state of emergencies."
6.2	<u>Activities/Strategies:</u> Program Activities: CAP Riverside promotes and supports quality of life community resources and programs to support low-income residents during emergencies. CAP Riverside promotes safety-net services and provides community referrals, technical assistance, and program monitoring. Multi-lingual outreach, especially to rural, isolated, remote, and underserved communities, includes: media releases; public service announcements; community presentations; community meetings; community events; flyers; brochures; and mailings. Delivery Strategies: 6.2.B. – provide and/or facilitate emergency utility bill payment assistance through various funding sources; 6.2.C. – provides rental and mortgage support during government declared "state-of-emergency" disasters; 6.2.D. – provide back-up emergency heating/cooling systems; 6.2.J. – provide access to Cool and Warm Centers during extreme seasonal hot or cold temperatures; and provide disaster relief during government declared "state of emergencies."
6.5	<u>Activities/Strategies:</u> Program Activities: CAP Riverside promotes safety-net services and provides community referrals, technical assistance, and program monitoring. Multi-lingual outreach, especially to rural, isolated, remote, and underserved communities, includes: media releases; public service announcements; community presentations; community meetings; community events; flyers; brochures; and mailings, countywide

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Contact Person and Title: John Mooney, Interim Executive Director
Phone Number: 951-955-4900 Ext. Number _____
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PROBLEM STATEMENT / PROGRAM ACTIVITIES AND DELIVERY STRATEGIES ATTACHMENT	
NPI	DESCRIPTION
	energy clinics and partnerships with service providers and community/ faith-based organizations. Delivery Strategies: 6.5.E. - cross-train clerical staff to answer eligibility questions for all programs; increase level of partnership with the local 2-1-1- information hotline; and increase outreach efforts to promote CAP Riverside as a referral resource.



CERTIFICATION REGARDING LOBBYING
DEPARTMENT OF HEALTH AND HUMAN SERVICES
FAMILY SUPPORT ADMINISTRATION

PROGRAM: **Community Services Block Grant**

PERIOD: January 1, 2015 through December 31, 2015

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award document for subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Interim Executive Director

Title

John Mooney

Signature

CAP Riverside

Agency/Organization

12/24/13

Date

DISCLOSURE OF LOBBYING ACTIVITIES

Complete the form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of Last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known:	5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable:	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name address of Lobbying Entity (if individual, last name, first, name, MI):	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):	
(attach Continuation Sheet(s) SF-LLL-A, if necessary)		
11. Amount of Payment (check all that apply): \$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned	13. Type of Payment (check all that apply): <input type="checkbox"/> a. retainer <input type="checkbox"/> b. one-time fee <input type="checkbox"/> c. commission <input type="checkbox"/> d. contingent fee <input type="checkbox"/> e. deferred <input type="checkbox"/> f. other; specify:	
12. Form of Payment (check all that apply): <input type="checkbox"/> a. cash <input type="checkbox"/> b. in-kind; specify: nature _____ value _____		
14. Brief Description of Services Performed or to be Performed and Date(s) of Services, including officer(s), employee(s), or Member(s), contacted, for Payment indicated in Item 11: (Attach Continuation Sheet(s) SF-LLL-A, if necessary)		
15. Continuation Sheet(s) SF-LLL-A attached: <input type="checkbox"/> Yes <input type="checkbox"/> No		
16. Information requested through this form is authorized by Title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1353. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty for not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: <u>John Mooney</u> Print Name: <u>JOHN MOONEY</u> Title: <u>Interim Executive Director</u> Telephone No.: <u>(951) 955-3563</u> Date: <u>12/29/14</u>	
Federal Use Only:	Authorized for Local Reproductions Standard Form - LLL	

DISCLOSURE OF LOBBYING ACTIVITIES
CONTINUATION SHEET

Approved by OMB
0348-0046

Reporting Entity: _____ Page _____ of _____

INSTRUCTION FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and ZIP Code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in Item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full name of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
Board Roster
Exhibit D, Attachment I
CSD 188 New

Received by CSD:

Board Roster

Agency Name: Community action Partnership of Riverside County

Agency Address: 2038 Iowa Ave Suite B 102, Riverside, CA 92507

Effective Date: 11/05/14

Submitted By: Riverside, CA 92507

As per Exhibit D. Please also list any vacancies within the board itself, so that the required amount of board members is equal to the board by-laws.

Name:	Title/Position:	Address:	Phone Number:	Email:
John Mooney	Executive Director	2038 Iowa Ave Suite B102, Riverside, CA 92507	951.955.4900	JohnMooney@capriverside.org
Susan McKee	Board Chair	University of California, Riverside Assistant Vice Chancellor 900 University Avenue 3108 Hinderaker Hall	951.827.2750	susan.mckee@ucr.edu
As a Public Agency, the Riverside County, Board of Supervisors and the County Purchasing Agent are the only authorized signers of the Contract.	Additional Authorized signer of the Contract other than the above			
Teresa Hunter	Commissioner Primary District 1	2361 Prospect Avenue Riverside, CA 92507	951.313.4348	sohappy831@yahoo.com

**DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
Board Roster
Exhibit D, Attachment I
CSD 188 New**

Received by CSD:

Name:	Title/Position:	Address:	Phone Number:	Email:
Art Garcia	Commissioner Alternate District 1	14190 Moonridge Drive Riverside, CA 92503	951.535.0350	ib1mrg41@gmail.com
Marvin Powell, Jr.	Secretary Primary District 2	3570 Second Street Riverside, CA 92501	951.427.7710	marvinjr@gmail.com
Vacant	Commissioner Alternate District 2			
Penelope Engard	Commissioner Primary District 3	575 S. Lyon Ave Sp. 123 Hemet, CA 92543	951.846.9123	ptracker1743@gmail.com
Mary Morse	Commissioner Alternate District 3	PO Box 2453 Idyllwild, CA 92549	951.766.8659	vrctwohip@aol.com
J. Gene Walker	Commissioner Primary District 4	PO Box 5313 Palm Springs, CA 92263	760.898.6978	jwalker15@dc.rr.com
Carole Schaudt	Commissioner Alternate District 4	74-007 Oak Springs Drive Palm Desert, CA 92260	760.567.3361	carole@carole-schaudt.info
Ernie Saldana	Commissioner Primary District 5	PO Box 1037 Cabazon, CA 92230	951.492.5250	abear.12@hotmail.com

**DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
 Board Roster
 Exhibit D, Attachment I
 CSD 188 New**

Received by CSD:

Name:	Title/Position:	Address:	Phone Number:	Email:
Randy Triplett	Commissioner Alternate District 5	PO Box 8566 Moreno Valley, CA 92552	951.992.8119	bishoptriplett@gmail.com
VACANT	Alternate At Large			
Helen Barnes	Commissioner Primary Labor/Employment	2102 West Lincoln Banning, CA 92220	951.675.4326	animalshelter@hotmail.com
Bill J. Perez	Commissioner Alternate Labor/Employment	Riverside/San Bernardino BCTC Executive Secretary-Business Manager	951.684.1040	brcbill@sbcglobal.net
Gail Ousley	Commissioner Primary Social Services	United Way of the Inland Valleys VP of Community Engagement 6215 River Crest Dr. Suite B	951.697.4711	gousley@uwiv.org
Tiffany Baker	Commissioner Alternate Social Services	The Empowerment Center 27262 Via Industria Temecula, CA 92590	951.514.2939 ext 111	tbaker@theempowermentcenterintl.com
VACANT	Commissioner Primary Education			
Bruce Kulpa	Commissioner Primary Housing	Riverside Housing Development Corporation 3985 University Avenue	951.341.0170	kulpbruce@aol.com

**DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
Board Roster
Exhibit D, Attachment I
CSD 188 New**

Received by CSD:

Name:	Title/Position:	Address:	Phone Number:	Email:
Irene Morales	Commissioner Alternate Legal	Inland Counties Legal Services Executive Director 1040 Iowa Ave Suite 101	951.368.2540	imorales@icls.org
Art Welch	Commissioner Primary City of Banning	PO Box 998 Banning, CA 92220	951.237.2525	awelch5@verizon.net
Ana Sandoval	Commissioner Alternate City of Banning	PO Box 998 Banning, CA 92220	951.966.5390	asandoval@ci.banning.ca.us
Steven Hernandez	Commissioner Primary City of Coachella	City of Coachella Councilman 1516 6th St	951.955.8453	s.hernandez@coachella.org
Jacob Alvarez	Commissioner Alternate City of Coachella	City of Coachella Assistant to the City Manager 1516 6th St	760.398.3052	jalvarez@coachella.org
Ginny Foat	Commissioner Primary City of Palm	Councilmember City of Palm Springs 3200 East Tahquitz Canyon Way	760.778.7832	Ginny.Foat@palm Springs-ca.gov
Dale Cook	Commissioner Alternate City of Palm	City of Palm Springs 3200 East Tahquitz Canyon Way Palm Springs, CA 92262	760.323.8198	Dale.Cook@palm Springs-ca.gov
Rita Rogers	Commissioner Primary City of Perris	Mayor Pro Tem City of Perris 101 North S Street	951.943.6100	rogers@cityofperris.org

**DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
 Board Roster
 Exhibit D, Attachment I
 CSD 188 New**

Received by CSD:

Name:	Title/Position:	Address:	Phone Number:	Email:
Al Landers	Commissioner Alternate City of Perris	Councilmember City of Perris 101 North S Street	951.643.6100	allanders@cityofperris.org
Mike Soubirous	Commissioner Primary City of Riverside	Councilman City of Riverside 3900 Main Street	951.826.5991	msoubirous@riversideca.gov
VACANT	Commissioner Alternate City of Riverside			

CSBG Agency Profile Public Website Form

Instructions: Please submit this form to CSD on a yearly basis for the purpose of updating CSD's public website. The public website provides valuable information on the type of services offered, service area, and agency contact information for where clients may go to obtain services in California. This form is required even if no changes have occurred. Services are listed on the website according to service area(s)/county. If your agency provides services in more than one county, and if those services are not provided in all counties, complete a separate form for each county. If your agency provides all services in all areas complete one form.

Form Completed By:	Debra P. Jackson	Phone Number for Person Completing the Form:	951-955-6493
Agency Name:	Community Action Partnership of Riverside County	Street Address, City, State, Zip:	2038 Iowa Avenue, Suite B-102, Riverside, CA 92507
Website Address:	www.capriverside.org Facebook: www.facebook.com/caprivco	Main Public Phone Number:	951-955-4900
		Fax Number:	951-955-1399
		Office Hours:	8:00 - 5:00 Monday thru Friday
		County(ies) Served:	Riverside County

Use an X to indicate services are provided within the specified county/area. All the services with checked boxes will be included on the Public Website.

Child/Youth Services: <input type="checkbox"/> Child Care <input checked="" type="checkbox"/> Before/after School Program <input type="checkbox"/> Foster care assistance <input checked="" type="checkbox"/> Head Start/Early Head Start <input checked="" type="checkbox"/> Mentoring <input checked="" type="checkbox"/> Tutoring <input type="checkbox"/> Emancipated Youth Services <input type="checkbox"/> School Supplies <input checked="" type="checkbox"/> Youth employment	Employment Services: <input checked="" type="checkbox"/> Job skills training <input checked="" type="checkbox"/> Resume preparation <input checked="" type="checkbox"/> Job seeking resources <input checked="" type="checkbox"/> Interview preparation <input checked="" type="checkbox"/> Job placement <input checked="" type="checkbox"/> Career education services	Homeless Services: <input type="checkbox"/> Shelters <input type="checkbox"/> Drop-in programs <input type="checkbox"/> Transportation services <input type="checkbox"/> Street outreach <input type="checkbox"/> Motel vouchers	Senior Services: <input type="checkbox"/> In-home assistance <input type="checkbox"/> Meal Delivery <input type="checkbox"/> Congregate meals <input type="checkbox"/> Holiday food baskets <input type="checkbox"/> Foster grandparents <input type="checkbox"/> Adult day care <input type="checkbox"/> Group recreational or social activities <input type="checkbox"/> Transportation
Education Services: <input type="checkbox"/> English Language Proficiency <input type="checkbox"/> High School Certificate/ Diploma <input checked="" type="checkbox"/> Post-Secondary education	Food/Nutrition Services: <input type="checkbox"/> Food banks <input type="checkbox"/> WIC <input type="checkbox"/> Food stamps/Cal Fresh <input type="checkbox"/> Obesity education <input type="checkbox"/> Delivery of meals <input checked="" type="checkbox"/> Nutrition education	Housing Services: <input type="checkbox"/> Eviction assistance <input type="checkbox"/> Foreclosure assistance <input type="checkbox"/> Hotel vouchers <input checked="" type="checkbox"/> Mortgage counseling <input type="checkbox"/> Domestic violence shelter <input type="checkbox"/> Transitional housing	Transportation Services: <input type="checkbox"/> Bus passes <input type="checkbox"/> Gas vouchers <input type="checkbox"/> Driver's license assistance
Emergency Services: <input checked="" type="checkbox"/> Food <input type="checkbox"/> Clothing distribution <input checked="" type="checkbox"/> Utility assistance <input checked="" type="checkbox"/> Rental assistance <input checked="" type="checkbox"/> Mortgage assistance <input checked="" type="checkbox"/> Legal assistance <input type="checkbox"/> Medical assistance <input type="checkbox"/> Temporary shelter <input checked="" type="checkbox"/> Disaster relief <input type="checkbox"/> Transportation assistance <input type="checkbox"/> Violence protection assistance	Health Services: <input type="checkbox"/> Screenings <input type="checkbox"/> Vaccinations <input type="checkbox"/> Substance abuse education/counseling <input type="checkbox"/> Dental care <input type="checkbox"/> Mental Health care <input type="checkbox"/> Domestic violence counseling	Income Management Services: <input checked="" type="checkbox"/> Individual development accounts <input checked="" type="checkbox"/> Earned income tax credit <input checked="" type="checkbox"/> Financial management <input checked="" type="checkbox"/> Banking <input checked="" type="checkbox"/> Tax preparation	Other Services not Listed: Residential Weatherization Veterans Employment Training Mediation Service Youth Peer Mediation Training Volunteer Mediator Training/Program President's Volunteer Service Award Certifying Organization Agency Capacity Building Training & Technical Assistance (Academy) Cool/Warm Centers Lingafelter Program DevelopmentFund



COMMUNITY ACTION COMMISSION OF RIVERSIDE COUNTY

BY-LAWS

Community Action Partnership of Riverside County
2038 Iowa Avenue, Suite B-102
Riverside, CA 92507

TELEPHONE: (951) 955-4900

WEBSITE: www.capriverside.org

Amended February 16, 2012

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**COMMUNITY ACTION COMMISSION
TO THE
COMMUNITY ACTION PARTNERSHIP OF RIVERSIDE COUNTY**

BY-LAWS

ARTICLE I

NAME AND PURPOSE

- Section 1. Name:
The name of the organization is the Community Action Commission (CAC). The Community Action Commission is located in the City of Riverside, Riverside County, California.
- Section 2. Purpose:
The County of Riverside as a political subdivision of the State of California designated itself as a Community Action Agency on July 1, 1979. The Community Action Partnership of Riverside County (CAP Riverside) has been designated as the Community Action Agency for Riverside County to serve as the County's anti-poverty agency. CAP Riverside is a public agency which is responsible for planning, developing and executing the community action program in the County of Riverside in order to alleviate poverty and promote self-sufficiency. The purpose of the CAC is to advise the Board of Supervisors of Riverside County on the administration of community action programs.

ARTICLE II

ORGANIZATION

CAP Riverside is comprised of the Board of Supervisors serving as the governing board, the CAC serving as the tripartite administering board and the paid staff of employees.

- Section 1. Governing Board:
The designating officials for the local political subdivision are the Board of Supervisors of the County of Riverside in accordance with the provisions of Title 22 of California Administrative Code Division 11, Section 100610.
- Section 2. Administering Board:
The CAC is an administering body established to satisfy the tripartite composition requirement pursuant to the California Government Code (CGC), Chapter 9, Article 6, Section 12752.1.

ARTICLE III

COMMISSION COMPOSITION

The CAC is a tripartite body composed of fifteen (15) members representing three sectors.

- Section 1. One third (1/3) of all seats shall be allotted to officials representing the public sector.
- Section 2. One third (1/3) of all seats shall be allotted to representatives of the low-income sector, with a restriction of one representation for each supervisorial district.
- Section 3. One third (1/3) of all seats shall be allotted to representatives of the private sector.
- Section 4. Each sector shall provide for alternative representation.

ARTICLE IV

COMMISSION SELECTION PROCEDURES

- Section 1. Public Sector:
The representatives of the public sector (5 members) shall be appointed by the League of California Cities, Riverside Division. They shall be elected officials of five cooperating cities, two (2) from the eastern and two (2) from the western portion(s) of the County of Riverside; the City of Riverside will hold one (1) permanent seat because of the concentration of population. Public members shall serve at the pleasure of the League.
- Section 2. Low-Income Sector:
The representatives of the low-income sector shall be persons chosen in accordance with democratic selection procedures outlined in regulations promulgated by the department to assure that the members represent the low-income and reside in the area served. Although representatives need not themselves be low-income, preference in selection shall be given to identified low-income candidates pursuant to CGC Section 12751(b).
 - a. Candidate requirements:
 - (1) Be at least 18 years of age.
 - (2) Reside in the supervisorial district where the vacancy exists.
 - (3) Submit an application to the CAC.
 - (4) May not be a CAP Riverside staff person or relative of staff, CAC member or member of the Board of Supervisors.

Section 3. Private Sector:

In conjunction with the biennial Comprehensive Needs Assessment, the CAC shall determine the type of private sector representation from among law, labor, education, business, industry, health, social service and service organizations in accordance with CGC Section 12736(e) (3) and Title 22 of California Administrative Code, Division 11, Section 100605.

The representatives of the private sector shall be selected to ensure the CAC will have broad community involvement. The organizations selected shall correspond with the priority areas of the Comprehensive Needs Assessment.

Private sector organizations must be able to meet at least three of the following criteria:

- a. Provide special technical expertise useful to the CAP in addressing poverty-related problems in the County.
- b. Be broadly representative of groups or geographical areas in the County particularly affected by poverty-related problems.
- c. Have the ability to mobilize resources from the private sector in an effort to overcome poverty-related problems in the County.
- d. Provide linkages with other significant private sector programs addressing poverty-related problems within the County.
- e. Have the ability to effectively advocate on behalf of the CAP.

In addition to the criteria listed above, the representative shall be designated by letter from the organization selected by the CAC. Under no circumstances may a private sector representative be a sub-contractor with CAP Riverside.

Section 4. Alternates:

Alternates may serve as officers of the CAC. Alternates shall function in all capacities except voting (See Section 4.e.).

- a. Public Sector:
The alternate representative for the public sector shall represent the same city as the primary representative and must be able to speak and act on the officials behalf. The alternate may be another elected official or an administrative official of that city.
- b. Low-Income Sector:
The alternate representative for the low-income sector shall meet all the requirements as the primary.

- c. Private Sector:
Alternate representatives for the private sector may be recruited from different organizations than the primary representative, in order to achieve maximum feasible participation. The procedure provided in Article IV, Section 2 should be followed when selecting an alternate. The alternate representative for the primary private sector representative shall be designated by letter from the organization selected by the CAC.
- d. Alternate-At-Large:
The alternate-at-large representative of the low-income sector shall be a member of the Head Start Policy Council. This representative may vote in the absence of both the primary and alternate from any supervisorial district. This measure is a safeguard against an inadequate quorum of low-income representatives.
- e. Voting:
The alternate representative may not vote when the primary representative is present.

Section 5. Terms of Office For Each Sector:

Terms of office shall be two six year terms (twelve years total) for all the sectors of the tripartite CAC.

- a. Public Sector Representatives:
Public sector representatives and their alternates shall serve at the pleasure of the Mayors' and Councilmembers' Conference and the cities that they represent.
- b. Low-income Sector Representatives:
 - (1) Election of the low-income representatives shall be held every six years in accordance with CGC Section 12751(b).
 - (2) Elections and terms of each low-income representative shall be staggered to provide for continuity: representatives of supervisorial districts 1,3, and 5 shall be elected at the same time; representatives of supervisorial districts 2 and 4 shall be elected at the same time.
- c. Private Sector Representatives:
 - (1) Appointments of private sector representatives shall be made every six years or at the pleasure of the organization that appointed them.
 - (2) Appointments and terms of private sector representatives shall be staggered to provide for continuity. Representatives of three

organizations shall be appointed at the same time; representatives of the remaining two organizations shall be appointed at the same time.

- (3) Appointments shall be made between June 30 and December 31 following the Local Plan process.
- (4) Members who serve in a sector a total of twelve (12) years must leave the CAC for one year before returning to the same sector.
- (5) A member may serve on the CAC in another sector following two full terms if the basic requirements for the new sector are met.

Section 6. Vacancies:

- a. Public Sector Vacancies:
When the seat of a public sector representative is vacant, the CAC shall ask the cooperating city to select another elected/administrative official to fill the seat for the remainder of the term.
- b. Low-Income Sector Vacancies:
When the seat of a primary low-income sector representative becomes vacant, the alternate shall assume the vacancy unless the alternate chooses to remain in alternate status.
 - (1) If an alternate low-income vacancy occurs, the CAC reserves the right of appointment to fill the vacancy.
 - (2) The remaining low-income representatives shall interview and nominate a low-income representative to fill the vacancy and the CAC upon a vote at the next regular meeting shall seat the person.
- c. Private Sector Vacancies:
When the seat of a primary or alternate private sector representative is vacant, the CAC shall ask the designating organization to name another representative to fill the seat for the remainder of the term.
- d. Resignations:
Representatives of any sector may resign the position with written notification to the CAC.

Section 7. Conflicts:

Each Commissioner shall certify that he/she is not in conflict of interest in accordance with applicable state or local requirements.

- a. A Commissioner may not vote on matters involving recommendations for funding of an organization if:
 - (1) The Commissioner or an immediate family member is employed by the proposed delegate agency or organization.
 - (2) The Commissioner sits on the board of a proposed delegate agency or organization.
- b. Neither commissioners nor members of their immediate family can be employed by CAP Riverside or receive a salary from programs funded by CAP Riverside.

ARTICLE V

POWERS OF THE COMMISSION

- Section 1. Reference to Delineation of Powers Agreement:
The powers of the CAC are set forth in a Delineation of Powers agreement that complies with the provisions of CGC Section 12752.1 and was approved by the Governing Board and the CAC. The Delineation of Powers agreement is attached hereto as Exhibit A and is incorporated herein by this reference.
- Section 2. Communication with the Board of Supervisors:
The CAC shall make recommendations to the Board in a timely manner on community action matters for which only the Board has authority or on matters requiring Board action. Communication from the CAC shall be forwarded by the Chairperson to the Executive Director who shall distribute accordingly.
- Section 3. Community Involvement:
The CAC shall be a continuous and effective mechanism for securing community involvement in community action programs.
- Section 4. Commission Rules and Procedures:
The CAC shall have the power to determine, subject to state and local policies, its own rules and procedures, for example:
 - a. Election of officers.
 - b. Time, date and place of meetings.
 - c. Matters of representation.
 - d. Establishment of standing and ad hoc committees.
 - e. Similar provisions that affect the CAC.

Recommended rules and procedures such as CAC size, compensation, staff support and similar provisions that directly affect CAP Riverside

shall be submitted to the Board of Supervisors for approval.

- Section 5. Annual Meeting with the Board of Supervisors:
The CAC shall hold a minimum of one joint meeting per year with the Board of Supervisors subject to mutual agreement.

ARTICLE VI

OFFICERS AND DUTIES

- Section 1. Officers:
Officers of the CAC shall be the Chairperson, Vice-Chairperson and Secretary. Terms of office shall be for one year.
- Section 2. Duties:
- a. Chairperson:
The Chairperson of the CAC shall preside over regular and called meetings of the CAC and the Executive Committee, and shall provide the initiative and leadership necessary to their proper functioning, with assistance of the Executive Director. He/she serves as the CAC's point for communications with the Board of Supervisors and the principle point for communicating the CAC's decisions and directives to the Executive Director regarding CAP Riverside.
 - b. Vice-Chairperson:
The Vice-Chairperson shall serve as Chairperson in the absence of the Chairperson and as Chairperson of the Planning, Evaluation, and Finance Committee (PE&F).
 - c. Secretary:
The Secretary shall be responsible for ensuring that minutes of each official meeting of the CAC is recorded and presented to the CAC, and that any errors in the minutes is corrected. The Secretary shall also be the official signatory of documents and records of the CAC. The Secretary may obtain services and assistance through the Executive Director in recording of minutes and in maintaining custodial files of the CAC's documents and records.

The Secretary shall serve as Chairperson of the Membership Committee.
 - d. Ex-Officio Member:
The immediate past Chairperson shall serve ex-officio on the Executive Committee. On the occasion that the immediate past Chairperson is no longer a member of the CAC, the next previous past Chairperson shall serve as ex-officio.

Section 3. Election of Officers:

- a. Election of each officer shall be conducted at the regular meeting of the CAC in November of each year. Officers shall take office and assume duties in January and shall serve one calendar year.
- b. The Chairperson may appoint or special elections may be called to fill any officer vacancies.
- c. No officer shall serve in the same position for more than two (2) consecutive terms.

ARTICLE VII

CODE OF ETHICS

Section 1. Conduct:

Members of the CAC shall conduct themselves in accordance with the Code of Ethics (Exhibit B).

Section 2. Removal of a Primary or Alternate Commissioner:

- a. Public sector representatives may be removed from the CAC only by the cooperating City or the League of California Cities – Riverside Division. However, the CAC may petition the City or the League to remove a representative for cause.
- b. Representatives on the CAC from the low-income sector may be removed for cause as defined by the Riverside County Standards of Conduct, County Ordinance 440 or on the following grounds:
 - (1) Absence from three consecutive meetings, or six meetings in a calendar year, without regard to whether absences are excused or unexcused.
 - (2) When no longer a resident of the supervisorial district in which elected.
- c. Representatives on the CAC from the private sector may be removed for cause as defined by the Riverside County Standards of Conduct, County Ordinance 440 or on the following grounds:
 - (1) Absence from three consecutive meetings, or six meetings in a calendar year, without regard to whether absences are excused or unexcused.

- (2) When no longer a member of the participating organization.
- d. To remove a private sector representative for cause, the CAC may petition the participating organization.
- e. A determination for removal shall be made by the CAC on the recommendation of the Executive Committee.
- f. The process for removal shall be as follows:
 - (1) The Executive Committee shall hold an interview with the commissioner(s) involved.
 - (2) A recommendation of removal for cause shall be submitted by the Executive Committee to the entire CAC no less than ten (10) days before the next regular meeting.
 - (3) A two-thirds vote of the CAC, excluding vacancies, shall be required to approve removal.

Section 3. Removal From an Office of the CAC:

- a. Officers of the CAC may be removed for cause.
- b. The officer must be given notice and documentation of cause in a manner determined by the CAC.
- c. The officer shall be offered a hearing prior to removal.
- d. A two-thirds vote of the CAC present is required to remove an officer. Voting shall be conducted by closed ballot, either in person or by mail.

Section 4. Removal Based on Absenteeism:

Any primary or alternate commissioner of the CAC can miss no more than three consecutive meetings, or six meetings in a calendar year. Absence from three consecutive meetings, or six meetings in a calendar year, whether excused or not, may be cause for removal.

- a. The CAC shall give notice of this provision to any member absent from two consecutive meetings.
- b. Upon the occurrence of three consecutive absences, the CAC shall vote that the Chairperson forward a letter to the member citing the grounds for removal.

- c. A commissioner may request to be granted a leave of absence for no more than a three month period. The request must be approved by the Chairperson of the CAC. The leave of absence will be in effect from the date of approval. The attendance requirement shall not apply when a commissioner is on an approved leave of absence. Said commissioner may re-apply for subsequent three-month leaves of absence for extenuating circumstances pending a majority vote of the CAC.

ARTICLE VIII

COMMITTEES AND DUTIES

Standing committees may be formed as needed by a majority vote of CAC members present. Each committee serves as a working extension of the CAC in its consideration of issues, opportunities and plans in the area of the committee's particular attention. As such, the committee shall receive assignments from and report findings and recommendations to the CAC.

Section 1. Executive Committee:

The Executive Committee shall be composed of the officers of the CAC. The CAC Chairperson shall serve as Chairperson of the Executive Committee.

- a. The Executive Committee shall only transact routine and ordinary business between meetings of the full board; therefore, CAP Riverside policy considerations or matters of significant impact on the community cannot be transacted.
- b. The CAC Chairperson, on behalf of the Executive Committee, shall approve the agenda prepared by the Executive Director for each regular monthly meeting.

Section 2. Planning, Evaluation and Finance Committee:

The Vice-Chairperson shall serve as Chairperson of the Planning, Evaluation, and Finance Committee (PE&F). It shall be composed of at least three members, one from each sector and shall recommend action to the CAC for vote; the Committee shall make recommendations on grant applications, needs assessment, selection of delegate agencies and other program and funding matters.

Section 3. Membership Committee:

The Secretary shall serve as Chairperson of the Membership Committee. It shall be composed of at least three members, one from each sector and shall monitor and insure that the CAC composition is in compliance with the by-laws.

Section 4. Legislative Committee:

The Legislative Committee shall be composed of at least three members, one from each sector and shall make recommendations on legislative matters and report to

the CAC on such matters.

Section 5. Energy Task Force:

The Energy Task Force shall be composed of at least three members, one from each sector, along with non-members who are identified by the organization, and shall make policy recommendations to the Board and CAC and program recommendations to the energy programs.

Section 6. Ad-hoc Committees:

In addition to Standing Committees, the CAC operates with special (ad hoc) committees as their need arises. The Chairperson of each special committee shall be appointed by the CAC Chairperson at inception of the committee. The purpose of the committee must be incorporated in writing or orally in the creating motion. When the committee's purpose has been achieved, the committee shall be dissolved.

Section 7. Chairpersons of the Standing Committees:

The Chairperson of each standing committee shall be appointed by the CAC Chairperson. The standing committee chairperson shall be responsible for providing the leadership and direction necessary to carry out the committee's goals and functions. The committee chairperson shall be expected to report on the committee's activities at the regular CAC meetings.

Section 8. Committee Rules:

The following rules govern standing and ad hoc committees:

- a. All standing committee membership shall be divisible by three and fairly reflect the composition of the CAC to the extent possible, with exactly one-third public officials, one-third private and at least one-third representatives of the low-income.
- b. The CAC members shall volunteer for committees, subject to approval by the CAC.
- c. Committees may be empowered by the CAC to act for the full CAC in deliberating an issue and reaching a decision or taking action, subject to ratification at the next CAC meeting.

ARTICLE IX

MEETINGS OF THE COMMISSION AND COMMITTEES

- Section 1. Public Meetings:
All meetings of the CAC shall be subject to the Brown Act.
- Section 2. Quorum:
A quorum is comprised of fifty-one percent (51%) of current membership of the CAC and includes 51% low-income representation. A quorum must be present while the meeting is in session. Each attending Commissioner shall sign the attendance roster which is filed at the CAP Riverside.
- Section 3. Meeting Rules:
The CAC and each committee of the CAC shall conduct their meetings and discharge their duties in accordance with the rules and procedures which the committee sets for itself on the occasion of its first meeting following appointment of its slate of members. The meetings of the committee are called by its chairperson at least three days in advance notice of the meeting.
- Section 4. Minutes:
Minutes of the CAC meetings shall be in accordance with rules establishing tripartite advisory bodies 100605(2).
- a. Written minutes shall be kept for each meeting.
 - b. The minutes shall include a record of votes on all CAC motions.
 - c. The minutes of previous meetings shall be sent to all CAC members at least five days before the meeting.
 - d. The minutes shall be made available for public inspection and translated when necessary. Minutes shall be recorded by the Executive Secretary of CAP Riverside. The Executive Secretary shall be responsible to ensure that minutes of each official meeting of the CAC is recorded and that the minutes are presented to the CAC for correction of any errors. The Executive Secretary is also the official custodian of documents and records of the CAC including minutes, committee reports, and correspondence to the CAC.
 - e. The CAC Secretary shall sign the official minutes upon approval.
- Section 5. Proxy Voting:
Proxy voting by any CAC member shall be prohibited at meetings of the CAC or its committees.

- Section 6. Compensation:
Allowances for representatives of the low-income and reimbursements to all members of the Commission for expenses are permitted for Community Services Block Grant (CSBG)-related activities. Allowance may be defined as reimbursement for childcare, travel, and certain meals.
- Section 7. Robert's Rules for Conduct of Meetings:
Robert's Rules of Order, newly revised, shall serve as the rules for the conduct of CAC meetings and for parliamentary procedures within each meeting, except: (1) When Robert's Rules are in conflict with these by-laws, the by-laws prevail; (2) The Chairperson may vote in CAC meetings and committee meetings; (3) Any Robert's Rules may be suspended by a simple majority vote of the commissioners present, in which case the by-laws take precedence. In those cases where Robert's Rules offer alternatives in procedures and conduct, the alternative which is to apply is adopted by approved motion at the time the issue exists. Such a motion is approved by simple majority of those CAC members present.
- Section 8. Committee-of-the-Whole:
When there is not a quorum present, the group shall meet as a Committee-of-the-Whole and shall receive reports. If it becomes necessary, and if there is a quorum of the Executive Committee present, they may take action.

ARTICLE X

AMENDMENT OF BY-LAWS

- Section 1. Amendments Without Consent of the Board of Supervisors:
The CAC may amend, without consent of the Board of Supervisors, those elements of these by-laws which: (1) define the officer positions of the CAC; (2) define the method, frequency and timing by which each commissioner is elected to his/her official position; (3) define the standing committees of the CAC, and (4) define the rules for the conduct of official meetings of the CAC or any of its committees when a quorum is present for such meeting. A minimum of ten (10) days advance notice shall be given in writing to members of the CAC informing them that their deliberations will include proposed amendments to the by-laws.
- Section 2. Voting on Recommended Amendments:
An affirmative vote of a quorum of the Commissioners is required to approve an initiative which would amend the by-laws or which recommends such a matter to the Board of Supervisors.
- Section 3. Notification for By-Laws Changes:
Every member of the CAC must be notified at least ten (10) days in advance of any meeting at which the CAC is to consider amendments to,

or recommendations of amendments to the by-laws unless such consideration is raised during a meeting of the full membership of the CAC, in which case the requirement of prior notice is waived.

Section 4. Copy to CSD:

A copy of CAC By-Laws and all amendments shall be submitted to the California Department of Community Services and Development in accordance with CSBG Regulation 100605(2) (3) and CGC Section 12751.

ARTICLE XI

PUBLIC ACCESS TO RECORDS

Any person who wishes to inspect or copy CAC records regularly maintained by the CAP Riverside may do so after making a request to the CAC. Information and records will be made available to the requestor in accordance with the Freedom of Information Act (5 U.S.C. 552), except information and records which are exempt from the requirements of disclosure pursuant to the Federal Privacy Act of 1974, as amended.

ARTICLE XII

DEFINITIONS

Designating Officials or
Governing Board or Board

The Riverside County Board of Supervisors.

Community Action Partnership
of Riverside County (CAP Riverside)

The Community Action Agency of Riverside County is referred to herein as the CAP Riverside and consists of a governing board, a Community Action Commission and a paid staff of employees under the supervision of the Executive Director.

Community Action Commission
(CAC)

A tripartite body composed of five representatives of the public sector, five representatives of the private sector and five representatives of the low-income sector and an equal number of alternates for each sector.

County Executive
Officer (CEO)

The CEO is the officially designated person to act as liaison between the governing board, the CAC and CAP Riverside paid staff of employees.

Ratification	Authority retained to approve acts, policies, or procedures of a subordinate agency or element.
CSBG	Community Services Block Grant
CGC	California Government Code
CAP	Community Action Partnership
CSD	California Department of Community Services and Development

EXHIBIT A

County of Riverside
Community Action Agency
DELINEATION OF POWERS
BETWEEN GOVERNING BOARD AND COMMUNITY ACTION COMMISSION

Revised 10/20/97

It is the desire of the Board of Supervisors of the County of Riverside in their capacity as the Governing Board of the Community Action Agency (CAA), to maintain relationships with the Community Action Commission (and other organizational elements of the CAA and community), which are harmonious and most conducive to effective performance of the Community Action Program in Riverside County. The following delineation of powers between the Governing Board and the Community Action Commission recognizes that certain responsibilities exist which the Governing Board cannot delegate under the terms of Senate Bill 161 and the California Administrative Code relating to the Community Services Block Grant. This specifically includes responsibility for proper use of funds and the continued viability of the program of the CAA.

I. POWERS OF THE GOVERNING BOARD:

The Governing Board, within the framework of SB 161 and CSBG regulations and other applicable funding sources will:

- A. Approve fiscal policies, program applications and proposals, budgets and reports per Sections 700725-100730-100735.
- B. Approve all program plans and priorities per Section 100655 of the CSBG Regulations.
- C. Select the Director
- D. Direct the CAA to undergo annual audits
- E. Approve the By-Laws for the Community Action Commission per Section 12752.1 of Government Code.
- F. Retain authority to expand or contract, to alter or amend any of the powers or responsibilities delegated to the Community Action Commission.

II. POWERS OF THE COMMUNITY ACTION COMMISSIONS:

The Community Action Commission shall have the following duties and responsibilities:

- A. Make recommendations to the Governing Board concerning the exercise of any of the Board's powers.
- B. Supervise all programs, administrative and financial policies and procedures adopted by the governing officials for the implementation and conduct of programs by the DCA.
- C. Supervise adherence to all policies and standards of the Department of Community Services and Development.
- D. Assist the Governing Board on the selection and evaluation of the Director.
- E. Select its own officers, executive committee and/or other committees in accordance with the By-Laws of the Community Action Commission.

The governing Board will give the Community Action Commission sufficient notice of any action that it deem appropriate in order to allow the Community Action Commission an opportunity to advise.

The Community Action Commission will make recommendations will make recommendations to the Board in a timely manner on Community action matters requiring action by the Board.

The Governing Board will provide for direct communication with the Community Action Commission.

The Community Action Commission shall be a continuous and effective mechanism for securing community involvement in community programs.

With regards to Commission membership, the Community Action Commission will report to the Board of Supervisors.

- A. Public sector representative designed by their respective cities.
- B. Low-income sector representatives following elections.
- C. Private sector representatives designated by their respective organizations.

These reports will be made at the Joint Meeting held annually.

The term "supervise" in part II, items B and C above shall be defined as the delegation of the authority to periodically review, investigate and evaluate the adherence of the staff of the DCA and sub-contractors (i.e. delegate agencies) to the policies and procedures established by the Department of Community Services and Development and by the Board of Supervisors of the County of Riverside for the implementation of the Community Action Program. It is recognized that authority for the day-to-day supervision of the DCA and Community Action Program is vested in the Executive Director of the DCA; however, the Community Action Commission may request that the Director provide them with timely and detailed reports on the implementation and administration of the Community Action Program in Riverside County.

EXHIBIT B



COMMUNITY ACTION CODE OF ETHICS

We, as the Community Action Commission ever respectful of cultural diversity, dedicate ourselves to *helping people - changing lives* by advising the Board of Supervisors and providing oversight to Community Action Partnership of Riverside County (CAP Riverside) in order that low-income people will have decency and dignity, we commit ourselves to:

1. Recognize that the chief function of the community action movement at all times is to serve the best interest of the poor.
2. Keep the community informed about issues affecting the poor and to facilitate communication among the poor, the non-poor private sector, and locally elected public officials.
3. Accept as a personal duty the responsibility to keep up-to-date on emerging issues and to conduct ourselves with professional competence, with respect and fairness to one another and to staff.
4. Conduct our organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.
5. Exercise the authority we have under the law and the delegated authority from the Board to promote the interest of the poor.
6. Demonstrate the highest standards of personal integrity, truthfulness, and fortitude in our community action activities in order to inspire confidence.
7. Perform our administering duties in such a way so as not to realize undue personal gain and avoid any interest or activity which conflicts with the conduct of our official duties.
8. Protect confidentiality in the course of our official duties.
9. Observe protocol in board and staff relations.
10. Serve the community action movement with respect, concern and responsiveness, recognizing that service to the poor is beyond service to oneself.

CERTIFICATE NUMBER
CRIME-178

EVIDENCE OF INSURANCE

ISSUE DATE (MM/DD/YY)
01/22/15

PRODUCER

C/O ALLIANT INSURANCE SERVICES, INC.
P.O. BOX 6450
NEWPORT BEACH, CA 92658-6450
LICENSE #0C36861
P (949) 756-0271 / F (619) 699-0901

THIS EVIDENCE OF INSURANCE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE ADDITIONAL INTEREST. THIS EVIDENCE OF INSURANCE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS EVIDENCE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S) AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE ADDITIONAL INTEREST.

COMPANY AFFORDING COVERAGE

INSURED

CSAC EXCESS INSURANCE AUTHORITY MEMBER

RIVERSIDE COUNTY
ATTN: JIM SESSIONS
P.O. BOX 1210
RIVERSIDE, CA 92502-1210

NATIONAL UNION FIRE INSURANCE COMPANY OF
PITTSBURGH, PA (AIG)

COVERAGE INFORMATION

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSION AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
GOVERNMENT CRIME POLICY INCLUDING: FAITHFUL PERFORMANCE EMPLOYEE DISHONESTY MONEY & SECURITIES FORGERY OR ALTERATION COMPUTER FRAUD ROBBERY & SAFE BURGLARY MONEY ORDER AND COUNTERFEIT PAPER CURRENCY	01-309-61-64	06/30/14	06/30/15	\$10,000,000 PER OCCURRENCE LIMIT SUBJECT TO \$25,000/\$50,000 DEDUCTIBLE \$25,000 DEDUCTIBLE APPLIES TO ALL COVERAGES EXCEPT, PUBLIC EMPLOYEE THEFT/FAITHFUL PERFORMANCE AND \$50,000 DEDUCTIBLE APPLIES ONLY TO PUBLIC EMPLOYEE THEFT/FAITHFUL PERFORMANCE
FOLLOW FORM EXCESS GOVERNMENTAL CRIME POLICY	01-309-61-65	06/30/14	06/30/15	\$5,000,000 PER OCCURRENCE LIMIT EXCESS OF \$10,000,000 UNDERLYING LIMIT

REMARKS (INCLUDING SPECIAL CONDITIONS)

AS RESPECTS EVIDENCE OF COVERAGE FOR THE 2015 CSBG #15F-2032 FUNDING AGREEMENT.

THIS EVIDENCE OF INSURANCE REPRESENTS SOLELY A CURRENT STATEMENT THAT A BOND OR POLICY IS IN EFFECT FOR THE NAMED INSURED ONLY, THAT SUCH BOND OR POLICY CONVEYS NO PROTECTION OR RIGHTS TO ANYONE OTHER THAN THE NAMED INSURED, AND THAT REFERENCE TO THE BOND OR POLICY MUST BE MADE FOR THE TERMS AND CONDITIONS OF THE COVERAGE THEREUNDER. THIS EVIDENCE OF INSURANCE IS BEING ISSUED AS A MATTER OF INFORMATION ONLY AND DOES NOT PROVIDE ANY BENEFIT TO THE ADDITIONAL INTEREST. THIS EVIDENCE OF INSURANCE IN NO WAY AMENDS, EXTENDS OR ALTERS THE POLICY TERMS AND CONDITIONS.

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

ADDITIONAL INTEREST

DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CONTRACT SERVICES UNIT
2389 GATEWAY OAKS DR, STE 100
SACRAMENTO, CA 95833

NATURE OF INTEREST

EVIDENCE ONLY

JOINT LOSS PAYABLE

AUTHORIZED REPRESENTATIVE

WC-2112	CERTIFICATE OF COVERAGE	01/22/2015
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<p>CSAC Excess Insurance Authority C/O ALLIANT INSURANCE SERVICES, INC. PO BOX 6450 NEWPORT BEACH, CA 92658-6450 PHONE (949) 756-0271 / FAX (619) 699-0901 LICENSE #0C36861</p>	<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BELOW. THIS CERTIFICATE OF COVERAGE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER</p> <p>IMPORTANT: If the certificate holder is requesting a WAIVER OF SUBROGATION, the Memorandums of Coverage must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p> <p>COVERAGE AFFORDED BY: A - See attached schedule of insurers</p>
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<p>Member: RIVERSIDE COUNTY ATTN: JIM SESSIONS P.O. BOX 1210 RIVERSIDE, CA 92502-1210</p>	<p>COVERAGE AFFORDED BY: B</p> <p>COVERAGE AFFORDED BY: C</p> <p>COVERAGE AFFORDED BY: D</p>
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Coverages
 THIS IS TO CERTIFY THAT THE MEMORANDUMS OF COVERAGE AND POLICIES LISTED BELOW HAVE BEEN ISSUED TO THE MEMBER NAMED ABOVE FOR THE PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE COVERAGE AFFORDED BY THE MEMORANDUMS AND POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS, AND CONDITIONS OF SUCH MEMORANDUMS AND POLICIES.

CO LTR	TYPE OF COVERAGE	MEMORANDUM/ POLICY NUMBER	COVERAGE EFFECTIVE DATE (MM/DD/YYYY)	COVERAGE EXPIRATION DATE (MM/DD/YYYY)	LIABILITY LIMITS
A	EXCESS WORKERS' COMPENSATION & EMPLOYER'S LIABILITY	See attached Schedule of Insurers for policy numbers	07/01/2014	07/01/2015	WORKERS' COMPENSATION: Difference between Statutory and Member's \$2,000,000 Retention EMPLOYERS' LIABILITY: Difference between \$5,000,000 and Member's Retention

LIMITS APPLY PER OCCURRENCE FOR ALL PROGRAM MEMBERS COMBINED.

Description of Operations/Locations/Vehicles/Special Items:
 AS RESPECTS EVIDENCE OF COVERAGE FOR THE 2015 CSBG #15F-2032 FUNDING AGREEMENT.

<p>Certificate Holder</p> <p>DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT CONTRACT SERVICES UNIT 2389 GATEWAY OAKS DR, STE 100 SACRAMENTO, CA 95833</p>	<p>Cancellation SHOULD ANY OF THE ABOVE DESCRIBED MEMORANDUMS OF COVERAGE/POLICIES BE CANCELLED BEFORE THE EXPIRATION THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE MEMORANDUMS OF COVERAGE/POLICIES PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE</p> <p style="text-align: center;"></p> <p style="text-align: center;">CSAC EXCESS INSURANCE AUTHORITY</p>
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**CSAC EXCESS INSURANCE AUTHORITY
EXCESS WORKERS' COMPENSATION PROGRAM
2014/2015 SCHEDULE OF INSURERS
Riverside County**

PROVIDER	MEMORANDUM/POLICY NUMBER	LIMIT
CSAC Excess Insurance Authority	EIA 14 EWC-37	<p>Workers' Compensation: \$50,000,000 each accident/each employee for disease \$50,000,000 each accident/each employee for communicable disease</p> <p>(Difference between \$50,000,000 and the individual member's retention)</p> <p>Employers' Liability: \$5,000,000 each Accident \$5,000,000 each Employee for Disease</p> <p>(Difference between \$5,000,000 and the individual member's retention)</p>
National Union Fire Insurance Co. of Pittsburgh, PA (AIG) excess insurance policy	91-0613	Statutory each accident/ each employee for disease excess of \$50,000,000

CSBG CONTRACT BUDGET SUMMARY

Contractor Name: Community Action Partnership of Riverside County	Contract Number: 15F-2032	Amendment Number:
Prepared By: Melanie M. Holsey, Accountant II	Contract Term: 01/01/15 to 12/31/14	
Telephone Number: 951-955-6430	Contract Amount: \$2,417,224	
Date: 1/29/2015	E-mail Address: MHolsey@capriverside.org	

SECTION 10: ADMINISTRATIVE COSTS

Line Item	CSBG Funds (rounded to the nearest dollar)
1	Salaries and Wages \$498,791
2	Fringe Benefits \$214,480
3	Operating Expenses \$169,257
4	Equipment
5	Out-of-State Travel \$8,994
6	Contract/Consultant Services
7	Other Costs \$44,598
Subtotal Section 10: Administrative Costs (cannot exceed 12% of the total operating budget in Section 80) \$936,120	

SECTION 20: PROGRAM COSTS

Line Item	CSBG Funds (rounded to the nearest dollar)
1	Salaries and Wages \$387,618
2	Fringe Benefits \$166,675
3	Operating Expenses \$236,247
4	Equipment
5	Out-of-State Travel \$13,491
6	Subcontractor/Consultant Services \$677,073
7	Other Costs
Subtotal Section 20: Program Costs \$1,481,104	

SECTION 40: Total CSBG Budget Amount (Sum of Subtotal Sections 10 and 20)	\$2,417,224
SECTION 70: Enter Other Agency Operating Funds Used to Support CSBG	\$12,616,794
SECTION 80: Agency Total Operating Budget (Sum of Sections 40 and 70)	\$15,034,018
SECTION 90: CSBG Funds Administrative Percent (Section 10 divided by Section 80)	6.23%

CSBG BUDGET SUPPORT -- PERSONNEL COSTS

Contractor Name: Community Action Partnership of Riverside County	Contract Number: 15F-2032	Amendment Number:
Prepared By: Melanie M. Holsey, Accountant II	Contract Term: 01/01/15 to 12/31/14	
Telephone Number: 951-955-6430	Contract Amount: \$2,417,224	
Date: 1/29/2015	E-mail Address: MHolsey@capriverside.org	

Section 10 -- ADMINISTRATIVE COSTS -- SALARIES AND WAGES

A No. of Positions	B Position Title	C Total Salary for each position	D Percent (%) of CSBG time allocated for each position	E Number of CSBG months allocated for each position	F Total CSBG Funds budgeted for each position
1	Executive Director	\$117,034.00	70.00%	12	\$81,923.80
1	Assistant Director	\$93,454.00	50.00%	12	\$46,727.00
1	Executive Assistant I	\$57,886.40	50.00%	12	\$28,943.20
1	Principal Accountant	\$94,432.00	50.00%	12	\$47,216.00
1	Administrative Service Assistant	\$35,068.80	50.00%	12	\$17,534.40
1	CAP Division Manager	\$94,536.00	75.00%	12	\$70,902.00
1	Office Assistant III	\$31,636.80	50.00%	12	\$15,818.40
1	Senior Public Information Specialist	\$75,816.00	75.00%	12	\$56,862.00
1	Sr. Accounting Assistant	\$44,886.40	100.00%	12	\$44,886.40
1	Accountant II	\$55,452.80	100.00%	12	\$55,452.80

Total (must match Section 10: Administrative Costs line item 1 on the CSD 425.S Budget Summary form)

\$466,266

SECTION 20 -- PROGRAM COSTS -- SALARIES AND WAGES

1	Office Assistant III	\$37,107.20	100.00%	12	\$37,107.20
1	Community Program Specialist I	\$54,620.80	100.00%	12	\$54,620.80
1	Administrative Services Analyst II	\$50,273.60	100.00%	12	\$50,273.60
1	Stock Clerk	\$29,744.00	50.00%	12	\$14,872.00
1	Community Services Assistant	\$35,214.40	50.00%	12	\$17,607.20
4	Community Services Assistant	\$26,353.60	100.00%	12	\$105,414.40
1	Community Services Assistant	\$34,299.20	50.00%	12	\$17,149.60
1	Community Program Specialist II	\$60,382.40	100.00%	12	\$60,382.40
1	Community Program Specialist II	\$60,382.40	50.00%	12	\$30,191.20

Total (must match Section 20: Program Costs line item 1 on the CSD 425.S Budget Summary form)

\$387,618

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 Administrative Costs List CSBG funds Budgeted Line 2	Section 20 Program Costs List CSBG funds Budgeted Line 2
Retirement, FICA, Medicare, Life Insurance, Long-Term & Short-Term Disability,	43.00%	\$214,480.00	\$166,675.00
Unemployment Insurance Worker's Compensation			

TOTAL MUST MATCH THE AMOUNT ENTERED ON CSD 425.S (BUDGET SUMMARY)

\$214,480

\$166,675

CSBG BUDGET SUPPORT -- NON PERSONNEL COSTS

Contractor Name: Community Action Partnership of Riverside County	Contract Number: 15F-2032	Amendment Number:
Prepared By: Melanie M. Holsey, Accountant II	Contract Term: 01/01/15 to 12/31/14	
Telephone Number: 951-955-6430	Contract Amount: 2,417,224	
Date: 1/29/2015	E-mail Address: MHolsey@capriverside.org	

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

LIST EACH LINE ITEM Totals must match CSD 425.S Budget Summary form Attach additional sheet(s) if necessary	CSBG	
	Section 10: Administrative Costs	Section 20: Program Costs
List all Operating Expenses	3 sum should equal total on line item 3 of CSD 425.S Budget Summary form \$169,257	3 sum should equal total on line item 3 of CSD 425.S Budget Summary form \$236,247
List all Equipment Purchases	4 sum should equal total on line item 4 of CSD 425.S Budget Summary form	4 sum should equal total on line item 4 of CSD 425.S Budget Summary form
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 425.S Budget Summary form \$8,994	5 sum should equal total on line item 5 of CSD 425.S Budget Summary form \$13,491
List all Contract/Consultant Services	6 sum should equal total on line item 6 of CSD 425.S Budget Summary form	
List all Subcontractor/Consultant Services		6 sum should equal total on line item 6 of CSD 425.S Budget Summary form \$677,073
Other Costs - List each line item (i - iv): Any additional Other Costs (attach additional sheet if necessary):	Section 10: Administrative Costs	Section 20: Program Cost
i See Attachment 1 Budget Narrative and Attachment "B" attached	\$44,598	
ii		
iii		
iv		
Total Other Costs (Sum of i, ii, iii, iv):	7 sum should equal total on line item 7 of CSD 425.S Budget Summary form \$44,598.00	7 sum should equal total on line item 7 of CSD 425.S Budget Summary form

CSBG CONTRACT BUDGET NARRATIVE

Contractor Name: Community Action Partnership of Riverside	Contract Amount: 2,417,224	Date: 1/29/2015
Prepared By: Melanie M. Holsey	Contract Number: 15F-2032	Amendment Number:
Telephone Number: 951-955-6430	Contract Term: 01/01/15 to 12/31/15	E-mail Address: MHolsey@capriverside.org

SECTION 10: ADMINISTRATIVE COSTS

SALARIES AND WAGES - \$498,791

The eleven positions allocated to administration costs provide administration, supervision, clerical and accounting support for the Community Action Agency, including oversight of the facilities for the agency.

1. Executive Director: (.70 FTE for 12 months) Salary = \$81,923
Oversees administration of the agency, including but not limited to: Financial, Human Resources, and Facilities functions.
2. Assistant Director: (.50 FTE for 12 Months) Salary = \$46,727
Assists the Executive Director in overseeing the administration of the agency.
3. Executive Assistant I: (.50 FTE for 12 Months) Salary = \$28,943
Provides support to the Executive Director and Deputy Director.
4. Principal Accountant: (.50 FTE for 12 Months) Salary = \$47,216
Oversees the financial management and accounting functions for the agency.
5. Administrative Services Assistant: (.50 FTE for 12 Months) Salary - \$17,534
Oversees purchasing functions and contract compliance.
6. Community Action Division Manager: (.75 FTE for 12 Months) Salary - \$70,902
Oversees grant administration and programmatic compliance for the agency.
7. Office Assistant III: (.50 FTE for 12 Months) Salary - \$15,818
Provides clerical support and payroll processing for the agency.
8. Sr. Public Information Specialist: (.75 FTE for 12 Months) Salary - \$56,862
Provides outreach for all agency programs.
9. Sr. Accounting Assistant: (1.0 FTE for 12 Months) Salary - \$44,886
Provides accounting support, processing invoices, payments, etc. Tracks revenue and expenditures of all CSBG Grants.
10. Accountant II: (1.0 FTE for 12 Months) Salary - \$55,453
11. HR Coordinator: (.50 FTE for 12 Months) Salary - \$32,525
Oversees all Human Resources functions for the agency.

FRINGE BENEFITS - \$214,480

Fringe benefits include medical, dental, workers compensation, life insurance, long-term & short-term disability, retirement and payroll taxes. They are projected at approximately 43% of payroll.

OPERATING EXPENSES - \$169,257

1. Audit (\$3,500) - Independent Accountant's report on applying agreed-upon procedures for CSBG required by the State of California.
2. Accounting-Interfund (\$2,767) - Charges assessed by the county for employees payroll processing.
3. County Counsel (\$1,500) - Charges to review CSBG contracts.
4. Telephone Services (\$4,941) - Charges for telephones used by CSBG employees.
5. Alarm (\$300) - Building alarm.
6. Storage Rent/Lease (\$2,000) - Charges for archived records.
7. Rent/Lease Buildings (\$76,913) - Annual rent for the building occupied by the agency is approximately \$294,780. The amount of \$76,913 represents 26% of this amount. The remainder is distributed across other funding sources.
8. Communications (\$5,172) - External data lines, video conferencing, and dedicated phone line for summer crisis.
9. Memberships (\$5,500) - Memberships include: Riverside County Mentoring Collaborative (RCMC) \$350, Riverside County Council of Volunteers (RCCV) \$50, CAL/NEVA Community Action Partnership \$4,600, Greater Riverside Chamber of Commerce \$350, Government Finance Officers Association (GFOA) \$150.
10. Freight (\$500) - Cost of receiving products for programs
11. Maintenance - Copier Machines (\$2,000) - Cost of maintaining and servicing copier machines.
12. Office Equipment (\$10,000) - Budgeted for necessary replacement of small office equipment to include, but not limited to, calculators, printers and/or fax machines.
13. Computer lines (\$9,703) - Service and maintenance on all internal computer lines.
14. RCIT Core Services (\$15,215) - Riverside County Information Technology (RCIT) support.
15. Maintenance - Software (\$7,506) - License fees for computer software.
16. Maintenance - Computer Equipment (\$21,540) - Service fees for computer software.
17. Trash (\$200) - Document shredding service.

OUT-OF-STATE TRAVEL - \$8,994

Out of state travel activities include, but are not limited to, the National Community Action Partnership (NCAP) Conferences, Community Program Legal Services, Inc (CAPLAW) and Government Finance Officers Association (GFOA) conferences for administrative staff and Community Action Partnership commissioners.

OTHER COSTS - \$44,598

1. Human Resource Management System (HRMS) (\$4,842) - County imposed cost for the human resource management computer system.
2. Online Administrative Services Information System (OASIS) (\$5,216) - Financial software programs used by county agencies.
3. Countywide Cost Allocation Plan (COWCAP) (\$7,261) - Represents expenses incurred through the allocation of the county's indirect cost to the individual departments.
4. Personnel (\$12,091) - County imposed costs based on positions filled for each department.
5. Liability Insurance (\$8,087) - County imposed allocation for liability insurance.
6. Property Insurance (\$7,101) - County imposed allocation for property insurance.

SECTION 20: PROGRAM COSTS

SALARIES AND WAGES - \$387,618

The twelve positions allocated to program costs develop, implement, oversee, and support Community Action programs. Intake, assessment and case management for the asset/wealth building and self-sufficiency programs is provided by these positions.

1. Office Assistant III: (1.0 FTE for 12 Months) Salary - \$37,107
Provides clerical support to program managers.
2. Community Program Specialist I: (1.0 FTE for 12 Months) Salary - \$54,620
Implements and oversees the Pre-Apprenticeship Program.
3. Administrative Analyst II: (1.0 FTE for 12 Months) Salary - \$50,273
Supports programmatic team with grant administration and compliance.
4. Stock Clerk: (.50 FTE for 12 Months) Salary - \$14,873
Ensures availability and tracking of program inventory, and assists in program education workshops.
5. Community Program Specialist II: (1.0 FTE for 12 Months) Salary - \$60,382
Implements and oversees the Earned Income Tax Credit (EITC) programs.
6. Community Program Specialist II: (.50 FTE for 12 Months) Salary - \$30,191
Implements and Oversees the IDA program.
7. Community Services Assistant (.50 FTE for 12 Months) Salary - \$17,608
Coordinates emergency and disaster relief efforts, and conducts workshops providing program education in the community.
8. Community Services Assistant (.50 FTE for 12 Months) Salary - \$17,150
Support staff for Pre-Apprenticeship, Individual Development Account (IDA), and Earned Income Tax Credit (EITC) programs.
9. Community Services Assistant (4 positions @ 1.0 FTE/each for 12 Months) Salaries - \$105,414
Support staff for Pre-Apprenticeship, Individual Development Account (IDA), and Earned Income Tax Credit (EITC) programs.

FRINGE BENEFITS - \$166,675

Fringe benefits include medical, dental, workers compensation, life insurance, long-term & short-term disability, retirement and payroll taxes. They are projected at approximately 43% of payroll.

OPERATING EXPENSES (\$236,247)

- 1 Special Program Expense (\$19,368) – Conduct special projects such as community meetings, symposium, supplies for cool/warm centers, disaster preparedness workshops, etc. As well as the continuation of the veteran program.
2. Education/Training – Staff (\$1,500) – Provide training to program staff to enhance delivery of services.
3. Office supplies (\$25,000) Supplies necessary for the implementation of our various programs such as, but not limited to : pens, copier paper, binders, calculators, etc.
4. Food/Refreshments (\$1,000) Provide refreshments to participants during all day trainings.
5. Awards Recognition (\$6,100) Volunteer and Participant recognition in various programs, such as; Riverside County Mentoring Collaborative (RCMC), and Project BLISS (Building Links Impacts Self Sufficiency).

6. Salary and Benefit Reimbursement (\$25,000) Project LEAD Linking Education, Advocacy and Development) Education Award, and Pre-apprenticeship program match savings program.
7. Printed Forms (\$17,000) Annual Report, newsletters, program applications, agency brochures, etc.
8. Postage (\$5,000) Mailing or reports, surveys, newsletters, etc.
9. Advertisement (10,000) - Newspaper ads, volunteer recognition ads.
10. Live Scan fingerprinting (\$3,500) Allows for background checks on volunteers working with minors in various mentoring programs.
11. Travel (\$12,500) In-state travel.
12. Temporary Pool Services (\$55,279) – Temporary employee to assist with various programs, outreach, etc.
13. Commission Expense (\$30,000) – Commission meeting supplies, Joint Board of Supervisor meetings, mileage to /from commission meetings, retreat (lodging, meals, parking, etc.) business cards, etc.
14. Car Pool Expense (\$10,000)
15. Private Mileage Reimbursement (\$15,000)

State of California
 Department of Community Services and Development
 2015 CSBG Allocation
 CAAs

Attachment A

County	Agency	Contract Number	ESTIMATED 2015 ALLOCATION			Total Advance Available**
			A Total Estimated Allocation (For Budgeting)	B First Release (10/31/14)	C Total 2015 Contract*	
Alameda	Berkeley Community Action Agency	15F-2001	248,051	67,010	67,010	62,013
Alameda	City of Oakland, Department of Human Services	15F-2002	1,258,856	340,076	340,076	314,714
Alpine	Inyo Mono Advocates for Community Action, Inc.	15F-2003	1,216	328	328	304
Amador/Tuolumne	Amador/Tuolumne Community Action Agency	15F-2004	242,865	65,609	65,609	60,716
Butte	Community Action Agency of Butte County, Inc.	15F-2005	335,823	90,722	90,722	83,956
Calaveras/Mariposa	Calaveras-Mariposa Community Action Agency	15F-2006	242,242	65,441	65,441	60,561
Colusa	SEE GLENN					
Contra Costa	Contra Costa Employment & Human Services Dept/CSB	15F-2007	790,619	213,583	213,583	197,655
Del Norte	Del Norte Senior Center	15F-2008	47,569	12,851	12,851	11,892
El Dorado	El Dorado County Health and Human Services Agency	15F-2009	265,790	71,802	71,802	66,448
Fresno	Fresno County Economic Opportunities Commission	15F-2010	1,723,908	465,708	465,708	430,977
Glenn/Colusa/Trinity	Glenn County Health and Human Services Agency	15F-2011	243,600	65,808	65,808	60,900
Humboldt	Redwood Community Action Agency	15F-2012	250,211	67,594	67,594	62,553
Imperial	Campesinos Unidos, Inc.	15F-2013	291,260	78,683	78,683	72,815
Inyo/Mono	Inyo Mono Advocates for Community Action, Inc.	15F-2014	240,595	64,996	64,996	60,149
Kern	Community Action Partnership of Kern	15F-2015	1,384,531	374,027	374,027	346,133
Kings	Kings Community Action Organization, Inc.	15F-2016	279,943	75,626	75,626	69,986
Lake/Mendocino	North Coast Opportunities	15F-2017	507,983	137,230	137,230	126,996
Lassen/Plumas/Sierra	Lassen/Plumas/Sierra Community Action Agency	15F-2018	241,931	65,357	65,357	60,483
Los Angeles	Foothill Unity Center	15F-2019	299,600	80,936	80,936	74,900
Los Angeles	Long Beach Community Action Partnership	15F-2020	731,604	197,641	197,641	182,901
Los Angeles	County of Los Angeles Dept. of Public Social Services	15F-2021	5,644,048	1,524,722	1,524,722	1,411,012
Los Angeles	City of Los Angeles Housing & Community Investment Dep	15F-2022	6,112,576	1,651,294	1,651,294	1,528,144
Madera	Community Action Partnership of Madera County, Inc.	15F-2023	259,401	70,076	70,076	64,850
Marin	Community Action Marin	15F-2024	250,683	67,721	67,721	62,671
Mariposa	SEE CALAVERAS					
Mendocino	SEE LAKE					
Merced	Merced County Community Action Agency	15F-2025	464,199	125,402	125,402	116,050
Modoc/Siskiyou	Modoc-Siskiyou Community Action Agency	15F-2026	243,600	65,808	65,808	60,900
Mono	SEE INYO					
Monterey	Monterey County Community Action Partnership	15F-2027	465,111	125,648	125,648	116,278
Napa	Community Action Napa Valley	15F-2028	266,756	72,063	72,063	66,689
Nevada	Nevada County Dept. of Housing & Community Services	15F-2029	258,572	74,530	74,530	64,643
Orange	Community Action Partnership of Orange County	15F-2030	2,540,583	686,331	686,331	635,146

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Attachment A

County	Agency	Contract Number	ESTIMATED 2015 ALLOCATION			Total Advance Available**
			A Total Estimated Allocation (For Budgeting)	B First Release (10/31/14)	C Total 2015 Contract*	
Placer	Project Go, Inc.	15F-2031	310,761	83,951	83,951	77,690
Plumas	SEE LASSEN					
Riverside	Community Action Partnership of Riverside County	15F-2032	2,417,224	653,005	653,005	604,306
Sacramento	Sacramento Employment and Training Agency	15F-2033	1,642,709	443,773	443,773	410,677
San Benito	San Benito County DCS & WD	15F-2034	249,044	67,278	67,278	62,261
San Bernardino	Community Action Partnership of San Bernardino County	15F-2035	2,503,036	676,187	676,187	625,759
San Diego	County of San Diego, H&HSA, CAP	15F-2036	3,100,394	837,562	837,562	775,099
San Francisco	Economic Opportunity Council of San Francisco	15F-2037	794,857	214,728	214,728	198,714
San Joaquin	San Joaquin County Dept. of Aging & Community Services	15F-2038	906,307	244,836	244,836	226,577
San Luis Obispo	CAP of San Luis Obispo County, Inc.	15F-2039	276,552	74,710	74,710	69,138
San Mateo	San Mateo County Human Services Agency	15F-2040	421,485	113,863	113,863	105,371
Santa Barbara	Community Action Commission of Santa Barbara Co., Inc.	15F-2041	492,585	133,070	133,070	123,146
Santa Clara	Sacred Heart Community Service	15F-2042	1,316,024	355,520	355,520	329,006
Santa Cruz	Community Action Board of Santa Cruz County, Inc.	15F-2043	269,755	72,873	72,873	67,439
Shasta	Shasta County Community Action Agency	15F-2044	278,386	75,205	75,205	69,597
Sierra	SEE LASSEN					
Siskiyou	SEE MODOC					
Solano	Community Action Partnership of Solano, JPA	15F-2045	357,591	96,602	96,602	89,398
Sonoma	Community Action Partnership of Sonoma County	15F-2046	417,061	112,668	112,668	104,265
Stanislaus	Central Valley Opportunity Center, Inc.	15F-2047	711,992	192,342	192,342	177,998
Sutter	Sutter County Community Action Agency	15F-2048	250,185	67,587	67,587	62,546
Tehama	Tehama County Community Action Agency	15F-2049	265,436	71,707	71,707	66,359
Trinity	SEE GLENN					
Tulare	Community Services & Employment Training, Inc.	15F-2050	835,358	225,669	225,669	208,840
Tuolumne	SEE AMADOR					
Ventura	Community Action of Ventura County, Inc.	15F-2051	633,927	171,253	171,253	158,482
Yolo	County of Yolo, Dept. of Employment & Social Services	15F-2052	273,802	73,967	73,967	68,451
Yuba	Yuba County Community Services Commission	15F-2053	253,327	68,435	68,435	63,332
TOTAL, all counties			45,111,524	12,191,414	12,191,414	11,277,886

* Equals contract facesheet (STD 213, Item 3)

** Represents 25% of the Total Estimated Allocation (For Budgeting)

NATIVE AMERICAN INDIANS

Agency	Contract Number	ESTIMATED 2015 ALLOCATION			Total 2015 Contract*	Total Advance Available**
		A	B	C		
		Total Estimated Allocation (For Budgeting)	First Release (10/31/14) PCA 40315			
Karuk Tribe of California (Core Funding)	15F-2101	42,000	11,346		11,346	10,500
Karuk Tribe of California	15F-2102	73,362	19,818		19,818	18,341
NCIDC (Core Funding)	15F-2103	122,000	32,958		32,958	30,500
NCIDC/LIFE (Core Funding)		<i>(Included with NCIDC below)</i>				
NCIDC	15F-2104	1,812,252	489,574		489,574	453,063
LAC/County NAIC of Los Angeles	15F-2105	261,949	70,765		70,765	65,487
TOTAL		2,311,563	624,461	624,461	577,891	

MIGRANT & SEASONAL FARMWORKERS

Agency	Contract Number	ESTIMATED 2015 ALLOCATION			Total 2015 Contract*	Total Advance Available**
		A	B	C		
		Total Estimated Allocation (For Budgeting)	First Release (10/31/14) PCA 40215			
California Human Development Corporation	15F-2201	1,363,230	368,272		368,272	340,808
Proteus, Inc.	15F-2202	2,193,021	592,437		592,437	548,255
Central Valley Opportunity Center, Inc.	15F-2203	533,438	144,107		144,107	133,360
Center for Employment Training	15F-2204	1,837,396	496,367		496,367	459,349
TOTAL		5,927,085	1,601,183	1,601,183	1,481,772	

LIMITED PURPOSE AGENCIES (DISCRETIONARY FUNDS)

Agency	Contract Number	2015 ALLOCATION			Total 2015 Contract*	Total Advance Available**
		A	B	C		
		Total Allocation (For Budgeting)	First Release (10/31/14) PCA 40415			
Campeinos Unidos, Inc.	15F-2301	81,846	81,846		81,846	20,462
Community Design Center	15F-2302	123,262	123,262		123,262	30,816
Del Norte Senior Center	15F-2303	89,600	89,600		89,600	22,400
Rural Community Assistance Corporation	15F-2304	138,053	138,053		138,053	34,513
TOTAL		432,761	432,761	432,761	108,191	

* Equals contract facesheet (STD 213, Item 3)

** Represents 25% of the Total Estimated Allocation (For Budgeting)