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- d. Heating and Cooling Services (HCS/EHCS)
 - i. If, during the course of repairing a defective unit, additional problems are found that would increase the cost of repairs to an amount beyond the established limits for repairs, Contractor may claim reimbursement for incurred costs related to the repair in addition to those costs associated with the replacement of the heating/cooling appliance.
 - ii. Dwellings in which a single appliance has been both repaired and replaced within the same Weatherization and/or ECIP EHCS component, or under a reweatherization call-back, Contractor may claim reimbursement for both the repair and the replacement of the appliance. Contractor shall report the single appliance as both a repaired and replaced appliance. Please reference repair and appliance policy located on the CSD Providers' website at <https://providers.csd.ca.gov>.
 - iii. For multi-unit dwellings with a common water heater, Contractor may claim reimbursement for only one water heater. Contractor may claim reimbursement for the actual number of water heater blankets used to wrap the common water heater. Contractor shall prorate the cost among all dwelling units within that building envelope.
 - iv. Duct repairs and replacements can only be charged to ECIP EHCS when provided in conjunction with emergency heating/cooling services performed under EHCS.
- e. Other Program Costs
 - i. Wages—Field Staff

Contractor may request reimbursement for the actual labor costs including benefits related to weatherization supervisors, assessors, inspectors, and crew members that are allocable to the program but not associated with the direct installation and/or performance of weatherization services/activities on the job site and training, including, but not limited to: job scheduling, job preparation, travel time, building and prepping of weatherization materials away from the job site and downtime in accordance with any guidance issued by CSD.

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necessary to install a weatherization measure and not easily identifiable to a specific measure or dwelling. Costs of ancillary supplies that benefit multiple programs must be prorated accordingly. Costs must be directly associated to net changes inventory and not associated with materials chargeable to another measure line item. Reimbursement for ancillary supplies is not allowable for Subcontractors.

5. Dwelling Status

a. Completed Units

i. Except as otherwise provided in subsection iii below. Contractor shall not report a weatherized dwelling as completed nor shall Contractor request reimbursement for a weatherized dwelling until all weatherization measures identified during the dwelling assessment have been installed and completed and quality assurance certification has been given, confirming the quality and completeness of the work performed.

ii. A dwelling shall also be considered complete if:

(a) Assessed measures were found to be non-feasible;

(b) Client refused services for any or all measures; or

(c) The dwelling has been deferred.

iii Contractor shall not bill for incomplete units or prematurely close a unit with outstanding, unfinished weatherization measures in order to receive reimbursement for work completed. If there are measures found to be non-feasible by crew members after the initial assessment, the reason for the non-feasibility must be documented in the client file and, the job may be reported as completed in accordance with subparagraph i.

iv. ECIP EHCS

Dwelling units receiving services under ECIP EHCS may be reported as completed and billed immediately upon the completion of ECIP EHCS measures regardless of the

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completion status of weatherization measures installed in the same dwelling.

- v. If Contractor is not able to complete weatherization or ECIP HCS direct services during the contract term, Contractor may complete the dwelling in the next contract year. If Contractor completes the dwelling in the next contract year, Contractor must verify the client meets the income eligibility requirements for the following year in order for the measures and dwelling to be eligible for reimbursement.

b. Unweatherized Dwellings

- i. Contractor may claim reimbursement for outreach and intake for each eligible unit not previously weatherized. Additionally, Contractor will be allowed to claim reimbursement when a safety check of combustion appliances reveals safety hazards that preclude installation of measures.
- ii. Contractor may claim reimbursement for allowable weatherization activities as documented on the Weatherization Building Assessment and Job Checklist (CSD 540) or approved Contractor's equivalent for each eligible household not previously weatherized.

c. Previously Weatherized Dwellings

If the previous weatherization was performed under a nonfederal program or under this Agreement, the occupant eligibility must be verified and Contractor may seek reimbursement for the associated outreach and intake costs.

d. Leveraging Funds

Contractor may perform services and install energy conservation measures in a qualified dwelling as provided herein and in accordance with requirements of any other CSD program and compatible non-CSD funded program, if in the best interest of the client, provided:

- i. Reimbursement for Weatherization or EHCS activities is claimed only once when LIHEAP and DOE WAP, or any

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other funding source, are used concurrently in the same unit.

- ii. Contractor may divide materials and labor cost of a single measure among LIHEAP, DOE, or other CSD programs when the single measure in question is installed in a dwelling where Weatherization or EHCS services are provided concurrently under these programs.
- iii. Contractor shall not bill multiple funding sources for the same product or service unless costs are allocated in such a manner that billing is not duplicative and Contractor receives no more than the total cost of the products and services provided.

E. Severe Weather Energy Assistance and Transportation Services (SWEATS)

Reimbursement shall be in accordance with the SWEATS Policy when specifically authorized by CSD. The SWEATS Policy is hereby incorporated by reference to this Agreement and available on the CSD Providers' website at <https://providers.csd.ca.gov>.

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ARTICLE 6 – REPORTING POLICIES AND PROCEDURES

6.1 Reporting Requirements

A. Monthly Reports

1. Contractor shall submit to CSD Contractor's expenditures and activities (excluding ECIP Fast Track and HEAP Electric and Gas) by entry into the web-based, Expenditure Activity Reporting System (EARS). The monthly reports shall be submitted on or before the fifteenth calendar day following the reporting period, irrespective of the level of activity or amount of expenditure in the preceding period.
2. Expenditures for Assurance 16, Intake, ECIP WPO, ECIP EHCS, SWEATS, and HEAP program costs shall be reimbursed through the LIHEAP Monthly EHA 16 Expenditure/Activity Report via EARS.
3. Expenditures for Weatherization shall be reimbursed through the LIHEAP Monthly Weatherization Expenditure/Activity Report via EARS.
4. All adjustments, if any, must be reported through EARS under the report period in which the expenditures occurred.
5. Contractor shall also submit to CSD client/job detailed data for services rendered under LIHEAP Weatherization, ECIP EHCS, ECIP WPO, and HEAP WPO for the monthly period in which the service activity occurred and for which reimbursement for the service activity is requested.
 - a. Utilizing the software database collection system, Contractor shall submit monthly detailed client/job data separately from the EARS monthly activity/reimbursement reporting.
 - b. The client/job detailed data shall be sent electronically on or before the fifteenth calendar day following the reporting period in which direct service activity occurred.
 - c. CSD must receive the Monthly Client/Job Detailed Data Report before the monthly EHA 16 and Weatherization Expenditure/Activity Reports will be processed.
6. CSD will provide Contractor with specifications of CORE and EARS system changes, and, upon receipt of the specifications, Contractor shall implement system changes in their local systems within 60 days.

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B. Solar Warranty Reporting

Contractors participating in the 2013/2014 Solar Water Heating (SWH) Pilot Project shall report to CSD whenever warranty work is required on any Solar Water Heating Systems installed under the pilot. The SWH Warranty Report shall include a written description of the following:

1. Dwelling address at which warranty work was provided;
2. Reason for warranty work (what was the problem);
3. The date (or dates) on which warranty work was provided; and
4. List of the costs charged to the LIHEAP contract for the warranty work.

The SWH Warranty Report shall be submitted during the month in which reimbursement for the warranty work is requested.

The SWH Warranty Report shall be submitted, via email, to wx@csd.ca.gov with the words "SWH Warranty Report" in the Subject line.

Contractor shall retain all warranty reports for the life of the warranty.

C. CSD Review

1. CSD shall review and approve Contractor's monthly reimbursement/activity reports before offsets to advances or reimbursement payments are issued. CSD will conduct an ongoing evaluation of Contractor's performance related to program and fiscal operations and its demonstrated ability to effectively utilize all funds available under this Agreement.
2. The issuance of other CSD contracts, including reimbursement payments to the Contractor, shall be contingent upon timely receipt of the required reports and/or compliance with the material requirements of this Agreement.

D. Close-out Report

1. Contractor shall submit on appropriate CSD forms, a close-out report, verifying all actual, allowable, and allocable costs earned during the term of this Agreement. Administrative costs, outreach, intake, training and Assurance 16 and technical assistance shall not exceed the maximum allowable amounts. Administrative and Assurance 16 costs shall remain

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proportionate to the cumulative allowable program expenditures for Direct Services and Utility Assistance. Any administrative and Assurance 16 costs that exceed these limits shall be disallowed and returned to CSD within 90 calendar days after expiration of this Agreement. Subsequent payments, including advance payments, for LIHEAP or other CSD contracts may be withheld, absent timely receipt of the close-out report of this Agreement.

2. The issuance of other CSD contracts, and reimbursement and advance payments for existing contracts, may be withheld, absent receipt of the close-out report which is due no later than 90 days from the end of the contract term.
3. The close-out report shall include the following completed forms:
 - a. Close-out checklist with authorized signature (CSD 733);
 - b. Interest and Program Income Earned Reconciliation Report and Excess Revenue (CSD 733F); and
 - c. Equipment Inventory Schedule (CSD 733G).

4. Interest and Program Income-Earned and Excess Revenue

Contractor shall use a CSD 733F, LIHEAP Interest and Program Income Earned Close-out Reconciliation, to report actual costs and/or interest income earned and expended. Pursuant to CCR § 100855, program income earned and expended are subject to the expenditure and reimbursement guidelines for the program year in which expenditures occur.

5. Any weatherization materials purchased with the funds under this Agreement and remaining at the expiration of this Agreement shall be credited against Contractor's weatherization materials expenditures under this Agreement and charged to whatever other weatherization program Contractor may have in effect. If Contractor has no other weatherization program in effect, the CSD shall determine how the materials will be disposed and what, if any, the financial adjustment are required.

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SUBPART C – PROGRAMMATIC REQUIREMENTS

ARTICLE 7 – PROGRAM POLICIES AND PROCEDURES

7.1 LIHEAP Agency Local Plan

- A. Contractor shall submit an annual LIHEAP Agency Local Plan to CSD by a date as determined by CSD. The LIHEAP Agency Local Plan is intended to systematize the gathering of planning information to assist CSD with its obligations under federal statute to provide programmatic assurances to the Secretary of the U.S. Department of Health and Human Services under the LIHEAP block grant and to enable the Contractor to plan and propose an annual budget that is consistent with the purposes of the Low-Income Home Energy Assistance Program and reflective of the needs of the local low-income population.
- B. CSD will review the annual LIHEAP Agency Local Plan to ensure compliance with federal and state laws and departmental requirements.

If the LIHEAP Agency Local Plan documents do not indicate that the Contractor's proposed services and activities are in compliance with federal and State law governing the LIHEAP block grant, CSD may require Contractor to amend or supplement the responses or documentation , prior to execution of this Agreement by CSD.

- C. CSD's approval of the LIHEAP Agency Local Plan documents submitted by Contractor shall not be construed as approval of any costs expended under this Agreement. The approval of all expenditures remains subject to the federal and state requirements that the actual costs be allowable and allocable in accordance with applicable statutes, regulations, and the provisions of this Agreement.

7.2 Program Standards and Regulatory Requirements

- A. Program Standards
 - I. Contractor shall adhere to all CSD program standards pursuant to the following documents which have been incorporated by reference and made part of this Agreement as if attached hereto:
 - a. CSD Low-Income Weatherization Assistance Program Policies;

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- b. CSD Weatherization Installation Standards (WIS);
 - c. CSD Inspection Policies and Procedures;
 - d. CSD LIHEAP/DOE Program Health and Safety Appliance Replacement Policy;
 - e. ECIP Policy and Procedures;
 - f. CSD Severe Weather Energy Assistance and Transportation Services (SWEATS) Policy; and
 - g. Official State and Federal Program Notices and Guidance Documents
2. In the event of inconsistencies between policies and field protocols contained within the Weatherization Installation Standard Manual and/or the Weatherization Policies and Procedures and this Agreement, Contractor shall abide by the terms of this Agreement.

B. Regulations

1. Standards contained in the most current Uniform Building Code and local city and county codes shall take precedence over the CSD WIS if the code requirement is not included in the manual and/or is more stringent.
2. All work performed by Contractor shall be in compliance with most current and applicable provisions of the California Energy Commission Building Energy Efficiency Standards, Alterations under Title 24, Part 6, of the California Code of Regulations, California Home Energy Rating System (HERS) Program regulations.
3. Services provided to all covered pre-1978 dwellings shall be in compliance with the most current Environmental Protection Agency rules in 40 CFR 745, Lead-Based Paint Poisoning Prevention in Certain Residential Structures and the Housing and Urban Development rules in 24 CFR 35, Lead-Based Paint Poisoning Prevention in Certain Residential Structures.
4. All materials utilized for weatherization and ECIP EHCS purposes shall be in conformance with the Department of Housing and Human Services rules in 45 CFR Part 92, Uniform Administrative Requirements for Grants and Cooperative Agreements to State, Local, and Tribal Government or 45 CFR Part 74, Uniform Administrative Requirements for Awards and

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Subawards to Institutions of Higher Education, Hospitals, Other Nonprofit Organizations, and Commercial Organizations.

5. All materials used must be in compliance with Department of Energy rules in 10 CFR 440, Appendix A.

C. Title 24

1. Contractor shall, when required by its local jurisdiction, obtain a building permit when additions or alterations of existing residential buildings are performed or when a component, system, or equipment of an existing building breaks, cannot be repaired and must be replaced.
2. The Title 24 energy conservation measure requirements to be applied are those applicable to the California Energy Commission (CEC) Climate Zone where the dwelling is located. For a listing of the CEC climate zones, refer to the CSD Providers' website at <https://providers.csd.ca.gov>.
3. Contractor shall obtain the services of a qualified HERS Program Rater when required to perform required field verification and diagnostic testing on applicable weatherization measures and building alterations performed under this Agreement.
4. Contractor shall obtain the services of a certified HERS Rater to perform the required field verification and diagnostic testing. The HERS Rater shall be an independent entity from the builder or subcontractor performing the building alteration and/or energy-efficiency improvement being tested and verified and shall have no financial interest in the work performed.

D. Pre-1978 Dwellings

1. Lead-based paint is presumed to be present in all pre-1978 units unless the dwelling unit has previously been certified by a California Certified Inspector/Risk Assessor to be lead-free.
2. HUD units not previously certified to be lead free, built prior to 1978, and receiving weatherization services in which painted surfaces exceeding di minimis levels are disturbed, require the successful achievement of lead-safe standards after the completion of weatherization services. Contractor shall assure that a third-party California Certified Inspector/Risk Assessor performs the clearance inspection after the completion of weatherization services and that the Assessor deems the weatherized HUD unit as lead-safe.

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3. Contractor shall document notification to tenants of multi-unit housing of weatherization and/or renovation activities in common areas using the Notice of Weatherization/Renovation (CSD 320) or approved Contractor's equivalent and Record of Tenant Notification Procedures (CSD 322) or approved Contractor's equivalent.

7.3 Prioritization of Services

- A. Contractor assures that ECIP, HEAP, and Weatherization activities are conducted in accordance with the AGENCY LOCAL PLAN, WEATHERIZATION AND ECIP EHCS in Subpart H.
- B. Activities shall be designed to provide assistance to low-income households in meeting their home energy costs, particularly those with the lowest incomes that pay a high proportion of household income for home energy, and that such methods to be utilized shall assure that eligible households, particularly those households with elderly individuals, disabled individuals, or children five years (5) and under are made aware of the assistance available under this Agreement.

7.4 Service Priority Guidelines

- A. Contractor shall give first priority for services to those households with the highest energy burden and shall factor into its first priority for services those households with the following vulnerable populations: young children (ages 5 years or under), disabled, and elderly persons (ages 60 years or older).
- B. Contractor may give first priority for services to those households whose members have life-threatening emergencies.
- C. For the ECIP Fast Track, HEAP Gas and Electric, ECIP WPO and HEAP WPO program components, Contractor shall assign prioritization points for Energy Burden, Vulnerable Populations, Household Income, and any Optional Agency-Defined categories as referenced in the AGENCY LOCAL PLAN, WEATHERIZATION AND ECIP-EHCS in Subpart H.
- D. Due to limited funding, Contractors are discouraged from providing either:
 1. Energy assistance benefits to households with substantial credit(s) on its utility bills; and/or
 2. Weatherization services to dwellings previously weatherized under LIHEAP within the past four (4) years. Contractors shall prioritize services to previously weatherized dwellings in accordance with the

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AGENCY LOCAL PLAN, WEATHERIZATION AND ECIP-EHCS in
Subpart H.

E. Equitable Treatment

Contractor shall ensure that owners and renters receive equitable treatment under this program.

F. See Section 11.2 B, “Eligibility to Receive Federally Funded Public Benefits” concerning Federal restrictions on receipt of benefits.

7.5 Outreach and Intake Activity Guidelines

A. Outreach

Contractor shall perform appropriate outreach activities to ensure that households in the service area(s) are informed about all LIHEAP program services and have an opportunity to apply for such services.

B. Intake

Contractor shall use intake program funds for determining eligibility of applicants seeking LIHEAP services. Services include the process of completing an intake application and reviewing applicant documentation. Contractor shall:

1. Establish reasonable hours whereby applicants will have access during regular business hours to seek program information with an assurance that the Contractor shall respond to the applicant’s request within a reasonable amount of time.
2. Ensure applicants have access to applications, whether in hardcopy or electronic format, during regular business hours. Contractors whose offices are not staffed Monday through Friday must arrange for alternative points of access to LIHEAP applications. Contractor may satisfy this requirement by posting their application for download on their website or at CSD’s website at www.csd.ca.gov or at alternate location(s).
3. Accept applications for assistance during regular business hours.
4. Accept applications for ECIP Fast Track and WPO at sites that are geographically accessible to all households in the area served by Contractor.

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5. Provide low-income individuals who are physically infirm with the means to submit applications for HEAP and ECIP without leaving their residences.
6. All sites where intake is conducted must be accessible to the disabled.
7. Contractor shall utilize the Energy Intake Form (CSD 43), or approved Contractor's equivalent, as a multipurpose form for referrals to the LIHEAP Weatherization program, the ECIP EHCS program, HEAP program, and Department of Energy (DOE) program.
8. If Contractor opts to "pre-screen" applicants for benefits by discussing eligibility criteria and by counseling potential clients in advance of their completing and submitting an Energy Intake Form (CSD 43) or approved Contractor's equivalent, Contractor must apply income guidelines and contractor's Priority Plan when prescreening applicants. If the applicant appears to be ineligible, Contractor must so inform the applicant but must nevertheless notify prescreened applicants of the right to apply for benefits upon changes in the prescreened applicant's circumstances and status. Energy Intake Form (CSD 43) or approved Contractor's equivalent must be provided to a potential client upon request, whether or not a prescreening process is employed.

7.6 Assurance 16 Activity Guidelines

Assurance 16 program funds shall be used for services that encourage and enable households to reduce their home energy needs and thereby the need for energy assistance such as needs assessment, client education and budget counseling, and coordination with utility companies. These funds may not be used to identify, develop, and/or demonstrate leveraging programs.

A. Needs Assessment

Contractor must conduct a needs assessment for each client who submits an application that shall include computing the energy burden of each applicant's household and prioritizing households in accordance with Section 1. SERVICE PRIORITY GUIDELINES, of the AGENCY LOCAL PLAN, WEATHERIZATION AND ECIP-EHCS in Subpart H.

B. Client Education/Budget Counseling – General Requirements

Contractor shall provide all recipients of energy assistance under this Agreement with applicable energy conservation information and budget counseling in accordance with the Contractor's approved AGENCY LOCAL PLAN.

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WEATHERIZATION AND ECIP-EHCS in Subpart H. As a minimum Contractor shall include the following:

1. Information regarding the importance of applying for energy assistance prior to falling behind in utility payments and information concerning various utility company budget payment plan(s) and other forms of energy assistance offered within the State.
 2. Written information that describes energy-saving behavioral adjustments that will decrease the energy consumption of the household.
 3. Resource information, referral, family, and budget counseling in order to assist clients in achieving self-sufficiency.
- C. Client Education/Budget Counseling – Weatherization and ECIP EHCS Specific
1. In addition to the above provisions, Contractor shall place in the client's file the Client Education Confirmation of Receipt (CSD 321) or approved Contractor's equivalent that substantiates that the client was provided with energy conservation, budget counseling, and mold, radon and lead-based paint education.
 2. Occupants of pre-1978 units to be weatherized must be provided the EPA pamphlet, "Renovate Right: Important Lead Hazard Information for Families, Child Care Providers and School."
 3. Contractor shall provide to all clients the EPA pamphlet, "A Brief Guide to Mold, Moisture, and Your Home."
 4. Contractor shall provide the client with a description of the benefits that the client can expect to receive as a result of the weatherization measures installed and diagnostic tests performed in the dwelling.
 5. Contractor shall provide the client with an explanation of the effect of each measure in terms of preventing air infiltration or the escape of heated or cooled air from the dwelling and how to maximize the effect of such measures.
 6. Contractor shall provide all clients with the EPA pamphlet, "A Citizen's Guide to Radon."

State of California
 Department of Community Services and Development
 Total 2015 LIHEAP Allocation
 Facsheet

- 1 Alameda County - Spectrum Community Services, Inc.
- 2 Amador/Tuolumne Service Territory - Amador-Tuolumne CAA
 Amador County
 Calaveras County
 Tuolumne County
 Service Territory Total
- 3 Butte County - CAA of Butte County, Inc.
- 4 Colusa Service Territory - Glenn County Health and Human Services Agency
 Colusa County
 Glenn County
 Trinity County
 Service Territory Total
- 5 Contra Costa Co. - Contra Costa Employment & Human Services Dept/CSB
- 6 Del Norte County - Del Norte Senior Center, Inc. (NON WEATHERIZATION)
- 7 Del Norte County - Redwood CAA (WEATHERIZATION ONLY)
- 8 El Dorado Service Territory - El Dorado Co. Health & Human Services Agency
 Alpine County
 El Dorado County
 Service Territory Total
- 9 Fresno County - Fresno County Economic Opportunities Commission
- 10 Humboldt Service Territory - Redwood CAA
 Humboldt County
 Modoc Co. (WEATHERIZATION/HALF ASSURANCE 16)
 Service Territory Total
- 11 Imperial Service Territory - Campesinos Unidos, Inc.
 Imperial County
 San Diego County - Area A
 Service Territory Total
- 12 Inyo Service Territory - Inyo Mono Advocates for Community Action, Inc.
 Inyo County
 Mono County
 Service Territory Total
- 13 Kern County - Community Action Partnership of Kern
- 14 Kings County - Kings Community Action Organization, Inc.
- 15 Lake Service Territory - North Coast Energy Services, Inc.
 Lake County
 Mendocino County
 Napa County
 Sonoma County
 Yolo County
 Service Territory Total
- 16 Lassen County - Lassen Economic Development Corporation
 Los Angeles County
- 17 Area B - Maravilla Foundation
- 18 Area C - Pacific Asian Consortium in Employment
- 19 Area D - Long Beach Community Action Partnership

| Contract Number | Weatherization | | | | Direct Services | | | | Utility Assistance Program Subtotal | Total Contract Allocation |
|-----------------|--------------------|--------------------|---------------------|-----------------|-----------------|-------------------|------------------------------|-----------------------------------|-------------------------------------|---------------------------|
| | Initial WX Program | Delayed WX Program | WX Program Subtotal | Allowable Adm'n | Allowable A16 | ECIP/HEAP Program | Admin/A16/ECIP/HEAP Subtotal | ECIP FT/HEAP G&E Program Subtotal | | |
| 15B-3001 | 721,853 | 423,535 | 1,145,388 | 228,783 | 211,767 | 1,346,319 | 1,786,869 | 1,458,511 | 4,390,768 | |
| | 42,050 | 24,672 | 66,722 | 13,327 | 12,336 | 66,989 | 92,652 | 96,398 | 255,772 | |
| | 62,207 | 36,499 | 98,706 | 19,715 | 18,249 | 123,272 | 161,236 | 118,437 | 378,379 | |
| | 117,582 | 68,989 | 186,571 | 37,287 | 34,495 | 219,300 | 291,062 | 237,574 | 745,207 | |
| 15B-3002 | 221,839 | 130,160 | 351,999 | 70,309 | 65,080 | 409,561 | 549,950 | 452,409 | 1,349,358 | |
| 15B-3003 | 400,629 | 235,062 | 635,691 | 126,975 | 117,531 | 1,105,245 | 1,349,751 | 451,438 | 2,435,880 | |
| | 36,574 | 24,383 | 60,957 | 12,191 | 12,191 | 64,113 | 88,495 | 81,598 | 231,050 | |
| | 51,984 | 34,643 | 86,607 | 17,321 | 17,321 | 95,233 | 129,875 | 111,795 | 328,277 | |
| | 38,609 | 25,739 | 64,348 | 12,870 | 12,870 | 123,055 | 148,795 | 30,764 | 243,907 | |
| 15B-3004 | 127,147 | 84,765 | 211,912 | 42,382 | 42,382 | 282,401 | 367,165 | 224,157 | 803,234 | |
| 15B-3005 | 618,193 | 362,714 | 980,907 | 195,930 | 181,357 | 528,451 | 905,738 | 1,873,598 | 3,760,243 | |
| 15B-3006 | 0 | 0 | 0 | 23,151 | 35,747 | 305,672 | 364,570 | 217,794 | 582,364 | |
| 15B-3007 | 121,851 | 71,494 | 193,345 | 15,468 | 0 | 0 | 15,468 | 0 | 208,813 | |
| | 4,846 | 2,843 | 7,689 | 1,536 | 1,422 | 11,109 | 14,067 | 7,720 | 29,476 | |
| 15B-3008 | 343,939 | 201,800 | 545,739 | 109,008 | 100,900 | 788,479 | 998,387 | 547,927 | 2,092,053 | |
| 15B-3009 | 348,785 | 204,643 | 553,428 | 110,544 | 102,322 | 799,588 | 1,012,454 | 555,647 | 2,121,529 | |
| | 1,426,305 | 836,860 | 2,263,165 | 452,052 | 418,430 | 1,052,988 | 1,923,470 | 4,489,053 | 8,675,688 | |
| 15B-3010 | 300,555 | 176,345 | 476,900 | 95,258 | 88,173 | 630,628 | 814,059 | 537,202 | 1,828,161 | |
| | 75,273 | 50,182 | 125,455 | 10,618 | 12,545 | 0 | 23,163 | 0 | 148,618 | |
| | 375,828 | 226,527 | 602,355 | 105,876 | 100,718 | 630,628 | 837,222 | 537,202 | 1,976,779 | |
| 15B-3011 | 141,829 | 83,215 | 225,044 | 44,951 | 41,608 | 203,902 | 290,461 | 347,166 | 862,691 | |
| | 777,030 | 455,908 | 1,232,938 | 246,271 | 227,954 | 1,117,112 | 1,591,337 | 1,902,109 | 4,726,384 | |
| | 918,859 | 539,123 | 1,457,982 | 291,222 | 289,562 | 1,321,014 | 1,881,798 | 2,249,295 | 5,589,075 | |
| 15B-3012 | 35,067 | 23,378 | 58,445 | 11,689 | 11,689 | 132,724 | 156,102 | 6,966 | 221,533 | |
| | 44,080 | 29,387 | 73,467 | 14,693 | 14,693 | 166,833 | 196,219 | 8,781 | 278,467 | |
| | 79,147 | 52,765 | 131,912 | 26,382 | 26,382 | 299,557 | 352,321 | 15,767 | 500,000 | |
| 15B-3013 | 1,300,420 | 762,999 | 2,063,419 | 412,153 | 381,499 | 1,263,225 | 2,056,877 | 3,789,678 | 7,909,974 | |
| 15B-3014 | 176,278 | 103,428 | 279,706 | 55,869 | 51,714 | 226,031 | 333,614 | 458,911 | 1,072,231 | |
| | 173,159 | 101,598 | 274,757 | 54,881 | 50,799 | 504,617 | 610,297 | 168,207 | 1,053,261 | |
| | 209,081 | 122,675 | 331,756 | 66,266 | 61,337 | 406,201 | 533,804 | 406,202 | 1,271,762 | |
| | 86,796 | 50,926 | 137,722 | 27,509 | 25,463 | 185,490 | 238,462 | 151,764 | 527,948 | |
| | 228,061 | 133,810 | 361,871 | 72,281 | 66,905 | 177,230 | 316,416 | 708,920 | 1,387,207 | |
| | 364,837 | 214,062 | 578,899 | 115,631 | 107,031 | 567,043 | 789,705 | 860,565 | 2,219,169 | |
| | 182,149 | 106,872 | 289,021 | 57,730 | 53,436 | 283,102 | 394,268 | 424,654 | 1,107,943 | |
| 15B-3015 | 1,244,083 | 729,943 | 1,974,026 | 394,298 | 384,971 | 2,123,683 | 2,882,952 | 2,710,312 | 7,567,290 | |
| 15B-3016 | 94,146 | 55,239 | 149,385 | 29,838 | 27,619 | 329,236 | 386,693 | 36,562 | 572,660 | |
| 15B-3017 | 2,202,069 | 1,292,025 | 3,494,094 | 697,922 | 646,013 | 3,422,537 | 4,766,472 | 5,133,807 | 13,394,373 | |
| 15B-3018 | 1,639,981 | 962,230 | 2,602,211 | 519,774 | 481,115 | 2,867,535 | 3,868,424 | 3,504,766 | 9,975,401 | |
| 15B-3019 | 1,430,766 | 839,475 | 2,270,241 | 453,470 | 419,741 | 833,900 | 1,707,111 | 4,725,439 | 8,702,791 | |

State of California
 Department of Community Services and Development
 Total 2015 LHEAP Allocation
 Facsheet

| Contract Number | Country/Service Territory | Weatherization | | Direct Services | | Utility Assistance | | Total Contract Allocation | | | |
|-----------------|---|--------------------|--------------------|---------------------|---------------------|---------------------|------------------|---------------------------|------------|------------|-------------|
| | | Initial WX Program | Delayed WX Program | WX Program Subtotal | Admin/Allowable A16 | Admin/Allowable A16 | Program Subtotal | | | | |
| 20 | Madera County - Community Action Partnership of Madera County, Inc. | 15B-3020 | 190,823 | 111,962 | 302,785 | 60,479 | 55,981 | 170,536 | 286,996 | 570,924 | 1,160,705 |
| 21 | Marin County - Community Action Marin | 15B-3021 | 125,842 | 73,836 | 199,678 | 39,884 | 36,918 | 127,133 | 203,935 | 361,837 | 765,450 |
| 22 | Mariposa County - Mariposa County Human Services Department | 15B-3022 | 79,147 | 52,765 | 131,912 | 28,382 | 26,382 | 189,194 | 241,958 | 126,130 | 500,000 |
| 23 | Merced County - Merced County CAA | 15B-3023 | 357,691 | 209,868 | 567,559 | 113,366 | 104,994 | 319,662 | 537,962 | 1,070,176 | 2,175,697 |
| 24 | Modoc - T.E.A.C.H. Inc. (NON WEATHERIZATION/HALF ASSURANCE 16) | 15B-3024 | 0 | 0 | 0 | 14,473 | 12,546 | 167,937 | 194,956 | 131,991 | 326,907 |
| 25 | Nevada County - Project GO, Inc. | 15B-3025 | 339,721 | 134,951 | 474,672 | 76,922 | 67,472 | 521,527 | 665,925 | 347,685 | 1,488,282 |
| 26 | Orange County - Community Action Partnership of Orange County | 15B-3026 | 951,613 | 558,342 | 1,509,955 | 301,603 | 279,171 | 1,442,056 | 2,022,830 | 2,255,524 | 5,788,309 |
| 27 | Placer County - Project GO, Inc. | 15B-3027 | 270,980 | 158,993 | 429,973 | 85,884 | 79,486 | 410,638 | 576,018 | 642,280 | 1,648,271 |
| 28 | Plumas Service Territory - Plumas Co. Community Development Commission | | | | | | | | | | |
| | Plumas County | | 67,024 | 44,683 | 111,707 | 22,341 | 22,341 | 240,321 | 285,003 | 26,702 | 423,412 |
| | Sierra County | | 12,123 | 8,082 | 20,205 | 4,041 | 4,041 | 43,471 | 51,553 | 4,830 | 76,588 |
| | Service Territory Total | | 79,147 | 52,765 | 131,912 | 26,382 | 26,382 | 283,792 | 336,556 | 31,532 | 500,000 |
| 29 | Riverside County - Community Action Partnership of Riverside County | 15B-3028 | 1,492,251 | 875,552 | 2,367,803 | 472,953 | 437,776 | 1,449,570 | 2,360,299 | 4,348,712 | 9,076,814 |
| 30 | Sacramento Service Territory - Community Resource Project, Inc. | | | | | | | | | | |
| | Sacramento County | | 1,130,472 | 663,285 | 1,793,757 | 358,290 | 331,642 | 1,669,171 | 2,359,103 | 2,723,384 | 6,876,244 |
| | Sutter County | | 100,015 | 58,682 | 158,697 | 31,699 | 29,341 | 147,674 | 208,714 | 240,940 | 608,351 |
| | Yuba County | | 110,442 | 64,800 | 175,242 | 35,003 | 32,400 | 193,110 | 260,513 | 236,024 | 671,779 |
| | Service Territory Total | | 1,340,929 | 786,767 | 2,127,696 | 424,992 | 393,383 | 2,009,955 | 2,828,320 | 3,200,348 | 8,156,374 |
| 31 | San Benito Co. - Dept. Comm. Svcs. & Wkfs. Dev. (NON WEATHERIZATION) | 15B-3031 | 0 | 0 | 0 | 15,417 | 25,684 | 61,418 | 102,529 | 245,670 | 348,199 |
| 32 | San Bernardino County - Community Action Partnership of San Bernardino Co. | 15B-3032 | 1,486,756 | 872,328 | 2,359,084 | 471,211 | 436,164 | 2,021,926 | 2,929,301 | 3,755,004 | 9,043,389 |
| 33 | San Diego County - Area B - Metropolitan Area Advisory Committee | 15B-3033 | 365,858 | 214,661 | 580,519 | 115,954 | 107,330 | 540,199 | 763,483 | 881,376 | 2,226,378 |
| 34 | San Francisco County - Economic Opportunity Council of San Francisco, Inc. | 15B-3034 | 363,491 | 202,833 | 566,324 | 101,416 | 97,905 | 279,905 | 494,384 | 1,119,620 | 2,180,328 |
| 35 | San Joaquin Co. - San Joaquin Co. Dept. of Aging & Community Services | 15B-3035 | 682,302 | 400,329 | 1,082,631 | 216,248 | 200,164 | 450,695 | 867,107 | 2,200,453 | 4,150,191 |
| 36 | San Luis Obispo Co. - Community Action Partnership of San Luis Obispo Co., Inc. | 15B-3036 | 185,637 | 108,919 | 294,556 | 58,836 | 54,460 | 346,229 | 459,525 | 375,082 | 1,129,163 |
| 37 | Santa Barbara Co. - Community Action Commission of Santa Barbara County | 15B-3037 | 302,079 | 177,239 | 479,318 | 95,741 | 86,620 | 821,629 | 1,005,990 | 352,126 | 1,837,434 |
| 38 | Santa Clara County - Sacred Heart Community Service | 15B-3038 | 726,877 | 426,482 | 1,153,359 | 230,376 | 213,241 | 621,356 | 1,064,973 | 2,202,992 | 4,421,324 |
| 39 | Santa Cruz Service Territory - Central Coast Energy Services, Inc. | | | | | | | | | | |
| | Monterey County | | 384,693 | 225,712 | 610,405 | 121,924 | 112,856 | 418,534 | 653,314 | 1,076,230 | 2,339,949 |
| | San Mateo County | | 297,829 | 174,746 | 472,575 | 94,384 | 87,373 | 300,883 | 482,650 | 856,361 | 1,871,586 |
| | Santa Cruz County | | 230,109 | 135,012 | 365,121 | 72,930 | 67,506 | 250,351 | 390,787 | 643,760 | 1,399,668 |
| | San Benito County (WEATHERIZATION ONLY) | | 77,081 | 51,387 | 128,468 | 10,277 | 0 | 0 | 10,277 | 0 | 138,745 |
| | Service Territory Total | | 989,712 | 586,857 | 1,576,569 | 299,525 | 267,735 | 969,768 | 1,537,028 | 2,576,351 | 5,669,948 |
| 40 | Shasta/Tehama Service Territory - Self-Help Home Improvement Project, Inc. | | | | | | | | | | |
| | Shasta County | | 308,762 | 181,161 | 489,923 | 97,858 | 90,580 | 695,843 | 884,281 | 503,885 | 1,878,089 |
| | Tehama County | | 131,253 | 77,011 | 208,264 | 41,599 | 38,505 | 295,799 | 375,903 | 214,199 | 788,366 |
| | Service Territory Total | | 440,015 | 258,172 | 698,187 | 139,457 | 129,085 | 991,642 | 1,260,184 | 718,084 | 2,676,455 |
| 41 | Siskiyou County - Great Northern Corporation | 15B-3040 | 440,015 | 258,172 | 698,187 | 139,457 | 129,085 | 991,642 | 1,260,184 | 718,084 | 2,676,455 |
| 42 | Stanislaus County - Central Valley Opportunity Center, Incorporated | 15B-3041 | 241,574 | 130,004 | 371,578 | 70,225 | 65,002 | 387,426 | 522,653 | 473,520 | 1,367,751 |
| 43 | Tulare County - Community Services & Employment Training, Inc. | 15B-3042 | 593,283 | 348,098 | 941,381 | 188,034 | 174,049 | 461,051 | 823,144 | 1,844,202 | 3,608,717 |
| 44 | Ventura Service Territory - Community Action of Ventura County, Inc. | 15B-3043 | 821,499 | 482,000 | 1,303,499 | 260,365 | 241,000 | 893,762 | 1,395,127 | 2,298,247 | 4,996,873 |
| | Los Angeles County - Area A | | 117,909 | 69,181 | 187,090 | 37,370 | 34,591 | 146,608 | 218,569 | 311,540 | 777,199 |
| | Ventura County | | 378,358 | 221,994 | 600,352 | 119,916 | 110,997 | 470,446 | 701,359 | 999,696 | 2,301,407 |
| | Service Territory Total | | 496,267 | 291,175 | 787,442 | 157,286 | 145,588 | 617,054 | 919,828 | 1,311,236 | 3,018,606 |
| 45 | Association of California Community and Energy Services (ACCES) | 15B-3044 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | TOTALS | | 26,371,673 | 15,427,885 | 41,799,558 | 8,327,456 | 7,713,943 | 36,008,631 | 52,050,030 | 66,325,428 | 160,175,016 |

2015 LIHEAP EHA-16 AND UTILITY ASSISTANCE BUDGET

| | | | |
|--|---|-------------------------------|-------------------------------------|
| Contractor: Community Action Partnership of Riverside County | | Contract Number: 15B- 3029 | Telephone Number: (951) 955-6404 |
| Class "B" Contractor's License No.: | Name on License: | | Expiration Date: |
| Ace & Sons, Hawaii, Masco , Reliable, David S | 768277,864393,221517, 704414, 885220 | | 5/31/15,9/30/15,3/31/15; |
| Prepared By, Title: | Date Prepared: | E-mail Address: | Fax Number: |
| Godwin Aimua; Energy Manger | 12/15/2015 | Gaimua@capriverside.org | (951) 955-0944 |
| TOTAL ADMINISTRATION, ASSURANCE 16, and ECIP/HEAP UTILITY ASSISTANCE ALLOCATION | | | \$ 9,076,814 |
| 10 - ASSURANCE 16 BUDGET | | | |
| 1 | Assurance 16 Activities | | \$ 437,776 |
| 20 - ADMINISTRATIVE BUDGET | | | |
| 1 | Administrative Cost | | \$ 472,953 |
| 2 | Administrative Equipment (More Than \$5,000) | | \$ |
| | TOTAL Administrative Budget (Total of Section 20 Lines 1 - 2) | | \$ 472,953 |
| 30 - INTAKE BUDGET (ECIP AND HEAP) | | | |
| 1 | Intake | <i>Not to Exceed</i> 653,287 | \$ 540,000 |
| 40 - OUTREACH BUDGET (ECIP AND HEAP) | | | |
| 1 | Outreach | <i>Not to Exceed</i> 408,304 | \$ 380,000 |
| 50 - TRAINING AND TECHNICAL ASSISTANCE BUDGET (ECIP AND HEAP) | | | |
| 1 | Training and Technical Assistar | <i>Not to Exceed</i> 163,322 | \$ 158,000 |
| 60 - ECIP AND HEAP DIRECT PROGRAM SERVICES BUDGET | | | |
| 1 | ECIP EHCS DIAGNOSTIC | | \$ 5,621 |
| 2 | ECIP EHCS Cooling Service Repair/Replacement | | \$ 140,535 |
| 3 | ECIP EHCS Heating Service Repair/Replacement | | \$ 109,617 |
| 4 | ECIP EHCS Water Heater Repair/Replacement | | \$ 28,107 |
| 5 | ECIP EHCS Other Program Costs | | \$ - |
| | ECIP EHCS SUBTOTAL (Section 60 Lines 1-5) | | \$ 283,880 |
| 6 | ECIP Wood, Propane, and Oil (ECIP WPO) | | \$ 43,000 |
| 7 | Severe Weather Energy Assistance and Transportation Services (SWEATS) <i>activated by CSD</i> | | \$ - |
| 8 | SWEATS Drought 2014 (Total from Section 285 Line 1) | | \$ - |
| 9 | HEAP Wood, Propane, and Oil (HEAP WPO) | | \$ - |
| 10 | Liability Insurance | | \$ 2,500 |
| 11 | Major Vehicle and Equipment (More than \$5,000) | | \$ - |
| 12 | Minor Vehicle and Equipment (Less than \$5,000) | | \$ - |
| 13 | Workers' Compensation | | \$ 10,000 |
| 14 | General Operating Expenditures | | \$ 15,000 |
| 15 | Automation Supplemental | | \$ 17,190 |
| | TOTAL ECIP and HEAP Direct Program Services Budget (Section 60 Lines 1-15) | | \$ 371,570 |
| 70 - SUBTOTAL BUDGET (Total of Sections 10, 20, 30, 40, 50, and 60) | | | \$ 2,360,299 |
| 80 - ECIP AND HEAP UTILITY ASSISTANCE BUDGET | | | |
| 1 | ECIP Fast Track and HEAP Gas & Electric (Utility Assistance) | | \$ 4,348,712 |
| 90 - GRAND TOTAL BUDGET (Total Sections 70 and 80) | | | \$ 6,709,011 |

2015 LIHEAP PERFORMANCE AND EXPENDITURE BENCHMARK

| | | |
|---|--------------------------------------|---|
| Local Service Provider Name: Community Action Partnership of Riverside County | | 1/27/2014 |
| Prepared By: NAME AND TITLE (please print) Godwin Aimua, Energy Manager | Phone Number: 951-955-4900 | E-mail Address: Gaimua@capriverside.org |

SECTION 1 - WEATHERIZATION

| SECTION 1A - Total Weatherization Expenditure | | | | | | |
|---|---------------------------------|---|---|---|--|-----------------------|
| | Total Weatherization Allocation | Enter a Percentage % Quarter 1 (1/1/15 - 3/31/15) | Enter a Percentage % Quarter 2 (4/1/15 - 6/30/15) | Enter a Percentage % Quarter 3 (7/1/15-9/30/15) | Enter a Percentage % Quarter 4 (10/1/15 - 1/31/16) | Total Unit Production |
| | \$ 1,492,251.00 | 0% | 30% | 31% | 39% | 300.00 |
| TOTAL | \$1,492,251.00 | 0% | 30% | 61% | 100% | 300.00 |

| SECTION 1B - Weatherization Direct Program Activities Expenditure by County | | | | | | |
|--|--|---|---|---|--|--|
| Enter the name of each county within your service territory on a separate line | Enter the dollar amount associated with the county | Enter a Percentage % Quarter 1 (1/1/15 - 3/31/15) | Enter a Percentage % Quarter 2 (4/1/15 - 6/30/15) | Enter a Percentage % Quarter 3 (7/1/15-9/30/15) | Enter a Percentage % Quarter 4 (10/1/15 - 1/31/16) | Total Households to be Served per County |
| Riverside County | \$1,216,998.00 | 0% | 30% | 31% | 39% | 300.00 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| TOTAL | \$1,216,998.00 | 0% | 30% | 61% | 100% | 300.00 |

** Performance Benchmarks - Per Article 10.5.b: 60% of funds should be expended by September 30, 2015.*

SECTION 2 - EHA-16

| SECTION 2A - Total EHA-16 Expenditure | | | | | | |
|---------------------------------------|-------------------------|---|---|---|--|--------------------------------------|
| | Total EHA-16 Allocation | Enter a Percentage % Quarter 1 (1/1/15 - 3/31/15) | Enter a Percentage % Quarter 2 (4/1/15 - 6/30/15) | Enter a Percentage % Quarter 3 (7/1/15-9/30/15) | Enter a Percentage % Quarter 4 (10/1/15 - 1/31/16) | Total Unit Production (EHCS and WPO) |
| | \$ 2,360,299.00 | 0% | 30% | 31% | 39% | 247.00 |
| TOTAL | \$2,360,299.00 | 0% | 30% | 61% | 100% | 247.00 |

SECTION 2B - Total EHCS Expenditures by County

| Enter the name of each county within your service territory on a separate line | Enter the dollar amount associated with the county | Enter a Percentage % Quarter 1 (1/1/15 - 2/21/15) | Enter a Percentage % Quarter 2 (4/1/15 - 6/30/15) | Enter a Percentage % Quarter 3 (7/1/15-9/30/15) | Enter a Percentage % Quarter 4 (10/1/15 - 1/31/16) | Total Households to be Served per County |
|--|--|---|---|---|--|--|
| County of Riverside | \$283,880.00 | 0% | 30% | 31% | 39% | 132.00 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| TOTAL | \$283,880.00 | 0% | 30% | 61% | 100% | 132.00 |

* Performance Benchmarks - Per Article 10.5.b: 60% of funds should be expended by September 30, 2015 .

SECTION 2C - Total ECIP WPO Expenditures by County

| Enter the name of each county within your service territory on a separate line | Enter the dollar amount associated with the county | Enter a Percentage % Quarter 1 (1/1/15 - 2/21/15) | Enter a Percentage % Quarter 2 (4/1/15 - 6/30/15) | Enter a Percentage % Quarter 3 (7/1/15-9/30/15) | Enter a Percentage % Quarter 4 (10/1/15 - 1/31/16) | Total Households to be Served per County |
|--|--|---|---|---|--|--|
| County of Riverside | \$43,000.00 | 0% | 30% | 31% | 39% | 115.00 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| TOTAL | \$43,000.00 | 0% | 30% | 61% | 100% | 115.00 |

* Performance Benchmarks - Per Article 10.5.b: 60% of funds should be expended by September 30, 2015 .

SECTION 2D - Total HEAP WPO Expenditures by County

| Enter the name of each county within your service territory on a separate line | Enter the dollar amount associated with the county | Enter a Percentage % Quarter 1 (1/1/15 - 2/21/15) | Enter a Percentage % Quarter 2 (4/1/15 - 6/30/15) | Enter a Percentage % Quarter 3 (7/1/15-9/30/15) | Enter a Percentage % Quarter 4 (10/1/15 - 1/31/16) | Total Households to be Served per County |
|--|--|---|---|---|--|--|
| County of Riverside | \$0.00 | 0% | 0% | 0% | 0% | 0.00 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| TOTAL | \$0.00 | 0% | 0% | 0% | 0% | 0.00 |

* Performance Benchmarks - Per Article 10.5.b: 60% of funds should be expended by September 30, 2015 .

SECTION 3 - UTILITY ASSISTANCE (HEAP & FAST TRACK)

SECTION 3A - Total HEAP Expenditures by County

| Enter the name of each county within your service territory on a separate line | Enter the dollar amount associated with the county | Enter a Percentage % Quarter 1 (1/1/15 - 3/31/15) | Enter a Percentage % Quarter 2 (4/1/15 - 6/30/15) | Enter a Percentage % Quarter 3 (7/1/15-9/30/15) | Enter a Percentage % Quarter 4 (10/1/15 - 1/31/16) | Total Households to be Served per County |
|--|--|---|---|---|--|--|
| County of Riverside | \$3,044,098.00 | 5% | 25% | 30% | 40% | 8624.00 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| TOTAL | \$3,044,098.00 | 5% | 30% | 60% | 100% | 8624.00 |

* Performance Benchmarks - Per Article 10.5.b: 60% of funds should be expended by September 30, 2015 .

SECTION 3B - Total Fast Track Expenditures by County

| Enter the name of each county within your service territory on a separate line | Enter the dollar amount associated with the county | Enter a Percentage % Quarter 1 (1/1/15 - 3/31/15) | Enter a Percentage % Quarter 2 (4/1/15 - 6/30/15) | Enter a Percentage % Quarter 3 (7/1/15-9/30/15) | Enter a Percentage % Quarter 4 (10/1/15 - 1/31/16) | Total Households to be Served per County |
|--|--|---|---|---|--|--|
| County of Riverside | \$1,304,614.00 | 5% | 25% | 30% | 40% | 3034.00 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| TOTAL | \$1,304,614.00 | 5% | 30% | 60% | 100% | 3034.00 |

* Performance Benchmarks - Per Article 10.5.b: 60% of funds should be expended by September 30, 2015 .

2015 LIHEAP WEATHERIZATION BUDGET

| | | | | | | | |
|---|---|--------------------------------------|-------------------------------|------------|-------------------------------------|--------------|--|
| Contractor: Community Action Partnership of Riverside County | | | Contract Number: 15B- 3029 | | Telephone Number: (951) 955-6404 | | |
| Class "B" Contractor's License No.: | | Name on License: | | | Expiration Date: | | |
| Ace & Sons, Hawaii, Masco , Reliable, David Sta | | 768277,864393,221517, 704414, 885220 | | | 5/31/15,9/30/15,3/31/15; | | |
| Prepared By, Title: | | Date Prepared: | E-mail Address: | | Fax Number: | | |
| Godwin Aimua, Energy Manger | | 12/15/2015 | Gaimua@capriverside.org | | | | |
| | | | COLUMN A | | COLUMN B | | |
| 10 - TOTAL WEATHERIZATION ALLOCATION | | | \$ 875,552 | | \$ 1,492,251 | | |
| 20 - WEATHERIZATION PROGRAM BUDGET | | <i>Not to exceed without waiver</i> | | | | | |
| 1 | Intake | 70,044 | 119,380 | \$ 70,044 | \$ | 119,380 | |
| 2 | Outreach | 43,778 | 74,613 | \$ 43,777 | 2 | 74,612 | |
| 3 | Training and Technical Assistance | 43,778 | 74,613 | \$ 26,266 | \$ | 44,761 | |
| 4 | Direct Program Activities | | | \$ 698,965 | \$ | 1,216,998 | |
| 5 | Liability Insurance | | | \$ 1,500 | \$ | 1,500 | |
| 6 | Major Vehicle and Equipment (More than \$5,000) | | | \$ - | \$ | - | |
| 7 | Minor Vehicle and Equipment (Less than \$5,000) | | | \$ - | \$ | - | |
| 8 | Workers' Compensation | | | \$ 10,000 | \$ | 10,000 | |
| 9 | General Operating Expenditures | | | \$ 25,000 | \$ | 25,000 | |
| 10 | Training and Technical Assistance - Solar Hot Water Heating | | | \$ | \$ | | |
| Total Weatherization Program Costs (Total of lines 1 - 10) | | | | \$ 875,552 | | \$ 1,492,251 | |



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

PROGRAM: Low-Income Home Energy Assistance Program

PERIOD: January 1, 2015 through January 31, 2016

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

Approved by OMB 0348-0046

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): (attach Continuation Sheet(s) SF-LLL-A, if necessary) | | 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></u> Print Name: <u>JOHN MOONEY</u> Title: <u>Intuim 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.



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.

DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

Received by CSD:

Board Roster

Exhibit D, Attachment I

CSD 188 New

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

Received by CSD:

Board Roster
 Exhibit D, Attachment I
 CSD 188 New

| 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 | tjtracker1743@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 | btcbill@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@uwiviv.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

Received by CSD:

Board Roster
 Exhibit D, Attachment I
 CSD 188 New

| 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@coahcella.org |
| Jacob Alvarez | Commissioner Alternate City of Coachella | City of Coachella Assistant to the City Manager 1516 6th St | 760.398.3052 | jalvarez@coahcella.org |
| Ginny Foat | Commissioner Primary City of Palm | Councilmember City of Palm Springs 3200 East Tahquitz Canyon Way | 760.778.7832 | Ginny.Foat@palmspring s-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@palmspring s-ca.gov |
| Rita Rogers | Commissioner Primary City of Perris | Mayor Pro Tem City of Perris 101 North S Street | 951.943.6100 | rrogers@cityofperris.org |

DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

Received by CSD:

Board Roster

Exhibit D, Attachment I

CSD 188 New

| 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 | | | |
| | | | | |
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| | | | | |

Public Website Update

| | |
|---|--------------------------|
| Name of Agency Staff Completing This Form: | Date of Update: |
| Richard Lemire | December 24, 2014 |
| Staff Phone: | Staff Email: |
| (951) 955-6369 | rlemire@capriverside.org |

Instructions: The agency contact and application information below will be used by CSD to update our website. Please go to the CSD website to see your current agency contact information that will be viewed by the public to reach your agency for services (<http://www.csd.ca.gov/Services/FindServicesinYourArea.aspx>). The information in Column B is the most current information CSD has for your agency. Please review it carefully and enter any changes in Column B. If the information is correct, please enter "NC" (No Change).

| A | B |
|--|--|
| | <i>Updated Information</i> |
| Agency | County of Riverside, Community Action Partnership |
| County(ies) | Riverside |
| Address | 2038 Iowa Avenue, Suite B-102, Riverside, CA 92507 |
| Phone | (951) 955-4900 |
| Office Hours | Monday Through Friday 8:00 A.M- 5:00 P.M |
| Website | www.capriverside.org |
| Facebook | www.facebook.com/caprivco |
| Energy Services Offered | Utility payment assistance (LIHEAP), Weatherization, City of Riverside SHARE electric assistance |
| How to Apply for Services | By appointments, In person, online, at community partner locations |
| Documents Required for Energy Services | <p>CHECKLIST OF MANDATORY DOCUMENTS FOR LIHEAP <i>All required documents must be included. Incomplete applications will not be accepted and will be re</i></p> <p>Energy Intake Form - CSD43 (revised 1/2014) Fill out and sign - both sides - Please do not use white out Questions on Sections 1 - 5 ARE MANDATORY AND MUST BE FILLED OUT BY APPLICANT</p> <p>Statement of Citizenship form - CSD600 Fill out and sign - Please do not use white out</p> <p>Current (most recent) blue gas bill/propane bill Entire bill (all pages). Showing 22+ days of usage</p> <p>Current (most recent) electric bill</p> <p style="text-align: right;"><i>Both complete gas and electric bills are needed for application</i></p> |

CERTIFICATE NUMBER
CRIME-177

EVIDENCE OF INSURANCE

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

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 AGREEMENT NO. 15B-3029 FOR THE 2015 LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP) FUNDING.

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
2389 GATEWAY OAKS DR, STE 100
SACRAMENTO, CA 95833

NATURE OF INTEREST

EVIDENCE ONLY

JOINT LOSS PAYABLE

AUTHORIZED REPRESENTATIVE





COUNTY OF
Riverside
HUMAN RESOURCES
Winner IPMA Award for Excellence
Risk Management Division

MICHAEL STOCK,
Asst. County Executive Officer/
Human Resources Director

Post Office Box 1210, Riverside, CA 92502-1210
(951) 955-3540 Fax (951) 955-5862

January 16, 2015

To Whom It May Concern:

Re: Department of Community Services and Development

The County of Riverside is self-insured under the State of California Government Code Section 990.4 for the lines of coverage and in the amount indicated below:-

- *Commercial General Liability including Vehicle Liability self-insured for \$1MM Combined Single Limit per occurrence.*
- *Workers' Compensation & Employers' Liability permissibly self-insured for \$2MM Per Occurrence*

The County meets all State requirements for self-insured and complies with all State of California rules and regulations for self-insured entities.

The County of Riverside maintains an adequate reserve for claims; the County is also audited annually by an independent firm.

Please do not hesitate to contact me at your convenience if you have any additional questions and/or concerns regarding this matter.

Best regards,

Jeffrey L. Hunter
Senior Risk Management Analyst

JLH/ar