

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

592



FROM: Riverside University Health System - Public Health/Community Action Partnership

SUBMITTAL DATE:
August 11, 2016

SUBJECT: Approval of budget adjustment for the Agreement #16F-5520 with the California Department of Community Services and Development for Community Services Block Grant Targeted Initiatives in 2016. Districts: All. [\$17,000]; 100% Federal funds.

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve and direct the Auditor Controller to adjust the budget as specified on Schedule A attached.

BACKGROUND:

Summary

The Department of Public Health, Community Action Partnership has been awarded funding from the California Department of Community Services and Development (CSD), Community Services Block Grant (CSBG) in the amount of \$17,000 for Targeted Initiative Services.

(Continued on Page 2)

Sarah J Mack

Sarah Mack, Director
RUHS - Public Health

BSF:mb

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office):
COST	\$ 0	\$ 17,000	\$ 17,000	\$ 0	Consent <input type="checkbox"/> Policy X
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	

SOURCE OF FUNDS: 100% Federal funds

Budget Adjustment: Yes
For Fiscal Year: 15/16-16/17

C.E.O. RECOMMENDATION:

APPROVE

BY: *Donna Shaw*
Donna Shaw

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

FISCAL PROCEDURES APPROVED
PAUL ANGULO, CPA, AUDITOR-CONTROLLER
 BY: *Susana Garcia-Bocanegra* 8/30/16
 Departmental Concurrent

- A-30
- Positions Added
- 4/5 Vote
- Change Order

Prev. Agn. Ref.: 2/10/15 Item 3-7

District: All

Agenda Number:

3-42

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

FORM 11: Approval of budget adjustment for the Agreement #16F-5520 with the California Department of Community Services and Development for Community Services Block Grant Targeted Initiatives in 2016.

Districts: All. [\$17,000]; 100% Federal funds.

DATE: August 11, 2016

PAGE: 2 of 3

BACKGROUND:

Summary (continued on page 2)

This 2016 CSBG Targeted Initiative agreement provides funds to support Community Action Agency training and technical assistance needs, to enable the agency to build capacity and operate more efficiently to meet national Organizational Standards. Funds are also designated to support programs, services and outreach that help low-income individuals claim the Earned Income Tax Credit (EITC). Community Action Partnership of Riverside County, a Community Action Agency, has been awarded a \$17,000 CSBG Targeted Initiative grant to accomplish these two funding priorities.

Community Action Partnership of Riverside County (Community Action) will utilize these funds to 1). acquire and utilizing an agency-wide customer/data management system for more efficient and accurate collection, tracking, aggregating and reporting of agency data, outcomes and customer demographics; and 2). to increase outreach and advertising efforts to County of Riverside residents for its Volunteer Income Tax Assistance (VITA) Program, and the opportunity to receive the Earned Income Tax Credit (EITC).

On February 10, 2015 Item 3-7, the Riverside Board of Supervisors approved Resolution No. 2015-050 which gave authorization to the Community Action Partnership (Community Action) Executive Director to sign CSBG agreements on an annual basis. Community Action is now requesting a budget adjustment for the funds awarded for FY2016/2017.

Impact on Citizens and Businesses

This Targeted Initiative funding will provide capacity building for the agency to more efficiently meet Organizational Standards for its federal CSBG funding, which will also mean better case management and cross-enrollment of low-income eligible families in its programs and services. It will also provide greater exposure to Riverside County Residents of free income tax preparation assistance information and access to the EITC, as a means of rising above the poverty level and moving further toward financial self-sufficiency.

SUPPLEMENTAL:

Additional Fiscal Information

No County General Funds will be required.

ATTACHMENTS:

Budget Adjustment

Budget adjustment is required as specified on Schedule A, attached.

SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: Approval of budget adjustment for the Agreement #16F-5520 with the California Department of Community Services and Development for Community Services Block Grant Targeted Initiatives in 2016.
Districts: All. [\$17,000]; 100% Federal funds.
DATE: August 11, 2016
PAGE: 3 of 3

SCHEDULE A

Department of Public Health/Community Action Partnership

**Budget Adjustment
Fiscal Year 2016/2017**

INCREASE IN ESTIMATED REVENUE:

CAARC-21050-5200100000-767200 Federal Block Grants	<u>\$17,000</u>
TOTAL INCREASE IN ESTIMATED REVENUE	\$17,000

INCREASE IN APPROPRIATIONS:

CAARC-21050-5200100000-523840 Computer Equip-Software	\$13,000
CAARC-21050-5200100000-526420 Advertisement	<u>\$ 4,000</u>
TOTAL INCREASE IN APPROPRIATIONS	\$17,000

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RESOLUTION 2015-048

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

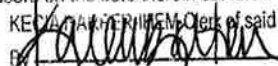
BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on February 10, 2015, that the Board of Supervisors approves 2015 Community Services Block Grant (CSBG) Agreement #15F-2032 with the State of California, Department of Community Services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

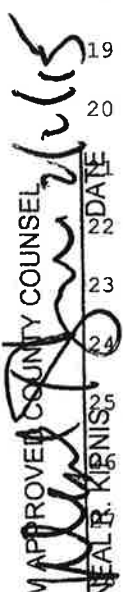
1. The Chairman of the Board or designee to sign the 2015 CSBG Agreement #15F-2032 in the amount of \$653,005 for the term January 1, 2015 through December 31, 2015;
2. The Executive Director of Community Action Partnership of Riverside County to administer the program and sign all assurances, exhibits,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

ROLL CALL:

Ayes: Jeffries, Tavaglione, Benoit and Ashley
Nays: None
Absent: None

The foregoing is certified to be a true copy of a resolution duly adopted by said Board of Supervisors on the date therein set forth.

KECIA KATHEMERIEM, Clerk of said Board
 Deputy

FORM APPROVED BY COUNTY COUNSEL
BY:  DATE: 2/10/15
NEAL R. KENIS

2
3 RESOLUTION NO. 2015-050

4 RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF RIVERSIDE
5 AUTHORIZING THE COMMUNITY ACTION PARTNERSHIP EXECUTIVE DIRECTOR TO
6 APPLY FOR AND ACCEPT COMMUNITY SERVICES BLOCK GRANTS
7

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

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

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

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

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

FORM APPROVED COUNTY COUNSEL
 BY: [Signature] DATE: 2/10/15
 NEAL R. KIPPINS

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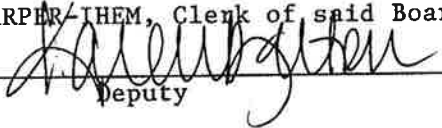
3. The Executive Director shall promptly report to the Board: all grants received and grant funding changes for budget and Auditor-Controller purposes; and any material changes or significant new developments related to the grant.

4. This Resolution shall take effect immediately upon its adoption.

ROLL CALL:

Ayes: Jeffries, Tavaglione, Benoit and Ashley
Nays: None
Absent: None

The foregoing is certified to be a true copy of a resolution duly adopted by said Board of Supervisors on the date therein set forth.

KECIA HARPER-HEM, Clerk of said Board
By 
Deputy

AGREEMENT NUMBER 16F-5520	AMENDMENT NUMBER 0
REGISTRATION NUMBER	

- This Agreement is entered into between the State Agency and the Contractor named below
 STATE AGENCY'S NAME
Department of Community Services and Development
 CONTRACTOR'S NAME
Community Action Partnership of Riverside County
- The term of this Agreement is: **June 15, 2016 through December 31, 2016**
- The maximum amount of this Agreement is: **Total \$17,000.00**
- The parties agree to comply with the terms and conditions of the following exhibits that are by this reference made a part of the Agreement:

Part I

Preamble

Article 1 - Scope of Work

Article 2 - Contract Construction, Administration, Procedure

Part II*

Subpart A - Administrative Requirements*

Subpart B - Financial Requirements*

Subpart C - Programmatic Requirements*

Subpart D - Compliance Requirements*

Subpart E - Certification and Assurances*

Subpart F - State Contracting Requirements*

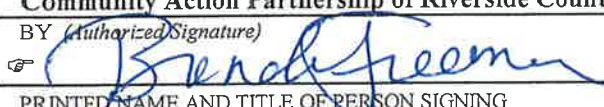

Subpart G - Definitions*

Subpart H - Table of Forms and Attachments*

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

FORM APPROVED COUNTY COUNSEL
 BY: Marsha L. Victor 8/17/16
 MARSHA L. VICTOR DATE

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR	CALIFORNIA Department of General Services Use Only
CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.) Community Action Partnership of Riverside County	
BY (Authorized Signature) 	DATE SIGNED (Do not type) 7/21/16
PRINTED NAME AND TITLE OF PERSON SIGNING	
ADDRESS 2038 Iowa Ave, Suite B-102, Riverside, CA 92507	
STATE OF CALIFORNIA	
AGENCY NAME Department of Community Services and Development	
BY (Authorized Signature) 	DATE SIGNED (Do not type)
PRINTED NAME AND TITLE OF PERSON SIGNING Cindy Halverstadt, Deputy Director, Administrative Services	
ADDRESS 2389 Gateway Oaks Drive, Suite 100, Sacramento, California 95833	
<input type="checkbox"/> Exempt per _____	

"I hereby certify that all conditions for exemption have been complied with, and this document is exempt from the Department of General Services approval."

STANDARD AGREEMENT
PARTS I & II – ENTIRE CONTRACT

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**STANDARD AGREEMENT
PARTS I & II – ENTIRE CONTRACT**

PART I

PREAMBLE

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

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

ARTICLE 1 – SCOPE OF WORK

1.1 General

A. Program Purposes

The purpose of the contract is to provide discretionary funds to support Community Action Agency training and technical assistance needs that will enable agencies to build capacity and operate more efficiently to meet Organizational Standards; to support programs that focus on serving the homeless population; and to support programs, services and outreach that help low-income people claim the Earned Income Tax Credit. Funding is provided under three categories: Capacity Building, Homelessness, and Earned Income Tax Credit, utilizing CSBG discretionary funding.

Contractors participating in Targeted Initiative projects shall administer and/or operate community-based programs designed to reduce poverty, revitalize low-income communities, and empower low-income families and individuals within Contractor’s service area (described in Section 1.3) to achieve greater self-sufficiency, pursuant to Title 42 of the United States Code (USC) Section 9901 et seq. (the Community Services Block Grant Act, as amended) and Government Code Section 12085 et seq., as amended. Agencies using discretionary funds for capacity building purposes shall obtain training and technical assistance that supports enhancements that will benefit the CSBG program. Contractor shall ensure that all services funded in whole or in part through this Agreement will support state and federal policies and goals of the CSBG Act as set forth in the above-referenced statutes.

B. The CSBG Catalog of Federal Domestic Assistance number is 93.569. The award is made available through the United States Department of Health and Human Services.

**STANDARD AGREEMENT
PARTS I & II – ENTIRE CONTRACT**

1.2 Term and Amount of Agreement

A. The term of this Agreement shall be as specified on the face sheet (STD. 213).

1.3 Service Area

The services shall be performed in the following service area:

See Part II, Subpart H. The 2016 CSBG Numbers, Contractors, and Service Territories listing may be accessed at <http://providers.csd.ca.gov>.

1.4 Legal Authorities – Program Requirements, Standards and Guidance

A. All services and activities are to be provided in accordance with all applicable federal, state, and local laws and regulations, and as those laws and regulations may be amended from time to time, including but not limited to, the following:

1. The Community Services Block Grant Act, as amended, 42 U.S.C. §9901 et seq., and 45 Code of Federal Regulations (CFR) Part 96;
2. The California Community Services Block Grant Program, Government Code §12085 et seq., as amended, and Title 22, California Code of Regulations (CCR) §§100601-100795;
3. The Single Audit Act, 31 U.S.C. §7301 et seq., and Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards, 45 CFR Part 75.

B. *Conflict of laws.* Contractor shall comply with all of the requirements, standards, and guidelines contained in the authorities listed below, as they may be amended from time to time, with respect to procurement requirements, administrative expenses, and other costs claimed under this Agreement, including those costs incurred pursuant to subcontracts executed by Contractor, notwithstanding any language contained in the following authorities that might otherwise exempt Contractor from their applicability. To the extent that the requirements, standards, or guidelines directly conflict with any State law or regulation at Government Code §12085 et seq. or 22 CCR §100601 et seq., or any provision of this Agreement, then that law or regulation or provision shall apply, unless, under specified circumstances, a provision of federal law applicable to block grants, such as 45 CFR 96.30, allows for the application of state law.

1. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards (45 CFR 75);

STANDARD AGREEMENT
PARTS I & II – ENTIRE CONTRACT

2. Contractor further agrees to abide by all requirements in California Contractor Certification Clauses 307 (CC-307);
- C. CSD shall provide Contractor with specific program guidance which shall be binding on the Contractor as a condition of the Contractor's eligibility to receive CSBG funds, PROVIDED:
1. That such guidance shall be issued by CSD in writing in the form of "CSD Program Notice (CPN) No. XX-XX" posted at <https://providers.csd.ca.gov>.
 2. That such guidance shall be issued by CSD in the most timely and expeditious manner practicable;
 3. That such guidance shall be reasonably necessary to realize the intent and purposes of the CSBG Act;
 4. That major and material changes in program requirements which substantially affect the Contractor's and/or CSD's ability to fulfill contractual obligations, or which otherwise create a substantial hardship on either the Contractor or CSD, shall be subject to an amendment to this Agreement;
 5. That the parties' failure or inability to execute a mutually acceptable amendment, under circumstances described in the preceding subparagraph 1.4 C. 4, within a period of time allowing the parties to reasonably comply with any major change(s) in CSBG requirements, shall result in this Agreement being without force and effect, subject only to such provisions contained herein as are intended to survive the Agreement in accordance with the express and implied provisions of applicable federal and state law;
 6. That Contractor is duly informed of the risk of de-designation as an eligible entity, based on CSD's obligation to avoid/minimize interruption of CSBG-funded services in any part of the state, in the event that this Agreement terminates due to failure to agree to any necessary amendment; and,
 7. That upon CSD's or Contractor's good faith determination, delivered to the other party by written notice, that agreement to any necessary amendment as contemplated in subparagraph 1.4 C. 4. above cannot be achieved, then this contract shall be terminated, and any issues of eligible entity status addressed, in accordance with requirements of federal and state law and established CSD policy and procedure.
- D. The federal and state laws, regulations and other authorities referenced in the present paragraph 1.4 are hereby incorporated by reference into this Agreement. Copies may be accessed for reference at www.csd.ca.gov.

STANDARD AGREEMENT
PARTS I & II – ENTIRE CONTRACT

ARTICLE 2 – CONTRACT CONSTRUCTION, ADMINISTRATION, PROCEDURE

2.1 Base Contract and Whole Agreement

- A. This Agreement consists of two parts, which together constitute the whole agreement between CSD and Contractor.
- B. Part I is the “Base Contract” which consists of the following:
 - 1. The face sheet (Form STD 213) which specifies:
 - a. the parties to the Agreement;
 - b. the term of the Agreement;
 - c. the maximum dollar amount of the Agreement; and
 - d. the authorized signatures and dates of execution.
 - 2. The Preamble, Article 1 and Article 2
- C. Part II consists of the “Administrative and Programmatic Provisions” which are comprised of Subparts A through H, including specified requirements, obligations, provisions, procedures, guidance, forms and technical materials necessary for program implementation.
- D. Agreed-upon Contract Execution Provisions, Procedures and Required Forms
 - 1. Part I, the Base Contract, will be exchanged by the parties for execution with original signatures, fully executed copies being retained by each party.
 - 2. Contractor must complete and update the following forms, available on the providers’ website at <https://providers.csd.ca.gov>, and return them with the executed contract:
 - a. 627 Budget Series Forms
 - i. CSD 627.S CSBG Contract Budget Summary
 - ii. CSD 627A CSBG Budget Support Personnel Cost
 - iii. CSD 627B CSBG Budget Support Non Personnel Cost
 - iv. CSD 627C CSBG Contract Budget Narrative
 - v. CSD 627D Spending Plan
 - b. Updated CSBG/NPI Workplan CSD 801 W (Form)
 - c. CSBG Discretionary Workplan CSD 626
 - d. Certification Regarding Lobbying/Disclosure of Lobbying Activities

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PARTS I & II – ENTIRE CONTRACT**

- e. Community Services and Development Federal Accountability and Transparency Act Report CSD 279 (Form)
3. *Board Resolution.* Contractor must also submit a governing board resolution with an original signature of the board's authorized representative, identifying the individual(s) authorized to execute the 2016 Targeted Initiative Agreement and any amendments.
4. Part II, Administrative and Programmatic Provisions (and Table of Forms and Attachments) is hereby incorporated by reference into this Agreement, is an essential part of the whole Agreement, and is fully binding on the parties.
5. CSD shall maintain a certified date-stamped hardcopy of Part II for inspection by Contractor during normal business hours, as well as a date-stamped, PDF version of Part II on CSD's "Provider Website," which may be accessed by Contractor, downloaded and printed at Contractor's option.
6. Neither Part I nor Part II of this Agreement may be changed or altered by any party, except by a formal written, fully executed amendment, or as provided in Article 1.4 C with respect to program guidance, or as provided in Part II, Subpart A, Article 3 – Agreement Changes. Upon such amendment of any provision of Part II, the amended PDF version shall be date-stamped and posted to the Provider Website until such time as a subsequent Agreement or amendment is executed by the parties.
7. Contractors that are public or governmental entities with local provisions requiring receipt of a hardcopy of all parts of this Agreement as a prerequisite to execution, as well as other contractors that make special arrangements with CSD, may receive hardcopies of Parts I and II for execution and retention.

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

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

2.3 Contractor's Option of Termination

- A. Contractor may, at Contractor's sole option, elect to terminate this contract in lieu of adherence to the procedures set out in subparagraph 1.4 C, should Contractor determine that any subsequent program guidance or proposed amendment to the contract is unjustifiably onerous or otherwise adverse to Contractor's legitimate

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business interests and ability to implement the contract in an effective and reasonable manner, PROVIDED:

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

2.4 Budget Contingencies

A. State Budget Contingency

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

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B. Federal Budget Contingency

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

2.5 Miscellaneous Provisions

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

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supersedes all prior understandings and agreements, whether written or oral, among the parties with respect to such subject matter.

C. Severability. If any provision of this Agreement be invalid or unenforceable in any respect for any reason, the validity and enforceability of any such provision in any other respect and of the remaining provisions of this Agreement will not be in any way impaired and shall remain in full force and effect.

D. Notices. Unless otherwise provided herein, notice given by the parties shall be in writing, delivered personally, by United States mail, or by overnight delivery service (with confirmation). Certain reporting and other communications may be delivered electronically as specified by CSD or as is customary between the parties. Notice shall be delivered as follows:

1. To Contractor's address of record; and
2. To CSD at:

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

CSBG DISCRETIONARY (Disc.) CONTRACT BUDGET SUMMARY

Contractor Name: Community Action Partnership of Riverside County	Contract Number: 16F-5520	Contract Amount: \$17,000
Prepared By: Melanie M. Holsey	Contract Term: 6/15/16-12/31/16	Amendment #:
Telephone #: 951-955-6430	Fax Number: 951-955-1399	
Date: 7/18/2016	E-mail Address: Mholsey@capriverside.org	

SECTION 10: ADMINISTRATIVE COSTS

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

SECTION 20: PROGRAM COSTS

Line Item	CSBG Disc. Funds (rounded to the nearest dollar)
1 Salaries and Wages	
2 Fringe Benefits	
3 Operating Expenses	\$17,000
4 Equipment	
5 Out-of-State Travel	
6 Subcontractor/Consultant Services	
7 Other Costs	
Subtotal Section 20: Program Costs	\$17,000
SECTION 40: Total CSBG Disc. Budget Amount (Sum of Subtotal Sections 10 and 20)	\$17,000
<i>SECTION 70: Enter "Other Agency Operating Funds used to Support CSBG Disc." (INFORMATION ONLY)</i>	\$13,608,421
<i>SECTION 80: Agency Total CSBG Discretionary Operating Budget (Sum of Section 40 and 70) (INFORMATION ONLY)</i>	\$13,625,421
<i>SECTION 90: CSBG Funds Administrative Percent (Section 10 divided by Section 40)</i>	

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

Contractor Name:	Community Action Partnership of Riverside County	Contract Number:	16F-5520	Contract Amount:	\$17,000
Prepared By:	Melanie M. Holsey	Contract Term:	6/15/16-12/31/16	Amendment #:	
Telephone #:	951-955-6430	Fax Number:	951-955-1399		
Date:	7/18/2016	E-mail Address:	Mholsey@capriverside.org		

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

LIST EACH LINE ITEM Totals must match CSD 627 Budget Summary form Attach additional sheet(s) if necessary	CSBG Discretionary	
	Section 10 Administrative Costs	Section 20 Program Costs
List all Operating Expenses	3 sum should equal total on line item 3 of CSD 627 Budget Summary form	3 sum should equal total on line item 3 of CSD 627 Budget Summary form \$17,000
List all Equipment Purchases	4 sum should equal total on line item 4 of CSD 627 Budget Summary form	4 sum should equal total on line item 4 of CSD 627 Budget Summary form
List all Out-of-State Travel: Name of conference; Specify location; Cost per trip	5 sum should equal total on line item 5 of CSD 627 Budget Summary form	5 sum should equal total on line item 5 of CSD 627 Budget Summary form
List all Contract/Consultant Services	6 sum should equal total on line item 6 of CSD 627 Budget Summary form	
List all Subcontractor/Consultant Services		6 sum should equal total on line item 6 of CSD 627 Budget Summary form
Other Costs - List each line item (i - iv): Any additional Other Costs (attach additional sheet if necessary):	Section 10 Administrative Costs	Section 20 Program Cost
i		
ii		
iii		
iv		
Total Other Costs (Sum of i, ii, iii, iv):	7 sum should equal total on line item 7 of CSD 627 Budget Summary form	7 sum should equal total on line item 7 of CSD 627 Budget Summary form

CSBG DISCRETIONARY (Disc.) CONTRACT BUDGET NARRATIVE

Contractor Name: Community Action Partnership of Riverside County	Contract Number: 16F-5520	Contract Amount: \$17,000	Date 7/18/16
Prepared By: Melanie M. Holsey	Contract Term: 6/15/16-12/31/16	Amendment Number: 0	
Telephone Number: 951-955-6430	Fax Number: 951-955-1399	E-mail Address: MHolsey@capriverside.org	

Program Cost

Total: \$17,000.00

Operating Expenses:

Advertisement/Outreach (\$4,000) - Newspaper ads, Billboard, Print Materials for EITC Outreach
 Computer Software (\$13,000) - Program for Case Management statistical data reporting
 (includes support, maintenance, hosting, customer care).

Community Action Partnership of Riverside County: 16F-5520]

Projected Spending Plan

ADMINISTRATIVE COSTS	6/1-6/30/16	7/1-7/31/16	8/1-8/31/16	9/1-9/30/16	10/1-10/31/16	11/1-11/30/16	12/1-12/31/16	TOTAL
Salaries and Wages								\$0.00
Fringe Benefits								\$0.00
Operating Expenses								\$0.00
Equipment								\$0.00
Out-of-State Travel								\$0.00
Contract/Consultant Services								\$0.00
Other Costs								\$0.00
Subtotal:								\$0.00
PROGRAM COSTS	6/1-6/30/16	7/1-7/31/16	8/1-8/31/16	9/1-9/30/16	10/1-10/31/16	11/1-11/30/16	12/1-12/31/16	TOTAL
Salaries and Wages								\$0.00
Fringe Benefits								\$0.00
Operating Expenses	0	8800	1800	1800	1800	1800	1000	\$17,000.00
Equipment								\$0.00
Out-of-State Travel								\$0.00
Subcontractor/Consultant Services								\$0.00
Other Costs								\$0.00
Subtotal:	0	8800	1800	1800	1800	1800	1000	\$17,000.00

CSBG/NPI Workplan

Contractor Name: Community Action Partnership of Riverside County
 Contact Person and Title: Brenda Salas Freeman, Executive Director
 Phone Number: 951-955-3563 Ext. Number: _____
 E-mail Address: bfreeman@capriverside.org Fax Number: 951-955-6494

Goal 5: Agencies increase their capacity to achieve results.

NPI 5.1: Agency Development

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

Community Action Partnership of Riverside County has complied with all reporting requirements in demonstrating agency-wide impact and change in individuals, families and the community. However, it has not utilized an agency-wide data system, but has collected monthly reports separately from each individual program, then aggregated and analyzed the data for reports. This process is time consuming and inefficient.

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

Community Action Partnership of Riverside County will acquire and utilize an agency-wide system for more efficient and accurate collection, tracking, aggregating and reporting of agency data, outcomes (family, community and agency) and customer demographics.

National Performance Indicator 5.1	Reporting Period	WORKPLAN Number of Resources in Agency Expected to Achieve in Reporting Period (#)
Agency Development		
The number of human capital resources available to Community Action that increase agency capacity to achieve family and community outcomes, as measured by one or more of the following:		
A. Number of Certified Community Action Professionals	Mid-Year	
	Annual	
B. Number of Nationally Certified ROMA Trainers	Mid-Year	
	Annual	
C. Number of Family Development Certified Trainers	Mid-Year	
	Annual	
D. Number of Child Development Certified Trainers	Mid-Year	
	Annual	
E. Number of staff attending trainings	Mid-Year	
	Annual	
F. Number of Board Members attending trainings	Mid-Year	
	Annual	
G. Hours of staff in trainings	Mid-Year	
	Annual	
H. Hours of Board Members in trainings	Mid-Year	
	Annual	
<i>In the rows below, please include any additional indicators that were not captured above.</i>		
I. Agency-wide system for collecting, tracking, aggregating and reporting agency data, outcomes and customer demographics	Mid-Year	
	Annual	1

CSBG/NPI Workplan

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

NPI 1.3: Economic Asset Enhancement and Utilization

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

Many low-income residents of Riverside County are unaware of the availability of free tax return preparation assistance through the Community Action Partnership of Riverside County Volunteer Income Tax Assistance (VITA) Program, and have not received Federal or State tax credits, such as the Earned Income Tax Credit (EITC), though eligible.

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

Community Action Partnership of Riverside County will increase outreach efforts to County of Riverside residents for its VITA Program, and the EITC, so that more low-income residents can participate in the VITA tax preparation program, receive Federal or State tax credits, rise above the poverty level, and move further toward self-sufficiency.

<p style="text-align: center;">National Performance Indicator 1.3</p> <p>Economic Asset Enhancement and Utilization</p> <p>The number and percentage of low-income households that achieve an increase in financial assets and/or financial skills as a result of Community Action assistance, and the aggregated amount of those assets and resources for all participants achieving the outcome, as measured by <u>one or more</u> of the following:</p>	<p style="text-align: center;">Reporting Period</p>	<p style="text-align: center;">WORKPLAN</p> <p style="text-align: center;">Number of Participants Expected to Achieve Outcome in Reporting Period (#)</p>
ENHANCEMENT		
<p>A. Number and percent of participants in tax preparation programs who qualified for any type of Federal or State tax credit and the expected aggregated dollar amount of credits</p>	Mid-Year	
	Annual	4,000
<p>B. Number and percent of participants who obtained court-ordered child support payments and the expected annual aggregated dollar amount of payments</p>	Mid-Year	
	Annual	
<p>C. Number and percent of participants who were enrolled in telephone lifeline and/or energy discounts with the assistance of the agency and the expected aggregated dollar amount of savings</p>	Mid-Year	
	Annual	
UTILIZATION		
<p>D. Number and percent of participants demonstrating ability to complete and maintain a budget for over 90 days</p>	Mid-Year	
	Annual	
<p>E. Number and percent of participants opening an Individual Development Account (IDA) or other savings account</p>	Mid-Year	
	Annual	
<p>F. Number and percent of participants who increased their savings through IDA or other savings accounts and the aggregated amount of savings</p>	Mid-Year	
	Annual	
<p>G. Number and percent of participants capitalizing a small business with accumulated IDA or other savings</p>	Mid-Year	
	Annual	
<p>H. Number and percent of participants pursuing post-secondary education with accumulated IDA or other savings</p>	Mid-Year	
	Annual	
<p>I. Number and percent of participants purchasing a home with accumulated IDA or other savings</p>	Mid-Year	
	Annual	
<p>J. Number and percent of participants purchasing other assets with accumulated IDA or other savings</p>	Mid-Year	
	Annual	
<p><i>In the rows below, please include any additional indicators for NPI 1.3 that were not captured above.</i></p>		
	Mid-Year	
	Annual	

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

Agency Name: Community Action Partnership of Riverside County	Agency/Project Representative: Brenda Freeman
Contract Number: 16F-5520	Contract Term: June 15, 2016 through December 31, 2016
Email: bfreeman@capriverside.org	Telephone Number: (951) 955-3563
Date: 7/18/16	Signature: 

Work Plan

Make copies for each outcome/goal

Problem/Need to be addressed:
Many low-income residents of Riverside County are unaware of the availability of free tax return preparation assistance through the Community Action Partnership of Riverside County Volunteer Income Tax Assistance (VITA) Program, and have not received Federal or State tax credits, such as the Earned Income Tax Credit (EITC), though eligible.
Projected Activities/Services to be performed:
Community Action Partnership of Riverside County will increase outreach efforts to County of Riverside residents for its VITA Program, and the EITC, so that more low-income residents can participate in the VITA tax preparation program, receive Federal or State tax credits, rise above the poverty level, and move further toward self-sufficiency.
Expected Outcome/Goal (Number 1 of 2):
The number of participants involved in the VITA tax preparation program will increase by 19%, from 3,366 to 4,000.
National Performance Indicator(s):
This outcome correlates to NPI 1.3.A – Participants achieve an increase in financial assets as a result of Community Action assistance.

Progress Report (Indicate the Report Period _____)
Activities/Services:
Status Toward Achieving Indicated Outcome/Goal:
Actual Results:

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

Agency Name: Community Action Partnership of Riverside County	Agency/Project Representative: Brenda Freeman
Contract Number: 16F-5520	Contract Term: June 15, 2016 through December 31, 2016
Email: bfreeman@capriverside.org	Telephone Number: (951) 955-3563
Date: 7/20/16	Signature: 

Work Plan

Make copies for each outcome/goal

Problem/Need to be addressed:
Community Action Partnership of Riverside County has complied with all reporting requirements in demonstrating agency-wide impact and change in individuals, families and the community. However, it has not utilized an agency-wide data system, but has collected monthly reports separately from each individual program, then aggregated and analyzed the data for reports. This process is time consuming and inefficient.
Projected Activities/Services to be performed:
Community Action Partnership of Riverside County will acquire and utilize an agency-wide system for more efficient and accurate collection, tracking, aggregating and reporting of agency data, outcomes (family, community and agency) and customer demographics.
Expected Outcome/Goal (Number 2 of 2):
Community Action Partnership of Riverside County will acquire and utilize an agency-wide system for more efficient and accurate collection, tracking, aggregating and reporting of agency data, outcomes (family, community and agency) and customer demographics.
National Performance Indicator(s):
This outcome correlates to NPI 5.1 – Agency Development

Progress Report (Indicate the Report Period _____)
Activities/Services:
Status Toward Achieving Indicated Outcome/Goal:
Actual Results:



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

PROGRAM: **Community Services Block Grant**

PERIOD: January 1, 2016 through December 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.

Executive Dir.
Title

[Signature]
Signature

Community Action JCU.
Agency/Organization

7/18/16
Date

**Community Services and Development
Federal Funding Accountability and Transparency Act Report Form**

Return with the Contract

As of October 1, 2010, CSD is required to comply with sub-award reporting requirements of the Federal Funding Accountability and Transparency Act (FFATA). CSD must file the FFATA sub-award report by the end of the month following the month in which CSD awards funds greater than or equal to \$25,000 to any agency/service provider. In accordance with terms of the CSD agreement, agencies are required to provide the information requested in this form on or before the above due date. Failure to timely submit the completed form may result in "high-risk" designation and/or imposition of additional special terms and conditions on the agency's eligibility for CSD funds.

Please e-mail completed report forms to your respective program e-mail address listed below:

Department of Energy Weatherization Assistance Program: Wx@csd.ca.gov

Community Services Block Grant: CSBGDIV@csd.ca.gov

Lead Hazard Control: LEADGrants@csd.ca.gov

Low Income Home Energy Assistance Program: Wx@csd.ca.gov

NOTE: If your agency receives multiple Community Services and Development (CSD) awards under various programs (i.e., Community Services Block Grant (CSBG), Weatherization Assistance Program (WX), Lead Hazard Control Program (LHCP), Low-Income Home Energy Assistance Program), *complete a separate form for each program.*

AGENCY/SUB-AWARDEE INFORMATION

Agency Name	Community Action Partnership of Riverside County			
Program Type (<i>check one</i>)	<input checked="" type="checkbox"/> CSBG	<input type="checkbox"/> LEAD	<input type="checkbox"/> LIHEAP	<input type="checkbox"/> DOE WAP
Contract #(s) (<i>list all active contracts for the selected program</i>)	16F-5520			
Contract Period(s) (<i>mm/dd/yy - mm/dd/yy</i>)	06/15/16 -- 12/31/16			
Agency Unique Identifier (DUNS Number)	105920057			
Agency Primary Contact Information (<i>person responsible for completing this form</i>)	Name:	Brenda Salas Freeman		
	Title	Executive Director		
	E-mail:	bfreeman@capriverside.org		
	Phone:	951-955-3563		
Location of Agency	Mailing Address:	2038 Iowa Avenue, Suite B-102, Riverside		
	State:	CA		
	Zip + 4 digits (+4 digit is required)	92507-2412		
	U.S. Congressional District:	CA-041, CA-043, CA-044, CA-049, CA-055		
	State Assembly District:	42nd, 56th, 60th, 61st, 67th, 71st, 75th		
	State Senate District:	31st, 36th, 40th		

Department of Community Services and Development

CSD 279 (Rev. 1/2015)

Place of Performance <i>(where program funds are primarily spent, if different from agency location above)</i>	Street Address:	Same
	State:	
	Zip + 4 digits (+4 digit is required)	
	U.S. Congressional District:	
	State Assembly District:	
	State Senate District:	
Agency (Sub-Awardee) Executive Compensation Reporting	Is more than 80% of your agency's annual gross revenue from the Federal government? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If YES, continue to the next question. If NO, you are now finished completing this form.)	
	Does your agency's total annual federal funding exceed \$25 million? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If YES, continue to the next question. If NO, you are now finished completing this form.)	
	Is your agency one of the entities described below? <input type="checkbox"/> Yes <input type="checkbox"/> No <ul style="list-style-type: none"> ▪ A tax-exempt nonprofit entity required to file an annual Form 990 return with the Internal Revenue Service (IRS). ▪ A publicly owned corporation required to file annual reports with the Securities and Exchange Commission (SEC). 	
	(If NO, please list the names and compensation of your agency's top five highest compensated employees in the spaces below. If YES, <u>you are now finished completing this form.</u>)	
Five Highest Compensated Executives/Employees	Name	
	Compensation	
	Name	
	Compensation	
	Name	
	Compensation	
	Name	
	Compensation	
	Name	
	Compensation	