

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



961

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

**SUBMITTAL DATE:**  
6/4/11

**SUBJECT:** Amendment #3 to Agreement #11B-5731 with Department of Community Services and Development for the 2011 Low-Income Home Energy Assistance Program

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

- 1) Ratify and authorize the Chairman of the Board to sign Amendment #3 to the Low-Income Home Energy Assistance Program (LIHEAP) Agreement #11B-5731 between the Department of Community Services and Development (CSD) and the Community Action Partnership of Riverside County (CAP Riverside), increasing the maximum contract amount from \$2,930,477 to \$4,753,882.

Continued (3 pages total)

Maria Y. Juarez, CCAP, Executive Director

**FINANCIAL  
DATA**

Current F.Y. Total Cost:

\$ 0

Current F.Y. Net County Cost:

\$ 0

Annual Net County Cost:

\$ 0

In Current Year Budget:

No

Budget Adjustment:

No

For Fiscal Year:

10/11

**SOURCE OF FUNDS:** 100% Federal

Positions To Be  
Deleted Per A-30

☐

Requires 4/5 Vote

☐

**C.E.O. RECOMMENDATION:**

APPROVE

BY:   
Debra Cournoyer

**County Executive Office Signature**

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Buster, seconded by Supervisor Stone and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Buster, Tavaglione, Stone, Benoit and Ashley  
Nays: None  
Absent: None  
Date: June 14, 2011  
xc: CAP

Kecia Harper-Ihem  
Clerk of the Board  
By:   
Deputy

Prev. Agn. Ref: 3/29/11 (#3.8),  
5/3/11 (#3.2)

District: All

Agenda Number:

ATTACHMENTS FILED  
WITH THE CLERK OF THE BOARD

3.12

FORM APPROVED BY COUNTY COUNCIL  
BY:   
NEAL R. KIPNIS  
DATE: 5/31/11  
Departmental Concurrence

☐ Consent ☒ Policy  
☐ Consent ☒ Policy

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

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

**DATE:** 6/4/11

**SUBJECT:** Amendment #3 to Agreement #11B-5731  
with Department of Community Services and  
Development

**PAGE:** 2 of 2

**BACKGROUND:**

On March 29, 2011 (#3.8), the Board approved Agreement #11B-5731 to provide funding for Program Year 2011 to: 1) assist low-income consumers with high energy bills, 2) repair or replace heating and cooling devices that contribute to high energy consumption, and 3) weatherize homes.

On May 3, 2011 (#3.2), the Board approved Amendment #1 to Agreement #11B-5731 increasing the maximum contract amount from \$1,573,975 to \$2,930,477, extending the end of the term of the agreement from December 31, 2011 to March 31, 2012 and authorizing the Purchasing Agent to sign ministerial amendments.

On May 9, 2011, the Purchasing Agent signed Amendment #2 to Agreement #11B-5731 modifying the terms and conditions for working capital and major purchase advances.

Amendment #3 to Agreement #11B-5731 increases the maximum contract amount by \$1,823,405 from \$2,930,477 to \$4,753,882.

**FINANCIAL IMPACT:** No County General Funds will be required. \$560,353 was budgeted for FY 2010-2011 and \$2,370,124 was budgeted for FY 2011-2012 through the normal budget process. The remaining balance of \$1,823,405 will be budgeted for FY 2011-2012 through the Executive Office First Quarter Financial Report.

**CONCUR/EXECUTE:**

MYJ:KS:jb

## STANDARD AGREEMENT

STD. 213 A (Rev. 6/03)

## CLERK'S COPY

to Riverside County Clerk of the Board, Stop 1010  
Post Office Box 1147, Riverside, Ca 92502-1147  
Thank you.

AGREEMENT NUMBER <b>11B-5731</b>	AMENDMENT NUMBER <b>3</b>
REGISTRATION NUMBER	

1. 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**

2. The term of this Agreement is : **January 1, 2011 through March 31, 2012**

3. The maximum amount of this Agreement is: **\$ 4,753,882.00**

4. The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:

A. The maximum amount of this Agreement payable to Contractor by the State has changed from \$2,930,477.00 to \$4,753,882.00, reflecting an increase of \$1,823,405.00.

B. See Exhibit B, Attachment I, II and III Budget Replacement pages herein.

ATTEST:

KECIA HARPER-IHEM, Clerk

By

DEPUTY

All other terms and conditions shall remain unchanged

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)

PRINTED NAME AND TITLE OF PERSON SIGNING

**BOB BUSTER CHAIRMAN, BOARD OF SUPERVISORS**

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

**Leisa Maestretti, Chief Financial Officer**

ADDRESS

**2389 Gateway Oaks Drive, Suite 100, Sacramento, California 95833**

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

☐ Exempt per \_\_\_\_\_

JUN 14 2011

3.12

2011-7-108508

RECEIVED  
CONTRACT SERVICES UNIT  
2011 JUN 15 PM 2:28

11/2/11  
DATE  
FORM APPROVED COUNTY COUNSEL  
BY: NEAL R. KPNIS

**EXHIBIT B - ATTACHMENT I**  
**2011 LIHEAP WEATHERIZATION BUDGET**

**Amendment 3**

Contractor: Community Action Partnership of Riverside County		Contract Number: 11B- 5731	Telephone Number: (951) 955-6461
Class "B" Contractor's License No.: 1) 768277; 2)710333; 3) 885220; 4) 884275; 5) 835016; 6) 931416; 7) 864393	Name on License: 1) Ace & Sons ;2) James D 3) David Starrett; 4) Hopkins; 5) Synergy; 6) Energy Srvcs; 7) Hawaii Blue		Expiration Date: 1)9/30/11; 2) 12/31/11; 3)10/31/12; 4) 9/30/12; 5) 3/31/12; 6) 4/30/13;7) 5/31/11
Prepared By: Kathryn J. Snyder, Fiscal Officer	E-mail Address: <a href="mailto:ksnyder@capriverside.org">ksnyder@capriverside.org</a>	Fax Number: (951) 955-1399	
<b>SECTION 1 - ADMINISTRATIVE BUDGET</b>			
1. Administrative Costs	\$	137,577	\$ 216,769
<b>SECTION 2 - WEATHERIZATION PROGRAM BUDGET</b>			
1. Intake (2% of Section 30)	\$	34,395	\$ 54,193
2. Outreach (5% of Section 30)		85,986	135,481
3. Training and Technical Assistance (5% of Section 30)		85,986	135,481
4. Direct Program Activities		1,388,987	2,180,905
5. Liability Insurance			
6. Vehicle and Equipment - Acquisition Costs			
7. Workers' Compensation			
<b>Total Program Costs (lines 1 through 7)</b>	\$	<b>1,595,354</b>	\$ <b>2,506,060</b>
<b>Total Budget (Section 1 and 2)</b>	\$	<b>1,732,931</b>	\$ <b>2,722,829</b>
<b>Total Households Served</b>	#	<b>567</b>	# <b>891</b>
<b>SECTION 3 - CAPITAL BUDGET</b>			

**INSTRUCTIONS**  
**EXHIBIT B – ATTACHMENT I, 2011 LIHEAP WEATHERIZATION BUDGET**  
**CSD 557D (Rev. 1/12/11)**

**10 – ADMINISTRATIVE BUDGET**

Line 1 – Administrative Costs - Enter the amount of funds allocated for all Administrative Costs for Columns A and B. Administrative costs includes salaries, wages, workers' compensation, and fringe benefits for administrative staff, accounting, audit, intake (intake in excess of 2% may be charged as an administrative cost), equipment, facilities, office equipment and supplies, telephone, training and travel for administrative staff, utilities, and miscellaneous expenditures.

**20 – WEATHERIZATION PROGRAM BUDGET**

Line 1 – Intake - Enter the amount of funds allocated for Intake activities in Columns A and B.

Line 2 – Outreach - Enter the amount of funds allocated for Outreach activities in Columns A and B, i.e., flyers, brochures, advertisements, etc.

Note: Outreach is 5% of the total Weatherization Program Budget, excluding carryover and administrative costs. For Column A, this amount is 5% of the Weatherization Program Budget to be paid to Contractor for the months of January through March (60% of the total Weatherization Program Budget). For Column B, this amount is 5% of the total remaining amount (40% of the total Weatherization Program Budget) to be paid contingent upon approval of a Weatherization Waiver as referenced in the contract.

Line 3 – Training and Technical Assistance - Enter the amount of funds allocated for weatherization-related training and technical assistance, both internal and external, in Columns A and B. Costs include actual labor costs, training materials, admissions, and travel expenditures. Training costs must not exceed 5% of the total Weatherization Program Budget.

Line 4 – Direct Program Activities - Enter the amount of funds budgeted for Direct Program Activities in Columns A and B. Include costs associated with the installation of measures including labor, materials, subcontractors, disposal fees, permits, **Historic Preservation Review** activities, and travel.

Line 5 – Liability Insurance - Enter the amount of funds budgeted for insurance bonds, general liability, vehicle insurance, and pollution occurrence insurance (if applicable) in Columns A and B.

Line 6 – Vehicle and Equipment – Acquisition Costs - Enter the amount of funds budgeted for acquisition costs of vehicles and/or equipment in Columns A and B. Include only those purchases that are over \$5,000 per unit.

Line 7 – Workers' Compensation - Enter the amount of funds budgeted for workers' compensation for program staff in Columns A and B. Do not include workers' compensation for salaries allocated to administrative costs.

Total Program Costs - Enter the sum of lines 1 through 7 for Columns A and B.

**30 – TOTAL BUDGET**

Enter the sum of Sections 10 and 20 for Columns A and B. Verify the total allocation as provided by CSD.

**40 – TOTAL HOUSEHOLDS**

Enter the number of households projected to be weatherized during the 2011 Program Year in Columns A and B.

**50 – APPROVED LABOR RATE**

Enter the CSD-approved Contractor Labor Rate.

**EXHIBIT B - ATTACHMENT II  
2011 LIHEAP EHA-16 PROGRAM BUDGET**

**Amendment 3**

Contractor: Community Action Partnership of Riverside County		Contract Number: 11B-5731	Telephone Number: (951) 955-6461
Prepared By: Kathryn J. Snyder, Fiscal Officer		E-mail Address: ksnyder@capriverside.org	Fax Number: (951) 955-1399
<b>SECTION 16 - ASSURANCE</b>			
1.	Assurance 16 Activities	\$	506,375
<b>SECTION 17 - ADMINISTRATIVE COSTS</b>			
1.	Administrative Costs	\$	323,064
<b>SECTION 18 - INTAKE</b>			
1.	Intake (2% of ECIP/HEAP )	\$	132,525
<b>SECTION 19 - OUTREACH</b>			
1.	Outreach (5% of ECIP/HEAP )	\$	331,313
<b>SECTION 20 - TRAINING AND TECHNICAL ASSISTANCE</b>			
1.	Training and Technical Assistance (2% of ECIP/HEAP)	\$	132,525
<b>SECTION 21 - ECIP/HEAP PROGRAM BUDGET</b>			
1.	ECIP EHCS Cooling Service Repair/Replacement	\$	217,476
2.	ECIP EHCS Heating Service Repair/Replacement		173,980
3.	ECIP Water Heater Repair/Replacement		43,495
4.	ECIP EHCS Other Program Costs		
5.	ECIP Wood, Propane, and Oil		113,534
6.	Severe Weather Energy Assistance and Transportation Services (activated by CSD)		56,766
7.	HEAP Wood, Propane, and Oil		
8.	Liability Insurance		
9.	Vehicle and Equipment		
10.	Workers' Compensation		
<b>TOTAL ECIP/HEAP Program Budget (Total of Section 60, Items 1-10)</b>		\$	<b>605,251</b>
<b>TOTAL ECIP/HEAP Program Budget (Total of Section 60, Items 1-10)</b>		\$	<b>2,031,053</b>
<b>SECTION 22 - ECIP/HEAP PROGRAM HOUSEHOLDS</b>			
1.	ECIP EHCS Cooling Service Repair/Replacement	#	95
2.	ECIP EHCS Heating Service Repair/Replacement	#	69
3.	ECIP EHCS Water Heater Repair/Replacement	#	62
4.	ECIP Wood, Propane and Oil Households	#	305
<b>TOTAL ECIP Program Households (Total of Lines 1 through 4)</b>		#	<b>531</b>
<b>TOTAL ECIP/HEAP PROGRAM HOUSEHOLDS</b>		#	
<b>TOTAL ECIP/HEAP PROGRAM BUDGET</b>		\$	<b>58</b>

**INSTRUCTIONS**  
**EXHIBIT B – ATTACHMENT II, 2011 LIHEAP EHA-16 PROGRAM BUDGET**  
**CSD 537E (Rev. 1/12/11)**

**10 – ASSURANCE 16 PROGRAM BUDGET**

Line 1 – Assurance 16 Activities - Enter the amount of funds allocated for Assurance 16 Activities.

**20 – ADMINISTRATIVE BUDGET (ASSURANCE 16, ECIP, AND HEAP)**

Line 1 – Administrative Costs - Enter the amount of funds allocated for Administrative Costs. Administrative costs include salaries, wages, workers' compensation, and fringe benefits for administrative staff, accounting, audit, intake (intake in excess of 2% may be charged as an administrative cost), equipment, facilities, office equipment and supplies, telephone, training and travel for administrative staff, utilities, and miscellaneous expenditures.

**30 – INTAKE PROGRAM BUDGET (ECIP AND HEAP)**

Line 1 – Intake - Enter the amount of funds allocated for Intake activities.

**40- OUTREACH BUDGET (ECIP AND HEAP)**

Line 1 – Outreach – Enter the amount of funds allocated for Outreach and related services.

**50 – TRAINING AND TECHNICAL ASSISTANCE**

Line 1 – Training and Technical Assistance – Enter the amount of funds allocated for Training and Technical Assistance.

**60 – ECIP/HEAP PROGRAM BUDGET**

Lines 1 through 10 – ECIP/HEAP Program Budget Line Items - Enter the amount of funds budgeted for ECIP EHCS Cooling Service Repairs and Replacements, ECIP EHCS Heating Service Repairs and Replacements, ECIP Water Heater Repair/Replacement, ECIP EHCS Other Program Costs (includes disposal fees, travel credit, HERS Rater etc.), ECIP Wood, Propane, and Oil payments, Severe Weather Energy Assistance and Transportation Services, and HEAP Wood, Propane, and Oil payments. Enter the amounts budgeted for liability insurance, vehicle and equipment (include those purchases that are over \$5,000 per unit), and workers' compensation.

Total ECIP/HEAP Program Budget – Enter the sum of items 1 through 10.

**70 – TOTAL BUDGET**

Enter the sum of Sections 10 through 60.

**80 – ECIP PROGRAM HOUSEHOLDS**

Lines 1 through 4 – ECIP Program Households - Enter the number of projected households for ECIP EHCS Cooling Service Repairs and Replacements, ECIP EHCS Heating Service Repairs and Replacements, and ECIP Wood, Propane, and Oil.

Total ECIP Program Households - Enter the sum of lines 1 through 4.

**90 – HEAP WOOD, PROPANE, AND OIL HOUSEHOLDS**

Enter the number of projected households for HEAP Wood, Propane, and Oil to be served.

**100 – APPROVED LABOR RATE**

Enter the CSD-approved Contractor labor rate.



**EXHIBIT B - ATTACHMENT III**  
**2010 LIHEAP NONCONSIDERATION ALLOCATIONS** **Amendment 3**

Contractor:	Contract Number:	Telephone Number:
Community Action Partnership of Riverside	11B-5731	951-955-6461
Prepared By:	E-mail Address:	Fax Number:
Kathryn J. Snyder, Fiscal Officer	ksnyder@capriverside.org	951-955-1399

**90 - NONCONSIDERATION ECIP BUDGET**

1	ECIP Electric and Gas (Fast Track) Allocation per County	
2		\$ 851,501
3		\$
4		\$
5		\$
6		\$
7		\$
8		\$
9	<b>TOTAL</b>	\$ 851,501

**100 - NONCONSIDERATION HEAP BUDGET**

1	HEAP Electric and Gas Allocations per County	
2		\$ 4,257,499
3		\$
4		\$
5		\$
6		\$
7		\$
8		\$
9	<b>TOTAL</b>	\$ 4,257,499

**110 - NONCONSIDERATION HEAP ESTIMATED NUMBER OF HOUSEHOLDS**

1	HEAP Electric and Gas Estimated Number of Households per County	
2	ECIP Electric and Gas (Fast Track) Allocation per County	# 13,734
3	HEAP Electric and Gas Allocations per County	# 2,326
4		#
5		#
6		#
7		#
8		#
9	<b>TOTAL</b>	# 16,060

The total amount allocated to the Nonconsideration program has been entered by CSD and is not made part of the total consideration for this Agreement but shall be for Contractor's use as described in EXHIBIT B, BUDGET DETAIL AND PAYMENT PROVISIONS, and EXHIBIT F, PROGRAMMATIC PROVISIONS.

# 2011 LIHEAP County Allocations & HH Targets - Fast Track

June 1, 2011

AGENCY	Agency Code	County Code	SERVICE AREA	Total Fast Track Allocation	HH Target
CITY OF BERKELEY	60228	1	ALAMEDA	152,278	552
SPECTRUM	60229	1	ALAMEDA	661,373	2226
AMADOR/TUOLUMNE	60001	3	AMADOR	44,561	170
		5	CALAVERAS	67,809	292
		55	TUOLUMNE	81,497	339
			AGENCY TOTAL	193,867	801
BUTTE CO CAA	60005	4	BUTTE	408,714	1660
COLUSA SERVICE AREA	60028	6	COLUSA	46,916	177
		11	GLENN	67,990	255
		53	TRINITY	52,106	182
			AGENCY TOTAL	167,012	614
CONTRA COSTA	60019	7	CONTRA COSTA	1,525,876	5176
EL DORADO	60024	2	ALPINE	1,548	2
		9	EL DORADO	57,612	174
			AGENCY TOTAL	59,160	176
FRESNO CO EOC	60027	10	FRESNO	2,999,369	9979
REDWOOD CAA	60072	12	HUMBOLDT	252,161	764
		8	DEL NORTE	92,548	279
			AGENCY TOTAL	344,709	1043
CAMPESINOS UNIDOS	60010	13	IMPERIAL	255,324	797
		37	SAN DIEGO	1,669,465	7159
			AGENCY TOTAL	1,924,789	7956
INYO SERVICE AREA	60034	14	INYO	30,679	110
		26	MONO	30,720	116
			AGENCY TOTAL	61,399	226
KERN CO EOC	60037	15	KERN	2,111,133	7364
KINGS CO CAA	60038	16	KINGS	156,140	523

AGENCY	Agency Code	County Code	SERVICE AREA	Total Fast Track Allocation	HH Target
NORTH COAST ENERGY SERVICES	60057	17	LAKE	397,429	1629
		23	MENDOCINO	416,706	1285
		28	NAPA	166,932	644
		48	SOLANO	466,138	1974
		49	SONOMA	568,232	2283
		57	YOLO	445,058	2020
			AGENCY TOTAL	2,460,495	9835
LASSEN ECONOMIC DEVELOPMENT CO	60040	18	LASSEN	41,968	132
CES	60278	19	LOS ANGELES	720,050	3773
MARAVILLA	60045	19	LOS ANGELES	773,252	4197
PACE	60063	19	LOS ANGELES	1,002,511	5259
LONG BEACH CSDC	60041	19	LOS ANGELES	4,174,068	23786
MADERA COUNTY	60044	20	MADERA	438,277	1613
MARIN-CAM	60046	21	MARIN	430,335	1521
MARIPOSA HOUSING & COMM DEV	60048	22	MARIPOSA	50,336	175
MERCED CO CAA	60049	24	MERCED	1,104,888	4244
T.E.A.C.H.	60093	25	MODOC	44,320	181
NEVADA CO	60056	29	NEVADA	224,432	638
ORANGE COMM DEV COUNCIL	60062	30	ORANGE	1,449,630	5478
PROJECT GO	60068	31	PLACER	296,975	839
PLUMAS COMM DEV COMMISSION	60067	32	PLUMAS	17,052	80
		46	SIERRA	2,407	8
			AGENCY TOTAL	19,459	88
RIVERSIDE CO - DEPT OF COMM ACT	60073	33	RIVERSIDE	851,501	2736
COMMUNITY RESOURCE PROJECT	60017	34	SACRAMENTO	1,329,071	4129
		41	SAN MATEO	426,804	1743
		51	SUTTER	123,738	363
		58	YUBA	128,316	398
			AGENCY TOTAL	2,007,929	6633

AGENCY	Agency Code	County Code	SERVICE AREA	Total Fast Track Allocation	HH Target
SAN BENITO COMM SVCS	60077	35	SAN BENITO	175,073	685
SAN BERNARDINO COMM SVCS	60078	36	SAN BERNARDINO	3,262,019	11818
MAAC	60050	37	SAN DIEGO	589,643	2342
SAN FRANCISCO EOC	60079	38	SAN FRANCISCO	738,749	4489
DEPT OF AGING SAN JOAQUIN	60204	39	SAN JOAQUIN	1,097,463	4173
EOC OF SAN LUIS OBISPO	60080	40	SAN LUIS OBISPO	220,361	954
CAC OF SANTA BARBARA	60082	42	SANTA BARBARA	100,632	331
SACRED HEART COMMUNITY SERVICE	60435	43	SANTA CLARA	394,944	1701
CENTRAL COAST ENERGY SERVICES	60407	27	MONTEREY	342,581	1491
		44	SANTA CRUZ	214,919	861
			AGENCY TOTAL	557,500	2352
SHHIP	60085	45	SHASTA	258,979	861
		52	TEHAMA	103,430	399
			AGENCY TOTAL	362,409	1260
GREAT NORTHERN CORP	60029	47	SISKIYOU	114,125	426
CVOC	60014	50	STANISLAUS	558,775	1792
CSET	60018	54	TULARE	285,905	1006
COMM ON HUMAN CONCERNS	60096	56	VENTURA	955,094	3524