

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

426A



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

**SUBMITTAL DATE:**  
September 22, 2011

**SUBJECT:** Amendment #1 to Agreement #CAP-11-002 with Habitat for Humanity – Helping Hands Project

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

1. Approve and authorize the Chairman of the Board to sign the attached Amendment #1 to Agreement #CAP-11-002 between Community Action Partnership of Riverside County (CAP Riverside) and Habitat for Humanity – Riverside for the Helping Hands Project increasing the maximum contract amount from \$50,000 to \$90,000 for the term January 1, 2011 to December 31, 2011.

Continued (2-pages total)

*[Signature]*  
Maria Y. Juarez, CCAP, Executive Director

**FINANCIAL  
DATA**

Current F.Y. Total Cost: \$40,000  
Current F.Y. Net County Cost: \$ 0  
Annual Net County Cost: \$ 0

In Current Year Budget: Yes  
Budget Adjustment: No  
For Fiscal Year: 11/12

**SOURCE OF FUNDS:** 100% Federal Funds

Positions To Be Deleted Per A-30 ☐

Requires 4/5 Vote ☐

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

APPROVE

BY: *[Signature]*  
Debra Cournoyer

**County Executive Office Signature**

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Stone, seconded by Supervisor Ashley 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: October 18, 2011  
xc: CAP

Kecia Harper-Ihem  
Clerk of the Board  
By: *[Signature]*  
Deputy

2.6

Prev. Agn. Ref.: 4/6/10 (#3.29)

District: 1, 2, 3, 5 Agenda Number:

ATTACHMENTS FILED  
WITH THE CLERK OF THE BOARD

FORM APPROVED UNIT 11/13/11  
DATE  
BY: NEAL R. KPNIS  
Departmental Concurrence

☐ Policy

☒ Consent

Dep't Recomm.:  
Per Exec. WITH THE CLERK OF THE BOARD

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

**DATE:** September 22, 2011

**SUBJECT:** Amendment #1 to Agreement #CAP-11-002  
with Habitat for Humanity – Helping Hands Project

**PAGE:** 2 of 2

**BACKGROUND:**

On April 6, 2010 (#3.29), the Board: 1) approved the sole source Agreement #CAP-10-009 with Habitat for Humanity – Riverside in the amount of \$50,000 per year; and 2) authorized Purchasing to sign any ministerial amendments and exercise the option to renew for up to one (1) additional one-year period for a total of two (2) years, not to exceed the Board authorized amount.

On January 5, 2011, Purchasing exercised the option to renew and executed Agreement #CAP-11-002 with Habitat for Humanity – Riverside in the amount of \$50,000 for the term January 1, 2011 through December 31, 2011.

The Helping Hands Project rehabilitates the exterior mobile homes in Western Riverside County for low and fixed income households living in mobile home communities. Emphasis is placed on servicing seniors, disabled and veterans. Most mobile home communities maintain strictly enforced community standards in order to maintain the housing quality and safety of its residents. When households do not comply with maintenance regulations they often face penalties, which if not addressed may lead to eviction. This project assists households for whom compliance is not possible due to insufficient funds (low-income) and/or disability. This project helps prevent homelessness before it starts.

Exterior rehabilitation includes: minor exterior repairs, yard clean-up, exterior painting, and landscaping. The Project Manager coordinates all activities for this project including but not limited to: management of the project, project promotion/awareness, prepare initial assessments on mobile homes, recruit volunteers to complete the project, supervise volunteer workforce, generate in-kind support/supplies, inspect completed work, assist in the preparation of grants, coordinate acquisition and delivery of materials, prepare reports, etc.

Amendment #1 to Agreement #CAP-11-002 will increase the maximum contract amount from \$50,000 to \$90,000 for the term January 1, 2011 through December 31, 2011. The additional funding will continue administrative oversight for the project and increase the number of mobile home rehabilitated from 40 to 55.

**FINANCIAL IMPACT:** No County General Funds will be required.

**CONCUR/EXECUTE:** Purchasing

MYJ:KA:jb

COMMUNITY ACTION PARTNERSHIP OF RIVERSIDE COUNTY  
AMENDMENT #1  
TO THE  
PROFESSIONAL SERVICES AGREEMENT WITH  
HABITAT FOR HUMANITY - RIVERSIDE

MASTER AGREEMENT: CAP-11-002

CONTRACTOR: Habitat for Humanity - Riverside

CONTRACT TERM: January 1, 2011 through December 31, 2011

EFFECTIVE DATE  
OF AMENDMENT: September 1, 2011

The Agreement between the Community Action Partnership of Riverside County, hereinafter referred to as CAP Riverside, and Habitat for Humanity - Riverside, hereinafter referred to as Contractor, is amended in the following particulars and no others:

- I. On page 1, change "MAXIMUM REIMBURSABLE AMOUNT" in the heading to read:  
"\$90,000."
- II. Rescind Attachment A in its entirety and replace with the revised Attachment A, attached hereto and incorporated herein by this reference.
- III. Section III of the Agreement "FISCAL PROVISIONS" is modified as follows:
  - A. On page 4 of the Agreement, Item A. "MAXIMUM AMOUNT" is deleted in its entirety and replaced with:  
  
"Total payment under this agreement shall not exceed \$90,000."
  - B. On page 4 of the Agreement, Item B "LINE ITEM BUDGET" is deleted in its entirety and replaced with:

Personnel: Salaries/Wages/Benefits	\$74,825
Direct Program Costs	\$9,800
Indirect Costs	\$5,375
<b>Total Grant:</b>	<b>\$90,000</b>

The undersigned, as authorized representatives of County of Riverside and CONTRACTOR, respectively, certify the establishment of this Amendment #1 to the AGREEMENT.

County of Riverside

Habitat for Humanity - Riverside

Bob Buster  
Authorized Signature

Bob Buster,  
Chairman, Board of Supervisors  
Printed Name and Title

OCT 18 2011

Date Signed

ATTEST:

KECIA HARPER-IHEM, Clerk

By [Signature]  
DERUTY

FORM APPROVED COUNTY COUNSEL

BY: [Signature] 10/15/11  
NEAL R. KIPNIS DATE

Uain Robe  
Authorized Signature

UAIN ROBERTS, Exec Dir.  
Printed Name and Title

10/3/11  
Date Signed

**ATTACHMENT A:  
SCOPE OF SERVICE**

**FUNDING INITIATIVE: 2011 CSBG DELEGATE AGENCY PROGRAM**

Habitat for Humanity Riverside, Inc.(HFH Riverside) will rehabilitate the exterior of mobile homes in Western Riverside County for low and fixed income households living in mobile home communities. Exterior rehabilitation includes minor exterior repair, yard clean-up, exterior painting, and landscaping. CAP Riverside will support HFH Riverside's efforts by funding a Project Coordinator.

Geographic Area(s) of Service: Western Riverside County

**Program Outcome(s)**

1. 44 of 55 (80%) households will reduce their risk of homelessness as a result of being in compliance with their mobile home communities' home maintenance requirements through receiving exterior rehabilitation of their mobile home.

**Program Output(s)**

1. 55 mobile homes of low or fixed income mobile park residents in Western Riverside County will receive exterior rehabilitation.
2. 41 of 55 (75%) of households receiving exterior rehabilitation will be referred to CAP Riverside for weatherization services.
3. A minimum of 4.5 mobile homes will receive exterior rehabilitation services each month for the contract term.
4. A minimum of 2,000 volunteer hours will be served on this project.

**Budget**

Personnel: Salaries/Wages/Benefits	<b>\$74,825.00</b>
Direct Program Costs	<b>\$ 9,800.00</b>
Indirect Costs	<b>\$ 5,375.00</b>
<b>Total Grant:</b>	<b>\$90,000.00</b>