

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

325



FROM: Community Action Partnership of Riverside County

SUBMITTAL DATE:
December 6, 2011

SUBJECT: Amendment #5 to Agreement #11F-4234 with Department of Community Services and Development for the 2011 Community Services Block Grant

RECOMMENDED MOTION: That the Board of Supervisors ratify and:

- 1) Authorize the Chairman of the Board to sign the attached Amendment #5 to Agreement #11F-4234 between the Department of Community Services and Development (CSD) and Community Action Partnership of Riverside County (CAP Riverside) to extend the end of the term of the agreement from December 31, 2011 to March 31, 2012.

[Signature]

Maria Y. Juarez, COAP, Executive Director

(CONTINUED 2 Pages)

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	FY 11/12

SOURCE OF FUNDS: 100% Federal	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

BY: *[Signature]*
Debra Cournoyer

County Executive Office Signature

FORM APPROVED COUNTY COUNCIL
BY: *[Signature]* 12/6/11
MARSHAL VICTOR

Policy Policy
Consent Consent

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Buster, Tavaglione and Benoit
Nays: None
Absent: Stone and Ashley
Date: December 20, 2011
xc: CAP

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

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

Prev. Agn. Ref.: 1/25/11 (#3.4), 3/29/11 (#3.7), 6/7/11 (#3.12), 6/14/11 (#3.13), 9/13/11 (3.23)

District: All

Agenda Number:

**ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD**

3.2

FROM: Community Action Partnership
of Riverside County

DATE: December 6, 2011

SUBJECT: Amendment #5 to Agreement #11F-4234
with Department of Community Services
and Development for the 2011 Community
Services Block Grant

PAGE: 2 of 2

BACKGROUND:

On January 25, 2011 (Agenda #3.4), the Board approved Agreement #11F-4234 with CSD to provide the initial allocation for Program Year 2011. The CSBG Local Initiative Program provides the core funding of CAP Riverside Programs.

On March 29, 2011 (Agenda #3.7), the Board approved Amendment #1 to increase the initial allocation by \$481,663 from \$373,545 to \$855,208.

On June 7, 2011 (Agenda #3.12), the Board approved Amendment #2 to increase the maximum contract from \$855,208 to \$1,048,323.

On June 14, 2011 (Agenda #3.13) the Board approved Amendment #3 to increase the maximum contract amount from \$1,048,323 to \$2,011,228.

On September 13, 2011 (Agenda #3.23), the Board approved Amendment #4 to modify contract terms and conditions:

Amendment #5 extends the end of the term of the agreement from December 31, 2011 to March 31, 2012.

FINANCIAL IMPACT: No County General Funds will be required.

CONCUR/EXECUTE:

MYJ:KS:jb

WHEN DOCUMENT IS FULLY EXECUTED RETURN
CLERK'S COPY

STATE OF CALIFORNIA
STANDARD AGREEMENT
 STD. 213 A (Rev. 6/03)

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



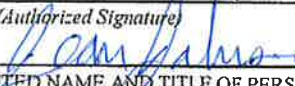
AGREEMENT NUMBER 11F-4234	AMENDMENT NUMBER 5
REGISTRATION NUMBER eP 1134771.5	

- This Agreement is entered into between the State Agency and the Contractor named below
 STATE AGENCY'S NAME
Department of Community Services and Development
 CONTRACTOR'S NAME
Community Action Partnership of Riverside County
- The term of this Agreement is : **January 1, 2011 through March 31, 2012**
- The maximum amount of this Agreement is: **\$ 2,011,228.00**
- 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:
 - The maximum amount of this Agreement payable to Contractor by the State remains unchanged at \$2,011,228.00.

ATTEST:
 KECIA HARPER-IHEM, Clerk
 By 
 DEPUTY

FORM APPROVED COUNTY COUNCIL
 BY  12/10/11
 MARSHAL VICTOR DEPT.

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

CONTRACTOR		CALIFORNIA Department of General Services Use Only
CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.) Community Action Partnership of Riverside County		"I hereby certify that all conditions for exemption have been complied with, and this document is exempt from the Department of General Services approval."  <input type="checkbox"/> Exempt per _____
BY (Authorized Signature) 	DATE SIGNED (Do not type) 12/20/11	
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) 1/25/12	
PRINTED NAME AND TITLE OF PERSON SIGNING Jean Johnson, Deputy Director, Administrative Services		
ADDRESS 2389 Gateway Oaks Drive, Suite 100, Sacramento, California 95833		

2012-2-111 573

DEC 20 2011

3.2

**(2011 CSBG)
CAP Riverside County
Amendment No. 5**

2. The term of this Agreement has changed from January 1, 2011 through December 31, 2011 to January 1, 2011 through March 31, 2012.
3. Exhibit B, Budget Detail and Payment Provisions, ATTACHMENT I, CSBG Fiscal Data, shall be replaced in its entirety by the revised Exhibit B, Budget Detail and Payment Provisions, ATTACHMENT I, CSBG Fiscal Data, attached hereto and incorporated by this reference.
4. Exhibit B, Budget Detail and Payment Provisions, Section 5. Payment and Reporting Requirements, item A. Monthly/Bimonthly Fiscal Reports has been changed to include additional reporting dates as follows:

<u>Monthly Report Period</u>	<u>Report Due Dates</u>
January 2012	February 20, 2012
February 2012	March 20, 2012
March 2012	April 20, 2012

5. Exhibit B, Budget Detail and Payment Provisions, Section 5. Payment and Reporting Requirements, item D. Annual Programmatic Reports, item 2) has been changed to include:
 - a. CSBG/NPI Program Report, CSD 801:
Contractor shall report only clients served during the extended contract term January 1, 2012 through March 31, 2012. Contractor shall completed and submit CSD the CSBG/NPI Program Report, CSD 801 no later than April 20, 2012.
 - b. Client Characteristics Report, CSD 295:
Contractor shall report only clients served during the extended contract term January 1, 2012 through March 31, 2012. Contractor shall completed and submit CSD the CSBG/NPI Program Report, CSD 295 no later than April 20, 2012.

All other terms and conditions shall remain the same.

**(2011 CSBG)
CAP Riverside County
Amendment No. 5**

Attachment I

CSBG FISCAL DATA

CSBG Contract Budget (Summary)	CSD 425.S
Budget Support	CSD 425.1.1
	CSD 425.1.2

**ATTACHMENT I
 CSBG CONTRACT BUDGET SUMMARY**

Contractor Name: Community Action Partnership of Riverside County	Contract Number: #11F-4234	Contract Amount: \$2,011,228
Prepared By: Kathryn J. Snyder, Fiscal Officer	Contract Term: 01/01/11 - 03/31/12	Amendment #: 5
Telephone #: (951) 955-6461	Fax Number: (951) 955-1399	
Date: 12/6/2011	E-mail Address: ksnyder@capriverside.org	

SECTION 10: ADMINISTRATIVE COSTS

Line Item	Description	CSBG Fund (rounded to the nearest dollar)
1	Salaries and Wages	\$346,553
2	Fringe Benefits	\$149,398
3	Operating Expenses	\$30,757
4	Equipment	
5	Out-of-State Travel	\$4,000
6	Subcontractor Services	
7	Other Costs:	\$202,417
Subtotal Section 10: Administrative Costs (cannot exceed 12% of the agency Total Operating Budget in Section 80)		\$733,125

SECTION 20: PROGRAM COSTS

Line Item	Description	CSBG Funds (rounded to the nearest dollar)
1	Salaries and Wages	\$265,164
2	Fringe Benefits	\$115,439
3	Operating Expenses	
4	Equipment	
5	Out-of-State Travel	\$6,000
6	Subcontractor Services	\$504,892
7	Other Costs:	\$386,608
Subtotal Section 20: Program Costs		\$1,278,103

SECTION 40: Total CSBG Budget Amount (Sum of Subtotal Sections 10 and 20)	\$2,011,228
SECTION 70: Enter Other Agency Operating Funds Used to Support CSBG	\$15,088,203
SECTION 80: Agency Total Operating Budget (Sum of Sections 40 and 70)	\$17,099,431
SECTION 90: CSBG Funds Administrative Percent (Section 10 divided by Section 80)	4%

ATTACHMENT I
CSBG BUDGET SUPPORT -- PERSONNEL COSTS

Contractor Name:	Community Action Partnership of Riverside County	Contract Number:	#11F-4234	Contract Amount:	\$2,011,228
Prepared By:	Kathryn J. Snyder, Fiscal Officer	Contract Term:	01/01/11 - 03/31/12	Amendment #:	5
Telephone #:	(951) 955-6461	Fax Number:	(951) 955-1399		
Date:	12/6/2011	E-mail Address:	ksnyder@capriverside.org		

Section 10 -- ADMINISTRATIVE COSTS -- SALARIES AND WAGES

A	B	C	D	E	F
No. of Positions	Position Title	Total Salary for each position	Percent (%) of CSBG time allocated for each position	Number of CSBG months allocated for each position	Total CSBG Funds budgeted for each position
1	Executive Director	\$109,052	75%	9	\$61,342
1	Deputy Director	\$92,060	50%	9	\$34,522
1	Executive Assistant I	\$55,095	100%	9	\$41,321
1	Supervising Accountant	\$75,148	50%	9	\$28,181
1	Community Program Specialist I	\$53,383	50%	9	\$20,019
1	Office Assistant III	\$32,197	100%	9	\$24,148
1	Community Action Division Supervisor	\$68,904	75%	9	\$38,759
1	Office Assistant III	\$32,197	100%	9	\$24,148
1	Senior Public Information Specialist	\$69,007	80%	9	\$41,404
1	Senior Accounting Assistant	\$43,613	100%	9	\$32,710
Total (must match Section 10: Administrative Costs on the CSD 425.S Budget Summary form)					\$346,553

SECTION 20 -- PROGRAM COSTS -- SALARIES AND WAGES

1	Office Assistant III	\$37,404	100%	9	\$28,053
1	Community Program Specialist I	\$48,122	100%	9	\$36,092
1	Administrative Services Analyst II	\$51,878	100%	9	\$38,909
1	Stock Clerk	\$30,308	75%	9	\$17,048
1	Administrative Assistant	\$48,650	100%	9	\$36,488
1	Senior Program Specialist	\$83,078	100%	9	\$62,309
1	Community Services Assistant	\$28,637	100%	9	\$21,478
1	Community Services Assistant	\$33,052	100%	9	\$24,789
Total (must match Section 20: Program Costs on the CSD 425.S Budget Summary form)					\$265,164

FRINGE BENEFITS

Enter description of Fringe Benefits. Please include the percentage of Salaries and Wages paid in Benefits. (Examples: FICA, SSI, Health Ins., Workers Comp. Etc.)	Percentage	Section 10 Administrative Costs List CSBG funds Budgeted Line 2	Section 20 Program Costs List CSBG Funds Budgeted Line 2
Retirement, FICA, Medicare, Life Insurance, Long-Term & Short-Term Disability,	43%	\$149,398	\$115,439
Unemployment Insurance, Workers' Compensation, Administrative Leave			
TOTAL MUST MATCH THE AMOUNT ENTERED ON CSD 425.S (BUDGET SUMMARY)	43%	\$149,398	\$115,439

**ATTACHMENT I
CSBG BUDGET SUPPORT -- NON PERSONNEL COSTS**

Contractor Name: Community Action Partnership of Riverside County	Contract Number: #11F-4234	Contract Amount: \$2,011,228
Prepared By: Kathryn J. Snyder, Fiscal Officer	Contract Term: 01/01/11 - 03/31/12	Amendment #: 5
Telephone #: (951) 955-6461	Fax Number: (951) 955-1399	
Date: 12/6/2011	E-mail Address: ksnyder@capriverside.org	

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

EXPLAIN AND JUSTIFY EACH LINE ITEM Totals must match CSD 425.S Budget Summary form Attach additional sheet(s) if necessary Missing descriptions shall result in delay of the contract execution.	CSBG	
	Section 10 Administrative Costs	Section 20 Program Costs
List all Operating Expenses County Delivery Services \$500, Telephone Services \$28,464 Alarm System \$300, Storage Rent/Lease \$1,493	3 sum should equal total on line item 3 of CSD 425.S Budget Summary form \$30,757	3 sum should equal total on line item 3 of CSD 425.S Budget Summary form -0-
List all Equipment Purchases N/A	4 sum should equal total on line item 4 of CSD 425.S Budget Summary form -0-	4 sum should equal total on line item 4 of CSD 425.S Budget Summary form -0-
List all Out-of-State Travel: Name of conference; Specify location; Cost per trip Attachment A	5 sum should equal total on line item 5 of CSD 425.S Budget Summary form \$4,000	5 sum should equal total on line item 5 of CSD 425.S Budget Summary form \$6,000
List all Subcontractor Services Attachment B	6 sum should equal total on line item 6 of CSD 425.S Budget Summary form -0-	6 sum should equal total on line item 6 of CSD 425.S Budget Summary form \$504,892
Other Costs - Explain & Justify each line item (i - iv): Any additional Other Costs (attach additional sheet if necessary):	Section 10 Administrative Costs	Section 20 Program Cost
i Attachment B	\$202,417	\$386,608
ii		
iii		
iv		
Total Other Costs (Sum of i, ii, iii, iv):	7 sum should equal total on line item 7 of CSD 425.S Budget Summary form \$202,417	7 sum should equal total on line item 7 of CSD 425.S Budget Summary form \$386,608

CSBG Contract # 11F-4234 - 2011 Budget
Attachment B - Budget Support - Non-personnel Costs

Section A - Administrative Costs - Other Costs

Audit	\$ 3,200
County Counsel	\$ 5,500
HRMS Services	\$ 5,300
Oasis Financials	\$ 6,400
CowCap	\$ 25,650
Misc. Personnel	\$ 20,000
Utilities	\$ 17,200
Rent/Lease Bldgs	\$ 30,426
Communications	\$ 10,439
Liability Insurance	\$ 2,129
Property Insurance	\$ 2,000
Postage	\$ 3,500
Memberships	\$ 11,878
Printing	\$ 5,500
Food/ Refreshments (Mtgs.)	\$ 5,390
Office Equipment Agreements	\$ 2,137
Office Equipment	\$ 9,800
Mail (Interfund)	\$ 1,500
Computer Lines	\$ 24,575
Maint - Software	\$ 9,393
Trash	\$ 500
Total:	\$ 202,417

Section B - Program Costs

Subcontractor Services in excess of \$5,000

25 - Pre-Apprenticeship @ \$4,160 ea	\$ 104,000
1 - YMCA - Project Lead	\$ 150,892
1 - Habitat For Humanity	\$ 90,000
2 - Delegate Agencies -Health 1 @ \$100,000 & 1 @ \$140,000	\$ 240,000
Total:	\$ 584,892

Other Costs:

Client Education Services	\$ 20,000
Special Projects (Symposium, Community Mtgs., etc.)	\$ 25,000
Education/ Training - staff	\$ 5,000
Office Supplies	\$ 4,086
Awards Recognition	\$ 9,251
Professional Services	\$ 2,000
Salary and Benefit Reimbursement	\$ 32,600
Legal Notices	\$ 1,500
Printed Forms	\$ 27,215
Advertisement	\$ 12,900
BookPublications/Subscriptions	\$ 5,673
Travel	\$ 16,920
Temporary Pool Services	\$ 7,500
Computer Supplies	\$ 5,000
Data Processing Services	\$ 50,745
Commission Expense	\$ 34,400
Misc. Expenses	\$ 29,318
Carpool Expense	\$ 10,500
Mileage Reimbursement	\$ 7,000
Total:	\$ 306,608

SECTION 10: ADMINISTRATION COSTS

SALARIES AND WAGES - \$ 346,553

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

FRINGE BENEFITS - \$ 149,398

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

OPERATING EXPENSES - \$ 30,757

Operating expenses include; county delivery services, telephone services, alarm system and storage fees.

OUT-OF-STATE TRAVEL - \$ 4,000

Out of state travel activities include, but are not limited to, the National Community Action Partnership Conferences, Move the Mountain conferences, CAPLAW conferences and CAL-NEVA conferences for administrative staff and Community Action Partnership commissioners.

OTHER COSTS - \$ 202,417

Other costs include, but are not limited to; Accounting fees, utilities, liability and property insurance, rental costs for facility, postage, printing, computer lines, and trash. In addition, funds are allocated for the Human Resource Management System (HRMS) and OASIS Financials, software programs used by county agencies. The Countywide Cost Allocation Plan (COWCAP) represents expenses incurred through the allocation of the county's indirect cost to the individual departments. The funds identified as miscellaneous personnel, are budgeted to cover the costs incurred for temporary staff during the county imposed hiring freeze of all current vacant positions. Memberships Include; National Community Action Partnership (NCAP) our parent organization for \$4,700 and Move the Mountain, an initiative for moving families out of poverty for \$6,800. Also budgeted are memberships in local human relations councils and mentoring collaboratives.

**CSBG Contract #11F-4234 – 2011 Budget
Budget Narrative – CSD 425.S – (Continued)
Amendment #5****SECTION 20: PROGRAM COSTS****SALARIES AND WAGES - \$ 265,164**

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

FRINGE BENEFITS - \$ 115,439

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

OUT-OF-STATE TRAVEL - \$ 6,000

Out of state travel activities include, but are not limited to, the National Community Action Partnership Conferences, and Move the Mountain conferences, for program managers and staff.

SUBCONTRACTOR SERVICES - \$ 584,892

Subcontractor services in excess of \$ 5, 000;

- a. Pre-apprenticeship- A workplace mentoring program that matches high school youth with small businesses in their communities
- b. YMCA-Project L.E.A.D. – (Linking Education, Advocacy and Development)An after school mentoring and tutoring program
- c. Habitat for Humanity – reduce the risk of low to fixed income households in Western Riverside County from becoming homeless as a result with maintenance standards – contract covers Administration and Program Costs including Salaries, operating expenditures, etc. (No building supplies will be purchased).
- d. Community Health Systems, Inc. – Healthcare Services Project; increase access to affordable quality health care and dental services for low income Riverside County residents.
- e. Family Service Association – Healthy Eating Program; instill healthy eating and physical activity habits in the home environment of low-income households.

OTHER COSTS - \$ 306,608

Other costs and direct costs associated with Community Action Programs to include, but are not limited to; Client education services and education/training; with an emphasis on nutritional awareness through healthy eating workshops, the distribution of food resource guides, crock pots and food vouchers Other costs include, office supplies, advertisement, books and publications, and carpool expense.