

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

132



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

**SUBMITTAL DATE:**  
January 29, 2015

**SUBJECT:** Approve the 2015 #15F-2032 Community Services Block Grant (CSBG) Agreement and Adopt Resolutions #2015-048 and #2015-050, One (1) year. Districts 1 – 5. [\$653,005][CSBG]

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

- 1) Approve and authorize the Chairman to sign the 2015 #15F-2032 CSBG Agreement in the amount of \$653,005 for the term January 1, 2015 through December 31, 2015;
- 2) Adopt the attached Resolution #2015-048 as required by the Department of Community Services and Development (CSD);
- 3) Adopt the attached Resolution #2015-050 which allows the Executive Director of CAP to apply for, accept and administer future CSBG grants without prior Board approval; and
- 4) Approve and direct the Auditor Controller to adjust the budget as shown on the attached Schedule A.

Continue on Page 2

*John Mooney*  
John Mooney  
Interim Executive Director

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 653,005	\$ 0	\$ 653,005	\$ 0	Consent <input type="checkbox"/> Policy <input type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	
<b>SOURCE OF FUNDS: 100% CSBG (Federal Funds)</b>				<b>Budget Adjustment: Yes</b>	
				For Fiscal Year: 14/15	

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

**APPROVE**

BY: *Donna Shaw*  
Donna Shaw

County Executive Office Signature

**MINUTES OF THE BOARD OF SUPERVISORS**

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

Ayes: Jeffries, Tavaglione, Benoit and Ashley  
Nays: None  
Absent: None  
Date: February 10, 2015  
xc: CAP, Auditor

Keçia Harper-Ihem  
Clerk of the Board  
By: *Keçia Harper-Ihem*  
Deputy

Prev. Agn. Ref.: 12/10/2013 (3-10) | District: ALL | Agenda Number:

**3-7**

FORM APPROVED COUNTY COUNSEL  
BY: GREGORY P. PRIAMOS  
DATE: 2/2/15

Departmental Concurrence

FISCAL PROCEDURES APPROVED  
PAUL ANGUILO, CPA AUDITOR-CONTROLLER  
BY: *Esteban Hernandez*  
2/3/15

A-30  Positions Added   
4/5 Vote  Change Order

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

**FORM 11:** Approve the 2015 #15F-2032 Community Services Block Grant (CSBG) Agreement and Adopt Resolutions #2015-048 and #2015-050, One (1) year. Districts 1 – 5. [\$653,005][CSBG]

**DATE:** January 29, 2015

**PAGE:** Page 2 of 3

**BACKGROUND:**

**Summary**

The CSBG Initiative Program provides the core funding of funding CAP Riverside Programs. Revenue derived from the agreement supports the majority of the operations of CAP Riverside.

With the foundation provided by the Local Initiative Grant, CAP Riverside is able to attract other resources into the county and focus them on the needs of the county's poor. Serving as the work plan for the Agreement, the 2014-2015 Community Action Plan, approved by the Board June 18, 2013 (Agenda #16.1), includes the following goals:

- Provide services, support and opportunities that offset barriers to employment for low-income participants;
- Provide low-income households access to credit/loans for homeownership, small business, education/vocational pursuits;
- Provide assistance to community-based organizations to enhance volunteer participation, training, and support to facilitate community involvement;
- Provides support and assistance to community-based organizations to help create a healthy, safe, violence-free, and economically sound community environment;
- Assist in the support and coordination of utility bill and weatherization assistance;
- Support community partnerships via collaborations; and
- Provide capacity building activities to promote effective low-income service distribution.

**Impact on Citizens and Businesses**

Low-Income participants will be provided opportunities and support that offset barriers to employment, housing and social services; access; to credit/loans for homeownership, small business, and educational/vocational pursuits; and support and coordination of utility bill and weatherization assistance. Community and faith-based organizations will participate in capacity building activities to promote effective low-income service distribution, support community partnerships and collaborations, and enhance volunteer participation, training and support to facilitate community involvement.

**SUPPLEMENTAL:**

**Additional Fiscal Information**

No County General Funds will be required.

**ATTACHMENTS:**

Schedule – A

Resolution

**BUDGET ADJUSTMENT**

The 2015 CSBG Agreement #15F-2032 supplies the initial allocation of \$653,005 for the term January 1, 2015 through December 31, 2015. Congress has not yet approved the final allocation for 2015 CSBG program. The agreement will be amended once Congressional appropriation and State is advised of its final

SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE,  
 STATE OF CALIFORNIA  
 FORM 11: Resolution #2015-048 for the 2015 Community Services Block Grant  
 (CSBG) Agreement #15F-2032, One (1) year. Districts 1 – 5. [\$653,005][CSBG]  
 DATE: January 29, 2015  
 PAGE: Page 3 of 3

**SCHEDULE A**  
 Community Action Partnership of Riverside County  
 Budget Adjustment  
 Fiscal Year 2014/2015

INCREASE IN EST. REVENUE:

CAARC-21050-5200100000-767200	Federal Block Grants	\$ 653,005
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INCREASE IN APPROPRIATIONS:

CAARC-21050-5200100000-510040	Regular Salaries	266,000
CAARC-21050-5200100000-518100	Budgeted Benefits	89,000
CAARC-21050-5200100000-520260	Computer Lines	4,800
CAARC-21050-5200100000-520320	Telephone Service	43,805
CAARC-21050-5200100000-520350	IT Core Services	8,900
CAARC-21050-5200100000-520845	Trash	900
CAARC-21050-5200100000-521360	Maint-Computer Equip	13,000
CAARC-21050-5200100000-521380	Maint-Copier Machines	8,500
CAARC-21050-5200100000-521640	Maint-Software	8,200
CAARC-21050-5200100000-523100	Memberships	4,800
CAARC-21050-5200100000-523680	Office Equip Non Fixed Asset	9,800
CAARC-21050-5200100000-523700	Office Supplies	13,200
CAARC-21050-5200100000-524840	Fingerprinting Services	1,800
CAARC-21050-5200100000-525080	Temp Assist Pool Svcs	8,900
CAARC-21050-5200100000-526700	Rent-Lease Bldgs	75,600
CAARC-21050-5200100000-527780	Special Program Expense	89,000
CAARC-21050-5200100000-537020	Interfnd Exp-Legal Services	4,600
CAARC-21050-5200100000-537080	Interfnd Exp-Miscellaneous	2,200

Total		\$653,005
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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

FORM APPROVED BY COUNTY COUNSEL  
 BY: *[Signature]*  
 NEAL R. KIBNIS  
 DATE: 02.10.15

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.

KEVIN A. FERRELL, Clerk of said Board  
*[Signature]* Deputy

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  
DATE: 2/10/15  
BY: [Signature]  
NATALIE KIPENS

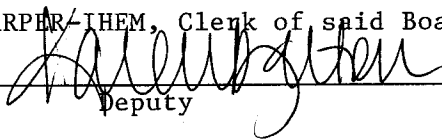
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- 3. The Executive Director shall promptly report to the Board: all grants received and grant funding changes for budget and Auditor-Controller purposes; and any material changes or significant new developments related to the grant.
- 4. This Resolution 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-IHEM, Clerk of said Board  
By   
Deputy

CLERK'S COPY

STATE OF CALIFORNIA

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

AGREEMENT NUMBER <b>15F-2032</b>	AMENDMENT NUMBER <b>0</b>
REGISTRATION NUMBER <i>ep 1403658</i>	

- 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, 2015 through December 31, 2015**
- The maximum amount of this Agreement is: **Total \$653,005.00**
- 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/>.

ATTEST:

KEQIA HARPER-IHEM, Clerk

By: *[Signature]*  
DEPUTY

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

<b>CONTRACTOR</b>		<b>CALIFORNIA</b> <b>Department of General Services</b> Use Only
CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.) <b>Community Action Partnership of Riverside County</b>		<p>"I hereby certify that all conditions for exemption have been complied with, and this document is exempt from the Department of General Services approval."</p> <p><i>[Signature]</i></p> <p><input type="checkbox"/> Exempt per _____</p>
BY (Authorized Signature) <i>[Signature]</i>	DATE SIGNED (Do not type) <b>2/10/15</b>	
PRINTED NAME AND TITLE OF PERSON SIGNING <b>MARION ASHLEY CHAIRMAN, BOARD OF SUPERVISORS</b>		
ADDRESS <b>2038 Iowa Ave, Suite B-102, Riverside, CA 92507</b>		
<b>STATE OF CALIFORNIA</b>		
AGENCY NAME <b>Department of Community Services and Development</b>		
BY (Authorized Signature) <i>[Signature]</i>	DATE SIGNED (Do not type) <b>3/10/15</b>	
PRINTED NAME AND TITLE OF PERSON SIGNING <b>Cindy Halverstadt, Deputy Director, Administrative Services</b>		
ADDRESS <b>2389 Gateway Oaks Drive, Suite 100, Sacramento, California 95833</b>		

FORM APPROVED COUNTY CLERK BY: NEAL R. KIPNIS

**STANDARD AGREEMENT  
PART I**

**PART I**

**PREAMBLE**

This subvention agreement, for the funding of Community Service Block Grant (CSBG) programs in 2015 (“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. Contractor 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. Unless otherwise specified in the Contractor’s Community Action Plan or elsewhere in this Agreement, Contractor shall make its services and activities available to the low-income community within its service area throughout the entire term of this Agreement. 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.

**1.2 Term and Amount of Agreement**

- A. The term of this Agreement shall be as specified on the face sheet (STD. 213).
- B. The Maximum Amount of this Agreement shall be as specified on the face sheet and is subject to adjustment(s), in accordance with the following terms:
  - 1. The initial amount shall be based on a partial allocation of the federal Community Services Block Grant for federal fiscal year (FFY) 2015, awarded to the State pursuant to one or more continuing resolutions passed by the Congress prior to the execution of this Agreement.

**ARTICLE 1 – SCOPE OF WORK**



**STANDARD AGREEMENT  
PART I**

2. Upon the issuance of each subsequent federal allocation, including the full annual allocation to the State for FFY 2015, CSD shall issue an amendment to this Agreement to increase the Maximum Amount by the amount to be distributed to Contractor as calculated pursuant to CA Government Code §§ 12750 – 776 and applicable CSBG State Plan provisions.

**1.3 Service Area**

The services shall be performed in the following service area:

See Part II, Subpart H. The 2015 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) Circular A-133 and its appendices and supplements, except as otherwise provided in this Agreement.
- 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. OMB Circular A-102 (Common Rule for State and Local Governments), as codified by the Department of Health and Human Services (HHS) at 45 CFR Part 92;

**STANDARD AGREEMENT**

**PART I**

2. OMB Circular A-110 (Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and other Non-Profit Organizations), as codified by HHS at 45 CFR Part 74;
  3. OMB Circular A-87 (Cost Principles for State, Local and Indian Tribal Governments) as codified at 2 CFR Part 225;
  4. OMB Circular A-122 (Cost Principles for Non-Profit Organizations) as codified at 2 CFR Part 230.
  5. Contractor further agrees to abide by all requirements in California Contractor Certification Clauses 307 (CCC-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,

**STANDARD AGREEMENT  
PART I**

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](http://www.csd.ca.gov).

**STANDARD AGREEMENT  
PART I**

**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 the following forms, available on the providers’ website at <https://providers.csd.ca.gov>, and return them with the executed contract:
    - a. 425 Budget Series Forms
      - i. CSD 425.S CSBG Contract Budget Summary
      - ii. CSD 425.1.1 CSBG Budget Support Personnel Cost
      - iii. CSD 425.1.2 CSBG Budget Support Non Personnel Cost
      - iv. CSD 425.1.3 CSBG Budget Support Other Agency Operating Funds
      - v. CSD 425.1.4 CSBG Contract Budget Narrative
    - b. CSBG/NPI Workplan CSD 801 W (Form)
    - c. Certification Regarding Lobbying/Disclosure of Lobbying Activities
    - d. Executive Director and Board Roster CSD 188 (Form)

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PART I**

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 2015 CSBG 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 1.4C 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 business interests and ability to implement the contract in an effective and reasonable manner, PROVIDED:

**STANDARD AGREEMENT  
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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.

**STANDARD AGREEMENT  
PART I**

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

**STANDARD AGREEMENT  
PART I**

- 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 CONTRACT BUDGET SUMMARY

Contractor Name: Community Action Partnership of Riverside County	Contract Number: 15F-2032	Amendment Number:
Prepared By: Melanie M. Holsey, Accountant II	Contract Term: 01/01/15 to 12/31/14	
Telephone Number: 951-955-6430	Contract Amount: \$2,417,224	
Date: 1/29/2015	E-mail Address: <a href="mailto:MHolsey@capriverside.org">MHolsey@capriverside.org</a>	

#### SECTION 10: ADMINISTRATIVE COSTS

Line Item	CSBG Funds (rounded to the nearest dollar)
1	Salaries and Wages \$498,791
2	Fringe Benefits \$214,480
3	Operating Expenses \$169,257
4	Equipment
5	Out-of-State Travel \$8,994
6	Contract/Consultant Services
7	Other Costs \$44,598
<b>Subtotal Section 10: Administrative Costs (cannot exceed 12% of the total operating budget in Section 80)</b> \$936,120	

#### SECTION 20: PROGRAM COSTS

Line Item	CSBG Funds (rounded to the nearest dollar)
1	Salaries and Wages \$387,618
2	Fringe Benefits \$166,675
3	Operating Expenses \$236,247
4	Equipment
5	Out-of-State Travel \$13,491
6	Subcontractor/Consultant Services \$677,073
7	Other Costs
<b>Subtotal Section 20: Program Costs</b> \$1,481,104	

<b>SECTION 40: Total CSBG Budget Amount (Sum of Subtotal Sections 10 and 20)</b>	<b>\$2,417,224</b>
<b>SECTION 70: Enter Other Agency Operating Funds Used to Support CSBG</b>	<b>\$12,616,794</b>
<b>SECTION 80: Agency Total Operating Budget (Sum of Sections 40 and 70)</b>	<b>\$15,034,018</b>
<b>SECTION 90: CSBG Funds Administrative Percent (Section 10 divided by Section 80)</b>	<b>6.23%</b>

**CSBG BUDGET SUPPORT -- PERSONNEL COSTS**

Contractor Name: Community Action Partnership of Riverside County	Contract Number: 15F-2032	Amendment Number:
Prepared By: Melanie M. Holsey, Accountant II	Contract Term: 01/01/15 to 12/31/14	
Telephone Number: 951-955-6430	Contract Amount: \$2,417,224	
Date: 1/29/2015	E-mail Address: MHolsey@capriverside.org	

**Section 10 -- ADMINISTRATIVE COSTS -- SALARIES AND WAGES**

<b>A</b> No. of Positions	<b>B</b> Position Title	<b>C</b> Total Salary for each position	<b>D</b> Percent (%) of CSBG time allocated for each position	<b>E</b> Number of CSBG months allocated for each position	<b>F</b> Total CSBG Funds budgeted for each position
1	Executive Director	\$117,034.00	70.00%	12	\$81,923.80
1	Assistant Director	\$93,454.00	50.00%	12	\$46,727.00
1	Executive Assistant I	\$57,886.40	50.00%	12	\$28,943.20
1	Principal Accountant	\$94,432.00	50.00%	12	\$47,216.00
1	Administrative Service Assistant	\$35,068.80	50.00%	12	\$17,534.40
1	CAP Division Manager	\$94,536.00	75.00%	12	\$70,902.00
1	Office Assistant III	\$31,636.80	50.00%	12	\$15,818.40
1	Senior Public Information Specialist	\$75,816.00	75.00%	12	\$56,862.00
1	Sr. Accounting Assistant	\$44,886.40	100.00%	12	\$44,886.40
1	Accountant II	\$55,452.80	100.00%	12	\$55,452.80

**Total (must match Section 10: Administrative Costs line item 1 on the CSD 425.S Budget Summary form) \$466,266**

**SECTION 20 -- PROGRAM COSTS -- SALARIES AND WAGES**

1	Office Assistant III	\$37,107.20	100.00%	12	\$37,107.20
1	Community Program Specialist I	\$54,620.80	100.00%	12	\$54,620.80
1	Administrative Services Analyst II	\$50,273.60	100.00%	12	\$50,273.60
1	Stock Clerk	\$29,744.00	50.00%	12	\$14,872.00
1	Community Services Assistant	\$35,214.40	50.00%	12	\$17,607.20
4	Community Services Assistant	\$26,353.60	100.00%	12	\$105,414.40
1	Community Services Assistant	\$34,299.20	50.00%	12	\$17,149.60
1	Community Program Specialist II	\$60,382.40	100.00%	12	\$60,382.40
1	Community Program Specialist II	\$60,382.40	50.00%	12	\$30,191.20

**Total (must match Section 20: Program Costs line item 1 on the CSD 425.S Budget Summary form) \$387,618**

**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,	43.00%	\$214,480.00	\$166,675.00
Unemployment Insurance Worker's Compensation			

**TOTAL MUST MATCH THE AMOUNT ENTERED ON CSD 425.S (BUDGET SUMMARY) \$214,480 \$166,675**



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

Contractor Name: Community Action Partnership of Riverside County	Contract Number: 15F-2032	Amendment Number:
Prepared By: Melanie M. Holsey, Accountant II	Contract Term: 01/01/15 to 12/31/14	
Telephone Number: 951-955-6430	Contract Amount: 2,417,224	
Date: 1/29/2015	E-mail Address: <a href="mailto:MHolsey@capriverside.org">MHolsey@capriverside.org</a>	

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 425.S Budget Summary form Attach additional sheet(s) if necessary	CSBG	
	Section 10: Administrative Costs	Section 20: Program Costs
List all Operating Expenses	3 sum should equal total on line item 3 of CSD 425.S Budget Summary form \$169,257	3 sum should equal total on line item 3 of CSD 425.S Budget Summary form \$236,247
List all Equipment Purchases	4 sum should equal total on line item 4 of CSD 425.S Budget Summary form	4 sum should equal total on line item 4 of CSD 425.S 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 425.S Budget Summary form \$8,994	5 sum should equal total on line item 5 of CSD 425.S Budget Summary form \$13,491
List all Contract/Consultant Services	6 sum should equal total on line item 6 of CSD 425.S Budget Summary form	
List all Subcontractor/Consultant Services		6 sum should equal total on line item 6 of CSD 425.S Budget Summary form \$677,073
<b>Other Costs - List each line item (i - iv): Any additional Other Costs (attach additional sheet if necessary):</b>	<b>Section 10: Administrative Costs</b>	<b>Section 20: Program Cost</b>
i See Attachment 1 Budget Narrative and Attachment "B" attached	\$44,598	
ii		
iii		
iv		
<b>Total Other Costs (Sum of i, ii, iii, iv):</b>	7 sum should equal total on line item 7 of CSD 425.S Budget Summary form \$44,598.00	7 sum should equal total on line item 7 of CSD 425.S Budget Summary form





## CSBG CONTRACT BUDGET NARRATIVE

Contractor Name: Community Action Partnership of Riverside	Contract Amount: 2,417,224	Date: 1/29/2015
Prepared By: Melanie M. Holsey	Contract Number: 15F-2032	Amendment Number:
Telephone Number: 951-955-6430	Contract Term: 01/01/15 to 12/31/15	E-mail Address: MHolsey@capriverside.org

### SECTION 10: ADMINISTRATIVE COSTS

#### SALARIES AND WAGES - \$498,791

The eleven 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.

1. Executive Director: (.70 FTE for 12 months) Salary = \$81,923  
Oversees administration of the agency, including but not limited to: Financial, Human Resources, and Facilities functions.
2. Assistant Director: (.50 FTE for 12 Months) Salary = \$46,727  
Assists the Executive Director in overseeing the administration of the agency.
3. Executive Assistant I: (.50 FTE for 12 Months) Salary = \$28,943  
Provides support to the Executive Director and Deputy Director.
4. Principal Accountant: (.50 FTE for 12 Months) Salary = \$47,216  
Oversees the financial management and accounting functions for the agency.
5. Administrative Services Assistant: (.50 FTE for 12 Months) Salary - \$17,534  
Oversees purchasing functions and contract compliance.
6. Community Action Division Manager: (.75 FTE for 12 Months) Salary - \$70,902  
Oversees grant administration and programmatic compliance for the agency.
7. Office Assistant III: (.50 FTE for 12 Months) Salary - \$15,818  
Provides clerical support and payroll processing for the agency.
8. Sr. Public Information Specialist: (.75 FTE for 12 Months) Salary - \$56,862  
Provides outreach for all agency programs.
9. Sr. Accounting Assistant: (1.0 FTE for 12 Months) Salary - \$44,886  
Provides accounting support, processing invoices, payments, etc. Tracks revenue and expenditures of all CSBG Grants.
10. Accountant II: (1.0 FTE for 12 Months) Salary - \$55,453  
Establishes, reviews, revise, and maintains controls on fiscal record keeping functions in an accounting subdivision for a county department; to audit the fiscal records and accounting procedures of special districts, consolidated/coordinated courts and judicial districts, or county departments; to do other work as required.
11. HR Coordinator: (.50 FTE for 12 Months) Salary - \$32,525  
Oversees all Human Resources functions for the agency.

#### FRINGE BENEFITS - \$214,480

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

OPERATING EXPENSES - \$169,257

1. Audit (\$3,500) - Independent Accountant's report on applying agreed-upon procedures for CSBG required by the State of California.
2. Accounting-Interfund (\$2,767) - Charges assessed by the county for employees payroll processing.
3. County Counsel (\$1,500) - Charges to review CSBG contracts.
4. Telephone Services (\$4,941) - Charges for telephones used by CSBG employees.
5. Alarm (\$300) - Building alarm.
6. Storage Rent/Lease (\$2,000) - Charges for archived records.
7. Rent/Lease Buildings (\$76,913) - Annual rent for the building occupied by the agency is approximately \$294,780. The amount of \$76,913 represents 26% of this amount. The remainder is distributed across other funding sources.
8. Communications (\$5,172) - External data lines, video conferencing, and dedicated phone line for summer crisis.
9. Memberships (\$5,500) - Memberships include: Riverside County Mentoring Collaborative (RCMC) \$350, Riverside County Council of Volunteers (RCCV) \$50, CAL/NEVA Community Action Partnership \$4,600, Greater Riverside Chamber of Commerce \$350, Government Finance Officers Association (GFOA) \$150.
10. Freight (\$500) - Cost of receiving products for programs
11. Maintenance - Copier Machines (\$2,000) - Cost of maintaining and servicing copier machines.
12. Office Equipment (\$10,000) - Budgeted for necessary replacement of small office equipment to include, but not limited to, calculators, printers and/or fax machines.
13. Computer lines (\$9,703) - Service and maintenance on all internal computer lines.
14. RCIT Core Services (\$15,215) - Riverside County Information Technology (RCIT) support.
15. Maintenance - Software (\$7,506) - License fees for computer software.
16. Maintenance - Computer Equipment (\$21,540) - Service fees for computer software.
17. Trash (\$200) - Document shredding service.

OUT-OF-STATE TRAVEL - \$8,994

Out of state travel activities include, but are not limited to, the National Community Action Foundation (NCAF) Conference (Washington, D.C. - 1 staff member); and Community Program Legal Services, Inc (CAPLAW) Conference (Portland, Oregon - 2 staff members). Travel includes air transportation, lodging, and meals for administrative staff and Community Action Partnership commissioners.

OTHER COSTS - \$44,598

1. Human Resource Management System (HRMS) (\$4,842) - County imposed cost for the human resource management computer system.
2. Online Administrative Services Information System (OASIS) (\$5,216) - Financial software programs used by county agencies.
3. Countywide Cost Allocation Plan (COWCAP) (\$7,261) - Represents expenses incurred through the allocation of the county's indirect cost to the individual departments.
4. Personnel (\$12,091) - County imposed costs based on positions filled for each department.
5. Liability Insurance (\$8,087) - County imposed allocation for liability insurance.
6. Property Insurance (\$7,101) - County imposed allocation for property insurance.

## SECTION 20: PROGRAM COSTS

### SALARIES AND WAGES - \$387,618

The twelve 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.

1. Office Assistant III: (1.0 FTE for 12 Months) Salary - \$37,107  
Provides clerical support to the VITA Program Manager, the Alternative Dispute Resolution (ADR) Program Manager, the Planning Manager, the IDA Program Manager, and the Project LEAD Program Manager.
2. Community Program Specialist I: (1.0 FTE for 12 Months) Salary - \$54,620  
Implements and oversees the Pre-Apprenticeship Program.
3. Administrative Analyst II: (1.0 FTE for 12 Months) Salary - \$50,273  
Supports programmatic team with grant administration and compliance.
4. Stock Clerk: (.50 FTE for 12 Months) Salary - \$14,873  
Ensures availability and tracking of program inventory, and assists in program education workshops.
5. Community Program Specialist II: (1.0 FTE for 12 Months) Salary - \$60,382  
Implements and oversees the Earned Income Tax Credit (EITC) programs.
6. Community Program Specialist II: (.50 FTE for 12 Months) Salary - \$30,191  
Implements and Oversees the IDA program.
7. Community Services Assistant (.50 FTE for 12 Months) Salary - \$17,608  
Coordinates emergency and disaster relief efforts, and conducts workshops providing program education in the community.
8. Community Services Assistant (.50 FTE for 12 Months) Salary - \$17,150  
Support staff for Pre-Apprenticeship, Individual Development Account (IDA), and Earned Income Tax Credit (EITC) programs.
9. Community Services Assistant (4 positions @ 1.0 FTE/each for 12 Months) Salaries - \$105,414  
Support staff for Pre-Apprenticeship, Individual Development Account (IDA), and Earned Income Tax Credit (EITC) programs.

### FRINGE BENEFITS - \$166,675

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

### OPERATING EXPENSES (\$236,247)

- 1 Special Program Expense (\$19,368) – Conduct special projects such as community meetings, symposium, supplies for cool/warm centers, disaster preparedness workshops, etc. As well as the continuation of the veteran program.
2. Education/Training – Staff (\$1,500) – Provide training to program staff to enhance delivery of services.
3. Office supplies (\$25,000) Supplies necessary for the implementation of our various programs such as, but not limited to : pens, copier paper, binders, calculators, etc.



4. Food/Refreshments (\$1,000) Provide refreshments to participants during all day trainings.
5. Awards Recognition (\$6,100) Volunteer and Participant recognition in various programs, such as; Riverside County Mentoring Collaborative (RCMC), and Project BLISS (Building Links Impacts Self Sufficiency).
6. Salary and Benefit Reimbursement (\$25,000) Project LEAD Linking Education, Advocacy and Development) Education Award, and Pre-apprenticeship program match savings program.
7. Printed Forms (\$17,000) Annual Report, newsletters, program applications, agency brochures, etc.
8. Postage (\$5,000) Mailing or reports, surveys, newsletters, etc.
9. Advertisement (10,000) - Newspaper ads, volunteer recognition ads.
10. Live Scan fingerprinting (\$3,500) Allows for background checks on volunteers working with minors in various mentoring programs.
11. Travel (\$12,500) In-state travel.
12. Temporary Pool Services (\$55,279) – Temporary employee to assist with various programs, outreach, etc.
13. Commission Expense (\$30,000) – Commission meeting supplies, Joint Board of Supervisor meetings, mileage to /from commission meetings, retreat (lodging, meals, parking, etc.) business cards, etc.
14. Car Pool Expense (\$10,000)
15. Private Mileage Reimbursement (\$15,000)

**OUT-OF-STATE TRAVEL - \$13,491**

Out of state travel activities include, but are not limited to, the AFI: Asset Learning Conference (Location: Not Yet Determined - 2 staff members) and the Association for Conflict Resolution (ACR) Conference (Reno, Nevada - 1 staff member).

**SUBCONTRACTOR/CONSULTANT SERVICES - \$677,073**

Subcontractors services in excess of \$5,000 to include Pre-Apprenticeship (\$97,073), Veterans Initiative (\$140,000), Project LEAD Agencies (\$90,000), Habitat for Humanities-Riverside Helping Hands (\$50,000), and the 3 Delegate Agencies [Community Connect (\$100,000), Anka (\$100,000), and Habitat for Humanities Vet Housing(\$100,000)].

CSBG/NPI Workplan

Contractor Name: Community Action Partnership of Riverside County  
 Contact Person and Title: John Mooney, Interim Executive Director  
 Phone Number: 951-955-4900 Ext. Number \_\_\_\_\_  
 E-mail Address: [JohnMooney@capriverside.org](mailto:JohnMooney@capriverside.org) Fax Number: 951-955-6494

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

**NPI 1.1: Employment**

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

What: Low-income residents are unemployed and underemployed, as well as lack job placement and training opportunities to increase their experience and income. Why: Business downsizing and closures, along with public funding cuts, have resulted in a lack of employment and job placement/training opportunities. Who: Low-income residents. Where: Riverside County. When: Year-round.

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

See Attachment

National Performance Indicator 1.1	Reporting Period	WORKPLAN Number of Participants Expected to Achieve Outcome in Reporting Period (#)
Employment		
The number and percentage of low-income participants who get a job or become self-employed, as a result of Community Action Assistance, as measured by one or more of the following:		
A. Unemployed and obtained a job	Mid-Year	110
	Annual	120
B. Employed and maintained a job for at least 90 days	Mid-Year	138
	Annual	138
C. Employed and obtained an increase in employment income <b>and/or benefits</b>	Mid-Year	14
	Annual	14
D. Achieved "living wage" employment and/or benefits	Mid-Year	
	Annual	

*In the rows below, please include any additional indicators for NPI 1.1 that were not captured above.*

	Mid-Year	
	Annual	

CSBG/NPI Workplan

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

**NPI 1.2: Employment Supports**

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

What: Working low-income residents often lack marketable jobs skills. Why: There is a lack of job skills development programs countywide. Who: Low-income residents. Where: Riverside County. When: Year-round.

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

See Attachment

National Performance Indicator 1.2	Reporting Period	WORKPLAN Number of Participants Expected to Achieve Outcome in Reporting Period (#)
<b>Employment Supports</b>		
The number of low-income participants for whom barriers to initial or continuous employment are reduced or eliminated through assistance from Community Action, as measured by <u>one or more</u> of the following:		
A. Obtained skills/competencies required for employment	Mid-Year	327
	Annual	332
B. Completed ABE/GED and received certificate or diploma	Mid-Year	
	Annual	
C. Completed post-secondary education program and obtained certificate or diploma	Mid-Year	
	Annual	
D. Enrolled children in "before" or "after" school programs	Mid-Year	
	Annual	
E. Obtained care for child or other dependant	Mid-Year	
	Annual	
F. Obtained access to reliable transportation and/or driver's license	Mid-Year	
	Annual	
G. Obtained health care services for themselves and/or a family member	Mid-Year	
	Annual	
H. Obtained and/or maintained safe and affordable housing	Mid-Year	37
	Annual	57
I. Obtained food assistance	Mid-Year	
	Annual	
J. Obtained non-emergency LIHEAP energy assistance	Mid-Year	216
	Annual	864
K. Obtained non-emergency WX energy assistance	Mid-Year	49
	Annual	194
L. Obtained other non-emergency energy assistance (State/local/private energy programs. Do Not Include LIHEAP or WX)	Mid-Year	281
	Annual	1,125

*In the rows below, please include any additional indicators for NPI 1.1 that were not captured above.*

	Mid-Year	
	Annual	

**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.)

What: Low-income people lack asset/wealth-building skills and opportunities to acquire assets. Why: Low-income people often lack personal financial skills; fall victim to predatory lenders and tax-preparers; and lack information about and access to asset/wealth-building skills opportunities such as home ownership, business ownership, post-secondary education, and healthy financial practices. Who: Low-income residents. Where: Riverside County. When: Year-round.

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

See Attachment

<b>National Performance Indicator 1.3</b>		<b>Reporting Period</b>	<b>WORKPLAN</b>
<b>Economic Asset Enhancement and Utilization</b>			<b>Number of Participants Expected to Achieve Outcome in Reporting Period (#)</b>
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:			
<b>ENHANCEMENT</b>			
<b>A.</b> 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	Mid-Year	3,520	
	Annual	3,520	
<b>B.</b> Number and percent of participants who obtained court-ordered child support payments and the expected annual aggregated dollar amount of payments	Mid-Year		
	Annual		
<b>C.</b> 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	Mid-Year	10	
	Annual	20	
<b>UTILIZATION</b>			
<b>D.</b> Number and percent of participants demonstrating ability to complete and maintain a budget for over 90 days	Mid-Year	25	
	Annual	50	
<b>E.</b> Number and percent of participants opening an Individual Development Account (IDA) or other savings account	Mid-Year	83	
	Annual	111	
<b>F.</b> Number and percent of participants who increased their savings through IDA or other savings accounts and the aggregated amount of savings	Mid-Year	63	
	Annual	90	
<b>G.</b> Number and percent of participants capitalizing a small business with accumulated IDA or other savings	Mid-Year	5	
	Annual	15	
<b>H.</b> Number and percent of participants pursuing post-secondary education with accumulated IDA or other savings	Mid-Year	15	
	Annual	30	
<b>I.</b> Number and percent of participants purchasing a home with accumulated IDA or other savings	Mid-Year	5	
	Annual	5	
<b>J.</b> Number and percent of participants purchasing other assets with accumulated IDA or other savings	Mid-Year		
	Annual		
<i>In the rows below, please include any additional indicators for NPI 1.3 that were not captured above.</i>			
		Mid-Year	
		Annual	

CSBG/NPI Workplan

Contractor Name: Community Action Partnership of Riverside County  
 Contact Person and Title: John Mooney, Interim Executive Director  
 Phone Number: 951-955-4900 Ext. Number: \_\_\_\_\_  
 E-mail Address: JohnMooney@capriverside.org Fax Number: 951-955-6494

**Goal 2: The conditions in which low-income people live are improved.**

**NPI 2.1: Community Improvement and Revitalization**

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

What: Riverside County lacks opportunities and resources that enable low-income residents to increase their self-sufficiency Why: There has been a decrease in safe affordable housing. After school programs have been reduced due to budget cuts. There are limited resources to cover home repair costs; post-secondary educational/training programs. Information sharing has been inadequate. Who: Communities and low-income residents. Where: Riverside County. When: Year-round.

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

See Attachment

National Performance Indicator 2.1 Community Improvement and Revitalization	Reporting Period	WORKPLAN Number of Projects or Initiatives Expected to Achieve in Reporting Period (#)
Increase in, or safeguarding of, threatened opportunities and community resources or services for low-income people in the community as a result of Community Action projects/initiatives or advocacy with other public and private agencies, as measured by one or more of the following:		
A. Jobs created, or saved, from reduction or elimination in the community	Mid-Year	5
	Annual	6
B. Accessible "living wage" jobs created, or saved, from reduction or elimination in the community	Mid-Year	
	Annual	
C. Safe and affordable housing units created in the community	Mid-Year	2
	Annual	2
D. Safe and affordable housing units in the community preserved or improved through construction, weatherization, or rehabilitation achieved by Community Action activity or advocacy	Mid-Year	6
	Annual	6
E. Accessible safe and affordable health care services/facilities for low-income people created or saved from reduction or elimination	Mid-Year	
	Annual	
F. Accessible safe and affordable child care or child development placement opportunities for low-income families created or saved from reduction or elimination	Mid-Year	
	Annual	
G. Accessible "before school" and "after school" program placement opportunities for low-income families created or saved from reduction or elimination	Mid-Year	11
	Annual	11
H. Accessible new or expanded transportation resources, or those that are saved from reduction or elimination, that are available to low-income people, including public or private transportation.	Mid-Year	
	Annual	
I. Accessible or increased educational and training placement opportunities, or those that are saved from reduction or elimination, that are available for low-income people in the community, including vocational, literacy, and life skill training, ABE/GED, and post-secondary education	Mid-Year	13
	Annual	13
<i>In the rows below, please include any additional indicators for NPI 2.1 that were not captured above.</i>	Mid-Year	
	Annual	



## CSBG/NPI Workplan

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**CSBG/NPI Workplan**

**Goal 2: The conditions in which low-income people live are improved.**

**NPI 2.2: Community Quality of Life and Assets**

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

What: Communities lack resources to increase the quality of life for its low-income residents. Why: Lack of funding and continued fiscal support for community services and programs. Who: Communities and low-income residents. Where: Riverside County. When: Year-round.

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

See Attachment

National Performance Indicator 2.2	Reporting Period	WORKPLAN
Community Quality of Life and Assets		Number of Program Initiatives or Advocacy Efforts Expected to Achieve in Reporting Period (#)
The quality of life and assets in low-income neighborhoods are improved by Community Action initiative or advocacy, as measured by one or more of the following:		
A. Increases in community assets as a result of a change in law, regulation, or policy, which results in improvements in quality of life and assets	Mid-Year	1
	Annual	1
B. Increase in the availability or preservation of community facilities	Mid-Year	
	Annual	
C. Increase in the availability or preservation of community services to improve public health and safety	Mid-Year	2
	Annual	2
D. Increase in the availability or preservation of commercial services within low-income neighborhoods	Mid-Year	3
	Annual	3
E. Increase or preservation of neighborhood quality-of-life resources	Mid-Year	145
	Annual	145

*In the rows below, please include any additional indicators for NPI 2.2 that were not captured above.*

	Mid-Year	
	Annual	

CSBG/NPI Workplan

**Goal 2: The conditions in which low-income people live are improved.**

**NPI 2.3: Community Engagement**

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

What: Community members do not participate in revitalization and anti-poverty initiatives. Why: Residents lack information and awareness about engagement and volunteer opportunities; outreach is limited. Who: Communities, volunteers, and low-income residents. Where: Riverside County. When: Year-round.

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

See Attachment

<p style="text-align: center;"><b>National Performance Indicator 2.3</b></p> <p><b>Community Engagement</b></p> <p>The number of community members working with Community Action to improve conditions in the community.</p>	<p style="text-align: center;"><b>Reporting Period</b></p>	<p style="text-align: center;"><b>WORKPLAN</b></p> <p style="text-align: center;"><b>Number of Total Contribution by Community Expected to Achieve in Reporting Period (#)</b></p>
<p><b>A.</b> Number of community members mobilized by Community Action that participate in community revitalization and anti-poverty initiatives</p>	<p style="text-align: center;">Mid-Year</p>	<p style="text-align: center;">1,382</p>
	<p style="text-align: center;">Annual</p>	<p style="text-align: center;">2,056</p>
<p><b>B.</b> Number of volunteer hours donated to the agency (This will be All volunteer hours)</p>	<p style="text-align: center;">Mid-Year</p>	<p style="text-align: center;">71,467</p>
	<p style="text-align: center;">Annual</p>	<p style="text-align: center;">122,836</p>
<p><i>In the rows below, please include any additional indicators for NPI 2.3 that were not captured above.</i></p>		
	<p style="text-align: center;">Mid-Year</p>	
	<p style="text-align: center;">Annual</p>	



CSBG/NPI Workplan

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 Contact Person and Title: John Mooney, Interim Executive Director  
 Phone Number: 951-955-4900 Ext. Number: \_\_\_\_\_  
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**Goal 3: Low-income people own a stake in their community.**

**NPI 3.1: Community Enhancement through Maximum Feasible Participation**

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

**What:** Many low-income people are not active community stakeholders and lack information and awareness of community engagement/volunteer opportunities. **Why:** Many low-income people are apathetic and disinterested; lack information; have language and cultural barriers; have limited education and transportation. **Who:** Communities and low-income residents. **Where:** Riverside County. **When:** Year-round.

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

See Attachment

<p style="text-align: center;"><b>National Performance Indicator 3.1</b></p> <p><b>Community Enhancement through Maximum Feasible Participation</b></p> <p>The number of volunteer hours donated to Community Action.</p>	<p style="text-align: center;"><b>Reporting Period</b></p>	<p style="text-align: center;"><b>WORKPLAN</b></p> <p style="text-align: center;"><b>Total Number of Volunteer Hours Expected to Achieve in Reporting Period (#)</b></p>
<p>The total number of volunteer hours donated by <u>low-income</u> individuals to Community Action. (This is ONLY the number of volunteer hours from individuals who are low-income.)</p>	Mid-Year	458
	Annual	915
<p><i>In the rows below, please include any additional indicators for NPI 3.1 that were not captured above.</i></p>		
	Mid-Year	
	Annual	

**CSBG/NPI Workplan**

***Goal 3: Low-income people own a stake in their community.***

**NPI 3.2: Community Empowerment through Maximum Feasible Participation**

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

What: Many low-income people are not active community stakeholders and lack information and awareness of community engagement/volunteer opportunities.  
 Why: Many low-income people are apathetic and disinterested; lack information; have language and cultural barriers; have limited education, transportation and resources to participate. Who: Communities and low-income residents. Where: Riverside County. When: Year-round.

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

See Attachment

National Performance <u>Indicator 3.2</u>  Community Empowerment through Maximum Feasible Participation	Reporting Period	WORKPLAN  Number of Low- Income People Expected to Achieve in Reporting Period (#)
The number of low-income people mobilized as a direct result of Community Action initiative to engage in activities that support and promote their own well-being and that of their community, as measured by <u>one or more</u> of the following:		
<b>A.</b> Number of low-income people participating in formal community organizations, government, boards, or councils that provide input to decision making and policy setting through community action efforts	Mid-Year	2,086
	Annual	4,137
<b>B.</b> Number of low-income people acquiring businesses in their community as a result of community action assistance	Mid-Year	5
	Annual	15
<b>C.</b> Number of low-income people purchasing their own home in their community as a result of community action assistance	Mid-Year	5
	Annual	5
<b>D.</b> Number of low-income people engaged in non-governance community activities or groups created or supported by community action	Mid-Year	70
	Annual	70
<i>In the rows below, please include any additional indicators for NPI 3.2 that were not captured above.</i>		
	Mid-Year	
	Annual	

**CSBG/NPI Workplan**

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**Goal 4: Partnerships among supporters and providers of services to low-income people are achieved.**

**NPI 4.1: Expanding Opportunities through Community-Wide Partnerships**

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

What: Community services and outreach activities are not stream-lined and collaborative. Why: Funding cuts create competitiveness and service provider "turf" boundaries; there is limited communication amongst service providers; and a shared vision has not been implemented amongst partners. Who: Communities, partners, and residents. Where: Riverside County. When: Year-round.

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

Program Activities: CAP Riverside provides training, technical assistance, information sharing, networking opportunities, community organizing and advocacy to partners. Multi-lingual outreach, especially to rural, isolated, remote, and underserved communities, includes: media releases; public service announcements; community presentations; community meetings; community events; flyers; brochures; and mailings. Delivery Strategies: 4.1.A. - 4.1.M. - recruit diverse partners for leveraging opportunities, referrals, and collaborative fund development; continue to provide agency capacity building through the Community Action Academy.

National Performance Indicator 4.1 Expanding Opportunities through Community-Wide Partnerships	Reporting Period	WORKPLAN	
		I Number of Organizations Expected to Achieve in Reporting Period (#)	II Number of Partnerships Expected to Achieve (#)
The number of organizations, both public and private, that Community Action actively works with to expand resources and opportunities in order to achieve family and community outcomes.	Mid-Year	30	40
	Annual	60	70
A. Non-Profit	Mid-Year	9	9
	Annual	13	13
B. Faith Based	Mid-Year	56	56
	Annual	64	64
C. Local Government	Mid-Year	2	2
	Annual	2	2
D. State Government	Mid-Year	3	15
	Annual	3	15
E. Federal Government	Mid-Year	15	15
	Annual	27	27
F. For-Profit Business or Corporation	Mid-Year	11	11
	Annual	15	15
G. Consortiums/Collaboration	Mid-Year	3	6
	Annual	5	10
H. Housing Consortiums/Collaboration	Mid-Year	13	13
	Annual	21	21
I. School Districts	Mid-Year	7	7
	Annual	8	8
J. Institutions of postsecondary education/training	Mid-Year	1	1
	Annual	1	1
K. Financial/Banking Institutions	Mid-Year	4	4
	Annual	4	4
L. Health Service Institutions	Mid-Year	3	3
	Annual	3	3
M. State wide associations or collaborations	Mid-Year		
	Annual		
<i>In the rows below, please add other types of partners with which your CAA has formed relationships that were not captured above.</i>			
The total number of organizations CAAs work with to promote family and community outcomes (automatically calculates)	Mid-Year	157	182
	Annual	226	253

**CSBG/NPI Workplan**

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**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.)

What: Staff and volunteers' skills are limited. Why: Staff and partners have limited funding for and access to formal training. Who: Communities, Community Action Commissioners, volunteers, and CAP Riverside staff. Where: Riverside County. When: Year-round.

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

See Attachment

National Performance Indicator 5.1	Reporting Period	WORKPLAN
Agency Development		Number of Resources in Agency Expected to Achieve in Reporting Period (#)
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	3
	Annual	4
B. Number of Nationally Certified ROMA Trainers	Mid-Year	2
	Annual	2
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	30
	Annual	40
F. Number of Board Members attending trainings	Mid-Year	25
	Annual	30
G. Hours of staff in trainings	Mid-Year	790
	Annual	841
H. Hours of Board Members in trainings	Mid-Year	261
	Annual	522
<i>In the rows below, please include any additional indicators that were not captured above.</i>		
	Mid-Year	
	Annual	

CSBG/NPI Workplan

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**Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.**

**NPI 6.1: Independent Living**

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

What: Seniors and the disabled are at-risk of losing their independent living lifestyle. Why: Unsafe and unhealthy housing, limited access to free or affordable services, increasing utility costs and inability to pay high utility bills create barriers for seniors and the disabled to live independently. Who: low-income and/or disabled seniors and disabled residents. Where: Riverside County. When: Year-round.

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

See Attachment

National Performance Indicator 6.1	Reporting Period	WORKPLAN Number of Vulnerable Individuals Living Independently Expected to Achieve in Reporting Period (#)
Independent Living		
The number of vulnerable individuals receiving services from Community Action who maintain an independent living situation as a result of those services:		
A. Senior Citizens ( <i>seniors can be reported twice, once under Senior Citizens and again, if they are disabled, under Individuals with Disabilities, ages 55-over.</i> )	Mid-Year	2,512
	Annual	6,955
B. Individuals with Disabilities	Mid-Year	1,695
	Annual	7,593
<b>Ages:</b>	Mid-Year	
a. 0-17	Annual	
b. 18-54	Mid-Year	
	Annual	
c. 55-over	Mid-Year	
	Annual	
d. Age Unknown	Mid-Year	1,695
	Annual	7,593
<b>TOTAL Individuals with Disabilities (automatically calculates)</b>	Mid-Year	1,695
	Annual	7,593
<i>In the rows below, please include any additional indicators for NPI 6.1 that were not captured above.</i>		
	Mid-Year	
	Annual	



CSBG/NPI Workplan

**Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.**

**NPI 6.2: Emergency Assistance**

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

What: Low-income residents are unable to meet basic and essential needs during a crisis. Why: Underemployment and unemployment; fixed incomes; language barriers; lack of affordable safe housing; limited transportation; high energy costs; disasters; and lack of awareness of community resources impair low-income residents' ability to address emergency needs. Who: Low-income residents and communities. Where: Riverside County. When: Year-round.

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

See Attachment

National Performance Indicator 6.2		WORKPLAN
Emergency Assistance	Reporting Period	Number of Individuals Expected to Achieve in Reporting Period (#)
The number of low-income individuals served by Community Action who sought emergency assistance and the number of those individuals for whom assistance was provided, including such service as:	Mid-Year	
	Annual	
A. Emergency Food	Mid-Year	
	Annual	
B. Emergency fuel or utility payments funded by LIHEAP or other public and private funding sources	Mid-Year	1,394
	Annual	2,787
C. Emergency Rent or Mortgage Assistance	Mid-Year	30
	Annual	45
D. Emergency Car or Home Repair (i.e. structural appliance, heating systems, etc.)	Mid-Year	86
	Annual	171
E. Emergency Temporary Shelter	Mid-Year	
	Annual	
F. Emergency Medical Care	Mid-Year	
	Annual	
G. Emergency Protection from Violence	Mid-Year	
	Annual	
H. Emergency Legal Assistance	Mid-Year	
	Annual	
I. Emergency Transportation	Mid-Year	
	Annual	
J. Emergency Disaster Relief	Mid-Year	2,879
	Annual	13,164
K. Emergency Clothing	Mid-Year	
	Annual	

*In the rows below, please include any additional indicators for NPI 6.2 that were not captured above.*

	Mid-Year	
	Annual	

CSBG/NPI Workplan

**Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.**

**NPI 6.3: Child and Family Development**

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

N/A

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

National Performance Indicator 6.3	WORKPLAN	
Child and Family Development	Reporting Period	Number of Participants Expected to Achieve Outcome in Reporting Period (#)
<b>INFANTS &amp; CHILDREN</b>		
A. Infants and children obtain age appropriate immunizations, medical, and dental care	Mid-Year	
	Annual	
B. Infant and child health and physical development are improved as a result of adequate nutrition	Mid-Year	
	Annual	
C. Children participate in pre-school activities to develop school readiness skills	Mid-Year	
	Annual	
D. Children who participate in pre-school activities are developmentally ready to enter Kindergarten or 1st Grade	Mid-Year	
	Annual	
<b>YOUTH</b>		
E. Youth improve health and physical development	Mid-Year	
	Annual	
F. Youth improve social/emotional development	Mid-Year	
	Annual	
G. Youth avoid risk-taking behavior for a defined period of time	Mid-Year	
	Annual	
H. Youth have reduced involvement with criminal justice system	Mid-Year	
	Annual	
I. Youth increase academic, athletic, or social skills for school success	Mid-Year	
	Annual	
<b>PARENTS AND OTHER ADULTS</b>		
J. Parents and other adults learn and exhibit improved parenting skills	Mid-Year	
	Annual	
K. Parents and other adults learn and exhibit improved family functioning skills	Mid-Year	
	Annual	
<i>In the rows below, please include any additional indicators for NPI 6.3 that were not captured above.</i>		
	Mid-Year	
	Annual	

CSBG/NPI Workplan

**Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.**

**NPI 6.4: Family Supports**

What: Low-income residents are unable to meet basic and essential needs during a crisis. Why: Underemployment and unemployment; fixed incomes; language barriers; lack of affordable safe housing; limited transportation; high energy costs; disasters; and lack of awareness of community resources impair low-income residents' ability to address emergency needs. Who: Low-income residents and communities. Where: Riverside County. When: Year-round.

**Program Activities and Delivery Strategies:** (If additional space is needed, please attach a separate sheet.)  
 Program Activities and Delivery Strategies includes utility bill payment assistance and residential weatherization.

National Performance <u>Indicator 6.4</u> Family Supports (Seniors, Disabled and Caregivers)	Reporting Period	WORKPLAN Number of Participants Expected to Achieve Outcome in Reporting Period (#)
Low-income people who are <b>unable to work</b> , especially seniors, adults with disabilities, and caregivers, for whom barriers to family stability are reduced or eliminated, as measured by one or more of the following:		
<b>A.</b> Enrolled children in before or after school programs	Mid-Year	
	Annual	
<b>B.</b> Obtained care for child or other dependent	Mid-Year	
	Annual	
<b>C.</b> Obtained access to reliable transportation and/or driver's license	Mid-Year	
	Annual	
<b>D.</b> Obtained health care services for themselves or family member	Mid-Year	
	Annual	
<b>E.</b> Obtained and/or maintained safe and affordable housing	Mid-Year	
	Annual	
<b>F.</b> Obtained food assistance	Mid-Year	
	Annual	
<b>G.</b> Obtained non-emergency LIHEAP energy assistance	Mid-Year	389
	Annual	7,786
<b>H.</b> Obtained non-emergency WX energy assistance	Mid-Year	321
	Annual	641
<b>I.</b> Obtained other non-emergency energy assistance. (State/local/private energy programs. Do Not Include LIHEAP or WX)	Mid-Year	50
	Annual	99
<i>In the rows below, please include any additional indicators for NPI 6.4 that were not captured above.</i>		
	Mid-Year	
	Annual	



CSBG/NPI Workplan

**Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.**

**NPI 6.5: Service Counts**

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

What: Low-income individuals and families, especially vulnerable are unable to meet basic and essential needs. Why: Unexpected financial emergencies, unemployment, underemployment, language barriers, limited transportation, etc create barriers to self-sufficiency. Who: Low-income residents, communities, and social services providers. Where: Riverside County. When: Year-round.

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

See Attachment

<p style="text-align: center;"><b>National Performance Indicator 6.5</b></p> <p><b>Service Counts</b></p> <p>The number of services provided to low-income individuals and/or families, as measured by <u>one or more</u> of the following:</p>	<p style="text-align: center;"><b>Reporting Period</b></p>	<p style="text-align: center;"><b>WORKPLAN</b></p> <p style="text-align: center;"><b>Number of Services Expected in Reporting Period (#)</b></p>
<p><b>A.</b> Food Boxes</p>	<p>Mid-Year</p>	
	<p>Annual</p>	
<p><b>B.</b> Pounds of Food</p>	<p>Mid-Year</p>	<p style="text-align: center;">6,438</p>
	<p>Annual</p>	<p style="text-align: center;">12,876</p>
<p><b>C.</b> Units of Clothing</p>	<p>Mid-Year</p>	
	<p>Annual</p>	
<p><b>D.</b> Rides Provided</p>	<p>Mid-Year</p>	
	<p>Annual</p>	
<p><b>E.</b> Information and Referral Calls</p>	<p>Mid-Year</p>	<p style="text-align: center;">31,380</p>
	<p>Annual</p>	<p style="text-align: center;">65,860</p>
<p><i>In the rows below, please include any additional indicators for NPI 6.5 that were not captured above.</i></p>	<p>Mid-Year</p>	
	<p>Annual</p>	

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<b>PROBLEM STATEMENT / PROGRAM ACTIVITIES AND DELIVERY STRATEGIES ATTACHMENT</b>	
<b>NPI</b>	<b>DESCRIPTION</b>
1.1	<p><b><u>Activities/Strategies:</u></b> Program Activities: CAP Riverside supports and promotes employment and job placement/training programs for low-income residents such as the Pre-Apprenticeship Program, Veterans Employment Training Program (VET), Delegate Agencies, Riverside County Temporary Assignment Program (TAP), and Project L.E.A.D. (Linking Education, Advocacy, and Development). Support includes, but is not limited to: networking opportunities; leveraging partnerships; technical assistance; temporary employee management; CSBG sub-contracting; and program monitoring. Multi-lingual outreach, especially to rural, isolated, remote, and underserved communities, includes: media releases; public service announcements; community presentations; community meetings; community events; flyers; brochures; and mailings. CAP Riverside collaborates with school districts, private businesses (especially small businesses of 10 or less employees); colleges and universities; public sector; and community/faith-based organizations. Delivery Strategies: 1.1.A. – provide job placement, on-the-job training, job classroom/on-line training, workplace mentoring, case management, and coaching opportunities for high school students, adults (especially veterans); and provide referrals to other community resources. 1.1.B. - provide one-to-one mentoring and coaching via program staff, employers, and partners to facilitate job retention. 1.1.C. – assist CAP Riverside’s temporary staff secure permanent employment.</p>
1.2	<p><b><u>Activities/Strategies:</u></b> Program Activities: CAP Riverside supports and promotes employment and job placement/training programs for low-income residents such as the Pre-Apprenticeship Program, Veterans Employment Training Program (VET), Delegate Agencies, Riverside County Temporary Assignment Program (TAP), Project L.E.A.D. (Linking Education, Advocacy, and Development), and Volunteer Income Tax Assistance (VITA) preparers. Support includes, but is not limited to: job skills development programs/referrals; community resources referrals, networking opportunities; leveraging partnerships; technical assistance; CSBG sub-contracting; program monitoring, utility bill payment assistance and weatherization. Multi-lingual outreach, especially to rural, isolated, remote, and underserved communities, includes: media releases; public service announcements; community presentations; community meetings; community events; flyers; brochures; and mailings. CAP Riverside collaborates with school districts, private businesses (especially small businesses of 10 or less employees); colleges and universities; public sector; and community/faith-based organizations to provide education and job skills training. Delivery Strategies: 1.2.A. – provide job skills training and workplace mentoring opportunities for low-income residents.</p>
1.3	<p><b><u>Activities/Strategies:</u></b> Program Activities: CAP Riverside supports and promotes asset/wealth-building and financial literacy programs such as Individual Development Accounts (IDA), Earned Income Tax Credit (EITC), Volunteer Income Tax Assistance (VITA), Project B.L.I.S.S. (Building Links Impact Self-Sufficiency), Pre-Apprenticeship, Veterans Employment Training Program (VET), and Southern California Edison CARE Program. Support includes, but is not limited to: networking opportunities, leveraging</p>

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PROBLEM STATEMENT / PROGRAM ACTIVITIES AND DELIVERY STRATEGIES ATTACHMENT	
NPI	DESCRIPTION
	partnerships, technical assistance, and program monitoring Multi-lingual outreach, especially to rural, isolated, remote, and underserved communities, includes: media releases; public service announcements; community presentations; community meetings; community events; flyers; brochures; and mailings. CAP Riverside is a member of the statewide Earned Income Tax Credit (EITC) network. The agency also collaborates with public and private sector social services organizations, homeownership programs and the financial, business, and post-secondary education communities. Delivery Strategies: 1.3.A – provide free tax preparation and promotion of tax credits through VITA Sites and the EITC program; 1.3.C – facilitate enrollment in energy discount programs; 1.3.D - provide financial literacy training; 1.3.E. – 1.3.H. - provide matched savings incentive programs.
2.1	<b>Activities/Strategies:</b> Program Activities: CAP Riverside promotes, supports and develops community resources through its internal and contracted programs. Multi-lingual outreach, especially to rural, isolated, remote, and underserved communities, includes: media releases; public service announcements; community presentations; community meetings; community events; flyers; brochures; and mailings. CAP Riverside collaborates with private sector social services organizations, school districts, and post-secondary education institutions. Delivery Strategies: 2.1.A. and B – creation of living wage job slots. 2.1.D – provide home weatherization and referrals to home rehabilitation programs and lead abatement programs; 2.1.G. sustain after-school programs at local middle schools. 2.1.I. – provide direct services and/or referrals to job skills, life skills, and agency capacity building training.
2.2	<b>Activities/Strategies:</b> Program Activities: CAP Riverside promotes and supports quality of life community resources and programs through its internal and contracted programs. Support includes, but is not limited to: networking opportunities, leveraging partnerships, technical assistance, and program monitoring. Multi-lingual outreach, especially to rural, isolated, remote, and underserved communities, includes: media releases; public service announcements; community presentations; community meetings; community events; flyers; brochures; and mailings. CAP Riverside collaborates with statewide and regional networks, advocacy and public policy networks, public and private sector social services organizations, financial and post-secondary education institutions, and academic communities. Delivery Strategies: 2.2.A. – provide advocacy opportunities through various task forces and collaboratives; 2.2.D. – create new and capitalize existing businesses through the Individual Development Accounts (IDA), Veterans Employment Training Program (VET), and Pre-Apprenticeship programs; and 2.2.E. – provide increased resources through collaboratives, networks, partnerships, asset/wealth-building programs; family self-sufficiency programs; mediation services; disaster relief/preparedness programs; food security and healthy living programs; training and technical assistance; and referrals to other community resources.

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PROBLEM STATEMENT / PROGRAM ACTIVITIES AND DELIVERY STRATEGIES ATTACHMENT	
NPI	DESCRIPTION
2.3	<b><u>Activities/Strategies:</u></b> Program Activities: CAP Riverside promotes and supports community volunteerism and provides opportunities for community engagement through each of its programs. Multi-lingual outreach, especially to rural, isolated, remote, and underserved communities, includes: media releases; public service announcements; community presentations; community meetings; community events; flyers; brochures; and mailings. CAP Riverside collaborates with public and private sector social services organizations to create opportunities to engage community members in anti-poverty initiatives. Delivery Strategies: 2.3.A. – facilitate local meetings and events for residents to participate in anti-poverty initiatives; and provide training and technical assistance on recruiting, training, managing and recognizing volunteers through the Community Action Academy; 2.3.B. - provide outreach regarding community volunteerism opportunities; and provide volunteer recognition through the national President's Volunteer Service Award (PSVA) for number of volunteer hours served.
3.1	<b><u>Activities/Strategies:</u></b> Program Activities: CAP Riverside promotes and supports community volunteerism for low-income residents through its internal and contracted programs. Support includes, but is not limited to: outreach and recruitment of volunteers; elections of low-income representatives to the community action commission and various boards; volunteer recognition; volunteer programs management training and technical assistance; networking opportunities; and recognizing volunteers via CAP Riverside's status as a certifying organization for the national President's Volunteer Service Award program (PVSA). Multi-lingual outreach, especially to rural, isolated, remote, and underserved communities, includes: media releases; public service announcements; community presentations; community meetings; community events; flyers; brochures; and mailings. Delivery Strategies: 3.1. - coordinate and promote community volunteer opportunities for low-income residents; document hours; promote recognition through PVSA.
3.2	<b><u>Activities/Strategies:</u></b> Program Activities: CAP Riverside promotes and supports advocacy, self-empowerment, and community capacity building. Support includes, but is not limited to: outreach and recruitment of low-income volunteers; elections of low-income representatives to the community action commission and various boards; volunteer recognition; volunteer programs management training and technical assistance; and networking opportunities. Multi-lingual outreach, especially to rural, isolated, remote, and underserved communities, includes: media releases; public service announcements; community presentations; community meetings; community events; flyers; brochures; and mailings. Delivery Strategies: 3.2.A. – provide opportunities or referrals/recommendations to serve on the Community Action Commission; 3.2.B. - provide small business development or capitalization mentoring, training, technical assistance, matched savings opportunities, and acquisition; 3.2.C. – provide home ownership mentoring, training, technical assistance, matched savings opportunities, and acquisition development or referrals; 3.2.D. - provide volunteer and advocacy opportunities through

Contractor Name: Community Action Partnership of Riverside County  
 Contact Person and Title: John Mooney, Interim Executive Director  
 Phone Number: 951-955-4900 Ext. Number \_\_\_\_\_  
 E-mail Address: johnmooney@capriverside.org Fax Number: 951-955-6494

<b>PROBLEM STATEMENT / PROGRAM ACTIVITIES AND DELIVERY STRATEGIES ATTACHMENT</b>	
<b>NPI</b>	<b>DESCRIPTION</b>
	various internal programs and community partnerships.
5.1	<b><u>Activities/Strategies:</u></b> Program Activities: CAP Riverside provides training, technical assistance, information sharing, networking opportunities, community organizing and advocacy to staff and community partners. External training is also sought to increase skills of staff. Delivery Strategies: 5.1.A. - 5.1.C - recruit and train staff as Certify Community Action Professionals (CCAPs) and certified Results Oriented Management and Accountability (ROMA) and Family Development trainers; 5.1.E. - 5.1.H. - increase external staff development opportunities through networks, partnerships, and State and National CAP activities; expand CAP Academy curriculum to include staff development workshops; and involve CAP Staff and Commissioners to demonstrate their skills by leading workshops at CAP-related conferences.
6.1	<b><u>Activities/Strategies:</u></b> Program Activities: CAP Riverside promotes and supports quality of life community resources and programs to support low-income seniors and disabled residents. Multi-lingual outreach, especially to rural, isolated, remote, and underserved communities, includes: media releases; public service announcements; community presentations; community meetings; community events; flyers; brochures; and mailings. CAP Riverside collaborates with public and private sector social services organizations to provide services. Delivery Strategies: 6.1.A. and B – provide referrals to community resources; provide back-up emergency heating/cooling systems; provide utility bill payment assistance and home weatherization; provide access to Cool and Warm Centers during extreme seasonal hot or cold temperatures; provide disaster relief during government declared “state of emergencies.”
6.2	<b><u>Activities/Strategies:</u></b> Program Activities: CAP Riverside promotes and supports quality of life community resources and programs to support low-income residents during emergencies. CAP Riverside promotes safety-net services and provides community referrals, technical assistance, and program monitoring. Multi-lingual outreach, especially to rural, isolated, remote, and underserved communities, includes: media releases; public service announcements; community presentations; community meetings; community events; flyers; brochures; and mailings. Delivery Strategies: 6.2.B. – provide and/or facilitate emergency utility bill payment assistance through various funding sources; 6.2.C. – provides rental and mortgage support during government declared “state-of-emergency” disasters; 6.2.D. – provide back-up emergency heating/cooling systems; 6.2.J. – provide access to Cool and Warm Centers during extreme seasonal hot or cold temperatures; and provide disaster relief during government declared “state of emergencies.”
6.5	<b><u>Activities/Strategies:</u></b> Program Activities: CAP Riverside promotes safety-net services and provides community referrals, technical assistance, and program monitoring. Multi-lingual outreach, especially to rural, isolated, remote, and underserved communities, includes: media releases; public service announcements; community presentations; community meetings; community events; flyers; brochures; and mailings, countywide

Contractor Name: Community Action Partnership of Riverside County  
Contact Person and Title: John Mooney, Interim Executive Director  
Phone Number: 951-955-4900 Ext. Number  
E-mail Address: johnmooney@capriverside.org Fax Number: 951-955-6494

<b>PROBLEM STATEMENT / PROGRAM ACTIVITIES AND DELIVERY STRATEGIES ATTACHMENT</b>	
<b>NPI</b>	<b>DESCRIPTION</b>
	energy clinics and partnerships with service providers and community/ faith-based organizations. Delivery Strategies: 6.5.E. - cross-train clerical staff to answer eligibility questions for all programs; increase level of partnership with the local 2-1-1- information hotline; and increase outreach efforts to promote CAP Riverside as a referral resource.



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

PROGRAM: **Community Services Block Grant**

PERIOD: January 1, 2015 through December 31, 2015

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award document for subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Interim Executive Director  
Title

John Mooney  
Signature

CAP-Riverside  
Agency/Organization

12/29/14  
Date





**DISCLOSURE OF LOBBYING ACTIVITIES**  
CONTINUATION SHEET

Approved by OMB  
0348-0046

Reporting Entity: \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

**INSTRUCTION FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES**

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and ZIP Code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in Item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
(b) Enter the full name of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget. Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

**DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT**

**Board Roster**

**Exhibit D, Attachment I**

**CSD 188 New**

Received by CSD:

**Board Roster**

Agency Name: Community action Partnership of Riverside County

Agency Address: 2038 Iowa Ave Suite B 102, Riverside, CA 92507

Effective Date: 11/05/14

Submitted By: Riverside, CA 92507

As per Exhibit D. Please also list any vacancies within the board itself, so that the required amount of board members is equal to the board by-laws.

Name:	Title/Position:	Address:	Phone Number:	Email:
John Mooney	Executive Director	2038 Iowa Ave Suite B102, Riverside, CA 92507	951.955.4900	JohnMooney@capriverside.org
Susan McKee	Board Chair	University of California, Riverside Assistant Vice Chancellor 900 University Avenue 3108 Hinderaker Hall	951.827.2750	susan.mckee@ucr.edu
As a Public Agency, the Riverside County, Board of Supervisors and the County Purchasing Agent are the only authorized signers of the Contract.	Additional Authorized signer of the Contract other than the above			
Teresa Hunter	Commissioner Primary District 1	2361 Prospect Avenue Riverside, CA 92507	951.313.4348	sohappy831@yahoo.com

**DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT**

**Board Roster**

**Exhibit D, Attachment I**

**CSD 188 New**

Received by CSD:

Name:	Title/Position:	Address:	Phone Number:	Email:
Art Garcia	Commissioner Alternate District 1	14190 Moonridge Drive Riverside, CA 92503	951.535.0350	iblmrg41@gmail.com
Marvin Powell, Jr.	Secretary Primary District 2	3570 Second Street Riverside, CA 92501	951.427.7710	marvinjr@gmail.com
Vacant	Commissioner Alternate District 2			
Penelope Engard	Commissioner Primary District 3	575 S. Lyon Ave Sp. 123 Hemet, CA 92543	951.846.9123	tjtracker1743@gmail.com
Mary Morse	Commissioner Alternate District 3	PO Box 2453 Idyllwild, CA 92549	951.766.8659	vrctwohip@aol.com
J. Gene Walker	Commissioner Primary District 4	PO Box 5313 Palm Springs, CA 92263	760.898.6978	jwalker15@dc.rr.com
Carole Schaudt	Commissioner Alternate District 4	74-007 Oak Springs Drive Palm Desert, CA 92260	760.567.3361	carole@carole-schaudt.info
Ernie Saldana	Commissioner Primary District 5	PO Box 1037 Cabazon, CA 92230	951.492.5250	abear.12@hotmail.com

**DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT**

**Board Roster**

**Exhibit D, Attachment I**

**CSD 188 New**

Received by CSD:

Name:	Title/Position:	Address:	Phone Number:	Email:
Randy Triplett	Commissioner Alternate District 5	PO Box 8566 Moreno Valley, CA 92552	951.992.8119	bishoptriplett@gmail.com
VACANT	Alternate At Large			
Helen Barnes	Commissioner Primary Labor/Employment	2102 West Lincoln Banning, CA 92220	951.675.4326	animalshelter@hotmail.com
Bill J. Perez	Commissioner Alternate Labor/Employment	Riverside/San Bernardino BCTC Executive Secretary-Business Manager	951.684.1040	btcbill@sbcglobal.net
Gail Ousley	Commissioner Primary Social Services	United Way of the Inland Valleys VP of Community Engagement 6215 River Crest Dr. Suite B	951.697.4711	gousley@uwiv.org
Tiffany Baker	Commissioner Alternate Social Services	The Empowerment Center 27262 Via Industria Temecula, CA 92590	951.514.2939 ext 111	tbaker@theempowermentcenterintl.com
VACANT	Commissioner Primary Education			
Bruce Kulpa	Commissioner Primary Housing	Riverside Housing Development Corporation 3985 University Avenue	951.341.0170	kulpbruce@aol.com

**DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT**

**Board Roster**

**Exhibit D, Attachment I**

**CSD 188 New**

Received by CSD:

Name:	Title/Position:	Address:	Phone Number:	Email:
Irene Morales	Commissioner Alternate Legal	Inland Counties Legal Services Executive Director 1040 Iowa Ave Suite 101	951.368.2540	imorales@icls.org
Art Welch	Commissioner Primary City of Banning	PO Box 998 Banning, CA 92220	951.237.2525	awelch5@verizon.net
Ana Sandoval	Commissioner Alternate City of Banning	PO Box 998 Banning, CA 92220	951.966.5390	asandoval@ci.banning.ca.us
Steven Hernandez	Commissioner Primary City of Coachella	City of Coachella Councilman 1516 6th St	951.955.8453	s.hernandez@coahcella.org
Jacob Alvarez	Commissioner Alternate City of Coachella	City of Coachella Assistant to the City Manager 1516 6th St	760.398.3052	jalvarez@coahcella.org
Ginny Foat	Commissioner Primary City of Palm	Councilmember City of Palm Springs 3200 East Tahquitz Canyon Way	760.778.7832	Ginny.Foat@palmspring s-ca.gov
Dale Cook	Commissioner Alternate City of Palm	City of Palm Springs 3200 East Tahquitz Canyon Way Palm Springs, CA 92262	760.323.8198	Dale.Cook@palmspring s-ca.gov
Rita Rogers	Commissioner Primary City of Perris	Mayor Pro Tem City of Perris 101 North S Street	951.943.6100	rrogers@cityofperris.org

**DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT**

**Board Roster**

**Exhibit D, Attachment I**

**CSD 188 New**

Received by CSD:

Name:	Title/Position:	Address:	Phone Number:	Email:
Al Landers	Commissioner Alternate City of Perris	Councilmember City of Perris 101 North S Street	951.643.6100	allanders@cityofperris.org
Mike Soubirous	Commissioner Primary City of Riverside	Councilman City of Riverside 3900 Main Street	951.826.5991	msoubirous@riversideca.gov
VACANT	Commissioner Alternate City of Riverside			



**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				
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> )	15F-2032			
Contract Period(s) ( <i>mm/dd/yy - mm/dd/yy</i> )	January 1, 2015 - December 31, 2015			
Agency Unique Identifier (DUNS Number)	105920057			
Agency Primary Contact Information ( <i>person responsible for completing this form</i> )	Name:	John Mooney		
	Title	Interim Executive Director		
	E-mail:	JohnMooney@capriverside.org		
	Phone:	951-955-4900		
Location of Agency	Mailing Address:	2038 Iowa Avenue, Suite B-102		
	State:	Riverside, CA		
	Zip + 4 digits ( <i>+4 digit is required</i> )	92507-2412		
	U.S. Congressional District:	41st, 36th, 42nd, and 50th		
	State Assembly District:	42nd, 56th, 60th, 61st, 67th, 71st, and 75th		
	State Senate District:	23rd, 28th, and 31st		

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 AS ABOVE
	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 checked="" type="checkbox"/> No <ul style="list-style-type: none"> <li>▪ A tax-exempt nonprofit entity required to file an annual Form 990 return with the Internal Revenue Service (IRS).</li> <li>▪ A publicly owned corporation required to file annual reports with the Securities and Exchange Commission (SEC).</li> </ul>	
	(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	

## Description of Information Requested

### Place of Performance

Address represents where the prime recipient is performing the majority of work funded. If the award funds multiple projects in different locations, then an address such as a city hall or county seat may be the most appropriate if it represent where the majority of funds are being used.

### Agency/Sub-Awardee Executive Compensation Reporting

Sub-awardees must report the total compensation and names of the top five executives in the organization if:

a) More than 80% of the annual gross revenues are from the Federal government, and those revenues are greater than \$25 million annually; and

b) Compensation information is not readily available through reporting to the IRS on a Form 990 (section 6104 of the Internal Revenue Code of 1986), or through reporting to Securities and Exchange Commission (SEC). SEC reporting is required for publicly owned/traded corporations.

Exemptions: Refer to 2 CFR

Part 170 for exemption <http://www.gpo.gov/fdsys/pkg/CFR-2012-title2-vol1/pdf/CFR-2012-title2-vol1-part170.pdf> criteria.

## Additional Resources

Unique Identifier (DUNS Number)	
The Data Universal Numbering System (DUNS) is the widely used system for identifying business entities on a location specific basis. The DUNS number remains with the company location to which it has been assigned even if it closes and goes out of business.	<a href="https://iupdate.dnb.com/iUpdate/companylookup.htm">https://iupdate.dnb.com/iUpdate/companylookup.htm</a>
Zip Code + 4 Digit Zip	
Use the United States Postal Service website to identify your +4 digit zip	<a href="https://tools.usps.com/go/ZipLookupAction!input.action">https://tools.usps.com/go/ZipLookupAction!input.action</a>
Congressional District	
Use the following sites to identify your congressional district	
U.S. Congressional District	<a href="http://www.house.gov/representatives/find/">http://www.house.gov/representatives/find/</a>
State Assembly and Senate District	<a href="http://findyourrep.legislature.ca.gov/">http://findyourrep.legislature.ca.gov/</a>
Reporting Requirement Regulations	
The Federal Funding Accountability and Transparency Act of 2006	<a href="http://www.gpo.gov/fdsys/pkg/PLAW-109publ282/html/PLAW-109publ282.htm">http://www.gpo.gov/fdsys/pkg/PLAW-109publ282/html/PLAW-109publ282.htm</a>
FFATA Subaward Reporting System (FSRS) website	<a href="https://www.fsr.gov/">https://www.fsr.gov/</a>