

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



ITEM
3.28
(ID # 3406)

MEETING DATE:

Tuesday, February 7, 2017

FROM : RUHS-PUBLIC HEALTH-COMMUNITY ACTION PARTNERSHIP:

SUBJECT: RIVERSIDE UNIVERSITY HEALTH SYSTEM - PUBLIC HEALTH/ COMMUNITY ACTION PARTNERSHIP : Approval of budget adjustment for the Agreement #16F-5520 Amendment #1 with the California Department of Community Services and Development for Community Services Block Grant Targeted Initiatives in 2016. Districts: All. [\$15,078]; 100% Federal funds. 4/5 Vote.

RECOMMENDED MOTION: That the Board of Supervisors:

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

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 15,078	\$ 0	\$ 15,078	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: 100 % Federal Funds			Budget Adjustment:	Yes
			For Fiscal Year: 15/16 - 16/17	

C.E.O. RECOMMENDATION: [Approve]


ACTION: 4/5 Vote, Policy


Sarah S Mack, Director of Public Health 1/25/2017

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Tavaglione, Washington and Ashley
Nays: None
Absent: None
Date: February 7, 2017
xc: RUHS-Public Health-CAP, Auditor

Kecia Harper-Ihem
 Clerk of the Board
 By: 
 Deputy

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

BACKGROUND:

Summary

The Department of Public Health Community Action Partnership has been awarded funding from the California Department of Community Services and Development (CSD), Community Services Block Grant (CSBG) in the amount of \$15,078 for Targeted Initiative Services.

This 2016 Targeted Initiative agreement provides funds to support Community Action Agency training and technical assistance needs, to enable the agency to build capacity and operate more efficiently to meet organizational standards, as well as to support programs, services and outreach that help low-income individuals claim the Earned Income Tax Credit (EITC). Community Action Partnership of Riverside County has been awarded a \$15,078 Targeted Initiative grant to accomplish these two funding priorities.

Community Action Partnership of Riverside County will address the first area in the Targeted Initiative by acquiring and utilizing an agency-wide system for more efficient and accurate collection, tracking, aggregating and reporting of agency data, outcomes and customer demographics.

To increase awareness of its Volunteer Income Tax Assistance (VITA) Program, and the opportunity to receive the Earned Income Tax Credit (EITC), Community Action Partnership of Riverside County will also utilize funds provided through this agreement to increase outreach efforts to County of Riverside residents. The goal of the expanded outreach is to increase the number of tax returns prepared for low-income residents qualifying to receive the EITC by 19 percent.

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

Impact on Citizens and Businesses

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

SUPPLEMENTAL:

Additional Fiscal Information

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

No County General Funds would be required.

ATTACHMENT A.

BUDGET ADJUSTMENT

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

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

SCHEDULE A

Department of Public Health Community Action Partnership

**Budget Adjustment
Fiscal Year 2016/2017**

INCREASE IN ESTIMATED REVENUE:

CAARC-21050-5200100000-767200 Federal Block Grants \$15,078

INCREASE IN APPROPRIATIONS:

CAARC-21050-5200100000-523840 Computer Equip-Software \$15,078

TOTAL IN INCREASE APPROPRIATIONS \$15,078


Misley Wang 1/26/2017

RESOLUTION 2015-048

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

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

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

ROLL CALL:

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

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

KEVIN T. HARRIS, Clerk of said Board
 By: *[Signature]* Deputy

FORM APPROVED BY COUNTY COUNSEL
 BY: *[Signature]* NEAL R. KENNIS, DATE: 02/10/15

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2
3 RESOLUTION NO. 2015-050

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

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

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

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

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

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

FORM APPROVED COUNTY COUNSEL
BY: [Signature] DATE: 02/10/15
NEAL R. KIPNIS

is on
grant
grant)

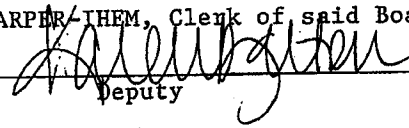
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- 3. The Executive Director shall promptly report to the Board: all grants received and grant funding changes for budget and Auditor-Controller purposes; and any material changes or significant new developments related to the grant.
- 4. This Resolution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

RECEIVED
 CONTRACT SERVICES UNIT


2017 JAN -5 PM 1:18

AGREEMENT NUMBER 16F-5520	AMENDMENT NUMBER 1
REGISTRATION NUMBER	

1. This Agreement is entered into between the State Agency and the Contractor named below
 STATE AGENCY'S NAME
Department of Community Services and Development
 CONTRACTOR'S NAME
Community Action Partnership of Riverside County
2. The term of this Agreement is : **June 15, 2016 through May 31, 2017**
3. The maximum amount of this Agreement is: **Total \$32,078.00**
4. The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:
 - A. The term of this Agreement is changed from June 15, 2016 through December 31, 2016 to June 15, 2016 through May 31, 2017.
 - B. The maximum amount of this Agreement payable to Contractor by the State has changed from \$17,000.00 to \$32,078.00, reflecting an increase of \$15,078.00.
 - C. Part II Article 5, Article 6, and Article 7 are deleted in their entirety and replaced with the attached Part II Article 5, Article 6, and Article 7.

All other terms and conditions shall remain unchanged.

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

CONTRACTOR	CALIFORNIA Department of General Services Use Only
CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.) Community Action Partnership of Riverside County	<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><input type="checkbox"/> Exempt per _____</p>
BY (Authorized Signature) <i>Brenda Sales Freeman</i>	
DATE SIGNED (Do not type) <i>12/21/16</i>	
PRINTED NAME AND TITLE OF PERSON SIGNING Brenda Sales Freeman, Exec. Director	
ADDRESS 2038 Iowa Ave, Suite B-102, Riverside, CA 92507	
STATE OF CALIFORNIA	
AGENCY NAME Department of Community Services and Development	
BY (Authorized Signature) <i>Cindy Halverstadt</i>	
DATE SIGNED (Do not type) 1/13/17	
PRINTED NAME AND TITLE OF PERSON SIGNING Cindy Halverstadt, Deputy Director, Administrative Services	
ADDRESS 2389 Gateway Oaks Drive, Suite 100, Sacramento, California 95833	

FORM APPROVED COUNTY COUNSEL
 BY: NEAL R. KIPNIS
 DATE: 1/13/17

Subpart B – Financial Requirements

ARTICLE 5 – PROGRAM BUDGET REQUIREMENTS AND PAYMENTS

5.1 Budget

- A. Concurrent with the submission of this Agreement, Contractor shall complete and submit the CSBG Fiscal Data forms [CSBG Contract Budget Summary (CSD 627.S), CSBG Budget Support - Personnel Costs (CSD 627A), CSBG Budget Support - Non Personnel Costs (CSD 627B), Budget Narrative (CSD 627C), and Spending Plan (CSD 627D)] attached to this Agreement in Subpart H.
- B. Contractor shall submit the CSD 627C (CSBG Contract Budget Narrative) with a justification for each projected line item reported on the CSD 627A and CSD627B.
- C. Contractor shall submit the CSD 627D Spending Plan detailing a monthly plan for how funds will be spent from the start of the contract through **May 31, 2017**. The Spending Plan must demonstrate an acceptable and achievable plan for spending the funds.
- D. Administrative Expenses
 - 1. “A community action program is a locally planned and operated program comprising a range of services and activities having a measurable and potentially major impact on causes of poverty in the community or those areas of the community where poverty is a particularly acute problem,” as defined by Cal. Gov. Code § 12750(b).
 - 2.
 - a. Community action programs typically:
 - i. maintain a tripartite board or advisory board, as defined in Cal. Gov. Code § 12751, which in the case of governmental entities, has operational jurisdiction and oversight or advisory responsibility, and
 - ii. serve the purposes and goals of the federal Community Services Block Grant, Section 672 and Cal. Gov. Code § 12750 with particular reference to the reduction of the causes and conditions of poverty and persistent economic insecurity.

The budgets of Contractor’s community action programs, not the budget of the organization or the organizational division to which the community action programs are assigned, shall be used in calculating the amount of allowable administrative expenditures under this subparagraph.

(2016 Targeted Initiative
Amendment No. 1)

3. For purposes of allocating indirect costs, contractors may use current negotiated indirect cost rates that have been approved by a cognizant federal agency. Contractor shall submit a copy of the letter of approval from the cognizant agency which includes date of approval and amount of rate.
- E. *Budget modifications requiring pre-approval.* In accordance with 22 CCR § 100715(a), no originally approved budget line item may be increased or decreased by more than ten percent (10%) without prior CSD approval. Any increase or decrease of more than ten percent (10%) to the originally approved budget line item will require a request for modification to the budget and shall be submitted to CSD on form CSD 425b, Justification for Contract Amendment/Modification.

5.2 Allowable Program Costs

A. Administrative Expenses

1. For the purpose of administrative expenditures, Contractor shall use funds allocated under this Agreement in an amount not to exceed twelve percent (12%) of the Targeted Initiative CSBG budget. Contractor shall not use funds provided under this Agreement to cover administrative costs incurred in the Low-Income Home Energy Assistance Program (LIHEAP) in excess of the LIHEAP contractual limitations.
 2. For purposes of allocating indirect costs, contractors may use current negotiated indirect cost rates that have been approved by a cognizant federal agency. Contractor shall submit a copy of the letter of approval from the cognizant agency which includes date of approval and amount of rate.
- B. *Budget modifications requiring pre-approval.* In accordance with 22 CCR §100715(a), no originally approved budget line item may be increased or decreased by more than ten percent (10%) without prior CSD approval. Any increase or decrease of more than ten percent (10%) to the originally approved budget line item will require a request for modification to the budget and shall be submitted to CSD on form CSD 425b, Justification for Contract Amendment/Modification.

5.3 Advance Payments

A. Request for Advance

Contractor may request in writing one (1) working capital advance in an amount up to twenty-five percent (25%) of the amount of the total consideration as described in Std. 213, item 3 of this Agreement. Justification of the need for the advance must be included in the request.

(2016 Targeted Initiative
Amendment No. 1)

B. If Contractor owes CSD any outstanding balances for overpayments of any contract, current or previous, the balance may be offset, based on arrangements made with the Contractor.

C. Liquidation of Advance

1. Contractor may liquidate the advance at any time through offsets against CSD-approved reimbursement requests; however, CSD shall initiate repayment of the advance through offsets of approved expenditures when the first of either of the following occurs:
 - a. Contractor has expended seventy-five percent (75%) of the total contract allocation; or,
 - b. At the beginning of the third month of the contract term.
2. CSD-initiated repayments of the advance shall be accomplished through offsets against subsequent reimbursement of approved expenditures. CSD shall determine the amount to be offset against reimbursements by dividing the unpaid advance amount by the number of remaining expenditure reporting periods in the contract term. In the event that an expenditure request for a reporting period is less than the offset amount as determined above, the entire amount of the expenditure reimbursement request shall be applied against the remaining advance balance.

D. Lien Rights

The State retains lien rights on all funds advanced.

5.4 Payments

CSD shall issue monthly payments to Contractor upon receipt and approval of a certified CSBG CAA Expenditure/Activity Report. The report shall indicate the actual expenditures being billed to CSD for reimbursement for the specific report period. Expenditures should closely reflect what is indicated on the Spending Plan CSD 627D.

- A. Subsequent payments to Contractor shall be contingent on receipt and approval by CSD of the preceding monthly Expenditure/Activity Report. If Contractor owes CSD any outstanding balance(s) for overpayments of any Agreement, current or previous, the balance(s) may be offset after notice to the Contractor providing an opportunity to present any valid objection to the offset.

ARTICLE 6 – FINANCIAL REPORTING

6.1 Monthly Fiscal Reports

- A. Contractor shall report and be reimbursed on a monthly basis..
- B. Contractor shall complete and submit to CSD a monthly CSBG CAA Expenditure/Activity Report by entry onto the web-based Expenditure Activity Reporting System (EARS) on or before the twentieth (20th) calendar day following the report period, regardless of the amount of expenditure(s) in the report period. Monthly expenditures should align with what was submitted on your Spending Plan CSD 627D.

6.2 Close-Out Report

Contractor shall complete and submit all CSD close-out forms within thirty (30) calendar days after the expiration date of this Agreement.

- A. Within thirty (30) calendar days after the expiration of the contract or when all funds have been fully expended under this agreement, Contractor shall submit a final programmatic report, using form CSD 626FR – Final Report. The Final report should be submitted electronically to the CSBG Reports Inbox at CSBGReports@csd.ca.gov with a copy to your assigned Field Representative.
- B. Final expenditures must be submitted by entry onto EARS.
- C. All adjustments must reflect the actual expenditure period and be submitted by entry onto EARS.
- D. Subsequent payments for expenditures under any open CSBG contract and the issuance of other CSD contracts shall be contingent upon timely submission of the closeout report.

6.3 Transparency Act Reporting

- A. In accordance with requirements of the Federal Funding Accountability and Transparency Act (FFATA), Contractors that 1) are not required by the IRS to annually file a Form 990 federal return, 2) receive at least 80% of their annual gross revenues from federal sources (excluding any ARRA funds), and 3) have annual gross revenues totaling \$25,000,000.00 or more from federal grants, contracts, or other federal sources (excluding any ARRA funds), shall provide to CSD a current list of names and total compensation of Contractor's top five (5) highly compensated officials/employees. The list shall be provided with the executed copy of the Agreement returned to CSD. This requirement applies only to Contractors that fall

**(2016 Targeted Initiative
Amendment No. 1)**

within all three categories set forth in this paragraph.

- B. Pursuant to the FFATA reporting requirements (2 CFR 170) CSD is required to report information regarding Contractors (sub-awardees) receiving CSBG funds. Contractor must complete CSD form 279, located in Subpart H, and return with the contract Part I to ensure compliance.
- C. CSD may issue guidance and/or Amendment(s) to this Agreement, establishing additional reporting requirements as necessary to ensure compliance with the FFATA or other Federal and State regulations, as applicable.

Subpart C – Programmatic Requirements

ARTICLE 7 – CSBG TERMS, CONDITIONS, PROGRAMMATIC PROVISIONS AND REPORTING

7.1 Program Implementation and Guidance

A. In accordance with Article 1.4 C. in Part I of this Agreement, CSD may release additional Guidance as determined necessary to provide further instructions to Contractors participating in the 2016 Targeted Initiative contract. The purpose of such Guidance will be to clarify requirements set forth in this Agreement and facilitate Contractors' efficient and successful operation of the program for the benefit of low-income households. Any such Guidance shall be incorporated by reference into this Agreement.

B. Work Plan

The 2016 Targeted Initiative contract funds effective and innovative programs, and services that can achieve specific and measurable outcomes and provides funding that supports training that will assist agencies in building capacity to operate more efficiently and successfully. Funding is provided under three categories: Capacity Building, Homelessness, and Earned Income Tax Credit, utilizing CSBG discretionary funding. Funds received under this contract may be used for any combination of the following categories:

1. Capacity Building: capacity building that supports agencies in meeting organizational standards addressing challenges with data collection, and development of threat mitigation plans.
2. Homelessness: programs that combat homelessness in your community.
3. Earned Income Tax Credit (EITC): support for outreach, and increased utilization and awareness for both the federal and state EITC programs among low-income CSBG-eligible individuals and families.

C. With Contractor's executed copy of this Agreement, Contractor shall submit a completed CSBG Workplan/Progress Report (CSD 626) available on the providers' website at <https://providers.csd.ca.gov>. This information will be used to monitor outcomes.

7.2 Fair Hearing for Denial of Client Benefits by Contractor

A. Pursuant to Title 22 of the California Code of Regulations, Section 100751, as amended, Contractor shall advise individuals who have been denied assistance under

a program funded by this Agreement of their right to appeal to CSD for a fair hearing within twenty (20) days from the denial of assistance.

- B. Within five (5) working days of receipt of an appeal from a client, CSD's Fair Hearings Officer shall schedule an administrative hearing to be conducted no later than thirty (30) calendar days from the receipt of the request.
- C. The client may withdraw the appeal/request for fair hearing at any time during the appeal process by providing written, email, or telephonic notice to CSD. Telephonic notice of withdrawal must be confirmed in writing by the Fair Hearings Officer or designated CSD staff.

7.3 Organizational Standards

The CSBG Organizational Performance Standards are effective starting with the Federal Fiscal Year 2016/17 (October 1, 2015). The standards are available at <http://www.acf.hhs.gov/programs/ocs/resource/csbg-im-138-state-establishment-of-organizational-standards-for-csbg-eligible-entities>, and are also posted on the Provider's website at: <http://providers.csd.ca.gov/>.

7.4 Programmatic Reporting

A. Submission of Required Plans/Reports

Unless otherwise specified by the provisions of this Article, all reports required by the provisions of this Article shall be submitted via email to CSBGReports@csd.ca.gov, no later than the date specified.

B. Monthly Reports

Contractor shall submit a monthly CSD 626 Workplan. Contractor shall ensure that the reports are submitted on or before the twentieth (20th) calendar day following the report period,

C. Annual Programmatic Reports

Annual programmatic reports cover the programmatic activities from the start of the contract period as specified on the face sheet (STD. 213) through **May 31, 2017**. Contractor shall update the CSBG/NPI Programs Report (CSD 801) and **submit no later than June 20, 2017**.

D. Close-Out

Contractor shall submit a final CSD 626FR no later than 30 days after the end of the contract term. The final report will include data on projections, outcomes, components of the proposal, accomplishments, and sustainability efforts.

S:\Admin\CSU\Contracts 5-11-2015\Community Services Block Grant\2016 Community Services Block Grant\Discretionary\Targeted Initiatives\Amendment 1\Article 7-CSBG Terms, Conditions, Programmatic Provisions And Reporting.Docx

ARTICLE 7 – CSBG TERMS, CONDITIONS, PROGRAMMATIC PROVISIONS AND REPORTING

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

Agency Name: Community Action Partnership of Riverside County	Agency/Project Representative: Brenda Freeman
Contract Number: 16F-5520	Contract Term: June 15, 2016 through May 31, 2017
Email: bfreeman@capriverside.org	Telephone Number: (951) 955-3563
Date:	Signature:

Work Plan

Make copies for each outcome/goal

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

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

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

Agency Name: Community Action Partnership of Riverside County	Agency/Project Representative: Brenda Freeman
Contract Number: 16F-5520	Contract Term: June 15, 2016 through May 31, 2017
Email: bfreeman@capriverside.org	Telephone Number: (951) 955-3563
Date:	Signature:

Work Plan

Make copies for each outcome/goal

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

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

CSBG DISCRETIONARY (Disc.) CONTRACT BUDGET SUMMARY

Contractor Name: Community Action Partnership of Riverside County	Contract Number: 16F-5520	Contract Amount: \$32,078
Prepared By: Melanie Holsey	Contract Term: 6/15/16-5/31/17	Amendment #: 1
Telephone #: 951-955-6430	Fax Number: 951-955-1399	
Date: 9/27/2016	E-mail Address: Mholsey@capriverside.org	

SECTION 10: ADMINISTRATIVE COSTS

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

SECTION 20: PROGRAM COSTS

Line Item	CSBG Disc. Funds (rounded to the nearest dollar)
1 Salaries and Wages	
2 Fringe Benefits	
3 Operating Expenses	\$32,078
4 Equipment	
5 Out-of-State Travel	
6 Subcontractor/Consultant Services	
7 Other Costs	
Subtotal Section 20: Program Costs	\$32,078

SECTION 40: Total CSBG Disc. Budget Amount (Sum of Subtotal Sections 10 and 20)	\$32,078
SECTION 70: Enter "Other Agency Operating Funds used to Support CSBG Disc." (INFORMATION ONLY)	\$13,608,421
SECTION 80: Agency Total CSBG Discretionary Operating Budget (Sum of Section 40 and 70) (INFORMATION ONLY)	\$13,640,499
SECTION 90: CSBG Funds Administrative Percent (Section 10 divided by Section 40)	

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

Contractor Name: Community Action Partnership of Riverside County		Contract Number: 16F-5520	Contract Amount: \$32,078
Prepared By: Melanie Holsey		Contract Term: 6/15/16-5/31/17	Amendment #: 1
Telephone #: 951-955-6430		Fax Number: 951-955-1399	
Date: 9/27/2016		E-mail Address: Mholsey@capriverside.org	

Section 10 -- ADMINISTRATIVE COSTS -- SALARIES AND WAGES

A No. of Positions	B Position Title	C Total Salary for each position	D Percent (%) of CSBG Disc. time allocated for each position	E Number of CSBG Disc. months allocated for each position	F Total CSBG Disc. Funds budgeted for each position
	N/A				
Total (must match Section 10: Administrative Costs line item 1 on the CSD 627 Budget Summary form)					

SECTION 20 -- PROGRAM COSTS -- SALARIES AND WAGES

	N/A				
Total (must match Section 20: Program Costs line item 1 on the CSD 627 Budget Summary form)					

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 Disc. funds Budgeted Line 2	Section 20 Program Costs List CSBG Disc. funds Budgeted Line 2
TOTAL MUST MATCH THE AMOUNT ENTERED ON CSD 627 (BUDGET SUMMARY)			

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

Contractor Name: Community Action Partnership of Riverside County	Contract Number: 16F-5520	Contract Amount: \$32,078
Prepared By: Melanie Holsey	Contract Term: 6/15/16-5/31/17	Amendment #: 1
Telephone #: 951-955-6430	Fax Number: 951-955-1399	
Date: 9/27/2016	E-mail Address: Mholsey@capriverside.org	

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

LIST EACH LINE ITEM Totals must match CSD 627 Budget Summary form Attach additional sheet(s) if necessary	CSBG Discretionary	
	Section 10 Administrative Costs	Section 20 Program Costs
List all Operating Expenses	3 sum should equal total on line item 3 of CSD 627 Budget Summary form	3 sum should equal total on line item 3 of CSD 627 Budget Summary form \$32,078
List all Equipment Purchases	4 sum should equal total on line item 4 of CSD 627 Budget Summary form	4 sum should equal total on line item 4 of CSD 627 Budget Summary form
List all Out-of-State Travel: Name of conference; Specify location; Cost per trip	5 sum should equal total on line item 5 of CSD 627 Budget Summary form	5 sum should equal total on line item 5 of CSD 627 Budget Summary form
List all Contract/Consultant Services	6 sum should equal total on line item 6 of CSD 627 Budget Summary form	
List all Subcontractor/Consultant Services		6 sum should equal total on line item 6 of CSD 627 Budget Summary form
Other Costs - List each line item (i - iv): Any additional Other Costs (attach additional sheet if necessary):	Section 10 Administrative Costs	Section 20 Program Cost
i		
ii		
iii		
iv		
Total Other Costs (Sum of i, ii, iii, iv):	7 sum should equal total on line item 7 of CSD 627 Budget Summary form	7 sum should equal total on line item 7 of CSD 627 Budget Summary form



CSBG DISCRETIONARY (Disc.) CONTRACT BUDGET NARRATIVE

Contractor Name: Community Action Partnership of Riverside County	Contract Number: 16F-5520	Contract Amount: \$32,078	Date 9/27/16
Prepared By: Melanie M. Holsey	Contract Term: 6/15/16-5/31/17	Amendment Number: 1	
Telephone Number: 951-955-6430	Fax Number: 951-955-1399	E-mail Address: MHolsey@capriverside.org	

Program Cost

Total: \$32,078.00

Operating Expenses:

- Advertisement/Outreach (\$4,000) - Newspaper ads, Billboard, print materials for EITC Outreach
- Computer Software (\$28,078) - Program for case management statistical data reporting
(includes support, maintenance, hosting, customer care)

CSBG/NPI Workplan

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

NPI 1.3: Economic Asset Enhancement and Utilization

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

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

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

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

National Performance Indicator 1.3	Reporting Period	WORKPLAN
Economic Asset Enhancement and Utilization		Number of Participants Expected to Achieve Outcome in Reporting Period (#)
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:		

ENHANCEMENT

A. Number and percent of participants in tax preparation programs who qualified for any type of Federal or State tax credit and the expected aggregated dollar amount of credits	Mid-Year	
	Annual	4,000
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	
C. Number and percent of participants who were enrolled in telephone lifeline and/or energy discounts with the assistance of the agency and the expected aggregated dollar amount of savings	Mid-Year	
	Annual	

UTILIZATION

D. Number and percent of participants demonstrating ability to complete and maintain a budget for over 90 days	Mid-Year	
	Annual	
E. Number and percent of participants opening an Individual Development Account (IDA) or other savings account	Mid-Year	
	Annual	
F. Number and percent of participants who increased their savings through IDA or other savings accounts and the aggregated amount of savings	Mid-Year	
	Annual	
G. Number and percent of participants capitalizing a small business with accumulated IDA or other savings	Mid-Year	
	Annual	
H. Number and percent of participants pursuing post-secondary education with accumulated IDA or other savings	Mid-Year	
	Annual	
I. Number and percent of participants purchasing a home with accumulated IDA or other savings	Mid-Year	
	Annual	
J. Number and percent of participants purchasing other assets with accumulated IDA or other savings	Mid-Year	
	Annual	

In the rows below, please include any additional indicators for NPI 1.3 that were not captured above.

	Mid-Year	
	Annual	

CSBG/NPI Workplan

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

Goal 5: Agencies increase their capacity to achieve results.

NPI 5.1: Agency Development

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

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

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

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

<p align="center">National Performance Indicator 5.1</p> <p>Agency Development</p> <p>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:</p>	<p align="center">Reporting Period</p>	<p align="center">WORKPLAN</p> <p align="center">Number of Resources in Agency Expected to Achieve in Reporting Period (#)</p>
A. Number of Certified Community Action Professionals	Mid-Year	
	Annual	
B. Number of Nationally Certified ROMA Trainers	Mid-Year	
	Annual	
C. Number of Family Development Certified Trainers	Mid-Year	
	Annual	
D. Number of Child Development Certified Trainers	Mid-Year	
	Annual	
E. Number of staff attending trainings	Mid-Year	
	Annual	
F. Number of Board Members attending trainings	Mid-Year	
	Annual	
G. Hours of staff in trainings	Mid-Year	
	Annual	
H. Hours of Board Members in trainings	Mid-Year	
	Annual	
<i>In the rows below, please include any additional indicators that were not captured above.</i>		
I. Agency-wide system for collecting, tracking, aggregating and reporting agency data, outcomes and customer demographics	Mid-Year	
	Annual	1