

MARIPOSA COUNTY DEPARTMENT OF HUMAN SERVICES  
BY: Cheryle Rutherford-Kelly

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes \_\_ No X)

SEE ATTACHMENT, Page One

BACKGROUND AND HISTORY OF BOARD ACTIONS:

SEE ATTACHMENT, Page One

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

SEE ATTACHMENT, Page One

COSTS:  Not Applicable

A. Budgeted current FY \$ \_\_\_\_\_

B. Total anticipated costs \$ 26,504

C. Required additional funding \$ \_\_\_\_\_

D. Internal Transfers \$ \_\_\_\_\_

SOURCE:  4/5ths Vote Required

A. Unanticipated revenues \$ 26,504

B. Reserve for contingencies \$ \_\_\_\_\_

C. Source description: CAL LIHEAP funds from the State Department of Community Services and Development

Balance in Reserve for Contingencies, if approved: \$ \_\_\_\_\_

SPECIAL INSTRUCTIONS:

List the attachments and number the pages consecutively:

Page 1, Memo to Board of Supervisors  
Pages 3-12, Agreement 01X-6021 (Due to the length of the agreement, only certain pages have been copied from this packet. A copy of the full document is available in the Administrative Office.)  
Page 13, Budget Action Form

CLERK'S USE ONLY:

Res. No.: 01-192 Ord. No. \_\_\_\_\_

Vote - Ayes: 5 Noes: \_\_\_\_\_

Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_

Approved  Denied

Minute Order Attached  No Action Necessary

ADMINISTRATIVE OFFICER'S RECOMMENDATION:

This item on agenda as:

Recommended

Not Recommended

For Policy Determination

Submitted with Comment

Returned for Further Action

The foregoing instrument is a correct copy of the original on file in this office.

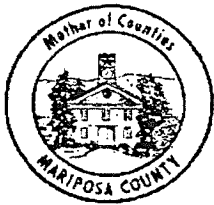
Date: \_\_\_\_\_

MARGIE WILLIAMS  
Clerk of the Board,  
County of Mariposa,  
State of California

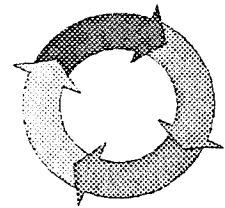
Comment: \_\_\_\_\_

A.O. Initials: 

BY: \_\_\_\_\_  
Deputy



MARIPOSA COUNTY  
DEPARTMENT OF HUMAN SERVICES




*Community Action Programs*  
*Promoting Self-Sufficiency Through Community Partnerships*

Cheryle  
Rutherford-Kelly  
Director

Housing and Community Development Division  
5200 Highway 49 North, Post Office Box 39  
Mariposa, California 95338

(209) 966-3609  
(800) 266-3609  
FAX (209) 966-5048  
mccap@sierratel.com

DATE: June 6, 2001  
TO: Members, Board of Supervisors  
FROM: Cheryle Rutherford-Kelly   
RE: Community Action Programs/California Low-Income Home Energy Assistance Program (CAL LIHEAP)

**RECOMMENDED ACTION AND JUSTIFICATION**

It is Respectfully Recommended that your Board:

1. Accept \$26,504 of unanticipated revenue from the California Low-Income Home Energy Assistance Program (CAL LIHEAP), Phase One, agreement number 01X-6021;
2. Direct the Auditor to increase the Community Action Programs budget, Fund 335, by that amount;
3. Authorize the Human Services Department to coordinate the weatherization portion of the program with the Public Works Department; and
4. Authorize the Human Services Director to execute subsequent amendments to this agreement with the State Department of Community Services and Development.

**BACKGROUND**

The purpose of CAL LIHEAP, like Federal LIHEAP, which the County currently receives, is to provide energy assistance payments and weatherization services to low-income residents.

**CURRENT SITUATION**

Senate Bill 5X appropriated \$120 million to the Department of Community Services and Development for CAL LIHEAP. These monies will be released in four phases. This first phase release totals \$30 Million and must be used during the summer months of June, July, and August. Provisions to Mariposa County for this three-month time period total \$31,330 (\$4,826 are nonconsideration funds submitted directly to Pacific Gas & Electric, while \$26,504 is available to the County).

CAL LIHEAP income eligibility has been increased to 250% of the federal poverty level. This will allow us to assist many working families whose income exceeds the Federal LIHEAP income limit. For example, a family of four with a household income of \$3,677 can receive a \$309 utility benefit for the year. Federal LIHEAP limits this same family's eligible income to \$2,760. These funds are critical right now as utility rates continue to increase in conjunction with the State's energy crisis.

If approved by your Board, this funding will be used to assist approximately 24 additional households during the summer months - six with weatherization, 18 with energy payments.

**SERVICES AND COMMUNITY PARTNERS**

Calaveras - Mariposa Community Action Agency  
Low Income Home Energy Assistance Programs  
Emergency Homeless Assistance Program

FEMA Emergency Food and Shelter Program  
PG&E - Salvation Army REACH Program  
Salvation Army Extension Committee

**FINANCIAL**

This is a State funded program. No County match is required. The budget is attached for your review and a summary of funds is as follows:

Total Program Expenditures Including PG&E

\$4,826	PG&E (nonconsideration funds/not in County budget)
\$23,221	Direct Program Expenditures for Weatherization and Propane Assistance
\$3,283	Administrative Allowance (10.5% of total dollars available)
\$31,330	TOTAL

Total Program Expenditures Excluding PG&E

\$23,221	Direct Program Expenditures for Weatherization and Propane Assistance
\$3,283	Administrative Allowance
\$26,504	TOTAL

**LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

Your Board could decide not to accept this additional funding. However, these monies will benefit working families in Mariposa County.

**SERVICES AND COMMUNITY PARTNERS**



Calaveras – Mariposa Community Action Agency  
Low Income Home Energy Assistance Programs  
Emergency Homeless Assistance Program

FEMA Emergency Food and Shelter Program  
PG&E - Salvation Army REACH Program  
Salvation Army Extension Committee

AGREEMENT NUMBER 01X-6021	AMENDMENT NUMBER 0
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- 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  
**Mariposa County Human Services Department**
- The term of this Agreement is: June 1, 2001 through August 31, 2001
- The maximum amount of this Agreement is: \$ 26,504.00
- 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:
  - Exhibit A - Scope of Work
  - Exhibit B - Budget Detail and Payment Provisions
  - Exhibit C - General Terms and Conditions
  - Exhibit D - Special Terms and Conditions
  - Exhibit E - Additional Provisions
  - Exhibit F - Programmatic Provisions
  - Exhibit G - Materials Standards (That Are Not Included in the CSD Weatherization Installation Standards)
  - Exhibit H - 2001 CAL LIHEAP (California Low-Income Home Energy Assistance Program) Goals
  - Exhibit I - 2001 CAL LIHEAP Priority Plan Narratives
  - Exhibit J - Definitions

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

<b>CONTRACTOR</b>		<b>CALIFORNIA Department of General Services Use Only</b>
CONTRACTOR'S NAME <i>(If other than an individual, state whether a corporation, partnership, etc.)</i> <b>Mariposa County Human Services Department</b>		I hereby certify that all conditions for exemption have been complied with, and this document is exempt from the Department of General Services' approval.  <input type="checkbox"/> Exempt per _____
BY <i>(Authorized Signature)</i> 	DATE SIGNED <i>(Do not type)</i>	
PRINTED NAME AND TITLE OF PERSON SIGNING		
ADDRESS P.O. Box 39, Mariposa, CA 95338		
<b>STATE OF CALIFORNIA</b>		
AGENCY NAME <b>Department of Community Services and Development</b>		
BY <i>(Authorized Signature)</i> 	DATE SIGNED <i>(Do not type)</i>	
PRINTED NAME AND TITLE OF PERSON SIGNING <b>Richard J. Bueche, Chief Financial Officer</b>		
ADDRESS 700 North 10th Street, Sacramento, California 95814		

- A. \$783.00 for California Low-Income Home Energy Assistance Program (CAL LIHEAP) Weatherization Administrative costs as set forth in Exhibit B, Attachment II, CSD 631, Subtotal Section A
- B. \$15,665.00 for CAL LIHEAP Weatherization assistance costs as set forth in Exhibit B, Attachment II, CSD 631, Subtotal Section B.
- C. \$1,333.00 for CAL LIHEAP Intake activities for Weatherization, Energy Crisis Intervention Services (ECIS), and Cash Assistance Payments (CAP) as set forth in Exhibit B, Attachment III, CSD 632.
- D. \$2,730.00 for CAL LIHEAP Outreach and Training for Consumer activities for Weatherization, ECIS, and CAP as set forth in Exhibit B, Attachment III, CSD 632.
- E. \$1,167.00 for CAL LIHEAP Administrative costs for ECIS and CAP as set forth in Exhibit B, Attachment III, CSD 632.
- F. \$560.00 for CAL LIHEAP ECIS: Wood, Propane and Oil assistance as set forth in Exhibit B, Attachment III, CSD 632.
- G. \$0.00 for CAL LIHEAP ECIS: Furnace Repair/Replacement assistance as set forth in Exhibit B, Attachment III, CSD 632.
- H. \$4,266.00 for CAL LIHEAP CAP: Wood, Propane, and Oil assistance as set forth in Exhibit B, Attachment III, CSD 632.

**EXHIBIT A**  
**(Standard Agreement)**

**SCOPE OF WORK**

1. Contractor agrees to increase participation in the Low-Income Home Energy Assistance Program (LIHEAP) by providing California Low-Income Home Energy Assistance Program (CAL LIHEAP) services that will increase energy conservation, reduce the demand for energy services in low-income households, and assure that the most vulnerable households cope with high energy costs. To the maximum extent feasible, the expenditure of funds under this Agreement shall be prioritized based upon immediate benefits in peak energy demand reduction and more efficient use of energy.

2. The services shall be performed in the following service area:

Mariposa County

3. Send all correspondence and fiscal and programmatic reports to:

State Agency: Department of Community Services and Development  
Section/Unit: Field Operations  
Address: 700 North 10th Street, Room 258  
Sacramento, CA 95814  
Phone: (916) 341-4200  
Fax: (916) 327-3153

**EXHIBIT B  
(Standard Agreement)**

**BUDGET DETAIL AND PAYMENT PROVISIONS**

1. Consideration

- A. The total consideration payable by the State to Contractor under this Agreement shall be allocated as shown on the project-funding page that is attached to the face sheet of this Agreement and that is hereby incorporated by this reference.
- B. The total amount budgeted for Administrative Costs shall not exceed the limits as described in Exhibit B, Section 4. Adherence to Exhibit E, Section 3., Contractor Assurances and Certifications, is required and is not altered by the provisions of this Section. Expenditures in excess of the budget total shall not be reimbursed by the State.
- C. The amount per round trip to work sites in excess of the 40-mile radius shall be reimbursable as specified in Exhibit B, Section 4.G.3) under this Agreement.

2. Nonconsideration Programs

A. Energy Crisis Intervention Services (ECIS): Fast Track Allocation

ECIS Fast Track funds listed shall not be made a part of the total consideration for this Agreement but shall be for Contractor's use as described in Exhibit B, Section 3.A.4)b. Below is the total amount of funds designated for Contractor's ECIS Fast Track Program:

ECIS Fast Track Allocation

<u>County</u>	<u>Allocation</u>
Mariposa	\$560
Total	\$560

B. Cash Assistance Payments (CAP): Electric and Gas Allocation

CAP Electric and Gas funds as listed shall not be made a part of the total consideration for this Agreement but shall be for Contractor's use as described in Exhibit B, Section 3.A.3). Below is the total amount of funds designated for Contractor's Electric and Gas Program.

**EXHIBIT B**  
**(Standard Agreement)**

CAP Electric and Gas Allocation

<u>County</u>	<u>Allocation</u>
Mariposa	\$4,266
Total	\$4,266

3. Programmatic Provisions

A. Payments

1) Advance Payments

- a. Upon written request by Contractor, the State may issue an advance payment to Contractor in an amount not to exceed 25 percent of the available amount of this Agreement. Contractor shall submit advance request on CSD CAL LIHEAP reporting forms.
- b. In the event this Agreement is amended to increase the consideration of this Agreement, a subsequent advance payment not to exceed 25 percent of the increased amount may be authorized by the State if Contractor requests such advance payment in writing. The need for such additional advance payment shall be based upon a review of Contractor's cash flow status as recorded on Contractor's current monthly expenditure report(s).
- c. Advance payments outstanding will be recaptured in the final monthly report, if applicable. An exception to this provision is if Contractor draws down the entire amount of the Agreement prior to the final monthly report. In this case, the State, in consultation with the Contractor, will liquidate the advance earlier.

2) Subsequent Payments

- a. Subsequent payments to Contractor are contingent upon receipt by the State of the monthly expenditure and activity reports as required by Exhibit B, Section 3.B. of this Agreement.
- b. Contractor shall be entitled to obtain a maximum average reimbursement of \$2,500 per dwelling unit weatherized for



**EXHIBIT B - ATTACHMENT II  
 2001 CAL LIHEAP WEATHERIZATION BUDGET**

Contractor Name: <b>Mariposa County Human Services Department</b>		Contract Number: <b>01X-6021</b>
Class "B" Contractor's License No.:	Name on License:	Expiration Date:
Prepared By: <b>Jeanette Garcia</b> Contract Administrator	Fax Number: <b>209-966-5048</b> E-mail: <b>mccap@sierratel.com</b>	Telephone Number: <b>(209 )966-3609 x257</b>

<b>SECTION A - ADMINISTRATIVE COSTS</b>		
1.a	Salaries and Wages	\$ 783
1.b	Fringe Benefits	
1.c	Facilities	
1.d	Utilities	
1.e	Equipment Total (specify below)	
	1. 2. 3. 4.	
1.f	Staff Training	
1.g	Travel Total (specify below)	
	1. In-State \$ 2. Out-of-State \$	
1.h	Telephone - Communications	
1.i	Accounting	
1.j	Audit Costs	
1.k	Insurance - Bonding	
1.l	Office Supplies	
1.m	Miscellaneous Total (specify below)	
	1. 2. 3. 4.	
1.n	Subtotal Section A (Not to Exceed 5% of Section C - Total Budget)	\$ 783
<b>SECTION B - PROGRAM COSTS</b>		
2.a	Staff Training	\$
2.b	Travel Total (specify below)	150
	1. In-State \$ 150 2. Out-of-State \$	
2.c	Dwelling Assessment	600
2.d	Equipment Total (specify below)	
	1. 2. 3. 4.	
2.e	Weatherization Materials	9,795
2.f	Labor	4,450
2.g	Storage	
2.h	Vehicle Insurance	
2.i	Transportation to Job Sites	470
2.j	Maintenance - Repair	
2.k	Miscellaneous Total (specify below)	200
	1. tools 2. 3. 4.	
2.l	Subtotal Section B	\$ 15,665
<b>SECTION C - TOTAL BUDGET</b>		\$ 16,448
<b>SECTION D - TOTAL HOUSEHOLDS</b>		# 6

EXHIBIT B - ATTACHMENT III  
 2001 CAL LIHEAP WX/ECIS/CAP BUDGET

Contractor Name: <b>Mariposa County Human Services Department</b>		Contract Number: <b>01X-6021</b>	
Prepared By: <b>Jeanette Garcia</b> Contract Administrator	Telephone Number: <b>209) 966-3609 x257</b>	Fax Number: <b>209) 966-5048</b>	E-mail Address: <b>mccap@sierratel.com</b>

**SECTION 1 - INTAKE COSTS FOR WX, ECIS, AND CAP**

1.a	Intake	\$	1,330
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**SECTION 2 - OUTREACH AND TRAINING COSTS FOR WX, ECIS, AND CAP**

2.a	Outreach	\$	1,092
2.b	Training for Consumers	\$	1,638
2.c	<b>Total Section 2</b>	\$	2,730

**SECTION 3 - ADMINISTRATIVE COSTS (excluding WX)**

3.a	Salaries and Wages	\$ 827	3.h	Telephone - Communications	\$ 50
3.b	Fringe Benefits	190	3.i	Accounting	
3.c	Facilities		3.j	Audit Costs	
3.d	Utilities		3.k	Insurance - Bonding	
3.e	Equipment Total (specify below)		3.l	Office Supplies	
	1. 2.		3.m	Misc. Total (specify below)	
3.f	Staff Training		1. 2.		
3.g	Travel Total (specify below)	100	3. 4.		
	1. In-State \$ 100 2. Out-of-State \$		5. 6.		
3.n	<b>Total Section 3 (Lines 3.a through 3.m)</b>				\$ 1,167

**SECTION 4 - ECIS/WPO AND FRR HOUSEHOLDS AND COSTS**

		Number of Households	Amount
4.a	Wood/Propane/Oil Payments	# 1	\$ 560
4.b	Furnace Repairs and Replacements	#	
4.c	Other*		
4.d	<b>Total Section 4 Lines 4.a through 4.c, and 4.c, if applicable</b>		\$ 560

**SECTION 5 - CAP/WPO HOUSEHOLDS AND COSTS**

5.a	Wood/Propane/Oil Payments	# 8	\$ 4,260
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\*Use only for households receiving emergency assistance.

**EXHIBIT H - 2001 CAL LIHEAP GOALS**

Contractor: Mariposa County Human Services Department	Contract Number: 01X-6021
Prepared By: Jeanette Garcia, Contract Administrator	Telephone Number: (209) 966-3609 x257
E-mail Address: mccap@sierratel.com	Fax Number: (209) 966-5048
<b>ENERGY CRISIS INTERVENTION SERVICES GOALS</b>	
Households assisted for ECIS will have an average energy burden of at least <u>10</u> %.	
No less than <u>100</u> % of the total ECIS households served will have at least one person who is a member of one of the vulnerable populations targeted groups.	
<b>CASH ASSISTANCE PAYMENTS GOALS</b>	
Households assisted for CAP will have an average energy burden of at least <u>5</u> %.	
No less than <u>75</u> % of the total CAP households served will have at least one person who is a member of one of the vulnerable populations targeted groups.	
<b>WEATHERIZATION GOALS</b>	
Households assisted for WX will have an average energy burden of at least <u>7.5</u> %.	
No less than <u>75</u> % of the total WX households served will have at least one person who is a member of one of the vulnerable populations targeted groups.	

**INSTRUCTIONS**

1. Complete headings at the top of the form.
2. Enter percentages in the blank spaces for each of the program components for the average Energy Burden and households who will have Vulnerable Populations in the following targeted groups:
  - Elderly Persons (60 Years and Older)
  - Disabled Persons
  - Limited-English-Speaking Persons
  - Migrant Farmworker
  - Seasonal Farmworker
  - Very Young Children (Ages 5 Years and Under)

EXHIBIT I  
(Standard Agreement)

CAL LIHEAP ECIS-FAST TRACK

ECIS-FAST TRACK will be provided to households with an average energy burden of at least 10%, with at least one person who is a member of the vulnerable target population. Outreach will be conducted to reach vulnerable households through our senior center and welfare department.

CAL LIHEAP CAP

CAP will be provided to households with an average energy burden of at least 5%. At least 75% of CAP households will have one person who is a member of the vulnerable target population. Outreach to vulnerable households will be conducted at public agencies such as the senior center, Head Start, and to families with school age children receiving reduced or free lunch (collaboration with County schools).

**EXHIBIT I**  
**(Standard Agreement)**

**CAL LIHEAP WEATHERIZATION**

One of our agency goals is to maximize weatherization services to each household served. This effort will show the most significant energy savings. This may require blended funding with Federal weatherization programs. Households assisted for weatherization will have an average energy burden of 7.5%. Priority will be given to households representing the vulnerable target population, and to households coping with health and safety issues. Outreach will be conducted in conjunction with CAP outreach.

## BUDGET ACTION FORM

FUND	DEPT/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
335	0514	941.04-90	Training & Seminars	H043A	75	
335	0514	941.04-91	Private Vehicle Use	H043C	50	
335	0514	941.04-06	Communications	H043C	50	
335	0514	941.04-19	Prof Services/Wx/Public Works	H043A	2,550	
335	0514	941.04-20	Intake	H043B	600	
335	0514	941.04-20	Intake	H043C	2,233	
335	0514	941.04-21	Outreach	H043C	1,092	
335	0514	941.04-34	Client Services	H043B	4,826	
335	0514	941.04-35	Materials	H043A	9,795	
335	0514	941.04-38	Other	H043A	200	
335	0514	941.04-40	Labor	H043A	2,500	
335	0514	941.04-43	Client Education	H043C	1,638	
335	0514	941.04-50	County Vehicle Expense	H043A	470	
335	0514	941.04-50	County Vehicle Expense	H043C	300	
335	0514	941.04-90	Training & Seminars	H043A	75	
335	0514	941.04-91	Private Vehicle Use	H043C	50	
335	0514	305.65-26	CAL LIHEAP	H043	(26,504)	
<b>TRANSFER BETWEEN FUNDS</b>						
<b>TOTALS</b>					0	

**ACTION REQUESTED:** (Check all that apply)

(X) Budget appropriation by Board of Supervisors (4/5ths Vote Required) -- Amending the total amount available in the county budget, or in any one fund of the budget, or transferring appropriation from Contingencies

( ) Transfer by Board of Supervisors (3/5ths Vote Required) -- Moving existing appropriations from one budget to another, or between categories within a budget unit

**JUSTIFICATION:**

Budget adjustments for CAL LIHEAP Phase One funding

DEPT. HEAD SIGNATURE *Charles Ruff* DATE \_\_\_\_\_

APPROVED BY RES. NO. 01-192 CLERK MW 6-26-01 DATE

AUDITOR'S USE ONLY
BA #