

AGREEMENT NUMBER 18F-5044	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
Shasta County Community Action Agency
2. The term of this Agreement is : **January 1, 2018 through May 31, 2019**
3. The maximum amount of this Agreement is: **Total \$337,945.00**
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 January 1, 2018 through December 31, 2018 to January 1, 2018 through May 31, 2019.
- B. The maximum amount of this Agreement payable to Contractor by the State has changed from \$295,407.00 to \$337,945.00, reflecting an increase of \$42,538.00.
- C. Part I and Part II* are deleted in their entirety and replaced with the attached Part I and Part II*

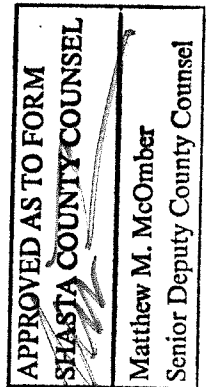
RISK MANAGEMENT APPROVAL

BY: *[Signature]* **08/13/18**
James Johnson

Risk Management Analyst

All other terms and conditions shall remain unchanged.

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/>.



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.) Shasta County Community Action Agency		<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>[Signature]</i>	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING		
ADDRESS 1450 Court Street, Ste 108, Redding, CA 96001		
STATE OF CALIFORNIA		
AGENCY NAME Department of Community Services and Development		
BY (Authorized Signature) <i>[Signature]</i>	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING Brian Dougherty, Deputy Director, Administrative Services		
ADDRESS 2389 Gateway Oaks Drive, Suite 100, Sacramento, California 95833		

**STANDARD AGREEMENT
PARTS I & II – ENTIRE CONTRACT**

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**STANDARD AGREEMENT
PARTS I & II – ENTIRE CONTRACT
PART I**

PREAMBLE

This subvention agreement, for the funding of Community Service Block Grant (CSBG) programs in 2018 (“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 the prior year’s grant award of the federal Community Services Block Grant for federal fiscal year (FFY) 2018, awarded to the State pursuant to one or more continuing resolutions passed by the Congress prior to the execution of this Agreement.
 - 2. Upon notification of the full federal fiscal year grant award amount from the U.S.

ARTICLE 1 – SCOPE OF WORK

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Department of Health and Human Services (HHS), CSD shall, if necessary, issue an amendment to this agreement to increase or decrease the Maximum Amount.

3. If the full amount of the HHS CSBG grant to CSD is not available for allocation, CSD will notify Contractor in writing of the amount of Contractor's allocation that is available for expenditure, and shall advance funds in accordance with Article 5, Section 5.2 of this Agreement, as appropriate. When additional funds are subsequently made available by HHS, CSD will notify Contractor of the total amount of funds that may be expended. Contractor may not expend funds in excess of the amount available and authorized by CSD for expenditure. Access to funding shall be conferred upon Contractor through written authorization by CSD, and amendment to this Agreement shall not be required for such purpose, except in cases where the Maximum Amount of the Agreement has been revised.
4. In the event HHS fails to provide sufficient funding to CSD to enable payment of Contractor's Maximum Amount of the Agreement prior to the end of the Contract term, the contract amount shall be deemed to be reduced to the amount actually provided by HHS and the contract shall be closed on that basis without need for amendment.

1.3 Service Area

The services shall be performed in the following service area:

See Part II, Subpart H. The 2018 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) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards, 45 CFR Part 75.
- B. *Conflict of laws.* Contractor shall comply with all of the requirements, standards, and

ARTICLE 1 – SCOPE OF WORK

**STANDARD AGREEMENT
PARTS I & II – ENTIRE CONTRACT**

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. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards (45 CFR 75);
 2. Contractor further agrees to abide by all requirements in California Contractor Certification Clauses 307 (CC-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" or "CSD Program Advisory (CPA) 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;

ARTICLE 1 – SCOPE OF WORK

**STANDARD AGREEMENT
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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,
 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.

STANDARD AGREEMENT
PARTS I & II – ENTIRE CONTRACT

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. *Contract Elements Integral to Agreement and Enforceability Conditions*
 - 1. Contractor shall provide the following documents, satisfactory to CSD in form and substance, together with a signed copy of this Agreement before CSD executes and returns the Agreement to Contractor for implementation:
 - a. Federal Funding Accountability and Transparency Act Report (CSD 279)
 - b. Certification Regarding Lobbying/Disclosure of Lobbying Activities
 - c. Contractor Certification Clause (CCC 04/2017)
 - d. Current Insurance or Self-Insurance Authority Certification
 - e. Board Resolution authorizing execution of this Agreement
 - 2. In addition to the documentation requirements set forth in subparagraph 1, CSD’s obligations under this Agreement are expressly contingent upon Contractor

ARTICLE 2 – CONTRACT CONSTRUCTION, ADMINISTRATION, PROCEDURE

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PARTS I & II – ENTIRE CONTRACT**

providing the supplemental documentation set forth below, and available on the Providers' Website at <https://providers.csd.ca.gov>. The documentation shall be subject to CSD's approval, in form and substance.

- a. 425 Budget Series Forms
 - CSD 425.S CSBG Contract Budget Summary
 - CSD 425.1.1 CSBG Budget Support Personnel Cost
 - CSD 425.1.2 CSBG Budget Support Non Personnel Cost
 - CSD 425.1.3 CSBG Budget Support Other Agency Operating Funds
 - CSD 425.1.4 CSBG Contract Budget Narrative
 - b. CSBG Annual Report Workplan (CSD 641)
 - c. Agency Staff and Board Roster (CSD 188)
 - d. Updated organizational bylaws (if applicable)
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 2018 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 "Providers' 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 1.4 C 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 Providers' 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.

ARTICLE 2 – CONTRACT CONSTRUCTION, ADMINISTRATION, PROCEDURE

CSBG CONTRACT BUDGET SUMMARY

Contractor Name: Shasta County Community Action Agency		Contract Number: 18F-5044	Amendment Number: 1
Prepared By: Torri Cardilino		Contract Term: 1/1/18-12/31/18	
Telephone Number: 530--245-6431		Contract Amount: \$302,945	
Date: 8/7/2018		E-mail Address: tcardilino@co.shasta.ca.us	
SECTION 10: ADMINISTRATIVE COSTS			
Line Item		CSBG Funds (round to the nearest dollar)	
1	Salaries and Wages	\$98,196.00	
2	Fringe Benefits	\$38,512.00	
3	Operating Expenses	\$63,066.00	
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 operating budget in Section 80)		\$199,774.00	
SECTION 20: PROGRAM COSTS			
Line Item		CSBG Funds (round to the nearest dollar)	
1	Salaries and Wages	\$63,678.00	
2	Fringe Benefits	\$24,975.00	
3	Operating Expenses	\$14,518.00	
4	Equipment		
5	Out-of-State Travel		
6	Subcontractor/Consultant Services		
7	Other Costs		
Subtotal Section 20: Program Costs		\$103,171.00	
SECTION 40: Total CSBG Budget Amount (Sum of Subtotal Sections 10 and 20) Note: Total cannot exceed allocation amount.		\$302,945.00	
SECTION 70: Enter Other Agency Operating Funds Used to Support CSBG		\$7,002,591	
SECTION 80: Agency Total Operating Budget (Sum of Sections 40 and 70)		\$7,305,536.00	
SECTION 90: CSBG Funds Administrative Percent (Section 10 divided by Section 80)		2.73%	

CSBG BUDGET SUPPORT -- PERSONNEL COSTS

Contractor Name: Shasta County Community Action Agency	Contract Number: 18F-5044	Amendment Number: 1
Prepared By: Torri Cardilino	Contract Term: 1/1/18-12/31/18	
Telephone Number: 530--245-6431	Contract Amount: \$302,765	
Date: 8/7/2018	E-mail Address: tcardilino@co.shasta.ca.us	

Section 10 -- ADMINISTRATIVE COSTS -- SALARIES AND WAGES

<u>A</u> No. of Positions	<u>B</u> Position Title	<u>C</u> Total Salary for each position	<u>D</u> Percent (%) of CSBG time allocated for each position	<u>E</u> Number of CSBG months allocated for each position	<u>F</u> Total CSBG Funds budgeted for each position
1	Director	\$89,589.00	47.00%	12	\$42,106.83
1	Staff Services Manager	\$87,213.00	30.00%	12	\$26,163.90
1	Account Clerk - Extra Help	\$15,180.00	100.00%	7	\$8,855.00
1	Staff Services Analyst	\$36,291.84	40.00%	12	\$14,516.74
1	Program Manager I/II	\$65,530.40	10.00%	12	\$6,553.04

Total (must match Section 10: Administrative Costs line item 1 on the CSD 425.S Budget Summary form)	\$98,196
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SECTION 20 -- PROGRAM COSTS -- SALARIES AND WAGES

1	Program Manager I/II	\$65,530.40	20.00%	12	\$13,106.08
1	Housing & Community Programs Specialist III	\$58,279.53	60.00%	12	\$34,967.72
1	Housing & Community Programs Specialist I/II	\$42,032.64	25.00%	12	\$10,508.16
1	Clerk III	\$32,616.48	37.50%	5	\$5,096.33

Total (must match Section 20: Program Costs line item 1 on the CSD 425.S Budget Summary form)	\$63,678
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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
Social Security	7.65%	\$7,511.99	\$4,871.37
Retirement	14.77%	\$14,503.55	\$9,405.24
Health Insurance	12.00%	\$11,783.52	\$7,641.36
Post Employment Benefits	3.00%	\$2,945.88	\$1,910.34
Workers Comp, Unemployment Insurance	1.80%	\$1,767.53	\$1,146.20
TOTAL MUST MATCH THE AMOUNT ENTERED ON CSD 425.S (BUDGET SUMMARY)		\$38,512	\$24,975

CSBG BUDGET SUPPORT -- NON PERSONNEL COSTS

Contractor Name: Shasta County Community Action Agency	Contract Number: 18F-5044	Amendment Number: 1
Prepared By: Torri Cardilino	Contract Term: 1/1/18-12/31/18	
Telephone Number: 530--245-6431	Contract Amount: 302,945	
Date: 8/7/2018	E-mail Address: tcardilino@co.shasta.ca.us	

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 Telephone, office supplies, copier, postage, insurance, IT support, facilities maintenance, membership dues, public notices, janitorial, utility costs, payroll and accounting system and in-state travel	3 sum should equal total on line item 3 of CSD 425.S Budget Summary form \$63,066	3 sum should equal total on line item 3 of CSD 425.S Budget Summary form \$14,518
List all Equipment Purchases None	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 None	5 sum should equal total on line item 5 of CSD 425.S Budget Summary form	5 sum should equal total on line item 5 of CSD 425.S Budget Summary form
List all Contract/Consultant Services None	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
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 425.S Budget Summary form	7 sum should equal total on line item 7 of CSD 425.S Budget Summary form

Contractor Name: Shasta County Community Action Agency		Contract Number: 18F-5044	Amendment Number: 1
Prepared By: Torri Cardilino		Contract Term: 1/1/18-12/31/18	
Telephone Number: 530--245-6431		Contract Amount: \$302,765	
Date: 8/7/2018		E-mail Address: tcardilino@co.shasta.ca.us	
Funding Source (DO NOT ABBREVIATE)		Funding Type Federal, State, Local, Private, Other	Funding Amount
State Emergency Solutions Grant Program		State	\$20,000
State Affordable Housing Grant		State	\$75,000
Emergency Food and Shelter Programs		Federal	\$99,089
HUD Homeless Continuum of Care Homeless Management Information System		Federal	\$30,000
HUD Homeless Continuum of Care Planning Grant - Coordinator		Federal	\$28,688
City of Anderson HOME Owner Occupied Housing Rehabilitation		Federal/Local	\$300,000
City of Anderson Affordable Housing Long-Term Monitoring		Federal/Local	\$15,000
County fo Shasta CalHome Down Payment Assistance		Federal	\$150,000
County of Shasta General Fund - Community Action Agency		Local	\$58,439
Community Development Block Grant Program Income		Federal	\$417,000
Whole Person Care		Federal	\$191,725
County of Shasta HOME Tenant Based Rental Assistance Program Income		Federal	\$317,000
Area Agency on Aging		Local	\$43,158
HUD Homeless Continuum of Care Supportive Housing Program		Federal	\$287,000
Victims of Domestic Violence Fund		Local	\$32,000
County of Shasta General Fund - Tenant Based Rental Assistance		Local	\$16,542
Housing Choice Voucher Program		Federal	\$4,992,188
Family Self Sufficiency Coordinator		Federal	\$29,412
Total Other Agency Operating Funds to Support CSBG (Total should match total on CSD 425 S form, Section 70)			\$7,102,241

CSBG CONTRACT BUDGET NARRATIVE

Contractor Name: Shasta County Community Action Agency	Contract Amount: \$302,765	Date: 8/7/2018
Prepared By: Torri Cardilino	Contract Number: 18F-5044	Amendment Number: 1
Telephone Number: 530-245-6431	Contract Term: 1/1/18-12/31/18	E-mail Address: tcardilino@co.shasta.ca.us

Section 10: Administrative Costs

Salaries and Benefits: The Community Action Agency leverages federal CSBG funds to obtain and maintain other funding sources that combat the central causes of poverty such as housing, nutrition, emergency services, and lack of employment.

Director - Plans, organizes and directs a wide range of programs to assist low-income persons.

.47 FTE \$42,106

Staff Services Manager - This position retired in February of 2018. However, due to the financial payout, the total paid out was \$23,573 in salary and \$2,186 in benefits.

Account Clerk - Extra Help - This position provided fiscal and clerical administrative support. This position terminated 7/31/18. Total paid through 7/31/18 is \$7,787.50. One more pay period will be paid through this contract.

Staff Services Analyst I/II was hired in May 2018 to coordinate budget and fiscal.

.40 FTE \$14,516

Program Manager - a restructure of the Community Action Agency led to promoting a staff from a Housing & Community Program Specialist III to a Program Manager to complete all tasks relating to CAA reporting and contract preparation under administrative costs.

.10 FTE \$6,553.

Fringe Benefits:

FICA, retirement, health insurance, vision insurance, dental insurance, employee life insurance, unemployment insurance, workers' compensation insurance and other post-employment benefits.

\$38,512.

Operating Expenses:

Telephone, office supplies, copier, postage, general liability insurance (fire, personal property, flood, pollution, and terrorism, IT support, facilities maintenance, membership dues to CalCAPA, public notices, janitorial utility costs, payroll and accounting system, and travel for director and program manager.

\$63,066.

Section 20: Program Costs

Salaries and Benefits: The Community Action Agency leverages federal CSBG funds to obtain and maintain other funding sources that combat the central causes of poverty such as housing, nutrition, emergency services, and lack of

employment.

Program Manager - Oversees the HUD Homeless Continuum of Care activities which consists oversight of CA-516 Homeless Management Information System, monthly meetings, coordinating with agencies for Coordinated Entry System and other homeless grant programs; oversees affordable housing programs such as HOME, CDBG, No Place Like Home, etc.; community services, and community development projects. All services overseen assist income-eligible, elderly, disabled, Veterans and homeless individuals to remove obstacles to solve problems that block the achievement of self-sufficiency.

.20 FTE \$13,106

Housing and Community Programs Specialist III - Duties related to affordable housing services, community services, economic development/job creation and community development projects. Services are designed to assist income-eligible, elderly, disabled, Veterans, and homeless individuals to remove obstacles to solve problems that block the achievement of self-sufficiency.

.60 FTE \$34,968

Housing and Community Program Specialist I/II - Duties related to affordable housing programs to assist income-eligible, elderly, disabled, Veterans, and homeless individuals to remove obstacles to solve problems that block the achievement of self-sufficiency.

.25 FTE \$10,508.16

Clerk III - Duties related to answering basic program questions received by phone or walk-in clients. Provides referrals to the very low-income for food, transportation, employment, and housing providers in the community.

.375 FTE \$5,096.

Fringe Benefits:

FICA, retirement, health insurance, vision insurance, dental insurance, employee life insurance, unemployment insurance, workers' compensation insurance and other post-employment benefits.

\$24,975.

Operating Expenses:

Program share of telephone, office supplies, copier, liability insurance exposure, IT support and in-state travel and training for program development with staff.

\$14,338.

Agency Name: Shasta County Community Action Agency	Agency/Project Representative: Torri Cardilino
Contract Number: 18F-5044	Contract Term: 1/1/18-5/31/19
Email: tcardilino@co.shasta.ca.us	Telephone Number: () 530-245-6431
Date: 8/7/18	Signature:

Work Plan (Please use a separate CSD 626 Work Plan/Final Report template for each expected Problem/Need)

Problem/Need to be addressed:
Non-profit agencies in the community often compete for the same funding sources which are very limited within the community. This often leads to agencies vying for funding and clients which causes a "silo" effect within the community, causing poverty level persons to have to go to multiple agencies for the same services and often times creates gaps in services that persons in the community need.
Projected Activities/Services to be performed:
Host a one-day non-profit business plan creation workshop Host a six month non-profit capacity building workshop
Expected Outcome/Goal:
30 non-profit organizations will attend a six hour workshop and develop a business plan 15 of the 30 non-profit organizations will attend the six month non-profit capacity building workshop All 30 of the non-profits will acknowledge their services provided and be able to identify if their services provided are the services that the community needs to be available to address poverty within the community.
Domain(s):
<input type="checkbox"/> Employment <input type="checkbox"/> Education and Cognitive Development <input type="checkbox"/> Income and Asset Building <input type="checkbox"/> Housing <input type="checkbox"/> Health and Social/Behavioral Development <input checked="" type="checkbox"/> Civic Engagement and Community Involvement <input type="checkbox"/> Other (please describe) _____

Final Report

Reporting Period _____

Activities/Services:
Actual Results:

CSBG DISCRETIONARY (Disc.) CONTRACT BUDGET SUMMARY

Contractor Name: County of Shasta	Contract Number: 18F-5044	Contract Amount: \$35,000
Prepared By: Torri Cardilino	Contract Term: 1/1/18-5/31/19	Amendment #: 1
Telephone #: 530-245-6431	Fax Number: 530-225-5178	
Date: 8/7/2018	E-mail Address: tcardilino@co.shasta.ca.us	

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	\$2,519
2	Fringe Benefits	\$79
3	Operating Expenses	\$7,500
4	Equipment	
5	Out-of-State Travel	
6	Subcontractor/Consultant Services	\$24,902
7	Other Costs	
Subtotal Section 20: Program Costs		\$35,000

SECTION 40: Total CSBG Disc. Budget Amount (Sum of Subtotal Sections 10 and 20)	\$35,000
SECTION 70: Enter "Other Agency Operating Funds used to Support CSBG Disc." (INFORMATION ONLY)	\$7,002,591
SECTION 80: Agency Total CSBG Discretionary Operating Budget (Sum of Section 40 and 70) (INFORMATION ONLY)	\$7,037,591
SECTION 90: CSBG Funds Administrative Percent (Section 10 divided by Section 40)	

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

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

Contractor Name: County of Shasta	Contract Number: 18F-5044	Contract Amount: \$35,000
Prepared By: Torri Cardilino	Contract Term: 1/1/18-5/31/19	Amendment #: 1
Telephone #: 530-245-6431	Fax Number: 530-225-5178	
Date: 8/7/2018	E-mail Address: tcardilino@co.shasta.ca.us	

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 Telephone, computer, facilities, etc	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 \$7,500
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 Subcontract for Non-Profit Business Plan Workshop Subcontract for Non-Profit Capacity Building Academy Subcontract for Logo Design		6 sum should equal total on line item 6 of CSD 627 Budget Summary form \$24,902
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: Shasta County Community Action Agency	Contract Number: 18F-5044	Contract Amount: 35,000	Date 8/8/18
Prepared By: Torri Cardilino	Contract Term: 1/1/18-5/31/19	Amendment Number: 1	
Telephone Number: 530-245-6431	Fax Number: 530-225-5178	E-mail Address: tcardilino@co.shasta.ca.us	

Section 20: Program Costs

Salaries and Benefits: The Community Action Agency leverages federal CSBG funds to obtain and maintain other funding sources that combat the central causes of poverty such as housing, nutrition, emergency services and lack of employment.

Office Assistant III - Data entry into the NorCal Homeless Continuum of Care Homeless Management Information System
.25 FTE \$2,519.

Fringe Benefits:
FICA, unemployment insurance, workers' compensation insurance and general liability insurance
\$79.

Outside Contracts:

In 2016 the Shasta County Community Action Agency identified gaps and duplication in services being offered by our non-profits in the area. In working with a neighboring CAA, we were encouraged to offer a one-day business plan development workshop, of which up to 15 non-profits would potentially complete a six-month non-profit capacity workshop. The goals of the workshop would be to (1) learn how to seek out grant funding other than the City and County (2) identify services being provided and learn if there is room for improvement and (3) to work together as a non-profit community to increase services to the poverty level households.

Through our Homeless Continuum of Care, the Shasta County Community Action Agency identified a gap of having a dedicated person to provide training to our continuum for the required trainings HUD has implemented in the past 3 years. The goal of this contract is to identify which trainings need to occur and to work with the Continuum of Care membership to schedule the training dates.

**STANDARD AGREEMENT
PARTS I & II – ENTIRE CONTRACT**

2.2 State Contracting Requirements – “General Terms and Conditions, GTC 04/2017”

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:

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

ARTICLE 2 – CONTRACT CONSTRUCTION, ADMINISTRATION, PROCEDURE

**STANDARD AGREEMENT
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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.

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.

ARTICLE 2 – CONTRACT CONSTRUCTION, ADMINISTRATION, PROCEDURE

**STANDARD AGREEMENT
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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.
- 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