

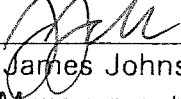
AGREEMENT NUMBER <b>18F-5044</b>	AMENDMENT NUMBER <b>2</b>
REGISTRATION NUMBER	


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 \$377,945.00**
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 maximum amount of this Agreement payable to Contractor by the State has changed from \$337,945.00 to \$377,945.00, reflecting an increase of \$40,000.00 for the Carr Fire Emergency Disaster.

All other terms and conditions shall remain unchanged.

RISK MANAGEMENT APPROVAL

BY:   
**James Johnson**  
Risk Management Analyst

<b>APPROVED AS TO FORM</b> <b>SHASTA COUNTY COUNSEL</b>  <b>Matthew M. McOmber</b> Senior Deputy County Counsel
--

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**

BY (Authorized Signature)

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)

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**

"I hereby certify that all conditions for exemption have been complied with, and this document is exempt from the Department of General Services approval."

☐ Exempt per \_\_\_\_\_

**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**

**STANDARD AGREEMENT  
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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  
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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](http://www.csd.ca.gov).

**ARTICLE 1 – SCOPE OF WORK**

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

**STANDARD AGREEMENT  
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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**



**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  
PARTS I & II – ENTIRE CONTRACT**

**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

Date received by CSD: \_\_\_\_\_

Log Number: \_\_\_\_\_

Agency Name ( <i>no abbreviations</i> ): Shasta County Community Action Agency	Date: August 20, 2018
Mailing Address: 1450 Court Street, Suite 108 Redding, CA 96001	
Telephone Number: (530) 245-6431	Email: tcardilino@co.shasta.ca.us
Total Requested Funding Amount: \$40,000.00	Executive Director: Laura Burch

**Executive Director's Signature:**

**1) Describe the disaster, including:**

- Identify the type of disaster, time period(s) of occurrence and the counties/cities impacted.
- Describe the emergency situation(s) the disaster has created.
- Provide information on the population(s) affected and explain the hardships the disaster has created for these residents.

On July 23, 2018, a mechanical failure of a vehicle sparked a fire in our Whiskeytown National Forest area 10 miles west of the City of Redding. On July 25, the fire grew to 200,000 acres in total burned land. On the evening of July 26, 2018 the fire jumped from a terrain fire to a neighborhood fire causing the evacuation of 38,000 people within a 24 hour period. The City of Redding was virtually surrounded by fire, almost instantly. Centers were set up and services connected almost immediately. It seemed that the entire west was enclosed in flames, and in very real ways it was. As more and more areas in the community were evacuated, more panic set in around the community leading to people evacuating that were not in imminent threats of the fire, pushing more people further away from their communities to find shelter.

While the Carr Fire was burning rampantly on the west side of the county, the Hat Fire broke out in the eastern mountain region. While it was a short lived fire and containment happened quickly, it pulled fire personnel from the Carr Fire to fight the Hat Fire. The community of Fall River Mills was quickly evacuated into a neighboring county. On August 9, 2018 a fire known as the Hirz Fire, broke out 18 miles north east of Redding. As of 8/21/18, this fire is 17% contained burning a total of 17,467 acres to date. While this fire has not caused any evacuations at this time, the area is heavily reliant on tourism, causing many businesses to cut back on staff time and hours.

Shasta County Community Action staff are members of the Voluntary Organizations Active in Disaster (VOAD). These organizations are trained and an integral part of the overall community response plan. Shasta CAA was invited into this group as an integral part of the Carr Fire community response plan due to its activities within the community in regards to homelessness and 2-1-1. Getting the message across multiple organizations at the same time was one of the biggest challenges.

Once the danger was determined and evacuations begun, Red Cross and Salvation Army were able to kick in to set up emergency shelters for evacuees to turn to in light of all hotels being full in a short time. As of Thursday afternoon, the closest hotel room that could be rented was 2 or more hours away. For the impoverished persons who were just being evacuated, they took time off work without pay, had to use the little funds they had to travel to safety and to provide meals for their families in a strange town.

**DISASTER DISCRETIONARY FUNDING APPLICATION**

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Once evacuations were lifted, many of our families were unable to pay their August rent, as they had been evacuated for the 5 days prior and used many of their resources to pay for temporary shelter. Many have reached out for federal funds through FEMA, Housing Authority and more, only to be turned down for assistance. Some have had the food that they had in the house replaced, but many are turning to assistance centers that are out of their communities for food security assistance. Those who have been able to receive assistance through FEMA, are still staying in hotel rooms, and groceries are not able to be a priority to them due to the cost of the hotel rooms. Hotel rooms often do not have the ability to cook or store multiple days of food at once.

Transportation costs are prohibitive for some families that used the last of their funds to put gas in their cars to get to safety. For many of them, they have had to travel back and forth from out of town in order to get their assistance needs met at the Local Assistance Center, getting their children ready for school, and getting back and forth to work. Prior to the fire incident a family could sustain up to 7 days on very little fuel (maybe ½ tank), however, since the fire many families are using ½ tank of gas on a daily basis to get their children to school and to work.

Shasta County Community Action Agency continues to see an increase in requests for things such as gas, groceries, and hotel vouchers. In all of our communications with FEMA, we have been discouraged in offering duplicative services to the clients. Purchasing gas for clients is an unmet need within the poverty level community and is in high demand. Assisting households in purchasing shelf-life type foods and or providing a meal in a restaurant is also an unmet need. To date, we have received over 200 requests for the above needs.

Shasta County Community Action Agency finds the unmet needs among the impoverished persons a vital need to ensure a healthy recovery for many households. For some households, the ability to purchase snacks for their children to eat afterschool is the last struggle, whereas some households have the struggle just to get themselves to work until payday at the end of the week.

**2) Has your local government declared an Emergency Proclamation for the disaster?**

☒ Yes - If yes, attach a copy of the local Emergency Proclamation with application.  
☐ No

**3) Has the Governor's office declared a State of Emergency for the disaster?**

☒ Yes - If yes, attach a copy of the State's Emergency Proclamation with application.  
☐ No

**4) Activity Work Plan**

*Describe the proposed activities and delivery strategies that the discretionary funds will be utilized for to respond to the disaster.*

Proposed Activity & Delivery Strategy	Target population	Projected number to be served	Cost <sup>1</sup>	Projected Completion Date <sup>2</sup>
Daily intakes for those needing transportation	Low Income	266	13,333	12/31/2018

<sup>1</sup>Cost to complete goal. The cost should not exceed the amount of request for discretionary funds. Cost may include salaries, benefits, travel, operating expenses and equipment, and subcontractor/consultant expenses.

<sup>2</sup>Projected date of goal completion.

<sup>3</sup>Lump sum payments generally apply to a vehicle or equipment purchase. Consult your field representative for additional information.

**DISASTER DISCRETIONARY FUNDING APPLICATION**

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Daily intakes for those needing groceries (back in housing)	Low Income	533	13,333	12/31/2018
Daily intakes for those needing meals who are still living in temporary housing situations	Low Income	266	13,334	12/31/2018
<b>5) Summarize the positive outcomes the activities listed in the work plan will have on the communities affected by the disaster.</b>				
<p>Staff will work with those who live in impoverished conditions to complete an intake. During the intake process, additional referrals will be provided to find more permanent solutions to their situation. Inadvertently, the community will be economically stimulated, therefore more poverty level persons who were not directly impacted by the incident will be able to maintain their work hours, provide for their families, and keep themselves from becoming a victim to the disaster by default.</p>				
<b>6) Often in disaster situations, many organizations, nonprofits (i.e. Red Cross, United Way, etc.) and government agencies collaborate on relief efforts. Describe the community partnerships taking place, and how unnecessary duplication of efforts will be prevented.</b>				
<p>We had coordination program called the LAC (Local Assistance Center). All resources had been established at the LAC. FEMA, Red Cross, Social Security, Mental Health Services, Health and Human Services, Salvation Army, People of Progress Food Bank, Army National Guard and other government agencies that deal with disaster. This now has moved to the Disaster Recovery Center (DRC) where most of the same agencies are present to support those in the community. We now have a recovery committee that has been meeting on a weekly basis. This includes all the above agencies plus the Housing Authority and Shelter Programs, NVCSS, Shasta Regional Community Founding, McConnell Foundation and more. E-mails are sent out daily from the recovery center and websites.</p>				
<b>7) Requested Contract Term</b>				
Beginning Date: August 20, 2018		Ending Date: December 31, 2018		
<b>8) Requested Reporting Intervals</b>				
Expenditure Reporting Intervals: X <input type="checkbox"/> Monthly <input type="checkbox"/> Bimonthly <input type="checkbox"/> Lump Sum <sup>3</sup>		Work Plan/Progress Report Intervals: X <input type="checkbox"/> Monthly <input type="checkbox"/> Bimonthly		
<b>9) Optional: Provide the name, title, phone number and email address of the designated representative at your agency who should be contacted for media and communication activities regarding the disaster.</b>				
<p><i>If possible, attach up to five pictures documenting the disaster and up to three recent news articles or press releases covering the disaster with the application.</i></p>				
<p>Laura Burch, Executive Director, <a href="mailto:lburch@co.shasta.ca.us">lburch@co.shasta.ca.us</a> (530)225-5182</p>				

<sup>1</sup>Cost to complete goal. The cost should not exceed the amount of request for discretionary funds. Cost may include salaries, benefits, travel, operating expenses and equipment, and subcontractor/consultant expenses.

<sup>2</sup>Projected date of goal completion.

<sup>3</sup>Lump sum payments generally apply to a vehicle or equipment purchase. Consult your field representative for additional information.

### CSBG DISCRETIONARY (Disc.) CONTRACT BUDGET SUMMARY

Contractor Name: County of Shasta	Contract Number: 18F-5044	Contract Amount: \$40,000
Prepared By: Torri Cardilino	Contract Term: 8/31/18-12/31/18	Amendment #: 2
Telephone #: 530-245-6431	Fax Number: 530-225-5178	
Date: 8/14/2018	E-mail Address: <a href="mailto:TCARDILINO@CO.SHASTA.CA.US">TCARDILINO@CO.SHASTA.CA.US</a>	

#### 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	
<b>Subtotal Section 10: Administrative Costs (cannot exceed 12% of the total CSBG Disc. allocation in Section 40)</b>		

#### SECTION 20: PROGRAM 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	Subcontractor/Consultant Services	
7	Other Costs	\$40,000
<b>Subtotal Section 20: Program Costs</b>		<b>\$40,000</b>

<b>SECTION 40: Total CSBG Disc. Budget Amount (Sum of Subtotal Sections 10 and 20)</b>	<b>\$40,000</b>
<b>SECTION 70: Enter "Other Agency Operating Funds used to Support CSBG Disc." (INFORMATION ONLY)</b>	<b>\$7,002,591</b>
<b>SECTION 80: Agency Total CSBG Discretionary Operating Budget (Sum of Section 40 and 70) (INFORMATION ONLY)</b>	<b>\$7,042,591</b>
<b>SECTION 90: CSBG Funds Administrative Percent (Section 10 divided by Section 40)</b>	

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

Contractor Name: County of Shasta	Contract Number: 18F-5044	Contract Amount: \$40,000
Prepared By: Torri Cardilino	Contract Term: 8/31/18-12/31/18	Amendment #: 2
Telephone #: 530-245-6431	Fax Number: 530-225-5178	
Date: 8/14/2018	E-mail Address: TCARDILINO@CO.SHASTA.CA.US	

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

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

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

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	<b>Section 10 Administrative Costs</b> List CSBG Disc. funds Budgeted Line 2	<b>Section 20 Program Costs</b> List CSBG Disc. funds Budgeted Line 2



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

Contractor Name: County of Shasta	Contract Number: 18F-5044	Contract Amount: \$40,000
Prepared By: Torri Cardilino	Contract Term: 8/31/18-12/31/18	Amendment #: 2
Telephone #: 530-245-6431	Fax Number: 530-225-5178	
Date: 8/14/2018	E-mail Address: <u>TCARDILINO@CO.SHASTA.CA.US</u>	

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
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				
<b>Other Costs - List each line item (i - iv): Any additional Other Costs (attach additional sheet if necessary):</b>	<b>Section 10 Administrative Costs</b>		<b>Section 20 Program Cost</b>	
i Non transferrable/cashable gas vouchers for 3 gas stations in Shasta County				\$13,333
ii Non transferrable/cashable local dining vouchers at up to 5 local dining facilities in Shasta County				\$13,334
iii Non transferrable/cashable grocery gift cards at up to 3 local grocery stores within Shasta County				\$13,333
iv				
<b>Total Other Costs (Sum of i, ii, iii, iv):</b>	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
				\$40,000