DEPARTMENT: Human Services

RECOMMENDED ACTION AND JUSTIFICATION:

PLEASE SEE ATTACHMENT

BACKGROUND AND HISTORY OF BOARD ACTIONS:

PLEASE SEE ATTACHMENT

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

PLEASE SEE ATTACHMENT

Financial Impact? (X) Yes ( ) No Current FY Cost:
Budgeted In Current FY? (X) Yes ( ) No ( ) Partially Funded
Amount in Budget: $ 
Additional Funding Needed: $ 

Source: Contracts/Grants

Internal Transfer $ 
Unanticipated Revenue ______ 4/5's vote
Transfer Between Funds ______ 4/5's vote
Contingency ______ 4/5's vote
( ) General ( ) Other

CLERK'S USE ONLY:
Res. No. CA-3
Vote - Ayes: 5 Noes: 
Absent: 
Approved: 
Minute Order Attached ( ) No Action Necessary

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

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

By: ________________________________

CAO: ________________________________

COUNTY ADMINISTRATIVE OFFICER:

Requested Action Recommended
No Opinion

Comments:
Funding for this program is in the Proposed FY 2003-04 Budget.

Page One, Memo to the Board
Page Two - Four agreement 03C-1470, Due to length of agreement, only certain pages have been copied. A copy of the full document is available in the administrative office.
DATE: July 9, 2003  
TO: Members, Board of Supervisors  
FROM: Cheryle Rutherford-Kelly  
RE: Community Action Programs  
Department of Energy Weatherization Funds  

RECOMMENDED ACTION AND JUSTIFICATION  

It is respectfully recommended that your Board:

(1) Authorize the Human Services Department to coordinate labor services with the Public Works Department; and 
(2) After review by County Counsel, 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 the DOE weatherization program is to provide weatherization services to low-income County residents. These services, provided by a contracted Public Works employee, include caulking, weather-stripping, and replacement of old appliances such as water heaters and refrigerators. The County has utilized this funding in recent years, in conjunction with the Low-Income Home Energy Assistance Program (LIHEAP), to serve the elderly, disabled, and working poor.

DOE weatherization is a small contract the County has used to compliment the number of homes Community Action can weatherize each year. In 2002, 42 households benefited from Mariposa’s weatherization program through both DOE and LIHEAP funding, totaling $86,000 in repair and replacement services.

CURRENT SITUATION

If approved by your Board, this funding will weatherize three to four households. To access these funds, the County must contract with the State Department of Community Services and Development. In addition to this program, we already have funding for LIHEAP 2003 weatherization. Together, these programs will weatherize 33 households in 2003.
FINANCIAL

This is a State funded program that will continue to bring $7,214 into Mariposa County. No County match is required.
STATE OF CALIFORNIA
STANDARD AGREEMENT
STD. 213 (NEW 02/98)

AGREEMENT NUMBER
03C-1470

AMENDMENT NUMBER
0

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
Mariposa County Human Services Department

2. The term of this
   Agreement is: April 1, 2003 through January 31, 2004

3. The maximum amount
   of this Agreement is: $ 7,214.00

4. 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 - Weatherization Priority Plan Narrative
   Exhibit I - Definitions
   Exhibit J - Annual Heating Degree Day and Cooling Degree Day Data
   For Selected California Locations
   Exhibit K - Certification Regarding Lobbying, Disclosure of Lobbying Activities

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

CONTRACTOR

CONTRACTOR’S NAME
Mariposa County Human Services Department

BY (Authorized Signature)  

DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

ADDRESS
P.O. Box 39, Mariposa, CA 95338

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
Richard J. Bueche, Chief Financial Officer

ADDRESS
700 North 10th Street, Sacramento, California 95814

CALIFORNIA
Department of General Services
Use Only

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 ___
EXHIBIT A
(Standard Agreement)

SCOPE OF WORK

1. Contractor agrees to provide Weatherization Assistance Program assistance to eligible participants residing within the designated service area as described in Exhibit A, Scope of Work, Section 2., pursuant to Title 42 of the United States Code (U.S.C.) 6861 et seq., as amended, and 10 Code of Federal Regulations (CFR), Part 440, as amended, the Department of Energy Weatherization Assistance Program for Low-Income Persons (DOE WAP).

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 - ATTACHMENT 1
2003 DOE WEATHERIZATION BUDGET

<table>
<thead>
<tr>
<th>Contractor Name:</th>
<th>Mariposa County Human Services Department</th>
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<tbody>
<tr>
<td>Class &quot;B&quot; Contractor's License No.:</td>
<td></td>
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<tr>
<td>Prepared By:</td>
<td>Patti Reilly</td>
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SECTION A - ADMINISTRATIVE COSTS

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<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>1.a</td>
<td>Salaries and Wages</td>
<td>$360.00</td>
</tr>
<tr>
<td>1.b</td>
<td>Fringe Benefits</td>
<td></td>
</tr>
<tr>
<td>1.c</td>
<td>Facilities</td>
<td></td>
</tr>
<tr>
<td>1.d</td>
<td>Utilities</td>
<td></td>
</tr>
<tr>
<td>1.e</td>
<td>Equipment Total (specify below)</td>
<td></td>
</tr>
<tr>
<td>1.f</td>
<td>Telephone - Communications</td>
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</tr>
<tr>
<td>1.g</td>
<td>Travel Total (specify below)</td>
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<tr>
<td>1.h</td>
<td>Accounting</td>
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<tr>
<td>1.i</td>
<td>Insurance - Bonding</td>
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<tr>
<td>1.j</td>
<td>Office Supplies</td>
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<td>1.k</td>
<td>Miscellaneous Total (specify below)</td>
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<td>1.l</td>
<td>TOTAL Section A (Should not exceed 5% of Contract)</td>
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SECTION B - PROGRAM COSTS

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<th>Item</th>
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<tr>
<td>2.a</td>
<td>Training and Technical Assistance</td>
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<td>2.b</td>
<td>Vehicle and Equipment - Acquisition Costs</td>
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<tr>
<td>2.c</td>
<td>Liability Insurance</td>
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<td>2.d</td>
<td>Financial Audit</td>
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<tr>
<td>2.e</td>
<td>Leveraging</td>
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<tr>
<td>2.f</td>
<td>Health and Safety (Not to exceed 25% of Sections B &amp; C)</td>
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<td>2.g</td>
<td>TOTAL Section B</td>
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SECTION C - PROGRAM OPERATIONS

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<td>Measures (Do not include Health and Safety Measures)</td>
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<td>3.b</td>
<td>Outreach</td>
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<tr>
<td>3.c</td>
<td>Intake</td>
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<td>3.d</td>
<td>Client Education</td>
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<tr>
<td>3.e</td>
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SECTION D - TOTAL OF SECTION B & C

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SECTION E - TOTAL CONTRACT BUDGET (Total of Sections A, B, & C)

<table>
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<tr>
<th>Amount</th>
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<tbody>
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</tbody>
</table>

SECTION F - TOTAL UNITS

| Total Projected Units: | # 3 |

SECTION G - AVERAGE COST PER UNIT

| Average cost per unit: | $2285.00 |

The maximum average per unit is $2,614. To determine the average cost per unit, divide Section C.3.e, by Section F.
WEATHERIZATION PRIORITY PLAN NARRATIVE

Priority Plans should be structured to be consistent with your goals identified in Exhibit B, Attachment I, CSD 570, DOE Weatherization Program Budget, Section E. Please describe how you will select dwellings to be weatherized. Consider items such as health and safety issues and units within close proximity. Refer to Exhibit F, Section 8. B., Service Priority, of this Agreement, which outlines the service priorities for DOE WAP.

Priority will be given to households with the highest energy burden and vulnerable population households. Additionally, poverty levels may become a consideration if funding becomes competitive due to a high demand of applicants. Current minimum energy burden is 10% for all weatherization programs. The elderly and disabled may be eligible for an exception.
EXHIBIT K
(Standard Agreement)

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

PROGRAM: 2003 Department of Energy Weatherization Assistance Program (DOE WAP)

PERIOD: April 1, 2003 through January 31, 2004

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

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

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

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

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

______________________________
Signature

______________________________
Title

______________________________
Agency / Organization

______________________________
Date