MARIPOSA COUNTY
BOARD OF SUPERVISORS
AGENDA ACTION FORM
DATE: 4-10-01
AGENDA ITEM NO: 7

MARIPOSA COUNTY DEPARTMENT OF HUMAN SERVICES
BY: Cheryle Rutherford-Kelly
PHONE: 966-3609

RECOMMENDED ACTION AND JUSTIFICATION: POLICY ITEM: YES ( ) NO ( X )
SEE ATTACHMENT

BACKGROUND AND HISTORY OF BOARD ACTIONS:
SEE ATTACHMENT

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
SEE ATTACHMENT

COSTS: ( ) Not Applicable
A. Budgeted CURRENT FY $ 80,000
B. Total anticipated costs $ 97,004
C. Required add’l funding $ 17,004
D. Internal transfers $ SOURCE: ( X ) 4/5’s vote required
A. Unanticipated revenue $ 17,004
B. Reserve for Contingencies $ 
C. Source description: Reallocation of funds from California Department of Community Services and Development

Balance in Reserve for Contingencies, if approved: $

SPECIAL INSTRUCTIONS: List the attachments and number pages accordingly:
2-Page Department Memo
8 Pages out of Contract

CLERK’S USE ONLY:
Resolution No.: 01-44
Ordinance No.: ____________________________
Vote: Ayes: 3 Noes: ___
Absent: ___ Abstain: ___
Approved ( ) Denied
() Minute Order attached.
() No Action Necessary.
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

BY: Deputy

ADMINISTRATIVE OFFICER’S RECOMMENDATION:
This item on Agenda as: ____________________________

Recommended ( ) Returned for further action
Not recommended ( ) Submitted w/ comment
Policy determination ( )

Comment: ____________________________

A.O. Initials: ____________________________
DATE: March 29, 2001
TO: Members, Board of Supervisors
FROM: Cheryle Rutherford-Kelly
RE: Community Action Programs/Low-Income Home Energy Assistance Program (LIHEAP)

Recommendation

It is respectfully recommended that the Board:
1. Accept $17,004 of unanticipated revenue from the Low-Income Home Energy Assistance Program (LIHEAP) and direct the Auditor to increase Community Action Programs budget, Fund 335, by that amount;
2. Allocate an Eligibility Worker II position to the Community Action Programs (CAP) Unit and grant Human Services authority to fill the position;
3. Authorize Human Services to coordinate the weatherization portion of the program with the Public Works Department; and
4. Authorize the Human Services Director to execute the Low-Income Energy Assistance Program (LIHEAP) Agreement (Contract #01B-5020) in the Amount of $51,600, which will release money that is currently budgeted.
5. Authorize the Human Services Department to execute subsequent amendments with the State Department of Community Services and Development up to the amount negotiated by the rural counties.

Background

The Low-Income Energy Assistance Program (LIHEAP) is one of the most confusing program funds operational in Human Services. The purpose of LIHEAP, under the auspices of the California Department of Community Services and Development, is to provide energy assistance and weatherization services to low-income residents. This program is especially important right now due to the energy crisis in California and escalating energy costs.

The County budget reflects $80,000 for 2001 LIHEAP this fiscal year. The State has allocated $80,812 to Mariposa County for calendar year 2001. However, we will receive only $51,600 of these funds because the State sends $29,212 directly to PG&E to offset the electrical bills of individuals we find eligible for assistance.

Current Situation

Rural counties approached the Director of the California Department of Community Services and negotiated a reallocation. As a result of these successful negotiations, there is to be an additional $215,988 available to residents of Mariposa County. The new funding totals $296,800 for the 2001 calendar year. Approximately $181,100 will be reflected in County revenues, with the remaining $115,700 disbursed to PG&E. Since this is a calendar year agreement, we anticipate $97,004 as an operating budget for the remainder of this fiscal year.

These monies must be properly distributed to people who meet program guidelines. Therefore, an Eligibility Worker II is needed to determine eligibility in a manner that supports the residents of the community while adhering to
program guidelines. The department will pay for the Eligibility Worker II out of existing and new revenues with no local share of cost. It is anticipated that the program will continue but the position will be contingent upon funding. This position is an existing County classification.

These monies must be strictly accounted for. The new Contract Administrator in Community Action Programs will manage the contract. The Contract Administrator cannot perform intake due to the multiple contracts she oversees for both the County and the Calaveras-Marijoposa Community Action Agency, and the need to improve the units accounting methods.

The Department of Human Services will be charging the State for administrative overhead. This practice is absolutely necessary to assist with the development of an infrastructure that actually accounts for all of the programs Community Action operates. The department must not only serve clients, but it must draw money from the state, process claims, and reconcile fiscal records with the Auditor and the State in accordance with generally accepted accounting principles.

**Proposed Increase in Services**

We currently provide energy assistance to an estimated 225 households each year, 115 through payments to local propane vendors and an additional 110 by PG&E funds. The new funding will assist nearly 800 households annually. The criteria for eligibility will remain the same. This new funding will also allow for an estimated 30 homes to be weatherized – a significant increase from the 10 homes we currently assist.

**Financial**

<table>
<thead>
<tr>
<th>Total Allocation</th>
<th>County Revenues</th>
<th>PG&amp;E Funds</th>
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</thead>
<tbody>
<tr>
<td>Original Allocation</td>
<td>$80,812</td>
<td>$51,600</td>
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<tr>
<td>Additional Funds Anticipated</td>
<td>215,988</td>
<td>129,500* (61%)</td>
</tr>
<tr>
<td>TOTAL 2001 FUNDING</td>
<td>$296,800 (100%)</td>
<td>$181,100* (61%)</td>
</tr>
</tbody>
</table>

Of the County Contract amount listed above, the proposed County expenditures are as follows:

<table>
<thead>
<tr>
<th>County Expenditures</th>
<th>Calendar (Contract) Year</th>
<th>00-01 Fiscal Year</th>
<th>01-02 Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Energy Assistance Payments</td>
<td>$75,603</td>
<td>$50,413</td>
<td>$25,207</td>
</tr>
<tr>
<td>Eligibility Worker (9 months)</td>
<td>22,212</td>
<td>7,404</td>
<td>14,808</td>
</tr>
<tr>
<td>Contract Administrator (36% for 10 months)</td>
<td>13,468</td>
<td>5,387</td>
<td>8,081</td>
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<tr>
<td>Weatherization Staff</td>
<td>23,800</td>
<td>11,900</td>
<td>11,900</td>
</tr>
<tr>
<td>Supplies</td>
<td>35,000</td>
<td>17,500</td>
<td>17,500</td>
</tr>
<tr>
<td>Occupancy, Supplies, etc.</td>
<td>11,000</td>
<td>4,400</td>
<td>6,600</td>
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<tr>
<td>TOTAL COUNTY EXPENDITURES</td>
<td>$181,100*</td>
<td>$97,004</td>
<td>$84,096</td>
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</table>

*2001 LIHEAP funding managed directly by Community Action.

There is no local share of cost in this program. It is recommended and understood that if the allocation decreases in the future, the position of Eligibility Worker II will be modified or eliminated.

**Alternative**

Your Board could decide not to accept this additional funding. However, these monies will benefit the elderly and working poor.
# BUDGET ACTION FORM

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEP/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>PROJECT</th>
<th>INCREASE</th>
<th>DECREASE</th>
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<td>155</td>
<td>0514</td>
<td>305 1523</td>
<td>LIHEAP WX</td>
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<td>335</td>
<td>0514</td>
<td>941-04</td>
<td>Eligibility work III</td>
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<td>941-0435</td>
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<td>414-1090</td>
<td>GENERAL CONTINGENCY</td>
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**TOTALS**: - 0 -

## TRANSFER BETWEEN FUNDS

<table>
<thead>
<tr>
<th>DEBIT</th>
<th>CREDIT</th>
</tr>
</thead>
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**TOTALS**: 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**: Increase in funding from the Low-income Energy Assistance Program (LIHEAP) for distribution to our community.

**DEPT HEAD SIGNATURE**: [signature]

**DATE**: 3-29-01

**APPROVED BY RES NO.**

**CLERK**

**DATE**

**DEPARTMENT**

**AUDITOR'S USE ONLY**

BA #

Budget Revision Form Revised 07/2000