

DEPARTMENT: Human Services

BY: Cheryle Rutherford-Kelly  
PHONE: (209) 966-2442

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: \$ \_\_\_\_\_

Annual Recurring Cost:

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.

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. 03-274 Ord. No. \_\_\_\_\_  
Vote - Ayes: 5 Noes: \_\_\_\_\_  
Absent: \_\_\_\_\_  
*AMW* Approved  
( ) Minute Order Attached ( ) No Action Necessary

COUNTY ADMINISTRATIVE OFFICER:

\_\_\_\_\_ Requested Action Recommended  
\_\_\_\_\_ No Opinion

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

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

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

By: \_\_\_\_\_  
Deputy

CAO: *[Signature]*



**MARIPOSA COUNTY  
DEPARTMENT OF HUMAN SERVICES**

***Community Action Programs***

*Promoting Self-Sufficiency Through Community Partnerships*

**Cheryle  
Rutherford-Kelly**  
Director

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

(209) 966-3609  
(800) 266-3609  
FAX (209) 966-3519

DATE: July 9, 2003  
TO: Members, Board of Supervisors  
FROM: Cheryle Rutherford-Kelly *CRK*  
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.

AGREEMENT NUMBER <b>03C-1470</b>	AMENDMENT NUMBER <b>0</b>
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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.

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

**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 I  
 2003 DOE WEATHERIZATION BUDGET

Contractor Name: Mariposa County Human Services Department			Contract Number: 03C-1470
Class "B" Contractor's License No.:		Name on License:	
Prepared By: Patti Reilly		E-mail: mccap@sti.net	Telephone Number: (209)966-3609
			Expiration Date: Fax Number: (209)966-3519
<b>SECTION A - ADMINISTRATIVE COSTS</b>			<b>CSD USE</b>
1.a	Salaries and Wages	\$ 360.00	
1.b	Fringe Benefits		
1.c	Facilities		
1.d	Utilities		
1.e	Equipment Total (specify below)		
	1. 2.		
1.f	Telephone - Communications		
1.g	Travel Total (specify below)		
	1. In-State \$ 2. Out-of-State \$		
1.h	Accounting		
1.i	Insurance - Bonding		
1.j	Office Supplies		
1.k	Miscellaneous Total (specify below)		
	1. 2.		
1.l	<b>TOTAL Section A (Should not exceed 5% of Contract)</b>	\$ 360.00	%
<b>SECTION B - PROGRAM COSTS</b>			<b>CSD USE</b>
2.a	Training and Technical Assistance		
2.b	Vehicle and Equipment - Acquisition Costs		
2.c	Liability Insurance		
2.d	Financial Audit		
2.e	Leveraging		
2.f	Health and Safety (Not to exceed 25% of Sections B & C)		%
2.g	<b>TOTAL Section B</b>	\$	
<b>SECTION C - PROGRAM OPERATIONS</b>			<b>CSD USE</b>
3.a	Measures (Do not include Health and Safety Measures)	\$ 6854.00	
3.b	Outreach		
3.c	Intake		
3.d	Client Education		
3.e	<b>TOTAL Section C</b>	\$ 6854.00	
<b>SECTION D - TOTAL OF SECTION B &amp; C</b>			\$ %
<b>SECTION E - TOTAL CONTRACT BUDGET (Total of Sections A, B, &amp; C)</b>			\$
<b>SECTION F - TOTAL UNITS</b>			# 3
<b>SECTION G - AVERAGE COST PER UNIT</b>			\$ 2285.00
Average cost per unit:			

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

**EXHIBIT H**  
**(Standard Agreement)**

**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