

CONTRACT ROUTING SHEET

Date Prepared: 3/6/08

Need Date: 3/20/08

PROCESSING DEPARTMENT:

Department: Human Services

Dept. Contact: Amy Higdon

Phone #: x4836

Department

Head Signature: 

Doug Nowka, Director

CONTRACTOR:

Name: CA Dept. of Community

Services and Development

Address: P.O. Box 1947

Sacramento, CA 95823-1947

Phone: 916-341-4200

2008 MAR -7 AM 9:15 PM
SACRAMENTO COUNTY COUNSEL

CONTRACTING DEPARTMENT: Human Services

Compliance with Human Resources requirements? Yes: X No: _____

Compliance verified by: Patti Barton with original agreement on 12/17/07

COUNTY COUNSEL: (Must approve all contracts and MOU's)

Approved: Disapproved: _____ Date: 3-10-08 By: 

Approved: _____ Disapproved: _____ Date: _____ By: _____

ASSIGNMENT
DATE
BY
DEPT INDEX NO.

PLEASE HAND CARRY TO RISK MANAGEMENT. THANKS!

RISK MANAGEMENT: (Must approve all contracts, MOU's and boilerplate grant agreements)

Approved: Disapproved: _____ Date: 3/11/08 By: 

Approved: _____ Disapproved: _____ Date: _____ By: _____

RECEIVED
HUMAN RESOURCES DEPT
MAR 10 AM 4:33

PLEASE CALL AMY AT x4836 FOR PICK UP. THANKS!

OTHER APPROVAL: (Specify department(s) participating or directly affected by this contract).

Departments: _____

Approved: _____ Disapproved: _____ Date: _____ By: _____

Approved: _____ Disapproved: _____ Date: _____ By: _____

AGREEMENT NUMBER 08F-4910	AMENDMENT NUMBER 1
REGISTRATION NUMBER	

- 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
El Dorado County Department of Human Services
- The term of this Agreement is : **January 1, 2008 through December 31, 2009**
- The maximum amount of this Agreement is: **\$ 243,054.00**

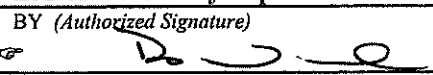
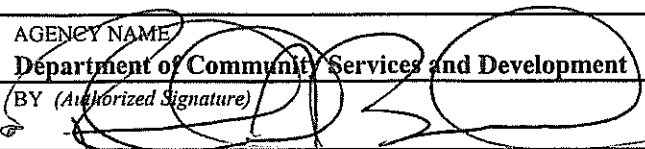

4. The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:

Contractor agrees to continue to provide services and activities to eligible participants residing in Contractor's assigned service area, pursuant to Government Code Section 12725 et seq., and 42 United States Code (USC) 9901 et seq., as amended, the Community Services Block Grant Act.

- The total consideration payable to Contractor by the State has changed from \$25,670.00 to \$243,054.00, reflecting an increase of \$217,384.00.

RECEIVED
 CONTRACT SERVICES UNIT
 2008 MAR 18 AM 10:37

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.) El Dorado County Department of Human Services	
BY (Authorized Signature) 	DATE SIGNED (Do not type) 3/12/08
PRINTED NAME AND TITLE OF PERSON SIGNING Doug Nowka, Director El Dorado County Department of Human Services	
ADDRESS 937 Spring Street, Placerville, CA 95667	
STATE OF CALIFORNIA	
AGENCY NAME Department of Community Services and Development	
BY (Authorized Signature) 	DATE SIGNED (Do not type) 04/02/08
PRINTED NAME AND TITLE OF PERSON SIGNING Richard J. Bueche, Chief Financial Officer	
ADDRESS 700 North 10th Street, Room D215, Sacramento, California 95811-0336	
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 09-0901.F.2	

2. Exhibit A, Scope of Work, Attachment I. U. S. Department of Health and Human Services, Community Service Block Grant 2008, Terms and Conditions, is attached and hereby incorporated by this reference, if applicable. Contractor shall adhere to all applicable provisions in Exhibit A, Attachment I, of this Agreement.

3. Exhibit A, Scope of Work, item 4. Federal Catalog Domestic Assistance Number is deleted in its entirety and replaced with Exhibit A 4. to read as follows:

“The Community Services Block Grant (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.”

4. Exhibit B, Budget Detail and Payment Provisions, 3. B. Advance Payments, is deleted in its entirety and replaced with Exhibit B. 3. B. to read as follows:

“Upon execution of this Agreement, CSD shall issue one working capital advance to the Contractor not to exceed 25% of the Maximum Amount of this Agreement as set forth on the funding detail page of Std. 213, Standard Agreement.”

5. Exhibit B, Budget Detail and Payment Provisions, ATTACHMENT I, CSBG FISCAL DATA, shall be replaced in its entirety by the revised Exhibit B, Budget Detail and Payment Provisions, ATTACHMENT I, CSBG FISCAL DATA, attached hereto and incorporated by this reference.

6. Exhibit D, Special Terms and Conditions, item 1. C. 3), Contract Administration, is deleted in its entirety and replaced with Exhibit D, item 1. C. 3) to read as follows:

“This Agreement incorporates by reference all provisions set forth in the Child Support Services and Referrals (Section 678 (b) 1998 CSBG Reauthorization Act).”

7. Exhibit D, Special Terms and Conditions, 13. Board Roster, By-Laws, Resolution and Minutes, is deleted in its entirety and replaced with Exhibit D, Special Terms and Conditions, 13. Board Roster, Bylaws, Resolution and Minutes, to read as follows:

“A. Upon execution of this Agreement, Contractors shall submit to CSD a current roster of the Executive Committee of the tripartite board, including contact information for each Committee member at a location other than the office of the eligible entity, and the most recent version of the organizational bylaws. Contractor is responsible to notify CSD of any changes to the Executive Committee within thirty (30) days of such occurrence.

“B. Contractor’s current governing board must authorize the execution of this Agreement. Contractor has the option of demonstrating such authority by direct signature by a board member, or by any lawful delegation of such authority that is consistent with Contractor’s bylaws.

- “C. Where Contractor elects to delegate the signing authority to the chief executive officer, CSD will accept either a resolution specific to this Agreement or a resolution approved by the current governing board that is more generally applicable to any CSD program contract or amendment. Where Contractor provides a general resolution, Contractor shall maintain documentation that the chief executive officer provided timely and effective communication of the execution and terms of this Agreement to the board. Either a specific or current general resolution must be on file with CSD prior to CSD’s finally executing this Agreement.**
- “D. Contractors shall submit to CSD the tripartite board minutes from regularly scheduled meetings no later than 30 days after the minutes are approved. Regularly scheduled meetings shall be in accordance with the tripartite board’s bylaws.**
- “E. For those Contractors whose tripartite board is advisory to the elected members governing a local government, the Contractor shall submit to CSD the minutes from any meeting of the elected officials where matters relating to this Agreement are heard, including but not limited to discussions about or decisions affecting the community action program. Such minutes shall be submitted to CSD no later than 30 days after the minutes are approved.”**
8. Exhibit E, Additional Provisions, Definitions, Subcontractor, is deleted in its entirety and replaced with Exhibit E, Additional Provisions, Definitions, Subcontractor to read as follows:
- “An entity (partnership, tribe, corporation, association, agency, or individual) that enters into a separate contract or agreement with Contractor to fulfill direct program or administrative tasks in support of this Agreement.”**

All other terms and conditions shall remain unchanged.

EXHIBIT A, SCOPE OF WORK

ATTACHMENT I

**U. S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
COMMUNITY SERVICES BLOCK GRANT 2008 TERMS AND CONDITIONS**

U.S. Department of Health & Human Services

Administration for Children & Families

OFFICE OF COMMUNITY SERVICES Increasing the Capacity of Individuals, Families and Communities

TERMS AND CONDITIONS

FISCAL YEAR 2008
October 1, 2007 – September 30, 2008

By acceptance of this award, the State, Tribe or Territory agrees to comply with the terms and conditions detailed below. Failure to comply with these terms and conditions may result in the loss of Federal funds and may be considered grounds for the suspension or termination of this grant.

This award is subject to the following terms, conditions and provisions:

PROGRAM STANDARDS

1. The provisions of Public Law 105-285, Title II – Community Services Block Grant Program, Subtitle B – Community Services Block Grant Program of the Community Services Block Grant Act, the provision of the current approved Community Services Block Grant State plan, including all approved amendments or revisions.

ADMINISTRATIVE REQUIREMENTS

2. The following regulations from Title 45 of the Code of Federal Regulations (CFR):

45 CFR Part 16 – Procedures of the Departmental Grant Appeals Board;

45 CFR Part 30 – Claims Collection;

45 CFR Part 76 – Debarment and Suspension from Eligibility for Financial Assistance (Nonprocurement);

45 CFR Part 80 - Nondiscrimination Under Programs Receiving Federal Assistance through the Department of Health and Human Services, Effectuation of Title VI of the Civil Rights Act of 1964;

45 CFR Part 81 - Practice and Procedure for Hearings Under Part 80 of this Title;

45 CFR Part 84 - Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving Federal Financial Assistance;

45 CFR Part 86 – Nondiscrimination on the Basis of Sex in Education Programs and Activities Receiving or Benefiting from Federal Financial Assistance;

45 CFR Part 87 – Equal Treatment for Faith-Based Organizations;

45 CFR Part 91 – Nondiscrimination on the Basis of Age in HHS Programs or Activities Receiving Federal Financial Assistance;

45 CFR Part 93 – New Restrictions on Lobbying;

45 CFR Part 96 – Block Grants;

45 CFR Part 97 – Consolidation of Grants to the Insular Areas;

45 CFR Part 100 – Intergovernmental Review of Department of Health and Human Services Programs and Activities.

3. The following Circulars from the Office of Management and Budget (OMB):

OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations and the **Single Audit Act of 1984**, as amended.

4. Direct Federal grants, sub-awards, or contracts under this program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the prohibition of Federal funds for inherently religious activities can be found on the HHS website at: <http://www.os.dhhs.gov/fbci/waisgate21.pdf>.

5. Federal grant funds provided under this award may not be used by the grantee or any sub-grantee to support lobbying activities to influence proposed or pending Federal or State legislation or appropriations. This prohibition is related to the use of Federal grant funds and is not intended to affect an individual's right or that of any organization, to petition Congress, or any other level of Government, through the use of other resources. (See 45 CFR Part 93.)

6. In accordance with Public Law 103-333, the "Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act of 1995," the following provisions are applicable to this grant award:

Section 507: "Purchase of American-Made Equipment and Products - It is the sense of the Congress that, to the greatest extent practicable, all equipment and products purchased with funds made available in this Act should be American-made."

Section 508: "When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all States receiving Federal funds, including but not limited to State and local governments and recipients of Federal research grants, shall clearly state (1) the percentage of the total costs of the program or project which will be financed with Federal money, (2) the dollar amount of Federal funds for the project or program, and (3) percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources."

7. In accordance with Part C of Public Law 103-227, the "PRO-KIDS Act of 1994," smoking may not be permitted in any portion of any indoor facility owned or regularly used for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs wither directly or through State or local governments. Federal programs include grants, cooperative agreements, loans and loan guarantees, and contracts. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions or facilities and used for inpatient drug and alcohol treatment.

The above language must be included in any subawards that contain provisions for children's services and that all subgrantees shall certify compliance accordingly. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to \$1,000 per day.

SUB-RECIPIENTS AND VENDORS UNDER GRANTS

Sub-Recipients/Sub-Grantees and Vendors/Contractors

8. Sub-recipient/Sub-grantee and vendor determinations. States are required to determine recipient type when sub-granting or contracting using Federal funds. Recipient type includes sub-grantees/sub-recipients, vendors and contractors. OMB Circular A-133 establishes the standards for determining the difference between a sub-grantee and a vendor, based on the substance of the relationship with the State, rather than the form of the agreement.

A recipient is considered a *sub-grantee* and is subject to OMB Circular A-133 if it meets the following conditions:

- a) Determines who is eligible to receive what Federal financial assistance;
- b) Has its performance measured against whether the objectives of the Federal program are met;
- c) Has responsibility for programmatic decision making;
- d) Has responsibility for adherence to applicable Federal program compliance requirements;
- e) Uses the Federal funds to carry out a program of the organization as compared to providing goods or services for a program of the pass-through entity;

A recipient is considered a *vendor* and is not subject to OMB Circular A-133 if it meets the following conditions:

- a) Provides the goods and services within normal business operations;
- b) Provides similar goods or services to many different purchasers;
- c) Operates in a competitive environment;
- d) Provides goods or services that are ancillary to the operation of the Federal program;
- e) Is not subject to compliance requirements of the Federal program.

9) No organization may participate in this project in any capacity or be a recipient of Federal funds designated for this project if the organization has been debarred or suspended or otherwise found to be ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension." (See 45 CFR 92.35.) States must include a similar term and/or condition for all sub-awards or contracts awarded under this program. Prior to issuing subawards or contracts under this grant, the state must consult the ineligible parties list to ensure that organizations under funding consideration are not ineligible. The list is available on the Web at <http://www.epls.gov>

10) The State is responsible for monitoring grant, sub-grant/sub-recipient and contract supported activities to assure compliance with Federal requirements and that performance goals are being achieved. Grantee monitoring must cover each program, function and activity. (See 45 CFR 92.40.)

11) States are required to advise sub-grantees/sub-recipients of requirements imposed on them by Federal laws, regulations, and the provisions of grant agreements or contracts as well as any supplemental requirements imposed by the State. These include grant administrative requirements and cost principles according to recipient type. For example, nonprofit subrecipients are subject to the cost principles at OMB Circular A-122; educational institution subrecipients are subject to those at OMB Circular A-21; and commercial organization vendors or subcontractors are subject to the cost principles under 48 CFR Part 31.

12) States must ensure that sub-recipients and sub-grantees expending more than \$500,000 or more in Federal awards during the sub-recipient/sub-grantee's fiscal year have an audit in compliance with the requirements of OMB Circular A-133.

FINANCIAL AND PROGRAM PROGRESS REPORTING

13) If the grantee is on an accrual accounting system, services must be provided on or before September 30, 2009; and liquidated on or before December 29, 2009; and final report is due on or before December 29, 2009. If the grantee is on a cash accounting system, services must be expended on or before September 30, 2009 and final report is due on or before December 29, 2009.

14) Grantees shall adhere to a provision of law under the Consolidated Appropriations Act of 2005 which requires that to the extent FY 2008 CSBG funds are distributed by a State to an eligible entity, and have not been expended by such eligible entity, they shall remain with such eligible entity for carryover and expenditure into the next fiscal year. If FY 2008 funds are carried forward by such eligible entity into FY 2009, those funds must be fully expended and services provided on or before September 30, 2009.

15) In accordance with Action Transmittal OA-ACF-AT-01-05 (January 25, 2005), in lieu of paper copies, States are encouraged to submit their periodic financial reporting forms electronically, via the ACF On-Line Data Collection (OLDC) system.

States that elect to submit these reports in writing must send an original signature copy of Form SF-269A to:

Administration for Children and Families
Division of Mandatory Grants
370 L'Enfant Promenade, SW - 6 th Floor East
Washington , DC 20447

16) Program progress reports should be submitted to:

Office of Community Services
Administration for Children and Families
U.S. Department of Health of Human Services
370 L'Enfant Promenade, SW
Washington, SC 20447

PAYMENT ARRANGEMENTS

17) Payments under this grant will be made through the Department of Health and Human Services' Payment Management System (PMS). The State must

comply with requirements imposed by the PMS on-line system. Please direct any questions concerning grant payments to the payment office at 1-877-614-5533.

NOTE: The U.S. Government Accountability Office (GAO) maintains **FraudNET**, a system for reporting allegations of fraud, waste and abuse under Federal grants and cooperative agreements. Reports are kept confidential; you need not provide your name. Information provided through the Internet web site is secure and all information is safeguarded against unauthorized disclosure.

To report the possible misuse of federal funds, the E-mail address is fraudnet@gao.gov; the fax number is 202-512-3086 and the mailing address is GAO **FraudNET**, 441 G Street N.W., Washington, D.C. 20548. When you submit allegations, please provide as much detailed information as possible.

**EXHIBIT B, TERM AND AMOUNT OF AGREEMENT, BUDGET DETAIL, AND
PAYMENT PROVISIONS**

ATTACHMENT I

CSBG FISCAL DATA

CSBG Contract Budget (Summary)	CSD 425. S	(Rev. 11/07)
Budget Support CSD 425. 1.1	CSD 425. 1.1	(Rev. 11/07)
Budget Support CSD 425. 1.2	CSD 425. 1.2	(Rev. 11/07)

CSD 425.S (Rev. 11/07)

ATTACHMENT I Please indicate Reporting option: Monthly Bimonthly

CSBG FISCAL DATA -- CSBG CONTRACT BUDGET (SUMMARY)

Contractor Name: El Dorado County Dept of Human Services		Contract Number: 08F-4910 (Rev 1)	Program Yr. Amount: \$243,054
Prepared By: Maki Ganno		Contract Term: 1/1/2008-12/31/2009	Amendment #:
Telephone #: (530) 621-6249		Program Year: (e.g., 2008) 2008	Fax Number: (530) 642-9233
Date: 03/10/2008	Email: maki.ganno@co.el-dorado.ca.us		

SECTION 10: ADMINISTRATIVE COSTS

Line Item	Description	CSBG Funds
1	Salaries and Wages	\$159,204.03
2	Fringe Benefits	\$59,151.17
3	Operating Expenses & Equipment	\$24,698.80
4	Out-of-State Travel	
5	Subcontractor Services	
6	Other Costs:	
Subtotal Section 10: Administrative Costs (cannot exceed 12% of Section 80)		\$243,054.00

SECTION 20: PROGRAM COSTS

7	Salaries and Wages	
8	Fringe Benefits	
9	Operating Expenses & Equipment	
10	Out-of-State Travel	
11	Subcontractor Services	
12	Other Costs:	
Subtotal Section 20: Program Costs		

SECTION 40: Total CSBG Budget Amount (Sum of Subtotal Sections 10 and 20)	\$243,054.00
SECTION 70: Enter "Other Agency Operating Funds"	\$15,547,839.00
SECTION 80: Agency Total Operating Budget (Sum of Sections 40 and 70)	\$15,790,893.00
SECTION 90: CSBG Funds Administrative Percent (Section 10 divided by Section 80)	1.5%

INSTRUCTIONS

ATTACHMENT I – CSBG FISCAL DATA- CSBG CONTRACT BUDGET (Summary) CSD 425 S (Rev. 11/07)

Enter the identifying information requested at the top of the report form: contractor's name, contract number, program year amount, contract term, program year (e.g., 2008), and amendment number (*if applicable*). Enter the preparer's name, telephone number, e-mail address, and fax number.

SECTION 10: ADMINISTRATIVE COSTS:

Those costs which are directly related to the administration of the CSBG contract.

Lines 1 through 6: CSBG FUNDS: Enter the total amount budgeted for each of the line items.

1. Salaries & Wages

Provide the total dollar amount of salaries and wages dedicated to staff performing administrative duties. Includes all payments made to administrative staff, permanent or temporary, as well as all regular and overtime pay, as approved by the contract authority.

2. Fringe Benefits

Provide the total dollar amount of fringe benefits for to staff performing administrative duties. Include all payments made in accordance with approved payroll benefit programs. This includes retirement/pension plans and various other forms of insurances related to employee compensation such as disability, life, health and unemployment. Additionally, payroll taxes, workers' compensation, disability insurance, sick leave and accrued vacation should be included.

3. Operating Expenses & Equipment

Provide the total dollar amount for all administrative operating expenses and equipment related to CSBG programs. Examples of administrative operating expenses & equipment include:

- In-state travel costs
- Building costs (such as rental & lease fees)
- Consumable supply costs
- Utility costs
- Administrative operating costs (such as telephones, building alarms, maintenance, etc)
- Supply costs (such as printing, duplication, postage, etc)
- Insurance costs not related to personnel insurance costs
- Additional fees related to the administration of the CSBG Program (such as staff trainings, membership dues, costs incurred due to Board meetings, subscriptions, etc)
- All equipment/lease purchases dedicated to administrative needs
- Funds spent on contractor/consultant services to meet administrative needs in this area.

List all Equipment/Lease costs and Contracts/Consultants Costs in excess of \$5,000.
Complete CSBG Fiscal Data – Non Personnel Cost CSD 425 1.2 with the detailed information.

4. Out-of-State Travel

Provide the total dollar amount of travel costs, excluding personnel costs related to administrative tasks incurred during travel outside of the State of California. Complete CSBG Fiscal Data – Non Personnel Cost CSD 425 1.2 with the name of the conference, location, and cost per trip.

5. Subcontractor Services
Provide the total dollar amount administered to any subcontracting agencies that provide administrative services.

List all subcontractor costs in excess of \$5,000. Complete CSBG Fiscal Data – Non Personnel Cost CSD 425 1.2 with the detailed information.

6. Other Costs
Provide a list of all other administrative costs that do not fit in the above categories, including but not limited to any funds directed towards:

- IT Development. IT Development includes only projects in the development phases. Costs of IT projects in use should be included in Operating Expenses & Equipment above.
- Audit, Legal and Lobbying Costs: As defined by the Cost Principles in OMB Circular A-122
- Indirect Costs. The indirect cost rate is defined as the dollar value of the approved federal rate and the entire amount can be claimed as long as it is not reimbursed by another funding source. Please note that if indirect costs are reported the approved Indirect Cost Rate Plan must be submitted.

SUBTOTAL SECTION 10 (Administrative Costs): Enter the sum of line items 1 through 6 for CSBG FUNDS. (Cannot exceed 12% of Section 80)

SECTION B: PROGRAM COSTS:

Those costs incurred that are not related to the administrative costs reported above, but are directly related to the operation of the organization.

Lines 7 through 12: CSBG FUNDS: Enter the total amount budgeted for each of the line items.

7. Salaries and Wages
Provide the total dollar amount of salaries and wages dedicated to staff performing programmatic support activities. Include all payments made to programmatic staff, permanent or temporary, as well as all regular and overtime pay, as approved by the contract authority.
8. Fringe Benefits
Provide the total dollar amount of fringe benefits dedicated to staff performing programmatic support duties. Include all payments made in accordance with approved payroll benefit programs. This includes retirement/pension plans and various other forms of insurances related to employee compensation such as disability, life, health and

unemployment. Additionally, payroll taxes, workers' compensation, disability insurance, sick leave and accrued vacation should be included.

9. Operating Expenses & Equipment

Provide the total dollar amount for all programmatic operating expenses and equipment linked with CSBG programs. Include:

- In-state travel costs related to programmatic costs
- Building costs related to programmatic operation (such as rental & lease fees)
- Consumable supply costs
- Programmatic operating costs (such as telephones, building alarms, maintenance, etc)
- Programmatic supply costs (such as printing, duplication, postage, etc)
- Additional fees related to the programmatic operation of the CSBG Program
- Equipment/lease purchases dedicated to programmatic needs
- Funds spent on contractor/consultant services to meet programmatic needs in this area.

List all Equipment/Lease costs and Contracts/Consultants Costs in excess of \$5,000.
Complete CSBG Fiscal Data – Non Personnel Cost CSD 425 1.2 with the detailed information.

10. Out-of-State Travel

Provide the total dollar amount of travel costs related to programmatic tasks incurred during travel outside of the State of California. Complete CSBG Fiscal Data – Non Personnel Cost CSD 425 1.2 with the name of the conference, location, and cost per trip.

11. Subcontractor Services

Provide the total dollar amount paid to any subcontracting agencies that provide programmatic services.

List all subcontractors in excess of \$5,000. Complete CSBG Fiscal Data – Non Personnel Cost CSD 425 1.2 with the detailed information.

12. Other Costs

Provide a list of all other programmatic costs that do not fit in the categories above, including but not limited to funds directed towards:

- Direct Client Purchases. Include all direct purchases made with CSBG dollars for items designated specifically for client use.

SUBTOTAL SECTION 20 (Program Costs):

Enter the sum of line items 7 through 12 for CSBG FUNDS.

SECTION 40: Total CSBG Budget Amount:

Enter the sum of Subtotal Sections 10 and 20. The amount must match the contract amount.

SECTION 70: Total of Other Community Action Program Operating Funds:

Provide the total operating budget of the community action program(s) administered by the tripartite board. For public community action agencies, all funds under the administration of the advisory or administrative tripartite board should be considered as community action program operating funds. **Prepare and attach a detailed, itemized list identifying all other known funding sources and amounts that make up the total annual operating budget of the community action program(s).**

SECTION 80: Community Action Program Total Operating Budget:

The sum of Section 40 (Total CSBG Budget Amount) and Section 70 (Other Agency Operating Funds).

SECTION 90: CSBG Funds Administrative Percent:

Divide Section 10: Administrative Costs by Section 80: Agency Total Operating Budget. This percentage cannot exceed 12% of the community action program's total operating budget.

ATTACHMENT I -- BUDGET SUPPORT -- PERSONNEL COSTS

Contractor Name: El Dorado County Department of Human Services		Contract Number: 08F-4910 (Rev 1)	Program Yr. Amount: \$243,054
Prepared By: Maki Ganno		Contract Term: 1/1/2008-12/31/2009	Amendment #:
Telephone #: (530) 621-6249		Program Year: (e.g., 2008) 2008	Fax Number: (530) 642-9233
Date: 03/10/2008		E-mail Address: maki.ganno@co.el-dorado.ca.us	

ADMINISTRATIVE COSTS -- SALARIES AND WAGES

A	B	C	D	E	F	Total CSBG Admin. Cost per position ((C+D)/A)*E
No. of Positions	Position Title	Salaries and Wages	Fringe Benefits	% of time to CSBG Administration	% of time to CSBG Program	
1	Director	\$176,608	\$43,052	16%		\$35,146
1	Program Manager	\$92,948	\$40,616	20%		\$26,713
1	Sr. Staff Services Analyst	\$71,319	\$20,881	50%		\$46,100
1	Program Coordinator (SLT)	\$49,767	\$20,091	40%		\$27,943
1	Sr. Accountant	\$62,739	\$25,595	40%		\$35,334
1	Accountant	\$52,975	\$23,452	25%		\$19,107
1	Fiscal Technician	\$43,430	\$18,931	25%		\$15,590
1	Account Clerk III (Sr. Fiscal Assistant)	\$30,376	\$19,316	25%		\$12,423
Total (should equal the sum of Section 10 Administrative Costs: lines 1 and 2 of the Budget Summary 425 S.)						\$218,355

INSTRUCTIONS

ATTACHMENT I – CSBG FISCAL DATA- CSBG BUDGET SUPPORT -- Personnel Costs CSD 425 1.1 (Rev. 11/07)

Enter the identifying information requested at the top of the report form: contractor's name, contract number, program year amount, contract term, program year (e.g., 2008), and amendment number (*if applicable*). Enter the preparer's name, telephone number, e-mail address, and fax number.

ADMINISTRATIVE COSTS – SALARIES AND WAGES:

Complete this form for those costs which are directly related to the administration of the CSBG contract. Provide the specific positions for the salaries and wages (Line Item# 1 Budget Summary 425 S) and Fringe Benefits (Line Item# 2 Budget Summary 425 S).

- Column A: **Number of Positions**
Specify the number of positions for each Position Title in Column B that are directly related to the administrative costs of the CSBG contract.
- Column B: **Position Title**
Specify the position title. Do not abbreviate.
- Column C: **Salaries and Wages**
Specify the total dollar amount of salaries and wages for staff performing CSBG administrative activities. Include all payments made to administrative staff, permanent or temporary, as well as all regular and overtime pay, as approved by the contract authority.
- Column D: **Fringe Benefits**
Specify the total dollar amount of fringe benefits for staff performing administrative duties. Include all payments made in accordance with approved payroll benefit programs. This includes retirement/pension plans and various other forms of insurances related to employee compensation such as disability, life, health and unemployment. Additionally, workers' compensation, disability insurance, sick leave and accrued vacation should be included.
- Column E: **Percent (%) of time to CSBG Administration**
Specify the amount of time (in percent) for the position dedicated to the CSBG administrative activities.
- Column F: **Percent (%) of time to CSBG Program**
Specify the amount of time (in percent) for the position dedicated to CSBG programmatic activities—if applicable.
- Column G: **Total CSBG Administrative Costs**
The sum of Col. C plus Col. D multiplied by Col. A multiplied by Col. E=
dollar amount charged to the administrative costs of the CSBG contract.

ATTACHMENT I -- BUDGET SUPPORT -- NON PERSONNEL COSTS

Contractor Name: El Dorado County Department of Human Services	Contract Number: 08F-4910 (Rev1)	Program Yr. Amount: \$243,054
Prepared By: Maki Ganno	Contract Term: 1/1/2008-12/31/2009	Amendment #:
Telephone #: (530) 621-6249	Program Year: (e.g., 2008) 2008	Fax Number: (530) 642-9233
Date: 03/10/2008	E-mail Address: maki.ganno@co.el-dorado.ca.us	

Hit Alt & Enter at the same time to begin a new line or paragraph within the cell.

EXPLAIN AND JUSTIFY EACH LINE ITEM Totals must match Budget Summary - Attach additional sheet(s) if necessary Missing description shall result in delay of the contract execution.	Section 10 Administrative Costs	Section 20 Program Costs
List all Equipment Purchases in Excess of \$5,000 per item:	3	9
List all Contract & Consultant Services in Excess of \$5,000:	3	9
List all Out-of-State Travel Only:	4	10
List all Subcontractor Services in excess of \$5,000:	5	11
Other Costs - Explain & Justify costs greater than \$10,000:		
i. IT Development:		
ii. Direct Client Purchases:		
iii. Indirect Costs:		
iv. Any additional Other Costs (attach additional sheet if necessary):		
Total Other Costs (Sum of i, ii, iii, iv):	6	12

**ATTACHMENT I – CSBG FISCAL DATA- Non Personnel Costs
CSD 425 1.2 (Rev. 11/07)**

Enter the identifying information requested at the top of the report form: contractor's name, contract number, program year amount, contract term, program year (e.g., 2008), and amendment number (*if applicable*). Enter the preparer's name, telephone number, e-mail address, and fax number.

List those costs which are directly related to the **administrative** (Column A) and/or **program** (Column B) of the CSBG contract.

List all Equipment Purchases Services in Excess of \$5,000

Provide a detailed list of all equipment purchases in excess of \$5,000; include type of equipment and the amount (e.g. copy machine, \$6,500).

List all Contract & Consultant Services in Excess of \$5,000:

Provide a detailed list of the contract and consultant services in excess of \$5,000; include the name and amount of the each contract. (e.g., strategic planning consultant, \$8,500)

List all Out-of-State Travel Only:

Provide detailed information for each out of state travel trip; include location, purpose of each trip, and related costs per trip (e.g. Chicago, IL, CAP Law Conference, \$1500).

List all Subcontractor Services in excess of \$5,000:

List the subcontractor name and total dollar amount administered to any subcontracting agencies that provide services in excess of \$5,000 (e.g., Youth Employment Training Agency, \$20,000).

Other Costs

Please provide a list of all other administrative and program costs that do not fit in the above categories. Please specifically mention any funds directed towards:

- i. IT Development: IT Development includes only projects in the development phases. Costs of IT projects in progress should be included in Operating Expenses & Equipment above.
- ii. Direct Client Purchases: List all direct client purchases in excess of \$10,000; include the item name, the number purchased, and the cost (e.g. thermal blankets, qty. 3000, \$12,000).
- iii. Indirect Costs: The indirect cost rate is defined as the dollar value of the approved federal rate, and the entire amount can be claimed as long as it is not reimbursed by another funding source. **Please note that if indirect costs are reported, the approved Indirect Cost Rate Plan must be submitted.**
- iv. Any additional Other Costs: List the additional other costs (attach additional sheet if necessary) that do not fit in any other category above in excess of \$10,000.
Total Other Costs (sum of i, ii, iii, iv)