

Contract #: 13F-3009, A2
Index Code: 531011

CONTRACT ROUTING SHEET

Date Prepared: 6/10/13

Need Date: ASAP - Due to CSD by 6/18/13

PROCESSING DEPARTMENT:

Department: HHSA/CS

FUNDING AGENCY:

Name: CA Dept of Community Services & Development

Dept. Contact: Amy Higdon

Address: P.O. Box 1947

Phone #: x4836

Sacramento, CA 95812

Department

Phone:

Head Signature: [Signature]
Jan Walker-Conroy, Interim Director

CONTRACTING DEPARTMENT: Health and Human Services Agency/CS

Service Requested: Community Services Block Grant Funding

Contract Term: 1/1/13 - 12/31/13

Contract/Grant Value: \$262,422

Compliance with Human Resources requirements? N/A Yes No

Compliance verified by: Mike Stella

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

Approved: Disapproved: Date: 6/14/2013 By: K. Markham

Approved: Disapproved: Date: 6/20/2013 By: K. Markham

*The Amendment II does not reflect the changes to Exhibit B Attachment 1
T/C 6/14/2013 w/ Amy Higdon
* This contract must attach expl. letters for assurance
* This contract must be held for certifications of approval by Paula Frantz
T/C w/ Ronn Kaiser (atty for CA Dept of Com Serv & Dev)*

PLEASE FORWARD TO RISK MANAGEMENT. THANK YOU!

RISK MANAGEMENT: (All contracts and MOU's except boilerplate grant funding agreements)

Approved: Disapproved: Date: By:

Approved: Disapproved: Date: By:

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

NOTE: All contracts that involve the acquisition of software or computer related items must be first approved by IT. Any contract that requires approval from another department must also be first approved by the other department.

Departments:

Approved: Disapproved: Date: By:

Approved: Disapproved: Date: By:

PM Review/Date
(Rev. 12/2000 (03-01))

CFO Review/Date

Contracts Supe Review/Date

Contracts Mgr. Review/Date

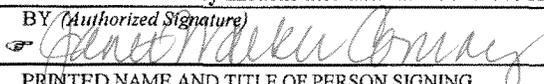
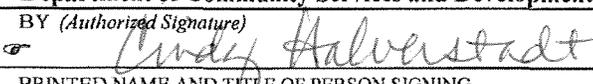
| | |
|-------------------------------------|------------------------------|
| AGREEMENT NUMBER 13F-3009 | AMENDMENT NUMBER 2 |
| REGISTRATION NUMBER | |

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
El Dorado County Health and Human Services Agency
2. The term of this Agreement is : **January 1, 2013 through December 31, 2013**
3. The maximum amount of this Agreement is: **\$ 262,422.00**
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 \$133,196.00 to \$262,422.00, reflecting a difference of \$129,226.00.
 - B. Replace Exhibit B Attachments 1 and 3 with the revised attachments enclosed.

All other terms and conditions shall remain unchanged.

RECEIVED
 CONTRACT SERVICES UNIT
 2013 JUN 24 PM 2:29

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 Health and Human Services Agency | |
| BY (Authorized Signature)  | DATE SIGNED (Do not type) 6/21/13 |
| PRINTED NAME AND TITLE OF PERSON SIGNING Janet Walker-Conroy, Interim Director, El Dorado County Health & Human Services Agency | |
| ADDRESS 3057 Briw Rd #A, Placerville, CA 95667 | |
| STATE OF CALIFORNIA | |
| AGENCY NAME Department of Community Services and Development | |
| BY (Authorized Signature)  | DATE SIGNED (Do not type) 6/27/13 |
| PRINTED NAME AND TITLE OF PERSON SIGNING Cindy Halverstadt, Deputy Director, Administrative Services | |
| ADDRESS 2389 Gateway Oaks Drive, Suite 100, Sacramento, California 95833 | |
| <input type="checkbox"/> Exempt per _____ | |



**ATTACHMENT I
CSBG CONTRACT BUDGET SUMMARY**

| | | |
|--|--|----------------------------|
| Contractor Name: El Dorado County Health and Human Services Agency | Contract Number: 13F-3009 | Contract Amount: \$262,422 |
| Prepared By: Maki Ganno | Contract Term: 1/1/2013-12/31/2013 | Amendment #: 2 |
| Telephone #: (530) 642-4893 | Fax Number: (530) 621-2518 | |
| Date: 06/10/2013 | E-mail Address: maki.ganno@edcgov.us | |

SECTION 10: ADMINISTRATIVE COSTS

| Line Item | CSBG Funds (rounded to the nearest dollar) |
|---|---|
| 1 Salaries and Wages | \$155,040 |
| 2 Fringe Benefits | \$69,373 |
| 3 Operating Expenses | \$38,009 |
| 4 Equipment | |
| 5 Out-of-State Travel | |
| 6 Contract/Consultant Services | |
| 7 Other Costs | |
| Subtotal Section 10: Administrative Costs (cannot exceed 12% of the total CSBG allocation in Section 80) | \$262,422 |

SECTION 20: PROGRAM COSTS

| Line Item | CSBG 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 | |

Subtotal Section 20: Program Costs

| | |
|---|---------------------|
| SECTION 40: Total CSBG Budget Amount (Sum of Subtotal Sections 10 and 20) | \$262,422 |
| SECTION 70: Enter Other Agency Operating Funds Used to Support CSBG | \$19,969,681 |
| SECTION 80: Agency Total Operating Budget (Sum of Sections 40 and 70) | \$20,232,103 |
| SECTION 90: CSBG Funds Administrative Percent (Section 10 divided by Section 80) | 1% |

**ATTACHMENT I
CSBG BUDGET SUPPORT -- NON PERSONNEL COSTS**

| | | |
|--|--------------------------------------|----------------------------|
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| Telephone #: (530) 642-4893 | Fax Number: (530) 621-2518 | |
| Date: 06/10/2013 | E-mail Address: maki.ganno@edcgov.us | |

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 425.S Budget Summary form Attach additional sheet(s) if necessary | CSBG | |
|--|--|--|
| | Section 10 Administrative Costs | Section 20 Program Costs |
| List all Operating Expenses Communications, Refuse Disposal, Janitorial Exp, Liability Insurance, Ground Maintenance, Office Exp, Postage, Rent, Travel, Vehicle Lease, Fuel, Utilities, Printing Svc, IT support, Store and Mail Support | 3 sum should equal total on line item 3 of CSD 425.S Budget Summary form \$38,009 | 3 sum should equal total on line item 3 of CSD 425.S Budget Summary form |
| List all Equipment Purchases | 4 sum should equal total on line item 4 of CSD 425.S Budget Summary form | 4 sum should equal total on line item 4 of CSD 425.S 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 425.S Budget Summary form | 5 sum should equal total on line item 5 of CSD 425.S Budget Summary form |
| List all Contract/Consultant Services | 6 sum should equal total on line item 6 of CSD 425.S Budget Summary form | |
| List all Subcontractor/Consultant Services | | 6 sum should equal total on line item 6 of CSD 425.S Budget Summary form |
| Other Costs - List each line item (i - iv): Any additional Other Costs (attach additional sheet if necessary): | Section 10 Administrative Costs | Section 20 Program Cost |
| i | | |
| ii | | |
| iii | | |
| iv | | |
| Total Other Costs (Sum of i, ii, iii, iv): | 7 sum should equal total on line item 7 of CSD 425.S Budget Summary form | 7 sum should equal total on line item 7 of CSD 425.S Budget Summary form |

**ATTACHMENT I
CSBG CONTRACT BUDGET NARRATIVE**

| | | | |
|---|---------------------------------------|---|-------|
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Section 10: ADMINISTRATIVE COSTS

1. Salaries and Wages

Account Clerk III: Responsible for Facilities and Equipment Issues for agency, 0.1 FTE, \$4,191

Account Clerk Supervisor: Supervise Office Assistant and Account Clerk series, 0.05 FTE, \$3,040

Administrative Services Officer: Responsible for managing Administrative Staff, 0.01FTE, \$823. Another is responsible for Housing Economic and Development Program and Fair Hearing for Community Services, 0.02 FTE, \$1,525

Administrative Technician: Responsible for Personnel matters, 0.15FTE, \$7,486

Department Analyst: Responsible for Contract and CSD reporting, 0.2FTE \$12,162 and 0.1 FTE, \$6,959

Housing Program Coordinator: Oversees Low-Income Program at South Lake Tahoe facilities, 0.314 FTE, \$15,999

Office Assistant II: Assist Accounts payable and payroll data entry functions, 0.2 FTE, \$5,592

Program Assistant: Handles reception and provides information and assistance for low income programs., 0.178 FTE (Two positions) \$14,573

Program Coordinator: Oversees Low-Income Heating Assistance Program., 0.05 FTE, \$2,480

Program Manager I: Responsible for several Low-Income and Aging Programs and Staff, 0.25 FTE, \$24,757

Program Manager II: Responsible for most of Community Services Programs and Staff, 0.15 FTE, \$16,022

Sr. Department Analyst: Responsible for County Budget for Department, 0.1 FTE, \$8,005

Staff Services Analyst: Responsible for Budget and Contract for the Department, 0.05 FTE, \$2,983 and 0.2 FTE, \$9,982

Staff Services Manager: Responsible for Budget and Contract and Fiscal Series Analyst, 0.03 FTE, \$2,285

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Supervising Accountant/Auditor: Supervise Accountants, 0.1 FTE, \$6,244

Director of Health and Human Services: Director of Health and Human Services Agency, 0.004 FTE, \$634

Administrative Technician: Assistant to Director of Health and Human Services Director, 0.004 FTE, \$163

Chief Assistant Director of Health and Human Services: Assistant Director of Agency, 0.004 FTE, \$606

Staff Services Manager: Oversees Agency's Administrative Staff, 0.004 FTE, \$420

Chief Fiscal Officer: Agency Fiscal Officer, Responsible for all financial functions of Human Services, 0.008 FTE, \$729

Assistant Director of Human Services: Assistant Director of Human Services, 0.008 FTE, \$954

Fiscal Technician: Responsible for Accounts Payable and other fiscal support roles for Accountants for Community Services, 0.03 FTE, \$1,382, 0.02 FTE, \$856

Account Clerk III: Responsible for Payroll Data Entries and other support rolls for Community Services, 0.01 FTE, \$419

Sr. Accountant: Responsible for Financial Reporting for Community Services, 0.03 FTE, \$1,976

Accountant II: Responsible for Financial Reporting for Community Services, 0.03 FTE, \$1,796

2. Fringe Benefits

Cell Phone Allowance: Personal Cell phone used for County business is reimbursed for a set amount per pay period based on usage rate.

Retirement Plan (Cal PERS): At 18.25% of total salaries

Medicare: About 1.44% of total salaries

Health Insurance: Cost varies by individual employees

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Unemployment Insurance: At about 1.08% of total salaries

Long Term Disabilities: At about 0.3 % of total salaries

Flex Benefit: Varies by individual employees

Deferred Compensation: County matching portion. Varies by individual employees

Worker's Compensation: At about 1.6% of total salaries

Retiree Health: Funds Health Insurance cost for Retirees. At about 2.2% of total salaries

Tahoe differential: Only applied to employees who resides and report to Tahoe Office

Bilingual Pay: Only applied to employees who are certified bilingual.

Total \$69,373

3. Operating Expenses

Communication Cost: Actual cost of telephone calls and equipment charged by IT department. \$4,730

Refuse Disposal: Portion of Refuse Disposal fees \$448

Janitorial Expense: Portion of Janitorial Cost for facilities \$1,436

Liability Insurance: Cost of Self Insured Liability Insurance \$1,227

Ground Maintenance: Cost for Lease Facilities' Ground Maintenance \$1,000

Office Expense \$5,559

Postage \$500

Rent \$6,769

Travel Cost: Include Mileage reimbursement for use of employees personal vehicle \$2,275

Vehicle Lease: Cost of county owned vehicle \$400

Fuel: Cost of fuel for county owned vehicle \$1,560

IT Support: Cost of IT department charge, include mainframe and network support \$11,908

Store and Mail Support: Cost of Central Store and Courier Services provided by the Chief Administrative Office \$197

Total Operating Expense, \$38,009