

STATE OF CALIFORNIA
STANDARD AGREEMENT
 STD. 213 A (Rev. 6/03)



AGREEMENT NUMBER 08F-4910	AMENDMENT NUMBER 4 -
REGISTRATION NUMBER 47000308292295.4	

- 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: **\$ 498,529.00**
- 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 the designated 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 \$345,137.00 to \$498,529.00, reflecting an increase of \$153,392.00.

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		<p>I hereby certify that all conditions for exemption have been complied with, and this document is exempt from the Department of General Services approval.</p> <p><input type="checkbox"/> Exempt from 09-0901.A.1</p>
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING Ron Briggs, Chairman, El Dorado County Board of Supervisors		
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)	
PRINTED NAME AND TITLE OF PERSON SIGNING Margie Chan, Deputy Director, Administrative Services		
ADDRESS 700 North 10th Street, Room D215, Sacramento, California 95811-0336		

2. Exhibit B, Budget Detail and Payment Provisions, ATTACHMENT I, CSBG FISCAL DATA, shall be added to include the 2009 CSBG allocation, attached hereto and incorporated by this reference
3. Exhibit B, Budget Detail and Payment Provisions, ATTACHMENT II, CSBG Program DATA, shall be added to include the 2009 CSBG NPI Program Report, attached hereto and incorporated by this reference
4. Exhibit D, Special Terms and Conditions, item 16. System Security Requirements is added to read as follows:

SYSTEM SECURITY REQUIREMENTS

Contractor shall, in cooperation with CSD, institute measures, procedures, and protocols designed to ensure the security of data and to protect information in accordance with California State Administrative Manual (SAM) Section 5310, Item 4, and such other State and Federal laws and regulations as may apply. The parties hereto agree to the following requirements, obligations, and standards:

A. General Information/Data Description

The interconnection between CSD and Contractor is a two-way data exchange. The purpose of the data exchange or direct input is to deliver application records for payment processing or contract activity reimbursement.

B. Services Offered

Data exchange between CSD and Contractor shall be handled through two methods: 1) a Contractor user must authenticate to upload data files in a secure socket layer connection; or 2) a secure user interface that is only available to Contractor users with a unique software authentication to see the login window and also secure tunnel between CSD and the Contract user.

C. Data Sensitivity

- 1) The sensitivity of data exchanged between CSD and Contractor may vary from sensitive to personal or confidential because of personal data such as social security numbers to private data, e.g., family income level, family member name, etc. No personal financial information, i.e., credit card, bank account numbers, shall be stored or exchanged in the data exchange sessions.
- 2) Appropriate levels of confidentiality for the data shall be based on established data classification (see SAM Section 5320.5).

D. Information Exchange Security

- 1) The security of the information being passed on this primary two-way connection shall be protected through the use of encryption software. The connections at each end shall be secured plus the physical location the application systems shall be within a controlled access facilities. Individual users may not have access to the data except through their systems security software that is logged in detail or controlled. All access will be controlled by authentication methods to validate the approved users.
- 2) Standards for secure transmission may be accomplished through such means as certificates, secure socket layer, etc., and storage of the data with encryption, if applicable.
- 3) Both CSD and Contractor shall maintain security patches and anti-virus software updates.

E. Trusted Behavior Expectations

CSD's application system and users shall protect Contractor's application system/data, and the Contractor's application system and users shall protect CSD's application system/data, in accordance with the Privacy Act and Trade Secrets Act (18 U.S. Code 1905) and the Unauthorized Access Act (18 U.S. Code 2701 and 2710).

F. Formal Security Guidelines

CSD's Computer Security Policy and Contractor's policy and procedures for internal controls shall conform to the standards and obligations for the protection of data established herein and shall ensure their implementation.

G. Incident Reporting

Any party discovering a security incident shall report it in accordance with its incident reporting procedures. Contractor shall within 24 hours of discovery report to CSD any security incident contemplated herein. Policy governing the reporting of Security Incidents is detailed in section D 2 – L of the SAM Management Memorandum entitled, "Safeguarding Against and Responding to a Breach of Security Involving Personal Information."

H. Audit Trail Responsibilities

Both parties are responsible for auditing application processes and user activities involving the interconnection. Activities that will be recorded include event type,

date and time of event, user identification, workstation identification, success or failure of access attempts, and security actions taken by system administrators.

I. Data Sharing Responsibilities

All primary and delegated secondary organization that share, exchange, or use personal, sensitive, or confidential data shall adhere to all CSD's policies and SAM guidelines. If data sharing is accomplished via interconnectivity of an application system, then data sharing must be certified to be secure by both parties.

All other terms and conditions shall remain unchanged.

ATTACHMENT I

CSBG FISCAL DATA

CSBG Contract Budget (Summary)	CSD 425.S	(Rev. 11/07)
Budget Support- Personnel Costs	CSD 425.1.1	(Rev. 11/07)
Budget Support – Non- Personnel	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	Program Yr. \$255,475 Amount: _
Prepared By: Maki Ganno	Contract Term: 1/1/2008-12/31/2009	Amendment #: 4
Telephone #: (530) 642-4893	Program Year: (e.g., 2008) 2009	Fax Number: (530) 295-2560
Date: 06/09/2009	Email: maki.ganno@co.el-dorado.ca.us	

SECTION 10: ADMINISTRATIVE COSTS

Line Item	Description	CSBG Funds
1	Salaries and Wages	\$159,036.00
2	Fringe Benefits	\$75,819.00
3	Operating Expenses & Equipment	\$20,620.00
4	Out-of-State Travel	
5	Subcontractor Services	
6	Other Costs:	
Subtotal Section 10: Administrative Costs (cannot exceed 12% of Section 80)		\$255,475.00

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)	\$255,475.00
SECTION 70: Enter "Other Agency Operating Funds"	\$18,786,682.00
SECTION 80: Agency Total Operating Budget (Sum of Sections 40 and 70)	\$19,042,157.00
SECTION 90: CSBG Funds Administrative Percent (Section 10 divided by Section 80)	1.3%

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	Program Yr. Amount:	\$255,475
Prepared By:	Maki Ganno	Contract Term:	11/1/2008-12/31/2009	Amendment #:	4
Telephone #:	(530) 642-4893	Program Year:	2009	Fax Number:	(530) 295-2560
Date:	06/09/2009	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	\$130,731	\$40,089	10%		\$17,082
1	Program Manager	\$99,026	\$39,704	20%		\$27,746
1	Administrative Technician	\$52,287	\$28,629	50%		\$40,458
1	Program Coordinator (SLT)	\$50,952	\$21,053	40%		\$28,802
1	Sr. Accountant	\$62,774	\$26,671	40%		\$35,778
1	Accountant	\$57,023	\$25,424	30%		\$24,734
1	Fiscal Technician	\$45,028	\$21,977	20%		\$13,401
1	Sr. Fiscal Assistant	\$41,906	\$16,108	10%		\$5,801
1	Program Assistant	\$38,568	\$25,560	10%		\$6,413
1	Program Assistant	\$40,728	\$28,552	50%		\$34,640
Total (should equal the sum of Section 10 Administrative Costs: lines 1 and 2 of the Budget Summary 425 S.)						\$234,855

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	Program Yr. Amount: \$255,475
Prepared By: Maki Ganno	Contract Term: 1/1/2008-12/31/2009	Amendment #: 4
Telephone #: (530) 642-4893	Program Year: (e.g., 2008) 2009	Fax Number: (530) 295-2560
Date: 06/09/2009	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)

ATTACHMENT II

CSBG/NPI PROGRAM DATA

CSBG/NPI Program Report CSD 801 (Rev. 11/07)

Contractor Name: El Dorado County Department of Human Services
 Contact Person and Title: Sarah De Stefano, Program Coordinator
 Phone: (530) 621-6369 E-mail: sdestefano@co.el-dorado.ca.us Fax: (530) 295-2714

Goal 1: Low-income people become more self-sufficient.

NPI 1.1: Employment

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

National Performance Indicator 1.1	1	2	3	4	5
Employment	Number of Participants Projected to be Served for Contract Period (#)	Number of Participants Enrolled in Program(s) in Reporting Period (#)	Number of Participants Expected to Achieve Outcome in Reporting Period (#)	Number of Participants Achieving Outcome in Reporting Period (#)	Percentage Achieving Outcome in Reporting Period (%)
The number and percentage of low-income participants in community action employment initiatives who get a job or become self-employed, as measured by one or more of the following:					
A. Unemployed and obtained a job					
B. Employed and obtained an increase in employment income					
C. Achieved "living wage" employment and benefits					

In the rows below, please include any additional indicators for NPI 1.1 that were not captured above.

Goal 1: Low-income people become more self-sufficient.

NPI 1.2: Employment Supports

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

National Performance Indicator 1.2	1	2	3
Employment Supports	Number of Participants Projected to be Served for Contract Period (#)	Number of Participants Enrolled in Program(s) in Reporting Period (#)	Number of Participants Achieving Outcome in Reporting Period (#)
The number of low-income participants for whom barriers to initial or continuous employment are reduced or eliminated through assistance from community action, as measured by <u>one or more</u> of the following:			
A. Obtained pre-employment skills/competencies required for employment and received training program certificate or diploma			
B. Completed ABE/GED and received certificate or diploma			
C. Completed post-secondary education program and obtained certificate or diploma			
D. Enrolled children in "before" or "after" school programs, in order to gain or maintain employment			
E. Obtained care for child or other dependant in order to gain or maintain employment			
F. Obtained access to reliable transportation and/or driver's license in order to gain or maintain employment			
G. Obtained health care services for themselves or a family member in support of employment stability needed to gain or retain employment.			
H. Obtained safe and affordable housing in support of employment stability needed to gain or retain employment.			
I. Obtained food assistance in support of employment stability needed to gain or retain employment.			

In the rows below, please include any additional indicators for NPI 1.2 that were not captured above.

Goal 1: Low-income people become more self-sufficient.
NPI 1.3: Economic Asset Enhancement and Utilization

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

National Performance Indicator 1.3 Economic Asset Enhancement and Utilization The number and percentage of low-income households that achieve an increase in financial assets and/or financial skills as a result of community action assistance, and the aggregated amount of those assets and resources for all participants achieving the outcome, as measured by <u>one or more</u> of the following:	1	2	3	4	5	6
	Number of Participants Projected to be Served for Contract Period (#)	Number of Participants Enrolled in Program(s) in Reporting Period (#)	Number of Participants Expected to Achieve Outcome in Reporting Period (#)	Number of Participants Achieving Outcome in Reporting Period (#)	Aggregated Dollar Amounts (Payments, Credits or Savings) (\$)	Percentage Achieving Outcome in Reporting Period (%)
A. ENHANCEMENT						
1. Number and percent of participants in tax preparation programs who identify any type of Federal or State tax credit and the aggregated dollar amount of credits						
2. Number and percentage obtained court-ordered child support payments and the expected annual aggregated dollar amount of payments						
3. Number and percentage enrolled in telephone lifeline and/or energy discounts with the assistance of the agency and the expected aggregated dollar amount of savings.						
<i>In the rows below, please include any additional indicators for NPI 1.3 that were not captured above.</i>						

National Performance Indicator 1.3 (Continued)	1	2	3	4	5	6
Economic Asset Enhancement and Utilization The number and percentage of low-income households that achieve an increase in financial assets and/or financial skills as a result of community action assistance, and the aggregated amount of those assets and resources for all participants achieving the outcome, as measured by one or more of the following:	Number of Participants Projected to be Served for Contract Period (#)	Number of Participants Enrolled in Program(s) in Reporting Period (#)	Number of Participants Expected to Achieve Outcome in Reporting Period (#)	Number of Participants Achieving Outcome in Reporting Period (#)	Aggregated Dollar Amounts (Payments, Credits or Savings) (\$)	Percentage Achieving Outcome in Reporting Period (%)
B. UTILIZATION						
1. Number and percent demonstrating ability to complete and maintain a budget for over 90 days						
2. Number and percent opening an Individual Development Account (IDA) or other savings account and increased savings, and the aggregated amount of savings						
3. Of participants in a community action asset development program (IDA and others):						
a. Number and percent capitalizing a small business due to accumulated savings						
b. Number and percent pursuing post-secondary education due to savings						
c. Number and percent purchasing a home due to accumulated savings						
<i>In the rows below, please include any additional indicators for NPI 1.3 that were not captured above.</i>						

OPTIONAL

Agency's Narratives Goal 1: Low-income people become more self-sufficient.

Contractor Name: El Dorado County Department of Human Services
Contact Person and Title: Sarah De Stefano, Program Coordinator
Phone: (530) 621-6369 E-mail: sdestefano@co.el-dorado.ca.us Fax: (530) 295-2714

(Please note that the data entry spaces below will accept up to 1200 characters, which includes spaces and punctuation. If additional space is needed, continue on a word document and submit both documents via e-mail). Please narrate activities and outcomes that support one or more of the national indicators in ways that may not be covered by the exact wording of the indicators. Among the kinds of outcomes that are most likely to be described in narratives are:

1. Activities or programs that relate to special regional needs or conditions.

2. Activities or programs that reflect innovative combinations of services or community interventions.

3. Agency development activities that are not easily categorized or counted by more traditional outcome measures.

Contractor Name: El Dorado County Department of Human Services
 Contact Person and Title: Sarah De Stefano, Program Coordinator
 Phone: (530) 621-6369 E-mail: sdestefano@co.el-dorado.ca.us Fax: (530) 295-2714

Goal 2: The conditions in which low-income people live are improved.

NPI 2.1: Community Improvement and Revitalization

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Many low-income households pay more than 30% of their income for shelter, experiencing difficulty in obtaining safe, sanitary affordable rental housing. Other households have achieved stability in rental housing, but are unable to garner sufficient savings to progress to home-ownership via conventional home loans. Of approximately 16,914 rental units in the County, only small percentage are considered low-income, approximately only 1221 are subsidized. Many low and fixed-income households are affected by the limited affordable housing opportunities. This condition exists countywide and is not focused in one

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

- B) Work with developer to ensure completion and lease up of Runnymede Terrace project, which creates 70 units.
- C) Obtain grant funding and administer a Housing Rehabilitation Program to benefit low-income homeowners, providing them with a low interest loans, resulting in improved housing conditions in unincorporated areas of the County. Administer Weatherization Program providing energy efficient improvements to low-income renters and homeowners lowering energy

National Performance Indicator 2.1 Community Improvement and Revitalization	1	2	3
Increase in, or safeguarding of threatened opportunities and community resources or services for low-income people in the community as a result of community action projects/initiatives or advocacy with other public and private agencies, as measured by one or more of the following:	Number of Projects Projected for Contract Period (#)	Number of Projects or Initiatives (#)	Number of Opportunities and/or Community Resources Preserved or Increased (#)
A. Accessible "living wage" jobs created or saved from reduction or elimination in the community.			
B. Safe and affordable housing units created in the community	1		
C. Safe and affordable housing units in the community preserved or improved through construction, weatherization or rehabilitation achieved by community action activity or advocacy	1		
D. Accessible and affordable health care services/facilities for low-income people created or saved from reduction or elimination.			
E. Accessible safe and affordable childcare or child development placement opportunities for low-income families created or saved from reduction or elimination.			
F. Accessible "before school" and "after school" program placement opportunities for low-income families created or saved from reduction or elimination.			
G. Accessible new, or expanded transportation resources or those that are saved from reduction or elimination, that are available to low-income people, including public or private transportation.			
H. Accessible or increased educational and training placement opportunities or those that are saved from reduction or elimination, that are available for low-income people in the community, including vocational, literacy and life skill training, ABE/GED, and post-secondary education.			

In the rows below, please include any additional indicators for NPI 2.1 that were not captured above.

GOAL 2: The conditions in which low-income people live are improved.

NPI 2.1: Community Improvement and Revitalization

Problem Statement:

Many low-income households pay more than 30% of their income for shelter, experiencing difficulty in obtaining safe, sanitary affordable rental housing. Other households have achieved stability in rental housing, but are unable to garner sufficient savings to progress to home-ownership via conventional home loans. Of approximately 16,914 rental units in the County, only small percentage are considered low-income, approximately only 1221 are subsidized. Many low and fixed-income households are affected by the limited affordable housing opportunities. This condition exists countywide and is not focused in one primary area.

Program Activities and Delivery Strategies:

B) Work with developer to ensure completion and lease up of Runnymede Terrace project, which creates 70 units.

C) Obtain grant funding and administer a Housing Rehabilitation Program to benefit low-income homeowners, providing them with a low interest loans, resulting in improved housing conditions in unincorporated areas of the County. Administer Weatherization Program, providing energy efficient improvements to low-income renters and homeowners, lowering energy costs while increasing household income available to meet basic living expenses.

Goal 2: The conditions in which low-income people live are improved.
NPI 2.2: Community Quality of Life and Assets

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Many low-income households pay more than 30% of their income for shelter, experiencing difficulty in obtaining safe, sanitary affordable rental housing. Of approximately 16,914 rental units in the County, only small percentage are considered low-income, while only 1221 are subsidized. Many low and fixed-income households are affected by the limited affordable housing opportunities. In El Dorado County, ready access to health care is generally limited to the two incorporated cities. There exists a need to promote availability of basic health services in additional outlying areas of the County. These conditions exist

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

A) Advocate for and facilitate implementation of the Housing Element of the recently adopted El Dorado County General Plan to ensure that low-income and vulnerable populations will be able to access safe and affordable housing opportunities and will have their financial and housing situations improved.

National Performance Indicator 2.2	1	2	3
Community Quality of Life and Assets	Number of Programs Projected for Contract Period (#)	Number of Program Initiatives or Advocacy Efforts (#)	Number of Community Assets, Services or Facilities Preserved or Increased (#)
The quality of life and assets in low-income neighborhoods are improved by community action initiative or advocacy, as measured by <u>one or more</u> of the following:			
A. Increases in community assets as a result of a change in law, regulation or policy, which results in improvements in quality of life and assets	1		
B. Increase in the availability or preservation of community facilities			
C. Increase in the availability or preservation of community services to improve public health and safety			
D. Increase in the availability or preservation of commercial services within low-income neighborhoods			
E. Increase or preservation of neighborhood quality-of-life resources			

In the rows below, please include any additional indicators for NPI 2.2 that were not captured above.

GOAL 2: The conditions in which low-income people live are improved.

NPI 2.2: Community Quality of Life and Assets

Problem Statement:

Many low-income households pay more than 30% of their income for shelter, experiencing difficulty in obtaining safe, sanitary affordable rental housing. Of approximately 16,914 rental units in the County, only small percentage are considered low-income, while only 1221 are subsidized. Many low and fixed-income households are affected by the limited affordable housing opportunities. In El Dorado County, ready access to health care is generally limited to the two incorporated cities. There exists a need to promote availability of basic health services in additional outlying areas of the County. These conditions exist countywide and is not focused in one primary area.

Program Activities and Delivery Strategies:

A) Advocate for and facilitate implementation of the Housing Element of the recently adopted El Dorado County General Plan to ensure that low-income and vulnerable populations will be able to access safe and affordable housing opportunities and will have their financial and housing situations improved.

OPTIONAL

Agency's Narratives Goal 2: The conditions in which low-income people live are improved.

Contractor Name: El Dorado County Department of Human Services
Contact Person and Title: Sarah De Stefano, Program Coordinator
Phone: (530) 621-6369 E-mail: sdestefano@co.el-dorado.ca.us Fa: (530) 295-2714

(Please note that the data entry spaces below will accept up to 1200 characters, which includes spaces and punctuation. If additional space is needed, continue on a word document and submit both documents via e-mail). Please narrate activities and outcomes that support one or more of the national indicators in ways that may not be covered by the exact wording of the indicators. Among the kinds of outcomes that are most likely to be described in narratives are:

1. Activities or programs that relate to special regional needs or conditions.

2. Activities or programs that reflect innovative combinations of services or community interventions.

3. Agency development activities that are not easily categorized or counted by more traditional outcome measures.

Goal 3: Low Income people own a stake in their community
NPI 3.1: Civic Investment

This page is intentionally left blank
This information will be reported in Part I: Section F, Subsection IV (g) of the CSBG
IS Survey.

Goal 3: Low-income people own a stake in their community.

NPI 3.2: Community Empowerment Through Maximum Feasible Participation

Problem Statement: (If additional space is needed, please attach a separate sheet.)

A need exists to ensure participation of low-income individuals on advisory councils that enable them to provide input to decision-making and policy setting boards relative to community action issues. A need exists to provide assistance to low-income individuals who have an idea and ability to initiate a small business, but lack capital and knowledge to implement their idea. The ever-rising cost of housing in El Dorado County renders home acquisition beyond the means of most low-to-moderate income families. These considerations exist countywide and are not focused in any one area.

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

A) Convene monthly meetings of Community Action Council (10 annually) and ensure ongoing participation of at least three low-income individuals.

B) Seek ongoing grant funding and continue to administer EDBG Micro-Enterprise grant to provide technical assistance training and loans to small businesses and entrepreneurs to encourage development or continuation of self-employment.

National Performance Indicator 3.2	1	2
Community Empowerment Through Maximum Feasible Participation The number of low-income people mobilized as a direct result of community action initiative to engage in activities that support and promote their own well-being and that of their community, as measured by <u>one or more</u> of the following:	Number of Participants Projected for Contract Period (#)	Number of Low-Income People Achieved in Reporting Period
A. Number of low-income people participating in formal community organizations, government, boards or councils provide input to decision-making and policy setting through community action efforts	15	
B. Number of low-income people acquiring businesses in their community as a result of community action assistance	2	
C. Number of low-income people purchasing their own homes in their community as a result of community action assistance	3	
D. Number of low-income people engaged in non-governance community activities or groups created or supported by community action		

In the rows below, please include any additional indicators for NPI 3.2 that were not captured above.

OPTIONAL

Agency's Narratives Goal 3: Low-income people own a stake in their community.

Contractor Name: El Dorado County Department of Human Services
Contact Person and Title: Sarah De Stefano, Program Coordinator
Phone: (530) 621-6369 E-mail: sdestefano@co.el-dorado.ca.us Fax: (530) 295-2714

(Please note that the data entry spaces below will accept up to 1200 characters, which includes spaces and punctuation. If additional space is needed, continue on a word document and submit both documents via e-mail). Please narrate activities and outcomes that support one or more of the national indicators in ways that may not be covered by the exact wording of the indicators. Among the kinds of outcomes that are most likely to be described in narratives are:

1. Activities or programs that relate to special regional needs or conditions.

2. Activities or programs that reflect innovative combinations of services or community interventions.

3. Agency development activities that are not easily categorized or counted by more traditional outcome measures.

GOAL 3: Low-income people own a stake in their community.

NPI 3.2: Community Empowerment through Maximum Feasible Participation

Problem Statement:

A need exists to ensure participation of low-income individuals on advisory councils that enable them to provide input to decision-making and policy setting boards relative to community action issues. A need exists to provide assistance to low-income individuals who have an idea and ability to initiate a small business, but lack capital and knowledge to implement their idea. The ever-rising cost of housing in El Dorado County renders home acquisition beyond the means of most low-to-moderate income families. These considerations exist countywide and are not focused in any one area.

Program Activities and Delivery Strategies:

- A) Convene monthly meetings of Community Action Council (9 annually) and ensure ongoing participation of at least three low-income individuals.
- B) Seek ongoing grant funding and continue to administer EDBG Micro-Enterprise grant to provide technical assistance training and loans to small businesses and entrepreneurs to encourage development or continuation of self-employment.
- C) Administer a CDBG Housing Acquisition Program to assist eligible (80% of median income and below) first-time homebuyer households to obtain deferred payment "silent" second mortgages for "gap" financing and closing cost assistance to facilitate purchase of affordable units. Continue to seek grants and continue to administer Mortgage Credit Certificate, First-time Homebuyer and other programs that facilitate home-ownership by low-income households.

Contractor Name: El Dorado County Department of Human Services
 Contact Person and Title: Sarah De Stefano, Program Coordinator
 Phone: (530) 621-6369 E-mail: sdestefano@co.el-dorado.ca.gov Fax: (530) 295-2714

Goal 4: Partnerships among supporters and providers of services to low-income people are achieved.

NPI 4.1: Expanding Opportunities through Community-Wide Partnerships

Problem Statement: (If additional space is needed, please attach a separate sheet.)

A need exists to maintain a strong, viable administrative unit and to establish and maintain partnerships and collaborate with community entities working to expand resources and opportunities in order to achieve family and community outcomes, to encourage participation by the community to identify and evaluate existing services and gaps in services, thereby strengthening the planning and evaluation process, to promote fiscal responsibility; and to provide accurate, responsive service information to clients seeking assistance. As the effectiveness of available service dollars is diminished by a

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

A) The agency will continue to maintain a strong, viable administrative unit and to partner, network, support and collaborate with an array of public and private entities that work towards expansion of resources and opportunities in order to achieve family and community outcomes and endeavor to mobilize and leverage resources and to work towards completion of a full continuum of care for low-income and vulnerable people. Representatives of the agency will continue to attend county-wide meetings and participate on task forces and community focus groups to offer and gather input on issues such as outreach to

National Performance Indicator 4.1	1	2
Expanding Opportunities Through Community-Wide Partnerships	Number of Partnerships Projected for Contract Period #	Number of Organizational Partnerships Achieved in Reporting Period
The number of organizations, both public and private, community action actively works with to expand resources and opportunities in order to achieve family and community outcomes.		
A. Number of organizations community action agencies work with to expand family and community outcomes	29	
B. Number of partnerships that were with faith-based organizations.	17	

In the rows below, please include any additional indicators for NPI 4.1 that were not captured above.

OPTIONAL

Agency's Narratives Goal 4: Partnerships among supporters and providers of services to low-income people are achieved.

Contractor Name: El Dorado County Department of Human Services
Contact Person and Title: Sarah De Stefano, Program Coordinator
Phone: (530) 621-6369 E-mail: sdestefano@co.el-dorado.ca.us Fax: (530) 295-2714

(Please note that the data entry spaces below will accept up to 1200 characters, which includes spaces and punctuation. If additional space is needed, continue on a word document and submit both documents via e-mail). Please narrate activities and outcomes that support one or more of the national indicators in ways that may not be covered by the exact wording of the indicators. Among the kinds of outcomes that are most likely to be described in narratives are:

1. Activities or programs that relate to special regional needs or conditions.

2. Activities or programs that reflect innovative combinations of services or community interventions.

3. Agency development activities that are not easily categorized or counted by more traditional outcome measures.

GOAL 4: Partnerships among supporters and providers of services to low-income people are achieved.

NPI 4.1: Expanding Opportunities through Community-wide Partnerships

Problem Statement:

A need exists to maintain a strong, viable administrative unit and to establish and maintain partnerships and collaborate with community entities working to expand resources and opportunities in order to achieve family and community outcomes, to encourage participation by the community to identify and evaluate existing services and gaps in services, thereby strengthening the planning and evaluation process, to promote fiscal responsibility; and to provide accurate, responsive service information to clients seeking assistance. As the effectiveness of available service dollars is diminished by a combination of inflation and growth in the vulnerable populations, resulting in increased service demands, communities must strengthen their infrastructure to provide the most effective and beneficial programs and services in a fiscally responsible manner to ensure that low-income households are not placed in jeopardy due to lack of knowledge about or limited access to a range of unduplicated support programs. Vulnerable populations are affected throughout El Dorado County. The problem is not limited to specific area(s).

Program Activities and Delivery Strategies:

A) The agency will continue to maintain a strong, viable administrative unit and to partner, network, support and collaborate with an array of public and private entities that work towards expansion of resources and opportunities in order to achieve family and community outcomes and endeavor to mobilize and leverage resources and to work towards completion of a full continuum of care for low-income and vulnerable people. Representatives of the agency will continue to attend county-wide meetings and participate on task forces and community focus groups to offer and gather input on issues such as outreach to special populations, shelter, nutrition needs and planning for low-income and senior services. Agency will continue to work closely with emergency food resources, the Women's Centers (Placerville and South Lake Tahoe), Mercy Housing California, Salvation Army Extension, and many churches in the area to promote provision of necessary services.

<input type="checkbox"/>	Community Action Plan
<input checked="" type="checkbox"/>	Contract No. _____
<input type="checkbox"/>	Mid-Year Report (Jan-June)
<input type="checkbox"/>	Annual Report (Jan-Dec)

Contractor Name: El Dorado County Department of Human Services
Contact Person and Title: Sarah De Stefano, Program Coordinator
Phone: (530) 621-6369 E-mail: sdestefano@co.el-dorado.ca.us Fax: (530) 295-2714

Goal 5: Agencies increase their capacity to achieve results.

NPI 5.1: Broadening the Resource Base

THIS PAGE WAS INTENTIONALLY LEFT BLANK

The totals will be reported in PART I: SECTION F, Subsection I-IV of the CSBG/IS
Survey

Contractor Name: El Dorado County Department of Human Services
 Contact Person and Title: Sarah De Stefano, Program Coordinator
 Phone: (530) 621-6369 E-mail: sdestefano@co.el-dorado.ca.us Fax: (530) 295-2714

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

NPI 6.1: Independent Living

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Many vulnerable senior and disabled people are unaware of or are unable to access services and programs that are in place in the community that would stabilize their situation and make it possible for these people to remain safe and comfortable in their own homes. With growth in the vulnerable populations, resulting in increased service demands, communities must strengthen their infrastructure to provide the most effective and beneficial programs and services in a manner to ensure that vulnerable households are not placed in jeopardy due to lack of knowledge about or limited access to a range of unduplicated **Program Activities and Delivery Strategies:** (If additional space is needed, please attach a separate sheet.)

A) & B) The Agency will administer an array of programs including Linkages, Multi-Purpose Senior Services Program, Senior Nutrition (congregate and home-delivered meals), a Representative Payee Program, In Home Support Services, Family Caregiver Support Program, Public Guardian, and Adult Protective Services. Agency staff will continue to network with providers of community resources and receive and make appropriate referrals to support and improve each individual's situation while endeavoring to help them achieve or retain their independence to the extent possible.

National Performance Indicator 6.1	1	2
Independent Living	Number of Individuals Projected to be Served for Contract Period (#)	Number of Vulnerable Individuals Living Independently in Reporting Period (#)
The number of vulnerable individuals receiving services from community action that maintain an independent living situation as a result of those services:		
A. Senior Citizens	450	
B. Individuals with Disabilities	525	

In the rows below, please include any additional indicators for NPI 6.1 that were not captured above.

GOAL 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

NPI 6.1: Independent Living

Problem Statement:

Many vulnerable senior and disabled people are unaware of or are unable to access services and programs that are in place in the community that would stabilize their situation and make it possible for these people to remain safe and comfortable in their own homes. With growth in the vulnerable populations, resulting in increased service demands, communities must strengthen their infrastructure to provide the most effective and beneficial programs and services in a manner to ensure that vulnerable households are not placed in jeopardy due to lack of knowledge about or limited access to a range of unduplicated support programs. Vulnerable populations are affected throughout El Dorado County. The problem is not limited to specific area(s).

Program Activities and Delivery Strategies:

A) & B) The Agency will administer an array of programs including Linkages, Multi-Purpose Senior Services Program, Senior Nutrition (congregate and home-delivered meals), a Representative Payee Program, In Home Support Services, Family Caregiver Support Program, Public Guardian, and Adult Protective Services. Agency staff will continue to network with providers of community resources and receive and make appropriate referrals to support and improve each individual's situation while endeavoring to help them achieve or retain their independence to the extent possible.

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

NPI 6.2: Emergency Assistance

Problem Statement: (If additional space is needed, please attach a separate sheet.)

A) Hunger exists in El Dorado County among the low-income population of all ages. The continuing need for adequate nutrition is attributed in part to the high cost of living and unemployment or limited employment opportunities and the incidence of mental or physical disabilities that restrict the ability of individuals to obtain and/or prepare nutritious foods.

B) Low-income, senior and disabled households throughout El Dorado County frequently encounter energy crisis situations.

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

A) Agency will make appropriate referrals to the Food Bank of El Dorado County and the established network of food closets, to the Upper Room Dining Hall for hot meals daily and to the many churches that participate in the distribution of food.

B) Administer a Low-Income Home Energy Assistance Program, enabling eligible households to receive available assistance

National Performance Indicator 6.2 Emergency Assistance The number of low-income individuals or families served by community action that sought emergency assistance and the percentage of those households for which assistance was provided, including such services as:	1 Unit of Measurement	2 Number of Households Projected to be Served for Contract Period (#)	3 Number of Household Seeking Assistance in Reporting Period (#)	4 Number of Households Receiving Assistance in Reporting Period (#)
A. Food - Indicate your state's unit of measurement, such as bags, packages, cartons, families, individuals, etc.	(Number of times Household Received Food)	8,750		
B. Emergency payments to vendors, including Fuel and Energy bills and Rent/Mortgage payments	Households	170		
C. Temporary shelter	Households			
D. Emergency medical care	Households			
E. Protection from violence	Households			
F. Legal assistance	Households	1,400		
G. Transportation	Households			
H. Disaster Relief	Households			
I. Clothing	Households			

In the rows below, please include any additional indicators for NPI 6.2 that were not captured above.

GOAL 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

NPI 6.2: Emergency Assistance

Problem Statement:

A) Hunger exists in El Dorado County among the low-income population of all ages. The continuing need for adequate nutrition is attributed in part to the high cost of living and unemployment or limited employment opportunities and the incidence of mental or physical disabilities that restrict the ability of individuals to obtain and/or prepare nutritious foods.

B) Low-income, senior and disabled households throughout El Dorado County frequently encounter energy crisis situations. Limited housing availability combined with severe weather extremes creates a potential for high-energy costs and energy loss, affecting those segments of the population least able to financially manage excessive utility bills. Limited choices for utility providers is also a factor in high energy costs; there is no natural gas available in most of El Dorado County, and residents must rely on electricity, wood, propane and oil to meet their heating and cooling needs.

F) The elderly on fixed incomes find it a challenge to acquire assistance with legal concerns in emergency situations relating to such issues as deteriorating health, exploitation and property disputes. These concerns affect the majority of low-income, disabled and senior households. The problem exists countywide and is not limited to specific area(s).

Program Activities and Delivery Strategies:

A) Agency will make appropriate referrals to the Food Bank of El Dorado County and the established network of food closets, to the Upper Room Dining Hall for hot meals daily and to the many churches that participate in the distribution of food.

B) Administer a Low-Income Home Energy Assistance Program, enabling eligible households to receive available assistance in reducing their household energy costs through the HEAP application process, including the use of Fast Track dollars for extreme emergencies, or through the wood, propane and oil application process, with Energy Assistance payments to vendors. Coordinate with Salvation Army to enable low-income households at-risk of imminent shut off of their utilities to access REACH resources to retain utility service.

F) Administer Legal Assistance Program for the senior population, offering legal advice and services on such issues as health care (including health care directives), exploitation and property disputes. Refer non-seniors to Legal Services of Northern California or to a free legal service at the local courthouse to enable them to access no-cost assistance.

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

NPI 6.3: Child and Family Development

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Hunger exists in El Dorado County among the low-income population, from infants to senior citizens. The continuing need for nutrition assistance is attributed in part to unemployment and limited employment opportunities for blue-collar workers. Given ongoing inflation, the "working poor", including a large percentage of the growing minority populations are often unable to stretch their limited resources to obtain nutritious sustenance. Additionally, families with young children and single parents living on fixed or low incomes with nutritionally at-risk infants or children often require assistance to alleviate hunger

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

Administer Supplemental Food Program for Women, Infants and Children (WIC), providing a revolving caseload of 2500 eligible clients with nutrition assessment and education, promoting safe, economical and healthy use of available foods along with monthly food-specific vouchers to promote good nutrition and reduce the incidence of nutritional at-risk infants, children and pregnant and lactating women, conducting outreach and referral efforts and enhancing client access by maintaining bi-lingual staff and by scheduling evening and weekend client appointments that allow working clients to access services.

National Performance Indicator 6.3 Child and Family Development The number and percentage of all infants, children, youth, parents, and other adults participating in developmental or enrichment programs that achieve program goals, as measured by one or more of the following:	1 Number of Participants Projected to be served for Contract Period (#)	2 Number of participants Enrolled in Program(s) in Reporting Period (#)	3 Number of Participants Expected to Achieve Outcome in Reporting Period (#)	4 Number of Participants Achieving Outcome in Reporting Period (#)	5 Percentage of Participants Achieving Outcome in Reporting Period (%)
A. INFANTS & CHILDREN					
1. Infants and children obtain age appropriate immunizations, medical and dental care					
2. Infant and child health and physical development are improved as a result of adequate nutrition	2750				
3. Children participate in pre-school activities to develop school readiness skills					
4. Children who participate in pre-school activities are developmentally ready to enter Kindergarten or 1st Grade					

B. YOUTH

1. Youth improve physical health and development					
2. Youth improve social/emotional development					
3. Youth avoid risk-taking behavior for a defined period of time					
4. Youth have reduced involvement with criminal justice system					
5. Youth increase academic, athletic or social skills for school success by participating in before or after school programs					

C. PARENTS AND OTHER ADULTS

1. Parents and other adults learn and exhibit improved parenting skills					
2. Parents and other adults learn and exhibit improved family functioning skills					

In the rows below, please include any additional indicators for NPI 6.3 that were not captured above.

<input type="checkbox"/>	Community Action Plan
<input checked="" type="checkbox"/>	Contract No. <u>088-4410</u>
<input type="checkbox"/>	Mid-Year Report (Jan-Dec)
<input type="checkbox"/>	Annual Report (Jan-Dec)

OPTIONAL

Agency's Narratives Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

Contractor Name: El Dorado County Department of Human Services
Contact Person and Title: Sarah De Stefano, Program Coordinator
Phone: (530) 621-6369 E-mail: sdestefano@co.el-dorado.ca.us Fax: (530) 295-2714

(Please note that the data entry spaces below will accept up to 1200 characters, which includes spaces and punctuation. If additional space is needed, continue on a word document and submit both documents via e-mail). **Please narrate activities and outcomes that support one or more of the national indicators in ways that may not be covered by the exact wording of the indicators. Among the kinds of outcomes that are most likely to be described in narratives are:**

1. Activities or programs that relate to special regional needs or conditions.

2. Activities or programs that reflect innovative combinations of services or community interventions.

3. Agency development activities that are not easily categorized or counted by more traditional outcome measures.

GOAL 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

NPI 6.3: Child and Family Development

Problem Statement:

Hunger exists in El Dorado County among the low-income population, from infants to senior citizens. The continuing need for nutrition assistance is attributed in part to unemployment and limited employment opportunities for blue-collar workers. Given ongoing inflation, the "working poor", including a large percentage of the growing minority populations are often unable to stretch their limited resources to obtain nutritious sustenance. Additionally, families with young children and single parents living on fixed or low incomes with nutritionally at-risk infants or children often require assistance to alleviate hunger and obtain proper nutrition. This problem exists countywide and is not limited to any primary area(s).

Program Activities and Delivery Strategies:

Administer Supplemental Food Program for Women, Infants and Children (WIC), providing a revolving caseload of 2,500 eligible clients with nutrition assessment and education, promoting safe, economical and healthy use of available foods along with monthly food-specific vouchers to promote good nutrition and reduce the incidence of nutritional at-risk infants, children and pregnant and lactating women, conducting outreach and referral efforts and enhancing client access by maintaining bi-lingual staff and by scheduling evening and weekend client appointments that allow working clients to access services.