



AGREEMENT NUMBER <b>14F-3009</b>	AMENDMENT NUMBER <b>2</b>
REGISTRATION NUMBER <b>eP 1337355.2</b>	

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, 2014 through December 31, 2014**
3. The maximum amount of this Agreement is: **\$ 265,790.00**
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 \$146,839.00 to \$265,790.00, reflecting an increase of \$118,951.00.
  - B. Exhibit B, Attachment I, is deleted in its entirety and replaced with the attached Exhibit B, Attachment I.

All other terms and conditions shall remain unchanged.

**IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.**

CONTRACTOR		CALIFORNIA Department of General Services Use Only
CONTRACTOR'S NAME <i>(If other than an individual, state whether a corporation, partnership, etc.)</i> <b>El Dorado County Health and Human Services Agency</b>		"I hereby certify that all conditions for exemption have been complied with, and this document is exempt from the Department of General Services approval."
BY <i>(Authorized Signature)</i> 	DATE SIGNED <i>(Do not type)</i>	
PRINTED NAME AND TITLE OF PERSON SIGNING		
ADDRESS <b>3057 Briw Rd #A, Placerville, CA 95667</b>		
STATE OF CALIFORNIA		
AGENCY NAME <b>Department of Community Services and Development</b>		
BY <i>(Authorized Signature)</i> 	DATE SIGNED <i>(Do not type)</i>	
PRINTED NAME AND TITLE OF PERSON SIGNING <b>Cindy Halverstadt, Deputy Director, Administrative Services</b>		
ADDRESS <b>2389 Gateway Oaks Drive, Suite 100, Sacramento, California 95833</b>		
		<input type="checkbox"/> Exempt per _____

**ATTACHMENT I  
CSBG CONTRACT BUDGET SUMMARY**

Contractor Name: El Dorado County Health and Human Services Agency		Contract Number: 14F-3009	Amendment Number: 2
Prepared By: Jose Martinez		Contract Term: 1/1/2014-12/31/2014	
Telephone Number: (530) 642-4839		Contract Amount: \$265,790	
Date: 05/07/2014		E-mail Address: <a href="mailto:jose.martinez@edcgov.us">jose.martinez@edcgov.us</a>	
<b>SECTION 10: ADMINISTRATIVE COSTS</b>			
<b>Line Item</b>			<b>CSBG Funds</b> (rounded to the nearest dollar)
1	Salaries and Wages		\$66,742
2	Fringe Benefits		\$38,937
3	Operating Expenses		\$50,000
4	Equipment		
5	Out-of-State Travel		
6	Contract/Consultant Services		
7	Other Costs		\$110,111
<b>Subtotal Section 10: Administrative Costs (cannot exceed 12% of the total operating budget in Section 80)</b>			\$265,790
<b>SECTION 20: PROGRAM COSTS</b>			
<b>Line Item</b>			<b>CSBG Funds</b> (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		
<b>Subtotal Section 20: Program Costs</b>			
<b>SECTION 40: Total CSBG Budget Amount (Sum of Subtotal Sections 10 and 20)</b>			\$265,790.00
<b>SECTION 70: Enter Other Agency Operating Funds Used to Support CSBG</b>			\$19,969,681
<b>SECTION 80: Agency Total Operating Budget (Sum of Sections 40 and 70)</b>			\$20,235,471.00
<b>SECTION 90: CSBG Funds Administrative Percent (Section 10 divided by Section 80)</b>			1.31%

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

Contractor Name: El Dorado County Health and Human Services Agency	Contract Number: 14F-3009	Amendment Number: 2
Prepared By: Jose Martinez	Contract Term: 1/1/2014-12/31/2014	
Telephone Number: (530) 642-4839	Contract Amount: \$265,790	
Date: 05/07/2014	E-mail Address: jose.martinez@edcgov.us	

**Section 10 -- ADMINISTRATIVE COSTS -- SALARIES AND WAGES**

<b>A</b> No. of Positions	<b>B</b> Position Title	<b>C</b> Total Salary for each position	<b>D</b> Percent (%) of CSBG time allocated for each position	<b>E</b> Number of CSBG months allocated for each position	<b>F</b> Total CSBG Funds budgeted for each position
1	Department Analyst II	\$69,587.00	7.68%	12	\$5,344.28
2	Program Manager I	\$102,074.00	17.48%	12	\$35,685.07
1	Housing Program Coordinator	\$50,952.00	30.19%	12	\$15,382.41
1	Program Assistant	\$41,050.00	18.69%	12	\$7,672.25
1	Program Coordinator	\$49,592.00	5.36%	12	\$2,658.13
<b>Total (must match Section 10: Administrative Costs line item 1 on the CSD 425.S Budget Summary form)</b>					\$66,742

**SECTION 20 -- PROGRAM COSTS -- SALARIES AND WAGES**

<b>Total (must match Section 20: Program Costs line item 1 on the CSD 425.S Budget Summary form)</b>					

**FRINGE BENEFITS**

Enter description of Fringe Benefits. Please include the percentage of Salaries and Wages paid in Benefits. (Examples: FICA, SSI, Health Ins., Workers Comp. Etc.)	Percentage	Section 10 Administrative Costs List CSBG funds Budgeted Line 2	Section 20 Program Costs List CSBG funds Budgeted Line 2
Cell Phone Allowance, Other	3.98%	\$2,658.00	
Retirement Plan (Cal PERS)	19.57%	\$13,058.00	
Medicare	1.44%	\$963.00	
Health Insurance	27.87%	\$18,599.00	
Long Term Disabilities	0.36%	\$239.00	
<b>TOTAL MUST MATCH THE AMOUNT ENTERED ON CSD 425.S (BUDGET SUMMARY)</b>		\$35,517	



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

Contractor Name: El Dorado County Health and Human Services Agency	Contract Number: 14F-3009	Amendment Number: 2
Prepared By: Jose Martinez	Contract Term: 1/1/2014-12/31/2014	
Telephone Number: (530) 642-4839	Contract Amount: 265,790	
Date: 05/07/2014	E-mail Address: <a href="mailto:jose.martinez@edcgov.us">jose.martinez@edcgov.us</a>	

*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 Ins, Ground Maint, 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	3	sum should equal total on line item 3 of CSD 425.S Budget Summary form
		\$50,000		
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
<b>Other Costs - List each line item (i - iv): Any additional Other Costs (attach additional sheet if necessary):</b>	<b>Section 10: Administrative Costs</b>		<b>Section 20: Program Cost</b>	
i Indirect Cost		110,111		
ii				
iii				
iv				
<b>Total Other Costs (Sum of i, ii, iii, iv):</b>	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
		\$110,111.00		





## ATTACHMENT I CSBG CONTRACT BUDGET NARRATIVE

Contractor Name: El Dorado County Health and Human Services	Contract Amount: \$227,548	Date: 11/28/2013
Prepared By: Jose Martinez	Contract Number: 14F-3009	Amendment Number: 2
Telephone Number: (530) 642-4839	Contract Term: 1/1/2014-12/31/2014	E-mail Address: jose.martinez@edcgov.us

### 1. Salaries and Wages

Department Analyst: Responsible for CSD Reporting. 0.08 FTE, \$5,345.

Program Manager I: Responsible for most of Community Service Programs. 0.17 FTE (2), \$35,686.

Housing Program Coordinator: Oversees Low-Income Program at South Lake Tahoe facilities, 0.3 FTE, \$15,382.

Program Assistant: Provides information and assistance for low income programs. 0.19FTE, \$7,672.

Program Coordinator: Oversees Low-Income Heating Assistance Program. 0.06 FTE, \$2,658.

Total: \$66,742

### 2. Fringe Benefits

Cell Phone Allowance: About 3.98% of total salaries for a total amount of \$2,658.

Retirement Plan (Cal PERS): At an average of 19.57% of total salaries for a total amount of \$13,058.

Medicare: About 1.44% of total salaries for a total amount of \$963.

Health Insurance: At an average of 27.87% of total salaries for a total amount of \$18,599.

Long Term Disabilities: About 0.36 % of total salaries for a total amount of \$239.

Deferred Compensation: At an average of 1.44% of total salaries for a total amount of \$959.

Flex Benefit: About 0.60%of total salaries for a total amount of \$400.

Worker's Compensation: At an average of 1.43% of total salaries for a total of \$956.

Tahoe differential: Only applies to employees who resides and report to Tahoe Office. It averages 1.08% of total salaries for a total amount of \$719.

Bilingual Pay: Only applies to employees who are certified bilingual. It averages around 0.58% of total salaries for a total of \$386.00

Total \$38,937

### 3. Operating Expenses

All Operating Expenses are based on actual cost in calendar year 2013.

Communication Cost: Actual cost of telephone calls and equipment charged by IT department. \$3,200

Refuse Disposal: Portion of Refuse Disposal fees \$1,000

Janitorial Expense and Supplies: Portion of Janitorial Cost for facilities and supplies \$3,000

Liability Insurance: Cost of Self Insured Liability Insurance \$1,000

Ground Maintenance: Cost for Lease Facilities' Ground Maintenance \$4,000

Office Expense: \$5,500

Postage: \$800

Lease of Office Equipment: \$11,250

Rent: \$13,800

Travel Cost: Include Mileage reimbursement for use of employee's personal vehicle \$1,000

Vehicle Lease: Cost of county owned vehicle \$350

Fuel: Cost of fuel for county owned vehicle \$1,800



IT Support: Cost of IT department charge, include mainframe and network support \$2,300

Store and Mail Support: Cost of Central Store and Courier Services provided by the Chief Administrative Office \$1,000

Total Operating Expense, \$50,000

#### 4. Other Cost

Indirect Cost: This includes all fiscal and administrative operating costs that benefit the entire agency. These costs will be pooled at an indirect cost rate developed to spread these costs equitable between all four divisions of the agency. Fixed asset costs are removed from the calculation of indirect cost and will be recovered through A87 charges in other years. The indirect cost rate has not been approved by the state at this time but it has been submitted for approval.

Total Indirect Cost: \$110,111

## ATTACHMENT I

### General Guide for Budget Preparation

Use this guide to assist with completing the Budget Summary (425 S), Personnel (425 1.1), Non Personnel (425 1.2), Other Agency Operating Funds (425 1.3), and Budget Narrative (425 1.4).

#### Administrative Costs

Administrative costs consist of expenses directly related to functions that do not directly support a specific program or service. Administrative costs relate to the general management of the agency such as executive director functions, accounting, budgeting, personnel and legal services.

#### Program Costs

Program costs relate directly to the operation of the program services or activities intended to achieve the program goal(s). Direct program costs include items such as salaries and benefits of program staff, equipment, training, conferences and subcontractor services needed to meet the program goal(s).

#### CSBG Contract Budget (425 S)

Each summary line item on the CSBG Contract Budget Summary (425 S) for Administrative (Section 10) and Program costs (Section 20) must match the totals listed on the Personnel (425 1.1), Non Personnel (425 1.2), and the Other Agency Operating Funds (425 1.3) budget support forms.

Select the applicable reimbursement option either bimonthly or monthly. This option cannot be change and will be in effect throughout the term of the agreement.

#### CSBG Budget Support – Personnel Costs (425 1.1)

##### Salaries and Wages

Include all costs for permanent or temporary staff including regular and overtime pay. Administrative positions may include executive director, accounting, personnel, or positions that relate to the general management of the agency.

Program positions may include program staff and managers or positions related to the direct program services or activities.

##### Fringe Benefits

Include costs 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, workers' compensation, disability insurance, sick leave and accrued vacation.

## ATTACHMENT I

### CSBG Budget Support –Non Personnel Cost (425 1.2)

#### Operating Expenses

Include the cost related to carrying out an organization's day-to-day activities such as (but not limited to) building rent/lease, utilities, office supplies, consumable supplies, printing, phone, internet, staff training, membership dues, postage, and in-state travel costs.

Note: Consumable supplies are defined as any article costing less than \$5,000 per unit and have a useful life of less than one year such as printer toner, paper goods, cleaning supplies, etc.

#### Equipment

Equipment is defined as nonexpendable, tangible personal property having a unit cost exceeding \$5,000 and a useful life of more than one year (i.e., vehicle, printer).

Note: The listed equipment items must comply with the applicable procurement policies and procedures refer to CSD Program Notice (CPN) Administrative A-12-01.

#### Out of State Travel

Out of state travel must include expenses incurred specifically to carry out the award. Travel costs are the expenses for transportation, lodging, subsistence and related items incurred by staff traveling on official business for the agency.

#### Contract/Consultant Services (Administrative Cost Only)

Agreement with a contractor to perform services such as payroll, auditor, consultant, legal services, janitorial, or landscape services to support the agency.

A consultant is a professional or subject matter expert who advises the organization on strategies (i.e., strategic planning, board recruitment, staff training) to fulfill its administrative functions.

#### Subcontractor/Consultant Services (Program Cost Only)

Agreement with a subcontractor to perform part or all of the program services or activities directly related to meeting the program goals.

A consultant is a professional or subject matter expert who provides a specific program related service or activity (i.e., train clients on income management) to meet the program goals.

#### Other Costs

Include costs that do not fit in the above line items such as indirect costs, and costs directly benefitting the client such as food and housing vouchers, blankets, clothing, etc.

Note: The indirect cost rate is defined as the dollar value of the negotiated federal rate and the entire amount can be claimed as long as it is not reimbursed by another funding source. A copy

## ATTACHMENT I

of the approval letter from the cognizant agency, which includes the date of the approval and amount of rate, must be submitted with the budget.

### Unallowable costs

Unallowable costs include, but are not limited to:

- Alcoholic Beverages
- Bad debts, including any related collection and legal costs
- Charitable contributions and donations by the organization to others
- Contingency reserves
- Entertainment costs, unless associated with employee morale or meetings related to a specific cost objective
- Fines and penalties resulting from violations by the organization or employees of Federal, State and Local laws and regulations
- Fund-raising costs incurred solely to raise capital or obtain contributions
- Goods and services for personal use of employees
- Idle facilities, unless necessary due to fluctuations in workload
- Insurance of lives of trustees, officers or employees when the organization is a beneficiary
- Lobbying costs as identified in OMB circular A-122

### Other Agency Operating Funds (425 1.3)

The other agency operating funds is a detailed list of funding source(s) and amounts funded by each source and used to support the CSBG program administered by the tripartite board. For public entities, all funds under the administration of the advisory or administrative tripartite board should be considered as community action program operating funds.

### Budget Narrative (425 1.4)

The budget narrative is a detailed written description which supports each projected budget line item reported in 425 1.1 and 425 1.2. The budget narrative is required and must be submitted with the budget.