

**EL DORADO COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

**Meeting of  
September 26, 2006**

**AGENDA TITLE:** Amendment #2 to Low-Income Home Energy Assistance Program (LIHEAP)  
Contract 06B-5358

**DEPARTMENT:** Human Services (CS)

**DEPT SIGNOFF:**

**CAO USE ONLY:**

**CONTACT:** John Litwinovich

**DATE:** 9/11/2006

**PHONE:** 6163

*John Litwinovich*

*9/15*  
*C. Laura Schumacher*

**DEPARTMENT SUMMARY AND REQUESTED BOARD ACTION:**

Human Services, Community Services Division, recommends adoption of a Resolution authorizing the Chairman to sign Amendment #2 to Contract 06B-5358 with the California Department of Community Services and Development increasing the amount of 2006 Low-Income Home Energy Assistance Program (LIHEAP) funds by \$351,478, from \$667,275 to \$1,018,753, and extending the term for one additional year, for provision of LIHEAP services to eligible residents of El Dorado and Alpine Counties during the period 1/1/06 through 12/31/07. The Resolution further authorizes Department Director John Litwinovich to continue to execute further documents relating to this Contract, including amendments thereto that do not affect the maximum dollar amount or the term.

*The additional funding is the County's share of the federal LIHEAP program for the 2006 program year.*

*Agmt available in Viewing packet or on Web*

**CAO RECOMMENDATIONS:** *Recommend approval. Laura S. Hill 9/18/06*

**Financial impact?** ( ) Yes (X) No

**Funding Source:** ( ) Gen Fund (X) Other

**BUDGET SUMMARY:**

Other: Federal Grant Funds

Total Est. Cost \$1,018,753.00

**Funding**

**CAO Office Use Only:**

Budgeted \$1,018,753.00

4/5's Vote Required ( ) Yes (X) No

New Funding \_\_\_\_\_

Change in Policy ( ) Yes (X) No

Savings\* \_\_\_\_\_

New Personnel ( ) Yes (X) No

Other \_\_\_\_\_

**CONCURRENCES:**

Total Funding \$1,018,753.00

Risk Management ✓

Change in Net County Cost \$0.00

County Counsel ✓

Other \_\_\_\_\_

**\*Explain** A portion is budgeted for FY 2006/07, and the remainder will be budgeted for FY 2007/08.

**BOARD ACTIONS:**

**Vote:** Unanimous \_\_\_\_\_ Or

**Ayes:**

**Noes:**

**Abstentions:**

**Absent:**

Rev. 5/04 ISKW001 Agenda

**I hereby certify that this is a true and correct copy of an action taken and entered into the minutes of the Board of Supervisors**

**Date:** \_\_\_\_\_

**Attest:** Cindy Keck, Board of Supervisors Clerk

**By:** \_\_\_\_\_



EL DORADO COUNTY  
DEPARTMENT OF HUMAN SERVICES  
John Litwinovich  
Director

September 11, 2006

El Dorado County Board of Supervisors  
330 Fair Lane  
Placerville, California 95667

Members of the Board:

**Title:** Amendment #2 to Low-Income Home Energy Assistance Program (LIHEAP) Contract 06B-5358

**Recommendations:**

Human Services, Community Services Division, recommends adoption of a Resolution authorizing the Chairman to sign Amendment #2 to Contract 06B-5358 with the California Department of Community Services and Development increasing the amount of 2006 Low-Income Home Energy Assistance Program (LIHEAP) funds by \$351,478, from \$667,275 to \$1,018,753, and extending the term for one additional year, for provision of LIHEAP services to eligible residents of El Dorado and Alpine Counties during the period 1/1/06 through 12/31/07. The Resolution further authorizes Department Director John Litwinovich to continue to execute further documents relating to this Contract, including amendments thereto that do not affect the maximum dollar amount or the term.

**Reasons for Recommendations:**

Amendment #2 to Contract 06B-5358 allocates an additional \$140,392 for provision of Weatherization services and \$211,086 for provision of Energy Assistance services for eligible residents of El Dorado and Alpine Counties during the contract period. This expected additional funding represents El Dorado County's share of the federal S.2320/Public Law 109-204 LIHEAP funding for the 2006 LIHEAP Program Year. The State has extended the contract term through 12/31/07 to allow for full expenditure of the 2006 funding. LIHEAP services have historically been in great demand, and high energy costs render them even more critical to the many frail, vulnerable residents on fixed incomes. County Counsel, Risk Management and Human Resources have approved the Amendment. A copy of the document is on file with the Board Clerk.

**Fiscal Impact:**

Total Cost (or Savings): The amount of federal funds payable by the State to El Dorado County under this Contract as amended has increased by \$351,478, from \$667,275 to \$1,018,753. A portion of this anticipated funding was budgeted for FY 2006/07, and the remainder will be budgeted for FY 2007/08.

**Net County Cost:** No change.

**Action to be Taken Following Approval:**

Board Clerk to provide Department with four (4) copies of Amendment #2 to 2006 LIHEAP Contract 06B-5358 signed by the Chairman and three (3) Certified Resolutions.

Sincerely,

John Litwinovich  
Director of Human Services



## **RESOLUTION NO.**

### **OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO**

**AUTHORIZING EXECUTION OF AMENDMENT #2 TO CONTRACT 06B-5358 WITH CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT FOR THE PROVISION OF PROGRAM YEAR 2006 LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP) SERVICES, AND OTHER AMENDMENTS THERETO.**

BE IT RESOLVED, that the Board of Supervisors of the County of El Dorado hereby authorizes the Chairman of the Board to execute Amendment #2 to Contract 06B-5358 with the California Department of Community Services and Development, increasing the amount for the provision of Program Year 2006 Low-Income Home Energy Assistance Program (LIHEAP) services to eligible residents of El Dorado County and Alpine County from \$667,275 to \$1,018,753 and extending the term through December 31, 2007.

BE IT FURTHER RESOLVED, that John Litwinovich, Director of the El Dorado County Department of Human Services, is hereby authorized to continue execute further documents relating to this Contract, including amendments thereto that do not affect the maximum dollar amount or the term, to sign subsequent required fiscal and programmatic reports and to perform any and all responsibilities in relationship to such contract.

**PASSED AND ADOPTED** by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held the \_\_\_\_\_ day of \_\_\_\_\_, 2006, by the following vote of said Board

**Attest:**  
Cindy Keck  
Clerk of the Board of Supervisors

**Ayes:**

**Noes:**  
**Absent:**

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

\_\_\_\_\_  
Chairman, Board of Supervisors

**I CERTIFY THAT:**  
THE FOREGOING INSTRUMENT IS A CORRECT COPY OF THE ORIGINAL ON FILE IN THIS OFFICE.

**DATE:** \_\_\_\_\_

**Attest:** CINDY KECK, Clerk of the Board of Supervisors of the County of El Dorado, State of California.

**By:** \_\_\_\_\_

Time Sensitive - thanks

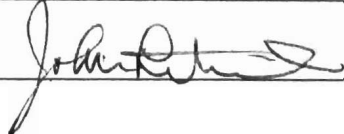
Contract: California Dept. of Aging  
Standard Agreement #06B-5358 Amd. 2

## CONTRACT ROUTING SHEET

Date Prepared: 7/21/06

Need Date: 8/15/06

### PROCESSING DEPARTMENT:

Department: Human Services (CS)  
Dept. Contact: Sara DeBiddle  
Phone #: 6153  
Department  
Head Signature: 

### CONTRACTOR:



Name: State of CA  
Address: 1300 National Dr., Ste. 200  
Sacramento, CA 95834  
Phone: 916-419-7157

### CONTRACTING DEPARTMENT: Human Services (Community Services Division)


Compliance with Human Resources requirements? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Compliance verified by: Pending - HR & Local 1 have been contacted

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


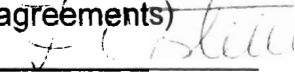
Approved:  Disapproved: \_\_\_\_\_ Date: 8-10-06 By:   
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

ASSIGNMENT

DATE 8/1/2006  
ATTORNEY Erin K. W. App  
DEPT./INDEX NO. 43/1000  
BY: 

PLEASE FORWARD TO RISK MANAGEMENT. THANKS!

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

Approved:  Disapproved: \_\_\_\_\_ Date: 8/1/06 By:   
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

AUG 11 2006

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

Departments: \_\_\_\_\_  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

AGREEMENT NUMBER	AMENDMENT NUMBER
<b>06B-5358</b>	<b>2</b>
REGISTRATION NUMBER	
<b>4700110599742.2</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 Department of Human Services**
2. The term of this Agreement is: January 1, 2006 through December 31, 2007
3. The maximum amount of this Agreement is: \$ 1,018,753.00
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:
  1. The total consideration payable to Contractor by the State has changed from \$667,275.00 to \$1,018,753.00, reflecting an increase of \$351,478.00, as allocated on the attached funding information page.

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

<p align="center"><b>CONTRACTOR</b></p>		<p align="center"><b>CALIFORNIA</b>  <b>Department of General Services</b>          Use Only</p>
CONTRACTOR'S NAME <i>(If other than an individual, state whether a corporation, partnership, etc.)</i> <b>El Dorado County Department of Human Services</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> <input type="checkbox"/>	DATE SIGNED <i>(Do not type)</i>	
PRINTED NAME AND TITLE OF PERSON SIGNING <b>James R. Sweeney, Chairman</b> <b>El Dorado County Board of Supervisors</b>		
ADDRESS <b>937 Spring Street, Placerville, CA 95667</b>		
<p align="center"><b>STATE OF CALIFORNIA</b></p>		
AGENCY NAME <b>Department of Community Services and Development</b>		<input type="checkbox"/> Exempt per _____
BY <i>(Authorized Signature)</i> <input type="checkbox"/>	DATE SIGNED <i>(Do not type)</i>	
PRINTED NAME AND TITLE OF PERSON SIGNING <b>Richard J. Bueche, Chief Financial Officer</b>		
ADDRESS <b>700 North 10th Street, Sacramento, California 95814</b>		

- A. \$86,428.00 for LIHEAP Weatherization assistance, as set forth in Exhibit B, Attachment I, Column A, CSD 557D.
- B. \$53,964.00 for LIHEAP Delayed Weatherization assistance, as set forth in Exhibit B, Attachment I, Column B, CSD 557D.
- C. \$30,823.00 for LIHEAP Assurance 16 Program Costs as set forth in Exhibit B, Attachment II, CSD 537E.
- D. \$8,648.00 for LIHEAP Intake Program Costs for HEAP and ECIP as set forth in Exhibit B, Attachment II, CSD 537E.
- E. \$6,413.00 for LIHEAP Administrative Costs for Assurance 16, ECIP, and HEAP as set forth in Exhibit B, Attachment II, CSD 537E.
- F. \$8,114.00 for LIHEAP ECIP and Leveraging, if applicable: Outreach and its related costs as set forth in Exhibit B, Attachment II, CSD 537E.
- G. \$134,476.00 for LIHEAP ECIP: Wood, Propane, and Oil assistance as set forth in Exhibit B, Attachment II, CSD 537E.
- H. -\$3,834.00 for LIHEAP ECIP: ECIP Heating and Cooling Service assistance as set forth in Exhibit B, Attachment II, CSD 537E.
- I. \$14,046.00 for LIHEAP HEAP: Outreach, and its related costs as set forth in Exhibit B, Attachment II, CSD 537E.
- J. \$0.00 for LIHEAP HEAP: Wood, Propane, and Oil assistance as set forth in Exhibit B, Attachment II, CSD 537E.
- K. \$0.00 for LIHEAP Energy Education Workshops as set forth in Exhibit B, Attachment II, CSD 537E.
- L. \$12,400.00 for LIHEAP Administration Set Aside.

2. The term of this Agreement is changed from January 1, 2006 through December 31, 2006 to January 1, 2006 through December 31, 2007.

3. **EXHIBIT B, BUDGET DETAIL AND PAYMENT PROVISIONS:** The existing “5. Attachments to the Contract” is renumbered to read “6. Attachments to the Contract,” and a new 5. is inserted to read as follows:

**“5. Compliance with Federal OMB Authorities**

**“Section 8624(b)(10) requires CSD to assure the proper disbursement of and accounting for these funds, and to establish any fiscal control and fund accounting procedures. Therefore, in addition to the provisions of this Agreement, Contractor agrees to apply all of the requirements, standards and guidelines contained in the following federal Office of Management and Budget (OMB) authorities, as they may be amended from time to time, to any funds expended and costs claimed under this Agreement, including expenditures and costs under subcontracts to this Agreement, and to any income generated from the expenditures of these funds, notwithstanding any language contained in the federal authorities that might otherwise exempt Contractor from their applicability. To the extent that the requirements, standards and guidelines in the federal authorities directly conflict with State law or regulation at Government Code §§ 16366.1 et seq. or 22 CCR §§ 100870 et seq., or any specific provision of this Agreement, then that law or regulation or provision shall apply instead:**

- “A. OMB Circular A-102 (Common Rule for State and Local Governments), as codified by the Department of Health and Human Services (HHS) at 45 CFR Part 92;**
- “B. OMB Circular A-110 (Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and other Non-Profit Organizations), as codified by HHS at 45 CFR Part 74;**
- “C. OMB Circular A-87 (Cost Principles for State, Local and Indian Tribal Governments); and**
- “D. OMB Circular A-122 (Cost Principles for Non-Profit Organizations).”**

4. **EXHIBIT B, BUDGET DETAIL AND PAYMENT PROVISIONS,**  
Section 2. Payments, A. Advance Payments, item 2) is deleted in its entirety and replaced by the following **EXHIBIT B, 2. Payments**, A. Advance Payments, item 2) that reads:

- “2) CSD will initiate repayment process of advance funds beginning with the July 2007 monthly reporting period of the contract term or whenever the**

**unexpended contract balance reaches 40% of the total consideration, whichever comes first. The State shall begin applying approved expenditures to the outstanding advance balance, thereby offsetting any subsequent reimbursements. The State shall determine amounts to be offset by applying the balance of the advance equally into the remaining expenditure reporting periods. An exception may occur if the expenditure reports submitted are less than the applied settlement formula (as described immediately above). In that case, the State shall apply the entire reimbursement amounts against the outstanding advance balance.”**

5. EXHIBIT B, BUDGET DETAIL AND PAYMENT PROVISIONS, Section 4. Budget Definitions, C. Program Costs, 1), item c. Vehicle and Equipment – Acquisition Costs, is deleted in its entirety and replaced with the following EXHIBIT B, 4. C. 1) item c. that reads:

**“c. Vehicle and Equipment – Acquisition Costs**

**“Vehicle and Equipment – Acquisition Costs shall mean the actual costs associated with the purchase or lease of vehicle and equipment over \$5,000 per unit.**

**“i. The purchase of a Duct Blaster and/or a Blower Door shall be considered a major equipment purchase to the weatherization program.**

**“ii. Contractor shall budget for the actual costs associated with the purchase of the duct blaster and/or the blower door, and Contractor shall report and request reimbursement at actual cost.”**

6. EXHIBIT B, BUDGET DETAIL AND PAYMENT PROVISIONS, ATTACHMENT I, 2006 LIHEAP WEATHERIZATION BUDGET, CSD 557D (Rev. 12/05), and Instructions are deleted in their entirety and replaced by the attached EXHIBIT B - ATTACHMENT I, 2006 LIHEAP Weatherization Budget, CSD 557D (Rev. 6/27/2006), and Instructions (Rev. 6/27/2006).
7. EXHIBIT B, BUDGET DETAIL AND PAYMENT PROVISIONS, ATTACHMENT II, 2006 LIHEAP ASSURANCE 16/INTAKE/ECIP/HEAP BUDGET, CSD 537E (Rev. 12/05), and Instructions are deleted in their entirety and replaced by the attached EXHIBIT B – ATTACHMENT II, 2006 LIHEAP ASSURANCE 16/INTAKE/ECIP/ HEAP BUDGET, CSD 537E (Rev. 6/27/2006), and Instructions (Rev. 6/27/2006).
8. EXHIBIT B, BUDGET DETAIL AND PAYMENT PROVISIONS, ATTACHMENT III, 2006 LIHEAP NONCONSIDERATION ALLOCATIONS, CSD 516 (New 12/05), and Instructions are deleted in their entirety and replaced by the attached EXHIBIT B, BUDGET DETAIL AND PAYMENT PROVISIONS, ATTACHMENT III, 2006



LIHEAP NONCONSIDERATION ALLOCATIONS, CSD 516 (Rev. 6/27/2006), and Instructions (Rev. 6/27/2006).

9. EXHIBIT D, SPECIAL TERMS AND CONDITIONS, 9. Procurement, A. Contract Administration, item 1) is deleted in its entirety and replaced with the following EXHIBIT D, 9. A. 1) that reads:

**“9. Procurement**

**“A. Contract Administration**

- “1) Contractors shall administer this Agreement in accordance with all federal and state rules and regulations governing LIHEAP block grants pertaining to procurement, including Office of Management and Budget (OMB) Circulars and amendments thereto, consistent with the general OMB compliance requirement in EXHIBIT B to this Agreement. Contractors shall establish, maintain, and follow written procurement procedures consistent with the procurement standards in OMB Circulars A-102 and A-110 and all additional provisions in this Agreement, including but not limited to a code of conduct for the award and administration of contracts and a procedure that provides, to the maximum extent practical, open and free competition.**
- “2) Contractor shall not permit any organizational conflicts of interest or noncompetitive practices that may restrict or eliminate competition or otherwise restrain trade. In order to ensure objective subcontractor performance and eliminate unfair competitive advantage, individuals or firms that develop or draft specifications, requirements, statements of work, invitations for bids and/or requests for proposals shall be excluded from competing for such procurements. Contractor shall award any subcontract to the bidder or offeror whose bid or offer is responsive to the solicitation and is most advantageous to Contractor when considering price, quality, and other factors. Contractor’s solicitations shall clearly set forth all requirements that the bidder or offeror shall fulfill in order for the bid or offer to be evaluated by the recipient.**
- “3) Contractor assures that all supplies, materials, equipment, or services purchased or leased with funds provided by this Agreement shall be used solely for the activities allowed under this Agreement, unless a fair market value for such use is charged to the benefiting program and credited to this Agreement.**

- “4) In addition to adhering to all OMB requirements and the Contractor’s established procedures for all procurement transactions of any amount, for each purchase, lease, or subcontract for any articles, supplies, equipment, or services obtained from vendors or subcontractors where the per-unit cost exceeds \$5,000, three competitive quotations shall be obtained or adequate justification documented and maintained as to the absence of bidding. In cases of a bona fide emergency where awarding a subcontract is necessary for the immediate preservation of public health, welfare, or safety, documentation of the emergency will be sufficient in lieu of the three-bid process.**
- “5) To ensure that significant procurement transactions are conducted in an open and freely competitive manner, Contractor shall comply with one of the following requirements at Contractor’s election:**
- “a. Contractor shall submit for CSD’s review and approval the written procurement procedures developed pursuant to Section 9. A. 1) above. Upon receipt of the procedures, CSD will review them for substantial conformity with the OMB procurement guidelines and the three-bid requirement in Section 9. A. 4) above. Within thirty (30) days of receipt, CSD will provide either written approval of the procedures or specific recommendations for amendment of the procedures. Approval shall not be withheld unreasonably; or**
- “b. Absent CSD’s written approval of the procurement procedures, Contractor shall prepare and submit a Request for Purchase/Lease Pre-Approval (CSD 558) to CSD at least fifteen (15) calendar days prior to executing the subcontract for each of the following procurement transactions:**
- “i. Any articles, supplies, equipment, or services having a per-unit cost in excess of \$5,000; or**
- “ii. Any articles, supplies, or equipment where the total contract amount exceeds \$100,000.**
- “6) Noncompliance with any of the provisions in this Section 9 shall result in a disallowance of the costs of the procurement transaction.**

**“7) Contractor assures that it shall exercise due care in the use, maintenance, protection, and preservation of State-owned property in Contractor's possession or any other property or equipment procured by Contractor with State funds. Such care shall include, but is not limited to, the following:**

**“a. Maintaining insurance coverage against loss or damage to such property or equipment.**

**“b. Ensuring that the legal ownership of any motor vehicle or trailer is in the name of the Contractor.**

**“B. Limitation on Use of Funds**

**“Contractor shall assure that funds received under this Agreement shall not be used for the purchase or improvement of land or for the purchase, construction, or permanent improvement of any building or other facility other than low-income weatherization or energy-related home repairs.”**

10. EXHIBIT D, SPECIAL TERMS AND CONDITIONS, Section 11. Agreement Changes, item C. Time Restriction, is deleted in its entirety and replaced with the following EXHIBIT D, 11. C. that reads:

**“C. Time Restriction**

**“After March 15, 2006 for the 2006 calendar year and March 15, 2007 for the 2007 calendar year, Contractor shall have the option of continuing to offer Energy Crisis Intervention Program services, as specified in their ECIP Local Funding Proposal, or may request an amendment to reallocate any unspent ECIP (HCS, WPO, Fast Track) funds into direct assistance payment services (HEAP – Electric and Gas, and WPO).”**

11. EXHIBIT E, ADDITIONAL PROVISIONS, Section 2. Reimbursement Rates for Weatherization and HCS Activities, H. Footnotes Section, item 2) is deleted in its entirety and replaced with the following EXHIBIT E, 2. H. 2) that reads:

**“2) Following a determination that no combustion byproduct hazards exist, preweatherization blower door testing shall be performed on a minimum of 20 percent (20%) of weatherized Single-Family Dwellings and five percent (5%) of weatherized Multi-Unit Dwellings.”**

12. EXHIBIT F, PROGRAMMATIC PROVISIONS, Section 13. Special Provisions – ECIP Activities, is deleted in its entirety and replaced with the following EXHIBIT F, 13. that reads:

**“13. Special Provisions – ECIP Activities**

**“A. ECIP funds shall be provided on January 1, 2006 through March 15, 2006 for the 2006 calendar year, and January 1, 2007 through March 15, 2007 for the 2007 calendar year for the following:**

- “1) ECIP Fast Track services shall be provided through March 15, 2006 for the 2006 calendar year and through March 15, 2007 for the 2007 calendar year. After those dates, Contractor has the option of continuing to provide this service.**
- “2) If Contractor serves applicants who use wood, propane, and/or oil fuels, these payments shall be provided through March 15, 2006 for the 2006 calendar year and through March 15, 2007 for the 2007 calendar year. After those dates, Contractor has the option of continuing to provide this service.**
- “3) Contractor has the option of providing ECIP HCS repair and replacement services throughout the term of this Agreement. ECIP HCS activities must be performed in accordance with CSD weatherization policies, procedures, installation standards, and requirements of this Agreement.”**

13. **EXHIBIT I, DEFINITIONS:** A new definition is added under the GENERAL DEFINITIONS to read as follows:

**“Energy Automation Set-Aside: One-time funds to be allocated for start-up costs associated with the activities related toward achieving energy program automation. This may include the transition from a manual, paper-based workload tracking and reporting process to an application software-based system to facilitate outcome and expenditure reporting to CSD.”**

All other terms and conditions shall remain unchanged.

2006 LIHEAP, Amendment No. 2  
Effective June 30, 2006  
Replacement Pages

- EXHIBIT B - ATTACHMENT I, 2006 LIHEAP Weatherization Budget, CSD 557D (Rev. 6/27/2006) (one page), and Instructions (one page)
- EXHIBIT B – ATTACHMENT II, 2006 LIHEAP ASSURANCE 16/ INTAKE/ECIP/HEAP BUDGET, CSD 537E (Rev. 6/27/2006) (one page), and Instructions (two pages)
- EXHIBIT B – ATTACHMENT III, 2006 LIHEAP NONCONSIDERATION ALLOCATIONS, CSD 516 (6/27/2006) (one page), and Instructions (one page)

**EXHIBIT B - ATTACHMENT I  
2006 LIHEAP WEATHERIZATION BUDGET**

Contractor: El Dorado County Department of Human Services		Contract Number: 06B-5358 (A2)	Telephone Number: (530) 621-6249
Class "B" Contractor's License No.:	Name on License:		Expiration Date:
Prepared By: Maki Ganno	E-mail Address: <a href="mailto:maki.ganno@co.el-dorado.ca.us">maki.ganno@co.el-dorado.ca.us</a>		Fax Number: (530) 642-9233
<b>10 - ADMINISTRATIVE COSTS</b>			
		<b>COLUMN A</b>	<b>COLUMN B</b>
1.	Administrative Costs	\$ 18,137	\$ 30,228
<b>20 - OTHER PROGRAM COSTS</b>			
2.	Liability Insurance	\$ 493	\$ 493
3.	Training (Not to exceed 2% of Section D Total Budget)	2,687	4,631
4.	Vehicle and Equipment - Acquisition Costs		
5.	<b>Total Other Program Costs</b>	<b>\$ 3,180</b>	<b>\$ 5,124</b>
<b>30 - PROGRAM COSTS</b>			
6.	Intake (Eligibility Determination) (Up to 2% of Section D Total Budget)	\$ 4,535	\$ 7,558
7.	Direct Program Activities	183,784	310,309
8.	Outreach (Must equal 5% - see instructions)	11,335	18,892
9.	Workers' Compensation	5,740	5,740
10.	<b>Total Program Costs</b>	<b>\$ 205,394</b>	<b>\$ 342,499</b>
<b>40 - TOTAL BUDGET (Lines 1, 5, 10)</b>		<b>\$ 226,711</b>	<b>\$ 377,851</b>
<b>50 - TOTAL HOUSEHOLDS</b>		<b># 176</b>	<b># 290</b>
<b>55 - APPROVED LABOR RATE</b>			<b>\$ 49.00</b>

**INSTRUCTIONS  
EXHIBIT B – ATTACHMENT I  
2006 LIHEAP WEATHERIZATION BUDGET  
CSD 557D (Rev. 06/27/2006)**

**10 – ADMINISTRATIVE COSTS**

Line 1 – Administrative Costs - Enter the amount of funds allocated for all Administrative Costs for Columns A and B. Administrative costs include salaries, wages, workers compensation, and fringe benefits for administrative staff, facilities, utilities, equipment, telephone travel, accounting, audit, office supplies, and miscellaneous.

**20 – OTHER PROGRAM COSTS**

Line 2 – Liability Insurance - Enter the amount of funds allocated for insurance bonds, general liability, vehicle insurance, and pollution occurrence insurance (if applicable) in Columns A and B.

Line 3 – Training - Enter the amount of funds allocated for weatherization-related training, both internal and external, in Columns A and B. Costs include actual labor costs, training materials, admissions, and travel expenditures. Training costs must not exceed 2% of the total Weatherization Budget.

Line 4 – Vehicle and Equipment – Acquisition Costs - Enter the amount of funds allocated for acquisition cost (actual cost to purchase) of Vehicles and Equipment in Columns A and B. Include only those purchases that are over \$5,000 per unit.

*Note: Written permission prior to the execution of a contract is required, for the purchase or lease for any articles, supplies, equipment, or services obtained from vendors or subcontractors where the per-unit cost is expected to exceed \$5,000 or when the total contract amount for such items is expected exceed \$5,000.*

Line 5 – Total Other Program Costs - Enter the sum of lines 2 through 4 for Columns A and B.

**30 – PROGRAM COSTS**

Line 6 – Intake - Enter the amount of funds allocated for Intake activities in Columns A and B.

Line 7 – Direct Program Activities - Enter the amount of funds allocated for Direct Program Activities in Columns A and B. Includes costs associated with the installation of measures including labor, materials, subcontractors, disposal fees, permits, travel and Duct Blasters.

Line 8 – Outreach - Enter the amount of funds allocated for Outreach activities in Columns A and B, i.e., flyers, brochures, advertisements, etc.

*Note: Outreach is 5% of the total weatherization budget, excluding carryover. For Column A, this amount is 5% of the amount in A. on page 2 of the consideration page of the contract. For Column B, this amount is 5% of the total amount of A. and B. on page 2 of the consideration page of the contract.*

Line 9 – Workers' Compensation - Enter the amount of funds allocated for workers' compensation for program staff in Columns A and B. Do not include workers' compensation for salaries allocated to administrative costs.

Line 10 – Total Program Costs - Enter the sum of lines 6 through 9 for Columns A and B.

**40 – TOTAL BUDGET**

Enter the sum of lines 1, 5, and 10 for Columns A and B. Verify the total allocation as provided by CSD.

**50 – TOTAL HOUSEHOLDS**

Enter the number of households projected to be weatherized during the 2006 Program Year in Columns A and B.

**55 – APPROVED LABOR RATE**

The Contractor Approved Labor Rate has been entered by CSD.

**EXHIBIT B - ATTACHMENT II**  
**2006 LIHEAP ASSURANCE 16/INTAKE/ECIP/HEAP BUDGET**

Contractor: El Dorado County Department of Human Svc		Contract Number: 06B-5358 (A2)	Telephone Number: (530) 621-6249
Prepared By: Maki Ganno		E-mail Address: maki.ganno@co.el-dorado.ca.us	Fax Number: (530) 642-9233
<b>10 - ASSURANCE 16 PROGRAM BUDGET</b>			
1.	Assurance 16 Activities	\$	74,826
<b>20 - INTAKE PROGRAM BUDGET (ECIP AND HEAP)</b>			
2.	Intake (eligibility determination) (up to 2% of LIHEAP allocation, excluding Weatherization Intake)	\$	19,977
<b>30 - ADMINISTRATIVE BUDGET (ASSURANCE 16, ECIP, AND HEAP)</b>			
3.	Administrative Costs	\$	33,801
3a.	Ebergt Aytomation Set-a-Site	\$	12,400
<b>40 - ECIP PROGRAM BUDGET</b>			
4.	Cooling Service Repair/Replacement Implementation Period from <u>1/1/2006</u> to <u>12/31/2007</u>	\$	5,000
5.	Heating Service Repair/Replacement Implementation Period from <u>1/1/2006</u> to <u>12/31/2007</u>		12,806
6.	Other ECIP Heating and Cooling Program Costs		
7	<b>SUBTOTAL ECIP Heating and Cooling Services Budget (Lines 4 through 6)</b>	\$	<b>17,806</b>
8	Outreach (5% of total ECIP allocation)	\$	26,461
9	Wood/Propane/Oil Payments Implementation Period from <u>1/1/2006</u> to <u>12/31/2006</u> Implementation Period from <u>1/1/2007</u> to <u>12/31/2007</u>		429,889
10.	Other <sup>1</sup>		
11.	Liability Insurance		700
12.	Training		
13.	Vehicle and Equipment		
14.	Workers' Compensation		900
15.	<b>TOTAL ECIP Program Budget (Lines 7 through 14)</b>	\$	<b>475,756</b>
<b>50 - HEAP OUTREACH/WPO BUDGET</b>			
16.	Outreach (5% total HEAP allocation)	\$	23,483
17.	Wood/Propane/Oil Payments		
18.	<b>TOTAL HEAP Outreach/WPO Budget</b>	\$	<b>23,483</b>
<b>60 - ENERGY EDUCATION WORKSHOP</b>			
19.	Energy Education Client Workshops	\$	2,260
<b>70 - TOTAL BUDGET (Lines 1, 2, 3, 15, 18, and 19)</b>		\$	<b>647,909</b>
<b>100 - ECIP PROGRAM HOUSEHOLDS</b>			
21.	Cooling Service Repair/Replacement	#	10
22.	Heating Service Repair/Replacement	#	12
23.	Wood/Propane/Oil Households	#	1,228
24.	Other <sup>1</sup>	#	
25.	<b>TOTAL ECIP Program Households</b>	#	<b>1,250</b>
<b>160 - HEAP WOOD/PROPANE/OIL HOUSEHOLDS</b>		#	

<sup>1</sup> Used only for households receiving emergency assistance.



**INSTRUCTIONS**  
**EXHIBIT B – ATTACHMENT II**  
**2006 LIHEAP ASSURANCE 16/INTAKE/ECIP/HEAP BUDGET**  
**CSD 537E (Rev. 6/22/2006)**

**10 – ASSURANCE 16 PROGRAM BUDGET**

Line 1 – Assurance 16 Activities - Enter the amount of funds allocated for Assurance 16 Activities.

**20 – INTAKE PROGRAM BUDGET (ECIP AND HEAP)**

Line 2 – Intake - Enter the amount of funds allocated for Intake activities.

**30 – ADMINISTRATIVE BUDGET (ASSURANCE 16, ECIP, AND HEAP)**

Line 3 – Administrative Costs - Enter the amount of funds allocated for all Administrative Costs. Administrative Costs include salaries, wages, workers compensation, and fringe benefits for administrative staff, accounting, audit, facilities, office equipment and supplies, telephone, training and travel for administrative staff, utilities, and miscellaneous expenditures.

Line 3a. – Energy Automation Set-Aside – Enter the amount of one-time funds to be allocated for start-up costs associated with the activities related toward achieving energy program automation. Includes computer equipment, software licensing costs, Information Technology (IT) consultant services, Internet access, and a one-time supplement for salaries, wages, workers compensation, and fringe benefits for staff associated with the direct implementation and transition from manual to automated transaction activities. Note: Equipment purchases will be subject to the requirements as noted in EXHIBIT D, SPECIAL TERMS AND CONDITIONS, Section 9. Procurement.

**40 – ECIP PROGRAM BUDGET**

Lines 4 through 14 – ECIP Program Budget Line Items - Enter the amount of funds allocated for Cooling Source Repairs and Replacements, Heating Source Repairs and Replacements, Other ECIP HCS Program Costs, Outreach (limited to 5% of total ECIP allocation), Wood/Propane/Oil Payments, and Other (Households Receiving Emergency Assistance). Enter the amounts for liability insurance, training (limited to 2% of the total ECIP allocation), vehicle and equipment (include those purchases that are over \$5,000), and workers' compensation.

*Note: Written permission prior to the execution of a contract is required, for the purchase or lease for any articles, supplies, equipment, or services obtained from vendors or subcontractors where the per-unit cost is expected to exceed \$5,000 or when the total contract amount for such items is expected exceed \$5,000.*

Actual labor hours associated with the diagnostics of a heating and/or cooling system shall be included in cooling and heating repairs and replacements only for those units that do **not** receive both ECIP and CSD Weatherization services. Other ECIP HCS Program Costs and Travel consist of disposal fees, permits, lead-safe weatherization materials, and travel. For disposal fees

and permits, fees, and actual labor hours for crew members only are allowable. Travel is allowable for only those units that do **not** receive both ECIP and CSD Weatherization services. Weatherization travel guidelines apply.

Line 15 – Total ECIP Program Budget - Enter the sum of lines 4 through 14.

#### **50 – HEAP OUTREACH/WPO BUDGET**

Lines 16 through 17 – Outreach and Wood/Propane/Oil Payments - Enter the amount of funds allocated for HEAP Outreach and WPO payments.

Line 18 – Total HEAP Outreach/WPO Budget - Enter the sum of lines 16 and 17.

#### **60 – NONCONSIDERATION BUDGET (ECIP AND HEAP)**

Lines 19 through 20 – Fast Track Electric and Gas Payments and HEAP Electric and Gas Payments - The Fast Track Electric and Gas and HEAP Electric and Gas allocations are provided.

#### **70 – TOTAL BUDGET**

Enter the sum of lines 1, 2, 3, 3.a., 15, 18, 19, and 20.

#### **100 – ECIP PROGRAM HOUSEHOLDS**

Lines 21 through 24 – ECIP Program Households - Enter the number of projected Cooling Source Repairs and Replacements, Heating Source Repairs and Replacements, Wood/Propane/Oil Households, and Other (Households Receiving Emergency Assistance).

Line 25 – Total ECIP Program Households - Enter the sum of lines 16 through 19.

#### **160 – HEAP WOOD/PROPANE/OIL HOUSEHOLDS**

Enter the number of projected WPO Households to be served.

**EXHIBIT B - ATTACHMENT III  
2006 LIHEAP NONCONSIDERATION ALLOCATIONS**

Contractor: El Dorado County Department of Human Services		Contract Number: 06B-5358 (A2)	Telephone Number: (530) 621-6249
Prepared By: Maki Ganno		E-mail Address: maki.ganno@co.el-dorado.ca.us	Fax Number: (530) 642-9233

<b>80 - NONCONSIDERATION ENERGY CRISIS INTERVENTION PROGRAM (ECIP) BUDGET</b>			
1	ECIP Electric and Gas (Fast Track) per County		Implementation Period from <u>1/1/2006</u> to <u>12/31/2006</u>
2	ALPINE	\$	708
3	EL DORADO	\$	26,001
4		\$	
5		\$	
6		\$	
7		\$	
8		\$	
9	<b>TOTAL</b>	\$	<b>26,709</b>

<b>90 - NONCONSIDERATION HEAP BUDGET</b>			
1	HEAP Electric and Gas Allocations per County		
2	ALPINE	\$	11,101
3	EL DORADO	\$	409,939
4		\$	
5		\$	
6		\$	
7		\$	
8		\$	
9	<b>TOTAL</b>	\$	<b>421,040</b>

<b>95 -NON CONSIDERATION HEAP ESTIMATED NUMBER OF HOUSEHOLD</b>			
1	HEAP Electric and Gas Estimated Number of Household per County		
2	ALPINE	#	17
3	EL DORADO	#	1,211
4		#	
5		#	
6		#	
7		#	
8		#	
9	<b>TOTAL</b>	#	<b>1,228</b>

The total amount allocated to the Nonconsideration Program has been entered by CSD and is not made part of the total consideration for this Agreement but shall be for Contractor's use as described in EXHIBIT B, BUDGET DETAIL AND PAYMENT PROVISIONS, and EXHIBIT F, PROGRAMMATIC PROVISIONS.

**INSTRUCTIONS  
EXHIBIT B – ATTACHMENT III  
2006 LIHEAP NONCONSIDERATION ALLOCATIONS  
CSD 516 (Revised 6/27/2006)**

Enter the name of the agency, contract number, telephone number, e-mail address, fax number, and name of the person preparing this form.

**80 – NONCONSIDERATION ECIP BUDGET**

Line 1 – ECIP Electric and Gas (Fast Track): Enter the implementation period for the delivery of ECIP Fast Track services. Services are mandatory January through March 15, 2006 for the 2006 calendar year and January through March 15, 2007 for the 2007 calendar year. After that date, Contractor has the option of continuing to provide this service.

Lines 2 through 8 – County: The total amount allocated to the Nonconsideration program per county has been entered by CSD and is not made part of the total consideration for this Agreement but shall be for Contractor's use as described in EXHIBIT B, BUDGET DETAIL AND PAYMENT PROVISIONS.

Line 9 – Total: This is the sum of lines 2 through 8.

**90 – NONCONSIDERATION HEAP BUDGET**

Lines 1 through 8 – HEAP Electric and Gas Allocations per County: The total amount allocated to the Nonconsideration program per county has been entered by CSD and is not made part of the total consideration for this Agreement but shall be for Contractor's use as described in EXHIBIT B, BUDGET DETAIL AND PAYMENT PROVISIONS.

Line 9 – Total: This is the sum of lines 1 through 8.

**95 – NONCONSIDERATION HEAP ESTIMATED NUMBER OF HOUSEHOLDS**

Lines 1 through 8: HEAP Electric and Gas Estimated Number of Households per County: The total number of estimated number of households to be served by the HEAP program per county has been entered by CSD.

Line 9 – Total: This is the sum of lines 1 through 8.