



# County of El Dorado

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## Legislation Details (With Text)

**File #:** 14-0174 **Version:** 3

**Type:** Agenda Item **Status:** Approved

**File created:** 1/22/2014 **In control:** Board of Supervisors

**On agenda:** 1/27/2015 **Final action:** 1/27/2015

**Title:** Health and Human Services Agency, Community Services Division, recommending the Board consider the following:

- 1) Adopt and authorize the Chair to sign Resolution 011-2015 that confirms within said Resolution, the following authorizations approved by the Board;
- 2) Approve and authorize the Chair to sign Amendment 3 to Agreement 14F-3009 with the California Department of Community Services and Development, extending the termination date from December 31, 2014 to May 31, 2015 and with no change to the total contract amount of \$265,790;
- 3) Authorize the Chief Administrative Officer, or their designee, to execute further amendments, if any, to Agreement 14-F3009 that do not increase the maximum dollar amount or term of the Agreement, and contingent upon approval by County Counsel and Risk Management; and
- 4) Authorize the Health and Human Services Agency Director, or their designee, to continue to administer Agreement 14F-3009, as amended, and execute any subsequent documents relating to said Agreement including required fiscal and programmatic reports.

**FUNDING:** Federal Funding. (100%)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. 3A - Contract Routing Sheet, 14F-3009, A3, 01-27-15, 2. 3B - Agreement 14F-3009, A3, 01-27-15, 3. 3C - Resolution, 14F-3009, A3, 01-27-15, 4. Executed Resolution 011-2015 1-27-15 item 17.pdf, 5. Executed Agmt. 1-27-15 item 17.pdf, 6. 2B - Reso CSBG 14F-3009, A2 6-24-14, 7. 2A - CRS CSBG Agmt 14F-3009, A2 6-24-14, 8. 2C - CSBG Agmt 14F-3009, A2 6-24-14, 9. 2D - CSBG Agmt 14F-3009, A1 6-24-14, 10. Executed Resolution 073-2014 (BOS 6-24-14), 11. A - CRS CSBG Agmt 14F-3009 2-25-14, 12. Executed Amendment 2 to 14F-3009 (BOS 6-24-14), 13. B - Resolution CSBG 14F-3009 2-25-14, 14. C - CSBG Agmt 14F-3009 2-25-14, 15. D - Contractor Certification Clauses CCC-307 2-25-14, 16. Executed Resolution 013-2014 (BOS 2/25/14), 17. Executed Agreement 14F-3009 (BOS 2-25-14), 18. Executed CCC307 (BOS 2-25-14)

Date	Ver.	Action By	Action	Result
1/27/2015	3	Board of Supervisors	Approved	Pass
6/24/2014	2	Board of Supervisors	Approved	Pass
2/25/2014	1	Board of Supervisors	Approved	Pass

Health and Human Services Agency, Community Services Division, recommending the Board consider the following:

- 1) Adopt and authorize the Chair to sign Resolution **011-2015** that confirms within said Resolution, the following authorizations approved by the Board;
- 2) Approve and authorize the Chair to sign Amendment 3 to Agreement 14F-3009 with the California Department of Community Services and Development, extending the termination date from December 31, 2014 to May 31, 2015 and with no change to the total contract amount of \$265,790;
- 3) Authorize the Chief Administrative Officer, or their designee, to execute further amendments, if any, to Agreement 14-F3009 that do not increase the maximum dollar amount or term of the Agreement,

and contingent upon approval by County Counsel and Risk Management; and

4) Authorize the Health and Human Services Agency Director, or their designee, to continue to administer Agreement 14F-3009, as amended, and execute any subsequent documents relating to said Agreement including required fiscal and programmatic reports.

**FUNDING:** Federal Funding. (100%)

**Fiscal Impact/Change to Net County Cost**

There is no Net County Cost associated with this agenda item. Sufficient appropriations were included in the Fiscal Year (FY) 2014/15 budget.

**Background**

The Community Services Block Grant (CSBG) is administered by the U.S. Department Health and Human Services and provides funds to States, U.S. Territories, Native American Indian Tribes, and other organizations to support services that reduce poverty in local communities. CSBG provides core funding support for the Health and Human Services Agency (HHSA), Community Services Division, administrative, accounting, and direct service functions as outlined in the 2014-2015 CSBG Community Action Plan and approved by the Board on June 25, 2013. The County of El Dorado has received this CSBG Grant Allocation since the early 1980s and this revenue source is expected to continue.

On February 25, 2014, the Board of Supervisors authorized the Chair to sign Agreement 14F-3009 with the California Department of Community Services and Development (CSD) in the initial amount of \$81,085 for the term of January 1, 2014 through December 31, 2014. In April 2014, as previously authorized by the Board of Supervisors, the Chief Administrative Officer executed Amendment 1 to Agreement 14F-3009 that increased the total Agreement amount from \$81,085 to \$146,839 with no change to the term. The Board authorized the Chair to sign Amendment 2 on June 24, 2014 and approved Resolution 073-2014, which further increased the total Agreement amount from \$146,839 to a total of \$265,790 with no change to the termination date of December 31, 2014.

HHSA changed its accounting methodology for distribution of administrative staff costs in 2013 and developed an indirect cost rate to spread costs equitably between the divisions of HHSA. This change in accounting methodology for the HHSA administrative services reduced HHSA's ability to expend the CSBG grant dollars within Calendar Year 2014. The contract extension from December 31, 2014 to May 31, 2015 is necessary for HHSA to expend all applicable administrative staff costs against the remaining funds available in the CSBG Agreement.

**Reason for Recommendation**

HHSA recommends approval of Amendment 3 to Agreement 14F-3009 to extend the termination date to May 31, 2015 to allow for full expenditure of remaining funds, which remains unchanged at \$265,790. Without this time extension, funding from other sources will be required to be diverted to cover the cost of providing the necessary administrative support to the Community Services Division.

**Clerk of the Board Follow Up Actions**

1. Clerk of the Board to have the Chair sign two (2) originals of Amendment 3 to Agreement 14F-3009; and three (3) original Resolutions.
2. Clerk of the Board to provide two (2) certified Minute Orders.
3. Clerk of the Board to return all signed original documents to HHSA Contracts Unit at 3057 Briw Road, Suite A.

**Contact**

Don Ashton, M.P.A., Director

**Concurrences**

County Counsel, Risk Management, and Information Technologies