



STATE OF CALIFORNIA, COUNTY OF SIERRA
BOARD OF SUPERVISORS
AGENDA
REGULAR MEETING

Lee Adams, Vice-Chair, District 1

P.O. Box 1 - Downieville, CA 95936 - 530-289-3506 - supervisor1@sierracounty.ca.gov

Peter W. Huebner, District 2

P.O. Box 349 - Sierra City, CA 96125 - 530-565-6055 - phuebner@sierracounty.ca.gov

Paul Roen, District 3

P.O. Box 43 - Calpine, CA 96124 - 209-479-2770 - supervisor3@sierracounty.ca.gov

Jim Beard, Chair, District 4

P.O. Box 1140 - Loyalton, CA 96118 - 530-565-6092 - jbeard@sierracounty.ca.gov

Sharon Dryden, District 5

P.O. Box 246 - Loyalton, CA 96118 - 530-913-9218 - sdryden@sierracounty.ca.gov

The Sierra County Board of Supervisors will meet in regular session commencing at 9:00 a.m. on May 19, 2020. This meeting will be recorded for posting on the Board of Supervisors' website at www.sierracounty.ca.gov.

In accordance with the Governor's Executive Order pertaining to the convening of public meetings in response to the COVID-19 pandemic, the Board of Supervisors will hold meetings via teleconference. The Board of Supervisors' Chambers will remain closed until further notice.

The public may observe and provide public comments by using the WebEx options below:

By Phone: 1-408-418-9388

Access Code: 962 419 996

By PC: <https://tinyurl.com/051920bos>

Access Code: 962 419 996

NOTICE

Accommodations for individuals with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof, can be made with the Clerk of the Board and CA Relay Services 711 prior to the meeting. The Clerk of the Board may be reached at 530-289-3295 or at the following address:

Heather Foster
Clerk of the Board of Supervisors
P.O. Drawer D
Downieville, CA 95936

All items posted on the agenda, including under correspondence, may be acted upon by the Board of Supervisors. However, matters under committee reports and department manager's reports may be briefly addressed by the Board or Staff but no action or discussion shall be undertaken on any item not appearing on the posted agenda. (GC 54954.2) The Board of Supervisors may hold a Closed Session as the agenda schedule permits.

REGULAR AGENDA

1. 9:00 A.M. STANDING ORDERS

- Call to Order
- Pledge of Allegiance
- Roll Call
- Approval of Consent Agenda, Regular Agenda and Correspondence to be addressed by the Board

2. PUBLIC COMMENT OPPORTUNITY

Matters under the jurisdiction of the Board not on this posted agenda may be addressed by the general public during the Public Comment Opportunity time. No action may be taken or substantive discussion pursued on matters not on the posted agenda. Public comment is regulated by the Sierra County Board of Supervisors' Rules and Procedures. You may obtain a copy of the Public Comment rules from the Clerk. The Board limits public comment to three minutes per person and not more than three individuals addressing the same subject.

3. COMMITTEE REPORTS & ANNOUNCEMENTS

Board members will report on committee meetings and/or activities. Board members or members of the public may ask questions for clarification but no action will be taken.

4. DEPARTMENT MANAGERS' REPORTS & ANNOUNCEMENTS

Department Managers may provide brief reports on activities within their departments. Board members or members of the public may ask questions for clarification but no action will be taken.

5. FOREST SERVICE UPDATE

Update by District Ranger on items that may affect the County of Sierra.

6. BOARD OF SUPERVISORS

- 6.A. Presentation by Carolyn Widman, Executive Director of Inc. Seniors on the Loyalton Senior Center's efforts to meet the needs of the community during the COVID-19 pandemic. (SUPERVISOR DRYDEN)

Documents:

[Inc Seniors Presentation.pdf](#)

- 6.B. Discussion/action regarding the Sierra County Economic Development Committee. (CLERK OF THE BOARD)

Documents:

- 6.C. CONTINUED COVID-19 PUBLIC HEALTH EMERGENCY UPDATE: Report from Sierra County Public Health, County Office of Emergency Services, County Department Managers, Forest Service Representatives, and other local agencies on recent developments relating to the COVID-19 Public Health Emergency and possible action/direction to staff. (CLERK OF THE BOARD)

Documents:

[COVID-19.pdf](#)

7. BEHAVIORAL HEALTH - LEA SALAS

- 7.A. Resolution approving the Business, Consumer Services and Housing Agency's COVID-19 Emergency Homeless Funding Agreement # 20-HCFC-00064 and authorizing Lea Salas, Administrative Director of Behavioral Health, to sign the Agreement.

Documents:

[COVID HCFC Board.pdf](#)

8. PUBLIC WORKS/TRANSPORTATION - TIM BEALS

- 8.A. Amendment to Sierra County Agreement 2009-044 with Sauers Engineering Services adding additional compensation for remaining construction management services for the Sierra Brooks Water System Project.

Documents:

[Sauers Amendment.Item.pdf](#)

- 8.B. License Agreement (Public Safety Power Shutoff) with Pacific Gas and Electric Company for use of the Downieville Community Hall, 327 Main Street, Downieville, Assessor's Parcel Number 003-101-006 as a customer resource center during public safety power shutoff events.

Documents:

[License Agreement.Item.pdf](#)

- 8.C. Resolution approving grant agreement with Sierra Nevada Conservancy for the Greene Acres Forest Health Planning Project.

Documents:

[SNC Grant.Item.pdf](#)

9. COUNTY SERVICE AREA BOARD OF DIRECTORS

Meeting of the County Service Area (CSA) Board of Directors.

- 9.A. Minutes from the County Service Area Board of Directors meeting held on April 7, 2020. (CLERK OF THE BOARD)

Documents:

[04072020csa minutes.pdf](#)

- 9.B. Approval to use Fund 455 (Verdi Fire) to reimburse \$13,000.00 to Sierra County Fire Protection District #1 for its payment to Truckee Meadows Fire Protection District for services under County Agreement 2019-126 (October 2019) and authorize the County Auditor to make payment.

Documents:

[5-19-20 Agenda-SCFPD Payment.pdf](#)

- 9.C. Resolution proposing to form a County Service Area Zone within existing County Services Areas 3 and 4 to impose an emergency services assessment to cover the costs of structural fire protection and emergency medical response in the communities of Verdi and Long Valley consistent with Government Code, Section 25217 (County Service Area Law).

Documents:

[CSA Zone Formation.item.pdf](#)

10. **CLOSED SESSION**

- 10.A. Closed session pursuant to Government Code section 54956.9(a) - conference with legal counsel regarding the following litigation: Sierra County v. Loyaltan Mobile Home Park, Sierra County Superior Court Case No. 7677.

Documents:

[Closed Session LMHP.pdf](#)

11. **CONSENT AGENDA**

Items placed on the Consent Agenda are of a routine and non-controversial nature and are approved by a blanket roll call vote. At the time the Consent Agenda is considered, items may be deleted from the Consent Agenda by any Board member or Department Manager and added to the Regular Agenda directed by the Chairman.

- 11.A. Amendment to Professional Services Agreement 2019-096 between The Regents of the University of California on behalf of its Davis campus UC Davis Continuing and Professional Education and Sierra County. (SOCIAL SERVICES)

Documents:

[UC Davis Trng Amend Board.pdf](#)

- 11.B. Workforce Innovation and Opportunity Act (WIOA) Memorandum of Understanding between Northern Rural Training and Employment Consortium (NORTEC) and America's Job Center of California Partners. (SOCIAL SERVICES)

Documents:

[WIOA Board.pdf](#)

- 11.C. Resolution approving the Business, Consumer Services, and Housing Agency's Homeless Housing, Assistance and Prevention Grant Standard Agreement Number 20-HHAP-00084 and authorizing Lea Salas, Administrative Director of Behavioral Health, to sign the Agreement. (BEHAVIORAL HEALTH)

Documents:

[HHAP Agreement Board.pdf](#)

- 11.D. Resolution approving the Professional Services Agreement between the County of Shasta and the County of Sierra for Epidemiological services and authorizing Vickie Clark, Director of Public Health, to sign the Agreement. (PUBLIC HEALTH)

Documents:

[Shasta County EPI Board.pdf](#)

- 11.E. Resolution approving the submittal of an application for the Local Enforcement Agency Grant and authorizing Director or Designee to execute the necessary application for the securing of grant funds. (PUBLIC HEALTH)

Documents:

[LEA Res Application Board.pdf](#)

- 11.F. Resolution approving Cooperative Law Enforcement Fiscal Year 2020 Annual Operating and Financial Plan Between the Sierra County Sheriff's Office and the USDA, Forest Service Tahoe and Plumas National Forest. (SHERIFF)

Documents:

[Tahoe Plumas Patrol Agm.pdf](#)

- 11.G. Resolution for the 2020 Controlled Substance Annual Operating and Financial Plan Between the Sierra County Sheriff's Office and the USDA, Forest Service Tahoe and Plumas National Forest. (SHERIFF)

Documents:

[Tahoe Plumas Drug Areement.pdf](#)

- 11.H. Modification of Agreement between Northern California EMS, Inc. and Sierra County for EMS Services. (CLERK OF THE BOARD)

Documents:

[EMS Agreement.pdf](#)

- 11.I. Minutes from the regular meeting held on April 7, 2020. (CLERK OF THE BOARD)

Documents:

[04072020 minutes.pdf](#)

11.J. Minutes from the special meeting held on April 16, 2020. (CLERK OF THE BOARD)

Documents:

[04162020 minutes.pdf](#)

ADJOURN

**Sierra County
Board of Supervisors'
Agenda Transmittal &
Record of Proceedings**

MEETING DATE: May 19, 2020	TYPE OF AGENDA ITEM: <input checked="" type="checkbox"/> Regular <input checked="" type="checkbox"/> Timed <input type="checkbox"/> Consent
--------------------------------------	--

DEPARTMENT: Board of Supervisors
APPROVING PARTY: Sharon Dryden, District No. 5
PHONE NUMBER: 530-289-3295

AGENDA ITEM: Presentation by Carolyn Widman, Executive Director of Inc. Seniors on the Loylton Senior Center's efforts to meet the needs of the community during the COVID-19 pandemic.

SUPPORTIVE DOCUMENTS ATTACHED: Memo Resolution Agreement Other

BACKGROUND INFORMATION:

FUNDING SOURCE: N/A
GENERAL FUND IMPACT: No General Fund Impact
OTHER FUND:
AMOUNT: \$0 N/A

ARE ADDITIONAL PERSONNEL REQUIRED?

Yes, -- --
No

IS THIS ITEM ALLOCATED IN THE BUDGET? Yes No

IS A BUDGET TRANSFER REQUIRED? Yes No

SPACE BELOW FOR CLERK'S USE

<p>BOARD ACTION:</p> <input type="checkbox"/> Approved <input type="checkbox"/> Approved as amended <input type="checkbox"/> Adopted <input type="checkbox"/> Adopted as amended <input type="checkbox"/> Denied <input type="checkbox"/> Other <input type="checkbox"/> No Action Taken	<input type="checkbox"/> Set public hearing For: _____ <input type="checkbox"/> Direction to: _____ <input type="checkbox"/> Referred to: _____ <input type="checkbox"/> Continued to: _____ <input type="checkbox"/> Authorization given to: _____	Resolution 2020- _____ Agreement 2020- _____ Ordinance _____ Vote: Ayes: Noes: Abstain: Absent: <input type="checkbox"/> By Consensus
---	---	---

COMMENTS:

CLERK TO THE BOARD

DATE

**Sierra County
Board of Supervisors'
Agenda Transmittal &
Record of Proceedings**

MEETING DATE: May 5, 2020	TYPE OF AGENDA ITEM: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Timed <input type="checkbox"/> Consent
-------------------------------------	---

DEPARTMENT: Board of Supervisors
APPROVING PARTY: Heather Foster, Clerk of the Board
PHONE NUMBER: 530-289-3295

AGENDA ITEM: Discussion/action regarding the Sierra County Economic Development Committee.

SUPPORTIVE DOCUMENTS ATTACHED: Memo Resolution Agreement Other
Current Roster, Resolution Reconstituting the Economic Development Committee and Resolutions increasing the Committee's membership.

BACKGROUND INFORMATION: At

FUNDING SOURCE: N/A

GENERAL FUND IMPACT: No General Fund Impact

OTHER FUND:

AMOUNT: \$0 N/A

ARE ADDITIONAL PERSONNEL REQUIRED?

 Yes, -- --
 No

IS THIS ITEM ALLOCATED IN THE BUDGET? Yes No

IS A BUDGET TRANSFER REQUIRED? Yes No

SPACE BELOW FOR CLERK'S USE

<p>BOARD ACTION:</p> <input type="checkbox"/> Approved <input type="checkbox"/> Approved as amended <input type="checkbox"/> Adopted <input type="checkbox"/> Adopted as amended <input type="checkbox"/> Denied <input type="checkbox"/> Other <input type="checkbox"/> No Action Taken	<input type="checkbox"/> Set public hearing For: _____ <input type="checkbox"/> Direction to: _____ <input type="checkbox"/> Referred to: _____ <input type="checkbox"/> Continued to: _____ <input type="checkbox"/> Authorization given to: _____	Resolution 2020- _____ Agreement 2020- _____ Ordinance _____ Vote: Ayes: Noes: Abstain: Absent: <input type="checkbox"/> By Consensus
---	---	---

COMMENTS:

CLERK TO THE BOARD

DATE

Committee Name	Member Name	Position	Term Expiration Date
Economic Development Committee	BEALS, TIMOTHY H	DIRECTOR OF PLANNING	N/A
Economic Development Committee	BEARD, JAMES	BOS REPRESENTATIVE	N/A
Economic Development Committee	VACANT	MEMBER	N/A
Economic Development Committee	CHRISTIAN, SIDONIE	MEMBER	N/A
Economic Development Committee	CLARK, WILL	MEMBER	N/A
Economic Development Committee	DOBIJA, SHARON	MEMBER	N/A
Economic Development Committee	HALL, PATRICIA	MEMBER	N/A
Economic Development Committee	HUEBNER, PETER	BOS REPRESENTATIVE	N/A
Economic Development Committee	PAYEN, PAMELA	MEMBER	N/A
Economic Development Committee	SCHLEFSTEIN, SCOTT A	BOS ALTERNATE	N/A
Economic Development Committee	WAGNER, RANDY	MEMBER-SEDCORP	N/A
Economic Development Committee	VACANT	CITY REP	N/A
Economic Development Committee	VACANT	MEMBER	N/A
Economic Development Committee	YEGGE, DON	MEMBER	N/A
Economic Development Committee	DINES, MIRIAM	CLERICAL SUPPORT	N/A

**BOARD OF SUPERVISORS
COUNTY OF SIERRA
STATE OF CALIFORNIA**

Resolution 2007-042

**IN THE MATTER OF RECONSTITUTING
THE SIERRA COUNTY BOARD OF SUPERVISORS
COMMITTEE ON ECONOMIC DEVELOPMENT**

WHEREAS, the Sierra County Board of Supervisors Committee on Economic Development was previously formed by the adoption of County Resolution 2001-046 and was subsequently amended through adoption of County Resolutions 2002-125, 2005-143, and 2007-010; and,

WHEREAS, it is the intent of the Board of Supervisors in adopting this resolution to reform and reconstitute the Sierra County Board of Supervisors Committee on Economic Development as the Sierra County Board of Supervisors Committee on Economic and Business Development in order to clearly establish the purpose and functions of the Committee as an advisory body that serves at the will and pleasure of the Board of Supervisors; and,

WHEREAS, it is the further intent of the Board of Supervisors to provide standardized by-laws to be used by the Sierra County Board of Supervisors Committee on Economic and Business Development in the business and operation of the Commission.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS that:

- 1) Sierra County Resolution 2001-046, 2002-125, 2005-143, and 2007-010 and all other prior resolutions and minute orders of the Board of Supervisors pertaining to the formation, creation, powers, and operation of the Sierra County Board of Supervisors Economic Development Committee are hereby rescinded.
- 2) The Sierra County Board of Supervisors Committee on Economic Development is hereby reformed and reconstituted as follows:
 - a. **Section 1-Creation of Committee:** There is hereby created the Sierra County Committee on Economic and Business Development (hereinafter "committee").
 - b. **Section 2-Composition:** The "committee" shall consist of nine (9) members of which six (6) members are appointed by the Board of Supervisors at-large, two (2) members whom shall be members of the Board of Supervisors appointed in conformance with rules of the Board of Supervisors, and one (1) member shall be the Mayor of the City of Loyalton or his/her designee.
 - c. **Section 3-Term:** The "committee" members shall serve without a specified term and shall serve at the will and pleasure of the Board of Supervisors.
 - d. **Section 4-Compensation:** Members appointed to the "committee" shall serve on a volunteer basis and shall receive no compensation.
 - e. **Section 5-Committee Staff and Support Resource Members:** The "committee" may engage the services of the County Planning and Building Department for staff resources and may include business and economic development entities that exist within the County or within the County region for inclusion in the work of the "committee" including but not limited to: the Sierra County Chamber of Commerce, the Sierra Business Council, the Sierra Economic Development District, the Plumas Corporation, the Plumas County Community Development Commission, the Sierra County Arts Council, the Sierra County Historical Society, the Sierra County Office of Education, the Sierra-Plumas Joint Unified School District.
 - f. **Section 6-Area of Jurisdiction:** The "Committee" shall be responsible for matters referred to it by the Board of Supervisors that exist within the unincorporated areas of

Sierra County and with prior approval of the Board of Supervisors, the "committee" may engage in regional activities with surrounding jurisdictions.

- g. **Section 7-Scope of Duties:** The purpose of the "committee" is to advise and make recommendations to the Board of Supervisors with regard to matters that directly affect business and economic development in the County. The "committee" shall not operate or function as an autonomous body and all actions shall be in the form of a motion transmitting its advice or recommendation to the Board of Supervisors, except for actions that:
- i. Are consistent with the approved, annual expenditure budget of the "committee" as approved by the Board of Supervisors; or,
 - ii. Are incidental to programs approved in an annual work program approved by the Board of Supervisors; or,
 - iii. Are emergency or time-sensitive in nature where a Board of Supervisors meeting is not timely scheduled to allow for review and approval of any recommendation or proposed action of the "committee" and in such cases, the matter shall be scheduled for Board of Supervisors review at the next timely scheduled meeting of the Board of Supervisors.
- h. **Section 8-Responsibilities:** The "committee" is authorized to review and be responsible for making recommendations to the Board of Supervisors on matters as described in the following topical areas:
- i. Annually and only if budget appropriations are necessary to carry out the operation of the "committee", submit a work program and expenditure budget to the Board of Supervisors for the operation of the "committee" for the upcoming fiscal year.
 - ii. Absent an express request from the Board of Supervisors, the "committee" shall not involve itself with or provide advice or recommendation as to specific projects for the development of land within the County.
 - iii. Make recommendations on grants, loans, and other programs designed to enhance or develop the County economic and business infrastructure.
 - iv. Promote and assist local organizations program or plan special events, assist the Chamber of Commerce in business programs.
 - v. Public awareness and education in the areas of business and economic development, business training programs, workshops, resource coordination.
 - vi. Programs and activities involving economic development, business development, economic diversification and enhancements, funding programs centering on business and economic development, business opportunities, community facilities and related infrastructure, and related topics focusing on business opportunities and economic development.
- i. **Section 9-Committee By-Laws:** The "committee" shall abide by and operate the business of the "committee" in accordance with the "standardized by-laws for County Committees and Commissions" attached hereto and incorporated herein as exhibit "A" and as these are from time to time amended by resolution of the Board of Supervisors.

ADOPTED by the Board of Supervisors of the County of Sierra, State of California, on the 3rd day of April 2007 by the following vote:

Ayes: Supervisors Gutman, Huebner and Mitchell

Noes: Supervisors Nunes and Whitley

Absent: None

Abstain: None



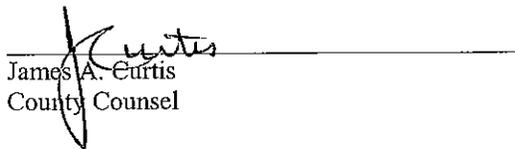
Peter W. Huebner
Chairman of the Board

Attest:



Heather Foster
Clerk of the Board

Approved As To Form:



James A. Curtis
County Counsel

**BOARD OF SUPERVISORS
COUNTY OF SIERRA
STATE OF CALIFORNIA**

RESOLUTION NO. 2008-048

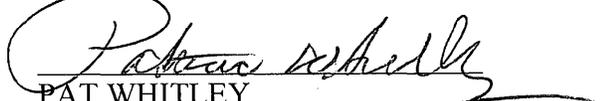
**Resolution Amending Resolution No. 07-042 Pertaining to
the Composition of the Economic Development Committee**

NOW THEREFORE BE IT RESOLVED BY THE SIERRA COUNTY BOARD OF SUPERVISORS that the Board of Supervisors hereby amends Resolution No. 07-042 Pertaining to the Composition of the Economic Development Committee, to reflect that the committee shall consist of eleven (11) members, eight of which shall be members appointed at large by the Board, two members of the Board of Supervisors and one member shall be the Mayor of the City of Loyalton or his or her designee.

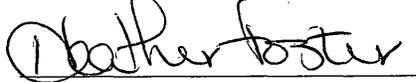
ADOPTED by the Board of Supervisors of the County of Sierra, State of California on the 1st day of April, 2008.

AYES: Supervisors Gutman, Huebner, Nunes, Mitchell and Whitley
NOES: None
ABSENT: None
ABSTAIN: None

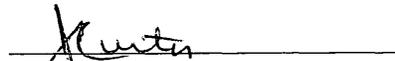
COUNTY OF SIERRA


PAT WHITLEY
CHAIRMAN, BOARD OF SUPERVISORS

ATTEST:


HEATHER FOSTER
CLERK OF THE BOARD

APPROVED AS TO FORM:


JAMES A. CURTIS
COUNTY COUNSEL

BOARD OF SUPERVISORS, COUNTY OF SIERRA, STATE OF CALIFORNIA

**IN THE MATTER OF
AMENDING THE COMPOSITION OF THE
ECONOMIC DEVELOPMENT COMMITTEE**

RESOLUTION 2013-122

BE IT HEREBY RESOLVED that the Board of Supervisors of the County of Sierra hereby amends Resolution Number 2008-048 pertaining to the composition of the Economic Development Committee to reflect that the committee shall consist of twelve (12) members, eight of which shall be members appointed at large by the Board, two members of the Board of Supervisors, one member shall be the Mayor of the City of Loyalton or his or her designee, and one member shall be the Executive Director of SEDCorp.

ADOPTED by the Board of Supervisors of the County of Sierra on the 17th day of December, 2013, by the following vote:

AYES: Supervisors.. Adams, Huebner, Roen, Beard, Schlefstein

NOES: None

ABSTAIN: None

ABSENT: None

COUNTY OF SIERRA


SCOTT SCHLEFSTEIN, CHAIRMAN
BOARD OF SUPERVISORS

ATTEST:


HEATHER FOSTER
CLERK OF THE BOARD

APPROVED AS TO FORM:


JAMES A. CURTIS
COUNTY COUNSEL



SIERRA COUNTY BOARD OF SUPERVISORS

APPLICATION FOR MEMBERSHIP ON ADVISORY BOARD, COMMISSION OR SPECIAL DISTRICT

PLEASE PRINT OR TYPE

APPLICATION FOR MEMBERSHIP ON: _____
(NAME OF BOARD/COMMISSION/DISTRICT)

FILING DEADLINE (AS LISTED ON VACANCY LISTING): _____

NAME: _____

RESIDENCE ADDRESS: _____

MAILING ADDRESS: _____

PHONE NUMBERS: HOME: _____ BUSINESS: _____

IN WHICH SUPERVISORIAL DISTRICT DO YOU RESIDE? _____

TIMES YOU ARE AVAILABLE FOR MEETINGS? DAYS: _____ TIMES: _____

EMPLOYMENT EXPERIENCE: _____

ORGANIZATION AND COMMUNITY EXPERIENCE: _____

OTHER EXPERIENCE WHICH YOU FEEL WOULD BE HELPFUL TO BRING TO THE ATTENTION OF
BOARD MEMBERS IN MAKING THIS APPOINTMENT: _____

EDUCATION (INCLUDE HIGH SCHOOL, COLLEGE AND/OR UNIVERSITY, AND GRADUATE STUDY):

WHY WOULD YOU LIKE TO BE APPOINTED?: _____

A RESUME CONTAINING OTHER PERTINENT INFORMATION ABOUT YOURSELF WOULD BE HELPFUL TO THE BOARD MEMBERS IN
EVALUATING YOUR APPLICATION.

DATE: _____ SIGNATURE _____

APPLICATION MUST BE FILED WITH THE CLERK OF THE BOARD OF SUPERVISORS
PO DRAWER D, DOWNIEVILLE, CA 95936

MEMBERS OF THIS ADVISORY BOARD/COMMISSION/SPECIAL DISTRICT ARE:

REQUIRED ARE NOT REQUIRED to file a Statement of Economic Interests with the County Clerk. If you should have any
questions as to what this might involve, please call the County Clerk's office at (530) 289-3295.

**Sierra County
Board of Supervisors'
Agenda Transmittal &
Record of Proceedings**

MEETING DATE: May , 2020	TYPE OF AGENDA ITEM: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Timed <input type="checkbox"/> Consent
------------------------------------	---

DEPARTMENT: Board of Supervisors
APPROVING PARTY: Heather Foster, Clerk of the Board
PHONE NUMBER: 530-289-3295

AGENDA ITEM: CONTINUED COVID-19 PUBLIC HEALTH EMERGENCY UPDATE: Report from Sierra County Public Health, County Office of Emergency Services, County Department Managers, Forest Service Representatives, and other local agencies on recent developments relating to the COVID-19 Public Health Emergency and possible action/direction to staff.

SUPPORTIVE DOCUMENTS ATTACHED: Memo Resolution Agreement Other

BACKGROUND INFORMATION:

FUNDING SOURCE:
GENERAL FUND IMPACT: No General Fund Impact
OTHER FUND:
AMOUNT: \$ N/A

ARE ADDITIONAL PERSONNEL REQUIRED?
Yes, -- --
No

IS THIS ITEM ALLOCATED IN THE BUDGET? Yes No
IS A BUDGET TRANSFER REQUIRED? Yes No

SPACE BELOW FOR CLERK'S USE

BOARD ACTION: <input type="checkbox"/> Approved <input type="checkbox"/> Approved as amended <input type="checkbox"/> Adopted <input type="checkbox"/> Adopted as amended <input type="checkbox"/> Denied <input type="checkbox"/> Other <input type="checkbox"/> No Action Taken	<input type="checkbox"/> Set public hearing For: _____ <input type="checkbox"/> Direction to: _____ <input type="checkbox"/> Referred to: _____ <input type="checkbox"/> Continued to: _____ <input type="checkbox"/> Authorization given to: _____	Resolution 2020- _____ Agreement 2020- _____ Ordinance _____ Vote: Ayes: Noes: Abstain: Absent: <input type="checkbox"/> By Consensus
---	---	---

COMMENTS:

CLERK TO THE BOARD _____ DATE _____

SIERRA COUNTY

Board of Supervisors
P.O. Drawer D
Downieville, California 95936
Telephone (530) 289-3295
Fax (530) 289-2830



In light of the circumstances in which the state, country, and world finds itself in, this document is to clarify the status of county owned or operated facilities. As all counties in California are subdivisions of the state created to provide state mandated services, we will continue to comply with the governor's directives in consultation with the county health officer.

We expect some county facilities to open sooner than other, but in order to provide for a continuity of essential public services countywide, the county courthouse and all other county offices will remain closed to the public so that services can continue uninterrupted via alternative methods, whether they be by telephone, mail, email, video conferencing, and the like.

While other businesses can open or close at the choice of the owner, most government services are essential for any number of reasons, and the safety of our limited public workforce and to protect the community at large suggests that a continuation of distancing service continue

We appreciate the support and understanding of all during this unprecedented times and want for Sierra County to be able to provide any necessary service that the public requires. Should you have any questions, please don't hesitate to contact any of us at any time.

Lee Adams, Vice-Chair, District 1

P.O. Box 1 - Downieville, CA 95936 - 530-289-3506 - supervisor1@sierracounty.ca.gov

Peter W. Huebner, District 2

P.O. Box 349 - Sierra City, CA 96125 - 530-565-6055 - phuebner@sierracounty.ca.gov

Paul Roen, District 3

P.O. Box 43 - Calpine, CA 96124 - 209-479-2770 - supervisor3@sierracounty.ca.gov

Jim Beard, Chair, District 4

P.O. Box 1140 - Loyalton, CA 96118 - 530-565-6092 - jbeard@sierracounty.ca.gov

Sharon Dryden, District 5

P.O. Box 246 - Loyalton, CA 96118 - 530-913-9218 - sdryden@sierracounty.ca.gov

Lee Adams
District No. 1
P.O. Box 1
Downieville, CA 95936

Peter W. Huebner
District No. 2
P.O. Box 349
Sierra City, CA 96125

Paul Roen
District No. 3
P.O. Box 43
Calpine, CA 96124

Jim Beard
District No. 4
P.O. Box 1040
Loyalton, CA 96118

Sharon Dryden
District No. 5
P.O. Box 246
Loyalton, CA 96118

Heather Foster

From: Paul Roen
Sent: Thursday, May 14, 2020 6:32 AM
To: Heather Foster
Subject: Fwd: Board item

Get [Outlook for iOS](#)

From: Ann Mendez <amendez@sierracourt.org>
Sent: Wednesday, May 13, 2020 9:56 AM
To: Lee Adams
Cc: phuebner@sierracounty.ca.gov; supervisor3@sierracounty.ca.gov; Jim Beard; Sharon Dryden
Subject: RE: Board item

Sierra Superior Court appreciates the efforts of the Sierra County Board of Supervisors and county team in addressing COVID-19 concerns for litigants and citizens in Sierra County. The Court shares the concerns of Supervisor Adams and supports the ongoing closure of the county building which houses the courtroom, judicial chambers and the clerk's office until such time as ongoing issues related to reopening can be addressed in a satisfactory manner to all concerned. Engaging in an ongoing dialogue is welcomed.

It has become apparent that people's interpretations differ concerning the expectations set forth in the May 1, 2020, Order of the County Health Officer Requiring Facial Coverings, issued by Sierra County Public Health Officer, Celia Sutton-Pado, M.D. Sooner than later, issues common to the Court and the County need to be addressed. Chief among these are the following:

- * The appropriate trained and equipped security personnel to assure prompt and effective enforcement of Dr. Sutton-Pado's order of May 1, 2020, concerning the use of face coverings
- * Courthouse access security and protocol to follow in identifying potential COVID-19 exposure risks and precluding entrance of such risks from entry into the courthouse premises
- * Disinfecting protocol and properly-equipped personnel to accomplish disinfecting activities at all appropriate times and places upon the courthouse premises
- * Such other and further concerns as may arise in due course as the courthouse is reopened to the public

The Court thanks the Board of Supervisors for being together with the Court and staying in front of these issues. These are certainly unprecedented times. The leadership and hard work are greatly appreciated.

Sierra Superior Court

Ann M. Mendez
Court Executive Officer
Superior Court of Sierra County
100 Courthouse Square
P. O. Box 476
Downieville, CA 95936
Voice: (530) 289-2902
Fax: (530) 289-0205
amendez@sierracourt.org

Confidential:

This email may contain confidential and privileged material for the sole use of the intended recipient(s) any review, use, distribution, or disclosure by others is strictly prohibited. If you are not the intended recipient(s) "or authorized to receive for the recipient", please contact the sender by reply email and delete all copies of this message.

-----Original Message-----

From: Lee Adams <supervisor1@sierracounty.ca.gov>
Sent: Monday, May 11, 2020 4:45 PM
To: Tim Beals <tbeals@sierracounty.ca.gov>; Vickie Clark <vclark@sierracounty.ca.gov>; Celia Sutton-Pado <csutton-pado@sierracounty.ca.gov>; Ann Mendez <amendez@sierracourt.org>
Subject: Board item

Good afternoon:

During today's EOC call, there was discussion about when or how the courthouse should reopen as things begin to relax a bit. I am of the firm opinion that in order to protect the continuity of government services, the courthouse as well as all other county offices should remain locked for the safety of all our employees. There is no reason to risk any exposure while we can provide the same services via many alternative ways.

We do understand that the court may need to hold public sessions from time to time, but other county offices would remain shut. This will go to the board for review next week. Any comments, suggestions, edits are appreciated.



CWDA
Advancing Human Services
for the Welfare of All Californians



May 18, 2020

The Honorable Gavin Newsom
Governor, State of California
State Capitol Building, 1st Floor
Sacramento, CA 95814

The Honorable Toni Atkins
Senate President pro Tempore
State Capitol Building, Room 205
Sacramento, CA 95814

The Honorable Anthony Rendon
Assembly Speaker
State Capitol Building, Room 219
Sacramento, CA 95814

RE: Counties | Realignment

Dear Governor Newsom, Pro Tem Atkins, and Speaker Rendon:

Counties greatly appreciate the partnership with the Administration and the Legislature that has been strengthened as we work together to respond to the COVID-19 pandemic. California's counties are on the front lines of fighting the COVID-19 public health crisis, working tirelessly to protect the health of all Californians. Counties are also leading the way in providing services to those most in need during this crisis by administering critical human services, behavioral health, health and public safety programs on behalf of the state. However, the state's safety net system as delivered by counties is under immense strain and, coupled with the public health crisis and steep economic recession, we are compelled to notify you that realigned services, including public health, public safety, social services, and behavioral health services are at extreme risk.

In order to avoid extreme cuts to these programs at the time they are needed the most, we are asking the Legislature and the Governor to stabilize Realignment funding by backfilling for lost base revenue in both the current and budget years. This request will help save the state's core safety net programs and local public safety services, as well as help Californians recover medically, mentally, and economically in these uncertain times. The updated revenue projections in the May Revision were stark, indicating significant declines in 1991 Realignment and 2011 Realignment revenue in the current year and out years.

In the current year alone, combined 1991 Realignment and 2011 Realignment revenues will fall \$1.7 billion short of achieving the base funding level. While the Department of Finance projections indicate that Realignment revenues may stabilize in 2020-21, the current year loss of revenue means that Realignment funding in 2020-21 will again drop \$1.7 billion lower than revenues in 2018-19. Taken together, this represents a \$3.3 billion reduction over two years. When Realignment was designed, no one – not the state, nor the counties – ever anticipated such steep declines in revenues for entitlement and other critical programs that counties administer on behalf of the state.

We have provided an outline of these figures using the revenues actually received by counties in 2018-19 below. ***Please note that they do not yet encompass the possible impacts of the state sales tax “layaway” program, but alone show that the vital revenues counties are required to rely on to provide essential services on the state’s behalf have been decimated.***

1991 Realignment (dollars in millions)					
	2019-20 Base	2019-20 at May Revision	2019-20 Cut	2020-21 at May Revision	2020-21 Cut
CalWORKSs MOE	\$ 1,120.6	\$ 994.8	\$ (125.8)	\$ 994.8	\$ (125.8)
Health/Family Support	\$ 1,667.3	\$ 1,514.4	\$ (152.9)	\$ 1,514.4	\$ (152.9)
Social Services	\$ 2,548.5	\$ 2,230.8	\$ (317.7)	\$ 2,230.8	\$ (317.7)
Mental Health	\$ 129.5	\$ -	\$ (129.5)	\$ -	\$ (129.5)
Child Poverty	\$ 398.7	\$ 362.3	\$ (36.4)	\$ 362.3	\$ (36.4)
Total	\$ 5,864.5	\$ 5,102.3	\$ (762.2)	\$ 5,102.3	\$ (762.2)

Note: Figures combine Sales Tax and VLF.

2011 Realignment (dollars in millions)					
	2019-20 Base	2019-20 at May Revision	2019-20 Cut	2020-21 at May Revision	2020-21 Cut
Law Enforcement Services	\$2,633.8	\$ 2,297.9	\$ (335.9)	\$ 2,327.0	\$ (306.8)
Mental Health	\$1,120.6	\$ 1,120.6	\$ -	\$ 1,120.6	\$ -
Protective Services and Behavioral Health	\$3,885.6	\$ 3,277.1	\$ (608.5)	\$ 3,330.8	\$ (554.8)
Total	\$7,640.0	\$ 6,695.6	\$ (944.4)	\$ 6,778.4	\$ (861.6)

Note: Figures combine Sales Tax and VLF.

While counties are grateful for the May Revision directive to allocate \$1.3 billion from the CARES Act Coronavirus Relief Fund to all 58 counties, this short-term, one-time funding will only partially assist counties in meeting urgent COVID-19 related costs, including local coordination and response, medical and protective supplies, new options for protecting homeless individuals, and a small portion of additional staff costs related to the pandemic response. Also, federal law for CARES Act funding requires the dollars to be used only for new expenses incurred as a direct result of the pandemic, and prohibits the usage of the funds to replace lost revenues or cover any expenditure that was included in the most recently approved budget. This means that CARES Act funding, while immediately helpful and appreciated, is intended and needed to address COVID-19 specific extraordinary costs. CARES Act funds will not fully cover county COVID-19 costs and cannot be used to sustain basic safety net services funded by Realignment. Hence our request to assist with backfilling Realignment revenues to avoid the impending decimation of safety net services in our communities.

A central premise of 1991 and 2011 Realignment is while revenues may go up or down in a given year, these dedicated funds are sufficient for counties to administer these programs over time on behalf of the state. Like the state and nation, California’s counties are reeling from the unprecedented speed and severity of this economic decline, an event that was not anticipated when both Realignment structures

were constructed. And while counties are fully engaged in strongly advocating for more federal assistance during this pandemic, additional funding for state programs administered by counties is unequivocally necessary.

It is also important to note that even before the pandemic, both 1991 and 2011 Realignments were failing to keep up with federal requirements for entitlement programs, increasing demand for behavioral health services and serving vulnerable populations such as those living without shelter, vulnerable older adults, non-minor dependents, and children who have experienced trauma. For county public health, 1991 Realignment revenues in 2018-19 were still \$100 million below the 2009 funding levels. Further reductions in public health funding will risk forfeiture of grant funding and loss of critical staff across public health programs who support surge efforts in response to this pandemic and other public health threats. For behavioral health, concurrent declines in Mental Health Services Act revenue exacerbate the realignment shortfalls. Child welfare services, a federally mandated program that imbues the state and counties with a unique obligation and legal responsibility for the state's most vulnerable children, will have to be cut due to entitlements and maintenance of effort (MOE) obligations in other programs. Finally, counties will be unable to maintain compliance with federal and state regulations and requirements across all programs with this scale of funding reduction –leaving the state and counties vulnerable to legal actions.

We applaud Governor Newsom for centering the May Revision Budget Proposal on assisting Californians most hurt by the pandemic. We know lawmakers also recognize the critical importance of counties and the programs we administer on your behalf, and we thank both houses of the Legislature for their ongoing support. We must continue to work together to preserve 1991 and 2011 Realignment-funded programs and avoid massive cuts or service disruptions to the very services our residents need the most during this statewide public health emergency and economic downturn.

Counties and our organizations are committed to working with your Administration and the Legislature to achieve meaningful solutions to save the safety net and public safety programs on which Californians depend in their time of need. We are hopeful that the state, the overall tax base, and, most importantly, our resilient residents will recover from these unprecedented times by 2021-22. In the meantime, counties commit to working with you on solutions to provide stability for our public health, human services, behavioral health, and public safety programs and the children, families, and seniors who rely on them.

Respectfully,

Graham Knaus
Executive Director
California State Association of Counties
gknaus@counties.org

Frank Mecca
Executive Director
County Welfare Directors Association of
California
fmecca@cwda.org

Michelle Cabrera
Executive Director
California Behavioral Health Directors
Association
mcabrera@cbhda.org

Michelle Gibbons
Executive Director
County Health Executives Association of
California
mgibbons@cheac.org

Erica Murray
Executive Director
California Association of Public Hospitals and
Health Systems
emurray@caph.org

Karen Pank
Executive Director
Chief Probation Officers of California
Karen@cpoc.org

Cory Salzillo
Legislative Director
California State Sheriffs' Association
cory@wpssgroup.com

Kelly Brooks-Lindsey
Legislative Advocate
Urban Counties of California
kbl@hbeadvocacy.com

Paul Smith
Senior Vice President, Governmental Affairs
Rural County Representatives of California
psmith@rcrcnet.org

Mark Zahner
Chief Executive Officer
California District Attorneys Association
mzahner@cdaa.org

Karen Keeslar
Executive Director
California Association of Public Authorities
karen@keeslar.net

cc: The Honorable Holly Mitchell, Chair, Senate Budget and Fiscal Review Committee
The Honorable Phil Ting, Chair, Assembly Budget Committee
Keely Bosler, Director, Department of Finance
Mark Ghaly, Secretary, California Health and Human Services Agency
Ralph Diaz, Secretary, California Department of Corrections and Rehabilitation
Vivek Viswanathan, Chief Deputy Director for Budget, Department of Finance
Anthony Williams, Legislative Affairs Secretary, Office of Governor Newsom
Honorable Members, Senate Budget and Fiscal Review Committee
Honorable Members, Assembly Budget Committee
Chris Woods, Office of the Senate President pro Tempore
Jason Sisney, Office of the Assembly Speaker
Joe Stephenshaw, Senate Budget and Fiscal Review Committee
Christian Griffith, Assembly Budget Committee
Gabriel Petek, Legislative Analyst's Office

SIERRA COUNTY

Board of Supervisors
P.O. Drawer D
Downieville, California 95936
Telephone (530) 289-3295
Fax (530) 289-2830



19 May 2020

The Honorable Gavin Newsom Governor
State of California
State Capitol Building, 1st Floor
Sacramento, CA 95814

Subject: Stabilization of 1991 & 2011 Realignment funding

Dear Governor Newsom:

On behalf of Sierra County, this letter is to voice our support of the letter of May 18, 2020 co-signed by the California State Association of Counties (CSAC), Rural County Representatives of California (RCRC), California State Sheriffs' Association (CSSA), and eight other county affiliate organizations with respect to 1991 and 2011 Realignment funding.

Sierra County's financial standing is limited under the best of times, and the impact of COVID-19 issues has severely impacted nearly every revenue source within the county. As a county with a large seasonal tourism industry, we continue to monitor and attempt to understand its closure to the overall impact of Sierra County finances.

We appreciate your leadership in keeping Californians safe and appreciate your consideration of this multi association letter.

Sincerely,

SIERRA COUNTY
BOARD OF SUPERVISORS

By:

JAMES BEARD
Chairman

CC: Hon. Brian Dahle, California State Senate – District 1
Hon. Megan Dahle, California State Assembly – District 1

Lee Adams
District No. 1
P.O. Box 1
Downieville, CA 95936

Peter W. Huebner
District No. 2
P.O. Box 349
Sierra City, CA 96125

Paul Roen
District No. 3
P.O. Box 43
Calpine, CA 96124

Jim Beard
District No. 4
P.O. Box 1040
Loyalton, CA 96118

Sharon Dryden
District No. 5
P.O. Box 246
Loyalton, CA 96118

**Sierra County
Board of Supervisors'
Agenda Transmittal &
Record of Proceedings**

MEETING DATE: May 19, 2020	TYPE OF AGENDA ITEM: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Timed <input type="checkbox"/> Consent
--------------------------------------	---

DEPARTMENT: Public Health
APPROVING PARTY: Lea Salas, Administrative Director
PHONE NUMBER: (530) 993-6746

AGENDA ITEM: Resolution Approving the Business, Consumer Services and Housing Agency's COVID-19 Emergency Homeless Funding Agreement # 20-HCFC-00064 and authorizing Lea Salas, Administrative Director of Behavioral Health, to sign the Agreement

SUPPORTIVE DOCUMENTS ATTACHED: Memo Resolution Agreement Other

BACKGROUND INFORMATION: Please see attached memo

FUNDING SOURCE: 0515670
GENERAL FUND IMPACT: No General Fund Impact
OTHER FUND:
AMOUNT: \$10,000.00 N/A

ARE ADDITIONAL PERSONNEL REQUIRED?

 Yes, -- --
 No

IS THIS ITEM ALLOCATED IN THE BUDGET? Yes No

IS A BUDGET TRANSFER REQUIRED? Yes No

SPACE BELOW FOR CLERK'S USE

<p>BOARD ACTION:</p> <input type="checkbox"/> Approved <input type="checkbox"/> Approved as amended <input type="checkbox"/> Adopted <input type="checkbox"/> Adopted as amended <input type="checkbox"/> Denied <input type="checkbox"/> Other <input type="checkbox"/> No Action Taken	<input type="checkbox"/> Set public hearing For: _____ <input type="checkbox"/> Direction to: _____ <input type="checkbox"/> Referred to: _____ <input type="checkbox"/> Continued to: _____ <input type="checkbox"/> Authorization given to: _____	Resolution 2020- _____ Agreement 2020- _____ Ordinance _____ Vote: Ayes: Noes: Abstain: Absent: <input type="checkbox"/> By Consensus
---	---	---

COMMENTS:

CLERK TO THE BOARD

DATE

Memorandum

To: Sierra County Board of Supervisors
From: Lea Salas, Administrative Director
Reference: Agenda Item
Date of memo: May 12, 2020
Date of Board Meeting: May 19, 2020

Requested Action: Resolution Approving the Business, Consumer Services and Housing Agency's COVID-19 Emergency Homeless Funding Agreement # 20-HCFC-00064 and authorizing Lea Salas, Administrative Director of Behavioral Health, to sign the Agreement

Mandated by: Senate Bill 89

Funding

Budgeted? YesX No

Revenue	\$10,000	COVID HCFC
Expenses	\$10,000	COVID HCFC
Difference	0	

Background Information: In response to the COVID-19 outbreak and to protect the health and safety of people experiencing homelessness, Governor Gavin Newsom signed SB 89 on March 17 allocating funding to help protect this vulnerable population. Sierra County was awarded a grant in the amount of \$10,000. The purpose of this funding is to protect the health and safety of people experiencing homelessness and reduce the spread of the COVID-19 outbreak.

Specifically, this award is intended for the investments into COVID-19 prevention and containment efforts for shelters, including, but not limited to, medically indicated services and supplies, such as testing and handwashing stations, and enhancements to existing shelter facilities. This will allow for proper social distancing and isolation to reduce the Spread of COVID-19 among the homeless population. While eligible uses for funding are broad and should be determined based on the need of the jurisdiction, suggested uses include but are not limited to:

- Emergency Shelter Operations – furnishings, supplies, and equipment needed to maintain a sanitary shelter environment of clients and staff.
- Shelter Capacity – support for increasing shelter capacity and the acquisition of new shelters.
- Isolation Capacity – support for the acquisition/lease of hotels, motels, trailers, and other alternative isolation placements.
- Street Outreach – supplies and equipment needed to protect staff engaging with unsheltered from COVID-19 and to meet the urgent physical needs of people experiencing homelessness.
- Transportation - support for the transportation of those experiencing homelessness to and from shelters and medical care.
- Staffing – support for additional staff for infectious disease preparedness and case management for clients.

Sierra County must have an expenditure plan in place by June 30, 2020 and has two years to expend the funds. The county may choose to keep the funds to address unforeseen Sierra County COVID-19 related homelessness issues or may choose to direct the funds to the NorCal Continuum of Care.

Potential Issues to consider:

Alternatives or Impacts of disapproval:

BOARD OF SUPERVISORS, COUNTY OF SIERRA, STATE OF CALIFORNIA

RESOLUTION NO. _____

IN THE MATTER OF APPROVING THE BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY'S COVID-19 EMERGENCY HOMELESS FUNDING AGREEMENT # 20-HCFC-00064 AND AUTHORIZING LEA SALAS, ADMINISTRATIVE DIRECTOR OF BEHAVIORAL HEALTH, TO SIGN THE AGREEMENT

WHEREAS, the Sierra County Board of Supervisors approved the Business, Consumer Services, and Housing Agency's COVID-19 Emergency Homeless Funding Agreement Number 20-HCFC-00064; and

NOW THEREFORE BE IT RESOLVED, the Sierra County Board of Supervisors authorizes Lea Salas, Administrative Director of Behavioral Health, to sign the agreement and all invoices to secure funds.

ADOPTED by the Board of Supervisors of the County of Sierra, State of California on the 19th day of May, 2020, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

JIM BEARD
Chairman, Board of Supervisors

Date

ATTEST:

APPROVED AS TO FORM:

HEATHER FOSTER
Clerk of the Board

DAVID PRENTICE
County Counsel

STANDARD AGREEMENT

STD 213 (Rev. 03/2019)

AGREEMENT NUMBER

20-HCFC-00064

PURCHASING AUTHORITY NUMBER (If Applicable)

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

Business, Consumer Services, and Housing Agency

CONTRACTOR NAME

County-Sierra

2. The term of this Agreement is:

START DATE

Upon BCSH Approval

THROUGH END DATE

06/30/2020

3. The maximum amount of this Agreement is:

\$10,000.00

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

Exhibits	Title	Pages
Exhibit A	Scope of Work	
Exhibit B	Budget Detail and Payment Provisions	
Exhibit C *	General Terms and Conditions	
+		
-		

Items shown with an asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto.

These documents can be viewed at <https://www.dgs.ca.gov/OLS/Resources>

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

County-Sierra

CONTRACTOR BUSINESS ADDRESS

PO Box 265

CITY

Loyalton

STATE

CA

ZIP

96118

PRINTED NAME OF PERSON SIGNING

Lea Salas

TITLE

Administrative Director Behavioral Health

CONTRACTOR AUTHORIZED SIGNATURE

DATE SIGNED

5/12/2020

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

Business, Consumer Services, and Housing Agency

CONTRACTING AGENCY ADDRESS

915 Capitol Mall, Suite 350A

CITY

Sacramento

STATE

CA

ZIP

95814

PRINTED NAME OF PERSON SIGNING

Lourdes Castro Ramirez

TITLE

Secretary

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DATE SIGNED

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)

Standard Agreement
EXHIBIT A
AUTHORITY, PURPOSE, AND SCOPE OF WORK

1. Authority

Pursuant to the provisions of Section 36.00, Chapter 2, Statutes of 2020, and the augmentation to Budget Act of 2019 Item 0515-101-0001 described in the March 18, 2020 letter from the Department of Finance to the Joint Legislative Budget Committee, the Homeless Coordinating and Financing Council ("HCFC"), which exists within the Business, Consumer Services and Housing Agency ("BCSH" or "Agency"), shall allocate a total of \$100,000,000.00 to Continuums of Care, Large Cities (population of 300,000+) and Counties, divided proportionally based on the allocations they are eligible to receive through the Homeless Housing, Assistance, and Prevention program ("HHAP"). This Agreement is entered into under the authority of, and in furtherance of the purposes of, the Budget Act of 2019.

2. Purpose

The purpose of this grant funding is to provide support to Continuums of Care, Large Cities, and Counties to protect the health and safety of homeless populations and reduce the spread of the COVID-19 outbreak. In accordance with the authority cited above, the HCFC shall distribute **\$10,000.00** to the **County of Sierra**.

3. Scope of Work

The **County of Sierra** shall use **\$10,000.00** to invest in COVID-19 prevention and containment efforts for temporary shelters, including, but not limited to, medically-indicated services and supplies, such as testing and handwashing stations, and enhancements to existing shelter facilities. The intent of these investments is to allow for proper social distancing and isolation to reduce the spread of COVID-19 among the homeless population.

4. Monitoring

County of Sierra shall maintain books, records, documents, and other evidence that demonstrates the funding was used for the appropriate purposes, as laid out in the Scope of Work. These books, records, documents, and other evidence shall be made available for audit and inspection by the HCFC and Agency for a period of three years.

A. Annual Report Deadlines

The **County of Sierra** shall submit an expenditure report to Agency on a form and method provided by Agency, by July 1, 2020 and January 1, 2021. If the **County of Sierra** fails to provide such documentation, Agency may disencumber any portion of the amount authorized by this Agreement with a 14-day written notification.

Initials:  _____

B. Reporting Requirements

The expenditure report shall contain detailed information including the following:

1. An ongoing tracking of the specific uses and expenditures of any program funds broken out by uses listed below, including the current status of those funds:
 - a. Diversion
 - b. Prevention
 - c. Shelter
 - d. Services and infection control
 - e. Other

2. Any additional information that Agency requests.

In addition to the reports, Agency may require supplemental reporting with written notice to the **County of Sierra**.

5. Expenditure Deadline

Pursuant to Assembly Bill 74, Statutes of 2019, Chapter 23 (Budget Act of 2019) SEC. 1.80, funds shall be encumbered by June 30, 2020.

Initials: _____



EXHIBIT B
BUDGET DETAIL AND PAYMENT PROVISIONS

1. Agreement Amount

The total amount of this Agreement shall not exceed **\$10,000.00**.

2. General Conditions for Disbursement

General Requirements – All grantees must submit the following forms prior to funds being released:

- A. Request for Funds Form (RFF),
- B. Signed and dated PDF of the STD. 213

3. SB-89 Budget Act of 2019

SEC. 36.00. Notwithstanding any other law, \$500,000,000 is hereby appropriated from the General Fund to any item for any purpose related to the March 4, 2020 proclamation of a state of emergency upon order of the Director of Finance. Funds appropriated in this section may not be expended prior to 72 hours after the Director of Finance notifies the Joint Legislative Budget Committee in writing of the purposes of the planned expenditure. The chairperson of the Joint Legislative Budget Committee or the chairperson's designee may shorten the 72-hour period by written notification. The amount of the appropriation in this section may be increased in increments of \$50,000,000 no sooner than 72 hours after the Director of Finance notifies the Joint Legislative Budget Committee of the need for the increase. The chairperson of the Joint Legislative Budget Committee or the chairperson's designee may shorten the 72-hour period by written notification. The total appropriation under this section shall not exceed \$1,000,000,000.

Initials: _____



EXHIBIT C

GENERAL TERMS AND CONDITIONS

APPROVAL: This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. Contractor may not commence performance until such approval has been obtained.

1. **AMENDMENT:** No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.
2. **ASSIGNMENT:** This Agreement is not assignable by the Contractor, either in whole or in part, without the consent of the State in the form of a formal written amendment.
3. **AUDIT:** Contractor agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §10115 et seq., CCR Title 2, Section 1896).
4. **INDEMNIFICATION:** Contractor agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Contractor in the performance of this Agreement.
5. **DISPUTES:** Contractor shall continue with the responsibilities under this Agreement during any dispute.
6. **TERMINATION FOR CAUSE:** The State may terminate this Agreement and be relieved of any payments should the Contractor fail to perform the requirements of this Agreement at the time and in the manner herein provided. In the event of such termination the State may proceed with the work in any manner deemed proper by the State. All costs to the State shall be deducted from any sum due the Contractor under this Agreement and the balance, if any, shall be paid to the Contractor upon demand.

Initials: _____



7. **INDEPENDENT CONTRACTOR:** Contractor, and the agents and employees of Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State.
8. **RECYCLING CERTIFICATION:** The Contractor shall certify in writing under penalty of perjury, the minimum, if not exact, percentage of post-consumer material as defined in the Public Contract Code Section 12200, in products, materials, goods, or supplies offered or sold to the State regardless of whether the product meets the requirements of Public Contract Code Section 12209. With respect to printer or duplication cartridges that comply with the requirements of Section 12156(e), the certification required by this subdivision shall specify that the cartridges so comply (Pub. Contract Code §12205).
9. **NON-DISCRIMINATION CLAUSE:** During the performance of this Agreement, Contractor and its subcontractors shall not deny the contract's benefits to any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. Contractor shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12900 et seq.), the regulations promulgated thereunder (Cal. Code Regs., tit. 2, §11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code §§11135-11139.5), and the regulations or standards adopted by the awarding state agency to implement such article. Contractor shall permit access by representatives of the Department of Fair Employment and Housing and the awarding state agency upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department or Agency shall require to ascertain compliance with this clause. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. (See Cal. Code Regs., tit. 2, §11105.)

Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

10. **CERTIFICATION CLAUSES:** The CONTRACTOR CERTIFICATION CLAUSES contained in the document CCC 04/2017 are hereby incorporated by reference and made a part of this Agreement by this reference as if attached hereto.

Initials: 

11. **TIMELINESS:** Time is of the essence in this Agreement.
12. **COMPENSATION:** The consideration to be paid Contractor, as provided herein, shall be in compensation for all of Contractor's expenses incurred in the performance hereof, including travel, per diem, and taxes, unless otherwise expressly so provided.
13. **GOVERNING LAW:** This contract is governed by and shall be interpreted in accordance with the laws of the State of California.
14. **ANTITRUST CLAIMS:** The Contractor by signing this agreement hereby certifies that if these services or goods are obtained by means of a competitive bid, the Contractor shall comply with the requirements of the Government Codes Sections set out below.
 - a. The Government Code Chapter on Antitrust claims contains the following definitions:
 1. "Public purchase" means a purchase by means of competitive bids of goods, services, or materials by the State or any of its political subdivisions or public agencies on whose behalf the Attorney General may bring an action pursuant to subdivision (c) of Section 16750 of the Business and Professions Code.
 2. "Public purchasing body" means the State or the subdivision or agency making a public purchase. Government Code Section 4550.
 - b. In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder. Government Code Section 4552.
 - c. If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the bid price, less the expenses incurred in obtaining that portion of the recovery. Government Code Section 4553.
 - d. Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. See Government Code Section 4554.

Initials: 

15. **CHILD SUPPORT COMPLIANCE ACT:** For any Agreement in excess of \$100,000, the contractor acknowledges in accordance with Public Contract Code 7110, that:
- a. The contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and
 - b. The contractor, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.
16. **UNENFORCEABLE PROVISION:** In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.
17. **PRIORITY HIRING CONSIDERATIONS:** If this Contract includes services in excess of \$200,000, the Contractor shall give priority consideration in filling vacancies in positions funded by the Contract to qualified recipients of aid under Welfare and Institutions Code Section 11200 in accordance with Pub. Contract Code §10353.

19. SMALL BUSINESS PARTICIPATION AND DVBE PARTICIPATION REPORTING REQUIREMENTS:

- a. If for this Contract Contractor made a commitment to achieve small business participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) report to the awarding department the actual percentage of small business participation that was achieved. (Govt.Code § 14841.)
 - b. If for this Contract Contractor made a commitment to achieve disabled veteran business enterprise (DVBE) participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) certify in a report to the awarding department: (1) the total amount the prime Contractor received under the Contract; (2) the name and address of the DVBE(s) that participated in the performance of the Contract; (3) the amount each DVBE received from the prime Contractor; (4) that all payments under the Contract have been made to the DVBE; and (5) the actual percentage of DVBE participation that was achieved. A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation. (Mil. & Vets. Code § 999.5(d); Govt. Code § 14841.)
18. **LOSS LEADER:** If this contract involves the furnishing of equipment, materials, or supplies then the following statement is incorporated: It is unlawful for any person engaged in business within this state to sell or use any article or product as a "loss leader" as defined in Section 17030 of the Business and Professions Code. (PCC 10344(e).)

Initial: _____



BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY
HOMELESS COORDINATING AND FINANCING COUNCIL (REV 9/18)
915 Capitol Mall, Suite 350-A
Sacramento, CA 95814
Phone: (916) 653-4090
Fax: (916) 653-3815



COVID-19 EMERGENCY HOMELESS FUNDING

REQUEST FOR FUNDS FORM

Contract Number **20-HCFC-00064**

Invoice Number

Grantee Name: County-Sierra

Address: PO Box 265

City: Loyalton

State & Zip: CA, 96118

Expiration Date: **6/30/2020**

Contact Person: Lea Salas

Contact Person Title: Administrative Director of Behavioral Health

E-mail: lsalas@sierracounty.ca.gov

Phone No.: 530-993-6791

COVID-19 EMERGENCY HOMELESSNESS FUNDING BREAKDOWN

AWARD

Draw Amount

TOTAL:

\$10,000.00

CERTIFICATION

**By signing this form, I certify to the best of my knowledge and belief that the form is true, complete, and accurate, and the activities and budget are for the purposes and objectives set forth in the terms and conditions of the Standard Agreement. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.*

Lea Salas

Name of Authorized Person

5/12/2020

Date:

[Signature]

Signature of Authorized Person

5/12/2020

Date:

BCSH USE ONLY

Grant Management Representative Signature

Date:

State of California
Financial Information System for California (FI\$Cal)
GOVERNMENT AGENCY TAXPAYER ID FORM

2000 Evergreen Street, Suite 215
Sacramento, CA 95815
www.fiscal.ca.gov
1-855-347-2250



The principal purpose of the information provided is to establish the unique identification of the government entity.

Instructions: You may submit one form for the principal government agency and all subsidiaries sharing the same TIN. Subsidiaries with a different TIN must submit a separate form. Fields bordered in red are required. Hover over fields to view help information. Please print the form to sign prior to submittal. You may email the form to: vendors@fiscal.ca.gov, or fax it to (916) 576-5200, or mail it to the address above.

Principal Government Agency Name

Remit-To Address (Street or PO Box)

City State Zip Code+4

Government Type: City County Special District Federal Other (Specify) Federal Employer Identification Number (FEIN)

List other subsidiary Departments, Divisions or Units under your principal agency's jurisdiction who share the same FEIN and receives payment from the State of California.

Dept/Division/Unit Name Complete Address

Dept/Division/Unit Name Complete Address

Dept/Division/Unit Name Complete Address

Dept/Division/Unit Name Complete Address

Contact Person Title

Phone number E-mail address

Signature Date

**Sierra County
Board of Supervisors'
Agenda Transmittal &
Record of Proceedings**

MEETING DATE: May 19, 2020	TYPE OF AGENDA ITEM: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Timed <input type="checkbox"/> Consent
--------------------------------------	---

DEPARTMENT: Public Works and Transportation
APPROVING PARTY: Tim H. Beals, Director
PHONE NUMBER: 530-289-3201

AGENDA ITEM: Amendment to Sierra County Agreement 2009-044 with Sauers Engineering Services adding additional compensation for remaining construction management services for the Sierra Brooks Water System Project.

SUPPORTIVE DOCUMENTS ATTACHED: Memo Resolution Agreement Other

BACKGROUND INFORMATION: See attached background memo.

FUNDING SOURCE: USDA GRANT
GENERAL FUND IMPACT: No General Fund Impact
OTHER FUND:
AMOUNT: \$58,250 additional N/A

ARE ADDITIONAL PERSONNEL REQUIRED?

 Yes, -- --
 No

IS THIS ITEM ALLOCATED IN THE BUDGET? Yes No

IS A BUDGET TRANSFER REQUIRED? Yes No

SPACE BELOW FOR CLERK'S USE

<p>BOARD ACTION:</p> <input type="checkbox"/> Approved <input type="checkbox"/> Approved as amended <input type="checkbox"/> Adopted <input type="checkbox"/> Adopted as amended <input type="checkbox"/> Denied <input type="checkbox"/> Other <input type="checkbox"/> No Action Taken	<input type="checkbox"/> Set public hearing For: _____ <input type="checkbox"/> Direction to: _____ <input type="checkbox"/> Referred to: _____ <input type="checkbox"/> Continued to: _____ <input type="checkbox"/> Authorization given to: _____	Resolution 2020- _____ Agreement 2020- _____ Ordinance _____ Vote: Ayes: Noes: Abstain: Absent: <input type="checkbox"/> By Consensus
---	---	---

COMMENTS:

 CLERK TO THE BOARD _____
 DATE

Background

Agenda Item: Amendment to Sierra County Agreement 2009-044 with Sauer's Engineering Services adding additional compensation for remaining construction management services for the Sierra Brooks Water System Project.

The current maximum contract amount for this agreement is \$401,850. An increase in the amount of \$58,250.00 is requested which will bring the total to \$460,100.00.

The breakdown of increase is as follows:

- Remaining construction inspection work is \$38,500
- Construction inspection work that is not covered under the contract maximum amount is \$ 7,750
- Work done in the project development phase (in 2012) that was misapplied to the operational budget of Sierra Brooks Water and needs to be transferred to this project contract in order to be shown as a match to the project grant \$12,000

There is available project funding in the current budget to cover this cost increase. An estimate from Sauer's Engineering for the work that remains to be done is attached for reference.

Recommendation: Approve Amendment as presented.

**Sierra Brooks Water System Improvements Phase 2
Construction Engineering Estimates
Sauers Engineering, Inc.**

Engineering Fees

Task	Senior Engineer	Assistant Engineer	Materials /Subs	Mileage	Extension	Running Total
Rate=	\$130.00	\$95.00	\$	0.45		
SEI Construction Engineering						
Pay Requests, RFIs, CCOs	8				\$1,040.00	\$1,040
Well head revisions per DDW, Well pump design	4	4			\$900.00	\$1,940
Submittal review	6				\$780.00	\$2,720
Meetings, Conference calls	6				\$780.00	\$3,500
On-site observations, tank coating testing	16				\$2,080.00	\$5,580
BPS, Well startup	8				\$1,040.00	\$6,620
EE inspection, startup	8				\$1,040.00	\$7,660
Record Drawings	4	12			\$1,660.00	\$9,320
USDA Close Out Documents	6				\$780.00	\$10,100
SEI April Invoice	7				\$910.00	\$11,010
					\$0.00	\$11,010
					\$0.00	\$11,010
NV5 Estimate			4000		\$4,000.00	
McGinley Invoice			6760		\$6,760.00	
McGinley Estimate			4780		\$4,780.00	
Carson Pump			11950		\$11,950.00	
Subtotal =	73	16	27490	0		
Total =	\$9,490	\$1,520	\$27,490	\$0	Total=	\$38,500

**AMENDMENT to AGREEMENT
FOR PROFESSIONAL SERVICES
Engineering Services
Sierra Brooks Water System Improvements Phase 2**

The following is an amendment to that certain Agreement No. 2009-044 (“Agreement”) with an Effective Date of May 19, 2009, by and between the County of Sierra, a political subdivision of the State of California (“the County”) and **Sauers Engineering, Inc.** "Contractor".

1. Provision 3 of the Agreement, pertaining to the Payment refers to Attachment B. Attachment B of the Agreement pertaining to “Payment” is hereby amended to increase base contract fee in the amount of \$58,250.00 which increases the maximum contract amount to \$460,100.00.
2. All other terms and conditions of the Agreement to remain the same.
3. This Agreement, with amendments, shall have an Effective Date of May 12, 2020.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date set forth above.

COUNTY OF SIERRA

“CONTRACTOR”

JAMES BEARD
Chairman of the Board

Keith Knibb
Sauers Engineering, Inc.

ATTEST:

APPROVED AS TO FORM:

HEATHER FOSTER
Clerk of the Board

DAVID PRENTICE
County Counsel

**Sierra County
Board of Supervisors'
Agenda Transmittal &
Record of Proceedings**

MEETING DATE: May 19, 2020	TYPE OF AGENDA ITEM: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Timed <input type="checkbox"/> Consent
--------------------------------------	---

DEPARTMENT:	Public Works and Transportation
APPROVING PARTY:	Tim H. Beals, Director
PHONE NUMBER:	530-289-3201

AGENDA ITEM: License Agreement (Public Safety Power Shutoff) with Pacific Gas and Electric Company for use of the Downieville Community Hall, 327 Main Street, Downieville, Assessor's Parcel Number 003-101-006 as a customer resource center during public safety power shutoff events.

SUPPORTIVE DOCUMENTS ATTACHED: Memo Resolution Agreement Other

BACKGROUND INFORMATION: The license agreement for use of Nevada Street Parking Lot was approved on May 5. This will provide two options in the event that one is not available for PSPS events for purposes of a customer resource center which has included water, snacks, device charging stations information and such. PG&E would like to formalize the ability to utilize this area if available during the PSPS events.

FUNDING SOURCE: PGE
GENERAL FUND IMPACT: General Fund Impact
OTHER FUND:
AMOUNT: \$500/Day Revenue N/A

ARE ADDITIONAL PERSONNEL REQUIRED?
 Yes, -- --
 No

IS THIS ITEM ALLOCATED IN THE BUDGET? Yes No
IS A BUDGET TRANSFER REQUIRED? Yes No

SPACE BELOW FOR CLERK'S USE

<p>BOARD ACTION:</p> <input type="checkbox"/> Approved <input type="checkbox"/> Approved as amended <input type="checkbox"/> Adopted <input type="checkbox"/> Adopted as amended <input type="checkbox"/> Denied <input type="checkbox"/> Other <input type="checkbox"/> No Action Taken	<input type="checkbox"/> Set public hearing For: _____ <input type="checkbox"/> Direction to: _____ <input type="checkbox"/> Referred to: _____ <input type="checkbox"/> Continued to: _____ <input type="checkbox"/> Authorization given to: _____	Resolution 2020- _____ Agreement 2020- _____ Ordinance _____ Vote: Ayes: Noes: Abstain: Absent: <input type="checkbox"/> By Consensus
---	---	---

COMMENTS:

 CLERK TO THE BOARD DATE

LICENSE AGREEMENT
(PUBLIC SAFETY POWER SHUTOFF)

This License Agreement ("**License Agreement**") is made and entered into this 19th day of May, 2020 (the "**Effective Date**") by Sierra County, a Government Entity, hereinafter called "**LICENSOR**," and **PACIFIC GAS AND ELECTRIC COMPANY**, a California corporation, hereinafter called "**PG&E**."

R E C I T A L S:

A. LICENSOR owns or leases that certain real property commonly known as Downieville Community Hall, 327 Main Street, Downieville, CA 95936, Assessor's Parcel Number 003-101-006, hereinafter called the "**Property**," located in the City of Downieville, County of Sierra, State of California. The Property includes a parking lot ("**Parking Lot**") containing approximately 10+ parking spaces.

B. PG&E desires to partner with LICENSOR in connection with a Public Safety Power Shutoff Event ("**PSPS Event**"). For purposes of this License Agreement, a "**PSPS Event**" means the existence of one or more environmental conditions creating extreme fire danger that results in the shutoff of power for public safety. Examples of PSPS Events include red flag warnings issued by the United States National Weather Service, low humidity levels, high winds, and dry vegetation.

C. The parties desire to memorialize this mutual understanding and agreement for making the Property available to PG&E in connection with a PSPS Event.

NOW, THEREFORE, for good and valuable consideration, LICENSOR and PG&E agree as follows:

1. Grant of License. Subject to the terms and conditions set forth in this License Agreement, LICENSOR grants PG&E, and its employees, contractors, agents, and representatives ("**PG&E's Representatives**") and PG&E's customers the right to use the License Area described in **EXHIBIT A** attached hereto (the "**License Area**") and certain interior areas of the Property in connection with a PSPS Event, together with rights of ingress and egress to and from the License Area, and the right to use certain exterior areas of the Property as set forth below. All of the activities of PG&E and PG&E's Representatives pursuant to this License Agreement are referred to herein as "**PG&E's Activities**."

2. Use of License Area and Interior Common Areas of the Property. During Use Days (as defined in Section 5 below), PG&E and PG&E's Representatives and customers shall have the exclusive right to use the License Area as a customer resource center. Services to be provided in the License Area may include, among other things, providing PG&E customers with water and snacks and the ability to charge phones and get up-to-date information on outages. PG&E and PG&E's Representatives shall have the right to set up tables and chairs in the License Area. In addition to the exclusive use of the License Area, PG&E and PG&E's Representatives and customers shall have the nonexclusive right, during Use Days, to use lobbies, hallways, stairways, elevators (if operational), restrooms, and other interior common areas of the Property.

PG&E and PG&E's Representatives shall also have the right to install temporary directional signage in the common areas of the Property.

3. Staging Area; Parking.

(a) Staging Area. During Use Days, PG&E and PG&E's Representatives shall have the exclusive right to use the exterior area of the Property shown on **EXHIBIT A** (the "**Staging Area**") to support the command, control, and coordination of any patrol, inspection, and restoration of electric facilities in the case of a PSPS Event. Without limiting the generality of the foregoing, PG&E and PG&E's Representatives shall have the right to set up tents, install trailers, portable toilets, fencing, and temporary signage, park mobile vehicle units and other vehicles, and deliver and stage equipment, supplies and materials in the Staging Area.

(b) Parking. PG&E and PG&E's Representatives and customers shall have the non-exclusive right to park vehicles in portions of the Parking Lot shown on **EXHIBIT A** during Use Days.

(c) Personnel. PG&E, in its sole discretion, may elect to engage uniformed, unarmed personnel to be present in the Parking Lot and Staging Area during Use Days.

4. Generator. Subject to the terms and conditions of this Section 4, LICENSOR grants PG&E and PG&E's Representatives a license to install, maintain, operate, repair, and replace a generator and related equipment (collectively, the "**Generator**") in the exterior area of the Property shown on **EXHIBIT A** attached hereto (the "**Generator Site**"). At PG&E's option, PG&E or PG&E's Representatives may install fencing, bollards, or other barriers around the Generator Site. LICENSOR grants to PG&E and PG&E's Representatives exclusive use of the Generator Site. PG&E anticipates that the Generator may remain in place from approximately June 1 until December 31 of each year, and PG&E and PG&E's Representatives shall have the right, without prior notice to LICENSOR, to enter the Property at all times to access the Generator. PG&E, at its expense, shall be responsible for obtaining all required permits for the Generator and complying with all laws relating to the Generator. Notwithstanding the definition of PG&E's Activities, the presence of the Generator on the Property and activities related to the Generator shall not be considered PG&E's Activities for purposes of determining Use Days, and PG&E shall not be required to pay any additional license fees or other sum in connection with the Generator. The Generator is solely for the benefit of PG&E and PG&E's customers. PG&E makes no representations or warranties to LICENSOR regarding the operation, capacity, or condition of the Generator, and PG&E shall have no liability to LICENSOR in connection with any failure or malfunction of the Generator. Promptly after the expiration of the term of this License Agreement, PG&E or PG&E's Representatives shall remove the Generator and any barriers installed by PG&E or PG&E's Representatives.

5. Term. This License Agreement shall be for a term of ten (10) years, commencing on May 19, 2020 (the "**Commencement Date**"), and expiring on December 31, 2030 (the "**Termination Date**"). Notwithstanding the term of this License Agreement, PG&E anticipates that it will use the License Area and the Staging Area on an occasional basis, if at all, for periods of approximately two (2) to ten (10) days at a time. The days (including any partial days) during which any of PG&E's Activities are occurring in or on the License Area or the Staging Area are

referred to herein as "**Use Days.**" During Use Days, PG&E shall have the exclusive right to use the License Area and the Staging Area twenty-four (24) hours per day.

6. License Fee. PG&E shall pay a license fee ("**License Fee**") of Five Hundred Dollars (\$500) per day for each Use Day.

7. Priority Scheduling. PG&E shall give LICENSOR at least twenty-four (24) hours' prior notice (the "**PSPS Notice**") of the dates and times that PG&E desires to access and use the Property in connection with a PSPS Event. Within four (4) hours after receipt of a PSPS Notice, LICENSOR shall confirm receipt of the PSPS Notice. PG&E's use of the Property in connection with a PSPS Event shall take priority over other uses and events. If another use or event is scheduled at the Property that would conflict with PG&E's use of the Property during the dates and times specified in the PSPS Notice, LICENSOR shall cancel such event and indemnify and defend PG&E from any and all Claims related to such cancellation. LICENSOR acknowledges that PG&E may give LICENSOR multiple PSPS Notices during any calendar year.

8. Use of License Area and Staging Area.

(a) As Is. To LICENSOR'S current actual knowledge, the Property complies with all laws, including the Americans with Disabilities Act and other accessibility laws. PG&E accepts the License Area and the Staging Area "AS-IS," "WHERE-IS" and "WITH ALL-FAULTS," subject to all applicable zoning, municipal, county and state laws, ordinances, and regulations governing and regulating the use of the License Area and the Staging Area. PG&E may request LICENSOR to perform alterations, repairs, or improvements to the License Area and the Staging Area, but PG&E understands and agrees that LICENSOR shall not be obligated to make any such alterations, repairs or improvements at any time. Except in the event of an emergency, PG&E shall not make any alterations, repairs or improvements to the Property without the prior written consent of LICENSOR, which consent shall not be unreasonably withheld, conditioned or delayed.

(b) Use. PG&E shall exercise reasonable care in the conduct of PG&E's Activities in the License Area and the Staging Area. Without limiting the generality of the preceding sentence, PG&E shall maintain the License Area and the Staging Area in reasonably neat and orderly condition during Use Days; provided, however, that LICENSOR, as part of the License Fee and without additional compensation, shall provide all necessary janitorial services to the License Area and common areas during Use Days, including, but not limited to, removing trash and stocking restrooms with supplies. PG&E shall not use the License Area or the Staging Area or permit anything to be done in or about the License Area or the Staging Area during Use Days that will in any way conflict with any law, statute, zoning restriction, ordinance or governmental rule or regulation or requirement relating to the use or occupancy of the License Area or the Staging Area. During Use Days, PG&E shall not allow the License Area or the Staging Area to be used for any unlawful or objectionable purpose, nor shall PG&E cause, maintain or permit any nuisance in, on or about the License Area or the Staging Area.

(c) Mechanic's Liens. PG&E shall keep the Property free and clear of all mechanic's liens arising, or alleged to arise, in connection with any work performed, labor or

materials supplied or delivered, or similar activities performed by PG&E or at PG&E's request or for PG&E's benefit. If any mechanic's liens are placed on the Property in connection with PG&E's use or PG&E's Activities, PG&E shall diligently pursue all necessary actions to remove such liens from title, either by payment or by recording a lien release bond in the manner specified in California Civil Code Section 8424 or any successor statute.

(d) Restoration. Upon PG&E's ceasing to use the License Area and the Staging Area in connection with a particular PSPS Event, PG&E shall remove all personal property of PG&E from the License Area, remove all vehicles, personal property, debris and waste material of PG&E and PG&E's Representatives from the Staging Area, and repair and restore the License Area and the Staging Area as nearly as reasonably possible to the condition that existed prior to PG&E's entry hereunder.

9. Notices. All notices under this License Agreement shall be sent by email to the addresses set forth in **EXHIBIT B**. In addition, LICENSOR will provide PG&E with telephone or cellphone numbers of staff in calling order to contact in an emergency as set forth in **EXHIBIT B**. **EXHIBIT B** shall be updated as needed to reflect current names and contact information.

10. Indemnity. Except to the extent caused by the negligence or willful misconduct of LICENSOR, its officers, agents, or employees, PG&E shall indemnify, defend and hold harmless LICENSOR and its governing body, officers, agents, and employees from and against all claims, losses, actions, demands, damages, costs, expenses (including, but not limited to, reasonable attorneys' fees and court costs) (collectively, "**Claims**") that are caused by PG&E's Activities, or the entry on, occupancy or use of, the Property by PG&E or PG&E's Representatives under this License Agreement, including, but not limited to, Claims relating to (i) injury to or death of persons, including, but not limited to, employees of LICENSOR or PG&E; (ii) injury to the property of LICENSOR, and (iii) violation of any applicable federal, state, or local laws, statutes, regulations, or ordinances by PG&E or PG&E's Representatives. In no event, however, shall PG&E be liable for any indirect or consequential damages or for loss of profits or other revenue, loss of goodwill, or loss of use. The indemnification obligations of PG&E under this Section 10 shall survive the expiration or earlier termination of this License Agreement.

11. Insurance. PG&E shall at all times during the Term of this License Agreement, self-insure for PG&E's Activities pursuant to this License Agreement in accordance with **EXHIBIT C**.

12. Alterations to Property. LICENSOR hereby grants PG&E and PG&E's Representatives the right to perform, at PG&E's expense, the alterations to the Property described in **EXHIBIT D** attached hereto. PG&E or PG&E's Representatives will coordinate the scheduling of the performance of such alterations with LICENSOR.

13. Miscellaneous.

(a) Governing Law. This License Agreement shall in all respects be interpreted, enforced, and governed by and under the laws of the State of California.

(b) Attorneys' Fees. Should either party bring an action against the other party, by reason of or alleging the failure of the other party with respect to any or all of its obligations hereunder, whether for declaratory or other relief, and including any appeal thereof, then the party which prevails in such action shall be entitled to its reasonable attorneys' fees and expenses related to such action, in addition to all other recovery or relief.

(c) No Waiver. Any waiver with respect to any provision of this License Agreement shall not be effective unless in writing and signed by the party against whom it is asserted. The waiver of any provision of this License Agreement by a party shall not be construed as a waiver of a subsequent breach or failure of the same term or condition or as a waiver of any other provision of this License Agreement.

(d) Counterparts. This License Agreement may be executed in identical counterpart copies, each of which shall be an original, but all of which taken together shall constitute one and the same agreement.

(e) Authority. Each party to this License Agreement warrants to the other that it has the right and authority to enter into and to perform its obligations under this License Agreement, without the consent of any third party, and that the person signing below is authorized to bind such party.

(f) Interpretation. This License Agreement shall be construed according to the fair meaning of its language. The rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not be employed in interpreting this Agreement.

(g) Exhibits. The following exhibits are attached hereto and incorporated herein by this reference:

- EXHIBIT A** – License Area
 - Staging and Parking Lot Area
 - Generator Site
- EXHIBIT B** – Notices
- EXHIBIT C** – Statement of Self-Insurance Program
- EXHIBIT D** – ADA and Electrical Alterations

(h) Electronic Signatures. This License Agreement may be executed by electronic signatures (*e.g.*, using DocuSign or e-SignLive) or signatures transmitted in portable document format ("pdf"), and copies of this License Agreement executed and delivered by means of electronic or pdf signatures shall have the same force and effect as copies hereof executed and delivered with original manually executed signatures. The parties may rely upon electronic and pdf signatures as if such signatures were manually executed originals and agree that an electronic or pdf signature page may be introduced into evidence in any proceeding arising out of or related to this License Agreement as if it were an original manually executed signature page.

(i) Successors and Assigns. This License Agreement shall be binding upon and inure to the benefit of the heirs, personal representatives, successors, and assigns of each party.

(j) Entire Agreement. This License Agreement supersedes all previous oral and written agreements between and representations by or on behalf of the parties and constitutes the entire agreement of the parties with respect to the subject matter hereof. This License Agreement may not be amended, except by a written agreement executed by both parties.

IN WITNESS WHEREOF, the parties have executed this License Agreement as of the date set forth below each signature, effective upon the Effective Date first written above.

"PG&E"

"LICENSOR"

PACIFIC GAS AND ELECTRIC COMPANY,
a California corporation

Sierra County,
a Government Entity

By: _____

By: _____

Name: _____

Name: JAMES BEARD

Its: _____

Its: Chairman of the Board

Date: _____

Date: _____

EXHIBIT A



EXHIBIT B

NOTICES

TO LICENSOR:

Any notice to Licensor, including the notice to be given pursuant to Section 2 of the License Agreement, shall be sent to Brian Davey at the following email address:
bdavey@sierracounty.ca.gov.

In addition, in the event of an emergency, PG&E shall contact the following persons in the order set forth below:

[Tim H. Beals tbeals@sierracounty.ca.gov](mailto:tbeals@sierracounty.ca.gov)

[Sierra County Sheriff's Office 530-289-3700](tel:530-289-3700)

[Lee Brown, Emergency Services Coordinator – Sierra County scoes@sierracounty.ca.gov](mailto:scoes@sierracounty.ca.gov)

TO PG&E:

Any notice to PG&E, including the notice pursuant to Section 2 of the License Agreement shall be sent to Trevor LaTurner at the following email address:
CRCHelp@pge.com.

EXHIBIT C



EORM & Insurance Department
245 Market Street / N4S
4th Floor
San Francisco, CA 94105

STATEMENT OF SELF-INSURANCE PROGRAM

May 1, 2019

Issued to: To Whom It May Concern

Re: Insurance requirements for Pacific Gas and Electric Company (PG&E) to use the location for a Community Resource Center in the event of a Public Safety Power Shutoff (PSPS) event.

This letter certifies PG&E is insured under a major risk management program with large self-insured retentions. The program provides coverage for the insurance types and limits reflected in the agreement which includes:

Commercial General Liability: \$5,000,000 each occurrence / \$5,000,000 aggregate
Employer's Liability: \$1,000,000 each accident
Business Auto Liability: \$1,000,000 each accident

Further, PG&E has qualified as a self-insurer under the laws of the State of California with respect to Workers' Compensation. Our identification number for this purpose is 2-0012-01-099.

This letter shall remain in effect until the termination of the agreement.

*Please note a certificate of insurance is not applicable when an entity is self-insured, such as PG&E, and note there is no expiration date.


JANAIZE MARKLAND
Director of EORM & Insurance
Pacific Gas & Electric Company

SI Certification Letter
File: PGE-246.01

EXHIBIT D

ADA And Electrical Alterations

SCOPE OF ELECTRICAL WORK:

- INSTALL 200AMP TRANSFER SWITCH NEXT TO EXISTING SERVICE.
- CAMLOCKS TO BE PROVIDED ON THE SIDE OF NEW TRANSFER SWITCH.
- TRANSFER SWITCH TO POWER ENTIRE BUILDING.
- RECEPTACLE TO BE ADDED FOR GENERATOR BATTERY CHARGER.

ADA SCOPE OF WORK:

- A van accessible parking space with an access aisle is needed for wheel chair users. We need to either eliminate a parking space to the left of the existing ADA parking space and make the current ADA Parking Space an access aisle or if there is space (minimum 60"), we add an access aisle to the existing ADA parking space.
- Wrap pipes in Men's and Women's Restroom.

**Sierra County
Board of Supervisors'
Agenda Transmittal &
Record of Proceedings**

MEETING DATE: May 19, 2020	TYPE OF AGENDA ITEM: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Timed <input type="checkbox"/> Consent
--------------------------------------	---

DEPARTMENT:	Public Works and Transportation
APPROVING PARTY:	Tim H. Beals, Director
PHONE NUMBER:	530-289-3201

AGENDA ITEM: Resolution approving grant agreement with Sierra Nevada Conservancy for the Greene Acres Forest Health Planning Project.

SUPPORTIVE DOCUMENTS ATTACHED: Memo Resolution Agreement Other

BACKGROUND INFORMATION: The Board of Supervisors authorized this application for this project by adoption of Resolution 2019-127. This is a cooperative project and the objective is to complete necessary surveys, resource management reports, and decision documents in order to meet requirements for NEPA and CEQA for future vegetation treatments on the Tahoe National Forest Lands surrounding the Greene Acres Subdivision and encompassing Deer Creek, a tributary to the North Yuba River.

FUNDING SOURCE: SNC Grant
GENERAL FUND IMPACT: No General Fund Impact
OTHER FUND:
AMOUNT: \$100,000 N/A

ARE ADDITIONAL PERSONNEL REQUIRED?

Yes, -- --
No

IS THIS ITEM ALLOCATED IN THE BUDGET? Yes No

IS A BUDGET TRANSFER REQUIRED? Yes No

SPACE BELOW FOR CLERK'S USE

BOARD ACTION: <input type="checkbox"/> Approved <input type="checkbox"/> Approved as amended <input type="checkbox"/> Adopted <input type="checkbox"/> Adopted as amended <input type="checkbox"/> Denied <input type="checkbox"/> Other <input type="checkbox"/> No Action Taken	<input type="checkbox"/> Set public hearing For: _____ <input type="checkbox"/> Direction to: _____ <input type="checkbox"/> Referred to: _____ <input type="checkbox"/> Continued to: _____ <input type="checkbox"/> Authorization given to: _____	Resolution 2020- _____ Agreement 2020- _____ Ordinance _____ Vote: Ayes: Noes: Abstain: Absent: <input type="checkbox"/> By Consensus
---	---	---

COMMENTS:

CLERK TO THE BOARD

DATE

Miriam Dines

From: Tim Beals
Sent: Tuesday, May 12, 2020 12:15 PM
To: Miriam Dines
Subject: FW: SNC Agreement No. 1263: For Signature
Attachments: SNC_Std204.pdf; 1263_GreenAcres_Cat2agree-P68_Final_Apr2020.pdf

From: SNCgrants [mailto:grants.SNC@sierranevada.ca.gov]
Sent: Tuesday, April 21, 2020 12:06 PM
To: Tim Beals <tbeals@sierracounty.ca.gov>; Bryan Davey <bdavey@sierracounty.ca.gov>
Cc: Campbell, Lynn@SNC <Lynn.Campbell@sierranevada.ca.gov>
Subject: SNC Agreement No. 1263: For Signature



April 21, 2020

Tim Beals
Director of Public Works and Planning
Sierra County
P.O. Box 98
Downieville, CA 95936

SNC Agreement No.1263, Greene Acres Forest Health Planning Project

Mr. Beals,

Attached to this email please find the Sierra Nevada Conservancy (SNC) grant agreement No. 1263 for the *Greene Acres Forest Health Planning* project for the amount of \$100,000. Also attached is the required Payee Data Record STD 204 form. Please review the agreement carefully, as it outlines the requirements for grant administration and the cost reimbursement processes necessary for successful completion of your project.

You may sign and return the Agreement and the Payee Data Record STD 204 form in one of two ways:

- 1) Digitally sign the agreement using DocuSign. If you do not have regular access to DocuSign, SNC can send you the Agreement and STD 204 form via DocuSign for signature. This is the recommended option. It is a very quick and simple intuitive process; **you will not need to download or sign up for anything** ... It can even be done on a smart phone! **Please let the Grants Team know right away if you need the documents submitted via DocuSign and we will immediately send them.**

OR

- 2) Print and sign the Agreement and the Payee Data Record STD 204 form. Scan and email a digital copy of the signature pages of the Agreement and STD 204 to this email address. If you do not have access to a scanner, a clear photo of the signed agreements will suffice.

Once the Agreement and Form are returned, the SNC Deputy Executive Officer will sign the agreements, and a fully executed copy of the agreement will be emailed and mailed to you for your records. Costs associated with your project as authorized under the agreement may be incurred beginning the day the agreement is executed by the SNC, but not before. You will be notified of the official start date by email once your agreement is signed by SNC.

Thank you for the time and effort that you and your organization have dedicated to providing meaningful approaches to benefit the communities and other resources of the Sierra Nevada.

We look forward to receiving a signed copy of the agreement within the next 30 days. If you have any questions about next steps please contact your SNC Project Lead, Lynn Campbell.

Sincerely,

Lindsay Raber
Grants Program Coordinator

SNC Grants Team
[Sierra Nevada Conservancy](#)
11521 Blocker Drive, Suite 205
Auburn, CA 95603
Office: 530-823-4689
Cell: 530-906-7345
SNCgrants@sierranevada.ca.gov
[RESTORE THE SIERRA](#)

BOARD OF SUPERVISORS, COUNTY OF SIERRA, STATE OF CALIFORNIA

**IN THE MATTER OF APPROVING
GRANT AGREEMENT
WITH SIERRA NEVADA CONSERVANCY
FOR GREENE ACRES FOREST HEALTH PLANNING PROJECT**

Resolution 2020-_____

1. The Grant Agreement with the Sierra Nevada Conservancy identified as SNC Agreement 1263 is hereby approved.
2. Tim H. Beals, Director of Public Works, is hereby authorized to execute the grant agreement on behalf of the County, and take any actions necessary for the purpose of administering referenced grant.
3. The Auditor is hereby directed amend the FY 2021 Final Budget to include this project showing revenues and expenditures in the amount of \$100,000 as follows:

Revenues 0010000-4330	State Aid Grants	\$100,000
Expenditures 0015950-5187	Special Department Expense	\$100,000

ADOPTED by the Board of Supervisors of the County of Sierra on the 19th day of May, 2020, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

COUNTY OF SIERRA

JAMES BEARD
CHAIRMAN, BOARD OF SUPERVISORS

ATTEST:

APPROVED AS TO FORM:

HEATHER FOSTER
CLERK OF THE BOARD

DAVID PRENTICE
COUNTY COUNSEL

**Signature Page
State of California, Sierra Nevada Conservancy – GRANT AGREEMENT**

GRANTEE NAME:	Sierra County Public Works
PROJECT TITLE:	Greene Acres Forest Health Planning Project
AUTHORITY:	California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access For All Act of 2018
PROGRAM:	Sierra Nevada Conservancy Forest Health
AGREEMENT NUMBER:	1263
BOARD AWARD DATE:	03/05/2020

GRANT SUMMARY:

Under the terms and conditions of this Grant Agreement, the Grantee shall complete the Project described in Exhibit A. The Sierra Nevada Conservancy grants to the Grantee up to the total Grant amount specified below for eligible costs of the Project.

KEY DEADLINES:

Project Completion Date: The Grantee shall complete the Project by January 1, 2025.

Payment Request for Final Expenditures, Final Report, and Deliverables: The Grantee shall, unless otherwise authorized by the SNC, submit a Payment Request for Final Expenditures, and all other final reports, documentation, and deliverables required by the “Project Completion” section of this Agreement, by February 15, 2025.

Agreement Expiration: This Agreement expires on May 1, 2025.

PROJECT CONTACTS:

Lynn Campbell is the Sierra Nevada Conservancy's designated Project Lead for this Grant. The Grantee's Authorized Representative is Tim Beals.

Total State Grant not to exceed	\$ 100,000	(or Project costs, whichever is less)
---------------------------------	-------------------	---------------------------------------

All terms and conditions are set forth in the attached Grant Agreement, which is hereby executed as follows.

GRANTEE SIERRA COUNTY PUBLIC WORKS	STATE OF CALIFORNIA SIERRA NEVADA CONSERVANCY
By (Signature):	By (Signature):
Name (Print):	Name (Print): Julie Alvis
Title:	Title: Deputy Executive Officer
Date:	Date:
Organization Address: PO Box 98 Downieville, CA 95936	Organization Address: 11521 Blocker Drive Suite 205 Auburn, CA 95603

GRANT AGREEMENT
State of California – Sierra Nevada Conservancy

Grantee Name: Sierra County Public Works

Project Title: Greene Acres Forest Health Planning Project

Agreement Number: 1263

Authority: California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access For All Act of 2018

Program: Sierra Nevada Conservancy Forest Health

SCOPE OF AGREEMENT

Pursuant to Division 23.3 of the California Public Resources Code, the Sierra Nevada Conservancy hereby grants to **Sierra County Public Works** (“Grantee”) a sum not to exceed **One Hundred Thousand** dollars (**\$ 100,000**), subject to the terms and conditions of this Grant Agreement. Grantee shall use these funds to implement the Project identified in Exhibit A to this Agreement, which is incorporated by reference and attached. Exhibit A sets forth: (1) a detailed Project Description, (2) a detailed Project tasks with Project timeline, (3) a Project Budget, (4) a detailed description of Project deliverables, and (5) reporting requirements.

TERMS AND CONDITIONS OF GRANT

General Provisions

A. Definitions

1. "Act" means California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access For All Act of 2018 (Proposition 68)
2. "Agreement" means this Grant Agreement.
3. "Grant Funds" mean the money provided by the Sierra Nevada Conservancy to the Grantee under this Agreement.
4. "Grantee" means the entity identified as the Grantee on page 1 of this Agreement.
5. "Effective Date" means the effective date of this Agreement, which is the date that this Agreement is signed by the Executive Officer of the SNC.

6. "Project" means the Project described in the Project Description section of Exhibit A, including all deliverables.
7. "Project Budget" means the Grantee's cost estimate for completion of the Project as described in Exhibit A to this Agreement.
8. "Project Completion Date" means the date by which all project implementation work must be complete, as identified under Key Deadlines on the agreement signature page. Please note that this may be a later date than the anticipated project completion set forth in Exhibit A.
9. "Project Schedule" means the Grantee's intended schedule for completing the Project as set forth in Exhibit A.
10. "SNC" means the Sierra Nevada Conservancy, an agency of the State of California.
11. "State" means the State of California.

B. Project Implementation

1. Grantee shall complete the Project in accordance with the Project description and Project Budget set forth in Exhibit A, by the Project Completion Date.
2. Grantee shall submit all deliverables and reports identified in Exhibit A in accordance with the deadlines set forth in Exhibit A. SNC may delay disbursement of, or withhold, Grant Funds if Grantee fails to submit required deliverables or reports by the deadlines set forth in Exhibit A. Progress reports must be submitted using the Progress Report Template Form, which is available at: <https://sierranevada.ca.gov/funding/snc-grants/manage-your-grant/>. Final reports must use the Final Report Template Form, which is available at: <https://sierranevada.ca.gov/funding/snc-grants/manage-your-grant/>.
3. Grantee shall furnish any and all additional funds that may be necessary to complete the Project.
4. Grantee shall complete the Project by the Project Completion Date.
5. Work done under this Agreement may be subject to the prevailing wage and other related requirements of the California Labor Code, Division 2, Part 7, Chapter 1, sections 1720-1861. If required by law to do so, Grantee shall pay prevailing wage to all persons employed in the performance of any part of the Project and otherwise comply with all associated requirements and obligations. Grantee shall review applicable statutory provisions and the regulations adopted under the provisions, and the information available on the Department of Industrial Relations web site:

<http://www.dir.ca.gov/public-works/publicworks.html>. to determine its responsibilities.

C. Term of Agreement

This Agreement runs from the Effective Date through the expiration date set forth on the signature page, unless terminated or amended as provided in this Agreement.

D. Deliverables

1. All material, data, information, and written, graphic or other work produced, developed, or acquired under this Agreement is subject to the unqualified and unconditional right of SNC to use, reproduce, publish, display, and make derivative use of all such work, or any part of it, free of charge and in any manner and for any purpose; and to authorize others to do so. If any of the work is subject to copyright, trademark, service mark, or patent, SNC is hereby granted and shall have a perpetual, royalty-free, nonexclusive and irrevocable license to use, reproduce, publish, use in the creation of derivative works, and display and perform the work, or any part of it, and to grant to any third party a comparable and coextensive sublicense. Grantee shall include in any contract with a third party for work under this Agreement terms that preserve the rights, interests, and obligations created by this section, and that identify SNC as a third-party beneficiary of those provisions. Grantee shall not utilize the work produced under this Agreement for any profit-making venture, or sell or grant rights to a third party for that purpose.
2. Grantee shall submit all electronic data collected and created under this Agreement to SNC. A condition of final payment under this Agreement includes delivery of all related data in the format requested. SNC reserves the right to conduct technical review of interim or final Project deliverables prior to making reimbursement or final payments.
3. Grantee shall submit all data required by this Agreement in one or more of the following formats, as applicable:
 - a. Tabular data: Excel spreadsheets, Access Databases, or Comma, Space, Value (CSV) are acceptable for all tabular data that does not include spatial references associated with a latitude/longitude, mapped boundary, or imagery/raster/data used in remote sensing.
 - b. Spatial data: [ESRI](#)-useable format, meaning the data must have a spatial reference (coordinate system-geographic or projected, and a spatial extent) and include metadata, at minimum in accordance with Biogeographic Information and Observation System (BIOS) metadata standards (<http://bios.dfg.ca.gov/metadata.asp>) or one of the metadata styles referenced by ESRI (<http://desktop.arcgis.com/en/desktop/latest/manage->

<data/metadata/metadata-standards-and-styles.htm>). Grantee acknowledges that SNC will enter spatial data into BIOS, where applicable.

E. Publicity and Acknowledgment

Unless otherwise agreed upon in writing between the parties, the Grantee shall acknowledge SNC support of the Project in any publications, studies, or reports that are made possible by or derived in whole or in part from this Project, and any news articles, brochures, seminars, or other promotional materials or media through which it publicizes the Project. Grantee shall acknowledge SNC's support in the following manner, where feasible: "Funding for this project has been provided by the Sierra Nevada Conservancy, an agency of the State of California, under the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access For All Act of 2018 (Proposition 68)"

F. Adjustment of Funds Among Budget Items

Except as otherwise provided herein, the Grantee shall expend funds in accordance with the Project Budget as described in Exhibit A. Grantee may exceed the total dollars of a category in the Project Budget by up to 10 percent provided that: 1) there is a corresponding decrease of funds in another category, 2) Grantee informs SNC of the categories to be increased and decreased, 3) Grantee reflects the adjusted amounts in all subsequent requests for disbursement and in reports required by Exhibit A, 4) the overall budget remains unchanged, and 5) the adjustment does not adversely affect Project completion. Any cumulative increase in a category or transfer between categories of more than 10 percent from the original budget in the amount of a category must be approved in advance in writing by SNC.

G. Payment Process and Documentation

1. SNC shall disburse Grant Funds to Grantee for eligible costs of the Project incurred by Grantee to date on a reimbursement basis, less 10 percent, upon Grantee's submission of a Request for Payment and upon Grantee's satisfactory progress toward completion of the Project. SNC will disburse the cumulative 10 percent retention as provided in the Project Completion section of this Agreement. SNC may, in its sole discretion, waive the 10 percent retention.
2. Eligible costs of the Project include expenses necessary to the Project, when documented by appropriate receipts. Hourly rates billed to SNC and specified in the Project Budget shall be equal to the actual compensation paid by Grantee to employees, which may include employee benefits. SNC will reimburse travel and related expenses at actual costs not to exceed the rates provided in Title 2, Division 1, Chapter 3, Subchapter 1, Article 2 of the California Code of Regulations (CCR), except that reimbursement may be in excess of these rates upon documentation that these rates are not reasonably available to Grantee. Reimbursement for the cost of operating a private vehicle shall not, under any

circumstance, exceed the current rate specified by the State of California for unrepresented State employees as of the date the cost is incurred. SNC will reimburse Grantee for other necessary expenses if those expenses are reasonable in nature and amount, taking into account the nature of the Project, its location, and other relevant factors.

3. Grantee shall submit all requests for payments using a completed Request for Payment Form which is available at:
<https://sierranevada.ca.gov/funding/snc-grants/manage-your-grant/>.
4. The Request for Payment form must be accompanied by: a) an itemized list of all expenditures according to the categories specified in the Project Budget, and b) supporting documentation that clearly identifies the expenditure(s) in relation to the categories specified in the Project Budget. Payment requests may not be submitted more often than monthly.
5. Any Request for Payment that is submitted without the required itemization and documentation will not be authorized for payment. If the payment request package is incomplete, inadequate, or inaccurate, SNC will dispute the invoice for reasonable cause and hold all or a portion of the payment request until all required information is received or corrected. Any penalties imposed on the Grantee by a contractor, or other consequence because of delays in payment or other breach of the Agreement between the Grantee and the contractor, are the responsibility of the Grantee and are not reimbursable under this Agreement.
6. SNC is not obligated to pay for any costs incurred by Grantee prior to the effective date of this Agreement.
7. SNC is not obligated to pay any Request for Payment unless the Grantee is in compliance with all deadlines for submission of status reports required by Exhibit A.

H. Advances of Grant Funds

1. If SNC determines, in its sole discretion, that compelling need warrants payment of Grant Funds in advance, SNC may pay Grantee up to three (3) advance payments of Grant Funds, provided that SNC will not authorize an advance to a State agency or a joint powers agency created by an agreement to which the State is a party.
2. No advance payment will exceed an amount equal to 30 percent of the total Grant Funds awarded by this Agreement. After the first advance, SNC will not provide a subsequent advance unless Grantee has expended the entire amount of the prior advance(s) and is in compliance with all requirements of this Agreement.

3. SNC will only consider a request for advance funds that is submitted on a completed Advance Request Form, which is available at:
<https://sierranevada.ca.gov/funding/snc-grants/manage-your-grant/>.
4. Grantee shall deposit advanced Grant Funds in a separate interest bearing account. Grantee shall use all advanced Grant Funds and all interest earned on the Grant Funds solely for the Project.
5. To document expenditure of advanced Grant Funds, Grantee shall, no later than 90 days after each withdrawal of advanced funds, submit to SNC a completed Request for Payment for the amount withdrawn, containing all information required by the Payment Process and Documentation section of this Agreement.
6. SNC will use the following process for purposes of providing a 10 percent retention for advanced funds. After providing the first advance of Grant Funds, SNC will not provide a second advance until Grantee has expended the entire amount of advanced funds, plus non-SNC funds in an amount equal to 10 percent of the advance amount. After providing the second advance of Grant Funds, SNC will not provide a third advance until the Grantee has expended the entire amount of advanced funds, plus non-SNC funds in an amount equal to 10 percent of the total amount of funds advanced to date. After providing a third advance, SNC will not disburse any additional Grant Funds until Grantee has completed the Project and complied with the Project Completion section of this Agreement. If Grantee requests only one or two advance payments, SNC will determine how to provide for the 10 percent retention for the advanced amounts.
7. Within 30 days after completion of the Project or the Project Completion Date, whichever is sooner, Grantee shall return to SNC any advanced Grant Funds plus any interest earned that has not been expended.

I. Project Completion

1. Within 60 days of the completion of the Project, or by the deadline identified on the signature page for submittal of the Payment Request for Final Expenditures, whichever is sooner, Grantee shall submit all of the following:
 - a. All deliverables as specified in the Agreement Exhibit A;
 - b. A Request for Payment for final expenditures, with all required supporting documentation;
 - c. A Progress Report addressing the duration of time since the last submitted Progress Report (up to 6 months);
 - d. A Final Report including reporting on performance measures; and

- e. Any other documentation or submittals required by Exhibit A of this Agreement.
2. Following the receipt of above, SNC staff, in coordination with the Grantee, may conduct a site visit to ascertain compliance with this Agreement.
3. Following receipt and completion of the above, SNC will reconcile the Project's financial reporting and prepare a Project Closeout Form. The Project Closeout Form must be reviewed and signed by the Grantee and returned by the date indicated by SNC staff in order to receive any retained funds. Release of retention is contingent upon SNC's determination that Grantee has satisfactorily completed the Project.
4. SNC shall issue a letter of completion for the Project and the Project shall be deemed completed as of the date of the letter.

J. Agreement Termination/Failure to Perform

1. Prior to the completion of the Project, SNC may suspend or terminate this Agreement by providing Grantee with seven (7) days advance written notice.
2. If SNC suspends or terminates this Agreement prior to the Project Completion Date, Grantee shall immediately stop all work and take all reasonable measures to prevent further costs to the SNC hereunder. SNC shall be responsible for any reasonable and non-cancelable obligations incurred by the Grantee under this Agreement prior to the date of the notice to suspend or terminate, but only up to the undisbursed balance of the Grant Funds.
3. If Grantee fails to complete the Project in accordance with the terms of this Agreement, Grantee shall be liable for immediate repayment to the SNC of all amounts disbursed by the SNC under this Agreement, plus accrued interest. Interest shall be calculated at the rate(s) earned by the State's Pooled Money Investment Account from the date of disbursement to the date of repayment, compounded monthly. The SNC may, in its sole discretion, consider extenuating circumstances and may waive Grantee's obligation to repay, in whole or in part. This paragraph shall not be deemed to limit any other remedies the SNC may have for breach of this Agreement by Grantee.

K. Records Retention

1. The Grantee shall keep separate and complete financial records relating to this Agreement, including evidence sufficient to reflect the receipt, deposit, and disbursement of all funds related to the Project.

2. Grantee shall maintain the financial records in sufficient detail to provide an audit trail which will permit tracing transactions from support documentation to the accounting records to the financial reports and billings.
3. The financial records required to be retained include all books of original entry, source documents supporting accounting transactions, the general ledger, subsidiary ledgers, personnel and payroll records, canceled checks, and related documents and records. Source documents include copies of all awards, applications, and required financial and narrative reports. Personnel and payroll records shall include the time and attendance reports for all individuals who are compensated or reimbursed under the Grant, whether they are employed full-time or part-time. Time and effort reports are also required for consultants and contractors.
4. Grantee shall require its contractors and consultants to maintain adequate supporting documentation in sufficient detail to provide an audit trail that will permit tracing transactions from the invoices to the financial statement, to the accounting records, and to the supporting documentation.
5. Grantee shall use applicable Generally Accepted Accounting Principles published by the American Institute of Certified Public Accountants.
6. The financial records required to be maintained by this Agreement shall be retained for a minimum of three (3) years following the final disbursement by SNC and the final year to which the particular records pertain.

L. Audit Requirements

1. SNC may review, obtain, and copy all records required to be retained by this Agreement and all other records relating to Grantee's performance under this Agreement. Grantee shall provide SNC or its agents with any relevant information requested and shall permit SNC or its agents access to the Grantee's premises upon reasonable notice, during normal business hours, to interview employees and inspect and copy books, records, accounts, and other material that may be relevant to a matter under investigation, for the purpose of determining compliance with this Agreement and any applicable laws and regulations.
2. At any time, the SNC may disallow all or part of the cost of any activity or action which it determines to be out of compliance with the terms and conditions of this Agreement.
3. This Agreement, the Project, and records required to be retained by this Agreement are subject to examination and audit by the State of California, including but not limited to the Secretary of the Resources Agency, the

Department of Finance, and the State Auditor during the records retention period specified in Section K.6 above.

M. Assignment

Except as expressly provided by written agreement between the SNC and the Grantee, this Agreement is not assignable by the Grantee either in whole or in part.

N. No Agency Agreement

In entering into and carrying out this Agreement, the Grantee, its officers, directors, employees, agents, and representatives, it each acting in an independent capacity and not as a partner, member, director, officer, agent, employee, or representative of SNC or the State.

O. Liability

1. Grantee shall indemnify, protect and hold harmless SNC, the State, and their respective members directors, officers, agents, and employees (each an "Indemnified Party"), from and against any and all claims, demands, damages, liabilities, losses, costs (including attorneys' fees) and expenses (collectively, "Claims") arising out of, connected with or incident to this Agreement except that Grantee shall have no obligation to indemnify or hold harmless an Indemnified Party for Claims caused by the negligent or wrongful act of that Indemnified Party.
2. If Grantee is a public entity, Grantee waives any right to contribution and indemnity from the SNC and/or the State of California arising under Government Code Sections 895.2 and 895.6 in connection with this Agreement.
3. Grantee waives any and all rights to any express or implied indemnity or right of contribution from an Indemnified Party for any liability arising out of, connected with, or incident to this Agreement, except such liability as results from the negligent or wrongful act of an Indemnified Party.
4. Enforcement of the terms of this Agreement by SNC shall be at the discretion of SNC, and any forbearance by SNC to exercise its rights under this Agreement shall not be deemed or construed to be a waiver of such term or of any subsequent breach of the same or any other term of this Agreement or any of the rights of SNC under it.

P. Nondiscrimination

1. During the performance of this Agreement, Grantee and its contractors shall not unlawfully discriminate against, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed,

national origin, physical disability (including HIV and AIDS), mental disability, medical condition, genetic information, gender, gender identity, gender expression, marital status, age, sexual orientation, military and veteran status, or use of family-care leave, medical-care leave, or pregnancy-disability leave (Government Code section 12940). Grantee and its contractors also shall not unlawfully deny a request for, or take unlawful action against, any individual because of the exercise of rights related to family-care leave (Government Code sections 12945.1 and 12945.2). Grantee and its contractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free of such discrimination, harassment, and unlawful acts.

2. Consistent with Government Code section 11135, Grantee shall ensure that no one, on the basis of race, national origin, ethnic group identification, religion, age, sex, sexual orientation, color, genetic information, or disability, is unlawfully denied full and equal access to the benefits of, or is unlawfully subjected to discrimination under, the work funded by SNC under this Agreement.
3. Pursuant to Government Code section 12990, the Grantee and its contractors shall comply with the provisions of the Fair Employment and Housing Act (Government Code section 12900 et seq.) and the applicable regulations (California Code of Regulations Title 2, section 7285.0 et seq.). The regulations of the Fair Employment and Housing Commission regarding Contractor Nondiscrimination and Compliance (Chapter 5 of Division 4 of Title 2 of the California Code of Regulations) are incorporated into this Agreement by this reference.
4. Grantee and its contractors shall give written notice of their obligations under this non-discrimination clause to labor organizations with which they have a collective bargaining or other agreement and shall post in conspicuous places available to employees and applicants for employment, notice setting forth the provisions of this section. Grantee shall also include the non-discrimination provisions of this Agreement in all contracts related to the Project.

Q. Computer Software

Grantee certifies that it has instituted and will employ systems and controls appropriate to ensure that, in the performance of this Agreement, grant funds will not be used for the acquisition, operation, or maintenance of computer software in violation of copyright laws.

R. Unionizing

By signing this Agreement, Grantee certifies that no Grant Funds will be used to assist, promote, or deter union organizing. If Grantee makes expenditures to assist, promote, or deter union organizing, Grantee shall maintain records sufficient to show that no State funds were used for those expenditures. Grantee shall provide those records to the Attorney General upon request, as provided in Government Code section 16645.2.

S. Severability

If any provision of this Agreement or the application thereof is held invalid, that invalidity shall not affect other provisions or applications of this Agreement which can be given effect without the invalid provision or application, and to this end, the provisions of this Agreement are severable.

T. Waiver

No term or provision hereof will be considered waived by either party, and no breach is excused or consented to by either party, unless such waiver or consent is in writing and signed on behalf of the party against whom the waiver is asserted. No express or implied consent by either party to, waiver of, or failure of a party to enforce its rights with respect to a breach by the other party shall constitute consent to, or waiver of, any subsequent or other breach by the other party.

U. Time of the Essence

Time is of the essence with respect to the Project Completion Date. With respect to all other dates set forth therein, Grantee shall use best efforts to accomplish the tasks by the specified dates.

V. Entire Agreement and Amendment

This Agreement, including the attached exhibits, constitutes the entire Agreement between the parties hereto relating to the Project. No amendment to this Agreement will be valid unless made in writing and signed by Grantee and SNC. Any request by the Grantee for amendments must be in writing stating the amendment request and reason for the request.

W. Governing Law and Venue

This Grant is governed by and shall be interpreted in accordance with the laws of the State of California. SNC and Grantee hereby agree that any action arising out of this Grant Agreement shall be filed and maintained in the Superior Court in and for the County of Placer, California, or in the United States District Court in and for the Eastern District of California. The Grantee hereby waives any existing sovereign immunity for the purposes of this Grant Agreement.

X. Authorization

The signature of the SNC authorized representative certifies that at the Sierra Nevada Conservancy meeting held on March 5, 2020 the Board authorized the award of this grant to Grantee as provided in this Agreement.

Y. Non-Availability of Funds

Grantor shall not be obligated to disburse any Grant Funds under this Agreement unless and until the bond cash proceeds identified for allocation to the Project (as further specified in the Funding Certification attached to this Agreement) are released by the State Treasurer's Office to Grantor for expenditure for this grant. Despite any contrary provision of this Agreement, no request for disbursement submitted prior to the release of such bond cash proceeds to Grantor shall be effective.

Z. Exhibits

Each of the Exhibits referenced in this Agreement is incorporated by reference as though set forth in full herein. The following Exhibits are attached to this Agreement:

Exhibit A – Project Description and Work Plan

Sierra Nevada Conservancy Healthy Forests Grant Program

EXHIBIT A

Grantee: Sierra County Public Works
Project Title: Greene Acres Forest Health Planning Project
Agreement Number: 1263
Funding Authority: Proposition 68

PROJECT SCOPE / DESCRIPTION

Sierra County's 1205-acre Greene Acres Forest Health Planning Project is located off State Highway 49 in-between Sierra City and Yuba Pass. Greene Acres is a residential subdivision located at 5,000 feet elevation, just uphill from the upper North Fork of the Yuba River and gateway to the Sierra Buttes/Lakes Basin Recreation Area. This project completes NEPA and CEQA documentation required for future vegetation treatments on Tahoe National Forest lands that surround the Greene Acres subdivision and encompass Deer Creek, a tributary to the North Fork of the Yuba River.

The Greene Acres planning project area is prioritized in the Sierra County Community Wildfire Protection Plan. Fuel loading is heavy, and communities are at risk from catastrophic wildfire. The project completes necessary surveys, resource management reports and decision documents to meet the requirements for NEPA and CEQA. NEPA/CEQA decisions will be used to guide implementation of planned actions. The purpose of this project is to assess and analyze the planning area and develop vegetation treatments necessary to reduce fuels and stocking levels, and selectively remove diseased trees to improve forest and watershed health.

This project protects the river's water quality and associated communities and recreation assets within and adjacent to National Forest Lands. Restoring landscapes to their natural range of conditions makes forests more resilient to the stresses of insects, disease and fire, which are predicted to increase under changing climatic conditions. Reducing fuels will protect local communities and enhance water supply to local and downstream users.

PROJECT TASKS

Detailed Project Tasks	Approximate Project Timeline	Budget Category
Six Month Progress Reports (2)	November 1, 2020 February 1, 2021	A
Draft Proposed Action	June 2020	A

Detailed Project Tasks	Approximate Project Timeline	Budget Category
Final Proposed Action	September 2020	A
Field Surveys	June 2020 – August 2022	A
NEPA and CEQA Documentation	December 2022	A
Anticipated Completion Date	February 1, 2023	
Request for Payment of Final Expenditures	60 days from Project Completion or no later than the <i>Key Deadline: Payment Request for Final Expenditures</i> identified on the signature page of the Agreement	
Final Report		
Performance Measures Report		

PROJECT COSTS

Project Budget Categories	SNC Funding
A. Project Implementation	\$95,000
B. Administrative Costs	\$5,000
TOTAL	\$100,000

PROJECT DELIVERABLES**

Deliverable	Format	Date Due
Reports: every 6 months	SNC Report Forms	Every 6 months starting from execution date of Grant Agreement until Project Completion Date
Field Surveys	PDF documents/CD	As Completed
NEPA: Final Proposed Action	PDF documents/CD	As Completed
CEQA: Documentation	PDF documents/CD	As Completed
Request For Payment Of Final Expenditures	SNC Request for Payment Form	60 days from Project Completion or no later than the <i>Key Deadline: Payment Request for Final Expenditures</i> identified on the signature page of the Agreement
Final Report & Performance Measures Report	SNC Final Report Form	

** Deliverable is the term for the quantifiable goods or services that will be provided upon the completion of a Project. A **deliverable** could be a report, a document, or any product that results from a Project.

PROJECT REPORTING REQUIREMENTS

Progress and Final Report(s):

The Grantee shall provide six-month progress reports and a final report as specified in the Project Schedule. Six-month progress reports shall reflect work completed in the previous six months, and final reports shall reflect the entire Grant period. A progress report shall also be submitted for the time period immediately preceding the submission of the final report. The templates and instructions for completing these reports can be found on the Sierra Nevada Conservancy (SNC) Web site in the following location: <https://sierranevada.ca.gov/funding/snc-grants/manage-your-grant/>.

Performance Measures Reporting:

Performance Measures are used to track progress toward Project goals and desired outcomes. They provide a means of reliably measuring and reporting the outcomes and effectiveness of a Project and how it contributes to the SNC's achievement of its programmatic goals.

The Grantee shall report on Performance Measures as part of the Final Report. The Grantee shall consider the following four quantitative Performance Measures and report on the ones that are applicable to this Project. Additional information, including details on specific Performance Measures, can be found on the SNC Web site in the following location: <https://sierranevada.ca.gov/funding/snc-grants/manage-your-grant/performance-measures/>.

1. Resources Leveraged in the Sierra Nevada:
The purpose of this Performance Measure is to measure the additional resources generated as a result of SNC investment. The total value is based on matching funds provided by external sources, number of volunteer hours donated, and the value of major in-kind contributions made to a Project.
2. Number and Diversity of People Reached:
The purpose of this Performance Measure is to measure progress on information-sharing and education efforts, and the inclusiveness of other Project efforts, such as plan development.
3. Number and Type of Jobs Created:
The purpose of this Performance Measure is to measure economic benefits to the Sierra Nevada Region by tracking the full-time equivalent jobs created by SNC-funded activities.

4. **Number and Value of New, Improved, or Preserved Economic Activities:**
The purpose of this Performance Measure (PM) is to provide the types, quantities, and, where appropriate, estimated dollar values of new, improved or preserved economic activities, products and services. This PM relates to SNC's goals to develop tourism and recreational opportunities, aid in the preservation of working landscapes, and assist the regional economy.

In addition, the Grantee shall report on Project-specific Performance Measures that will help describe Project outcomes in a measurable way. The specific Performance Measures and the associated targets for this Project include the following:

5. **Number of Collaboratively Developed Plans and Assessments:** The purpose of this Performance Measure (PM) is to measure the extent of collaboration within local communities. This PM is relevant for a wide variety of projects. Plans and assessments help communities plan for resource use, qualify for targeted funding, and support understanding of conditions and management options. Examples of anticipated subjects include fire protection, water resources, land use, tourism development, habitat surveys and many more.

**Sierra County
Board of Supervisors'
Agenda Transmittal &
Record of Proceedings**

MEETING DATE: May 19, 2020	TYPE OF AGENDA ITEM: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Timed <input type="checkbox"/> Consent
--------------------------------------	---

DEPARTMENT: Clerk-Recorder
APPROVING PARTY: Heather Foster, Clerk-Recorder
PHONE NUMBER: 530-289-3295

AGENDA ITEM: Minutes from the County Service Area Board of Directors meeting held on April 7, 2020.

SUPPORTIVE DOCUMENTS ATTACHED: Memo Resolution Agreement Other

BACKGROUND INFORMATION:

FUNDING SOURCE:
GENERAL FUND IMPACT: No General Fund Impact
OTHER FUND:
AMOUNT: \$ N/A

ARE ADDITIONAL PERSONNEL REQUIRED?

 Yes, -- --
 No

IS THIS ITEM ALLOCATED IN THE BUDGET? Yes No

IS A BUDGET TRANSFER REQUIRED? Yes No

SPACE BELOW FOR CLERK'S USE

<p>BOARD ACTION: <input type="checkbox"/> Approved <input type="checkbox"/> Approved as amended <input type="checkbox"/> Adopted <input type="checkbox"/> Adopted as amended <input type="checkbox"/> Denied <input type="checkbox"/> Other <input type="checkbox"/> No Action Taken</p>	<p><input type="checkbox"/> Set public hearing For: _____ <input type="checkbox"/> Direction to: _____ <input type="checkbox"/> Referred to: _____ <input type="checkbox"/> Continued to: _____ <input type="checkbox"/> Authorization given to: _____</p>	<p>Resolution 2020- _____ Agreement 2020- _____ Ordinance _____ Vote: Ayes: Noes: Abstain: Absent: <input type="checkbox"/> By Consensus</p>
---	--	--

COMMENTS:

CLERK TO THE BOARD

DATE



**STATE OF CALIFORNIA, COUNTY OF SIERRA
COUNTY SERVICE AREAS (CSA)
BOARD OF DIRECTORS**

MINUTES

April 7, 2020

The Sierra County Board of Directors for County Service Areas met on Tuesday, April 7, 2020 via teleconference.

Present: Lee Adams, Vice-Chair, District #1
Peter W. Huebner, Supervisor, District #2
Paul Roen, Supervisor, District #3
Jim Beard, Chair, District #4
Sharon Dryden, Supervisor, District #5

Staff: Heather Foster, County Clerk-Recorder
Amanda Uhrhammer, Deputy County Counsel
Van Maddox, Auditor/Treasurer Tax-Collector
Tim Beals, Director of Planning/Public Works and Transportation

12. COUNTY SERVICE AREA BOARD OF DIRECTORS

The County Service Area Board of Directors convened at 12:05 p.m.

12.A. Minutes from the County Service Area Board of Directors meeting held on September 3, 2019. (CLERK OF THE BOARD)

The Board moved to approve the minutes from the County Service Area Board of Directors meeting held on September 3, 2019.

APPROVED. Motion: Roen/Huebner/Unanimous Roll Call Vote: 5/0

12.B. Minutes from the County Service Area Board of Directors meeting held on October 1, 2019. (CLERK OF THE BOARD)

April 7, 2020

The Board moved to approve the minutes from the County Service Area Board of Directors meeting held on October 1, 2019.

APPROVED. Motion: Roen/Huebner/Unanimous Roll Call Vote: 5/0

12.C. Approval of Contract Change Order #2 for the Sierra Brooks Water System Project making contract deletions and additions to conform to approved project budget.

The Director of Public Works and Deputy Director of Transportation, Bryan Davey provided background on the proposed Contract Change Order #2 for the Sierra Brooks Water System project and expressed concerns regarding the significant impact this change order will have on the contingencies for the project.

Board discussion ensued.

The Board moved to approve the Contract Change Order #2 for the Sierra Brooks Water System Project making contract deletions and additions to conform to approved project budget.

APPROVED. Motion: Dryden/Roen/Unanimous Roll Call Vote: 5/0

ADJOURN

At 12:24 p.m. with no further business, Vice-Chair Beard adjourned the meeting of the County Service Area (CSA) Board of Directors.

JIM BEARD, VICE-CHAIR
BOARD OF SUPERVISORS

ATTEST:

HEATHER FOSTER
CLERK TO THE BOARD

**Sierra County
Board of Supervisors'
Agenda Transmittal &
Record of Proceedings**

MEETING DATE: May 19, 2020	TYPE OF AGENDA ITEM: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Timed <input type="checkbox"/> Consent
DEPARTMENT: Planning/LAFCO	
APPROVING PARTY: Tim H. Beals, Director	
PHONE NUMBER: 530-289-3251	

AGENDA ITEM: Approval to Use Fund 455 (Verdi Fire) to reimburse \$13,000.00 to Sierra County Fire Protection District #1 for its payment to Truckee Meadows Fire Protection District for services under County Agreement 2019-126 (October 2019) and authorize the County Auditor to make payment.

SUPPORTIVE DOCUMENTS ATTACHED: Memo Resolution Agreement Other

BACKGROUND INFORMATION: Refer to BOS agenda matter discussed on April 21, 2020. Fund 455 is the special tax imposed in 2005 by the 2004 creation of the County Service Area zone for the O'Sullivan and Vista Verdi subdivisions (7 parcels) which has an existing balance of around \$18,000.

FUNDING SOURCE: Fund 455-Verdi Fire Special Tax
GENERAL FUND IMPACT: No General Fund Impact
OTHER FUND:
AMOUNT: \$13,000 One Time Expense

ARE ADDITIONAL PERSONNEL REQUIRED? <input type="checkbox"/> Yes, -- -- <input checked="" type="checkbox"/> No	IS THIS ITEM ALLOCATED IN THE BUDGET? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No IS A BUDGET TRANSFER REQUIRED? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
--	---

SPACE BELOW FOR CLERK'S USE

BOARD ACTION: <input type="checkbox"/> Approved <input type="checkbox"/> Approved as amended <input type="checkbox"/> Adopted <input type="checkbox"/> Adopted as amended <input type="checkbox"/> Denied <input type="checkbox"/> Other <input type="checkbox"/> No Action Taken	<input type="checkbox"/> Set public hearing For: _____ <input type="checkbox"/> Direction to: _____ <input type="checkbox"/> Referred to: _____ <input type="checkbox"/> Continued to: _____ <input type="checkbox"/> Authorization given to: _____	Resolution 2020- _____ Agreement 2020- _____ Ordinance _____ Vote: Ayes: Noes: Abstain: Absent: <input type="checkbox"/> By Consensus
---	---	---

COMMENTS:

CLERK TO THE BOARD _____	DATE _____
--------------------------	------------

**Sierra County
Board of Supervisors'
Agenda Transmittal &
Record of Proceedings**

MEETING DATE: May 19, 2020	TYPE OF AGENDA ITEM: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Timed <input type="checkbox"/> Consent
--------------------------------------	---

DEPARTMENT: Planning/LAFCO
APPROVING PARTY: Tim H. Beals, Director
PHONE NUMBER: 530-289-3251

AGENDA ITEM: Adopt resolution proposing to form a County Service Area Zone within existing County Services Areas 3 and 4 to impose an emergency services assessment to cover the costs of structural fire protection and emergency medical response in the communities of Verdi and Long Valley consistent with Government Code, Section 25217 (County Service Area Law).

SUPPORTIVE DOCUMENTS ATTACHED: Memo Resolution Agreement Other
Resolution will be submitted separate from the initial Board Agenda Submittal.

BACKGROUND INFORMATION: Continued discussion from May 5, 2020 BOS meeting and final resolution as directed. Background from May 5, 2020 is attached for reference.

FUNDING SOURCE: Fund 455 (Verdi Fire) and SCFPD#1
GENERAL FUND IMPACT: No General Fund Impact
OTHER FUND:
AMOUNT: \$ N/A

ARE ADDITIONAL PERSONNEL REQUIRED? <input type="checkbox"/> Yes, -- -- <input checked="" type="checkbox"/> No	IS THIS ITEM ALLOCATED IN THE BUDGET? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No IS A BUDGET TRANSFER REQUIRED? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
--	---

SPACE BELOW FOR CLERK'S USE

BOARD ACTION: <input type="checkbox"/> Approved <input type="checkbox"/> Approved as amended <input type="checkbox"/> Adopted <input type="checkbox"/> Adopted as amended <input type="checkbox"/> Denied <input type="checkbox"/> Other <input type="checkbox"/> No Action Taken	<input type="checkbox"/> Set public hearing For: _____ <input type="checkbox"/> Direction to: _____ <input type="checkbox"/> Referred to: _____ <input type="checkbox"/> Continued to: _____ <input type="checkbox"/> Authorization given to: _____	Resolution 2020- _____ Agreement 2020- _____ Ordinance _____ Vote: Ayes: Noes: Abstain: Absent: <input type="checkbox"/> By Consensus
---	---	---

COMMENTS:

_____ CLERK TO THE BOARD	_____ DATE
-----------------------------	---------------

Agenda Item: Adopt resolution commencing the CSA zone for emergency services in Long Valley and Verdi.

Background: First and foremost, the agenda item initially suggested adoption of the resolution commencing proceedings but since the matter was scheduled, a few critical procedural questions have arisen that will require discussion and direction from the Board in order to proceed. Thus it will be recommended that the item be discussed and direction given on May 5, 2020 accordingly and the matter will be scheduled for adoption on May 19, 2020

Fire protection for Verdi has been a difficult setting for decades and after the Board initiated fire district formation failed in 1990, the County several years later commenced annual payments to Nevada fire agencies and the Verdi Volunteer Fire Department to provide fire services. The County paid annual costs of \$10000 and the SCFPD#1 contributed its proportion of property tax payments each year in the same manner as the county. This assured service, provided assurances to insurance underwriters of availability of fire and homeowner insurance.

In July of 2004, the Board adopted its resolution 2004-102 and formed a county service area zone and commenced a proceeding to impose a special tax. This was site-specific to two parcels of land being subdivided (O'Sullivan for Feenune Subdivision and Bielser for Vista Verdi Subdivision). No hearing was required at that time under the CSA Law. In September, October and ultimately in November the Board fully discussed the options and the proposed tax measure and on November 2005 the Board adopted its resolution 2005-154 which set the special tax and set a date for an election. The tax was \$300 per parcel per year for seven parcels and this has been assessed annually since 2005. Between 2004 and 2016 the Verdi Volunteer Fire effort began to fall apart and it became apparent that professional, paid fire and medical response service was taking over services for Nevada's portion of Verdi and Cold Springs and eventually the volunteer fire agencies in both Verdi and Cold Springs ended.

Fast forward to 2017 and the SCFPD#1 showed renewed interest in annexing eastern Sierra County and this eventually was successful and took effect in 2019. This approved annexation included Verdi and Long Valley. The Board conducted two key fire protection workshops-one in April 2017 and one in November 2017. From these workshops came several directives that encouraged the SCFPD#1 annexation and directed to begin the discussion of creating a CSA zone of benefit to cover the extreme eastern region of the County, including the communities of Verdi and Long Valley.

So for discussion, it is critical that it is understood that the CSA Law was totally restructured subsequent to the Board's creation of the CSA zone authorized in its 2004 resolution. The new or restructured CSA law requires a couple of additional steps and they include notice and hearing, and other more procedural issues. These steps will be outlined on May 5, 2020 and a hearing will need to be set for May 19 and following the hearing, the Board may be able to adopt the resolution commencing the new zone formation. However, there is a serious question regarding the approach needed here. There is already a CSA zone in existence (2004) so it may be best to not create a new or second zone and only propose to expand the boundary of the existing zone created in 2004. Creating additional confusion is the fact that a special tax, not an assessment, was imposed in 2005 for two parcels (7 lots) and a decision has to be made regarding the continuation of the special tax once this new assessment is adopted by the Board. It is proper that the existing special tax be eliminated and in its place for the seven lots, an assessment of an amount much lower than the former special tax will be substituted and all lots in Verdi and Long Valley that are improved will be paying the same amount as well.

County Counsel offered the opinion to the Board in 2017 and recently that the need to raise the balance of the costs for the emergency services agreement with Truckee Meadows Fire Protection District can be properly implemented with an assessment rather than a special tax. So we will propose to abandon the special tax that is now in place and also propose to simply expand the existing CSA zone to include all of the eastern region along the California Border. Funding as required will be secured through an annual assessment to any property that is improved. All other properties (vacant and unimproved) will not be assessed any assessment.

So as you can see, there are a number of tangential issues needing to be discussed and direction given. I will have a map of the proposed expansion of the CSA zone for review on May 5 and can further discuss the process that will get us to the goal that initially commenced in 2017 through the special Board meetings on fire services. I will also have the computations that show the amount of the annual assessment that will fund the balance of the services agreement with TMFPD not covered by the property tax shift that was implemented to serve the SCFPD#1 annexation (between \$15000 and \$20000) evenly split among 112 improved parcels for the three year life of the services agreement. Thereafter, if additional funds are required for extensions of the agreement with TMFPD, a new election (Prop 218) protest hearing would then be required to authorize the increase..

Recommendation: Conduct a full discussion, clearly point out the options for accomplishing the goal, and determine how to proceed with direction to return to the Board on May 19, 2020 with the final resolution for adoption.

BOARD OF SUPERVISORS, COUNTY OF SIERRA, STATE OF CALIFORNIA

IN THE MATTER OF PROPOSING THE FORMATION OF A COUNTY SERVICE AREA
ZONE WITHIN SIERRA COUNTY SERVICE AREA 4

RESOLUTION 2020-

WHEREAS, pursuant to the County Service Area Law commencing with Government Code, Section 25210 and following, the Board of Supervisors on June 1, 1956 adopted its Resolution No. 672 establishing County Service Areas 1, 2, 3, 4, and 5 and fixed the boundaries and the services for each of these County Service Areas; and,

WHEREAS, the Board of Supervisors, when it determines it is in the public interest to provide different authorized services, provide different levels of service, provide different authorized facilities, or raise additional revenues within specific areas of a county service area, may form one or more zones as provided in Government Code, Section 25217; and,

WHEREAS, the Sierra County communities of Verdi and Long Valley and properties surrounding these communities are uniquely located along the border between the State of California and the State of Nevada, often sharing common social and economic interests and services with Washoe County, Nevada, and the greater Reno-Sparks Metropolitan area and the growth currently occurring and forecast for Washoe County and the City of Reno along the border of California will create impacts to public services within Sierra County and as a result, providing emergency services to the residents of these two Sierra County communities has become a very high priority; and,

WHEREAS, the Board of Supervisors and the Board of Commissioners of Sierra County Fire Protection District #1 conducted several community meetings in Verdi and in Long Valley soliciting public input over the need for professional emergency services and the requisite funding to support these services and the support from property owners was very strong to proceed with the formation of the county service area zone and funding mechanism; and,

WHEREAS, the Sierra County Board of Supervisors and the Board of Commissioners of Sierra County Fire Protection District #1 have recently conducted negotiations with emergency service agencies within Washoe County, Nevada, to provide professional emergency services to the Sierra County communities of Verdi and Long Valley consistent with levels of service occurring within Washoe County, Nevada, which necessitates the formation of a county service area zone to create the mechanism to create and administer emergency service agreements and to provide the necessary funding for these agreements: and,

WHEREAS, it is the desire and intent of the Board of Supervisors acting as the Board of Directors of County Service Area 4 to form a county service area zone within Sierra County Service Area 4.

NOW THEREFORE BE IT RESOLVED that the Board of Supervisors acting as the Board of Directors of County Service Area 4 declares its intention to form a county service area zone within Sierra County Service Area 4 as provided herein:

- 1) The formation of a county service area zone is in the public interest to provide an adequate and reliable level of emergency services to the Sierra County communities of Verdi and Long Valley and the proceeding to propose the formation is made pursuant to the County Service Area Law, Government Code, Section 25210 and following and specifically, Article 8, Section 25217.
- 2) The proposed boundaries of the county service area zone include all lands in Sierra County located east of the boundary line between the Humboldt-Toiyabe National Forest and Tahoe National Forest. The boundary and area of the proposed county service area zone is represented on the map attached hereto as Exhibit 1 and made a part hereof.
- 3) The metes and bounds legal description of the boundaries of the inhabited territory to be included within the proposed county service area zone is attached hereto as Exhibit 2 and made a part hereof.
- 4) The reasons for forming the county service area zone are to protect lives and property by providing a local governmental structure and mechanism to provide emergency services to the residents/property owners within the county service area zone, including a source of funding, both of which provides assurance that emergency services proposed to be provided under the county service area zone will be reliable, equal, consistent, and accessible.
- 5) The authorized services that the county service area zone will provide include fire suppression and emergency medical services, including any required facilities, directly or through service agreements with California and/or Nevada emergency service agencies. The county service area zone will provide a consistent and equal level of service to all properties that are "improved" by means of a residence authorized under a valid building permit issued by Sierra County; by means for any retail or commercial use that is approved under an approved and valid building and zoning permit issued by Sierra County; and by means of any utility or industrial use authorized under an approved zoning and building permit issued by Sierra County. The funding necessary to support the services authorized and implemented under the county service area zone will be an equal charge to all "improved" properties as defined above to augment property tax or mitigation fee contributions from the County of Sierra and/or the Sierra County Fire

Protection District #1 implemented through any property tax exchange agreements. A report prepared by a California licensed engineer will analyze and identify the funding streams and funding requirements that will be expected from the “improved” properties as defined above within the boundaries of the county service area zone and a protest hearing under Proposition 218 will be conducted for any charge proposed to be imposed on these “improved” parcels. Once the county service area zone is formed and assessment successfully imposed under Proposition 218, the Board of Supervisors will proceed with the process to repeal the existing special tax in place as imposed by Resolution 2006-063 and dissolve the County Service Area Zone established by Resolution 2004-102 and referred to as “County Service Area 4-Verdi Zone” which affects seven (7) parcels within the community of Verdi.

- 6) The methods by which authorized services, levels of service, or authorized facilities will be financed include a protest hearing involving all “improved” parcels as defined above, conducted consistent with Proposition 218; any mitigation fees currently in place or approved in the future by the voters within the county service area zone; and property tax allocations according to any property tax exchange agreements between the County of Sierra and the Sierra County Fire Protection District #1 to support emergency services within the county service area zone. All “improved” properties as defined above within the county service area zone as of the date of formation, will be assessed equal charges for each “improved” parcel. The county service area zone will maintain a list of “improved” parcels as defined above, and any parcel “improved” as defined above subsequent to the date of formation of the county service area zone shall be enrolled and shall be charged thereafter an annual amount equal to the charges imposed on “improved” parcels that were in existence at the time for county service area zone formation.

- 7) The proposed county service area zone will be referred to as “County Service Area 4, Zone 4B-Verdi and Long Valley Emergency Services”.

BE IT FURTHER RESOLVED, that the Board of Supervisors sets a public hearing for _____ , 2020 at _____ pm in the Loyalton Social Hall on the formation of “Sierra County Service Area 4, Zone 4B-Verdi and Long Valley Emergency Services” and approval of the assessment engineering report to support the proposed formation and the basis for a protest hearing under Proposition 218 and notice of the public hearing shall be published, posted, and mailed as is required by Government Code, Section 25217 (d).

Adopted by the Board of Supervisors of the County of Sierra on this 19th day of May 2020 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

BY:

Jim Beard
Chairman of the Board of Supervisors

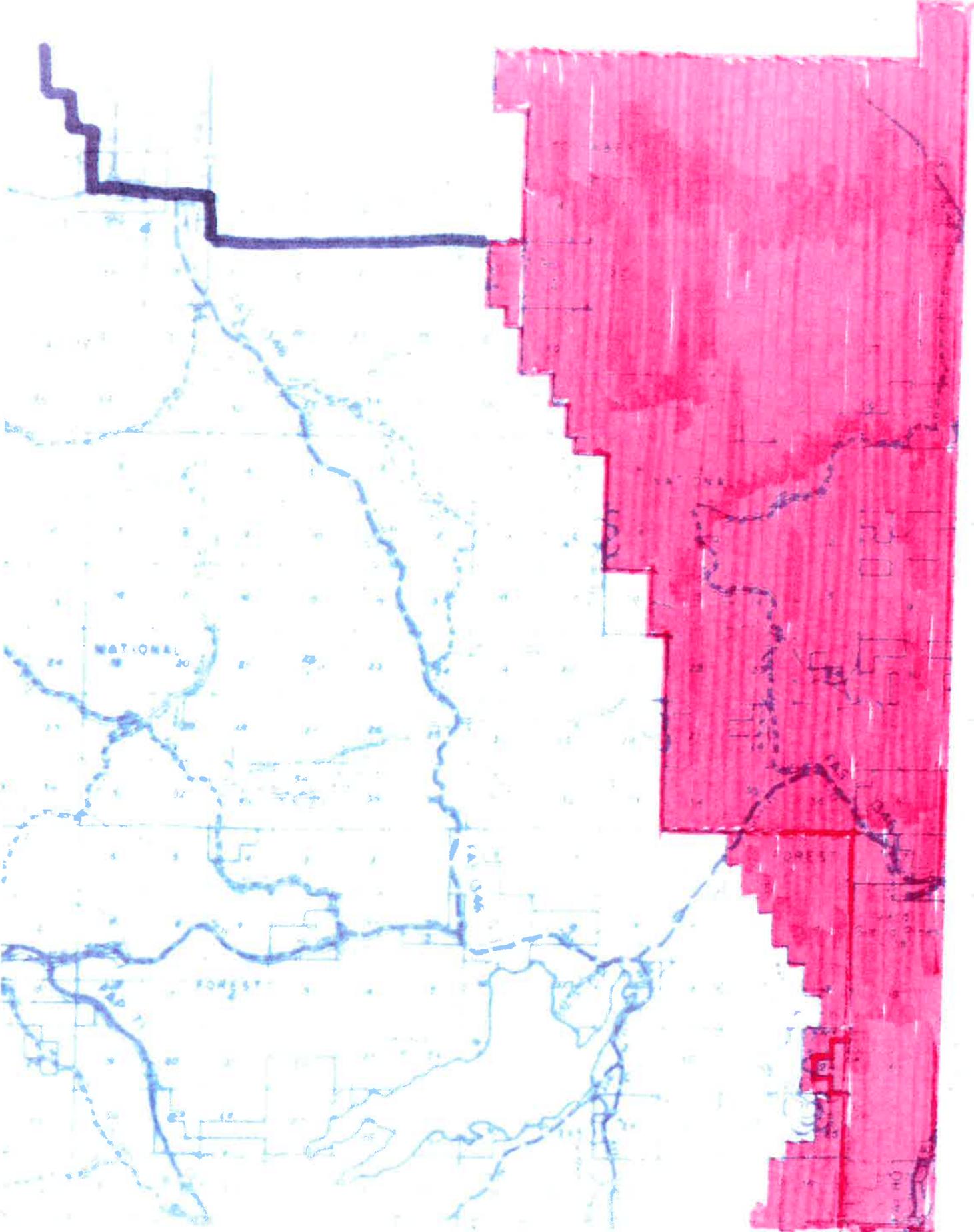
ATTEST:

APPROVED AS TO FORM:

Heather A. Foster
Clerk of the Board

David Prentice
County Counsel

COUNTY SERVICE AREA 4, ZONE 4B
VERDI-LONG VALLEY EMERGENCY SERVICES



County Service Area 4, Zone 4B

Beginning at the Southeast corner of Sierra County at the intersection with the California-Nevada State line; thence Westerly along the South boundary of said Sierra County line to the point of intersection of the centerline of Section 2, T. 18 N., R. 17 E., M.D.B. & M.; thence Northerly along the centerline of Section 2, T. 18 N., R. 17 E., M.D.B. & M. to the North 1/4 corner of said Section 2; thence along the South boundary of T. 19 N., R. 17 E., M.D.B. & M. to the South 1/4 corner of Section 35; thence Northerly along the centerline of said Section 35 to the Northwest corner of the Southwest 1/4 of the Southeast 1/4 of said Section 35; thence Easterly to the Northeast corner of the Southwest 1/4 of the Southeast 1/4 of said Section 35; thence Northerly along the East boundary of the West 1/2 of the East 1/2 of said Section 35 to the Northwest corner of the East 1/2 of the Northeast 1/4 of said Section 35; thence Easterly to the Southeast corner of Section 26, T. 19 N., R. 17 E., M.D.B. & M.; thence Northerly along the East boundary of said Section 26 to the Northeast corner of the Southeast 1/4 of the Southeast 1/4 of said Section 26; thence Easterly along the North boundary of the South 1/2 of the Southwest 1/4 of Section 25, T. 19 N., R. 17 E., M.D.B. & M. to the Northeast corner of the South 1/2 of the Southwest 1/4 of said Section 25; thence Northerly along the centerline of said Section 25 to the North 1/4 corner of said Section 25; thence Westerly along the South boundary of Section 24, T. 19 N., R. 17 E., M.D.B. & M. to the Southwest corner of the East 1/2 of the West 1/2 of said Section 24; thence Northerly along the West boundary of the East 1/2 of the West 1/2 of said Section 24 to the South boundary of Section 13, T. 19 N., R. 17 E., M.D.B. & M.; thence Easterly along the South boundary of said Section 13 to the South 1/4 corner of said Section 13; thence Northerly along the centerline of said Section 13 to the center of said Section 13; thence Westerly along the centerline of said Section 13 to the Southwest corner of the East 1/2 of the Northwest 1/4 of said Section 13; thence Northerly along the West boundary of the East 1/2 of the Northwest 1/4 of said Section 13 to the South boundary of Section 12, T. 19 N., R. 17 E., M.D.B. & M.; thence Westerly along the South boundary of said Section 12 to the East boundary of Section 11, T. 19 N., R. 17 E., M.D.B. & M.; thence Northerly along the East boundary of said Section 11 to the Northeast corner of the Southeast 1/4 of the Southeast 1/4 of said Section 11; thence Westerly along the North boundary of the Southeast 1/4 of the Southeast 1/4 of said Section 11 to the Northwest corner of the Southeast 1/4 of the Southeast 1/4 of said Section 11; thence Northerly along the West boundaries of the Northeast 1/4 of the Southeast 1/4 and the Southeast 1/4 of the Northeast 1/4 of said Section 11 to the Northeast corner of the Southwest 1/4 of the Northeast 1/4 of said Section 11; thence Westerly along the North boundary of the Southwest 1/4 of the Northeast 1/4 of said Section 11 to the centerline of said Section 11; thence Northerly along the centerline of said Section 11 to the South boundary of Section 2, T. 19 N., R. 17 E., M.D.B. & M.; thence Westerly along the South boundary of said Section 2 to the Southeast corner of the West 1/2 of the Southwest 1/4 of said Section 2; thence Northerly along the East boundary of the West 1/2 of the Southwest 1/4 of said Section 2 to the Northeast corner of the West 1/2 of the Southwest 1/4 of said Section 2; thence Westerly along the North boundary of the West 1/2 of the Southwest 1/4 of said Section 2 to the West boundary of said Section 2; thence Northerly along the West boundary of said Section 2 to the Northwest corner of said Section 2, T. 19 N., R. 17 E., M.D.B. & M.; thence Westerly along the South Boundary of T. 20 N., R. 17 E., M.D.B. & M. to the East boundary of Section 33,

T. 20 N., R. 17 E., M.D.B. & M.; thence Northerly along the East boundaries of Sections 33, 28, and 21, T. 20 N., R. 17 E., M.D.B. & M. to the Northeast corner of said Section 21; thence Westerly along the North boundary of said Section 21 to the Southeast corner of the Southwest 1/4 of the Southeast 1/4 of Section 16, T. 20 N., R. 17 E., M.D.B. & M.; thence Northerly along the West boundary of the East 1/2 of the East 1/2 of said Section 16 to the Northeast corner of the Northwest 1/4 of the Northeast 1/4 of said Section 16; thence Westerly along the North boundary of said Section 16 to the Northwest corner of said Section 16; thence Northerly along the East boundaries of Sections 8 and 5, T. 20 N., R. 17 E., M.D.B. & M. to the Southeast corner of the North 1/2 of the Northeast 1/4 of said Section 5; thence Westerly along the South boundary of the North 1/2 of the Northeast 1/4 to the centerline of said Section 5; thence Northerly along the centerline of said Section 5 to the North 1/4 corner of said Section 5; thence Westerly along the South boundary of T. 21 N., R. 17 E., M.D.B. & M. to the Southwest corner of the East 1/2 of the Southeast 1/4 of Section 31, T. 21 N., R. 17 E., M.D.B. & M.; thence Northerly along the West boundary of the East 1/2 of the Southeast 1/4 of said Section 31 to the Northwest corner of the East 1/2 of the Southeast 1/4 of said Section 31; thence Westerly along the North boundary of the Southeast 1/4 of said Section 31 to the center of said Section 31; thence Northerly along the centerline of said Section 31 to the North 1/4 corner of said Section 31; thence Westerly along the North boundary of said Section 31 to the Southeast corner of Section 25, T. 21 N., R. 16 E., M.D.B. & M.; thence Northerly along the East boundary of said Section 25 to the Southeast corner of the Northeast 1/4 of the Northeast 1/4 of said Section 25; thence Westerly along the South boundary of the Northeast 1/4 of the Northeast 1/4 of said Section 25 to the Southwest corner of the Northeast 1/4 of the Northeast 1/4 of said Section 25; thence Northerly along the West boundary of the Northeast 1/4 of the Northeast 1/4 of said Section 25 to the South boundary of Section 24, T. 21 N., R. 16 E., M.D.B. & M.; thence Westerly along the South boundary of Section 24, T. 21 N., R. 16 E., M.D.B. & M. to the South 1/4 corner of said Section 24; thence Northerly along the centerline of said Section 24 to the North 1/4 corner of said Section 24; thence Easterly along the North boundary of said Section 24 to the Northeast corner of said Section 24; thence Northerly along the East boundaries of Sections 13 and 12, T. 21 N., R. 16 E., M.D.B. & M. to the Southeast corner of Section 1, T. 21 N., R. 16 E., M.D.B. & M.; thence Westerly along the South line of said Section 1 to the South 1/4 corner of said Section 1; thence Northerly along the centerline of said Section 1 at a point on the North Boundary of Sierra County, thence easterly along said North boundary of Sierra County to the Northeast corner of Sierra County also being on the California-Nevada State line; thence Southerly along the East boundary of Sierra County to the Southeast corner of Sierra County, also being the California-Nevada State line, to the Point of Beginning.

**Sierra County
Board of Supervisors'
Agenda Transmittal &
Record of Proceedings**

MEETING DATE: May 19, 2020	TYPE OF AGENDA ITEM: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Timed <input type="checkbox"/> Consent
--------------------------------------	---

DEPARTMENT: County Counsel APPROVING PARTY: David Prentice PHONE NUMBER: 559-500-1600
--

AGENDA ITEM: Closed session pursuant to Government Code section 54956.9(a) - conference with legal counsel regarding the following litigation: Sierra County v. Loylton Mobile Home Park, Sierra County Superior Court Case No. 7677.

SUPPORTIVE DOCUMENTS ATTACHED: Memo Resolution Agreement Other

BACKGROUND INFORMATION:

FUNDING SOURCE:
GENERAL FUND IMPACT: No General Fund Impact
OTHER FUND:
AMOUNT: \$ N/A

ARE ADDITIONAL PERSONNEL REQUIRED?

 Yes, -- --
 No

IS THIS ITEM ALLOCATED IN THE BUDGET? Yes No

IS A BUDGET TRANSFER REQUIRED? Yes No

SPACE BELOW FOR CLERK'S USE

BOARD ACTION: <input type="checkbox"/> Approved <input type="checkbox"/> Approved as amended <input type="checkbox"/> Adopted <input type="checkbox"/> Adopted as amended <input type="checkbox"/> Denied <input type="checkbox"/> Other <input type="checkbox"/> No Action Taken	<input type="checkbox"/> Set public hearing For: _____ <input type="checkbox"/> Direction to: _____ <input type="checkbox"/> Referred to: _____ <input type="checkbox"/> Continued to: _____ <input type="checkbox"/> Authorization given to: _____	Resolution 2020- _____ Agreement 2020- _____ Ordinance _____ Vote: Ayes: Noes: Abstain: Absent: <input type="checkbox"/> By Consensus
---	---	---

COMMENTS:

CLERK TO THE BOARD

DATE

**Sierra County
Board of Supervisors'
Agenda Transmittal &
Record of Proceedings**

MEETING DATE: May 19, 2020	TYPE OF AGENDA ITEM: <input type="checkbox"/> Regular <input type="checkbox"/> Timed <input checked="" type="checkbox"/> Consent
--------------------------------------	---

DEPARTMENT: Social Services
APPROVING PARTY: Vickie Clark, Director
PHONE NUMBER: (530) 993-6700

AGENDA ITEM: Amendment to professional services agreement 2019-096 between The Regents of the University of California on behalf of its Davis campus UC Davis Continuing and Professional Education and Sierra County.

SUPPORTIVE DOCUMENTS ATTACHED: Memo Resolution Agreement Other

BACKGROUND INFORMATION: Please see attached memo

FUNDING SOURCE:
GENERAL FUND IMPACT: No General Fund Impact
OTHER FUND:
AMOUNT: \$ N/A

ARE ADDITIONAL PERSONNEL REQUIRED?

 Yes, -- --
 No

IS THIS ITEM ALLOCATED IN THE BUDGET? Yes No

IS A BUDGET TRANSFER REQUIRED? Yes No

SPACE BELOW FOR CLERK'S USE

<p>BOARD ACTION:</p> <input type="checkbox"/> Approved <input type="checkbox"/> Approved as amended <input type="checkbox"/> Adopted <input type="checkbox"/> Adopted as amended <input type="checkbox"/> Denied <input type="checkbox"/> Other <input type="checkbox"/> No Action Taken	<input type="checkbox"/> Set public hearing For: _____ <input type="checkbox"/> Direction to: _____ <input type="checkbox"/> Referred to: _____ <input type="checkbox"/> Continued to: _____ <input type="checkbox"/> Authorization given to: _____	Resolution 2020- _____ Agreement 2020- _____ Ordinance _____ Vote: Ayes: Noes: Abstain: Absent: <input type="checkbox"/> By Consensus
---	---	---

COMMENTS:

CLERK TO THE BOARD

DATE

Memorandum

To: Sierra County Board of Supervisors

From: Vickie Clark, Director

Reference: Agenda Item

Date of memo: May 8, 2020

Date of Board Meeting: May 19, 2020

Requested Action: Amendment to professional services agreement 2019-096 between The Regents of the University of California on behalf of its Davis campus UC Davis Continuing and Professional Education and Sierra County.

Mandated by:

Funding

Budgeted? Yes No

Revenue		No Cost Amendment
Expenses		No Cost Amendment
Difference	0	

Background Information: This agreement amendment is requested to extend the term of this contract to be able to receive the training, coaching, and/or consulting services that had been cancelled due to the state shut down. The original term was from July 1, 2019 through June 20, 2020. This amendment extends the agreement through September 30, 2020.

Potential Issues to consider: None

Alternatives or Impacts of disapproval:



DIVISION OF CONTINUING AND PROFESSIONAL EDUCATION
CPE.UCDAVIS.EDU

1333 RESEARCH PARK DRIVE
DAVIS, CA 95618-4852

Agreement# EW-2019-30
C000114026
Amendment# 1

Amendment to Training Services Agreement

This amendment is made as of the date last signed below by and between The Regents of the University of California (“University”) on behalf of its Davis campus UC Davis Continuing and Professional Education and SIERRA COUNTY(“User”).

RECITALS

WHEREAS the parties entered into an Agreement dated July 1, 2019, ("Agreement") providing that University would provide training, coaching, and/or consulting services to User; and

WHEREAS the parties now want to amend the Agreement in order to modify the provisions regarding term of the agreement;

NOW, THEREFORE, the parties agree to amend Agreement as follows:

- 1. End date of Contract:
 - a. Originally set to end on 6/30/2020 shall be extended to 9/30/2020

All other terms and conditions shall remain the same.

IN WITNESS WHEREOF, the parties have executed this Amendment as of the date of last signature.

THE REGENTS OF THE
UNIVERSITY OF CALIFORNIA

SIERRA COUNTY

By: *Susan Catron*

By: _____

Name: Susan Catron, MPPA, EdD
Dean, UC Davis Continuing and
Professional Education

Name:

Date: April 3, 2020

Date: _____

FEIN: 94-6036494

**Sierra County
Board of Supervisors'
Agenda Transmittal &
Record of Proceedings**

MEETING DATE: May 19, 2020	TYPE OF AGENDA ITEM: <input type="checkbox"/> Regular <input type="checkbox"/> Timed <input checked="" type="checkbox"/> Consent
--------------------------------------	---

DEPARTMENT: Public Health
APPROVING PARTY: Vickie Clark, Director
PHONE NUMBER: (530) 993-6700

AGENDA ITEM: Workforce Innovation and Opportunity Act (WIOA) Memorandum of Understanding between Northern Rural Training and Employment Consortium (NORTEC) and America's Job Center of California Partners.

SUPPORTIVE DOCUMENTS ATTACHED: Memo Resolution Agreement Other
MOU

BACKGROUND INFORMATION: Please see attached memo

FUNDING SOURCE:
GENERAL FUND IMPACT: No General Fund Impact
OTHER FUND:
AMOUNT: \$ N/A

ARE ADDITIONAL PERSONNEL REQUIRED?

 Yes, -- --
 No

IS THIS ITEM ALLOCATED IN THE BUDGET? Yes No

IS A BUDGET TRANSFER REQUIRED? Yes No

SPACE BELOW FOR CLERK'S USE

<p>BOARD ACTION:</p> <input type="checkbox"/> Approved <input type="checkbox"/> Approved as amended <input type="checkbox"/> Adopted <input type="checkbox"/> Adopted as amended <input type="checkbox"/> Denied <input type="checkbox"/> Other <input type="checkbox"/> No Action Taken	<input type="checkbox"/> Set public hearing For: _____ <input type="checkbox"/> Direction to: _____ <input type="checkbox"/> Referred to: _____ <input type="checkbox"/> Continued to: _____ <input type="checkbox"/> Authorization given to: _____	Resolution 2020- _____ Agreement 2020- _____ Ordinance _____ Vote: Ayes: Noes: Abstain: Absent: <input type="checkbox"/> By Consensus
---	---	---

COMMENTS:

CLERK TO THE BOARD

DATE

Memorandum

To: Sierra County Board of Supervisors

From: Vickie Clark, Director

Reference: Agenda Item

Date of memo: May 8, 2020

Date of Board Meeting: May 19, 2020

Requested Action: Workforce Innovation and Opportunity Act (WIOA) Memorandum of Understanding between Northern Rural Training and Employment Consortium (NORTEC) and America's Job Center of California Partners.

Mandated by:

Funding

Budgeted? Yes **No**

	Yes	No
Revenue		
Expenses		
Difference	0	

Background Information: The Workforce Innovation and Opportunity Act of 2014 (WIOA), establishes local Workforce Development Boards (WDB), which, in partnership with the chief elected official, are responsible for setting policy and overseeing workforce development programs for a workforce development area. The workforce development area of NoRTEC includes the eleven counties of Butte, Del Norte, Lassen, Modoc, Nevada, Plumas, Sierra, Shasta, Siskiyou, Tehama, and Trinity.

The "chief elected official" for NoRTEC is a special district formed by a joint powers agreement (JPA) among the eleven NoRTEC member counties. Each of these counties appoints a member of their Board of Supervisors to serve on the NoRTEC Governing Board. The NoRTEC Governing Board appoints the NoRTEC WDB, consistent with the WIOA for a private sector majority, a cross section of public agencies, education, community-based organizations and organized labor. The NoRTEC Governing Board and the NoRTEC WDB then operate as partners for the implementation of the WIOA.

The establishment of a One-Stop delivery system for workforce development services is a cornerstone of the WIOA, and is the primary charge of the NoRTEC WDB and Governing Board. In general, the One Stop delivery system is a network of employment centers within which entities responsible for administering workforce development, educational, and other human resource programs and funding streams (referred to as "Partners") collaborate to create a seamless system of service delivery designed to enhance access to services and improve long-term employment outcomes for individuals receiving assistance.

WIOA requires an MOU be developed and executed between the NoRTEC Workforce Development Board (WDB) and the America's Job Centers of California (AJCC) Partners to establish an agreement concerning the operations of the AJCC delivery system.

The purpose of the MOU is to establish a cooperative working relationship between the AJCC Partners and to define their respective roles and responsibilities in achieving the policy objectives. The MOU also serves to establish the framework for providing services to employers, employees, job seekers and others needing workforce services.

Potential Issues to consider: None

Alternatives or Impacts of disapproval:

**NORTHERN RURAL TRAINING AND EMPLOYMENT
CONSORTIUM (NORTEC) MEMORANDUM OF
UNDERSTANDING (MOU)**

TABLE OF CONTENTS

**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) MOU BETWEEN NORTEC
AND AMERICAS' JOB CENTERS OF CALIFORNIA PARTNERS**

PARTIES TO THE MOU (SIGNATURES)

NoRTEC, the WIOA Title I grant recipient and administrative entity, representing a Local Workforce Development Area comprised of a consortium of eleven counties: Butte, Del Norte, Lassen, Modoc, Nevada, Plumas, Shasta, Sierra, Siskiyou, Tehama, and Trinity.

SIGNATURES:

John Fenley, Chair of the Governing Board (NoRTEC)

Wade Meith, Chair of the Workforce Development Board (NoRTEC)

WIOA Title I, Adult, Dislocated Worker, and Youth Programs

SIGNATURES:

Traci Holt, Executive Director – Alliance for Workforce Development

Wendy Zanolli, Executive Director – SMART Business Resource Center

Kathy Sarmiento, Chief Executive Officer – Job Training Center of Tehama County

WIOA Title I, Native American Programs (Section 166)

SIGNATURE:

Lorenda T. Sanchez, Executive Director - California Indian Manpower Consortium, Inc.

WIOA Title I, Migrant Seasonal Farmworker Programs (Section 167)

SIGNATURES:

Anita Maldonado, Ph.D., Chief Executive Director - California Human Development Corporation

WIOA Title II, Adult Education and Literacy Programs

SIGNATURES:

Brett W. McFadden, Superintendent - Nevada Joint Union High School District

Jeff Ochs, Director of Alternative Education - Oroville Adult Education Center, Oroville Unified School District

Jared Caylor, Superintendent- Corning Union High School District

WIOA Title III, Wagner-Peyser Programs

SIGNATURE:

Carianne Huss, Deputy Division Chief – California Employment Development Department

Trade Adjustment Assistance Programs

SIGNATURE:

Carianne Huss, Deputy Division Chief – California Employment Development Department

Veterans Programs

SIGNATURE:

Carianne Huss, Deputy Division Chief – California Employment Development Department

Unemployment Insurance Program

SIGNATURE:

David Rangel, Employment Development Administrator – California Employment Development Department

Emilia Bartolomeu, Deputy Division Chief, Northern Workforce Services Division – California Employment Development Department

WIOA Title IV, Vocational Rehabilitation Programs

SIGNATURES:

Jay Onasch, District Administrator - California Department of Rehabilitation

David Wayte – Regional Director- California Department of Rehabilitation

Title V, Older American Act Programs

SIGNATURE:

Demetrios Antzoulatos, VP – Finance, Operations & Grants – AARP Foundation, The Senior Community Service Employment Program (SCSEP)

CalWORKS/TANF

SIGNATURES:

Shelby Boston, Director - Butte County Department of Employment & Social Services

Bruce S. Alpert, County Counsel

Barbara Longo, Director - Lassen County Health & Social Services Agency

Elizabeth Cavasso, Chairman of Board of Supervisors - Modoc County Board of Supervisors

Tex Ritter, Director - Nevada County Department of Social Services

Catherine Elliott, County Counsel

Neal Caiazzo, Director - Plumas County Department of Social Services

R. Craig Settlemyre, County Counsel

Vicki Clark, Director - Sierra County Department of Social Services

Chris Howard – Chair, Supervisor, District 3 – Del Norte County Department of Health & Human Services

David Kehoe, Chairman – Shasta County Board of Supervisors

Alan B. Cox, Deputy County Counsel, Shasta County

Michael N. Kobseff – Chair, Siskiyou County Board of Supervisors

Laura Williams, Director – Tehama County Department of Social Services

Letty Garza, Director – Trinity County Health and Human Services

APPENDIX: SERVICE AND REFERRAL MATRIX

- A: Butte County
- B: Del Norte County
- C: Lassen County
- D: Modoc County
- E: Nevada County
- F: Plumas County
- G: Shasta County
- H: Sierra County
- I: Siskiyou County
- J: Tehama County
- K: Trinity County

EXHIBIT 1: INFRASTRUCTURE FUNDING AGREEMENT (EXCEL SPREADSHEET)

- Consolidated Infrastructure Budget (Attachment A)
- Consolidated Proportionate Share of Infrastructure Costs (Attachment B)
- Summary of Career Services (Attachment C)
- Other Systems Costs: Basic Career Services and Individual Career Services Budget (Attachment D)

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN NORTHERN RURAL TRAINING AND EMPLOYMENT CONSORTIUM (NORTEC) AND AMERICA'S JOB CENTERS OF CALIFORNIA PARTNERS

Background

The Workforce Innovation and Opportunity Act of 2014 (WIOA), establishes local Workforce Development Boards (WDB), which, in partnership with the chief elected official, are responsible for setting policy and overseeing workforce development programs for a workforce development area. The workforce development area of NoRTEC includes the eleven counties of Butte, Del Norte, Lassen, Modoc, Nevada, Plumas, Sierra, Shasta, Siskiyou, Tehama, and Trinity.

The "chief elected official" for NoRTEC is a special district formed by a joint powers agreement (JPA) among the eleven NoRTEC member counties. Each of these counties appoints a member of their Board of Supervisors to serve on the NoRTEC Governing Board. The NoRTEC Governing Board appoints the NoRTEC WDB, consistent with the WIOA for a private sector majority, a cross section of public agencies, education, community-based organizations and organized labor. The NoRTEC Governing Board and the NoRTEC WDB then operate as partners for the implementation of the WIOA.

The establishment of a One-Stop delivery system for workforce development services is a cornerstone of the WIOA, and is the primary charge of the NoRTEC WDB and Governing Board. In general, the One Stop delivery system is a network of employment centers within which entities responsible for administering workforce development, educational, and other human resource programs and funding streams (referred to as "Partners") collaborate to create a seamless system of service delivery designed to enhance access to services and improve long-term employment outcomes for individuals receiving assistance.

Purpose

WIOA requires an MOU be developed and executed between the NoRTEC Workforce Development Board (WDB) and the America's Job Centers of California (AJCC) Partners to establish an agreement concerning the operations of the AJCC delivery system.

The purpose of the MOU is to establish a cooperative working relationship between the AJCC Partners and to define their respective roles and responsibilities in achieving the policy objectives. The MOU also serves to establish the framework for providing services to employers, employees, job seekers and others needing workforce services.

California's delivery system, the AJCC, is a locally-driven system which develops partnerships and provides programs and services to achieve three main policy objectives established by the California Workforce Development Strategic Plan, which includes the following:

- Foster demand-driven skills attainment
- Enable upward mobility for all Californians
- Align, coordinate, and integrate programs and services

These objectives will be accomplished by ensuring access to high-quality AJCCs that provide the full range of services available in the community for all customers seeking assistance with any of the following:

2020 - 2022 NoRTEC Partner MOU

- Career placement services
- Building basic educational or occupational skills
- Earning a postsecondary certificate or degree
- Obtaining guidance on how to make career choices
- Seeking to identify and hire skilled workers

Mission Statement and Goals

Bring together workforce development, educational, economic development and other employment services in a seamless customer-focused delivery network that enhances access to program services and improves long-term employment outcomes. As AJCC partners, we are committed to administering our independently funded programs as a set of integrated streamlined services to job seekers and employers, by:

- Helping businesses find skilled workers and access other support services, including education and training, for their current workforce.
- Providing an array of employment and business services and connecting customers to work-related training and education
- Continuing to align investments in workforce, education and economic development to regional in-demand jobs
- Reinforcing partnerships and strategies to provide job seekers and workers with high-quality career services, education and training, and supportive services needed to get good jobs and stay employed
- Continuing to plan, coordinate, and provide services in an integrated manner to maximize the utilization of resources and assure there will be no "wrong door" for customers seeking services from the system
- Measuring customer satisfaction and continuously improving services based upon customer feedback
- Designing and continuously improving a system that reflects statewide/regional economic development strategies and is responsive to industry sectors in the region

Parties to the MOU

Per Section 121(b) of the WIOA, the following entities are required partners in the NoRTEC One-Stop System:

1. NoRTEC, the WIOA Title I grant recipient and administrative entity
2. WIOA Title I Adult, Dislocated Worker, and Youth Programs
3. WIOA Title I Native American Programs (Section 166)
4. WIOA Title I Migrant and Seasonal Farmworker Programs (Section 167)
5. WIOA Title II Adult Education and Literacy Programs
6. WIOA Title III Wagner-Peyser Programs
7. WIOA Title IV Vocational Rehabilitation Programs
8. Title V Older Americans Act Programs
9. Trade Adjustment Assistance (TAA) Programs
10. Veterans Programs
11. Unemployment Insurance Program
12. Temporary Assistance for Needy Families (TANF)/CalWORKs

One-Stop System Services

The NoRTEC region includes the geographic area of Butte, Del Norte, Lassen, Modoc, Nevada, Plumas, Shasta, Sierra, Siskiyou, Tehama, and Trinity Counties. There are thirteen AJCCs in the region:

Butte County – Chico Comprehensive AJCC

Alliance for Workforce Development
500 Cohasset Road, Suite 30
Chico, CA 95926
(530) 961-5125
<http://afwd.org>

Partners Colocated at this AJCC:

- WIOA Title I – Adult, DW & Youth: Alliance for Workforce Development, Inc.

Butte County – Oroville Comprehensive AJCC

Oroville Community Employment Center
78 Table Mountain Blvd
Oroville, CA 95965
(530) 538-7301
<http://afwd.org>

Partners Colocated at this AJCC:

- WIOA Title I – Adult, DW & Youth: Alliance for Workforce Development, Inc.
- TANF/CalWorks: Butte County Department of Employment and Social Services

Del Norte County – Comprehensive AJCC

Del Norte Workforce Center
875 5th Street
Crescent City, CA 95531
(707) 464-8347
<http://dnworkforcecenter.org>

Partners Colocated at this AJCC:

- WIOA Title I – Adult, DW & Youth: SMART Business Resource Center
- WIOA Title IV – Vocational Rehabilitation: California Department of Rehabilitation
- TANF/CalWorks – Del Norte County Department of Health & Human Services

Lassen County – Comprehensive AJCC

Business and Career Network
1616 Chestnut Street
Susanville, CA 96130
(530) 257-2567
<http://afwd.org>

Partners Colocated at this AJCC:

- WIOA Title I – Adult, DW & Youth: Alliance for Workforce Development, Inc.

- TANF/CalWORKS: Lassen County Health & Social Services Department

Modoc County Comprehensive AJCC

Business and Career Network

701 N. Main Street, Suite F

Alturas, CA 96101

(530) 233-4161

<http://afwd.org>

Partners Colocated at this AJCC:

- WIOA Title I – Adult, DW & Youth: Alliance for Workforce Development, Inc.
- TEACH – Adult Education

Nevada County - Comprehensive AJCC

Business and Career Network

988 McCourtney Road

Grass Valley, CA 95949

(530) 265-7088

<http://afwd.org>

Partners Colocated at this AJCC:

- WIOA Title I – Adult, DW & Youth: Alliance for Workforce Development, Inc.
- TANF/CalWORKS: Nevada County Department of Social Services

Nevada County – Comprehensive AJCC

Business and Career Network

10075 Levon Ave

Truckee, CA 96161

(530) 550-3015

<http://afwd.org>

Partners Colocated at this AJCC:

- WIOA Title I – Adult, DW & Youth: Alliance for Workforce Development, Inc.
- TANF/CalWORKS: Nevada County Department of Social Services

Plumas County – Comprehensive AJCC

Business and Career Network

7 Quincy Junction Road

Quincy, CA 95971

(530) 283-1606

<http://afwd.org>

Partners Colocated at this AJCC:

- WIOA Title I – Adult, DW & Youth: Alliance for Workforce Development, Inc.

Shasta County – Comprehensive AJCC

Smart Business Resource Center

1201 Placer Street
Redding, CA 96001
(530) 246-7911
<http://thesmartcenter.biz>

Partners Colocated at this AJCC:

- WIOA Title I – Adult, DW & Youth: SMART Business Resource Center

Sierra County Comprehensive AJCC

Business and Career Network
305 South Lincoln Street
Sierraville, CA 96126
(530) 994-3349
<http://afwd.org>

Partners Colocated at this AJCC:

- WIOA Title I – Adult, DW & Youth: Alliance for Workforce Development

Siskiyou County Comprehensive AJCC

SMART Business Resource Center (previously Siskiyou Training & Employment Program)
190 Boles Street
Weed, CA 96094
(530) 938-3231
<http://thesmartcenter.biz>

Partners Colocated at this AJCC:

- WIOA Title I – Adult, DW & Youth: SMART Business Resource Center

Tehama County Comprehensive AJCC

Job Training Center of Tehama County
718 Main Street
Red Bluff, CA 96080
(530) 529-7000
<http://jobtrainingcenter.org>

Partners Colocated at this AJCC:

- WIOA Title I – Adult, DW & Youth: Job Training Center of Tehama County

Trinity County Comprehensive AJCC

Smart Business Resource Center
790 Main Street, Suite 618
Weaverville, CA 96093
(530) 623-5538
<http://thesmartcenter.biz>

Partners Colocated at this AJCC:

- WIOA Title I – Adult, DW & Youth: SMART Business Resource Center

AJCC System Services

Each AJCC in the One-Stop system provides access to the full range of available employment services, training and education, and employer assistance as described in the WIOA.

AJCC's services as required by WIOA and provided by the AJCC Partners to this MOU are outlined in Appendix 1 (A-K)

- A. Butte County
- B. Del Norte County
- C. Lassen County
- D. Modoc County
- E. Nevada County
- F. Plumas County
- G. Shasta County
- H. Sierra County
- I. Siskiyou County
- J. Tehama County
- K. Trinity County

Responsibility of AJCC Partners

It is understood that the development and implementation of this system will require mutual trust and teamwork between all involved parties. It is further acknowledged that the system, because it is driven by local needs, will evolve over time, as employer and individual customer needs change. In consideration of the mutual aims and desires of the partners participating in this agreement, and in recognition of the public benefit to be derived from the effective implementation of the programs involved, the partners agree that their respective responsibilities under this agreement will be as follows:

Parties to this MOU agree to engage in planning, plan development, and modification, to result in:

1. Continuous partnership building between all parties to this agreement;
2. Continuous planning responsive to regional, State, and Federal requirements;
3. Responsiveness to specific Statewide and regional economic conditions including employer needs;
4. Adherence to common data collection and reporting needs;
5. Making services applicable to the partner program available to customers through the one-stop delivery system;
6. Participation in the operation of the one-stop system, consistent with the terms of the MOU and requirements of authorized laws.
7. Participation in capacity building and staff development activities in order to ensure that all partners and staff are adequately cross-trained when applicable.

Funding of Services and Operating Costs

NoRTEC and the AJCC partners to this MOU have chosen a consolidated system-wide budget for the network of comprehensive AJCCs.

The annual consolidated infrastructure budget outlining the infrastructure costs were provided by

each co-located partner. These amounts serve as a baseline to determine the cost each partner contributed. The consolidated infrastructure budget can be found as Exhibit 1.

The costs allocation methodology agreed on by co-located partners is the proportion of an individual partner program's square footage occupancy as a percentage to the total AJCC. This cost allocation methodology adheres to the following: is consistent with federal laws authorizing each partner's program; complies with federal cost principles in the Uniform Guidance; includes only costs that are allowable, reasonable, necessary, and allocable to each program partner; and is based on an agreed upon measure that mathematically determines the proportionate use and benefit received by each partner.

For Non-Co-Located Partners

The state is in the process of implementing the requisite statewide data tracking system, and once such data are available, all non-co-located partners who are receiving benefit from the AJCC will also be required to contribute their proportionate share towards infrastructure costs in accordance with State WIOA policies and guidance. Consequently, this MOU must include an assurance from all non-co-located partners that they agree to pay their proportionate share of infrastructure costs as soon as sufficient data are available. By signing this MOU, all parties agree that when data are available to determine the AJCC benefit to non-co-located partners, the infrastructure cost sharing agreement will be renegotiated to include their proportionate share of contributions.

For Native American Programs: WIOA Section 121[h][2][D][iv] stipulates that Native American programs are not required to contribute and will not be contributing to infrastructure funding.

Methods for Referring Customers

The AJCC Partners will refer customers using the inter-partner and inter-agency referral process as required by WIOA and described in Attachment A-K.

Access for Individuals with Barriers to Employment

The AJCC system is committed to providing needed services to all job seekers, including individuals with barriers to employment.

Section 3(24) of the WIOA defines an "individual with a barrier to employment" as a member of one or more of the following populations:

- Displaced homemakers
- Low-income individuals
- Indians, Alaska Natives, and Native Hawaiians, defined in Section 66 of the WIOA
- Individuals with disabilities, including youth
- Older individuals
- Ex-offenders
- Homeless individuals
- Youth who are in or have aged out of foster care
- Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers
- Eligible migrant and seasonal farm workers as defined in Section 167(i) of WIOA

2020 - 2022 NoRTEC Partner MOU

- Individuals within two years of exhausting lifetime eligibility under Part A of Title IV of the Social Security Act
- Single parents, including pregnant women
- Long-term unemployed individuals
- Other groups as the Governor involved determines to have barriers to employment

AJCC partners ensure their policies, procedures, programs, and services are in compliance with the *Americans with Disabilities Act of 1990* and its amendments, in order to provide equal access to all customers with disabilities.

Section 134(c)(3)(E) of the WIOA requires the Title I Adult program to provide priority of service to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient. Veterans and eligible spouses shall also be provided priority of services among all eligible individuals, as long as they meet the WIOA Adult program eligibility criteria. WIOA Title I Adult programs must provide priority of service to these groups in the following order:

1. Veterans and eligible spouses who are also recipients of public assistance, other low income individuals, or individuals who are basic skills deficient.
2. Individuals who are recipients of public assistance, other low income individuals, or individuals who are basic skills deficient.
3. Veterans and eligible spouses who are not included in one of three WIOA priority groups noted above.

Shared Technology and System Security

WIOA emphasizes technology as a critical tool for making all aspects of information exchange possible, including client tracking, common case management, reporting, and data collection. To support the use of these tools, each AJCC Partner agrees to the following:

- Comply with the applicable provisions of WIOA, Welfare and Institutions Code, California Education Code, Rehabilitation Act, and any other appropriate statutes or requirements.
- The principles of common reporting and shared information through electronic mechanisms, including shared technology.
- Commit to share information to the greatest extent allowable under their governing legislation and confidentiality requirements.
- Maintain all records of the AJCC customers or Partners (e.g. applications, eligibility and referral records, or any other individual records related to services provided under this MOU) in the strictest confidence, and use them solely for purposes directly related to such services.
- Develop technological enhancements that allow interfaces of common information needs, as appropriate.
- Understand that system security provisions shall be agreed upon by all AJCC Partners.

Confidentiality

The AJCC Partner agrees to comply with the provisions of WIOA as well as the applicable sections of the Welfare and Institutions Code, the California Education Code, the Rehabilitation Act, Federal Privacy Act of 1974, as amended and any other appropriate statute or requirement to assure the following:

- All applications and individual records related to services provided under this MOU,

including eligibility for services and enrollment and referral, shall be confidential and shall not be open to examination for any purpose not directly connected with the delivery of such services.

- No person will publish, disclose use, or permit, cause to be published, disclosed or used, any confidential information pertaining to AJCC applicants, participants, or customers overall unless a specific release is voluntarily signed by the participant or customer.
- The AJCC partner agrees to abide by the current confidentiality provisions of the respective statutes to which AJCC operators and other AJCC partners must adhere, and shall share information necessary for the administration of the program as allowed under law and regulation. The AJCC partner, therefore, agrees to share client information necessary for the provision of services such as assessment, universal intake, program or training referral, job development or placement activities, and other services as needed for employment or program support purposes.
- Client information shall be shared solely for the purpose of enrollment, referral or provision of services. In carrying out their respective responsibilities, each party shall respect and abide by the confidentiality policies of the other parties.

Non-Discrimination and Equal Opportunity

The AJCC partner shall not unlawfully discriminate, harass or allow harassment against any employee, applicant for employment or AJCC applicant due to gender, race, color, ancestry, religion, national origin, veteran status, physical disability, mental disability, medical condition(s), age, sex, sexual orientation or marital status. The AJCC partner agrees to comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12990) and related, applicable regulations. The AJCC partner will assure compliance with the Americans with Disabilities Act of 1990 and its amendments, which prohibits discrimination on the basis of disability, as well as other applicable regulations and guidelines issued pursuant to the Americans with Disabilities Act.

Grievances and Complaints Procedure

The AJCC partner providing Title I services agrees to follow NoRTEC's established grievance and complaint procedure that is applicable to customers accessing WIOA funded programs and services. These procedures will allow the customer or entity filing the complaint to exhaust every administrative level in receiving a fair and complete hearing and resolution of their grievance. The Title I AJCC partner also agrees to communicate openly and directly to resolve any problems or disputes related to the provision of services in a cooperative manner and at the lowest level of intervention possible.

AJCC Partners to this MOU agree to have established grievance and complaint processes pertinent solely to their own programs and funds, and will use these processes when a complaint is filed only with a partner agency and does not include issues with programs funded under Title I of WIOA.

AJCC Partners to this MOU will share information with customers about how, where, and with whom to file complaints.

American's with Disabilities Act and Amendments Compliance

The AJCC partner agrees to ensure that the policies and procedures as well as the programs and

services provided at the AJCC are in compliance with the Americans with Disabilities Act and its amendments. Additionally, partners agree to fully comply with the provisions of the WIOA, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, 29 CFR Part 37 and all other regulations implementing the aforementioned laws.

Effective Dates and Terms of the MOU

This MOU shall be binding upon each party hereto upon execution by such party. The term of this MOU shall be July 1, 2020 – June 30, 2022. The MOU will be reviewed not less than once every three years to identify any substantial changes that have occurred.

Modifications and Revisions

This MOU constitutes the entire agreement between parties and no oral understanding not incorporated herein shall be binding on any of the parties hereto. This MOU may be modified, altered, or revised, as necessary, by mutual consent of the parties, by the issuance of a written amendment, signed and dated by the parties.

Termination

The parties understand that implementation of the AJCC system is dependent on the good faith effort of every partner to work together to improve services to the community. The parties also agree that this is a project where different ways of working together and providing services are being tried. In the event that it becomes necessary for one or more parties to cease being a part of this MOU, said entity shall notify the other parties, in writing, 30 days in advance of that intention.

Supervision/Day-to-Day Operations

The day-to-day supervision of staff located in the AJCCs will be the responsibility of the site supervisor(s). The employer of staff assigned to the AJCCs will continue to set the priorities of its staff. Any change in work assignments or any problems at the worksite will be handled by the site supervisor(s) and/or the employer of each AJCC staff member.

The office hours for staff at the AJCCs will be established by the site supervisor(s) and/or the employer of staff. All staff assigned to the AJCC will comply with the holiday schedule of their employer and will provide a copy of the holiday schedule to the operator and host agency of the AJCC facility at the beginning of each fiscal year.

Disciplinary actions may result in removal of co-located staff from the AJCCs and each party will take appropriate action.

Each party shall be solely liable and responsible for providing to, or on behalf of, its employee(s), all legally required employee benefits. In addition, each party shall be solely responsible and hold all other parties harmless from all matters relating to payment of each party's employee(s), including compliance with social security withholding, workers' compensation, and all other regulations governing such matters.

Dispute Resolution

The parties agree to try to resolve policy or practice disputes at the lowest level, starting with the site supervisor(s) and staff. If issues cannot be resolved at this level, they shall be referred to the management staff of the respective staff employer and the operator, for discussion and resolution.

Press Releases and Communications

2020 - 2022 NoRTEC Partner MOU

The pertinent AJCC Partners shall have the option to be included in any communicating with the press, television, radio or any other form of media when an AJCC Partner's specific duties or performance under this MOU is addressed. Participation of each party in press/media presentations will be determined by each party's public relations policies. Unless otherwise directed by the other AJCC Partners, in all communications, each party shall make reference to the AJCC as a single system and only call out individual AJCC Partners as appropriate to the topic or issue being covered.

The AJCC Partners agree to utilize the AJCC logo developed by the State of California and the Local Board on buildings identified for AJCC usage. This also includes letterhead, envelopes, business cards, any written correspondence and fax transmittals originating in the AJCC.

Hold Harmless/Indemnification/Liability

In accordance with provisions of Section 895.4 of the California Government Code, each party hereby agrees to indemnify, defend and hold harmless all other parties identified in this MOU from and against any and all claims, demands, damages and costs arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU. In addition, except for Departments of the State of California which cannot provide for indemnification of court costs and attorney's fees under the indemnification policy of the State of California, all other parties to this MOU agree to indemnify, defend and hold harmless each other from and against all court costs and attorney's fees arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU. It is understood and agreed that all indemnity provided herein shall survive the termination of this MOU.

Signatures

In WITNESS THEREOF, the parties to this MOU hereby agree to the terms and execute this MOU and Attachments/Exhibits (separate signature page).

**Northern Rural Training and Employment Consortium, (NoRTEC)
WIOA MOU 2020-2022
Partner Signature Page**

PARTNER AGENCY

Signature (Authorized Representative)

Date

Print Name/Title

Organization Name

**BOARD OF SUPERVISORS
(IF REQUIRED):**

Signature

Date

Print Name/Title

**APPROVED AS TO FORM
(IF REQUIRED):**

County Counsel Signature

Date

Print Name/Title

**RISK MANAGEMENT APPROVAL
(IF REQUIRED):**

Signature

Date

Print Name/Title

Attachment A 2020/2021

Consolidated Infrastructure Budget										
Cost Category/Line Item	Line Item Cost Detail	Total Cost	WIOA Title I: AFDW	WIOA Title I: SMART (previously STEP)	WIOA Title I: SMART	WIOA Title I: JTC	TANF - Butte	TANF - Lassen	TANF - Nevada	Vocational Rehabilitation
Rent										
Rental of Facilities		\$ 2,095,000.84	\$ 229,477.56	\$ 59,022.08	\$ 150,775.00	\$ 29,357.00	\$ 1,523,531.76	\$ 102,837.44		
Rental Costs Subtotal:		\$ 2,095,000.84	\$ 229,477.56	\$ 59,022.08	\$ 150,775.00	\$ 29,357.00	\$ 1,523,531.76	\$ 102,837.44	\$ -	\$ -
Utilities and Maintenance										
Electric		\$ 377,768.00	\$ 11,760.00	\$ 9,082.00	\$ 47,457.00	\$ 8,094.00	\$ 292,559.00	\$ 8,816.00	\$ -	\$ -
Gas		\$ 17,914.00	\$ -	\$ -	\$ 5,043.00	\$ -	\$ 10,061.00	\$ 2,810.00	\$ -	\$ -
Water		\$ 10,849.00	\$ -	\$ 2,772.00	\$ -	\$ 827.00	\$ 7,250.00	\$ -	\$ -	\$ -
Sewer Connections		\$ 9,073.00	\$ -	\$ 740.00	\$ 2,840.00	\$ 901.00	\$ 4,378.00	\$ 214.00	\$ -	\$ -
Internet		\$ 22,388.00	\$ 14,245.00	\$ 1,900.00	\$ 1,900.00	\$ 3,743.00	\$ -	\$ 600.00	\$ -	\$ -
Telephones (landlines)		\$ 51,401.00	\$ 17,300.00	\$ 8,919.00	\$ 14,460.00	\$ 5,322.00	\$ -	\$ 5,400.00	\$ -	\$ -
Facility Maintenance Contract		\$ 68,007.00	\$ 18,100.00	\$ 7,320.00	\$ 19,200.00	\$ 9,537.00	\$ -	\$ 13,850.00	\$ -	\$ -
Janitorial/Supplies/Garbage/Pest Control		\$ 14,241.00	\$ 245.00	\$ 4,633.00	\$ 930.00	\$ -	\$ -	\$ 8,433.00	\$ -	\$ -
Insurance		\$ 24,875.00	\$ 1,500.00	\$ -	\$ 22,000.00	\$ -	\$ -	\$ 1,375.00	\$ -	\$ -
Alarm/Fire/Burglar Monitoring		\$ 4,441.00	\$ -	\$ 756.00	\$ -	\$ -	\$ -	\$ 3,685.00	\$ -	\$ -
Utilities and Maintenance Costs Subtotal:		\$ 600,957.00	\$ 63,150.00	\$ 36,122.00	\$ 113,830.00	\$ 28,424.00	\$ 314,248.00	\$ 45,183.00	\$ -	\$ -
Equipment										
Assessment-related products		\$ 836.00	\$ -	\$ 836.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assistive technology for individuals with disabilities (<i>Access and Accommodation</i>)		\$ 848.00	\$ -	\$ -	\$ 700.00	\$ 148.00	\$ -	\$ -	\$ -	\$ -
Copiers		\$ 75,153.00	\$ 22,090.00	\$ 8,639.00	\$ 26,565.00	\$ 10,707.00	\$ -	\$ 7,152.00	\$ -	\$ -
Fax Machines		\$ 4,101.00	\$ -	\$ 2,341.00	\$ 1,460.00	\$ -	\$ -	\$ 300.00	\$ -	\$ -
Computers		\$ 76,215.00	\$ 6,800.00	\$ 30,130.00	\$ 30,228.00	\$ 6,557.00	\$ -	\$ 2,500.00	\$ -	\$ -
Other tangible equipment used to serve all center customers (not specific to an individual program partner)	Printers, technical support, computer maintenance and telephone system, supplies, work stations, client headsets and paging system	\$ 104,786.00	\$ -	\$ 50,800.00	\$ 44,150.00	\$ 9,836.00	\$ -	\$ -	\$ -	\$ -
Specify Other Tangible Equipment										
Alarm/Fire/Burglar System		\$ 2,585.00	\$ -	\$ 1,865.00	\$ 720.00	\$ -	\$ -	\$ -	\$ -	\$ -
Phone System		\$ 73,004.00	\$ -	\$ 7,899.00	\$ 65,105.00	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment Costs Subtotal:		\$ 337,528.00	\$ 28,890.00	\$ 102,510.00	\$ 168,928.00	\$ 27,248.00	\$ -	\$ 9,952.00	\$ -	\$ -
Technology to Facilitate Access to the AJCC										
Technology used for the center's planning and outreach activities	Career Center computer and sign in computer systems upkeep and maintenance for visitor check in.	\$ 34,378.00	\$ -	\$ -	\$ -	\$ 34,378.00	\$ -	\$ -	\$ -	\$ -
Specify the Technology										
Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Website Address: _____ (Does not include data systems or case management systems specific to individual program partners.)										
Technology to Facilitate Access Costs Subtotal:		\$ 34,378.00	\$ -	\$ -	\$ -	\$ 34,378.00	\$ -	\$ -	\$ -	\$ -
SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS										
Cost Category		Total Cost	Total Cost	Total Cost	Total Cost	Total Cost	Total Cost	Total Cost	Total Cost	Total Cost
Subtotal: Rental Costs		\$ 2,095,000.84	\$ 229,477.56	\$ 59,022.08	\$ 150,775.00	\$ 29,357.00	\$ 1,523,531.76	\$ 102,837.44	\$ -	\$ -
Subtotal: Utilities and Maintenance Costs		\$ 600,957.00	\$ 63,150.00	\$ 36,122.00	\$ 113,830.00	\$ 28,424.00	\$ 314,248.00	\$ 45,183.00	\$ -	\$ -
Subtotal: Equipment Costs		\$ 337,528.00	\$ 28,890.00	\$ 102,510.00	\$ 168,928.00	\$ 27,248.00	\$ -	\$ 9,952.00	\$ -	\$ -
Subtotal: Technology to Facilitate Access Costs		\$ 34,378.00	\$ -	\$ -	\$ -	\$ 34,378.00	\$ -	\$ -	\$ -	\$ -
TOTAL CONSOLIDATED INFRASTRUCTURE COSTS FOR THE AJCC/Network:		\$ 3,067,863.84	\$ 321,517.56	\$ 197,654.08	\$ 433,533.00	\$ 119,407.00	\$ 1,837,779.76	\$ 157,972.44	\$ -	\$ -

Attachment B 2020/2021

Consolidated Proportionate Share of Infrastructure Costs				
Colocated Partner/s	Shared Total Infrastructure Costs	Cost Allocation Methodology	Allocated Share	Amount: Cash
Partner: WIOA Title I - Adult, DW & Youth	\$3,242,484.51	SQ FT	\$1,072,706.64	\$1,072,706.64
Partner: TANF/CalWORKs	\$3,242,484.51	SQ FT	\$2,164,933.11	\$2,164,933.11
Partner: WIOA Title IV - Vocational Rehabilitation	\$3,242,484.51	SQ FT	\$4,844.76	\$4,844.76

Attachment C 2020/2021

Summary of Career Services								
Summary of Career Services Applicable to each One-Stop Delivery System Partner (Phase I MOU)								
Basic Career Services	T-I Adult	T-I DW	T-I Youth	Native Am	MSF	T-II AEL	T-IV VR	TANF
Program Eligibility	X	X	X	X	X	X	X	X
Outreach, Intake, Orient	X	X	X	X	X	X	X	X
Initial Assessment	X	X	X	X	X	X	X	X
Labor Exch/Job Search	X	X	X	X			X	X
Referrals to Partners	X	X	X	X	X	X	X	X
LMI	X	X	X	X	X		X	
Performance/Cost Info	X	X	X	X			X	
Support Service Info	X	X	X	X	X		X	X
UI Info/Assistance	X	X	X	X			X	
Financial Aid Info	X	X	X	X	X	X	X	X

Individual Career Services	T-I Adult	T-I DW	T-I Youth	Native Am	MSF	T-II AEL	T-IV VR	TANF
Comp Assessment	X	X	X	X	X	X	X	X
IEP	X	X	X	X			X	X
Career Plan/Counsel	X	X	X	X	X	X	X	X
Short-Term Prevoc.	X	X	X	X	X	X	X	X
Internships/Work Experience	X	X	X	X	X		X	X
Out-of-Area Job Search	X	X	X	X			X	
Financial Literacy	X	X	X	X				
IET/ELA			X		X			X
Workforce Preparation	X	X	X	X		X		X

Attachment D 2020/2021

Other System Costs: Basic Career Services and Individual Career Services Budget								
Basic Career Services	T-I Adult	T-I DW	T-I Youth	Native Am	MSF	T-II AEL	T-IV VR	TANF
Program Eligibility	AFWD \$494,826	AFWD: \$492,698	AFWD: \$508,510	California Indian	California	Oroville Adult Ed: \$	California Department	TANF Butte, Chico:
Outreach, Intake, Orient	SMART (STEP) \$39,380	SMART (STEP):	SMART (STEP):	Manpower	Human	58,504	of Rehabilitation	\$1,344,886
Initial Assessment	SMART \$168,961	\$63,193	\$37,493	Consortium, Inc.	Development	Corning Union HS:		TANF Butte, Oroville:
Labor Exch/Job Search	JTC: \$55,053	SMART: \$162,341	SMART: \$171,165			\$73,581		\$896,589
Referrals to Partners		JTC: \$69,590	JTC: \$31,405			Nevada Union HS:		TANF Lassen: \$393,334 TANF
LMI						\$7,725		Tehama: \$1,121,516 TANF
Performance/Cost Info								Trinity: \$804,375
Support Service Info								TANF Modoc: \$238,229
UI Info/Assistance								TANF Nevada: \$1,037,812
Financial Aid Info	Total: \$758,220	Total: \$787,822	Total: \$748,573	Total: \$258,505	Total: \$18,536	Total: \$139,810	Total: \$1,516,701	TANF Del Norte \$36,631
								TANF Shasta: \$4,895,416
Basic Career Services Subtotal:	\$15,360,537							Total: \$11,132,370
Individual Career Services	T-I Adult	T-I DW	T-I Youth	Native Am	MSF	T-II AEL	T-IV VR	TANF
Comp Assessment	AFWD: \$727,788	AFWD: \$713,207	AFWD: \$764,804	California Indian	California	Oroville Adult Ed:	California Department	TANF Butte, Chico:
IEP	SMART (STEP):	(SMART) STEP:	(SMART) STEP:	Manpower	Human	\$157,060	of Rehabilitation	\$2,212,378
Career Plan/Counsel	\$159,318	\$252,708	\$149,974	Consortium, Inc.	Development	Corning Union HS:		TANF Butte, Oroville:
Short-Term Prevoc.	SMART: \$394,243	SMART: \$378,797	SMART: \$399,386			\$61,929		\$1,474,918
Internships/Work Experience	JTC: \$123,761	JTC: \$135,683	JTC: \$151,696			Nevada Union HS: \$7,725		TANF Lassen: \$201,411
Out-of-Area Job Search								TANF Siskiyou \$726,055
Financial Literacy								TANF Tehama: \$3,313.311
								TANF Trinity: \$344,366
								TANF Modoc: \$180,643
								TANF Nevada: \$620,231
								TANF Plumas: \$236,458
								TANF Sierra: \$103,025
IET/ELA								TANF Del Norte \$34,630
Workforce Preparation	Total: \$1,405,110	Total: \$1,480,395	Total: \$1,465,860	Total: \$29,046	Total: \$29,046	Total: \$226,714	Total: \$6,065,332	TANF Shasta: \$829,660.00
Individual Career Services Subtotal:	\$18,394,646							Total: \$7,693,143
Consolidated budget total of career services delivered through the One-Stop system:								\$33,755,182

AJCC Infrastructure Budget Consolidated

Consolidated Budget PY 16/17

Cost Category/Line Item	Line Item Cost Detail	Total Cost	WIOA Title I: AFWD	WIOA Title I: STEP	WIOA Title I: SMART	WIOA Title I: JTC	TANF - Butte	TANF - Lassen	TANF - Nevada	Vocational Rehabilitation
Rent										
Rental of Facilities		\$ 2,216,888.60	\$ 229,477.56	\$ 59,022.08	\$ 150,775.00	\$ 29,357.00	\$ 1,523,531.76	\$ 102,837.44	\$ 117,043.00	\$ 4,844.76
	Rental Costs Subtotal:	\$ 2,216,888.60	\$ 229,477.56	\$ 59,022.08	\$ 150,775.00	\$ 29,357.00	\$ 1,523,531.76	\$ 102,837.44	\$ 117,043.00	\$ 4,844.76
Utilities and Maintenance										
Electric		\$ 377,768.00	\$ 11,760.00	\$ 9,082.00	\$ 47,457.00	\$ 8,094.00	\$ 292,559.00	\$ 8,816.00	\$ -	\$ -
Gas		\$ 17,914.00	\$ -	\$ -	\$ 5,043.00	\$ -	\$ 10,061.00	\$ 2,810.00	\$ -	\$ -
Water		\$ 10,849.00	\$ -	\$ 2,772.00	\$ -	\$ 827.00	\$ 7,250.00	\$ -	\$ -	\$ -
Sewer Connections		\$ 9,073.00	\$ -	\$ 740.00	\$ 2,840.00	\$ 901.00	\$ 4,378.00	\$ 214.00	\$ -	\$ -
Internet		\$ 22,388.00	\$ 14,245.00	\$ 1,900.00	\$ 1,900.00	\$ 3,743.00	\$ -	\$ 600.00	\$ -	\$ -
Telephones (landlines)		\$ 51,401.00	\$ 17,300.00	\$ 8,919.00	\$ 14,460.00	\$ 5,322.00	\$ -	\$ 5,400.00	\$ -	\$ -
Facility Maintenance Contract		\$ 68,007.00	\$ 18,100.00	\$ 7,320.00	\$ 19,200.00	\$ 9,537.00	\$ -	\$ 13,850.00	\$ -	\$ -
Janitorial/Supplies/Garbage/Pest Control		\$ 14,241.00	\$ 245.00	\$ 4,633.00	\$ 930.00	\$ -	\$ -	\$ 8,433.00	\$ -	\$ -
Insurance		\$ 24,875.00	\$ 1,500.00	\$ -	\$ 22,000.00	\$ -	\$ -	\$ 1,375.00	\$ -	\$ -
Alarm/Fire/Burglar Monitoring		\$ 4,441.00	\$ -	\$ 756.00	\$ -	\$ -	\$ -	\$ 3,685.00	\$ -	\$ -
	Utilities and Maintenance Costs Subtotal:	\$ 600,957.00	\$ 63,150.00	\$ 36,122.00	\$ 113,830.00	\$ 28,424.00	\$ 314,248.00	\$ 45,183.00	\$ -	\$ -
Equipment										
Assessment-related products		\$ 836.00	\$ -	\$ 836.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assistive technology for individuals with disabilities (<i>Access and Accommodation</i>)		\$ 848.00	\$ -	\$ -	\$ 700.00	\$ 148.00	\$ -	\$ -	\$ -	\$ -
Copiers		\$ 75,153.00	\$ 22,090.00	\$ 8,639.00	\$ 26,565.00	\$ 10,707.00	\$ -	\$ 7,152.00	\$ -	\$ -
Fax Machines		\$ 4,101.00	\$ -	\$ 2,341.00	\$ 1,460.00	\$ -	\$ -	\$ 300.00	\$ -	\$ -
Computers		\$ 76,215.00	\$ 6,800.00	\$ 30,130.00	\$ 30,228.00	\$ 6,557.00	\$ -	\$ 2,500.00	\$ -	\$ -
Other tangible equipment used to serve all center customers (not specific to an individual program partner)	Printers, technical support, computer maintenance and telephone system, supplies, work stations, client headsets and paging system	\$ 104,786.00	\$ -	\$ 50,800.00	\$ 44,150.00	\$ 9,836.00	\$ -	\$ -	\$ -	\$ -
Specify Other Tangible Equipment										
Alarm/Fire/Burglar System		\$ 2,585.00	\$ -	\$ 1,865.00	\$ 720.00	\$ -	\$ -	\$ -	\$ -	\$ -
Phone System		\$ 73,004.00	\$ -	\$ 7,899.00	\$ 65,105.00	\$ -	\$ -	\$ -	\$ -	\$ -
	Equipment Costs Subtotal:	\$ 337,528.00	\$ 28,890.00	\$ 102,510.00	\$ 168,928.00	\$ 27,248.00	\$ -	\$ 9,952.00	\$ -	\$ -
Technology to Facilitate Access to the AJCC										
Technology used for the center's planning and outreach activities	Career Center computer and sign in computer systems upkeep and maintenance for visitor check in.	\$ 34,378.00	\$ -	\$ -	\$ -	\$ 34,378.00	\$ -	\$ -	\$ -	\$ -
Specify the Technology										
Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Website Address: _____ (Does not include data systems or case management systems specific to individual program partners.)										
	Technology to Facilitate Access Costs Subtotal:	\$ 34,378.00	\$ -	\$ -	\$ -	\$ 34,378.00	\$ -	\$ -	\$ -	\$ -
SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS										
Cost Category		Total Cost	Total Cost	Total Cost	Total Cost	Total Cost	Total Cost	Total Cost	Total Cost	Total Cost
Subtotal: Rental Costs		\$ 2,216,888.60	\$ 229,477.56	\$ 59,022.08	\$ 150,775.00	\$ 29,357.00	\$ 1,523,531.76	\$ 102,837.44	\$ 117,043.00	\$ 4,844.76
Subtotal: Utilities and Maintenance Costs		\$ 600,957.00	\$ 63,150.00	\$ 36,122.00	\$ 113,830.00	\$ 28,424.00	\$ 314,248.00	\$ 45,183.00	\$ -	\$ -
Subtotal: Equipment Costs		\$ 337,528.00	\$ 28,890.00	\$ 102,510.00	\$ 168,928.00	\$ 27,248.00	\$ -	\$ 9,952.00	\$ -	\$ -
Subtotal: Technology to Facilitate Access Costs		\$ 34,378.00	\$ -	\$ -	\$ -	\$ 34,378.00	\$ -	\$ -	\$ -	\$ -
TOTAL CONSOLIDATED INFRASTRUCTURE COSTS FOR THE AJCC/Network:		\$ 3,189,751.60	\$ 321,517.56	\$ 197,654.08	\$ 433,533.00	\$ 119,407.00	\$ 1,837,779.76	\$ 157,972.44	\$ 117,043.00	\$ 4,844.76

	A	B	C
1	Required Phase II MOU Component: Sharing Infrastructure Costs		
2	Budget, Cost Allocation Methodology, Initial Proportionate Share		
3			
4	Phase II MOU Content Requirements:		
5	A budget outlining the infrastructure costs for each comprehensive AJCC in the Local Area with a detailed description of what specific costs are included in each line item. Infrastructure costs of one-stop centers are non personnel costs necessary for the general operation of the one-stop center.		
6			
7	AJCC Infrastructure Budget		
8	Chico Employment Center 500 Cohasset Rd., Ste. 30, Chico CA 95926 - Alliance for Workforce Development, Inc.		
9			
10	Cost Category/Line Item	Line Item Cost Detail	Cost
11	Rent		
12	Rental of Facilities		\$ 84,000.00
13	Rental Costs Subtotal:		\$ 84,000.00
14	Utilities and Maintenance		
15	Electric	5,000	\$ 5,000.00
16	Gas		
17	Water		
18	Sewer Connections		
19	Internet	6,000	6,000
20	Telephones (landlines)	5,500	5,500
21	Facility Maintenance Contract	10,000	10,000
22	Janitorial/Supplies/Garbage/Pest Control		
23	Insurance		
24	Alarm/Fire/Burglar Monitoring		
25	Utilities and Maintenance Costs Subtotal:		\$ 26,500.00
26	Equipment		
27	Assessment-related products		
28	Assistive technology for individuals with disabilities (<i>Access and Accommodation</i>)		
29	Copiers	5,500	\$ 5,500.00
30	Fax Machines		
31	Computers	2800.00	2800.00
32	Other tangible equipment used to serve all center customers (not specific to an individual program partner)	Printers, technical support, computer maintenance and telephone system, supplies, work stations, client headsets and paging system	
33	Specify Other Tangible Equipment		
34	Alarm/Fire/Burglar System		
35	Phone System		
36	Equipment Costs Subtotal:		\$ 8,300.00
37	Technology to Facilitate Access to the AJCC		
38	Technology used for the center's planning and outreach activities		
39	Specify the Technology		
40	Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services		
41	Website Address: _____ (Does not include data systems or case management systems specific to individual program partners.)		
42	Technology to Facilitate Access Costs Subtotal:		\$ -
43	SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS		
44	Cost Category	Total Cost	
45	Subtotal: Rental Costs	\$ 84,000.00	
46	Subtotal: Utilities and Maintenance Costs	\$ 26,500.00	
47	Subtotal: Equipment Costs	\$ 8,300.00	
48	Subtotal: Technology to Facilitate Access Costs	\$ -	
49	TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:		\$ 118,800.00

Required Phase II MOU Component: Sharing Infrastructure Costs		
Budget, Cost Allocation Methodology, Initial Proportionate Share		
Phase II MOU Content Requirements:		
A budget outlining the infrastructure costs for each comprehensive AJCC in the Local Area with a detailed description of what specific costs are included in each line item. Infrastructure costs of one-stop centers are non personnel costs necessary for the general operation of the one-stop center.		
AJCC Infrastructure Budget		
Chico Employment Center 2445 Carmichael Chico, CA 95928 - TANF/CalWORKs		
Cost Category/Line Item	Line Item Cost Detail	Cost
Rent		
Rental of Facilities		\$ 693,283.76
Rental Costs Subtotal:		\$ 693,283.76
Utilities and Maintenance		
Electric		\$ 116,812.00
Gas		\$ 2,474.00
Water		\$ 4,941.00
Sewer Connections		\$ 4,378.00
Internet		
Telephones (landlines)		
Facility Maintenance Contract		
Janitorial/Supplies/Garbage/Pest Control		
Insurance		
Alarm/Fire/Burglar Monitoring		
Utilities and Maintenance Costs Subtotal:		\$ 128,605.00
Equipment		
Assessment-related products		
Assistive technology for individuals with disabilities (<i>Access and Accommodation</i>)		
Copiers		
Fax Machines		
Computers		
Other tangible equipment used to serve all center customers (not specific to an individual program partner)	Printers, technical support, computer maintenance and telephone system, supplies, work stations, client headsets and paging system	
<u>Specify Other Tangible Equipment</u>		
Alarm/Fire/Burglar System		
Phone System		
Equipment Costs Subtotal:		\$ -
Technology to Facilitate Access to the AJCC		
Technology used for the center's planning and outreach activities		
<u>Specify the Technology</u>		
Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services		
Website Address: _____ (Does not include data systems or case management systems specific to individual program partners.)		
Technology to Facilitate Access Costs Subtotal:		\$ -
SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS		
Cost Category		Total Cost
Subtotal: Rental Costs		\$ 693,283.76
Subtotal: Utilities and Maintenance Costs		\$ 128,605.00
Subtotal: Equipment Costs		\$ -
Subtotal: Technology to Facilitate Access Costs		\$ -
TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:		\$ 821,888.76

	A	B	C
1	Required Phase II MOU Component: Sharing Infrastructure Costs		
2	Budget, Cost Allocation Methodology, Initial Proportionate Share		
3			
4	Phase II MOU Content Requirements:		
5	A budget outlining the infrastructure costs for each comprehensive AJCC in the Local Area with a detailed description of what specific costs are included in each line item. Infrastructure costs of one-stop centers are nonpersonnel costs necessary for the general operation of the one-stop center.		
6			
7	AJCC Infrastructure Budget		
8	Oroville Employment Center 78 Table Mtn. Oroville, CA - Alliance for Workforce Development, Inc.		
9			
10	Cost Category/Line Item	Line Item Cost Detail	Cost
11	Rent		
12	Rental of Facilities		\$ 16,928.00
13	Rental Costs Subtotal:		\$ 16,928.00
14	Utilities and Maintenance		
15	Electric		
16	Gas		
17	Water		
18	Sewer Connections		
19	Internet		
20	Telephones (landlines)		
21	Facility Maintenance Contract		
22	Janitorial/Supplies/Garbage/Pest Control		
23	Insurance		\$ 300.00
24	Alarm/Fire/Burglar Monitoring		
25	Utilities and Maintenance Costs Subtotal:		\$ 300.00
26	Equipment		
27	Assessment-related products		
28	Assistive technology for individuals with disabilities (<i>Access and Accommodation</i>)		
29	Copiers		\$ 7,300.00
30	Fax Machines		
31	Computers		\$ 800.00
32	Other tangible equipment used to serve all center customers (not specific to an individual program partner)		
33	Specify Other Tangible Equipment		
34	Alarm/Fire/Burglar System		
35	Phone System		
36	Equipment Costs Subtotal:		\$ 8,100.00
37	Technology to Facilitate Access to the AJCC		
38	Technology used for the center's planning and outreach activities		
39	Specify the Technology		
40	Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services		
41	Website Address: _____ (Does not include data systems or case management systems specific to individual program partners.)		
42	Technology to Facilitate Access Costs Subtotal:		\$ -
43	SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS		
44	Cost Category	Total Cost	
45	Subtotal: Rental Costs	\$ 16,928.00	
46	Subtotal: Utilities and Maintenance Costs	\$ 300.00	
47	Subtotal: Equipment Costs	\$ 8,100.00	
48	Subtotal: Technology to Facilitate Access Costs	\$ -	
49	TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:		\$ 25,328.00

Required Phase II MOU Component: Sharing Infrastructure Costs		
Budget, Cost Allocation Methodology, Initial Proportionate Share		
<u>Phase II MOU Content Requirements:</u> A budget outlining the infrastructure costs for each comprehensive AJCC in the Local Area with a detailed description of what specific costs are included in each line item. Infrastructure costs of one-stop centers are nonpersonnel costs necessary for the general operation of the one-stop center.		
AJCC Infrastructure Budget		
Oroville Employment Center 78 Table Mtn. Oroville, CA - TANF/CalWORKs		
Cost Category/Line Item	Line Item Cost Detail	Cost
Rent		
Rental of Facilities		\$ 830,248.00
	Rental Costs Subtotal:	\$ 830,248.00
Utilities and Maintenance		
Electric		\$ 175,747.00
Gas		\$ 7,587.00
Water		\$ 2,309.00
Sewer Connections		
Internet		
Telephones (landlines)		
Facility Maintenance Contract		
	Utilities and Maintenance Costs Subtotal:	\$ 185,643.00
Equipment		
Assessment-related products		
Assistive technology for individuals with disabilities (<i>Access and Accommodation</i>)		
Copiers		
Fax Machines		
Computers		
Other tangible equipment used to serve all center customers (not specific to an individual program partner)		
<u>Specify Other Tangible Equipment</u>		
Alarm/Fire/Burglar System		
Phone System		
	Equipment Costs Subtotal:	\$ -
Technology to Facilitate Access to the AJCC		
Technology used for the center's planning and outreach activities		
<u>Specify the Technology</u>		
Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services		
Website Address: _____ (Does not include data systems or case management systems specific to individual program partners.)		
	Technology to Facilitate Access Costs Subtotal:	\$ -
SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS		
Cost Category		Total Cost
Subtotal: Rental Costs		\$ 830,248.00
Subtotal: Utilities and Maintenance Costs		\$ 185,643.00
Subtotal: Equipment Costs		\$ -
Subtotal: Technology to Facilitate Access Costs		\$ -
	TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:	\$ 1,015,891.00

	A	B	C	D	E	F	G	H	I
1	Required Phase II MOU Component: Sharing Infrastructure Costs								
2	Budget, Cost Allocation Methodology, Initial Proportionate Share								
3									
4	Phase II MOU Content Requirements:								
5	A budget outlining the infrastructure costs for each comprehensive AJCC in the Local Area with a detailed description of what specific costs are included in each line item. Infrastructure costs of one-stop centers are nonpersonnel costs necessary for the general operation of the one-stop center.								
6									
7	AJCC Infrastructure Budget								
8	Del Norte Workforce Center 875 5th Street, Crescent City, CA 95531 - STEP								
9									
10	Cost Category/Line Item	Line Item Cost Detail	Cost						
11	Rent								
12	Rental of Facilities	Space Approx. 3,100 square feet	\$ 21,322.08						
13	Rental Costs Subtotal:		\$ 21,322.08						
14	Utilities and Maintenance								
15	Electric	Electricity Costs	\$ 3,600.00						
16	Gas	N/A	\$ -						
17	Water	Water Costs	\$ 1,200.00						
18	Sewer Connections	Sewer Costs	\$ 315.00						
19	Internet	Internet Connectivity Costs	\$ 856.00						
20	Telephones (landlines)	Telephone Costs	\$ 4,017.00						
21	Facility Maintenance Contract		\$ -						
22	Janitorial/Supplies/Garbage/Pest Control	Maintenance/Janitorial Costs	\$ 4,633.00						
23	Insurance		\$ -						
24	Alarm/Fire/Burglar Monitoring		\$ 378.00						
25	Utilities and Maintenance Costs Subtotal:		\$ 14,999.00						
26	Equipment								
27	Assessment-related products	Assessment materials for clients	\$ 418.00						
28	Assistive technology for individuals with disabilities (<i>Access and Accommodation</i>)	Equipment is available to clients with disabilities, phones are compatible	\$ -						
29	Copiers	Copier costs	\$ 1,393.00						
30	Fax Machines	Fax Machine Costs	\$ 130.00						
31	Computers, Monitors, Sonic Wall & Sound Bar, and Server	Initial Technology Purchases	\$ 25,630.00						
32	Other tangible equipment used to serve all center customers (not specific to an individual program partner)	Printers, technical support, computer maintenance and telephone system, supplies, work stations, client headsets and paging system	\$ 20,400.00						
33	Alarm/Fire/Burglar System		\$ 1,865.00						
34	Phone System	Telephone system costs	\$ 4,399.00						
35	Equipment Costs Subtotal:		\$ 54,235.00						
36	Technology to Facilitate Access to the AJCC								
37	Technology used for the center's planning and outreach activities								
38	Specify the Technology								
39	Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services								
40	Website Address:www.dnworkforcecenter.org (Does not include data systems or case management systems specific to individual program partners.)								
41	Technology to Facilitate Access Costs Subtotal:		\$ -						
42	SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS								
43	Cost Category		Total Cost						
44	Subtotal: Rental Costs		\$ 21,322.08						
45	Subtotal: Utilities and Maintenance Costs		\$ 14,999.00						
46	Subtotal: Equipment Costs		\$ 54,235.00						
47	Subtotal: Technology to Facilitate Access Costs		\$ -						
48	TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:		\$ 90,556.08						

Required Phase II MOU Component: Sharing Infrastructure Costs

Budget, Cost Allocation Methodology, Initial Proportionate Share

Phase II MOU Content Requirements:

A budget outlining the infrastructure costs for each comprehensive AJCC in the Local Area with what specific costs are included in each line item. Infrastructure costs of one-stop centers are necessary for the general operation of the one-stop center.

AJCC Infrastructure Budget

Del Norte Workforce Center 875 5th Street, Crescent City, CA 95531 - Department

Cost Category/Line Item	Line Item Cost Detail
Rent	
Rental of Facilities	Space Approx. 3,100 square feet
Rental Costs Subtotal:	
Utilities and Maintenance	
Electric	Electricity Costs
Gas	N/A
Water	Water Costs
Sewer Connections	Sewer Costs
Internet	Internet Connectivity Costs
Telephones (landlines)	Telephone Costs
Facility Maintenance Contract	Maintenance/Janitorial Costs
Janitorial/Supplies/Garbage/Pest Control	
Insurance	
Alarm/Fire/Burglar Monitoring	
Utilities and Maintenance Costs Subtotal:	
Equipment	
Assessment-related products	Assessment materials for clients
Assistive technology for individuals with disabilities (<i>Access and Accommodation</i>)	Equipment is available to clients with disabilities, phones are compatible
Copiers	Copier costs
Fax Machines	Fax Machine Costs
Computers, Monitors, Sonic Wall & Sound Bar, and Server	Initial Technology Purchases
Other tangible equipment used to serve all center customers (not specific to an individual program partner)	Printers, technical support, computer maintenance and telephone system, supplies, work stations, client headsets and paging system
Specify Other Tangible Equipment	
Alarm/Fire/Burglar System	
Phone System	

Equipment Costs Subtotal:	
Technology to Facilitate Access to the AJCC	
Technology used for the center's planning and outreach activities	
Specify the Technology	
Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services	
Website Address:www.dnworkforcecenter.org (Does not include data systems or case management systems specific to individual program partners.)	
Technology to Facilitate Access Costs Subtotal:	
SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS	
Cost Category	
Subtotal: Rental Costs	
Subtotal: Utilities and Maintenance Costs	
Subtotal: Equipment Costs	
Subtotal: Technology to Facilitate Access Costs	
TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:	

with a detailed description of
the nonpersonnel costs

Cost of Rehabilitation

Cost

\$ 4,844.76

\$ 4,844.76

\$ -

\$	-
\$	-
Total Cost	
\$	4,844.76
\$	-
\$	-
\$	-
\$	4,844.76

	A	B	C
1	Required Phase II MOU Component: Sharing Infrastructure Costs		
2	Budget, Cost Allocation Methodology, Initial Proportionate Share		
3			
4	Phase II MOU Content Requirements:		
5	A budget outlining the infrastructure costs for each comprehensive AJCC in the Local Area with a detailed description of what specific costs are included in each line item. Infrastructure costs of one-stop centers are nonpersonnel costs necessary for the general operation of the one-stop center.		
6			
7	AJCC Infrastructure Budget		
8	Business and Career Network - 1616 Chestnut Street Susanville, CA 96130 - Alliance for Workforce Development, Inc.		
9			
10	Cost Category/Line Item	Line Item Cost Detail	Cost
11	Rent		
12	Rental of Facilities		\$ 59,162.56
13	Rental Costs Subtotal:		\$ 59,162.56
14	Utilities and Maintenance		
15	Electric		
16	Gas		
17	Water		
18	Sewer Connections		
19	Internet		
20	Telephones (landlines)		
21	Facility Maintenance Contract		
22	Janitorial/Supplies/Garbage/Pest Control		
23	Insurance		
24	Alarm/Fire/Burglar Monitoring		
25	Utilities and Maintenance Costs Subtotal:		\$ -
26	Equipment		
27	Assessment-related products		
28	Assistive technology for individuals with disabilities (<i>Access and Accommodation</i>)		
29	Copiers		
30	Fax Machines		
31	Computers		
32	Other tangible equipment used to serve all center customers (not specific to an individual program partner)		
33	Specify Other Tangible Equipment		
34	Alarm/Fire/Burglar System		
35	Phone System		
35	Equipment Costs Subtotal:		\$ -
36	Technology to Facilitate Access to the AJCC		
37	Technology used for the center's planning and outreach activities		
38	Specify the Technology		
38	Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services		
38	Website Address: www.afwd.org (Does not include data systems or case management systems specific to individual program partners.)		
39	Technology to Facilitate Access Costs Subtotal:		\$ -
40	SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS		
41	Cost Category	Total Cost	
42	Subtotal: Rental Costs	\$	59,162.56
43	Subtotal: Utilities and Maintenance Costs	\$	-
44	Subtotal: Equipment Costs	\$	-
45	Subtotal: Technology to Facilitate Access Costs	\$	-
46	TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:		\$ 59,162.56

Required Phase II MOU Component: Sharing Infrastructure Costs

Budget, Cost Allocation Methodology, Initial Proportionate Share

Phase II MOU Content Requirements:

A budget outlining the infrastructure costs for each comprehensive AJCC in the Local Area with what specific costs are included in each line item. Infrastructure costs of one-stop centers are necessary for the general operation of the one-stop center.

AJCC Infrastructure Budget

Business and Career Network 1616 Chestnut Street Susanville, CA 96130 - TA

Cost Category/Line Item	Line Item Cost Detail
Rent	
Rental of Facilities	
Rental Costs Subtotal:	
Utilities and Maintenance	
Electric	
Gas	
Water	
Sewer Connections	
Internet	
Telephones (landlines)	
Facility Maintenance Contract	
Janitorial/Supplies/Garbage/Pest Control	
Insurance	
Alarm/Fire/Burglar Monitoring	
Utilities and Maintenance Costs Subtotal:	
Equipment	
Assessment-related products	
Assistive technology for individuals with disabilities (<i>Access and Accommodation</i>)	
Copiers	
Fax Machines	
Computers	
Other tangible equipment used to serve all center customers (not specific to an individual program partner)	
Specify Other Tangible Equipment	
Alarm/Fire/Burglar System	
Phone System	
Equipment Costs Subtotal:	

Technology to Facilitate Access to the AJCC	
Technology used for the center's planning and outreach activities	
Specify the Technology	
Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services	
Website Address: www.afwd.org (Does not include data systems or case management systems specific to individual program partners.)	
Technology to Facilitate Access Costs Subtotal:	
SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS	
Cost Category	
Subtotal: Rental Costs	
Subtotal: Utilities and Maintenance Costs	
Subtotal: Equipment Costs	
Subtotal: Technology to Facilitate Access Costs	
TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:	

with a detailed description of
the nonpersonnel costs

INF/CalWORKs

Cost

\$	102,837.44
\$	102,837.44
\$	8,816.00
\$	2,810.00
\$	214.00
\$	600.00
\$	5,400.00
\$	13,850.00
\$	8,433.00
\$	1,375.00
\$	3,685.00
\$	45,183.00
\$	7,152.00
\$	300.00
\$	2,500.00
\$	-
\$	-
\$	-
\$	9,952.00

\$	-
Total Cost	
\$	102,837.44
\$	45,183.00
\$	9,952.00
\$	-
\$	157,972.44

	A	B	C
1	Required Phase II MOU Component: Sharing Infrastructure Costs		
2	Budget, Cost Allocation Methodology, Initial Proportionate Share		
3			
4	Phase II MOU Content Requirements:		
5	A budget outlining the infrastructure costs for each comprehensive AJCC in the Local Area with a detailed description of what specific costs are included in each line item. Infrastructure costs of one-stop centers are nonpersonnel costs necessary for the general operation of the one-stop center.		
6			
7	AJCC Infrastructure Budget		
8	Business and Career Network 701 North Main St., Ste. #1, Alturas, CA 96101 - Alliance for Workforce Development, Inc.		
9			
10	Cost Category/Line Item	Line Item Cost Detail	Cost
11	Rent		
12	Rental of Facilities	6,000.00	\$ 6,000.00
13		Rental Costs Subtotal:	\$ 6,000.00
14	Utilities and Maintenance		
15	Electric		
16	Gas		
17	Water		
18	Sewer Connections		
19	Internet		
20	Telephones (landlines)	3,500.00	\$ 3,500.00
21	Facility Maintenance Contract		
22	Janitorial/Supplies/Garbage/Pest Control		
23	Insurance	300.00	\$ 300.00
24	Alarm/Fire/Burglar Monitoring		
25		Utilities and Maintenance Costs Subtotal:	\$ 3,800.00
26	Equipment		
27	Assessment-related products		
28	Assistive technology for individuals with disabilities (<i>Access and Accommodation</i>)		
29	Copiers	2500	\$ 2,500.00
30	Fax Machines		
31	Computers	800	\$ 800.00
32	Other tangible equipment used to serve all center customers (not specific to an individual program partner)		
33	Specify Other Tangible Equipment		
34	Alarm/Fire/Burglar System		\$ -
35	Phone System		\$ -
36		Equipment Costs Subtotal:	\$ 3,300.00
37	Technology to Facilitate Access to the AJCC		
38	Technology used for the center's planning and outreach activities		
39	Specify the Technology		
40	Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services		
41	Website Address: _____ (Does not include data systems or case management systems specific to individual program partners.)		
42		Technology to Facilitate Access Costs Subtotal:	\$ -
43	SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS		
44	Cost Category		Total Cost
45	Subtotal: Rental Costs		\$ 6,000.00
46	Subtotal: Utilities and Maintenance Costs		\$ 3,800.00
47	Subtotal: Equipment Costs		\$ 3,300.00
48	Subtotal: Technology to Facilitate Access Costs		\$ -
49	TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:		\$ 13,100.00

	A	B	C
1	Required Phase II MOU Component: Sharing Infrastructure Costs		
2	Budget, Cost Allocation Methodology, Initial Proportionate Share		
3			
4	Phase II MOU Content Requirements:		
5	A budget outlining the infrastructure costs for each comprehensive AJCC in the Local Area with a detailed description of what specific costs are included in each line item. Infrastructure costs of one-stop centers are nonpersonnel costs necessary for the general operation of the one-stop center.		
6			
7	AJCC Infrastructure Budget		
8	Business and Career Network 988 McCourtney Drive Grass Valley, CA 95949 - Alliance for Workforce Development, Inc.		
9			
10	Cost Category/Line Item	Line Item Cost Detail	Cost
11	Rent		
12	Rental of Facilities		\$ 32,187.00
13		Rental Costs Subtotal:	\$ 32,187.00
14	Utilities and Maintenance		
15	Electric		
16	Gas		
17	Water		
18	Sewer Connections		
19	Internet		\$ 4,700.00
20	Telephones (landlines)		
21	Facility Maintenance Contract		
22	Janitorial/Supplies/Garbage/Pest Control		
23	Insurance		
24	Alarm/Fire/Burglar Monitoring		
25		Utilities and Maintenance Costs Subtotal:	\$ 4,700.00
26	Equipment		
27	Assessment-related products		
28	Assistive technology for individuals with disabilities (<i>Access and Accommodation</i>)		
29	Copiers		
30	Fax Machines		
31	Computers		
32	Other tangible equipment used to serve all center customers (not specific to an individual program partner)		
33	Specify Other Tangible Equipment		
34	Alarm/Fire/Burglar System		\$ -
35	Phone System		\$ -
36		Equipment Costs Subtotal:	\$ -
37	Technology to Facilitate Access to the AJCC		
38	Technology used for the center's planning and outreach activities		
39	Specify the Technology		
40	Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services		
41	Website Address: www.afwd.org (Does not include data systems or case management systems specific to individual program partners.)		
42		Technology to Facilitate Access Costs Subtotal:	\$ -
43	SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS		
44	Cost Category	Total Cost	
45	Subtotal: Rental Costs	\$	32,187.00
46	Subtotal: Utilities and Maintenance Costs	\$	4,700.00
47	Subtotal: Equipment Costs	\$	-
48	Subtotal: Technology to Facilitate Access Costs	\$	-
49	TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:	\$	36,887.00

Required Phase II MOU Component: Sharing Infrastructure Costs

Budget, Cost Allocation Methodology, Initial Proportionate Share

Phase II MOU Content Requirements:

A budget outlining the infrastructure costs for each comprehensive AJCC in the Local Area with what specific costs are included in each line item. Infrastructure costs of one-stop centers are necessary for the general operation of the one-stop center.

AJCC Infrastructure Budget

Business and Career Network 988 McCourtney Drive Grass Valley, CA 95949 - T

Cost Category/Line Item	Line Item Cost Detail
Rent	
Rental of Facilities	
Rental Costs Subtotal:	
Utilities and Maintenance	
Electric	
Gas	
Water	
Sewer Connections	
Internet	
Telephones (landlines)	
Facility Maintenance Contract	
Janitorial/Supplies/Garbage/Pest Control	
Insurance	
Alarm/Fire/Burglar Monitoring	
Utilities and Maintenance Costs Subtotal:	
Equipment	
Assessment-related products	
Assistive technology for individuals with disabilities (<i>Access and Accommodation</i>)	
Copiers	
Fax Machines	
Computers	
Other tangible equipment used to serve all center customers (not specific to an individual program partner)	
Specify Other Tangible Equipment	
Alarm/Fire/Burglar System	
Phone System	
Equipment Costs Subtotal:	

Technology to Facilitate Access to the AJCC	
Technology used for the center's planning and outreach activities	
Specify the Technology	
Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services	
Website Address: www.afwd.org (Does not include data systems or case management systems specific to individual program partners.)	
Technology to Facilitate Access Costs Subtotal:	
SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS	
Cost Category	
Subtotal: Rental Costs	
Subtotal: Utilities and Maintenance Costs	
Subtotal: Equipment Costs	
Subtotal: Technology to Facilitate Access Costs	
TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:	

with a detailed description of
the nonpersonnel costs

TRANSF/CalWORKs

Cost

\$ 95,622.00

\$ 95,622.00

\$ -

\$ -

\$ -

\$	-
Total Cost	
\$	95,622.00
\$	-
\$	-
\$	-
\$	-
\$	95,622.00

	A	B	C
1	Required Phase II MOU Component: Sharing Infrastructure Costs		
2	Budget, Cost Allocation Methodology, Initial Proportionate Share		
3			
4	Phase II MOU Content Requirements:		
5	A budget outlining the infrastructure costs for each comprehensive AJCC in the Local Area with a detailed description of what specific costs are included in each line item. Infrastructure costs of one-stop centers are nonpersonnel costs necessary for the general operation of the one-stop center.		
6			
7	AJCC Infrastructure Budget		
8	Business and Career Network 10075 Levon Ave, Truckee, CA 96161 - Alliance for Workforce Development, Inc.		
9			
10	Cost Category/Line Item	Line Item Cost Detail	Cost
11	Rent		
12	Rental of Facilities		
13	Rental Costs Subtotal:		\$ -
14	Utilities and Maintenance		
15	Electric		
16	Gas		
17	Water		
18	Sewer Connections		
19	Internet		\$ 1,145.00
20	Telephones (landlines)		
21	Facility Maintenance Contract		
22	Janitorial/Supplies/Garbage/Pest Control		\$ -
23	Insurance		\$ 300.00
24	Alarm/Fire/Burglar Monitoring		\$ -
25	Utilities and Maintenance Costs Subtotal:		\$ 1,445.00
26	Equipment		
27	Assessment-related products		
28	Assistive technology for individuals with disabilities (<i>Access and Accommodation</i>)		
29	Copiers		\$ 500.00
30	Fax Machines		
31	Computers		\$ 800.00
32	Other tangible equipment used to serve all center customers (not specific to an individual program partner)		
33	Specify Other Tangible Equipment		
34	Alarm/Fire/Burglar System		\$ -
35	Phone System		\$ -
36	Equipment Costs Subtotal:		\$ 1,300.00
37	Technology to Facilitate Access to the AJCC		
38	Technology used for the center's planning and outreach activities		
39	Specify the Technology		
40	Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services		
41	Website Address: www.afwd.org (Does not include data systems or case management systems specific to individual program partners.)		
42	Technology to Facilitate Access Costs Subtotal:		\$ -
43	SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS		
44	Cost Category	Total Cost	
45	Subtotal: Rental Costs	\$ -	
46	Subtotal: Utilities and Maintenance Costs	\$ 1,445.00	
47	Subtotal: Equipment Costs	\$ 1,300.00	
48	Subtotal: Technology to Facilitate Access Costs	\$ -	
49	TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:		\$ 2,745.00

Required Phase II MOU Component: Sharing Infrastructure Costs

Budget, Cost Allocation Methodology, Initial Proportionate Share

Phase II MOU Content Requirements:

A budget outlining the infrastructure costs for each comprehensive AJCC in the Local Area with what specific costs are included in each line item. Infrastructure costs of one-stop centers are necessary for the general operation of the one-stop center.

AJCC Infrastructure Budget

Business and Career Network 10075 Levon Ave, Truckee, CA 96161 - TANF

Cost Category/Line Item	Line Item Cost Detail
Rent	
Rental of Facilities	
Rental Costs Subtotal:	
Utilities and Maintenance	
Utilities and Maintenance Costs Subtotal:	
Equipment	
Assessment-related products	
Assistive technology for individuals with disabilities (<i>Access and Accommodation</i>)	
Copiers	
Fax Machines	
Computers	
Other tangible equipment used to serve all center customers (not specific to an individual program partner)	
Specify Other Tangible Equipment	
Alarm/Fire/Burglar System	
Phone System	
Equipment Costs Subtotal:	

Technology to Facilitate Access to the AJCC	
Technology used for the center's planning and outreach activities	
Specify the Technology	
Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services Website Address: www.afwd.org (Does not include data systems or case management systems specific to individual program partners.)	
Technology to Facilitate Access Costs Subtotal:	
SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS	
Cost Category	
Subtotal: Rental Costs	
Subtotal: Utilities and Maintenance Costs	
Subtotal: Equipment Costs	
Subtotal: Technology to Facilitate Access Costs	
TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:	

with a detailed description of
the nonpersonnel costs

/CalWORKs

Cost

\$ 21,421.00

\$ 21,421.00

\$ -

\$ -

\$ -

\$ -

\$	-
Total Cost	
\$	21,421.00
\$	-
\$	-
\$	-
\$	-
\$	21,421.00

	A	B	C
1	Required Phase II MOU Component: Sharing Infrastructure Costs		
2	Budget, Cost Allocation Methodology, Initial Proportionate Share		
3			
4	Phase II MOU Content Requirements:		
5	A budget outlining the infrastructure costs for each comprehensive AJCC in the Local Area with a detailed description of what specific costs are included in each line item. Infrastructure costs of one-stop centers are nonpersonnel costs necessary for the general operation of the one-stop center.		
6			
7	AJCC Infrastructure Budget		
8	Business and Career Network 7 Quincy Junction Road Quincy, CA 95971 - Alliance for Workforce Development, Inc.		
9			
10	Cost Category/Line Item	Line Item Cost Detail	Cost
11	Rent		
12	Rental of Facilities		\$ 24,000.00
13	Rental Costs Subtotal:		\$ 24,000.00
14	Utilities and Maintenance		
15	Electric		\$ 5,050.00
16	Gas		
17	Water		
18	Sewer Connections		
19	Internet		\$ 1,200.00
20	Telephones (landlines)		\$ 5,600.00
21	Facility Maintenance Contract		\$ 7,200.00
22	Janitorial/Supplies/Garbage/Pest Control		
23	Insurance		\$ 300.00
24	Alarm/Fire/Burglar Monitoring		
25	Utilities and Maintenance Costs Subtotal:		\$ 19,350.00
26	Equipment		
27	Assessment-related products		
28	Assistive technology for individuals with disabilities (<i>Access and Accommodation</i>)		
29	Copiers		\$ 5,200.00
30	Fax Machines		
31	Computers		\$ 800.00
32	Other tangible equipment used to serve all center customers (not specific to an individual program partner)		
33	Specify Other Tangible Equipment		
34	Alarm/Fire/Burglar System		\$ -
35	Phone System		\$ -
36	Equipment Costs Subtotal:		\$ 6,000.00
37	Technology to Facilitate Access to the AJCC		
38	Technology used for the center's planning and outreach activities		
39	Specify the Technology		
40	Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services		
41	Website Address: www.afwd.org (Does not include data systems or case management systems specific to individual program partners.)		
42	Technology to Facilitate Access Costs Subtotal:		\$ -
43	SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS		
44	Cost Category	Total Cost	
45	Subtotal: Rental Costs	\$ 24,000.00	
46	Subtotal: Utilities and Maintenance Costs	\$ 19,350.00	
47	Subtotal: Equipment Costs	\$ 6,000.00	
48	Subtotal: Technology to Facilitate Access Costs	\$ -	
49	TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:		\$ 49,350.00

	A	B	C
1	Required Phase II MOU Component: Sharing Infrastructure Costs		
2	Budget, Cost Allocation Methodology, Initial Proportionate Share		
3			
4	Phase II MOU Content Requirements:		
5	A budget outlining the infrastructure costs for each comprehensive AJCC in the Local Area with a detailed description of what specific costs are included in each line item. Infrastructure costs of one-stop centers are nonpersonnel costs necessary for the general operation of the one-stop center.		
6			
7	AJCC Infrastructure Budget (one per AJCC office)		
8	Shasta County Private Industry Council, Inc.- Redding Facility		
9			
10	Cost Category/Line Item	Line Item Cost Detail	Cost
11	Rent		
12	Rental of Facilities	Redding Facility Rental	\$ 139,075.00
13	Rental Costs Subtotal:		\$ 139,075.00
14	Utilities, Maintenance, Services		
15	Electric	City of Redding Utilities	\$ 44,737.00
16	Gas	PG&E	\$ 5,043.00
17	Water		\$ -
18	Sewer Connections	City of Redding Utilities	\$ 2,840.00
19	Internet	Charter Business Communications	\$ 1,650.00
20	Telephones (landlines)	AT&T Calnet	\$ 12,600.00
21	Facility Maintenance Contract	Peerless Janitorial	\$ 15,600.00
22	Janitorial/Supplies/Garbage/Pest Control		\$ 600.00
23	Insurance		\$ 19,800.00
24	Alarm/Fire/Burglar Monitoring		
25	Utilities and Maintenance Costs Subtotal:		\$ 102,870.00
26	Equipment, Maintenance and Support		
27	Assessment-related products		
28	Assistive technology for individuals with disabilities (Access and Accommodation)	Trackball, oversized keyboard, oversized monitor	\$ 350.00
29	Copiers	Annual Lease of equipment	\$ 24,705.00
30	Fax Machines	Annual fees	\$ 1,260.00
31	Computers	Thin clients and monitors for workstations	\$ 27,303.00
32	Other tangible equipment used to serve all center customers (not specific to an individual program partner) Specify Other Tangible Equipment	Printers, technical support, computer maintenance and telephone system, supplies, work stations, client headsets and paging system	\$ 33,100.00
33	Alarm/Fire/Burglar System		\$ 480.00
34	Phone System		\$ 60,548.00
35	Equipment Costs Subtotal:		\$ 147,746.00
36	Technology to Facilitate Access to the AJCC		
37	Technology used for the center's planning and outreach activities Specify the Technology		\$ -
38	Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services Website Address: _____ (Does not include data systems or case management systems specific to individual program partners.)		
39	Technology to Facilitate Access Costs Subtotal:		\$ -
40	SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS		
41	Cost Category		Total Cost
42	Subtotal: Rental Costs		\$ 139,075.00
43	Subtotal: Utilities and Maintenance Costs		\$ 102,870.00
44	Subtotal: Equipment Costs		\$ 147,746.00
45	Subtotal: Technology to Facilitate Access Costs		\$ -
46	TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:		\$ 389,691.00

	A	B	C
1	Required Phase II MOU Component: Sharing Infrastructure Costs		
2	Budget, Cost Allocation Methodology, Initial Proportionate Share		
3			
4	Phase II MOU Content Requirements:		
5	A budget outlining the infrastructure costs for each comprehensive AJCC in the Local Area with a detailed description of what specific costs are included in each line item. Infrastructure costs of one-stop centers are nonpersonnel costs necessary for the general operation of the one-stop center.		
6			
7	AJCC Infrastructure Budget		
8	Business and Career Network 305 South Lincoln Street, Sierraville, CA 96126 - Alliance for Workforce Development, Inc.		
9			
10	Cost Category/Line Item	Line Item Cost Detail	Cost
11	Rent		
12	Rental of Facilities		\$ 7,200.00
13	Rental Costs Subtotal:		\$ 7,200.00
14	Utilities and Maintenance		
15	Electric		\$ 1,710.00
16	Gas		
17	Water		
18	Sewer Connections		
19	Internet		\$ 1,200.00
20	Telephones (landlines)		\$ 2,700.00
21	Facility Maintenance Contract		\$ 900.00
22	Janitorial/Supplies/Garbage/Pest Control		\$ 245.00
23	Insurance		\$ 300.00
24	Alarm/Fire/Burglar Monitoring		
25	Utilities and Maintenance Costs Subtotal:		\$ 7,055.00
26	Equipment		
27	Assessment-related products		
28	Assistive technology for individuals with disabilities (<i>Access and Accommodation</i>)		
29	Copiers		\$ 1,090.00
30	Fax Machines		
31	Computers		\$ 800.00
32	Other tangible equipment used to serve all center customers (not specific to an individual program partner)		
33	Specify Other Tangible Equipment		
34	Alarm/Fire/Burglar System		
35	Phone System		
36	Equipment Costs Subtotal:		\$ 1,890.00
37	Technology to Facilitate Access to the AJCC		
38	Technology used for the center's planning and outreach activities		
39	Specify the Technology		
40	Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services		
41	Website Address: www.afwd.org (Does not include data systems or case management systems specific to individual program partners.)		
42	Technology to Facilitate Access Costs Subtotal:		\$ -
43	SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS		
44	Cost Category	Total Cost	
45	Subtotal: Rental Costs	\$	7,200.00
46	Subtotal: Utilities and Maintenance Costs	\$	7,055.00
47	Subtotal: Equipment Costs	\$	1,890.00
48	Subtotal: Technology to Facilitate Access Costs	\$	-
49	TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:		\$ 16,145.00

	A	B	C	D	E	F
1	Required Phase II MOU Component: Sharing Infrastructure Costs					
2	Budget, Cost Allocation Methodology, Initial Proportionate Share					
3						
4	Phase II MOU Content Requirements:					
5	A budget outlining the infrastructure costs for each comprehensive AJCC in the Local Area with a detailed description of what specific costs are included in each line item. Infrastructure costs of one-stop centers are nonpersonnel costs necessary for the general operation of the one-stop center.					
6						
7	AJCC Infrastructure Budget					
8	Siskiyou Training & Employment Program, Inc. - 190 Boles Street, Weed, CA 96094 - STEP					
9						
10	Cost Category/Line Item	Line Item Cost Detail	Cost			
11	Rent					
12	Rental of Facilities	Space -- Approx. 4,000 square feet	\$ 37,700.00			
13	Rental Costs Subtotal:		\$ 37,700.00			
14	Utilities and Maintenance					
15	Electric	Electricity Costs	\$ 5,482.00			
16	Gas	N/A	\$ -			
17	Water	Water Costs	\$ 1,572.00			
18	Sewer Connections	Sewer Costs	\$ 425.00			
19	Internet	Internet Connectivity Costs	\$ 1,044.00			
20	Telephones (landlines)	Telephone Costs	\$ 4,902.00			
21	Facility Maintenance Contract	Maintenance/Janitorial Costs	\$ 7,320.00			
22	Janitorial/Supplies/Garbage/Pest Control					
23	Insurance					
24	Alarm/Fire/Burglar Monitoring		\$ 378.00			
25	Utilities and Maintenance Costs Subtotal:		\$ 21,123.00			
26	Equipment					
27	Assessment-related products	Assessment materials for clients	\$ 418.00			
28	Assistive technology for individuals with disabilities (<i>Access and Accommodation</i>)	Equipment is available to clients with disabilities, phones are compatible	\$ -			
29	Copiers	Copier costs	\$ 7,246.00			
30	Fax Machines	Fax Machine Costs	\$ 2,211.00			
31	Computers	Client Towers & Monitors	\$ 4,500.00			
	Other tangible equipment used to serve all center customers (not specific to an individual program partner)		\$ 30,400.00			
32	Specify Other Tangible Equipment					
33	Alarm/Fire/Burglar System					
34	Phone System		\$ 3,500.00			
35	Equipment Costs Subtotal:		\$ 48,275.00			
36	Technology to Facilitate Access to the AJCC					
	Technology used for the center's planning and outreach activities	Technology/Computer Maintenance and Support				
37	Specify the Technology					
	Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services					
	Website Address: www.stepoffice.org (Does not include data systems or case management systems specific to individual program partners.)					
38						
39	Technology to Facilitate Access Costs Subtotal:		\$ -			
40	SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS					
41	Cost Category	Total Cost				
42	Subtotal: Rental Costs	\$ 37,700.00				
43	Subtotal: Utilities and Maintenance Costs	\$ 21,123.00				
44	Subtotal: Equipment Costs	\$ 48,275.00				
45	Subtotal: Technology to Facilitate Access Costs	\$ -				
46	TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:		\$ 107,098.00			

	A	B	C
1	Required Phase II MOU Component: Sharing Infrastructure Costs		
2	Budget, Cost Allocation Methodology, Initial Proportionate Share		
3			
4	Phase II MOU Content Requirements:		
5	A budget outlining the infrastructure costs for each comprehensive AJCC in the Local Area with a detailed description of what specific costs are included in each line item. Infrastructure costs of one-stop centers are nonpersonnel costs necessary for the general operation of the one-stop center.		
6			
7	AJCC Infrastructure Budget		
8	Job Training Center of Tehama County - 718 Main Street, Red Bluff, CA 96080 - JTC		
9			
10	Cost Category/Line Item	Line Item Cost Detail	Cost
11	Rent		
12	Rental of Facilities		\$ 29,357.00
13	Rental Costs Subtotal:		\$ 29,357.00
14	Utilities and Maintenance		
15	Electric		\$ 8,094.00
16	Gas		\$ -
17	Water		\$ 827.00
18	Sewer Connections	Trash	\$ 901.00
19	Internet		\$ 3,743.00
20	Telephones (landlines)		\$ 5,322.00
21	Facility Maintenance Contract		\$ 9,537.00
22	Janitorial/Supplies/Garbage/Pest Control		\$ -
23	Insurance		\$ -
24	Alarm/Fire/Burglar Monitoring		\$ -
25	Utilities and Maintenance Costs Subtotal:		\$ 28,424.00
26	Equipment		
27	Assessment-related products		
28	Assistive technology for individuals with disabilities (<i>Access and Accommodation</i>)		\$ 148.00
29	Copiers		\$ 10,707.00
30	Fax Machines		
31	Computers		\$ 6,557.00
32	Other tangible equipment used to serve all center customers (not specific to an individual program partner)	Other equipment, computers; includes software	\$ 9,836.00
33	Specify Other Tangible Equipment		
34	Alarm/Fire/Burglar System		\$ -
35	Phone System		\$ -
36	Equipment Costs Subtotal:		\$ 27,248.00
37	Technology to Facilitate Access to the AJCC		
38	Technology used for the center's planning and outreach activities	Career Center computer and sign in computer systems upkeep and maintenance	\$ 34,378.00
39	Specify the Technology		
40	Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services		
41	Website Address: www.jobtrainingcenter.org		
42	(Does not include data systems or case management systems specific to individual program partners.)		
43	Technology to Facilitate Access Costs Subtotal:		\$ 34,378.00
44	SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS		
45	Cost Category	Total Cost	
46	Subtotal: Rental Costs	\$	29,357.00
47	Subtotal: Utilities and Maintenance Costs	\$	28,424.00
48	Subtotal: Equipment Costs	\$	27,248.00
49	Subtotal: Technology to Facilitate Access Costs	\$	34,378.00
50	TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:		\$ 119,407.00

	A	B	C	D
1	Required Phase II MOU Component: Sharing Infrastructure Costs			
2	Budget, Cost Allocation Methodology, Initial Proportionate Share			
3				
4	Phase II MOU Content Requirements:			
5	A budget outlining the infrastructure costs for each comprehensive AJCC in the Local Area with a detailed description of what specific costs are included in each line item. Infrastructure costs of one-stop centers are nonpersonnel costs necessary for the general operation of the one-stop center.			
6				
7	AJCC Infrastructure Budget			
8	Shasta County Private Industry Council, Inc.- 790 Main Street, Suite 618, Weaverville, CA 96093 - Smart Business Resource Center			
9				
10	Cost Category/Line Item	Line Item Cost Detail	Cost	
11	Rent			
12	Rental of Facilities	Weaverville Facility Rental	\$ 11,700.00	
13		Rental Costs Subtotal:	\$ 11,700.00	
14	Utilities, Maintenance, Services			
15	Electric	Trinity PUD	\$ 2,720.00	
16	Gas			
17	Water			
18	Sewer Connections			
19	Internet	Charter Business Communications	\$ 250.00	
20	Telephones (landlines)	AT&T Calnet	\$ 1,860.00	
21	Facility Maintenance Contract		\$ 3,600.00	
22	Janitorial/Supplies/Garbage/Pest Control	Facility Bi-Monthly Pest Control	\$ 330.00	
23	Insurance	Liability Insurance	\$ 2,200.00	
24	Alarm/Fire/Burgler Monitoring		\$ -	
25		Utilities and Maintenance Costs Subtotal:	\$ 10,960.00	
26	Equipment, Maintenance and Support			
27	Assessment-related products			
28	Assistive technology for individuals with disabilities (Access and Accommodation)	Trackball, oversized keyboard, oversized monitor	\$ 350.00	
29	Copiers	Annual Lease of equipment	\$ 1,860.00	
30	Fax Machines	Annual fees	\$ 200.00	
31	Computers	Thin clients and monitors for workstations	\$ 2,925.00	
32	Other tangible equipment used to serve all center customers (not specific to an individual program partner)	Printers, technical support, computer maintenance and telephone system, supplies, work stations, client headsets and paging system	\$ 11,050.00	
33	Specify Other Tangible Equipment			
34	Alarm/Fire/Burgler System	Smoke/burgler alarm system	\$ 240.00	
35	Phone System	Gaynor Phone System	\$ 4,557.00	
36		Equipment Costs Subtotal:	\$ 21,182.00	
37	Technology to Facilitate Access to the AJCC			
38	Technology used for the center's planning and outreach activities		\$ -	
39	Specify the Technology			
40	Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services			
41	Website Address: _____ (Does not include data systems or case management systems specific to individual program partners.)			
42		Technology to Facilitate Access Costs Subtotal:	\$ -	
43	SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS			
44	Cost Category		Total Cost	
45	Subtotal: Rental Costs		\$ 11,700.00	
46	Subtotal: Utilities and Maintenance Costs		\$ 10,960.00	
47	Subtotal: Equipment Costs		\$ 21,182.00	
48	Subtotal: Technology to Facilitate Access Costs		\$ -	
49	TOTAL INFRASTRUCTURE COSTS FOR THIS		\$ 43,842.00	

Attachment A - Butte County

	WIOA Title I, Adult/DW/Youth - AFWD, Inc.	WIOA Title I, Native American Programs - California Indian Manpower Consortium	WIOA Title I, Migrant and Seasonal Farmworker Programs - Section (167), CHD	WIOA Title II, Adult Education and Literacy Programs - Oroville Adult Ed.	WIOA Title III, Wagner-Peyser Programs - EDD	WIOA Title IV, Vocational Rehabilitation Programs - California Vocation Rehab	Title V, Older Americans Act Programs - AARP	Trade Adjustment Assistance (TAA) - EDD	Veterans Programs - EDD	Unemployment Insurance - EDD	Temporary Assistance for Needy Families (TANF)/CalWORKS - Department of Employment & Social Services
Services											
Basic Career Services											
Program eligibility	X	X	X	X		X	X	X	X	X	X
Outreach and intake and orientation to services	X	X	X	X	X	X			X	X	X
Initial assessment of skill levels	X	X	X	X			X	X	X		X
Job search and placement assistance	X	X	X		X	X	X		X		X
Labor Market employment statistics	X	X		X	X	X			X		
Supportive services information	X	X	X		X		X	X	X		X
Unemployment Insurance Claim Filing Assistance and Information	X	X						X	X	X	
Eligibility for programs of financial aid assistance for training and education programs	X	X	X	X		X		X			X
Training vendor information	X	X				X		X			
Performance measure information	X	X				X		X			
Referrals to other programs and services	X	X	X	X	X	X	X	X	X		X
Individualized Career Services											
Comprehensive assessment of skill levels and service needs	X	X	X	X		X	X				X
Individual Employment Plan	X	X	X			X	X				X
Group counseling	X	X									X
Individual counseling	X	X	X			X			X		X
Career Planning	X	X	X	X		X	X		X		X
Short-term prevocational services (i.e. communication, interview skills, punctuality)	X	X	X	X		X	X		X		X

Internships and work experience linked to careers	X	X	X	X		X	X				X
Workforce preparation activities	X	X		X		X	X		X		X
Financial literacy services	X	X		X							
Out-of-Area job search assistance and relocation assistance	X	X				X					
English language acquisition and integrated education and training programs			X	X		X					X
Follow-up Services											
Counseling regarding the workplace	X	X				X	X		X		
Referral to community resources necessary to retain employment	X	X	X			X	X		X		X
Provision of supportive services	X	X				X					
Career development/further education planning	X	X	X	X		X					
Assistance securing a better paying job	X	X	X			X	X		X		
Training Services											
Occupation Skills Training (Classroom based)	X	X		X		X					X
On-the-Job Training (OJT)	X	X	X			X	X				
Incumbent Worker Training	X										
Programs that provide workplace training with related instruction	X	X				X	X				X
Training programs operated by the private sector	X	X				X					X
Skill upgrading and retraining	X	X		X		X	X				X
Entrepreneurial Training	X	X									
Transitional Jobs	X	X				X					
Job readiness training	X	X	X	X		X	X				X
Adult education and literacy activities	X	X	X	X		X					X
High School diploma/GED services	X	X	X	X		X					X
Employer customized training	X					X					
Business Services											
Labor market information	X			X							
Wage & Benefit information	X			X							
Local labor pool information	X			X							

Job/Career Fairs	X						X				
Internet talent search and job postings	X										
Employee recruitment and/or screening assistance	X	X	X								
Financial assistance for employee training	X	X									
Employee assessment/testing services	X	X									
Tax credit information	X	X									
Employer workshops and seminars	X										
Outplacement assistance	X										
Small Business Admin. information	X										
Human Resource information	X										
Rapid Response/Layoff Aversion services	X	X									
Job description assistance	X										
Referral assistance to partnering agency	X	X	X								

Referral Process

When referring to partner agencies that are co-located, AFWD staff will personally escort the customer to an agency representative and provide introductions. For partners not co-located, AFWD staff will contact the agency representative by telephone, e-mail or in person for the customer, and make the referral. The customer will be provided an AFWD business card to present to the partner agency.

WIOA Title I, Adult, Dislocated Worker and Youth Programs

Customers interested in obtaining more information regarding services provided by Alliance for Workforce Development, Inc. (AFWD), would be referred to:

Erin Clark - Program Supervisor

500 Cohasset Road, Suite 30, Chico, CA 95926

78 Table Mountain Blvd., Oroville, CA 95965

530-538-5208

elcark@ncen.org

WIOA Title I, Native American Programs (Section 166)

The local office has asked that all referrals are made through the Sacramento office.

California Indian Manpower Consortium, Inc.

Jeff Hogue, Coordinator

2540 Hartnell Ave.

Redding, CA 96002

(530)222-1004

jefferyh@cimcinc.com

WIOA Title I, Migrant and Seasonal Farmworker Programs - Section (167)

Customers with questions about farmworker programs and services would be referred to California Human Development (CHD)

Claudia Soto - Case Manager

1249 Mangrove Avenue, Chico CA

916-371-8220 ext 1050

norma.achavez@cahumandevlopment.org

WIOA Title II, Adult Education and Literacy Programs

Customers with questions about adult education and/or literacy programs would be referred to Oroville Union High School District.

Debra Burtensha - Administration

530-538-5350

dburtenshaw@ouhsd.org

WIOA Title III, Wagner-Peyser Programs

Customers with questions about Wagner-Peyser programs in our area would be referred to the California Employment Development Department
Redding EDD (530) 741-4218 the Marysville office can be used as backup (530) 741-4218

WIOA Title IV, Vocational Rehabilitation Programs

Customers asking about services available through California Department of Rehab, or might fit eligibility requirements for services, would be referred to:

(Chico) Leslie Mello

530-895-5507

leslie.mello@dor.ca.gov

(Oroville) Carla Souza

530-538-6856

csouza@dor.ca.gov

Title V, Older Americans Act Programs

Customers that are requesting information from Experience Works would be referred to AARP Senior Community Service Employment Program (SCSEP):

Brenda Harden, Project Director

916-749-4165

bharden@aarp.org

Trade Adjustment Assistance (TAA) Programs

Customers looking to find out more information regarding Trade Adjustment Assistance would be referred to the nearest EDD office to speak to:

Ignacio Magaña

78 Table Mountain Blvd., Oroville, CA 95965

530-749-4898

ignacio.magana@edd.ca.gov

The Marysville Office can be used as backup (530) 741-4218

Veterans Programs (EDD)

Veterans looking to get more information regarding services and/or programs would be referred to the Veterans Services Assistant:

Mike McDonald

78 Table Mountain Blvd., Oroville, CA 95965

530-538-2285

michael.mcdonald@edd.ca.gov

The Marysville Office can be used as backup (530) 741-4218

Unemployment Insurance Program (EDD)

Customers with questions regarding EDD's Unemployment Insurance Program are first directed to use "Contact EDD" on www.edd.ca.gov. When assistance is needed beyond the website customers are referred to the local EDD office.

Ignacio Magaña

78 Table Mountain Blvd., Oroville, CA 95965

530-749-4898

ignacio.magana@edd.ca.gov

Temporary Assistance for Needy Families (TANF)/CalWORKs

Customers interested in programs and/or services provided by the CalWORKs department would be referred to:

(Chico) Monica Moore, Resource Staff

765 East Ave., Chico CA 95926

530-552-6621

mmoore@buttecounty.net

(Oroville) Teddi Hunter, Resource Staff

78 Table Mountain Blvd., Oroville, CA 95965

530-538-7301

thunter@buttecounty.net

Attachment B - Del Norte County

	WIOA Title I, Adult/DW/Youth - Del Norte Workforce Center	WIOA Title I, Native American Programs California Indian Development Council	WIOA Title I Migrant and Seasonal Farmworker (Section 167)	WIOA Title II, Adult Education and Literacy Programs - Del Norte County	WIOA Title III, Wagner-Peyser Programs - EDD	WIOA Title IV, Vocational Rehabilitation Programs - California Vocation Rehab	Title V, Older Americans Act Programs - AARP	Trade Adjustment Assistance (TAA) Programs	Veterans Programs - EDD	Unemployment Insurance Program - EDD	Temporary Assistance for Needy Families (TANF)/CalWORKS - Department of Health & Human Services
Services											
Basic Career Services											
Program eligibility	X	X				X	X		X	X	X
Outreach and intake and orientation to services	X	X				X	X		X	X	X
Initial assessment of skill levels	X	X				X	X		X		X
Job search and placement assistance	X	X				X	X		X		X
Labor Market employment statistics	X	X				X	X		X		X
Supportive services information	X	X				X			X		X
Unemployment Insurance Claim Filing Assistance and Information	X	X							X	X	X
Eligibility for programs of financial aid assistance for training and education programs	X	X							X		X
Training vendor information	X	X				X			X		X
Performance measure information	X	X							X		
Referrals to other programs and services	X	X		X		X	X		X		X
Individualized Career Services											
Comprehensive assessment of skill levels and service needs	X	X		X		X	X		X		X
Individual Employment Plan	X	X				X			X		X
Group counseling		X									
Individual counseling	X	X		X		X	X		X		X
Career Planning	X	X				X	X		X		X
Short-term prevocational services (i.e. communication, interview skills, punctuality)	X	X				X	X		X		X

Internships and work experience linked to careers	X	X				X	X		X		
Workforce preparation activities	X	X				X	X		X		X
Financial literacy services											X
Out-of-Area job search assistance and relocation assistance	X	X				X			X		X
English language acquisition and integrated education and training programs				X		X					
Follow-up Services											
Counseling regarding the workplace	X	X				X	X		X		X
Referral to community resources necessary to retain employment	X	X		X		X	X		X		X
Provision of supportive services	X	X				X			X		X
Career development/further education planning	X	X				X	X		X		X
Assistance securing a better paying job	X	X				X	X		X		X
Training Services											
Occupation Skills Training (Classroom based)	X	X				X			X		X
On-the-Job Training (OJT)	X	X							X		
Incumbent Worker Training Programs that provide workplace training with related instruction	X	X							X		
Training programs operated by the private sector	X	X				X			X		X
Skill upgrading and retraining	X	X				X	X		X		X
Entrepreneurial Training											X
Transitional Jobs		X					X		X		
Job readiness training	X	X					X		X		X
Adult education and literacy activities				X		X					
High School diploma/GED services				X							
Employer customized training									X		
Business Services											
Labor market information	X								X		X
Wage & Benefit information	X								X		X
Local labor pool information	X								X		X
Job/Career Fairs	X	X							X		X

Internet talent search and job postings	X								X		
Employee recruitment and/or screening assistance	X	X							X		X
Financial assistance for employee training	X	X							X		
Employee assessment/testing services		X							X		
Tax credit information	X								X		X
Employer workshops and seminars	X								X		
Outplacement assistance											
Small Business Admin. information											
Human Resource information	X										
Rapid Response/Layoff Aversion services	X										
Job description assistance	X										
Referral assistance to partnering agency	X	X		X		X	X		X		X

Referral Process

WIOA Title I, Adult, Dislocated Worker and Youth Programs

Customers interested in obtaining more information regarding services provided by the Del Norte Workforce Center, would be referred to Christy Hernandez, Del Norte Workforce Center Director:

875 5th Street, Crescent City, CA 95531

707-464-8347

chernandez@ncen.org

WIOA Title I, Native American Programs - Section (166)

Customers that might fit eligibility requirement for assistance through Northern CA Indian Development Council or have questions about services would be referred to Brenda Lawrence, NCIDC Program Assistant II:

888 4th Street, Crescent City, CA 95531

707-464-3512

brenda@ncidc.org

WIOA Title I, Migrant and Seasonal Farmworker Programs - Section (167)

Customers with questions about farmworker programs and services would be referred to California Human Development, Paul Castro, Director FWS Operations:

Claudia Soto - Case Manager

1249 Mangrove Avenue, Chico CA

916-371-8220 ext 1050

norma.achavez@cahumandevlopment.org

WIOA Title II, Adult Education and Literacy Programs

Customers with questions about adult education and/or literacy programs would be referred to Del Norte County Unified School District office to speak to Jeff Harris,

County and District Superintendent:

301 W. Washington Blvd, Crescent City, CA 95531

707-464-0200

jharris@delnorte.k12.ca.us

WIOA Title III, Wagner-Peyser Programs

Customers with questions about Wagner-Peyser programs in our area would be referred to EDD Redwood Empire Cluster Manager, Robyn Stalcup:

409 K Street, Eureka, CA 95501

707-441-4584

robyn.stalcup@edd.ca.gov

WIOA Title IV, Vocational Rehabilitation Programs

Customers asking about services available through Department of Rehab, or might fit eligibility requirements for services, would be referred to Carla Capineri,

Carla Capineri, Department of Rehabilitation PTII – Crescent City Branch:

286 M Street, Crescent City, CA 95531

707-464-8347

carla.capineri@dor.ca.gov

Title V, Older Americans Act Programs

Customers that are requesting information from Experience Works would be referred to Lita Evans, Employment & Training Coordinator for Northern CA:

1325 Pine Street, Redding, CA 96001

530-225-2257

lita_evans@experienceworks.org

Trade Adjustment Assistance (TAA) Programs

Customers looking to find out more information regarding Trade Adjustment Assistance would be referred to the nearest EDD office to speak to Robyn Stalcup, Redwood Empire Cluster Manager:

409 K Street, Eureka, CA 95501

707-441-4584

robyn.stalcup@edd.ca.gov

Veterans Programs (EDD)

Veterans looking to get more information regarding services and/or programs would be referred to the Disabled Veterans Outreach Program Specialist, Anthony Rivera:

409 K Street, Eureka, CA 95501

707-441-5705

anthony.rivera@edd.ca.gov

Unemployment Insurance Program (EDD)

Customers with questions regarding EDD's Unemployment Insurance Program are first directed to use "Contact EDD" on www.edd.ca.gov. When assistance is needed beyond the website customers are referred to the Eureka EDD office, Robyn Stalcup, Redwood Empire Cluster Manager:

409 K Street, Eureka, CA 95501

707-441-4584

robyn.stalcup@edd.ca.gov

Temporary Assistance for Needy Families (TANF)/CalWORKs

Customers interested in programs and/or services provided by the CalWORKs department would be referred to:

Rick Willems, Supervising Integrated Case Worker for the Employment and Training Unit
286 M Street, Crescent City, CA 95531
707-464-8347
rwillems@co.del-norte.ca.us

Attachment C - Lassen County

	WIOA Title I, Adult/DW/Youth - AFWD, Inc.	WIOA Title I, Native American Programs - California Indian Manpower Consortium	WIOA Title I Migrant and Seasonal Farmworker Program (Section 167)	WIOA Title II, Adult Education and Literacy Programs	WIOA Title III, Wagner-Peyser Programs - EDD	WIOA Title IV, Vocational Rehabilitation Programs - California Vocation Rehab	Title V, Older Americans Act Programs - AARP	Trade Adjustment Assistance (TAA) - EDD	Veterans Programs - EDD	Unemployment Insurance - EDD	Temporary Assistance for Needy Families (TANF)/CalWORKS - Department of Social Services
Services											
Basic Career Services											
Program eligibility	X	X		X		X	X		X	X	X
Outreach and intake and orientation to services	X	X		X		X			X	X	X
Initial assessment of skill levels	X	X		X			X		X		X
Job search and placement assistance	X	X				X	X		X		X
Labor Market employment statistics	X	X		X		X			X		
Supportive services information	X	X		X			X	X	X		X
Unemployment Insurance Claim Filing Assistance and Information	X	X						X	X	X	
Eligibility for programs of financial aid assistance for training and education programs	X	X		X		X		X			X
Training vendor information	X	X				X					
Performance measure information	X	X				X					
Referrals to other programs and services	X	X		X		X	X		X		X
Individualized Career Services											
Comprehensive assessment of skill levels and service needs	X	X		X		X	X				X
Individual Employment Plan	X	X				X	X				X
Group counseling	X	X									X
Individual counseling	X	X		X		X			X		X
Career Planning	X	X		X		X	X		X		X
Short-term prevocational services (i.e. communication, interview skills, punctuality)	X	X		X		X	X		X		X

Internships and work experience linked to careers	X	X		X		X	X				X
Workforce preparation activities	X	X		X		X	X		X		X
Financial literacy services	X	X									
Out-of-Area job search assistance and relocation assistance	X	X				X					
English language acquisition and integrated education and training programs				X		X					
Follow-up Services											
Counseling regarding the workplace	X	X				X	X		X		
Referral to community resources necessary to retain employment	X	X				X	X		X		X
Provision of supportive services	X	X				X					
Career development/further education planning	X	X		X		X					
Assistance securing a better paying job	X	X				X	X		X		
Training Services											
Occupation Skills Training (Classroom based)	X	X		X		X					X
On-the-Job Training (OJT)	X	X				X	X				
Incumbent Worker Training	X										
Programs that provide workplace training with related instruction	X	X				X	X				X
Training programs operated by the private sector	X	X				X					X
Skill upgrading and retraining	X	X				X	X				X
Entrepreneurial Training	X	X									
Transitional Jobs	X	X				X					
Job readiness training	X	X		X		X	X				X
Adult education and literacy activities	X	X		X		X					
High School diploma/GED services	X	X		X		X					X
Employer customized training	X					X					
Business Services											
Labor market information	X										
Wage & Benefit information	X										
Local labor pool information	X										
Job/Career Fairs	X						X				

Internet talent search and job postings	X			X								
Employee recruitment and/or screening assistance	X	X										
Financial assistance for employee training	X	X										
Employee assessment/testing services	X	X										
Tax credit information	X	X										
Employer workshops and seminars	X											
Outplacement assistance	X											
Small Business Admin. information	X											
Human Resource information	X											
Rapid Response/Layoff Aversion services	X	X										
Job description assistance	X											
Referral assistance to partnering agency	X	X										

Referral Process

When referring to partner agencies that are co-located, Business & Career Network staff will personally escort the customer to an agency representative and provide introductions. For partners not co-located, Business & Career Network staff will contact the agency representative by telephone, e-mail or in person for the customer, and make the referral. The customer will be provided a Business & Career Network staff business card to present to the partner agency.

WIOA Title I, Adult, Dislocated Worker and Youth Programs

Customers interested in obtaining more information regarding services provided by Business & Career Network would be referred to:

Kim Keith - Program Supervisor
1616 Chestnut Street, Susanville, CA 96130
530-257-5057
kkeith@ncen.org

WIOA Title I, Native American Programs (Section 166)

The local office has asked that all referrals are made through the Sacramento office.

California Indian Manpower Consortium, Inc.
Jeff Hogue, Coordinator
2540 Hartnell Ave.
Redding, CA 96002
(530)222-1004
jefferyh@cimcinc.com

WIOA Title II, Adult Education and Literacy Programs

Customers with questions about adult education and/or literacy programs would be referred to:

Carol Growdon
530-257-6181
cgrowdon@lassencollege.edu

WIOA Title III, Wagner-Peyser Programs

Customers with questions about Wagner-Peyser programs in our area would be referred to the California Employment Development Department.

Peri Brustad 530-225-2165

WIOA Title IV, Vocational Rehabilitation Programs

Customers asking about services available through California Department of Rehab, or might fit eligibility requirements for services, would be referred to:

Shannon Hogan

530-257-4217

shogan@dor.ca.gov

Title V, Older Americans Act Programs

Customers that are requesting information would be referred to AARP, Employment & Training Coordinator for Northern CA:

Lita Evans

530-225-2257

levans@aarp.org

Trade Adjustment Assistance (TAA) Programs

Customers looking to find out more information regarding Trade Adjustment Assistance would be referred to the nearest EDD office to speak to:

Ignacio Magaña or Becky Tyson 530-225-2004

78 Table Mountain Blvd., Oroville, CA 95965

530-749-4898

ignacio.magana@edd.ca.gov

Veterans Programs (EDD)

Veterans looking to get more information regarding services and/or programs would be referred to the Veterans Services Assistant:

Mike McDonald or Rick Partridge 530-225-2191

78 Table Mountain Blvd., Oroville, CA 95965

530-538-2285

michael.mcdonald@edd.ca.gov

Unemployment Insurance Program (EDD)

Customers with questions regarding EDD's Unemployment Insurance Program are first directed to use "Contact EDD" on www.edd.ca.gov. When assistance is needed beyond the website customers are referred to the local EDD office.

Ignacio Magaña

78 Table Mountain Blvd., Oroville, CA 95965

530-749-4898

ignacio.magana@edd.ca.gov

Temporary Assistance for Needy Families (TANF)/CalWORKs

Customers interested in programs and/or services provided by the CalWORKs department would be referred to:

Yvonne Hawkes

1616 Chestnut Street, Susanville, CA 96130

530-251-8152

yhawkes@co.lassen.ca.us

Attachment D - Modoc County

	WIOA Title I, Adult/DW/Youth - AFWD, Inc.	WIOA Title I, Native American Programs - California Indian Manpower Consortium	WIOA Title I Migrant and Seasonal Farmworker Programs (Section 167)	WIOA Title II Adult Education and Literacy Programs	WIOA Title III, Wagner-Peyser Programs - EDD	WIOA Title IV, Vocational Rehabilitation Programs - California Vocation Rehab	Title V, Older Americans Act Programs - AARP	Trade Adjustment Assistance (TAA) - EDD	Veterans Programs - EDD	Unemployment Insurance - EDD	Temporary Assistance for Needy Families (TANF)/CalWORKS - Department of Employment & Social Services
Services											
Basic Career Services											
Program eligibility	X	X				X	X		X	X	X
Outreach and intake and orientation to services	X	X				X			X	X	X
Initial assessment of skill levels	X	X					X		X		X
Job search and placement assistance	X	X				X	X		X		X
Labor Market employment statistics	X	X				X			X		
Supportive services information	X	X					X	X	X		X
Unemployment Insurance Claim Filing Assistance and Information	X	X						X	X	X	
Eligibility for programs of financial aid assistance for training and education programs	X	X				X		X			X
Training vendor information	X	X				X					
Performance measure information	X	X				X					
Referrals to other programs and services	X	X				X	X		X		X
Individualized Career Services											
Comprehensive assessment of skill levels and service needs	X	X				X	X				X
Individual Employment Plan	X	X				X	X				X
Group counseling	X	X									X
Individual counseling	X	X				X			X		X
Career Planning	X	X				X	X		X		X
Short-term prevocational services (i.e. communication, interview skills, punctuality)	X	X				X	X		X		X

Employee recruitment and/or screening assistance	X	X									
Financial assistance for employee training	X	X									
Employee assessment/testing services	X	X									
Tax credit information	X	X									
Employer workshops and seminars	X										
Outplacement assistance	X										
Small Business Admin. information	X										
Human Resource information	X										
Rapid Response/Layoff Aversion services	X	X									
Job description assistance	X										
Referral assistance to partnering agency	X	X									

Referral Process

When referring to partner agencies that are co-located, Business & Career Network staff will personally escort the customer to an agency representative and provide introductions. For partners not co-located, Business & Career Network staff will contact the agency representative by telephone, e-mail or in person for the customer, and make the referral. The customer will be provided a Business & Career Network staff business card to present to the partner agency.

WIOA Title I, Adult, Dislocated Worker and Youth Programs

Customers interested in obtaining more information regarding services provided by Business & Career Network would be referred to:

Stacy Snow - Career Center Advisor
701 N. Main Street, #1
530-233-4161
ssnow@ncen.org

WIOA Title I, Native American Programs (Section 166)

The local office has asked that all referrals are made through the Redding office.

California Indian Manpower Consortium, Inc.
Jeff Hogue, Coordinator
2540 Hartnell Ave.
Redding, CA 96002
[\(530\)222-1004](tel:(530)222-1004)
jefferyh@cimcinc.com

WIOA Title III, Wagner-Peyser Programs

Customers with questions about Wagner-Peyser programs in our area would be referred to the California Employment Development Department

Peri Brustad 530-225-2165

WIOA Title IV, Vocational Rehabilitation Programs

Customers asking about services available through California Department of Rehab, or might fit eligibility requirements for services, would be referred to:

Christien Kensley

530-260-1749

ckensley@dor.ca.gov

Title V, Older Americans Act Programs

Customers that are requesting information would be referred to AARP, Employment & Training Coordinator for Northern CA:

Lita Evans - Project Director

707-267-6323

levans@aarp.org

Trade Adjustment Assistance (TAA) Programs

Customers looking to find out more information regarding Trade Adjustment Assistance would be referred to the nearest EDD office to speak to:

Ignacio Magaña or Becky Tyson 530-225-2004

78 Table Mountain Blvd., Oroville, CA 95965

530-749-4898

ignacio.magana@edd.ca.gov

Veterans Programs (EDD)

Veterans looking to get more information regarding services and/or programs would be referred to the Veterans Services Assistant:

Mike McDonald

78 Table Mountain Blvd., Oroville, CA 95965

530-538-2285

michael.mcdonald@edd.ca.gov

Unemployment Insurance Program (EDD)

Customers with questions regarding EDD's Unemployment Insurance Program are first directed to use "Contact EDD" on www.edd.ca.gov. When assistance is needed beyond the website customers are referred to the local EDD office.

Ignacio Magaña

78 Table Mountain Blvd., Oroville, CA 95965

530-749-4898

ignacio.magana@edd.ca.gov

Temporary Assistance for Needy Families (TANF)/CalWORKs

Customers interested in programs and/or services provided by the CalWORKs department would be referred to:

Karena Nield - Program Manager

324 South Main Street, Alturas, CA 96101

530-233-6501

karenaneild@co.modoc.ca.us

Attachment E - Nevada County

	WIOA Title I, Adult/DW/Youth - AFWD, Inc.	WIOA Title I, Native American Programs - California Indian Manpower Consortium	WIOA Title I Migrant and Seasonal Farmworker Programs (Section 167)	WIOA Title II, Adult Education and Literacy Programs	WIOA Title III, Wagner-Peyser Programs - EDD	WIOA Title IV, Vocational Rehabilitation Programs - California Vocation Rehab	Title V, Older Americans Act Programs - AARP	Trade Adjustment Assistance (TAA) - EDD	Veterans Programs - EDD	Unemployment Insurance - EDD	Temporary Assistance for Needy Families (TANF)/CalWORKS - Department of Social Services
Services											
Basic Career Services											
Program eligibility	X	X		X		X	X		X	X	X
Outreach and intake and orientation to services	X	X		X		X			X	X	X
Initial assessment of skill levels	X	X		X			X		X		X
Job search and placement assistance	X	X				X	X		X		X
Labor Market employment statistics	X	X		X		X			X		X
Supportive services information	X	X					X	X	X		X
Unemployment Insurance Claim Filing Assistance and Information	X	X						X	X	X	X
Eligibility for programs of financial aid assistance for training and education programs	X	X				X		X			X
Training vendor information	X	X				X					X
Performance measure information	X	X				X					
Referrals to other programs and services	X	X		X		X	X		X		X
Individualized Career Services											
Comprehensive assessment of skill levels and service needs	X	X		X		X	X				X
Individual Employment Plan	X	X				X	X				X
Group counseling	X	X									X
Individual counseling	X	X				X			X		X
Career Planning	X	X		X		X	X		X		X
Short-term prevocational services (i.e. communication, interview skills, punctuality)	X	X				X	X		X		X

Employee recruitment and/or screening assistance	X	X									
Financial assistance for employee training	X	X									
Employee assessment/testing services	X	X									
Tax credit information	X	X									
Employer workshops and seminars	X										
Outplacement assistance	X										
Small Business Admin. information	X										
Human Resource information	X										
Rapid Response/Layoff Aversion services	X	X									
Job description assistance	X										
Referral assistance to partnering agency	X	X									

Referral Process

When referring to partner agencies that are co-located, Business & Career Network staff will personally escort the customer to an agency representative and provide introductions. For partners not co-located, Business & Career Network staff will contact the agency representative by telephone, e-mail or in person for the customer, and make the referral. The customer will be provided a Business & Career Network staff business card to present to the partner agency.

WIOA Title I, Adult, Dislocated Worker and Youth Programs

Customers interested in obtaining more information regarding services provided by Business & Career Network would be referred to:

(Grass Valley and Truckee) Kate Abbott - Career Center Advisor

988 McCourtney Road, Grass Valley, CA 95949

530-265-7107

kabbott@ncen.org

WIOA Title I, Native American Programs (Section 166)

The local office has asked that all referrals are made through the Sacramento office.

California Indian Manpower Consortium, Inc.

Jeff Hogue, Coordinator

2540 Hartnell Ave.

Redding, CA 96002

(530)222-1004

jefferyh@cimcinc.com

WIOA Title II, Adult Education and Literacy Programs

Customers with questions about adult education and/or literacy programs would be referred to Nevada Joint Union High School District.

(Grass Valley) Beth Huseby - teacher

530-477-7225

ehuseby@njuhsd.com

WIOA Title III, Wagner-Peyser Programs

Customers with questions about Wagner-Peyser programs in our area would be referred to the California Employment Development Department

WIOA Title IV, Vocational Rehabilitation Programs

Customers asking about services available through California Department of Rehab, or might fit eligibility requirements for services, would be referred to:

(Grass Valley) Thuy Luu - Counselor

530-477-2483

thuy.luu@dor.ca.gov

(Truckee) John Pillsbury - Counselor

[\(530\)541-3226](tel:(530)541-3226)

Title V, Older Americans Act Programs

Customers that are requesting information would be referred to AARP, Employment & Training Coordinator for Brenda Harden - Project Director

916-749-4165

bharden@aarp.org

Trade Adjustment Assistance (TAA) Programs

Customers looking to find out more information regarding Trade Adjustment Assistance would be referred to the nearest EDD office to speak to:

Ignacio Magaña

78 Table Mountain Blvd., Oroville, CA 95965

530-749-4898

ignacio.magana@edd.ca.gov

Veterans Programs (EDD)

Veterans looking to get more information regarding services and/or programs would be referred to the Veterans Services Assistant:

Mike McDonald

78 Table Mountain Blvd., Oroville, CA 95965

530-538-2285

michael.mcdonald@edd.ca.gov

Unemployment Insurance Program (EDD)

Customers with questions regarding EDD's Unemployment Insurance Program are first directed to use "Contact EDD" on www.edd.ca.gov. When assistance is needed beyond the website customers are referred to the local EDD office.

Ignacio Magaña

78 Table Mountain Blvd., Oroville, CA 95965

530-749-4898

ignacio.magana@edd.ca.gov

Temporary Assistance for Needy Families (TANF)/CalWORKs

Customers interested in programs and/or services provided by the CalWORKs department would be referred to:

Olivia Ellis

988 McCourtney Road, Grass Valley, CA 95949

530-265-1760

olivia.ellis@co.nevada.ca.us

Attachment F - Plumas County

	WIOA Title I, Adult/DW/Youth - AFWD, Inc.	WIOA Title I, Native American Programs - California Indian Manpower Consortium	WIOA Title I Migrant and Seasonal Farmworker Programs (Section 167)	WIOA Title II, Adult Education and Literacy Programs	WIOA Title III Wagner-Peyser Programs	WIOA Title IV, Vocational Rehabilitation Programs - California Vocation Rehab	Title V, Older Americans Act Programs - AARP	Trade Adjustment Assistance (TAA) - EDD	Veterans Programs - EDD	Unemployment Insurance - EDD	Temporary Assistance for Needy Families (TANF)/CalWORKS - Department of Employment & Social Services
Services											
Basic Career Services											
Program eligibility	X	X		X		X	X		X	X	X
Outreach and intake and orientation to services	X	X		X		X			X	X	X
Initial assessment of skill levels	X	X		X			X		X		X
Job search and placement assistance	X	X				X	X		X		X
Labor Market employment statistics	X	X				X			X		
Supportive services information	X	X					X	X	X		X
Unemployment Insurance Claim Filing Assistance and Information	X	X						X	X	X	X
Eligibility for programs of financial aid assistance for training and education programs	X	X		X		X		X			X
Training vendor information	X	X				X					
Performance measure information	X	X				X					
Referrals to other programs and services	X	X		X		X	X		X		X
Individualized Career Services											
Comprehensive assessment of skill levels and service needs	X	X		X		X	X				
Individual Employment Plan	X	X				X	X				X
Group counseling	X	X									X
Individual counseling	X	X				X			X		X
Career Planning	X	X		X		X	X		X		X
Short-term prevocational services (i.e. communication, interview skills, punctuality)	X	X				X	X		X		X

Internships and work experience linked to careers	X	X				X	X				X
Workforce preparation activities	X	X		X		X	X		X		X
Financial literacy services	X	X									
Out-of-Area job search assistance and relocation assistance	X	X				X					
English language acquisition and integrated education and training programs				X		X					X
Follow-up Services											
Counseling regarding the workplace	X	X				X	X		X		
Referral to community resources necessary to retain employment	X	X				X	X		X		X
Provision of supportive services	X	X				X					X
Career development/further education planning	X	X		X		X					
Assistance securing a better paying job	X	X				X	X		X		
Training Services											
Occupation Skills Training (Classroom based)	X	X		X		X					
On-the-Job Training (OJT)	X	X				X	X				
Incumbent Worker Training	X										
Programs that provide workplace training with related instruction	X	X				X	X				X
Training programs operated by the private sector	X	X				X					X
Skill upgrading and retraining	X	X				X	X				
Entrepreneurial Training	X	X									
Transitional Jobs	X	X				X					X
Job readiness training	X	X		X		X	X				X
Adult education and literacy activities	X	X		X		X					X
High School diploma/GED services	X	X		X		X					
Employer customized training	X					X					
Business Services											
Labor market information	X										
Wage & Benefit information	X										
Local labor pool information	X										
Job/Career Fairs	X						X				
Internet talent search and job postings	X			X							

Employee recruitment and/or screening assistance	X	X									
Financial assistance for employee training	X	X									
Employee assessment/testing services	X	X									
Tax credit information	X	X									
Employer workshops and seminars	X										X
Outplacement assistance	X										
Small Business Admin. information	X										
Human Resource information	X										
Rapid Response/Layoff Aversion services	X	X									
Job description assistance	X										
Referral assistance to partnering agency	X	X									X

Referral Process

When referring to partner agencies that are co-located, Business & Career Network staff will personally escort the customer to an agency representative and provide introductions. For partners not co-located, Business & Career Network staff will contact the agency representative by telephone, e-mail or in person for the customer, and make the referral. The customer will be provided a Business & Career Network staff business card to present to the partner agency.

WIOA Title I, Adult, Dislocated Worker and Youth Programs

Customers interested in obtaining more information regarding services provided by Business & Career Network, would be referred to:

Valerie Bourque - Coordinator

7 Quincy Junction Road, Quincy, CA 95971

530-283-1606

vbourque@ncen.org

WIOA Title I, Native American Programs (Section 166)

The local office has asked that all referrals are made through the Sacramento office.

California Indian Manpower Consortium, Inc.

Jeff Hogue - Coordinator

2540 Hartnell Ave.

Redding, CA 96002

530-222-1004

jefferyh@cimcinc.com

WIOA Title II, Adult Education and Literacy Programs

Customers with questions about adult education and/or literacy programs would be referred to Plumas County Literacy.

Michelle Abramson - Coordinator

530-283-1003

mabramson@pcoe.k12.ca.us

WIOA Title III, Wagner-Peyser Programs

Customers with questions about Wagner-Peyser programs in our area would be referred to the California Employment Development Department.

Peri Brustad 530-225-2165

Title V, Older Americans Act Programs

Customers that are requesting information from Experience Works would be referred to AARP, Employment & Training Coordinator for Northern CA:

Brenda Harden - Project Director

916-749-4165

bharden@aarp.org

Trade Adjustment Assistance (TAA) Programs

Customers looking to find out more information regarding Trade Adjustment Assistance would be referred to the nearest EDD office to speak to:

Ignacio Magaña or Becky Tyson 530-225-2004

78 Table Mountain Blvd., Oroville, CA 95965

530-749-4898

ignacio.magana@edd.ca.gov

Veterans Programs (EDD)

Veterans looking to get more information regarding services and/or programs would be referred to the Veterans Services Assistant:

Mike McDonald

78 Table Mountain Blvd., Oroville, CA 95965

530-538-2285

michael.mcdonald@edd.ca.gov

Unemployment Insurance Program (EDD)

Customers with questions regarding EDD's Unemployment Insurance Program are first directed to use "Contact EDD" on www.edd.ca.gov. When assistance is needed beyond the website customers are referred to the local EDD office.

Ignacio Magaña

78 Table Mountain Blvd., Oroville, CA 95965

530-749-4898

ignacio.magana@edd.ca.gov

Temporary Assistance for Needy Families (TANF)/CalWORKs

Customers interested in programs and/or services provided by the CalWORKs department would be referred to:

Robin Eich

270 County Hospital Road, Suite 207, Quincy, CA 95971

530-284-7757

reich@cttp.net

Attachment G - Shasta County

	WIOA Title I, Adult/DW/Youth - SMART BUSINESS RESOURCE CENTER	WIOA Title I, Native American Programs - California Indian Manpower Consortium	WIOA Title I Migrant and Seasonal Farmworker Programs (Section 167)	WIOA Title II, Adult Education and Literacy Programs	WIOA Title III, Wagner-Peyser Programs - EDD	WIOA Title IV, Vocational Rehabilitation Programs - California Vocation Rehab	WIOA Title III, Wagner-Peyser Programs - EDD	Title V, Older Americans Act Programs - AARP	Trade Adjustment Assistance (TAA) - EDD	Veterans Programs - EDD	Unemployment Insurance - EDD	Temporary Assistance for Needy Families (TANF)/CalWORKS - Department of Health & Human Services
Services												
Basic Career Services												
Program eligibility	X	X						X			X	X
Outreach and intake and orientation to services	X	X		X		X		X			X	
Initial assessment of skill levels	X	X		X		X		X				
Job search and placement assistance	X	X				X		X				X
Labor Market employment statistics	X	X				X						X
Supportive services information	X	X				X		X				
Unemployment Insurance Claim Filing Assistance and Information	X										X	
Eligibility for programs of financial aid assistance for training and education programs	X			X								
Training vendor information	X	X										
Performance measure information	X	X						X				
Referrals to other programs and services	X	X		X		X		X				X
Individualized Career Services												
Comprehensive assessment of skill levels and service needs	X	X		X		X		X				
Individual Employment Plan	X	X				X		X				
Group counseling	X							X				
Individual counseling	X	X		X		X		X				X
Career Planning	X	X				X						X
Short-term prevocational services (i.e. communication, interview skills, punctuality)	X							X				

Internships and work experience linked to careers	X						X				
Workforce preparation activities	X	X		X		X	X				X
Financial literacy services	X										
Out-of-Area job search assistance and relocation assistance	X										
English language acquisition and integrated education and training programs	X			X							
Follow-up Services											
Counseling regarding the workplace	X						X				
Referral to community resources necessary to retain employment	X						X				
Provision of supportive services	X										
Career development/further education planning	X			X							
Assistance securing a better paying job	X										
Training Services											
Occupation Skills Training (Classroom based)	X	X		X							
On-the-Job Training (OJT)	X	X					X				
Incumbent Worker Training Programs that provide workplace training with related instruction	X			X							X
Training programs operated by the private sector	X	X					X				X
Skill upgrading and retraining	X			X							
Entrepreneurial Training	X	X		X							
Transitional Jobs	X										
Job readiness training	X	X		X		X	X				X
Adult education and literacy activities	X			X							
High School diploma/GED services	X			X							
Employer customized training	X			X							
Business Services											
Labor market information	X	X		X							
Wage & Benefit information	X										
Local labor pool information	X										
Job/Career Fairs	X	X				X	X				X

Internet talent search and job postings	X											X
Employee recruitment and/or screening assistance	X					X						
Financial assistance for employee training	X											
Employee assessment/testing services	X											X
Tax credit information	X	X				X						
Employer workshops and seminars	X					X						
Outplacement assistance	X											
Small Business Admin. information	X					X						
Human Resource information	X											
Rapid Response/Layoff Aversion services	X											
Job description assistance	X											
Referral assistance to partnering agency	X	X		X		X	X					X

Referral Process

Referrals to partner agencies will be made through phone calls, instant messaging systems, or on-site introductions.

WIOA Title I, Adult, Dislocated Worker, and Youth Programs

Customers interested in obtaining more information regarding services provided by:
 Shasta County Private Industry Council, Inc., dba The Smart Business Resource Center
 Misty Bowman
 Lead Program Advisor
 530-245-1536
bmisty@thesmartcenter.biz

WIOA Title I Native American Programs (Section 166)

The local office has asked that all referrals are made through the Sacramento office.
 California Indian Manpower Consortium, Inc.
 Linda LaFountain
 Field Office Supervisor
 738 North Market Blvd.
 Sacramento, CA 95834
 916-920-0285
lindal@cimcinc.com

WIOA Title II Adult Education and Literacy Programs

Customers with questions about adult education and/or literacy programs would be referred to:
Anderson Adult Education Center
 Brandt Shriner
 Office 530-365-3334

bshriner@auhsd.net

Shasta College

Gateway to College Program
Nancy Berkey
Office 530-242-7587
nberkey@shastacollege.edu

Shasta Literacy Program

Shasta County Library
Kayla Menne
Literacy Coordinator
Office 530-245-7237
kaylam@shastalibraries.org

Shasta Adult School

Kathi Rodriguez
Secretary
Office 530- 245-2626
Fax 530-245-2682

Good News Rescue Mission - Academic Center

Anthony Zippay
Academic Center Director
Office 530-242-5920
AZippay@gnrm.org

WIOA Title III, Wagner-Peyser Programs

The number listed below the will give the customer options to choose service(s) desired from EDD – Workforce Services. From there, depending on what they need, a live person will answer or return their phone call.

Wagner-Peyser Programs, 530-225-2185 x:3
Peri Brustad 530-225-2165

Trade Adjustment Assistance (TAA) Programs

The number listed below the will give the customer options to choose service(s) desired from EDD – Workforce Services. From there, depending on what they need, a live person will answer or return their phone call.

Becky Tyson 530-225-2004 TAA Specialist
530-225-2004
Lyndsey Richmond Back-up TAA Specialist
530-225-2168

Veterans Programs (VEAP)

The number listed below the will give the customer options to choose service(s) desired from EDD – Workforce Services. From there, depending on what they need, a live person will answer or return their phone call.

Veterans Programs, 530-225-2185
Rick Partridge 530-225-2191

Unemployment Insurance Program - EDD

The numbers listed below the will give the customer options to choose service(s) desired from EDD – Workforce Services. From there, depending on what they need, a live person will answer or return their phone call.

Unemployment Insurance Program
530-225-2185

WIOA Title IV, Vocational Rehabilitation Programs

California Department of Rehabilitation
Jeromie Gridley
Office Technician
Office 530-224-4728
Jeromie.Gridley@dor.ca.gov

Title V, Older Americans Act

Customers that are requesting information from Experience Works would be referred to:
Experience Works Inc. Northern CA
Lita Evans
Employment and Training Coordinator
530-225-2257
lita_evans@experienceworks.org

Temporary Assistance for Needy Families (TANF)/CalWORKs

Eligibility for services may be accessed at one of the following locations or by calling the direct line. A live person will assist the customer over the phone and direct them to the appropriate services they can receive.

Shasta County Health and Human Services

Downtown Redding Center
1220 Sacramento Street
Redding, CA 96001
(530) 229-8441

Eligibility & Employment Services-Cascade

2460 Breslauer Way
Redding, CA 96001
(877) 652-0731

Enterprise Regional Office

2757 Churn Creek Road
Redding, CA 96002
(530) 224-4200

Note: Services by also be accessed by calling 211 in Shasta County

Attachment H - Sierra County

	WIOA Title I, Adult/DW/Youth - AFWD, Inc.	WIOA Title I, Native American Programs - California Indian Manpower Consortium	WIOA Title I Migrant and Seasonal Farmworker Programs (Section 167)	WIOA Title II, Adult Education and Literacy Programs	WIOA Title III, Wagner-Peyser Programs - EDD	WIOA Title IV Vocational Rehabilitation Programs	Title V, Older Americans Act Programs - AARP	Trade Adjustment Assistance (TAA) - EDD	Veterans Programs - EDD	Unemployment Insurance - EDD	Temporary Assistance for Needy Families (TANF)/CalWORKS -
Services											
Basic Career Services											
Program eligibility	X	X		X			X		X	X	X
Outreach and intake and orientation to services	X	X		X					X	X	X
Initial assessment of skill levels	X	X		X			X		X		X
Job search and placement assistance	X	X					X		X		X
Labor Market employment statistics	X	X							X		
Supportive services information	X	X					X	X	X		X
Unemployment Insurance Claim Filing Assistance and Information	X	X						X	X	X	X
Eligibility for programs of financial aid assistance for training and education programs	X	X						X			X
Training vendor information	X	X									
Performance measure information	X	X									X
Referrals to other programs and services	X	X		X			X		X		X
Individualized Career Services											
Comprehensive assessment of skill levels and service needs	X	X					X				X
Individual Employment Plan	X	X					X				X
Group counseling	X	X									
Individual counseling	X	X							X		X
Career Planning	X	X					X		X		X
Short-term prevocational services (i.e. communication, interview skills, punctuality)	X	X					X		X		X

Employee recruitment and/or screening assistance	X	X									
Financial assistance for employee training	X	X									
Employee assessment/testing services	X	X									
Tax credit information	X	X									
Employer workshops and seminars	X										
Outplacement assistance	X										
Small Business Admin. information	X										
Human Resource information	X										
Rapid Response/Layoff Aversion services	X	X									
Job description assistance	X										
Referral assistance to partnering agency	X	X									

Referral Process

When referring to partner agencies that are co-located, Business & Career Network staff will personally escort the customer to an agency representative and provide introductions. For partners not co-located, Business & Career Network staff will contact the agency representative by telephone, e-mail or in person for the customer, and make the referral. The customer will be provided a Business & Career Network staff business card to present to the partner agency.

WIOA Title I, Adult, Dislocated Worker and Youth Programs

Customers interested in obtaining more information regarding services provided by the Business and Career Network, would be referred to:

Debra Devenzio - Resource Coordinator
305 South Lincoln Street, Sierraville, CA 96126
530-994-3349
ddvenzio@ncen.org

WIOA Title I, Native American Programs (Section 166)

The local office has asked that all referrals are made through the Sacramento office.

California Indian Manpower Consortium, Inc.
Jeff Hogue - Coordinator
2540 Hartnell Ave.
Redding, CA 96002
530-222-1004
jefferyh@cimcinc.com

WIOA Title II, Adult Education and Literacy Programs

Customers with questions about adult education and/or literacy programs would be referred to:

Wendy Jackson - Coordinator
530-993-1660 ext 180
wjackson@spjusd.org

WIOA Title III, Wagner-Peyser Programs

Customers with questions about Wagner-Peyser programs in our area would be referred to the California Employment Development Department.

WIOA Title IV Vocational Rehabilitation Programs

John Pillsbury - Counselor
(530) 541-3226

John.Pillsbury@dor.ca.gov

Title V, Older Americans Act Programs

Customers that are requesting information would be referred to AARP, Employment & Training Coordinator for Northern CA:

Brenda Harden - Project Director
916-749-4165

bharden@aarp.org

Trade Adjustment Assistance (TAA) Programs

Customers looking to find out more information regarding Trade Adjustment Assistance would be referred to the nearest EDD office to speak to:

Ignacio Magaña
78 Table Mountain Blvd., Oroville, CA 95965
530-749-4898

ignacio.magana@edd.ca.gov

Veterans Programs (EDD)

Veterans looking to get more information regarding services and/or programs would be referred to the Veterans Services Assistant:

Mike McDonald
78 Table Mountain Blvd., Oroville, CA 95965
530-538-2285

michael.mcdonald@edd.ca.gov

Unemployment Insurance Program (EDD)

Customers with questions regarding EDD's Unemployment Insurance Program are first directed to use "Contact EDD" on www.edd.ca.gov. When assistance is needed beyond the website customers are referred to the local EDD office.

Ignacio Magaña
78 Table Mountain Blvd., Oroville, CA 95965
530-749-4898

ignacio.magana@edd.ca.gov

Temporary Assistance for Needy Families (TANF)/CalWORKs

Customers interested in programs and/or services provided by the CalWORKs department would be referred to:

Lori McGee
Integrated Caseworker Supervisor
530-993-6725

lmcgee@sierracounty.ca.gov

Attachment I - Siskiyou County

	WIOA Title I, Adult/DW/Youth - Siskiyou Training & Employment Program, Inc. (SMART Business Resource Center, previously STEP)	WIOA Title I, Adult/DW/Youth - Siskiyou Manpower	WIOA Title I Native American Programs (Section 166) California Indian	WIOA Title I Migrant and Seasonal Farmworker Programs (Section 167)	WIOA Title II Adult Education and Literacy Programs	WIOA Title III, Wagner-Peyser Programs - EDD	WIOA Title IV, Vocational Rehabilitation Programs - California Vocational Rehab	Title V, Older Americans Act Programs - AARP	Trade Adjustment Assistance (TAA) - EDD	Veterans Programs - EDD	Unemployment Insurance - EDD	Temporary Assistance for Needy Families (TANF)/CalWORKS - Siskiyou County Human Services
Services												
Basic Career Services												
Program eligibility	X						X	X			X	X
Outreach and intake and orientation to services	X					X	X	X			X	X
Initial assessment of skill levels	X					X		X				X
Job search and placement assistance	X					X	X	X				X
Labor Market employment statistics	X					X	X					X
Supportive services information	X					X	X	X				X
Unemployment Insurance Claim Filing Assistance and Information	X					X	X				X	X
Eligibility for programs of financial aid assistance for training and education programs	X						X					X
Training vendor information	X											X
Performance measure information	X											X
Referrals to other programs and services	X					X		X				X
Individualized Career Services												
Comprehensive assessment of skill levels and service needs	X					X	X	X				X
Individual Employment Plan	X					X	X	X				X
Group counseling	X					X						X
Individual counseling	X					X	X	X				X
Career Planning	X					X	X	X				X
Short-term prevocational services (i.e. communication, interview skills, punctuality)	X					X	X					X
Internships and work experience linked to careers	X					X		X				X

Workforce preparation activities	X				X	X	X				X
Financial literacy services	X										X
Out-of-Area job search assistance and relocation assistance	X					X					X
English language acquisition and integrated education and training programs	X										X
Follow-up Services											
Counseling regarding the workplace	X					X	X				X
Referral to community resources necessary to retain employment	X				X	X					X
Provision of supportive services	X					X					X
Career development/further education planning	X					X					X
Assistance securing a better paying job	X				X						X
Training Services											
Occupation Skills Training (Classroom based)	X					X					X
On-the-Job Training (OJT)	X					X					
Incumbent Worker Training	X						X				
Programs that provide workplace training with related instruction	X						X				X
Training programs operated by the private sector	X					X					X
Skill upgrading and retraining	X					X	X				
Entrepreneurial Training	X					X					X
Transitional Jobs	X										X
Job readiness training	X					X	X				X
Adult education and literacy activities	X					X	X				X
High School diploma/GED services	X					X	X				X
Employer customized training	X										
Business Services											
Labor market information	X				X	X					
Wage & Benefit information	X				X						
Local labor pool information	X				X						
Job/Career Fairs	X				X						
Internet talent search and job postings	X				X						

Employee recruitment and/or screening assistance	X				X	X					
Financial assistance for employee training	X					X					
Employee assessment/testing services	X					X					
Tax credit information	X				X	X					
Employer workshops and seminars	X				X	X					
Outplacement assistance	X										
Small Business Admin. information	X										
Human Resource information	X					X					
Rapid Response/Layoff Aversion services	X				X						
Job description assistance	X				X						
Referral assistance to partnering agency	X				X	X					

Referral Process

The referral process for partners is to mutually refer clients to programs that best benefit the needs of the client. This will be done in a prompt, courteous, and professional manner by all participating staff. The referral process allows for client contact and referral by a variety of methods, including client initiated, self-directed referrals, internet based referral, hard copy, telephone and in-person referral.

WIOA Title I, Adult, Dislocated Worker and Youth Programs

Customers interested in obtaining more information regarding services provided by the SMART Business Resource Center (previously Siskiyou Training and Employment Program) will be directed to:

Carrie Williams, Vocational Services Coordinator

530-938-3231, Ext. 217

cwilliams@ncen.org

WIOA Title I, Native American Programs (Section 166)

The local office has asked that all referrals are made through the Sacramento office.

California Indian Manpower Consortium, Inc.

Jeff Hogue, Coordinator

2540 Hartnell Ave.

Redding, CA 96002

(530)222-1004

jefferyh@cimcinc.com

WIOA Title III, Wagner-Peyser Programs

All referrals will be directed to Wagner-Peyser staff, Redding EDD office, as staffing members are rotated on a daily/ weekly

530-246-7911

Peri Brustad 530-225-2165

WIOA Title IV, Vocational Rehabilitation Programs

Customers asking about services available through California Department of Rehab, or might fit eligibility requirements for

Sara Kallstrom, Service
Coordinator
500 North Main Street, Yreka CA 96097
530-842-1042
Sara.Kallstrom@dor.ca.gov

Title V, Older Americans Act Programs

Customers that are requesting information from AARP would be referred to, Employment & Training Coordinator for
Lita Evans - Project Director
2400 Washington Ave., Suite 231
Redding, CA 96001
(530) 225-2257
levans@aarp.org

Unemployment Insurance Program (EDD)

Customers with questions regarding EDD's Unemployment Insurance Program are first directed to use "Contact EDD" on

Temporary Assistance for Needy Families (TANF)/CalWORKs

Customers interested in programs and/or services provided by the CalWORKs department would be referred to:
Human Services Front Office Staff, as staffing members are rotated on a weekly basis.
818 S. Main Street, Yreka CA
530-841-2700

Trade Adjustment Assistance (TAA) - EDD

Becky Tyson 530-225-2004

Veterans Programs (EDD)

Rick Partridge 530-225-2191

Attachment J - Tehama County

	WIOA Title I, Adult/DW/Youth - Job Training Center of Tehama County	WIOA Title I Native American Programs (Section 166)	WIOA Title I Migrant and Seasonal Farmworker Programs (Section 167)	WIOA Title II, Adult Education and Literacy Programs	WIOA Title III, Wagner-Peyser Programs - EDD	WIOA Title IV, Vocational Rehabilitation Programs - California Department of Rehabilitation	Title V Older Americans Programs - AARP	Trade Adjustment Assistance (TAA) - EDD	Veterans Programs - EDD	Unemployment Insurance - EDD
Services										
Basic Career Services										
Program eligibility	X			X		X				x
Outreach and intake and orientation to services	X			X		X				x
Initial assessment of skill levels	X			X		X				
Job search and placement assistance	X			X		X				
Labor Market employment statistics	X					X				
Supportive services information	X			X		X				
Unemployment Insurance Claim Filing Assistance and Information	X					X				x
Eligibility for programs of financial aid assistance for training and education programs	X					X				
Training vendor information	X			X		X				
Performance measure information	X					X				
Referrals to other programs and services	X			X		X				
Individualized Career Services										
Comprehensive assessment of skill levels and service needs	X					X				
Individual Employment Plan	X					X				
Group counseling	X					X				
Individual counseling	X			X		X				
Career Planning	X			X		X				
Short-term prevocational services (i.e. communication, interview skills, punctuality)	X			X		X				
Internships and work experience linked to careers	X					X				

Workforce preparation activities	X			X		X				
Financial literacy services	X									
Out-of-Area job search assistance and relocation assistance	X					X				
English language acquisition and integrated education and training programs				X						
Follow-up Services										
Counseling regarding the workplace	X			X		X				
Referral to community resources necessary to retain employment	X			X		X				
Provision of supportive services	X			X		X				
Career development/further education planning	X			X		X				
Assistance securing a better paying job	X					X				
Training Services										
Occupation Skills Training (Classroom based)	X					X				
On-the-Job Training (OJT)	X					X				
Incumbent Worker Training	X					X				
Programs that provide workplace training with related instruction	X			X		X				
Training programs operated by the private sector	X					X				
Skill upgrading and retraining	X					X				
Entrepreneurial Training	X					X				
Transitional Jobs	X					X				
Job readiness training	X			X		X				
Adult education and literacy activities				X		X				
High School diploma/GED services	X			X		X				
Employer customized training	X									
Business Services										
Labor market information	X									
Wage & Benefit information	X									
Local labor pool information	X									
Job/Career Fairs	X									
Internet talent search and job postings	X			X						

Employee recruitment and/or screening assistance	X									
Financial assistance for employee training	X									
Employee assessment/testing services	X									
Tax credit information	X									
Employer workshops and seminars	X									
Outplacement assistance	X									
Small Business Admin. information	X									
Human Resource information	X									
Rapid Response/Layoff Aversion services	X									
Job description assistance	X									
Referral assistance to partnering agency	X			X		X				

Referral Process

The referral process for partners is to mutually refer clients to programs that best benefit the needs of the client done in a prompt, courteous, and professional manner by all participating staff. The referral process allows for and referral by a variety of methods, including client initiated, self-directed referrals, internet based referral, hot telephone and in-person referral.

WIOA Title I, Adult, Dislocated Worker and Youth Programs

Customers interested in obtaining more information regarding services provided by Job Training Center of Tehama would be referred to:

Christi Goni
 718 Main Street, Red Bluff, CA 96080
 530-529-7000, ext. 114
cgoni@jobtrainingcenter.org

WIOA Title II, Adult Education and Literacy Programs

Customers with questions about adult education and/or literacy programs would be referred to:

Corning Union High School - Corning Adult School

Maria Tena - Administrative Assistant
 250 East Fig Lane, Corning, CA 96021
 530-824-7414
mtena@corningshs.org

Tehama County Department of Education

Tehama eLearning Academy (TeLA)
David Span - Adult Education Teacher
724 Main Street, Red Bluff, CA 96080
530-527-7055
dspan@telacademy.org

WIOA Title III, Wagner-Peyser Programs

Customers with questions about Wagner-Peyser programs in our area would be referred to the California Employment Development Department.

Peri Brustad 530-225-2165

WIOA Title IV, Vocational Rehabilitation Programs

Customers asking about services available through California Department of Rehab, or might fit eligibility requirements, would be referred to:

Runi Mackinnon, Office Technician
705 Pine Street, Red Bluff, CA 96080
530-529-4270
Runghapha.MacKinnon@dor.ca.gov

Unemployment Insurance Program (EDD)

Customers with questions regarding EDD's Unemployment Insurance Program are first directed to use "Contact www.edd.ca.gov.

1325 Pine Street, Redding, CA 96001
530-225-2185

Temporary Assistance for Needy Families (TANF)/CalWORKs

Customers interested in programs and/or services provided by the CalWORKs department would be referred to:

Lisa Matheson - Employment and Training Worker Supervisor
310 S. Main Street, Red Bluff, CA 96080
503-528-4016
lmatheson@tcdss.org

Trade Adjustment Assistance (TAA)

Becky Tyson 530-225-2004

Veterans Programs (EDD)

Rick Partridge 530-225-2191

X
X

t. This will be
client contact
rd copy,

ma County,

ayment

ements for

EDD" on

:

	WIOA Title I, Adult/DW/Youth - SMART BUSINESS RESOURCE CENTER	WIOA Title I Native American Programs (Section 166)	WIOA Title I Migrant and Seasonal Farmworker Programs (Section 167)	WIOA Title I Native American Programs (Section 166)	WIOA Title II, Adult Education and Literacy Programs	WIOA Title III Wagner-Peyser Programs	WIOA Title IV Vocational Rehabilitation Programs	Title V, Older Americans Act Programs - AARP	Trade Adjustment Assistance (TAA) - EDD	Veterans Programs - EDD	Unemployment Insurance - EDD	Temporary Assistance for Needy Families (TANF)/CalWORKS -Department of Health & Human Services
Services												
Basic Career Services												
Program eligibility	X							X			X	X
Outreach and intake and orientation to services	X							X			X	X
Initial assessment of skill levels	X							X				X
Job search and placement assistance	X							X				X
Labor Market employment statistics	X											X
Supportive services information	X							X				X
Unemployment Insurance Claim Filing Assistance and Information	X										X	
Eligibility for programs of financial aid assistance for training and education programs	X				X							X
Training vendor information	X											
Performance measure information	X							X				
Referrals to other programs and services	X				X			X				X
Individualized Career Services												
Comprehensive assessment of skill levels and service needs	X							X				X
Individual Employment Plan	X							X				X
Group counseling	X							X				X
Individual counseling	X				X			X				X
Career Planning	X				X							X
Short-term prevocational services (i.e. communication, interview skills, punctuality)	X							X				X
Internships and work experience linked to careers	X							X				X

Financial assistance for employee training	X										
Employee assessment/testing services	X										
Tax credit information	X										
Employer workshops and seminars	X										
Outplacement assistance	X										
Small Business Admin. information	X										
Human Resource information	X										
Rapid Response/Layoff Aversion services	X										
Job description assistance	X										
Referral assistance to partnering agency	X			X			X				X

Referral Process

Referrals to partner agencies will be made through phone calls, instant messaging systems, or on-site introductions.

WIOA Title I Adult, Dislocated Worker, and Youth Programs

Shasta County Private Industry Council, Inc., dba The Smart Business Resource Center
 Brae Buhnerkemper
 Program Advisor
 790 Main Street, Suite 618, Weaverville, CA 96093
 Office 530-623-5538
 Fax 530-623-2149
bbrae@thesmartcenter.biz

WIOA Title II, Adult Education and Literacy Programs

Customers with questions about adult education and/or literacy programs would be referred to:

Shasta College

Gateway to College Program
 Nancy Berkey
 30 Arbuckle Ct., Weaverville, CA 96093
 Office 530-223-2231
trinity@shastacollege.edu

Trinity County Office of Education

Peggy Linn
 201 Memorial Dr., P.O. Box 1256, Weaverville, CA 96093
 Office 530-623-2861

WIOA Title III, Wagner-Peyser Programs

Customers with questions about Wagner-Peyser programs in our area would be referred to the California Employment Development Department.

Peri Brustad 530-225-2165

Title V, Older Americans Act

Customers that are requesting information from Experience Works would be referred to:

Lita Evans

Employment and Training Coordinator

Office 530-225-2257

Cell 530-356-6797

Fax 530-225-2029

Lita_Evans@experienceworks.org

Temporary Assistance for Needy Families (TANF)/CalWORKs

Eligibility for services may be accessed at one of the following locations or by calling the direct line. A live person will assist the phone and direct them to the appropriate services they can receive.

Trinity County Health & Human Services

Jesse Ferguson

51 Industrial Parkway, Weaverville, CA 96093

530-623-1306

WIOA Title IV, Vocational Rehabilitation Programs

Customers asking about services available through California Department of Rehab would be referred to:

Jeromie Gridley

Office Technician

Office 530-224-4728

Jeromie.Gridley@dor.ca.gov

Trade Adjustment Assistance (TAA)

Becky Tyson 530-225-2004

Veterans Programs (EDD)

Rick Partridge 530-225-2191

oment

e customer over

**Sierra County
Board of Supervisors'
Agenda Transmittal &
Record of Proceedings**

MEETING DATE: May 19, 2020	TYPE OF AGENDA ITEM: <input type="checkbox"/> Regular <input type="checkbox"/> Timed <input checked="" type="checkbox"/> Consent
--------------------------------------	---

DEPARTMENT: Behavioral Health APPROVING PARTY: Lea Salas, Administrative Director PHONE NUMBER: (530) 993-6746

AGENDA ITEM: : Resolution Approving the Business, Consumer Services, and Housing Agency's Homeless Housing, Assistance and Prevention Grant Standard Agreement Number 20-HHAP-00084 and authorizing Lea Salas, Administrative Director of Behavioral Health, to sign the Agreement.

SUPPORTIVE DOCUMENTS ATTACHED: Memo Resolution Agreement Other

BACKGROUND INFORMATION: Please see attached memo

FUNDING SOURCE: 0515670
GENERAL FUND IMPACT: No General Fund Impact
OTHER FUND:
AMOUNT: \$13,096.05 N/A

ARE ADDITIONAL PERSONNEL REQUIRED? <input type="checkbox"/> Yes, -- -- <input checked="" type="checkbox"/> No	IS THIS ITEM ALLOCATED IN THE BUDGET? <input type="checkbox"/> Yes <input type="checkbox"/> No IS A BUDGET TRANSFER REQUIRED? <input type="checkbox"/> Yes <input type="checkbox"/> No
--	---

SPACE BELOW FOR CLERK'S USE

BOARD ACTION: <input type="checkbox"/> Approved <input type="checkbox"/> Approved as amended <input type="checkbox"/> Adopted <input type="checkbox"/> Adopted as amended <input type="checkbox"/> Denied <input type="checkbox"/> Other <input type="checkbox"/> No Action Taken	<input type="checkbox"/> Set public hearing For: _____ <input type="checkbox"/> Direction to: _____ <input type="checkbox"/> Referred to: _____ <input type="checkbox"/> Continued to: _____ <input type="checkbox"/> Authorization given to: _____	Resolution 2020- _____ Agreement 2020- _____ Ordinance _____ Vote: Ayes: Noes: Abstain: Absent: <input type="checkbox"/> By Consensus
---	---	---

COMMENTS:

CLERK TO THE BOARD

DATE

Memorandum

To: Sierra County Board of Supervisors

From: Lea Salas, Administrative Director of Behavioral Health

Reference: Agenda Item

Date of memo: May 11, 2020

Date of Board Meeting: May 19, 2020

Requested Action: Resolution Approving the Business, Consumer Services, and Housing Agency's Homeless Housing, Assistance and Prevention Grant Standard Agreement Number 20-HHAP-00084 and authorizing Lea Salas, Administrative Director of Behavioral Health, to sign the Agreement.

Mandated by:

Funding

Budgeted? YesX No

Revenue	\$13,096.05	
Expenses	\$13,096.05	
Difference	0	

Background Information: On March 3, 2020, the Sierra County Board of Supervisors approved a three year grant application authorizing Lea Salas, Administrative Director of Behavioral Health to enter in to agreement for the Homeless Housing, Assistance Prevention Program (HHAP).

The application has been approved and the Standard Agreement has come back for approval and signature.

Sierra County will be collaborating with Plumas Crisis Intervention & Resource Center (PCIRC), a regional partner in both the NorCal Continuum of Care (CoC) Executive Board and the Plumas-Sierra Counties CoC Advisory Board, who serves as the point of Coordinated Entry (CE) for Plumas County. PCIRC will work in close collaboration with Sierra County to provide access to shelter services at Ohana House Emergency & Transitional Shelter for identified Sierra County residents, utilizing a regional model of services.

Sierra County is a partner within the seven-county NorCal CoC and has been an active partner in the leadership and development of the infrastructure of the Plumas-Sierra Counties CoC Advisory Board. A Sierra County department head (Administrative Director of Behavioral Health) serves on the Executive Board of the NorCal CoC, representing Sierra County. All community partners have been active in the development of the County's CoC 2019-20 Strategic Plan.

Plumas County is also partnering with Sierra County to prepare a regional Plan to Address Homelessness. Specifically, Plumas and Sierra counties Behavioral Health Departments commissioned the Plan for the purpose of laying out a focused and practical strategy for addressing the issue of homelessness in the two counties. The Plan will build upon the work of the Plumas-Sierra Counties CoC Advisory Board, which functions as the local housing and homelessness workgroup within the larger NorCal CoC. As contiguous counties, which have a long history of service collaboration and sharing of resources, the two-county approach to the Plan provides a joint response to homelessness, while at the same time describing the unique challenges and resources that each county brings to the issue.

Allocated HHAP funding for Sierra County represents dedicated dollars to PCIRC to continue to expand the County's capacity to serve a growing homeless population and provide needed services to youth as defined within the HHAP budget.

Potential Issues to consider: None

Alternatives or Impacts of disapproval: Sierra County would not have this funding opportunity.

BOARD OF SUPERVISORS, COUNTY OF SIERRA, STATE OF CALIFORNIA

RESOLUTION NO. _____

IN THE MATTER OF APPROVING THE BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY'S HOMELESS HOUSING, ASSISTANCE AND PREVENTION GRANT STANDARD AGREEMENT NUMBER 20-HHAP-00084 AND AUTHORIZING LEA SALAS, ADMINISTRATIVE DIRECTOR OF BEHAVIORAL HEALTH TO SIGN THE AGREEMENT

WHEREAS, the Sierra County Board of Supervisors approved the Business, Consumer Services, and Housing Agency Homeless Housing, Assistance and Prevention Grant Standard Agreement Number 20-HHAP-00084; and

NOW THEREFORE BE IT RESOLVED, the Sierra County Board of Supervisors authorizes Lea Salas, Administrative Director of Behavioral Health, to sign the agreement and all invoices to secure funds.

ADOPTED by the Board of Supervisors of the County of Sierra, State of California on the 19th day of May, 2020, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

JIM BEARD
Chairman, Board of Supervisors

Date

ATTEST:

APPROVED AS TO FORM:

HEATHER FOSTER
Clerk of the Board

DAVID PRENTICE
County Counsel

STANDARD AGREEMENT

STD 213 (Rev. 03/2019)

AGREEMENT NUMBER
20-HHAP-00084

PURCHASING AUTHORITY NUMBER (If Applicable)

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

Business, Consumer Services, and Housing Agency

CONTRACTOR NAME

County of Sierra

2. The term of this Agreement is:

START DATE

Upon BCSH Approval

THROUGH END DATE

06/30/2025

3. The maximum amount of this Agreement is:

\$13,096.05

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

Exhibits	Title	Pages
Exhibit A	Scope of Work	1-6
Exhibit B	Budget Detail and Payment Provisions	7-11
Exhibit C	Homeless Coordinating and Financing Council Terms and Conditions	12-21
+ -	Exhibit D	Special Terms and Conditions
+ -	Exhibit E*	General Terms and Conditions

Items shown with an asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto.

These documents can be viewed at <https://www.dgs.ca.gov/OLS/Resources>

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

County of Sierra

CONTRACTOR BUSINESS ADDRESS

PO Box 67

CITY

Downieville

STATE

CA

ZIP

96118

PRINTED NAME OF PERSON SIGNING

Lea Salas

TITLE

Administrative Director of Behavioral Health

CONTRACTOR AUTHORIZED SIGNATURE

DATE SIGNED

STANDARD AGREEMENT

STD 213 (Rev. 03/2019)

AGREEMENT NUMBER

20-HHAP-00084

PURCHASING AUTHORITY NUMBER (If Applicable)

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

Business, Consumer Services, and Housing Agency

CONTRACTING AGENCY ADDRESS

915 Capitol Mall, Suite 350A

CITY

Sacramento

STATE

CA

ZIP

95814

PRINTED NAME OF PERSON SIGNING

Lourdes Castro Ramírez

TITLE

Secretary

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DATE SIGNED

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)

**Homeless Housing, Assistance and Prevention
Standard Agreement**

**EXHIBIT A
SCOPE OF WORK**

1. Authority

The State of California has established the Homeless Housing, Assistance, and Prevention Program (“HHAP” or “Program” or “grant”) pursuant to Chapter 6 (commencing with Section 50216) of Part 1 of Division 31 of the Health and Safety Code. (Added by Stats.2019, c. 159 (A.B. 101), § 10, eff. July 31, 2019.)

The Program is administered by the California Homeless Coordinating and Financing Council (“Council”) in the Business, Consumer Services and Housing Agency (“Agency”). HHAP provides one-time flexible block grant funds to continuums of care, large cities (population of 300,000+) and counties as defined in the December 6, 2019 HHAP Notice of Funding Availability (“NOFA”) to support regional coordination and expand or develop local capacity to address immediate homelessness challenges informed by a best-practices framework focused on moving homeless individuals and families into permanent housing and supporting the efforts of those individuals and families to maintain their permanent housing.

This Standard Agreement along with all its exhibits (“Agreement”) is entered into by the Agency and a continuum of care, a city, or a county (“Grantee”) under the authority of, and in furtherance of the purpose of, the Program. In signing this Agreement and thereby accepting this award of funds, the Grantee agrees to comply with the terms and conditions of the Agreement, the NOFA under which the Grantee applied, the representations contained in the Grantee’s application, and the requirements of the authority cited above.

2. Purpose

The general purpose of the Program is to provide one-time block grant funding to support regional coordination, and to expand or develop local capacity to address immediate homelessness challenges. Activities will be informed by a best-practices framework focused on moving homeless individuals and families into permanent housing and supporting the efforts of those individuals and families to maintain their permanent housing. In accordance with the authority cited above, an application was created and submitted by the Grantee for HHAP funds to be allocated for eligible uses as stated in Health and Safety Code section 50219, subdivision (c)(1) – (8).

**Homeless Housing, Assistance and Prevention
Standard Agreement**

**EXHIBIT A
SCOPE OF WORK**

3. Definitions

The following HHAP program terms are defined in accordance with Health and Safety Code section 50216, subdivisions (a) – (q):

- (a) “Agency” means the Business, Consumer Services and Housing Agency.
- (b) “Applicant” means a continuum of care, city, or county.
- (c) “City” means a city or city and county that is legally incorporated to provide local government services to its population. A city can be organized either under the general laws of this state or under a charter adopted by the local voters.
- (d) “Continuum of care” means the same as defined by the United States Department of Housing and Urban Development at Section 578.3 of Title 24 of the Code of Federal Regulations.
- (e) “Coordinated Entry System” means a centralized or coordinated process developed pursuant to Section 578.7 of Title 24 of the Code of Federal Regulations, as that section read on January 10, 2019, designed to coordinate homelessness program participant intake, assessment, and provision of referrals. In order to satisfy this subdivision, a centralized or coordinated assessment system shall cover the geographic area, be easily accessed by individuals and families seeking housing or services, be well advertised, and include a comprehensive and standardized assessment tool.
- (f) “Council” means the Homeless Coordinating and Financing Council created pursuant to Section 8257 of the Welfare and Institutions Code.
- (g) “Emergency shelter” has the same meaning as defined in subdivision (e) of Section 50801.
- (h) “Homeless” has the same meaning as defined in Section 578.3 of Title 24 of the Code of Federal Regulations, as that section read on January 10, 2019.
- (i) “Homeless Management Information System” means the information system designated by a continuum of care to comply with federal reporting requirements as defined in Section 578.3 of Title 24 of the Code of Federal Regulations. The term “Homeless Management Information System” also includes the use of a comparable

**Homeless Housing, Assistance and Prevention
Standard Agreement**

**EXHIBIT A
SCOPE OF WORK**

database by a victim services provider or legal services provider that is permitted by the federal government under Part 576 of Title 24 of the Code of Federal Regulations.

(j) “Homeless point-in-time count” means the 2019 homeless point-in-time count pursuant to Section 578.3 of Title 24 of the Code of Federal Regulations. A jurisdiction may elect to instead use their 2017 point-in-time count if they can demonstrate that a significant methodology change occurred between the 2017 and 2019 point-in-time counts that was based on an attempt to more closely align the count with HUD best practices and undertaken in consultation with HUD representatives. A jurisdiction shall submit documentation of this to the agency by the date by which HUD’s certification of the 2019 homeless point-in-time count is finalized. The agency shall review and approve or deny a request described in the previous sentence along with a jurisdiction’s application for homeless funding.

(k) “Homeless youth” means an unaccompanied youth between 12 and 24 years of age, inclusive, who is experiencing homelessness, as defined in subsection (2) of Section 725 of the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec. 11434a(2)). “Homeless youth” includes unaccompanied youth who are pregnant or parenting.

(l) “Housing First” has the same meaning as in Section 8255 of the Welfare and Institutions Code, including all of the core components listed therein.

(m) “Jurisdiction” means a city, city that is also a county, county, or continuum of care, as defined in this section.

(m) “Jurisdiction” means a city, city that is also a county, county, or continuum of care, as defined in this section.

(n) “Navigation center” means a Housing First, low-barrier, service-enriched shelter focused on moving homeless individuals and families into permanent housing that provides temporary living facilities while case managers connect individuals experiencing homelessness to income, public benefits, health services, shelter, and housing.

(o) “Program” means the Homeless Housing, Assistance, and Prevention program established pursuant to this chapter.

**Homeless Housing, Assistance and Prevention
Standard Agreement**

**EXHIBIT A
SCOPE OF WORK**

(p) “Program allocation” means the portion of program funds available to expand or develop local capacity to address immediate homelessness challenges, in the amount of six hundred fifty million dollars (\$650,000,000).

(q) “Recipient” means a jurisdiction that receives funds from the agency for the purposes of the program.

Additional definitions for the purposes of the HHAP program:

“Obligate” means that the Grantee has placed orders, awarded contracts, received services, or entered into similar transactions that require payment using HHAP funding. Grantees, and the subrecipients who receive awards from those Grantees, must obligate the funds by the statutory deadlines set forth in this Exhibit A.

“Expended” means all HHAP funds obligated under contract or subcontract have been fully paid and receipted, and no invoices remain outstanding. In the case of an award made through subcontracting, subcontractors are required to obligate the funds by the same statutory deadlines.

“Grantee” means the continuum of care, city, or county that has entered into contract with the Business, Consumer Services and Housing Agency and is receiving HHAP funding.

4. Scope of Work

The Scope of Work (“Work”) for this Agreement shall include uses that are consistent with Health and Safety Code section 50219, subdivision (c)(1) – (8), and any other applicable laws. Eligible uses include the following:

- A. Rental assistance and rapid rehousing.
- B. Operating subsidies in new and existing affordable or supportive housing units, emergency shelters, and navigation centers. Operating subsidies may include operating reserves.
- C. Incentives to landlords, including, but not limited to, security deposits and holding fees.
- D. Outreach and coordination, which may include access to job programs, to assist vulnerable populations in accessing permanent housing and to promote housing stability in supportive housing.

**Homeless Housing, Assistance and Prevention
 Standard Agreement**

**EXHIBIT A
 SCOPE OF WORK**

- E. Systems support for activities necessary to create regional partnerships and maintain a homeless services and housing delivery system, particularly for vulnerable populations including families and homeless youth.
- F. Delivery of permanent housing and innovative housing solutions such as hotel and motel conversions.
- G. Prevention and shelter diversion to permanent housing.
- H. New navigation centers and emergency shelters based on demonstrated need. Demonstrated need for purposes of this paragraph shall be based on the following:
 - i. The number of available shelter beds in the city, county, or region served by a continuum of care.
 - ii. Shelter vacancy rate in the summer and winter months.
 - iii. Percentage of exits from emergency shelters to permanent housing solutions.
 - iv. A plan to connect residents to permanent housing.

5. Agency Contract Coordinator

The Agency’s Contract Coordinator for this Agreement is the Council’s HHAP Grant Manager or the Grant Manager’s designee. Unless otherwise instructed, any notice, report, or other communication requiring an original Grantee signature for this Agreement shall be mailed to the Agency Contract Coordinator. If there are opportunities to send information electronically, Grantee will be notified via email by the HHAP Grant Manager or the Grant Manager’s designee.

The Representatives during the term of this Agreement will be:

	PROGRAM	GRANTEE
ENTITY:	Business Consumer Services and Housing Agency	County of Sierra
SECTION/UNIT:	Homeless Coordinating and Financing Council (HCFC)	
ADDRESS:	915 Capitol Mall Suite 350-A Sacramento, CA 95814	PO Box 67 Downieville, California 96118
CONTRACT MANAGER	Amber Ostrander	Lea Salas Administrative Director Behavioral Health
PHONE NUMBER:	916-651-7995	530-993-6791
EMAIL ADDRESS:	Amber.Ostrander@bcsh.ca.gov	lsalas@sierracounty.ca.gov

**Homeless Housing, Assistance and Prevention
Standard Agreement**

**EXHIBIT A
SCOPE OF WORK**

All requests to update the Grantee information listed within this Agreement shall be emailed to the Homeless Coordinating and Financing Council's general email box at hcfc@bcsh.ca.gov. The Council reserves the right to change their representative and/or contact information at any time with notice to the Grantee.

6. Effective Date, Term of Agreement, and Deadlines

A. This Agreement is effective upon approval by the Agency (indicated by the signature provided by Agency in the lower left section of page one, Standard Agreement, STD. 213), when signed by all parties.

B. Contractual Obligation:

- Grantees that are counties must contractually obligate **100 percent** of their full program allocations on or before **May 31, 2023**.
- Grantees that are cities or continuums of care must contractually obligate no less than **50 percent** of program allocations on or before **May 31, 2023**.

Cities or continuums of care that contractually obligate less than 50 percent or program allocations after May 31, 2023 are subject to an alternative disbursement plan as required under (Health & Safety Code, § 50220, subdivision (a)(4)(B)).

C. Full Expenditure of HHAP Grant Funds

- All HHAP grant funds (**100 percent**) must be expended by **June 30, 2025**. Any funds not expended by that date shall revert to the General Fund. (Health & Safety Code, § 50220, subdivision (e).)

7. Special Conditions

Agency reserves the right to add any special conditions to this Agreement it deems necessary to ensure that the goals of the Program are achieved.

**Homeless Housing, Assistance and Prevention
Standard Agreement**

**EXHIBIT B
BUDGET DETAIL AND PAYMENT PROVISIONS**

1. Budget Detail & Changes

The Grantee agrees that HHAP funds shall be expended on uses that support regional coordination and expand or develop local capacity to address immediate homelessness challenges. Such activities must be informed by a best-practices framework focused on moving homeless individuals and families into permanent housing and supporting the efforts of those individuals and families to maintain their permanent housing.

The Grantee shall expend HHAP funds on eligible activities as detailed in the annual budget submitted with the Grantee's approved application. The Grantee shall submit an updated budget with the annual report that revises and reports all actual and projected expenditures of HHAP funds.

Changes may be made to the timing (e.g., fiscal year) of eligible use expenditures without prior approval by the Agency so long as the total expenditures (actual and projected) for each eligible use category remain the same as described in the budget approved with the Grantee's application. Any decrease or increase to the total expenditures for any eligible use category must otherwise be approved by the Council's HHAP Grant Manager or his/her designee, in writing, before the Grantee may expend HHAP funds according to an alternative budget. The HHAP Grant Manager will respond to Grantee with approval or denial of request. Failure to obtain written approval from the Grant Manager or his/her designee as required by this section may be considered a breach of this Agreement.

2. General Conditions Prior to Disbursement

All Grantees must submit the following forms prior to HHAP funds being released:

- A. Request for Funds Form (RFF)
- B. STD 213 Standard Agreement - 2 original copies of the signed STD 213 form and initialed Exhibits A through E.
- C. Data Use Agreement (**continuums of care and counties that accepted redirected funding from a continuum of care- see Exhibit D for relevant Special Terms and Conditions**)

**Homeless Housing, Assistance and Prevention
Standard Agreement**

**EXHIBIT B
BUDGET DETAIL AND PAYMENT PROVISIONS**

3. Disbursement of Funds

HHAP funds will be disbursed to the Grantee upon receipt, review and approval of the completed Standard Agreement and RFF by Agency, the Department of General Services (DGS) and the State Controller's Office (SCO). Once Agency receives, reviews, and signs off on the completed documents, the documents will be sent to DGS for review. Once DGS review is completed, documents will be forwarded to SCO for final review and fund disbursement. The RFF must include the proposed eligible uses and the amount of funds proposed for expenditure under each eligible use. HHAP funds will be disbursed in a single allocation via mailed check once the RFF has been received by the SCO. Checks will be mailed to the address and contact name listed on the RFF.

4. Expenditure of Funds

Specific requirements and deadlines for contractually obligating and expending awarded funds are set forth in the Homeless Housing, Assistance, and Prevention Program statutes. Health and Safety Code sections 50218, 50219, and 50220 mandate the following:

- A. Up to 5 percent of the HHAP allocation may be expended for the following uses that are intended to meet federal requirements for housing funding:
 - (1) Strategic homelessness plan, as defined in section 578.7(c) of Title 24 of the Code of Federal Regulations; and/or
 - (2) Infrastructure development to support coordinated entry systems and Homeless Management Information Systems.
- B. No more than 7 percent of the HHAP allocation may be used for administrative costs incurred by the Grantee.
- C. At least 8 percent of the HHAP allocation shall be used to establish or expand services for homeless youth populations.
- D. Grantees that are cities or continuums of care shall contractually obligate no less than 50 percent of HHAP funds by May 31, 2023. If less than 50 percent is obligated after May 31, 2023, continuums of care and cities shall not expend any remaining portion of the 50 percent of program allocations required to have been obligated unless and until both of the following occur:

**Homeless Housing, Assistance and Prevention
Standard Agreement**

**EXHIBIT B
BUDGET DETAIL AND PAYMENT PROVISIONS**

- (1) On or before June 30, 2023, the Grantee submits an alternative disbursement plan to Agency that includes an explanation for the delay and a plan to fully expend these funds by December 31, 2023.
 - (2) Agency approves the alternative disbursement plan.
If the funds identified in the approved alternative disbursement plan are not fully expended by December 31, 2023, the funds shall be returned to Agency.
- E. Grantees that are counties shall contractually obligate the full allocation (100 percent) awarded to them by May 31, 2023. Any funds that are not contractually obligated by this date shall be reverted to the continuum of care that serves the county. Specific to Los Angeles County, funds that are not contractually obligated by this date shall be divided proportionately using the HHAP funding allocation formula among the four CoC's that serve Los Angeles County: City of Glendale CoC, City of Pasadena CoC, the City of Long Beach CoC, and the Los Angeles Homeless Services Authority.
- Counties not obligating their full program allocation by May 31, 2023 are required to notify Agency on or before that date, of the name of the CoC(s) in which the county is served, and the amount of program funds that will be reverted to the CoC(s). By June 30, 2023, the county shall provide Agency with evidence that the funds were transferred and submit an updated budget that clearly identifies the funds that were transferred.
- F. All HHAP funds shall be expended by June 30, 2025.
- G. Any funds not expended by June 30, 2025 shall revert to the General Fund.

5. Reimbursement

HHAP program funds should not generally be obligated or expended prior to the effective date of this Agreement. However, Agency acknowledges that there may be circumstances that would require reimbursement in order to prevent or address homelessness in a given jurisdiction. When considering a reimbursement, the following requirements are applicable:

- A. Reimbursement is not permitted for activities occurring prior to July 1, 2019.

**Homeless Housing, Assistance and Prevention
Standard Agreement**

**EXHIBIT B
BUDGET DETAIL AND PAYMENT PROVISIONS**

- B. Reimbursement shall not supplant existing local funds for homeless housing, assistance, or prevention.
- C. Approval from HCFC must be obtained prior to obtaining reimbursement.
- D. Capital improvement projects pertaining to emergency shelters and navigation centers are still required to demonstrate need. Eligible applicants are required

to submit the following information for HCFC to review and approve or deny such projects:

- (1) The number of available shelter beds in the jurisdiction;
- (2) The shelter vacancy rate in the summer and winter months;
- (3) The percentage of exits from emergency shelters to permanent housing solutions; and
- (4) A plan to connect residents to permanent housing.

6. Ineligible Costs

HHAP funds shall not be used for costs associated with activities in violation of any law or for any activities not consistent with the intent of the Program and the eligible uses identified in Health and Safety Code sections 50218 and 50219.

Agency reserves the right to request additional clarifying information to determine the reasonableness and eligibility of all uses of the funds made available by this Agreement. If the Grantee or its funded subrecipients use HHAP funds to pay for ineligible activities, the Grantee shall be required to reimburse these funds to Agency.

An expenditure which is not authorized by this Agreement, or by written approval of the Grant Manager or his/her designee, or which cannot be adequately documented, shall be disallowed and must be reimbursed to Agency by the Grantee.

Agency, at its sole and absolute discretion, shall make the final determination regarding the allowability of HHAP fund expenditures.

Program funds shall not be used to supplant existing local funds for homeless housing, assistance, or prevention.

**Homeless Housing, Assistance and Prevention
Standard Agreement**

7. Administrative Costs

The Grantee must comply with Health and Safety Code section 50219, subdivision (e), which limits the Grantee's administrative costs to no more than 7 percent of total HHAP funds received. For purposes of this requirement, "administrative costs" does not include staff or other costs directly related to implementing activities funded by the Program allocation.

**Homeless Housing, Assistance and Prevention
Standard Agreement**

**EXHIBIT C
HOMELESS COORDINATING AND FINANCING COUNCIL TERMS AND
CONDITIONS**

1. Termination and Sufficiency of Funds

A. Termination of Agreement

Agency may terminate this Agreement at any time for cause by giving a minimum of 14 days' notice of termination, in writing, to the Grantee. Cause shall consist of violations of any conditions of this Agreement, any breach of contract as described in paragraph 6 of this Exhibit C; violation of any federal or state laws; or withdrawal of Agency's expenditure authority. Upon termination of this Agreement, unless otherwise approved in writing by Agency, any unexpended funds received by the Grantee shall be returned to Agency within 30 days of Agency's notice of termination.

B. Sufficiency of Funds

This Agreement is valid and enforceable only if sufficient funds are made available to Agency by legislative appropriation. In addition, this Agreement is subject to any additional restrictions, limitations or conditions, or statutes, regulations or any other laws, whether federal or those of the State of California, or of any agency, department, or any political subdivision of the federal or State of California governments, which may affect the provisions, terms or funding of this Agreement in any manner.

2. Transfers

Grantee may not transfer or assign by subcontract or novation, or by any other means, the rights, duties, or performance of this Agreement or any part thereof, except with the prior written approval of Agency and a formal amendment to this Agreement to affect such subcontract or novation.

3. Grantee's Application for Funds

Grantee has submitted to Agency an application for HHAP funds to support regional coordination and expand or develop local capacity to address its immediate homelessness challenges. Agency is entering into this Agreement on the basis of, and in substantial reliance upon, Grantee's facts, information, assertions and representations contained in that application, and in any subsequent modifications or additions thereto approved by Agency. The application and any approved modifications and additions thereto are hereby incorporated into this Agreement.

**Homeless Housing, Assistance and Prevention
Standard Agreement**

**EXHIBIT C
HOMELESS COORDINATING AND FINANCING COUNCIL TERMS AND
CONDITIONS**

Grantee warrants that all information, facts, assertions and representations contained in the application and approved modifications and additions thereto are true, correct, and complete to the best of Grantee's knowledge. In the event that any part of the application and any approved modification and addition thereto is untrue, incorrect, incomplete, or misleading in such a manner that would substantially affect Agency approval, disbursement, or monitoring of the funding and the grants or activities governed by this Agreement, then Agency may declare a breach of this Agreement and take such action or pursue such remedies as are legally available.

4. Reporting/Audits

A. Annual Report Deadlines

By January 1, 2021, and annually on that date thereafter until all funds have been expended, the Grantee shall submit an annual report to Agency in a format provided by Agency. If the Grantee fails to provide such documentation, Agency may recapture any portion of the amount authorized by this Agreement with a 14-day written notification. No later than January 1, 2026, the Grantee shall submit a final report, in a format provided by Agency, as well as a detailed explanation of all uses of the Program funds.

B. Reporting Requirements

The annual report shall contain detailed information in accordance with Health and Safety Code section 50221, subdivision (a). This information includes the following, as well as any additional information deemed appropriate or necessary by Agency:

1. An ongoing tracking of the specific uses and expenditures of any Program funds broken out by eligible uses listed, including the current status of those funds.
2. The number of homeless individuals served by the Program funds in that year, and a total number served in all years of the Program, as well as the homeless populations served.
3. The types of housing assistance provided, broken out by the number of individuals.

**Homeless Housing, Assistance and Prevention
Standard Agreement**

**EXHIBIT C
HOMELESS COORDINATING AND FINANCING COUNCIL TERMS AND
CONDITIONS**

4. Outcome data for an individual served through Program funds, including the type of housing that an individual exited to, the percent of successful housing exits, and exit types for unsuccessful housing exits.

In addition to the annual reports, Agency requires the Grantee to submit quarterly expenditure reports due no later than 30 days following the end of each fiscal quarter. Grantee shall submit a report to the agency on a form and method provide by the agency, that includes the ongoing tracking of the specific uses and expenditures of any program funds broken out by eligible uses listed, including the current status of those funds, as well as any additional information the agency deems appropriate or necessary.

Agency may require additional supplemental reporting with written notice to the Grantee.

C. Auditing

Agency reserves the right to perform or cause to be performed a financial audit. At Agency request, the Grantee shall provide, at its own expense, a financial audit prepared by a certified public accountant. HHAP administrative funds may be used to fund this expense.

1. If a financial audit is required by Agency, the audit shall be performed by an independent certified public accountant.
2. The Grantee shall notify Agency of the auditor's name and address immediately after the selection has been made. The contract for the audit shall allow access by Agency to the independent auditor's working papers.
3. The Grantee is responsible for the completion of audits and all costs of preparing audits.
4. If there are audit findings, the Grantee must submit a detailed response acceptable to Agency for each audit finding within 90 days from the date of the audit finding report.

5. Inspection and Retention of Records

A. Record Inspection

The Grantee agrees that Agency or its designee shall have the right to review, obtain, and copy all records and supporting documentation pertaining to performance under this Agreement. The Grantee agrees to provide Agency, or its designee, with any

**Homeless Housing, Assistance and Prevention
Standard Agreement**

**EXHIBIT C
HOMELESS COORDINATING AND FINANCING COUNCIL TERMS AND
CONDITIONS**

relevant information requested. The Grantee agrees to give Agency or its designee access to its premises, upon reasonable notice and during normal business hours, for the purpose of interviewing employees who might reasonably have information related to such records, and of inspecting and copying such books, records, accounts, and other materials that may be relevant to an investigation of compliance with the Homeless Housing, Assistance, and Prevention Program laws, the HHAP program guidance document published on the website, and this Agreement.

B. Record Retention

The Grantee further agrees to retain all records described in subparagraph A for a minimum period of five (5) years after the termination of this Agreement.

If any litigation, claim, negotiation, audit, monitoring, inspection or other action has been commenced before the expiration of the required record retention period, all records must be retained until completion of the action and resolution of all issues which arise from it.

6. Breach and Remedies

A. Breach of Agreement

Breach of this Agreement includes, but is not limited to, the following events:

1. Grantee's failure to comply with the terms or conditions of this Agreement.
2. Use of, or permitting the use of, HHAP funds provided under this Agreement for any ineligible activities.
3. Any failure to comply with the deadlines set forth in this Agreement.

B. Remedies for Breach of Agreement

In addition to any other remedies that may be available to Agency in law or equity for breach of this Agreement, Agency may:

1. Bar the Grantee from applying for future HHAP funds;
2. Revoke any other existing HHAP award(s) to the Grantee;
3. Require the return of any unexpended HHAP funds disbursed under this Agreement;
4. Require repayment of HHAP funds disbursed and expended under this Agreement;

**Homeless Housing, Assistance and Prevention
Standard Agreement**

**EXHIBIT C
HOMELESS COORDINATING AND FINANCING COUNCIL TERMS AND
CONDITIONS**

5. Require the immediate return to Agency of all funds derived from the use of HHAP funds including, but not limited to, recaptured funds and returned funds; and
6. Seek, in a court of competent jurisdiction, an order for specific performance of the defaulted obligation or the appointment of a receiver to complete the technical assistance in accordance with HHAP requirements.

C. All remedies available to Agency are cumulative and not exclusive.

D. Agency may give written notice to the Grantee to cure the breach or violation within a period of not less than 15 days.

7. Waivers

No waiver of any breach of this Agreement shall be held to be a waiver of any prior or subsequent breach. The failure of Agency to enforce at any time the provisions of this Agreement, or to require at any time, performance by the Grantee of these provisions, shall in no way be construed to be a waiver of such provisions nor to affect the validity of this Agreement or the right of Agency to enforce these provisions.

8. Nondiscrimination

During the performance of this Agreement, Grantee and its subrecipients shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex (gender), sexual orientation, gender identity, gender expression, race, color, ancestry, religion, creed, national origin (including language use restriction), pregnancy, physical disability (including HIV and AIDS), mental disability, medical condition (cancer/genetic characteristics), age (over 40), genetic information, marital status, military and veteran status, and denial of medical and family care leave or pregnancy disability leave. Grantees and subGrantees shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Grantee and its subrecipients shall comply with the provisions of California's laws against discriminatory practices relating to specific groups: the California Fair Employment and Housing Act (FEHA) (Gov. Code, § 12900 et seq.); the regulations promulgated thereunder (Cal. Code Regs., tit. 2, § 11000 et seq.); and the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code, §§ 11135 - 11139.5). Grantee and its subrecipients shall give written notice of their obligations

**Homeless Housing, Assistance and Prevention
Standard Agreement**

**EXHIBIT C
HOMELESS COORDINATING AND FINANCING COUNCIL TERMS AND
CONDITIONS**

under this clause to labor organizations with which they have a collective bargaining or other agreement.

9. Conflict of Interest

All Grantees are subject to state and federal conflict of interest laws. For instance, Health and Safety Code section 50219, subdivision (h) states, "For purposes of Section 1090 of the Government Code, a representative of a county serving on a board, committee, or body with the primary purpose of administering funds or making funding recommendations for applications pursuant to this chapter shall have no financial interest in any contract, program, or project voted on by the board, committee, or body on the basis of the receipt of compensation for holding public office or public employment as a representative of the county."

Failure to comply with these laws, including business and financial disclosure provisions, will result in the application being rejected and any subsequent contract being declared void. Other legal action may also be taken. Additional applicable statutes include, but are not limited to, Government Code section 1090 and Public Contract Code sections 10410 and 10411.

A. Current State Employees: No State officer or employee shall engage in any employment, activity, or enterprise from which the officer or employee receives compensation or has a financial interest, and which is sponsored or funded by any State agency, unless the employment, activity, or enterprise is required as a condition of regular State employment. No State officer or employee shall contract on his or her own behalf as an independent Grantee with any State agency to provide goods or services.

B. Former State Employees: For the two-year period from the date he or she left State employment, no former State officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements, or any part of the decision-making process relevant to the contract while employed in any capacity by any State agency. For the twelve-month period from the date he or she left State employment, no former State officer or employee may enter into a contract with any State agency if he or she was employed by that State agency in a policy-making position in the same general subject area as the proposed contract within the twelve-month period prior to his or her leaving State service.

C.

**Homeless Housing, Assistance and Prevention
Standard Agreement**

**EXHIBIT C
HOMELESS COORDINATING AND FINANCING COUNCIL TERMS AND
CONDITIONS**

C. Employees of the Grantee: Employees of the Grantee shall comply with all applicable provisions of law pertaining to conflicts of interest, including but not limited to any applicable conflict of interest provisions of the a Political Reform Act of 1974 (Gov. Code, § 81000 et seq.).

D. Representatives of a County: A representative of a county serving on a board, committee, or body with the primary purpose of administering funds or making funding recommendations for applications pursuant to this chapter shall have no financial

E. interest in any contract, program, or project voted on by the board, committee, or body on the basis of the receipt of compensation for holding public office or public employment as a representative of the county.

10. Drug-Free Workplace Certification

Certification of Compliance: By signing this Agreement, Grantee hereby certifies, under penalty of perjury under the laws of State of California, that it and its subrecipients will comply with the requirements of the Drug-Free Workplace Act of 1990 (Gov. Code, § 8350 et seq.) and have or will provide a drug-free workplace by taking the following actions:

A. Publish a statement notifying employees and subrecipients that unlawful manufacture distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees, Grantees, or subrecipients for violations, as required by Government Code section 8355, subdivision (a)(1).

B. Establish a Drug-Free Awareness Program, as required by Government Code section 8355, subdivision (a)(2) to inform employees, Grantees, or subrecipients about all of the following:

1. The dangers of drug abuse in the workplace;
2. Grantee's policy of maintaining a drug-free workplace;
3. Any available counseling, rehabilitation, and employee assistance program; and
4. Penalties that may be imposed upon employees, Grantees, and subrecipients for drug abuse violations.

**Homeless Housing, Assistance and Prevention
Standard Agreement**

**EXHIBIT C
HOMELESS COORDINATING AND FINANCING COUNCIL TERMS AND
CONDITIONS**

C. Provide, as required by Government Code section 8355, subdivision (a)(3), that every employee and/or subrecipient that works under this Agreement:

1. Will receive a copy of Grantee's drug-free policy statement, and
2. Will agree to abide by terms of Grantee's condition of employment or subcontract.

11. Child Support Compliance Act

For any Contract Agreement in excess of \$100,000, the Grantee acknowledges in accordance with Public Contract Code 7110, that:

A. The Grantee recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and

B. The Grantee, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

12. Special Conditions – Grantees/SubGrantee

The Grantee agrees to comply with all conditions of this Agreement including the Special Conditions set forth in Exhibit D. These conditions shall be met to the satisfaction of Agency prior to disbursement of funds. The Grantee shall ensure that all SubGrantees are made aware of and agree to comply with all the conditions of this Agreement and the applicable State requirements governing the use of HHAP funds. Failure to comply with these conditions may result in termination of this Agreement.

A. The Agreement between the Grantee and any SubGrantee shall require the Grantee and its SubGrantees, if any, to:

1. Perform the work in accordance with Federal, State and Local housing and building codes, as applicable.

**Homeless Housing, Assistance and Prevention
Standard Agreement**

**EXHIBIT C
HOMELESS COORDINATING AND FINANCING COUNCIL TERMS AND
CONDITIONS**

2. Maintain at least the minimum State-required worker's compensation for those employees who will perform the work or any part of it.
3. Maintain, as required by law, unemployment insurance, disability insurance, and liability insurance in an amount that is reasonable to compensate any person, firm or corporation who may be injured or damaged by the Grantee or any SubGrantee in performing the Work or any part of it.
4. Agree to include all the terms of this Agreement in each subcontract.

13. Compliance with State and Federal Laws, Rules, Guidelines and Regulations

The Grantee agrees to comply with all state and federal laws, rules and regulations that pertain to construction, health and safety, labor, fair employment practices, environmental protection, equal opportunity, fair housing, and all other matters applicable and/or related to the HHAP program, the Grantee, its subrecipients, and all eligible activities.

Grantee shall also be responsible for obtaining any and all permits, licenses, and approvals required for performing any activities under this Agreement, including those necessary to perform design, construction, or operation and maintenance of the activities. Grantee shall be responsible for observing and complying with any applicable federal, state, and local laws, rules or regulations affecting any such work, specifically those including, but not limited to, environmental protection, procurement, and safety laws, rules, regulations, and ordinances. Grantee shall provide copies of permits and approvals to Agency upon request.

14. Inspections

A. Grantee shall inspect any work performed hereunder to ensure that the work is being and has been performed in accordance with the applicable federal, state and/or local requirements, and this Agreement.

B. Agency reserves the right to inspect any work performed hereunder to ensure that the work is being and has been performed in accordance with the applicable federal, state and/or local requirements, and this Agreement.

C. Grantee agrees to require that all work that is determined based on such inspections not to conform to the applicable requirements be corrected and to withhold payments to the subrecipient until it is corrected.

**Homeless Housing, Assistance and Prevention
Standard Agreement**

**EXHIBIT C
HOMELESS COORDINATING AND FINANCING COUNCIL TERMS AND
CONDITIONS**

15. Litigation

A. If any provision of this Agreement, or an underlying obligation, is held invalid by a court of competent jurisdiction, such invalidity, at the sole discretion of Agency, shall not affect any other provisions of this Agreement and the remainder of this Agreement shall remain in full force and effect. Therefore, the provisions of this Agreement are and shall be deemed severable.

B. The Grantee shall notify Agency immediately of any claim or action undertaken by or against it, which affects or may affect this Agreement or Agency, and shall take such action with respect to the claim or action as is consistent with the terms of this Agreement and the interests of Agency.

**Homeless Housing, Assistance and Prevention
Standard Agreement**

**EXHIBIT D
SPECIAL TERMS AND CONDITIONS**

1. All proceeds from any interest-bearing account established by the Grantee for the deposit of HHAP funds, along with any interest-bearing accounts opened by subrecipients to the Grantee for the deposit of HHAP funds, must be used for HHAP-eligible activities.
2. Any housing-related activities funded with HHAP funds, including but not limited to emergency shelter, rapid-rehousing, rental assistance, transitional housing and permanent supportive housing, must be in compliance or otherwise aligned with the core components of Housing First, pursuant to Welfare and Institutions Code section 8255, subdivision (b).
3. Grantee agrees to utilize its local Homeless Management Information System (HMIS) to track HHAP-funded projects, services, and clients served. Grantee will ensure that HMIS data are collected in accordance with applicable laws and in such a way as to identify individual projects, services, and clients that are supported by HHAP funding (e.g., by creating appropriate HHAP-specific funding sources and project codes in HMIS).
4. Grantee agrees to participate in the statewide data system or warehouse created by Agency to collect local data from California continuums of care through the HMIS, and sign any required data use agreements allowing Agency to access Grantee's HMIS data for that purpose.
5. If Grantee is a continuum of care or a county that accepted redirected funding from a continuum of care, it shall review and execute a data use agreement no later than July 31, 2020, in order to ensure compliance with Health and Safety Code section 50219, subdivision (a)(7) and (10). Grantee's failure to timely execute a data use agreement will constitute a breach of this Agreement. In this event, BCSH, in its sole and absolute discretion, may exercise any and all remedies permitted by this Agreement or by applicable law.

**Homeless Housing, Assistance and Prevention
Standard Agreement**

**EXHIBIT E
GENERAL TERMS AND CONDITIONS**

This exhibit is incorporated by reference and made part of this agreement. This document can be viewed at the following link:

<https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language>



HOMELESS HOUSING, ASSISTANCE AND PREVENTION FUNDING

REQUEST FOR FUNDS FORM

Contract Number	20-HHAP-00084	Expiration Date:	6/30/2025
Invoice Number	20-HHAP-00084	Contact Person:	Lea Salas
Grantee Name:	County of Sierra	Contact Person Title:	Administrative Director of Behavioral Health
Address:	PO Box 67	E-mail:	lsalas@sierracounty.ca.gov
City:	Downieville	Phone No.:	530-993-6791
State & Zip:	CA, 96118		

HOMELESS HOUSING, ASSISTANCE AND PREVENTION FUNDING BREAKDOWN

AWARD	
Eligible Use Category per § HSC 50219(c)	Draw Amount
Rental Assistance and Rapid Rehousing	
Operating Subsidies and Reserves	\$12,179.34
Landlord Incentives	
Outreach and Coordination (including employment)	
Systems Support to Create Regional Partnerships	
Delivery of Permanent Housing	
Prevention and Shelter Diversion to Permanent Housing	
New Navigation Centers and Emergency Shelters	
Strategic Homelessness Planning, Infrastructure Development, CES, and HMIS (up to 5%)	
Administrative (up to 7%)	\$916.71
TOTAL:	\$13,096.05

CERTIFICATION

**By signing this form, I certify to the best of my knowledge and belief that the form is true, complete, and accurate, and the activities and budget are for the purposes and objectives set forth in the terms and conditions of the Standard Agreement. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.*

Lea Salas, Administrative Director of Behavioral Health

Name of Authorized Person

Signature of Authorized Person

Date:

BCSH USE ONLY

Grant Management Representative Signature

Date:

Amber Ostrander

Grant Management Manager Signature

Date:

**Sierra County
Board of Supervisors'
Agenda Transmittal &
Record of Proceedings**

MEETING DATE: May 19, 2020	TYPE OF AGENDA ITEM: <input type="checkbox"/> Regular <input type="checkbox"/> Timed <input checked="" type="checkbox"/> Consent
--------------------------------------	---

DEPARTMENT: Public Health
APPROVING PARTY: Vickie Clark, Director
PHONE NUMBER: (530) 993-6700

AGENDA ITEM: Resolution approving the Professional Services Agreement between the County of Shasta and the County of Sierra for Epidemiological services and authorizing Vickie Clark, Director of Public Health, to sign the Agreement.

SUPPORTIVE DOCUMENTS ATTACHED: Memo Resolution Agreement Other

BACKGROUND INFORMATION: Please see attached memo

FUNDING SOURCE: 0515610
GENERAL FUND IMPACT: No General Fund Impact
OTHER FUND:
AMOUNT: \$1,833.94 One Time Expense

ARE ADDITIONAL PERSONNEL REQUIRED?

 Yes, -- --
 No

IS THIS ITEM ALLOCATED IN THE BUDGET? Yes No

IS A BUDGET TRANSFER REQUIRED? Yes No

SPACE BELOW FOR CLERK'S USE

<p>BOARD ACTION:</p> <input type="checkbox"/> Approved <input type="checkbox"/> Approved as amended <input type="checkbox"/> Adopted <input type="checkbox"/> Adopted as amended <input type="checkbox"/> Denied <input type="checkbox"/> Other <input type="checkbox"/> No Action Taken	<input type="checkbox"/> Set public hearing For: _____ <input type="checkbox"/> Direction to: _____ <input type="checkbox"/> Referred to: _____ <input type="checkbox"/> Continued to: _____ <input type="checkbox"/> Authorization given to: _____ _____	Resolution 2020- _____ Agreement 2020- _____ Ordinance _____ Vote: Ayes: Noes: Abstain: Absent: <input type="checkbox"/> By Consensus
---	---	---

COMMENTS:

CLERK TO THE BOARD

DATE

Memorandum

To: Sierra County Board of Supervisors

From: Vickie Clark, Director

Reference: Agenda Item

Date of memo: May 8, 2020

Date of Board Meeting: May 19, 2020

Requested Action: Resolution approving the Professional Services agreement between the County of Shasta and the County of Sierra for Epidemiological services and authorizing Vickie Clark, Director of Public Health to sign the agreement.

Mandated by:

Funding

Budgeted? Yes No

Revenue	\$1,833.94	2020-2023 Public Health Emergency Preparedness
Expenses	\$1,833.94	2020-2023 Public Health Emergency Preparedness
Difference	0	

Background Information: This agreement provides Sierra County with epidemiological services focusing on communicable disease and bioterrorism. This agreement assists Sierra County to meet the epidemiological grant requirements for the state fiscal years 2020-21, 2021-22, and 2022-23 from the United States Department of Health and Human Services, Centers for Disease Control and Prevention (“CDC”) Emergency Preparedness.

Potential Issues to consider: None

Alternatives or Impacts of disapproval:

BOARD OF SUPERVISORS, COUNTY OF SIERRA, STATE OF CALIFORNIA

RESOLUTION NO. _____

**IN THE MATTER OF APPROVING THE SHASTA COUNTY AGREEMENT AND
AUTHORIZING THE DIRECTOR OF PUBLIC HEALTH
TO SIGN THE AGREEMENT FOR THE PURPOSE OF FACILITATING REGIONAL
EPIDEMIOLOGICAL ACTIVITIES**

WHEREAS, the Sierra County Board of Supervisors approves the Shasta County Agreement for the purpose of facilitating regional epidemiological activities

NOW THEREFORE BE IT RESOLVED, the Sierra County Board of Supervisors authorizes Vickie Clark, Director of Public Health, or her designee to sign the Agreement.

ADOPTED by the Board of Supervisors of the County of Sierra, State of California on the 19th day of May, 2020, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

JIM BEARD
Chairman, Board of Supervisors

Date

ATTEST:

APPROVED AS TO FORM:

HEATHER FOSTER
Clerk of the Board

DAVID PRENTICE
County Counsel

PERSONAL SERVICES AGREEMENT BETWEEN THE COUNTY OF SHASTA AND COUNTY OF SIERRA

This agreement is entered into between the County of Shasta, a political subdivision of the State of California, through its Health and Human Services Agency (“Shasta”), and County of Sierra, a political subdivision of the State of California (“Sierra”), (collectively, the “Parties” and individually a “Party”), for the purpose of facilitating regional epidemiological activities.

Section 1. RESPONSIBILITIES OF SIERRA.

A. Pursuant to the terms and conditions of this agreement, Sierra shall:

- (1) Within 20 days of request by Shasta, provide epidemiological information including, but not limited to, the numbers of all reportable diseases reported to Sierra each month in order to permit Shasta to complete the responsibilities listed in Section 2.
- (2) Follow Joint Epidemiology Response regional plans and associated procedures for the coordination of epidemiological investigations.
- (3) Compensate Shasta as prescribed in Section 3 and Section 4 of this agreement.

Section 2. RESPONSIBILITIES OF SHASTA.

A. Pursuant to the terms and conditions of this agreement, Shasta shall:

- (1) Provide epidemiological services focusing on communicable disease and bioterrorism by:
 - a. Maintaining a regional notifiable disease tracking system to help Sierra determine when an outbreak occurs within the region. Shasta will notify other counties when an outbreak occurs in Sierra for the purpose of surveillance and prevention.
 - b. Conduct communicable disease surveillance by distributing a regional monthly communicable disease summary report.
 - c. Providing epidemiological assistance to Sierra during an outbreak situation. Duties may include, but are not limited to, conducting surveillance to identify further outbreak cases and monitor communicable disease trends among populations at risk in an outbreak situation, investigating and/or serving as consultant for epidemics or outbreaks of diseases, and advising management and incident command of statistical findings for decision-making and remediation purposes.
 - d. Monitoring the Epidemic Information Exchange (“Epi-X”) and other surveillance systems to relay pertinent health threat information to Sierra.
 - e. Conducting a training needs assessment with Sierra staff and if requested, provide an epidemiological training session to Sierra staff.
- (2) Assist Sierra to meet its epidemiological grant requirements for the state fiscal years 2020-21, 2021-22, and 2022-23 from the United States Department of

Health and Human Services, Centers for Disease Control and Prevention (“CDC”)
Emergency Preparedness by:

- a. Consulting with Sierra to prepare the epidemiological sections of the grant requirements on an annual basis.
- b. Consulting with Sierra to prepare the epidemiological sections of the grant’s bi-annual progress reports.
- c. Coordinate an epidemiologic component with Sierra to the annual Statewide Medical and Health Exercise (“SMHE”) to test regional epidemiological capacity in an emergency situation, as necessary and when the SMHE scenario is appropriate.

Section 3. COMPENSATION.

- A. Sierra shall compensate Shasta for the services described in this agreement, as follows:
 - (1) \$614.02 for Fiscal Year (“FY”) 2020-21;
 - (2) \$611.12 for FY 2021-22; and
 - (3) \$608.80 for FY 2022-23.
- B. In no case whatsoever shall the maximum amount payable under this agreement exceed \$1,833.94.

Section 4. BILLING AND PAYMENT.

- A. Shasta shall submit an invoice for payment to Sierra County Health & Human Services, Attn: Accounts Payable, P.O. Box 7, Loyalton, CA 96118, as follows:
 - (1) By January 15, 2021, for the first six months of FY 2020-21 in the amount of \$307.01.
 - (2) By July 15, 2021, for the remaining six months of FY 2020-21 in the amount of \$307.01
 - (3) By January 15, 2022, for the first six months of FY 2021-22 in the amount of \$305.56.
 - (4) By July 15, 2022, for the remaining six months of FY 2021-22 in the amount of \$305.56.
 - (5) By January 15, 2023, for the first six months of FY 2022-23 in the amount of \$304.40.
 - (6) By July 15, 2023, for the remaining six months of FY 2022-23 in the amount of \$304.40.
- B. Sierra shall make payment within 30 days of receipt of Shasta’s correct and approved invoice to Fiscal Unit, Shasta County Health & Human Services Agency (“HHS”), P.O. Box 496005, Redding, CA 96049-6005.
- C. For the purpose of effectuating compensation, this Section 4 shall survive the termination, expiration, or cancellation of this agreement.

Section 5. TERM OF AGREEMENT.

This agreement shall commence July 1, 2020, and shall end June 30, 2023, except for the final invoice which will be due by July 15, 2023, and the payment thereof, which shall be due no later than August 15, 2023. Notwithstanding the foregoing, neither Party shall be obligated for providing its responsibilities hereunder for any future state fiscal year unless or until both Parties' Board of Supervisors appropriates funds for their respective responsibilities in this agreement in their annual budget. In the event that funds are not appropriated for this agreement, then this agreement shall end as of June 30 of the last state fiscal year for which funds for the both Parties' responsibilities in this agreement were appropriated. For the purposes of this agreement, the state fiscal year commences on July 1 and ends on June 30 of the following year. Both Parties shall notify the other Party in writing of such non-appropriation at the earliest possible date.

Section 6. TERMINATION OF AGREEMENT.

- A. If either Party materially fails to perform its responsibilities under this agreement to the satisfaction of the other Party, or if a Party fails to fulfill in a timely and professional manner its responsibilities under this agreement, or if either Party violates any of the terms or provisions of this agreement, then other Party shall have the right to terminate this agreement for cause effective immediately upon giving written notice thereof. If termination for cause is given by either Party and it is later determined that the other Party was not in default or the default was excusable, then the notice of termination shall be deemed to have been given without cause pursuant to paragraph B of this section.
- B. Either Party may terminate this agreement without cause on 30 days written notice to the other Party. Sierra shall pay Shasta for all work satisfactorily completed as of the effective date of termination as provided in the written notice from Sierra.
- C. Either Party may terminate this agreement immediately upon oral notice should funding cease or be materially decreased during the term of this agreement.
- D. Shasta's right to terminate this agreement may be exercised by Shasta's County Executive Officer or his/her designee, HHSA Director or any HHSA Branch Director designated by the HHSA Director.
- E. Should this agreement be terminated, both Parties shall promptly provide to the other Party any and all finished and unfinished reports, data, studies, photographs, charts, and other documents prepared by the other Party pursuant to this agreement.

Section 7. ENTIRE AGREEMENT; AMENDMENTS; HEADINGS; EXHIBITS/APPENDICES.

- A. This agreement supersedes all previous agreements relating to the subject of this agreement and constitutes the entire understanding of the Parties hereto. Sierra and Shasta shall be entitled to no other benefits other than those specified herein. Both Parties specifically acknowledges that in entering into and executing this agreement, both Parties rely solely upon the provisions contained in this agreement and no others.

- B. No changes, amendments, or alterations to this agreement shall be effective unless in writing and signed by both Parties. However, minor amendments, including retroactive, that do not result in a substantial or functional change to the original intent of this agreement and do not cause an increase to the maximum amount payable under this agreement may be agreed to in writing between Sierra and the HHS A Director, or any HHS A Branch Director designated by the HHS A Director, provided that the amendment is in substantially the same format as the Shasta's standard format amendment contained in the Shasta County Contracts Manual (Administrative Policy 6-101).
- C. The headings that appear in this agreement are for reference purposes only and shall not affect the meaning or construction of this agreement.
- D. If any ambiguity, inconsistency, or conflict exists or arises between the provisions of this agreement and the provisions of any of this agreement's exhibits or appendices, the provisions of this agreement shall govern.

Section 8. NONASSIGNMENT OF AGREEMENT; NON-WAIVER.

Inasmuch as this agreement is intended to secure the specialized services of the Parties, neither Party may assign, transfer, delegate, or sublet any interest herein without the prior written consent of other Party. The waiver by either Party of any breach of any requirement of this agreement shall not be deemed to be a waiver of any other breach.

Section 9. EMPLOYMENT STATUS OF SHASTA.

Shasta shall, during the entire term of this agreement, be construed to be an independent contractor, and nothing in this agreement is intended nor shall be construed to create an employer-employee relationship, a joint venture relationship, or to allow Sierra to exercise discretion or control over the professional manner in which Shasta performs the work or services that are the subject matter of this agreement; provided, however, that the work or services to be provided by Shasta shall be provided in a manner consistent with the professional standards applicable to such work or services. The sole interest of Sierra is to ensure that the work or services shall be rendered and performed in a competent, efficient, and satisfactory manner.

Section 10. INDEMNIFICATION.

Each Party shall defend, indemnify, and hold the other Party, its officials, officers, employees, agents, and volunteers, harmless from and against any and all liability, loss, expenses (including reasonable attorney's fees), or claims for injury or damage arising out of the performance of this agreement, but only in proportion to and to the extent such liability, loss, expenses (including reasonable attorney's fees), or claims for injury or damage are caused by or result from the negligent or intentional acts or omissions of the indemnifying Party, its officials, officers, employees, agents, subcontractors, or volunteers.

Section 11. INSURANCE COVERAGE.

Each Party shall maintain and keep in force at its sole cost and expense during the full term of this agreement the following coverage, through insurance, excess insurance, and/or participation in program(s) of self-insurance:

- A. Commercial General Liability to include coverage for owned and non-owned automobiles in the amount of not less than \$1 million per occurrence.
- B. Errors and Omissions coverage with limits of liability of not less than \$1 million per occurrence.
- C. Workers' Compensation as required by the laws of the State of California, and Employers Liability with a limit of not less than \$1 million per occurrence.

Each Party shall require its subcontractors to maintain similar coverage.

Section 12. NOTICE OF CLAIM; APPLICABLE LAW; VENUE.

- A. If any claim for damages is filed with either Party or if any lawsuit is instituted concerning either Party's performance under this agreement and that in any way, directly or indirectly, contingently or otherwise, affects or might reasonably affect the other Party, the Party in receipt of the claim or lawsuit shall give prompt and timely notice thereof to the other Party. Notice shall be prompt and timely if given within 30 days following the date of receipt of a claim or 10 days following the date of service of process of a lawsuit. This provision shall survive the termination, expiration, or cancellation of this agreement.
- B. Any dispute between the Parties, and the interpretation of this agreement, shall be governed by the laws of the State of California. Any litigation shall be venued in Shasta County.

Section 13. COMPLIANCE WITH LAWS; NON-DISCRIMINATION.

- A. Both Parties shall observe and comply with all applicable present and future federal laws, state laws, local laws, codes, rules, regulations, and/or orders that relate to the work or services to be provided pursuant to this agreement.
- B. Both Parties shall not discriminate in employment practices or in the delivery of services on the basis of race, color, creed, religion, national origin, sex, age, marital status, sexual orientation, medical condition (including cancer, HIV, and AIDS) physical or mental disability, use of family care leave under either the Family & Medical Leave Act or the California Family Rights Act, or on the basis of any other status or conduct protected by law.
- C. Each Party represents that they are in compliance with and agrees they shall continue to comply with the Americans with Disabilities Act of 1990 (42 U.S.C. sections 12101, *et seq.*), the Fair Employment and Housing Act (Government Code sections 12900, *et seq.*), and regulations and guidelines issued pursuant thereto.

- D. In addition to any other provisions of this agreement, both Parties shall be solely responsible for any and all damages caused, and/or penalties levied, as the result of their noncompliance with the provisions of this section.

Section 14. ACCESS TO RECORDS; RECORDS RETENTION.

- A. Shasta, Sierra, local, federal, and state officials shall have access to any books, documents, papers, and records of Sierra and Shasta that are directly pertinent to the subject matter of this agreement for the purpose of auditing or examining the activities of Sierra or Shasta. Except where longer retention is required by federal or state law, Sierra and Shasta shall maintain all records for five years after Sierra makes final payment hereunder. This provision shall survive the termination, expiration, or cancellation of this agreement.
- B. Both Parties shall maintain appropriate records to insure a proper accounting of all funds and expenditures pertaining to the work performed or the services provided pursuant to this agreement. Both Parties shall maintain records providing information that account for all funds and expenses related to the provision of services provided pursuant to this agreement. Access to these records shall be provided to the other Party during working days, 8:00 a.m. to 5:00 p.m. and at other times upon reasonable notice by each Party, and upon request of state and federal agencies charged with the administration of programs related to the work or services to be provided pursuant to this agreement.
- C. Both Parties agrees to accept responsibility for receiving, replying to, and/or complying with any audit exception by appropriate federal, state, local, Shasta, or Sierra audit directly related to their responsibilities provided for in this agreement. Shasta agrees to repay Sierra the full amount of payment received for duplicate billings, erroneous billings, audit exceptions, or false or deceptive claims.

Section 15. COMPLIANCE WITH CHILD, FAMILY, AND SPOUSAL SUPPORT REPORTING OBLIGATIONS.

Either Party's failure to comply with state and federal child, family, and spousal support reporting requirements regarding each Party's employees or failure to implement lawfully served wage and earnings assignment orders or notices of assignment relating to child, family, and spousal support obligations shall constitute a default under this agreement. Either Party's failure to cure such default within 90 days of notice by other Party shall be grounds for termination of this agreement.

Section 16. LICENSES AND PERMITS.

Each Party, and each Party's officers, employees, and agents performing the work or services required by this agreement, shall possess and maintain all necessary licenses, permits, certificates, and credentials required by the laws of the United States and the State of California, and all other appropriate governmental agencies, including any certification and credentials required by Shasta or Sierra. Failure to maintain the licenses, permits, certificates, and credentials shall be deemed a breach of this agreement and constitutes grounds for the termination of this agreement.

Section 21. COMPLIANCE WITH POLITICAL REFORM ACT.

Both Parties shall comply with the California Political Reform Act (Government Code, sections 81000, *et seq.*), with all regulations adopted by the Fair Political Practices Commission pursuant thereto, and with the Shasta's Conflict of Interest Code, with regard to any obligation on the part of either Party to disclose financial interests and to recuse from influencing any Shasta decision which may affect either Party's financial interests. If required by the Shasta's Conflict of Interest Code, each Party shall comply with the ethics training requirements of Government Code sections 53234, *et seq.*

Section 22. SEVERABILITY.

If any portion of this agreement or application thereof to any person or circumstance is declared invalid by a court of competent jurisdiction or if it is found in contravention of any federal or state statute or regulation or Shasta ordinance, the remaining provisions of this agreement, or the application thereof, shall not be invalidated thereby and shall remain in full force and effect to the extent that the provisions of this agreement are severable.

Section 23. CONFIDENTIALITY.

During the term of this agreement, both Parties may have access to information that is confidential or proprietary in nature. Both Parties agree to preserve the confidentiality of and to not disclose any such information to any third party without the express written consent of the other Party or as required by law. This provision shall survive the termination, expiration, or cancellation of this agreement.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, Shasta and Sierra have executed this agreement on the dates set forth below. By their signatures below, each signatory represents that he/she has the authority to execute this agreement and to bind the Party on whose behalf his/her execution is made.

SHASTA

Date: _____

Donnell Ewert, Director
Shasta County Health and Human Services
Agency
Tax I.D.#: On File

Approved as to form:
RUBIN E. CRUSE, JR.
County Counsel

ABC 4/12/20

By: Alan B. Cox
Deputy County Counsel III

RISK MANAGEMENT APPROVAL

By: *James Johnson 04/10/20*

James Johnson
Risk Management Analyst III

SIERRA

Date: _____

Vickie Clark, Director
Sierra County Public Health

Approved as to form:

Date: _____

David Prentice
County Counsel

Memorandum

To: Sierra County Board of Supervisors
From: Vickie Clark, Director of Public Health
Reference: Agenda Item
Date of memo: May 8, 2020
Date of Board Meeting: May 19, 2020

Requested Action: Resolution approving the submittal of an application for the Local Enforcement Agency Grant and authorizing Director or Designee to execute the necessary application for the securing of grant funds.

Mandated by: Public Resources Code sections 40000 et seq.

Funding

Budgeted? Yes No

Revenue	\$15,022.00	Local Enforcement Agency
Expenses	\$15,022.00	Budget attached
Difference		

Background Information: This is a yearly submittal for Local Enforcement Agency Grant Funds for the state mandated program to assure that solid, liquid, and hazardous wastes are collected, treated, handled, and reclaimed or recycled in such a manner as to prevent the spread of or pollution of waters, the creation of nuisances of safety hazards, and the environmental degradation of any kind.

Potential Issues to consider: None

Alternatives or Impacts of disapproval: Sierra County will not receive this funding to help offset the costs of this mandate.

BOARD OF SUPERVISORS, COUNTY OF SIERRA, STATE OF CALIFORNIA

RESOLUTION NO. _____

**IN THE MATTER OF
APPROVING THE SUBMITTAL OF
APPLICATION FOR THE
LOCAL ENFORCEMENT AGENCY GRANT
(EA31- FY 2020/21)
AND AUTHORIZING DIRECTOR TO SIGN
DOCUMENT TO SECURE THE GRANT FUNDS**

WHEREAS, Public Resources Code sections 40000 et seq. authorize the Department of Resources Recycling and Recovery (CalRecycle) to administer various Grant Programs in furtherance of the State of California's (State) efforts to reduce, recycle and reuse solid waste generated in the State thereby preserving landfill capacity and protecting public health and safety and the environment; and

WHEREAS, in furtherance of this authority CalRecycle is required to establish procedures governing the application, awarding, and management of the grants; and

WHEREAS, Grant Application procedures require an Applicant's governing body to authorize by resolution its approval for submittal of the Local Enforcement Agency Grant Application, and the designation by job title of the individual authorized to execute in the name of Sierra County, the application for the securing of grant funds; and

WHEREAS, if awarded, Sierra County will enter into a Grant Agreement with the CalRecycle for implementation of said Grant; and

NOW THEREFORE BE IT RESOLVED, the Sierra County Board of Supervisors authorizes the submittal of an application for the Local Enforcement Agency Grant (EA31 - FY 2020/21), and authorizes the Director of Sierra County Public Health or designee to sign Grant documents for securing the Grant funds; and that the grant agreement will be returned to the Board of Supervisors for final approval.

ADOPTED by the Board of Supervisors of the County of Sierra, State of California on the 19th day of May 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

JIM BEARD
Chairman, Board of Supervisors

Date

ATTEST:

APPROVED AS TO FORM:

HEATHER FOSTER
Clerk of the Board

DAVID PRENTICE
County Counsel



Application Certification

Application Information

Applicant: Sierra County
 Cycle Name: Local Enforcement Agency Grants
 Cycle Code: EA31
 Grant ID: 23306
 Grant Funds Requested: \$15,022.00
 Matching Funds: \$0.00 (if applicable)

Application Due Date: 05/12/2020
 Secondary Due Date: 06/16/2020

Contacts

Name	Title	Prime	Second	Auth	Cnslt
Elizabeth Morgan	Environmental Health Specialist III	X			
Evelyn de Mello	Enviromental Health Specialist I		X		
Victoria Clark	Director of Public Health & Social Srvc			X	
Shawna Graves	Fiscal Account Technician		X		
Jamie Franceschini	Contract Analyst III		X		

Budget

Category Name	Amount
Analysis/Evaluation/Testing/Demo	\$0.00
Compliance/Inspection/Visit/Enforcement	\$0.00
Education	\$0.00
Equipment	\$0.00
Personnel	\$14,022.00
Training	\$200.00
Transportation	\$800.00

Documents

Document Title	Received Date
----------------	---------------

Required

Required By Secondary Due Date

Resolution - Lead Participant

Other Supporting Document(s)

Draft Resolution

Letter of Authorization/Resolution

Letter of Designation

Resolution

Check the following, as applicable. See Application Guidelines and Instructions for more information and examples.

Applicant acknowledges that its approved Resolution must be uploaded no later than the secondary due date. Applicant further acknowledges that if its Resolution is received after this date, its application will be disqualified.

Application Certification

Conditions and Certification

Condition of Application Submittal: Acceptance of Grant Agreement Provisions

In the event the Applicant is awarded a grant, the submittal of this Application constitutes acceptance of all provisions contained in the Grant Agreement, which consists of the following:

- Executed Grant Agreement Cover Sheet and any approved amendments
- Exhibit A - Terms and Conditions
- Exhibit B - Procedures and Requirements
- Exhibit C - Application with revisions, if any, and any amendments

Environmental Justice:

In the event Applicant is awarded a grant, submittal of this Application constitutes acceptance of the following; that in the performance of the Grant Agreement, Applicant/Grantee shall conduct their programs, policies, and activities that substantially affect human health or the environment in a manner that ensures the fair treatment of people of all races, cultures, and income levels, including minority populations and low-income populations of the State. (see Govt. Code §65040.12(e) and Pub. Resources Code §71110(a))

Certification:

I declare under penalty of perjury under the laws of the State of California, that funds have been allocated for the project(s)/activities identified in the grant application and that sufficient funds are available to complete the project(s)/activities identified in the grant application, that I have read the Application Guidelines and Instructions and that all information submitted for CalRecycle's consideration for award of grant funds is true and correct to the best of my knowledge, and that on behalf of the Applicant I accept the above conditions of submittal.

X Victoria A. Clark 5/5/20
Signature of Signature Authority (as authorized in Resolution or Letter of Commitment) or Authorized Designee (as authorized in Letter of Designation, submitted with this Application) Date

Victoria A. Clark Director
Print Name Print Title

IMPORTANT! Applicant must print out this document, have the Signature Authority sign it, upload signed document to the application system, and retain the original hard copy document in your cycle file.

**Sierra County
Board of Supervisors'
Agenda Transmittal &
Record of Proceedings**

MEETING DATE: May 19, 2020	TYPE OF AGENDA ITEM: <input type="checkbox"/> Regular <input type="checkbox"/> Timed <input checked="" type="checkbox"/> Consent
--------------------------------------	---

DEPARTMENT: Sierra County Sheriff's Office
APPROVING PARTY: Sheriff Mike Fisher
PHONE NUMBER: (530) 289-3700

AGENDA ITEM: Discussion/adoption of resolution approving Cooperative Law Enforcement FY 20 Annual Operating and Financial Plan Between the Sierra County Sheriff's Office and the USDA, Forest Service Tahoe and Plumas National Forest.

SUPPORTIVE DOCUMENTS ATTACHED: Memo Resolution Agreement Other

BACKGROUND INFORMATION: Annual Operating and Financial Plan USDA Tahoe and Plumas National Forest

FUNDING SOURCE:
GENERAL FUND IMPACT: No General Fund Impact
OTHER FUND: USFS Reimbursement Cooperative Agreement
AMOUNT: \$22,000 Annually

ARE ADDITIONAL PERSONNEL REQUIRED?
 Yes, -- --
 No

IS THIS ITEM ALLOCATED IN THE BUDGET? Yes No
IS A BUDGET TRANSFER REQUIRED? Yes No

SPACE BELOW FOR CLERK'S USE

BOARD ACTION: <input type="checkbox"/> Approved <input type="checkbox"/> Approved as amended <input type="checkbox"/> Adopted <input type="checkbox"/> Adopted as amended <input type="checkbox"/> Denied <input type="checkbox"/> Other <input type="checkbox"/> No Action Taken	<input type="checkbox"/> Set public hearing For: _____ <input type="checkbox"/> Direction to: _____ <input type="checkbox"/> Referred to: _____ <input type="checkbox"/> Continued to: _____ <input type="checkbox"/> Authorization given to: _____	Resolution 2020- _____ Agreement 2020- _____ Ordinance _____ Vote: Ayes: Noes: Abstain: Absent: <input type="checkbox"/> By Consensus
---	---	---

COMMENTS:

CLERK TO THE BOARD

DATE

BOARD OF SUPERVISORS, COUNTY OF SIERRA, STATE OF CALIFORNIA

**RESOLUTION APPROVING AGREEMENT BETWEEN THE SHERIFF'S OFFICE
AND THE TAHOE AND PLUMAS NATIONAL FOREST RE: FY 2020 FINANCIAL
AND OPERATING PLAN**

Resolution 2020-

BE IT RESOLVED THAT:

1. Agreement No. 17-LE-11051360-020, Mod. 008 captioned 2020 Annual Operating and Financial Plan by and between the County of Sierra ("the County") and Contracting Party: US Forest Service, Tahoe and Plumas National Forest is hereby approved;
2. The responsible administrators for said Agreement are
County: Mike Fisher, Sheriff-Coroner
Contractor: Gerald Parker, Patrol Captain
3. The Responsible Administrator for the County designated above and/or the Chairman of the Board of Supervisors is authorized to execute the subject Agreement.
4. The Sierra County Auditor is hereby authorized to pay said expenditure out of the Sheriff-Coroner Budget #5450.

ADOPTED by the Board of Supervisors of the County of Sierra on the 19st day of May, 2020, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

COUNTY OF SIERRA

JIM BEARD, CHAIRMAN
BOARD OF SUPERVISORS

ATTEST:

APPROVED AS TO FORM:

HEATHER FOSTER
CLERK TO THE BOARD

DAVID PRENTICE
COUNTY COUNSEL



FS Agreement No. 17-LE-11051360-020
Modification No. 008
Cooperator Agreement No. _____

EXHIBIT A

**COOPERATIVE LAW ENFORCEMENT ANNUAL PATROL OPERATIONS PLAN &
FINANCIAL PLAN**

**Between The
SIERRA COUNTY SHERIFF'S OFFICE
And the
USDA, FOREST SERVICE
TAHOE AND PLUMAS NATIONAL FORESTS**

2020 ANNUAL OPERATING AND FINANCIAL PLAN

This Annual Financial and Operating Plan (Annual Operating Plan), is hereby made and entered into by and between the Sierra County Sheriff's Office, hereinafter referred to as "the Cooperator," and the USDA, Forest Service, Tahoe and Plumas National Forests, hereinafter referred to as the "U.S. Forest Service," under the provisions of Cooperative Law Enforcement Agreement #17-LE-11051360-020 executed on May 18, 2017. This Annual Operating Plan is made and agreed to as of the last date signed below and is for the estimated period beginning October 1, 2019 and ending September 30, 2020.

Previous Year Carry-over: \$10,421.72
Current Fiscal Year Obligation: \$11,578.28
FY2020 Total Annual Operating Plan: \$22,000.00

I. GENERAL:

A. The following individuals shall be the designated and alternate representative(s) of each party, so designated to make or receive requests for special enforcement activities.

Principal Cooperator Contacts:

Cooperator Program Contact	Cooperator Administrative Contact
Mike Fisher, Sheriff-Coroner Sierra County Sheriff's Office P.O. Box 66 Downieville, CA, 95936-0066 Telephone: 530.289.3700 Email: mikefisher@sierracounty.ca.gov	Autumn Long-McGie Sierra County Sheriff's Office P.O. Box 66 Downieville, CA, 95936-0066 Telephone: 530.289.3700 Email: alongmcgie@sierracounty.ca.gov



Principal U.S. Forest Service Contacts:

U.S. Forest Service Program Manager Contact	U.S. Forest Service Administrative Contact
Gerald Parker, Patrol Captain 631 Coyote Street Nevada City, CA 95959 Telephone: 530-478-6148 FAX: 530-478-6179 Email: Gerald.parker@usda.gov	Melissa Ewing 631 Coyote Street Nevada City, CA 95959 Telephone: 530-478-6166 FAX: 530-478-6179 Email: Melissa.ewing@usda.gov
	Geraldine C. Bordash, Grants Management Specialist 1323 Club Drive Vallejo, CA 94592-1110 Telephone: 707-562-8782 FAX: 707-562-9144 Email: gerri.bordash@usda.gov

B. Reimbursement for all types of enforcement activities shall be at the following rates unless specifically stated otherwise. The following rates include wages, fringe benefits, and equipment:

1. *Regular Deputies:* For the services provided in Section II, the Forest Service agrees to reimburse the Cooperator at a rate not to exceed **\$65.00** per hour (salary and mileage) and **OT** rate **\$98.00** per hour.
2. *Reserve Deputies:* For the services provided in Section II, the Forest Service agrees to reimburse the Cooperator at a rate not to exceed **\$65.00** per hour (salary and mileage) **OT** rate **\$98.00** per hour.

II. PATROL ACTIVITIES:

A. Time schedules for patrols will be flexible to allow for emergencies, other priorities, and day-to-day needs of both the Cooperator and the U.S. Forest Service. Time will be spent in each area to make residents and visitors aware that law enforcement officers are in the vicinity. The emphasis for patrols should be focused on periods of higher visitor use, typically Fridays, Saturdays and Sundays. Actual work schedules may be negotiated between the designated representatives.



Patrol in the following campgrounds, developed sites, or dispersed areas:

Cottonwood	Cold Creek	Little Truckee	Pass Creek
East Meadows	Smithneck Road	Stamped	Indian Valley
Upper & Lower Carlton	Fiddle Creek	Rocky Rest	Lakes Basin
Ramshorn	Union Flat	Loganville	Wild Plum
Sardine	Sand Pond	Salmon Greek	Sierra
Chapman Creek	Diablo	Berger	Packsaddle
Yuba Pass	Brandy City	Cal-Ida	Halls Ranch
Cherokee Creek	Eureka Diggings	Gold Lake	

Patrols shall be conducted on a call when needed basis or as scheduled by the Cooperator.

When requested by the Forest Service designated representative, and as resources are available, the Cooperator will assist the Forest Service in conducting support activities related to the enforcement and investigation of violations of Title 36 Code of Federal Regulations part 261 and all Criminal offenses within the United States Code.

- B. Cooperator personnel assigned to duties in Section II must be regular employees of the Sierra County Sheriff's Office with at least POST certification to operate in a solo-officer capacity. The Cooperator's assigned personnel will utilize the County's standard equipment and vehicle, or perform foot patrol, and will be in standard uniform at all times, unless otherwise requested by the Forest Service.

The assigned Deputy will possess Forest Service radio frequencies and maintain communications with the Grass Valley ECC by radio or through the Sierra County Dispatch, at all times during the patrols.

For each patrol shift, the Deputy will complete and turn in a Daily Field Log Report. The Sheriff's Deputy will complete the report after each activity and give to the Forest Service designated representative bi weekly. Any calls off of National Forest System Lands that result in absence for an hour or more, shall be documented on the daily field report and will not be billable to the Forest Service.

The Cooperator will complete and submit to the Forest Service the Forest Service Cooperative Law Enforcement Activity Report (FS 5300-5, attached) or equivalent identifying the number of crimes occurring on NFS lands. The report shall follow the FBI Uniform Crime Reporting groupings, Part I and Part II offenses. Offenses and arrest information shall be combined and reported for each crime. This report shall separate the crimes handled under this agreement from those handled by the cooperator during regular duties. Both report forms are attached to this Exhibit and/or the Cooperative Agreement. Each Forest Service designated representative will also provide the forms as needed.



The Cooperator may not be reimbursed for the services of personnel who are employed by the Forest Service in a law enforcement capacity and are also Reserve Officers of the Cooperator.

- C. The Cooperator will provide dispatch services for the Forest Service from Labor Day through Memorial Day during the hours that the Forest Service Dispatch is out of service.

III. EQUIPMENT, SUPPLIES AND TRAINING:

See Cooperative Law Enforcement Agreement Provisions IV-J, IV-L, IV-M and IV-N for additional information.

Total reimbursement for this category shall not exceed 10% of the grant.

SPECIAL ENFORCEMENT SITUATIONS:

- A. Special Enforcement Situations include but are not limited to: Fire Emergencies, Drug Enforcement, and certain Group Gatherings.
- B. Funds available for special enforcement situations vary greatly from year to year and must be specifically requested and approved prior to any special enforcement activities being authorized for reimbursement. Requests for funds should be made to the U.S. Forest Service designated representative listed in Item I-A of this Annual Operating Plan. The designated representative will then notify the Cooperator whether funds will be authorized for reimbursement. If funds are authorized, the parties will then jointly prepare a revised Annual Operating Plan.
1. Drug Enforcement: This will be handled on a case by case basis. The request will normally come from the patrol Captain; however, it may come from the Special Agent in Charge or their designated representative. Reimbursement shall be made at the rates specified in Section I-B. Deputies assigned to the incident will coordinate all of their activities with the designated officer in charge of the incident.
 2. Fire Emergency: During emergency fire suppression situations and upon request by the Forest Service pursuant to an incident resource order, the Cooperator agrees to provide special services beyond those provided under Section II-A, within the Cooperator's resource capabilities, for the enforcement of State and local laws related to the protection of persons and their property. The Cooperator will be compensated at the rate specified in Section I-B; the Forest Service will specify times and schedules. Upon concurrence of the local patrol Captain or their designated representative, an official from the Incident Management Team managing the incident, Cooperator personnel assigned to an incident where meals are provided will be entitled to such meals.



3. Group Gatherings: This includes but is not limited to situations which are normally unanticipated or which typically include very short notices, large group gatherings such as rock concerts, demonstrations, and organization rendezvous. Upon authorization by a Forest Service representative listed in Section I-A for requested services of this nature, reimbursement shall be made at the rates specified in Section I-B. Deputies assigned to this type of incident will normally coordinate their activities with the designated officer in charge of the incident.
4. Large Permitted Events on the National Forest that create an impact on adjacent non forest service lands, to include the Downieville Downhill and the Clampers weekends.

Total reimbursement for all categories shall not exceed the amount of: \$22,000.00

IV. BILLING FREQUENCY:

See Cooperative Law Enforcement Agreement Provisions II-H and III-B for additional information.

For services requested in items I, II and agreed to under II and IV, reimbursement will be based upon itemized bills furnished monthly, along with certification that the services have been performed. Final billings for reimbursement must be received by the Forest Service before October 31, 2020.

- a. Mail copies of itemized billing statements and patrol logs to:

Melissa Ewing
Law Enforcement & Investigations
631 Coyote Street
Nevada City, CA 95959

- b. Mail invoices to:

1. US Forest Service
Albuquerque Service Center
Payment – Grants and Agreements
1001 B Sun Ave NE
Albuquerque, NM 87109
2. Or FAX to : 877.687.4894 – Attn: Payments, Grants and Agreements
3. Or e-mail scanned invoice to: SM.FS.ASC_GA@USDA.GOV



NOTE: Annually update the registration of the County Sheriff's DUNS# on the System for Award Management (SAM) website at www.sam.gov for the verification of the EFT (Electronic Funds Transfer) banking information.

- A. The following is a breakdown of the total estimated costs associated with this Annual Operating Plan.

Category	Estimated Costs	Not to Exceed by %
Patrol Activities	\$22,000.00	
Training		
Equipment and Supplies		
Dispatch		
Special Enforcement Situations		
Total	\$22,000.00	

- B. Any remaining funding in this Annual Operating Plan may be carried forward to the next fiscal year and will be available to spend through the term of the Cooperative Law Enforcement Agreement, or deobligated at the request of the U.S. Forest Service. *See Cooperative Law Enforcement Agreement Provision IV-D.*



In witness whereof, the parties hereto have executed this Annual Operating Plan as of the last date written below.

MIKE FISHER, Sheriff - Coroner
Sierra County
Date

, Chair
Sierra County, Board of Supervisors
Date

, County Counsel
Sierra County
Date

ELI ILANO, Forest Supervisor
U.S. Forest Service, Tahoe National Forest
Date

DANIEL A. LOVATO, Forest Supervisor
U.S. Forest Service, Plumas National Forest
Date

DON HOANG, Acting Special Agent in Charge
U.S. Forest Service, Pacific Southwest Region
Date

The authority and format of this agreement have been reviewed and approved for signature.

April 18, 2020

CHOR YANG
Grants Management Specialist
U.S. Forest Service, Pacific Southwest Region
Date



Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.

**Sierra County
Board of Supervisors'
Agenda Transmittal &
Record of Proceedings**

MEETING DATE: May 19, 2020	TYPE OF AGENDA ITEM: <input type="checkbox"/> Regular <input type="checkbox"/> Timed <input checked="" type="checkbox"/> Consent
--------------------------------------	---

DEPARTMENT: Sierra County Sheriff's Office
APPROVING PARTY: Sheriff Mike Fisher
PHONE NUMBER: (530) 289-3700

AGENDA ITEM: Adoption of resolution for the 2020 Controlled Substance Annual Operating and Financial Plan Between the Sierra County Sheriff's Office and the USDA, Forest Service Tahoe and Plumas National Forest.

SUPPORTIVE DOCUMENTS ATTACHED: Memo Resolution Agreement Other

BACKGROUND INFORMATION:

FUNDING SOURCE:
GENERAL FUND IMPACT: No General Fund Impact
OTHER FUND: USFS Reimbursement Cooperative Agreement
AMOUNT: \$11,000 Annually

ARE ADDITIONAL PERSONNEL REQUIRED?

 Yes, -- --
 No

IS THIS ITEM ALLOCATED IN THE BUDGET? Yes No

IS A BUDGET TRANSFER REQUIRED? Yes No

SPACE BELOW FOR CLERK'S USE

<p>BOARD ACTION:</p> <input type="checkbox"/> Approved <input type="checkbox"/> Approved as amended <input type="checkbox"/> Adopted <input type="checkbox"/> Adopted as amended <input type="checkbox"/> Denied <input type="checkbox"/> Other <input type="checkbox"/> No Action Taken	<input type="checkbox"/> Set public hearing For: _____ <input type="checkbox"/> Direction to: _____ <input type="checkbox"/> Referred to: _____ <input type="checkbox"/> Continued to: _____ <input type="checkbox"/> Authorization given to: _____	Resolution 2020- _____ Agreement 2020- _____ Ordinance _____ Vote: Ayes: Noes: Abstain: Absent: <input type="checkbox"/> By Consensus
---	---	---

COMMENTS:

CLERK TO THE BOARD

DATE

BOARD OF SUPERVISORS, COUNTY OF SIERRA, STATE OF CALIFORNIA

**RESOLUTION APPROVING AGREEMENT BETWEEN THE SHERIFF'S OFFICE
AND THE TAHOE AND PLUMAS NATIONAL FOREST RE: FY 2020 FINANCIAL
AND OPERATING PLAN**

Resolution 2020-

BE IT RESOLVED THAT:

1. Agreement No. 17-LE-11051360-020, Mod. 009 captioned 2020 Controlled Substance Annual Operating and Financial Plan by and between the County of Sierra ("the County") and Contracting Party: US Forest Service, Tahoe and Plumas National Forest is hereby approved;
2. The responsible administrators for said Agreement are
County: Mike Fisher, Sheriff-Coroner
Contractor: Sophia Fong, Special Agent
3. The Responsible Administrator for the County designated above and/or the Chairman of the Board of Supervisors is authorized to execute the subject Agreement.
4. The Sierra County Auditor is hereby authorized to pay said expenditure out of the Sheriff-Coroner Budget #5450.

ADOPTED by the Board of Supervisors of the County of Sierra on the 19th day of May, 2020, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

COUNTY OF SIERRA

JIM BEARD, CHAIRMAN
BOARD OF SUPERVISORS

ATTEST:

APPROVED AS TO FORM:

HEATHER FOSTER
CLERK TO THE BOARD

DAVID PRENTICE
COUNTY COUNSEL



FS Agreement No. 17-LE-11051360-020
Cooperator Agreement No. _____
Modification No. 009

EXHIBIT B

**COOPERATIVE LAW ENFORCEMENT ANNUAL OPERATING PLAN &
FINANCIAL PLAN**

**Between The
SIERRA COUNTY SHERIFF'S OFFICE
And the
USDA, FOREST SERVICE
TAHOE AND PLUMAS NATIONAL FORESTS**

2020 CONTROLLED SUBSTANCE ANNUAL OPERATING AND FINANCIAL PLAN

This Annual Financial and Operating Plan (Annual Operating Plan), is hereby made and entered into by and between the Sierra County Sheriff's Department, hereinafter referred to as "the Cooperator," and the USDA, Forest Service, Tahoe and Plumas National Forest, hereinafter referred to as the "U.S. Forest Service," under the provisions of Cooperative Law Enforcement Agreement #17-LE-11051360-020 executed on May 18, 2017 . This Annual Operating Plan is made and agreed to as of the last date signed below and is for the estimated period beginning October 01, 2019 and ending September 30, 2020.

Prior Year Carryover \$32.78
FY 2020 Obligation \$10967.22
FY 2020 Total Annual Operating Plan \$11000.00

I. GENERAL:

- A. The following individuals shall be the designated and alternate representative(s) of each party, so designated to make or receive requests for special enforcement activities.

Principal Cooperator Contacts:

<i>Cooperator Program Contact</i>	<i>Cooperator Administrative Contact</i>
Mike Fisher, Sheriff-Coroner Sierra County Sheriff's Office P.O. Box 66 Downieville, CA 95936-0066 Telephone: (530) 289-3700 E-mail: mikefisher@sierracounty.ca.gov	Autumn Long- McGie Sierra County Sheriff's Office P.O. Box 66 Downieville, CA 95936-0066 Telephone: (530) 289-2880 FAX: (530) 289-3318 E-mail: alongmcgie@sierracounty.ca.gov



Principal U.S. Forest Service Contacts:

<p align="center">U.S. Forest Service Program Manager Contact</p>	<p align="center">U.S. Forest Service Administrative Contact</p>
<p>Sophia Fong, Special Agent Tahoe National Forest, LEI 631 Coyote Street Nevada City, CA 95959 Office: 530-478-6107 E-mail: Sophia.fong@usda.gov</p>	<p>Eric Rusch Program Support Assistant Pacific Southwest Regional Office – LEI 1323 Club Drive Vallejo, CA 94592 Office: 707-562-9127 FAX: 707-562-9031 E-mail: eric.rusch@usda.gov</p>
<p align="center">U.S. Forest Service Alternate Contact</p>	<p align="center">U.S. Forest Service Administrative Contact - Alternate</p>
<p>Kevin Mayer Assistant Special Agent in Charge Pacific Southwest Regional Office – LEI 1323 Club Drive Vallejo, CA 94592 707-562-9031 (Office) FAX: 707-562-9031 E-mail: kevin.mayer@usda.gov</p>	<p>Melissa Ewing Tahoe National Forest – LEI 631 Coyote Street Nevada City, CA 95959 Office: 530-478-6166 FAX: 530-478-6179 E-mail: melissa.ewing@usda.gov</p>

II. CONTROLLED SUBSTANCE OPERATIONS:

Pursuant to IV- I of Agreement No. 17-LE-11051360-020 the following is in support of operations to suppress manufacturing and trafficking of controlled substances on or affecting the administration of National Forest System lands, with an emphasis on identification, apprehension and prosecution of suspects engaged in these activities:

A. The *U.S. Forest Service* agrees:

1. To reimburse **the Cooperator** for expenditures associated with the detection of locations and activities related to illegal production and trafficking of controlled substances, including;
 - a. Ground reconnaissance to identify and inventory locations and activities associated with producing or trafficking controlled substances.
 - b. Aerial reconnaissance to identify and inventory locations and activities associated with producing or trafficking controlled substances.
2. To reimburse **the Cooperator** for certain expenses resulting from investigative activities associated with investigating cases involving the illegal production or



- trafficking of controlled substances on or affecting the administration of National Forest system lands, including:
- a. Surveillance operations to identify persons illegally producing or trafficking controlled substances.
 - b. Apprehension of persons suspected of producing or trafficking controlled substances.
 - c. Collection of evidence to support prosecution of persons suspected of illegally producing or trafficking controlled substances.
 - d. Prosecution of persons suspected of producing or trafficking controlled substances.
3. To reimburse **the Cooperator** for expenses resulting from the removal of cannabis plants from National Forest System lands. When circumstances indicate that removal of the cannabis plants is required before an investigation to determine the person(s) responsible can be completed, eradication operations must be approved by the U.S. Forest Service prior to taking place.

Note: **the Cooperator** retains the authority to eradicate cannabis plants from National Forest System lands without reimbursement from the U.S. Forest Service at its discretion.

4. To reimburse **the Cooperator** for the costs of purchasing supplies and equipment used exclusively for activities described in items A.1, A.2 and A.3 of this Plan. Purchases must be agreed to and approved by the U.S. Forest Service.

Purchases may **not exceed 10% of the total allocation** without prior approval by the U.S. Forest Service Designated Representative.

B. **The Cooperator** agrees:

1. Within its capability, to perform the following activities on National Forest System lands:
 - a. Detect and inventory locations associated with illegal production or trafficking of controlled substances and notify the U.S. Forest Service of such locations as soon as possible.
 - b. Investigations to determine the person(s) responsible for manufacturing or trafficking controlled substances.
 - c. Upon request and prior approval of the U.S. Forest Service, remove cannabis plants from National Forest System lands.



- 2. To furnish all activity reports, crime reports, investigation reports, and other reports or records, resulting from activities identified in **Section II, A** of this Operating and Financial Plan to the affected Forests for review and forwarding to the Regional Office for processing.

C. The *U.S. Forest Service* and **the Cooperator** mutually agree to the following:

- 1. The following rate schedule will apply to all expenditures that may be reimbursed to **the Cooperator** under this agreement;

Regular Deputies: For services provided, the Forest Service agrees to reimburse the Cooperator at a rate not to exceed \$65.00 per hour (salary and mileage) and OT rate \$98.00 per hour.

Reserve Deputies: For the services provided, the Forest Service agrees to reimburse the Cooperator at a rate not to exceed \$65.00 per hour (salary and mileage) OT rate \$98.00 per hour.

Helicopter flight time	Actual documented costs
Supplies or equipment	Actual documented costs

- 2. The total expenditures of **the Cooperator** that may be reimbursed may not exceed.... **\$11,000.**
The total expenditures for item **A.4** may not exceed..... **10%** of the total allocation.

D. **Any remaining funding in this Annual Operating Plan may be carried forward to the next fiscal year and will be available to spend through the term of the Cooperative Law Enforcement Agreement, or de-obligated at the request of the U.S. Forest Service.**

III. BILLING FREQUENCY:

See Cooperative Law Enforcement Agreement Provisions II-H and III-B for additional information.

The Cooperator will furnish *monthly itemized statements* of expenses to the U.S. Forest Service for expenditures that may be reimbursed as identified in items II A.1, A.2, A.3, and A.4 of this Plan. Attachment A, Law Enforcement Billing Summary, Drug Enforcement, must be completed and submitted to the contacts in (a) below for each billing statement.

- a. Mail copies of itemized billing statements (Attachment A) to:

US Forest Service
1332 Club Drive
Vallejo, CA 94592



b. Send hard copy invoices to:

U.S. Forest Service
Albuquerque Service Center
Payments – Grants & Agreements
101 B Sun Ave NE
Albuquerque, NM 87109

Or fax to: (877) 687-4894

Or e-mail scanned invoice to: SM.FS.ASC_GA@USDA.GOV

- c. Final billings for reimbursement on this Annual Operating Plan (AOP) must be received by the U.S. Forest Service before October 31, 2020 in order to receive payment.
- d. **Annually update the registration of the County Sheriff's DUNS# on the System for Award Management (SAM) website at www.sam.gov for the verification of the EFT (Electronic Funds Transfer) banking information.**

Job Codes:

NFLE5120 1360



In witness whereof, the parties hereto have executed this Annual Operating Plan as of the last date written below.

MIKE FISHER, Sheriff-Coroner
Sierra County

Date

, County Counsel

Sierra County

Date

DON HOANG, Special Agent in Charge
U.S. Forest Service, Pacific Southwest Region

Date

The authority and format of this agreement has been reviewed and approved for signature.

April 18, 2020

CHOR YANG
U.S. Forest Service, Grants Management Specialist

Date

Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.

**Sierra County
Board of Supervisors'
Agenda Transmittal &
Record of Proceedings**

MEETING DATE: May 19, 2020	TYPE OF AGENDA ITEM: <input type="checkbox"/> Regular <input type="checkbox"/> Timed <input checked="" type="checkbox"/> Consent
--------------------------------------	---

DEPARTMENT: Board of Supervisors
APPROVING PARTY: Heather Foster, Clerk of the Board
PHONE NUMBER: 530-289-3295

AGENDA ITEM: Modification of Agreement between Northern California EMS, Inc. and Sierra County for EMS Services.

SUPPORTIVE DOCUMENTS ATTACHED: Memo Resolution Agreement Other

BACKGROUND INFORMATION: Annual renewal of agreement

FUNDING SOURCE:
GENERAL FUND IMPACT: No General Fund Impact
OTHER FUND:
AMOUNT: \$ N/A

ARE ADDITIONAL PERSONNEL REQUIRED?

 Yes, -- --
 No

IS THIS ITEM ALLOCATED IN THE BUDGET? Yes No

IS A BUDGET TRANSFER REQUIRED? Yes No

SPACE BELOW FOR CLERK'S USE

<p>BOARD ACTION:</p> <input type="checkbox"/> Approved <input type="checkbox"/> Approved as amended <input type="checkbox"/> Adopted <input type="checkbox"/> Adopted as amended <input type="checkbox"/> Denied <input type="checkbox"/> Other <input type="checkbox"/> No Action Taken	<input type="checkbox"/> Set public hearing For: _____ <input type="checkbox"/> Direction to: _____ <input type="checkbox"/> Referred to: _____ <input type="checkbox"/> Continued to: _____ <input type="checkbox"/> Authorization given to: _____	Resolution 2020- _____ Agreement 2020- _____ Ordinance _____ Vote: Ayes: Noes: Abstain: Absent: <input type="checkbox"/> By Consensus
---	---	--

COMMENTS:

CLERK TO THE BOARD

DATE



NORTHERN CALIFORNIA EMS, INC.

930 Executive Way, Suite 150, Redding, CA 96002-0635
Phone: (530) 229-3979 Fax: (530) 229-3984



May 5, 2020

David Prentice,
Sierra County Legal Counsel
P.O. Drawer D
Downieville, CA 95936

Re: Modification of Agreement for EMS Services, Sierra County, Fiscal Year 2020-2021

Dear Mr. Prentice:

Enclosed are two copies of a modification to agreement pertinent to our current Local EMS Agency contract which terminates June 30, 2020. The modification addresses the term of the agreement, continuing the agreement for the time period July 1, 2020 through June 30, 2021. The documents have been signed on behalf of Nor-Cal EMS.

If you would like my attendance at the time the agreement is considered by the Board, please notify me of the date.

With acceptance of the modification, please return a signed copy to this office.

If you have any questions, you may contact us at 530-229-3979.

Sincerely,

A handwritten signature in blue ink that reads "Donna Stone". The signature is written in a cursive style.

Donna Stone
Chief Executive Officer

DS/pg

Enclosures

MODIFICATION OF AGREEMENT

THIS MODIFICATION OF AGREEMENT FOR EMS SERVICES is entered into between NORTHERN CALIFORNIA EMS, INC., hereinafter referred to as CORPORATION, and SIERRA COUNTY, hereinafter referred to as COUNTY.

This agreement modifies the agreement between CORPORATION and COUNTY titled "AGREEMENT DESIGNATING NORTHERN CALIFORNIA EMS, INC., AS THE "LOCAL EMS AGENCY" FOR SIERRA COUNTY AND AUTHORIZING POWERS PURSUANT THERETO," dated June 15, 2010 and modified June 7, 2011, May 15, 2012, July 3, 2012, June 4, 2013, June 17, 2014, June 16, 2015, May 17, 2016, July 18, 2017, June 19, 2018 and May 24, 2019, in which CORPORATION AND COUNTY established the terms and conditions for CORPORATION to act as the Local EMS Agency for COUNTY.

The parties agree that except for the modifications contained in this MODIFICATION OF AGREEMENT, the terms of the original agreement and modifications above referenced remain the same.

NOW, THEREFORE, it is agreed by the between the parties hereto to as follows:

ARTICLE VII TERM AND INSURANCE

Section 7.1 is revoked in its entirety and replaced with the following new Section 7.1:

Section 7.1. The term of this agreement shall be for the period beginning June 1, 2010 and ending June 30, 2021, provided however, that if any proceedings are pending pursuant to Section 2.9, 2.10 or 5.3 of this agreement at the end of the term, those provisions shall continue in effect notwithstanding the expiration of the term until such pending proceedings are brought to a conclusion, subject to the COUNTY'S obligation to reimburse CORPORATION as limited by Section 6.4.

The parties hereto agree that in all other respects the terms and conditions contained in the original "AGREEMENT DESIGNATING NORTHERN CALIFORNIA EMS, INC., AS THE "LOCAL EMS AGENCY" FOR SIERRA COUNTY AND AUTHORIZING POWERS PURSUANT THERETO" shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto cause their representatives to affix their signature:

COUNTY OF SIERRA

Signature: _____

Date: _____

Print Name: _____

Chairman, Board of Supervisors
COUNTY OF SIERRA
State of California

ATTEST:

Clerk of the Board

Signature: _____

Date: _____

Print Name: _____

NORTHERN CALIFORNIA EMS, INC.

By: Donna Stone
Donna Stone, Chief Executive Officer

Date: 5-5-20

APPROVED AS TO FORM

Signature: _____

Date: _____

Print Name: _____

County Counsel

MODIFICATION OF AGREEMENT

THIS MODIFICATION OF AGREEMENT FOR EMS SERVICES is entered into between NORTHERN CALIFORNIA EMS, INC., hereinafter referred to as CORPORATION, and SIERRA COUNTY, hereinafter referred to as COUNTY.

This agreement modifies the agreement between CORPORATION and COUNTY titled "AGREEMENT DESIGNATING NORTHERN CALIFORNIA EMS, INC., AS THE "LOCAL EMS AGENCY" FOR SIERRA COUNTY AND AUTHORIZING POWERS PURSUANT THERETO," dated June 15, 2010 and modified June 7, 2011, May 15, 2012, July 3, 2012, June 4, 2013, June 17, 2014, June 16, 2015, May 17, 2016, July 18, 2017, June 19, 2018 and May 24, 2019, in which CORPORATION AND COUNTY established the terms and conditions for CORPORATION to act as the Local EMS Agency for COUNTY.

The parties agree that except for the modifications contained in this MODIFICATION OF AGREEMENT, the terms of the original agreement and modifications above referenced remain the same.

NOW, THEREFORE, it is agreed by the between the parties hereto to as follows:

ARTICLE VII TERM AND INSURANCE

Section 7.1 is revoked in its entirety and replaced with the following new Section 7.1:

Section 7.1. The term of this agreement shall be for the period beginning June 1, 2010 and ending June 30, 2021, provided however, that if any proceedings are pending pursuant to Section 2.9, 2.10 or 5.3 of this agreement at the end of the term, those provisions shall continue in effect notwithstanding the expiration of the term until such pending proceedings are brought to a conclusion, subject to the COUNTY'S obligation to reimburse CORPORATION as limited by Section 6.4.

The parties hereto agree that in all other respects the terms and conditions contained in the original "AGREEMENT DESIGNATING NORTHERN CALIFORNIA EMS, INC., AS THE "LOCAL EMS AGENCY" FOR SIERRA COUNTY AND AUTHORIZING POWERS PURSUANT THERETO" shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto cause their representatives to affix their signature:

COUNTY OF SIERRA

Signature: _____

Date: _____

Print Name: _____

Chairman, Board of Supervisors

COUNTY OF SIERRA

State of California

ATTEST:

Clerk of the Board

Signature: _____

Date: _____

Print Name: _____

NORTHERN CALIFORNIA EMS, INC.

By: Donna Stone
Donna Stone, Chief Executive Officer

Date: 5-5-20

APPROVED AS TO FORM

Signature: _____

Date: _____

Print Name: _____

County Counsel

**Sierra County
Board of Supervisors'
Agenda Transmittal &
Record of Proceedings**

MEETING DATE: May 19, 2020	TYPE OF AGENDA ITEM: <input type="checkbox"/> Regular <input type="checkbox"/> Timed <input checked="" type="checkbox"/> Consent
--------------------------------------	---

DEPARTMENT: Clerk-Recorder
APPROVING PARTY: Heather Foster, Clerk-Recorder
PHONE NUMBER: 530-289-3295

AGENDA ITEM: Minutes from the regular meeting held on April 7, 2020.

SUPPORTIVE DOCUMENTS ATTACHED: Memo Resolution Agreement Other

BACKGROUND INFORMATION:

FUNDING SOURCE:
GENERAL FUND IMPACT: No General Fund Impact
OTHER FUND:
AMOUNT: \$ N/A

ARE ADDITIONAL PERSONNEL REQUIRED?

 Yes, -- --
 No

IS THIS ITEM ALLOCATED IN THE BUDGET? Yes No

IS A BUDGET TRANSFER REQUIRED? Yes No

SPACE BELOW FOR CLERK'S USE

<p>BOARD ACTION:</p> <input type="checkbox"/> Approved <input type="checkbox"/> Approved as amended <input type="checkbox"/> Adopted <input type="checkbox"/> Adopted as amended <input type="checkbox"/> Denied <input type="checkbox"/> Other <input type="checkbox"/> No Action Taken	<input type="checkbox"/> Set public hearing For: _____ <input type="checkbox"/> Direction to: _____ <input type="checkbox"/> Referred to: _____ <input type="checkbox"/> Continued to: _____ <input type="checkbox"/> Authorization given to: _____	Resolution 2020- _____ Agreement 2020- _____ Ordinance _____ Vote: Ayes: Noes: Abstain: Absent: <input type="checkbox"/> By Consensus
---	---	---

COMMENTS:

CLERK TO THE BOARD

DATE



**STATE OF CALIFORNIA, COUNTY OF SIERRA
BOARD OF SUPERVISORS
AGENDA
REGULAR TELECONFERENCE MEETING**

Lee Adams, Vice-Chair, District 1

P.O. Box 1 - Downieville, CA 95936 - 530-289-3506 - supervisor1@sierracounty.ca.gov

Peter W. Huebner, District 2

P.O. Box 349 - Sierra City, CA 96125 - 530-565-6055 - phuebner@sierracounty.ca.gov

Paul Roen, District 3

P.O. Box 43 - Calpine, CA 96124 - 209-479-2770 - supervisor3@sierracounty.ca.gov

Jim Beard, Chair, District 4

P.O. Box 1140 - Loyalton, CA 96118 - 530-565-6092 - jbeard@sierracounty.ca.gov

Sharon Dryden, District 5

P.O. Box 246 - Loyalton, CA 96118 - 530-913-9218 - sdryden@sierracounty.ca.gov

The Sierra County Board of Supervisors met in regular session commencing at 9:00 a.m. on April 7, 2020 via teleconference. This meeting will be recorded for posting on the Board of Supervisors' website at www.sierracounty.ca.gov.

PLEDGE OF ALLEGIANCE: Led by Chair Beard

ROLL CALL

Present: Lee Adams, Supervisor, District #1
Peter W. Huebner, Supervisor, District #2
Paul Roen, Supervisor, Chair, District #3
Jim Beard, Supervisor, Vice-Chair, District #4
Sharon Dryden, Supervisor, District #5

Staff: Heather Foster, County Clerk-Recorder
Amanda Uhrhammer, Deputy County Counsel
Van Maddox, Auditor/Treasurer Tax-Collector
Tim Beals, Director of Planning and Transportation
Lea Salas, Director of Behavioral Health
Vickie Clark, Director of Health and Social Services
Mike Fisher, Sheriff/Coroner

April 7, 2020

APPROVAL OF THE CONSENT AGENDA

The Board moved to approve the Consent Agenda.

APPROVED. Motion: Roen/Huebner/Unanimous Roll Call Vote: 5/0

15. CONSENT AGENDA

15.A. Amendment to Agreement 2019-057 and amendments 2019-089 and 2019-133 between Clean & Sober Recovery Services, Inc. and the County of Sierra to increase contract amount. (BEHAVIORAL HEALTH)

APPROVED, Agreement 2020-020

15.B. Memorandum of Understanding and Data Sharing Agreement between Plumas County and Sierra County regarding the Housing Tools Contract and the No Place Like Home (NPLH) Technical Assistance (TA) Grant. (BEHAVIORAL HEALTH)

APPROVED, Agreement 2020-021

15.C. Resolution authorizing the Sierra County Auditor to make certain changes to the 2019-2020 Final Budget - Coronavirus Preparedness and Response Supplemental Appropriations Act funding. (PUBLIC HEALTH)

ADOPTED, Resolution 2020-036

15.D. Resolution approving the Memorandum of Understanding between the Sacramento County Department of Human Assistance and the Sierra County Department of Human Services in regards to the Cash Assistance Program for Immigrants (CAPI) and authorizing the Director of Social Services to sign the Memorandum of Understanding. (SOCIAL SERVICES)

ADOPTED, Resolution 2020-037

APPROVED, Agreement 2020-022

15.E. Agreement between the California Department of Social Services and the County of Sierra to provide services or activities related to the Resource Family Approval (RFA) program. (SOCIAL SERVICES)

APPROVED, Agreement 2020-023

15.F. Approval of Interim Amendment to the Social Services General Relief Plan. (SOCIAL SERVICES)

April 7, 2020

- 15.G. Resolution approving Tolling Agreement with AT&T which allows for an extension of processing time for a Conditional Use Permit Application, Sierra County Planning Department File No. 1669. (PLANNING)

ADOPTED, Resolution 2020-038
APPROVED, Agreement 2020-024

- 15.H. Resolution approving Lease Option Renewal, Fifth Amendment with Pacific Bell for use of property at Sierra City Community Park. (PUBLIC WORKS)

ADOPTED, Resolution 2020-039
APPROVED, Agreement 2020-025

- 15.I. Cash Audit report for the quarter ending June 20, 2019. (AUDITOR)
- 15.J. Treasurer's investment report and statement of liquidity for the period April 2019 through June 2019. (TREASURER)
- 15.K. Resolution adopting the Sierra County Lactation Accommodation Policy. (PERSONNEL)

ADOPTED, Resolution 2020-040

- 15.L. Resolution establishing policy for the award of county property to retiring employees. (CLERK OF THE BOARD)

ADOPTED, Resolution 2020-041

- 15.M. Certified statement of the results of the canvass for the March 3, 2020 Presidential Primary Election. (ELECTIONS)
- 15.N. Resolution approving appointments in lieu of election to the Sierra County Democratic Central Committee. (ELECTIONS)

ADOPTED, Resolution 2020-042

- 15.O. Minutes from the regular meeting held on February 18, 2020. (CLERK-RECORDER)
- 15.P. Minutes from the regular meeting held on March 17, 2020. (CLERK-RECORDER)
- 15.Q. Governing Body Resolution naming Authorizing Agents for the Designation of Applicants Agents for the purpose of obtaining Federal Financial Assistance due to the COVID-19 Emergency. (PUBLIC WORKS)

April 7, 2020

ADOPTED, Resolution 2020-043

APPROVAL OF THE REGULAR AGENDA

At the request of Supervisor Adams, Correspondence Item 16.A. was moved to the Regular Agenda as Item 11.C.

The Board moved to approve the Regular Agenda as amended.

APPROVED as amended. Adams/Roen/Unanimous Roll Call Vote: 5/0

2. PUBLIC COMMENT OPPORTUNITY

At 9:10 a.m. Chair Beard opened and closed the public comment opportunity with no persons addressing the Board.

3. COMMITTEE REPORTS & ANNOUNCEMENTS

Supervisor Huebner reported on the EOC meetings.

Supervisor Dryden thanked the Senior Center in Loyalton for doing a tremendous job in delivering meals to seniors.

4. DEPARTMENT MANAGERS' REPORTS & ANNOUNCEMENTS

Personnel Analyst Judi Behlke provide an update on the recruitment for the Chief Probation Officer position.

The Assessor reported on a recent resignation in her office and anticipates advertising for the vacancy in the near future.

The Auditor reported on property tax fee waivers and clarified that the Governor indicated that these fees can be waived, however this is not what is in state law. The Auditor further reported on the current property tax sale and his intent to move forward with the sale as it is a vacant lot in Sierra Brooks.

The Assessor continued to report that the Assessor's Association is seeking an executive order to allow property tax statements to be filed through May 31, 2020.

The Director of Behavioral Health reported on a COVID-19 homeless grant opportunity they are evaluating.

The Director of Health and Social Services reported on gearing up for an increased number of public assistance applications due to unemployment; the resignation of the public health assistant; concerns with the being down one social worker supervisor; and concerns with being able to find a foster/resource family during this time.

April 7, 2020

6. HEALTH & SOCIAL SERVICES - VICKIE CLARK

- 6.A. Resolution authorizing the acceptance of COVID-19 Crisis Response Funding.

The Director of Health and Social Services provided background on the COVID-19 Crisis Response funding.

The Board moved to adopt the resolution authorizing the acceptance of COVID-19 Crisis Response Funding.

ADOPTED, Resolution 2020-044. Motion: Roen/Huebner/Unanimous Roll Call Vote: 5/0

- 6.B. Second reading and adoption of proposed ordinance adding Subsection C to Section 36.05.050 and amending Section 36.05.060, Subsection B and Section 36.05.070 of the Sierra County Code Pertaining to Storage of Hazardous Substances In Underground Tanks.

The Board moved to waive the second reading and adopt the ordinance adding Subsection C to Section 36.05.050 and amending Section 36.05.060, Subsection B and Section 36.05.070 of the Sierra County Code Pertaining to Storage of Hazardous Substances in Underground Tanks.

ADOPTED, Ordinance 1091. Motion: Roen/Huebner/Unanimous Roll Call Vote: 5/0

7. BEHAVIORAL HEALTH - LEA SALAS

- 7.A. Discussion/direction regarding the approved 60% FTE Behavioral Health Associate position.

The Director of Behavioral Health provided background on the request to hire the Behavioral Health Associate position as extra-help rather than a benefited position.

The Auditor expressed concerns with hiring anyone before the department addresses their position in finance.

The Director responded that they had recently hired someone for the finance position at the 35 level and felt they had hired a qualified candidate. The Director continued to explain that she understands the Auditor's argument, but this would mean bringing a request back to the Board to hire at a mid-management level.

Supervisor Adams expressed concerns with the potential impact to the general fund if the financial position is not filled properly.

April 7, 2020

Discussion ensued with the Board.

In response to Board inquiry, the Director clarified the need for the Behavioral Health Associate position.

Supervisor Adams recommended the department hire an appropriate fiscal position per the Auditor's request.

The Board moved to authorize hiring the Behavioral Health Associate position as extra-help.

APPROVED. Adams/Dryden/Unanimous Roll Call Vote: 5/0

5. FOREST SERVICE UPDATE

Yuba District Ranger Lon Henderson provided an update on Forest Service operations with respect to limiting face to face contact; fire and emergency response; the closure of all restrooms; trail facilities remaining open; campgrounds are closed but only due to the season; the PCTA (Pacific Crest Trail Association) requesting hikers not continue their journey on the trail; and the Greene Acres planning grant.

Supervisor Adams expressed concerns over snowmobiling and the potential of having to utilize county resources to rescue these individuals. Supervisor Adams further suggested not engaging in activities that could cause an emergency response.

In response to Supervisor Roen's inquiry regarding the operations of campgrounds going forward, Ranger Henderson clarified that they do not have a plan yet but are actively discussing the issue.

Supervisor Adams commented that there is a State Fish and Wildlife Commission meeting on Thursday to address the regular fishing season.

The Director of Planning commented on the need to hold a meeting with respect to the Yuba project.

The Director also commented on the Greene Acre project and the PCT (Pacific Crest Trail) and requested coordination between the PCTA (Pacific Crest Trail Association), Public Health Officer, etc. to make sure the information pertaining to the closure of the PCT is consistent.

Discussion ensued with the Board.

- 11.A. Discussion/action with respect to a waiver of permit fees for the Pliocene Ridge Community Services District with respect to a USDA funded improvement project at the Alleghany fire station. (SUPERVISOR ADAMS)

April 7, 2020

Supervisor Adams provided background on the Pliocene Ridge Community Services District's request for a waiver of permit fees for the USDA funded improvement project at the Alleghany fire station.

In response to Supervisor Dryden's inquiry, the Director of Planning clarified that the request is for building permit fees in an amount of \$700 to \$800. The Director further clarified that the solid waste fee, SMIT fee and the CASP fee which are included in the building permit fees cannot be waived.

The Board moved to waive the permit fees for the Pliocene Ridge Community Services District with respect to a USDA funded improvement project at the Alleghany fire station with the exception of the solid waste, SMIT and CASP fees.

Comments were received by Rae Bell Arbogast representing the Pliocene Ridge Community Service District.

Board discussion ensued.

APPROVED. Motion: Adams/Roen/Unanimous Roll Call Vote: 5/0

14. TIMED ITEMS

14.A. 10:00AM TRANSIENT OCCUPANCY TAX MEASURE

Continued discussion/direction to staff regarding special election for countywide increase in the transient occupancy tax (TOT) to support fire/rescue/EMS services within local fire districts.

Supervisor Adams provided background on the request and the interest amongst the local fire districts to increase the TOT (Transient Occupancy Tax) to support fire, medical, rescue, etc.

Frank Lang, Downieville commented on meetings held with the fire chiefs and commissioners of the Sierra City Fire District, Sierra County Fire Protection District No. 1, Downieville Fire Protection District, and Pliocene Ridge who have all expressed their support of the increase in TOT. Mr. Lang further commented on the proposed 2.5% increase which would provide \$26,000 to the Sierra County Fire Protection District No. 1, \$33,500 to the Sierra City Fire District and \$19,500 to the Downieville Fire District.

In response to Deputy County Counsel's inquiry with respect to whether this will be a general tax or a special tax, Mr. Lang clarified that they are anticipating a special tax which requires a 2/3rd vote and the districts would have to agree to pass the funds through to the Downieville Fire Protection District.

In response to Supervisor Dryden's inquiry, Mr. Lang clarified that the amounts raised would stay within the district the funds are generated from.

April 7, 2020

Chair Beard expressed his opposition to any new taxes or fees, but he believes in the right of the people to make this decision.

The Board moved to direct staff to draft the ballot measure increasing the County Transient Occupancy Tax by 2.5% for consolidation with the November 3, 2020 General Election.

APPROVED. Motion: Adams/Roen/Unanimous Roll Call Vote: 5/0

8. PERSONNEL DIRECTOR - MARGARET LONG

8.A. Discussion/adoption of revised resolution establishing interim personnel policies.

Deputy County Counsel provided brief background on the revised resolution establishing interim personnel policies.

The Board moved to adopt the resolution establishing interim personnel policies.

ADOPTED, Resolution 2020-045. Motion: Roen/Dryden/Unanimous Roll Call Vote: 5/0

9. COUNTY COUNSEL - DAVID PRENTICE

9.A. Resolution appointing a member of the Board of Supervisors as a liaison to the Human Resources Department.

Deputy County Counsel provided background on the proposed resolution and how most counties have a CAO or CEO who usually serves as the liaison when there are questions from a human resources director with respect to a personnel action that cannot be resolved through the normal channels. Since the County does not have a CAO/CEO this resolution is proposing a member of the Board to act as the liaison rather than having to bring these issues to the full Board.

Deputy County Counsel also referred to the concerns received by the Union and indicated that Counsel does not feel this affects wage or working conditions.

Supervisor Huebner requested pulling this item from the agenda due to the Union's concerns.

The Auditor clarified that this is not a unionized decision rather this is a management issue.

Supervisor Roen expressed frustration as this was an item the Board directed County Counsel to bring back in order mitigate some issues they've seen.

April 7, 2020

Chair Beard expressed concerns with respect to potentially removing a Board member's vote from a personnel matter during an appeal.

Supervisor Roen reiterated that this item came from direction to County Counsel from the Board due to the time it would take to make the necessary personnel policy changes.

The Board moved to pull the resolution appointing a member of the Board of Supervisors as a liaison to the Human Resources Department from the agenda.

Supervisor Dryden expressed concerns with this affecting how the Board works together and having cohesiveness, rather the Board needs work towards establishing and supporting the Human Resources Department.

Supervisor Adams recommended removing the item from the agenda by consensus and bring it back when appropriate.

The Director of Planning expressed concerns regarding the governance and management perspective of the proposed resolution and suggested working with County Counsel on this issue before it becomes policy.

Considerable discussion ensued.

FAILED. Motion: Huebner/Beard/Failed Roll Call Vote: 2/3 (Supervisors Adams, Roen and Dryden NO)

Following discussion and by consensus, the Board continued this item to a future meeting for further discussion.

10. PUBLIC WORKS/TRANSPORTATION - TIM BEALS

10.A. Presentation of bids and adoption of resolution awarding Public Works Contract for the Sierra County Wellness Center Foundation Construction.

Deputy Director of Transportation Bryan Davey reviewed the bids received for the Sierra County Wellness Center Foundation Construction and recommended awarding the contract to Nor-Cal Construction as the low responsible bidder.

The Board moved to adopt the resolution awarding Public Works Contract to Nor-Cal Construction for the Sierra County Wellness Center Foundation Construction.

ADOPTED, Resolution 2020-046 and **APPROVED,** Agreement 2020-026. Motion: Roen/Huebner/Unanimous Roll Call Vote: 5/0

10.B. Approval of Lease Agreement with Alliance for Workforce Development for the modular office at the Sierraville School Complex.

April 7, 2020

The Board moved to approve the lease agreement with Alliance for Workforce Development for the modular office at the Sierraville School Complex.

APPROVED, Agreement 2020-027. Motion: Roen/Huebner/Unanimous Roll Call Vote: 5/0

10.C. Approval of letter in support of Senate Bill 1191, related to organic waste management.

The Director of Public Works provided background on Senate Bill 1191 sponsored by Senator Dahle regarding solid waste disposal and the proposed letter which would support Senator Dahle's effort to represent the rural counties.

The Board moved to approve the letter in support of Senate Bill 1191, related to organic waste management.

APPROVED. Motion: Roen/Huebner/Unanimous Roll Call Vote: 5/0

10.D. Resolution adopting a list of road maintenance projects to be funded by SB 1 funds for Fiscal Year 2020-2021.

The Director of Transportation provided background on the resolution which is reaffirming the list of road maintenance projects that was adopted by the Board last year. The Director also commented on the expected reduction in SB 1 revenues to the County due to the current stay at home order.

Deputy Director of Transportation Bryan Davey commented on the proposed resolution which allocates the funding to a single project that includes all County roads.

The Board moved to adopt the resolution adopting the list of road maintenance projects to be funded by SB 1 funds for Fiscal Year 2020-2021.

ADOPTED, Resolution 2020-047. Motion: Huebner/Dryden/Unanimous Roll Call Vote: 5/0

11. BOARD OF SUPERVISORS

11.B. CONTINUED COVID-19 PUBLIC HEALTH EMERGENCY UPDATE:
Report from Sierra County Public Health, County Office of Emergency Services, County Department Managers, Forest Service Representatives, and other local agencies on recent developments relating to the COVID-19 Public Health Emergency and possible direction to staff. (CLERK OF THE BOARD)

April 7, 2020

The Director of Public Works provided update on recent developments since last meeting including the EOC; what the stimulus bill provides to the County and County residents; discussions surrounding the PCTA and campgrounds; the closure of all County parks and restrooms and the installation of portable toilets; limited access to the courthouse; evaluating individual requests for road closures including the Nature Conservancy and Fred Mitchell in order to keep individuals out of the Independence Lake Preserve and Mr. Mitchell's property; suggestions to issue an advisory to anyone who has been issued an encroachment permit indicating that their special events will likely be canceled; the Superintendent of School having requested additional PPE resources; and the availability of hand sanitizer and face masks to County employees.

The Director of Health and Social Services reported on COVID-19 testing; the proposed press release informing the public that Sierra County is not a safe haven from COVID-19; the department's operations with respect to continuing to assess resource needs; and reaching out to County staff through a Doodle Poll survey.

By consensus, the Board authorized the Director of Health and Social Services to send out the Doodle Poll survey to County staff.

Supervisor Adams commented on the action of the State Fish and Wildlife Commission might take this week to possibly postpone the regular fishing season and requested the Board submit a letter to postpone the regular fishing season in Sierra County.

Following brief discussion, the Board moved to authorize drafting and submitting a letter to the State Fish and Wildlife Commission requesting postponement of the regular fishing season in Sierra County.

APPROVED. Motion: Adams/Huebner/Unanimous Roll Call Vote: 5/0

In response to Supervisor Roen's inquiry, the Sheriff clarified that the County has one inmate scheduled to be released from CDRC (California Department of Corrections and Rehabilitation) and two inmates at Wayne Brown which are not subject to be released when the new bail provisions are scheduled to take effect later this month.

Following brief discussion and by consensus, the Board authorized Supervisor Adams to attend the State Fish and Wildlife Commission's meeting on Thursday.

The Director of Public Works continued to comment on issues that need to be addressed including getting clear communication from NID (Nevada Irrigation District) on their determination with respect to the Jackson Meadow campgrounds; the upcoming visitor season; the requested road closures; campgrounds, special events and wedding venues; and snowmobile trailheads.

April 7, 2020

Discussion ensued with the Board regarding signage and noticing on the County website discouraging people from traveling into the County and not to do anything that encourages more use of County roads.

Following discussion, the Board continued this item for all future Board meetings during the duration of the current state of emergency.

11.C. Letter from Mr. Gerald R. Bushore inquiring about purchasing Sierra County owned vacant land in the town of Downieville, APN 003-031-007.
(Correspondence Item 16.A.)

Supervisor Adams commented on the County owned vacant parcel which he believes is adjacent to the Downieville Cemetery and expressed concerns with the potential of paupers graves on the site and the lot size with respect to building, etc. Supervisor Adams further recommended drafting a letter from the Board responding to Mr. Bushore that the County is not willing to sell the property.

The Director of Planning also expressed concerns with this property size, the potential of graves on the site and the number of accommodations that would need to be requested to build on the site.

The Board moved to authorize drafting and submitting a letter notifying Mr. Bushore that the County is not interested in selling the vacant land in Downieville, APN 003-031-007.

APPROVED. Motion: Roen/Huebner/Unanimous Roll Call Vote: 5/0

12. COUNTY SERVICE AREA BOARD OF DIRECTORS

At 12:05 p.m. Chair Beard recessed the Regular Board meeting and reconvened as the County Service Area Board of Directors.

At 12:24 p.m. Chair Beard adjourned as the County Service Area Board of Directors and reconvened as the Board of Supervisors.

13. CLOSED SESSION

13.A. Closed session pursuant to Government Code Section 54956.9(a) - conference with legal counsel regarding the following litigation: ARP - Loylton Cogen LLC Chapter 11 Bankruptcy - United States Bankruptcy Court Central District Case No. 8:20-bk-10535-ES.

Closed session was held from 12:35 p.m. to 12:49 p.m.

April 7, 2020

16. CORRESPONDENCE LOG

16.B. Notice of Intent to Harvest Timber submitted by Sierra Pacific Industries and located in Sierra County in portions of Sections 7, 9, and 31, T19N, R10E, MDBM.

ADJOURN

At 12:50 p.m., with no further business, Chair Beard adjourned the meeting.

JIM BEARD, CHAIR
BOARD OF SUPERVISORS

ATTEST:

HEATHER FOSTER
CLERK OF THE BOARD

**Sierra County
Board of Supervisors'
Agenda Transmittal &
Record of Proceedings**

MEETING DATE: May 19, 2020	TYPE OF AGENDA ITEM: <input type="checkbox"/> Regular <input type="checkbox"/> Timed <input checked="" type="checkbox"/> Consent
--------------------------------------	---

DEPARTMENT: Clerk-Recorder
APPROVING PARTY: Heather Foster, Clerk-Recorder
PHONE NUMBER: 530-289-3295

AGENDA ITEM: Minutes from the special meeting held on April 16, 2020.

SUPPORTIVE DOCUMENTS ATTACHED: Memo Resolution Agreement Other

BACKGROUND INFORMATION:

FUNDING SOURCE:
GENERAL FUND IMPACT: No General Fund Impact
OTHER FUND:
AMOUNT: \$ N/A

ARE ADDITIONAL PERSONNEL REQUIRED?

 Yes, -- --
 No

IS THIS ITEM ALLOCATED IN THE BUDGET? Yes No

IS A BUDGET TRANSFER REQUIRED? Yes No

SPACE BELOW FOR CLERK'S USE

<p>BOARD ACTION: <input type="checkbox"/> Approved <input type="checkbox"/> Approved as amended <input type="checkbox"/> Adopted <input type="checkbox"/> Adopted as amended <input type="checkbox"/> Denied <input type="checkbox"/> Other <input type="checkbox"/> No Action Taken</p>	<p><input type="checkbox"/> Set public hearing For: _____ <input type="checkbox"/> Direction to: _____ <input type="checkbox"/> Referred to: _____ <input type="checkbox"/> Continued to: _____ <input type="checkbox"/> Authorization given to: _____</p>	<p>Resolution 2020- _____ Agreement 2020- _____ Ordinance _____ Vote: Ayes: Noes: Abstain: Absent: <input type="checkbox"/> By Consensus</p>
---	--	--

COMMENTS:

CLERK TO THE BOARD

DATE

Minutes to be distributed
under separate cover
and/or at meeting.