

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD. 213 (Rev 03/2019) CSD (Rev 07/2019)

AGREEMENT NUMBER

21W-9002

PURCHASING AUTHORITY NUMBER (if applicable)

1. This Agreement is entered into between the Contracting Agency and the Contractor named below
 CONTRACTING AGENCY NAME
Department of Community Services and Development
 CONTRACTOR NAME
Contra Costa Employment & Human Services Department/Community Services Bureau
2. The term of this Agreement is: **April 1, 2022 through August 31, 2023**
3. The maximum amount of this Agreement is: **Total \$376,446.00**
4. The parties agree to comply with the terms and conditions of the following exhibits that are by this reference made a part of the Agreement:
 Part I*; Preamble*
 Article 1 - Scope of Work*; Article 2 - Contract Construction, Administration, Procedure*
 Part II*; Subpart A - Administrative Requirements*; Article 3 - Contract Changes*
 Article 4 - Administrative Policies and Procedures*; Subpart B - Financial Requirements*
 Article 5 - Administrative and Program Expenditures Requirements*
 Article 6 - Reporting Policies and Procedures*; Subpart C - Programmatic Requirements*;
 Article 7 - Program Policies and Procedures*; Article 8 - Program Implementation*;
 Subpart D - Compliance Requirements*; Article 9 - Compliance Policies and Procedures*;
 Subpart E - Certifications and Assurances*; Article 10 - Federal and State Policy Provisions*;
 Subpart F - Definitions*; Subpart G - Table of Forms*

Items shown with an Asterisk (*) are hereby incorporated by reference and made a part of this agreement as if attached hereto. These documents can be accessed at <https://agencies.csd.ca.gov/>.

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

CONTRACTOR		California Department of General Services Approval (or exemption, if applicable)	
CONTRACTOR NAME <i>(If other than an individual, state whether a corporation, partnership, etc.)</i>			
Contra Costa Employment & Human Services Department/Community Services Bureau			
CONTRACTOR BUSINESS ADDRESS, CITY, STATE ZIP			
40 Douglas Drive, Martinez, CA 94553			
PRINTED NAME OF PERSON SIGNING		TITLE	
CONTRACTOR AUTHORIZED SIGNATURE		DATE SIGNED	
STATE OF CALIFORNIA			
CONTRACTING AGENCY NAME			
Department of Community Services and Development			
CONTRACTING AGENCY ADDRESS		CITY	STATE ZIP
2389 Gateway Oaks Drive, Suite 100		Sacramento	CA 95833
PRINTED NAME OF PERSON SIGNING		TITLE	
Chris Vail		Chief Financial Officer	
CONTRACTING AGENCY AUTHORIZED SIGNATURE		DATE SIGNED	
I hereby certify that all conditions for exemption have been complied with, and the document is exempt from the Department of General Services approval.			



DAVID SCRIBNER
DIRECTOR

State of California-Health and Human Services Agency
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833
Telephone: (916) 576-7109 | Fax: (916) 263-1406
www.csd.ca.gov



GAVIN NEWSOM
GOVERNOR

Dear Executive Director:

On May 28, 2021, the U.S. Department of Health and Human Services released funding to implement the Low Income Household Water Assistance Program (LIHWAP) under the Consolidated Appropriations Act (CAA) and the American Rescue Plan Act (ARPA), which were signed into law on December 27, 2020, and March 11, 2021, respectively.

The Department of Community Services and Development (CSD) received one time LIHWAP CAA and ARPA grant awards totaling \$116,496,312 to provide financial assistance to low-income households who have struggled to make water, wastewater, and/or stormwater payments prior to, and during, the COVID-19 pandemic.

CSD is releasing the LIHWAP contract which allocates \$20,636,854 to the Local Service Provider (LSP) network for Administrative and Program Support costs. The Water Assistance Allocation of \$87,372,235, as reflected on the Allocation Spreadsheet, will be held by CSD for the purpose of issuing household LIHWAP assistance payments to water service providers through CSD's third-party funds disbursement partner, HORNE.

Government Code Section 12087.2 prioritizes arrearages and establishes regular reporting to the Legislature regarding program implementation and progress with LIHWAP service delivery and grant expenditure. To comply with statutory requirements, the LIHWAP contract incorporates specific provisions for quarterly reporting (to assist CSD's compliance with state and federal reporting requirements) and eligibility requirements placing an emphasis on assisting households with the payment of past due balances for residential water and wastewater services. Based on a recommendation from the LIHWAP workgroup, CSD will consider a modification to LIHWAP program design to pay customer's current bills if the need for arrearage assistance declines as demonstrated by data submitted by LSPs.

The LIHWAP contract term is April 1, 2022 through August 31, 2023. To provide the maximum time period for LIHWAP intake and enrollment activities, CSD has streamlined the traditional close-out process and implemented deadlines for fiscal and beneficiary system reporting as outlined in Article 6.1 of the LIHWAP contract. LSPs should review this section to confirm due dates for completing Expenditure Activity Reporting System (EARS) monthly reports and adjustments as well as finalizing LIHWAP application submissions in the Combined Outcome Reporting Engine (CORE).

Executive Director

Page 2

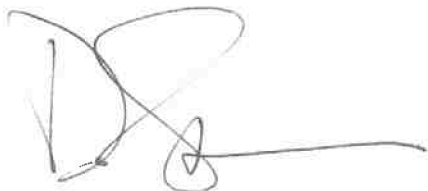
CSD is actively completing program updates to EARS and CORE systems and anticipates the EARS updates will be implemented by mid-April 2022 and CORE updates implemented on June 3, 2022. Eligibility training will take place in mid-to-late-April and a separate notification will be provided to the network once the training is scheduled.

A [LIHWAP Resources Page](#) has been developed on the Local Agencies Portal to assist your agency with accessing informational documents and past webinars on the LIHWAP program design, guidelines, system enrollment status, LSP system referral form, and the Housing and Urban Development utility allowances. The contract, contract supporting documents, and the LIHWAP start-up package are located on the Local Agencies Portal [Contracts Page](#). Additionally, the Working Capital Advance and LSP Quarterly Report templates, both specific to LIHWAP, can be found under the [Forms Page](#).

Attached is a contract checklist and other documentation required for execution of the LIHWAP contract. The contract packets must be completed and returned to CSD within 30 calendar days from the date of this letter for private nonprofit agencies and 45 calendar days for public agencies.

CSD looks forward to a continued productive partnership so that, together, we can effectively administer our critical programs and services designed to strengthen the economic security of vulnerable Californians.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Scribner', with a long horizontal line extending to the right.

DAVID SCRIBNER

Director

Attachments

**CONTRA COSTA COUNTY
ESTIMATED REVENUE ADJUSTMENT/
ALLOCATION ADJUSTMENT
TC/24**

AUDITOR-CONTROLLER USE ONLY:	
FINAL APPROVAL NEEDED BY:	
<input checked="" type="checkbox"/>	BOARD OF SUPERVISORS
<input checked="" type="checkbox"/>	COUNTY ADMINISTRATOR
<input checked="" type="checkbox"/>	AUDITOR-CONTROLLER

ACCOUNT CODING		DEPARTMENT: 0588 - EHSD - CSB		
ORGANIZATION	REVENUE ACCOUNT	REVENUE ACCOUNT DESCRIPTION	INCREASE	<DECREASE>
1449	9552	Fed Aid Comm Svcs Admin	376,446.00	
TOTALS			376,446.00	0.00

APPROVED

AUDITOR – CONTROLLER
By: _____ Date _____

COUNTY ADMINISTRATOR
By: _____ Date _____


BOARD OF SUPERVISORS

YES:
NO:

By: _____ Date _____

EXPLANATION OF REQUEST

To adjust estimated revenues of \$376,446 based on LIHWAP Contract #21 W-9002 approved by the CA Department of Community Services and Development.


 PREPARED BY: Michael Morris
 TITLE: Accountant III
 DATE: 6/2/2022

REVENUE ADJ. JOURNAL NO. RAOO _____

**CONTRA COSTA COUNTY
APPROPRIATION ADJUSTMENT/
ALLOCATION ADJUSTMENT
T/C-27**

**AUDITOR-CONTROLLER USE ONLY:
FINAL APPROVAL NEEDED BY:**
 BOARD OF SUPERVISORS
 COUNTY ADMINISTRATOR
 AUDITOR-CONTROLLER

ACCOUNT CODING		DEPARTMENT: 0588 - EHSD - CSB		
ORGANIZATION	EXPENDITURE SUB-ACCOUNT	EXPENDITURE ACCOUNT DESCRIPTION	<DECREASE>	INCREASE
1449	1011	Permanent Salaries		190,133.00
1449	1015	Deferred Comp County Contribution		2,453.00
1449	1042	F.I.C.A.		1,328.00
1449	1043	Ret Exp-Pre 1997		514.00
1449	1044	Retirement Expense		50,923.00
1449	1060	Employee Group Insurance		55,674.00
1449	1063	Unemployment Insurance		170.00
1449	1070	Workers' Compensation Ins		4,429.00
1449	2100	Office Expense		18,823.00
1449	2110	Communications		3,764.00
1449	2111	Tel Exchange Service		5,647.00
1449	2250	Rents & Leases-Eqpt		18,823.00
1449	2262	Bldg Occupancy Costs		23,765.00
			0.00	376,446.00

APPROVED

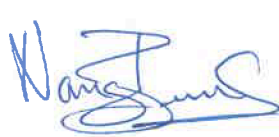
AUDITOR – CONTROLLER
 By: _____ Date _____

COUNTY ADMINISTRATOR
 By: _____ Date _____

BOARD OF SUPERVISORS
 YES:
 NO:

By: _____ Date _____

EXPLANATION OF REQUEST
 To appropriate LIHWAP Contract # 21W-9002 approved by the CA Department of Community Services and Development.


 PREPARED BY: Michael Morris
 TITLE: EHSD-CSB Accountant III
 DATE: 6/2/2022

APPROPRIATION APOO _____
 ADJ. JOURNAL NO. _____