 wives the requirement for liability insurance for Douglas City Soup Kitchen in the provision of Community Services Block Grant services in Trinity County.

**AGENDA PLACEMENT**

**APPOINTMENT – Appearances by:** (Specify Name & Title)

- Required __________ Minutes
- Business – No ☒ Consent
- Correspondence ☐ Reports & Notices

**AFFECTED DEPARTMENT(S)**

☐ Receive Concurrence

**PUBLIC HEARINGS & COMMITTEE VACANCIES**

- Public Hearings:
  - Published
  - Affidavit on File w/Clerk
  - Affected Parties Notified

- Committees:
  - Vacancy Posted
  - Application Attached

**LEGISLATION**

- Bill: _______
  - Latest Version of Bill
  - Draft Letter Attached
  - List of Supporters/Opponents
  - Statement of Relevance to County Interests
  - Description Attached

**FUNDING SOURCE/IMPACT**

- General Fund Impact
- Other: CSBG
- Budgeted
- Transfer Attached
- 4/5ths Vote Required
- Contingency Request

**CONTRACTS, LEASES & AGREEMENTS**

- New ☐ Renewal ☐ Amendment ☐ Insurance Certificate ☐ Contract Report

- Date of Original Contract:
- Contract No.:
- Fiscal Year:

**RECOMMENDED ACTION/MOTION:**

- This request does not require the use of County General Funds.
- Waive the liability insurance requirement for Douglas City Soup Kitchen for the provision of Community Services Block Grant services for low income residents in Trinity County through December 2012 (CSBG and CSBG/ARRA funding cycles).
- Authorize HRA Director, or designee, to execute the contracts.
- Authorize the HRA Director, or designee, to modify or amend the contracts contingent upon the review and approval of County Counsel.

**Reviewed By (if applicable):**

- Personnel Director

**Department of Finance**

- Administrative Representative
EXECUTIVE SUMMARY

The Community Action Partnership has combined efforts in Colusa, Glenn and Trinity Counties to assist low income residents utilizing federal funding through the Community Services Block Grant (CSBG). As the CSBG grant administrator, the Glenn County HRA utilizes the professional services of partners in each county to provide direct client services.

RECOMMENDATION(S):

1. Waive the liability insurance requirement for Douglas City Soup Kitchen for the provision of Community Services Block grant services for low income residents in Trinity County through December 2012 (CSBG and CSBG/ARRA funding cycles).
2. Authorize the HRA Director, or designee, to execute the contracts.
3. Authorize the HRA Director, or designee, to modify or amend the contracts contingent upon the review and approval of County Counsel.

HISTORY AND BACKGROUND:

Colusa, Glenn and Trinity Counties combined efforts in 1988 to create a Community Action Partnership (CAP) in order to receive federal block grant funding through the Community Services Block Grant (CSBG). This funding assists in the provision of services to low-income residents in all three counties.

As the only free food service in Trinity County, the Douglas City Soup Kitchen has been providing food bank services and hot meals for the past ten years. With the availability of additional funding for CSBG services provided through the American Recovery and Reinvestment Act (ARRA), the Douglas City Soup Kitchen applied for, and was granted, augmented funding to assist service provision in Trinity County. With CSBG and CSBG/ARRA funding the Douglas City Soup Kitchen will be able to pay their electric bill and have funds remaining for the purchase of a new stove, freezer and other small kitchen appliances, as well as additional food items. As the only emergency food service in Trinity County these funds assist greatly in the soup kitchen's ability to serve more low income and homeless Trinity County residents.

The amount of $1,750 will be distributed to Douglas City Soup Kitchen to cover a portion of the annual utility bill and to purchase a new stove and freezer (CSBG ARRA). The amount of $2,000 will be distributed to Douglas City Soup Kitchen to fund food item purchases (CSBG).

The Douglas City Soup Kitchen prepares and provides meals out of the Douglas City Fire Department utilizing local area volunteers. The Douglas City Soup Kitchen operates on a very limited budget and cannot afford to maintain their own facility and liability insurance; two reasons for operating the soup kitchen out of the fire department. The county’s requirement for liability insurance cannot be met by the Douglas City Soup Kitchen; however, as services are provided through the Douglas City Fire Department and the fire department in fully insured, then the risk of liability to the county is minimal.

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In small rural counties such as Trinity, finding partner agencies willing and capable of providing direct client services is a difficult task. Often the partners that step-up to provide services are non-profit entities that operate on very limited resources. If the Douglas City Soup Kitchen is forced to obtain a separate insurance policy to meet Glenn County's minimum requirements, they would be forced to rescind their service proposal and stop the provision of services in Trinity County; therefore resulting in a complete lack of emergency food services to low income and homeless individuals in Trinity County.

**FISCAL/PERSONNEL IMPACT(S):**

This request does not require the use of County General Funds.

**ANALYSIS/DISCUSSION**

Community Services Block Grant (CSBG) dollars are an on-going funding stream, requiring service/program evaluation and the information gathered from the community-based local planning process. CSBG funding also requires oversight by both the CAP Board of Directors and the Glenn County Board of Supervisors, as the Joint Powers Authority of the CAP. This collaborative approach ensures that community-driven approaches to problem solving are utilized, thereby assisting low-income residents to become self-sufficient and encouraging their participation in the planning process.

Failure to waive the liability insurance requirement for the Douglas City Soup Kitchen will result in the termination of emergency food services in Trinity County.