

JUSTIFICATION FOR CONTRACT AMENDMENT/MODIFICATION

CSD 425b (REV. 4/2000)

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| Contractor Tehama County Community Action Agency | Contract Number 24F-3049 | Contract Term 1/1/2024 - 4/30/2025 |
| Prepared by (Print Name/Title) Joseph Imhoff, Staff Services Analyst | Telephone Number 530-528-4171 | Contract Amount 330,753.00 |

This is to justify a request to amend/modify the following:

Work Plan Budget Term Extension Other

Justification :

As a result of CSD's issuance of **Amendment 3** on December 2nd, 2024 and the **\$1824 in additional CSBG funds** allocated to TCCAA, we propose the following modifications to the original CSBG Work Plan and Budget:

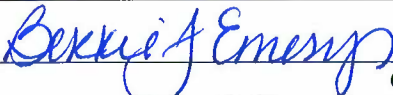
Work Plan modifications:

Tehama County Community Action Agency requests permission to expend these additional funds on needed repairs to the TCCAA fleet of vehicles, and through the acquisition of a desktop document scanner that TCCAA workers can use to more efficiently upload agency demographic data and process program related documents.

TCCAA vehicle maintenance will allow our staff to continue delivering Meals on Wheels meals and more generally facilitate the movement of our staff around our rural community. The desk scanner will greatly increase our staff's efficiency in digitizing and processing demographic-data and other program related forms by ensuring that they can scan documents immediately without breaking up their workflows.

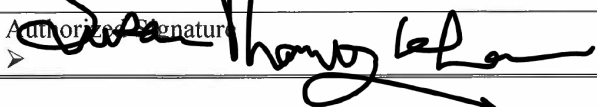
Budget Modifications:

Operating Expense: To increase by \$1824 for the purposes described above.

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| Authorized Contractor Representative (Print Name/Title) Bekkie F. Emery, Executive Director | Telephone Number 530-528-4078 |
| Authorized Signature  | Date Jan. 10, 2025 |

CSD USE ONLY

CSD ACTION Approved Not Approved (Reason Attached)

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|--|----------------------------------|
| Authorized CSD Representative (Print Name/Title) Susan Tham Mongkham, Field Representative | Telephone Number 916-579-0934 |
| Authorized Signature  | Date 1/14/25 |