

- If you wish to call in please see the instructions below:
- Dial 1-888-278-0254
  - You will be asked to enter your access code: 8934051
  - Once the access code is entered you will join the meeting

# Agenda

**Group/Meeting Name:** EOC Fiscal Subcommittee Meeting

**Date:** 12/6/2018 **Time: From:** 11:00 a.m. **To** 12:00 p.m.

**Location:** 1470 Civic Ct. Suite 200, Conf. Room #221, Concord

**Purpose:** Review CSBG Budgets and Reports

**By the end of this meeting, we will have:**

An understanding of the desired outcomes and ground rules so that meeting participants accomplish meeting objectives in a timely and efficient manner.
Received any public comments so that the public has an opportunity to provide input and we are knowledgeable of the community's concerns and/or interests for potential inclusion on future agenda.
Discussed unfinished business so that the members are aware and informed.
Discuss and approve the new proposed budget containing an increase from the Department of Community Services and Development (CSD) so that staff can present it to the EOC during the December business meeting.
Presentation of the 2018 CSBG Monthly Expenditure Report for October so that EOC Fiscal subcommittee members have an understanding and can present the report at the next EOC Business Meeting.
Identification of next steps necessary to move the process forward.
Evaluation of the meeting.

Agenda			
What	How	Who	Time
➤ Review Desired Outcomes & Meeting Rules	Present Clarify Check for Understanding	Volunteer	2 Minute
➤ Public Comment	Present	Members of the Public	3 Minutes
➤ Unfinished business	Present Clarify Check for Understanding	Group	5 Minutes
<b>Action:</b> ➤ 2019-2020 CSBG #2 Proposed Budget	Present Clarify Check for Understanding	Group	15 Minutes
➤ 2018 CSBG October Expenditure report	Present Clarify	CSB Staff	30 Minutes
➤ Next Steps	Present	Group	3 Minutes
➤ Meeting Evaluation	+/-	Group	2 Minutes



AGREEMENT NUMBER <b>19F-4007</b>	AMENDMENT NUMBER <b>0</b>
REGISTRATION NUMBER	

1. This Agreement is entered into between the State Agency and the Contractor named below  
 STATE AGENCY'S NAME  
**Department of Community Services and Development**  
 CONTRACTOR'S NAME  
**Contra Costa Employment & Human Services Department/Community Services Bureau**
2. The term of this Agreement is: **January 1, 2019 through December 31, 2019**
3. The maximum amount of this Agreement is: **Total \$850,578.00**

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\*  
 Subpart B - Financial Requirements\*  
 Subpart C - Programmatic Requirements\*  
 Subpart D - Compliance Requirements\*  
 Subpart E - Certifications and Assurances\*  
 Subpart F - State Contracting Requirements GTC 04/2017\*  
 Subpart G - Definitions\*  
 Subpart H - 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://providers.csd.ca.gov/>.

**IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.**

<b>CONTRACTOR</b>	<b>CALIFORNIA Department of General Services Use Only</b>
CONTRACTOR'S NAME <i>(If other than an individual, state whether a corporation, partnership, etc.)</i> <b>Contra Costa Employment &amp; Human Services Department/Community Services Bureau</b>	
BY <i>(Authorized Signature)</i> 	DATE SIGNED <i>(Do not type)</i>
PRINTED NAME AND TITLE OF PERSON SIGNING	
ADDRESS <b>40 Douglas Drive, Martinez, CA 94553</b>	
<b>STATE OF CALIFORNIA</b>	
AGENCY NAME <b>Department of Community Services and Development</b>	
BY <i>(Authorized Signature)</i> 	DATE SIGNED <i>(Do not type)</i>
PRINTED NAME AND TITLE OF PERSON SIGNING <b>Brian Dougherty, Deputy Director, Administrative Services</b>	
ADDRESS <b>2389 Gateway Oaks Drive, Suite 100, Sacramento, California 95833</b>	
<input type="checkbox"/> Exempt per _____	

"I hereby certify that all conditions for exemption have been complied with, and this document is exempt from the Department of General Services approval."

2019 Community Services Block Grant				
Contract # 19F-4007		VERSION # 2		
Proposed Budget				
		Refer to Footnotes		
		A	B	C
		2018 Budget	2019 Decrease -1.51%	Proposed 2019 CSBG Budget
<b>ADMINISTRATIVE COSTS:</b>				
Line Item				
1	<b>Salaries and Wages</b>	\$ 18,235	\$ (276)	\$ 17,959
	Community Services Director	4,802	(73)	4,729
	Accountant III	13,433	(203)	13,230
2	<b>Fringe Benefits</b>	\$ 13,311	\$ (201)	\$ 13,110
4	<b>Other Costs (Indirect Costs)</b>	\$ 71,579	\$ (1,081)	\$ 70,498
	<b>Subtotal Adm Costs (A)</b>	<b>\$ 103,125</b>	<b>\$ (1,558)</b>	<b>\$ 101,567</b>
<b>PROGRAM COSTS:</b>				
Line Item				
1	<b>Salaries and Wages</b>	\$ 229,626	\$ (5,160)	\$ 224,466
	<b>Subtotal Program</b>	<b>\$136,036</b>	<b>\$ (2,055)</b>	<b>\$133,981</b>
	Division Manager	33,492	(506)	32,986
	Comprehensive Services Manager	68,579	(1,036)	67,543
	Intermediate Clerk	33,965	(513)	33,452
	<b>Student Interns</b>	<b>\$93,590</b>	<b>\$ (3,105)</b>	<b>\$90,485</b>
2	<b>Fringe Benefits</b>	<b>\$107,065</b>	<b>\$ (1,791)</b>	<b>\$105,274</b>
	Program Fringe Benefits	95,834	(1,447)	94,387
	Student Interns-Fringe Benefits	11,231	(344)	10,887
4	<b>Operating Expenses</b>	<b>\$15,500</b>	<b>\$ (229)</b>	<b>\$15,271</b>
	Office Supplies	2,077	(26)	2,051
	Communications	1,096	(17)	1,079
	Telephone	549	(8)	541
	Membership Dues	3,040	(46)	2,994
	Auto Mileage-Employee	521	(8)	513
	In-State Travel (Employee)	2,314	(35)	2,279
	Training & Registration (EOC)	1,612	(24)	1,588
	Educ Supplies & Courses (Outreach)	1,476	(22)	1,454
	Other Costs	2,815	(43)	2,772
5	<b>Out-of-State Travel</b>	<b>\$4,061</b>	<b>\$ (61)</b>	<b>\$4,000</b>
6	<b>Subcontractor Services</b>	<b>\$400,992</b>	<b>\$ (992)</b>	<b>\$400,000</b>
	<b>Subtotal Program Costs (B)</b>	<b>\$757,244</b>	<b>\$ (8,233)</b>	<b>\$749,011</b>
	<b>TOTAL</b>	<b>\$860,369</b>	<b>\$ (9,791)</b>	<b>\$850,578</b>
<b>FOOTNOTES:</b>				
Column A reflects the 2018 CSBG allocation. It is being used as the base to reflect any increase and/or decrease in the 2019 CSBG proposed budget.				
Column B is the proposed decrease in the 2019 CSBG based on the initial allocation by State CSD resulting in the slight decrease of 1.51% or about \$12,988. Based on this ratio, the decrease has been allocated to administrative and program costs. To bring the subcontractors funding to the \$400,000 level, an additional \$5,063 reduction in Student Intern salaries and benefits was needed. This reduction is equivalent to 307 hours for the year or 44 hours per Intern for the year. The resulting additional decrease is about 7% of the Student Intern allocation.				
Update on Column B 11/27/2018:				
The State CSD has informed the county on 11/26/18 that the initial allocation of \$847,381 has been changed to \$850,578 resulting with a \$3,197 increase. It is added back to the Student Interns salaries & benefits to compensate for the reduction of their allocation by \$5,063 that was given to the subcontractors. Balance due to Student Intern line item (\$5,063 - \$3,197 = \$1,866)				
Column C represents the proposed 2019 CSBG budget.				
Date Prepared: November 27, 2018				
fn: 2019 Budget Dev 10-23-18		3		

Community Services Block Grant																		
Monthly Expenditures																		
2018 Contract # 18F-5007																		
Term: Jan 1, 2018 through May 31, 2019																		
Line Item	Description	sub object	Budget	1st Qtr Total	2nd Qtr Total	3rd Qtr Total	83% Oct-18	4th Qtr Total	YTD Total	YTD Balance	%	Proj Nov-18	Proj Dec-18	Proj Jan-19	Proj Feb-19	Proj YTD	Proj Bal	%
<b>ADMINISTRATIVE COSTS:</b>																		
1	Salaries and Wages	1011	18,235	6,342.07	3,715.72	2,873.16	760.10	760.10	13,691.05	4,543.95	75%	2,272	2,272	-	-	18,235	-	100%
	Community Services Director	CR	4,802	2,331.15	587.35	-	-	-	2,918.50	1,883.50	61%	942	942	-	-	4,802	-	100%
	Accountant III	SM	13,433	4,010.92	3,128.37	2,873.16	760.10	760.10	10,772.55	2,660.45	80%	1,330	1,330	-	-	13,433	-	100%
2	Fringe Benefits		13,311	3,581.60	2,317.77	1,590.50	454.66	454.66	7,944.53	5,366.47	60%	2,683	2,683	-	-	13,311	-	100%
3	Other Costs-Indirect Costs		71,579	9,811.81	36,900.49	14,566.15	8,873.62	8,873.62	70,152.07	1,426.93	98%	1,427	-	-	-	71,579	-	100%
<b>Total Administrative Costs</b>			<b>103,125</b>	<b>19,735.48</b>	<b>42,933.98</b>	<b>19,029.81</b>	<b>10,088.38</b>	<b>10,088.38</b>	<b>91,787.65</b>	<b>11,337.35</b>	<b>89%</b>	<b>6,382</b>	<b>4,955</b>	<b>-</b>	<b>-</b>	<b>103,125</b>	<b>-</b>	<b>100%</b>
<b>PROGRAM COSTS:</b>																		
1	Salaries and Wages	1011	229,626	43,320.54	56,168.60	58,251.31	20,295.15	20,295.15	178,035.60	51,590.40	78%	19,616	19,616	6,179	6,179	229,626	-	100%
<b>Subtotal Program</b>			<b>136,036</b>	<b>33,488.03</b>	<b>29,882.88</b>	<b>33,357.02</b>	<b>12,433.95</b>	<b>12,433.95</b>	<b>109,161.88</b>	<b>26,874.12</b>	<b>80%</b>	<b>13,437</b>	<b>13,437</b>	<b>-</b>	<b>-</b>	<b>136,036</b>	<b>-</b>	<b>100%</b>
	Division Manager	CR	33,492	6,957.50	8,085.93	9,474.66	2,118.74	2,118.74	26,636.83	6,855.17	80%	3,428	3,428	-	-	33,492	-	100%
	Comprehensive Svcs Mgr	NS	68,579	16,645.47	16,645.47	17,144.85	6,286.45	6,286.45	56,722.24	11,856.76	83%	5,928	5,928	-	-	68,579	-	100%
	Intermediate Clerk	MT	33,965	9,885.06	5,151.48	6,737.51	4,028.76	4,028.76	25,802.81	8,162.19	76%	4,081	4,081	-	-	33,965	-	100%
	Student Interns		93,590	9,832.51	26,285.72	24,894.29	7,861.20	7,861.20	68,873.72	24,716.28	74%	6,179	6,179	6,179	6,179	93,590	-	100%
2	Fringe Benefits		107,065	27,557.93	29,346.22	28,776.61	10,483.72	10,483.72	96,164.48	10,900.52	90%	4,764	4,764	686	686	107,065	-	100%
	Program Fringe Benefits		95,834	26,385.91	26,213.02	25,599.35	9,478.27	9,478.27	87,676.55	8,157.45	91%	4,079	4,079	-	-	95,834	-	100%
	Student Interns Fringe Benefits		11,231	1,172.02	3,133.20	3,177.26	1,005.45	1,005.45	8,487.93	2,743.07	76%	686	686	686	686	11,231	-	100%
3	Operating Expenses		15,500	369.99	3,698.29	777.33	2,750.14	2,750.14	7,595.75	7,904.25	49%	6,487	2,020	-	-	16,102	(602)	104%
	Office Supplies	2100	2,077	15.63	231.61	174.98	885.76	885.76	1,307.98	769.02	63%	983	165	-	-	2,456	(379)	118%
	Communications	2110	1,096	160.30	301.24	61.83	582.22	582.22	1,105.59	(9.59)	101%	(5)	(5)	-	-	1,096	-	100%
	Tel Exchange Service	2111	549	194.06	64.56	200.40	66.82	66.82	525.84	23.16	96%	12	12	-	-	549	-	100%
	Membership Dues	2000	3,040	-	3,036.35	-	-	-	3,036.35	3.65	100%	2	2	-	-	3,040	-	100%
	Auto Mileage-Employees	2301	521	-	-	225.08	-	-	225.08	295.92	43%	148	148	-	-	521	-	100%
	Other Travel Emp\In-State Trave	2303	2,314	-	-	115.04	744.86	744.86	859.90	1,454.10	37%	1,317	-	-	-	2,177	137	94%
	Training & Registration	2467	1,612	-	-	-	-	-	-	1,612.00	0	2,945	-	-	-	2,945	(1,333)	183%
	Educ Supplies & Courses	2477	1,476	-	-	-	-	-	-	1,476.00	0	738	738	-	-	1,476	-	100%
	Other Costs	2479	2,815	-	64.53	-	470.48	470.48	535.01	2,279.99	19%	346	960	-	-	1,841	974	65%
4	Out-of-State Travel		4,061	-	-	2,034.18	1,312.60	1,312.60	3,346.78	714.22	82%	112	-	-	-	3,458	603	85%
5	Subcontractor Services		400,992	-	154,613.72	34,511.84	37,528.80	37,528.80	226,654.36	174,337.64	57%	43,584	43,584	43,584	43,584	400,992	-	100%
1	Bay Area Community Resources	2310	28,497	-	10,842.57	-	-	-	10,842.57	17,654.43	38%	4,414	4,414	4,414	4,414	28,497	-	100%
2	CC Health Svcs Homeless Prog	2310	28,497	-	10,000.00	-	5,000.00	5,000.00	15,000.00	13,497.00	53%	3,374	3,374	3,374	3,374	28,497	-	100%
3	Contra Costa Interfaith Hsng	2310	28,497	-	9,128.93	4,267.86	2,051.79	2,051.79	15,448.58	13,048.42	54%	3,262	3,262	3,262	3,262	28,497	-	100%
4	Opportunity Junction, Inc	2310	87,997	-	29,001.32	14,500.66	7,250.33	7,250.33	50,752.31	37,244.69	58%	9,311	9,311	9,311	9,311	87,997	-	100%
5	Loaves & Fishes of CCC	2310	39,497	-	15,400.00	7,700.00	3,850.00	3,850.00	26,950.00	12,547.00	68%	3,137	3,137	3,137	3,137	39,497	-	100%
6	Shelter Inc. of Contra Costa	2310	68,997	-	22,666.65	-	11,333.36	11,333.36	34,000.01	34,996.99	49%	8,749	8,749	8,749	8,749	68,997	-	100%
7	The Contra Costa Clubhouses, In	2310	24,519	-	7,840.00	1,960.00	1,960.00	1,960.00	11,760.00	12,759.00	48%	3,190	3,190	3,190	3,190	24,519	-	100%
8	White Pony Express	2310	37,497	-	12,167.66	6,083.32	6,083.32	6,083.32	24,334.30	13,162.70	65%	3,291	3,291	3,291	3,291	37,497	-	100%
9	Monument Crisis Center	2310	28,497	-	13,760.00	-	-	-	13,760.00	14,737.00	48%	3,684	3,684	3,684	3,684	28,497	-	100%
10	St. Vincent de Paul of Contra Cos	2310	28,497	-	23,806.59	-	-	-	23,806.59	4,690.41	84%	1,173	1,173	1,173	1,173	28,497	-	100%
<b>Total Program Costs</b>			<b>757,244</b>	<b>71,248.46</b>	<b>243,826.83</b>	<b>124,351.27</b>	<b>72,370.41</b>	<b>72,370.41</b>	<b>511,796.97</b>	<b>245,447.03</b>	<b>68%</b>	<b>74,564</b>	<b>69,985</b>	<b>50,449</b>	<b>50,449</b>	<b>757,244</b>	<b>0</b>	<b>100%</b>
<b>Total Expenditures</b>			<b>860,369</b>	<b>90,983.94</b>	<b>286,760.81</b>	<b>143,381.08</b>	<b>82,458.79</b>	<b>82,458.79</b>	<b>603,584.62</b>	<b>256,784.38</b>	<b>70%</b>	<b>80,946</b>	<b>74,940</b>	<b>50,449</b>	<b>50,449</b>	<b>860,369</b>	<b>0</b>	<b>100%</b>
Prepared: 11/15/2018																		