

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Contra Costa County Economic Opportunity Council (EOC) to a majority of members of the EOC less than 96 hours prior to that meeting are available for public inspection at 1470 Civic Ct. Suite 200, Concord, CA 94520 during normal business hours.

Agenda

Group/Meeting Name: EOC Program Services Subcommittee Meeting

Date: 8/26/2020 **Time: From:** 12:00 p.m. **To** 1:00 p.m.

Location: Teleconference/ Video Meeting (Zoom)

- | | |
|-----------------|---|
| Online: | <ul style="list-style-type: none"> • Visit https://zoom.us/ • Click Join meeting and enter the following ID #: 987 7553 6952 • You will be prompted to enter <i>your name</i> and the following password: 718892 • Wait for host to join |
| Call in: | <ul style="list-style-type: none"> • Dial 1.888.278.0254 (US Toll Free) • Enter Conference code: 609553 |

Meeting Leader: Devlyn Sewell, Co-Chair and Samuel Houston, Co-Chair

Purpose: Review Site Monitoring Packets and CSBG CAREs allocations

The Economic Opportunity Council will provide reasonable accommodations for persons with disabilities planning to participate in EOC meetings. Please contact Mele Tupou at least 24 hours before the meeting at mtupou@ehsd.cccounty.us.

Opportunities for Public Comment: *Persons who wish to address the EOC during the public comment or with respect to an agenda item may email their comments to mtupou@ehsd.cccounty.us before or during the meeting, or should join the teleconference meeting prior to the meeting to state their intent to provide public comments and will be limited to two minutes.*

All votes taken during a teleconference will be by roll call.

The Board Chair may reduce the amount of time allotted per speaker at the beginning of each item or public comment period depending on the number of speakers and the business of the day. Your patience is appreciated.

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.
Review and approve changes for the 2020 Site monitoring packet so that staff can plan accordingly.
Review and approve the CSBG CAREs funding and allocations so that it may move forward to the full board for approval.
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	1 Volunteer	2 Minutes

	Check for Understanding		
➤ Public Comment	Present	Members of the Public	3 Minutes
Action: ➤ Site Monitoring Packet	Present Clarify	CSB Staff	25 Minutes
Action: ➤ CSBG CAREs Allocations	Present Clarify	CSB Staff	25 Minutes
➤ Next Steps	Present	Group	3 Minutes
➤ Meeting Evaluation	+/ Δ	Group	2 Minutes

**2020 CSBG VIRTUAL Site Monitoring Visit- TIMES/DATES
SEPTEMBER 2020**

	14-Sep	15-Sep	16-Sep	17-Sep	18-Sep	21-Sep	22-Sep	23-Sep	24-Sep	28-Sep	30-Sep
BACR									any time		
CC HEALTH	10-12/ 3-5		1-3 pm	11-2 pm		9-2 pm	1-3 pm		10-1 pm/3-5		
CC INTERFAITH						10 am					
CC CLUBHOUSE	early afternoon										
CSB Student Intern Program											
GRIP			any time					any time			
LAO								10 am	10 am		
LOAVES AND FISHES						9- 3 pm				9- 3 pm	9- 3 pm
MONUMENT IMPACT											
MONUMENT CRISIS CENTER	9 am	9 am	9 am			9 am	9 am				
OPPORTUNITY JUNCTION	10:30/ 2pm	9:30 /12	8:30-11	All day		9:30/ 2	9:30/ 12	8:30/ 12	8:30-3		
SHELTTER INC						12-2/ 3-5			2:30-4:30/ 3-5	12-2 pm	2:30-4:30/3-5
STAND!	1-5 pm					1-5 pm				1-5 pm	
ST. VINCENT DE PAUL							12:30-4	12:30-4			

Virtual/ onsite

Sample email to subcontractor

Subject: Confirmation of [Agency] Site Visit, [Date & Time] by Teleconference

Dear [Agency Contact];

This is to confirm your 2020 CSBG Site Visit on [Date & Time]. The visit will be conducted by teleconference.

Please join us for the meeting with the following link.
[Insert link here]

Economic Opportunity Council team members [name and seat designation]* and [name and staff title] will host the meeting. *Facilitator.

With your permission, a screen shot of participants will be taken and the discussion will be recorded.

In advance of the site visit, please forward a copy of your mission statement, brochure and other collateral materials pertinent to the site visit to Mele Tupou at mtupou@ehsd.cccounty.us. In order to prepare for our meeting, please review the attached Site Monitoring Evaluation Form.

On behalf of the Economic Opportunity Council, thank you for taking this time out of your busy day to meet with us. Special thanks for the essential services you provide to the most needy in our community.

Yours in service,
Renee Zeimer

Renee Zeimer, Chair
Contra Costa County Economic Opportunity Council
Public Sector Representative, District 2
Email: rkzeimer@gmail.com
Tel: (925) 212-3239

Site-Monitoring Visits Instructions for EOC Members

It is a requirement for EOC members to participate and complete at least one site visit of the subcontractors receiving CSBG funds per calendar year. This year, site-monitoring visits will be conducted online. Here is what you need to do in order to meet your site visit obligation.

1. Site Selection. Staff is currently in the process of working with our CSBG subcontractors to schedule virtual site visits. These visits will be conducted during the month of September.

By **Friday, August 28, 2020 or before**, please select the site meeting(s) you would like to attend. **EOC members who have not made a selection by 5pm on August 28 will be assigned a site.**

Please contact Mele Tupou to make your site selection(s). Mele can be reached at mtupou@ehsd.cccounty.us or [925.681.6311](tel:925.681.6311).

2. Virtual Site Visit. For each site visit, an EOC member will be assigned the role of facilitator. If you have an * by your name, you will facilitate the site-monitoring visit.

Within 7-10 days prior to the site visit, a confirmation email will be sent to the subcontractor and copied to you. That confirmation email will include the link to the meeting and pertinent attachments i.e. the Site Monitoring Evaluation Form and the funded grant proposal. Please review these attachments prior to the call.

On the day of the call, please login to the meeting 10 minutes prior to the call. Be mindful of background noise and take the necessary steps to reduce or eliminate it.

During the site visit, use the Site Monitoring Evaluation Form to guide your discussion. Try to keep the meeting to 1 hour.

3. Wrap-up. EOC members will be asked to remain on the call to complete the Site Monitoring Evaluation Form and discuss any follow-up.

Immediately after the call but no later than with 48hrs, please submit your completed Site Monitoring Evaluation Form to Mele Tupou at mtupou@ehsd.cccounty.us or [925.681.6311](tel:925.681.6311).

That completes your EOC site-monitoring obligation for 2020.

Congratulations and thank you!



Contra Costa County Employment & Human Services Department Community Services Bureau



Economic Opportunity Council (EOC) Site Monitoring Evaluation

Site Location:		Date of Visit:	
Site Representative:		Title:	
EOC Representative:		Time of Visit:	
Purpose of Facility		Contract Amount	

Attach Mission Statement or Brochure(s)

Does the Service Provider Mission Support the EOC Missions Statement? Yes No

Site Program(s) (Check all Applicable Programs):

<input type="checkbox"/> Education	<input type="checkbox"/> Medical
<input type="checkbox"/> Job Training	<input type="checkbox"/> Probation
<input type="checkbox"/> Housing	<input type="checkbox"/> After School Program
<input type="checkbox"/> Emergency Shelter Childcare	<input type="checkbox"/> Tutoring
<input type="checkbox"/> Transportation	<input type="checkbox"/> Others: skill-building

Population served (i.e. families, specific high-risk groups, neighborhood, etc):

Interview Questions:

- How does your program receive referrals? (i.e. Religious Organization(s), Walk-in's, Outreach, Schools, Corrections, Self, Other)
- How many client(s) does the facility support? Daily: Weekly: Monthly: Annual:
- Number staff employed: Volunteers:
- Is staffing fully in place for your CSBG funded program? If not, why?
- What screening criteria are used to determine eligibility?
- What obstacles do your clients face before, during, and after your program? (i.e. unemployment, housing, etc)
- In general, is your program well known and received positively in the community?
- What issues/barriers have you encountered as an organization? What specific actions are you taking to address these problems? Are any of these issue areas in which the EOC might provide assistance?
- Are there other issues or facets of your program of which you would like the EOC to be aware?



Contra Costa County Employment & Human Services Department Community Services Bureau



EOC Representative Observation:

	Lowest			Highest	
	1	2	3	4	5
1. Was the facility clean?	1	2	3	4	5
2. Was the staff professional and easily to be identified?	1	2	3	4	5
3. Was the facility organized and professional?	1	2	3	4	5
4. How were the clients interacting with staff?	1	2	3	4	5
5. What is your overall perception of the facility?	1	2	3	4	5

Contract Service Activities:

Activity:	Status:
a.	
b.	
c.	
d.	
e.	
f.	

NOTES:

Improvement(s) / Recommendations:

CSBG CARES CONTRACT BUDGET SUMMARY

Contractor Name: CONTRA COSTA EHSD/COMMUNITY SERVICES BUREAU	Contract Number: 20F-3646	Amendment Number:
Prepared By: SAM MENDOZA	Contract Term: MAR 27, 2020 - MAY 31, 2022	
Telephone Number: 925-681-4265	Contract Amount: \$1,189,181	
Date: AUGUST 3, 2020	E-mail Address: smendoza@ehsd.cccounty.us	

SECTION 10: ADMINISTRATIVE COSTS

Line Item	Line Item	CSBG Funds (round to the nearest dollar)
1	Salaries and Wages	\$30,877.00
2	Fringe Benefits	\$22,539.00
3	Operating Expenses	
4	Equipment	
5	Out-of-State Travel	
6	Contract/Consultant Services	
7	Other Costs	\$89,286.00
Subtotal Section 10: Administrative Costs (cannot exceed 12% of the total operating budget in Section 80)		\$142,702.00

SECTION 20: PROGRAM COSTS

Line Item	Line Item	CSBG Funds (round to the nearest dollar)
1	Salaries and Wages	\$54,733.00
2	Fringe Benefits	\$39,954.00
3	Operating Expenses	\$6,792.00
4	Equipment	
5	Out-of-State Travel	
6	Subcontractor/Consultant Services	\$945,000.00
7	Other Costs	
Subtotal Section 20: Program Costs		\$1,046,479.00

SECTION 40: Total CSBG Budget Amount (Sum of Subtotal Sections 10 and 20) Note: Total cannot exceed allocation amount.	\$1,189,181.00
SECTION 70: Enter Other Agency Operating Funds Used to Support CSBG	\$79,070,487.00
SECTION 80: Agency Total Operating Budget (Sum of Sections 40 and 70)	\$80,259,668.00
SECTION 90: CSBG Funds Administrative Percent (Section 10 divided by Section 80)	0.18%

CSBG CARES BUDGET SUPPORT -- PERSONNEL COSTS

Contractor Name: CONTRA COSTA EHS&D/COMMUNITY SERVICES BUREAU	Contract Number: 20F-3646	Amendment Number:
Prepared By: SAM MENDOZA	Contract Term: MAR 27, 2020 - MAY 31, 2022	
Telephone Number: 925-681-4265	Contract Amount: \$1,189,181	
Date: AUGUST 3, 2020	E-mail Address: smendoza@ehsd.cccounty.us	

Section 10 -- ADMINISTRATIVE COSTS -- SALARIES AND WAGES

A No. of Positions	B Position Title	C Total Salary for each position	D Percent (%) of CSBG time allocated for each position	E Number of CSBG months allocated for each position	F Total CSBG Funds budgeted for each position
1	Community Services Director	\$148,125.00	5.00%	17	\$10,492.19
1	Accountant III	\$95,924.00	15.00%	17	\$20,383.85
Total (must match Section 10: Administrative Costs line item 1 on the CSD 902.S Budget Summary form)					\$30,876

SECTION 20 -- PROGRAM COSTS -- SALARIES AND WAGES

1	Division Manager	\$128,782.00	30.00%	17	\$54,732.35
Total (must match Section 20: Program Costs line item 1 on the CSD 902.S Budget Summary form)					\$54,732

FRINGE BENEFITS

Enter description of Fringe Benefits. Please include the percentage of Salaries and Wages paid in Benefits. (Examples: FICA, SSI, Health Ins., Workers Comp. Etc.)	Percentage	Section 10 Administrative Costs List CSBG funds Budgeted Line 2	Section 20 Program Costs List CSBG funds Budgeted Line 2
FICA, Retirement, Medical Ins, Workers Comp, State Unemployment Insurance	73.00%	\$22,539.00	
FICA, Retirement, Medical Ins, Workers Comp, State Unemployment Insurance	73.00%		\$39,954.00
TOTAL MUST MATCH THE AMOUNT ENTERED ON CSD 902.S (BUDGET SUMMARY)		\$22,539	\$39,954

CSBG CARES BUDGET SUPPORT -- NON PERSONNEL COSTS

Contractor Name: CONTRA COSTA EHSD/COMMUNITY SERVICES BUREAU	Contract Number: 20F-3646	Amendment Number:
Prepared By: SAM MENDOZA	Contract Term: MAR 27, 2020 - MAY 31, 2022	
Telephone Number: 925-681-4265	Contract Amount: 1,189,181	
Date: AUGUST 3, 2020	E-mail Address: smendoza@ehsd.cccounty.us	

Hit Alt & Enter at the same time to begin a new line or paragraph within the cell.

LIST EACH LINE ITEM Totals must match CSD 902.S Budget Summary form Attach additional sheet(s) if necessary	CSBG	
	Section 10: Administrative Costs	Section 20: Program Costs
List all Operating Expenses REFER TO ATTACHMENT #1	3 sum should equal total on line item 3 of CSD 902.S Budget Summary form	3 sum should equal total on line item 3 of CSD 902.S Budget Summary form \$6,792
List all Equipment Purchases	4 sum should equal total on line item 4 of CSD 902.S Budget Summary form	4 sum should equal total on line item 4 of CSD 902.S Budget Summary form
List all Out-of-State Travel: Name of conference; Specify location; Cost per trip	5 sum should equal total on line item 5 of CSD 902.S Budget Summary form	5 sum should equal total on line item 5 of CSD 902.S Budget Summary form
List all Contract/Consultant Services	6 sum should equal total on line item 6 of CSD 902.S Budget Summary form	
List all Subcontractor/Consultant Services REFER TO ATTACHMENT #2		6 sum should equal total on line item 6 of CSD 902.S Budget Summary form \$945,000
Other Costs - List each line item (i - iv): Any additional Other Costs (attach additional sheet if necessary):	Section 10: Administrative Costs	Section 20: Program Cost
i INDIRECT COSTS	\$89,286	
ii		
iii		
iv		
Total Other Costs (Sum of i, ii, iii, iv):	7 sum should equal total on line item 7 of CSD 902.S Budget Summary form 10 \$89,286.00	7 sum should equal total on line item 7 of CSD 902.S Budget Summary form

Attachment 1

CONTRA COSTA EHSD/COMMUNITY SERVICES BUREAU

CSBG CONTRACT # 20F-3646

TERM: MARCH 27, 2020 - MAY 31, 2022

CONTRACT AMOUNT: \$1,189,181

AUGUST 3, 2020

Section 20: PROGRAM COSTS

3.	Operating Expenses	Amount
	Office Supplies	\$ 2,000
	Communications	2,338
	Telephone Exchange Service	1,342
	Auto Mileage - Employees	1,112
	Total Operating Expenses	\$ 6,792

Attachment 2

CONTRA COSTA EHSD/COMMUNITY SERVICES BUREAU

CSBG CONTRACT # 20F-3646

TERM: MARCH 27, 2020 - MAY 31, 2022

CONTRACT AMOUNT: \$1,189,181

AUGUST 3, 2020

Section 20: PROGRAM COSTS

6.	Subcontractor	Amount
	2020 CSBG CARES Subcontractor Services	\$ 945,000
	Note: List of Subcontractors to be submitted to CSD as soon it has been approved by the EOC.	
	Total Subcontractor Services	\$ 945,000



DAVID SCRIBNER
ACTING 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

CSD PROGRAM ADVISORY - CSBG

CPA-C-20-03

ISSUE DATE 7/6/2020
SUPERSEDES N/A
EXPIRATION DATE Until Rescinded

- | |
|---|
| <p>REASON FOR THIS TRANSMITTAL</p> <p><input type="checkbox"/> Federal Law or Regulation Change</p> <p><input type="checkbox"/> State Law Change</p> <p><input type="checkbox"/> Court Order</p> <p><input type="checkbox"/> Clarification Requested by One or More Agencies</p> <p><input checked="" type="checkbox"/> Initiated by CSD</p> |
|---|

SUBJECT Community Services Block Grant (CSBG) Coronavirus Aid, Relief, and Economic Security (CARES) Act Supplemental Funding Proposed Services

PURPOSE The purpose of this Department of Community Services and Development (CSD) Program Advisory (CPA) is to define domains of service and constraints on expenditures, and to provide the framework to create service delivery plans as required under the CSBG CARES Contract.

- REFERENCE**
- CARES Act
 - CSBG Act
 - CSBG CARES Contract
 - CSD Program Advisory - Administrative Guidance Due to COVID-19: CPA-C-20-01
 - CSD Program Advisory - Administrative Relief Due to COVID-19: CPA-A-20-02
 - CSBG Information Memorandum - Immediate Guidance on COVID-19 Response: CSBG-IM-2020-157

SCOPE This CPA applies to all eligible entities that administer CSBG services.

EFFECTIVE DATE Upon Issuance

SUMMARY

The COVID-19 pandemic has impacted many Californians who will face economic hardships associated with either contracting the illness or through mandated measures to prevent the spread of COVID-19. This CPA provides a framework for allowable direct services while ensuring the greatest flexibility at the local level, and support for current or new programs.

On March 27, 2020, Congress enacted the CARES Act which appropriated supplemental CSBG funds to all 50 states, “to prevent, respond to, or prepare for coronavirus.” All terms and conditions that apply to the regular CSBG Act, including all assurances, also apply to the CSBG CARES Act supplemental funding. The CSBG CARES supplemental funds are intended to address the short-term and long-term impacts of COVID-19 and follow many of the rules and requirements of the regular CSBG Act. Eligible entities are encouraged to address not only the health impacts of COVID-19 but also the economic impacts to low-income Californians. This CPA will assist CSBG Agencies in developing or expanding their current policies to include specific catastrophic response measures. Many of the “best practices” presented in this advisory have been gathered from methods observed from or shared by agencies in the California CSBG network.

GUIDANCE AND DIRECTIVES

CSBG CARES supplemental funds are designed to address the short-term and long-term impacts of COVID-19. To that end, CSBG Agencies shall develop and submit a CSBG CARES Supplemental Fund Local Plan. These local plans are a federal requirement of CSBG CARES funding and must describe how each CSBG Agency’s service area has been impacted by COVID-19.

Services may be delivered by the CSBG Agency or subcontracted to local providers. Services provided under the CSBG CARES supplemental funds are required to be tracked and reported separately from other CSBG funds. CSBG Agencies who work with subcontractors must ensure separate contracts/agreements are established, and policies established to meet the requirement for separate tracking and reporting of services, outcomes, and participants. CSD continues to work with the Office of Community Services (OCS) to clarify reporting requirements. Further guidance will be issued as more information becomes available.

Services provided through CSBG CARES supplemental funds must support emergency responses that are consistent with statutorily allowable activities focused on mitigating the impact of COVID-19. Agencies must demonstrate that their expenditures support the short- or long-term impacts of COVID -19 for low-income individuals and households within their communities and retain appropriate documentation to substantiate reported expense claims and outcomes. CSBG Agencies are also responsible for ensuring their subcontractors retain required documentation.

When considering potential services, use the following questions as a guide:

1. Is the service cost-effective?
2. Is the service in alignment with the CARES Act?
3. Is the program or service justified by reliable data?
4. Would the service be deemed reasonable by a local constituent?
5. Will the services provide direct or indirect benefits to low-income Californians in the service area?
6. Does the service align with your agency's Local Plan for CARES Act CSBG Supplemental Funding?
7. Can your agency tie the service, purchase, or contract to a COVID-19 related impact, per the CARES Act?
8. Can your agency track, report, and verify the CSBG CARES outcomes from other non-CSBG CARES funded outcomes?

The table below identifies outcome categories (domains), potential services, guidance, and best practices that CSBG Agencies may wish to consider. The list of potential services is drawn from the CSBG Annual Report and represents the services that will most likely be provided to clients. The lists below are not to be viewed as a mandated, exclusive list of services to be provided under the CARES contract. As with the annual CSBG contract, all services must be based upon the identified needs of each CSBG Agency's service area and must align with each agency's Local Plan for CARES Act CSBG Supplemental Funding.

Domain	Potential Services	Guidance	Best Practices
Housing	<ul style="list-style-type: none"> • Short term housing rentals • Rental payments • Mortgage payments • Hotel vouchers • Housing placements 	<p>Agency has a housing services policy in place that includes items such as:</p> <ul style="list-style-type: none"> • Payments made directly to landlords after verification. • An established benefit amount on rent/housing allowances such as an annual allowance or set number of months cap. • Set limits on arrearage conditions. • Established benefit limits on hotel vouchers. 	<ul style="list-style-type: none"> • Implement a landlord verification policy. • Defining what constitutes a household. • Require landlords sign statements to not evict for a set time. • Establish benefit limits to ensure participants are treated fairly. • Develop formulas to determine housing benefits by area median income or some other factor that is appropriate for the service area.

Domain	Potential Services	Guidance	Best Practices
Utilities	Utility payments including electrical, water, sewer, and garbage	<p>Agency has a Utility Assistance policy in place that includes items such as:</p> <ul style="list-style-type: none"> • Water bill assistance or Electrical services only. • Low Income Home Energy Assistance Program (LIHEAP) referral is the recommended first option for requests for home energy assistance. • Establishment of a benefit structure based upon the household's situation. For instance, if a client's bill is current, they receive a "standard" benefit. If the bill is past due and/or in shut off mode, a higher benefit level is provided. • Payments made directly to utility companies in the name of the client. 	<ul style="list-style-type: none"> • Agencies establish relationships and Memorandums of Understanding or Agreements with local utility companies to expedite the processing of payments and potential delaying of disconnect orders. • Agencies establish benefits based upon household size, i.e. benefit amount per child and benefit amount per adult.
Health	<ul style="list-style-type: none"> • Health care screening • Mental health counselling • Health screenings and measures for staff such as temperature checks and use of Personal Protective Equipment (PPE) 	<ul style="list-style-type: none"> • Follow all applicable Centers for Disease Control and Prevention guidelines, County Health Officer/Department of Public Health departmental ordinances, and declarations. • Follow federal, state, and local mandates and guidance for providing health screenings for staff and clients. 	<ul style="list-style-type: none"> • Temperature screenings for staff and clients • Purchase of PPE • COVID-19 testing available for staff and clients • Development of Agency policies • Post/provide up-to-date information as to where residents can be tested without cost.

Domain	Potential Services	Guidance	Best Practices
Employment	<ul style="list-style-type: none"> • Pre-employment physicals and background checks • Employment counseling • Job placement • Distance Vocational Training • Distance employment readiness training • Employment supplies (e.g., PPE) 	<ul style="list-style-type: none"> • Establishment of agency policies to connect low-income clients to supportive services including access to telework supplies/equipment. • Agencies establish benefit levels to assist low-income clients that are employed and in need of PPE where access to PPE is limited. 	<ul style="list-style-type: none"> • Implement short-term and long-term case management services that include supportive services. • Target job development activities toward opportunities that aim to mitigate the impact of the emergency (e.g., temporary janitorial assignments, area clean-up activities, etc.)
Food Assistance	<ul style="list-style-type: none"> • Food distribution • Food delivery service for the elderly and/or individuals with disabilities • Gift Cards 	<ul style="list-style-type: none"> • Establishment of agency policies to include gift card/voucher policies that define frequency, benefits, etc. • Agencies set a maximum dollar limit on gift cards. • Include policies that clearly address allowable purchases. • Require clients to sign a receipt that shows the amount and type of card, voucher, or certificate received, and retain documentation in the client file. • Food bank referral is the first level of assistance, when applicable. • Establish policy for the delivery of food if not included in established food distribution policy. 	<ul style="list-style-type: none"> • Agencies establish benefits based upon household size, i.e., benefit amounts per child and benefit amounts per adult. • Agencies establish relationships/agreements with grocery stores, gas stations, and other general merchandise retailers in the service area.

Domain	Potential Services	Guidance	Best Practices
Education	<ul style="list-style-type: none"> • Essential worker childcare support • School supplies (e.g., distance learning supplies) • Tutoring/mentoring • Distance summer education programs • Distance preschool/school/college readiness programs 	<ul style="list-style-type: none"> • Activate local partnerships with school districts, develop Memorandums of Understanding or Agreements to assist student learning. Develop policies to support parents and students. • Establish policies to provide school supplies to support distance learning for clients. 	<ul style="list-style-type: none"> • Refer low-income households to low- or no-cost internet services. • Agencies establish policies (dollar values/educational benefits, etc.) for purchase and distribution of supplies that will be given directly to students to support distance learning.
Supplies and Equipment	<ul style="list-style-type: none"> • Hygiene boxes • PPE • Household cleaning supplies • Supply delivery service for the elderly and/or individuals with disabilities 	<ul style="list-style-type: none"> • Establishment of agency policies in the event of an emergency that include limits on quantities and frequency of distributions. • Establishment of agency transportation policies that address the potential for additional/modified services offered in response to COVID-19. 	<ul style="list-style-type: none"> • Agencies develop an “emergency hygiene kit” to distribute to households.
Emergency Services	<ul style="list-style-type: none"> • Assistance accessing the Temporary Assistance for Needy Families (TANF) Program, Supplemental Nutrition Assistance Program (SNAP), and other governmental programs • Transportation subsidy • Gift cards 	<ul style="list-style-type: none"> • Establishment of agency transportation policies to include dollar values, benefits, etc. <p>Gift Cards: Establishment of agency policies to include gift card/voucher thresholds on frequency and benefits, such as:</p> <ul style="list-style-type: none"> • Agencies set a maximum dollar limit on gift cards. • Distribution protocols. 	<ul style="list-style-type: none"> • Provision of information to clients on how to connect and access federal, state, and local benefits targeted to those who have suffered loss of wages or who are now eligible for services due to the recent pandemic. Provide referrals to state, county, and local resources and service providers. • Agencies establish benefits based upon household size, i.e., benefit amounts per child and benefit amounts per adult.

Domain	Potential Services	Guidance	Best Practices
			<ul style="list-style-type: none"> Assistance accessing other benefits such as Unemployment Assistance, Pandemic Unemployment Assistance, and other governmental programs.
Other	Micro loans	<p>Agencies establish Micro Loan policies that address lending guidelines, eligibility determination, loan limits, payback policies, frequency of use, etc. Policies must also include guidelines for:</p> <ul style="list-style-type: none"> Establishment of purpose of Micro Loan program. Loan repayment terms that extend beyond the term of the CARES Contract. Policies for what activities qualify for Micro Loans, loan amounts, repayment, terms and conditions, penalties, etc. Redirection of repaid funds towards program use. Rules to account for those funds that cross over annual CSBG and CSBG CARES Act contractual periods. Segregating funds by source/fiscal year. 	<ul style="list-style-type: none"> Establish Micro Loan repayment terms that do not extend beyond the term of the Contract. Use of formal applications, agreements, and loan documentation. Accompany loans with financial literacy classes that include credit counseling and financial planning Establish network/relationships with local Chamber of Commerce to assist new entrepreneurs with business plans, etc. <p>For more information on Micro Loans visit: https://communityactionpartnership.com/wp-content/uploads/2018/06/micro-loans.pdf</p>

Unallowable Services

Per 42 U.S.C. § 9918 (Limitations on use of funds) and CSBG Information Memorandum - Immediate Guidance on COVID-19 Response: CSBG-IM-2020-157, as the recipient of federal CSBG funds, the Contractor is responsible for substantiating that all costs claimed are allowable and allocable under all applicable federal and state laws.

CSBG CARES Supplemental Funds may not be used for the:

- Purchase or permanent improvement of land;
 - Purchase of any building or facility;
 - Construction of any building or facility; or
 - Permanent improvement of any building or facility (other than low-cost residential weatherization or other energy-related home repairs).
- Note: CSBG CARES Supplemental Funds may be used to make necessary improvements to agency workspaces to protect employees and clients to reduce the spread of COVID 19.

For questions and/or clarification regarding this guidance and other project activities, please contact CSD's Field Operations Unit at FieldOperationsCommunityServices@csd.ca.gov.

Sincerely,



DAVID SCRIBNER
Acting Director
Department of Community Services and Development