

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 Fiscal Subcommittee Meeting

Date: 9/3/2020 **Time: From:** 11:00 a.m. **To** 12:00 p.m.

Location: Teleconference/ Video Meeting (Zoom)

Online:

- Visit <https://zoom.us/>
- Click Join meeting and enter the following ID #: 946 7303 4308
- You will be prompted to enter *your name* and the following password: 203118
- Wait for host to join

Call in:

- Dial 1.888.278.0254 (US Toll Free)
- Enter Conference code: 609553

Meeting Leader: Ajit Kaushal, Chair

Purpose: Review CSBG Budgets and Reports

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.
Discuss unfinished business so that the members are aware and informed.
Approve the revised CSBG CAREs budget so that staff can move forward accordingly.
Presentation of the 2020 CSBG Monthly Expenditure Report for July 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.

What	How	Who	Time
➤ Review Desired Outcomes & Meeting Rules	Present Clarify Check for Understanding	Volunteer	2 Minutes
➤ Public Comment	Present	Members of the Public	3 Minutes
➤ Unfinished business	Present Clarify	Group	5 Minutes
Action: ➤ Revised CSBG CAREs Act budget	Present Clarify	Group	25 Minutes
Update: ➤ 2020 CSBG July Expenditure report	Present Clarify	CSB Staff	20 Minutes
➤ Next Steps	Present	Group	3 Minutes
➤ Meeting Evaluation	+/ Δ	Group	2 Minutes

CSBG CARES BUDGET SUPPORT -- 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 26, 2020	E-mail Address: smendoza@ehsd.cccounty.us	

Section 10 -- ADMINISTRATIVE COSTS -- SALARIES AND WAGES

<u>A</u> No. of Positions	<u>B</u> Position Title	<u>C</u> Total Salary for each position	<u>D</u> Percent (%) of CSBG time allocated for each position	<u>E</u> Number of CSBG months allocated for each position	<u>F</u> 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 -- 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 26, 2020	E-mail Address: smendoza@ehsd.cccounty.us	

Section 10 -- ADMINISTRATIVE COSTS -- SALARIES AND WAGES

<u>A</u> No. of Positions	<u>B</u> Position Title	<u>C</u> Total Salary for each position	<u>D</u> Percent (%) of CSBG time allocated for each position	<u>E</u> Number of CSBG months allocated for each position	<u>F</u> Total CSBG Funds budgeted for each position

Total (must match Section 10: Administrative Costs line item 1 on the CSD 902.S Budget Summary form)

SECTION 20 -- PROGRAM COSTS -- SALARIES AND WAGES

Total (must match Section 20: Program Costs line item 1 on the CSD 902.S Budget Summary form)

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

TOTAL MUST MATCH THE AMOUNT ENTERED ON CSD 902.S (BUDGET SUMMARY)

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 26, 2020	E-mail Address: smendoza@ehsd.cccounty.us	
SECTION 10: ADMINISTRATIVE COSTS		
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	
Subtotal Section 10: Administrative Costs (cannot exceed 12% of the total operating budget in Section 80)		\$53,416.00
SECTION 20: PROGRAM COSTS		
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	\$1,034,286.00
7	Other Costs	
Subtotal Section 20: Program Costs		\$1,135,765.00
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)		0.07%

CSBG CARES BUDGET SUPPORT -- NON 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 26, 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 <i>sum should equal total on line item 3 of CSD 902.S Budget Summary form</i>	3 <i>sum should equal total on line item 3 of CSD 902.S Budget Summary form</i> \$6,792
List all Equipment Purchases	4 <i>sum should equal total on line item 4 of CSD 902.S Budget Summary form</i>	4 <i>sum should equal total on line item 4 of CSD 902.S Budget Summary form</i>
List all Out-of-State Travel: <i>Name of conference; Specify location; Cost per trip</i>	5 <i>sum should equal total on line item 5 of CSD 902.S Budget Summary form</i>	5 <i>sum should equal total on line item 5 of CSD 902.S Budget Summary form</i>
List all Contract/Consultant Services	6 <i>sum should equal total on line item 6 of CSD 902.S Budget Summary form</i>	
List all Subcontractor/Consultant Services REFER TO ATTACHMENT #2		6 <i>sum should equal total on line item 6 of CSD 902.S Budget Summary form</i> \$1,034,286
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		
ii		
iii		
iv		
Total Other Costs (Sum of i, ii, iii, iv):	7 <i>sum should equal total on line item 7 of CSD 902.S Budget Summary form</i>	7 <i>sum should equal total on line item 7 of CSD 902.S Budget Summary form</i>

CSBG CARES Contract Budget Narrative

Contractor Name: CONTRA COSTA EHS/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 26, 2020	E-mail Address: smendoza@ehsd.cccounty.us	

Budget Narrative

ADMINISTRATIVE COSTS:

1) SALARIES and WAGES \$30,877

The following positions are included in this section. The Community Services Bureau Director, who also serves as the Head Start Director, will devote approximately 5% of her time to CSBG CARES program by attending EOC and CSBG CARES program meetings, supervision of the Division Manager and planning and reviewing CSBG CARES contract documents and required reports \$10,492. The Accountant III will devote approximately 15% of his time to the program preparing the CSBG CARES budget, submit the monthly report to the state via EARS program, preparing the monthly expenditure reports to present and discuss with the EOC fiscal subcommittee members, prepare any fiscal report as requested by EOC members and/or CSB staff necessary for the administration of the program \$20,385.

2) FRINGE BENEFITS \$22,539.

The following are the county's fringe benefits. FICA, Retirement, Medical Insurance, Workers Compensation and State Unemployment Insurance.

TOTAL ADMINISTRATIVE COSTS \$ 53,416

PROGRAM COSTS:

1) SALARIES and WAGES \$54,732

The Division Manager, who oversees the CSBG CARES program, is estimated to devote approximately 30% of her time \$54,732. Program activities include participation and attendance at EOC meetings, preparation of CSBG CARES program reports to the state. Reporting of status and outcomes of CSBG CARES program to the EOC, CSB Bureau Director and other stakeholders. Monitoring of subcontractors fiscal and program performances.

2) FRINGE BENEFITS \$39,954

The following are the county's fringe benefits. FICA, Retirement, Medical Insurance, Workers Compensation and State Unemployment Insurance.

3) OPERATING EXPENSES \$6,792

Office Supplies (various items such as: Pens, copy machine paper, usage and supplies, postage, ink toner \$2,000; Communications (cell phone user charges for staff) \$2,338; Telephone (monthly charges to office landline) \$1,342; Auto Mileage-Employees \$1,112

6) SUBCONTRACTOR SERVICES \$1,034,286

TOTAL PROGRAM COSTS \$1,135,765

TOTAL CSBG CARES CONTRACT \$1,189,181

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 26, 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 26, 2020**

Section 20: PROGRAM COSTS

6.	Subcontractor	Amount
	2020 CSBG CARES Subcontractor Services	\$ 1,034,286
Note: List of Subcontractors to be submitted to CSD as soon it has been approved by the EOC.		
Total Subcontractor Services		\$ 1,034,286

Community Services Block Grant														
Monthly Expenditures														
2020 Contract # 20F-3007														
Term: Jan 1, 2020 through May 31, 2021														
Line		sub								58%	YTD	YTD		
Item	Description	object	Budget	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	June 2020	Jul 2020	Total	Balance	%	
ADMINISTRATIVE COSTS:														
1	Salaries and Wages	1011	18,964	1,231.88	2,399.49	1,763.25	1,692.47	1,907.91	1,162.67	1,190.86	11,348.53	7,615.47	60%	
	Community Services Director	CR	4,994	-	1,086.57	600.58	600.58	660.63	-	-	2,948.36	2,045.64	59%	
	Accountant III	SM	13,970	1,231.88	1,312.92	1,162.67	1,091.89	1,247.28	1,162.67	1,190.86	8,400.17	5,569.83	60%	
2	Fringe Benefits		13,844	700.99	1,271.82	1,053.00	960.90	1,063.68	698.13	564.34	6,312.86	7,531.14	46%	
3	Other Costs-Indirect Costs		69,261	-	8,001.36	10,371.46	11,798.23	11,405.06	24,870.00	-	66,446.11	2,814.89	96%	
	Total Administrative Costs		102,069	1,932.87	11,672.67	13,187.71	14,451.60	14,376.65	26,730.80	1,755.20	84,107.50	17,961.50	82%	
PROGRAM COSTS:														
1	Salaries and Wages	1011	235,346	10,433.58	11,193.13	17,854.40	20,724.26	20,800.20	21,443.79	23,516.00	125,965.36	109,380.64	54%	
	Subtotal Program		134,966	10,433.58	11,193.13	11,819.19	13,058.93	14,015.54	12,377.65	13,634.87	86,532.89	48,433.11	64%	
	Division Manager	CR	20,826	1,129.46	3,248.25	1,914.33	2,365.26	2,542.79	2,466.09	3,425.96	17,092.14	3,733.86	82%	
	Administrative Services Asst II	NS	73,834	6,040.01	4,500.72	6,240.72	6,240.72	7,638.12	6,552.76	6,749.34	43,962.39	29,871.61	60%	
	Senior Clerk	MT	40,306	3,264.11	3,444.16	3,664.14	4,452.95	3,834.63	3,358.80	3,459.57	25,478.36	14,827.64	63%	
	Student Interns		100,380	-	-	6,035.21	7,665.33	6,784.66	9,066.14	9,881.13	39,432.47	60,947.53	39%	
2	Fringe Benefits		111,574	8,289.32	8,453.56	9,849.19	10,938.51	10,972.49	10,376.63	11,005.11	69,884.81	41,689.19	63%	
	Program Fringe Benefits		98,525	8,289.32	8,453.56	9,198.58	10,112.21	10,241.10	9,397.07	9,995.27	65,687.11	32,837.89	67%	
	Student Interns Fringe Benefits		13,049	-	-	650.61	826.30	731.39	979.56	1,009.84	4,197.70	8,851.30	32%	
3	Operating Expenses		18,620	3,672.43	490.72	984.96	189.82	568.06	97.91	425.69	6,429.59	12,190.41	35%	
	Office Supplies	2100	2,796	-	249.06	544.96	-	15.06	(39.64)	-	769.44	2,026.56	28%	
	Communications	2110	1,077	-	137.96	21.46	138.04	501.33	137.55	425.69	1,362.03	(285.03)	126%	
	Tel Exchange Service	2111	541	-	103.70	51.84	51.78	51.67	-	-	258.99	282.01	48%	
	Membership Dues	2000	3,672	3,672.43	-	-	-	-	-	-	3,672.43	(0.43)	100%	
	Auto Mileage-Employees	2301	513	-	-	-	-	-	-	-	-	513.00	0%	
	Other Travel Empl/In-State Travel	2303	1,260	-	-	-	-	-	-	-	-	1,260.00	0%	
	Training & Registration	2467	3,515	-	-	-	-	-	-	-	-	3,515.00	0%	
	Educ Supplies & Courses	2477	4,046	-	-	-	-	-	-	-	-	4,046.00	0%	
	Other Costs	2479	1,200	-	-	366.70	-	-	-	-	366.70	833.30	31%	
4	Out-of-State Travel		475	-	-	-	-	-	-	-	-	475.00	0%	
5	Subcontractor Services		400,000	-	-	-	-	-	102,351.69	-	102,351.69	297,648.31	26%	
1	Bay Area Community Resources	2310	21,130	-	-	-	-	-	37.00	-	37.00	21,093.00	0%	
2	The Contra Costa Clubhouses, Inc.	2310	34,002	-	-	-	-	-	7,840.00	-	7,840.00	26,162.00	23%	
3	CC Health Svcs Homeless Prog	2310	33,000	-	-	-	-	-	11,000.00	-	11,000.00	22,000.00	33%	
4	Greater Richmond Interfaith Prog	2310	25,000	-	-	-	-	-	6,376.88	-	6,376.88	18,623.12	26%	
5	Lao Family Community Dev	2310	25,000	-	-	-	-	-	-	-	-	25,000.00	0%	
6	Loaves & Fishes of CCC	2310	33,507	-	-	-	-	-	11,168.92	-	11,168.92	22,338.08	33%	
7	Monument Crisis Center	2310	30,000	-	-	-	-	-	12,000.00	-	12,000.00	18,000.00	40%	
8	Opportunity Junction, Inc	2310	39,077	-	-	-	-	-	13,025.68	-	13,025.68	26,051.32	33%	
9	Shelter Inc. of Contra Costa	2310	39,077	-	-	-	-	-	14,998.36	-	14,998.36	24,078.64	38%	
10	St. Vincent de Paul of Contra Costa	2310	35,000	-	-	-	-	-	3,698.82	-	3,698.82	31,301.18	11%	
11	STAND! For Families Free of Violer	2310	39,077	-	-	-	-	-	8,928.18	-	8,928.18	30,148.82	23%	
12	Contra Costa Interfaith Housing	2310	25,000	-	-	-	-	-	7,309.87	-	7,309.87	17,690.13	29%	
13	Monument Impact	2310	21,130	-	-	-	-	-	5,967.98	-	5,967.98	15,162.02	28%	
	Total Program Costs		766,015	22,395.33	20,137.41	28,688.55	31,852.59	32,340.75	134,270.02	34,946.80	304,631.45	461,383.55	40%	
	Total Expenditures		868,084	24,328.20	31,810.08	41,876.26	46,304.19	46,717.40	161,000.82	36,702.00	388,738.95	479,345.05	45%	
Prepared: 8/21/2020														