

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:** 9/10/2020 **Time: From:** 9:00 a.m. **To** 11:00 a.m.

**Location:** Teleconference/ Video Meeting (Zoom)

**Online:**

- Visit <https://zoom.us/>
- Click Join meeting and enter the following ID #: **917 8383 1343**
- You will be prompted to enter *your name* and the following password: **181012**
- Wait for host to join

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**Call in:**

- 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 revised CSBG CAREs allocations and 2020 CSBG Amendment #2  
*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](mailto: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](mailto: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 the 2020 revised CSBG CAREs funding and 2020 CSBG contract # 20F-3007 Amendment #2 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 Check for Understanding	Volunteer	2 Minutes

➤ Public Comment	Present	Members of the Public	3 Minutes
<b>Action:</b> ➤ Revised 2020 CSBG CAREs funding allocations ➤ 2020 CSBG Funding-Amendment #2	Present Clarify	CSB Staff	110 Minutes
➤ Next Steps	Present	Group	3 Minutes
➤ Meeting Evaluation	+/ $\Delta$	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: <a href="mailto:smendoza@ehsd.cccounty.us">smendoza@ehsd.cccounty.us</a>	

**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
<b>Total (must match Section 10: Administrative Costs line item 1 on the CSD 902.S Budget Summary form)</b>					<b>\$30,876</b>

**SECTION 20 -- PROGRAM COSTS -- SALARIES AND WAGES**

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

**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

<b>TOTAL MUST MATCH THE AMOUNT ENTERED ON CSD 902.S (BUDGET SUMMARY)</b>		\$22,539	\$39,954

### 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: <a href="mailto:smendoza@ehsd.cccounty.us">smendoza@ehsd.cccounty.us</a>	

<b>SECTION 10: ADMINISTRATIVE COSTS</b>
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	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	
<b>Subtotal Section 10: Administrative Costs (cannot exceed 12% of the total operating budget in Section 80)</b>		<b>\$53,416.00</b>

<b>SECTION 20: PROGRAM COSTS</b>
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	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	
<b>Subtotal Section 20: Program Costs</b>		<b>\$1,135,765.00</b>

<b>SECTION 40: Total CSBG Budget Amount (Sum of Subtotal Sections 10 and 20) <span style="color: red;">Note: Total cannot exceed allocation amount.</span></b>	<b>\$1,189,181.00</b>
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<b>SECTION 70: Enter Other Agency Operating Funds Used to Support CSBG</b>	<b>\$79,070,487.00</b>
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<b>SECTION 80: Agency Total Operating Budget (Sum of Sections 40 and 70)</b>	<b>\$80,259,668.00</b>
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<b>SECTION 90: CSBG Funds Administrative Percent (Section 10 divided by Section 80)</b>	<b>0.07%</b>
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**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: <a href="mailto:smendoza@ehsd.cccounty.us">smendoza@ehsd.cccounty.us</a>	

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  \$1,034,286
<b>Other Costs - List each line item (i - iv): Any additional Other Costs (attach additional sheet if necessary):</b>	<b>Section 10: Administrative Costs</b>	<b>Section 20: Program Cost</b>
i		
ii		
iii		
iv		
<b>Total Other Costs (Sum of i, ii, iii, iv):</b>	7 sum should equal total on line item 7 of CSD 902.S Budget Summary form	7 sum should equal total on line item 7 of CSD 902.S Budget Summary form







**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: <a href="mailto:smendoza@ehsd.cccounty.us">smendoza@ehsd.cccounty.us</a>	

**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

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

**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**

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

**STANDARD AGREEMENT - AMENDMENT**

STD. 213A (Rev. 10/2019) CSD Rev (12/2019)

AGREEMENT NUMBER <b>20F-3007</b>	AMENDMENT NUMBER <b>2</b>	PURCHASING AUTHORITY NUMBER (if applicable)
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1. This Agreement is entered into between the State Agency and the Contractor named below

STATE AGENCY NAME

**Department of Community Services and Development**

CONTRACTOR NAME

**Contra Costa Employment & Human Services Department/Community Services Bureau**

2. The term of this Agreement is : January 1, 2020 through May 31, 2021

3. The maximum amount of this Agreement is: Total \$908,852.00

4. The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:

The maximum amount of this Agreement payable to Contractor by the State has changed from \$900,084.00 to \$908,852.00, reflecting an increase of \$8,768.00.

All other terms and conditions shall remain unchanged.

All documents can be accessed at <https://providers.csd.ca.gov>

All other terms and conditions shall remain the same.

**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 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>					
CONTRACTOR BUSINESS ADDRESS, CITY, STATE ZIP					
40 Douglas Drive, Martinez, CA 94553					
PRINTED NAME OF PERSON SIGNING				TITLE	
CONTRACTOR AUTHORIZED SIGNATURE				DATE SIGNED	
<b>STATE OF CALIFORNIA</b>					
CONTRACTING AGENCY NAME					
<b>Department of Community Services and Development</b>					
CONTRACTING AGENCY ADDRESS		CITY	STATE	ZIP	
<b>2389 Gateway Oaks Drive, Suite 100</b>		<b>Sacramento</b>	<b>CA</b>	<b>95833</b>	
PRINTED NAME OF PERSON SIGNING		TITLE			
<b>Chris Vail</b>		<b>Chief Financial Officer</b>			
CONTRACTING AGENCY AUTHORIZED SIGNATURE				DATE SIGNED	
<input type="checkbox"/> Exempt per _____					