

Agenda

Group/Meeting Name: Economic Opportunity Council (EOC) Business Meeting

Date: 10/10/2019 **Time: From:** 6:00 PM **To** 8:00 PM

Location: 1470 Civic Ct. Suite 200, Concord 207

Meeting Leader: Renee Zeimer, Chair

Purpose: To Conduct EOC Monthly Meeting

The Economic Opportunity Council will provide reasonable accommodations for persons with disabilities planning to participate in EOC meetings. Please contact EOC Staff at least 24 hours before the meeting at (925) 681-6311.

PERSONS WHO WISH TO ADDRESS THE EOC DURING PUBLIC COMMENT OR WITH RESPECT TO AN ITEM THAT IS ON THE AGENDA, WILL BE LIMITED TO TWO (2) MINUTES.

*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.*

Desired Outcome: By the end of this meeting, we will:

Understand the desired outcomes and ground rules for this meeting so that we accomplish our meeting objectives in a timely and efficient manner.
Receive 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.
Reviewed and approve the draft September 12, 2019 EOC Business Meeting minutes for official record.
Update on the 2019-2020 CSBG Budget Modification so that staff can move forward accordingly and meet the deadline with The Department of Community Services and Development (CSD).
Update on the 2020-2021 CSBG funding allocations so that the members are aware of the upcoming CSBG funding amount.
Approve the 2020-2021 Request for Interest (RFI) so that staff can move forward accordingly and release to the public.
Update on the 2020-2021 Request for Interest (RFI) timeline and meeting schedule so that members are aware of the next steps by staff and members.
Update from our EOC members who have already completed their site visits so that members are informed.
Receive the Community Services Bureau (CSB) Director's Report, EOC Chair, Subcommittee Reports, Administrative and EOC member's reports so that we are informed of activities and have identified appropriate next steps.
List next steps so that everyone is aware of their assigned tasks, upcoming meetings, and deadlines.
Evaluate the meeting.

Agenda			
What	How	Who	Time
1. Review Desired Outcomes & Ground Rules	Present Clarify Check for Understanding	Chair	5 Minutes

Agenda			
What	How	Who	Time
2. Public Comment	Present	Members of the Public	2 Minutes
3. Action: <ul style="list-style-type: none"> ➤ Review and approval of the September 12, 2019 EOC Business Meeting minutes 	Present Draft Clarify Check for Understanding Check for Approval	Secretary	5 Minutes
4. Update: <ul style="list-style-type: none"> ➤ 2019-2020 Budget Modification 	Present Clarify Check for Understanding Check for Approval	CSB Staff	15 Minutes
5. Update: <ul style="list-style-type: none"> ➤ 2020-2021 CSBG Funding Allocation 	Present Clarify Check for Understanding Check for Approval	CSB Staff	15 Minutes
6. Action: <ul style="list-style-type: none"> ➤ 2020-2021 Request for Interest 	Present Clarify Check for Understanding Check for Approval	CSB Staff Group	20 Minutes
7. Update: <ul style="list-style-type: none"> ➤ Program Services- RFI Timeline 	Present Clarify	CSB Staff Program Services Chair	20 Minutes
8. Update: <ul style="list-style-type: none"> ➤ Subcontractor Site Monitoring Visits 	Present Clarify	CSB Staff Group	10 Minutes
9. Reports: <ul style="list-style-type: none"> • EOC Chair • Fiscal -Actual • Governance Subcommittee • Outreach Subcommittee • CSB Staff • EOC Members 	Present	Group	5 Minutes 0 Minutes 2 Minutes 3 Minutes 5 Minutes 5 Minutes
10. Next steps	Present Clarify Check for Understanding	Group	5 Minutes
11. Evaluate the Meeting	Plus/Delta	Group	3 Minutes

Public comments on matters listed on the agenda may be submitted at least one full work day prior to the published meeting time, to the Economic Opportunity Council Board via email: mtupou@ehsd.cccounty.us or nsparks@ehsd.cccounty.us ;or via electronic mail: 1470 Civic Court, Suite 200 Concord, Ca 94520.



Economic Opportunity Council (EOC) Business Meeting Minutes

Location: 1470 Civic Court, Suite 200, Concord CA 94520



Date: 09/12/2019 **Time Convened:** 6:10 pm **Time Terminated:** 7:58 pm **Recorder:** Mele Lolohea

Attendees: Samuel Houston, Cloudell Douglas, Monisha Merchant, Tanya Brown, Devlyn Sewell, Tricia Piquero, Acaria Almeida, Dawn Miguel, Lauren Babb, Ajit Kaushal, Renee Zeimer, Armando Morales

Absentees:, Kimberly McCarl (excused), Camilla Rand (excused)

Staff: Christina Reich, Nancy Sparks, Mele Lolohea

Quorum: Yes

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes	<ul style="list-style-type: none">Zeimer called the meeting to order at 6:10 PM. Sparks read the desired outcomes.Babb called out the roll to ensure there was a quorum.Zeimer recommended to move up agenda item #9: 2019-2020 Executive Team Elections to become the new agenda item #4. The group agreed.
Public Comment	<ul style="list-style-type: none">Zeimer introduced and welcomed a guest by the name Luz Palomera Sierra who represent the Neto Community Network.Luz Palomera Sierra introduced herself to the board and thanked Houston for inviting her to the meeting. She explained she's the co-founder of the Neto Community Network. She has been working in the community for the last 24 years.
Action: Review and approval of the July 11, 2019 Business Meeting minutes	<ul style="list-style-type: none">The group reviewed the July 11, 2019 Business meeting minutes and no changes were made. <p>A motion to approve the July 11, 2019 meeting minutes was made by Kaushal and second by Piquero.</p> <p>The motion passed with EOC members voting as followed: Ayes: Almeida, Babb, Sewell, Zeimer, Piquero, Kaushal, Brown, Miguel, Douglas, Merchant, Morales Nays: None Abstentions: Houston Absent: McCarl</p>

TOPIC	RECOMMENDATION / SUMMARY
<p>Action:</p> <ul style="list-style-type: none"> ➤ 2019-2020 Executive Team Elections 	<ul style="list-style-type: none"> • Sparks thanked the 2018-2019 Executive committee for all the leadership they had taken on for the past year with all the public hearings, the onsite monitoring visit with the California Department of Community Services and Development (CSD) and tackling the Community Action Plan (CAP) along with numerous numbers of meetings. • Zeimer thanked the members for all their work as well in supporting them for the past year. • Sparks read the roles and responsibilities of the executive committee from the bylaws so the members were aware. • Nominations from the floor were taken for each office: Chair, Vice-Chair, and Secretary. • EOC members voted for the following members to serve as follows: <ul style="list-style-type: none"> ○ Chair: Renee Zeimer ○ Vice-Chair: Dawn Miguel ○ Secretary: Patricia Piquero <p>A motion to approve the 2019-2020 Executive Committee stated above was made by Kaushal and second by Douglas.</p> <p>The motion passed with EOC members voting as followed: Ayes: Almeida, Babb, Sewell, Zeimer, Piquero, Kaushal, Brown, Miguel, Douglas, Merchant, Houston, Morales Nays: None Abstentions: None Absent: McCarl</p>
<p>Discussion:</p> <ul style="list-style-type: none"> ➤ Community Action- Economic Opportunity Council Insert 	<ul style="list-style-type: none"> • Sparks shared the template of the EOC insert with the board and explained that the members would take on full responsibility and ownership of the insert. • Kaushal asked if the original trifold was completed. Reich explained Rand has taken on that project and has went ahead with editing the Community Action Brochure. Reich explained that the insert would be specific to the Economic Opportunity Council. • Sewell shared that she had to share her business cards with people of the community and recommended having the council's website on the cards or maybe the insert. • Piquero recommended having the subcontractor's basic information on the insert such as names, phone numbers and website. • Sparks explained the agenda item would be moved to the Outreach Subcommittee for further discussion.

TOPIC	RECOMMENDATION / SUMMARY
<p>Discussion:</p> <ul style="list-style-type: none"> ➤ Subcontractor Onsite Monitoring Visits 	<ul style="list-style-type: none"> • Sparks explained as members of the EOC, they are required to conduct at least one onsite monitoring visit with our current subcontractors face to face. Sparks explained this is a great opportunity to meet with clients and staff. • Staff passed around the onsite monitoring sign-up sheet for the members to choose which subcontractor(s) they would like to visit. • Staff would create teams based on the signup sheet and an email would be sent out with all information pertaining to the members and their site visit. Staff explained a more seasoned member would take on the lead role and the newer member could shadow them during the visit. • Staff shared that this year the evaluation report will include the contract funding amounts for all service providers. • Zeimer called the members attention to some of the questions on the evaluation form such as, <i>“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?”</i> Zeimer explained these questions would be crucial during the visit as they would help the member’s follow-up and possibly come up with some ideas to help. • Staff agreed to add last year’s evaluation report, if any, to the packet so the members may refer to it during their visit. • Staff shared the deadline for these reports needs to be submitted by November 1st as the group will need to schedule a meeting with the Program services to discuss RFI process and proposal review soon after. • Staff reiterated they would send out the emails and packet information to all the members by next week.
<p>Discussion:</p> <ul style="list-style-type: none"> ➤ 2019 Strategic Plan 	<ul style="list-style-type: none"> • The group reviewed the draft Strategic Plan and Zeimer recommended moving the agenda item over to the Governance subcommittee for further review and edits. • Merchant praised the group for an excellent job on getting the plan done. • Babb stated transportation was talked about throughout the retreat and asked that the topic be noted or discussed during the subcommittee meeting and added as part of the drafted plan. • Houston asked if Food/Nutrition and Comprehensive Health Services be linked together. Houston explained he understands there are funding differences but these areas could be grouped as one. • Reich explained for context, the board has determined the four priority areas so the Strategic Plan has to speak to them separately. • Houston stated there are definitely different avenues to make the outcomes more effective. • Zeimer explained there was a good point to what Houston’s question was and that there may be some confusion between what is the strategy and what might be an action that the board could take. • Babb stated she would like to see transportation under Employment and Job training. She also pointed out there was a typo on page 3 of the plan under Comprehensive Health Services under Actions, bullet number four:

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> ○ Change <i>Uplift</i> to <i>With</i>
Presentation: <ul style="list-style-type: none"> ➤ Contra Costa County A Place to Thrive 	<ul style="list-style-type: none"> • Merchant presented a report from the New Americans in Contra Costa County showing the demographics and Economic Contributions of Immigrants' in the County. • Merchant explained her biggest take away was the need to bring more attention to the immigrant community here Contra Costa County. • Babb shared page 19 stated that 41% of workers in the Transportation industry were foreign-born. In addition, there are about 55,000 undocumented people in the community. • Reich explained it is important because of narrative change. These needs are important and this report was used to help get the work done with these folks in our community. • Zeimer stated her key take away was that data arms the board's advocacy. On page 21, 33.5% of self-employed immigrants in Contra Costa County are entrepreneurs and they generated \$589.2M in business income. • Luz Palomera Sierra explained many of the immigrants who work cannot receive refunds because of their immigration status. Service Navigators are having trouble assisting them because of the Public Charge Rule changes. Some are scared to speak out.
Discussion: <ul style="list-style-type: none"> ➤ Subcommittees 	<ul style="list-style-type: none"> • Sparks explained that the goal was for each member on the board be a part of a subcommittee that is of most interest to them. A signup sheet was passed around so that members could see which subcommittee they were signed up for and make changes. • Zeimer asked the members to continue passing around the signup sheet while they moved on to the next agenda item.
Reports: <ul style="list-style-type: none"> • EOC Chair • Fiscal <ul style="list-style-type: none"> - Actual - CalCAPA • Governance Subcommittee • Outreach Subcommittee • Program Services Subcommittee • CSB Staff • EOC Members <ul style="list-style-type: none"> ○ Policy council 	<p><u>EOC Chair</u></p> <ul style="list-style-type: none"> • Zeimer reported she attended the Community Action Partnership convention with Sparks and Kaushal. Zeimer shared that Kaushal was announced the recipient for the Avril Weisman Board Scholarship award. The board all congratulated Kaushal for his award. • Zeimer shared some information on the conference and the Census with the board members. She also passed out goodies for the group to take home such as sunglasses, buttons for the Community Action Partnership (CAP) agency and information on the Community action's role in the Census. • Zeimer shared Tuesday, September 24, 2019 is National Voter Registration Day. A signup sheet was handed out for any interested volunteers. • Zeimer congratulated Reich on her newest grandchild. <p><u>Fiscal</u></p> <ul style="list-style-type: none"> • Staff reported on page 31 of the packet. The breakdown of Indirect cost will always follow the expenditure report that is sent out every month. The indirect cost list the different charges that are being charged to CSBG under line item #3 of the monthly expenditure report.

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> • Kaushal reported that CalCAPA increased their membership fee as of 2019, so there was an increase in dues. • Sparks added that this was brought to the Fiscal committee's attention due to a higher rate showing in this year's invoice. <p><u>Governance Subcommittee</u></p> <ul style="list-style-type: none"> • None <p><u>Outreach Subcommittee</u></p> <ul style="list-style-type: none"> • None <p><u>Program Services Subcommittee</u></p> <ul style="list-style-type: none"> • None <p><u>CSB Staff</u></p> <ul style="list-style-type: none"> • Reich reported that all of the county departments are doing a huge outreach effort to families around the Public Charge to let them know what it is about and what they need to look out for. • The Census efforts are underway and CSB is working with other bureaus within the department to help spread the word to families about the Census. There are information tables at each of the centers explaining the importance of filling out the Census and information on how to fill out the forms. The bureau was gifted with some kiosks from the Contra Costa Technology Department that will be used at the larger centers so that peers can help the parents access their forms. • Additionally, Reich reported on CSB having three major reviews this year: Class review, Focus Area 2 review, and a big California Department of Education review. In order to get everyone ready for these review, CSB had an all staff summit with all 400 employees and great workshops will be available to help us prepare. • Reich explained there are still no information on next year's funding. She contacted Katie Walker, Community Services and Development (CSD) Field Representative, who believes there will be funding and that we do not have anything to worry about. <p><u>EOC Members</u></p> <ul style="list-style-type: none"> • Houston shared there will be a Health Fair on October 25th from 6:00 pm to 7:00 pm. This community event will help interested participants apply for Cover California. There is no cost to the event and will be located at 3333 Vincent Rd. #108 Pleasant Hill, CA 94523. Staff will reach out to Houston for flyers and would be sent out to the members. • Babb shared that there was a grant opportunity for the Census RFP for Census Outreach and Assistance. The grant funding is available to tax-exempt organizations, schools, and public agencies focused on Census 2020 outreach. The deadline for the first wave is September 30th at 5 pm. • Sewell shared her personal outreach with the group that took place during the City Council meeting in Concord. Sewell explained that she wanted to let the City of Concord council members know what Walnut Creek was doing regarding a homeless outreach. Sewell stated she spoke about two articles,

TOPIC	RECOMMENDATION / SUMMARY
	<p>one was the homeless outreach program created by two officers from the City of Walnut Creek and the second where it talks about the Trinity Center networking with St. John Vianney Catholic Church to let homeless people camp in the vehicles on church ground and have their guards provide security while they are.</p> <ul style="list-style-type: none"> • Sewell attended Mark Desaulnier’s Immigration Town Hall meeting that took place at Meadow Homes Elementary school on August 22, 2019. Sewell explained it was a great turnout and she was able to donate blood.
<p>Next Steps:</p> <ul style="list-style-type: none"> • Planning Calendar 	<p><u>Next Steps</u></p> <ul style="list-style-type: none"> • Staff will add the Economic Opportunity Council’s website to the business cards. • Staff will add the previous year’s evaluation forms to the Onsite monitoring packet. • Staff will schedule subcommittee meeting with both Outreach and Program Services. • Staff will send out Onsite Monitoring information packets to the members.
<p>Evaluate the Meeting</p>	<ul style="list-style-type: none"> • None



LINNÉ K. STOUT
DIRECTOR

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GAVIN NEWSOM
GOVERNOR

September 30, 2019

Dear Executive Director,

The Department of Community Services and Development (CSD) is providing the attached planning allocation spreadsheet for the 2020 Community Services Block Grant (CSBG) along with the assigned contract numbers to assist your agency in obtaining the necessary board resolution prior to the January 1, 2020 contract start date. For reference, a sample Board Resolution is posted to CSD's Provider Website under the CSBG forms tab.

The 2020 CSBG contract is scheduled to be released in mid-October 2019. To assist CSD in executing your Agency's contract(s) prior to the effective start date of January 1, 2020, we are requesting that the executed contract packets be completed and returned to CSD within 30 days for private nonprofit agencies and 45 days for public agencies upon receipt of the packets.

Thank you for your dedication and commitment to serve low-income individuals and families throughout the state. I look forward to continuing working in partnership with you to develop innovative and effective programs as well as strengthen our capacity to, not only improve the lives of those living in poverty, but to reduce poverty in California.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Linne Stout', is written over the word 'Sincerely,'.

LINNÉ STOUT
Director

Attachment

State of California
Department of Community Services and Development
2020 CSBG Allocation
CAAs

Attachment A

County	Agency	Contract Number	Total 2020 Contract	25% Advance
Alameda	Berkeley Community Action Agency	20F-3001	266,863	66,716
Alameda	City of Oakland, Human Services Department	20F-3002	1,354,323	338,581
Alpine	Inyo Mono Advocates for Community Action, Inc.	20F-3003	1,308	327
Amador/Tuolumne	Amador-Tuolumne Community Action Agency	20F-3004	261,283	65,321
Butte	Community Action Agency of Butte County, Inc.	20F-3005	361,292	90,323
Calaveras/Mariposa	Calaveras-Mariposa Community Action Agency	20F-3006	260,612	65,153
Colusa	SEE GLENN COUNTY			
Contra Costa	Contra Costa Employment & Human Services Dept/CSB	20F-3007	850,578	212,645
Del Norte	Del Norte Senior Center, Inc.	20F-3008	51,176	12,794
El Dorado	El Dorado County Health and Human Services Agency	20F-3009	285,947	71,487
Fresno	Fresno County Economic Opportunities Commission	20F-3010	1,854,644	463,661
Glenn/Colusa/Trinity	Glenn County Health and Human Services Agency	20F-3011	262,075	65,519
Humboldt	Redwood Community Action Agency	20F-3012	269,186	67,297
Imperial	Campesinos Unidos, Inc.	20F-3013	313,349	78,337
Inyo/Mono	Inyo Mono Advocates for Community Action, Inc.	20F-3014	258,841	64,710
Kern	Community Action Partnership of Kern	20F-3015	1,489,531	372,383
Kings	Kings Community Action Organization, Inc.	20F-3016	301,174	75,294
Lake/Mendocino	North Coast Opportunities, Inc.	20F-3017	546,506	136,627
Lassen/Plumas/Sierra	Plumas County Community Development Commission	20F-3018	260,279	65,070
Los Angeles	Foothill Unity Center, Inc.	20F-3019	322,321	80,580
Los Angeles	Long Beach Community Action Partnership	20F-3020	787,087	196,772
Los Angeles	County of Los Angeles Dept. of Public Social Services	20F-3021	6,072,078	1,518,020
Los Angeles	City of Los Angeles Housing + Community Investment Dept.	20F-3022	6,576,134	1,644,034
Madera	Community Action Partnership of Madera County, Inc.	20F-3023	279,073	69,768
Marin	Community Action Marin	20F-3024	269,695	67,424
Mariposa	SEE CALAVERAS COUNTY			
Mendocino	SEE LAKE COUNTY			
Merced	Merced County Community Action Agency	20F-3025	499,402	124,851
Modoc/Siskiyou	Modoc-Siskiyou Community Action Agency	20F-3026	262,075	65,519
Mono	SEE INYO COUNTY			
Monterey	Monterey County Community Action Partnership	20F-3027	500,384	125,096
Napa	Community Action Napa Valley	20F-3028	286,986	71,747
Nevada	Nevada County Dept. of Housing & Community Services	20F-3029	271,287	67,822
Orange	Community Action Partnership of Orange County	20F-3030	2,733,254	683,314

State of California
Department of Community Services and Development
2020 CSBG Allocation
CAAs

Attachment A

County	Agency	Contract Number	Total 2020 Contract	25% Advance
Placer	Project GO, Inc.	20F-3031	334,328	83,582
Plumas	SEE LASSEN COUNTY			
Riverside	Community Action Partnership of Riverside County	20F-3032	2,600,540	650,135
Sacramento	Sacramento Employment and Training Agency	20F-3033	1,767,288	441,822
San Benito	San Benito County H&HSA, CS & WD	20F-3034	267,930	0
San Bernardino	Community Action Partnership of San Bernardino County	20F-3035	2,692,859	673,215
San Diego	County of San Diego, H&HSA, CAP	20F-3036	3,335,519	833,880
San Francisco	Urban Services YMCA	20F-3037	855,136	213,784
San Joaquin	San Joaquin County Dept. of Aging & Community Services	20F-3038	975,038	0
San Luis Obispo	CAP of San Luis Obispo County, Inc.	20F-3039	297,524	0
San Mateo	San Mateo County Human Services Agency	20F-3040	453,450	0
Santa Barbara	Community Action Commission of Santa Barbara County	20F-3041	529,942	132,486
Santa Clara	Sacred Heart Community Service	20F-3042	1,415,828	353,957
Santa Cruz	Community Action Board of Santa Cruz County, Inc.	20F-3043	290,213	72,553
Shasta	Shasta County Community Action Agency	20F-3044	299,498	74,875
Sierra	SEE LASSEN COUNTY			
Siskiyou	SEE MODOC COUNTY			
Solano	Community Action Partnership of Solano, JPA	20F-3045	384,710	96,178
Sonoma	Community Action Partnership of Sonoma County	20F-3046	448,690	112,173
Stanislaus	Central Valley Opportunity Center, Inc.	20F-3047	765,988	191,497
Sutter	Sutter County Community Action Agency	20F-3048	269,159	67,290
Tehama	Tehama County Community Action Agency	20F-3049	285,566	71,392
Trinity	SEE GLENN COUNTY			
Tulare	Community Services & Employment Training, Inc.	20F-3050	898,711	224,678
Tuolumne	SEE AMADOR COUNTY			
Ventura	Community Action of Ventura County, Inc.	20F-3051	682,002	170,501
Yolo	County of Yolo Health and Human Services Agency	20F-3052	294,566	73,642
Yuba	Yuba County Community Services Commission	20F-3053	272,539	68,135
TOTAL, all counties			48,525,767	11,632,967

**CONTRA COSTA COUNTY
EMPLOYMENT & HUMAN SERVICES DEPARTMENT**

**Request for Interest #
Community Action Projects
*Housing-Shelter / Employment-Jobs/ Food-Nutrition/Comprehensive Health Services***

Contra Costa County Employment & Human Services Department (EHSD) announces Request for Interest (RFI) # ??? seeking applications from eligible organizations to design and deliver Community Action projects in alignment with the 2020/21 Contra Costa County Community Action Plan. Successful bidders will be awarded contracts that will not exceed \$99,999 for the term March 1, 2020 – February 29, 2021. The RFI is not in itself an offer of work nor does it commit Contra Costa County to fund any proposal submitted. The County is not liable for any costs incurred in the preparation or research of proposals. An informational session will be held on **Monday, October 21, 2019 at 1:30 pm** at 40 Douglas Drive, Martinez, CA 94553 and, while not mandatory, it is highly recommended that applicants attend as information will be shared on how to complete the RFI. If you plan to attend, please RSVP by e-mail to contractbid@ehsd.cccounty.us or call (925) 608-4964.

Funding

EHSD will award a subaward standard contract(s) to selected organization(s). Total subaward amount will not exceed \$99,999 which will be billable monthly, in arrears. The contract will be for 12 months. Federal Funds are passed through the California Department of Community Services and Development, and are identified as follows:

<i>Federal Award Identification Number (FAIN):</i>	G-16B1CACOSR
<i>Subaward Period of Performance:</i>	3/1/2020/ to 2/29/2021
<i>Catalog of Federal Domestic Assistance Number (CFDA):</i>	93.569
<i>Program Title:</i>	Community Services Block Grant (CSBG)
<i>Agency:</i>	Department of Health and Human Services
<i>Office:</i>	Administration for Children and Families

Legal Authorities – Program Requirements, Standards and Guidance

All services and activities are to be provided in accordance with all applicable federal, state, and local laws and regulations, and as those laws and regulations may be amended from time to time, including but not limited to the following:

1. The Community Services Block Grant Act, as amended, 42 U.S.C. §9901 et seq., and 45 Code of Federal Regulations (CFR) Part 96.
2. The California Community Services Block Grant Program, Government Code §12085 et seq., as amended, and Title 22, California Code of Regulations (CCR) §§ 100601-100795;
3. The Single Audit Act, 31 U.S.C. §7301 et seq. and Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards, 2 CFR 200, and 45 CFR Part 75.

Purpose

The Employment & Human Services Department (EHSD), Community Services Bureau serves as the federally designated Community Action Agency for Contra Costa County. It is part of the national Community Action Partnership (CAP) network of over 1,100 agencies that work to alleviate poverty and empower low-income families in communities throughout the United States. The Community Action

Partnership is a public organization established under the Economic Opportunity Act of 1964 The federal Department of Health and Human Services administers the

Community Services Block Grant (CSBG) program funds which are then allocated annually to participating CSBG states. The CSBG administrator for California is the California Department of Community Services and Development (CSD). CSD distributes allocations within the state to the existing network of Community Action Agencies and additional community partners, which includes EHSD. Community needs are met and program goals achieved by partnering with community members, establishing and fostering community partnerships; developing and adapting new and innovative initiatives and working with other community-based and public organizations to leverage funding. The focus areas for this RFI are to support **Housing-Shelter** (preventing homelessness, supporting safe and affordable housing to low income families/youth), **Employment-Jobs** (job training and/or placement, job readiness skills and/or development), **Food-Nutrition** (reducing hunger, promoting healthy eating, improve access and availability of fresh produce to our underserved population), and **Comprehensive Health Services** (improving health outcomes and overall well-being through a more effective and efficient use of resources). The RFI is available on EHSD website: <http://ehsd.org/directors/contracting-opportunities/rfis/> the Contra Costa 2020-2021 Community Action Plan is also available on the EHSD website: <http://ehsd.org/headstart/community-action/>

Project Deliverables

The intent of this RFI is to invite profit/non-profit community based organizations or corporations to submit a letter of interest that describes a program or project to address locally identified needs in low-income communities in at least one of the following priority areas:

- **Housing-Shelter** (preventing homelessness, supporting safe and affordable housing to low income families/youth/adults)
- **Employment-Jobs** (job training and/or placement, job readiness and and/or development)
- **Food-Nutrition** (reducing hunger, promoting healthy eating, improve access and availability of fresh produce to our underserved population)
- **Comprehensive Health Services** (improving health outcomes and overall well-being through a more effective and efficient use of resources)

Components of Letter of Interest (LOI):

Applicants must submit Letter of Interest that includes:

- Project Overview
- Project Description
- Program Budget Information
- Outcome goals and objectives of the project
- Statement of agency qualifications regarding track record of providing the proposed services
- Proof of required insurance
- Current list of Board of Directors
- Statement that there is no potential for conflict of interest between the Contra Costa County Economic Opportunity Council members and the applicant

<i>Selection Criteria</i>	<i>Weight</i>
1. Project Overview	15%
2. Program Budget	20%
3. Project Description	20%
4. Outcome Goals & Objectives	30%
5. Proven track record of providing the proposed services	15%
Total	100%

Contract requirements

Applicants must provide proof of:

- Worker's Compensation (for organizations with 50 employees or more)
- Professional liability
- Comprehensive liability, including automobile

Additionally, successful applicants must certify to the following prior to contract execution:

- Smoke-free work environment
- Discrimination policy
- Affirmative Action compliance
- Cultural Diversity policy
- Drug-free workplace

If you are a current subcontractor, your previous performance will be considered in the scoring application.

Letters of Interest (LOI) will be due by 5:00 p.m. on Friday, November 1, 2019. Please submit a cover letter detailing your agency's background, experiences and references. Please also attach your agency's proposed action plan to complete the services described herein.

In all correspondence, please note **RFI #** in the subject line

If responding by FAX, please send to:

(925) 646-0117

If responding by e-mail, please send to:

contractbid@ehsd.cccounty.us

If responding by postal or hand delivery, please send to:

(Please note that department hours are Mon-Fri, 8:00 a.m. to 5:00 p.m.)

Contra Costa County Employment & Human Services Department
Contract Unit, Attention RFI #
40 Douglas Drive
Martinez, CA 94553

Appeal process/Disqualification

Each applicant submitting a letter of interest shall have an opportunity to appeal the funding decision of the Economic Opportunity Council. **Proposals disqualified for not meeting the deadline for submission and/or for not stating that there is a potential for conflict of interest in the application process are not eligible for appeal.**

All bidders will receive a written and emailed notice from EHSD notifying them of the funding decisions. If an applicant wishes to appeal the selection or award decision, the applicant must submit a written appeal to

RFI # Community Action Project – Housing/Employment/Food/Comprehensive Health Services

EHSD Director, 40 Douglas Drive, Martinez, CA 94553 within ten (10) working days of the postmarked date of the written letter of award status. The appeal will be conducted in accordance with the EHSD process.

All written letters of appeal must state the following:

- The issue(s) appealed
- How the alleged issue detrimentally effects the appellant
- The rectification sought by the appellant

An appeal will only be considered valid if there has been a violation of one of the following criteria:

- The procurement process as outlined in the RFI was violated in some manner; and or
- Federal, state, and/or EHSD procurement guidelines have been violated.

An appeal would not be allowed:

- To contest individual score, the rating system, or dissatisfaction with the evaluation results unless there is a violation of the process as outlined above.

Letters of appeal must be addressed to the Employment and Human Services Department Director and received by 40 Douglas Drive, Martinez, CA 94553 no later than 5:00 p.m. on XXXXXX. Notification of a final decision on an appeal shall be made in writing to the applicant.

Appeals unresolved by the initial appeal process may be pursued with the Contra Costa County Board of Supervisors.

Letter of Interest Guide

Section I. Project Overview

- A. Applicant/Organization information
- B. Project Name
- C. Areas of county where services are provided

Section II. Program Budget Information

- A. Amount of CSBG funds requested (not to exceed \$99,999)
- B. Total CSBG project cost (should match budget)
- C. Itemized CSBG project budget
- D. Leveraging-describe how you leverage other funds to provide the services you are proposing to fund.

Section III. Project Description

- A. Priority Area to be addressed [Housing/Shelter or Employment/Jobs or Food/Nutrition or Comprehensive Health Services]
- B. Goal Statement (use Attachment B)
- C. Project objective(s). Description of what will be achieved, including specific measurable action-oriented, realistic and time-bound steps that demonstrate how goals will be obtained. Use the National Performance Indicators (NPIs) found in Attachment A relative to the priority area(s) you wish to address. In your submission, please use the template found in Attachment B.
- D. Sustainability Plan-what steps will you take if funding is reduced/eliminated?

Section IV. Contract Requirements

- A.** Worker's Compensation
- B.** Professional liability
- C.** Comprehensive general liability, including automobile

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NATIONAL PERFORMANCE INDICATORS

Use one or more of the below questions to develop each goal and objective in your RFI response.

Housing & Shelter

1. How many clients obtained and/or maintained safe and affordable housing?
2. How many clients have you assisted with Emergency Temporary Shelter?
3. How many clients have you assisted with Emergency Home Repairs (i.e., structural appliances, heating systems, etc.)
4. How many client have you assisted with Emergency Rent or Mortgage Assistance?
5. How many clients purchased their own home in their community?
6. What is the number of Housing Consortiums/Collaboration, both public and private your agency actively works with?
7. How many safe and affordable housing units in the community will be preserved or improved through the partnership with Contra Costa County Employment and Human Service Department Community Services Bureau?

Employment & Training

1. How many clients who are unemployed have obtained a job after visiting your agency?
 - A. Out of those clients, how many have maintained a job for at least 90 days?
 - B. Out of those clients employed, how many have obtained an increase in employment income and/or benefits?
2. How many clients have achieved “living wage” employment and/or benefits?
3. How many clients have obtained skills/competencies required for employment?
4. How many clients have completed ABE/GED and received certificate or diploma?
5. How many clients have completed post-secondary education program and obtained certificate or diploma?
6. How many accessible or increased educational and training placement opportunities, or those that are saved from reduction or elimination that are available for low-income people in the community, including vocational, literacy, and life skill training, ABE/GED, and post-secondary education will be preserved or improved through the partnership with Contra Costa County Employment and Human Service Department Community Services Bureau?
7. What is the number of Institutions of post-secondary education/training both public and private your agency actively works with?

Food & Nutrition

1. How many clients has your agency assisted in obtaining food assistance?
2. How many clients have you assisted with emergency food?
3. How many clients in your agency with infants and children have had an improvement on their health and development because of adequate nutrition?

Comprehensive Health Services

1. How many clients obtained health care services for themselves and/or family member?
2. How many clients had access to safe and adorable health care services/facilities?
3. How many clients received Emergency Medical Care?
4. How many clients had access to reliable transportation and/or driver's license?
5. How many clients received Emergency Protection from Violence?
6. How many clients received Emergency Clothing?
7. How many youths improved their health and physical development?
8. How many youths improved their social/emotional development?
9. How many parents and other adults learned and exhibited improved parenting skills?
10. How many parents and other adults learned and exhibited family functioning skills?

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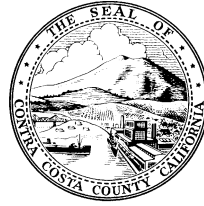
SAMPLE GOAL AND OBJECTIVE SHEET

GOAL: Please state your goal in the box below. Choose one of the three priority areas and formulate a goal that describes how your program/project will impact the priority area.		
Contra Costa Housing Advocacy's goal is to provide access to affordable and safe housing by providing low-income clients assistance with housing, evictions, foreclosure, and housing violations regardless of their location in the county.		
OBJECTIVES	METRICS – Quantifiable Results (Use NPIs in Attachment A)	TIMEFRAME (When will you complete task?)
Provide housing advice and assistance to seventy-five (75) low-income residents which include housing referrals, emergency shelter assistance, eviction requirements and procedures.	Housing & Shelter Priority Areas: Our agency will assist sixty-five (65) low-income clients with emergency shelter in Contra Costa County. Our agency will assist ten (10) low-income clients maintain safe and affordable housing in Contra Costa County.	We intend on completing these tasks and assisting the projected number of low-income clients stated on our objective by the end of the 2016 CSBG contract.

Use this worksheet to complete Section III. B. Outcome Goal and Objective

GOAL: Please state your goal in the box below. Choose one of the three priority areas and formulate a goal that describes how your program/project will impact the priority area.		
OBJECTIVES	METRICS – Quantifiable Results (Use NPIs in Attachment A)	TIMEFRAME (When will you complete task?)

All reviewers
Must complete this form.



Contra
Costa
County

Impartiality/Conflict of Interest Statement
2020-2021 Community Services Block Grant (CSBG) Proposals

I, _____, understand that I have been asked to participate in a review panel to assist in selecting the best and most responsive proposals. I understand that I must give each proposal fair and independent consideration. The final scores that I give each proposal must reflect my own impartial judgment of that proposal.

I also understand that I may not participate on this panel if I have any conflict of interest that would prevent me from exercising impartial judgment of each proposal.

Accordingly, I attest that to the best of my knowledge neither I, nor any member of my immediate family (including my spouse and children): (1) have received income or gifts within the past 12 months from any of the agencies involved in the proposals; (2) have any ownership interest or other direct or indirect investments in any of the agencies involved in the proposals; (3) expect or intend to seek employment or any other relationship with any of the agencies involved in the proposals; or (4) have any other direct or indirect interest in any of the agencies involved in the proposals that would prevent me from exercising fair and impartial judgment in my proposal evaluation.

I also understand that all proposals and their contents are considered confidential information and may not be distributed. This form shall be returned to the Employment and Human Services Department, Contracts and Grants Unit, 40 Douglas Drive, Martinez, CA 94553. Upon awarding of any contract, the proposals, with some limitations, may become public information.

Signature of Reviewer

Date

Print name

Title/Position/Agency



6.6 Appeals Process

Each bidder submitting a proposal to this RFP shall have an opportunity to appeal the funding decision of EHSD. **Proposals disqualified for not meeting the deadline for submission are not eligible for appeal.**

All bidders will receive a written and emailed notice from EHSD informing them of the funding decisions. If a bidder wishes to appeal the selection or award decision, the bidder must submit a written appeal request to **EHSD Director, 40 Douglas Drive, Martinez, CA 94553** within ten (10) working days of the postmarked date of the written letter of award status. The appeal will be conducted in accordance with the EHSD process.

All written letters of appeal must state the following:

- The issue(s) appealed
- How the alleged issue detrimentally effects the appellant
- The rectification sought by the appellant

An appeal will only be considered valid if there has been a violation of one of the following criteria:

- The procurement process as outlined by the RFP was violated in some manner; and/or
- Federal, state, and/or EHSD procurement guidelines have been violated.

An appeal would not be allowed:

- To contest individual scores, the rating system, or dissatisfaction with the evaluation results unless there is a violation of the process as outlined above.

Letters of appeal must be addressed to the Employment and Human Services Department Director and received at 40 Douglas Drive, Martinez, CA 94553 no later than 5:00 p.m. on November 16, 2018. Notification of a final decision on an appeal shall be made in writing to the bidder.

Appeals unresolved by the initial appeal process may be pursued with the Contra Costa County Board of Supervisors.

6.7 Contract Award and Negotiations

- 6.7.1 Successful bidders will be expected to promptly enter into contract negotiation with EHSD. This may result in mutually agreed upon changes in plans or activities identified in the proposal. As a result of this negotiation, actual contract(s) may include other agreements and clarifications of activities, consistent with the intent of this RFP.

WHO	DRAFT-RFI Timeline for 2020-2021 - \$850,578 total estimated Allocation	
	Date	
EOC/CSB Staff	10/2/2019	Program Services Subcommittee Meeting Edits RFI and Press Release
EOC	10/10/2019	EOC Approve release of RFI 2020-2021
CSB Staff	10/11/2019	Send out RFI/Press Release/ to EHSD Contracts and Grants unit for process: CG3 RFI Potential RFI Meeting dates Press Release (CC Times)
EHSD Contract and Grants unit	10/18/2019	RFI posted on EHSD.org website and released to the public (3wks)
CSB Staff/EHSD Contract and Grants unit	*10/28/2019	RFI Information session with potential subcontractors
CSB Staff	*11/1-7/19	Zoom call with EOC members on reviewing/scoring proposals
	11/8/2019	RFI Deadline
Contract and Grants Unit	*11/13-15/2019	Response packets should be available for pick-up from EHSD Contracts and Grants unit by CSB Staff
CSB Staff	11/19-20/2019	Proposals ready for EOC pick-up
EOC Members	12/11/2019	December EOC Business Meeting-approve 2020-2021 CSBG subcontractors
CSB Staff	12/12/2019	Send Contract and Grants unit information on awarded subcontractor and amounts to be contacted
Contract and Grants Unit	*12/12-16/19	Contracts and Grants Unit will inform subcontractors who were not chosen *Letter RFI Bidder to be sent out by CSB staff along with a copy of scoring sheet also.
CSB Staff	12/19/2019	CSB staff send 2020-2021 subcontractors information on Service Plan and deadline

CSBG
Subcontractor
s

**12/31/2019 Deadline for Service plans :)

CONTRACTS AND GRANTS UNIT

8 to 12 weeks from receipt in the Contrats Unit to fully executed contract:

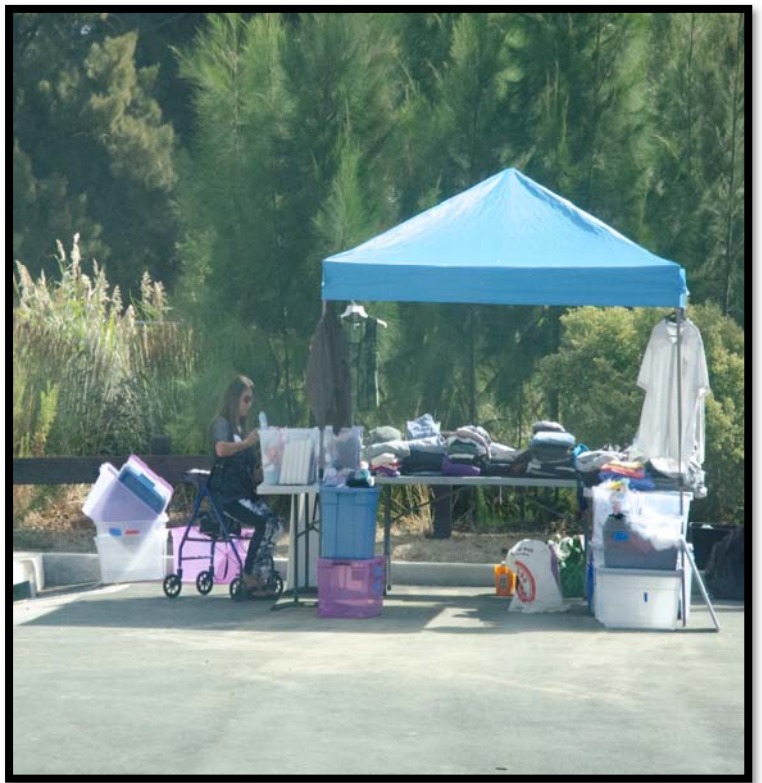
1-2 weeks to complete draft contracts after receipts of complete CG3

X time for CSB to review and return contract to Contracts unit

2 weeks County Counsel and Risk Management review of CSB contracts

X time for Contractor to sign and return contracts to Contracts Unit

2 weeks to obtain remaining County signatures (EHSD, CAO, Purchasing)



2019 EOC Member Attendance

Name	Sector	1/10/19	2/14/19	3/14/19	4/11/19	5/9/19	6/13/19	7/11/19	8/8/19	9/12/19
Samuel Houston	Low Income 1	X	N	X	X	X	X	X	N	X
Vacant	Low-Income 2									
Dawn Miguel	Low-Income 3	X	X	X	N	X	X	X	X	X
Tanya Brown	Low-Income 4	N	N	X	N	X	X	X	N	X
Armando Morales	Low-Income 5	X	X	X	X	X	X	Not a member	X	X
Acaria Almeida	Private/Non-Profit 1	N	N	X	X	X	N	X	N	X
Kim McCarl	Private/Non-Profit 2				N	X	N	X	X	N
Lauren Babb	Private/Non-Profit 3	X	X	N	X	X	N	X	N	X
Monisha Merchant	Private/Non-Profit 4		X	X	X	X	N	N	N	X
Devlyn Sewell	Private/Non-Profit 5	X	X	X	X	X	X	X	X	X
Cloudell Douglas	Delegate- Public Sector 1	X	N	N	N	X	N	N	X	X
Renee Zeimer	Delegate -Public Sector 2	X	X	X	X	N	X	X	X	X
Patricia "Tricia" Piquero	Delegate -Public Sector 3	N	X	X	X	X	N	X	N	X
Ajit Kaushal	Delegate -Public Sector 4	X	N	X	X	X	X	X	X	X
Vacant	Delegate-Public Sector 5			X	N	N	X	X		
	QUORUM	YES	NO	YES	YES	YES	NO	YES	NO	YES

N-Not attending

X-Member attended meeting

10.3.19

New bylaw attendance monitoring begins November 2018

2019 Community Action Planning Calendar

2019 Planning Calendar	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
EOC	8.8 Business Mtg.	9.12 Business Mtg.	10.10 Business Mtg.	10.7 Business Mtg.	12.12 Business Mtg.
	8.1 Fis/Exec. Mtg.	9.5 Fis/Exec. Mtg.	10.3 Fis/Exec. Mtg.	10.7 Fis/Exec. Mtg.	12.5 Fis/Exec. Mtg.
	TBD: Prog. Services	TBD: Prog. Services	10.2: Prog. Services	TBD: Prog. Services	12.4-6: Prog. Serv.
	TBD: Outreach	TBD: Outreach	10.16: Prog. Services	TBD: Outreach	TBD: Outreach
	TBD: Governance	TBD: Governance	TBD: Outreach	TBD: Governance	TBD: Governance
			TBD: Governance		
		2020-2021 Executive Committee Elections	2019 Subcontractors onsite monitoring Begin Planning 2020-21 RFI Process	TBD- Grant Orientation Program Services Subcommittee review subcontractors proposals and awards funding amounts	Present 2019 Annual Report to the EOC 12.12- RFI Grant Approvals
*BOS meetings are held Tues. @ 9am					
Events	Aug 28th-Aug. 31st: CAP Annual Covention- Chicago, Illinois				
	EOC Annual Orientation		10.21- 2020-21 RFI Information Session for subcont- ractors @ 40 Douglas		
Reports / CSD Require- ments	Organizational Standards reviewed by CSD	20th: Bi-Monthly Expendtiture due to CSD (Jul & Aug)	Year-End Budget Modification Developed w/ Fiscal Subcommittee & Submitted to CSD	15th: Last Day to Submit Budget Modification to CSD (if neccesary) 20th: Bi-Monthly Expendtiture due to CSD (Sept & Oct)	