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:	9/10/2	020	Time	From:	9:00 a.m.	То	11:00 a.m.	
Locatio	n:	Telecon	ference	/ Video N	Meeting (Zo	om)		
Online	:	• • •	Click J You w passw		ing and ent ompted to en 12		wing ID #: 917 8383 1343 <i>me</i> and the following	
Call in:	:	•			0254 (US T ence code: 6	/		
Meeting Leader	0	Devlyn	Sewell,	Co-Chai	r and Samu	el Houston,	Co-Chair	
Purpos The Ecor							2020 CSBG Amendment #2 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 <u>mtupou@ehsd.cccounty.us</u> 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			

A	Public Comment	Present	Members of the Public	3 Minutes
Ac	tion:			
>	Revised 2020 CSBG CAREs funding allocations	Present Clarify	CSB Staff	110 Minutes
>	2020 CSBG Funding- Amendment #2			
>	Next Steps	Present	Group	3 Minutes
8	Meeting Evaluation	$+/\Delta$	Group	2 Minutes

CSBG CARES BUDGET SUPPORT -- PERSONNEL COSTS

Contractor N	lame: SERVICES BUREAU	Contract Number:	20F-3646	Amendment Nu	mber:
Prepared By	: SAM MENDOZA	Contract Term:	MAR 27, 2020 - M	IAY 31, 2022	
Telephone N	lumber: 925-681-4265	Contract Amount:	\$1,189,181		
Date:	AUGUST 26, 2020	E-mail Address:	smendoza@ehsd	.cccounty.us	
	Section 10 ADMINISTRAT	IVE COSTS S	ALARIES AND	WAGES	
<u>A</u>	<u>B</u>	<u>C</u>	D	Ē	<u>E</u>
No. of Positions	Position Title	Total Salary for each position	Percent (%) of CSBG time allocated for each position	Number of CSBG months allocated for each position	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
T	otal (must match Section 10: Administrative Cos SECTION 20 PROGRAI				\$30,876
1	Division Manager	\$128,782.00	30.00%	17	\$54,732.35
	1				
	Total (must match Section 20: Program Cos	sts line item 1 on th	e CSD 902.S Budg	get Summary form)	\$54,732
	FRI	NGE BENEFITS			
Enter deser		tage of Salaries and		Section 10 Administrative	Section 20
	ption of Fringe Benefits. Please include the percen d in Benefits. (Examples: FICA, SSI, Health Ins., W		Percentage	Costs List CSBG funds Budgeted Line 2	Program Costs List CSBG funds Budgeted Line 2
Wages paid		/orkers Comp. Etc.)	Percentage 73.00%	List CSBG funds	List CSBG funds

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

State of California DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT CSBG CARES Contract Budget Summary CSD 902.S (4/22/20)

CSBG CARES CONTRACT BUDGET SUMMARY

Contrac	tor Name:	CONTRA COSTA EHSD/COMMUNITY SERVICES BUREAU	Contract Number:	20F-3646	Amendment Number:
Prepare	d By:	SAM MENDOZA	Contract Term:	MAR 27, 2020 - M	AY 31, 2022
Telepho	ne Number:	925-681-4265	Contract Amount:	\$1,189,181	
Date:		AUGUST 26, 2020	E-mail Address:	smendoza@ehsd.	cccounty.us
		SECTION 10: ADI	MINISTRATIVE CO	OSTS	
		Line Item			CSBG Funds (round to the nearest dollar)
1	Salaries an	d Wages			\$30,877.00
2	Fringe Ben	\$22,539.00			
3	Operating I	Expenses			
4	Equipment				
5	Out-of-Stat	e Travel			
6	Contract/Co	onsultant Services			
7	Other Cost	S			
Subto	otal Section 1	0: Administrative Costs (cannot exceed 12% of	the total operating	budget in Section 80)	\$53,416.00
		SECTION 201	PROGRAM COST	S	
-		0201101120:1		-	
	-	Line Item		-	CSBG Funds (round to the nearest dollar)
1	Salaries an	Line Item			
1	Salaries an Fringe Ben	Line Item			(round to the nearest dollar)
		Line Item Id Wages efits			(round to the nearest dollar) \$54,733.00
2	Fringe Ben	Line Item Id Wages efits Expenses			(round to the nearest dollar) \$54,733.00 \$39,954.00
2 3	Fringe Ben Operating B	Line Item Id Wages efits Expenses			(round to the nearest dollar) \$54,733.00 \$39,954.00
2 3 4	Fringe Ben Operating B Equipment Out-of-Stat	Line Item Id Wages efits Expenses			(round to the nearest dollar) \$54,733.00 \$39,954.00
2 3 4 5	Fringe Ben Operating B Equipment Out-of-Stat	Line Item Id Wages efits Expenses e Travel ctor/Consultant Services			(round to the nearest dollar) \$54,733.00 \$39,954.00 \$6,792.00
2 3 4 5 6 7	Fringe Ben Operating I Equipment Out-of-Stat Subcontrac Other Cost	Line Item Id Wages efits Expenses e Travel ctor/Consultant Services s	Subtotal Sectio	n 20: Program Costs	(round to the nearest dollar) \$54,733.00 \$39,954.00 \$6,792.00 \$1,034,286.00
2 3 4 5 6 7 SECTIC	Fringe Ben Operating F Equipment Out-of-Stat Subcontrac Other Cost	Line Item Id Wages efits Expenses e Travel ctor/Consultant Services	Subtotal Sectio	n 20: Program Costs	(round to the nearest dollar) \$54,733.00 \$39,954.00 \$6,792.00 \$1,034,286.00
2 3 4 5 6 7 SECTIO cannot	Fringe Ben Operating I Equipment Out-of-Stat Subcontrac Other Cost	Line Item Id Wages efits Expenses e Travel etor/Consultant Services s I CSBG Budget Amount (Sum of Subtotal S	Subtotal Sectio ections 10 and 20	n 20: Program Costs	(round to the nearest dollar) \$54,733.00 \$39,954.00 \$6,792.00 \$1,034,286.00 \$1,135,765.00
2 3 4 5 6 7 SECTIO cannot	Fringe Ben Operating E Equipment Out-of-Stat Subcontrac Other Cost N 40: Tota exceed allo	Line Item Id Wages efits Expenses e Travel etor/Consultant Services s I CSBG Budget Amount (Sum of Subtotal S becation amount.	Subtotal Sectio ections 10 and 20 upport CSBG	n 20: Program Costs	(round to the nearest dollar) \$54,733.00 \$39,954.00 \$6,792.00 \$1,034,286.00 \$1,135,765.00 \$1,189,181.00

CSBG CARES BUDGET SUPPORT -- NON PERSONNEL COSTS

Contractor Name:		Contra	act Number	: 20F-3646		Amen	dment Num	ber:	
Prepared By:	SERVICES BUREAU SAM MENDOZA	Contra	act Term:	MAR 27, 20)20 - MAY 3	1 31, 202	22		
Telephone Number:	925-681-4265	Contra	act Amount	: 1,189,181					
Date:	AUGUST 26, 2020		Address:	smendoza	Dehsd.cccc	ounty.u	IS		
Hit Alt & Enter at the s	same time to begin a new line or paragraph with	nin the o	cell.						
					CS	BG			
LIST EACH LINE IT Totals must match (Attach additional sh	CSD 902.S Budget Summary form			ection 10: istrative Cost	ts			tion 20: am Costs	
List all Operating Exp	enses	3		equal total on line Budget Summary		3	sum should eo CSD 902.S Bu		
REFER TO ATTACH	MENT #1			Ludgot Gummary			4	6,792	,
List all Equipment Pur	chases	4		equal total on line Budget Summary		4	sum should ec CSD 902.S Bi		
List all Out-of-State Tr per trip	ravel: Name of conference; Specify location; Cost	5		equal total on line Budget Summary		5	sum should ec CSD 902.S Bi		
List all Contract/Cons	ultant Services	6		equal total on line Budget Summary					
List all Subcontractor/	Consultant Services					i n	sum should eo CSD 902.S Bi		
REFER TO ATTACH	MENT #2						4	034,286	,
	ch line item (i - iv): Any additional Other al sheet if necessary):	Se	ction 10: A	Administrativ	e Costs		Section 20	: Program	Cost
i	-/								
ii									
iii									
iv									
Total Other Costs (S	um of i, ii, iii, iv):	7		equal total on line Budget Summary		7	sum should ec CSD 902.S Bu		

CSD 902 1.3 (4/22/20)

CSBG CARES Budget Support -- Other Agency Operating Funds

Prepared By: SAM MENDOZA Contract Term: MAR 27, 2020- MVR 31, 2022 Telephone Number: 925-631-4265 AUGUST 26, 2020 E-mail Address: stanedoza (2e)ted occounty. us Funding Source (DO NOT ABBREVIATE) Federal State Contract Annual: \$1,188, 31 Head Start Federal \$18,998,759 Early Head Start \$2,24,64,229 Community Services Projects Forgers Federal \$18,188 Early Head Start Federal \$18,188 Early Head Start Federal \$18,188 Early Head Start \$3,317,300 Early Services Nutrition Program Federal \$18,188 Child Development Federal \$18,188 Child De	Contractor Name:	CONTRA COSTA ERSD/COMMUNITY SERVICES BUREAU	Contract Nun	nber: 20F-3646	Amendment Number:
Date: AUGUST 26, 2020 E-mail Address: spendio23/0/Entrol.000000000000000000000000000000000000	Prepared By:		Contract Terr	m: MAR 27, 2020 - M	AY 31, 2022
Funding Source (DO NOT ABBREVIATE) Funding Amount Other Funding Amount Other Head Start Federal \$18,998,759 Early Head Start Federal \$10,999,811 Community Services Projects Federal \$2,015,330 Enargy Programs Federal \$2,445,429 Child Start Federal \$2,445,429 Child Start Federal \$30,155,330 Enargy Programs Federal \$30,157,330 Child Start Federal \$31,015,330 Child Start Federal \$31,015,330 Child Development Federal \$33,620,136 Child Development Federal & State \$33,620,136 Child Development Federal \$12,8,948 Child Development Federal \$12,8,948 <td>Telephone Number:</td> <td></td> <td></td> <td></td> <td></td>	Telephone Number:				
Pedara, State, Local, Private Funding Amount Head Start Federal \$16,999,769 Early Head Start Federal \$10,999,811 Community Services Projects Federal \$13,009,811 Energy Programs Federal \$13,009,310 Community Services Projects Federal \$13,007,330 Energy Programs Federal \$14,249 Community Services Nutrition Program Federal \$12,89,48 Child Development Federal \$12,89,48 Child Development Federal \$12,80,49 Child Development Federal \$10,000	Date:	AUGUST 26, 2020	E-mail Addre		cccounty.us
Early Head Start Federal \$10.999.811 Community Services Projects Federal & State \$3.015,330 Energy Programs Federal \$2.445,429 Child Start Paderal & State \$8,752.074 Community Services Nutrition Program Federal & State \$1,239,948 Child Development Federal & State \$3,3620,136 Image: Child Development Federal & State \$3,620,136 Image: Child Development Federal & State \$3,620,136 Image: Child Development Federal & State \$1,239,948 Image: Child Development Federal & State \$1,336,947 Image: Child Development Federal & State \$1,366,947 Image: Child Development Federal & State \$1				Federal, State, Local, Private,	Funding Amount
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Energy Programs Federal \$2,445,429 Child Start Federal & State \$8,752,074 Community Services Nutrition Program Federal & State \$1,238,948 Child Development Federal & State \$33,620,136 Image:	Early Head Start			Federal	\$10,999,811
Child Start Federal & State \$8,752,074 Community Services Nutrition Program Federal & State \$1,238,948 Child Development Federal & State \$33,620,136 Image: State \$33,620,136 Image: State \$33,620,136 Image: State \$13,620,136 Image: State \$33,620,136 Image: State	Community Services	s Projects		Federal & State	\$3,015,330
Community Services Nutrition Program Federal & State \$1,238,948 Child Development Federal & State \$33,620,136 Image: Im	Energy Programs			Federal	\$2,445,429
Child Development Federal & State \$33,820,136 Image: Imag	Child Start			Federal & State	\$8,752,074
Image: Section of the section of th	Community Services	s Nutrition Program		Federal & State	\$1,238,948
Image:	Child Development			Federal & State	\$33,620,136
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Total Other Agency Operating Funds to Support CSBG (Total should match total on CSD 902 S form. Section 70) \$79,070,487					
	Total Othe	r Agency Operating Funds to Support CSBG (Total	should match total	on CSD 902 S form, Section 70)	\$79,070,487

CSD 902 1.3 (4/22/20)

CSBG CARES Budget Support -- Other Agency Operating Funds

Contractor Name:	CUNTRA CUSTA ERSD/COMMUNITY SERVICES	Contract Nun	nber: 20F-3646	Amendment Number:
Prepared By:	SAM MENDOZA	Contract Terr		AY 31, 2022
Telephone Number:	925-681-4265	Contract Amo	ount: \$1,189,181	
Date:	AUGUST 26, 2020	E-mail Addre	ss: <u>smendoza@ehsd.</u>	cccounty.us
	Funding Source (DO NOT ABBREVIATE)		Funding Type Federal, State, Local, Private, Other	Funding Amount
Total Other	r Agency Operating Funds to Support CSBG (Total s	should match total	on CSD 902 S form, Section 70)	

CSBG CARES Contract Budget Narrative

Contractor Name:	CONTRA COSTA EHSD/COMMONITY SERVICES BUREAU	Contract Number:	20F-3646	Amendment Number:			
Prepared By:	SAM MENDOZA	Contract Term:	MAR 27, 2020 - MA	AY 31, 2022			
Telephone Number:	925-681-4265	Contract Amount:	\$1,189,181				
Date:	AUGUST 26, 2020	E-mail Address:	smendoza@ehsd.c	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 (monhly 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	Α	mount
	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

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES STANDARD AGREEMENT - AMENDMENT STD. 213A (Rev. 10/2019) CSD Rev (12/2019)

AMENDMENT NUMBER AGREEMENT NUMBER PURCHASING AUTHORITY NUMBER (if applicable) 20F-3007 2 This Agreement is entered into between the State Agency and the Contractor named below 1. 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 January 1, 2020 through May 31, 2021 Agreement is : 3. The maximum amount Total \$908,852.00 of this Agreement is: 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.

CONTRACTOR				CALIFORNIA Department of General Services Use Only
CONTRACTOR NAME (If other than an individual, state whether a corporation, partnership, etc.)				
Contra Costa Employment & Human Services Department/Community Services Bureau				
CONTRACTOR BUSINESS ADDRESS, CITY, STATE ZIP				
40 Douglas Drive, Martinez, CA 94553				
PRINTED NAME OF PERSON SIGNING		TITLE		
CONTRACTOR AUTHORIZED SIGNATURE		DATE SIGNED		
STATE OF CALIFORNIA				
CONTRACTING AGENCY NAME				
Department of Community Services and Development				
CONTRACTING AGENCY ADDRESS	CITY	STATE	ZIP	
2389 Gateway Oaks Drive, Suite 100	Sacramento	CA	95833	
PRINTED NAME OF PERSON SIGNING	TITLE			
Chris Vail	Chief Financial Officer			
CONTRACTING AGENCY AUTHORIZED SIGNATURE		DATE SIGN	ED	Exempt per