

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:** 4/6/2022 **Time: From:** 11:00 a.m. **To** 12:00 p.m.

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

<b>Online:</b>	<ul style="list-style-type: none"> <li>• Visit <a href="https://us06web.zoom.us/j/87927374725?pwd=cVFtNFZNV2RzL1dVNEhsQXNod1grUT09">https://us06web.zoom.us/j/87927374725?pwd=cVFtNFZNV2RzL1dVNEhsQXNod1grUT09</a></li> <li>Or Join meeting via Zoom.us and enter the following ID <b>879 2737 4725</b></li> <li>• You will be prompted to enter <i>your name</i> and the following password: <b>112983</b></li> <li>• Wait for host to join</li> </ul>
<b>Call in:</b>	<ul style="list-style-type: none"> <li>• Dial 1.669.900.9128 (San Jose)</li> <li>• Enter Conference code: <b>112983</b></li> </ul>

**Meeting Leader:** Ajit Kaushal, Chair

**Purpose:** Review Reports and CSBG Budgets

*The Economic Opportunity Council will provide reasonable accommodations for persons with disabilities planning to participate in EOC meetings. Please contact staff at least 24 hours before the meeting at [mtupou@ehsd.cccounty.us](mailto:mtupou@ehsd.cccounty.us) and [AKaur@ehsd.cccounty.us](mailto:AKaur@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) and [AKaur@ehsd.cccounty.us](mailto:AKaur@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 members are aware and fully informed.
Presentation of the 2020 CARES funding expenditure report and the 2022 CSBG Monthly Expenditure Report for February so that the EOC Fiscal subcommittee members are fully informed.
Discuss the Quarterly Weatherization report for period July 2021- October 2021 so that members are informed.
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
➤ Unfinished business	Present Clarify	Group	5 Minutes
<b>Update:</b> ➤ 2020 CARES Funding Expenditure reports ➤ 2022 CSBG February Expenditure report	Present Clarify	CSB Staff	30 Minutes
<b>Update:</b> LIHEAP/ Weatherization reports	Present Clarify	CSB Staff	15 Minutes
➤ Next Steps	Present	Group	3 Minutes
➤ Meeting Evaluation	+/-Δ	Group	2 Minutes

Community Services Block Grant													
Monthly Expenditures													
2020 CARES Contract # 20F-3646													
Term: MAR 27, 2020 - MAY 31, 2022													
As of February 2022													
Line Item	Description	sub object	TOTAL CARES BUDGET	AUG 2021	SEP 2021	OCT 2021	NOV 2021	DEC 2021	JAN 2022	FEB 2022	YTD Total	YTD Balance	%
<b>ADMINISTRATIVE COSTS:</b>													
1	Salaries and Wages	1011	30,877	2,264	834	795	747	-	793	703	26,433	4,444	86%
2	Fringe Benefits		22,539	462	373	355	333	-	449	314	13,868	8,671	62%
<b>Total Administrative Costs</b>			<b>53,416</b>	<b>2,727</b>	<b>1,207</b>	<b>1,150</b>	<b>1,080</b>	<b>-</b>	<b>1,242</b>	<b>1,016</b>	<b>40,301</b>	<b>13,115</b>	<b>75%</b>
<b>PROGRAM COSTS:</b>													
1	Salaries and Wages	1011	54,733	3,597	2,970	-	1,786	12,575	7,708	-	56,055	(1,322)	102%
2	Fringe Benefits		39,954	2,027	1,674	-	1,006	10,208	5,459	-	35,960	3,994	90%
3	Operating Expenses		73,092	-	-	-	-	5,744	2,336	4,419	12,499	60,593	17%
4	Subcontractor Services	2310	967,986	-	142,788	10,386	28,012	32,889	21,499	3,519	381,910	586,076	39%
1	Bay Area Community Resources		70,869		22,381		2,520	3,456		2,520	30,877	39,992	44%
2	Bay Area Legal Aid		99,999		23,987	7,463		17,117	7,224		55,791	44,208	56%
3	Contra Costa County Health Services Dept.		66,999								-	66,999	0%
4	Contra Costa Interfaith Housing		74,999							999	74,999	-	100%
5	Greater Richmond Interfaith Program		74,999								-	74,999	0%
6	Lao Family Community Development		74,999		53,571						72,621	2,378	97%
7	Loaves and Fishes of Contra Costa		66,492				15,262	3,292			18,553	47,939	28%
8	Monument Crisis Center		61,999		5,276			7,648			16,280	45,719	26%
9	Monument Impact		78,869		34,650		7,307				71,779	7,090	91%
10	Opportunity Junction, Inc		60,922					1,376			3,870	57,052	6%
11	Shelter Inc of Contra Costa		60,922		2,923	2,923	2,923				14,614	46,308	24%
12	St Vincent de Paul of Contra Costa County		64,999								-	64,999	0%
13	STAND! For Families Free of Violence		52,922						14,275		22,526	30,396	43%
14	The Contra Costa Clubhouses, Inc.		57,997								-	57,997	0%
<b>Total Program Costs</b>			<b>1,135,765</b>	<b>5,623</b>	<b>147,432</b>	<b>10,386</b>	<b>30,804</b>	<b>61,416</b>	<b>37,002</b>	<b>7,938</b>	<b>486,424</b>	<b>649,341</b>	<b>43%</b>
<b>Total Expenditures</b>			<b>1,189,181</b>	<b>8,350</b>	<b>148,639</b>	<b>11,535</b>	<b>31,884</b>	<b>61,416</b>	<b>38,244</b>	<b>8,954</b>	<b>526,726</b>	<b>662,455</b>	<b>44%</b>

Community Services Block Grant														
Monthly Expenditures														
2021 Contract # 21F-4007														
Term: Jan 1, 2021 through May 31, 2022														
As of February 2022														
Line Item	Description	sub object	Budget with Water	2nd Qtr Total	3rd Qtr Total	59% Oct 2021	65% Nov 2021	71% Dec 2021	4th Qtr Total	76% Jan 2022	82% Feb 2022	YTD Total	YTD Balance	%
<b>ADMINISTRATIVE COSTS:</b>														
1	Salaries and Wages	1011	19,561	6,184	4,583	795	747	-	1,541	792.65	2,767	15,868	3,693	81%
2	Fringe Benefits		14,279	70	1,065	478	461	-	939	353.99	-	2,429	11,850	17%
3	Other Costs-Indirect Costs		70,500	-	-	-	-	-	-	-	-	-	70,500	0%
<b>Total Administrative Costs</b>			<b>104,340</b>	<b>6,255</b>	<b>5,649</b>	<b>1,273</b>	<b>1,207</b>	<b>-</b>	<b>2,480</b>	<b>1,146.64</b>	<b>2,767</b>	<b>18,297</b>	<b>86,043</b>	<b>18%</b>
<b>PROGRAM COSTS:</b>														
1	Salaries and Wages	1011	241,211	43,691	57,725	16,751	17,043	8,100	41,894	5,732.74	10,217	194,037	63,105	80%
2	Fringe Benefits		109,173	28,336	31,468	9,401	9,437	827	19,666	1,194.96	6,248	115,071	(5,898)	105%
3	Operating Expenses		22,112	6,846	4,692	143	541	-	684	596.24	-	12,887	9,225	58%
4	Out-of-State Travel		-	-	-	-	-	-	-	-	-	-	-	0%
5	Subcontractor Services		476,717	81,129	28,896	14,073	32,821	36,962	83,856	37,761.47	18,319	250,939	225,778	61%
1	Opportunity Junction, Inc	2310	35,000	15,045	2,494			4,989	4,989		4,989	27,517	7,483	79%
2	Monument Impact	2310	30,333	1,106	-	2,533			2,533		11,128	14,767	15,566	49%
3	The Contra Costa Clubhouse Inc	2310	34,002	-	-		6,930		6,930	12,993.04		19,923	14,079	59%
4	CC Interfaith (Hope Solutions)	2310	27,000	8,836	-				-			8,836	18,164	33%
5	White Pony Express	2310	23,000	-	-	7,664	5,604		13,268	11,678.00		23,000	(0)	100%
6	Shelter Inc of Contra Costa	2310	35,077	-	-				-			2,923	32,154	8%
7	CC Health Services Homeless Program	2310	33,000	8,250	-				-	1,864.16		10,114	22,886	31%
8	Loaves and Fishes of Contra Costa	2310	33,507	8,377	-		11,169	2,792	13,961	2,792.25		25,130	8,377	75%
9	Monument Crisis Center	2310	52,556	5,273	10,500			8,282	8,282			24,055	28,501	46%
10	St. Vincent de Paul of Contra Costa County	2310	57,556	30,258	4,362				-	6,541.74		41,162	16,394	72%
11	Lao Family Community Development	2310	47,556	3,320	7,720		2,615	18,828	21,444			32,484	15,072	68%
12	Bay Area Community Resources	2310	22,130	665	-	3,876		770	4,646			5,311	16,819	24%
13	Rising Sun Center For Opportunity	2310	21,000	-	3,820		6,503	1,300	7,803	1,892.28	2,202	15,717	5,283	75%
14	Great Richmond Interfaith Program	2310	25,000	-	-				-			-	25,000	0%
<b>Total Program Costs</b>			<b>849,213</b>	<b>160,002</b>	<b>122,782</b>	<b>40,368</b>	<b>59,842</b>	<b>45,889</b>	<b>146,099</b>	<b>45,285.41</b>	<b>34,785</b>	<b>572,935</b>	<b>292,209</b>	<b>73%</b>
<b>Total Expenditures</b>			<b>953,553</b>	<b>166,257</b>	<b>128,430</b>	<b>41,640</b>	<b>61,049</b>	<b>45,889</b>	<b>148,579</b>	<b>46,432.05</b>	<b>37,552</b>	<b>591,231</b>	<b>378,253</b>	<b>67%</b>

**Economic Opportunity Council (EOC) Report  
Weatherization and ECIP Programs  
Year-to-Date Expenditures and Clients Served  
Period: July 1, 2021 - Sept 30, 2021**

**1. 2020 LIHEAP WX**

Contract # 20B-2005  
Term: Oct 1, 2019 - Dec 31, 2021  
Amount: WX \$1,280,226

DESCRIPTION	BUDGET	Total EXP	BAL	% USED
Intake	\$ 102,418	\$ 55,283	\$ 47,135	54%
Outreach	64,011	22,279	41,732	35%
Training & Technical Assistance	64,011	55,199	8,812	86%
WX Program Activities and Program Costs	1,049,786	1,147,335	(97,549)	109%
<b>TOTAL COSTS</b>	<b>\$ 1,280,226</b>	<b>\$ 1,280,096</b>	<b>\$ 130</b>	<b>100%</b>

PRIOR PERIOD	CLIENTS SERVED				
	TOTAL	EAST	CENTRAL	WEST	Total
Number of Homes Weatherized	132	2	1	-	135

**2. 2020 LIHEAP ECIP/EHA 16**

Contract # 20B-2005  
Term: Oct 1, 2019 - Dec 31, 2021  
Amount: EHA \$ 1,132,577  
PG&E Assistance: \$2,466,877

DESCRIPTION	BUDGET	Total EXP	BAL	% USED
Assurance 16 Activities	\$ 257,929	\$ 257,929	\$ -	100%
Administrative Costs	257,929	221,149	36,780	86%
Intake	246,688	201,251	45,437	82%
Outreach	154,180	154,180	(0)	100%
Training & Technical Assistance	61,672	49,643	12,029	80%
Program Services and Program Costs	154,179	49,643	104,536	32%
<b>Subtotal</b>	<b>\$ 1,132,577</b>	<b>\$ 933,795</b>	<b>\$ 198,782</b>	<b>82%</b>

DESCRIPTION	BUDGET	Total EXP	BAL	% USED
PG&E Assistance	\$ 2,466,877	\$ 2,466,877	\$ -	100%

PRIOR PERIOD	CLIENTS SERVED				
	TOTAL	EAST	CENTRAL	WEST	Total
Number of Clients Assisted	4,727	110	55	47	4,939

**3. 2020 LIHEAP CARES ECIP/EHA 16**

Contract 20U-2554  
 Term: Jul 1, 2020 - Dec 30, 2021  
 Amount: EHA \$337,634  
 PG&E Assistance: \$727,903

DESCRIPTION	BUDGET	Total EXP	BAL	% USED
Assurance 16 Activities	\$ 58,712	\$ 58,712	\$ (0)	100%
Administrative Costs	58,712	21,955	36,757	37%
Intake	79,849	58,413	21,436	73%
Outreach	49,906	46,765	3,141	94%
Training & Technical Assistance	19,962	15,516	4,446	78%
Business Continuation Plan Cost	50,000	45,972	4,028	92%
<b>Subtotal</b>	<b>\$ 317,141</b>	<b>\$ 247,333</b>	<b>\$ 69,808</b>	<b>78%</b>

DESCRIPTION	BUDGET	Total EXP	BAL	% USED
PG&E Assistance	\$ 727,903	\$ 727,903	\$ -	100%

PRIOR PERIOD	CLIENTS SERVED				
	TOTAL	EAST	CENTRAL	WEST	Total
Number of Clients Assisted	1,895	-	-	-	1,895

**4. 2021 LIHEAP ECIP/EHA 16**

Contract 21B-5005  
 Term: Nov 1, 2020 - Jun 30, 2022  
 Amount: EHA \$1,028,290  
 PG&E Assistance: \$1,690,590

DESCRIPTION	BUDGET	Total EXP	BAL	% USED
Assurance 16 Activities	\$ 233,954	\$ 166,776	\$ 67,178	71%
Administrative Costs	233,954	41,655	192,299	18%
Intake	224,153	126,773	97,380	57%
Outreach	140,096	115,279	24,817	82%
Training & Technical Assistance	56,038	29,331	26,707	52%
Program Services and Program Costs	140,095	-	140,095	0%
<b>Subtotal</b>	<b>\$ 1,028,290</b>	<b>\$ 479,814</b>	<b>\$ 548,476</b>	<b>47%</b>

DESCRIPTION	BUDGET	Total EXP	BAL	% USED
PG&E Assistance	\$ 1,690,590	\$ 1,558,965	\$ 131,625	92%

PRIOR PERIOD	CLIENTS SERVED				
	TOTAL	EAST	CENTRAL	WEST	Total
Number of Clients Assisted	1,262	329	163	142	1,896

**5. 2021 LIHEAP WX**

Contract # 21B-5005

Term: Nov 1, 2020 - Jun 30, 2022

Amount: WX \$1,162,508

DESCRIPTION	BUDGET	Total		% USED
		EXP	BAL	
Intake	\$ 93,001	\$ 29,386	\$ 63,615	32%
Outreach	58,125	15,095	43,030	26%
Training & Technical Assistance	58,125	18,212	39,913	31%
WX Program Activities and Program Costs	953,257	801,573	151,684	84%
<b>TOTAL COSTS</b>	<b>\$ 1,162,508</b>	<b>\$ 864,266</b>	<b>\$ 298,242</b>	<b>74%</b>

PRIOR PERIOD	CLIENTS SERVED				
	TOTAL	EAST	CENTRAL	WEST	Total
Number of Homes Weatherized	38	16	7	7	30