

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: 10/5/2023 **Time: From:** 11:00 a.m. **To:** 12:00 p.m.

Location: **In-person:** 1470 Civic Court, Suite 200, Conf. Room #221, Concord

PUBLIC ACCESS: The public may attend this meeting in person at the above location. The public also may attend this meeting remotely via Zoom or call-in. Login information and call-in information is provided below. For Public Comment Instructions, please refer to the bottom of this agenda.

Online/Call-in: **HOW TO JOIN THE MEETING VIA ZOOM:**
Link: <https://ccccounty-us.zoom.us/j/83375296321?pwd=WTRqd3k4dTR2NUhtYk84cG1WcmtEUT09>
Password: 137005
HOW TO JOIN THE MEETING VIA CALL-IN:

- **Zoom meeting Dial-In-Number:** +1-888 278 0254
- **Conference code:** 812185
- **Meeting ID:** 833 7529 6321
- **Password:** 137005

HOW TO PROVIDE PUBLIC COMMENT: refer to the bottom of this agenda.

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 rward@ehsd.cccounty.us or creich@ehsd.cccounty.us.

Persons who wish to address the EOC during the public comment or with respect to an agenda item may email their comments to akaur@ehsd.cccounty.us or creich@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:

1. Understand the desired outcomes and ground rules.
2. Receive any public comments.
3. Discuss the Closeout Report for March 2023 for Grant #22F-5007.
4. Discuss the CSBG Monthly Expenditure Report for May through August 2023 for Grant #23F-4007.
5. Discuss and make a recommendation regarding Amendment 2 to Grant #23F-4007
6. Identify Next Steps.
7. Evaluate the meeting.

Agenda

What	How	Who	Time
1. Review Desired Outcomes & Meeting Rules	Present Clarify Check for Understanding	Volunteer	2 Minutes

2. Public Comment	Present	Members of the Public	3 Minutes
3. Discuss: CSBG Closeout Report for Grant #22F-5007 <ul style="list-style-type: none"> Review pending expenditures 	Present Clarify Check for Understanding	CSB staff	5 Minutes
4. Discuss: CSBG Discretionary Expenditure Report for March for Grant #22F-5007	Present Clarify Check for Understanding	CSB staff	5 Minutes
5. Action: <ul style="list-style-type: none"> Discuss Amendment 2 for Grant #23F-4007 and recommend spending plan to EOC. 	Present Clarify Check for Understanding	CSB staff	10 Minutes
6. Next Steps	Present Clarify Check for Understanding	CSB staff	5 Minutes
7. Meeting Evaluation	+/-Δ	Group	5 Minutes

HOW TO PROVIDE PUBLIC COMMENT:

*Persons who wish to address the EOC during public comment on matters within the jurisdiction of the EOC that are not on the agenda, or who wish to comment with respect to an item on the agenda, may comment in person, via Zoom, or via call-in. Those participating in person should come to the podium when called upon. Those participating via Zoom should indicate they wish to speak by using the “raise your hand” feature in the Zoom app. Those calling in should indicate they wish to speak by pushing *9 on their phone.*

All public comments will be limited to 2 minutes per speaker.

For assistance with remote access contact: (925) 608-8819.

Public comments may also be submitted before the meeting by email at creich@ehsd.cccounty.us or by voicemail at (925) 608-8819. Comments submitted by email or voicemail will be included in the record of the meeting but will not be read or played aloud during the meeting



Marla Stuart, Director

40 Douglas Drive, Martinez, CA 94553 • Phone: (925) 608-5000 • Fax: (925) 313-9748 • www.ehsd.org

June 30, 2023

State of California
Department of Community Services and Development
2389 Gateway Oaks Drive, Suite 100
Sacramento, CA 95833

Re: 2022 CSBG Close-Out Report

Dear Patrick:

Please find attached the 2022 Contra Costa County Employment & Human Services Department/Community Services Bureau close-out report for CSBG Contract # 22F-5007.

If you have any questions, please contact Michael Morris at (925) 608-4974 or email mmorris@ehsd.cccounty.us

Sincerely,

A handwritten signature in blue ink that reads "Marla Stuart". The signature is fluid and cursive, with the first name "Marla" and last name "Stuart" clearly distinguishable.

Marla Stuart, MSW, PhD
Director

MS/mm

Enclosures: Close-Out Package (7 pages)

Cc: Navdeep Singh, Chief Financial Officer
Donn Matsuzaki, Department Fiscal Officer
Christina Reich, Division Manager

State of California
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG CONTRACT **CLOSE-OUT PACKAGE**
CSD 715 SERIES (Rev. 5/31/23)

Contractor: CCC EHSD/Community Services Bureau	Contract Amount	
	Regular:	\$ 894,483
Contract Number: 22F-5007	Discretionary:	\$31,000
	Disaster:	\$
Contract Term: January 1, 2022 - May 31, 2023	Total:	\$ 925,483
	(The contract amount should not exceed the amount on the STD 213 Standard Agreement)	

The CSBG Contract Close-out package must be submitted to CSD within ninety (90) calendar days after the expiration date of the Contract Term. Any funds due to CSD must be submitted with the Close-out Package Series. The CSD 715 (rev. 3/22) Close-out Package Series consist of the Close-out Checklist (CSD 715) Form, the Interest Earned/Program Income Expenditure Report (CSD 715C) Form and the Equipment Inventory Schedule (CSD 715D) Form.

Check the appropriate boxes.

- CSBG Close-out Fiscal Data - Adjustments (Use Expenditure Activity Reporting System (EARS) and attach a listing of the months adjusted, and amounts). All expenditure adjustments must be made in the report period in which they occurred and submitted into the Expenditure Activity Reporting System.
 - ☒ All adjustment reports entered on the EARS system are included with this package
 - ☐ Not Applicable
- CSBG Close-out Interest Earned/Program Income Expenditure Report CSD 715C Form
 - ☒ Completed form
- Refund Interest Earned Check Amount \$ _____ (This amount should match the amount entered on the Close-out Interest Earned /Program Income Report CSD 715C Form, Section 3.
 - ☒ Not Applicable
 - *Note: All checks should be made payable to the Department of Health and Human Services and mailed to HHS Program Support Center, P.O. Box 979132, St. Louis, MO 63197. Please include a brief statement explaining the nature of the return.*
- Refund Program Income Check Amount \$ ____ (This amount should match the amount entered on the Close-out Interest Earned/Program Income Report CSD 715C Form, Section 2d.
 - ☒ Not Applicable
 - *Note: All checks should be made payable to the Department of Health and Human Services and mailed to HHS Program Support Center, P.O. Box 979132, St. Louis, MO 63197. Please include a brief statement explaining the nature of the return.*
- CSBG Close-out Equipment Inventory Schedule CSD 715D Form
 - ☒ Completed form

CERTIFICATION		
THE SIGNATURE BELOW CERTIFIES THAT THE INFORMATION SUBMITTED IN THE CSBG CLOSE-OUT PACKAGE SERIES IS ACCURATE, COMPLETE, REVIEWED AND APPROVED BY THE AGENCY'S AUTHORIZED AGENT.		
Name (print) and Title: Marla Stuart, MSW, PhD Director	Telephone Number: () 925-608-4801	Date: 6/30/23
Signature: 	Email Address: mstuart@ehsd.cccounty.us	

State of California
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT CSBG CONTRACT
CLOSE-OUT INTEREST EARNED/PROGRAM INCOME EXPENDITURE REPORT
CSD 715C (Rev. 5/31/23)

Complete Sections 1 and 2 only if you received Interest Earned and/or Program Income on any CSBG contract. If no Interest Earned or Program Income was received place a mark in the box titled "Not Applicable" below and skip Sections 1 and 2, print name, date, and provide a telephone number.

☒ **Not Applicable**

SECTION 1: INTEREST EARNED

Per 45 CFR 75.305 – Interest earned in amounts up to \$500 per year may be retained by the Provider for administrative expense. Any additional interest earned on Federal advance payments deposited in interest-bearing accounts must be remitted annually to the Department of Health and Human Services. See instructions for remittance address.

1) Enter the Total Interest Earned during the contract periods below:

- a. January 1, 2022 – December 31, 2022
- b. January 1, 2023 – December 31, 2023
- c. January 1, 2024 – December 31, 2024

1a.\$ _____
1b.\$ _____
1c.\$ _____

2) Enter the amount of Interest Earned in excess of \$500 during the contract periods below:

- a. January 1, 2022 – December 31, 2022
- b. January 1, 2023 – December 31, 2023
- c. January 1, 2024 – December 31, 2024

2a.\$ _____
2b.\$ _____
2c.\$ _____

3) Enter the combined total of 2a, 2b, and 2c. This amount must be returned to HHS. See instructions for remittance address.

3.\$ _____

SECTION 2: PROGRAM INCOME

Per 45 CFR 75.307 – Non-federal agencies are encouraged to earn income to defray program costs where appropriate. Program income shall be used to support administrative and program costs. See 45 CFR Part 75 for additional information on Program Income.

1. Total Amount of Program Income during the contract term:

\$ _____

Indicate how the total amount of program income was utilized in Admin or Program costs below.
(*Note: This section is only identifying Program Income and does not include the CSBG allocation).

a. Administrative Costs

\$ _____

b. Program Costs

\$ _____

c. Total Expenditures Incurred Against Program Income

\$ _____

d. Remaining Balance (1 (c) minus 1)

\$ _____

*Note: remaining balance must be returned to HHS. See instructions for remittance address.

Comments:

Preparer's Name & Title (Please Print):

Michael Morris, Accountant III

Date:

6/30/23

Telephone number:

() 925-608-4974

INSTRUCTIONS
CLOSE-OUT INTEREST EARNED/PROGRAM INCOME EXPENDITURE REPORT
CSD 715C

Contractor Information	Enter the Contractor Name, Contract Amount, Contract Number, and Contract Term.
Not Applicable	<p>If there is n Interest Earned/Program Income to report, please follow the instructions listed below:</p> <ul style="list-style-type: none"> • Check the box entitled "Not Applicable" • Skip Sections 1 and 2 • Print Preparer's Name and Title, Date, Telephone Number
Interest Earned During the Contract Term (Section 1)	<p>Interest income earned must be reported based on the contract term for example: If a contract term is January 1, 2022, through May 31, 2023, your interest income/earned section should include:</p> <p>Interest earned – January 1, 2022 through December 31, 2022 \$ _____ Interest earned – January 1, 2023 through December 31, 2023 \$ _____ Interest earned – January 1, 2024 through December 31, 2024 \$ _____</p> <p>Enter the total amount of interest earned during the contract periods on line "1a, 1b, and 1c" and the interest earned amount in excess of \$500 on line "2a, 2b, and 2c". Report the combined total of 2a, 2b, and 2c on 3. This combined total amount exceeding \$500 during the contract periods must be returned to HHS.</p> <p>All checks should be made payable to: <i>Department of Health and Human Services</i></p> <p>Mail checks to: <i>HHS Program Support Center</i> <i>P.O. Box 979132</i> <i>St. Louis, MO 63197</i> Please include a brief statement explaining the nature of the return.</p>
Expenditures Incurred Against Program Income (Section 2)	<p>Enter the Program Income on line "1". Program Income may be used to support administrative and programmatic costs. Enter Administrative expenditures on line "a". Enter Program costs on line "b". Enter the total expenditures incurred against the program income on line "c". Enter any remaining balance on line "d".</p> <p>Any remaining balance identified on line "d" must be returned to HHS.</p> <p>All checks should be made payable to: <i>Department of Health and Human Services</i></p> <p>Mail checks to: <i>HHS Program Support Center</i> <i>P.O. Box 979132</i> <i>St. Louis, MO 63197</i> Please include a brief statement explaining the nature of the return.</p>
Comments and Preparer Information	<p>Provide any comments in the comment box.</p> <p>Print the preparer's Name & Title, Date the form was completed and the Contact Number.</p>
Definitions	<p>Program Income: Per 45 CFR 75.307, Program Income includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under federally-funded projects, the sale of commodities or items fabricated under an award, license fees and royalties on patents and copyrights, and interest on loans made with award funds. Donations made by clients should be considered unrestricted and not reported as Program Income to CSD. Unrestricted donations are those funds that are received from the client but are not required to be paid by the client in order for services to be received.</p> <p>Interest Earned: Income generated as a result of depositing Federal Funds in an interest-bearing account. (i.e. Savings Account, etc.)</p>

State of California
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT CSBG CONTRACT
CLOSE-OUT EQUIPMENT INVENTORY SCHEDULE
CSD 715D (Rev. 5/23)

Complete this form if equipment was purchased with current or prior CSBG funds which cost \$5,000 or more per unit. If no equipment was purchased with CSBG funds, place a check mark (✓) in the box "Not Applicable" below. Preparer must complete the Contractor Name, Contract Term, Contract Number, preparer's Name, Title, Date, and Contact Number.

☐ Not Applicable

List all Equipment Inventory items purchased with CSBG funds which cost \$5,000 or more per unit.

*Item Name (e.g., freezer, laptop, pick- up, van, etc.)	Serial Number (1234567)	Vehicle License Plate Number (if applicable) (ABCD2568)	Vehicle Identification Number # (if applicable) (17-digit VIN#)	Purchase Date (2/15/16)	Purchase Price (\$5,528.00)	Condition G=Good F=Fair P=Poor I=Inoperative N=No Longer Needed

*Note: Invoice and proof of payment must be submitted for all Vehicle Purchases during the contract term.

Comments:	
Preparer's Name & Title (Please Print): Michael Morris, Accountant III	Date: 6/30/23 Telephone number: 925-608-4974 ()

CLOSE-OUT EQUIPMENT INVENTORY SCHEDULE

CSD 715D (Rev. 5/23)

CLOSE-OUT EQUIPMENT INVENTORY INSTRUCTIONS

Contractor Information	Enter Contractor Name, Contract Term and Contract Number.
Not Applicable	<p>If no Equipment Inventory items were purchased with current or prior CSBG funds, please follow the instructions listed below:</p> <ul style="list-style-type: none"> • Check the box "Not Applicable" • Skip list of Equipment Inventory • Print preparer's Name, Date and provide the Contract Number <p>List all Equipment (see note below) Inventory items purchased with CSBG funds which have a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Provide a brief Name of Item (e.g., freezer, laptop, pickup, van, etc.).</p> <p><i>*Note: All Vehicle Purchases must be submitted with the invoice and proof of payment for all vehicle purchases during the Contract Term.</i></p>
Item Name	
Serial Number	Enter the Equipment Serial Number. Do Not enter the Vehicle Identification Number (VIN #).
Vehicle License Plate Number	If applicable, enter the Vehicle License Plate Number. Do Not enter the Vehicle Identification Number (VIN #).
Vehicle Identification Number	Enter the 17-digit Vehicle Identification Number (VIN #).
Purchase Date	Enter the Date the Equipment was purchased.
Purchase Price	Enter the Price for the Equipment purchased.
Condition	State the condition of the items purchased using the following categories:
Definition	<p>G = Good P = Poor N = No longer Needed F = Fair I = Inoperative</p> <p>45 CFR 75.2 – Equipment – Tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000.</p>

2022 CSBG CAA YEAR-TO-DATE (YTD) EXPENDITURE/ACTIVITY REPORT
60019 - Contra Costa - 22F-5007 - All Data

execute sp ears_ytd report 'E019UR08','22F-5007','CAA',1,17,0

ADMINISTRATIVE COSTS		Projected	8/1/22-8/31/22	9/1/22-9/30/22	10/1/22-10/31/22	11/1/22-11/30/22	12/1/22-12/31/22	1/1/23-1/31/23	2/1/23-2/28/23	3/1/23-3/31/23	4/1/23-4/30/23	5/1/23-5/31/23	YTD	% Used
Salaries and Wages		15818	1342.41	1960.35	1617.29	1895.86	1372.24	2264.2	2058.36	3458.05	0	1217.19	17185.95	108.65%
Fringe Benefits		11547	861.37	1257.84	1037.73	1026	912.3	1505.33	1412.29	2344.93	50.85	1116.51	11525.15	99.81%
Operating Expenses		0	0	0	0	0	0	0	0	0	0	0	0	
Equipment		0	0	0	0	0	0	0	0	0	0	0	0	
Out-of-State Travel		0	0	0	0	0	0	0	0	0	0	0	0	
Contract/Consultant Services		0	0	0	0	0	0	0	0	0	0	0	0	
Other Costs:		70500	6530.53	15566.73	0	17824.28	0	1993.47	0	3414.25	12512.99	2936.59	60778.84	86.21%
Disaster		0	0	0	0	0	0	0	0	0	0	0	0	
Subtotal:		97865	8734.31	18784.92	2655.02	20746.14	2284.54	5763	3470.65	9217.23	12563.84	5270.29	89489.94	91.44%
PROGRAM COSTS		Projected	8/1/22-8/31/22	9/1/22-9/30/22	10/1/22-10/31/22	11/1/22-11/30/22	12/1/22-12/31/22	1/1/23-1/31/23	2/1/23-2/28/23	3/1/23-3/31/23	4/1/23-4/30/23	5/1/23-5/31/23	YTD	% Used
Salaries and Wages		252923	25281.63	26766.73	20765.72	9415.43	13803.13	17267.14	19030.62	16221.45	16063.27	43049.79	207664.91	82.11%
Fringe Benefits		120033	8472.37	8896.9	3445.17	4310.58	5558.72	7999.05	6916.9	6108.9	8105.29	21377.44	81191.32	67.64%
Operating Expenses		14662	0	193.75	856.23	23.77	178.27	219.81	68.92	5966.75	1274.46	7148.15	15930.11	108.65%
Equipment		0	0	0	0	0	0	0	0	0	0	0	0	
Out-of-State Travel		0	0	0	0	0	0	0	0	0	0	0	0	
Subcontractor/Consultant Services		409000	0	34225.21	95624.29	60852.48	47362.98	36456.6	17470.52	32794	60540.15	27709.14	413035.37	100.99%
Other Costs:		0	0	0	0	0	0	0	0	0	0	0	0	
Disaster		0	0	0	0	0	0	0	0	0	0	0	0	
Subtotal:		796618	33754	70082.59	120691.41	74602.26	66903.1	61942.6	43486.96	61091.1	85983.17	99284.52	717821.71	90.11%
TOTAL EXPENDITURES FOR REPORTING PERIOD		Projected	8/1/22-8/31/22	9/1/22-9/30/22	10/1/22-10/31/22	11/1/22-11/30/22	12/1/22-12/31/22	1/1/23-1/31/23	2/1/23-2/28/23	3/1/23-3/31/23	4/1/23-4/30/23	5/1/23-5/31/23	YTD	% Used
Total Expenditures:		894483	42488.31	88867.51	123346.43	95348.4	69187.64	67705.6	46957.61	70308.33	98547.01	104554.81	807311.65	90.25%
Subtotal:		894483	42488.31	88867.51	123346.43	95348.4	69187.64	67705.6	46957.61	70308.33	98547.01	104554.81	807311.65	90.25%
ADVANCE REPAYMENT		Projected	8/1/22-8/31/22	9/1/22-9/30/22	10/1/22-10/31/22	11/1/22-11/30/22	12/1/22-12/31/22	1/1/23-1/31/23	2/1/23-2/28/23	3/1/23-3/31/23	4/1/23-4/30/23	5/1/23-5/31/23	YTD	% Used
Advance Repayment		221384	42488.31	88867.51	87137.18	0	0	0	0	0	0	2891	221384	100.00%
Subtotal:		221384	42488.31	88867.51	87137.18	0	0	0	0	0	0	2891	221384	100.00%

2022 CSBG CAA - DISCRETIONARY YEAR-TO-DATE (YTD) EXPENDITURE/ACTIVITY REPORT

60019 - Contra Costa - 22F-5007 - All Data

execute sp_ears_ytd_report 'E019UR08','22F-5007','CAA - DISCRETIONARY',1,17,0

ADMINISTRATIVE COSTS	Projected	12/1/22-12/31/22	1/1/23-1/31/23	2/1/23-2/28/23	3/1/23-3/31/23	4/1/23-4/30/23	5/1/23-5/31/23	YTD	% Used
Salaries and Wages	0	0	0	0	0	0	0	0	
Fringe Benefits	0	0	0	0	0	0	0	0	
Operating Expenses	0	0	0	0	0	0	0	0	
Equipment	0	0	0	0	0	0	0	0	
Out-of-State Travel	0	0	0	0	0	0	0	0	
Contract/Consultant Services	0	0	0	0	0	0	0	0	
Other Costs	0	0	0	0	0	0	0	0	
Subtotal:	0	0	0	0	0	0	0	0	
PROGRAM COSTS	Projected	12/1/22-12/31/22	1/1/23-1/31/23	2/1/23-2/28/23	3/1/23-3/31/23	4/1/23-4/30/23	5/1/23-5/31/23	YTD	% Used
Salaries and Wages	0	0	0	0	0	0	0	0	
Fringe Benefits	0	0	0	0	0	0	0	0	
Operating Expenses	0	0	0	0	0	0	0	0	
Equipment	0	0	0	0	0	0	0	0	
Out-of-State Travel	5000	1060	774	0	0	0	3009.08	4843.08	96.86%
Subcontractor/Consultant Services	26000	0	17336	4334	0	4330	0	26000	100.00%
Other Costs	0	0	0	0	0	0	0	0	
Subtotal:	31000	1060	18110	4334	0	4330	3009.08	30843.08	99.49%
TOTAL EXPENDITURES FOR REPORTING PERIOD	Projected	12/1/22-12/31/22	1/1/23-1/31/23	2/1/23-2/28/23	3/1/23-3/31/23	4/1/23-4/30/23	5/1/23-5/31/23	YTD	% Used
Total Expenditures:	31000	1060	18110	4334	0	4330	3009.08	30843.08	99.49%
Subtotal:	31000	1060	18110	4334	0	4330	3009.08	30843.08	99.49%

Community Services Block Grant																		
Monthly Expenditures																		
2023 Contract # 23F-4007																		
Term: Jan 1, 2023 through May 31, 2024																		
				35%	41%	47%	53%	59%	65%	71%	76%	82%	88%	94%	100%	26%	74%	
Line		sub	Original	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	YTD		
Item	Description	object	Budget	2023	2023	2023	2023	2023	2023	2023	2024	2024	2024	2024	2024	Total	Balance	% Spent
	ADMINISTRATIVE COSTS:																	
1	Salaries and Wages	1011	16,609	-	-	3,803.86	-	-	-	-	-	-	-	-	-	3,803.86	12,805.14	23%
2	Fringe Benefits		12,125	883.08	-	2,623.33	-	-	-	-	-	-	-	-	-	3,506.41	8,618.59	29%
3	Other Costs-Indirect Costs		72,000	19,613.73	-	4,465.18	-	-	-	-	-	-	-	-	-	24,078.91	47,921.09	33%
	Total Administrative Costs		100,734	20,496.81	-	10,892.37	-	-	-	-	-	-	-	-	-	31,389.18	69,344.82	31%
	PROGRAM COSTS:																	
1	Salaries and Wages	1011	272,826	11,596.29	18,536.68	15,485.59	-	-	-	-	-	-	-	-	-	45,618.56	227,207.44	17%
	Student Interns		113,057	481.01	2,873.53	4,257.92	-	-	-	-	-	-	-	-	-	7,612.46	105,444.54	7%
2	Fringe Benefits		124,245	6,925.59	10,504.84	5,352.13	-	-	-	-	-	-	-	-	-	22,782.56	101,462.44	18%
	Operating Expenses		15,889	7,166.59	2,621.75	6,603.11	-	-	-	-	-	-	-	-	-	16,391.45	(502.45)	103%
4	Out-of-State Travel		13,321	-	-	-	-	-	-	-	-	-	-	-	-	-	13,321.00	0%
5	Subcontractor Services		409,000	80,762.19	6,078.04	35,907.00	-	-	-	-	-	-	-	-	-	122,747.23	286,252.77	30%
1	Opportunity Junction, Inc	2310	36,000	6,000.00	3,000.00	3,000.00										12,000.00	24,000.00	33%
2	GRIP	2310	26,000	20,161.85		6,543.13										26,704.98	(704.98)	103%
3	The Contra Costa Clubhouse Inc	2310	35,200	-		-										-	35,200.00	0%
4	CC Interfaith (Hope Solutions)	2310	36,200	8,082.25		2,334.16										10,416.41	25,783.59	29%
5	White Pony Express	2310	37,000	-		-										-	37,000.00	0%
6	Bay Area Legal Aid (BALA)	2310	29,000	9,894.00		4,515.00										14,409.00	14,591.00	50%
7	STAND!	2310	33,000	-	1,201.44	1,016.13										2,217.57	30,782.43	7%
8	Loaves and Fishes of Contra Costa	2310	27,000	-		6,098.00										6,098.00	20,902.00	23%
9	Monument Crisis Center	2310	33,200	-		-										-	33,200.00	0%
10	St. Vincent de Paul	2310	26,200	16,623.77	1,876.60	-										18,500.37	7,699.63	71%
11	Lao Family Community Development	2310	32,200	5,364.54		2,176.04										7,540.58	24,659.42	23%
12	Bay Area Community Resources	2310	30,000	7,363.93		7,412.69										14,776.62	15,223.38	49%
13	Rising Sun Center For Opportunity	2310	28,000	7,271.85		2,811.85										10,083.70	17,916.30	36%
	Total Program Costs		835,281	106,450.66	37,741.31	63,347.83	-	-	-	-	-	-	-	-	-	207,539.80	627,741.20	25%
	Total Expenditures		936,015	126,947.47	37,741.31	74,240.20	-	-	-	-	-	-	-	-	-	238,928.98	697,086.02	26%



DAVID SCRIBNER
DIRECTOR

State of California-Health and Human Services Agency
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833
Telephone: (916) 576-7109 | Fax: (916) 263-1406
www.csd.ca.gov



GAVIN NEWSOM
GOVERNOR

Dear Executive Director:

The purpose of this letter is to notify you that on July 31, 2023, the Department of Community Services and Development (CSD) received additional Community Services Block Grant (CSBG) funds for Fiscal Year (FY) 2023 from the U.S. Department of Health and Human Services (HHS).

The source of the additional CSBG Block Grant funds is the one percent of FY 2023 CSBG funding withheld by HHS for discretionary projects. Because HHS did not utilize the funds for discretionary projects, HHS has elected to distribute the one percent funding allocation to all states. California's share of the one percent funding distribution is \$683,790.00 bringing the final 2023 CSBG grant allocation to \$68,379,005.00.

Attached is the 2023 CSBG Contract Amendment 2 for the term of January 1, 2023, through May 31, 2024. To facilitate the timely execution of the contract amendment, please refer to the 2023 CSBG Amendment 2 Checklist for specific contract changes, required documents, and due dates for contract deliverables. Review the allocation spreadsheet, column labeled "Total 2023 Contract" for your final award amount. All budget forms may be accessed through CSD's [Local Agencies Portal](#), located under the "Forms" tab after selecting "CSBG."

CSD looks forward to a continued productive partnership so that, together, we can effectively administer our critical programs and services designed to strengthen the economic security of vulnerable Californians.

Sincerely,

Leslie Taylor

LESLIE TAYLOR
Deputy Director, Community Services Division

2023 Community Services Block Grant (CSBG) Contract Amendment 2 Checklist

General Comments and Requirements:

Contact your assigned Field Operations Representative immediately if this Agreement requires corrections. To access the DocuSign form, click on the following link: [Local Agencies Portal](#).

Contract Amendment Packet:

The completed contract packet (list of documents/forms below) must be returned to CSD to execute the contract. Please use the checkboxes below to indicate the completed documents/forms are included:

- ☐ **Submitted contract via DocuSign, which includes the signed Contract Face Sheet (STD 213)** with the name and title of the individual authorized to sign the Agreement
- ☐ **Current insurance documents or Self-Insurance Authority Certification** if not already on file with CSD. New evidence of insurance (ACORD 25) is required if current insurance expires during the contract term, or if the amount of insurance needs to be increased.
- ☐ **Board resolution.** (Not applicable if a general board resolution has already been submitted and is not specific to the program, program year, or contract number, and does not contain any changes).

Please submit your completed contract packet within 30 days (45 days for public agencies) from the release of the contract via DocuSign.

Contract Amendment 2 Deliverables:

The following **contract amendment deliverables** (as applicable) must be completed and returned to your Field Representative within 30 calendar days for private non-profit agencies and 45 calendar days for public agencies from the date of this contract release. Please use the checkboxes below to indicate the completed documents/forms are included:

- ☐ Completed 425 Budget Series Forms, ensuring all numbers match the Allocation Spreadsheet posted to the Local Agencies Portal.
 - o **CSBG Contract Budget Summary (CSD 425.S)**
 - o **CSBG Budget Support Personnel Costs (CSD 425.1.1)**
 - o **CSBG Budget Support Non-Personnel Costs (CSD 425.1.2)**
 - o **CSBG Budget Support Other Agency Operating Funds (CSD 425.1.3)**
 - o **CSBG Contract Budget Narrative (CSD 425.1.4)**

2023 Community Services Block Grant (CSBG) Contract Amendment 2 Checklist

- o **CSBG Annual Work Plan (CSD 641) (If applicable)**

To locate your final award amount, review the allocation spreadsheet, column labeled “Total 2023 Contract”.

Please return your completed **contract deliverables** (as applicable) via email to your assigned Field Operations Representative.

All forms are located on the **Forms** page under the **CSBG tab** of the CSD’s Local Agencies Portal at: [Local Agencies Portal](#).

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

AGREEMENT NUMBER 23F-4007	AMENDMENT NUMBER 2	PURCHASING AUTHORITY NUMBER (if applicable)
-------------------------------------	------------------------------	---

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, 2023 through May 31, 2024
3. The maximum amount of this Agreement is: Total \$945,470.00
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:
- i. The maximum amount of this Agreement payable to Contractor by the State has changed from \$936,015.00 to \$945,470.00, reflecting an increase of \$9,455.00

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 <i>(If other than an individual, state whether a corporation, partnership, etc.)</i> 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								
I hereby certify that all conditions for exemption have been complied with, and the document is exempt from the Department of General Services approval.											
						STATE OF CALIFORNIA					
						CONTRACTING AGENCY NAME Department of Community Services and Development					
						CONTRACTING AGENCY ADDRESS 2389 Gateway Oaks Drive, Suite 100		CITY Sacramento	STATE CA	ZIP 95833	
						PRINTED NAME OF PERSON SIGNING Chris Vail		TITLE Chief Financial Officer			
CONTRACTING AGENCY AUTHORIZED SIGNATURE			DATE SIGNED								
<input type="checkbox"/> Exempt per _____											

State of California
Department of Community Services and Development
2023 CSBG Allocation
Non-CAAs

Attachment A

NATIVE AMERICAN INDIANS

Agency	Contract Number	First Release (8/30/22)	Second Release (4/12/23)	Third Release (8/2/23)	Total 2023 Contract
Karuk Tribe (NAI-LPA) (Core Funding)	23F-4101	42,000	0	0	42,000
Karuk Tribe (NAI-LPA)	23F-4102	103,609	7,248	1,153	112,010
NCIDC, Inc. (NAI-LPA) (Core Funding)	23F-4103	122,000	0	0	122,000
NCIDC, Inc./LIFE (NAI-LPA) (Core Funding)	(Included with NCIDC below)				
NCIDC, Inc. (NAI-LPA)	23F-4104	1,910,112	126,175	21,753	2,058,040
Los Angeles County Department of Arts and Culture	23F-4105	437,512	4,637	4,969	447,118
TOTAL		2,615,233	138,060	27,875	2,781,168

PROJECT BUDGETS		
NAI	NAI - Discretionary	Total 2023 Contract
42,000	0	42,000
105,840	6,170	112,010
122,000	0	122,000
1,949,823	108,217	2,058,040
447,118	0	447,118
2,666,781	114,387	2,781,168

MIGRANT & SEASONAL FARMWORKERS

Agency	Contract Number	First Release (8/30/22)	Second Release (4/12/23)	Third Release (8/2/23)	Total 2023 Contract
California Human Development Corporation	23F-4201	1,542,317	40,673	15,727	1,598,717
Proteus, Inc.	23F-4202	2,481,119	49,604	25,301	2,556,024
Central Valley Opportunity Center, Inc.	23F-4203	603,515	5,742	6,154	615,411
Center for Employment Training	23F-4204	2,078,775	45,777	21,197	2,145,749
TOTAL		6,705,726	141,796	68,379	6,915,901

PROJECT BUDGETS		
MSFW	MSFW - Discretionary	Total 2023 Contract
1,572,717	26,000	1,598,717
2,530,024	26,000	2,556,024
615,411	0	615,411
2,119,749	26,000	2,145,749
6,837,901	78,000	6,915,901

LIMITED PURPOSE AGENCIES
(DISCRETIONARY FUNDS)

Agency	Contract Number	First Release (8/30/22)	Second Release (4/12/23)	Third Release (8/2/23)	Total 2023 Contract
Community Design Center	23F-4301	176,097	503	538	177,138
Del Norte Senior Center, Inc.	23F-4302	142,435	503	538	143,476
Rural Community Assistance Corporation	23F-4303	190,888	503	538	191,929
TOTAL		509,420	1,509	1,614	512,543

PROJECT BUDGETS		
DISC	N/A	Total 2023 Contract
177,138	0	177,138
143,476	0	143,476
191,929	0	191,929
512,543	0	512,543

State of California
Department of Community Services and Development
2023 CSBG Allocation
CAAs

Attachment A

County	Agency	Contract Number	First Release (8/30/22)	Second Release (4/12/23)	Third Release (8/2/23)	Total 2023 Contract	PROJECT BUDGETS		
							CAA	CAA - Discretionary	Total 2023 Contract
Alameda	Berkeley Community Action Agency	23F-4001	293,705	15,602	2,995	312,302	299,495	12,807	312,302
Alameda	City of Oakland, Human Services Department	23F-4002	1,294,234	107,602	14,159	1,415,995	1,319,745	96,250	1,415,995
Alpine	Inyo Mono Advocates for Community Action, Inc.	23F-4003	1,333	12	14	1,359	1,359	0	1,359
Amador/Tuolumne	Amador-Tuolumne Community Action Agency	23F-4004	273,800	28,605	2,792	305,197	279,197	26,000	305,197
Butte	Community Action Agency of Butte County, Inc.	23F-4005	389,584	19,972	3,972	413,528	397,263	16,265	413,528
Calaveras/Mariposa	Calaveras-Mariposa Community Action Agency	23F-4006	293,704	8,967	2,995	305,666	299,493	6,173	305,666
Colusa	SEE GLENN COUNTY								
Contra Costa	Contra Costa Employment & Human Services Dept/CSB	23F-4007	927,194	8,821	9,455	945,470	945,470	0	945,470
Del Norte	Del Norte Senior Center, Inc.	23F-4008	40,903	26,389	418	67,710	41,710	26,000	67,710
El Dorado	El Dorado County Health and Human Services Agency	23F-4009	323,884	5,684	3,303	332,871	330,268	2,603	332,871
Fresno	Fresno County Economic Opportunities Commission	23F-4010	1,999,960	19,026	20,394	2,039,380	2,039,380	0	2,039,380
Glenn/Colusa/Trinity	Glenn County Community Action Department	23F-4011	273,087	28,599	2,784	304,470	278,470	26,000	304,470
Humboldt	Redwood Community Action Agency	23F-4012	320,381	3,048	3,267	326,696	326,696	0	326,696
Imperial	Campesinos Unidos, Inc.	23F-4013	382,943	3,643	3,905	390,491	390,491	0	390,491
Inyo/Mono	Inyo Mono Advocates for Community Action, Inc.	23F-4014	268,784	28,558	2,740	300,082	274,082	26,000	300,082
Kern	Community Action Partnership of Kern	23F-4015	1,756,701	16,713	17,913	1,791,327	1,791,327	0	1,791,327
Kings	Kings Community Action Organization, Inc.	23F-4016	280,367	31,372	3,149	314,888	285,893	28,995	314,888
Lake/Mendocino	North Coast Opportunities, Inc.	23F-4017	559,482	31,324	5,705	596,511	570,511	26,000	596,511
Lassen/Plumas/Sierra	Plumas County Community Development Commission	23F-4018	265,243	28,524	2,704	296,471	270,471	26,000	296,471
Los Angeles	Foothill Unity Center, Inc.	23F-4019	346,301	21,882	3,531	371,714	353,127	18,587	371,714
Los Angeles	Long Beach Community Action Partnership	23F-4020	699,993	114,707	8,229	822,929	713,790	109,139	822,929
Los Angeles	County of Los Angeles Dept. of Public Social Services	23F-4021	6,149,474	135,626	63,486	6,348,586	6,270,685	77,901	6,348,586
Los Angeles	City of Los Angeles Community Investment for Families Dept.	23F-4022	6,361,802	445,041	68,755	6,875,598	6,487,190	388,408	6,875,598
Madera	Community Action Partnership of Madera County, Inc.	23F-4023	312,051	10,220	3,182	325,453	318,202	7,251	325,453
Marin	Community Action Marin	23F-4024	293,637	18,677	2,994	315,308	299,424	15,884	315,308
Mariposa	SEE CALAVERAS COUNTY								
Mendocino	SEE LAKE COUNTY								
Merced	Merced County Community Action Agency	23F-4025	494,821	30,707	5,046	530,574	504,574	26,000	530,574
Modoc/Siskiyou	Modoc-Siskiyou Community Action Agency	23F-4026	273,071	28,598	2,785	304,454	278,454	26,000	304,454
Mono	SEE INYO COUNTY								
Monterey	Monterey County Community Action Partnership	23F-4027	489,515	30,657	4,992	525,164	499,164	26,000	525,164
Napa	Community Action Napa Valley	23F-4028	274,358	28,610	2,798	305,766	279,766	26,000	305,766
Nevada	Nevada County Dept. of Housing & Community Services	23F-4029	292,893	21,111	2,986	316,990	298,666	18,324	316,990
Orange	Community Action Partnership of Orange County	23F-4030	3,135,610	29,831	31,974	3,197,415	3,197,415	0	3,197,415

State of California
Department of Community Services and Development
2023 CSBG Allocation
CAAs

Attachment A

							PROJECT BUDGETS		
County	Agency	Contract Number	First Release (8/30/22)	Second Release (4/12/23)	Third Release (8/2/23)	Total 2023 Contract	CAA	CAA - Discretionary	Total 2023 Contract
Placer	Project GO, Inc.	23F-4031	414,183	3,941	4,223	422,347	422,347	0	422,347
Plumas	SEE LASSEN COUNTY								
Riverside	Community Action Partnership of Riverside County	23F-4032	3,006,351	28,601	30,656	3,065,608	3,065,608	0	3,065,608
Sacramento	Sacramento Employment and Training Agency	23F-4033	2,089,669	19,880	21,309	2,130,858	2,130,858	0	2,130,858
San Benito	San Benito County H&HSA, CS & WD	23F-4034	276,203	28,628	2,816	307,647	281,647	26,000	307,647
San Bernardino	Community Action Partnership of San Bernardino County	23F-4035	3,132,255	29,799	31,940	3,193,994	3,193,994	0	3,193,994
San Diego	County of San Diego, H&HSA, CAP	23F-4036	3,481,160	59,119	35,497	3,575,776	3,549,776	26,000	3,575,776
San Francisco	Urban Services YMCA	23F-4037	854,873	34,133	8,717	897,723	871,723	26,000	897,723
San Joaquin	San Joaquin County Dept. of Aging & Community Services	23F-4038	989,759	35,416	10,093	1,035,268	1,009,268	26,000	1,035,268
San Luis Obispo	CAP of San Luis Obispo County, Inc.	23F-4039	289,741	28,757	2,954	321,452	295,452	26,000	321,452
San Mateo	San Mateo County Human Services Agency	23F-4040	464,638	30,421	4,737	499,796	473,796	26,000	499,796
Santa Barbara	Community Action Commission of Santa Barbara County	23F-4041	535,583	31,095	5,462	572,140	546,140	26,000	572,140
Santa Clara	Sacred Heart Community Service	23F-4042	1,339,194	126,304	14,803	1,480,301	1,365,590	114,711	1,480,301
Santa Cruz	Community Action Board of Santa Cruz County, Inc.	23F-4043	306,246	27,851	3,124	337,221	312,283	24,938	337,221
Shasta	Shasta County Community Action Agency	23F-4044	295,200	28,808	3,011	327,019	301,019	26,000	327,019
Sierra	SEE LASSEN COUNTY								
Siskiyou	SEE MODOC COUNTY								
Solano	Community Action Partnership of Solano, JPA	23F-4045	391,808	29,727	3,995	425,530	399,530	26,000	425,530
Sonoma	Community Action Partnership of Sonoma County	23F-4046	426,954	37,478	4,691	469,123	435,371	33,752	469,123
Stanislaus	Central Valley Opportunity Center, Inc.	23F-4047	718,332	74,528	8,009	800,869	732,490	68,379	800,869
Sutter	Sutter County Community Action Agency	23F-4048	277,211	28,637	2,827	308,675	282,675	26,000	308,675
Tehama	Tehama County Community Action Agency	23F-4049	297,074	28,826	3,029	328,929	302,929	26,000	328,929
Trinity	SEE GLENN COUNTY								
Tulare	Community Services & Employment Training, Inc.	23F-4050	986,205	9,383	10,057	1,005,645	1,005,645	0	1,005,645
Tuolumne	SEE AMADOR COUNTY								
Ventura	Community Action of Ventura County, Inc.	23F-4051	734,083	15,945	7,486	757,514	748,553	8,961	757,514
Yolo	County of Yolo Health and Human Services Agency	23F-4052	391,080	3,721	3,988	398,789	398,789	0	398,789
Yuba	Yuba County Community Services Commission	23F-4053	263,959	28,512	2,691	295,162	269,162	26,000	295,162
TOTAL, all counties			51,030,576	2,097,638	529,537	53,657,751	52,036,423	1,621,328	53,657,751