

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 Business Meeting

Date: 10/26/2023 **Time: From:** 6:00 p.m. **To** 8:00 p.m.

Location: **In-person:** 1470 Civic Court, Suite 200, Conf. Room #207, 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.

On-line/Call-in ZOOM: <https://cccounty-us.zoom.us/j/84020313660?pwd=vAm14HsPHdD8y0S59gbcTRWeevapTh.1>

Password: 293743
Meeting ID: 840 2031 3660
Call In: 1-888-278-0254
Conference Code: 812185
Password: 293743

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

Meeting Leader: Renee Zeimer, Chair

Purpose: To Conduct EOC Business Meeting

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 rward@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. **Action:** Interview and consider approval of new EOC members: V. Benedict and K. Coleman
4. **Action:** Review and approve the draft June 13, 2023 EOC Business Meeting minutes.
5. Receive updates on fiscal reports: Grant #22F-5007 Closeout Report, May through August expenditures for Grant #23F-4007, and demand statuses.
6. **Action:** Review and Approve Amendment #2 for Grant #23F-4007
7. **Action:** Approve attendees for 2023 CalCAPA Conference in SF, CA
8. **Action:** Review and Approve the 2024-25 RFP
9. **Action:** Conduct and Approve EOC Executive Committee Elections
10. **Action:** Approve EOC Community Representative to the Head Start Policy Council
11. Discuss New Implicit Bias Training Required by all Boards and Commissions
12. Discuss Phase 1 Triennial Review Survey and Annual Report

13. Receive CSB staff and EOC Member reports.
14. Identify next steps and new business.
15. 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. Action: Interview and Consider for Approval New EOC Members	Present Clarify Check for Understanding	Renee Zeimer	15 Minutes
4. Action: Review and approve the draft June 13, 2023 EOC Business Meeting minutes	Present Clarify Check for Understanding Check for Approval	Group	5 Minutes
5. Fiscal Reports: <ul style="list-style-type: none"> CSBG Closeout Report for Grant #22F-5007 CSBG Discretionary Expenditure Report for May through August 2023 for Grant #22F-5007 Statuses on demands received, paid, and pending for Program Year 2023-2024 Grant #23F-4007 	Present Clarify Check for Understanding	Michael Morris & Roshunda Ward	15 Minutes
6. Action: Review and approve Amendment 2 for Grant #23F-4007	Present Clarify Check for Understanding Check for Approval	Christina Reich	10 minutes
7. Action: Approved attendees for the CalCAPA Conference in SF, CA	Present Clarify Check for Understanding Check for Approval	Roshunda Ward	10 Minutes
8. Action: Approved the 2024-25 RFI	Present Clarify Check for Understanding Check for Approval	Christina Reich	10 Minutes
9. Action: Conduct and Approve the 2023-24 EOC Executive Committee Elections	Present Clarify Check for Understanding	Christina Reich	20 Minutes
10. Action: Approve EOC Community Representative to the Head Start Policy Council	Present Clarify Check for Understanding	Devlyn Sewell	5 Minutes

11. Discuss Implicit Bias Training	Present Clarify Check for Understanding	Christina Reich	5 Minutes
12. Discuss Phase 1 Triennial Review Survey and Annual Report	Present Clarify Check for Understanding	Christina Reich	5 Minutes
13. Reports: <ul style="list-style-type: none"> • CSB Director • CSB Staff • Chair • Other member reports (Tim Barrow - Measure X) 	Present Clarify Check for Understanding	Group	10 Minutes
14. Next Steps and New Business	Present Clarify Check for Understanding	CSB staff	3 Minutes
15. Meeting Evaluation	+/-Δ	Group	2 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

Application Form

Profile

Victor Benedict

First Name

G

Middle Initial

Tiglaio

Last Name

Home Address

Suite or Apt

Concord

City

CA

State

94520

Postal Code

Primary Phone

victor.tiglaio@berkeley.edu

Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

☒ District 4

N/A

Employer

N/A

Job Title

Length of Employment

N/A

Do you work in Contra Costa County?

☐ Yes ☒ No

If Yes, in which District do you work?

How long have you lived or worked in Contra Costa County?

11 years

Are you a veteran of the U.S. Armed Forces?

☐ Yes ☒ No

Board and Interest

Which Boards would you like to apply for?

Economic Opportunity Council : Submitted

Seat Name

Low-Income Sector 4

Have you ever attended a meeting of the advisory board for which you are applying?

☐ Yes ☒ No

If Yes, how many meetings have you attended?

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

UC Berkeley

Degree Type / Course of Study / Major

Bachelor of Arts in Political Science

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

Dabney College

Degree Type / Course of Study / Major

Associate's Degree for Transfer in Political Science

Degree Awarded?

☒ Yes ☐ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

Other Trainings & Occupational Licenses

Other Training A

Certificate Awarded for Training?

☐ Yes ☐ No

Other Training B

Certificate Awarded for Training?

☐ Yes ☐ No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

Please explain why you would like to serve on this particular board, committee, or commission.

I'd like to serve on the Economic Opportunity Council to offer an underrepresented perspective. Having lived along the Monument Corridor since I was in high school, I've lived and witnessed the struggles of being part of a working class family. I've seen the difficulty of navigating the bureaucracy of our government to access benefits, and how sometimes it discourages families from even trying. My lived, academic, and professional experience lend a unique voice that's not currently present on the Council.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

Having served in two government committees now, the Blue Ribbon Committee and the Bicycle and Pedestrian Advisory Committee at the Concord City Council, I believe I have the technical qualifications to sit on the Economic Opportunity Council. My work involving overseeing budgets in political campaigns and nonprofits are also closely related to the work of the Council. Lastly, my professional experience in government and politics allowed me to build my skills in community outreach and organization.

[Upload a Resume](#)

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

☒ Yes ☐ No

Do you have any obligations that might affect your attendance at scheduled meetings?

☐ Yes ☒ No

If Yes, please explain:

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

☐ Yes ☒ No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

List any volunteer or community experience, including any advisory boards on which you have served.

Communications Director at the Contra Costa Young Democrats, Board Member at the Monument Impact, Committee Member at the Bicycle and Pedestrian Advisory Committee at the Concord City Council, and Committee Member at the Blue Ribbon Committee at the Concord City Council

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relationships?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and undersand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

☒ **I Agree**

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: (1) file a Statement of Economic Interest Form also known as a Form 700, and (2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships:
 - (1) Mother, father, son, and daughter;
 - (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

VICTOR BENEDICT TIGLAO

Concord, CA 94520

██████████ | victortiglao@berkeley.edu

EDUCATION

Bachelor of Arts, Political Science

August 2021

University of California, Berkeley

- GPA: 3.6
- Achievements: Cal Alumni Pride Scholarship (from UC Berkeley Alumni Association), Award of Scholarship & Excellence (Pilipinx American Alliance of UC Berkeley)
- Extracurricular Activities: Editor at Berkeley Undergraduate Journal, Contributor at Maganda Magazine, Member at Debate Society of UC Berkeley, Member at Cal Berkeley Democrats, Member at Undergraduate Legal Honors Society

AWARDS AND HONORS

- Received the highest honor, the PG&E Kronenberger Memorial Scholar, from eQuality Scholarship Collaborative for stellar academic and legislative achievements (May 2019)
- Won the Congressman Eric Swalwell Outstanding Young Democrat of the Year award from Contra Costa Young Democrats for organizing 10,000 people for the March for Our Lives in Walnut Creek, CA (May 2018)
- Won the Volunteer of the Year award with Contra Costa Young Democrats from the California Democratic Party for registering more voters than any other Young Democrat organization statewide (May 2017)

PROFESSIONAL EXPERIENCE

Communications Director

Jun 2023 — Present

Contra Costa Young Democrats (Contra Costa County, CA)

- Manage the club's communications strategy, including social media and press releases
- Grew the club's social media accounts by more than 2300% since presiding over as Digital Director in 2018

Board of Directors

Mar 2023 — Present

Monument Impact (Concord, CA)

- Oversee the Monument Impact's budget and set financial goals for the nonprofit
- Strategize, build, and support the nonprofit's present and future programs

Delegate for California's 15th Assembly District

Feb 2023 — Present

California Democratic Party (Sacramento, CA)

- Campaigned on renewing the American Dream for my generation; prioritizing abundant housing development, expanding transportation options like the high-speed rail, and protecting our planet
- Received the second highest votes among 34 candidates for 14 Delegate spots
- Became the youngest Delegate from the 15th Assembly District

Committee Member

Aug 2022 — Feb 2023

Bicycle & Pedestrian Advisory Committee at the Concord City Council (Concord, CA)

- Oversee the city's transportation plans to ensure adherence to the Bicycle, Pedestrian, and Safe Routes to Transit Plan
- Advocate to fund alternative modes of transportation, including from the \$1 trillion Bipartisan Infrastructure Law
- Meet with various stakeholders and constituents to properly address community concerns

Campaign Manager

Aug 2022 — Nov 2022

Sasai for Pinole 2022 (Pinole, CA)

- Developed the political and campaign strategy that both embraced traditional and innovative aspects of retail politics
- Communicated and established the candidate's policy positions that successfully resonated with Pinole's voters
- Won the election resoundingly, beating out two incumbents for the top spot as a first-time candidate, who out-raised his opponents and made history as the first Filipino-American and youngest Councilmember of the City of Pinole

Campaign Manager

Jun 2021 — Jun 2022

Johnson for Fairfield 2022 (Fairfield, CA)

- Created innovative local policies to jumpstart the City of Fairfield, such as utility-scale battery storage systems, downtown revitalization, affordable housing development, and multimodal transportation designs
- Managed campaign strategy, including candidate branding, messaging, community outreach, and fundraising

Research Intern

Apr 2021 — Jul 2021

Political Violence Lab (Washington, DC)

- Researched media bias on international conflict reporting and identified sources of facts that compose media reports, particularly the role of academia in American journalism
- Collaborated with the United Nations in locating and identifying hundreds of remote refugee camps for proper documentation

Committee Member

Oct 2018 — Jun 2019

Blue Ribbon Committee at the Concord City Council (Concord, CA)

- Served as the student representative tasked with overseeing developments in education over the next 30 years
- Ensured student concerns were addressed, such as affordability, housing, diversity, and sustainability, which were all approved and retained in the foundational document

Legislative Fellow

Jun 2018 — Aug 2018

Office of State Senator Scott Wiener (Sacramento, CA)

- Wrote SR 127, commemorating the 40th year of the Briggs' Initiative's defeat
- Edited bill language, particularly the California Internet Consumer Protection and Net Neutrality Act
- Presented court cases to the Senator regarding the constitutionality of his bills

SKILLS

Campaign management, policy writing, program evaluations, public speaking, political organization, public communications, cultural awareness, social media marketing, Adobe Illustrator proficiency, fluent in Tagalog

PRESENTATIONS*Social Media Workshop at Contra Costa Young Democrats (Sept 2020)*

- Hosted a workshop for candidates about navigating and developing their social media strategy

Under 30 Making Change at Rock the Congress (Oct 2019)

- Spoke on best strategies and approaches for youth about entering politics

PROFESSIONAL AFFILIATIONS

Digital Director at Contra Costa Young Democrats (Apr 2017 — Present), Founder at Book Club Campaign (Jul 2020 — Present), Founder & President of College Democrats of Diablo Valley College (Aug 2017 — May 2019), Organizer at March for Our Lives Walnut Creek (Mar 2018), Newsletter Editor at Diablo Valley Literacy Council (Mar 2017 — Apr 2019)

Application Form

Profile

Dr. Karen

First Name

Coleman

Last Name

Home Address

State or Zip

Antioch

City

CA

State

94531

Postal Code

Mobile:

Primary Phone

ynettenub an@yahoo.com

Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

None Selected

Employer

Job Title

Length of Employment

Do you work in Contra Costa County?

☐ Yes ☐ No

If Yes, in which District do you work?

How long have you lived or worked in Contra Costa County?

Are you a veteran of the U.S. Armed Forces?

☐ Yes ☐ No

Board and Interest

Which Boards would you like to apply for?

Economic Opportunity Council : Submitted

Seat Name

Have you ever attended a meeting of the advisory board for which you are applying?

☐ Yes ☒ No

If Yes, how many meetings have you attended?

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

University of Phoenix

Degree Type / Course of Study / Major

Doctorate in Business

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

San Francisco State

Degree Type / Course of Study / Major

BSN/Nursing

Degree Awarded?

☒ Yes ☐ No

College/ University C

Name of College Attended

Holy Names University

Degree Type / Course of Study / Major

MSN/MBA/Nursing/Business

Degree Awarded?

☒ Yes ☐ No

Other Trainings & Occupational Licenses

Other Training A

Certificate Awarded for Training?

☐ Yes ☐ No

Other Training B

Certificate Awarded for Training?

☐ Yes ☐ No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

Please explain why you would like to serve on this particular board, committee, or commission.

Support and work on Health Disparities

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

I have over 30 years experience in nursing, healthcare management, and education. In my experience with patients, I have noticed the increase in demand for patient care with an emphasis on mental healthcare. I am pursuing my Psychiatric-Mental Health Nurse Practitioner degree to help improve health disparities

[Upload a Resume](#)

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

☒ Yes ☐ No

Do you have any obligations that might affect your attendance at scheduled meetings?

☐ Yes ☒ No

If Yes, please explain:

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

☐ Yes ☒ No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

List any volunteer or community experience, including any advisory boards on which you have served.

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relationships?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

☒ I Agree

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5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
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 - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

karencoleman0619@gmail.com

Pearland, Texas

KAREN COLEMAN

Holistic Nursing Professional

OBJECTIVE

I have over 20 years of experience in nursing, healthcare management, and education. In my experience with patients, I have noticed the increase in demand for patient care with an emphasis on mental healthcare. I am pursuing my Psychiatric-Mental Health Nurse Practitioners degree to provide better care to patients.

EDUCATION

Doctorate of Business Administration

University of Phoenix

2019

Master of Business Administration

Master of Nursing Administration

Holy Names University

2008

Bachelor of Science in Nursing

San Francisco State University

2001

LICENSURE & CERTIFICATION

Registered Nurse - Texas

2021-2023

Basic Life and Advanced Cardiac Life Support

2021-2023

Health Coach Institute

Certified Health Coach - in progress

Certified Life Coach - in progress

National Society of Leadership and Success

Member

EXPERIENCE

HEALTHCARE CONSULTANT & EDUCATOR

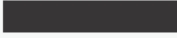
Helping Other People Ignite | 2003- Present

- Serve in communities that historically did not receive healthcare due to misinformation and distrust
- Build bridges between the community and healthcare professionals
- Lead patient education on self-advocacy, such as requesting information, preparing questions, making appointments, and requesting referrals
- Plan and implement various teaching strategies, methods, and materials tailored to diverse client needs and knowledge levels
- Network to cultivate client base and spread organizational awareness

CHARGE NURSE - INTENSIVE CARE UNIT

Saint Francis Memorial Hospital | 2003 - 2015

- Managed and planned care of pediatric and adult critically ill patients
- Developed nursing staff by creating DEIB training to foster trust and understanding
- Supported system-wide goals by planning and developing research activities for sepsis and burn unit certification
- Educated team on disadvantaged communities to promote advocacy
- Collaborated with physicians and key stakeholders to build and advocate for equitable and culturally relevant healthcare reform on a system-wide level


karencoleman0619@gmail.com

Pearland, Texas

KAREN COLEMAN

Holistic Nursing Professional

CHARGE NURSE - SURGICAL AND MEDICAL INTENSIVE CARE

Contra Costa Regional Medical Center | 2009 - 2011

- Supervised and led mentorship team of RN's, Nursing Assistants and Clerks
- Led Rapid Response team by assessing and triaging medical emergencies
- Provided specialized nursing care in the ICU and ER
- Partnered with key stakeholders to plan and advance center initiatives to meet strategic organization wide goals
- Facilitated team meetings for addressing unit issues and quality control
- Executed conflict resolution strategies to mitigate unit discourse

VOLUNTEER

Health and Wellness Educator

Grace Bible Fellowship of Antioch

PUBLICATIONS

Black Versus White Medicare/ Medicaid

Patients Health Care Experiences: A

Quantitative Causal Comparative Study

2019

Economic Opportunity Council Roster - October 2023

SEAT	MEMBER
Public Sector – District 1	
Public Sector – District 2	Renee Zeimer
Public Sector – District 3	LaTonia Peoples-Stokes
Public Sector – District 4	Ajit Kaushal
Public Sector – District 5	
Low Income Sector – Seat 1	
Low Income Sector – Seat 2	Mattieu Rogers
Low Income Sector – Seat 3	Desire Medlen
Low Income Sector – Seat 4	
Low Income Sector – Seat 5	
Low Income Sector – Alternate 1	
Private/Non-Profit Sector – Seat 1	Patricia Campbell
Private/Non-Profit Sector – Seat 2	Tim Barrow
Private/Non-Profit Sector – Seat 3	Alison McKee
Private/Non-Profit Sector – Seat 4	Monisha Merchant
Private/Non-Profit Sector – Seat 5	Devlyn Sewell
Private/Non-Profit Sector – Alternate 2	



Economic Opportunity Council (EOC) Business Meeting Minutes

Location: 1470 Civic Court, Suite 200, Conference Room 207



Date: 06/13/23

Time Convened: 6:11 pm

Time Terminated: 7:36 pm

Recorder: Christina Reich

Conference Call attendees: None

Present: Alison McKee, Renee Zeimer, Delphine Smith, Patricia Campbell, Devlyn Sewell, Tim Barrow, Ajit Kaushal, Desire Medlen, Monisha Merchant

Absentees: LaTonia Stokes, Sofia Navarro

Staff: Christina Reich

Quorum: Yes

TOPIC	RECOMMENDATION / SUMMARY
Review desired outcomes and ground rules	➤ Christina Reich reviewed the desired outcomes and ground rules.
Public Comment	➤ None.
Action: ➤ Approve May 11, 2023 Business Meeting minutes	A motion to approve the 5/11/23 Business meeting minutes with no changes was made by Alison McKee and seconded by Delphine Smith. The motion passed with EOC members voting as follows: Ayes: 9 Nays: 0 Abstentions: 0 Absent: 2
Action:	Christina Reported that the county has been awarded an additional \$8,821.00 in CSBG funds and recommends

4 TOPIC	RECOMMENDATION / SUMMARY
<p>➤ Approve the Amendment 1 for Grant #23F-4007</p>	<p>that the EOC approve the use of the funds for the upcoming 2023 National Community Action Conference in Atlanta, GA. She presented the budget that includes the cost of sending two staff and two EOC members. She pointed out that a portion of Nic's travel will be paid for by the Head Start training budget. Christina spoke to the importance of attending training to keep abreast of best practices and new information and shared that training is one of our organizational standards.</p> <p>A motion to approve sending two staff and two EOC members to the NCAP Conference in Atlanta was made by Monisha Merchant and seconded by Delphine Smith.</p> <p>The motion passed with EOC members voting as follows: Ayes: 9 Nays: 0 Absentions:0 Absent: 2</p>
<p>Action:</p> <p>➤ Approve the Attendees for the 2023 National Community Action Conference in Atlanta, GA</p>	<p>Christina asked who would like to attend the conference and the following people responded: Renee Zeimer, Delphine Smith, Tim Barrow, and Ajit Kaushal. Each explained why they wanted to go, and the matter was brought to a ballot vote. The vote resulted in Renee winning most of the votes, with a tie between Tim, Delphine, and Ajit for the second place. Another ballot vote was taken to determine the winner for the second spot and Delphine Smith emerged the winner.</p> <p>A motion to approve sending Renee Zeimer and Delphine Smith to the NCAP Conference in Atlanta was made by Alison McKee and seconded by Delphine Smith.</p> <p>The motion passed with EOC members voting as follows: Ayes: 9 Nays: 0 Absentions:0 Absent: 2</p>
<p>Action:</p> <p>➤ Approve the 2024-25 Community Action Plan</p>	<p>Renee presented the draft of 2024-25 Community Action Plan and highlighted the revised mission statement and the overarching statement that that the Ad Hoc Committee developed. A discussion ensued and some editing took place in real time. The group reached consensus as to the priority areas presented. Renee spoke to the fact that further wordsmithing will take place and we may have changes from the public hearing on the Community Action Plan scheduled for June 29, 2023. Christina will send the edited version out to everyone for final feedback.</p> <p>A motion to approve the 2024-25 Community Action Plan as revised was made by Delphine Smith and seconded by Monisha Merchant.</p>

5	TOPIC	RECOMMENDATION / SUMMARY
		<p>The motion passed with EOC members voting as follows:</p> <p>Ayes: 9 Nays: 0 Absentions:0 Absent: 2</p>
	Next Steps:	<p><u>Next Steps</u></p> <ul style="list-style-type: none"> • Christina will send out tonight's edited version of the CAP to the group. • Christina will send out the Public Hearing Flyer to the group. • Christina will begin the travel arrangements for the conference.
	Evaluate the Meeting	<ul style="list-style-type: none"> • Everything went well. • No meeting in July.

DRAFT

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,



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	1a.\$ _____
b. January 1, 2023 – December 31, 2023	1b.\$ _____
c. January 1, 2024 – December 31, 2024	1c.\$ _____
2) Enter the amount of Interest Earned in excess of \$500 during the contract periods below:	
a. January 1, 2022 – December 31, 2022	2a.\$ _____
b. January 1, 2023 – December 31, 2023	2b.\$ _____
c. January 1, 2024 – December 31, 2024	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):	Telephone number: 925-608-4974
Michael Morris, Accountant III	()
Date:	6/30/23

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	<p>State the condition of the items purchased using the following categories:</p> <p>G = Good P = Poor N = No longer Needed F = Fair I = Inoperative</p>
Definition	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.

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%	26%	74%	
Line		sub	Original	Jun	Jul	Aug	YTD		
Item	Description	object	Budget	2023	2023	2023	Total	Balance	% Spent
	<u>ADMINISTRATIVE COSTS:</u>								
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%
	<u>PROGRAM COSTS:</u>								
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%
	Program Fringe Benefits		109,548	6,874.70	10,183.27	4,875.66	21,933.63	87,614.37	20%
	Student Interns Fringe Benefits		14,697	50.89	321.57	476.47	848.93	13,848.07	6%
3	Operating Expenses		15,889	7,166.59	2,621.75	6,603.11	16,391.45	(502.45)	103%
	Office Expense	2100/02	500	4,742.49	1,122.28		5,864.77	(5,364.77)	1173%
	Communications	2110	1,013	241.31		793.48	1,034.79	(21.79)	102%
	Tel Exchange Service	2111	1,726	44.77	56.11	56.27	157.15	1,568.85	9%
	Membership Dues	2200	6,650	-		4,495.00	4,495.00	2,155.00	68%
	Local Travel Confernces	2300/03	3,500	1,055.88		143.93	1,199.81	2,300.19	34%
	Supplies for Outreach/Homeless	2150/2490	2,500	1,082.14	1,443.36	1,114.43	3,639.93	(1,139.93)	146%
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%

GRANT #23F-4007							
	BUDGET LIMIT	BILLED TO CCC (all demands received and on hold included)	REMAIN BAL / NO DEMANDS RECEIVED	PAID BY CCC A/C	Percentage of Budget paid out	Balance to be paid	Percentage of Budget left to be paid
BACR	\$30,000.00	\$18,107.08	\$11,892.92	\$14,777	49%	\$15,223.38	51%
BALA	\$29,000.00	\$14,409.00	\$14,591.00	\$14,409	50%	\$14,591.00	50%
CC CLUB	\$35,200.00	\$6,412.57	\$28,787.43	0	0%	\$35,200.00	100%
GRIP	\$26,000.00	\$26,000.00	\$0.00	\$26,704.98	103%	-\$704.98	-3%
HOPE	\$36,200.00	\$15,957.75	\$20,242.25	\$10,416.41	29%	\$25,783.59	71%
LAO	\$32,200.00	\$12,438.63	\$19,761.37	\$9,969.34	31%	\$22,230.66	69%
LF	\$27,000.00	\$25,019.43	\$1,980.57	\$6,098.00	23%	\$20,902.00	77%
MCC	\$33,200.00	\$9,960.00	\$23,240.00	\$0	0%	\$33,200.00	100%
OJ	\$36,000.00	\$18,000.00	\$18,000.00	\$15,000	42%	\$21,000.00	58%
RISE	\$28,000.00	\$13,582.86	\$14,417.14	\$10,083.70	36%	\$17,916.30	64%
STAND	\$33,000.00	\$3,315.88	\$29,684.12	\$2,217.71	7%	\$30,782.29	93%
STVP	\$26,200.00	\$26,200.00	\$0.00	\$26,200.00	100%	\$0.00	0%
WPE	\$37,000.00	\$19,350.00	\$17,650.00	\$0.00	0%	\$37,000.00	100%
TOTAL	\$409,000.00	\$208,753.20	\$200,246.80	\$135,876			
	100%	51.04%	48.96%	33.22%			

As of 10-6-23



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

OPERATING EXPENSES	BUDGET	JUNE	JULY	AUG	YTD	BALANCE	% USE
Office Expense	\$500.00	\$4,742.49	\$1,122.28		\$5,864.77	(\$5,364.77)	1173%
Communications	\$1,013.00	\$241.31		\$793.48	\$1,034.79	(\$21.79)	102%
Tel Exchange Service	\$1,726.00	\$44.77	\$56.11	\$56.27	\$157.15	\$1,568.85	9%
Membership Dues	\$6,650.00			\$4,495.00	\$4,495.00	\$2,155.00	68%
Local travel Conferences	\$3,500.00	\$1,055.88		\$143.93	\$1,199.81	\$2,300.19	34%
Supplies for Outreach	\$2,500.00	\$1,082.14	\$1,443.36	\$1,114.43	\$3,639.93	(\$1,139.93)	146%
Total	<u>\$ 15,889.00</u>					<u>\$(502.45)</u>	

OUT-of -State-Travel Budget \$13,321.00 7118.47 \$6,202.53

Options for allocation of Amendment #2 \$9455.00 & Out of State travel \$6202.53 = \$15,657.53

Option #1

Office Expense	\$6,364.77		
Communication	\$1,121.79		
Local conference (6)	\$2,241.81	4 EOC , RW & MM	\$757.00 pp
Supplies for Outreach	\$5,929.16		
	\$15,657.53		

OPTION #2

Office Expense	\$6,114.77		
Communication	\$771.79		
Local Travel conference (5)	\$1,484.81	3 EOC, RW, MM	\$757.00 pp
Supplies for Outreach	\$7,286.16		
	\$15,657.53		

OPTION #3

Office Expense	\$5,864.77		
Communication	\$521.79		
Local Conference (4)	\$727.81	2 EOC, RW, MM	\$757.00 pp
Supplies for Outreach	\$8,543.16		
	\$15,657.53		

Supplies for outreach includes meals for EOC meetings, which averages \$285 per meeting x 8 = \$2280.00

Cost per person to attend CalCAPA Annual Conference November 7 – 9, 2023

Conference \$600.00 Late Registration 10/1 – 10/16 \$600.00

Bart to & from \$ 48.00

Breakfast \$ 54.00

Lunch 2 days \$ 40.00

Incidental \$ 15.00

Total \$757.00



2023 CalCAPA Annual Conference Agenda
Subject to Change

Monday, November 6, 2023

Time	Session	Entity
10:00-4:00	OMB Uniform Guidance Training	CAPLAW & Kay Sohl Consulting
1:00-4:00	Quarterly CSP Meeting	California Department of Community Services & Development
1:00-4:00	Organization Standards for Private & Public Boards	NCAP

Tuesday, November 7, 2023

Time	Session	Speaker/Entity
8:00-8:30	Breakfast	–
8:30-9:45	Opening General Session– Day 1	Greetings from: Jeremy Tobias , Executive Director of Community Action Partnership of Kern and CalCAPA Board President David Knight , Executive Director of CalCAPA David Scribner , Director of California Department of Community Services and Development Leslie Taylor , Program Chief of Community Services Division of the California Department of Community Services and Development
10:00-11:10	Homelessness	Single A Veronica McDonnell & Nikon Guffey of City of Los Angeles Community Investment for Families Department– “Effective Strategies to Prevent Vulnerable Populations from Falling into Homelessness”



2023 CalCAPA Annual Conference Agenda
Subject to Change

		<p>Triple A</p> <p>Cynthia Nagendra of San Francisco Department of Homelessness & Supportive Housing– “An Equity Driven Plan to Prevent and End Homelessness in San Francisco”</p> <p>Majors</p> <p>Louis Gill & Rebecca Moreno of CAP Kern– “Readiness, Flexibility, and Low Barrier- A Service Model for Homelessness”</p>
11:20-12:30	Child Welfare & Early Childhood Education	<p>Single A</p> <p>Melinda Sokolowski of CAP San Luis Obispo– “Differential Response programs in SLO County”</p> <p>Triple A</p> <p>Yasmin Grewal-Kök of the Chapin Hall at the University of Chicago– “Child and Family Well-being System: Economic & Concrete Supports as a Core Component”</p> <p>Majors</p> <p>Jackie Thu-Wong of First 5 California– “Early Childhood: the Key to Mitigating ACEs Impact on Child Welfare Involved Children”</p>
12:30-2:00	LUNCH	Join CalCAPA for State Association Awards!
2:00-2:50	Keynote Speaker	Jay Jordan of Alliance for Safety & Justice
3:00-3:50	Staff Development	<p>Single A</p> <p>Megan Joseph & Shebreh Kalantari-Johnson of Impact Launch– “Unlocking Potential: Fostering a Culture of Transformational Leadership for Staff”</p>



2023 CalCAPA Annual Conference Agenda
Subject to Change

		Retention, Growth, and Impact” Triple A Barbara Low of Wipfli – “Creating an Agency University” Majors Lawrence Hiner of CalCAPA – “CAVO: Efficient Onboarding for Staff and Board Members”
4:00-6:00	–	Welcome Reception <i>Location TBD</i>

Wednesday, November 8, 2023

Time	Session	Speaker/Entity
8:00-8:30	Breakfast	-
8:30-9:45	Opening General Session– Day 2	TBA
10:00-11:10	Organization Standards & Capacity	Single A Wilmer Brown, Jr. of California Department of Community Services & Development – “2024 Monitoring Webinar- Monitoring for Impact!” Triple A Barbara Low of Wipfli – “Succession Planning to Stabilize the Agency’s Future Leadership” Majors Gregory Scott & LaShanda Maze of CAP Orange County – “Executive Leadership in Philanthropy”



2023 CalCAPA Annual Conference Agenda
Subject to Change

11:20-12:30	DEI	<p>Single A</p> <p>LaVada English of Bright Places, Inc.– “Reframing the Way We See Service: Overcoming Biases in Non-Profit Work”</p> <p>Triple A</p> <p>Reggie Caldwell of Caldwell Counseling, Coaching and Consulting– “Attaining Racial Equity”</p> <p>Majors</p> <p>Tori Truscheit & Matt King of Sacred Heart Community Service– “Charity and Solidarity: How Sacred Heart Community Service Does Both”</p>
12:30-2:00	<p>LUNCH- On Your Own <i>*Lunch provided for members during Business Meeting</i></p>	<p>CalCAPA Business Meeting 1:00-2:00</p>
2:00-2:50	The Community Action Movement	<p>Single A</p> <p>Deanna Zotalis-Ferreira & Janet Barragan of County of San Diego, Department of Homeless Solutions and Equitable Communities– “Community Health Worker Model: A Pathway to Equity”</p> <p>Triple A</p> <p>Gina Guillemette & Panelists of Community Action Marin– “Levers for Change - A Case Study in Local Anti-Poverty Movement-Building”</p> <p>Majors</p> <p>Armando Mendoza of The U.S. Census Bureau– “How the ACSI & Census Dictate Funding”</p>



2023 CalCAPA Annual Conference Agenda
Subject to Change

3:00-3:50p	ROMA & Performance Management	<p>Single A</p> <p>Alexander Caro & Curtis Gibbs of CAP Orange County– “Utilizing ROMA principles to create a Community Needs Assessment that guides a Strategic Plan”</p> <p>Triple A</p> <p>Dr. PJ Davis of ANCRT– “Communication with a Results Orientation: Using a ROMA Lens”</p> <p>Majors</p> <p>Shawn Howell of SA Howell, LLC– “The Mission Aligned Data Driven (MADD) Mindset”</p>
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Thursday, November 9, 2023

Time	Session	Speaker/Entity
8:00-9:00	Breakfast	-
9:00-10:00	CalAIM Panel Discussion	<p>Luke Brown, Director of Housing & Community Services– Merced County Community Action Agency</p> <p>Sylvia Dang, Training Manager– Community Action Partnership of Orange County</p> <p>Rebecca Moreno, Director of Housing and Supportive Services– Community Action Partnership of Kern</p>
10:20-11:00	Developing and Implementing the CalCAPA Online SROI Calculator	Frederick Richmond, President– The Center for Applied Management Practices, Inc.



2023 CalCAPA Annual Conference Agenda
Subject to Change

11:00-11:30	Community Action 60th Anniversary Kickoff	Mary Alice Escarsega-Fechner, Executive Director, Community Services & Employment Training & CalCAPA Board President Elect David Knight, Executive Director, CalCAPA
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CONTRA COSTA COUNTY

Community Action Projects REQUEST FOR PROPOSALS (RFP) XXX

Please read this entire packet carefully.

Contra Costa County (County) Employment and Human Services Department (EHSD) announces Request for Interest (RFP) #XX seeking applications from eligible organizations to design and deliver Community Action Projects in alignment with the 2024/25 Contra Costa County Community Action Plan. Selected organizations may be awarded up to, but not more than, \$200,000.00, if additional funding becomes available. Awarded amounts typically range from \$20,000 to \$40,000 per year. Grants are awarded for a two-year period. This RFP is not in itself an offer of work, nor does it commit the County to fund any proposal submitted. The County is not liable for any costs incurred in the preparation or research of proposals.

**Final proposal submission will be due
by 5:00 p.m. on XXX**

Call the Employment and Human Services Department, Contracts Unit at (925) 608-4969 with any questions about the process for this RFP.

Thank you in advance for your effort in preparing your response.

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SECTION 1: LEGAL NOTICE

REQUEST FOR PROPOSAL #XXX

COMMUNITY SERVICES BUREAU

Community Action Projects

The Contra Costa County Employment and Human Services Department (EHSD), Community Services Bureau (CSB), announces the issuance of Request for Proposals (RFP) XXX, making available up to a total of \$410,000 for qualified agencies with interest, expertise and experience in implementing anti-poverty programs to Contra Costa County residents living at or below 125% of the Federal Poverty Level.

Program funding is for the period March 1, 2024 through February 28, 2026 and is a maximum of \$410,000 **per year**. EHSD will award selected agencies a (24) month contract to implement Community Action projects in the area(s) of affordable housing/shelter/rental assistance, food security/nutrition, mental health access, and/or employment/living wage jobs.

Bidders' Proposals are due by 5:00 p.m. on xxxxxx, without exception. For complete RFP details and submission requirements, a copy of the RFP is available on the EHSD website: <https://ehsd.org/overview/contracting-opportunities/> or by calling (925) 608-4969.

SECTION 2: RFP 1192 TIMELINE

<u>Event/Location</u>	<u>Date</u>
RFP Published & Announced	
RFP Questions due to EHSD	
Responses to RFP Questions Published by EHSD	
RFP Proposal Response Submission Due Date	
EHSD Compliance Review and Evaluation	
EHSD Fiscal Review and Evaluation	
CFS Bureau Committee Review and Evaluation	
Award Letter Notification	
Appeal Period (10 business days after Award Letter issuance)	
Contract Negotiation and Processing	
CCC Board of Supervisors' Authorization	
Anticipated Contract Start Date	

All dates are subject to change as deemed in the best interest of EHSD.

Contact (RFP Process only): EHSD Contracts Unit
Contact Phone: (925) 608-4969
Contact Email: contractbid@ehsd.cccounty.us

Submit questions about this RFP to contractbid@ehsd.cccounty.us with "RFP XXX" in the subject line. Questions must be submitted by the RFP Questions due to EHSD date referenced in the schedule above. Once you have submitted your Questions, you must call 925-957-5645 and follow the instructions provided. This will ensure EHSD has received proper notification of your questions. Responses to questions will be posted on the EHSD website at <https://ehsd.org/overview/contracting-opportunities/> under this RFP by the Responses to RFP Questions date referenced in the schedule above.

SECTION 3: REQUEST FOR PROPOSALS INTRODUCTION

3.1 Solicitation

The purpose of this Request for Proposals (RFP) is to identify agencies that have interest, experience and expertise in providing anti-poverty programs in the specific area(s) of affordable housing/shelter/rental assistance, food security/nutrition, mental health access, and/or employment/living wage jobs.

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.

This RFP includes a schedule for proposal procedures and deadlines, describes the services required, provides instructions and forms for the preparation and submittal of the proposal, outlines the review process, and contains administrative and program information useful to prospective bidders.

3.2 Qualified Bidders

Eligible Bidders are agencies that on their own have adequate controls and personnel to provide timely comprehensive Community Action programs as defined in Section 4. Qualified bidders must demonstrate capacity for collaboration, interagency coordination and attest to their qualifications on Form #2, Statement of Qualifications (see Section 9. REQUIRED FORMS).

3.3 Estimated Funding

EHSD anticipates awarding multiple twenty-four (24) month contracts to selected agencies. The combined total award will not exceed \$200,000 per twelve (12) month period, to fund Community Action projects requested under this RFP. The anticipated contract period is from March 1, 2024 through February 28, 2026.

The contract resulting from this RFP may potentially be renewable for one (1) additional year at the discretion of EHSD. The renewals are dependent upon the availability of funds at the time the agreement goes into effect, achievement of outcomes during the current contract period, and service needs.

Funding consists of federal Community Services Block Grant funds. EHSD will administer these funds.

3.4 Questions about RFP

Potential Bidders may pose questions about the RFP process or content by submitting questions to EHSD.

Questions about RFP content must be submitted via email to contractbid@ehsd.cccounty.us by the “RFP Questions due to EHSD” date referenced in Section 2, RFP Timeline. Once you have submitted your Questions, you must call 925-957-5645 and follow the instructions provided. This will ensure EHSD has received proper notification of your questions. All questions submitted in accordance with the schedule will be answered with responses posted on the EHSD website under this RFP at <https://ehsd.org/overview/contracting-opportunities/>. Upon conclusion of the “RFP Questions due to EHSD” date referenced in Section 2, RFP Timeline, only RFP process related questions will be accepted and can be sent via email to contractbid@ehsd.cccounty.us. All emails should include “RFP XXX” in the subject line.

3.5 Ex Parte Communication

EHSD will enforce the prohibition on *ex-parte* communication during this RFP process. The *ex-parte* communication restricts RFP bidders from contacting members of the EHSD Staff directly to provide information regarding this RFP to any Bidder.

3.6 Right to Amend or Cancel

EHSD reserves the right to delay, amend, or cancel all or any part of this RFP at any time without prior notice. EHSD also reserves the right to modify the RFP process and timeline as is deemed necessary. This RFP does not commit EHSD to accept any proposal, nor is EHSD responsible for any costs incurred by Bidders in the preparation of responses to this RFP.

EHSD reserves the right to reject any or all proposals, to accept or reject any or all items in the proposal and to award contracts in whole or in part as is deemed to be in the best interest of EHSD and the Economic Opportunity Council.

3.7 Restriction and Disclosure

Any information deemed confidential or proprietary by the Bidder must be clearly marked and identified by the Bidder as such and include an explanation of why such information is exempt from disclosure under applicable law. Such clearly marked and identified confidential or proprietary information will be protected and treated with confidentiality.

only to the extent permitted by law. Information not protected from disclosure by law will be considered a public record.

Proposals will be received, maintained, and may be disclosed to the public consistent with the California Public Records Act and the Freedom of Information Act. Proposals will be exempt from disclosure until the evaluation and selection process has been completed. Bidders should be aware that EHSD is required by law to make its records available for public inspection and copying, with certain exceptions (see California Public Records Act, California Government Code Section 6250 et seq. and the Freedom of Information Act - 5 U.S.C. Sec. 552).

EHSD will not notify Bidder of requests for release of information or that EHSD released data unless EHSD receives a request for information previously marked and identified by Bidder as confidential or proprietary. If EHSD receives a request for release of such previously marked and identified confidential or proprietary information, EHSD will notify Bidder of such request to allow Bidder to challenge such request consistent with applicable law.

SECTION 4: PROGRAM DESCRIPTION

4.1 General

EHSD's Community Services Bureau (CSB) serves as the federally designated Community Action Agency for Contra Costa County. CSB 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. CAP 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.

The Contra Costa County Economic Opportunity Council (EOC), the tri-partite board responsible for overseeing the use of the Community Services Block Grant Funding, has conducted community listening sessions, consulted a county-wide 2023 Community Needs Assessment, and held public hearing to inform the development the 2024-25 Community Action Plan as mandated by the federal government. This plan established priorities for the agency use in funding agencies that work to ameliorate poverty. The Community Action Plan is available at <http://ehsd.org/headstart/community-action>.

The focus areas for this RFP are to support **Affordable Housing-Shelter-Rental Assistance** (preventing homelessness, supporting safe and affordable housing to low income families/youth), **Food Security-Nutrition** (reducing hunger, promoting healthy eating, improve access and availability of emergency healthy, fresh produce to our underserved population), **Mental Health Access** (mental health services, medical assistance and improving overall well-being through a more effective and efficient use of resources) and **Employment-Living Wage Jobs** (job training and/or placement, job readiness skills and/or development for living wage jobs). The Contra Costa 2024-2025 Community Action Plan is available at <http://ehsd.org/headstart/community-action>.

4.2 Purpose and Scope of Work

The intent of this RFP is to invite community-based organizations to submit a Letter of Interest describing a program or project to address locally identified needs in low-income communities in at least one of the following priority areas:

- **Affordable Housing-Shelter-Rental Assistance**(preventing homelessness, supporting safe and affordable housing to low-income families/youth/adults)

- **Food Security-Nutrition** (reducing hunger and food insecurity, promoting healthy eating, improve access and availability of emergency healthy, fresh produce to our underserved population)
- **Mental Health Access** (mental health services, medical assistance and improving health outcomes and overall well-being through a more effective and efficient use of resources)
- **Employment- Living Wage Jobs** (job training and/or placement, job readiness and and/or development for living wage jobs)

Essential functions of the awarded agency will include:

- A. Ensuring that adequate outreach is implemented to reach Contra Costa County residents in the proposed services area living at or below 125% of the Federal Poverty Guidelines.
- B. Maintaining complete client files for all residents provided with services using Community Services Block Grant funds.
 - 1. Files include application, income eligibility documentation, residency verification, and verification of identity.
 - 2. NOTE: Legal residency status is not required for CSBG services.
- C. Completing intake assessments for all participants that include services provided, entrance date to program, and ongoing assessments or tracking of outcomes.
- D. Maintaining documentation of case plans, referrals, and logs of training, workshops or sessions attended to meet case plans.
- E. Collecting client demographics such as gender, age, ethnicity, and number in household.
- F. Maintain current Excluded Parties List System (EPLS) verification in SAM.gov.

4.3 Reporting Requirements

The successful bidders are expected to complete the following reports:

- A. Monthly Fiscal Report: Agency will complete and submit a report on forms provided by CSB and include all reasonable information necessary to substantiate that expenditures for that month are allowable and allocable, including, but not limited to, timecards, payroll ledgers and invoices.

- B. Quarterly Program Status Report: Agency will submit quantifiable data including enrollment, completion, and outcomes to ensure all program objectives are on target to be met in full by the end of the contract term.
- C. Annual Report: Agency will submit an Annual Report on a form provided by CSB that includes data on client characteristics and services provided.

4.4 Program Monitoring and Evaluation

EHSD will actively monitor services provided through the contract resulting from this RFP. At a minimum, Contractor will be expected to:

- A. Perform all services without material deviation from an agreed-upon Service Plan.
- B. Maintain adequate records of service provision to document compliance with Service Plan and complete any forms supplied by EHSD.
- C. Host an annual onsite visit with Economic Opportunity Council representatives and staff for the purpose of monitoring.
- D. Cooperate with the collection of other fiscal/administrative/service data as requested by EHSD.
- E. Cooperate with the California Department of Community Services and Development (CSD) when they conduct site visits and desk audits.
- F. Conduct agency evaluation, including client satisfaction surveys.
- G. Attend all mandatory meetings, trainings, etc.

SECTION 5: REQUIRED PROPOSAL FORMAT

The bidder requirements in this section are mandatory. The proposal must clearly demonstrate the Bidder's ability to provide the requested services. The RFP provides information regarding the format in which proposals should be submitted, the requirements that must be met to be eligible for consideration, the Bidder's responsibilities, and the documents that must be included. Failure to comply with the required proposal format may deem a proposal as nonresponsive. Contra Costa County reserves the right to waive any nonmaterial variation.

5.1 General Submittal Requirements

Electronic Submission – RFP Proposal Submissions are accepted via email only. Submissions **must be separated into two (2) files**, first file for the agency Proposal and the second file for the agency's Financial documents.

File #1: Save as "RFPXXX-Agency Name-Proposal". This file must contain agency proposal and all required attachments as specified in the RFP and must be signed by officials authorized to bind the bidder to the provisions of the RFP.

File #2: Save as "RFPXXX-Agency Name-Financials". This file must contain all required financial documents as specified in the RFP.

Files that exceed 10MB must be compressed into a zip folder before sending.

It is recommended that emails with proposal response files are **encrypted** prior to sending via email.

Attach both RFP files to the email, encrypt and send to contractbid@ehsd.cccounty.us. Respondents will receive an email response within 24 hours of receipt.

Please reference the "Proposal Response Submission Due Date" reflected in Section 2, RFP Timeline.

Once you have submitted your Proposal you must call 925-957-5645 and follow the instructions provided. This will ensure EHSD has received proper notification of your submission.

Any proposal received after the deadline will be rejected. Mail-in, hand-delivery, and faxed submissions are not acceptable.

As a component of the Financial Proposal package, Bidder must submit one (1) copy of the organization's most recent audited financial statements. If not available, a review or compilation of the financial statements prepared by a Certified Public Accountant (CPA) must be submitted in lieu of audited financial statements if the latter is not available. A copy of the latest filed tax return must be submitted if a review or compilation of the financial statements prepared by a CPA is not available.

If the organization is subject to the Single Audit requirements set forth in the Code of Federal Regulations, Title 2, Part 200, Subpart F, a copy the organization's most recent Single Audit must be submitted. If awarded a contract, bidders may be required to have audited financial statements during the period of performance.

Proposals and required attachments must be submitted as specified and must be signed by officials authorized to bind the bidder to the provisions of the RFP.

A proposal may be withdrawn in person by a Bidder's authorized representative prior to the RFP Proposal Response due date as reflected in Section 2, RFP Timeline. If withdrawing a proposal, the bidder's authorized representative must provide appropriate identification (i.e. driver's license) and sign a receipt attesting to withdrawal of the proposal.

Programmatic responses must be clear and in the order in which they appear on the Proposal Checklist. Proposals must set forth accurate and complete information as required in this RFP. Unclear, incomplete, and/or inaccurate documentation may not be considered for contract award. Falsification of any information may result in disqualification.

Proposals received are considered the property of EHSD and will not be returned.

All costs of proposal preparation shall be borne by the bidder. EHSD shall not be liable for any pre-contractual expenses incurred by bidders in the preparation and/or submission of the proposals. Proposals shall not include any such expenses as part of the proposed budget.

5.2 Formatting Requirements

Submissions in response to this RFP must be in the form of a proposal package containing the complete proposal and all the required supporting information and documents.

EHSD supports electronic submission of proposals as previously referenced. Each bidder must submit **one proposal package with all attachments** included, unless otherwise noted.

All narrative materials are to be single-spaced, 8 1/2" X 11" page size, with no less than 1" margins on each side of the page. Proposals are to use a typeface no less than size 11-point font and be easily readable.

The total proposal should not exceed ten (10) pages excluding cover statement, table of contents, program fee/budget schedule, budget narrative, required fiscal attachments and addendums.

Proposals should be without expensive artwork, unusual printing, or other materials not requested or essential to the utility and clarity of the proposal. Information on evaluation criteria and weight factors are included in this RFP packet.

All pages should be numbered consecutively with each section identified by an appropriate number.

5.3 Required Documents

Required forms as reflected in the Proposal Checklist and included in this RFP, must be completed fully and incorporated into the submitted proposal package.

All information and forms included in the proposal package must be presented in the order outlined in the Proposal Submission Checklist and numbered sequentially (excluding the Fiscal Attachments). Electronic templates are posted on the EHSD website under this RFP at <https://ehsd.org/overview/contracting-opportunities/>.

5.4 Proposal Outline

Assemble and arrange each proposal in the order reflected on the Proposal Submission Checklist and address the required content/questions. **The order in which items are presented is important**, as proposal reviewers will follow this order in looking for specific areas to evaluate. Refer to proposal evaluation criteria to assure adherence and responsiveness to scoring requirements.

5.4.1 Proposal Cover Statement (Form #1)

This must be the first page of every proposal. The Proposal Cover Statement (Form 1) with original signatures of the Bidder's Board of Directors' President and Executive Director must be attached to the original proposal and must precede the narrative.

5.4.2 Table of Contents

The Proposal Checklist may serve as the Table of Contents with the addition of proposal page numbers. The Proposal Checklist is included as Section 8 of this RFP. The Proposal Checklist identifies all narratives and forms that must be submitted with the proposal. This sequence must be followed in assembling the completed proposal.

5.4.3 Program Proposal Narrative (maximum of twenty (20) pages)

Maximum of **ten (10) Pages**, excluding Proposal Cover Statement, Table of Contents, Attachments, Budget and Financial Information.

5.4.3.1 Agency and Project Overview

What are the Agency's vision, mission, and objectives?

Primary program components, services, and years of operation, including number of years providing services in the target area.

Primary populations served.

Areas of the county where the proposed services are provided and project name.

5.4.3.2 Program Budget Information

Provide a narrative that includes:

1. Amount of CSBG funds requested (not to exceed \$200,000 annually)
2. Total CSBG project cost (should match budget)
3. Itemized CSBG project budget using Form #5
4. Leveraging – describe how you leverage other funds to provide the services you are proposing to fund.

5.4.3.3 Project Description

Provide a narrative that includes:

1. Priority Area(s) to be addressed [Affordable Housing/Shelter/Rental Assistance and/or Food Insecurity/Nutrition and/or Mental Health Access and/or Employment/Living Wage Jobs]
2. Goal Statement – Use Form #7; see example in Appendix 10.3
3. 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. Include National Performance Indicators (NPIs) in Appendix 10.2 relative to the priority area(s) you wish to address along with other performance indicators or metrics related to your program proposal. In your submission, please use Form #7.
4. Access and Integration. How will you demonstrate your efforts to ensure clients have fair and consistent connections to services? How will you reduce/eliminate barriers to service? How will you integrate services so that individuals are served holistically?
5. Sustainability Plan-what steps will you take if funding is reduced/eliminated?
6. How will your program partner with existing agencies to amplify your services and avoid any unnecessary duplication?

5.4.4 Fiscal Management Narrative (1 page, plus Form #3)

Provide a brief description of the accounting system and internal controls. Include the following as appropriate:

1. Overall system (accrual, double-entry, automated or manual)
2. Timekeeping system
3. Inventory system
4. Payroll system
5. Cost allocation plan and methodology
6. Ledger system for receivables, payables, expenses, disbursements, petty cash

Explain how the agency's fiscal system is administered and by whom. Include responsibilities of Board of Directors, Executive Director and staff in fiscal management. Describe experience and qualifications of fiscal staff.

1. Complete and attach **Form #3, Board of Directors**.

Describe fiscal procedures and policies or attach a manual of fiscal procedures and policies in the "**Fiscal Attachments**" section referenced in the Proposal Checklist.

Submit one (1) copy of current Agency Operating Budget with revenues and expenses indicated.

5.4.4.1 Program Budget and Budget Narrative (unlimited pages)

Complete a line-item budget for all programs, showing all costs. Budget is to be completed using **Form #5: Budget and Budget Narrative**.

Each budget cost item must be detailed in the budget narrative section in Form #5 and should reflect the basis for the computations. Every item must be completed if applicable. Minimal narrative requirements are described below:

Describe the following budget rationale and calculations for Administration and Support:

1. Include supervisors, directors, clerical support staff, and administrative staff with no service delivery responsibilities. Divide the salaries of staff with both "Service delivery" and "Administration" responsibilities in proportion to the time allotted for each activity. List such staff in both categories. Indicate titles, rate of pay, time allotted to program and FTE's. Indirect costs may not exceed fifteen percent (15%) of total request.

2. Program Staff – Include all staff involved in service delivery. Indicate titles, rate of pay, time allotted to program and FTE's.
3. Payroll Fringe Benefits – Report estimated costs of benefits, vacations, sick leave, and training days on the line-item budget. Narrative to include description and list of benefits.
4. Describe the following budget rationale and calculations for Operations:
 - a. Occupancy - Describe all applicable factors (e.g. rent/leases) and basis for allocating cost to program.
 - b. Utilities – Describe all applicable factors and basis for allocating cost to program.
 - c. Telephone, Postage, Insurance, Equipment – list by type, justification of cost and basis for allocating cost to program.
 - d. Printing/Photocopying – List cost type by type and describe justification for cost and basis for allocating costs to program.
 - e. Materials – List by type and describe justification of cost.
 - f. Travel – Describe type, justification, and basis of cost. Include service delivery, administration mileage and transportation costs for clients.
 - g. Miscellaneous – Indicate kinds of anticipated miscellaneous costs, such as childcare for clients while receiving services.

Note awarded Bidder(s) may be subject to County Budget Templates upon contract award.

5.4.5 Attachments

See Proposal Checklist in for complete list of Attachments.

5.4.6 Fiscal Attachments

Submit one (1) copy of the agency's most recent audit including any applicable corrective action plans, in the **"Fiscal Attachments" section** referenced in the Proposal Checklist.

A review or compilation of the financial statements prepared by a CPA may be submitted in lieu of an audit/audited financial statements if the latter are not available. A copy of the latest filed tax return must be submitted if a review or compilation is not available. Bidders who currently do not have audited financial statements must provide a certified letter stating that a financial statement audit will be performed during the period of performance should the bidder be awarded the contract.



See Section 8: Proposal Checklist for complete list of Fiscal Attachments.

SECTION 6: EVALUATION PROCESS AND CONTRACT AWARD

6.1 Evaluation Process

Each proposal is subject to a three (3) stage evaluation process to determine responsiveness to the RFP requirements: Compliance Review, Fiscal Review, and Economic Opportunity Council Review and Selection. Proposals will be stored in a designated secure location to insure confidentiality. No proposals will be opened until after the submission deadline identified in the RFP.

6.2 Compliance Review

Compliance Review is a Pass/Fail evaluation.

Contracts Unit staff will review submitted proposals for completeness and technical compliance with the terms and conditions of the RFP. All proposals should adhere to the required format and, in order to be competitive, should include all of the requested information, all sections awarding points, completed forms, and attachments. Proposals that do not follow the Required Proposal Format found in Section 5 will be determined nonresponsive and will not be considered for contract award/funding.

Minor irregularities in submissions may be waived. All proposals deemed responsive will be referred to EHSD fiscal staff.

6.3 Fiscal Review

Proposals that pass the Compliance Review, as referenced above, will be submitted for review by EHSD Fiscal Staff. Proposals must receive a fiscal review evaluation score of at least **seventy percent (70%)** of the total available 100 points, if not; it will be eliminated from further review.

Proposals that do not provide the required audit or financial statements as outlined in Section 5, Required Proposal Format, will be determined nonresponsive and will not be considered for funding.

Points will be awarded based on the agency's demonstration of:

- Agency solvency;
- Adequate agency accounting systems and internal controls;
- Ability to administer financial system(s); and
- Compliance with budget specifications.

EHSD Fiscal will review the required audit or audited financial statement included with each proposal. The audit or audited financial statement must be the most recent and

complete available. The proposal with financial statements will be forwarded to the EHSD Fiscal Department for review and evaluation.

EHSD reserves the right to reject any proposal submitted. EHSD will remove any excess pages from proposals exceeding the stated limits before the proposals are distributed for further evaluation.

6.4 Economic Opportunity Council Review

RFP Proposals that successfully complete the Contracts Compliance Review and the Fiscal Review (referenced above) will be submitted for Economic Opportunity Council Review. The Economic Opportunity Council will review all proposals then evaluate and score all service and budget elements per the Scoring Methodology/Rating Sheet and program service delivery requirements included in this RFP.

EHSD and the RFP Bureau Review Committee may make on-site visits and use other information available before making final recommendations.

The Economic Opportunity Council is comprised of elected representatives from three sectors: Public, Private/Non-Profit, and Low Income. Members of the Economic Opportunity Council will be required to sign an impartiality statement.

6.5 Scoring Methodology

Program elements will be weighted as follows with a maximum score of 100 points using the following criteria guidelines. **Proposals that do not attain an average of seventy (70) points from the Economic Opportunity Council are unlikely to be considered for funding.**

Program Budget, Narrative and Capacity Information-20 points maximum		Score
1.	Proposal clearly identifies and justifies the amount of CSBG funds requested.	
2.	Total project cost is reasonable and includes an explanation of how full funding will be achieved.	
3.	Itemized project budget and budget narrative is realistic and based on sound fiscal practice.	
4.	Agency demonstrates overall organizational capacity to leverage and operate the program with guidance of a qualified and diversified board to raise funds, secure grants, and implement a sustainability plan in uncertain times.	
Total		
Project Description-25 points maximum		Score
1.	Priority Area(s) and National Performance Indicator(s) (NPIs) to be addressed by the project are clearly identified with qualitative and quantitative milestones.	
2.	Project description outlined in the Letter of Interest including types of services to be provided and client demographics are expressed clearly with references containing detail, number and integration.	

3. Project Objective(s) are clearly identified and aligned with SMART goals.	
4. Sustainability Plan-what reasonable and actionable steps will the agency take if funding is reduced/eliminated?	
5. Proposal describes what outcomes will be achieved to address an identified need with explanation of how agency will partner with existing agencies to avoid duplication and maximize efficiency.	
Total	
Outcome Goals and Objectives - 30 points maximum	Score
1. Outcome statement clearly identifies community issue(s) being addressed.	
2. Documentation supports and describes the scope and scale of the community issue(s).	
3. Outcomes of programs and services described align with desired outcomes in the Community Action Plan.	
4. Outcome goals and objectives are Specific, Measureable, Action-Oriented, Realistic, & Time-bound (SMART) and are based on tested and validated best practices.	
5. Action plan is clear, concise and demonstrates how SMART steps are tracked and used to improve client and program outcomes.	
6. Project explains how low-income community members and clients participate in the project design.	
Total	
Proven Track Record of Proposed Services- 10 points maximum	Score
1. Qualifications of current knowledge and experience substantiated by letters and awards, client testimonials, etc, demonstrate the agency has a proven track record for providing high quality service delivery and outcomes. (List summary of documentation below)	
<i>**Please note that the max score for this question is 10</i>	
Total	

6.6 Appeals Process

Only bidders submitting a proposal in accordance with 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 notification 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.

All written letters of appeal must state the following:

- The issue(s) appealed;
- How the alleged issue detrimentally effects the appellant; and,
- 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 sent to:

**EHSD Director
40 Douglas Drive
Martinez, CA 94553**

or via email to: contract_clerk@ehsd.cccounty.us

Letters of appeals must be sent and received no later than 5:00 p.m. by the tenth (10) business day from the date email is sent of the award status. The appeal will be conducted in accordance with the EHSD process.

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

The 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, the actual contract may include other agreements and clarifications of activities, consistent with the intent of this RFP.

Services will begin upon the signing of a contract according to a mutually agreed upon start-up schedule. The County is not liable for any cost incurred by the contractor prior to the effective date of any contract.

Selected contractors will be responsible for all services offered in their RFP proposal, whether or not contractors perform them directly or through subcontractors in multiple agency collaboration.

EHSD will actively monitor service implementation and delivery and provide contract monitoring. Any material breach of contract requirements will constitute grounds for terminating the contract.

The contracting agencies must state that there is agreement to support implementation of the County's alcohol/drug abuse prevention/treatment policies related to the reporting of child abuse, and to comply with EHSD in monitoring and evaluation procedures.

The contracting agencies receiving funding awarded under this RFP will be responsible for adhering to the then current and applicable County health orders and associated policies.

6.8 Contract Terms and Litigation Warranty

EHSD will negotiate contract terms and agreements with the successful Bidders. Satisfactory performance and delivery of services are conditions of contract renewal. The total overall contract term for services under this RFP is not to exceed a total of two (2) years, depending upon funding availability.

Bidders, by submitting a proposal, warrant that they are not currently involved in litigation or arbitration concerning their performance as it relates to the same or similar services to be supplied pursuant to the referenced contract and that no judgments or awards have been made against the Bidder on the basis of their performance in supplying the same or similar services, unless such fact is disclosed to EHSD in the proposal. Disclosure will not automatically disqualify the Bidder; however, EHSD reserves the right to evaluate proposal(s) on the basis of facts surrounding such litigation or arbitration. These will be reviewed and decided upon at the discretion of EHSD.

SECTION 7: CONTRACTING REQUIREMENTS

7.1 County Contract Requirements

Upon acceptance of a proposal and award of a contract by the Board of Supervisors, the successful bidder(s) will enter into a standard County contract that specifies:

Parties to the Contract

Effective Dates

Legal Type

Signatories to the Contract

Service Specifications and Provisions for Reporting, Monitoring, and Evaluation

Fiscal Provisions Method of payment to contractor. Either a fee-for-services contract or a cost reimbursement contract may be negotiated with the bidder at County's option, subject to the then current County Budget Template.

Program budget segregated into personnel and operating costs, indirect costs and revenue (if any) to allow determination of reasonableness and feasibility of line item allocation.

Provisions for audit

General Conditions Contractors must comply with standard County Contract General Conditions included in this RFP in Appendix 10.1.

Special Conditions, as required. Contractors may have to satisfy additional insurance requirements prior to contract effective date. No contractor will be reimbursed for service until insurance requirements are met.

7.2 Additional Requirements

As applicable, Contractor must submit the required audit as specified in Appendix 10.1, General Conditions, Paragraph 27. Required Audit.

- If a consortium of agencies is submitting a proposal, a lead agency must be responsible for overseeing and monitoring its partners. The lead agency must act as the cognizant fiscal agent for the other partners. Partners must have similar budget requests for similar items. All other service providers requesting funding under the proposal will be required to subcontract with the lead agency.

- All equipment requests will be evaluated for their necessity and reasonableness in carrying out the program. All equipment requests must explain in detail how the equipment will be used in the performance of services.
- Budgets submitted in response to the RFP will be negotiated on a line item basis. Line items will be examined for reasonableness and necessity in providing services.
- Cost reports shall be fully supported by accounting documentation. Salary and benefit costs allocated to this program shall be supported by detailed time sheets. The grantee must maintain adequate payroll documentation (detailed time sheets sometimes called "functional time sheets") to support compensation paid to bona fide employees. Reimbursement of salary and benefit costs must be based on actual time spent on the program.

7.3 Type of Contract

Contracts will be on a cost reimbursement basis with monthly billing required. Contractor is required to provide detailed line-item budgets. All costs reported on monthly and final cost statements shall be supported by appropriate accounting documentation. The documentation shall establish that EHSD is charged a fair and equitable portion of any indirect or shared costs attributable to services performed under this contract.

7.4 Discrimination and Confidentiality

Discrimination: A Contractor awarded funds under this RFP shall not discriminate against any employee or applicant for employment because of race, sex, gender, age, religion, creed, national origin, ancestry, color, ethnic group identification, gender identity, gender expression, disability (mental or physical), political affiliation, sexual orientation, marital status, medical condition (including pregnancy, childbirth, breastfeeding or related medical conditions), or genetic information. This includes, but is not limited to the following: employment, upgrading or promotion, demotion, or transfer, recruitment advertising, layoff or termination, rates of pay or form of compensation, and selection for training, including apprenticeship. The Contractor shall not, in connection with the employment, advancement, or discharge of employees, discriminate against them because of their age, except upon the basis of a bona fide occupational requirement or retirement plan, or statutory regulation.

Confidentiality: Contractor shall use any client information provided by EHSD or by the client, only for the purpose of administering the program. The improper use or disclosure of confidential case information for any other purpose is a misdemeanor under California Welfare & Institutions Code Section 10850. Contractor shall inform all of their employees of the requirements concerning Confidentiality in the handling of client information. EHSD may take further steps to ensure Contractors' awareness of the provisions of California

Welfare and Institutions Code Section 10850, and may require that Contractor have employees sign acknowledgment of their understanding of said statute and its provisions.

Any Contractor awarded funds under this RFP must maintain all information gathered pertaining to program clients in a secure environment in order to ensure the client's right to confidentiality. The Contractor will not release such information to any Third Party who is not directly responsible for management of the client's services, without the prior written consent of the client.

7.5 Monitoring, Reporting and Record Keeping

Monitoring: County, state, or federal staff may conduct routine monitoring of all programs. Representatives of EHSD, the State of California, Department of Health and Human Services or contractors of these units of government, and others who have a direct concern in administration of this funding may visit the contractor selected for this program at any time. All agency records must be available for inspection. All areas of the project will be subject to examination, which may include, but not be limited to, inspection of clients' case files, attendance records, and financial and bookkeeping records. Clients may be interviewed to verify eligibility, ensure required procedures are being followed, and to ensure provision of adequate services as prescribed by contract. In addition, monitoring may include interviews with employers, supervisors, instructors, and staff of agencies partnering with the contractor to ensure provision of agreed-upon services. In the event that contract requirements are not met, termination of contract may be considered after all other corrective action fails to improve grantee's compliance with contract requirements or performance goals. EHSD will conduct financial monitoring reviews of all subrecipients.

Reporting: Contractor awarded funds under this RFP shall be responsible for submitting accurate management information reports and forms on time and in the manner prescribed by the EHSD and will coordinate with the EHSD designated staff. Contractor will ensure that fiscal claims are submitted in entirety and the manner prescribed by the EHSD Fiscal Officer. Contractor shall receive reimbursement for costs by submitting monthly cost statements together with a request for payment by the tenth day of the following month.

Contractor will be required to provide additional reports as designated in Section 4 Program Description and agreed upon in the resulting contract.

Record Keeping: Contractor will be expected to maintain complete up-to-date and accurate records and management controls. Complete any required State data collection forms as supplied by EHSD. Maintain adequate records of service provision to document compliance with service plan and information on the performance outcomes stated in this RFP.

Contractor will be expected to maintain complete fiscal and accounting records, including, but not limited to, backup documentation to the contract budget, and demonstration of acceptable accounting methods to disburse costs.

SECTION 8: PROPOSAL CHECKLIST

All items listed below shall be completed and included in submittal package at time of submission to County as per the RFP. This list is intended to assist responding organizations. It is the sole responsibility of each responding organization to ensure that their proposal conforms to the requirements of the RFP. Forms are provided in Section 9.

Proposal File

- ☐ **Proposal Cover Statement** (Form #1)
- ☐ **Table of Contents**
- ☐ **Program Proposal Narrative**
 - ☐ Agency and Project Overview
 - ☐ Program Budget Information
 - ☐ Project Description
 - ☐ Contract Requirements
- ☐ **Attachments**
 - ☐ **Statement of Qualifications** (Form #2 with original signatures must accompany original proposal), completed and signed by Agency Executive Director and President of Agency Board of Directors.
 - ☐ **Monitoring/Performance Report or Letter of Recommendation**
 - ☐ **Organizational Charts**
 - ☐ **Job Descriptions and/or Resumes of Executive Director and Key Program and Fiscal Staff.**
 - ☐ **Agency Brochure (as available).**
 - ☐ **Contracts and Grants Form** (Form #4)
 - ☐ **Conflict of Interest Form** (Form #6)
 - ☐ **Goal and Objectives Form** (Form #7)

Fiscal File

- ☐ **Fiscal Management Narrative**
- ☐ **Board of Directors Form** (Form #3)
- ☐ **Program Budget and Budget Narrative** (Form #5)
- ☐ **Fiscal Attachments**

- ☐ **1** copy of bidder's IRS 501(c)(3) determination letter attached to original proposal copy (if agency is a non-profit organization).
- ☐ **1** copy of bidder's manual of fiscal procedures and policies, if available, attached to original proposal copy (reference Section 5.4).
- ☐ **1** copy of bidder's last audited financial statement attached to original proposal copy. (Reference Section 5 for alternate submission requirements if audited financial statements are not available).
- ☐ **1** copy of current Agency Budget with revenues and expenses indicated.

SECTION 9: REQUIRED FORMS

All forms must be completed and attached to submitted proposals

	<u>Form #</u>	<u>Form Title</u>
9.1	#1	Proposal Cover Statement
9.2	#2	Statement of Qualifications
9.3	#3	Board of Directors
9.4	#4	Contracts and Grants
9.5	#5	Budget and Budget Narrative Template
9.6	#6	Conflict of Interest Form
9.7	#7	Goal and Objectives Form

9.1 FORM #1: Proposal Cover Statement

This form must accompany the proposal package when submitted. Only one copy with original signatures is required.

PROPOSAL COVER STATEMENT – RFP #1192	
BIDDER ORGANIZATION NAME	
ADDRESS	Bidder Phone
	Bidder Fax
	Web Address
CONTACT PERSON	Contact Phone
	Contact E-mail
	Contact Fax
ADDRESS OF PROGRAM (if different than above)	
PROGRAM TITLE and SERVICE CATEGORY	
COLLABORATIVE PARTNERS/SUBCONTRACTORS (If applicable)	
AMOUNT OF FUNDING REQUEST	
TOTAL AMOUNT REQUESTED \$ _____	
FEDERAL EMPLOYER NUMBER	501(C)(3) EXEMPTION _____
AGENCY PRIOR YEAR NET OPERATING BUDGET \$ _____	
AUTHORIZATION <i>We submit the attached response to the Notice of Request for Proposal No. ____ dated _____ and all attachments and declare that: If this Response is accepted by the Board of Supervisors of Contra Costa County, I will enter into a standard contract with Contra Costa County to provide all work specified herein at the costs, which I have proposed, or in accordance with modifications required by Contra Costa County. Funds obtained through this contract will not be used to supplant or augment funding for other programs operated by the bidder/contractor unless stipulated within the proposal and accepted by the County.</i>	
AUTHORIZED REPRESENTATIVES: (two signatures required)	
Name: _____	Title: Executive Director
Signature: _____	Date: _____
Name: _____	Title: Board President
Signature: _____	Date: _____

9.2 FORM #2: Statement of Qualifications

1. List any licenses or certifications held by the agency, with expiration dates.
2. a) Who administers the agency's fiscal system?
Name: _____
Phone: _____
Title: _____
Work Schedule: _____
b) What CPA firm prepares the agency's annual audit?
Name: _____
Phone: _____
Address _____
3. Number of years' bidder operated under the present business name. List related prior business names, if any and timeframe for each.
4. Number of years' bidder has provided the services described in this proposal or related services.
5. Has bidder failed or refused to complete any contract? Yes _____ No _____
If yes, briefly explain.
6. Is there any past, present or pending litigation in connection with contracts for services involving the bidder or any principal officer of the agency? Yes _____ No _____
If yes, briefly explain.
7. Does bidder have a controlling interest in any other firm(s)? Yes _____ No _____
8. Does bidder have commitments or potential commitments that may impact assets, lines of credit or otherwise affect agency's ability to fulfill this RFP? Yes _____ No _____
If yes, specify below.
9. Supply names, addresses and phone numbers of two references, one each in the areas of financial/administrative management and social service delivery to substantiate experience and qualifications.

FORM #2, Continued

Bidder attests, under penalty of perjury, that all information provided herein is complete and accurate. Bidder agrees to provide to County other information the County may request as necessary for an accurate determination of bidder's qualifications to perform proposed services.

Signature

Date

Printed Name and Title (Executive Director)

Signature

Date

Printed Name and Title (Board President)

Note: When more than one agency will collaborate in providing services(s), above signatures are required of only the lead agency. Lead agency will certify that each member of the agency consortium will meet service and fiscal requirements.

9.3 FORM #3: Board of Directors

1. Number of Board members required by agency's bylaws: _____
2. Number of members on current Board: _____
3. When and how often does the Board meet: _____
4. List current Board members below (or attach Board List in this format):

Member Name	Address	Occupation/ Affiliation	Board Position	# Years on Board

5. Describe key roles and responsibilities of the Board: _____

9.4 FORM #4: Contracts and Grants

1. List current contracts and subcontracts including government contracts and/or grants:

<u>Contact Name/Phone # of Contractor/Grantor</u>	<u>Services Provided Under Contract</u>	<u>Contract Dates</u>
---	---	---------------------------

2. List key contracts/grants completed in the last five years, including government contracts/grants:

3. Bidder agrees to allow County to contact contractors for information relative to Bidder's performance. **Sign below.**

_____ Name and Title (Executive Director or Board President)	_____ Date
--	---------------

_____ Name and Title (Executive Director or Board President)	_____ Date
--	---------------

9.5 FORM #5: Budget and Budget Narrative Template

Entity Legal Name:		
Term Start Date:	07/01/23	
Term End Date:	06/30/25	
Cost Reimbursement Amount		
In-Kind Match Amount (If Applicable)		
Total Budget with Match	\$ -	
BUDGET CATEGORY DESCRIPTION	BUDGETED COST REIMBURSEMENT AMOUNT	BUDGET NARRATIVE
PERSONNEL AND FRINGE BENEFITS	\$ -	
OPERATING COSTS	\$ -	
OTHER COSTS	\$ -	
PARTICIPANT COSTS	\$ -	
INDIRECT OVERHEAD AND/OR ADMINISTRATIVE COSTS	\$ -	
COST REIMBURSEMENT AMOUNT	\$ -	
BUDGET - IN-KIND MATCH (If Applicable)	IN-KIND AMOUNT	BUDGET NARRATIVE
IN-KIND MATCH	\$ -	
IN-KIND AMOUNT	\$ -	
Cost Reimbursement Amount	\$ -	
In-Kind/Match Amount	\$ -	
Total Budget	\$ -	
BUDGET AMOUNTS FROM CELLS B6 & B7	-	
MUST BE ZERO	-	

9.6 FORM #6: Conflict of Interest Form

CONFLICT OF INTEREST FORM

The below noted member of the board of directors and executive director of the noted agency hereby certifies (please check one):

- ☐ There is NO conflict of interest with the Contra Costa County Economic Opportunity Council. We attest that, to the best of our knowledge, no board member or staff have any direct or indirect interest with any member of the Contra Costa County Economic Opportunity Council that would prevent the exercise of fair and impartial judgment in our proposal evaluation. A conflict of interest is a transaction or arrangement that might benefit the private interest of an officer, board member, or employee.
- ☐ There IS conflict of interest with the Contra Costa County Economic Opportunity Council and we request that arrangements be made to mitigate any circumstances that would prevent the exercise of fair and impartial judgment in our proposal evaluation. A conflict of interest is a transaction or arrangement that might benefit the private interest of an officer, board member, or employee. The following individual(s) is/are staff or board members of our agency:

We 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 Board Member

Date

Print name

Title / Position / Agency

Signature of Executive Director (or designee)

Date

Print name

Title / Position / Agency

9.7 INSTRUCTION FOR FORM #7 : SAMPLE GOAL AND OBJECTIVE SHEET

NATIONAL PERFORMANCE INDICATORS

Use one or more of the below questions to develop each goal and objective in your RFP 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 clients 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?

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?

Mental Health Access/Health Services

1. How many clients demonstrated improved mental and behavioral health and well-being?
2. How many clients obtained health care services for themselves and/or family member?
3. How many clients had access to safe and adorable health care services/facilities?
4. How many clients received Emergency Medical Care?

5. How many clients had access to reliable transportation and/or driver's license?
6. How many clients received Emergency Protection from Violence?
7. How many youths improved their health and physical development?
8. How many youths improved their social/emotional development?

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 ninety (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?

9.7 FORM #7: GOAL AND OBJECTIVE WORKSHEET

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?)

SECTION 10: APPENDICES

10.1 GENERAL CONDITIONS

1. **Compliance with Law**. Contractor is subject to and must comply with all applicable federal, state, and local laws and regulations with respect to its performance under this Contract, including but not limited to, licensing, employment, and purchasing practices; and wages, hours, and conditions of employment, including nondiscrimination.
2. **Inspection**. Contractor's performance, place of business, and records pertaining to this Contract are subject to monitoring, inspection, review and audit by authorized representatives of the County, the State of California, and the United States Government.
3. **Records**. Contractor must keep and make available for inspection and copying by authorized representatives of the County, the State of California, and the United States Government, the Contractor's regular business records and such additional records pertaining to this Contract as may be required by the County.
 - a. **Retention of Records**. Contractor must retain all documents pertaining to this Contract for five years from the date of submission of Contractor's final payment demand or final Cost Report; for any further period that is required by law; and until all federal/state audits are complete and exceptions resolved for this Contract's funding period. Upon request, Contractor must make these records available to authorized representatives of the County, the State of California, and the United States Government.
 - b. **Access to Books and Records of Contractor, Subcontractor**. Pursuant to Section 1861(v)(1) of the Social Security Act, and any regulations promulgated thereunder, Contractor must, upon written request and until the expiration of five years after the furnishing of services pursuant to this Contract, make available to the County, the Secretary of Health and Human Services, or the Comptroller General, or any of their duly authorized representatives, this Contract and books, documents, and records of Contractor necessary to certify the nature and extent of all costs and charges hereunder.

Further, if Contractor carries out any of the duties of this Contract through a subcontract with a value or cost of \$10,000 or more over a twelve-month period, such subcontract must contain a clause to the effect that upon written request and until the expiration of five years after the furnishing of services pursuant to such subcontract, the subcontractor must make available to the County, the Secretary, the Comptroller General, or any of their duly authorized representatives, the subcontract and books, documents, and records of the subcontractor necessary to verify the nature and extent of all costs and charges thereunder.

This provision is in addition to any and all other terms regarding the maintenance or retention of records under this Contract and is binding on the heirs, successors, assigns and representatives of Contractor.

4. **Reporting Requirements.** Pursuant to Government Code Section 7550, Contractor must include in all documents and written reports completed and submitted to County in accordance with this Contract, a separate section listing the numbers and dollar amounts of all contracts and subcontracts relating to the preparation of each such document or written report. This section applies only if the Payment Limit of this Contract exceeds \$5,000.
5. **Termination and Cancellation.**
 - a. **Written Notice.** This Contract may be terminated by either party, in its sole discretion, upon thirty-day advance written notice thereof to the other, and may be cancelled immediately by written mutual consent.
 - b. **Failure to Perform.** County, upon written notice to Contractor, may immediately terminate this Contract should Contractor fail to perform properly any of its obligations hereunder. In the event of such termination, County may proceed with the work in any reasonable manner it chooses. The cost to County of completing Contractor's performance will be deducted from any sum due Contractor under this Contract, without prejudice to County's rights to recover damages.
 - c. **Cessation of Funding.** Notwithstanding any contrary language in Paragraphs 5 and 11, in the event that federal, state, or other non-County funding for this Contract ceases, this Contract is terminated without notice.
6. **Entire Agreement.** This Contract contains all the terms and conditions agreed upon by the parties. Except as expressly provided herein, no other understanding, oral or otherwise, regarding the subject matter of this Contract will be deemed to exist or to bind any of the parties hereto.
7. **Further Specifications for Operating Procedures.** Detailed specifications of operating procedures and budgets required by this Contract, including but not limited to, monitoring, evaluating, auditing, billing, or regulatory changes, may be clarified in a written letter signed by Contractor and the department head, or designee, of the county department on whose behalf this Contract is made. No written clarification prepared pursuant to this Section will operate as an amendment to, or be considered to be a part of, this Contract.
8. **Modifications and Amendments.**
 - a. **General Amendments.** In the event that the total Payment Limit of this Contract is less than \$200,000 and this Contract was executed by the County's Purchasing Agent, this Contract may be modified or amended by a written document executed by

Contractor and the County's Purchasing Agent or the Contra Costa County Board of Supervisors, subject to any required state or federal approval. In the event that the total Payment Limit of this Contract exceeds \$200,000 or this Contract was initially approved by the Board of Supervisors, this Contract may be modified or amended only by a written document executed by Contractor and the Contra Costa County Board of Supervisors or, after Board approval, by its designee, subject to any required state or federal approval.

- b. **Minor Amendments.** The Payment Provisions and the Service Plan may be amended by a written administrative amendment executed by Contractor and the County Administrator (or designee), subject to any required state or federal approval, provided that such administrative amendment may not increase the Payment Limit of this Contract or reduce the services Contractor is obligated to provide pursuant to this Contract.
9. **Disputes.** Disagreements between County and Contractor concerning the meaning, requirements, or performance of this Contract shall be subject to final written determination by the head of the county department for which this Contract is made, or his designee, or in accordance with the applicable procedures (if any) required by the state or federal government.
10. **Choice of Law and Personal Jurisdiction.**
 - a. This Contract is made in Contra Costa County and is governed by, and must be construed in accordance with, the laws of the State of California.
 - b. Any action relating to this Contract must be instituted and prosecuted in the courts of Contra Costa County, State of California.
11. **Conformance with Federal and State Regulations and Laws.** Should federal or state regulations or laws touching upon the subject of this Contract be adopted or revised during the term hereof, this Contract will be deemed amended to assure conformance with such federal or state requirements.
12. **No Waiver by County.** Subject to Paragraph 9. (Disputes) of these General Conditions, inspections or approvals, or statements by any officer, agent or employee of County indicating Contractor's performance or any part thereof complies with the requirements of this Contract, or acceptance of the whole or any part of said performance, or payments therefor, or any combination of these acts, do not relieve Contractor's obligation to fulfill this Contract as prescribed; nor is the County thereby prevented from bringing any action for damages or enforcement arising from any failure to comply with any of the terms and conditions of this Contract.

13. **Subcontract and Assignment.** This Contract binds the heirs, successors, assigns and representatives of Contractor. Prior written consent of the County Administrator or his designee, subject to any required state or federal approval, is required before the Contractor may enter into subcontracts for any work contemplated under this Contract, or before the Contractor may assign this Contract or monies due or to become due, by operation of law or otherwise.
14. **Independent Contractor Status.** The parties intend that Contractor, in performing the services specified herein, is acting as an independent contractor and that Contractor will control the work and the manner in which it is performed. This Contract is not to be construed to create the relationship between the parties, or between County and any Contractor employee, of agent, servant, employee, partnership, joint venture, or association. Neither Contractor, nor any of its employees, is a County employee. This Contract does not give Contractor, or any of its employees, any right to participate in any pension plan, workers' compensation plan, insurance, bonus, or similar benefits County provides to its employees. In the event that County exercises its right to terminate this Contract, Contractor expressly agrees that it will have no recourse or right of appeal under any rules, regulations, ordinances, or laws applicable to employees.
15. **Conflicts of Interest.** Contractor covenants that it presently has no interest and that it will not acquire any interest, direct or indirect, that represents a financial conflict of interest under state law or that would otherwise conflict in any manner or degree with the performance of its services hereunder. Contractor further covenants that in the performance of this Contract, no person having any such interests will be employed by Contractor. If requested to do so by County, Contractor will complete a "Statement of Economic Interest" form and file it with County and will require any other person doing work under this Contract to complete a "Statement of Economic Interest" form and file it with County. Contractor covenants that Contractor, its employees and officials, are not now employed by County and have not been so employed by County within twelve months immediately preceding this Contract; or, if so employed, did not then and do not now occupy a position that would create a conflict of interest under Government Code section 1090. In addition to any indemnity provided by Contractor in this Contract, Contractor will indemnify, defend, and hold the County harmless from any and all claims, investigations, liabilities, or damages resulting from or related to any and all alleged conflicts of interest. Contractor warrants that it has not provided, attempted to provide, or offered to provide any money, gift, gratuity, thing of value, or compensation of any kind to obtain this Contract.
16. **Confidentiality.** To the extent allowed under the California Public Records Act, Contractor agrees to comply and to require its officers, partners, associates, agents and employees to comply with all applicable state or federal statutes or regulations respecting confidentiality,

including but not limited to, the identity of persons served under this Contract, their records, or services provided them, and assures that no person will publish or disclose or permit or cause to be published or disclosed, any list of persons receiving services, except as may be required in the administration of such service. Contractor agrees to inform all employees, agents and partners of the above provisions, and that any person knowingly and intentionally disclosing such information other than as authorized by law may be guilty of a misdemeanor.

17. **Nondiscriminatory Services.** Contractor agrees that all goods and services under this Contract will be available to all qualified persons regardless of age, gender, race, religion, color, national origin, ethnic background, disability, or sexual orientation, and that none will be used, in whole or in part, for religious worship.
18. **Indemnification.** Contractor will defend, indemnify, save, and hold harmless County and its officers and employees from any and all claims, demands, losses, costs, expenses, and liabilities for any damages, fines, sickness, death, or injury to person(s) or property, including any and all administrative fines, penalties or costs imposed as a result of an administrative or quasi-judicial proceeding, arising directly or indirectly from or connected with the services provided hereunder that are caused, or claimed or alleged to be caused, in whole or in part, by the negligence or willful misconduct of Contractor, its officers, employees, agents, contractors, subcontractors, or any persons under its direction or control. If requested by County, Contractor will defend any such suits at its sole cost and expense. If County elects to provide its own defense, Contractor will reimburse County for any expenditures, including reasonable attorney's fees and costs. Contractor's obligations under this section exist regardless of concurrent negligence or willful misconduct on the part of the County or any other person; provided, however, that Contractor is not required to indemnify County for the proportion of liability a court determines is attributable to the sole negligence or willful misconduct of the County, its officers and employees. This provision will survive the expiration or termination of this Contract.
19. **Insurance.** During the entire term of this Contract and any extension or modification thereof, Contractor shall keep in effect insurance policies meeting the following insurance requirements unless otherwise expressed in the Special Conditions:
 - a. **Commercial General Liability Insurance.** For all contracts where the total payment limit of the contract is \$500,000 or less, Contractor will provide commercial general liability insurance, including coverage for business losses and for owned and non-owned automobiles, with a minimum combined single limit coverage of \$500,000 for all damages, including consequential damages, due to bodily injury, sickness or disease, or death to any person or damage to or destruction of property, including the loss of use thereof, arising from each occurrence. Such insurance must be endorsed to include

County and its officers and employees as additional insureds as to all services performed by Contractor under this Contract. Said policies must constitute primary insurance as to County, the state and federal governments, and their officers, agents, and employees, so that other insurance policies held by them or their self-insurance program(s) will not be required to contribute to any loss covered under Contractor's insurance policy or policies. Contractor must provide County with a copy of the endorsement making the County an additional insured on all commercial general liability policies as required herein no later than the effective date of this Contract. For all contracts where the total payment limit is greater than \$500,000, the aforementioned insurance coverage to be provided by Contractor must have a minimum combined single limit coverage of \$1,000,000.

- b. **Workers' Compensation.** Contractor must provide workers' compensation insurance coverage for its employees.
- c. **Certificate of Insurance.** The Contractor must provide County with (a) certificate(s) of insurance evidencing liability and worker's compensation insurance as required herein no later than the effective date of this Contract. If Contractor should renew the insurance policy(ies) or acquire either a new insurance policy(ies) or amend the coverage afforded through an endorsement to the policy at any time during the term of this Contract, then Contractor must provide (a) current certificate(s) of insurance.
- d. **Additional Insurance Provisions.** No later than five days after Contractor's receipt of: (i) a notice of cancellation, a notice of an intention to cancel, or a notice of a lapse in any of Contractor's insurance coverage required by this Contract; or (ii) a notice of a material change to Contractor's insurance coverage required by this Contract, Contractor will provide Department a copy of such notice of cancellation, notice of intention to cancel, notice of lapse of coverage, or notice of material change. Contractor's failure to provide Department the notice as required by the preceding sentence is a default under this Contract.

20. **Notices.** All notices provided for by this Contract must be in writing and may be delivered by deposit in the United States mail, postage prepaid. Notices to County must be addressed to the head of the county department for which this Contract is made. Notices to Contractor must be addressed to the Contractor's address designated herein. The effective date of notice is the date of deposit in the mails or of other delivery, except that the effective date of notice to County is the date of receipt by the head of the county department for which this Contract is made.

21. **Primacy of General Conditions.** In the event of a conflict between the General Conditions and the Special Conditions, the General Conditions govern unless the Special Conditions or Service Plan expressly provide otherwise.

22. **Nonrenewal.** Contractor understands and agrees that there is no representation, implication, or understanding that the services provided by Contractor under this Contract will be purchased by County under a new contract following expiration or termination of

this Contract, and Contractor waives all rights or claims to notice or hearing respecting any failure to continue purchasing all or any such services from Contractor.

23. **Possessory Interest.** If this Contract results in Contractor having possession of, claim or right to the possession of land or improvements, but does not vest ownership of the land or improvements in the same person, or if this Contract results in the placement of taxable improvements on tax exempt land (Revenue & Taxation Code Section 107), such interest or improvements may represent a possessory interest subject to property tax, and Contractor may be subject to the payment of property taxes levied on such interest. Contractor agrees that this provision complies with the notice requirements of Revenue & Taxation Code Section 107.6, and waives all rights to further notice or to damages under that or any comparable statute.
24. **No Third-Party Beneficiaries.** Nothing in this Contract may be construed to create, and the parties do not intend to create, any rights in third parties.
25. **Copyrights, Rights in Data, and Works Made for Hire.** Contractor will not publish or transfer any materials produced or resulting from activities supported by this Contract without the express written consent of the County Administrator. All reports, original drawings, graphics, plans, studies and other data and documents, in whatever form or format, assembled or prepared by Contractor or Contractor's subcontractors, consultants, and other agents in connection with this Contract are "works made for hire" (as defined in the Copyright Act, 17 U.S.C. Section 101 et seq., as amended) for County, and Contractor unconditionally and irrevocably transfers and assigns to Agency all right, title, and interest, including all copyrights and other intellectual property rights, in or to the works made for hire. Unless required by law, Contractor shall not publish, transfer, discuss, or disclose any of the above-described works made for hire or any information gathered, discovered, or generated in any way through this Agreement, without County's prior express written consent. If any of the works made for hire is subject to copyright protection, County reserves the right to copyright such works and Contractor agrees not to copyright such works. If any works made for hire are copyrighted, County reserves a royalty-free, irrevocable license to reproduce, publish, and use the works made for hire, in whole or in part, without restriction or limitation, and to authorize others to do so.
26. **Endorsements.** In its capacity as a contractor with Contra Costa County, Contractor will not publicly endorse or oppose the use of any particular brand name or commercial product without the prior written approval of the Board of Supervisors. In its County-contractor capacity, Contractor will not publicly attribute qualities or lack of qualities to a particular brand name or commercial product in the absence of a well-established and widely accepted scientific basis for such claims or without the prior written approval of the Board of Supervisors. In its County-contractor capacity, Contractor will not participate or appear

in any commercially produced advertisements designed to promote a particular brand name or commercial product, even if Contractor is not publicly endorsing a product, as long as the Contractor's presence in the advertisement can reasonably be interpreted as an endorsement of the product by or on behalf of Contra Costa County. Notwithstanding the foregoing, Contractor may express its views on products to other contractors, the Board of Supervisors, County officers, or others who may be authorized by the Board of Supervisors or by law to receive such views.

27. Required Audit.

- a. If Contractor expends \$750,000 or more in federal grant funds in any fiscal year from any source, Contractor must provide to County, at Contractor's expense, an audit conforming to the requirements set forth in the most current version of Code of Federal Regulations, Title 2, Part 200, Subpart F.
- b. If Contractor expends less than \$750,000 in federal grant funds in any fiscal year from any source, but the grant imposes specific audit requirements, Contractor must provide County with an audit conforming to those requirements.
- c. If Contractor expends less than \$750,000 in federal grant funds in any fiscal year from any source, Contractor is exempt from federal audit requirements for that year except as required by Code of Federal Regulations, Title 2, Part 200, Subpart F. Contractor shall make its records available for, and an audit may be required by, appropriate officials of the federal awarding agency, the General Accounting Office, the pass-through entity and/or the County. If an audit is required, Contractor must provide County with the audit.
- d. With respect to the audits specified in sections (a), (b) and (c) above, Contractor is solely responsible for arranging for the conduct of the audit, and for its cost. County may withhold the estimated cost of the audit or 10 percent of the contract amount, whichever is greater, or the final payment, from Contractor until County receives the audit from Contractor.

28. Authorization. Contractor, or the representative(s) signing this Contract on behalf of Contractor, represents and warrants that it has full power and authority to enter into this Contract and to perform the obligations set forth herein.

29. No Implied Waiver. The waiver by County of any breach of any term or provision of this Contract will not be deemed to be a waiver of such term or provision or of any subsequent breach of the same or any other term or provision contained herein.

10.2 National Performance Indicators

NATIONAL PERFORMANCE INDICATORS

Use one or more of the below questions to develop each goal and objective in your RFP 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 clients 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?

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?

Mental Health Access/Health Services

1. How many clients demonstrated improved mental and behavioral health and well-being?
2. How many clients obtained health care services for themselves and/or family member?
3. How many clients had access to safe and adorable health care services/facilities?
4. How many clients received Emergency Medical Care?
5. How many clients had access to reliable transportation and/or driver's license?
6. How many clients received Emergency Protection from Violence?
7. How many youths improved their health and physical development?
8. How many youths improved their social/emotional development?

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 ninety (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?

10.3 Sample of Completed Goal and Objectives Form #7

<p>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.</p>		
<p>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.</p>		
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.	<p>Housing - Shelter Priority Areas:</p> <p>Our agency will assist sixty-five (65) low-income clients with emergency shelter in Contra Costa County.</p> <p>Our agency will assist ten (10) low-income clients maintain safe and affordable housing in Contra Costa County.</p>	We intend on completing these tasks and assisting the projected number of low-income clients stated on our objective by the end of the 2020 CSBG contract.