

## Agenda

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**Group/Meeting Name:** EOC Executive Subcommittee Meeting

**Date:** 12/7/2023 **Time: From:** 12:00 p.m. **To** 1:00 p.m.

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

**Online/Call-in:**

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.

**HOW TO JOIN THE MEETING VIA ZOOM: FOR PUBLIC ONLY**  
Link: <https://cccouny-us.zoom.us/j/83114108066?pwd=OWNscDVjOCtVeWtFQklKeU1oMmM4QT09>  
Password: 966844

**HOW TO JOIN THE MEETING VIA CALL-IN:**

- **Zoom meeting Dial-In-Number:** +1-888 278 0254
- **Conference code:** 812185
- **Meeting ID:** 831 1410 8066
- **Password:** 966844

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

**Meeting Leader:** Renee Zeimer, Chair

**Purpose:** To set the agenda for the next EOC Business Meeting

*The Economic Opportunity Council will provide reasonable accommodation 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](mailto:rward@ehsd.cccounty.us) or [creich@ehsd.cccounty.us](mailto:creich@ehsd.cccounty.us).*

*Persons who wish to address the EOC during the public comment or with respect to an agenda item may email their comments to [awardr@ehsd.cccounty.us](mailto:awardr@ehsd.cccounty.us) or [creich@ehsd.cccounty.us](mailto: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. Review and approve the draft November 2, 2023 EOC Executive Meeting minutes.
4. Review and approve the draft November 9, 2023 EOC Business Meeting minutes.
5. Review 2023 Onsite Monitoring forms, schedule-to-date, and outreach plan.
6. Hear Status Update of 2024-25 RFP.
7. Review and approve the draft December 14, 2023 EOC Business Meeting agenda.
8. Identify next steps.
9. 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. <b>Action:</b> Review and approve the draft November 2, 2023 EOC Executive Meeting minutes.	Present Clarify Check for Understanding Check for Approval	Group	5 Minutes
4. <b>Action:</b> Review and approve the draft November 9, 2023 EOC Executive Meeting minutes.	Present Clarify Check for Understanding	CSB staff	10 Minutes
5. Discuss 2023 CSBG Onsite Monitoring Forms, Schedule, and Outreach Plan.	Present Clarify Check for Understanding	Group	5 Minutes
6. Hear Status Update of 2024-25 RFI	Present Clarify Check for Understanding	Group	5 Minutes
7. <b>Action:</b> Review and approve the draft December 14, 2023 EOC Business Meeting agenda	Present Clarify Check for Understanding Check for Approval	Group	15 Minutes
8. Next Steps	Present Clarify Check for Understanding	CSB staff	2 Minutes
9. Meeting Evaluation	+/-Δ	Group	3 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](mailto: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.*



**Economic Opportunity Council (EOC) Executive Meeting Minutes**  
Location: In-person/Zoom for public  
1470 Civic Court, Suite 200, Concord, CA. 94520, Conference Room 221



**Date:** 11/2/2023      **Time Convened:** 12:00 p.m.      **Time Terminated:** 1:00 p.m.      **Recorder:** Melissa Molina

**Meeting attendees:** Renee Zeimer, Devlyn Sewell,  
**Staff:** Christina Reich, Roshunda Ward, Melissa Molina, MJ Robb  
**Absentees:** none

**Quorum:** Yes

TOPIC	RECOMMENDATION / SUMMARY
Review desired outcomes and ground rules.	<ul style="list-style-type: none"><li>Chair Zeimer called the meeting to order at 12:00pm.</li><li>Zeimer read the desired outcomes.</li></ul>
Public Comment	<ul style="list-style-type: none"><li>None</li></ul>
<b>Action:</b> Review and approve the draft October 5, 2023 Executive Meeting Minutes.	<ul style="list-style-type: none"><li>The group reviewed the draft of the October 5, 2023, Executive Meeting minutes.</li><li>No changes</li></ul> <p><b>A motion to approve the October 5, 2023 Executive Meeting minutes with no changes, approved by acclamation.</b></p> <p><b>The motion passed with EOC members voting as follows:</b> <b>Ayes:</b> Zeimer, Sewell. <b>Nays:</b> None. <b>Abstentions:</b> None.</p>

TOPIC	RECOMMENDATION / SUMMARY
<p><b>Action:</b> Review and approve the draft for October 26, 2023 Informational Business Meeting</p>	<ul style="list-style-type: none"> <li>• Informational Minutes were added separately.</li> <li>• Reich spoke with the state and explained our struggles with meetings, they are happy with us including these minutes for the October 26, 2023, Informational Business Meeting</li> <li>• Reich proposed to ratify all the recommendations that were made at EOC business meeting and to ratify all of them at once as though there was no quorum.</li> <li>• All EOC members will be sent a text reminder the day of the business meeting</li> <li>• Victor and Dr. Coleman will be going to the FHS meeting on 11/27/2023, and there be two additional board meetings on 12/5/23 and 12/12/2023</li> <li>• Reich will change the wording to “recommend” for all motions.</li> </ul> <p><b>A motion to approve the October 26, 2023 Informational Business Meeting, approved by acclamation.</b></p> <p><b>The motion passed with EOC member voting as follows:</b>  <b>Aye: Zeimer, Sewell</b>  <b>Nays: None</b>  <b>Abstentions: None</b></p>
<p>Review the Triannual and Annual Report for 2020, 2021 and 2022</p>	<ul style="list-style-type: none"> <li>• Reich explained the purpose of the triennial/annual report to MJ Robb.</li> <li>• Triennial Report is due to the clerk of the board by 12/1/2023 and needs to be approved at the next business meeting 11/09/23, both Reich and Zeimer will need to sign the back page.</li> <li>• Reich spoke about attending the meeting in person and The Brown Act</li> <li>• Zeimer suggested we review the by laws for our annual report</li> <li>• Changes made to pages 8, 9, 11 and 13 will be made by Reich</li> <li>• Advisory Body Annual Report will be added to EOC business meeting packet</li> </ul>
<p>Discuss 2023 CSBG Onsite Monitoring Plan</p>	<ul style="list-style-type: none"> <li>• Reich will discuss onsite monitoring at the 11/9/2023 business meeting.</li> <li>• Each EOC member will select what subcontract to monitor and Melissa will make a note of it</li> <li>• As a team we will work on the date that works best for both EOC members and subcontractor</li> <li>• <i>Reich would like them all completed by the end of 2023</i></li> </ul>
<p><b>Action:</b> ➤ Review and approve the draft November 9, 2023 EOC Business Meeting agenda.</p>	<ul style="list-style-type: none"> <li>• The group reviewed the draft of the November 9, 2023 Business Meeting agenda.</li> <li>• The group went over items and adjusted different sections of the draft of the November 2023 Business Meeting agenda.</li> <li>• <i>Zeimer recommended to add an item to agenda on item 8 to discuss potential outreach visits.</i></li> <li>• <i>Christina added under staff reports, Alison and Measure X.</i></li> </ul> <p><b>A motion to approve the November 9, 2023 Business Meeting agenda with noted changes was approved by acclamation.</b></p> <p><b>The motion passed with EOC members voting as follows:</b></p>

TOPIC	RECOMMENDATION / SUMMARY
	<b>Ayes: Zeimer, Sewell.</b> <b>Nays: None.</b> <b>Abstentions: None.</b>
Next Steps	<ul style="list-style-type: none"> <li>• <i>Melissa will notify Dr. Coleman and Victor of first meeting on 12/14/2023 and provide them with required trainings.</i></li> <li>• <i>Reich to follow up with Alison on posting the EOC agenda at the local libraries.</i></li> </ul>
Evaluate the Meeting	<ul style="list-style-type: none"> <li>• MJ Robb attended the meeting.</li> <li>• Meeting ended on time.</li> </ul>

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**Economic Opportunity Council (EOC) Business Meeting Minutes**  
Location: 1470 Civic Court, Suite 200, Conf. Room #207, Concord



**Date:** 11/9/2023      **Time Convened:** 6:08 pm      **Time Terminated:** 7:42 pm      **Recorder:** Melissa Molina

**Meeting attendees:** Renee Zeimer, Devlyn Sewell, Ajit Kaushal, LaTonia Peoples-Stokes, Alison McKee, Monisha Merchant, Patricia Campbell, Tim Barrow, Desire Medlen

**Absentees:** Matt Rogers

**Staff:** Christina Reich, Roshunda Ward, Melissa Molina, Michael Morris

**Guest:** none

**Quorum:** Yes

TOPIC	RECOMMENDATION / SUMMARY
Review desired outcomes and ground rules.	<ul style="list-style-type: none"><li>Chair Zeimer called the meeting to order at 6:08 pm and reviewed the desired outcomes and meeting rules.</li></ul>
Public Comment	<ul style="list-style-type: none"><li>None</li></ul>
<b>Action:</b> <ul style="list-style-type: none"><li>➤ Approve the draft of October 26, 2023 Informational Business Meeting minutes</li></ul>	<b>A motion to approve the draft October 26, 2023 EOC Informational Meeting minutes was made by Patricia and seconded by Monisha Merchant. Minutes approved by acclamation.</b>

TOPIC	RECOMMENDATION / SUMMARY
<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>Ratify recommendations made on October 26, 2023 EOC Informational Meeting due to lack of quorum.</li> </ul>	<p>Reich explained that because we did not achieve quorum at the October meeting, all actions taken much be ratified via a formal approval process.</p> <p><b>Merchant made a motion to formally approve recommendations taken at the 10/26/23 EOC informational meeting:</b></p> <ul style="list-style-type: none"> <li>To approve the appointment of Victor Tiglao to the EOC.</li> <li>To approve the appointment of Dr. Karen Coleman to the EOC.</li> <li>To approve the Business Meeting Minutes of 6/13/23 as written.</li> <li>To approve Amendment #2 for Grant #23F-4007 using Option #3 as presented.</li> <li>To approve the 2024-2026 CSBG RFP as presented.</li> <li>To approve Renee Zeimer as Chairperson.</li> <li>To approve Devlyn Sewell as Vice Chair.</li> <li>To approve Tim Barrow as Secretary.</li> <li>To approve Monisha Merchant as EOC Community Representative to the Head Start Policy Council.</li> </ul> <p><b>The motion was seconded by Campbell.</b></p> <p>The motion passed with EOC members voting as follows:  Ayes: 9  Nays: 0  Abstentions: 0  Absent: 1</p>
<p><b>Fiscal Reports:</b></p> <ul style="list-style-type: none"> <li>CSBG-Expenditure Report for September for Grant #23F-4007</li> </ul>	<ul style="list-style-type: none"> <li>Morris presented the September 2023 expenditure report.</li> <li>Reich stated that footnotes will be added to the expenditure report on the next packet.</li> <li>Ward advised members that demands are pending at the ACO's office for payment; she is following up on a weekly basis.</li> <li>Reich reported to members that we had a subcontractor meeting regarding demands. The process has been streamlined and Roshunda created a single budget form for subcontractors to use and they are very happy.</li> <li>Ward explained how demands are processed and the turnaround time for each step in the process.</li> <li>Reich explained we have a new system called Workday that started in April, which caused delays. However, things are moving more quickly now.</li> </ul>

TOPIC	RECOMMENDATION / SUMMARY
<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>Review and approve the Phase I of the Triennial Review Survey</li> </ul>	<ul style="list-style-type: none"> <li>Reich advised members that this Triennial Review covers 2020, 2021 and 2022 and is due on 12/1/2023. It was emailed to all members by C. Reich once it was approved at the executive meeting for further input.</li> <li>Kaushal found a correction that needs to be made on page 10 and Reich made the correction in real time.</li> <li>Reich reviewed the report and all the items that were changed since the last meeting.</li> <li>The issue of not meeting quorum was addressed in the report. Members were reminded that quorum must be met in person, not via zoom. Two new members have been appointed who will start in December; this will bring us up to 12 members. Reich explained that we have two BOS vacancies for John Gioia and Federal Glover, and they are doing a great job recruiting.</li> </ul> <p><b>A motion to approve the triennial review survey was made by Barrow and seconded by Peoples-Stokes.</b></p> <p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes: 9</b>  <b>Nays: 0</b>  <b>Absentions:0</b>  <b>Absent: 1</b></p>
<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>Review and approve the EOC Annual Report to the Board of Supervisors</li> </ul>	<ul style="list-style-type: none"> <li>Reich spoke about the Annual Report and that it's due every year in December. This report covers January 2023 through December 2023. The activities, accomplishments, attendance/representation, training/certification, and proposed work plan/objectives for next year were reviewed.</li> <li>Reich reiterated the importance of members completing all three training courses by 11/15/2023 so we can include training certifications in our submission.</li> </ul> <p><b>A motion to approve the EOC Annual report for 2023 was made by McKee and seconded by Merchant.</b></p> <p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes: 9</b>  <b>Nays: 0</b>  <b>Absentions:0</b>  <b>Absent: 1</b></p>
<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>Discuss and Sign Up for 2023 CSBG Onsite Monitoring</li> </ul>	<ul style="list-style-type: none"> <li>Reich stated that there will be two parts to this year's onsite monitoring. Vice Chair Sewell asked to combine an outreach activity with the onsite monitoring, outreach funds are available.</li> <li>There is a list of subcontractors; staff are required to monitor the effectiveness and requirements that they said they will provide and will be accompanied by an EOC member.</li> </ul>



TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> <li>• There will be a tool used for observations, staff will stay longer to review 3 random files to ensure income eligibility and that case plans are in place.</li> <li>• All 9 members selected a subcontractor to monitor.</li> <li>• Melissa will work with each member and the agency for what best time works.</li> <li>• All onsite monitoring must be done by the end of January 2024.</li> <li>• Vice Chair, Devlyn would like to provide outreach materials to sub-contractors for their clients. Last year's backpacks included socks, snacks, first aid supplies and the cost were approx. \$75.00 each and she would like to repeat it this year.</li> <li>• Staff will work with Devlyn on what's needed for the backpacks.</li> </ul> <p><b>A motion to approve spending the unobligated outreach balance for purchasing back packs and additional items to include in each one was made by Campbell and seconded by Sewell.</b></p> <p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes: 9</b>  <b>Nays: 0</b>  <b>Absentions:0</b>  <b>Absent: 1</b></p>
<b>Reports:</b> <ul style="list-style-type: none"> <li>• <b>CSB Director</b></li> <li>• <b>CSB Staff</b></li> <li>• <b>EOC Chair</b></li> <li>• <b>EOC Members</b></li> </ul>	<ul style="list-style-type: none"> <li>• Director Report: Interim Director Robb unable to attend due to her limited work hours as a retiree. Reich gave the director's report stating that CSB is in the process of recompeting for its Head Start/Early Head Start grant. A federal review was done at the end of July 2023 due to governance, fiscal and health safety issues. CSB made all the corrections and that was the purpose of the review in July. However, the report normally takes 6 weeks, but CSB has not heard back. Due to these issues, it placed CSB in recompetition for 29 million dollars in Head Start funding, which will go out for bid, and anyone can apply to run our program. If we don't pass the review from July, we will not be able to apply for any grants, but it will be appealed very strongly. Our teachers have job security due to the national teacher shortage. Therefore, if any program takes over their jobs will be secure. Our 5-year grant ends at the end of 2023, but it was extended until 06/30/2024. Tim Barrow asked if Christina Reich can provide a status at our next meeting, per Reich, she will bring it up at every business meeting.</li> <li>• Staff Report: Reich shared a handout with information about why we had to do an RFP instead of an RFI this year and reviewed the CSBG RFP 1204 Timeline. EOC will review and evaluate the applications</li> </ul>

TOPIC	RECOMMENDATION / SUMMARY
	<p>which will be delivered directly to their home between December 20 and 23, along with the score sheets. We will need a decision on who will be funded by 01/12/2024. We will talk about this in our December 2023 meeting. We will conduct the negotiations via an AD HOC meeting in lieu of our January 11, 2024 business meeting, which requires a quorum but allows us to teleconference.</p> <ul style="list-style-type: none"> <li>• Chair Report: Chair Zeimer has been talking to assembly member Blanca Pacheco and legislative members and is working on getting a hearing on AB 817 regarding Brown Act reform. Zeimer stated that CalCAPA conference went well; she enjoyed the sessions and spending time with Melissa and Roshunda.</li> <li>• Alison McKee: The library is asking for 1.5 million in Measure X funds for staffing to support low-income families. There is a position for example for the adult literacy program to bolster the English learners program. There is a position in the collection's development department. There is also a position for someone to work with all the 19 local school districts for every student to have a library account using their school ID's. This will go to the BOS for approval. Zeimer suggested that EOC members can help by writing a letter to support, therefore Alison will send the information that she shared with the commission with Molina to send it out to all the EOC members. On 11/15/2023 the library will be launching their first early literacy van at Monument Crisis Center from 2pm to 4pm. The measure X funds are designated for the librarian and driver.</li> </ul>
<b>Next Steps</b>	<p><u>Next Steps</u></p> <ul style="list-style-type: none"> <li>• Melissa to follow up with Alison and Devlyn regarding their training.</li> <li>• Staff will contact Devlyn for outreach ideas and will place orders for outreach supplies.</li> <li>• Melissa will connect with members to schedule monitoring visits.</li> </ul>
<b>Evaluate the Meeting</b>	<ul style="list-style-type: none"> <li>• Plus – everything went well.</li> <li>• Delta – none.</li> </ul>



# CSBG RFI SCORING TRAINING

EOC BUSINESS MEETING

DECEMBER 14, 2023

# KEY PRINCIPLES TO RFI PROCESS

- **Confidentiality**
- **Transparency**
- **Fairness**
- **Efficiency**
- **Excellence**

# INTEGRITY OF THE PROCESS IS CRITICAL

The process must be:

- **Complete** – Read each application and score it properly
- **Timely** – Turn in your application scoring sheets prior to participation in the proposal selection process. Staff will confirm receipt and copy the EOC Chair.
- **Defensible** – Justify your score by using the comments section and be prepared to negotiate if your score is over ten points out of range from the scores of others.





# TOOLS FOR SCORING

National Performance Indicators

Scoring sheet



# WRAP UP – TIMELINE!

<u>Event/Location</u>	<u>Date</u>
Legal Notice Released and RFP Posted on Website	November 2, 2023
Bidder's Conference/Informational Session held via Zoom	November 16, 2023
RFP Questions due to EHSD	Nov 27, 2023
Responses to RFP Questions Published by EHSD	Dec 1, 2023
<b>RFP Proposal Response Submission Due Date</b>	<b>Friday, Dec 8, 2023</b>
EHSD Compliance Review and Evaluation	Dec 11 – 12, 2023
EHSD Fiscal Review and Evaluation	Dec 13 – 19, 2023
Economic Opportunity Council (EOC) Review and Evaluation	Dec 20, 23 – Jan 12, 24
Award Letter Notification	January 17, 2024
Appeal Period (10 business days after Award Letter issuance)	Jan 18 - 31, 2024
Contract Negotiation and Processing	Jan - Feb 2024
Anticipated Contract Start Date	March 1, 2024

EOC will meet on ZOOM from 6 to 8:30 PM on January 11, 2024 – this will be an AD HOC Committee Meeting in lieu of our regularly scheduled January Business Meeting.



# Contra Costa County Employment & Human Services Department Community Services Bureau



## Request for Proposal (RFP) #1204 Evaluation Sheet Breakdown of Selection Criteria

<b>Evaluator's Name:</b>			
<b>Applicant's Name:</b>		<b>Project Title:</b>	
<b>Target Population:</b>		<b># Served:</b>	
<b>Priority Area:</b>		<b>Service Area:</b>	
<b>Requested Amt.:</b>		<b>Leveraged Amt.:</b>	
<b>NPIs:</b>			
<b>Total Score:</b>		<b>Suggested Award Amt.</b>	

A successful proposal will be based on scores earned in the evaluation phase.

For organizations/agencies that were awarded funding in fiscal year 2023-24, please consider whether the program achieved their proposed outcomes and if not, why not. Include any comments after each section.

**Rater/Reviewer:** Please review the RFI and score each section below. A list of National Performance Indicators (NPIs) are included to assist with your scoring. Place each score under the "Score" column and then total then total the section. **Use the following criteria: 1=unsatisfactory; 2=below average; 3=average; 4=good; 5=outstanding.**

<b>Project Overview-15 points</b>	<b>Score</b>
1. Description of the organization including mission statement, types of services provided, and client demographics is clear and aligned with the high priority areas and needs identified in the Community Action Plan.	
2. Proposal demonstrates proven success at providing high quality services and has proven performance in working effectively with low-income, program eligible participants or similar populations identified in the Letter of Interest.	
3. Proposed project has a realistic and detailed implementation plan for providing services.	
<b>Total</b>	
<b>Comments:</b>	





# Contra Costa County Employment & Human Services Department Community Services Bureau



Program Budget, Narrative and Capacity Information-20 points	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	
Comments:	

Project Description-25 points	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	
Comments:	



# Contra Costa County Employment & Human Services Department Community Services Bureau



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Outcome Goals and Objectives Table (Attachment B in the proposal packet)- 30 points		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		
Comments:		

Proven Track Record of Proposed Services-10 points		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)		
**Please note that the max score for this question is 10		
Total		
Comments:		



# Contra Costa County Employment & Human Services Department Community Services Bureau



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RFI Proposal Total Score	
	Total

## NATIONAL PERFORMANCE INDICATORS

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

### **Housing & Shelter**

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

### **Employment & Training**

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

### **Food & Nutrition**

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

### **Comprehensive Health Services**

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

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

<b>GOAL:</b> 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?)

## 2023 CSBG Onsite Monitoring Guidelines

- CSB staff will schedule the visit at a mutually agreed upon time with the agency and EOC member and will confirm the visit by email.
- Please be on time for the scheduled monitoring visit. Leave extra time to make sure can find the location as given to you by staff.
- Staff will bring:
  - Copies of the Monitoring Form (see attached)
  - Copies of the File Review Forms (see attached)
  - Copies of the 2023-24 Service Plan from the Contract describing the agreed upon deliverables
  - Copies of Demand Tracking Sheet Information for the Contractor to ensure proper spend-down of the contract by the provider
- EOC Members will interview the agency staff and staff will record answers (using a laptop is best practice but not required).
- Agency will provide staff and EOC members with a tour of the facility.
- When the monitoring form is complete, EOC members will be excused, and staff will remain to conduct the file review due to confidentiality (see attached completed report as an example).
- Leave your business card with the Director and thank the agency staff for their time.
- Be prepared to briefly report to the EOC at the February 8 Business Meeting.





# Contra Costa County Employment & Human Services Department Community Services Bureau



## CSBG Site Monitoring Evaluation

Site Location: \_\_\_\_\_ Date of Visit: \_\_\_\_\_  
Site Representative: \_\_\_\_\_ Title: \_\_\_\_\_  
EOC Representative: \_\_\_\_\_ Time of Visit: \_\_\_\_\_  
CSB Representative: \_\_\_\_\_  
Purpose of Facility \_\_\_\_\_ 23-24 CSBG Amount \_\_\_\_\_

Attach Mission Statement or Brochure(s)

Does the Service Provider Mission Support the EOC Mission Statement? Yes ☐ No ☐

### Site Program(s) (Check all Applicable Programs):

<input type="checkbox"/> Education	<input type="checkbox"/> Medical
<input type="checkbox"/> Job Training	<input type="checkbox"/> Probation
<input type="checkbox"/> Housing	<input type="checkbox"/> After School Program
<input type="checkbox"/> Emergency Shelter Childcare	<input type="checkbox"/> Tutoring
<input type="checkbox"/> Transportation	<input type="checkbox"/> Others: skill-building

Population served (i.e., families, specific high-risk groups, neighborhood, etc.):

### Interview Questions:

- How does your program receive referrals? (i.e., Religious Organization(s), Walk-in's, Outreach, Schools, Corrections, Self, Other)
- How many client(s) does the facility support? Daily: \_\_\_\_\_ Weekly: \_\_\_\_\_ Monthly: \_\_\_\_\_ Annual: \_\_\_\_\_
- Number staff employed: \_\_\_\_\_ Volunteers: \_\_\_\_\_
- Is staffing fully in place for your CSBG funded program? If not, why?
- What screening criteria are used to determine eligibility?
- What obstacles do your clients face before, during, and after your program? (i.e., unemployment, housing, etc.)
- In general, is your program well known and received positively in the community?
- What issues/barriers have you encountered as an organization? What specific actions are you taking to address these problems? Are any of these issue areas in which the EOC might provide assistance?
- Are there other issues or facets of your program of which you would like the EOC to be aware?



**Contra Costa County  
Employment & Human Services Department  
Community Services Bureau**



**Environment Observation:**

	Lowest			Highest	
1. Was the facility clean?	1	2	3	4	5
2. Was the staff professional and easily to be identified?	1	2	3	4	5
3. Was the facility organized and professional?	1	2	3	4	5
4. How were the clients interacting with staff?	1	2	3	4	5
5. What is your overall perception of the facility?	1	2	3	4	5

**Contract Service Activities:**

Activity:	Status:

**Review of 2021-22 Closeout Budgets:**

Did the Provider Spend Down Entire Contract?	If not, explain:

**NOTES:**


**Improvement(s) / Recommendations:**




## **File REVIEW Tool:**

### **CSBG Client File Requirements**

**County/Staff Name:** \_\_\_\_\_ **Name of Client:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Program:** \_\_\_\_\_ **Reviewed by:** \_\_\_\_\_

- ☐ Application for services (agency specific)
  - Collect demographics (CSBG Annual Report- Module 4 All Characteristics)
  - Income eligibility verified (See Federal Poverty Guideline)
  - File must have copies of income verification for eligibility confirmation and audit purposes
  - Residency verification (lives in the county) or homeless (hotel receipt or self-declaration/perjury statement)  
**NOTE:** CSBG does not require legal status or legal residency for services to be provided
  - Copies of ID or verification of identity
- ☐ Intake Assessment
  - Based on Service Domain
  - Intake – Entrance to program date
  - Assessment period: Monthly or Quarterly
  - Exit- Upon completion of program (track outcomes)
  - Outcomes documented for CSBG Annual Report (Module 4)
- ☐ Case Notes
  - Completed when having any contact with the client in-person, by phone, by mail or referral(s) status/completion.
  - Case notes must follow clear history of service—all case notes will be reviewed by audit/monitoring by funder.
- ☐ Documents
  - Case plan and/or Goals (developed with client)
  - Copies of vouchers, passes, purchase orders, or other financial assistance documentation
  - Copies of referrals sent on behalf of client to other agencies/partners
  - Copies of case plan completion documents
  - Copies of income verification and changes during assessment periods
  - Track/Log of trainings, workshops or sessions attended by client/family to meet case plan
- ☐ Closed Cases
  - Completed assessment
  - Domain Outcomes captured
  - Quarterly Report & Annual Report Completed (data)
  - Enter data on system to reflect client exiting program/closing
  - Retain records/file for a 5-year period, after closing the case.

#### **Quarterly Reviews**

***Thank you for all your hard work!***



# Contra Costa County Employment & Human Services Department Community Services Bureau



## CSBG Site Monitoring Evaluation

<b>Site Location:</b>	Contra Costa Clubhouse	<b>Date of Visit:</b>	11-16-2022
<b>Site Representative:</b>	Tamara Hunter	<b>Title:</b>	CEO
<b>EOC Representative:</b>	Brendan Foley	<b>Time of Visit:</b>	1:30 pm
<b>CSB Representative:</b>	Christina Reich		
<b>Purpose of Facility</b>	<u>Vocational Rehab for Members with Mental Illness</u>	<b>21-23 CSBG Amount</b>	<u>\$35,200</u>

Attach Mission Statement or Brochure(s): See attached

Does the Service Provider Mission Support the EOC Mission Statement? Yes ☒ No ☐

### Site Program(s) (Check all Applicable Programs):

<input type="checkbox"/> Education ★	<input type="checkbox"/> Medical ★
<input type="checkbox"/> Job Training ★	<input type="checkbox"/> Probation ★
<input type="checkbox"/> Housing ★	<input type="checkbox"/> After School Program
<input type="checkbox"/> Emergency Shelter Childcare	<input type="checkbox"/> Tutoring ★
<input type="checkbox"/> Transportation ★	<input type="checkbox"/> Others: skill-building ★

Population served (i.e. families, specific high-risk groups, neighborhood, etc): *Individuals with mental challenges, house-less, transitional age youth, older adults, LGBTQIA, BIPOC, Veterans, re-entry*

### Interview Questions:

- How does your program receive referrals? (i.e. Religious Organization(s), Walk-in's, Outreach, Schools, Corrections, Self, Other) *Experiencing an unprecedented increase in referrals. Receive them from John Muir, Kaiser, CCRMC and its clinics, Behavioral Health, private providers, CBOs, word of mouth, board members, social media*
- How many client(s) does the facility support? Daily:                      Weekly:                      Monthly:                      Annual: *450+*
- Number staff employed: *12*                      Volunteers: *~42/day*
- Is staffing fully in place for your CSBG funded program? If not, why? *Yes*
- What screening criteria are used to determine eligibility? *18 and over, live in CCC, diagnosis, low-income*
- What obstacles do your clients face before, during, and after your program? (i.e. unemployment, housing, etc) *Housing insecurity – high need; most licensed board and care reserved for county via contract; food insecurity*
- In general, is your program well known and received positively in the community? *YES! See recognition on website and social media.*
- What issues/barriers have you encountered as an organization? What specific actions are you taking to address these problems? Are any of these issue areas in which the EOC might provide assistance?  
*Expanding to operate the Peer Connection centers has been a huge adjustment for the organization; currently undergoing rebranding and CSB/EOC can help spread the word. Also would appreciate more opportunities to partner. Attendance at Clubhouse events is one way to partner.*
- Are there other issues or facets of your program of which you would like the EOC to be aware?  
*After rebranding, EOC could help with outreach.*



# Contra Costa County Employment & Human Services Department Community Services Bureau



## Environment Observation:

	Lowest				Highest
1. Was the facility clean?	1	2	3	4	5
2. Was the staff professional and easily to be identified?	1	2	3	4	5
3. Was the facility organized and professional?	1	2	3	4	5
4. How were the clients interacting with staff?	1	2	3	4	5
5. What is your overall perception of the facility?	1	2	3	4	5

## Contract Service Activities:

Activity:	Status:
See attached service plan.	On target with all activities.

## Review of 2021-22 Closeout Budgets:

Did Provider Spend Down Entire Contract?	If not, explain:
88% of CARES Contract Spent 100% of CARES – Discretionary Spent Current contract on target	Challenges with new demand requirements and processes.

## **NOTES:**

Tamara reports continued issues with getting demands through the approval process as six demands are on hold.

## **Improvement(s) / Recommendations:**

Christina will work with the CSBG analyst and fiscal to address the issues regarding approval of demands.
Christina will assist Tamara with a system and tools to collect FPL income verification.

*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:** 12/14/2023 **Time: From:** 6:00 p.m. **To** 7:30 p.m.

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

**On-line/Call-in** 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://cccouny-us.zoom.us/j/84263440280?pwd=9vMY9TLNqDOyOJHBqBZjlGEonEuVsZ.1>

Password: 119756  
Meeting ID: 842 6344 0280  
Call In: 1-888-278-0254  
Conference Code: 812185  
Password: 119756

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](mailto:rward@ehsd.cccounty.us) or [creich@ehsd.cccounty.us](mailto: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](mailto:rward@ehsd.cccounty.us) or [creich@ehsd.cccounty.us](mailto: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:** Review and approve the draft November 9, 2023 EOC Business Meeting minutes.
4. Receive Fiscal Reports
5. **Action:** Review and approve the 2024 CSBG Budget for Contract #24F-3007
6. Receive 2023 Monitoring Plan Update and Training on Monitoring Process
7. Receive Update on RFP 1204 and Training on Scoring Applications
8. Receive CSB staff and EOC Member reports.
9. Identify next steps.
10. Evaluate the meeting.

## Agenda

What	How	Who	Time
1. Review Desired Outcomes & Meeting Rules	Present	Volunteer	2 <sup>30</sup> Minutes

	Clarify Check for Understanding		
2. Public Comment	Present	Members of the Public	3 Minutes
3. <b>Action:</b> Review and approve the draft November 9, 2023 EOC Business Meeting minutes.	Present Clarify Check for Understanding	Renee Zeimer	5 Minutes
4. Fiscal Reports: <ul style="list-style-type: none"> <li>CSBG Expenditure Report for September for Grant #23F-4007</li> <li>Statuses on demands received, paid, and pending for Program Year 2023-2024 Grant #23F-4007</li> </ul>	Present Clarify Check for Understanding	Michael Morris & Roshunda Ward	15 Minutes
5. <b>Action:</b> Review and approve the draft 2024 CSBG Budget for Contract 24F-3007	Present Clarify Check for Understanding	Michael Morris & Roshunda Ward	15 Minutes
6. Receive 2023 Monitoring Plan Update and Training on Monitoring Process	Present Clarify Check for Understanding Check for Approval	Christina Reich	15 minutes
7. Receive Update on RFP 1204 and Training on Scoring Applications	Present Clarify Check for Understanding Check for Approval	Christina Reich	15 Minutes
8. Reports: <ul style="list-style-type: none"> <li>CSB Director <ul style="list-style-type: none"> <li>Head Start Update</li> </ul> </li> <li>CSB Staff</li> <li>Chair</li> <li>Other member reports</li> </ul>	Present Clarify Check for Understanding	Group	15 Minutes
9. Next Steps	Present Clarify Check for Understanding	Melissa Molina	3 Minutes
10. Meeting Evaluation	Plus/Delta	Melissa Molina	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](mailto: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*