



# Monterey County

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

## Board Report

Legistar File Number: A 20-128

May 19, 2020

Introduced: 5/8/2020

Current Status: Agenda Ready

Version: 1

Matter Type: BoS Agreement

- a. Approve and authorize the Director of the Department of Social Services to sign an Agreement with Community Networks Corporation dba Community Software Group for \$22,414.00 to renew the software subscription for the Community Action Plan data management system for a term of 4/29/2020 to 4/28/2021 with annual renewal options beginning upon execution; and
- b. Authorize the Director of the Department of Social Services to sign up to (3) amendments to this Agreement where the total amendments do not exceed 10% (\$2,241) of the original contract amount and do not significantly change the scope of work.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and authorize the Director of the Department of Social Services to sign an Agreement with Community Networks Corporation dba Community Software Group for \$22,414.00 to renew the software subscription for the Community Action Plan data management system for a term of 4/29/2020 to 4/28/2021 with annual renewal options beginning upon execution; and
- b. Authorize the Director of the Department of Social Services to sign up to (3) amendments to this Agreement where the total amendments do not exceed 10% (\$2,241) of the original contract amount and do not significantly change the scope of work.

### SUMMARY/DISCUSSION:

The Monterey County Community Action Partnership administers the Community Services Block Grant (CSBG) funds and must ensure quality data and outcomes be reported on an annual basis using national standardized performance indicators and outcomes. These data points are established and maintained by the federal Office of Community Services and overseen in California by the state Department of Community Services and Development through the CSBG Annual Report. The CSBG Annual Report is a part of the greater CSBG Performance Management Framework and Results Oriented Management and Accountability (ROMA) Next Generation efforts. The CSBG Annual Report supports an enhanced focus on improved data collection, analysis, and continuous learning. Information will be used at all levels (National, State, and Local) to improve performance, track results from year to year and assure accountability for critical outcomes. The vendor, Community Software Group provides the statewide services for the Department of Community Services and Development and therefore established methods for collecting data consistent with CA state and federal requirements.

The Community Services Block Grant (CSBG) funds are highly regulated and require very specific data be reported on an annual basis. These reporting standards are set at the federal level and maintained and monitored at the state level. All agencies accepting and administering CSBG funds must comply with the reporting guidelines and use the exact template of a four-module series of indicators, expense reports, service unit delivery, community impact initiatives individual and family level achievements, and client characteristic reports. A revised set of reporting outcomes was established in 2017 and 2018 served as a transitional year. As of 2020, in order to receive CSBG funding, CSD requires agencies to comply with strict planning, monitoring and reporting standards, which include reporting unduplicated client characteristics across programs. Monterey County Community Action Partnership began implementing the data system in 2019. This process included training subcontractors to use the software and transition from manual data collection methods involving a series of unlinked Excel spreadsheets to capture and report county-wide services and outcomes. The current manual system for collecting data does not meet new state requirements as it does not have a method for capturing unduplicated data.

CSG is MCCAP's preferred vendor because its software meets state and federal reporting standards. CSG's data management system is used by Community Services and Development (CSD) to oversee agencies administering CSBG funds. Employing the same data management software that CSD uses to monitor CAP agencies ensures consistency and compatibility with CSD reporting requirements. Other considerations for choosing CSG are the cost-effectiveness of procuring licenses for county contractors and accessibility of tech-support. This contract includes CSG's annual subscription fee, licenses for 21 users, tech support for MCCAP administration and nonprofit subcontractors, and webinar trainings.

OTHER AGENCY INVOLVEMENT:

Risk Management and the Auditor-Controller have reviewed and approved this agreement. Contracts/Purchasing cannot sign the nonstandard agreement. County Counsel has approved the agreement as to legal form.

FINANCING:

The Department of Community Services and Development (CSD) authorized use of CSBG discretionary funding to procure data systems that will ensure compliance with current data management standards and are consistent with the OMB's CSBG Annual Report. This funding must be spent by 5/31/2020 or forfeited. Sufficient estimated revenue and appropriations in 008-5010-SOC007-8257 are included in the FY2019/20 Adopted Budget.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

This Agreement correlates to the Health & Human Services and Administration Strategic Initiatives adopted by the Board of Supervisors by supporting the infrastructure for programs that serve the most vulnerable and low-income residents of the Community through Community Action programs.

Check the related Board of Supervisors Strategic Initiatives:

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

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Approved by: Lori A. Medina, Director, x4430

Attachments: Agreement

Attachments on File with the Clerk of the Board