



Board Report

File #: A 19-061, **Version:** 1

- a. Approve and authorize the Acting Director of the Department of Social Services to sign an Agreement with Community Networks Corporation dba Community Software Group for \$26,000 for subscriptions to Data Management and Community Action Plan software systems for use by the Monterey County Community Action Partnership and its subcontractors for a term of one year beginning upon execution; and
- b. Authorize the Director or the Acting Director of the Department of Social Services to sign up to (3) amendments to this Agreement where the total amendments do not exceed 10% (\$2,600) 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 Acting Director of the Department of Social Services to sign an Agreement with Community Networks Corporation dba Community Software Group for \$26,000 for subscriptions to Data Management and Community Action Plan software systems for use by the Monterey County Community Action Partnership and its subcontractors for a term of one year beginning upon execution; and
- b. Authorize the Director or the Acting Director of the Department of Social Services to sign up to (3) amendments to this Agreement where the total amendments do not exceed 10% (\$2,600) 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 was chosen as it is the same vendor who currently provides the statewide services for the Department of Community Services and Development and therefore has already established methods for collecting data meeting the 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. Moving forward all agencies must be following these standards which include reporting out client characteristics in an unduplicated manner across programs. Monterey County Community Action Partnership does not currently have a data system in place, instead using a series of unlinked Excel spreadsheets to capture

and report data. The current system will not meet the new requirements as it does not have a method for capturing unduplicated data.

While there are other data management systems available, no other system is also being used by the department of Community Services and Development which oversees all agencies administering CSBG funds. By utilizing the same system as Community Services and Development, it can be assured for compatibility and updatability with their system. It also ensures that every indicator and reporting calculation is utilizing the correct computations and methodology as the system designed and approved by Community Services and Development. Any other product would need to be developed and programmed to meet the already established indicators that Community Software Group now provides and would not have the same level of direct approval from the Department of Community Services and Development leading to the conclusion that this software is the best fit for supporting Community Action programs in Monterey County.

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 has authorized use of one-time CSBG discretionary funding to be used to attain a data system that will ensure compliance with the new OMB approved CSBG Annual Report. This funding must be spent by 5/31/2019 or forfeited. Sufficient estimated revenue and appropriations in 008-5010-5012-8261-SOOC009 are included in the FY2018/19 Adopted Budget. For future years, subscription costs will be absorbed into the Community Action Partnership Fund 008-SOC007-8257 funded by Community Services Block Grant(CSBG) federal funding.

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.

Mark a check to the related Board of Supervisors Strategic Initiatives

☐ Economic Development
☒ Administration
☒ Health & Human Services
☐ Infrastructure
☐ Public Safety

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Approved by: Henry Espinosa, Acting Director, x4430

Attachments: CNC Agreement

Attachment on file with the Clerk of the Board

