



County of Monterey

Item No.

Board Report

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

Legistar File Number: A 25-258

June 24, 2025

Introduced: 6/9/2025

Current Status: Agenda Ready

Version: 1

Matter Type: BoS Agreement

- a. Approve and authorize the Director or designee of the Department of Social Services to sign a non-standard Agreement with Community Networks Corporation dba Community Software Group for subscriptions to Data Management and Community Action Plan software systems for use by the Monterey County Community Action Partnership and its subcontractors with for the period of July 1, 2025 through June 30, 2026, in the amount of \$22,950; and
- b. Authorize the Director or designee of the Department of Social Services to sign up to three amendments to this Agreement where the total amendments do not exceed 10% (\$2,295) of the contract amount, do not significantly change the scope of work, and do not exceed the maximum aggregate amount of \$25,245.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and authorize the Director or designee of the Department of Social Services to sign a non-standard Agreement with Community Networks Corporation dba Community Software Group for subscriptions to Data Management and Community Action Plan software systems for use by the Monterey County Community Action Partnership and its subcontractors with for the period of July 1, 2025 through June 30, 2026, in the amount of \$22,950; and
- b. Authorize the Director or designee of the Department of Social Services to sign up to three amendments to this Agreement where the total amendments do not exceed 10% (\$2,295) of the contract amount, do not significantly change the scope of work, and do not exceed the maximum aggregate amount of \$25,245.

SUMMARY/DISCUSSION:

The Monterey County Community Action Partnership (MCCAP) administers the Community Services Block Grant (CSBG) funds and must ensure quality data and outcomes are 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 (CSD) 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 ensure accountability for critical outcomes. The vendor, Community Software Group (CSG), provides statewide services for the Department of Community Services and Development and, therefore, established methods for collecting data consistent with California state and federal requirements.

The Community Services Block Grant (CSBG) funds are highly regulated and require very specific data to 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.

As of 2024, 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 and the Department is recommending the Board approve the non-standard agreement. The California Department of Community Services and Development (CSD) uses CSG's data management system to oversee agencies administering CSBG funds. Employing the same data management software 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 the accessibility of tech support. This contract includes CSG's annual subscription fee, licenses for 26 users, annual subscription, tech support for MCCAP administration and nonprofit subcontractors, and webinar trainings.

OTHER AGENCY INVOLVEMENT:

The Office of County Counsel has reviewed and approved the Agreements as to form, as has the Auditor-Controller's Office as to financial provisions.

FINANCING:

This agreement is funded with The Department of Community Services and Development CSBG funding to ensure compliance with current data management standards consistent with the OMB's CSBG Annual Report. Sufficient appropriations and estimated revenues for SOC007 are included in the FY 2025-26 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: Roderick W. Franks, Director, x4430

Attachments: Agreement

The proposed agreement is on file with Clerk of the Board as an attachment to this Board Report.