



County of Monterey

Item No.

Board Report

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

Legistar File Number: A 26-176

June 02, 2026

Introduced: 5/6/2026

Current Status: Agenda Ready

Version: 1

Matter Type: BoS Agreement

- a. Approve and authorize the Director of the Department of Social Services or designee to sign an 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 for the period of July 1, 2026 through June 30, 2027, in the amount of \$22,950; and
- b. Authorize the Director of the Department of Social Services or designee to sign up to three amendments to this Agreement where the total amendments do not exceed 10% (\$2,295) of the amended 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 of the Department of Social Services or designee to sign an 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 for the period of July 1, 2026 through June 30, 2027, in the amount of \$22,950; and
- b. Authorize the Director of the Department of Social Services or designee to sign up to three amendments to this Agreement where the total amendments do not exceed 10% (\$2,295) of the amended contract amount, do not significantly change the scope of work, and do not exceed the maximum aggregate amount of \$25,245.

SUMMARY:

The Monterey County Community Action Partnership (MCCAP) administers Community Services Block Grant (CSBG) funds and is required to report standardized performance data annually in alignment with federal and state requirements. These requirements are established by the federal Office of Community Services and overseen in California by the Department of Community Services and Development (CSD) through the CSBG Annual Report and the Results Oriented Management and Accountability (ROMA) Next Generation framework.

To meet these requirements, MCCAP utilizes the Community Software Group (CSG) data management system, which aligns with state and federal reporting standards. The system supports data collection, reporting, and performance tracking, including unduplicated client data across programs. The proposed contract includes CSG's annual subscription, user licenses, technical support, and training for MCCAP and its subcontractors.

DISCUSSION:

CSBG funding is highly regulated and requires detailed annual reporting using a standardized four-module framework, which includes expenditures, service delivery, community initiatives, individual and family outcomes, and client demographics. These reporting standards are mandated at the federal level and monitored by the state, requiring all funded agencies to strictly adhere to uniform data collection and reporting practices.

A key requirement introduced by CSD is the ability to report unduplicated client data across programs, which cannot be achieved through the prior manual processes.

CSG is the preferred vendor because its system is used statewide by CSD to monitor CSBG-funded agencies, ensuring consistency, compliance, and compatibility with reporting requirements. Additionally, CSG offers a cost-effective solution for providing licenses to subcontractors and includes accessible technical support and training resources. The use of this system strengthens MCCAP's ability to ensure data quality, improve performance tracking, and meet all regulatory requirements.

OTHER AGENCY INVOLVEMENT/COMMITTEE ACTIONS:

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 Community Action Partnership - Community Services Block Grant funding. Sufficient appropriations and estimated revenues for SOC007 are included in the FY 2026-27 Recommended Budget

BOARD OF SUPERVISORS STRATEGIC PLAN GOALS:

This agreement correlates to the Well-Being and Quality of Life Strategic Plan Goal 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 Plan Goals:

- Well-Being and Quality of Life
- Sustainable Infrastructure for the Present and Future
- Safe and Resilient Communities
- Diverse and Thriving Economy
- Administrative

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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.