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**REGULAR MEETING OF THE
COMMUNITY ACTION BOARD**

DATE: Wednesday, November 18, 2009

TIME: 10:00 a.m.

PLACE: SETA Board Room
925 Del Paso Blvd.
Sacramento, CA 95815

While the Community Action Board welcomes and encourages participation in the Board meetings, it would be appreciated if you would limit your comments to five minutes so that everyone may be heard. Matters under the jurisdiction of the Community Action Board and not on the posted agenda may be addressed by the general public following completion of the regular agenda. The Community Action Board limits testimony on matters not on the agenda to five minutes per person and not more than fifteen minutes for a particular subject. Meeting facilities are accessible to persons with disabilities. Requests for Assistance Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3827. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: www.seta.net.

AGENDA

Page Number

- I. Call to Order/Roll Call**
- II. Consent Item**
 - A. Approval of Minutes of the August 12, 2009 Regular Meeting 1-4
- III. Action Item**
 - A. Approval to Endorse Sacramento Steps Forward 5-6
 - B. Approval of Community Services Block Grant (CSBG) Funding Recommendations for Fiscal Year 2010 7-14

IV. Information Item

- A. Fiscal Monitoring Reports 15-29
- ✓ Department of Health & Human Services/Oak Park
 - ✓ Folsom Cordova Comm. Partnership
 - ✓ Greater Sacramento Urban League
 - ✓ Housing Now
 - ✓ Sacramento Area Emergency Housing Center
 - ✓ Travelers Aid Society of Sacramento, Inc.
 - ✓ Visions Unlimited, Inc.

V. Reports to the Board 30

- A. Chair
- B. Executive Director
- C. Members of the Board
- D. Public

VI. Adjournment

DISTRIBUTION DATE: THURSDAY, NOVEMBER 12, 2009

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE AUGUST 12, 2009 MEETING

BACKGROUND:

Attached are the minutes of the August 12, 2009 meeting.

RECOMMENDATION:

Review, make any necessary corrections and approve the minutes.

REGULAR MEETING OF THE COMMUNITY ACTION BOARD
Minutes/Synopsis

SETA Board Room
925 Del Paso Blvd.
Sacramento, CA 95815

Wednesday, August 12, 2009
10:00 a.m.

I. Call to Order/Roll Call

Ms. Denise Nelson called the meeting to order at 10:10 a.m.

- Introduction of New Board Members: Ms. Cindy Sherwood-Green introduced Mr. Blake Young from Sacramento Food Bank & Family Services

Members Present:

Denise Nelson, Head Start Policy Council
Blake Young, Sacramento Food Bank & Family Services
Dana Mitchell, Human Rights/Fair Housing Commission
Mary Benson, Child Action, Inc.
Mary Pope, Head Start Policy Council
Starine Reese, United Way
Beth White, Catholic Charities of Sacramento
Rosalind Garner, Alternate, Sacramento County Department of Health and Human Services

Members Absent:

Darby Patterson, Sacramento County Adult and Aging Commission
Sam Starks, SMUD

II. Consent Item

- A. Approval of Minutes of the May 27, 2009 Special Meeting

There were no questions or corrections.

Moved/Mitchell, second/White, to approve the minutes of the May 27, 2009 meeting.

Voice vote: Unanimous approval.

III. Action Item

- A. Approval of Recommendations for Community Services Block Grant Recovery Act Funding to Support the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

Ms. Sherwood Green reviewed this item. The SETA Governing Board allocated \$1 million to support HPRP. On July 23 SHRA released a conditional RFP for the HPRP which included the \$1 million previously authorized. The selected agencies are:

| Area | Provider |
|--|--|
| Northern Sacramento County | Lutheran Social Services |
| Central City and Eastern Sacramento County | Volunteers of America |
| Southern Sacramento County | Salvation Army |
| County-wide | 2-1-1 Sacramento, Transitional Living and Community Support, Legal Services of Northern California |

The final amounts will not be known until the SETA Governing Board approves this item in September.

Ms. Garner arrived at 10:12 a.m.

Each agency will enter into a separate contract with SETA. The Community Action Board and the SETA Governing Board will oversee these programs. There was a one-week turn around and \$6-11 million is available. The funded agencies will not be allowed to subcontract. The program year for the HPRP for the CSBG portion is from October 1, 2009 through September 31, 2010.

Each geographic area will serve 1,000 clients each. These funds focus primarily on families affected by the recession that need to be stabilized and get into housing very quickly.

Moved/Benson, second/Mitchell, to approve recommendations of the CSBG Recovery Act funding in support of the HPRP.
Voice Vote: Unanimous approval.

B. Approval of the Community Services Block Grant (CSBG) Request for Proposals for Fiscal Year 2010

Ms. Sherwood-Green stated that the offerors' conference was changed from mandatory to optional. Staff is expecting that a lot of proposals will be received.

Ms. Mitchell suggested that we keep the offerors conference mandatory and use it as a way to winnow out operators. Ms. Sherwood-Green reminded board members that the next meeting will be Wednesday, November 18, 10:00 a.m.

Moved/Reese, second/White, to approve the CSBG Request for Proposals for the 2010 Fiscal Year as revised.
Voice Vote: Unanimous approval.

IV. Information Item

- A. Community Services Block Grant Expenditure Report: No questions or comments.

V. Reports to the Board

- A. Chair: None.
- B. Executive Director: None.
- C. Members of the Board: None.
- D. Public: None.

VI. Adjournment: Meeting adjourned at 10:31 a.m.

ITEM III - A ACTION

APPROVAL TO ENDORSE SACRAMENTO STEPS FORWARD

BACKGROUND:

Sacramento Steps Forward is a region-wide initiative by the Policy Board to End Homelessness and its Chairperson, Mayor Kevin Johnson. The purpose of the initiative is to ensure that all Sacramentans have a place to call home through community efforts to find solutions to the complex and long-standing issues of homelessness. The launch date for the initiative was November 5, 2009.

The Sacramento Steps Forward Policy Board's three year goals to end homelessness are:

- Permanent Housing – Provide permanent housing for 2,400 homeless individuals and families, moving people to housing as rapidly as they are ready.
- Services – Provide a safety net and pathways to ensure that all homeless individuals and families transition to permanent housing.
- Funding – Fully fund the permanent housing and services needed to end homelessness.
- Advocacy – Build the community will – throughout the region – to fully support the permanent housing and services needed to end homelessness.
- Accountability – Continuously evaluate and optimize the permanent housing and services needed to end homelessness.

SETA has been previously represented by staff serving on the Sacramento County and Cities Board on Homelessness and has current representation on the Homeless Employment Committee of the Interagency Council to End Homelessness. SETA's staff support and programs to prevent homelessness have been funded by the Community Services Block Grant.

SETA has been invited to endorse this initiative to demonstrate support for the goal of ending homelessness in the Sacramento region.

The SETA Governing Board will consider this item at its December 3, 2009 meeting.

RECOMMENDATION:

Endorse the Sacramento Steps Forward Initiative.

STATEMENT OF ENDORSEMENT



**SACRAMENTO
STEPS FORWARD**

Ending Homelessness. Starting Fresh.

*I hereby endorse **Sacramento Steps Forward**. I commit to the goal of ending homelessness in the Sacramento Region.*

Signed: _____ Date: ____/____/____

~~~~~  
~~~~~  
Please Print:

Individual Organization Business Municipal Board

Signers Name: _____

Title/Organization: _____

~~~~~  
~~~~~  
Letters of support are appreciated and will be documented as testimony of the growing support for Sacramento Steps Forward. Please return by fax to 916-264-7680.

ITEM III - B - ACTION

APPROVAL OF COMMUNITY SERVICES BLOCK GRANT (CSBG) FUNDING RECOMMENDATIONS FOR FISCAL YEAR 2010

BACKGROUND:

On September 4, 2009, SETA released a Request for Proposals (RFP) for the CSBG program for fiscal year 2010. The RFP solicited services under Safety-Net, Family Self-Sufficiency, and ARRA Services categories as identified in the 2010/11 CSBG Community Action Plan and the CSBG Recovery Act Local Plan. The amount of funding available for program services was \$900,000, of which \$420,000 has been dedicated to Safety-Net or short term emergency services, \$280,000 has been dedicated to case managed Family Self-Sufficiency services, and \$200,000 has been dedicated to American Recovery and Reinvestment Act (ARRA) services to support the stability of families who have been adversely affected by the economic downturn and are seeking employment, in training, or are at risk of unemployment. The deadline for receipt of proposals was October 6, 2009. Fifty-eight (58) proposals were received by the 4:30 p.m. deadline, requesting a total of \$3,590,018. Fifty-seven (57) proposals were evaluated.

The 2010 CSBG RFP includes funding from both formula CSBG and CSBG ARRA funds. Available formula CSBG funding is \$700,000; available ARRA funding is \$200,000, for a total of \$900,000 available.

SETA received \$2,692,561 in ARRA funding, of which 90% was allocated to direct client services and will complement the services funded through this procurement.

Compared to the 2007 CSBG procurement process, the economy and needs of the community have changed dramatically. The unemployment rate in Sacramento County as of September, 2009 is at 12.2%, up from 5.5% in 2007. Service providers have seen a marked increase in the need for services by families, many of which have not previously sought services. There has been an increase in requests from working families who have seen their income reduced by furloughs, reduction in hours, or by layoffs of family members. The State of California has recognized the crisis and has authorized higher eligibility limits of up to 200% of the Federal Poverty Income Guidelines for both the formula CSBG and ARRA programs.

Evaluation Process:

All applications received through this solicitation went through a review process to provide funding recommendations to the Community Action Board. Staff recommendations were developed through the deliberation of a team of eleven (11)

ITEM III-B – ACTION (continued)

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readers representing SETA's Planning, Contracts, MIS and Fiscal Units and 3 members of the Community Action Board. The readers evaluated, scored and ranked each proposal using standardized evaluation and scoring criteria that were identified in the RFP. Proposals were ranked #1 through #3. The top ranked proposals achieved their scores based on the following criteria:

- The proposing agency responded thoroughly and completely to all required sections of the RFP.
- The proposing agency had a history of operating the proposed program or a similar program, had sufficient leveraged funding, and demonstrated the establishment of collaborative partnerships.
- The proposing agency adhered to the service priorities set forth in SETA's 2010/11 Community Action Plan and CSBG Recovery Act Local Plan.
- The proposing agency succeeded in achieving planned, contracted goals, or, if not previously funded by CSBG, the agency demonstrated a potential for success.
- The proposing agency demonstrated a need for the service.
- If applying for Family Self-Sufficiency, the proposing agency had a clear description of a case management system.

Staff also considered that all identified high-risk and underserved neighborhoods would have access to services and ensured that all identified target groups would be served.

Proposals were ranked into three categories:

Rank 1: Proposal responses exceed all the RFP criteria; the proposer has experience in the proposed activity, has leveraged funding and collaborative partners, and has demonstrated that a clear need for the service exists.

Rank 2: Proposal responses meet the RFP criteria and the proposal qualifies for funding.

Rank 3: Proposal responses did not meet the RFP criteria and were not evaluated as fundable.

Due to the limited availability of CSBG funding, only ranks #1 and #2 are recommended for funding, or 24 of the 58 applications received. Agencies that ranked #1 and #2 in their respective categories are recommended funding at or near their requested

ITEM III-B – ACTION (continued)

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amount. Agencies that ranked #3 are not recommended for funding. Any variation to this recommendation is a result of an agency receiving funding in more than one category, for which it was recommended a lesser amount in one or both of the categories, or if the agency is the only provider of services in a target area, for which it might have received an allocation over its 2009 allocation or full funding.

Two (2) new agencies, Hmong Women's Heritage Association (Rank #1) and River City Community Services (Rank #2), are recommended for funding.

Staff considered whether other resources and services exist in the community to avoid a duplication of services. Staff is not recommending funding for proposals that focused on employment or training services because of the employment, training, and support service resources available at the Sacramento Works Career Centers. SETA has allocated over \$10 million in formula and ARRA Workforce Investment Act funding for employment and training programs in Sacramento County for fiscal year 2009/2010. SETA has also allocated \$1 million in CSBG ARRA funding to support the activities of the Homelessness Prevention and Rapid Re-housing Program (HPRP). Staff recommends funding through this procurement for homelessness prevention, but will focus these services on families and individuals that are not eligible for HPRP funding, such as the chronically homeless or families whose income is higher than 30% of the Annual Median Income, which has been established as the income eligibility criteria for HPRP services.

Daren Maeda, Director of Linkage to Education, submitted a proposal for funding to continue his position as a SETA Consultant. Mr. Maeda provides services designed to redirect the lives of high-risk youth who are being released from juvenile institutions and emancipated foster youth to prepare and place them into local colleges. Staff recommends that his position be continued as a SETA Consultant for an additional year for \$30,000.

Attached are the resulting proposal rankings and staff funding recommendations. Proposal summaries and funding rationale will be submitted under separate cover.

The SETA Governing Board will make final CSBG funding decisions at its December 3, 2009 meeting.

RECOMMENDATION:

Approve staff funding recommendations for the Fiscal Year 2010 Community Services Block Grant and approve the continued funding of Daren Maeda as a SETA Consultant for an additional year.

**FISCAL YEAR 2010 COMMUNITY SERVICES BLOCK GRANT
FUNDING RECOMMENDATIONS**

| Family Self-Sufficiency Services – Youth | | | | | | | | |
|--|------|--|---|---|-----------------|-----------------|------------------------|------------------|
| Prop# | Rank | Agency | Target Group | Target Area | Current Funding | Funding Request | Cost per/ # Served | Staff Recomm. |
| 42 | 1 | Waking the Village (Tubman House) | Homeless Pregnant or Parenting Youth | Countywide | \$36,400 | \$50,000 | \$2,777 18 families | \$37,000 |
| 27 | 2 | WIND Youth Services | Homeless Youth | Countywide | \$38,722 | \$38,722 | \$258 150 youth | \$38,000 |
| 47 | 2 | La Familia | At Risk Youth | South County, Galt and River Delta Region | \$61,444 | \$100,030 | \$1,389 72 families | \$55,000 |
| 1 | 3 | Folsom Cordova Comm. Partnership | At-Risk Youth | Folsom, Rancho Cordova | \$0 | \$40,584 | \$1,623 25 families | \$0 |
| 4 | 3 | Elk Grove Unified School District | Foster Youth | Elk Grove Unified School District | \$14,250 | \$50,388 | \$1,680 30 youth | \$0 |
| 10 | 3 | Sierra Forever Families | Foster Youth | Countywide | \$0 | \$50,000 | \$2,500 20 families | \$0 |
| 28 | 3 | Anderson Resource Mgmt. Services | Foster Youth | City of Sacramento | \$0 | \$82,271 | \$1,028 80 youth | \$0 |
| 38 | 3 | Diogenes Youth Services | At-Risk Youth | Countywide | \$0 | \$43,409 | \$1,736 25 youth | \$0 |
| 53 | 3 | Child and Family Institute | At-Risk Youth (5-18) | South Central Sacramento, South County and North Highlands | \$0 | \$33,836 | \$1,128 30 families | \$0 |
| 56 | 3 | Sacramento City Unified School District | Foster Youth (16-18) | Meadowview, South Sacramento and South Central Sacramento | \$0 | \$55,000 | \$917 60 youth | \$0 |
| 58 | 3 | Child Abuse Prevention Council of Sacramento | Foster Youth (16-19) | Twin Rivers, Center and Natomas Unified School Districts | \$0 | \$46,694 | \$467 100 families | \$0 |
| | | | | | | | TOTALS | \$130,000 |

Family Self-Sufficiency Services – Seniors/Disabled

| Prop# | Rank | Agency | Target Group | Target Area | Current Funding | Funding Request | Cost per/ # Served | Staff Recomm. |
|--------------|------|---------------------------------------|---|------------------------------------|-----------------|-----------------|-------------------------|-----------------|
| 35 | 1 | Sacramento County DHA | Seniors | Countywide | \$26,000 | \$27,500 | \$1,100 25 seniors | \$26,000 |
| 54 | 2 | Visions Unlimited | Seniors | South Sacramento County | \$55,000 | \$63,000 | \$700 90 seniors | \$50,000 |
| 5 | 3 | Mental Health America | Seniors | Countywide | \$0 | \$48,739 | \$750 65 seniors | \$0 |
| 6 | 3 | Paratransit | Disabled and Seniors | Countywide | \$34,000 | \$36,045 | \$424 85 individuals | \$0 |
| 7 | 3 | Lao Family Community Development | S. E. Asian Refugee and Immigrant Seniors | South Central Sacramento | \$0 | \$60,000 | \$400 150 families | \$0 |
| 22 | 3 | Legal Services of Northern California | Seniors and Grandparent Caregivers | Countywide | \$20,000 | \$10,000 | \$208 48 families | \$0 |
| 41 | 3 | A Family Affair-Bridges | Seniors and Disabled | South Central and South Sacramento | \$0 | \$104,680 | \$4,985 21 families | \$0 |
| TOTAL | | | | | | | | \$76,000 |

Family Self-Sufficiency Services – Homeless

| Prop# | Rank | Agency | Target Group | Target Area | Current Funding | Funding Request | Cost per/ # Served | Staff Recomm. |
|--------------|------|---|--|--------------------------------|-----------------|-----------------|-----------------------|-----------------|
| 50 | 1 | Sacramento Area Emergency Housing Center | Homeless Families w/ Children and Single Women | Countywide | \$59,650 | \$59,653 | \$145 410 families | \$55,000 |
| 32 | 3 | St. John's Shelter for Women and Children | Homeless and Formerly Homeless Families | Countywide | \$0 | \$108,664 | \$217 500 families | \$0 |
| 36 | 3 | Jackey Cares Housing | Chronically Homeless Families | North Central South Central | \$0 | \$103,755 | \$346 300 families | \$0 |
| 40 | 3 | W.E.A.V.E. | Homeless Women | Countywide | \$0 | \$80,731 | \$807 100 families | \$0 |
| TOTAL | | | | | | | | \$55,000 |

Family Self-Sufficiency Services – Low-Income Families

| Prop# | Rank | Agency | Target Group | Target Area | Current Funding | Funding Request | Cost per/ # Served | Staff Recomm. |
|-------|------|--|--|--|-----------------|-----------------|---------------------------|-----------------|
| 11 | 1 | Hmong Women's Heritage Association | Low Income Families | Meadowview South Central South Sacramento County | \$0 | \$86,933 | \$724 120 families | \$19,000 |
| 17 | 3 | Asian Resources | Refugee and Immigrant Jobseekers | South Sacramento | \$0 | \$60,000 | \$1,500 40 individuals | \$0 |
| 25 | 3 | Center for Fathers and Families | Fathers | North Central & South Sacramento/Meadowview | \$0 | \$45,000 | \$450 100 families | \$0 |
| 34 | 3 | California Capital Financial Development Corporation | Low Income Families | Countywide | \$0 | \$45,000 | \$600 75 families | \$0 |
| 37 | 3 | Mutual Assistance Network of Del Paso Heights | Low Income Families | North Central Sacramento | \$0 | \$24,234 | \$194 125 families | \$0 |
| 39 | 3 | Roberts Family Development Center | Low Income Ex-Offenders and their Families | North Central Sacramento | \$0 | \$64,578 | \$517 125 families | \$0 |
| 43 | 3 | Community Housing Opportunities Corporation | Low Income Families | South Sacramento | \$0 | \$69,905 | \$466 150 families | \$0 |
| 57 | 3 | Child Abuse Prevention Council of Sacramento | Low Income Families | Arden Arcade | \$0 | \$42,186 | \$281 150 families | \$0 |
| | | | | | | | TOTAL | \$19,000 |

TOTAL FAMILY SELF-SUFFICIENCY RECOMMENDED: \$280,000

Safety-Net Services

| Prop # | Rank | Agency | Target Group | Target Area * | Current Funding | Funding Request | Cost per/ # Served | Staff Recomm. |
|--------------------------------------|------|--|---|---|-----------------|-----------------|----------------------------|------------------|
| 3 | 1 | Folsom Cordova Community Partnership | Low Income Families | Rancho Cordova | \$21,500 | \$72,026 | \$38.35 1,878 families | \$21,500 |
| 19 | 1 | South County Services | Low Income Families | South County, River Delta, South Sacramento | \$60,000 | \$61,600 | \$193 320 families | \$61,600 |
| 51 | 1 | The Salvation Army | Low Income Families | Countywide | \$67,000 | \$145,638 | \$203 717 families | \$56,900 |
| 9 | 2 | Vol. Legal Services of Northern CA | Ex-offender, Suspended Driver's License | Countywide | \$25,000 | \$30,536 | \$63.62 480 individuals | \$25,000 |
| 15 | 2 | Travelers Aid | Low Income Families | Countywide | \$69,000 | \$80,658 | \$241 335 families | \$70,000 |
| 16 | 2 | River City Community Services | Low Income Families | N&S Central Sacramento, N Highlands, Rancho Cordova | \$0 | \$41,845 | \$8.37 5,000 families | \$16,000 |
| 20 | 2 | Francis House | Low Income Families | Countywide | \$65,000 | \$90,000 | \$130 695 families | \$70,400 |
| 23 | 2 | Legal Services of Northern California | Seniors and Grandparent Caregivers | Countywide | \$20,000 | \$30,000 | \$33.33 900 families | \$20,000 |
| 26 | 2 | WIND Youth Services | Homeless Youth | N&S Central Sacramento, Countywide | \$22,600 | \$22,600 | \$45.20 500 youth | \$22,600 |
| 31 | 2 | Greater Sacramento Urban League | Low Income families | Del Paso Heights and North Sacramento | \$20,000 | \$99,975 | \$298 336 families | \$22,000 |
| 45 | 2 | My Sister's House | Domestic Violence Survivors | South and Central Sacramento | \$32,750 (FSS) | \$48,023 | \$600 80 families | \$34,000 |
| 46 | 3 | Elk Grove Adult and Community Education | Low Income Families | South Sacramento and Elk Grove | \$0 | \$55,000 | \$550 100 families | \$0 |
| 49 | 3 | Sacramento Area Emergency Housing Center | Homeless Families w/ Children, Single Women | Countywide | \$12,550 | \$22,122 | \$553 40 families | \$0 |
| 55 | 3 | Sacramento Mutual Housing Association (SMHA) | Low Income Families in SMHA Communities | Countywide | \$0 | \$26,525 | \$663 40 families | \$0 |
| TOTAL SAFETY-NET RECOMMENDED: | | | | | | | | \$420,000 |

ARRA Services

| Prop # | Rank | Agency | Target Group | Target Area * | Current Funding | Funding Request | Cost per/ # Served | Staff Recomm. |
|--------------------------------|------|--|---|---|-----------------|-----------------|----------------------------|------------------|
| 2 | 1 | Folsom Cordova Community Partnership | Low Income Homeless | Rancho Cordova, Folsom Pocket Areas | \$19,000 | \$38,500 | \$69.37 555 families | \$15,000 |
| 18 | 1 | South County Services | Low Income Families | South County, River Delta Area, South Sacramento | \$41,400 | \$51,150 | \$254 201 families | \$51,150 |
| 8 | 2 | Vol. Legal Services of Northern California | Low Income Ex-offender | Countywide | \$8,748 | \$12,777 | \$70.99 180 individuals | \$12,777 |
| 21 | 2 | Francis House | Low Income Homeless | Countywide | \$75,496 | \$115,244 | \$32.50 3,546 families | \$53,000 |
| 48 | 2 | Sacramento Area Emergency Housing Center | Low Income Homeless Families w/ Children and Single Women | Countywide | \$166,114 | \$175,386 | \$206 850 families | \$34,037 |
| 52 | 2 | The Salvation Army | Low Income Homeless | Countywide | \$90,000 | \$81,880 | \$364 225 families | \$34,036 |
| 12 | 3 | Crossroads Diversified Services | Disabled | Rancho Cordova, North Highlands, South Sacramento, Meadowview | \$0 | \$40,072 | \$668 60 individuals | \$0 |
| 13 | 3 | UCD Medical Center | Individuals Seeking to Find or Retain Employment | Countywide | \$0 | \$160,262 | \$5,342 30 families | \$0 |
| 14 | 3 | Travelers Aid | Low Income Families | Countywide | \$148,584 | \$148,584 | \$277 537 families | \$0 |
| 24 | 3 | Legal Services of Northern California | Seniors and Grandparent Caregivers | Countywide | \$18,200 | \$20,000 | \$33.33 600 individuals | \$0 |
| 29 | 3 | Anderson Resource Management Services | Probationers and Parolees | City of Sacramento | \$0 | \$70,401 | \$391 180 individuals | \$0 |
| 33 | 3 | California Capital Financial Development Corporation | Low Income Families | All SETA Priority of Service Areas | \$0 | \$37,677 | \$754 50 families | \$0 |
| 44 | 3 | State of BEing | Low Income Families | South County | \$0 | \$80,000 | \$889 90 families | \$0 |
| TOTAL ARRA RECOMMENDED: | | | | | | | | \$200,000 |

| | |
|---------------------------------|------------------|
| TOTAL FUNDING AVAILABLE: | \$900,000 |
|---------------------------------|------------------|

ITEM IV-A – INFORMATION

COMMUNITY SERVICES BLOCK GRANT FISCAL MONITORING REPORTS

BACKGROUND:

Attached for your information is a copy of the latest CSBG fiscal monitoring reports.

Staff will be available to answer questions.

MEMORANDUM

TO: Ms. Marilyn McGinnis **DATE:** October 6, 2009
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Dept. of Health & Human Services/Oak Park

| <u>PROGRAM</u> | <u>ACTIVITY</u> | <u>FUNDING</u> | <u>CONTRACT PERIOD</u> | <u>PERIOD COVERED</u> |
|----------------|-----------------|----------------|------------------------|-----------------------|
| CSBG | FSS | \$ 19,134 | 1/1/08-12/31/08 | 1/1/08-12/31/08 |

Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final X
Date of review: August 24, 2009

| | | | | |
|------|-----|-----------|-----------------|----------------|
| CSBG | FSS | \$ 19,134 | 1/1/09-12/31/09 | 1/1/09-7/31/09 |
|------|-----|-----------|-----------------|----------------|

Monitoring Purpose: Initial X Follow-Up ___ Special ___ Final ___
Date of review: August 24, 2009

| | AREAS EXAMINED | SATISFACTORY | | COMMENTS/ RECOMMENDATIONS | |
|----|------------------------------|---------------------|-----------|----------------------------------|-----------|
| | | YES | NO | YES | NO |
| 1 | Accounting Systems/Records | X | | | |
| 2 | Internal Control | X | | | |
| 3 | Bank Reconciliation | | N/A | | |
| 4 | Disbursement Control | | N/A | | |
| 5 | Staff Payroll/Files | X | | | |
| 6 | Fringe Benefits | X | | | |
| 7 | Participant Payroll | | N/A | | |
| 8 | OJT Contracts/Files/Payment | | N/A | | |
| 9 | Indirect Cost Allocation | | N/A | | |
| 10 | Adherence to Contract/Budget | X | | | |
| 11 | In-Kind Contribution | | N/A | | |
| 12 | Equipment Records | | N/A | | |

Program Operator: Dept. of Health & Human Services/Oak Park

Findings and General Observations:

The total costs as reported to SETA for CSBG have been traced to the subgrantee's fiscal records. The recorded expenditures were verified and appear to be in order and there are no adjustments required.

Recommendations for Corrective Action:

There are no findings for corrective action in this fiscal monitoring visit.

cc: Kathy Kossick
Governing Board
Robert Guillette

MEMORANDUM

TO: Mr. Paul Shane **DATE:** August 19, 2009
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Folsom Cordova Comm. Partnership

| <u>PROGRAM</u> | <u>ACTIVITY</u> | <u>FUNDING</u> | <u>CONTRACT PERIOD</u> | <u>PERIOD COVERED</u> |
|----------------|-----------------|----------------|------------------------|-----------------------|
| CSBG | Safety Net Svcs | \$ 21,500 | 1/1/08-12/31/08 | 1/1/08-12/31/08 |
| CSBG | Safety Net Svcs | 21,500 | 1/1/09-12/31/09 | 1/1/09-5/31/09 |

Monitoring Purpose: Initial (2009) Final (2008)
Date of review: 7/21-22/09

| | AREAS EXAMINED | SATISFACTORY | | COMMENTS/ RECOMMENDATIONS | |
|----|------------------------------|---------------------|-----------|--------------------------------------|-----------|
| | | YES | NO | YES | NO |
| 1 | Accounting Systems/Records | X | | | |
| 2 | Internal Control | X | | | |
| 3 | Bank Reconciliation | | N/A | | |
| 4 | Disbursement Control | X | | | |
| 5 | Staff Payroll/Files | X | | | |
| 6 | Fringe Benefits | X | | | |
| 7 | Participant Payroll | X | | | |
| 8 | OJT Contracts/Files/Payment | | N/A | | |
| 9 | Indirect Cost Allocation | | N/A | | |
| 10 | Adherence to Contract/Budget | X | | | |
| 11 | In-Kind Contribution | | N/A | | |
| 12 | Equipment Records | | N/A | | |

Program Operator: Folsom Cordova Community Partnership

Findings and General Observations:

- 1) The total costs as reported to SETA from January 1, 2008 to December 31, 2008 and from January 1, 2009 to May 31, 2009 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) The expenses reported as of December 31, 2008 exceeded the recorded expenses by \$ 965.60.

Recommendations for Corrective Action:

- 1) Reimburse SETA the amount of \$965.60.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. David DeLuz **DATE: September 18, 2009**

FROM: Tammi L. Kerch, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Greater Sacramento Urban League

| <u>PROGRAM</u> | <u>ACTIVITY</u> | <u>FUNDING</u> | <u>CONTRACT PERIOD</u> | <u>PERIOD COVERED</u> |
|-----------------------|------------------------|-----------------------|-------------------------------|------------------------------|
| CSBG | Safety Net | \$ 20,000 | 1/1/09-12/31/09 | 1/1/09- 4/30/09 |
| WIA | US/Youth | \$ 63,000 | 7/1/08-6/30/09 | 7/1/08-4/30/09 |
| WIA | OSS/Adult | \$ 258,000 | 7/1/08-6/30/09 | 7/1/08-4/30/09 |

Monitoring Purpose: Initial ____ **Follow-Up** ____ **Special** ____ **Final** ____
Date of review: June 15-19, 2009 and various follow up dates.

| | AREAS EXAMINED | SATISFACTORY | | COMMENTS/ RECOMMENDATIONS | |
|-----------|------------------------------|---------------------|------------|--------------------------------------|-----------|
| | | YES | NO | YES | NO |
| 1 | Accounting Systems/Records | X | | | |
| 2 | Internal Control | | X | X | |
| 3 | Bank Reconciliation | X | | | |
| 4 | Disbursement Control | X | | | |
| 5 | Staff Payroll/Files | X | | X | |
| 6 | Fringe Benefits | X | | | |
| 7 | Participant Payroll | | N/A | | |
| 8 | OJT Contracts/Files/Payment | | N/A | | |
| 9 | Indirect Cost Allocation | | N/A | | |
| 10 | Adherence to Contract/Budget | X | | | |
| 11 | In-Kind Contribution | | N/A | | |
| 12 | Equipment Records | | N/A | | |

Program Operator: Greater Sacramento Urban League

Findings and General Observations:

The total costs as reported to SETA for WIA and CSBG have been traced to the subgrantee's fiscal records. The recorded expenditures were verified and appeared to be in order and there are no adjustments required.

Recommendations for Corrective Action:

Based on this review, we have the following observation and recommendation:

SETA continues to recommend that GSUL personnel prepare reconciliations to explain differences between the GSUL records and the Fiscal Reports submitted to SETA and other funding sources. Further, we recommend these reconciliations be reviewed and approved by responsible GSUL officer(s) prior to the filing of the reports with funding agencies.

Develop a policy and procedure to outline Advance Pay processes. However, SETA recommends this practice stop altogether, as it can create problems during overlap of fiscal years and create significant problems when employees terminate their employ.

SETA's review of DOL federal overtime pay laws and a comparison of other subgrantee's positions of like nature bring GSUL's use of exempt status into question. SETA recommends GSUL conduct an in-depth review of all job descriptions with relation to Exempt/Non-Exempt status.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Patti Uplinger **DATE:** July 23, 2009

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Housing Now

| <u>PROGRAM</u> | <u>ACTIVITY</u> | <u>FUNDING</u> | <u>CONTRACT</u> <u>PERIOD</u> | <u>PERIOD</u> <u>COVERED</u> |
|----------------|-----------------|----------------|----------------------------------|---------------------------------|
| CSBG | Safety Net | \$ 20,000 | 01/1/08-12/31/08 | 01/1/08-12/31/08 |
| CSBG | Safety Net | 20,000 | 01/1/09-12/31/09 | 01/1/09-06/30/09 |

Monitoring Purpose: Initial ___X (2009) Final___ X(2008)

Date of review: 7/9-10/09

| | AREAS EXAMINED | SATISFACTORY | | COMMENTS/ RECOMMENDATIONS | |
|----|-----------------------------|---------------------|-----------|--------------------------------------|-----------|
| | | YES | NO | YES | NO |
| 1 | Accounting Systems/Records | X | | | |
| 2 | Internal Control | X | | | |
| 3 | Bank Reconciliation | X | | | |
| 4 | Disbursement Control | X | | | |
| 5 | Staff Payroll/Files | X | | | |
| 6 | Fringe Benefits | X | | | |
| 7 | Participant Payroll | | N/A | | |
| 8 | OJT Contracts/Files/Payment | | N/A | | |
| 9 | Indirect Cost Allocation | | N/A | | |
| 10 | Adherence to Budget | X | | | |
| 11 | In-Kind Contribution | | N/A | | |
| 12 | Equipment Records | | N/A | | |

Program Operator: Housing Now

Findings and General Observations:

1. The total costs as reported to SETA from January 1, 2008 to December 31, 2008 and from January 1, 2009 to June 30, 2009 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
2. There are no findings.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Carolyn Brodt **DATE:** September 15, 2009
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacto Area Emer. Housing Center

| <u>PROGRAM</u> | <u>ACTIVITY</u> | <u>FUNDING</u> | <u>CONTRACT PERIOD</u> | <u>PERIOD COVERED</u> |
|----------------|--------------------------------|----------------|------------------------|-------------------------|
| CSBG | Family Self-Sufficiency | \$ 59,650 | 01/1/08-12/31/08 | 01/1/08-12/31/08 |
| CSBG | Family-Self-Sufficiency | 59,650 | | 01/1/09-12/31/09 |
| | 01/1/09-07/31/09 | | | |
| CSBG | Safety Net | 12,550 | 01/1/08-12/31/08 | 01/1/08-12/31/08 |
| CSBG | Safety Net | 12,550 | 01/1/09-12/31/09 | 01/1/09-07/31/09 |

Monitoring Purpose: Initial X (2009) Final X (2008)
Date of review: 9/2-3/09

| | AREAS EXAMINED | SATISFACTORY | | COMMENTS/ RECOMMENDATIONS | |
|----|-----------------------------|---------------------|-----------|--------------------------------------|-----------|
| | | YES | NO | YES | NO |
| 1 | Accounting Systems/Records | X | | | |
| 2 | Internal Control | X | | | |
| 3 | Bank Reconciliation | X | | | |
| 4 | Disbursement Control | X | | | |
| 5 | Staff Payroll/Files | X | | | |
| 6 | Fringe Benefits | X | | | |
| 7 | Participant Payroll | N/A | | | |
| 8 | OJT Contracts/Files/Payment | N/A | | | |
| 9 | Indirect Cost Allocation | N/A | | | |
| 10 | Adherence to Budget | X | | | |
| 11 | In-Kind Contribution | N/A | | | |
| 12 | Equipment Records | N/A | | | |

Program Operator: Sacramento Area Emergency Housing Center

Findings and General Observations:

1. The total costs as reported to SETA from July 1, 2008 to December 31, 2008 and from January 1, 2009 to July 31, 2009 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
2. There are no findings.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Elnor F. Tillson

DATE: October 15, 2009

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Travelers Aid Society of Sacramento, Inc.

| <u>PROGRAM</u> | <u>ACTIVITY</u> | <u>FUNDING</u> | <u>CONTRACT</u> <u>PERIOD</u> | <u>PERIOD</u> <u>COVERED</u> |
|-----------------------|------------------------|-----------------------|--|---|
| CSBG | Safety Net | \$ 69,000 | 01/1/08-12/31/08 | 01/1/08-12/31/08 |
| CSBG | Safety Net | 69,000 | 01/1/09-12/31/09 | 01/1/09-07/31/09 |

Monitoring Purpose: Initial X (2009) Final X (2008)

Date of review: Sept. 23-24, 2009

| | AREAS EXAMINED | SATISFACTORY | | COMMENTS/ RECOMMENDATIONS | |
|----|-----------------------------|---------------------|-----------|--------------------------------------|-----------|
| | | YES | NO | YES | NO |
| 1 | Accounting Systems/Records | X | | | |
| 2 | Internal Control | X | | | |
| 3 | Bank Reconciliation | X | | | |
| 4 | Disbursement Control | X | | X | |
| 5 | Staff Timesheets/Payroll | X | | | |
| 6 | Fringe Benefits | X | | | |
| 7 | Participant Payroll | N/A | | | |
| 8 | OJT Contracts/Files/Payment | N/A | | | |
| 9 | Indirect Cost Allocation | N/A | | | |
| 10 | Adherence to Budget | X | | | |
| 11 | In-Kind Contribution | N/A | | | |
| 12 | Equipment Records | N/A | | | |

Program Operator: Travelers Aid Society of Sacramento, Inc.

Findings and General Observations:

1. The total costs as reported to SETA from January 1, 2008 to December 31, 2008 and from January 1, 2009 to July 31, 2009 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
2. The expenses reported for the CSBG program in 2008 exceeded the recorded expenses by \$1,874.57.

Recommendations for Corrective Action:

- 1) Reimburse SETA from non-SETA funds the amount of \$ 1,874.57.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Roleda Bates **DATE:** September 21, 2009
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Visions Unlimited, Inc.

| <u>PROGRAM</u> | <u>ACTIVITY</u> | <u>FUNDING</u> | <u>CONTRACT PERIOD</u> | <u>PERIOD COVERED</u> |
|----------------|-------------------|----------------|------------------------|-----------------------|
| CSBG-Seniors | Family-Self-Suff | \$ 55,000 | 1/01/08-12/31/08 | 1/01/08-12/31/08 |
| CSBG-Seniors | Family Self-Suff. | 55,000 | 1/01/09-12/31/09 | 1/01/09-06/30/09 |

Monitoring Purpose: Initial (2009) Final (2008)
Date of review: 9/10-11/09

| | AREAS EXAMINED | SATISFACTORY | | COMMENTS/ RECOMMENDATIONS | |
|-----------|-----------------------------|---------------------|-----------|--------------------------------------|-----------|
| | | YES | NO | YES | NO |
| 1 | Accounting Systems/Records | X | | | |
| 2 | Internal Control | X | | | |
| 3 | Bank Reconciliation | X | | | |
| 4 | Disbursement Control | X | | | |
| 5 | Staff Payroll/Files | X | | | |
| 6 | Fringe Benefits | X | | | |
| 7 | Participant Payroll | N/A | | | |
| 8 | OJT Contracts/Files/Payment | N/A | | | |
| 9 | Indirect Cost Allocation | N/A | | | |
| 10 | Adherence to Budget | X | | | |
| 11 | In-Kind Contribution | N/A | | | |
| 12 | Equipment Records | N/A | | | |

Program Operator: Visions Unlimited, Inc.

Findings and General Observations:

1. The total costs as reported to SETA from January 1, 2008 to December 31, 2008 and from January 1, 2009 to June 30, 2009 for the CSBG program have been traced to the subgrantee's records. The records were verified and appeared to be in order.
2. There are no findings.

Recommendations for Corrective Action:

- 1) There are no corrective actions required.

cc: Kathy Kossick
Governing Board

ITEM V - REPORTS TO THE BOARD

A. CHAIR'S REPORT

The Chair of the SETA Community Action Board on a regular basis receives numerous items of information concerning legislation, current programs and agency activities.

The important information from the material received and meetings attended will be shared with the entire Board and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Board to provide input on items that may require future action.

B. EXECUTIVE DIRECTOR'S REPORT

This item is set aside to allow the Executive Director of the Community Action Program to report to the Board on any items of important information or to deal with special requests which need to be addressed but, because of time constraints, were not included in the formal SETA Community Action Board packet.

The Executive Director's Report also allows the opportunity for the Executive Director to apprise the Board of upcoming events, significant agency activities, or conferences.

C. MEMBERS OF THE BOARD

This item provides the opportunity for SETA Community Action Board members to raise any items for consideration not covered under the formal agenda. It also provides the opportunity for Board members to request staff to research or follow up on specific requests or to ask that certain items be placed on the next agenda.

D. PUBLIC PARTICIPATION

Participation of the general public at SETA Community Action Board meetings is encouraged. Members of the audience are asked to address their requests to the Chair, if they wish to speak.