



REGULAR MEETING OF THE COMMUNITY ACTION BOARD

DATE: Wednesday, January 14, 2004

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

I. Call to Order/Roll Call

II. Consent Item

A. Approval of Minutes of the October 29, 2003 Special Meeting

III. Action Item

A. Approval of WIND Youth Center's Request to Change its 2004 Community Services Block Grant Contract From Family Self-Sufficiency to Safety-Net

IV. Information Items

A. Fiscal Monitoring Report
➤ Department of Human Assistance

B. Year-to-Date Expenditures

V. Reports to the Board

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

VI. Adjournment

DISTRIBUTION DATE: THURSDAY, JANUARY 8, 2004

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE OCTOBER 29, 2003 MEETING

BACKGROUND:

Attached are the minutes of the October 29, 2003 meeting for your review.

RECOMMENDATION:

Review, make any necessary corrections and approve the minutes as submitted.

SPECIAL MEETING OF THE COMMUNITY ACTION BOARD

Minutes/Synopsis

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

Wednesday, October 29, 2003
8:30 a.m.

- I. **Call to Order/Roll Call**: Ms. Mitchel called the meeting to order at 8:35 a.m.

Members Present:

Cliff Bales, South Sacramento Interfaith Partnership
Rex Albright, Rancho Cordova Chamber of Commerce
Mary Benson, Child Action, Inc.
Barbara Lehman, Human Rights/Fair Housing Commission
Starine Reese, United Way
John Healey, California Emergency Foodlink
Albert Mills, Sacramento City/County Hunger Commission
Bert Bettis, County Department of Health and Human Services
Darlene Anderson, Head Start Policy Council
Barbara Clare, Galt Chamber of Commerce
Elizabeth Mitchell, Rio Linda School District

- II. **Consent Item**

- V. Approval of Minutes of the August 13, 2003 Meeting

Minutes were reviewed. There were no questions or comments.

Moved/Lehman, second/Albright, to approve the minutes of the August 13, 2003 meeting as distributed.

Voice Vote: Unanimous approval with one abstention (Mitchell).

- III. **Public Hearing – Presentation of Proposals by Bidders of 2004 CSBG Funding**

Ms. Mitchell reminded the vendors that there were three times as many requests for funds as funds are available. Ms. Mitchell reviewed how the funds are allocated according to funding source.

Ms. Darlene Anderson was welcomed to the Board.

The following programs spoke before the Community Action Board. Numbers indicate the proposal number.

1. County of Sacramento, Dept. of Health and Human Services: Marilyn Maginnis
2. Jewish Family Services of Sacramento: Judy Turtleaub

- 3 & 4. Visions Unlimited, Inc.: Peg Mapes
- 5. Galt Community Concilio, Inc.: Mary Lou Powers
- 6. Sacramento Area Emergency Housing Center: Bonnie Hyer
- 10. Grant Joint Union High School District: Andy Jones
- 11. Treat'em Like a King Foundation: Harold Pressley
- 15. Elk Grove Unified School District: Kim Parker
- 16. Paratransit, Inc.: J.D. Culver
- 17. North Sacramento School District: Norma Hamm
- 19. Slavic Community Center of Sacramento: Alex Chunestky
- 20. Transitional Living and Community Support, Inc.: Mary Nakamura
- 21. Voluntary Legal Services Program of Northern California: Vickie Jacobs
- 22. Sacramento Cottage Housing, Inc.: Scott Thurmond

Break at 10:10 a.m. 10:28 a.m.

- 25. Traveler's Aid Society, Of Sacramento, Inc.: Elnor Tilson
- 27 & 28. Cross Roads Diversified Services, Inc.: Danny Marquez
- 29. Meadowview Community Action, Inc.: Lorene Edmonson
- 32. County of Sacramento, Department of Human Assistance: Kathrine DeYoung
- 35. Sacramento Chinese Community Service Center: Henry Kozklozski
- 36. Sacramento Child Advocates, Inc.: Mike Hansell
- 38. Volunteers in Victim Assistance: Carol McDonnell
- 39. La Familia Counseling Center, Inc.: Oralia Bermudez
- 40. WIND Youth Center: Bud Eckstrom
- 41. Center Unified School District, Center Adult School: Allison Collier
- 42. St. John's Shelter for Women and Children: Mary Ellen Ferguson
- 43 & 44. Greater Sacramento Urban League: Jody Morgan
- 45. Sacramento Self Help Housing Corporation: John Foley
- 48. Hmong Women's Heritage Center: Speaker didn't give her name.
- 23. Legal Services of Northern California: David Mandel
- 37. Francis House of Sacramento: Debra Dunham

The Board took a lunch break from 12:10 – 1:10 p.m. Ms. Mitchell called the meeting back to order at 1:15 p.m.

- 34. Mexican American Alcoholism Program: Speaker didn't give her name.

IV. Action Item

- A. Approval of Community Services Block Grant (CSBG) Funding Recommendations for Fiscal Year 2004

Ms. Cindy Sherwood-Green stated that a team of 10 readers reviewed all of the proposals. Readers were given a standardized tool that was utilized during the deliberations.

Safety Net Services Funds

A question was raised as to why was St. John's Shelter was funded so modestly. Mr. Bonanno replied that this is first-time funding and because there is no history with funding this program, SETA would like to move ahead cautiously.

Mr. Albright suggested that the funds allocated to Paratransit be eliminated and distributed to the other programs.

Moved/Albright, second/Lehman, to reduce Francis House by \$5,000, reduce Greater Sacramento Urban League by \$10,000, reduce MCA by \$2,000 and increase the Galt Concilio by \$15,000 and Traveler's Aide by \$2,000, and bring this portion to 1/3 of the available funding. Funds will be identified later in the meeting.

Ms. Mitchell stated that there has always been a shortage of programs submitting proposals for the north area.

Substitute motion: Moved/Healey, second/Mills, to accept staff funding recommendations for Safety Net Programs with no changes in the funding recommendations.

Roll Call Vote: Aye: 4 (Anderson, Bettis, Healey, Mills), Nay: 7. Motion Failed.

Vote on the original motion: Roll Call Vote: Aye: 7, Nay 4 (Bettis, Healey, Mills, Mitchell). Motion passed.

Family Self Sufficiency Funds:

Barbara Lehman discussed funding for Visions Unlimited. In addition, Ms. Lehman asked that there be some verification of program collaboration provided during the funding cycle to ensure there actually is collaboration among the program operators.

Mr. Albright left at 3:25 p.m.

Mr. Healey asked that for future funding processes, the programs be required to identify that they DO collaborations and what steps will they do throughout the year to increase funding through other areas. It is crucial for programs to have funding from other sources than SETA. Ms. Anderson wants to ensure that the school districts are 'pulling their weight' with regard to funding and services provided.

Moved/Lehman, second/Bales, to move \$5,000 from Cottage Housing in Family Self-Sufficiency and transfer the funds to Safety Net Services, adopt staff recommendation as recommended with inclusion of mechanism on how the programs are leveraging program funds.

Ms. Anderson stated that if the board took the funds from Elk Grove, it would force them to look elsewhere for funds. By making people look for funding elsewhere, it would not be as much of a shock to them when they do not get funding. Ms Anderson feels that there should be a timeframe for programs to move on from being reliant on CSBG funding.

When asked why the City of Sacramento Parks and Recreation's dementia program scored low, Ms. Sherwood-Green stated that the City did not include a description for their case management programs. This is an education program, offering 8-week education programs for the caregivers.

Amendment to the Motion: Moved/Bettis, second/Lehman, to accept staff recommendations, and take \$30,000 from Elk Grove and move it to the City Parks & Rec. dementia program, and take \$5,000 from Sacramento Cottage Housing and move it to Safety Net Services

Roll Call Vote: Aye: 6, Nay 4 (Healey, Mills, Reese, Mitchell).

Moved/Reese, second/Lehman, add \$5,000 to the Galt Concilio for Safety Net Services.

Roll Call Vote: Aye: 4 (Bales, Clare, Lehman, Reese), Nay: 6. Motion failed.

Moved/Bettis, second/Mills, to add \$5,000 to Traveler's Aid for Safety Net Services.

Roll Call Vote: Aye: 10, Nay: 0, Abstentions: 0. Motion passed.

V. Information Items

A. Fiscal Monitoring Report: No comments.

B. Year-to-Date Expenditures: No comments.

VI. Reports to the Board

D. Chairperson: No report.

E. Executive Director: Ms. Kossick thanked the board VERY much for their time during this funding process.

F. Members of the Board: No comments.

D. Public: No comments.

VII. **Adjournment:** Meeting adjourned at 4:03 p.m.

ITEM III-A -ACTION

APPROVAL OF WIND YOUTH CENTER'S REQUEST TO CHANGE ITS 2004 COMMUNITY SERVICES BLOCK GRANT CONTRACT FROM FAMILY SELF-SUFFICIENCY TO SAFETY-NET

BACKGROUND:

The WIND Youth Center was awarded \$30,000 in Fiscal Year 2004 Community Services Block Grant (CSBG) funding to provide basic care services, referrals and advocacy to 186 homeless and runaway teens through its Drop-In Center. WIND proposed to provide services under the Family Self-Sufficiency category in which a client's success is measured by progress attained toward planned outcome goals, usually through comprehensive, long-term case management.

WIND has requested to change its category of funding to Safety-Net due to the transient nature of its clientele, all of whom are homeless teens, and the difficulty of WIND staff to document and track client progress in a manner required by SETA and the State Department of Community Services and Development. Under the Safety-Net category, programs are not required to provide case management services to their clients nor are they required to report client progress on a monthly basis. By changing WIND's funding category to Safety-Net, WIND staff will be required to report the number of client contacts made during the month and demographic information on the clients served.

The WIND Youth Center has been a CSBG subcontractor since 1996 and has been funded under the Safety-Net service category since 1998. The services WIND proposed for the 2004 fiscal year have not changed from the previous years. Case management and other services leading to self-sufficiency will continue to be provided. Services to be provided include:

- Outreach
- Food Distribution
- Shelter
- Counseling
- Transportation
- Employment Preparation
- Education
- Referrals to Health Services

A copy of the letter requesting this change will be distributed at the January 14 meeting.

RECOMMENDATION:

Approve WIND's request to change its category of CSBG funding for the 2004 fiscal year from Family Self-Sufficiency to Safety-Net services.

ITEM IV-A - INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

Attached for your review are copies of the latest fiscal monitoring reports.

Staff will be available to answer questions.

MEMORANDUM

TO: Ms. Cheryl S. Davis **DATE:** December 2, 2003
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Department of Human Assistance

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA-Title I	OJT	\$ 110,880	7/1/02-06/30/03	7/1/02-06/30/03
WIA-Title I	One-Stop Services	206,900	7/1/02-06/30/03	7/1/02-06/30/03
CSBG	Family Self-Sufficiency	23,769	1/1/03-12/31/03	1/1/03-09/30/03

Monitoring Purpose: Initial (CSBG) Follow-Up Special Final (WIA)
Date of review: 11/6, 7 & 10/03

	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		N/A		
8	OJT Contracts/Files/Payment	X			
9	Indirect Cost Allocation		N/A		
10	Adherence to Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

Program Operator: Department of Human Assistance

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2002 to June 30, 2003 for the WIA and from January 1, 2003 to September 30, 2003 for the CSBG program have been traced to the subgrantee's records.
- 2) The finding mentioned in our previous monitoring report had been corrected and is now considered closed.
- 3) There are no findings in the final monitoring.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

ITEM IV-B - INFORMATION
YEAR-TO-DATE EXPENDITURES

BACKGROUND:

Attached for your review is the Community Services Block Grant Administrative/ Program Costs year-to-date summary for 2003. These are expenditures are for the period July-August, 2003.

Staff will be available to answer questions.

CONTRACTOR	CONTRACT #	CONTRACT AMOUNT	REPORT PERIOD	ADJUSTMENT
Sacramento Employment & Training Agency	03F-4334	\$ 1,682,611	SEP-OCT 2003	<input type="checkbox"/> YES

SECTION A: ADMINISTRATIVE COSTS

1.1	Salaries and Wages	\$44,352.10
1.2	Fringe Benefits	25,663.43
1.3	Travel: In-State \$0.00 Out of State \$ -	2,132.00
1.4	Space (Rent/Lease)	5,610.00
1.5	Consumable Supplies	-
1.6	Equipment Lease/Purchase	2,226.21
1.7	Consultant Services	-
1.8	Contract Services	6,333.77
1.9	Other Costs i: _____ ii: _____ iii: _____ iv: _____	4,348.22
1.10	SUBTOTAL ADMINISTRATIVE COSTS	\$90,665.73

CERTIFICATION: I certify that this report is a true and accurate presentation of actual expenditures made during the reporting period, and that these expenditures were made in accordance with the purpose and conditions of the contract referenced above.
X
Authorized Signature
Date: 1/7/2004
Prepared By: Tammy Tu-Nguyen
Telephone Number: (916) 263-5437
E-mail Address: ttunguyen@delpaso.seta.net
Fax Number: (916) 263-6124

SECTION B: PROGRAM COSTS

2.1	Salaries and Wages	36,677.52
2.2	Fringe Benefits	43,518.41
2.3	Travel: In-State \$409.62 Out of State \$ -	135.65
2.4	Space (Rent/Lease)	599.46
2.5	Consumable Supplies	1,947.63
2.6	Equipment Lease/Purchase	301.32
2.7	Consultant Services	83.00
2.8	Contract Services	14,622.54
2.9	Other Costs i: _____ ii: _____ iii: _____ iv: _____	8,344.54
2.10	Subcontractors	99,116.30
	SUBTOTAL PROGRAM COSTS	\$205,346.37

CSD ACCOUNTING USE ONLY
Payment:
PCA#:
Approved By:
Date:
Amendment Number:
Reviewed By:
Date:

SECTION C: TOTAL REPORT PERIOD EXPENDITURES \$296,012.10

SECTION D: ADVANCE

3.1	Total Advance	\$420,652.75
3.2	Prior Advance Balance	\$ 229,146.75
3.3	Advance Repayment	\$ 114,573.75
3.4	Advance Outstanding	\$ 114,573.00

\$181,438.35

Department of Community Services and Development
CSBG FISCAL DATA - PROGRAM SUPPORT COST REPORT (Bimonthly)

CSD 425.ER (Rev. 4/10/00)

CONTRACTOR	CONTRACT NUMBER	CONTRACT AMOUNT	REPORT PERIOD	ADJUSTMENT
Sacramento Employment and Training Agency	03F-4334	\$1,682,611	SEP-OCT 2003	<input type="checkbox"/> Yes
SECTION D: TOTAL PROGRAM SUPPORT COSTS				
1.1	How much of the total Administrative Costs reported in Section A was expended for Program Support Activities?	\$ 18,133.15		

Definition of Program Support Costs:

These costs are administrative costs which are associated/identifiable with the administration of a particular program (program support) that serve to coordinate and strengthen a range of local programs and services. Costs are typically associated with planning and management of entities within a community. Costs reported in Section D may have administrative qualities, but are specifically identified with a programmatic activity that provides coordination and strengthens program services.

Examples of Program Support:

Programs to "coordinate and strengthen" may entail planning and management functions with some characteristics that resemble typical administrative costs, but should be treated as direct costs. For example, CSBG funds can be used to create and maintain a computer network among multiple service providers in a community. CSBG funds can be applied to develop and operate a one-stop family center that houses multiple service providers and programs funded by other sources. CSBG funds can pay for community-wide needs assessments and multi-service strategic planning. CSBG funds also can finance compilation, publication, and distribution of information to help clients make better use of services and programs funded by other sources.

CSBG funds can be used to coordinate and strengthen activities. These activities include but are not limited to: multi-agency strategic planning; community-wide needs assessments; co-location of complementary services; computerization of common intake and referral systems; formalized networking to share resources and facilities; and organization of cross-sector coalitions to address specific community concerns.

For further information please refer to the following Website address:
<http://www.acf.dhhs.gov/programs/ocs/csbgs/documents/im37.htm>, or

The Office of Community Services,
 CSBG Information Memorandum Transmittal No. 37, dated December 10, 1999

CSBG 2003 ADMINISTRATIVE/PROGRAM COSTS											
EXPENDITURES FOR PERIOD ENDED											
CONTRACT # 03F-4334											
ADMINISTRATIVE COSTS											
ACCOUNTS	BUDGET	YTD EXPEND	BUDGET %	FUNDS REMAINING	FEB REPORT	APR REPORT	JUNE REPORT	AUG REPORT	OCT REPORT	DEC REPORT	TOTAL
Salaries & Wages	190,336.00	142,242.61	74.7%	48,093.39	11,800.92	9,579.70	10,768.42	65,741.47	44,352.10		142,242.61
Fringe Benefits	85,651.00	65,023.82	75.9%	20,627.18	3,396.35	4,159.40	3,182.98	28,621.66	25,663.43		65,023.82
Travel	2,132.00	2,132.00	100.0%	-	-	-	-	-	2,132.00		2,132.00
Space Cost	27,186.00	24,813.00	91.3%	2,373.00	3,708.93	2,278.53	7,605.54	5,610.00	5,610.00		24,813.00
Consumable Supplies	10,911.00	531.56	4.9%	10,379.44	-	-	9.91	521.65	-		531.56
Equipment Lease/Purcha	5,585.00	2,226.21	39.9%	3,358.79	-	-	-	-	2,226.21		2,226.21
Consultant Services	-	-		-	-	-	-	-	-		-
Contract Services	15,430.00	6,333.77	41.0%	9,096.23	-	-	-	-	6,333.77		6,333.77
Other Costs	34,483.00	23,238.27	67.4%	11,244.73	7,378.80	3,824.81	3,929.53	3,756.91	4,348.22		23,238.27
ADMIN TOTALS	371,714.00	266,541.24	71.7%	105,172.76	26,285.00	19,842.44	25,496.38	104,251.69	90,665.73	-	266,541.24
PROGRAM COSTS											
Salaries & Wages	300,284.00	237,901.59	79.2%	62,382.41	59,140.63	51,739.54	48,129.07	42,214.83	36,677.52		237,901.59
Fringe Benefits	165,649.00	124,471.98	75.1%	41,177.02	16,119.86	21,154.80	12,393.35	31,285.56	43,518.41		124,471.98
Travel	6,138.00	4,461.50	72.7%	1,676.50	409.62	774.00	1,028.61	2,113.62	135.65		4,461.50
Space Costs	29,752.00	23,439.94	78.8%	6,312.06	1,966.16	1,992.24	10,917.60	7,964.48	599.46		23,439.94
Consumable Supplies	8,100.00	6,156.46	76.0%	1,943.54	-	1,423.59	-	2,785.24	1,947.63		6,156.46
Equip Lease/Purchase	5,042.00	1,052.94	20.9%	3,989.06	106.95	213.90	216.87	213.90	301.32		1,052.94
Consultant Service	25,043.00	1,198.20	4.8%	23,844.80	-	934.80	98.40	82.00	83.00		1,198.20
Contract Services	35,000.00	27,560.18	78.7%	7,439.82	48.59	1,708.01	5,573.58	5,607.46	14,622.54		27,560.18
Other Costs	48,109.00	41,838.19	87.0%	6,270.81	10,418.23	6,570.76	6,228.61	10,276.05	8,344.54		41,838.19
Subcontractors	687,780.00	446,531.62	64.9%	241,248.38	38,542.90	102,943.83	114,267.47	91,661.12	99,116.30		446,531.62
PROGRAM TOTALS	1,310,897.00	914,612.60	69.8%	396,284.40	126,752.94	189,455.47	198,853.56	194,204.26	205,346.37	-	914,612.60
GRAND TOTAL	1,682,611.00	1,181,153.84	70.2%	501,457.16	153,037.94	209,297.91	224,349.94	298,455.95	296,012.10	-	1,181,153.84
					1,181,153.84						

	A	B	C	D	E	F	G	H	I
1	CSBG 2003 ADMINISTRATIVE/PROGRAM COSTS								
2	EXPENDITURES FOR PERIOD ENDED		10/31/2003						
3	CONTRACT # 03F-4334					** Reports submitted but not paid			
4						due to lack of pgm reports or technical problems			
5				2003					
6	DELEGATE AGENCY	CC	ACTIVITY	BUDGET	EXPENDITURES	ADJS/ADV **	YTD	% BUDGET	FUND
7					COMPASS		EXPENDITURE		REMAINING
8	County of Sacramento DHA	4750323322	FSS	23,769	6,883.00	10,321.00	17,204.00	72.4%	6,565.00
9	Elk Grove USD	4750323323	FSS/FY	30,000	8,373.00	11,454.00	19,827.00	66.1%	10,173.00
10	Galt Community Concilio	4750323324	SN	63,827	46,040.95		46,040.95	72.1%	17,786.05
11	La Familia Counseling	4750323325	FSS	67,000	42,679.14		42,679.14	63.7%	24,320.86
12	Greater Sacramento Urban League	4750323326	SN	20,000	14,850.00		14,850.00	74.3%	5,150.00
13	Legal Center	4750323327	SN	28,550	20,022.00	2,614.00	22,636.00	79.3%	5,914.00
14	Meadowview Community Action	4750323328	SN	32,000	21,119.00		21,119.00	66.0%	10,881.00
15	Mental Health Assoc.	4750323329	FSS	33,750	16,123.82	8,149.18	24,273.00	71.9%	9,477.00
16	Paratransit	4750323330	FSS	31,535	27,090.86		27,090.86	85.9%	4,444.14
17	Sacramento Area Emer. Housing	4750323331	FSS	60,000	35,861.60		35,861.60	59.8%	24,138.40
18	Sacto Chinese Comm. Serv	4750323332	FSS	58,861	43,932.82		43,932.82	74.6%	14,928.18
19	Sacramento Cottage Housing	4750323333	FSS	18,000	12,000.00		12,000.00	66.7%	6,000.00
20	Transitional Living & Comm Support	4750323334	FSS	35,871	27,725.79		27,725.79	77.3%	8,145.21
21	Travelers Aid Society	4750323335	SN	60,000	26,031.33		26,031.33	43.4%	33,968.67
22	Visions Unlimited (Seniors)	4750323336	FSS	38,196	28,164.00		28,164.00	73.7%	10,032.00
23	Visions Unlimited (Youth)	4750323337	FSS	64,876	34,182.44		34,182.44	52.7%	30,693.56
24	Volunteer Legal Serv of North CA	4750323338	SN	25,000	14,827.00		14,827.00	59.3%	10,173.00
25	Works in New Directions (Wind You	4750323339	SN	27,500	20,624.87		20,624.87	75.0%	6,875.13
26	TOTAL DELEGATE AGENCY			718,735	446,531.62	32,538.18	479,069.80	66.7%	272,203.38
27	TOTAL PROGRAM			592,162	468,080.98		468,080.98	79.0%	124,081.02
28	TOTAL ADMIN			371,714	266,541.24		266,541.24	71.7%	105,172.76
29	GRAND TOTAL			1,682,611	1,181,153.84	32,538.18	1,213,692.02	72.1%	501,457.16

Date	Ck No	Name	Memo	Debit	Credit	Balance
			BUDGETED AMOUNT			35,000.00
2/10/2003	12065	MEADOW GLEN APARTME	572733364, Housing assist. for Jeris Ra	300.00		34,700.00
2/10/2003	12066	SIERRA VISTA APARTMEN	552133140, Housing Assist. for Lia McFa	300.00		34,400.00
2/25/2003	12094	SMUD	568139260, Kizzy Mark	278.30		34,121.70
3/3/2003	12149	SMUD	572112059, George Ehrlick	200.00		33,921.70
3/24/2003	12250	SMUD	571112274, Cynthia Sanders	171.00		33,750.70
4/1/2003	12321	DOYNE, INEZ	VOID	-		33,750.70
4/1/2003	12322	SMUD	556609851, SMUD	150.00		33,600.70
4/4/2003	12324	B. A. L. T.	RENTAL ASSISTANCE FOR CHRISTO	300.00		33,300.70
4/16/2003	12373	OAK CREST APARTMENT	566029416, Rent assistance	230.00		33,070.70
4/16/2003	12374	1st VALUE INN	151321740, housing assistance	339.25		32,731.45
4/17/2003	12375	SMUD	567733717, SMUD	200.00		32,531.45
4/29/2003	12435	SMUD	563795852, SMUD	250.00		32,281.45
5/1/2003	12450	SMUD	557371386, SMUD	250.00		32,031.45
5/6/2003	12452	SMUD	437685524, SMUD	248.63		31,782.82
5/8/2003	12478	49ER MOTEL	HOUSING ASSISTANCE FOR MARCEL	326.55		31,456.27
5/8/2003	12479	WINDWARD VILLAGE APA	Housing assistance for CSBG client ELE	200.00		31,256.27
5/14/2003	12500	SMUD	553823730, Susan Parrish	200.00		31,056.27
5/16/2003	12522	S M U D	UTILITY ASSISTANCE FOR NAKITA O	200.00		30,856.27
5/19/2003	12536	SMUD	550454655, SMUD	200.00		30,656.27
5/23/2003	12558	PG & E	559629771, PG&E	100.00		30,556.27
5/30/2003	12563	S M U D	UTILITY ASSISTANCE FOR SILVESTR	211.00		30,345.27
6/3/2003	12572	SMUD	275700166, smud	300.00		30,045.27
6/4/2003	12577	SMUD	546254154, SMUD	200.00		29,845.27
6/5/2003	12599	SMUD	553063258, SMUD	200.00		29,645.27
6/6/2003	12600	PG & E	347622527, PG&E	275.00		29,370.27
6/9/2003	12603	SMUD	548359296, SMUD	200.00		29,170.27
6/9/2003	12604	PG & E	565192441, PG&E	165.45		29,004.82
6/11/2003	12619	PG & E	442707510, PG&E	130.00		28,874.82
6/12/2003	12622	ALPHA PROPERTY MANA	557295922, 6/03	155.00		28,719.82
6/12/2003	12623	OAK HOLLOW APARTMEN	546343421, RENT	400.00		28,319.82
6/20/2003	12653	PG & E	139623039, PG&E	150.00		28,169.82
6/23/2003	12678	SMUD	555491079, SMUD	200.00		27,969.82
6/25/2003	12679	RIDGESTONE APARTMEN	263112248, 7/03	300.00		27,669.82
7/3/2003	12716	ROSEVILLE PARK APARTM	615601502, Rent asst.	400.00		27,269.82
7/7/2003	12717	PG & E	565195129, PG&E	258.25		27,011.57
7/10/2003	12724	S M U D	565711580, SMUD	175.00		26,836.57
7/11/2003	12728	HOME DEPOT	WORK TOOLS FOR GERALD WORLEY	100.00		26,736.57
7/23/2003	12736	S M U D	UTILITY ASSISTANCE FOR LUTHER R	200.00		26,536.57
7/24/2003	12759	S M U D	UTILITY ASSISTANCE FOR JASON "JA	215.00		26,321.57
7/29/2003	12775	S M U D	UTILITY ASSISTANCE FOR BEVERLY	200.00		26,121.57
7/29/2003	12776	S M U D	UTILITY ASSISTANCE FOR KENDDRA	200.00		25,921.57
7/31/2003	12786	S M U D	UTILITY ASSISTANCE FOR Anita Davis	166.00		25,755.57
8/1/2003	12805	SMUD	UTILITY ASSISTANCE FOR Marilyn Arc	100.00		25,655.57
8/5/2003	12807	SMUD	549174483, smud	200.00		25,455.57
8/6/2003	12811	SMUD	551903965, SMUD utility assiatance	200.00		25,255.57
8/11/2003	12813	SMUD	306803003, SMUD utility assiatance	200.00		25,055.57
8/13/2003	12830	SMUD	151307938, SMUD utility assiatance	200.00		24,855.57
8/14/2003	12849	SMUD	558775155, SMUD utility assiatance	83.49		24,772.08
8/15/2003	12850	SMUD	557630797, SMUD utility assiatance	150.00		24,622.08
8/18/2003	12869	SMUD	554657032, SMUD utility assiatance	195.61		24,426.47
8/19/2003	12870	WASATCH PROPERTY MA	196583443, rent	300.00		24,126.47
8/19/2003	12872	1st VALUE INN	568945224, housing assistance	218.68		23,907.79
8/21/2003	12878	RIVERCREST VILLAGE AP	160367142, Rental assist	300.00		23,607.79
8/21/2003	12879	SMUD	338620500, SMUD utility assiatance	200.00		23,407.79
8/22/2003	12880	SMUD	332664021. SMUD ASSISTANCE	168.00		23,239.79
8/25/2003	12881	SMUD	571135655, SMUD utility assiatance	200.00		23,039.79
8/26/2003	12902	NGYUNE, TUANE	433158106, 8/03 rent	346.00		22,693.79

8/28/2003	12903	1st VALUE INN	570770751/413418108 housing asst.	218.68		22,475.11
8/28/2003	12905	SMUD	564615794, SMUD utility assistance	214.68		22,260.43
8/29/2003	12906	SMUD	569692407, SMUD utility assistance	198.07		22,062.36
9/3/2003	12935	PG & E	546982373, PG&E	131.00		21,931.36
9/5/2003	12953	WOODLAKE VILLAGE APA	RENTAL ASSISTANCE FOR ANA CAMI	300.00		21,631.36
9/8/2003	12954	CHAVARRIA, IGNATIUS	V O I D	-		21,631.36
9/8/2003	12955	1st VALUE INN	HOUSING ASSISTANCE FOR JOSHUA	218.68		21,412.68
9/8/2003	12956	CHAVARRIA, IGNATIUS	HOUSING ASSISTANCE FOR SANDRA	300.00		21,112.68
9/10/2003	12957	CALIFORNIA PLACE	565613358, Housing Assistance	300.00		20,812.68
9/10/2003	12959	ALDER GROVE APARTME	563558016, Housing Assistance	300.00		20,512.68
9/11/2003	12960	SMUD	067580542, Utility assistance	250.00		20,262.68
9/17/2003	13007	SMUD	560471398, Utility assistance	180.00		20,082.68
9/17/2003	13008	SMUD	139700949, Utility assistance	100.00		19,982.68
9/18/2003	13009	SMUD	559254755, Utility Assistance	200.00		19,782.68
9/18/2003	13010	SMUD	571276961, Utility Assistance	159.41		19,623.27
9/19/2003	13011	S M U D	UTILITY ASSISTANCE TO SYVONNE L	110.12		19,513.15
9/19/2003	13012	S M U D	UTILITY ASSISTANCE FOR CEDRIC B	250.00		19,263.15
9/22/2003	13013	SMUD	550157260, Utility Assistance	225.00		19,038.15
9/25/2003	13014	SMUD	515544569, Utility Assistance	200.00		18,838.15
9/25/2003	13060	SMUD	542848874, Utility Assistance	152.80		18,685.35
9/25/2003	13061	SMUD	564694681, Utility Assistance	200.00		18,485.35
9/29/2003	13062	PG & E	455691262, PG&E	87.84		18,397.51
9/29/2003	13063	SMUD	566633284, Utility Assistance	70.26		18,327.25
9/29/2003	13064	HAMILTON, LOUANNE	567986299, Housing assistance	300.00		18,027.25
10/1/2003	13076	PG & E	554372939, PG&E	158.33		17,868.92
10/1/2003	13077	SMUD	550299799, Utility Assistance	250.00		17,618.92
10/2/2003	13078	SMUD	561936833, Utility Assistance	150.00		17,468.92
10/3/2003	13079	S M U D	UTILITY ASSISTANCE FOR KERRY TU	200.00		17,268.92
10/3/2003	13080	S M U D	UTILITY ASSISTANCE FOR PAMELA P	81.92		17,187.00
10/6/2003	13083	PG & E	386281274, Utility assistance	200.00		16,987.00
10/13/2003	13102	MEADOW GLEN APARTME	HOUSING ASSISTANCE FOR SHYETT	200.00		16,787.00
10/17/2003	13136	SILVER POINT PROPERTIE	HOUSING ASSISTANCE FOR SHONDE	300.00		16,487.00
10/21/2003	13137	SMUD	548080602, Utility assistance	130.00		16,357.00
10/22/2003	13151	SMUD	619485568, Utility assistance	200.00		16,157.00
10/22/2003	13152	PG & E	568982033, Utility Assistance	200.00		15,957.00
10/23/2003	13153	SMUD	562299093, Utility Assistance	200.00		15,757.00
10/23/2003	13154	SMUD	550335462, Utility Assistance	150.00		15,607.00
10/24/2003	13155	PG & E	UTILITY ASSISTANCE FOR ROSE HOV	117.18		15,489.82
10/27/2003	13156	1st VALUE INN	548770878, HOUSING ASST	250.00		15,239.82
10/27/2003	13157	SMUD	461359043, UTILITY ASSISTANCE	180.00		15,059.82
10/27/2003	13158	PG & E	559675200, UTILITY ASSISTANCE	200.00		14,859.82
10/30/2003	13188	SMUD	568807354, Utility assistance	200.00		14,659.82
10/30/2003	13189	SMUD	554354051, Utility assistance	200.00		14,459.82
11/3/2003	13190	SMUD	585543964, Utility assistance	183.57		14,276.25
11/3/2003	13191	PG & E	540922156, UTILITY ASSISTANCE	171.74		14,104.51
11/4/2003	13192	SMUD	546395433, Utility Assistance	175.37		13,929.14
11/5/2003	13221	SMUD	563115756, Utility Assistance	200.00		13,729.14
11/5/2003	13225	SMUD	566069573, Utility Assistance	200.00		13,529.14
11/6/2003	13226	SMUD	560416682, Utility Assistance	200.00		13,329.14
11/6/2003	13227	SMUD	572454990, Utility Assistance	200.00		13,129.14
			SUB TOTAL	21,870.86		13,129.14
		8/11/2003	CSBG-30 BOOKS-RT BUS PASSES	1,050.00		12,079.14
		8/11/2003	CSBG-50 SHELL GAS CARDS	1,236.00		10,843.14
		11/03/2003	BUS PASSES FOR CSBG	3,500.00		7,343.14
			SUB TOTAL	5,786.00		7,343.14
			TOTAL	\$ 27,656.86		\$ 7,343.14

State of California
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG FISCAL DATA - CSBG EXPENDITURE REPORT (BIMONTHLY)
CSD 425. ER (Rev. 11/02)

CONTRACTOR	CONTRACT #	CONTRACT AMOUNT	REPORT PERIOD	ADJUSTMENT
Sacramento Employment & Training Agency	03F-4380	\$ 130,000	SEP-OCT 2003	<input type="checkbox"/> YES

SECTION A: ADMINISTRATIVE COSTS

1.1	Salaries and Wages	\$1,749.07
1.2	Fringe Benefits	769.78
1.3	Travel: In-State \$0.00 Out of State \$ -	-
1.4	Space (Rent/Lease)	-
1.5	Consumable Supplies	-
1.6	Equipment Lease/Purchase	-
1.7	Consultant Services	-
1.8	Contract Services	-
1.9	Other Costs i: _____ ii: _____ iii: _____ iv: _____	-
1.10	SUBTOTAL ADMINISTRATIVE COSTS	\$2,518.85

SECTION B: PROGRAM COSTS

2.1	Salaries and Wages	8,680.88
2.2	Fringe Benefits	4,084.42
2.3	Travel: In-State Out of State \$ -	-
2.4	Space (Rent/Lease)	-
2.5	Consumable Supplies	-
2.6	Equipment Lease/Purchase	-
2.7	Consultant Services	-
2.8	Contract Services	-
2.9	Other Costs i: _____ ii: _____ iii: _____ iv: _____	504.13
2.10	Subcontractors	-
	SUBTOTAL PROGRAM COSTS	\$13,269.43

SECTION C: TOTAL REPORT PERIOD EXPENDITURES

\$15,788.28

SECTION D: ADVANCE

3.1	Total Advance	\$32,500.00
3.2	Prior Advance Balance	\$ 16,250.00
3.3	Advance Repayment	\$ 8,125.00
3.4	Advance Outstanding	\$ 8,125.00

\$7,663.28

CERTIFICATION:

I certify that this report is a true and accurate presentation of actual expenditures made during the reporting period, and that these expenditures were made in accordance with the purpose and conditions of the contract referenced above.

X

Authorized Signature

Date: 1/7/2004

Prepared By: Tammy Tu-Nguyen

Telephone Number: (916) 263-5437

E-mail Address: ttunguyen@delpaso.seta.net

Fax Number: (916) 263-6124

CSD ACCOUNTING USE ONLY

Payment:

PCA#:

Approved By:

Date:

Amendment Number:

Reviewed By:

Date:

Department of Community Services and Development
CSBG FISCAL DATA - PROGRAM SUPPORT COST REPORT (Bimonthly)

CSD 425.ER (Rev. 4/10/00)

CONTRACTOR	CONTRACT NUMBER	CONTRACT AMOUNT	REPORT PERIOD	ADJUSTMENT
Sacramento Employment and Training Agency	03F-4380	\$130,000	SEP-OCT 2003	<input type="checkbox"/> Yes
SECTION D: TOTAL PROGRAM SUPPORT COSTS				
1.1	How much of the total Administrative Costs reported in Section A was expended for Program Support Activities?	\$ 503.77		

Definition of Program Support Costs:

These costs are administrative costs which are associated/identifiable with the administration of a particular program (program support) that serve to coordinate and strengthen a range of local programs and services. Costs are typically associated with planning and management of entities within a community. Costs reported in Section D may have administrative qualities, but are specifically identified with a programmatic activity that provides coordination and strengthens program services.

Examples of Program Support:

Programs to "coordinate and strengthen" may entail planning and management functions with some characteristics that resemble typical administrative costs, but should be treated as direct costs. For example, CSBG funds can be used to create and maintain a computer network among multiple service providers in a community. CSBG funds can be applied to develop and operate a one-stop family center that houses multiple service providers and programs funded by other sources. CSBG funds can pay for community-wide needs assessments and multi-service strategic planning. CSBG funds also can finance compilation, publication, and distribution of information to help clients make better use of services and programs funded by other sources.

CSBG funds can be used to coordinate and strengthen activities. These activities include but are not limited to: multi-agency strategic planning; community-wide needs assessments; co-location of complementary services; computerization of common intake and referral systems; formalized networking to share resources and facilities; and organization of cross-sector coalitions to address specific community concerns.

For further information please refer to the following Website address:
<http://www.acf.dhhs.gov/programs/ocs/csbg/documents/im37.htm>, or

The Office of Community Services,
 CSBG Information Memorandum Transmittal No. 37, dated December 10, 1999

CSBG NCP 2003 SEP OCT BOARD.xls
 Bud Summ

CSBG 2003 ADMINISTRATIVE/PROGRAM COSTS											
EXPENDITURES FOR PERIOD ENDING SEP-OCT 2003											
CONTRACT # 03F-4380											
ADMINISTRATIVE COSTS		EXPEND	YTD	BUDGET	FUNDS	FEB	APR	JUNE	AUG	OCT	
ACCOUNTS	BUDGET	COMPASS	EXPEND.	%	REMAINING	REPORT	REPORT	REPORT	REPORT	REPORT	TOTAL
Salaries & Wages	12,340.00	9,966.07	9,966.07	80.8%	2,373.93	2,571.00	1,529.00	2,060.00	2,057.00	1,749.07	9,966.07
Fringe Benefits	8,226.00	5,260.78	5,260.78	64.0%	2,965.22	1,080.00	647.00	1,386.00	1,378.00	769.78	5,260.78
Travel	-	-	-		-	-	-				-
Space Cost	-	-	-		-	-	-				-
Consumable Supplies	-	-	-		-	-	-				-
Equipment Lease/Purchase	-	-	-		-	-	-				-
Consultant Services	-	-	-		-	-	-				-
Contract Services	-	-	-		-	-	-				-
Other Costs	-	-	-		-	-	-				-
ADMIN TOTALS	20,566.00	15,226.85	15,226.85	74.0%	5,339.15	3,651.00	2,176.00	3,446.00	3,435.00	2,518.85	15,226.85
PROGRAM COSTS											
Salaries & Wages	48,236.00	40,838.88	40,838.88	84.7%	7,397.12	10,050.00	6,030.00	8,038.00	8,040.00	8,680.88	40,838.88
Fringe Benefits	28,924.00	20,405.42	20,405.42	70.5%	8,518.58	4,220.00	2,535.00	4,742.00	4,824.00	4,084.42	20,405.42
Travel	3,276.00	-	-	0.0%	3,276.00	-	-	-			-
Space Costs	-	-	-		-	-	-	-			-
Consumable Supplies	-	-	-		-	-	-	-			-
Equip Lease/Purchase	-	-	-		-	-	-	-			-
Consultant Service	-	-	-		-	-	-	-			-
Contract Services	26,250.00	-	-	0.0%	26,250.00	-	-	-			-
Other Costs	2,748.00	2,345.13	2,345.13	85.3%	402.87	-	-	750.00	1,091.00	504.13	2,345.13
Subcontractors	-	-	-		-	-	-	-			-
PROGRAM TOTALS	109,434.00	63,589.43	63,589.43	58.1%	45,844.57	14,270.00	8,565.00	13,530.00	13,955.00	13,269.43	63,589.43
GRAND TOTAL	130,000.00	78,816.28	78,816.28	60.6%	51,183.72	17,921.00	10,741.00	16,976.00	17,390.00	15,788.28	78,816.28

ITEM V - REPORTS TO THE BOARD

A. CHAIRPERSON'S REPORT

The Chairperson 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 Chairperson 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 Director's Report also allows the opportunity for the 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 Chairperson, if they wish to speak.