



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

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City of Sacramento

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County of Sacramento

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SOPHIA SCHERMAN
Public Representative

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Board of Supervisors
County of Sacramento

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**REGULAR MEETING OF THE
COMMUNITY ACTION BOARD**

DATE: Wednesday, March 11, 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

- I. **Call to Order/Roll Call**
 - Introduction of New Board Member – Mary Pope, representing Head Start Policy Council

- II. **Consent Item**
 - A. Approval of Minutes of the January 14, 2009 Meeting

- III. **Action Items**
 - A. Election of Officers

- IV. **Discussion/Information Item**
 - A. Use of Community Services Block Grant Stimulus Funding

“Preparing People for Success: in School, in Work, in Life”

- B. Community Services Block Grant Fiscal Monitoring Reports
 - Francis House of Sacramento
 - Greater Sacramento Urban League
 - La Familia Counseling Center
 - Legal Services of Northern California
 - St. John's Shelter for Women & Children
 - South County Services
 - Voluntary Legal Services of Northern California
 - Waking the Village (Tubman House)

- C. 2008 Community Services Block Grant Information System Survey

- D. 2010/2011 Community Services Block Grant Planning Calendar

- V. **Reports to the Board**
 - A. Chair
 - B. Executive Director
 - C. Members of the Board
 - D. Public

- VI. **Adjournment**

DISTRIBUTION DATE: FRIDAY, MARCH 6, 2009

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JANUARY 14, 2009 MEETING

BACKGROUND:

Attached are the minutes of the January 14, 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, January 14, 2009
10:00 a.m.

- I. **Call to Order/Roll Call:** Ms. Denise Nelson called the meeting to order at 10:05 a.m.

Members Present:

Denise Nelson, Head Start Policy Council
Steven Anderson, River City Community Services
Rosalind Garner, Alternate, County Department of Health and Human Services
Beth White, Catholic Charities of Sacramento
Lynn Avery, Sacramento County Adult and Aging Commission
Starine Reese, United Way
Dana Mitchell, Human Rights/Fair Housing Commission
Sam Starks, SMUD

Members Absent:

Mary Benson, Child Action, Inc.
Nina Nelson, Sacramento City/County Hunger Commission
Franklin Anderson, Alternate, Sacramento City/County Hunger Commission
Donna Mobley, Alternate, United Way
John Healey, California Emergency Food Link

II. **Consent Item**

- A. Approval of Minutes of the November 12, 2008 Meeting

Minutes were reviewed; no questions or corrections.

Moved/Reese, second/Garner, to approve the minutes of the November 12, 2008 meeting.

Voice Vote: Unanimous approval.

III. **Action Items:** No items.

IV. **Information Item**

- A. Presentation by the Sacramento Children's Coalition on the Sacramento County 2008 Children's Report Card

Ms. Sherwood Green stated that this report is utilized in developing the Community Action Plan and grant writing. Ms. Sherwood-Green introduced Ms.

Marilyn Cagan from the Children's Coalition who distributed copies of the report card. This report card has been distributed every two years and provides an overview of what is being done for kids in the area. The purpose of the report is to track programs, allocation of resources and promoting resources for changes.

Recommendations released included in the report. One of the last recommendations was to link K-12 programs to pre-K programs. Also have the social services data systems to extend services beyond the K-12 system.

Ms. Cagan encouraged the CAB to utilize the report card in decision making.

- B. Fiscal Monitoring Reports: No questions or comments.
- C. 2008 Community Services Block Grant Desk Review Report: SETA was monitored late last year; the report is included in the board packet. The report indicated SETA is doing perfectly well.
- D. Community Services Block Grant Expenditure Report: No questions or comments.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: No report.

Ms. Sherwood Green reported that she and Mr. Bonanno attended a CSBG Leadership and Management meeting in New Orleans last week. The highlight of the conference was a presentation by David Bradley, a national advocate for CSBG who wrote the Community Services Block Grant Act over 30 years ago. He reported that with the new administration, CSBG will be getting a lot of attention. The stimulus will include CSBG funding and more CSBG funding will be coming to Sacramento. Stimulus funding will be for two years only, so the programs planned will have to be timely, targeted and temporary.

Ms. Reese stated that a couple of the CSBG service providers have already fully expended their funding. Ms. Sherwood-Green stated that programs may use the CSBG funding first; CSBG programs are always leveraged with other funding.

- C. Members of the Board: No comments.
- D. Public: Ms. Garner referred to the Children's Report Card. A lot of times the parents are left out and the children are often affected by parents, especially when the parents are incarcerated.

Ms. Sherwood-Green stated that there probably will not be a meeting in February or March. The Board will hold a public hearing will be in April to prepare the Community Action Plan.

VI. Adjournment: Meeting adjourned at 10:42 a.m.

ITEM III – A – ACTION
ELECTION OF OFFICERS

BACKGROUND:

Kathy Ruiz, the Community Action Board (CAB) Vice-Chair, was replaced by Ms. Mary Pope as the Head Start representative to the CAB in February, 2009, and no longer serves on the board.

Article VI Officers of the CAB bylaws that describes the duties of the board officers is attached.

RECOMMENDATION:

Nominate and elect a Vice-Chair of the CAB.

Article VI Officers

6.1 Officers

The officers of the Community Action Board shall be elected by the members of the Board at the January meeting, and shall consist of a Chair, Vice-Chair, and Secretary-Treasurer. The Community Action Board may appoint such other officers and assistant officers and agents as it shall deem necessary, who shall have such authority and exercise such powers and perform such duties as shall be determined from time to time by resolutions of the Board not inconsistent with these Bylaws. All officers shall be chosen from the membership of the Community Action Board. Each officer shall serve until new officers are elected. Any officer may be removed at any time by a two-thirds vote of a quorum of the Community Action Board at any regular or special meeting called for the purpose of removing such officer. A vacancy occurring in any office of the Community Action Board shall be filled promptly by the Board. Seven months of a partial term shall consist as a full term. No alternate representative may serve as an officer of the Community Action Board.

6.2 Chair

The Chair shall be the presiding officer of the Community Action Board and of the Executive Committee. The Chair shall be responsible for management of the affairs of the Community Action Board and shall see that all orders and resolutions of the Community Action Board are implemented. The Chair shall appoint committee members in accordance with Article VII, herein. The Chair shall represent the Community Action Board to the SETA Governing Board and to the community. The Chair shall request that the SETA Governing Board initiate the processes for filling vacancies on the Community Action Board as they occur. The Chair shall have such additional powers and duties as may be assigned from time to time by the Community Action Board.

6.3 Vice Chair

The Vice Chair shall perform such duties and have such authority and power as the Community Action Board may from time to time assign, or as the Chair may from time to time delegate. In the absence of the Chair, the Vice Chair shall perform all the duties of the Chair. The Vice Chair shall succeed to the office of the Chair in the event of death, resignation, or removal from office of the Chair.

6.4 Secretary/Treasurer

The Secretary/Treasurer shall attend all meetings of the Community Action Board and of the Executive Committee, and keep or cause to be kept the minutes of such meetings. The Secretary/Treasurer shall assure that the minutes of each meeting are sent to each Community Action Board member five (5) days in advance of the next regular meeting. The Secretary/Treasurer shall give or cause to be given, notice of all regular, special and emergency meetings of the Community Action Board. The Secretary/Treasurer shall report or cause to be reported to the Community Action Board full and accurate accounts of disbursements; and current fiscal conditions of the Community Action Program.

ITEM IV – A - DISCUSSION/INFORMATION

USE OF COMMUNITY SERVICES BLOCK GRANT STIMULUS FUNDING

BACKGROUND:

The American Recovery and Reinvestment Act was signed into law on February 17, 2009. One billion dollars (\$1,000,000,000) was allocated to the Community Services Block Grant program nationwide through September, 2010. As of this writing, it is not known the amount allocated to Sacramento County, but, based on current projections, SETA could receive \$2,567.730 of stimulus funding for the 2009 and 2010 fiscal years. Several provisions of the CSBG funding have been noted on the stimulus bill, including:

- Funds are seen as emergency funds to support employment, food, housing and healthcare efforts serving those hardest hit by the recession.
- States might have the authority to provide CSBG services to individuals and families whose income is up to 200% of the Federal Poverty Guidelines (current CSBG regulations require a family's income to be at 100% or less) for fiscal years 2009 and 2010.

Once we receive an allocation and guidance on its distribution, we will be required to implement the funding immediately. Staff have developed a plan for the implementation of CSBG funding, which is attached for your review. The recommended plan consists of three separate components:

1. Provide direct services to job seekers who are enrolled in the Workforce Investment Act at the career centers.
2. Augment existing CSBG service providers in 2009.
3. Include stimulus funding in the 2010 CSBG Request for Proposals.

To assist us in planning for the possible receipt of stimulus funding, we recently surveyed the existing CSBG service providers to determine if they have experienced an increase in demand for services that was the result of the economic downturn. The survey asked providers to project an increased number of clients, services, and costs through December 31, 2009, that would be funded by the additional stimulus funding. Thirteen agencies responded and the results of the survey are attached.

It is requested that your board review and discuss the staff recommendation on the use of CSBG stimulus funding and the service needs and funding identified by the service providers.

Recommendation for Use of Stimulus Funding for the Community Services Block Grant Program

Estimated Stimulus Funding for 2009-10: \$1 billion nationally for a two year period, according to the most recent House bill. CSD sent an email on 1/20/09 to all the CSBG providers stating that the funding increase is estimated to be approximately 86.3% per year for each CSBG provider. **At 86.3%, SETA's increase would be \$1,283,865 per year, or \$2,567,730 for two years.**

SETA's recommendation has two components:

1. Provide Direct Services to Job Seekers (50% of first year stimulus funding)

Three CSBG Workforce Development Professionals would serve enrolled WIA customers at the career centers who do not have sufficient financial resources to purchase items needed for training or employment, or basic safety-net items to keep them in their homes and help them survive. The customers' inability to pay for the items would be determined by the Career Center Coach. The Coach will contact the WDP who will meet the customer at the career center, establish the customer's CSBG eligibility, and complete the required paperwork to process the check, which would be made out to the vendor. Support services include clothing, tools, medical (eye exams, glasses, physicals, immunizations, etc.), books, supplies, DMV fees, prescription costs, background or credit checks, rental assistance, utility assistance, minor car repair, and motel vouchers.

The CSBG staff would serve the entire career center system through a call-in process.

2. Subcontract to Existing CSBG Safety-Net Providers

Program Year 2009: Staff will survey the existing 2009 CSBG providers for projected client service needs through December 31, 2009. It is recommended that the existing providers receive an augmentation from the stimulus funding if they have justified that their client needs have increased. The focus of the additional funding would be to serve the increased numbers of clients that are affected by the economic downturn the providers have projected. All areas of Sacramento County would be served.

Program Year 2010: SETA's 2010 RFP will be released in August, 2009. It is recommended that the remaining portion of the second year stimulus funding be added to the available funds in the 2010 RFP so that we could continue the services of the existing providers or add new ones. We will begin the planning of the 2010 program with the CAB Public Hearings in April and May.

2009 SETA CSBG Economic Stimulus Funding Survey Responses

Agency	Description of Need	# Additional Ind/Fam Served	Increased Services	Increased Costs
DHA Senior Companion Program	Increased demand for services as higher number of seniors become low-income.	20 seniors	Add 4 senior companion volunteers to provide 4,176 hrs of service	\$19,916
Folsom Cordova Community Partnership	All clients affected by economic slowdown. Increased demand for services.	660 ind/fam	660 svcs (500 food, 10 r/m, 10 motel, 100 trans)	\$19,000
Francis House	Increased demand for services. 20-30 people waiting at gate before opening in a.m.	3,510 ind/fam	3,630 svcs (240 food, 130 motel, 3260 trans)	\$76,920
Greater Sacramento Urban League	Increased need for rental, utility and transportation assistance. More clients facing foreclosure due to job loss. More dislocated workers needing support services.	162 ind/fam	130 svcs (65 utility, 25 rental assist., 240 transportation/bus pass)	\$44,275.92
Housing Now	Increase in foreclosure evictions by property owners and increase in demand for utility assistance.	20 ind	20 svcs (10 util, 10 r/m)	\$9,958
Legal Services of Northern CA	Increased number of hotline calls and increased number of calls from seniors and non-seniors affected by foreclosures.	640 ind	1,082 Legal Asst.	\$93,860
My Sister's House	20% increase in crisis line calls; high number of requests for utility and rental assistance.	40 ind	80 (30 util, 30 r/m, 20 trans)	\$47,040
SAEHC	Increase in 2-parent families. Families lost homes due to job loss or foreclosure.	543 fam	564 (119 util, 55 r/m, 195 motel, 195 gas voucher)	\$172,290
South County Services	Increased demand for services caused depletion of funding in September. Families need multiple services.	40 ind/fam	40 (20 util, 20 r/m)	\$18,000

The Salvation Army	30%-40% increase in need. Serving an additional 100 families per month. Turning away 200 families per day.	567 ind/fam	1,402 (1002 food, 200 util, 200 r/m)	\$90,000
Travelers Aid	Increased demand from "working poor," due to state furloughs. Receiving more than 50 calls per day.	700 fam	1027 svcs (180 food, 300 util, 200 r/m, 147 motel, 200 trans)	\$168,584
Voluntary Legal Services	Increased demand for services. Clients with unexpunged criminal records have little chance of becoming employed.	240 ind	Hire an additional paralegal @18 hrs per week	\$17,000
Waking the Village	Clients have greater difficulty entering job market; former clients are experiencing job loss or housing struggles; increase in first-time homeless applicants.	30 ind/fam	Hire an Aftercare Director to provide services to former clients with employment assistance, housing resources, and safety-net services.	\$16,560
TOTAL		7,010 clients	12,681 services	\$749,128

ITEM IV-B – 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: Mr. Greg Bunker

DATE: December 11, 2008

FROM: Tammi L. Kerch, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Francis House of Sacramento

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$ 40,000	1/1/07-12/31/07	1/1/07-12/31/07
CSBG	Safety Net	\$ 65,000	1/1/08-12/31/08	1/1/08-10/31/08

Monitoring Purpose: Initial **Follow-Up** **Special** **Final**

Date of review: Nov. 18, 2008

	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 Contract/Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

Program Operator: Francis House

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

MEMORANDUM

TO: Mr. James Shelby **DATE:** January 16, 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	1/1/06-12/31/06	1/1/06-12/31/06
WIA	US/Youth	\$ 50,000	7 /1/06-6/30/07	7/1/06-6/30/07
WIA	OSS/Adult	\$ 100,000	7/1/06-6/30/07	7/1/06-6/30/07
WIA	OSS/DW	\$ 75,000	7/1/06-6/30/07	7/1/06-6/30/07

Monitoring Purpose: Initial ____ Follow-Up ____ Special ____ Final **X**
Date of review: Jan 3-5, 2008

	<u>AREAS EXAMINED</u>	<u>SATISFACTORY</u>		<u>COMMENTS/ RECOMMENDATIONS</u>	
		<u>YES</u>	<u>NO</u>	<u>YES</u>	<u>NO</u>
1	Accounting Systems/Records	X			
2	Internal Control		X	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 Contract/Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

Program Operator: Greater Sacramento Urban League

Findings and General Observations:

In the conduct of SETA's monitoring review an examination of your records supporting the Fiscal Reports submitted to SETA for contracts ending June 30, 2007, we examined documentation and reviewed your system of internal controls.

Recommendations for Corrective Action:

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

SETA noted that the detailed records of GSUL did not accurately reflect the information submitted to SETA. While the differences were small and were purported to be differences in the timing of reporting transactions to SETA, the fact that differences exist and required additional research to explain is an indication that potentially material differences could exist and go unresolved.

SETA recommends 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.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Anita Barnes **DATE: January 7, 2009**
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of La Familia Counseling Center

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	SUMMER	\$ 50,052	5/1/07-9/30/07	5/1/07-9/30/07
WIA	US	\$ 55,000	7/1/07-6/30/08	7/1/07-6/30/08
WIA	OOS	\$ 178,899	7/1/07-6/30/08	7/1/07-6/30/08
WIA	OSS/Adult	\$ 160,850	7/1/07-6/30/08	7/1/07-6/30/08
WIA	OSS/DW	\$ 40,000	7/1/07-6/30/08	7/1/07-6/30/08
WIA	OJT	\$ 137,166	7/1/07-6/30/08	7/1/07-6/30/08
WIA/DHA	OJT	\$ 77,280	7/1/07-6/30/08	7/1/07-6/30/08
CSBG	FSS	\$ 60,250	1/1/07-12/31/07	1/1/07-12/31/07

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: Dec 2-5, 2008

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

Program Operator: La Familia Counseling Center

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 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

MEMORANDUM

TO: Ms. Victoria Jacobs **DATE:** January 21, 2009
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Legal Services of Northern California

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$ 20,000	1/1/07-12/31/07	1/1/07-12/31/07
CSBG	Safety Net	\$ 20,000	1/1/08-12/31/08	1/1/08-9/30/08
CSBG	FSS	\$ 20,000	1/1/08-12/31/08	1/1/08-9/30/08

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: Oct. 29 & 30, 2008

	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 Contract/Budget	X			
11	In-Kind Contribution	N/A			
12	Equipment Records	N/A			

Program Operator: Legal Services of Northern California

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.

Due to the limited number of staff performing accounting functions, a separation of duties can sometimes prove difficult. SETA recommends an additional level of review over the bookkeeper functions to insure good internal controls.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Michele Steeb **DATE:** January 16, 2009
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of St. John's Shelter for Women & Children

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$ 27,000	1/1/07-12/31/07	1/1/07-12/31/07

Monitoring Purpose: Initial ____ Follow-Up ____ Special ____ Final X
Date of review: September 24, 2008, and various follow-up correspondence

	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 Contract/Budget	X			
11	In-Kind Contribution	N/A			
12	Equipment Records	N/A			

Program Operator: St. John's Shelter for Women and Children

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. However, in the future, more detailed records of client services should be provided. Although paying a set fee per month for a service is acceptable, a breakdown of those fees per client should be available.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Marylou Powers **DATE:** January 16, 2009

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of South County Services

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$ 55,000	01/1/07-12/31/07	01/1/07-12/31/07
CSBG	Safety Net	60,000	01/1/08-12/31/08	01/1/08-08/31/08

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: Various

	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 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: South County Services

Findings and General Observations:

- 1) The total costs as reported to SETA from January 1, 2007 to December 31, 2007 and from January 1, 2008 to August 31, 2008 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) On June 30, 2007, the Agency paid the staff a retroactive pay increase, as approved by its Board of Directors, covering the period from July 1, 2006 to June 30, 2007 amounting to \$ 13,018.00, of which CSBG was charged \$ 2,148.68. We are disallowing the amount of \$ 1,074.34 plus FICA of \$ 82.19 as these costs were incurred in 2006 and did not benefit the CSBG program in 2007, pursuant to OMB Circular A-122, Attachment A, Section A.4.a, which states, " A cost is allocable to a particular cost objective, such as a grant, contract, project, service or other activity, in accordance with the relative benefits received."
- 3) During my monitoring, we noted that the salaries charged to CSBG involving non-CSBG activities will be disallowed. Subsequently, the Agency issued a check for \$ 843.75 in October, 2008 to reimburse SETA for the disallowed cost. However, we inadvertently excluded FICA of \$ 64.55 in the disallowed amount.

Recommendations for Corrective Action

- 1) Reimburse SETA from non-SETA funds \$ 1,221.08 disallowed costs identified in numbers 2 and 3 above.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Victoria Jacobs **DATE:** January 21, 2009
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of
 Voluntary Legal Services of Northern California

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$ 25,000	1/1/07-12/31/07	1/1/07-12/31/07
CSBG	Safety Net	\$ 25,000	1/1/08-12/31/08	1/1/08-9/30/08

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: October 29 & 30, 2008

	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 Contract/Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

Program Operator: Voluntary Legal Services of Northern California

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.

Due to the limited number of staff performing accounting functions, a separation of duties can sometimes prove difficult. SETA recommends an additional level of review over the bookkeeper functions to insure good internal controls.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Bridget Alexander **DATE:** February 25, 2009
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Waking the Village (Tubman House)

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$ 21,500	1/1/07-12/31/07	1/1/07-12/31/07
CSBG	FSS	\$ 36,400	1/1/08-12/31/08	1/1/08-12/31/08

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: Nov. 6, 2008

	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 Contract/Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

Memorandum
Fiscal Monitoring Findings
Page 2

Program Operator: Waking the Village (Tubman House)

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

ITEM IV – C – INFORMATION

2008 COMMUNITY SERVICES BLOCK GRANT INFORMATION SYSTEM SURVEY

BACKGROUND:

Attached for your information is the 2008 Community Services Block Grant Information System Survey that is a required end-of-year report submitted to the State Department of Community Services and Development. The survey describes selected SETA program accomplishments and reports the coordination of funding with other state and federal grants.

Contractor Name: Sacramento Employment and Training Agency Date: February 27, 2009

Contract Number: 08F-4934 Contact Person: Victor Bonanno

Telephone: (916) 263-4364 E-mail Address: victor@delpaso.seta.net

Accomplishments and Coordination of Funds

1. *Please briefly describe your top management or program accomplishments achieved by your agency during your FY 2008 program year?*

Beginning in February 2008, the SETA Sacramento Works Career Center (SWCC) system volunteered to become one of 12 learning labs in an effort sponsored by the State of California Employment Development Department and the California Workforce Association. This project transformed the one-stop career center system to a skill-based system that develops a talent pool designed to meet the needs of regional employers. The effort consists of 12 local Workforce Investment Areas who are testing whether integration of federal workforce development programs (Workforce Investment Act (WIA) Adult and Dislocated Worker Programs, Wagner-Peyser, and the Trade Adjustment Assistance Act), providing staff assisted services to all job seeking customers, and focusing on skills development and employment services result in higher rates of employment, wages and job retention.

During the last 12 months there have been countless committee meetings developing and implementing recommendations for new customer strategies, streamlining recordkeeping, reorienting career center staff and providing an expanded list of over 90 customer products available at SETA's 12 SWCC sites. These products fall into the following categories:

- Assessment Tools
- Basic Skills Improvement (reading, writing and math)
- Career/Technical Training
- Computer skills and e-mail systems
- Distance Learning and Online Training links for self-paced learning or training for customers in remote areas
- Job Coaching/Career Counseling
- Employment Networking
- Job Search and Employment Skills
- Financial Literacy Classes
- Soft Skills Training – Non-technical, personality specific training focused on interpersonal skills
- On-The-Job Training (Subsidized employment)
- Job Referrals to Employers
- Financial Aid Options
- Workforce Intelligence

This total revamping of SWCC centers was a huge effort and accomplished with the combined efforts of management and staff alike. This was the top agency accomplishment by management during the FY 2008 program year.

2. ***Please provide a narrative or anecdotal account of how your agency programs, funded at least in part by CSBG a) eliminated a cause of poverty, or b) eliminated a condition of poverty so that one or more households were moved out of poverty status. Please indicate whether the activity was completely funded by CSBG, or if not; why CSBG was important to the outcome.***

SETA staff persons, funded wholly or in part by CSBG, have participated in the VITA (Voluntary Income Tax Assistance) program for the last eight years, as of the 2008 tax season. The purpose of VITA is to help families apply for an annual tax credit designed for low-income families. The Earned Income Tax Credit (EITC) is a refundable tax credit available to qualifying individuals and families. Millions of dollars go unclaimed each year simply because eligible taxpayers don't apply. The County Department of Human Assistance (DHA) and the Internal Revenue Service (IRS) formed a partnership to increase awareness of the EITC among DHA clients. SETA joined in this partnership to help meet the needs of economically challenged persons throughout Sacramento County and to help raise their annual incomes above federal poverty guidelines. The project provides free tax preparation services to working families and wage earners, helping to reduce taxes, supplement wages, and make work more attractive than welfare.

During the past tax season, the Sacramento Employment and Training Agency, through the Sacramento Works Career Center System (SWCC), participated in the EITC Project with the IRS, DHA and other partners. Staff were trained and certified by the IRS in tax preparation, so centers could offer free income tax preparation services to SWCC customers. A CSBG funded staff person was one of the volunteers willing to give-up his evenings and Saturdays to perform this service and affect positive outcomes for these families.

The partnership prepared tax returns for refunds totaling \$5,482,495. The amount attributable to the EITC was \$3,369,667. SETA prepared tax returns for refunds totaling \$1,220,873, including \$801,733 in refunds generated by partner Asian Resources, Inc.

3. ***Please provide a description of an innovative program funded at least in part by CSBG that has demonstrated success in eliminating a cause or causes of poverty and/or a condition(s) of poverty in your community.***

My Sister's House is a domestic violence shelter and program to help victimized women cope with the realities of physical and emotional violence in their lives by their husbands or partners. They also work to help families find self-sufficient lives independent of their abusers. What sets them apart is their focus on the needs of Asian immigrants or women with strong Asian ethnic and cultural ties. In these families there may be a great deal of family or cultural pressure to not share domestic problems outside of families, to bear any victimization quietly and to not act independently against the wishes of husbands or partners. My Sister's House will assist any woman and her children when they are threatened with domestic problems, but

are uniquely qualified and have the language and cultural capacity to serve this formerly underserved population.

4. ***Please describe one project or activity that linked resources from several sources to mobilize or coordinate a solution to a poverty problem in the community. The point is to show CSBG "at work" as it funds staff activities, investments or services that meet a previously unmet community need. Please provide the following information:***

- ***Program Name (no acronyms please):*** The Sacramento Rescue and Restore Human Trafficking Coalition.
- ***Purpose:*** To bring local law enforcement, community organizations, and social services together to raise community awareness, coordinate victim assistance, and help make traffickers accountable for their crimes.
- ***Need for the Program:*** The greater Sacramento area is reaching a critical juncture in terms of its ability to identify and assist victims of human trafficking. Traffickers routinely transport victims between neighboring states. Sacramento is a potential hub of activity since four intersecting freeway routes merge in Sacramento. It is the gateway to the Central Valley and the center of commerce and trade throughout the region. There is also evidence that Sacramento is beginning to emerge as a port of entry for victims who are then transported elsewhere. The FBI reports that the majority of victims are young women and children from China, Korea, Mexico and the Philippines.

Victims of human trafficking often have both immediate and long term (acute and chronic) needs that must be met in order for them to reach self sufficiency. It is our mission to connect victims with the following services:

- Food
 - Shelter
 - Medical
 - Legal
 - Clothing
 - Child care
 - Immigration Assistance
 - Job Skills and Education
 - Employment
 - ESL
 - Mental Health
- ***CSBG Service Category:*** Emergency Services.
 - ***Description of program, including number of participants, community changes achieved, resources added, etc.:*** Beginning in June 2007, a Rescue and Restore Victims of Human Trafficking Coalition was launched to identify and rescue victims and help them restore their lives. The Coalition has since held monthly meetings and formed four working groups/committees (policy, services, outreach and law enforcement). It has hosted guest speakers, coordinated trainings, developed policies and procedures and conducted a regional survey on assisting victims of human trafficking. Present Coalition members

include 50 organizations representing federal, state and local agencies, law enforcement agencies, non-profit agencies, healthcare providers and legal service providers.

Early in 2008, SETA undertook a regional assessment survey and concluded that over 100 victims were served in the previous 12 months. Of those, about 90% were female and about half involved sexual exploitation. Expected community changes include educating the public about human trafficking in the Sacramento County region and to engage the public in the identification and reporting of suspected human trafficking conditions.

- ***Impact and Results, including the number of people or areas affected:*** Within the last 12 months Coalition members have served 14 trafficking victims rescued or relocated to Sacramento County from other Northern California rescue sites.
 - ***Use of CSBG Funds—please be specific (Examples: planning, staff salaries, facilities, staff supported coordination or fundraising, funding direct services, guaranteeing loans):*** Two SETA staff funded wholly or in part by CSBG have been engaged in the planning, development, and implementation of Coalition events, trainings, activities, monthly meetings and community outreach strategies.
 - ***Type of resources (Examples: monetary, in-kind services, etc.) contributed by each partner:*** SETA has provided for Coalition event expenses and meeting/event space at its main Del Paso Plaza office. All other Coalition member contributions are in-kind such as the cost of providing services for victims or the staff salaries for those involved in Coalition meetings and activities.
 - ***Role of your agency in program, including tasks that are performed as well as funding levels:*** There is no direct funding allocated to the Coalition at this time. The role of the agency is to help facilitate the formation of a human trafficking coalition. Tasks performed by agency staff include meeting facilitation, coalition planning, committee membership and seeking available funding sources. A funding proposal to the Administration for Children and Families (ACF) is currently under consideration.
 - ***Partners and Partner Roles include tasks performed as well as funding levels:*** All Coalition members share in coalition tasks performed through Coalition and committee meetings and none receive any coalition funding as funded partners since the coalition is neither a non-profit entity with a fiscal infrastructure nor do they have a fiscal agent or funding source. The coalition is a forum for entities and individuals wishing to be part of a coordinated response to human trafficking in the Sacramento region.
5. ***a. Youth: Please provide a brief description of one youth focused initiative that describes how the funds were used and coordinated with other programs and resources. Please include the following:***
- ***Brief Description:*** Waking the Village is a program that provides comprehensive services and on-site housing (Tubman House) for up to 14 homeless pregnant or parenting women 18-21 and their partners, if any. Besides housing for up to 18 months, the program provides meals, schooling and mentoring in their preparation for independence. At

Tubman House there is on-site child care, parenting workshops, labor coaches, a child friendly environment, developmental play areas, regular bedtimes and family meals that are meant to shape the lives of these young families when they graduate from the program. Goals for the program include 90% of all families exiting into stable housing, 75% having cleared all debts, warrants and court fines, 80% will have savings of over \$1500, and 80% exit employed or attending school full time. The case manager to family ratio is 1-3 and families are evaluated monthly on their progress in reaching over 100 self-sufficiency benchmarks.

- **Identity of other programs and partners:** Waking the Village (WTV) networks with many community programs including Senior Gleaners, the Elk Grove School District, Strategies for change, South Sacramento Counseling Center and the Adolescent Family Life Program. Partners to the program include the Nurse-Family Partnership, a program of the Sacramento County Department of Public Health, SETA's Early Head Start program, WIND Youth Services, a SETA sponsored program serving homeless youth, Jesuit Volunteer Corps volunteers and Sacramento State University MSW candidates.
- **Amounts contributed by other programs, and partners:** Waking the Village's primary contributing partner is the Administration for Children and Families (ACF) at \$200,000 annually through 2012. The California Wellness Foundation contributed \$60,000 in 2008 and will continue to do so in 2009 and 2010. The State of California Emergency Housing Assistance Program Capital Development Fund made a one time contribution of \$871,000 to purchase the housing sites for the program. The Franciscan Sisters of Perpetual Adoration contributed \$6,000 for textbooks and supplies for participants and the Soroptimists of Sacramento South contributed \$1,500 for housing supplies.
- **Is CSBG funding involved? If so, what is the role of CSBG. If not, be sure to specify that no CSBG is included:** CSBG funding is involved. Waking the Village is a SETA delegate agency that was funded \$36,400 in PY 2008. CSBG's role is to help fund the case management of client families for this Family Self-Sufficiency program and staffing for the program site, Tubman House.
- **Results and impact:** Since 2003, 98% of Tubman House residents who spent more than 1 month in the program experienced a safe exit, with 88% who were never homeless again. In 2006, 88% of participants attended college earning an average of 21 units, 60% entering without a diploma completed high school and the remaining 40% exited while in a high school completion program. One hundred percent exited debt-free, 88% accessed regular mental health services, 100% attended school or worked full-time, 80% secured quality childcare prior to exit and 66% exited into their own apartments. During their stay at Tubman house, 100% exited TANF and food stamps.

b. Seniors: Please provide a brief description of one senior focused initiative that describes how the funds were used and coordinated with other programs and resources. Please include the following:

- **Brief Description:** This year, 2009, Sacramento County will become home to the Sacramento Senior Safe House, the first-ever shelter of its kind on the west coast, and the

culmination of almost a decade of planning. The 4,500 square foot facility would temporarily house abused and neglected seniors who agreed to be removed from their living situations by Sacramento County Adult Protective Services, when their financial or physical security was in question. Currently, the only option for these vulnerable and abused seniors is to house them in nursing homes, with the general population of the Salvation Army homeless shelter or in a motel, while their case was investigated or appropriate stable housing and care found. When the home opens this spring it will offer full-time staffing and case-management for up to 12 seniors at a time.

- ***Identity of other programs and partners:*** Partners to the creation of the Safehouse include Mercy Housing California who donated the land and took on the role of lead developer, Volunteers of America who will staff the facility when it opens, and the Sacramento County Department of Health and Human Services who has committed support services at the Safehouse.
- ***Amounts contributed by other programs, and partners:*** Monetary contributions to the project come from private donations and partnerships with large retailers Capital Nursery, Costco, Emigh Hardware, Home Depot, Lowe's, SMUD, and the University of California, Davis Health System, all of which offer gift cards for the public to purchase that benefits the project.
- ***Is CSBG funding involved? If so, what is the role of CSBG. If not, be sure to specify that no CSBG is included:*** SETA has contributed the services of a CSBG funded staff person to the initiative since its inception in 2000.
- ***Results and impact:*** Ground has been broken on the project and it will be ready for its first referral by May 2009.

CSBG Expenditures by Service Category

Agency Name: Sacramento Employment and Training Agency
 Contact Person: Roy Kim
 Contract Number: 08F-4934 Date: 2/10/2009 Phone Number: 916/263-3814

Table 1: Expenditures By Service Category, FY 2008

Service Category	CSBG Funds
1. Employment	
2. Education	
3. Income Management	
4. Housing	249,930.00
5. Emergency Services	487,958.00
6. Nutrition	
7. Linkages	
8. Self Sufficiency	749,789.00
9. Health	
10. Other*	
Totals:	1,487,677.00

* Description of the programs(s) included in "Other" service category: _____

Of the CSBG funds reported above, \$ 102,978.00 were for administration.

Table 2: Of the Funding Listed in Table 1: Expenditures for Services by Demographic Category, FY 2008

Demographic Category	CSBG Funds
1. Youth (Aged 12-18)	358,530.00
2. Seniors (Aged 55 and up)	288,609.00

Other Resources Administered and Generated

Contractor Name:	<u>Sacramento Employment and Training Agency</u>	Contract #:	<u>08F-4934</u>
Contact Person:	<u>Roy Kim</u>	Phone Number:	<u>916/263-3814</u>
E-Mail Address:	<u>rkim@delpaso.seta.net</u>	Fax Number:	<u>916/263-6124</u>
		Date:	<u>2/10/2009</u>

Subsection I.

1. Amount of FY 2008 CSBG Contract

1.	\$	1,487,677.00
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2. Federal Resources (other than CSBG)

a.	Weatherization (DOE) (include oil overcharge \$\$)	2a.	\$
b.	LIHEAP Fuel Assistance (HHS) (include oil overcharge \$\$)	2b.	\$
c.	LIHEAP Weatherization (HHS) (include oil overcharge \$\$)	2c.	\$
d.	Head Start (HHS)	2d.	\$ 39,815,704.00
e.	Early Head Start (HHS)	2e.	\$ 4,844,212.00
f.	Older Americans Act (HHS)	2f.	\$
g.	SSBG (HHS)	2g.	\$
h.	Medicare/Medicaid (HHS)	2h.	\$
i.	Temporary Assistance to Needy Families (TANF)	2i.	\$ 3,855,276.00
j.	Child Care Development Block Grant (CCDBG)	2j.	\$

1. Other HHS resources (list in order of size):

1)	Refugee Employment Social Service	\$ 1,404,625.00
2)	Targeted Assistance for Refugees	\$ 2,587,876.00
3)		\$
4)		\$

Total HHS Other:	2l.	\$ 3,992,501.00
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m.	WIC (USDA)	2m.	\$	
n.	All USDA Non-Food Programs (e.g. rural development)	2n.	\$	
o.	All Other USDA Food Programs	2o.	\$	
p.	CDBG - Federal, State, and Local	2p.	\$	
q.	Housing Programs (HUD)	q1. Section 8	2q1.	\$
		q2. Section 202	2q2.	\$
r.	All other HUD including homeless programs	2r.	\$	
s.	Employment and training programs (US DOL)	2s.	\$	
t.	Other US DOL programs	2t.	\$ 15,852,978.00	
u.	Corporation for National Services (CNS) Programs	2u.	\$	
v.	FEMA	2v.	\$	
w.	Transportation (US DOT)	2w.	\$	

x. Other Federal Sources (list in order of size):

1)	Dept. of Justice - Juvenile Justice	\$ 763,652.00
2)		\$
3)		\$
4)		\$

Total Federal Other:	2x.	\$ 763,652.00
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TOTAL: NON-CSBG FEDERAL RESOURCES

\$ 69,124,323.00

Other Resources Administered and Generated

Contractor Name: Sacramento Employment and Training Agency
 Contact Person: Roy Kim Phone Number: 916/263-3814
 E-Mail Address: rkim@delpaso.seta.net Fax Number: 916/263-6124

Contract No.: 08F-4934
 Date: 2/10/2009

Subsection II. -- State Resources

- a. State appropriated funds used for the same purpose as federal CSBG funds
- b. State Housing and Homeless Programs (include housing tax credits)
- c. State Nutrition Programs
- d. State Day Care and Early Childhood Programs
- e. State Energy Programs
- f. State Health Programs
- g. State Youth Development Programs
- h. State Employment and Training Programs
- i. State Head Start Programs
- J. State Senior Programs
- k. State Transportation Programs
- l. State Education Programs
- m. State Community and Economic Development Programs
- n. State Rural Development Programs
- o. State **Family** Development Programs
- p. Other State Programs (list in order of size) Funding Amount

a.	\$	
b.	\$	
c.	\$	1,522,671.00
d.	\$	3,936,037.00
e.	\$	
f.	\$	
g.	\$	
h.	\$	1,015,628.00
i.	\$	
j.	\$	
k.	\$	960,930.00
l.	\$	
m.	\$	
o.	\$	
p.	\$	

1)	
2)	
3)	
4)	
5)	
6)	
7)	
8)	
9)	
10)	
11)	
12)	
13)	
ALL OTHER:	

Total Funding Amount, Other State

o. \$

TOTAL: STATE RESOURCES \$ 7,435,266.00

If any of these resources were also reported under Subsection I (Federal Resources), please estimate the amount. \$

Other Resources Administered and Generated

Contractor Name: Sacramento Employment and Training Agency
 Contact Person: Roy Kim Phone Number: 916/263-3814
 E-Mail Address: rkim@delpaso.seta.net Fax Number: 916/263-6124

Contract #: 08F-4934
 Date: 2/10/2009

Subsection III. -- Local Resources

- | | | | |
|----|--|----|---------------|
| a. | Amount of unrestricted funds appropriated by local government | a. | \$ 106,384.00 |
| b. | Value of Contract Services | b. | \$ |
| c. | Value of in-kind goods/services received from local government | c. | \$ |

TOTAL: LOCAL PUBLIC RESOURCES	\$ 106,384.00
<i>If any of these resources were also reported under Subsection I or II, please estimate the amount.</i>	\$

Subsection IV. -- Private Sector Resources

- | | | | |
|----|--|----|--------------|
| a. | Funds from foundations, corporations, United Ways, other non-profits | a. | \$ 10,000.00 |
| b. | Other donated funds | b. | \$ |
| c. | Value of other donated items, food clothing, furniture, etc. | c. | \$ |
| d. | Value of in-kind services received from businesses | d. | \$ |
| e. | Fees paid by clients for services | e. | \$ |
| f. | Payments by private entities for goods or services for low-income clients or communities | f. | \$ |
| g. | Number of volunteer hours donated | g. | 20,638 |

TOTAL: PRIVATE SECTOR RESOURCES	\$ 10,000.00
<i>If any of these resources were also reported under Subsection I, II or III, please estimate the amount.</i>	\$

TOTAL	ALL OTHER RESOURCES (FEDERAL, STATE, LOCAL, PRIVATE) less amount of double count in Subsection II, III, IV	\$ 76,675,973.00
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ITEM IV – D – INFORMATION

2010/2011 COMMUNITY SERVICES BLOCK GRANT PLANNING CALENDAR

BACKGROUND:

Attached for your information is the Planning Calendar for the 2010/2011 CSBG Community Action Planning process.

PLANNING CALENDAR
FOR THE 2010/2011 CSBG
COMMUNITY ACTION PLAN

<u>DATE</u>	<u>EVENT</u>
April 3, 4, 5, 2009 and May 2, 3, 4, 2009	Publish notice of CSBG Public Hearings in the Sacramento <u>Bee</u>
April 8, 2009 (Wednesday) 10:00 A.M. – 12:00 P.M.	First Public Hearing before the Community Action Board (SETA Board Room)
May 13, 2009 (Wednesday) 10:00 A.M. – 12:00 P.M.	Second Public Hearing before the Community Action Board (SETA Board Room)
May 22, 2009 (Friday)	Draft Community Action Plan completed and available for public review
May 27, 2009 (Wednesday) 10:00 A.M. – 12:00 P.M.	Special CAB Meeting Final approval of Community Action Plan (SETA Board Room)
June 4, 2009 (Thursday)	SETA Governing Board approval of the Community Action Plan. Required Board and Executive Director signatures obtained. (SETA Board Room)
June 30, 2009	Community Action Plan due at the State Department of Community Services and Development

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 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 Chair, if they wish to speak.