



GOVERNING BOARD

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**REGULAR MEETING OF THE
COMMUNITY ACTION BOARD**

DATE: Wednesday, October 13, 2010

TIME: 10:00 a.m.

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

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

AGENDA

Page Number

- I. Call to Order/Roll Call**
 - Introduction of New Board Member:
Patrice Hill, Head Start Policy Council
- II. Consent Item**
 - A. Approval of Minutes of the February 10, 2010 Regular Meeting 1-4
- III. Action Item**
 - A. Approval of Community Services Block Grant Contract Extensions for Fiscal Year 2010 5-8
- IV. Information Items**
 - A. Community Services Block Grant Recovery Act Update 9-10

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	✓ Housing Now	
	✓ Paratransit, Inc.	
	✓ Sacramento Area Emergency Housing Center	
	✓ South County Services	
	✓ Travelers Aid Society of Sacramento, Inc.	
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E.	Community Services Block Grant American Recovery And Reinvestment Act (ARRA) Earned Income Tax Credit (EITC) Report	40-50
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- A. Chair
- B. Executive Director
- C. Members of the Board
- D. Public

VI. Adjournment

DISTRIBUTION DATE: WEDNESDAY, OCTOBER 6, 2010

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE FEBRUARY 10, 2010 MEETING

BACKGROUND:

Attached are the minutes of the February 10, 2010 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, February 10, 2010
10:00 a.m.

I. Call to Order/Roll Call

Ms. Starine Reese called the meeting to order at 10:04 a.m.

Members Present:

Darby Patterson, Sacramento County Adult and Aging Commission
Victor Wilson, Head Start Policy Council
Starine Reese, United Way
Dana Mitchell, Human Rights/Fair Housing Commission
Marshall Graves, Alternate, Sacramento Food Bank & Family Services
Rosalind Garner, Alternate, Sacramento County Department of Health and
Human Services
Alan Lange, Sacramento Hunger Coalition
Susan Hopkins, California Emergency Food Link
Sam Starks, SMUD

Members Absent:

Denise Nelson, Head Start Policy Council
Blake Young, Sacramento Food Bank & Family Services (alternate present)
Mary Benson, Child Action, Inc.
Beth White, Catholic Charities of Sacramento
Bert Bettis, Sacramento County Department of Health and
Human Services (alternate present)

- Ms. Reese welcomed the three new board members:
- ✓ Susan Hopkins, California Emergency Food Link
 - ✓ Alan Lange, Sacramento Hunger Coalition
 - ✓ Victor Wilson, Head Start Policy Council

II. Consent Item

A. Approval of Minutes of the November 18, 2009 Regular Meeting

Minutes were reviewed; no questions or corrections.

Moved/Patterson, second/Mitchell, to approve the November 18, 2009 minutes.
Voice Vote: Unanimous approval with one abstention (Lange).

III. Action Item

A. Reallocation of Unspent 2009 Community Services Block Grant Recovery Act Funding

Ms. Sherwood-Green stated that the amount of unspent CSBG ARRA funding is \$55,532.86. Staff is recommending reallocating funds to five service providers listed in the board agenda. These funds would augment the 2010 CSBG contracts. Staff is recommending highest amount of funds go to South County Services in Galt. This program is at risk of closing their doors due to budget cuts at the county level.

Speaker before the board: David Mandel, Legal Services of Northern California. Mr. Mandel spoke of his organization's success with providing services to people being displaced through no fault of their own. Mr. Mandel urged CAB members to consider funding should additional money become available.

Mr. Starks arrived at 10:14 a.m.

Ms. Patterson inquired that when funding decisions are made for organizations, does staff ever consider the other resources the organizations have. Many organizations have other resources from which to draw.

Ms. Sherwood-Green stated that many factors are considered. Sometimes CSBG funding only pays for a certain activity so the organization's capacity to perform is taken into consideration, not only their other resources.

Moved/Lange, second/Graves, to approve staff recommendations to augment Folsom Cordova Community Partnership, Francis House, Sacramento Area Emergency Housing, South County Services and Travelers Aid with unspent 2009 CSBG ARRA funding.

Roll call vote: Aye: 8, Nay: 0, Abstentions: 1 (Patterson)

IV. Information Item

A. Community Services Block Grant Fiscal Monitoring Report: No questions.

B. Community Services Block Grant Year End Reports: No questions.

C. Community Services Block Grant Recovery Act Reports

Ms. Patterson asked about the report for emergency assistance. There were projected individuals to be served and actual numbers that were served. When projections are made, what are they based on and what happened to the people

that did not receive services? Mr. Bonanno stated that this is the report for ARRA funding and the reporting period is five quarters instead of four. These are projections for the entire contract period; the final reports have not yet been received. All of delegate agencies were told that if they cannot provide services due to lack of funding, that SETA requires that people are referred to other agencies for assistance.

Mr. Lange asked if there were issues with programs not providing services. Ms. Sherwood-Green replied that in some cases, none of the delegate agencies have come forward to provide services in a particular area. The ARRA program has had a lot of changes so the expectation is that the lower numbers will not be considered an issue since it is such a new program.

Ms. Sherwood-Green stated that \$1 million was set aside for the HPRP programs and the reports have not yet been submitted.

Ms. Garner expressed concern about the lack of funding for the 211 referral system for HPRP requests; Ms. Sherwood-Green stated that it is a concern and it is hoped that things will smooth out soon.

D. Community Services Block Grant Earned Income Tax Credit (EITC) First Quarter Report: No additional comments.

V. Reports to the Board

A. Chair: No report.

B. Executive Director: Ms. Kathy Kossick welcomed the new board members. During the month of March, Ms. Kossick will be visiting all the CSBG providers and invited CAB board members to join her. She will visit in geographic groups and typically a visit is an hour long. She encouraged board members to join her. She asked that board members to confirm that they will be attending the visit.

C. Members of the Board: No comments.

D. Public: Ms. Sherwood-Green stated that there probably will not be another board meeting for several months.

VI. Adjournment: Meeting adjourned at 10:29 a.m.

ITEM III-A - ACTION

APPROVAL OF COMMUNITY SERVICES BLOCK GRANT
CONTRACT EXTENSIONS FOR FISCAL YEAR 2011

BACKGROUND:

SETA's delegate agreement with Community Services Block Grant (CSBG) funded program operators permits SETA to extend the term of each agreement for an additional year. The term of the existing delegate agreement ends on December 31, 2010.

SETA's Planning, Monitoring, and Fiscal staff have conducted a thorough evaluation of CSBG program operator performance through August 31, 2010. Staff has determined that the majority of CSBG program operators have been performing satisfactorily and many have exceeded outcome goals and/or service levels as prescribed in their subcontracts. Conditions causing some program operators to perform below planned service and expenditure levels have been evaluated and corrective actions have been taken where appropriate.

With the exception of South County Services, staff recommends extending all CSBG delegate agreements for an additional year under the same terms, conditions, and funding amounts as indicated on the attached charts.

On August 12, 2010, the SETA Governing Board approved an augmentation of \$188,000 for South County Services with CSBG funding made available through a One-Stop Share of Cost Agreement with the County Department of Human Assistance. A condition of the agreement was to ensure continuation of services to the Galt and River Delta communities that were previously funded by the County DHA. Based on the budget needs of South County Services, \$85,000 of the funding was used to augment South County Services' 2010 CSBG contract, and the remainder, \$103,000 is recommended for the 2011 CSBG contract. The original contract amount for South County Services was \$61,600 for the 2010 program year. With the augmentation, the total amount of recommended funding for South County Services for the 2011 program year is \$164,600.

In addition, staff recommends maintaining the consultant services of Daren Maeda, Director of Linkage to Education, for the same funding level allocated in program year 2010, \$30,000. Mr. Maeda provides assistance to both foster and incarcerated youth in the transition from exiting institutional custody and care into post-secondary education programs in the Sacramento area. Fifty or more youth are served each year.

The SETA Governing Board will consider this item at its November 4, 2010 meeting.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the following staff recommendations:

1. Extend all CSBG subcontracts for an additional one year term.
2. Maintain Daren Maeda as a SETA consultant for an additional year.

2010 CSBG Family Self-Sufficiency Plan vs. Actual

Family Self-Sufficiency Program Operator	Planned Services	Planned Services through 12/31/10	Actual Services as of 8/31/10	% of Planned Services	2010 CSBG Budget	% Expended as of 8/31/10	PY 2011 Funding Recommendations
County of Sacramento DHA	Senior companion services for frail and elderly seniors	25	30	120.0%	\$26,000	63.8%	Approve contract extension for PY 2011
Hmong Women's Heritage Association	Culturally appropriate services to strengthen vulnerable families and youth	40	31	77.5%	\$19,000	58.6%	(Program intends to fully expend contracted amount by the end of the contract year.) Approve contract extension for PY 2011
La Familia Counseling Center	Alternative services for at-risk youth	40	47	117.5%	\$55,000	56.2%	(Program intends to fully expend contracted amount by the end of the contract year.) Approve contract extension for PY 2011
Sacramento Area Emergency Housing Center	Shelter for homeless families and individuals	430	342	79.5%	\$55,000	60.5%	(Program intends to fully expend contracted amount by the end of the contract year.) Approve contract extension for PY 2011
Visions Unlimited (Seniors)	Independent living assistance for seniors	80	92	115.0%	\$50,000	61.0%	(Program intends to fully expend contracted amount by the end of the contract year.) Approve contract extension for PY 2011
Waking the Village	Transitional housing and guidance for homeless and parenting youth	18	15	83.3%	\$37,000	100.0%	Approve contract extension for PY 2011
WIND Youth Services	Temporary shelter, guidance and re-unification for homeless youth	150	85	56.7%	\$38,000	66.7%	(WIND staff project that much higher demand during the final quarter of 2010 will result in all contract goals being met.) Approve contract extension for PY 2011

2010 CSBG Safety-Net Plan vs. Actual

Safety-Net Program Operator	Planned Services	Planned Services through 12/31/10	Actual Services as of 8/31/10	% of Planned Services	2010 CSBG Budget	% Expended as of 8/31/10	PY 2011 Funding Recommendations
Folsom/Cordova Community Partnership	Food, diapers, temporary shelter, utilities, rental and transportation assistance	830	1,151	138.7%	\$21,500	69.4%	Approve contract extension for PY 2011
Francis House of Sacramento	Motel vouchers, food and transportation assistance	832	663	79.7%	\$70,400	66.7%	Approve contract extension for PY 2011
Greater Sacramento Urban League	Utilities, eviction avoidance and transportation assistance	120	114	95.0%	\$22,000	99.6%	Approve contract extension for PY 2011
Legal Services of Northern CA	Legal aid to seniors and grandparent caregivers	600	3,008	501.3%	\$20,000	99.0%	Approve contract extension for PY 2011
My Sister's House	Eviction avoidance and utilities assistance	43	36	83.7%	\$34,000	66.6%	Approve contract extension for PY 2011
River City Community Services	Food distribution	1,900	994	52.3%	\$16,000	100.0%	(New strategy implemented to capture all clients served. Leveraged funding adequate to complete contract goals.) Approve contract extension for PY 2011
South County Services	Food, utilities, motel vouchers, evecton avoidance, and transportation assistance	553	288	78.7%	\$146,600	43.9%	(Program utilized other funding sources first. Higher than ever demand assures full expenditure) Approve contract extension in the amount of \$164,600 for PY 2011
The Salvation Army	Utilities, motel vouchers and eviction avoidance	288	322	111.8%	\$56,900	72.6%	Approve contract extension for PY 2011
Travelers Aid Emergency Assistance Agency	Motel vouchers, food, Temporary Shelter and eviction avoidance	345	128	37.1%	\$70,000	47.6%	(Program utilized other funding sources first. Plan to expend and meet CSBG contract goals noted in contract file.) Approve contract extension for PY 2011
Voluntary Legal Services	Criminal record expungement workshops and legal assistance	480	456	95.0%	\$25,000	67.5%	Approve contract extension for PY 2011
WIND Youth Services	Prepared meals and transportation assistance for homeless youth	9,306	12,354	132.8%	\$22,600	66.7%	Approve contract extension for PY 2011

ITEM IV-A- INFORMATION

COMMUNITY SERVICES BLOCK GRANT RECOVERY ACT UPDATE

BACKGROUND:

The American Recovery and Reinvestment Act (Recovery Act), signed into law on February 17, 2009, provides for approximately \$89 million in additional funds to the Community Services Block Grant (CSBG) program for California. Of this amount, SETA has received an allocation of \$2,692,561 to be used for the following activities:

1. Provide a wide range of innovative employment-related services and activities.
2. Use funds in a manner that meets the short-term and long-term economic and employment needs of individuals, families, and communities.
3. Make meaningful and measurable progress toward the reform goals of the Recovery Act with special attention to creating and sustaining economic growth and employment opportunities.

In early 2009, SETA began a planning process to determine the best use of stimulus funds in Sacramento County. SETA delegate agencies currently providing CSBG services were surveyed to help determine projected community needs. With information obtained from the survey, staff proposed a plan of action to bring immediate relief to families in crisis as a result of the economic downturn.

The CSBG Recovery Act Local Plan was approved by the SETA Governing Board on May 11, 2009 and consisted of the following components:

1. **Family Stabilization Project** (\$1,028,741) - SETA delegate agencies augmented in 2009, and procured for this purpose in 2010, would provide emergency services designed to mitigate the effects of the economic downturn and housing crisis for over 3000 vulnerable and in-crisis families. Services would include food, utilities assistance, eviction avoidance, motel vouchers, transportation assistance, limited health services, legal assistance, minor car repair, employer mandated/necessitated clothing or tools and aftercare for struggling program graduates.

Progress: Through August, 8,124 unduplicated Family Stabilization Project participants were stabilized by having their emergency needs met with 12,916 of the services noted above.

2. **Employment Resource Project** (\$603,820) - Mobile SETA staff would provide on-call CSBG services to 176 project participants through the countywide system of twelve Sacramento Works Career Centers (SWCC). SWCC coaches assisting the

unemployed/underemployed seek employment or career preparation would identify gaps in participant resources necessary to enhance employability, remain employed or qualify participant for employment. Meetings with mobile SETA staff at a SWCC site would be set to take whatever actions were necessary to mitigate employment barriers or family wellness barriers to gaining or retaining employment.

Progress: Through August, 2010, 445 unduplicated Employment Resource Project participants were stabilized by having their emergency needs met with 799 of the services noted above.

3. **Homeless Prevention and Rapid Re-Housing Program** (\$1,000,000) - Through three primary service providers (The Salvation Army, Lutheran Social Services and Volunteers of America), each assigned a Sacramento County region, 1,500 homeless or imminently homeless families would be stabilized in their current homes or re-housed through a combination of supports including rental assistance, utilities assistance, motel assistance and transportation assistance for periods of up to 3 months, if necessary.

Progress: Through August, 2010, 588 unduplicated Homeless Prevention and Rapid Re-Housing Program participants were stabilized by having their emergency needs met with 1,523 of the services noted above.

Overall, SETA is on track to fully expending all allocated ARRA funding resulting in 9,157 unduplicated families being stabilized with a combined provision of 15,238 family services.

ITEM IV – B- INFORMATION

COMMUNITY SERVICES BLOCK GRANT PROGRAM MONITORING REPORTS

BACKGROUND:

Submitted under separate cover for your information are program monitoring reports for the Fiscal Year 2010 Community Services Block Grant program operators.

Staff will be available to answer questions.

ITEM IV-C – INFORMATION

COMMUNITY SERVICES BLOCK GRANT EXPENDITURE REPORTS

BACKGROUND:

Attached for your information are the latest Community Services Block Grant expenditure reports (formula, ARRA, and ARRA EITC contracts).

Staff will be available to answer questions.

COMMUNITY SERVICES BLOCK GRANT (CSBG) EXPENDITURE REPORT

Contractor: Sacramento Employment & Training Agency		Contract Number: 10F-4035	Report Period: SEPTEMBER 2010	Advance Request:	Adjustment ¹ <input type="checkbox"/>
Prepared By (Print Name/Title): Tammy Tu-Nguyen - Accountant II		E-mail Address: ttunguyen@delpaso.seta.net		Telephone Number: (916) 263-5437	Fax Number: (916) 263-6124
Section 10 - ADMINISTRATIVE COSTS					REPORT PERIOD EXPENDITURES
1	Salaries and Wages			\$9,581.37	
2	Fringe Benefits			\$5,582.00	
3	Operating Expenses & Equipment			\$5,149.39	
4	Out of State Travel				
5	Subcontractor Services				
6	Other Costs			\$562.93	
7	Subtotal Administrative Costs			\$ 20,875.69	
Section 20 - PROGRAM COSTS					
8	Salaries and Wages				
9	Fringe Benefits				
10	Operating Expenses & Equipment			\$24,480.30	
11	Out of State Travel			\$1,945.80	
12	Subcontractor Services			\$219,298.13	
13	Other Costs				
14	Subtotal Program Costs			\$ 245,724.23	
Section 30 - TOTAL PROGRAM SUPPORT COSTS					
15	How much of the Total Administrative Costs reported in Section 10-Administrative Cost was expended for Program Support activities?			\$ 10,144.30	
Section 40 - TOTAL EXPENDITURES FOR REPORTING PERIOD					
16	Total Expenditures (Lines 7 and 14)			\$ 266,599.92	
Section 50 - ADVANCE REPAYMENT					
17	Advance Repayment			\$	
Section 60 - TOTAL COSTS					
18	Total Reimbursement (after advance repayment has been applied)			\$ 266,599.92	
CONTRACTOR'S CERTIFICATION					
I hereby certify under penalty of perjury that I am the duly appointed, qualified, and acting officer of the herein named Agency, Department, Board, Commission, Office or Institution, and that to the best of my knowledge, the actual expenditures and activities made during this reporting period contained within this document are in all respects true, correct, and in accordance with the purpose, terms and conditions of the contract referenced above, Federal and State Regulations or other statutes.					
Authorized Person (Print Name/Title): ROY KIM / FISCAL CHIEF		Signature:		Date:	
CSD ACCOUNTING USE ONLY					
Payment:			PCA#:		
Approved By:			Date:		

¹ Insert only increases or decreases on each line item being revised using + or - sign.

CSBG 2010 ADMINISTRATIVE/PROGRAM COSTS												
EXPENDITURES FOR PERIOD END SEPTEMBER 2010												
CONTRACT # 10F-4035												
ADMINISTRATIVE COSTS												
ACCOUNTS	BUDGET	YTD EXPEND	BUDGET %	FUNDS REMAINING	JAN REPORT	FEB REPORT	MAR REPORT	APR REPORT	MAY REPORT	JUN REPORT	JUL REPORT	
Salaries & Wages	104,561	62,709.82	60.0%	41,851.18	9,856.65	9,804.32	10,154.56	15,030.01	8,282.91	-	-	
Fringe Benefits	48,098	29,516.83	61.4%	18,581.17	6,597.47	2,607.95	4,388.40	5,903.01	4,438.00	-	-	
Operating Expense and E	22,341	16,922.21	75.7%	5,418.79	2,958.14	1,658.53	2,135.23	2,453.93	2,566.99	-	-	
Out of State Travel	-	-	-	-	-	-	-	-	-	-	-	
Subcontractor Services	-	-	-	-	-	-	-	-	-	-	-	
Other costs	15,000	8,187.47	54.6%	6,812.53	-	3,077.77	1,423.48	1,411.96	1,711.33	-	-	
ADMIN TOTALS	190,000	117,336.33	61.8%	72,663.67	19,412.26	17,148.57	18,101.67	24,798.91	16,999.23	-	-	
PROGRAM COSTS												
Salaries & Wages	298,381	161,511.61	54.1%	136,869.39	31,225.02	30,901.61	30,590.90	36,793.97	32,000.11	-	-	
Fringe Benefits	137,255	65,245.96	47.5%	72,009.04	18,351.65	6,214.12	12,471.51	16,335.06	11,873.62	-	-	
Operating Expense and E	79,659	46,213.77	58.0%	33,445.23	7,227.98	83.68	4,900.28	4,967.71	4,553.82	-	-	
Out of State Travel	4,000	3,940.80	98.5%	59.20	-	-	-	1,995.00	-	-	-	
Subcontractor Services	700,000	497,773.31	71.1%	202,226.69	-	-	54,955.36	109,259.52	114,260.30	-	-	
Other costs	185,893	73,390.30	39.5%	112,502.70	16,783.65	9,213.04	19,731.03	16,134.36	11,528.22	-	-	
PROGRAM TOTALS	1,405,188	848,075.75	60.4%	557,112.25	73,588.30	46,412.45	122,649.08	185,485.62	174,216.07	-	-	
GRAND TOTAL	1,595,188	965,412.08	60.5%	629,775.92	93,000.56	63,561.02	140,750.75	210,284.53	191,215.30	-	-	
					698,812.16							

AUG REPORT	SEP REPORT	TOTAL
-	9,581.37	62,709.82
-	5,582.00	29,516.83
-	5,149.39	16,922.21
-	-	-
-	-	-
-	562.93	8,187.47
-	20,875.69	117,336.33
-	-	-
-	-	-
-	-	161,511.61
-	-	65,245.96
-	24,480.30	46,213.77
-	1,945.80	3,940.80
-	219,298.13	497,773.31
-	-	73,390.30
-	245,724.23	848,075.75
-	-	-
-	266,599.92	965,412.08
-	-	-
-	-	-

COMMUNITY SERVICES BLOCK GRANT (CSBG) EXPENDITURE REPORT

Contractor: Sacramento Employment & Training Agency		Contract Number: 09F-5135	Report Period: SEPTEMBER 2010	Advance Request:	Adjustment ¹ <input type="checkbox"/>
Prepared By (Print Name/Title): Tammy Tu-Nguyen - Accountant II		E-mail Address: ttunguyen@delpaso.seta.net		Telephone Number: (916) 263-5437	Fax Number: (916) 263-6124

Section 10 - ADMINISTRATIVE COSTS		REPORT PERIOD EXPENDITURES
1	Salaries and Wages	\$6,843.53
2	Fringe Benefits	\$2,760.04
3	Operating Expenses & Equipment	
4	Out of State Travel	
5	Subcontractor Services	\$1,393.78
6	Other Costs	\$1,830.41
7	Subtotal Administrative Costs	\$ 12,827.76

Section 20 - PROGRAM COSTS		
8	Salaries and Wages	\$11,713.33
9	Fringe Benefits	\$4,184.20
10	Operating Expenses & Equipment	
11	Out of State Travel	
12	Subcontractor Services	\$40,538.95
13	Other Costs	\$9,266.93
14	Subtotal Program Costs	\$ 65,703.41

Section 30 - TOTAL PROGRAM SUPPORT COSTS		
15	<i>How much of the Total Administrative Costs reported in Section 10-Administrative Cost was expended for Program Support activities?</i>	\$ 8,673.94

Section 40 - TOTAL EXPENDITURES FOR REPORTING PERIOD		
16	Total Expenditures (Lines 7 and 14)	\$ 78,531.17

Section 50 - ADVANCE REPAYMENT		
17	Advance Repayment	\$

Section 60 - TOTAL COSTS		
18	Total Reimbursement (after advance repayment has been applied)	\$ 78,531.17

CONTRACTOR'S CERTIFICATION

I hereby certify under penalty of perjury that I am the duly appointed, qualified, and acting officer of the herein named Agency, Department, Board, Commission, Office or Institution, and that to the best of my knowledge, the actual expenditures and activities made during this reporting period contained within this document are in all respects true, correct, and in accordance with the purpose, terms and conditions of the contract referenced above, Federal and State Regulations or other statutes.

Authorized Person (Print Name/Title): ROY KIM / FISCAL CHIEF	Signature:	Date:
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CSD ACCOUNTING USE ONLY	
Payment:	PCA#:
Approved By:	Date:

¹ Insert only increases or decreases on each line item being revised using + or - sign.

CSBG 2009 ADMINISTRATIVE/PROGRAM COSTS											
EXPENDITURES FOR PERIOD ENDED											SEPTEMBER 2010
CONTRACT # 09F-5135											
CONTRACT TERM 7/1/09-9/30/10											
ADMINISTRATIVE COSTS											
ACCOUNTS	BUDGET	YTD EXPEND	BUDGET %	FUNDS REMAINING	AUG'09 REPORT	SEP'09 REPORT	OCT'09 REPORT	NOV'09 REPORT	DEC'09 REPORT	JAN'10 REPORT	
Salaries & Wages	118,292.00	103,282.29	87.3%	15,009.71	-	1,369.49	2,013.99	1,818.44	2,579.17	2,837.80	
Fringe Benefits	54,415.00	42,258.30	77.7%	12,156.70	-	-	1,405.37	769.00	846.95	1,203.60	
Operating Expense and Equip	-	7,654.00		(7,654.00)	945.00	2,520.00	2,310.00	-	-	-	
Out of State Travel	-	-		-	-	-	-	-	-	-	
Subcontractor Services	114,318.00	34,163.92	29.9%	80,154.08	-	-	-	312.52	214.83	473.65	
Other costs	36,082.00	16,002.75	44.4%	20,079.25	-	-	-	-	-	4,067.56	
ADMIN TOTALS	323,107.00	203,361.26	62.9%	119,745.74	945.00	3,889.49	5,729.36	2,899.96	3,640.95	8,582.61	
PROGRAM COSTS											
Salaries & Wages	104,535.00	144,700.64	138.4%	(40,165.64)	-	5,636.25	10,128.00	6,832.75	3,924.12	10,612.04	
Fringe Benefits	48,086.00	52,423.73	109.0%	(4,337.73)	-	1,557.06	3,765.28	2,906.08	1,637.79	3,083.84	
Operating Expense and Equip	35,000.00	1,849.60	5.3%	33,150.40	-	112.50	22.00	-	142.25	255.75	
Out of State Travel	-	-	#DIV/0!	-	-	-	-	-	-	-	
Subcontractor Services	1,790,974.00	1,701,058.59	95.0%	89,915.41	-	-	45,101.24	159,137.40	59,774.80	378,275.53	
Other costs	390,859.00	269,715.69	69.0%	121,143.31	-	4,601.48	1,202.83	3,512.50	5,000.00	14,241.88	
PROGRAM TOTALS	2,369,454.00	2,169,748.25	91.6%	199,705.75	-	11,907.29	60,219.35	172,388.73	70,478.96	406,469.04	
GRAND TOTAL	2,692,561.00	2,373,109.51	88.1%	319,451.49	945.00	15,796.78	65,948.71	175,288.69	74,119.91	415,051.65	

ITEM IV-D – INFORMATION

COMMUNITY SERVICES BLOCK GRANT FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

MEMORANDUM

TO: Mr. Paul Lake **DATE:** May 25, 2010
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Department of Human Assistance,
 County of Sacramento

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA-Title I	One-Stop(Adult)	\$ 240,000	7/1/09-06/30/10	7/1/09-01/31/10
CALWORKS	Homeless	105,515	7/1/09-09/30/09	7/1/09-09/30/09
CSBG	Family Self-Sufficiency	26,000	1/1/09-12/31/09	1/1/09-12/31/09

Monitoring Purpose: Initial __X (WIA) Final_X (CSBG)
Date of review: 5/5-6/10

	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		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: Department of Human Assistance
County of Sacramento

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2009 to January 31, 2010 for the WIA, July 1, 2009 to September 30, 2009 for CALWORKS and from January 1, 2009 to December 31, 2009 for CSBG have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) There are no corrective actions required.

cc: Kathy Kossick
Governing Board

Program Operator: Elk Grove Unified School District

Findings and General Observations:

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

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Patti Uplinger DATE: March 15, 2010

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Housing Now

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$ 20,000	01/1/09-12/31/09	01/1/09-12/31/09
CSBG/ARRA	Safety Net	9.958	07/1/09-12/31/09	07/1/09-12/31/09

Monitoring Purpose: Initial ____ (2009) Final X
Date of review: 3/12/09

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

Program Operator: Housing Now

Findings and General Observations:

- 1) The total costs as reported to SETA from January 1, 2009 to December 31, 2009 for CSBG and from July 1, 2009 to December 31, 2009 for CSBG/ARRA have been traced to the sub-grantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) There are no corrective actions required.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Anita Barnes **DATE:** September 13, 2010
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	US	\$ 58,000	7/1/08-6/30/09	7/1/08-6/30/09
WIA	OOS	\$ 233,899	7/1/08-6/30/09	7/1/08-6/30/09
WIA	OSS/Adult	\$ 258,000	7/1/08-6/30/09	7/1/08-6/30/09
WIA	OJT	\$ 245,338	7/1/08-6/30/09	7/1/08-6/30/09
WIA/DHA	OJT	\$ 126,000	7/1/08-6/30/09	7/1/08-6/30/09
WIA/ARRA	Summer Youth	\$ 91,734	5/1/09-9/30/09	5/1/09-9/30/09
CSBG	FSS	\$ 61,444	1/1/09-12/31/09	1/1/09-12/30/09

Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final X
Date of review: March 22-26, July 29, and Aug 13, 2010

	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

Program Operator: Lutheran Social Services of Northern California

Findings and General Observations:

- 1) The total costs as reported to SETA from October 7, 2009 to April 30, 2010 for CSBG Homelessness Prevention and Rapid Re-Housing program have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Linda Deavens **DATE:** March 24, 2010
FROM: D'et Patterson, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Paratransit, Inc.

PROGRAM	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	FSS	\$34,000	1/1/09-12/31/09	1/1/09-12/31/09

Monitoring Purpose: Initial Follow-up Special Final

Date of review: 3/9/2010

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

Program Operator: Paratransit, Inc.

Findings and General Observations:

- 1) The total costs as reported to SETA from January 1, 2009 to December 31, 2009 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

Program Operator: Sacramento Area Emergency Housing Center

Findings and General Observations:

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

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Marylou Powers **DATE:** January 4, 2010

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	\$ 60,000	01/1/08-12/31/08	01/1/08-12/31/08
CSBG	Safety Net	60,000	01/1/09-12/31/09	01/1/09-10/31/09
ARRA	Safety Net	41,400	07/1/09-12/31/09	07/1/09-10/31/09

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

	<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			
3	Bank Reconciliation	X			
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll	N/A			
8	OJT Contracts/Files/Payment	N/A			
9	Indirect Cost Allocation	N/A			
10	Adherence to Budget	X			
11	In-Kind Contribution	N/A			
12	Equipment Records	N/A			

Program Operator: South County Services

Findings and General Observations:

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

Recommendations for Corrective Action

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Elnor F. Tillson

DATE: May 13, 2010

FROM: Greg P. Tayros, SETA Fiscal Monitor

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

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG/ARRA	Safety Net	\$ 148,584	07/1/09-12/31/09	07/1/09-12/31/09
CSBG	Safety Net	69,000	01/1/09-12/31/09	01/1/09-12/31/09

Monitoring Purpose: Initial _____ Final X

Date of review: 4/8-9/10

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 Timesheets/Payroll	X			
6 Fringe Benefits	X			
7 Participant Payroll		N/A		
8 OJT Contracts/Files/Payment		N/A		
9 Indirect Cost Allocation		N/A		
10 Adherence to Budget	X			
11 In-Kind Contribution		N/A		
12 Equipment Records		N/A		

Program Operator: Travelers Aid Society of Sacramento, Inc.

Findings and General Observations:

- 1) The total costs as reported to SETA from January 1, 2009 to December 31, 2009 for CSBG and from July 1, 2009 to December 31, 2009 for ARRA have been traced to the subgrantee's records. The records were verified and appeared to be in order.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

Program Operator: Visions Unlimited, Inc.

Findings and General Observations:

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

Recommendations for Corrective Action:

- 1) There are no corrective actions required.

cc: Kathy Kossick
Governing Board

ITEM IV-E- INFORMATION

COMMUNITY SERVICES BLOCK GRANT AMERICAN RECOVERY AND
REINVESTMENT ACT (ARRA) EARNED INCOME TAX CREDIT (EITC) REPORT

BACKGROUND:

In 2009, SETA received a \$45,000 CSBG Recovery Act discretionary grant to expand the EITC project it has coordinated for the past eight years. The EITC is a refundable tax credit available to qualifying individuals and families. Through this project, free tax preparation services were provided at career centers and other locations to low-income working families and low-wage earners, helping to reduce taxes and supplement wages.

For the 2009 tax year, the EITC sites reported the following activity:

SITE	# of RETURNS	EITC	NET REFUND
Del Paso	60	28,558	79,952
Franklin Career Center	43	20,081	66,167
Hillsdale Career Center	103	73,695	191,601
Rancho Cordova Career Center	100	52,838	156,512
Kennedy Estates/George Sims Center	20	8,695	34,883
Asian Resources	514	454,286	897,175
County D.H.A.	1,054	1,211,560	2,217,753
TOTAL	1,819	\$1,849,713	\$3,644,043

Agency Name: Sacramento Employment and Training Agency	Date Report Submitted: 9/7/2010
Contract Number: 09F-5187	Project Representative: Cindy Sherwood-Green, Workforce Development Manager
Email: cindysg@delpaso.seta.net	Telephone: (916) 263-3857

Population to be served (check each box that applies)

<input checked="" type="checkbox"/> Low-income (CSBG guidelines)	<input type="checkbox"/> Migrant Seasonal Farm Workers
<input checked="" type="checkbox"/> CalWORKS recipients	<input type="checkbox"/> Homeless/Transitional housing clients
<input type="checkbox"/> Formerly incarcerated <input type="checkbox"/> Women <input type="checkbox"/> Men	
<input type="checkbox"/> Other, describe _____	

Work Plan Project Goals

Project Goals for the SETA 2009 ARRA EITC Initiative are as follows:

1. Expanded marketing efforts to result in tax preparation for at least 1,350 CSBG-eligible households during the 2010 tax season
2. A combined EITC refund of at least \$1,090,800
3. An increased number of tax preparation sites (total of 54 sites)
4. An increased number of tax preparers (total of 12 preparers)

Agency Name:

Sacramento Employment and Training Agency

Work Plan Project Activities/Timelines

1st Quarter October - December 2009 -This section will not change once you submit these forms with your contract. This section will also populate to QTR 1 Progress tab under work plan project activities/timelines. To report any progress for QTR 1, click on the QTR 1 Progress tab and type below the box titled progress for 1st quarter.

During this quarter SETA will have undertaken the following activities:

1. Begun implementation planning with collaborative partners the Internal Revenue Service, the Franchise Tax Board, the Sacramento County Department of Human Assistance (CalWORKs administrator for Sacramento County), the City of Sacramento and Mercy Housing Corporation, a provider of on-site social services in low-income housing complexes.
2. Informed 211 Connect, Sacramento's primary direct referral hotline, of the potential tax preparation sites, schedules and scheduling process for dissemination upon receiving tax preparatin inquiries.
3. Begun the draft designs of informative posters, flyers and client referral cards, and arrangements for the production of printed materials.
4. Recruited and begun training and certifying at least ten (10) of the projected twelve (12) SETA derived tax preparers.

Work Plan Project Activities/Timelines

2nd Quarter January - March 2010 - This section will not change once you submit these forms with your contract. This section will also populate to QTR 2 Progress tab under work plan project activities/timelines. To report any progress for QTR 2, click on the QTR 2 Progress tab and type below the box titled progress for 2nd quarter.

During this quarter, SETA will have undertaken the following activities:

1. Completed the production and distribution of informative posters, flyers and referral cards.
2. The recruitment, training and certification of twelve (12) SETA tax preparers is completed
3. Informative web page on SETA web site is up and can be accessed through links with partnering agencies
4. Presentations made to the Head Start Policy Council and Parent Advisory Committee.
5. Media PSAs implemented.
6. SETA staff join partnering staff at 54 sites throughout Sacramento County and begin preparing tax returns during the week of February 1, 2010

Agency Name:

Work Plan Project Activities/Timelines

3rd Quarter April - June 2010 - This section will not change once you submit these forms with your contract. This section will also populate to QTR 3 Progress tab under work plan project activities/timelines. To report any progress for QTR 3, click on the QTR 3 Progress tab and type below the box titled progress for 3rd quarter.

During this quarter, SETA will have undertaken the following activities:

1. Completed tax returns for at least 1,350 households by April 15, 2010
2. Compiled at least \$1,090,800 in EITC refunds by April 15, 2010

Work Plan Project Activities/Timelines

4th Quarter July - September 2010 - This section will not change once you submit these forms with your contract. This section will also populate to QTR 4 Progress tab under work plan project activities/timelines. To report any progress for QTR 4, click on the QTR 4 Progress tab and type below the box titled progress for 4th quarter.

During this quarter, SETA will have undertaken the following activities:

1. Reviewed SETA 2010 ARRA EITC program data for meeting projected goals, determining best practices and sustainability into the 2011 tax season

Agency Name: Sacramento Employment and Training Agency	Date Submitted Report: 1/15/2010
Contract Number: 09F-5187	Project Representative: Cindy Sherwood-Green, Workforce Development Manager
Email: cindysg@delpaso.seta.net	Telephone: (916) 263-3857

Work Plan Project Activities/Timelines

1st Quarter October - December 2009 - This section will automatically populate from work plan tab.

During this quarter SETA will have undertaken the following activities:

1. Begun implementation planning with collaborative partners the Internal Revenue Service, the Franchise Tax Board, the Sacramento County Department of Human Assistance (CalWORKs administrator for Sacramento County), the City of Sacramento and Mercy Housing Corporation, a provider of on-site social services in low-income housing complexes.
2. Informed 211 Connect, Sacramento's primary direct referral hotline, of the potential tax preparation sites, schedules and scheduling process for dissemination upon receiving tax preparatin inquiries.
3. Begun the draft designs of informative posters, flyers and client referral cards, and arrangements for the production of printed materials.
4. Recruited and begun training and certifying at least ten (10) of the projected twelve (12) SETA derived tax preparers.

Progress for 1st Quarter - If no progress to report, please explain.

During this quarter SETA has undertaken the following activities:

1. Implementation planning with collaborative partners the Internal Revenue Service, the Franchise Tax Board, the Sacramento County Department of Human Assistance (CalWORKs administrator for Sacramento County), the City of Sacramento and Mercy Housing Corporation, has begun.
2. "211 Connect" has begun referring Sacramento County residents to SETA and partner tax preparation sites and providing contact information for setting service appointments.
3. Informative posters and flyers have been prepared and are currently being distributed as hard copies and through the SETA network of Sacramento Works Career Centers. Client referral cards are still being prepared, and the production of additional printed materials is underway.
4. Twelve SETA derived tax preparers have been recruited and are engaged in the training and certification process to prepare taxes.

Agency Name: Sacramento Employment and Training Agency	Date Submitted Report: 4/15/2010
Contract Number: 09F-5187	Project Representative: Cindy Sherwood-Green, Workforce Development Manager
Email: cindysg@delpaso.seta.net	Telephone: (916) 263-3857

Work Plan Project Activities/Timelines

2nd Quarter January - March 2010 - This section will automatically populate from work plan tab.

During this quarter, SETA will have undertaken the following activities:

1. Completed the production and distribution of informative posters, flyers and referral cards.
2. The recruitment, training and certification of twelve (12) SETA tax preparers is completed
3. Informative web page on SETA web site is up and can be accessed through links with partnering agencies
4. Presentations made to the Head Start Policy Council and Parent Advisory Committee.
5. Media PSAs implemented.
6. SETA staff join partnering staff at 54 sites throughout Sacramento County and begin preparing tax returns during the week of February 1, 2010

Progress for 2nd Quarter - If no progress to report, please explain.

During this quarter, SETA has undertaken the following activities:

1. Completed the production and distribution of 2,000 informative posters, flyers at 12 Sacramento Works Career Centers and 32 Head Start Early Learning Centers.
2. The recruitment, training and certification of fifteen (15) SETA tax preparers was completed
3. Early scheduling of available tax appointments prompted by other outreach efforts negated the need for implementing a web-based strategy component
4. Presentations were made to the Head Start Policy Council and Parent Advisory Committee on January 26, 2010
5. Media PSAs implemented through media releases to Sac Metro Media and included print, radio and television.
6. SETA and partner staff began preparing tax returns at 54 sites throughout Sacramento County during the week of February 1, 2010. SETA progress is noted in this report and partner progress will be compiled after April 15, 2010 to be included in the QTR 3 report.

Agency Name: Sacramento Employment and Training Agency	Date Submitted Report: 7/12/2010
Contract Number: 09F-5187	Project Representative: Cindy Sherwood-Green, Workforce Development Manager
Email: cindysg@delpaso.seta.net	Telephone: (916) 263-3857

Work Plan Project Activities/Timelines

3rd Quarter for April - June 2010 - This section will automatically populate from work plan tab.

During this quarter, SETA will have undertaken the following activities:

1. Completed tax returns for at least 1,350 households by April 15, 2010
2. Compiled at least \$1,090,800 in EITC refunds by April 15, 2010

Progress for 3rd Quarter - If no progress to report, please explain.

During this quarter, SETA has undertaken the following activities:

1. Completed tax returns for 1,819 households by April 15, 2010
2. Compiled \$1,849,713 in EITC refunds by April 15, 2010

Agency Name: Sacramento Employment and Training Agency	Date Submitted Report: 9/7/2010
Contract Number: 09F-5187	Project Representative: Cindy Sherwood-Green, Workforce Development Manager
Email: cindysg@delpaso.seta.net	Telephone: (916) 263-3857

Work Plan Project Activities/Timelines

4th Quarter for July - September 2010 - This section will automatically populate from work plan tab.

During this quarter, SETA will have undertaken the following activities:

1. Reviewed SETA 2010 ARRA EITC program data for meeting projected goals, determining best practices and sustainability into the 2011 tax season

Progress for 4th Quarter - If no progress to report, please explain.

Reviewed SETA 2010 ARRA EITC program data to confirm the meeting of projected goals, the identification of best practices and program sustainability into the 2011 tax season.

Agency Name: Sacramento Employment and Training Agency		Date Submitted Report:				
1.1 Free Tax Preparation Services (EITC) <u>Individual</u> This section relates to individual/client activities	Work Plan	Quarterly Reporting				Year to date total
	Number of Participants Projected to be Served for Contract (#)	Number Achieving Outcome in Reporting Period (#)				
		QTR 1	QTR 2	QTR 3	QTR 4	
A. Client uses free tax preparation services	1,350		286	1,533		1,819
Of the number of clients using free tax preparation services in "A" above, how many filed EITC for the first time?						0
Of the number of clients using free tax preparation services in "A" above, how many are CalWORKs clients?						0
B. Client starts savings account with at least part of EITC dollars.						0
C. Total EITC dollars claimed by clients	\$1,090,800		\$161,559	\$1,688,154		\$1,849,713
Of the \$ amount reported in #C, How much was claimed by CalWORKs clients?						\$0
D. Other						0
<u>Explain</u>						
<u>No Activity</u>						
If agency reports no progress in any given reporting period, please explain below.						

Agency Name: Sacramento Employment and Training Agency		Date Submitted Report:				
2.1 Integration with other Asset Development Activities or Benefit Programs <u>Individual</u> This section relates to individual/client activities	Work Plan	Quarterly Reporting				Year to date total
	Number of Participants Projected to be Served for Contract (#)	Number Achieving Outcome in Reporting Period (#)				
		QTR 1	QTR 2	QTR 3	QTR 4	
A. Number of clients participating in asset development programs, such as financial education, establishment of checking and savings accounts, credit counseling, etc.						0
B. Number of clients enrolled in benefit programs, such as:						
Utility Bill Discount						0
Universal Lifeline						0
Telephone Services						0
Food Stamps						0
Other benefit programs						0
Total of all benefit programs	0					
C. Other						0
<u>Explain</u>						
<u>No Activity</u>						
If agency reports no progress in any given reporting period, please explain below.						

Agency Name: Sacramento Employment and Training Agency	Date Submitted Report:	
1.2 Free Tax Preparation Services (EITC) Agency This section relates to agency activities	Quarter 4-B Reporting only	
A. Number of tax preparation sites for taxes filed for Calendar Year 2009	10	
B. Number of tax preparation sites for taxes filed for Calendar Year 2008	16	
C. Total number of volunteers for calendar year 2009	81	
Of #C above, how many are Cal WORKs clients?	0	
D. Other: <u>Explain</u>		
E. Demographic data should be collected on all clients receiving services under EITC program administered by the designated Community Action agency.		
1 Total unduplicated number of person about whom one or more characteristics were obtained		326
2 Total unduplicated number of person about whom No characteristics were obtained		
3 Gender	Number of Persons	5 Ethnicity/Race
a. Male	136	I Ethnicity
b. Female	190	a. Hispanic or Latino
*Total	326	b. No Hispanic or Latino
4 Age		*Total
a 18-23	38	II. Race
b. 24-44	120	a White
c 45-54	83	b. African American
d 55-69	75	c. Native American and
e 70+	10	d. Alaskan Native
*Total	326	d. Asian
		e. Native Hawaiian
		f. Other
		g. Multi-Race (any 2 or more of the above)
		*Total
		326

* The sum in this category should not exceed the value of Section 1.

ITEM IV-F – INFORMATION

COMMUNITY SERVICES BLOCK GRANT MONITORING REPORT

BACKGROUND:

Attached for your information is the most recent monitoring report conducted by the State Department Community Services and Development for the 2009 -10 Community Services Block Grant formula and Recovery Act programs. There were no findings or recommendations for corrective action in these reports.

Staff will be available to answer questions.

DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

P.O. Box 1947
Sacramento, CA 95812-1947
(916) 341-4200
(916) 341-4203 (FAX)
(916) 327-6318 (TDD)



August 9, 2010

C. Kossick

Kathy Kossick, Executive Director
Sacramento Employment and Training Agency (SETA)
925 Del Paso Boulevard, Suite 100
Sacramento, CA 95815

SUBJECT: Monitoring Report C-10-054 & C-10-054-ARRA

This letter transmits the CSBG and CSBG ARRA reports based on my monitoring visit conducted on June 22-24, 2010, to Sacramento Employment and Training Agency.

I appreciate the cooperation and hospitality offered by the staff during my site visit. If you have any questions, please contact Mr. Diamond Longjel by phone at (916) 576-7190 or via e-mail at DLongjel@csd.ca.gov.

Sincerely,

D. Longjel

Diamond Longjel, Senior Field Representative

CC: Sukie Montes, Program Manager
Field Operations Unit

Monitoring Report: C-10-054

Agency Sacramento Employment and Training Agency (SETA)
 925 Del Paso Boulevard
 Sacramento, CA 95815

Purpose of Visit To monitor SETA in Compliance with State and Federal laws.

CSD Contact **Name of Analyst:** Diamond Longjel
Analyst Number: 916-576-7190
Analyst Email: DLongjel@csd.ca.gov
Mailing Address: P.O. Box 1947,
 Sacramento, CA 95812-1947

Dates **Date of Monitoring Visit:** June 22-24, 2010
Date of Monitoring Report: August 9, 2010

Contract

Contract #	Program Term	Amount	Purpose
10F-4035	1/1/10-12/31/10	\$1,595,188	CSBG

Entrance Conference

Staff Present

Name	Title
Kathy Kossick	Executive Director
Cindy Sherwood-Green	Program Manager
Victor Bonanno	Program Supervisor
Loretta Su	Fiscal Manager
Diamond Longjel	CSD CSBG Senior Field Representative

Items Discussed Items discussed during the entrance interview:

- The need to expend full CSBG ARRA allocation by September 30, 2010.
- Assignment of key staff to discuss On-Site Monitoring Tool.

Agency

Reviewed	Meets Compliance	
	Yes	No
Tripartite Board	Yes	
Bylaws	Yes	
Accounting Policies and Procedures	Yes	
Procurement Practice	Yes	
Personnel Policies and Procedures	Yes	
Fiscal Reporting	Yes	
Internal Controls	Yes	
Programmatic Reporting and Progress	Yes	
Client Services and Eligibility	Yes	

Operations and Compliance Activities

Fiscal Review

Contract Number 10F-4035:

Supportive documentation were reviewed for the above contract covering Reporting Period 2/1/10 – 2/28/10 and Reporting Period 3/1/10 – 3/31/10. The reviews of the contract identified confirmed the expenditures reported were in compliance with the contractual agreement.

Expenditure Review

Timeliness	The expenditure reports are submitted in compliance with the contract due dates.
Administrative Percent	The administrative allocation is in compliance with the contract limit of twelve percent (12%).
Rate of Expenditure	SETA is on target to expend the full allocation of the funds.

**Subcontractor
Visits/Highlights**

Agency Name:	Francis House
Address:	1422 C Street Sacramento, CA 95814
Phone Number:	(916) 443-2646
Contact Name:	Greg Bunker
Contact Title:	Executive Director

Francis House state its mission as "...a faith-based community providing life changing opportunities through resource counseling, direct services, education, support groups, spiritual resources and referrals". Francis House is supported by an interdenominational group of seventeen (17) area churches, as well as local community grants, businesses, and individuals.

Reviewed ten (10) client files at Francis House for income eligibility and confirmed all client files had supportive documentation.

Agency Name:	Salvation Army
Address:	3755 North Freeway Boulevard Sacramento, CA 95834
Phone Number:	(916) 563-3733
Contact Name:	Verna Catafano
Contact Title:	Sacramento Metro Business Manager

The Salvation Army is an international movement and an evangelical part of the universal Christian Church whose mission is to preach the gospel of Jesus Christ and to meet the human needs without discrimination. Sacramento was a rough mining outpost when Major Alfred Wells arrived in 1885 to start a church. Salvation Army founder, General William Booth sent Wells from England to bring the Army to the western United States. In May 2010, The Salvation Army celebrated its 125 years in Sacramento. The following are some of the services and programs provided:

- Food Boxes – 6 times per year
- Rental Assistance - \$200 to \$600 depending on funding and availability
- Utility Assistance – up to \$200
- Water, Sewer & Garbage – up to \$100
- Disaster Victims – emergency food, clothing & incidentals - \$100 per person in household.
- Emergency Lodging/Shelter – 1- 3 nights
- Prescription Discount Cards
- Bus Tickets & Gasoline Vouchers

Reviewed ten (10) client files at the Salvation Army for income eligibility and confirmed all client files had supportive documentation.

Exit Interview

Staff Present

Name	Title
Kathy Kossick	Executive Director
Cindy Sherwood-Green	Program Manager
Victor Bonanno	Program Supervisor
Loretta Su	Fiscal Manager
Roy Kim	Fiscal Chief
Diamond Longjel	CSD CSBG Senior Field Representative

Items Discussed Findings

There were no findings identified during the site visit.

Monitoring Report: C-10-054-ARRA

Agency Sacramento Employment and Training Agency (SETA)
 925 Del Paso Boulevard
 Sacramento, CA 95815

CSD Contact

Name of Analyst	Diamond Longjel
Analyst Number:	(916) 576-7190
Analyst Email:	DLongjel@csd.ca.gov
Mailing Address:	P.O. Box 1947, Sacramento, CA 95812-1947

Monitoring Dates Date of Monitoring Visit: June 22-24, 2010
 Date of Monitoring Report: August 9, 2010

Contract

Contract #	Program Term	Amount	Purpose
09F-5135	7/1/09-7/30/10	\$2,692,561	CSBG ARRA
09F-5187	10/1/09-9/30/10	\$45,000	CSBG ARRA EITC

Entrance Conference

Staff Present

Name	Title
Kathy Kossick	Executive Director
Cindy Sherwood-Green	Program Manager
Victor Bonanno	Program Supervisor
Loretta Su	Fiscal Manager
Diamond Longjel	CSD CSBG Senior Field Representative

Items Discussed Items discussed during the entrance interview:

- The need to expend full CSBG ARRA allocation by September 30, 2010
- Assignment of key staff to discuss On-Site Monitoring Tool
- CSD Management Update

Areas of Review

Reviewed	Meets Compliance	
	Yes	No
Risk Assessment Assurance	X	
Fiscal Review	X	
Expenditure Review	X	
Procurement	X	
Programmatic Review	X	
National Program Indicator Review	X	
Construction/Labor Training Program		N/A
Jobs Created/Retained	X	
Micro-Loan Program		N/A
Subcontractors	X	
Program Site Visits	X	
Board Involvement	X	

CSBG ARRA Review

Fiscal Review

09F-5135:

Supportive documentations were reviewed for Reporting Period January 1, 2010 – January 31, 2010 and Reporting Period March 1, 2010 – March 31, 2010. Reviews of supportive documents confirmed the expenditures reported were in compliance with the contractual agreement.

09F-5187:

Supportive documentations were reviewed for Reporting Period April 1, 2010 – April 30, 2010. SETA utilized the ARRA EITC funds to assist 1,819 low-income individuals and families to prepare their 2009 income tax return which resulted in net refund of \$3,644,043. The reviews of the supportive documents confirmed the expenditures reported were in compliance with the contractual agreement.

Expenditure Review

Timeliness	The expenditure reports are submitted in compliance with the contract due dates.
Administrative Percent	SETA allocates 12% of their CSBG ARRA contract to administration.
Rate of Expenditure	The fiscal review of the agency showed that the agency has expended \$3,928,914 of its \$12,702,347 allocation at the time of the visit.

Separation of ARRA Funds

Verified with accounting staff through reviews of the agency's accounting system, *Compass System* and confirmed that all expenditure reports claimed through ARRA funding was segregated from other funding sources.

National Performance Indicator (NPI)

NPI: 1.2.F. – Obtained access to transportation: Agency projected to serve 2,000 but 1,509 clients have been served.

NPI: 1.2. I. – Obtained food assistance: Agency projected to serve 2,500 clients, but 1,425 clients have been served.
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Jobs Created /Retained

As of June 20, 2010, verified 23.76 jobs were retained and 1.10 jobs were created.

Subcontractor Review

Francis House of Sacramento	Reviewed requirements and verified the subcontractor obtained the Dun and Bradstreet Universal Numbering System (DUNS) number. Reviewed the subcontract agreement and found it to be in compliance with CSD requirements.
Salvation Army	Reviewed requirements and verified the subcontractor obtained the Dun and Bradstreet Universal Numbering System (DUNS) number. Reviewed the subcontract agreement and found it to be in compliance with CSD requirements.
Subcontract or Monitoring	A copy of SETA's monitoring schedule of the subcontractors was provided to the Field Representative. SETA plans to conduct site visits to all its subcontractors before September 30, 2010.

Program Site Visits

Francis House of Sacramento:

Francis House of Sacramento state its mission as "...a faith-based community providing life changing opportunities through resource counseling, direct services, education, support groups, spiritual resources and referrals". Francis House is supported by an interdenominational group of seventeen (17) area churches, as well as local community grants, businesses, and individuals.

Reviewed ten (10) client files at Francis House of Sacramento for income eligibility and confirmed all client files had supportive documentation.

Salvation Army:

The Salvation Army is an international movement and an evangelical part of the universal Christian Church whose mission is to preach the gospel of Jesus Christ and to meet the human needs without discrimination. Sacramento was a rough mining outpost when Major Alfred Wells arrived in 1885 to start a church. Salvation Army founder, General William Booth sent Wells from England to bring the Army to the western United States. In May 2010, The Salvation Army celebrated its 125 years in Sacramento. The following are some of the services and programs provided:

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- Emergency Lodging/Shelter – 1- 3 nights
- Prescription Discount Cards
- Bus Tickets & Gasoline Vouchers

Reviewed ten (10) client files at the Salvation Army for income eligibility and confirmed all client files had supportive documentation.

Board Involvement

Reviews of the board minutes and discussion with staff confirmed that the tripartite board was actively involved in the planning and development of the CSBG ARRA program.

EXIT INTERVIEW

Staff Present

Name	Title
Kathy Kossick	Executive Director
Cindy Sherwood-Green	Program Manager
Victor Bonanno	Program Supervisor
Loretta Su	Fiscal Manager
Roy Kim	Fiscal Chief
Diamond Longjel	Senior Field Representative

**Items
Discussed**

Items discussed during the exit interview:

- The need to expend the balance of the CSBG ARRA allocation on or before September 30, 2010.
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Findings, Corrective Actions and Recommendations

Findings

There are no CSBG ARRA findings identified during the site visit.

ITEM V - REPORTS TO THE BOARD

A. CHAIR'S REPORT

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

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

B. EXECUTIVE DIRECTOR'S REPORT

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

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

C. MEMBERS OF THE BOARD

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

D. PUBLIC PARTICIPATION

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