

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY (SETA)

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**DRAFT PLAN FOR THE PROVISION OF
REFUGEE EMPLOYMENT SOCIAL SERVICES (RESS)
AND
TARGETED ASSISTANCE (TA)
FUNDED SERVICES TO REFUGEES**

PROGRAM YEARS

2008-2009, 2009-2010 & 2010-2011

**SUBMITTED TO:
OFFICE OF REFUGEE PROGRAMS BRANCH
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
744 " P " STREET
SACRAMENTO, CA 95814**

DATE: May 1, 2008

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BACKGROUND/OVERVIEW

The Sacramento Employment and Training Agency (SETA) is a joint powers agency of the city and county of Sacramento. On May 10, 1983, the Sacramento County Board of Supervisors authorized SETA to act, on behalf of the county, to plan and administer the Targeted Assistance (TA) grant. In 1988, when AB 2635 transferred the management responsibilities of the Refugee Employment Social Services (RESS) funds to the county, SETA was designated by the Sacramento County Board of Supervisors to administer the funds. The purpose of the TA and RESS funds is to provide direct services intended to result in the economic self-sufficiency and reduced public assistance dependency of refugees and asylees through employment. SETA is also the grant recipient of the following funds:

- Workforce Investment Act (WIA);
- Community Services Block Grant (CSBG);
- Head Start;
- County CalWORKs Job Club/Job Search and On-the-Job Training (OJT)

This TA and RESS plan was developed in preparation for the continuance of TA and RESS services in Sacramento County after current services end on September 30, 2008. The plan is for the three-year period beginning October 1, 2008 and ending September 30, 2011.

If funds are available for program years 2009-2010/2010-2011, and subgrantees meet contractual performance goals, it is SETA's intent to extend subgrants annually for up to two additional years.

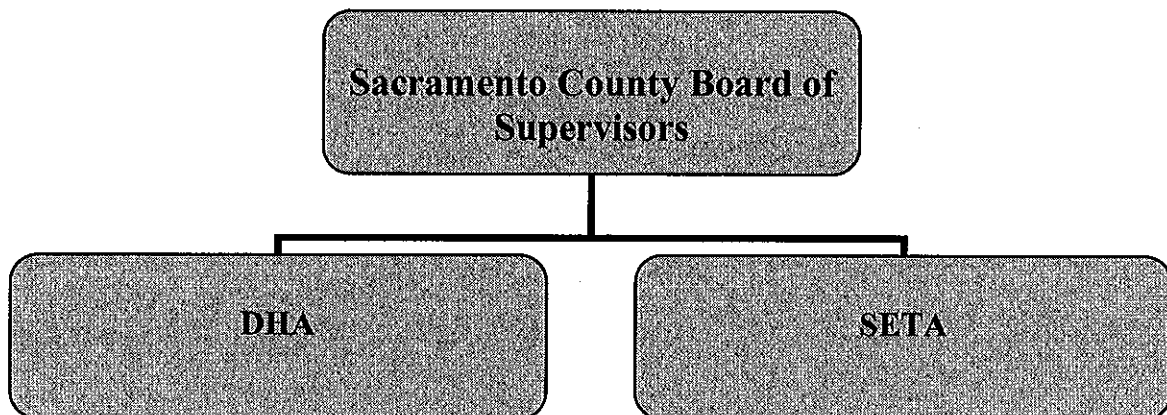
I. County Refugee Program Administration

In Sacramento County, the administration of refugee funds is designated to the SETA. Refugee funded services are coordinated by the Refugee Program Officer in the Workforce Development and Planning Department and the Fiscal Manager in the Fiscal Department, who is also the Coordinator of refugee funded services in Sacramento County.

The administration of the Refugee Program is shown as follows:

- ❖ Sacramento County Board of Supervisors; and
- ❖ SETA in Collaboration with the County DHA.

SETA's Workforce Development & Planning Department is responsible for the planning/procurement process; assessment/referral/verification and One-Stop Services; and program monitoring/MIS reporting. SETA's Fiscal Division is responsible for fiscal monitoring and claims reimbursements.



II. Description of the Refugee Program

A. Funding Sources and General Program Description -

Recognizing the needs of refugees in meeting their ultimate goal of cultural adjustment and economic self-sufficiency, SETA will utilize the majority of the RESS and TA funds for employment-related components. These components are designed to assist newly arrived refugees in the CalWORKs, RCA, or GA program, and those who have been in the country for less than five years in getting a job in a short period of time.

Services for refugees receiving cash assistance will be provided either through the VESL/OJT, VESL/VT or VESL/ES programs. Refugees who are no longer eligible for public assistance will be served in the ES stand-alone component. In addition to employment services, the refugees are also in need of social services in order to adjust to and orient into a new society. Non-employment services include translation/interpretation, crisis intervention, individual/group counseling, information/access to existing services such as public assistance, personal financial literacy, housing, health, education, legal, human relations, small business, citizenship/naturalization, and the SWCCs.

Services will be provided in a manner that is culturally and linguistically compatible with a refugee's culture and language background. Women will have the same opportunities as men to participate in refugee-funded services as well as on the service provider's staff.

Because of limited RESS and TA allocations, not all CalWORKs refugees will be served under the RESS and TA funded programs. Therefore, it is expected that if eligible, they will also receive services provided under the County CalWORKs program, WIA program or other employment and social service programs.

RCA Employment Services System

Non-exempt RCA or GA clients will be referred by the Sacramento County DHA to SETA refugee services as a condition of receipt of cash aid. Refugees who are not on public assistance will be recruited by service providers. All clients will be pre-tested utilizing a standardized English language assessment. If a cash client's SPL is 3 or above, the client may be directed to ES, OJT or VT. If the SPL is 2 or below, the client will be enrolled in VESL class to learn vocational English and attain job search skills. Sacramento County serves one hundred percent non-exempt RCA applicants or recipients. All RCAs are required to register with training/employment programs within thirty days of their receipt of cash assistance. Prior to enrollment, an Agency Participant Agreement is explained and agreed to by the client in the language the client understands. The Agreement includes the purpose of the agreement, the provider's participation standard, the participant's obligations, the length of participation and support services. Complaint/grievance procedures are also explained in the client's language. An ISSP, or the Family Self-Sufficiency Plan (FSSP), contains the description of services to be provided to all employable family members, activities that will be undertaken by the participant in order to achieve self-sufficiency goals, and other needs of the client.

Non-participation/non-cooperation will be reported to County DHA for good cause determination. RCA or GA participants will be terminated in SETA's MIS system on the ninetieth day after first placement or when the program year ends, whichever comes first.

Failure of participation/cooperation of non-cash clients or non-mandatory cash clients will result in ninety days ineligibility of refugee funded services counting from the date on the RS-24 form sent to clients.

CalWORKs Employment Services System

The CalWORKs program was implemented in Sacramento in January 1998. As the administrator of WIA funds, SETA has collaborated closely with the Sacramento County DHA in designing programs to serve non-exempt CalWORKs recipients, including refugees. Non-exempt CalWORKs recipients in Sacramento, therefore, are being served in many different programs: WIA, CalWORKs, RESS and TA. Because of RESS and TA funding limitations, many CalWORKs refugees will be served in the County and SETA CalWORKs programs. In developing the programs serving CalWORKs recipients, SETA follows all of DHA's regulations and reporting requirements applied for the CalWORKs applicants and recipients.

The CalWORKs Employment Services System provides employment-related services to mandatory as well as non-mandatory employable CalWORKs refugees in the County. Cash status of volunteer CalWORKs will be verified by the SETA Referral Liaison. Non-exempt

mandatory CalWORKs refugees will be referred from DHA to the SETA Referral Liason. All clients will be oriented, assessed, and referred to an appropriate program. Clients will be advised of their rights and responsibilities prior to referral. When being referred to a service provider prior to enrollment, the Participant Agreement will be explained and agreed to by the client.

The Participant Agreement includes the purpose of the agreement, the provider's participation standard, the participant's obligations, the length of participation and available support services.

Failure to participate/cooperate will result in non-cooperation/non-participation and reported to the DHA for good cause determination.

B. CalWORKs and RCA Compliance –

SETA assures that the provision of activities and services to mandatory and voluntary CalWORKs Welfare-to-Work (WTW) participants and RCA recipients, funded by the ORR monies and allocated by California Department of Social Services (CDSS), will be in accordance with CalWORKs WTW and RCA requirements (including those regarding program participation flow, good cause determination, sanctioning, and supportive services) specified in the Manual of Policy and Procedures Section 42-700 and 69-200, respectively, and other applicable CalWORKs and RCA policy guidelines issued by CDSS.

A copy of this required assurance is incorporated in section VIII, Required Assurances, of this plan.

C. Certification -

This plan has been developed in coordination with DHA and accordance with the appropriate Federal, State and County regulations, specifically the County Guidance issued by CDSS. All applicable regulations and Federal notices will be followed during the implementation and execution of the plan. A copy of the Required Assurances is incorporated as section VIII of this plan.

D. Planning Process -

In order to solicit input for a three-year RESS and TA plan, SETA held a public input hearing on March 10, 2008. In developing the plan, SETA coordinated with the CDSS, the Sacramento County DHA, the Workforce Investment Board (WIB) and One-Stop Operator, voluntary agencies, refugee service providers, Mutual Assistance Associations (MAAs), and other local public and private entities involved in refugee resettlement services.

Participants in the hearing agreed that:

1. The ultimate goal for refugees is economic self-sufficiency;
2. More services are needed for seniors, the disabled, and other groups of refugees whose primary needs may not be employment;
3. VESL curricula should include at least 40 hours of PEST;
4. With the decline in newly arriving refugees, more services for long-term refugees and non-cash aid refugees are needed (e.g., vocational training, social services, and other services that respond to the changing composition/demographics of Sacramento County);
5. Priority should be on employment and training components;
6. Financial literacy and services to address foreclosure avoidance are needed; and
7. Services to victims of human trafficking are needed.

Current refugee providers suggest that the sixty-month limitation on employment services should be discontinued to better meet the needs of the refugee community. This would alleviate the amount of time that staff is currently utilizing for recruitment and allow them to provide better services. The number of refugees in Sacramento County that have been in this country over 60 months and are in need of quality services continues to increase each year.

Labor Market Analysis

The average unemployment rate for 2007 in Sacramento County was 5.5%, compared to 5.4% for the State of California and 4.6% for the nation. Job losses in the Sacramento region were registered in the mining, construction, manufacturing, retail trade, finance, insurance and real estate industries, and government. Meanwhile three industries contributed significantly in employment gains: educational and health services; trade, transportation, and utilities; and professional and business services. In Sacramento County, the Workforce Investment Board (WIB) has identified the needs of employers in the following critical occupational clusters:

- Administrative and Support Services
- Architecture and Engineering
- Construction
- Healthcare and Support Services
- Information Technology
- Installation, Maintenance and Repair
- Tourism/Hospitality

- Transportation and Production
- Non-critical Occupations
- Human Services

The newly arrived refugees are characterized by having limited English proficiency, unfamiliarity with a new society and lack of transferable skills into the new labor market. Therefore, regardless of the labor market in the region, the refugees still find it difficult to compete with the general population in high skilled jobs.

In coordination with the California Employment Development Department (EDD), and based on an analysis of and experience with, trends in regional business activity, SETA has identified the following demand skills and occupations that are most appropriate for refugees in Sacramento County after a short period of training:

- Accounting Clerk
- Air Conditioning/Heating/Refrigeration Technician
- Auto Body Repair
- Baker
- Bank Teller
- Bindery Worker
- Butcher
- Child Care Worker
- Clerk (Stock, Grocery, Filing)
- Computer Operator
- Customer Service Worker
- Electronic Assembler

- Furniture Assembler
- Furniture Upholsterer
- Food Service Worker
- General Office Clerk
- Grocery Checker
- Groundskeeper
- Home Health Care Worker
- Material Handler
- Nurse's Aide
- Medical Laboratory Worker
- Medical Office Support
- Office Assistant/Technician
- Short Order Cook
- Stock Clerk
- Truck Driver
- Welding/Fabrication Occupations
- Woodworker

Identification of Target Populations

Since 1980, Sacramento County has been a good place for refugees. Statistics available from the County DHA indicate that, as of April, 2008, there are about 37,973 adults receiving cash aid. The composition of the cash Ethnic Origin Data includes the following refugee ethnicities:

Afghan	94
Armenian	137
Cambodian	123
Eastern European (other)	29

Ethiopian	21
Hmong	1, 210
Iranian	30
Iraqi	8
Laotian	469
Mien	100
Russian	841
Romanian	65
Ukrainian	112
Vietnamese	863

Although refugees from the former Soviet Union represent only 3% of the total cases of adults receiving cash aid in Sacramento County, their participation in the refugee funded program represents approximately 64%. From the period October, 2006 through September, 2007, 547 refugees from the former Soviet Union arrived in Sacramento County. This represents approximately 83% of the total number of refugee arrivals in Sacramento County for the 2006-2007 Program Year (PY).

The basic needs of the newly arrived refugees are still social adjustment, cultural orientation, transportation, English language training, vocational and on-the-job training, and job placement.

SETA will focus the refugee funds in assisting refugees to adjust in a new society through the SA & CO component and acquiring English language instruction and jobs through either VESL in concurrence with direct ES, OJT, or VT.

For newly arrived refugees receiving CalWORKs assistance, SETA has worked with the DHA in assisting them in receiving refugee-funded services. This is a mandatory program, which was developed in accordance with the requirements for CalWORKs recipients, specifically participation hours and goals for early employment.

On June 27, 2007, the U.S. Department of Health and Human Services (HHS) announced the formation and launch of the *Rescue & Restore Victims of Human Trafficking* coalition in Sacramento. As an active member of the coalition and in an effort to combat human trafficking, SETA will target services to victims of human trafficking. One focus of the coalition has been the development of a network of organizations committed to identifying and caring for victims of human trafficking in the Sacramento area. Through existing safety net services and the refugee program, SETA will assist victims of human trafficking connect to benefits and services for which they are eligible.

Refugee women will have the same opportunity as refugee men. When developing the participant's ISSP/FSSP, the provider will not only develop the plan for that person but also for the entire employable family. Participants' spouses will be encouraged to participate in training or employment services in order to increase the family income and shorten the avenue to economic independence.

III. Description of Service Components

SETA will use the majority of RESS and TA funds to provide services to refugees in employment related components. Non-exempt mandated or voluntary refugees and asylees who are in the California Work Opportunity and Responsibility to Kids (CalWORKs), Refugee Cash Assistance (RCA) or General Assistance (GA) programs, as well victims of human trafficking, will be served with Vocational English-as-a-Second Language combined with Employment Services (VESL/ES), Vocational English-as-a-Second Language combined with On-the-Job Training (VESL/OJT) or Vocational English-as-a-Second Language combined with Vocational Training (VESL/VT).

Social service needs, which are identified through service provider assessments or the Individual Service Strategy Plan (ISSP), will be provided through the Social Adjustment and Cultural Orientation (SA & CO) component. In addition, emergency services will be provided to victims of human trafficking through the SA & CO component.

Direct employment assistance services to refugees who are not on cash assistance will be assessed and provided under the Employment Services (ES) stand alone component.

With the exception of SA & CO services, all clients served by RESS and TA funds must have been in the country less than five years.

All non-exempt RCA recipients are required to enroll in employment programs within thirty days of receipt of aid. Priority of services in the RESS program will be given to:

- 1) newly arriving refugees during their first year in the country,
- 2) cash aid clients (refugees, asylees, and victims of human trafficking),
- 3) employed refugees, asylees, and victims of human trafficking in need of services to retain employment or to obtain economic self-sufficiency, and
- 4) employed non-cash refugees, asylees, and victims of human trafficking.

Priority of services in the TA program will be given to:

- 1) Long term cash assistance recipients (refugees, asylees, and victims of human trafficking);
- 2) unemployed refugees, asylees, and victims of human trafficking who are not receiving cash assistance; and
- 3) employed refugees, asylees, and victims of human trafficking in need of services to retain employment or to attain economic self-sufficiency.

A. Refugee Employment Social Services (RESS)

The Refugee Employment Social Services (RESS) program consists of the following components:

- Vocational English-as-a-Second Language/Employment Services (VESL/ES) – **English Language Training**
- Vocational English-as-a-Second Language/Vocational Training (VESL/VT) – **Skills Training**
- Social Adjustment and Cultural Orientation (SA & CO) – **Non-employment Services**
- SETA Referral/Verification/One-Stop Services
- Support Services

1. Vocational English-as-a-Second Language/Employment Services (VESL/ES) – English Language Training

This component is designed to provide VESL in concurrence with direct ES. VESL instruction is focused on the linguistic and cultural competencies related to employment. Types of VESL include general, occupational-clusters, and occupational-specific VESL.

General VESL instruction will focus on the linguistic and cultural competencies for getting a job, keeping a job, and advancing on a job. The competencies are cross-vocational, applying to several or all occupations. Topics include employment applications, employment interviews, transportation, want ads, and on-the-job communication (following directions, clarifying instructions).

Occupational-clusters VESL instruction will focus on the linguistic and cultural competencies common to a group of occupations. Occupations may be grouped by industry, common communication needs, or technical/basic skill needs. Public contact occupations and health occupations would be two examples of clusters.

Occupation-specific VESL instruction will focus on the linguistic and cultural competencies necessary in a specific occupation, such as auto mechanic or electronic technician. The competencies may include those necessary for succeeding in a training class, getting a job, and/or functioning on a job.

ES shall include the following:

1. Employability assessment testing and counseling
2. Labor market information/occupational career and vocational exploration
3. Pre-employment Skills Training (PEST) program, which includes:
 - Job search assistance
 - Job seeking skills training
 - Upward mobility
 - Employee rights
 - Job interviewing/resume writing
 - Job holding and survival skills training
 - Program orientation
 - Employer rights (layoff)
 - and other available services
4. Job development and job placement: The service provider will develop service strategy plans for refugee/asylee job search activities. In the development of these plans, all reported employable family members will be included. At a minimum, the service provider will require the client to:

- a. Take part in an assessment of skills, abilities and aptitudes and develop short and long term employment goals and a strategy to attain those goals.
- b. Every two weeks, complete/submit employment applications with ten employers that have the type of job openings identified as appropriate for the clients in the plan; and,
- c. Every two weeks, identify the names, addresses and phone numbers of three businesses (which the client has not previously contacted) offering the type of job in which the client is attempting to obtain. Documentation of those job search efforts must be brought to the on-site visit with the job developer or ES staff every two weeks.

In addition, each service providers will:

- a. Create a job bank in order to facilitate job search and familiarize clients with seeking employment on their own.
- b. Develop unsubsidized jobs with private and public sector employers; and
- c. Introduce the Sacramento Works Career Center (SWCC), its services and their delivery system to the refugee/asylee client(s)

In order to enhance a client's participation in unsubsidized employment, participant will be assisted in the enrollment in low-income programs and or translation/interpretation services (legal/medical).

2. Vocational English-as-a-Second Language/ Vocational Training (VESL/VT) – Skills

Training:

This component offers short term instructional training to provide voluntary CalWORKs or non-exempt CalWORKs or RCA refugees with the technical skills required to perform a specific job. The VESL training will be required as a prerequisite and/or in conjunction with vocational skills training categories. This training is conducted in a real or simulated institutional setting where participants learn the skills necessary to perform the same type of job. Training may be provided by the proposer or through a joint proposal with another vocational training institution that has the ability to train limited English speaking clients.

The focus of the VT activity is to provide entry-level work skills to participants who have completed VESL training, and to enhance and upgrade the skills of those individuals identified as being marginally employable.

Because of the diversification of identifiable skills among the refugee and asylee population and the availability of vocational skills training in Sacramento County, SETA has not focused on any particular grouping of training occupations. Rather, we are proposing that each individual participant will receive the skills enhancement or skills training most applicable in the current labor market, and each agency proposing training will be required to justify the demand for the proposed occupation in Sacramento.

The VESL curriculum includes a minimum of 40 hours of PEST and requires each participant to submit 10 employment applications every two weeks.

After training is completed, the service provider must provide job development and placement services to assist clients in obtaining unsubsidized jobs.

The length of training for a VESL/VT program shall be an average of 480 hours.

3. **Social Adjustment and Cultural Orientation (SA & CO) – Non-employment Services**

These services are defined as activities directed at assisting refugees to understand and effectively utilize daily living skills and problem solving skills. Services may be provided on an individual basis, in workshops or through the use of print or electronic media. Services may include any of the following:

- a. Translation/Interpretation
- b. Crisis Intervention (may include services to victims of human trafficking)
- c. Individual/Group Counseling
- d. Information/Access to other services:
 - 1) **CalWORKs/SSI** – an understanding of public assistance programs and the client's rights and responsibilities as an applicant/recipient.
 - 2) **Personal Finance** – Financial literacy including, banking, taxes, interest, contract purchases (e.g., home mortgages), identity protection.
 - 3) **Housing** – Landlord/tenant relations, leases, rental agreements, home mortgage issues (e.g. foreclosure avoidance), utilities and utility deposits, appliance usage, safety, maintenance and local housing standards.

- 4) **Health** – Mental health and health services needs and referral to the programs available to address those needs, provide information regarding program requirements and methods of accessing such programs.
- 5) **Education** – Provide information regarding organizations and the content of educational programs, their operations and availability, rights and responsibilities of administrators, teachers, parents and students in those programs.
- 6) **Legal** – Role of law enforcement agencies, local/state/federal laws structured to protect citizens and civil rights. Safe vehicle operation, consumer protection, and fish and game laws.
- 7) **Human Relations** – Appropriate interaction with employer and co-workers. How to avoid and/or deal with neighborhood conflicts, family conflicts, parent/child conflicts, generational conflicts, etc.
- 8) **Small Business** – Information provided may include how to develop a business plan, marketing of a business, licensing and regulatory requirements, and how to apply for a small business loan from the Small Business Administration (SBA) or from other government assistance programs.
- 9) **Citizenship/Naturalization** – Information on citizenship/immigration issues including, an understanding of the application process, availability of classes, and rights and responsibilities as a citizen/resident.
- 10) **Sacramento Works Career Center (SWCC)** – Services available at One-Stop Centers in the Sacramento metropolitan area.

4. SETA Assessment/Referral /Verification/One-Stop Services

In collaboration with the County Department of Human Assistance (DHA), non-exempt refugees who are in the CalWORKs or RCA program will be referred from DHA to refugee-funded programs, or the SETA Referral Liaison. Referral will be based on the client's zip code.

Clients will be administered an English language test, oriented and assessed. Based on the assessment, clients will be assigned to an appropriate refugee-funded program located within the client's geographical area.

Clients who have a Student Performance Level (SPL) above 2 may be referred to the Refugee Scholarship Program by refugee program funded services providers who operate VESL classes. Upon approval, refugee program funds will be obligated and a scholarship established for vocational training from a list of approved training providers. Clients will be case managed by WIA case managers and will be co-enrolled in the Refugee and WIA programs. Supportive services will be provided utilizing WIA funds, unless as a CalWORKs recipient, a client is eligible to receive supportive services from DHA.

5. Supportive Services

Supportive services are essential to the program and are designed to facilitate participation of cash participants in training activities, job search and retention of employment. Specific supportive services to be provided include:

- a. **Transportation:** Payments for bus passes or gasoline when such assistance is related to participation in available training activities and/or employment.
- b. **Child Care:** Payments for care of the participant's children who are under 13 years of age, if the participant needs such care to participate in the program.
- c. **Ancillary Expenses:** Cash allowances for job-related expenses which are essential to job performance such as books, tools, uniforms, union fees, etc.
- d. **Translation/Interpretation Services:** Services that assist participants in understanding communications in their own languages.
- e. **Referral for Personal Counseling:** Activities that provide information and refer clients to the available resources for personal therapy/counseling.
- f. **Emergency Supports for Victims of Human Trafficking:** Services may include housing/shelter, food, clothing, transportation, and other emergency payments that are necessary to ensure the safety, and provide for the unique needs, of victims.

Supportive services for RCA and GA participants are administered by the provider (some restrictions apply for GA recipients). Some support services for CalWORKs participants will be paid by the County DHA. For fiscal purposes, the functions of certifying the client and disbursing supportive service payments are separate.

Intake, assessment and tracking of non-mandatory clients will be provided by the Service Provider.

B. Targeted Assistance (TA)

The Targeted Assistance (TA) program consists of the four following components:

- Vocational English-as-a-Second Language/Employment Services (VESL/ES) – **English Language Training**
- Vocational English-as-a-Second Language/On-the-Job Training (VESL/OJT) – **On-the-Job Training**
- Employment Services (ES) Stand Alone - **Employment**
- SETA Referral/Verification/One-Stop Services
- Support Services

1. Vocational English-as-a-Second Language/Employment Services (VESL/ES) – English Language Training

This component is designed to provide VESL in concurrence with direct ES. VESL instruction is focused on the linguistic and cultural competencies related to employment. Types of VESL include general, occupational-clusters, and occupational-specific VESL.

General VESL instruction will focus on the linguistic and cultural competencies for getting a job, keeping a job, and advancing on a job. The competencies are cross-vocational, applying to several or all occupations. Topics include employment applications, employment interviews, transportation, want ads, and on-the-job communication (following directions, clarifying instructions).

Occupational-clusters VESL instruction will focus on the linguistic and cultural competencies common to a group of occupations. Occupations may be grouped by industry, common communication needs, or technical/basic skill needs. Public contact occupations and health occupations would be two examples of clusters.

Occupation-specific VESL instruction will focus on the linguistic and cultural competencies necessary in a specific occupation, such as auto mechanic or electronic technician. The competencies may include those necessary for succeeding in a training class, getting a job, and/or functioning on a job.

ES shall include the following:

1. Employability assessment testing and counseling
2. Labor market information/occupational career and vocational exploration
3. Pre-employment Skills Training (PEST) program, which includes:
 - Job search assistance
 - Job seeking skills training
 - Upward mobility
 - Employee rights
 - Job interviewing/resume writing
 - Job holding and survival skills training
 - Program orientation
 - Employer rights (layoff)
 - Transportation, ancillary expenses, child care and other available services
4. Job development and job placement: The service provider will develop service strategy plans for refugee/asylee job search activities. In the development of these plans, all reported employable family members will be included. At a minimum, the service provider will require the client to:

- d. Take part in an assessment of skills, abilities and aptitudes and develop short and long term employment goals and a strategy to attain those goals.
- e. Every two weeks, complete/submit employment applications with ten employers that have the type of job openings identified as appropriate for the clients in the plan; and,
- f. Every two weeks, identify the names, addresses and phone numbers of three businesses (which the client has not previously contacted) offering the type of job in which the client is attempting to obtain. Documentation of those job search efforts must be brought to the on-site visit with the job developer or ES staff every two weeks.

In addition, each service providers will:

- d. Create a job bank in order to facilitate job search and familiarize clients with seeking employment on their own.
- e. Develop unsubsidized jobs with private and public sector employers; and
- f. Introduce SWCC, its services and their delivery system to the refugee/asylee client(s)

In order to enhance a client's participation in unsubsidized employment, participant will be assisted in the enrollment in low-income programs and or translation/interpretation services (legal/medical).

2. Vocational English-as-a-Second Language/On-the-Job Training (VESL/OJT) – On-the Job Training

This combined component is designed to provide VESL combined with OJT. Types of VESL include general, occupational-cluster and occupational-specific VESL. The VESL curriculum includes a minimum of 40 hours PEST and requires each participant to submit 10 employment applications every two weeks.

The purpose of this OJT program is to provide a participant with job experience through hands-on training. The employer providing the training makes a commitment to hire the participant upon successful completion of training. The design of the OJT component shall focus on four basics:

- a. Seeking out and contracting with eligible employers who demonstrate the interest and ability to train and retain individuals following completion of subsidized training;
- b. Offering OJT opportunities to refugees who lack the related educational training or work experience for the job for which training is offered.
- c. Offering training to refugees who may have related education training or work experience when no other suitable employment opportunities are available in unsubsidized employment or within the employment training system;
- d. Emphasizing the unsubsidized retention of OJT employees by the employer at the completion of the contracted OJT period.

Under OJT, the participant is hired first by the employer and receives training in productive work, which provides knowledge and skills essential to the full and adequate performance of a particular job. Depending on the skill level of the participant, employer reimbursement may be up to 100 percent of the participant's wages (but not fringe benefits) and represents the difference between the cost of training and the lower productivity associated with employing an OJT participant. The employer's reimbursement is included in the cost per participant.

After the completion of VESL, providers are required to assist participants in completing/submitting 10 employment applications with employers every two weeks until an OJT contract is developed. Documentation of those job search efforts must be kept in the client case file. Programs are required to comply with SETA's OJT policies and procedures and implement SETA's standardized contract.

3. Employment Services (ES) Stand Alone - Employment

After the time eligibility expiration, many CalWORKs/RCA refugees are unable to find adequate assistance in looking for a job. In many cases they re-enter the public assistance roles, thus adding to the high dependency rate in Sacramento County.

The ES Stand Alone component is aimed at providing direct employment assistance services to refugees who are no longer receiving public assistance. The following services are available under this component:

- Employability assessment testing and counseling.
- Labor market information/occupational career and vocational exploration.
- Pre-employment skills training
- Job search assistance
- Employment retention and survival skills training
- Employment seeking skills training
- Job interviewing/resume writing
- Upward mobility
- Employee rights
- Employer rights (layoff)

- Supportive services
- Program orientation
- Job development and job placement.

The service provider will develop individual employability plans for these clients.

Programs are encouraged to create a job bank, in order to facilitate job search and familiarize clients with seeking employment on their own.

Programs will introduce clients to services available at the SWCCs, specifically for job development and placement assistance services.

Service time includes the length of the program from the client's enrollment date up to employment. This continues through employment and ninety day retention, or the ending date of the program year, whichever comes first.

4. SETA Assessment/Referral/Verification/One-Stop Services

The same as described in the RESS program.

5. Supportive Services

The same as described in the RESS program.

Intake, assessment, and tracking of non-mandatory clients will be performed by the service providers.

C. Older Refugee Discretionary (ORD) Grant Program Services

The ORD program, providing services to eligible clients 60 years of age or over, consists of the following components:

- **Citizenship/Naturalization Services**
- **Linking Older Refugees to the Local Area 4 Agency on Aging (A4AA) and Other Services**

1. Citizenship/Naturalization Services

Elderly clients enrolled in the ORD program may receive citizenship/naturalization services, which include citizenship classes, citizenship fairs, assistance with immigration documentation, applications, and troubleshooting issues, and interpretation/translation assistance with interviews when applicable

2. Linking Older Refugees to the Local Area 4 Agency on Aging (A4AA) and Other Services

Elderly clients enrolled in the ORD program will be linked to A4AA and community services, which provide access to legal/ombudsman assistance in matters such as disability, SSI, welfare, immigration, Medicare, conflict mediation, individual counseling, group counseling, senior programs, utility billing, taxes, banking housing, deposits, housing repairs, rate reduction programs, community health providers, medical procedures, preventative medicine, dental care, community healthy fairs/free health screening programs. In addition, translated information will be provided on Low-Income Energy Assistance, Universal Lifeline Telephone Service, Citizenship Eligibility, Transportation, Nutrition, Elder Abuse Prevention, etc. Oral interpretation, and limited transportation to citizenship classes and other appointments will be provided, if needed.

IV. Budgets

A. Summary of Projected RESS FY 2008-2009 Allocation*

<u>Component</u>	<u>Amount</u>	<u>Percentage</u>
Employment		
• VESL/ES	\$ 468,557	46%
• VESL/VT	\$ 183,349	18%
Case Management		
• Referral/Verification/One-Stop Services	\$ Ø	Ø
Other		
• SA & CO	\$ 366,697	36%
Subtotal Services	\$1, 018,603	100%
County Administration	\$ 179,754	
Total Projected Allocation for County	\$1,198,357**	

* If final allocation is different, this budget will be modified accordingly.

**Includes \$78,622 in carryover funds from PY 2007-2008.

IV. Budgets (continued)

B. RESS FY 2008-2009 In-House Component Budget

Direct Cost For Referral/Verification/One-Stop Services

N/A

Salaries	\$Ø
Fringe Benefits	\$Ø
Contract Services	\$Ø
Other incidental and direct services cost	\$Ø
Total	\$Ø

IV. Budgets (continued)

C. Summary of Projected TA FY 2008-2009 Allocation*

<u>Component</u>	<u>Amount</u>	<u>Percentage</u>
Employment:		
• VESL/ES	\$ 173,400	17%
• ES Stand Alone	\$ 336,600	33%
OJT:		
• VESL/OJT	\$ 336,600	33%
Case Management		
• Referral/Verification/ One-Stop Services	\$ 173,400	17%
Subtotal Services	\$1,020,000	100%
County Administration	\$ 180,000	
Total Projected Allocation for County	\$1,200,000	

*If final allocation is different, this budget will be modified accordingly.

IV. Budgets (continued)

D. TA 2008-2009 In-House Component Budget

Direct Cost For Referral/Verification/One-Stop Services

Salaries	\$ 39,462
Fringe Benefits	\$ 18,153
Other incidental and direct services cost	<u>\$ 15,785</u>
Scholarships/Individual Training Accounts	<u>\$100,000</u>
Total	\$173,400

IV. Budgets (continued)

E. Summary of Projected Older Refugee Discretionary, PY 2008-2009 Allocation*

<u>Component</u>	<u>Amount</u>	<u>Percentage</u>
Citizenship Services:	\$ 29,031	100%
Subtotal Services	\$ 29,031	100%
County Administration @ 15%	\$ 5,123	
Total Allocation for County	\$ 34,154	

*If final allocation is different, this budget will be modified accordingly.

IV. Budgets (continued)

F. Summary of Projected RESS, PY 2007-2008 Carryover Allocation*

*Final carryover allocations will be determined after the close of PY 2007-2008.

IV. Budgets (continued)

G. Summary of Projected TA , PY 2007-2008 Carryover Allocation*

*Final carryover allocations will be determined after the close of PY 2007-2008.

V. ANNUAL SERVICE PLAN

Date: May 1, 2008

Annual Service Plan **

Original (x) Revision ()

Time Period Covered by Plan

County: Sacramento

From: 10/1/08 To: 9/30/09

Description of Contracted or State-provided Services	Contracted Amount by Funding Source	Total Number	Program			Type of Agency* and Percent of Funds
			0-12 Months	13-60 Months	Over 60 Months	
Employment	SS					B-%
	TAP	281	56	225		E-%
	Other					F-%
ELI	SS	213	160	53		B-%
	TAP	79	59	20		E-%
	Other					F-%
OJT/Skills Training ¹	SS	51	17	34		B-%
	TAP	103	31	72		E-%
	Other					F-%
Case Management	SS					
	TAP					
	Other					
Other (Employment)	SS					
	TAP	727	n/a	n/a		n/a
	Other					
Subtotal		727	323	404		n/a
Non-Employment ²	SS					
	TAP	1,833				
	Other	88				
County Admin (15% Admin Max)	SS					
	TAP					
	Other					
Grand Total	SS					
	TAP					
	Other					

*Type of Agency: A. State/ County, B. Mutual Assistance Association, C. Voluntary Agency, D. Community College, E. Adult Basic Education, F. Other Non-Profit Organization, G. _____ . The total percentage for each individual service (i.e., Employment, ELT, etc.) under

Type of Agency and Percent of Funds must equal 100%.

**The Annual Service Plan will be modified once final allocations for PY 2008-09 have been received.

¹Includes OJT, Vocational Training and Occupational Skills Training

²Includes Referral to Service Providers and Verification for Services

³Includes Social Adjustment and Cultural Orientation, Citizenship/Naturalization Services

VI. ANNUAL OUTCOME GOAL PLAN

ANNUAL OUTCOME GOAL PLAN
FY 2008 / 2009

PERFORMANCE GOALS AND ACTUALS

State or County: Sacramento County, CA

	FY 2008 Goal		FY 2008 Actual*		FY 2009 Goal**	
1. Caseload						
TANF Recipients	673		511		327	
RCA Recipients	301		151		153	
No Federal Cash Assistance	493		434		247	
Total	1,467		1,096		727	
2. Entered Employment						
Full Time	727	90%	406	92%	380	90%
Part Time	80	10%	34	8%	42	10%
Total	807	55%	440	40%	422	58%
2a. TANF Recipients Entering Employment						
Full Time	320	90%	180	88%	167	90%
Part Time	35	10%	24	12%	19	10%
Total	355	44%	204	46%	186	44%
2b. RCA Recipients Entering Employment						
Full Time	160	90%	53	93%	84	90%
Part Time	18	10%	4	7%	9	10%
Total	178	22%	57	13%	93	22%
2c. No Federal Cash Assistance Entering Employment						
Full Time	247	90%	173	97%	129	90%
Part Time	27	10%	6	3%	14	10%
Total	274	34%	179	41%	143	34%
3. Federal Cash Assistance Terminations						
TANF Recipients	41	45%	24	100%	28	50%
RCA Recipients	50	55%		0%	28	50%
Total	91	17%	24	9%	56	20%
4. Federal Cash Assistance Reductions						
TANF Recipients	120	90%	51	96%	66	90%
RCA Recipients	13	10%	2	4%	7	10%
Total	133	25%	53	20%	73	26%
5. Entered Full Time Employment Offering Health Benefits						
TANF Recipients	190	45%	74	39%	101	45%
RCA Recipients	105	25%	32	17%	56	25%
No Federal Cash Assistance	126	30%	82	44%	67	30%
Total	421	58%	188	46%	224	59%

*"Actual" numbers reflected are from 10/1/07 through 3/31/08.
**Final goals will be developed after the end of FY 2007-08.

ANNUAL OUTCOME GOAL PLAN
FY 2008 / 2009
PERFORMANCE GOALS AND ACTUALS

State or County: Sacramento County, CA

	FY 2008 Goal	FY 2008 Actual	FY 2009 Goal
6. Average Hourly Wage of Refugees Entering Full Time Employment	\$ 9.27	\$ 9.81	\$ 9.73

7. 90-Day Retention Rate

Percentage 63% 50% 64%

7a. 90-Day Retention Rate Calculator

Quarter	Unduplicated # of Retentions	Unduplicated # of Entered Employments
FY07 Q4	292	144
FY08 Q1	118	201
FY08 Q2	174	237
FY08 Q3		
FY08 Q4		582
Total	292	582

The FY 2008 Retention Rate is calculated by dividing the total unduplicated number of retentions from FY08 Q1 - FY08 Q4 (292) by the total unduplicated number of entered employments from FY07 Q4 - FY08 Q3 (582).

8. Office of Refugee Resettlement Funding

	FY 2008 Actual	FY 2009 Proposed
Social Services Formula Funding	\$ 1,198,357	\$ 1,018,603
Targeted Assistance Formula Funding	\$ 1,476,158	\$ 1,020,000
Discretionary Grant Funding	\$ 34,321	\$ 34,154
Total Liquidated Funding	\$ 2,708,836	\$ 2,072,757
Cost per Entered Employment	\$ 6,156.45	\$ 4,911.75

Agency Point of Contact

Please provide the name, title and contact information for the agency staff person best equipped to respond to questions regarding your Annual Outcome Goal Plan submission.

First and Last Name	Title
Michelle Anderson	Program Officer (Contracts/Refugee)
Telephone Number	Email
(916) 263-3868	michelle@delpaso.seta.net

For Office of Refugee Resettlement use only

Submission type: ☐ Initial ☐ Revision ☐ Status: ☐ Approved ☐ In process, clarification needed

VII. Appendices

A. Procurement Process

Services are being procured through a Request for Proposals (RFP), which is developed with the input of the public and interested parties involved in the refugee resettlement program. After the RFP is approved by the SETA Governing Board, it will be released to the public along with the planning calendar. An offeror's conference is held to answer all questions related to the RFP.

Proposals are evaluated by staff and based on many different criteria as described in the RFP: Program goals and objectives, program management, service delivery system, program design, budget summary and demonstrated performance. Staff funding recommendations are advisory only and are presented to the SETA Governing Board for final decisions. The RFP contains provisions for protest procedures to resolve procurement disputes. SETA adheres to the provisions of 54954.2 and 54954.3 of the California Government Code, generally known as the Brown Act. Members of the public may address the SETA Governing Board on any matter under its jurisdiction.

In accordance with the provisions of California Government Code, section 84308 and Regulations of the California Fair Political Practices Commission, each respondent to the RFP must fully complete the "Party Disclosure Form" and "Participant Disclosure Form". Each respondent is also required to attach to the RFP a Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion, Lower Tier Covered Transactions form and a Certification Regarding Lobbying form.

B. Monitoring Process

SETA will perform a comprehensive, onsite monitoring review of the TA and RESS funded programs at least once per year, to be conducted no later than six months from the beginning of the program year. The monitoring system is a vehicle to determine program compliance and effectiveness. All activities will be monitored with the goal of providing an accurate, current and complete assessment of program activities and expenditures. Positions responsible for performing fiscal and program monitoring include Accountant IIs and Employment and Training Analyst (ETA) IIIs.

The monitoring process consists of desk reviews, onsite reviews, interviews with program director/coordinator, instructors, counselors, accountants, participants and other personnel as necessary. At a minimum, activities evaluated and/or verified are as follows:

- The extent to which program goals are being met.
- Appropriateness of fiscal expenditures and accuracy of reported fiscal data.
- Accuracy of reported statistical data.
- Accuracy of determination of refugee/entrant status.
- Extent to which priority groups are served.
- Extent to which the FSSPs have been developed for each employable family member.

Corrective action will be taken when the performance of a program falls below contractual service levels or other deficiencies are found. SETA will verify that program deficiencies have been corrected in accordance with the provider-specific corrective action plan.

On a trimester basis, SETA reports to the CDSS, Refugee Programs Branch, through the RS-50 reporting. Semi-annual reports on participating service providers and their funded components, are also submitted during the program year.

On-going oversight/evaluation of the Refugee Scholarship Program, a SETA “in-house” program, will be conducted by ETA IIIs of the Refugee program, A formal evaluation of the program by WIA program monitors (ETA IIIs) due to co-enrollment in that program will be conducted, as well.

In compliance with the referral and sanction procedures for mandated clients, a tracking system has been implemented to track mandatory clients referred by the County DHA. Information on client non-cooperation/non-participation will be sent to the County DHA for “good cause” determinations.

Prior to enrollment, a Participant Agreement will be explained and agreed to by the client in a language the client understands. In addition, Complaint/Grievance Procedure materials will be translated in many different languages for program use.

SETA reassures that all limited English persons receive language assistance when they access services, and no refugee, asylee, or victim of human trafficking shall be subjected to discrimination on the basis of sex, color or national origin as provided under Title VI of the Civil Rights Act of 1964.

VIII. Required Assurances

SETA assures:

- “That the planning process was developed through a meaningful consultation process with the private sector employers, affected public agencies including the CWD, the refugee/entrant community, local service providers serving refugees and other interested parties.”
- “That continuation of existing components will be in accordance with CDSS guidelines.”
- “That no project found deficient in its performance will be awarded, continued or expanded unless the CDSS gives prior approval of a county corrective action plan for such project.”
- “That the TA and RESS administrative budgets are in accordance with 45 CRF Part 95, Subpart E, the county cost allocation plan.”
- “That all requested salaries and fringe benefits for county administration and for services the county is proposing to deliver directly reflect the current county wage and benefit scales.”
- “That the county will comply with all statistical/fiscal reporting requirements on a timely basis.”
- “That TA/RESS services will be provided in accordance with individual employability plans for each refugee and that such employability plans shall be, where applicable, part of an overall family self-sufficiency plan.”
- “That refugee women will have the same opportunities as refugee men to participate in all refugee-funded services, including job placement services.”
- “That the county will comply with the requirements governing the targeted population priorities contained in section III, Section A., Items 2 and 3 of these guidelines.”

- “That all services will be provided by qualified providers (public or private non-profit or for-profit agencies or individuals) in accordance with state and federal regulations, policies and guidelines.”
- “That the county will establish client priorities for RESS-funded services in accordance with 45 CFR 400.147 and for TA-funded services in accordance with 45 CFR 400.134.”
- “That RESS and TA funds will be used primarily for employability services which directly enhance refugee employment potential, have specific employment objectives, and are designed to enable refugees to obtain jobs with less than one year’s participation in RESS and TA-funded services.”
- “That except for referral, interpretation, naturalization/citizenship, and other social adjustment services, eligibility for RESS and TA services will be limited to refugees who have been in the U.S. 60 months or less.”
- “That the county will take into account the reception and placement services provided by resettlement agencies in order to assure the provision of seamless services that are not duplicated.”
- “That to the maximum extent feasible bilingual/bicultural women are used on service agencies staffs to ensure adequate service access by refugee women.”
- “That where applicable, strategies for multiple wage earner cases and for helping employed refugees remain employed or move to better employment will be utilized.”
- “That to the maximum extent feasible, RESS and TA funded services must be provided in a manner that is culturally and linguistically compatible with a refugee’s Language and cultural background.”
- “That non-exempt RCA clients will be required to participate in employment services within 30 days from receipt of aid.”

- “That the county will ensure that in the procurement of services from MAA providers that not less than 51 percent of the MAA Board of Directors are refugees or former refugees and that both refugee men and women are included.”

- “That the priority for funding will be given to MAAs for RESS and TA funds not put into CalWORKs.”

- “That the delivery of RESS and TA services will be coordinated to avoid duplication.”

- “That the CWD will be notified regarding the client’s participation and employment status and provided information regarding all TA and RESS supportive services payments made to RCA recipients participating in TA and RESS-funded services.”

- “That the county’s procurement process will be carried out in accordance with the provisions of the Management and Office Procedures, Purchase of Services, (Chapter 23-600) section of DSS EAS Manual; and that the procurement process will provide for priority consideration for funding refugee community-based organizations which demonstrate the capacity, comparable to that of other competitors who qualify for funding, to implement the proposed services.”

- “That the TA/RESS-funded RCA Services System will include the following activities:
 - Verification/documentation of refugee status;
 - Determination of eligibility for services;
 - Assessment of refugee service needs;
 - Development of client employability plan which meets the requirements of section 400.79 of the Federal Refugee Regulations;
 - Referrals of all non-exempt RCA applicants and recipients for participation in available appropriate employment and training programs; and
 - Tracking/reporting client progress (including non-cooperation participation) to the CWD.”

- “That accountability for supportive services payments will be maintained by documenting 1) eligibility/need for supportive services and 2) verification of client participation; and separating the functions of certifying client participation and disbursing supportive services payments.”
- “That the county will establish policies/procedures designed to assure compliance with the mandatory work registration/sanctioning requirements.”
- “That the county will comply with CDSS monitoring guidelines regarding requirements on frequency of monitoring, submission of reports, 90-day follow-ups on employed participants, and corrective action related to program deficiencies.”
- “That this 3-Year Plan was developed in accordance with County Guidelines issued by CDSS.”
- “That the county assures that the provision of activities and services to mandatory and voluntary CalWORKs Welfare-to-Work (WTW) participants and RCA recipients, funded by the ORR monies and allocated by CDSS, will be in accordance with CalWORKs WTW and RCA requirements (including those regarding program participation flow, good cause determination, sanctioning, and supportive services) specified in the Manual of Policy and Procedures Section 42-700 and 69-200, respectively, and other applicable CalWORKs and RCA policy guidelines issued by CDSS.”

IX. COUNTY BOARD OF SUPERVISORS RESOLUTIONS

APPROVED
BOARD OF SUPERVISORS

DATE MAY 10, 1983

MAY 10 1983

BOARD OF SUPERVISORS

[Signature]
By *[Signature]*

DENNIS B. KART, Welfare Director
DAVID MARTINEZ, Sacramento Employment & Training Agency Director

REFUGEE TARGETED ASSISTANCE GRANT
(New Item-Consent Item)

RECOMMENDATIONS:

It is recommended that your Board invite the Sacramento Employment and Training Agency (SETA) to act on behalf of the county in planning for, acquiring and distributing a Federal allocation of funds into a Refugee Targeted Assistance Grant in the amount of \$1.187 million. We further recommend that the SETA Governing Board act on behalf of the County Board of Supervisors in developing policy, facilitating public input, and making administrative decisions relative to implementation of the Grant.

DISCUSSION:

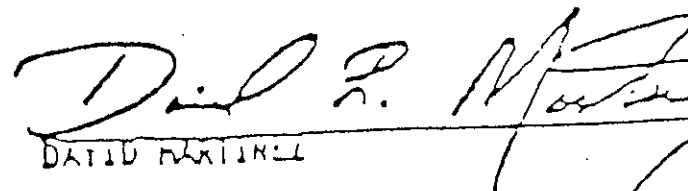
During March, 1983, the Federal administration announced the availability of special funds, the Targeted Assistance Grant, to support employment services for refugees. The total amount to be allocated nationwide is \$20 million. In order to receive part of this allocation, communities must be considered eligible for part of the allocation, and must apply for it.

Sacramento is considered eligible for \$1.187 million in Targeted Assistance Grant funding. This amount may be adjusted downward if other communities in the nation not currently considered eligible are able to justify being included among the eligible localities.

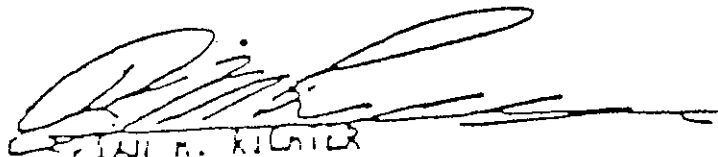
Our application will have to demonstrate a need in our target population, specify employment objectives; and contain a detailed description of program activities, number of clients to be served, and how the proposed activities will be integrated or coordinated with existing services. Participation of SETA in the planning and application processes is vital, since the Agency has an important role in the development of training programs for Sacramento.

SELA is currently involved with the Private Industry Council in the development of private sector training slots for Comprehensive Employment Training Act programs. The Agency has worked with our refugee population in the past, and has indicated a willingness to participate in the development of a plan for the utilization of Targeted Assistance Grant, funds and preparation of the required application.


DENNIS B. HART


DAVID R. MARTIN

APPROVAL RECOMMENDED:


BRIAN M. KILMER
County Executive

DEH:dc

cc: County Executive
Welfare Director
SELA Director

(3787W)

RESOLUTION NO. 88-2388

RESOLUTION OF THE SACRAMENTO COUNTY BOARD OF SUPERVISORS REGARDING TRANSFER OF MANAGEMENT RESPONSIBILITY (TMR) LEGISLATION; AB2635, RELATIVE TO REFUGEE EMPLOYMENT SOCIAL SERVICES (RESS) FUNDS DERIVED FROM THE FEDERAL REFUGEE ACT OF 1980 (PUBLIC LAW 96-212)

WHEREAS, AB2635, Statutes of 1987, established Transfer of Management Responsibility (TMR) Legislation; and,

WHEREAS, the State of California has decided to implement TMR under the auspices of the State Department of Social Services (SDSS), Office of Refugee Services (ORS); and,

WHEREAS, the above office has contacted counties through their Local Boards of Supervisors; and,

WHEREAS, the above office has outlined to each County Board of Supervisors a series of alternatives to select from in deciding how to implement TMR locally; and,

WHEREAS, TMR invests each county with the option of direct administration of Refugee Employment Social Services (RESS) funds as well as planning provisions for overall refugee services; and,

WHEREAS, this matter is presented through a regularly scheduled public hearing;

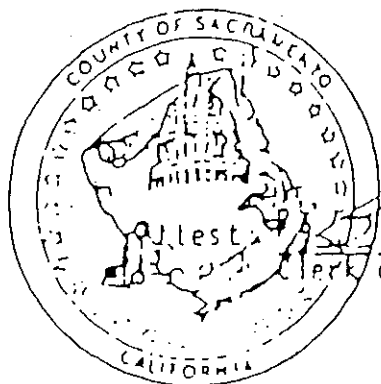
NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Chairman of the Sacramento County Board of Supervisors does hereby approve the following with regard to TMR:

1. The Sacramento County Board of Supervisors will opt to elect Alternative Number IV as outlined in SDSS-ORS correspondence of October 2, 1987.
2. RESS funds shall be administered locally by the Sacramento Employment and Training Agency (SETA).
3. The Chairperson of the Governing Board of the Sacramento Employment and Training Agency (SETA) is authorized to sign, enter into and execute the State contract as well as subsequent amendments for Refugee Employment Social Services (RESS) as approved by this Board.
4. The State shall contract directly with SETA for purposes of accomplishing the transfer of TMR funds to the County.
5. SETA will subcontract with providers for most direct services.

On a motion by Sacramento County Board of Supervisors member, J. COLLIN
 seconded by J. STRENG, the foregoing resolution was passed and adopted
 this 27th day of September, 1988, by the following vote to wit:

AYES: <u>4</u>	Supervisors: <u>Collin, G. Johnson, Smoley, Strong</u>
NOES: <u>0</u>	Supervisors: <u>None</u>
Absent: <u>1</u>	Supervisors: <u>T. Johnson</u>

Jim Strong
 Chairman of the Board of Supervisors of
 Sacramento County, California



James A. Collin
 Clerk of the Board of Supervisors

RECEIVED
 SEP 27 1988
 CLERK OF THE BOARD OF SUPERVISORS
 SACRAMENTO, CALIFORNIA

SEP 27 1988

FILED

SEP 27 1988

BOARD OF SUPERVISORS
 BY James A. Collin
 CLERK OF THE BOARD

The foregoing is a correct copy of a resolution
 adopted by the Board of Supervisors, Sacramento
 County, California.

Dated SEP 27 1988
 Clerk of the Board of
 Supervisors

X. OPTIONAL COUNTY INFORMATION

- **Refugee and the Sacramento Works Career Center System (Attachment A)**
- **SWCC Site List (Attachment B)**
- **Client Flow Chart (Attachment C)**
- **Consultation Mailing List (Attachment D)**
- **Letters from Public Hearing (Attachment E)**
 - **Sacramento Occupational Advancement Resource, Inc.**
 - **Lao Family Community Development, Inc.**
 - **Asian Resources, Inc.**
 - **Hmong Women's Heritage Association, Inc./Slavic Assistance Center, Inc./Southeast Asian Assistance Center, Inc.**

ATTACHMENT A

REFUGEE AND THE SACRAMENTO WORKS CAREER CENTER SYSTEM

REFUGEE AND THE SACRAMENTO WORKS CAREER CENTER SYSTEM

The SWCCs are partner co-located, physical sites which offer services for job, education and training seekers include, but are not limited to, directory of services, eligibility self-screening, resource referral, job service/employment information, Labor market information, intake/assessment and unemployment insurance. Services for employers consist of a directory of services, job applicant data bank, resource referral, labor market information, economic development, and rapid response and plant closure assistance.

One-Stop Career Centers in the Sacramento area are a result of the collaborative efforts of many government, county agencies and community based organizations including: Sacramento County DHA, Sacramento Housing and Redevelopment Agency (SHRA), California EDD, Sacramento County Department of Health and Human Services (HHS), Sacramento City Unified School District, Sacramento County Office of Education (SCOE), City of Sacramento Neighborhood Services Department, North Central Counties Consortium, Sacramento County Adult Education Learning Network and Federation of Program Operators of Sacramento.

Presently, there are twelve SWCCs in the Sacramento area. At each SWCC, refugees can access employment, training, education, social services, unemployment insurance, financial assistance under many different programs such as the Workforce Investment Act (WIA), Regional Occupational Program (ROP), California EDD, Vocational Rehabilitation, Community College, WTW, Head Start, CSBG.

ATTACHMENT B

SWCC SITE LIST

Staff	Staff Phone	Site Address, Phone & Fax	Public Access Hours	Site Supervisors
Broadway Louise Moreno, WDP * Lisa Jones-Ball, WDP (<i>Temp Assignment</i>)	324-6210 324-1344	915 Broadway Sacramento, CA 95818 Phone 324-6202 Fax 324-6230	M - Th 8:00 am - 4:15 pm F 8:00 am - Noon	Mary Garza 324-0304 MGarzaP@delpaso.seta.net
Citrus Heights Maria Casteneda, WDP Bob Williams, WDP	9-676-2529 9-676-2519	7640 Greenback Lane Citrus Heights, CA 95610 Phone 9-676-2540 Fax 9-676-0144	M, W, Th 9:00 am - 4:30 pm T 9:00 am - 7:00 pm F 9:00 am - 12:30 pm	Liz Friend 9-676-2522 LFRIEND@delpaso.seta.net
Franklin Donald Dukes, WDP Dan Archuleta, Mkt Spec III Francis Myers, (<i>on leave</i>) Maria Chaplin, WDP Chone Xaysongkham, WDP Dianna Nash, WDP	262-3272 262-3225 262-3219 262-3208 262-3204 262-1961	7000 Franklin Blvd., Suite 540 Sacramento, CA 95823 Phone 262-3200 Fax 262-3202	M - Th 8:30 am - 4:30 pm <i>Tuesday evenings open until 6 pm for Youth only</i> F 8:30 am - 1:00 pm	Diana Douglas 262-3217 DMDouglia@delpaso.seta.net
Galt Patricia Perez, WDP Andrea Ceja, WDP Juan Herrera, WDP (<i>Youth Specialist</i>)	(209) 744-7710 (209) 744-7704 (209) 744-7707	1000 C Street, Suite 100 Galt, CA 95632 Phone (209) 744-7702 Fax (209) 744-7719	M - TH 8:30 am - 4:30 pm F 8:30 am - 1:00 pm	Pamela Hartley (209) 744-7715 PAM@delpaso.seta.net
GSUL Janice Cartwright, WDP Gema Wright, WDPT & W	9-286-8623 9-286-8623	3725 Marysville Blvd. Sacramento, CA 95838 Phone 9-286-8623 Fax 9-286-8620	M - Th 9:00 am - 4:00 pm F 9:00 am - 12:00 pm (<i>Call to confirm hours</i>)	Charlene Williams 9-286-8693 CWWilliams@gsul.org Julie Davis-Jaffe 263-6915 JMDJaffe@delpaso.seta.net
Hillsdale Carla Angel, WDP Donna Butler, WDP Laurel Lodde, WDP Jim McNeal, WDP LaRae LaRose, WDP Dennis Kennedy, WDP (<i>Youth</i>) Anatoliy Biskupets, WDP (<i>Refugee</i>) Mauricio Camarena, WDP (<i>Youth</i>) Lorraine Canaday, Job Search Consultant Robin Pepper, WDP (<i>Construction Project</i>) Toni Corso, WDP	263-6647 274-6389 263-6648 263-4696 263-4145 274-6390 263-4679 263-4144 263-4148 263-6647 263-4142	5655 Hillsdale Blvd., Suite 8 Sacramento, CA 95842 Phone 263-4100 Fax 263-4076	M - Th 9:00 am - 4:00 pm <i>On 2nd and 4th Tuesdays the hours are 9 am to 7 pm</i> F 9:00 am - 12:30 pm	Darlene Conway 263-3929 DMCONWAY@delpaso.seta.net Marsha Strode 263-7954 MARSHA@delpaso.seta.net
La Familia Brigitte Sullivan, WDP Magaly Wilson, WDP W	9-452-3601 9-452-3601	5523 34 th Street Sacramento, CA 95820 Phone 9-452-3601 Fax 9-452-7628	M, W, F 8:30 am - 6:00 pm T & Th 8:30 am - 7:00 pm	Greg Fisher 9-452-3601 GFisherP@delpaso.seta.net

* (All Staff hours are M - F unless otherwise noted)

** (Except Holiday Weekends)

SACRAMENTO WORKS CAREER CENTER SITE LIST

ATTACHMENT B

Staff	Staff Phone	Site Address, Phone & Fax	Public Access Hours	Site Supervisors
Lemon Hill				
Mae Chu, WDP	9-433-2600x1076	5451 Lemon Hill Ave.	M - Th 8:30 am - 4:30 pm	Rudy Meza 9-433-2620 ext. 1055
Barbara Meyer, WDP	9-433-2600x1076	Sacramento, CA 95824	F 8:30 am - 1:00 pm	RMezaP@del Paso.seta.net
Stephanie Ly, WDP (<i>Juvenile Justice Challenge</i>)	9-433-2620x1078	Phone 9-433-2620		
Health Care Career Center		Fax 9-433-2636		
Staci Foster, WDP	262-3236			
Melanie Klinkamron, WDP	262-3236			
Magaly Wilson, WDP	262-3236			
Maria Steele, WDP	262-3236			
Mark Sanders				
Kristina Smith, WDP	227-0204	2901 50 th Street	M - F 8:00 am - 5:00 pm	Elvina Carrington 227-0355
Treva Anderson, WDP	227-0328	Sacramento, CA 95817		elvina@del Paso.seta.net
Antwaun Billoups, WDP	227-2219	Phone 227-1395		Mary Remaria 227-0341
Joyce Keith, WDP	227-0354	Fax 227-7937		munterO@edd.ca.gov
Vallean McDaniel-Beard, WDP	227-1396			
Jackie Furline, WDP (<i>Temp</i>)	227-1397			
Mather				
Mohsen Ghahremani, WDP	9-231-0074	10638 Schira Ave.	M, W, TH 8:30 am - 5:00 pm	Lois Baer 9-228-3121
Esther Carter, WDP	9-228-3126	Mather, CA 95655	T 10:00 am - 5:00 pm	LBaer@del Paso.seta.net
		Phone 9-228-3127	F 8:30 am - 4:45 pm	
		Fax 9-228-3132	Sat ** 9:00 am - 2:00 pm	
Rancho Cordova				
Mohsen Ghahremani, WDP	255-3254	10381 Old Placerille Rd.	M - Th 8:30 am - 4:00 pm	Mario Montes 255-3233
Beth Doran, WDP	255-3226	Suite 150	F 8:30 am - 1:00 pm	MRMontes@del Paso.seta.net
Nadia Kopytsko, WDP	255-3242	Sacramento, CA 95827		
Becky Walton, WDP	255-3264	Phone 255-3255		
Hector Perez, ETA III	255-3901	Fax 255-3932		
Dianne Ames, WDP	255-3235			
South County				
Warren Murphy, WDP	9-525-4717x2153	8401 A Geber Road	M - Th 8:30 am - 4:30 pm	Juanita Sendijas-Lopez
Silverio Gurnle, WDP	9-525-4717x2151	Sacramento, CA 95828	<i>Tuesday evenings open</i>	9-686-7717 ext. 7964
Joan Reynolds, WDP	9-525-4717x2154	Phone 9-525-4717	<i>until 6 pm for Youth only</i>	JLopez@del Paso.seta.net
Kristina Smith, WDP	9-525-4717x2124	Fax 9-689-3470	F 8:30 am - Noon	Gisela Weissman 263-3717
				GWeissman@del Paso.seta.net
				Kathy Hamilton,
				Director of EGACE
				9-686-7717 ext. 7821
				KHamilton@egusd.net
Staff				
925 Del Paso Boulevard, Sacramento, CA 95815				
Maria Steele, WDP Reg III	Phone 263-3764	Fax 263-4139		Supervisors
Marty Araiza, Eligibility Supervisor	Phone 263-3505	Fax 263-4618		Cindy Sherwood-Green 263-3857
Mae Wong-Chu, WDP Reg III	Phone 263-4097	Fax 263-4139		Bette Blanchard 263-0566
Staci Foster, WDP Reg III	Phone 263-3549	Fax 263-4139		Geoffery Ezimora 263-3823
Magaly Wilson, WDP Reg III	Phone 263-4363	Fax 263-4139		Victor Bonanno 263-4364
Melanie Klinkamron, WDP Reg III	Phone 263-0569	Fax 263-4139		Victor Bonanno 263-4364
Barbara Meyer, WDP Reg II and III	Phone 263-3842	Fax 263-4139		Cindy Sherwood-Green 263-3857
				Cindy Sherwood-Green 263-3857

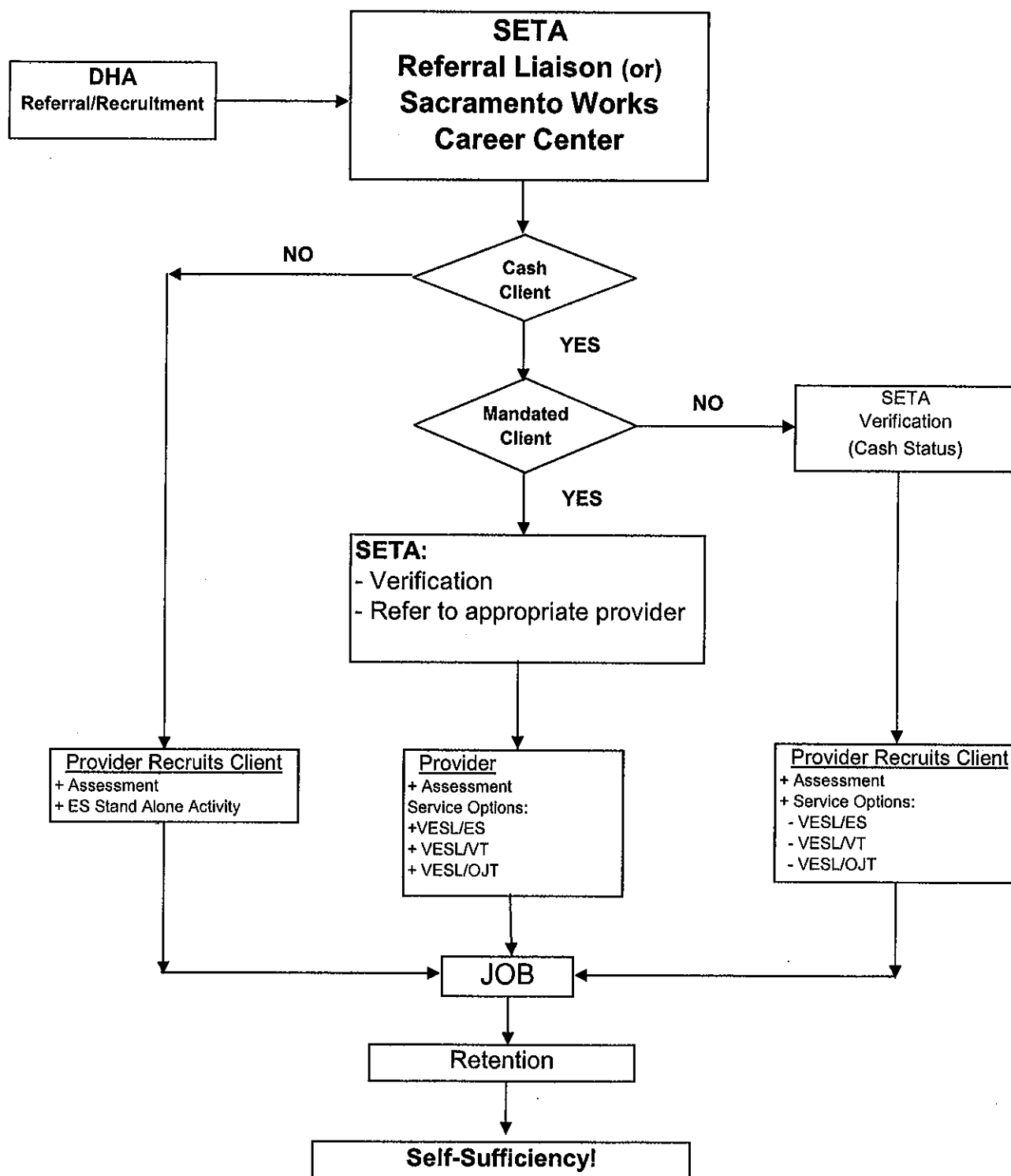
* (All Staff hours are M - F unless otherwise noted)

** (Except Holiday Weekends)

ATTACHMENT C
REFUGEE PROGRAM FLOW CHART

**Sacramento Employment and Training Agency
Refugee Program
FLOW CHART
Employment Programs**

ATTACHMENT C



ATTACHMENT D
CONSULTATION MAILING LIST

A Positive Force Leadership Development Corp
Attn: Debbie Richardson
P.O. Box 276732
Sacramento, CA 95827

Adolescent Family Life Program
Attn: Elaine Eilers, MSW
2143 Hurley Way, Suite 230
Sacramento, CA 95825

Albert Einstein Residence Center
Attn: Leslie Finke
1935 Wright Street
Sacramento, CA 95825

ALS Association, Greater Sacramento Chapter
Attn: Beth Dissinger
2717 Cottage Way, Suite 8
Sacramento, CA 95825

American River Parkway Foundation
Attn: Executive Director
5700 Arden Way
Carmichael, CA 95608

Architecture Engineering Computer Services
Attn: Jaro & Eva Simek
2400 Marconi Avenue, Suite G
Sacramento, CA 95821

Arts & Business Council of Sacramento
Attn: Lori A. Rianda
2030 Del Paso Blvd.
Sacramento, CA 95815

Asian Resources
Attn: Elaine Abelaye
5709 Stockton Blvd.
Sacramento, CA 95824

Bach Viet Association, Inc.
Attn: Mel Demoff
5777 Madison Avenue, Suite 715
Sacramento, CA 95841

Beanstalk
Attn: Sandra Walden
3325 Myrtle Avenue
North Highlands, CA 95660

A Touch of Understanding, Inc
Attn: Leslie DeDora
4120 Douglas Blvd., Suite 306
Granite Bay, CA 95746

AFTER (Assoc Family Therapy for Effective Recovery)
Attn: Marsha Nohl
5777 Madison Avenue, Suite 240
Sacramento, CA 95841

Aldar Academy
Attn: Daniel Ramirez
4436 Engle Road
Sacramento, CA 95821

Alta California Regional Center, Yolo
Attn: Mechelle Johnson
250 West Main, Suite 100
Woodland, CA 95695

Another Choice, Another Chance
Attn: Vannessa Lindsey
5580 Power Inn Road, Suite F
Sacramento, CA 95820

Arden Park Recreation and Park District
Attn: Leonard Morrow
1000 La Sierra Drive
Sacramento, CA 95864

ASDL Services, Inc
Attn: Dr. Isaac M. Ozobiani
P.O. Box 160846
Sacramento, CA 95816

Assistance for All (AFAL)
Attn: Momo S. Larmena, Jr.
P O Box 15948
Sacramento, CA 95852

Bach Viet Association, Inc.
Attn: Heather Mai
5777 Madison Avenue, Suite 715
Sacramento, CA 95841

Big Brothers Big Sisters of El Dorado County
Attn: Deborah Jones
P.O. Box 2519
Placerville, CA 95667

ACORN Housing Corp
Attn: Jose Luis Trevino
4433 Florin Road, Suite 830
Sacramento, CA 95823

AIDS Housing Alliance
Attn: Peter Feeley
P.O. Box 161908
Sacramento, CA 95816

Allied Business Schools, Inc.
Attn: Patricia Clark
22952 Alcalde
Laguna Hills, CA 92653

American Red Cross
Attn: Martin Cicero
8928 Volunteer Lane, Suite 100
Sacramento, CA 95826

Arcade Creek Recreation and Park District
Attn: Jane Steele
4855 Hamilton Street
Sacramento, CA 95841

Area 4 Agency on Aging
Attn: Deanna Lea
2260 Park Towne Circle
Sacramento, CA 95825

Asian Pacific Comm. Counseling
Attn: Judy Fong Heary
5330 Power Inn Road, Suite A
Sacramento, CA 95820

Automotive Training Schools
Attn: John Lee
1418 N. Market Blvd, Suite 400A
Sacramento, CA 95834

Bayanihan Clinic
Attn: Director
923 V Street
Sacramento, CA 95818

Bipolar Insights
Attn: Marcia Rose
681 Main Street, Suite 103
Placerville, CA 95667

Birth and Beyond
Attn: Pat Mangan
925 Del Paso Blvd., Suite 500
Sacramento, CA 95815

Boat People SOS
Attn: Nisa Cao
5029 Stockton Blvd.
Sacramento, CA 95820

Boys and Girls Club of Galt
Attn: Dennis Schneider
P.O. Box 5335
Galt, CA 95632

Boys and Girls Club of Galt
Attn: Shane McLatchey
P.O. Box 5335
Galt, CA 95632

Cal/Neva Community Action Partnership
Attn: Tim F. Reese
225 30th Street, Suite 200
Sacramento, CA 95816

California Alarm & Lock Institute
Attn: Gina Bonite-Sinisi & Joseph Johnson
4212 N. Freeway Blvd, #3
Sacramento, CA 95834

California Association of Employers
Attn: Terry Paterson
1451 River Park Drive, Suite 121
Sacramento, CA 95815

California Coalition for Youth (CCY)
Attn: Heather Dearing, MSW
P.O. Box 161448
Sacramento, CA 95814

California Commission on Aging
Attn: Sandra Fitzpatrick
1300 National Drive, Suite 173
Sacramento, CA 95834

California Construction Education &
Research Foundation
Attn: Sam Hassoun
3095 Beacon Blvd
West Sacramento, CA 95691

California Dept. of Developmental
Services
Attn: Terri Delgadillo
1600 Ninth Street, Room 240
Sacramento, CA 95814

California Dept. of Housing and
Community Development
Attn: Lynn L. Jacobs
1800 Third Street, Suite 450
Sacramento, CA 95814

California Dept. of Rehabilitation
Attn: Anthony P. Sauer
721 Capitol Mall
Sacramento, CA 95814

California Emergency Foodlink
Attn: John Healey
P.O. Box 292700
Sacramento, CA 95829

California Gang Violence Prevention
Services
Attn: Ronald Montez
5550 Emerson Road
Sacramento, CA 95820

California Hispanic Commission on
Alcohol & Drug Abuse, Inc
Attn: James Hernandez
2101 Capitol Avenue
Sacramento, CA 95816

California Hispanic Resource Council
Attn: Salvador Santillan
3510 Stockton Blvd.
Sacramento, CA 95820

California Indian Manpower Consortium,
Inc.
Attn: Lorenda T. Sanchez
738 North Market Blvd.
Sacramento, CA 95834

California Institute of Jewelry Training
Attn: Dee Rouse-Huth
5805 Windmill Way
Carmichael, CA 95608

California Job Journal
Attn: Linda Christion
2033 Howe Avenue, #100
Sacramento, CA 95825

California Lawyers for the Arts
Attn: Ellen Taylor
1127 11th Street, Suite 214
Sacramento, CA 95814

California School Management Group, Inc.
Attn: Gary Cichella
3333 Concours Street, Suite 4102
Ontario, CA 91764

California Security Training Academy
Attn: Ken Gosling
6130 Freeport Blvd, #202
Sacramento, CA 95822

California State Library
Attn: Susan Hildreth
P.O. Box 942837
Sacramento, CA 95814

California State University, Sacramento -
Division of Nursing
Attn: Ann Stolz
6000 J Street
Sacramento, CA 95819

California State University, Sacramento
College of Continuing Education
Attn: Amy Ruddell, Program Manager
3000 State University Drive East
Sacramento, CA 95819

California State University, Sacramento
Regional & Continuing Education
Attn: Arlene Hernandez
3000 State University Drive East
Sacramento, CA 95819

Cameron Park Community Services
District
Attn: Tammy Mefford
3200 Country Club Drive
Cameron Park, CA 95682

Capitol City SDA Church
Attn: Deacon Donald M. Clark
1618 El Monte Avenue
Sacramento, CA 95815

Carole Ellison & Associates
Attn: Carole Ellison
223 Julie Avenue
Mill Valley, CA 94941

Catholic Charities of Sacramento
Attn: Fr. Michael F. Kiernan
2110 Broadway
Sacramento, CA 95818

Catholic Charities of Sacramento
Attn: Beth White
2110 Broadway
Sacramento, CA 95818

Catholic Community Services, Inc.
(Sacramento Food Bank)
Attn: Blake Young
3333 3rd Avenue
Sacramento, CA 95817

Catholic Community Services, Inc.
(Sacramento Food Bank)
Attn: Blake Young
3333 3rd Avenue
Sacramento, CA 95817

Center for AIDS Research Education and
Service
Attn: Robert Kamrath
1500 21st Street
Sacramento, CA 95814

Center for Employment Training
Attn: Shirley Johnson/Dianna Nash
6853-65th Street
Sacramento, CA 95828

Center for Employment Training
Attn: Thomas Anderson, M.Ed.
6853 65th Street
Sacramento, CA 95828

Center for Fathers and Families
Attn: Rick Jennings, II
2100 Del Paso Blvd., Suite A
Sacramento, CA 95815

Child Abuse Prevention Council (CAPC),
Sacramento Co
Attn: Sheila Anderson
4700 Roseville Road, Suite 102
North Highlands, CA 95660

Child Action, Inc
Attn: Lynn Patten
9812 Old Winery Place, Suite 1
Sacramento, CA 95827

Child Quest International, Inc
Attn: Marcia Slacke
1060 N 4th Street, Suite 200
San Jose, CA 95112

Choices Transitional Services
Attn: Geniene McClellan
2716 Coloma Street, Suite F
Placerville, CA 95667

Citizens Acting Collectively, Inc.
Attn: Seth E. Francois
2214 Arden Way, #208
Sacramento, CA 95825

City of Sacramento, Dept. of Parks and
Recreation
Attn: Cheryl Rose
5730 24th Street
Sacramento, CA 95822

Clean & Sober Detox
Attn: Bunny Troutman
8946 Madison Avenue
Fair Oaks, CA 95628

Community Connection Resource Center
Attn: Gary Wentworth
1217 Del Paso Blvd.
Sacramento, CA 95815

Community Connection Resource Center
Attn: Louise Fyock
1217 Del Paso Blvd., Suite C
Sacramento, CA 95815

Community Connection Resource Center
Attn: Anita Paredes
4080 Centre Street, Suite 202
San Diego, CA 92103

Community Health & Student Support
Services - Learning Support Unit
Attn: Philip Moore
5735 47th Avenue
Sacramento, CA 95824

Community Services Planning Council
Attn: Nancy Findeisen
909 12th Street, Suite 200
Sacramento, CA 95814

Compassionate Friends
Attn: Beth Oliver
P.O. Box 163294
Sacramento, CA 95816

Consumers Self-Help Center
Attn: Meghan Stanton
3815 Marconi, Avenue, Suite 1
Sacramento, CA 95821

Contractors State License Services
Attn: Roxanne Hansen
3105 Fite Circle, Suite 101
Sacramento, CA 95827

Cordova Community Food Locker
Attn: Walter Little
10497 Coloma Road
Rancho Cordova, CA 95670

County of Sacramento - DHA
Attn: Lois Baer
10638 Schirra Avenue
Mather, CA 95655

County of Sacramento - DHA
Attn: Marilyn McGinnis
3415 Martin Luther King Jr. Blvd.
Mather, CA 95817

County of Sacramento, DHA Senior
Companion Program
Attn: Karla Crawford
3727 Marconi Avenue
Sacramento, CA 95821

County of Sacramento, DHHS Dept. of
Public Health
Attn: Bernice Walton
7001-A East Parkway, Suite 600B
Sacramento, CA 95828

Criminal Justice Cabinet
Attn: Lynn Wynn
799 G Street, Room 217
Sacramento, CA 95829

Crocker Art Museum
Attn: Stacey Shelnut
216 O Street
Sacramento, CA 95814

Crossroads Diversified Services, Inc
Attn: David DeLeonardis
1767 Tribute Road, Suite F
Sacramento, CA 95815

Crossroads Diversified Services, Inc.
Attn: Danny Marquez
1767 Tribute Road, Suite F
Sacramento, CA 95815

Daughters of Zion Enterpryz
Attn: Vivian Goodbeer
6489 47th Street
Sacramento, CA 95823-1239

Del Paso Heights School District
Attn: Ramona Bishop
1281 North Avenue
Sacramento, CA 95838

Developmental Disabilities Service
Organization (DDSO)
Attn: Yvonne Soto
1250 Sutterville Road, Suite 200
Sacramento, CA 95822

Easter Seals Superior Calif
Attn: Kathy Wright
3205 Hurley Way
Sacramento, CA 95864

El Dorado Co. Animal Control
Attn: Henry Brzezinski
415 Placerville Drive, Ste. N
Placerville, CA 95667

El Dorado Co. Chamber of Commerce
Attn: Laurel Brent-Bumb
542 Main Street
Placerville, CA 95667

El Dorado Co. Commission on Aging
Attn: Director
937 Spring Street
Placerville, CA 95667

El Hogar Mental Health and Community
Services
Attn: Anthony Hill
930 G Street
Sacramento, CA 95814

Elder Options, Inc - Placerville
Attn: Carol S. Heape
P.O. Box 2113
Placerville, CA 95667

Elk Grove Adult & Community Education
Attn: Maggie Alvarado
8401-A Gerber Road
Sacramento, CA 95828

Elk Grove Adult & Community Education
Attn: Christina Chavez
8401-A Gerber Road
Sacramento, CA 95828

Elk Grove Chamber of Commerce
Attn: Janet Toppenberg
9280 West Stockton Blvd., Suite 104
Elk Grove, CA 95758

Elk Grove USD
Attn: Steven M. Ladd, Ed.D.
9510 Elk Grove-Florin Road
Elk Grove, CA 95624

Elk Grove USD - Adult & Youth
Attn: Juanita Sendejas-Lopez
8401-A Gerber Road, Suite A
Elk Grove, CA 95828

Elk Grove USD - Adult Ed
Attn: Maureen Sawyer
8401-B Gerber Road
Elk Grove, CA 95828-3711

Elk Grove USD - Adult Education
Attn: Dan Davis
8401-A Gerber Road
Sacramento, CA 95828

Elk Grove USD - Adult Education
Attn: Kathy Hamilton
8401-A Gerber Road
Sacramento, CA 95828

Elk Grove USD - CSBG
Attn: Kim Parker
9510 Elk Grove-Florin Road
Elk Grove, CA 95624

Elk Grove USD - Head Start
Attn: Nancy Lucia
9510 Elk Grove-Florin Road
Elk Grove, CA 95624

Employment Development Department
Attn: Diane Ferrari
2901 50th Street
Sacramento, CA 95817

ERISS/US Works
Attn: Barbara Nyegaard
2100 Palomar Airport Road, Suite 205
carlsbad, CA 92011

Experience Works, Inc
Attn: Butch Barker
P.O. Box 494625
Redding, CA 96049

Fair Oaks Massage Institute
Attn: Madonna Polley
9833 Fair Oaks Blvd, Suite C1
Fair Oaks, CA 95628

Fair Oaks Recovery Center
Attn: Fred Sigur
5342 Chicago Avenue
Fair Oaks, CA 95628

Family Service Agency of Greater
Sacramento, The
Attn: Robert S. Caulk
8233 East Stockton Blvd., Suite D
Sacramento, CA 95828

Federico College of Hair Styling
Attn: Kristie Cook
1515 Sports Drive
Sacramento, CA 95834

First 5 Sacramento
Attn: Debra Payne
2750 Gateway Oaks Dr., Ste 330
Sacramento, CA 95833

Florin Road Partnership, Inc
Attn: Larry Carr
P.O. Box 231817
Sacramento, CA 95823

Folsom Project for the Visually Impaired
Attn: Robert Schmitz
P.O. Box 6422
Folsom, CA 95763

Forever Young Child Care Centers
Attn: Jayna Richmond
2100 J Street
Sacramento, CA 95816

Francis House
Attn: Greg Bunker
1422 C Street
Sacramento, CA 95814

Friends of the Sacramento Public Library
Attn: Cherril Peabody
828 I Street, Third Floor
Sacramento, CA 95814

Fulton-El Camino Recreation and Park
District
Attn: Mike Grace
2201 Cottage Way
Sacramento, CA 95825

Funeral Consumers Alliance of Northern
California
Attn: Betty Youngren
P.O. Box 161688
Sacramento, CA 95816

Galt Adult School
Attn: Sibba Alexanders
150 Camelia Way
Galt, CA 95632

Galt Fire Protection District
Attn: Timothy Mrozinski
8812 Elk Grove Blvd.
Elk Grove, CA 95624

Galt Joint Union High School District
Attn: Tom Gemma
417 C Street, Suite B
Galt, CA 95632

Gates Recovery Foundation Detox
Facility, El Dorado
Attn: Pete Nielsen
2810 Coloma Road
Placerville, CA 95667

Georgetown Divide Recreation District
Attn: Carl Clark
P.O. Box 1418
Georgetown, CA 95634

Gifted Healing Center, The
Attn: Ernest Motley
2261 Florin Road, Suite 133
Sacramento, CA 95822

Girl Scouts Heart of Central California
Attn: Jodie Hughes
3005 Gold Canal Drive
Rancho Cordova, CA 95670

Glory House
Attn: Della Moultry
8620 Blue Maiden Way
Elk Grove, CA 95624

Golden Sierra Job Training Agency
Attn: Jason Buckingham
11549 F Avenue
Auburn, CA 95603

Golden Sierra Job Training Agency
Attn: Lew Partridge
11549 F Avenue
Auburn, CA 95603

Goodwill Industries of Sacramento Valley,
Inc.
Attn: Joseph R. Mendez
6648 Franklin Blvd.
Sacramento, CA 95823

Goodwill Industries of Sacramento Valley,
Inc.
Attn: Gloria Bickum
6648 Franklin Blvd
Sacramento, CA 95823

Grant JUHSD
Attn: Hal Stewart
3222 Winona Way
North Highlands, CA 95660

Grant JUHSD - Nurse Workforce Initiative
Attn: Maxine Times
3222 Winona Way
North Highlands, CA 95660

Grant JUHSD - Refugee
Attn: Srirat McLennan
3222 Winona Way
North Highlands, CA 95660

Grant JUHSD - WIA
Attn: Andrew Jones
577 La Palmas, Room 1
Sacramento, CA 95815

Greater Sacramento Urban League
Corporation, Inc.
Attn: James Shelby
3725 Marysville Blvd
Sacramento, CA 95838

Hands on El Dorado
Attn: Ron Zielske
344 Placerville Dr., #11
Placerville, CA 95667

Harman & Associates
Attn: Maureen Harman
8025 Ravencrest Way
Citrus Heights, CA 95621

Head Trauma Support Project, Inc.
Attn: Pam Logan
P.O. Box 215666
Sacramento, CA 95821

Heald College
Attn: Dr. David Shoemaker, Director of
Education Services
7 Sierra Gate Plaza
Roseville, CA 95678-6602

Healing Arts Institute
Attn: Dr. Malley
7525 Auburn Blvd, Suite 9
Citrus Heights, CA 95610

Health Project
Attn: Maria Villalpando
909 12th Street, Suite 200
Sacramento, CA 95814

Health Project
Attn: George de la Mora
909 12th Street, Suite 200
Sacramento, CA 95814

Healthy Marriage Project
Attn: Carolyn R. Curtis, Ph.D.
918 J Street
Sacramento, CA 95814

HELPS Foster Family Agency
Attn: Kay Mitchell
7650 Amherst Street
Sacramento, CA 95832

High Tech Institute, Inc.
Attn: Michelle Gernert
9738 Lincoln Village Drive
Sacramento, CA 95827

Hmong Women's Heritage Association
Attn: Mayxay Xiong
2251 Florin Road, Suite 104
Sacramento, CA 95822

Holt of California
Attn: Max Jones/Ken Monroe
7310 Pacific Avenue
Pleasant Grove, CA 95668

HomeAid Sacramento
Attn: John Orr
1536 Eureka Road
Roseville, CA 95661

Housing Now
Attn: Patti Uplinger
1800 21st Street, Suite 100
Sacramento, CA 95811

Human Rights Fair Housing Commission
Attn: Barbara Lehman
1112 I Street, Suite 250
Sacramento, CA 95814

Hunger Commission
Attn: Melissa Ortiz-Gray
909 12th Street, Suite 200
Sacramento, CA 95814

Huntington's Disease Society of Northern Calif
Attn: David Downey
2860 Gateway Oaks Drive, Suite 300
Sacramento, CA 95833

INALLIANCE
Attn: Diana De Rodeff
6950 21st Avenue
Sacramento, CA 95820

Institute of Technology
Attn: Director
333 Sunrise Blvd., Suite 400
Roseville, CA 95661

Interfaith Service Bureau
Attn: Dexter McNamara
2212 K Street
Sacramento, CA 95816

Inter-Tribal Council of California (ITCC), Inc
Attn: Connie Reitman-Solas
2755 Cottage Way, Suite 14
Sacramento, CA 95825

Jewish Family Service
Attn: Judy Turteltaub
2862 Arden Way, Suite 103
Sacramento, CA 95825

Just A Little Extra
Attn: Michelle Buttram
5404 Tiburon Way
Sacramento, CA 95841

KOG Associates
Attn: Craig Palmquist
5001 Tanaka Court
Fair Oaks, CA 95628

La Familia Counseling Center
Attn: Anita Barnes
5523 34th Street
Sacramento, CA 95820

La Familia Counseling Center
Attn: Oralia Bermudez
5523 34th Street
Sacramento, CA 95820

Lao Family Community Development, Inc.
Attn: ChaoSarn S. Chao
6090 Stockton Blvd., Suite B/C
Sacramento, CA 95824

League of Women Voters of Sacramento
Attn: Roseanna Torretto
801 12th Street, Suite 210
Sacramento, CA 95814

Learning Resources, Inc.
Attn: Alan B. Lesure
1117 East Putnam Avenue, #260
Riverside, CT 06878

LearnWell Resources
Attn: Rudolf E. Klimes, Ph.D.
3967 Valley Vista Drive
Camino, CA 95709

Lee Hecht Harrison
Attn: Renata Pagliaro
2389 Gateway Oaks, Suite 210
Sacramento, CA 95833

Legal Services of Northern California
Attn: David Mandel
517 12th Street
Sacramento, CA 95814

Legal Services of Northern California
Attn: Gary F. Smith
517 12th Street
Sacramento, CA 95814

Lifetime Adoption
Attn: Mardie Caldwell
17860 Cattle Drive
Rough and Ready, CA 95975

Lilliput Childrens Services
Attn: Kelly Skeaton
1651 Response Road, Suite 300
Sacramento, CA 95815

Linkage to Education
Attn: Daren Maeda
925 Del Paso Blvd.
Sacramento, CA 95815

Linking Education and Economic Development (LEED) - Sac
Attn: David Butler
P.O. Box 269003
Sacramento, CA 95826

Los Rio Community College District, The
Training Source
Attn: Louise Winkelblack
1410 Ethan Way
Sacramento, CA 95825

Los Rios Community College District
Attn: Dr. Brice Harris
1919 Spanos Court
Sacramento, CA 95825

Love Little Children
Attn: Nadia Bobyk
5425 Palm Avenue, Suite B
Sacramento, CA 95841

Lutheran Social Services - Inland Area
Office
Attn: Sue Laliberte
2930 35th Street
Sacramento, CA 95817

Maric College
Attn: Eric Lopez
4330 Watt Avenue, Suite 400
Sacramento, CA 95821

Mathiot Group Homes
Attn: LaWanna Payne
P.O. Box 340098
Sacramento, CA 95834

Meadowview Community Action, Inc
Attn: Donna H. Mobley
2317 Matson Drive
Sacramento, CA 95822

Meadowview Community Action, Inc.
Attn: James Sweeney
2317 Matson Drive
Sacramento, CA 95822

Medical Career College of Northern
California
Attn: Diane Morgan/Joan Lukkonen
4441 Auburn Blvd., Suite H
Sacramento, CA 95841

Meditate First
Attn: Pearldean Golightly
372 Florin Road, # 230
Sacramento, CA 95831

Mental Health Association, Sacramento
Chapter
Attn: Susan Gallagher
9719 Lincoln Village Drive
Sacramento, CA 95827

Mercy Education Resource Center
Attn: Terry Anderson
6007 Folsom Blvd., Suite 200
Sacramento, CA 95819

Metropolitan Vocational Consulting
Attn: Alina A. Sala
2821 Howe Avenue, #2
Sacramento, CA 95821

Mission Oaks Recreation and Park District
Attn: TJ Newman
3344 Mission Avenue
Carmichael, CA 95608

MMC Communications
Attn: Michele McCormick
2277 Fair Oaks Blvd., Suite 425
Sacramento, CA 95825

Modoc Railroad Academy
Attn: Dave Rangel
P O Box 432
Madison, CA 95653-0432

Mogavero Notestine Associates
Attn: David Mogavero
2012 K Street
Sacramento, CA 95811

Morey Avenue School-Head Start
Attn: Lois Graham
155 Morey Avenue
Sacramento, CA 95838

Mother Lode Rehabilitation Enterprises
Attn: Susie Davies
399 Placerville Drive
Placerville, CA 95667

Mothers Against Drunk Driving
Attn: Director
2222 Watt Avenue, Suite C1
Sacramento, CA 95825

Mothers Against Drunk Driving (MADD)
Attn: Becky Wood
2222 Watt Avenue, Suite C-1
Sacramento, CA 95825

MTI College
Attn: David Allen
5221 Madison Avenue
Sacramento, CA 95841

MTI College
Attn: John Zimmerman
5221 Madison Avenue
Sacramento, CA 95841

Mutual Assistance Network of Del Paso
Heights
Attn: Charles Wells
811 Grand Avenue, Suite A-3
Sacramento, CA 95838

Mutual Assistance Network of Del Paso
Heights
Attn: Gladys Nelson
811 Grand Avenue, Suite A-3
Sacramento, CA 95838

My Sister's House
Attn: Nilda Valmores
3053 Freeport Blvd., Suite 120
Sacramento, CA 95818

Napoli Culinary Academy
Attn: Hassi Sadri/LaVonne Mason
1351 Fulton Avenue
Sacramento, CA 95825

National Active and Retired Federal
Employee Assn
Attn: Dick Walker
2820 Honeysuckle Way
Sacramento, CA 95826

National Alliance for Mental Illness (NAMI)
Sacramento
Attn: Heidi Sanborn
3331 Power Inn Road, Suite 140
Sacramento, CA 95826

National Career Education
Attn: Julie Munso
6060 Sunrise Vista Drive, Suite 2500
Citrus Heights, CA 95610

National Domestic Violence Hotline
Attn: Shaun Thompson
P.O. Box 161810
Austin, TX 78732

National Kidney Foundation of Northern
Calif
Attn: Christopher S. Kelley
131 Steuart Street, Suite 520
San Francisco, CA 94105

National Ovarian Cancer Coalition
Attn: Jacqueline Price
P.O. Box 2125
Fair Oaks, CA 95628

Neighborworks HomeOwnership Ctr -
Sacramento Region
Attn: Pam Canada
P.O. Box 5420
Sacramento, CA 95817

Nepenthean Homes, Inc
Attn: Richard Farlinger
P.O. Box 160
Fair Oaks, CA 95628

Network Technologies
Attn: Mark Montalvo
P O Box 492652
Redding, CA 96049

Nonprofit Resource Center
Attn: Ann Lucas
828 I Street, Second Floor
Sacramento, CA 95814

NorCal Center on Deafness, Inc
Attn: Sheri Farinha Multi
4708 Roseville Road, Suite 111
North Highlands, CA 95660

North Sacramento Dept. of Neighborhood
Services
Attn: David Webb
6015 Watt Avenue, Suite 4
North Highlands, CA 95660

North Sacramento Dept. of Neighborhood
Services
Attn: Mark Manoff
6015 Watt Avenue, Suite 4
North Highlands, CA 95660

Northern California Barber & Cosmetology
Apprenticeship Program
Attn: Shirley J. McNealey
1111 Howe Avenue, Suite 620
Sacramento, CA 95825

Northern California Construction and
Training, Inc.
Attn: Bill Meehan
P O Box 293585
Sacramento, CA 95829

Northern California Preparatory School
Attn: Tamre Burns
6046 Lemon Hill Avenue
Sacramento, CA 95824

Northern California Preparatory School
Attn: Daneen Johnson
6046 Lemon Hill Avenue
Sacramento, CA 95824

Northwestern College
Attn: Karma Cooper
2317 Gold Meadow Way
Gold River, CA 95670

Oak Park Neighborhood Multiservice
Center
Attn: Marilyn McGinnis
3415 Martin Luther King Jr. Blvd
Sacramento, CA 95817

Oak Park Preschool, Inc.
Attn: Sonya Howell
3500 2nd Avenue
Sacramento, CA 95817

Older Women's League, Sacramento
Capitol Chapter
Attn: Joyce A. Miller
P.O. Box 161646
Sacramento, CA 95816

Omni Youth Programs
Attn: Cynthia Siegel
2150 Butano Drive
Sacramento, CA 95825

Opening Doors, Inc.
Attn: Maurine Huang
2118 K Street
Sacramento, CA 95816

Operating Engineers Job Corp Program -
NTF
Attn: Kevin Miskelly
1125-17th Street NW
Washington, DC 20036

Options for Fathers, Inc
Attn: Hector M. Ramirez
P.O. Box 215414
Sacramento, CA 95821

Orangevale Chamber of Commerce
Attn: Katherine Leonard
9267 Greenback Lane, Suite B-91
Orangevale, CA 95662

OSC Computer Training
Attn: Bill and Lili Williams
9700 Business Park Dr, Suite 206
Sacramento, CA 95827

OSC Computer Training
Attn: Kathleen Brown-Lang
9700 Business Park Dr, Suite 206
Sacramento, CA 95827

Oxman College
Attn: Lana Dvorkin
3145 Geary Blvd., #612
San Francisco, CA 94118

Paratransit, Inc
Attn: Bill Durant
P.O. Box 231100
Sacramento, CA 95823

Paratransit, Inc.
Attn: J. D. Culver
431 I Street, Suite 200
Sacramento, CA 95814

Parkinson Assn of Northern California
(PANC)
Attn: Julie Bianucci
900 Fulton Avenue, Suite 100-5
Sacramento, CA 95825

Pathfinder Consulting Solutions
Attn: Susan Wheeler
P O Box 5032
Fair Oaks, CA 95628

Pioneer House
Attn: Calvin Hara
6711 Riptide Way
Sacramento, CA 95814

Positive Option Family Services
Attn: Joseph Kovill
P.O. Box 202
Citrus Heights, CA 95611

Precision Technical Institute
Attn: Sal Gadi
9342 Tech Center Drive, # 600
Sacramento, CA 95826

Pride Industries
Attn: Samuel K. Seaton
10030 Foothills Blvd
Roseville, CA 95747

PRIDE Industries
Attn: Michael Ziegler
10030 Foothills Blvd.
Roseville, CA 95747-7102

Pride Industries
Attn: Sandy Schramm
555 Display Way
Sacramento, CA 95838

Puppy Love Rescue
Attn: Director
P.O. Box 13543
Sacramento, CA 95853

RCO Communications Corp
Attn: Beatrice Jones Ross
2905 Mitchellville Road, Suite 201
Bowie, MD 20716

Recovery, Inc - Self-Help Mental Health
Attn: Denise Holmes
P.O. Box 214344
Sacramento, CA 95821

Remi Vista Foster Family Agency
Attn: Shanda L. Givens
6201 Enterprise Drive, Suite C
Diamond Springs, CA 95619

Rescue Alert of Calif, Inc
Attn: Lindsey Brewster
P.O. Box 450
Trabuco Canyon, CA 92678

Resources for Independent Living
Attn: Frances Gracechild
420 I Street, Suite 3
Sacramento, CA 95814

Rio Linda/Elverta Ministerial Association
Food Closet
Attn: Judy Robbins
P.O. Box 306
Rio Linda, CA 95673

River City Community Services
Attn: Eileen Thomas
P.O. Box 160204
Sacramento, CA 95816

River Delta Joint USD
Attn: Dr. Alan Newall
445 Montezuma Street
Rio Vista, CA 94571

River Oak Center for Children
Attn: Mary Hargrave
1150 Eastern Avenue
Sacramento, CA 95864

River Park Center for Children
Attn: Sheila Self
5030 El Camino Avenue
Carmichael, CA 95608

Russian-American Mutual Assistance, Inc.
Attn: Irina Vetchinkina
P O Box 15604
Sacramento, CA 95852-0604

Sacramento Area Commerce and Trade
Organization (SACTO)
Attn: Barbara A. Hayes
400 Capitol Mall, Suite 2500
Sacramento, CA 95814

Sacramento Area Council of Governments
(SACOG)
Attn: Mike McKeever
1415 L Street, Suite 300
Sacramento, CA 95814

Sacramento Area Electrical Workers JATC
Attn: Dennis Moran
2836 El Centro Road
Sacramento, CA 95833

Sacramento Area Emergency Housing
Center
Attn: Bonnie Hyer
2411 Alhambra Blvd., Suite 110
Sacramento, CA 95817

Sacramento Area Emergency Housing
Center
Attn: Carolyn Brodt
2411 Alhambra Blvd., Suite 110
Sacramento, CA 95817

Sacramento Black Alcoholism Center
Attn: Sandra Hill
3307 Broadway, Suite 200
Sacramento, CA 95817

Sacramento Builders' Exchange
Attn: Jim Lambert
1331 T Street
Sacramento, CA 95811

Sacramento Central Labor Council
Attn: Bill Camp
2840 El Centro Road, Suite 111
Sacramento, CA 95833

Sacramento Child Advocates
Attn: Robert M. Wilson
8745 Folsom Blvd., Suite 150
Sacramento, CA 95826

Sacramento Children's Home
Attn: Roy Alexander
2750 Sutterville Road
Sacramento, CA 95820

Sacramento Chinese Community Service
Center
Attn: Henry Kloczkowski
420 I Street, Suite 5
Sacramento, CA 95814

Sacramento City Parks and Recreation
Attn: Robert G. Overstreet
915 I Street, 5th Floor
Sacramento, CA 95814

Sacramento City USD
Attn: Magdalena Carrillo Mejia
5735 47th Avenue
Sacramento, CA 95824

Sacramento City USD
Attn: Rudy Meza
5451 Lemon Hill Avenue
Sacramento, CA 95824

Sacramento City USD, Head Start
Attn: Aida Buelna
5735 47th Avenue
Sacramento, CA 95824

Sacramento City USD, Old Marshall Adult
Education Center
Attn: Dr. Jacqueline Matranga
2718 G Street
Sacramento, CA 95816

Sacramento City USD, Skills & Business
Education Center
Attn: Carolyn Jones
5451 Lemon Hill Avenue
Sacramento, CA 95824

Sacramento City USD, Skills & Business
Education Center
Attn: Helen Westbury
5451 Lemon Hill Avenue
Sacramento, CA 95824

Sacramento City USD, SWCC-Central
City Old Marshall School
Attn: Mary Prather
2718 G Street
Sacramento, CA 95816

Sacramento Co. Board of Supervisors
Attn: Cyndi Lee
700 H Street, Suite 2450
Sacramento, CA 95814

Sacramento Co. Dept. of Child Support
Services (SCDCSS)
Attn: Theresa Abbott
3701 Power Inn Road
Sacramento, CA 95826

Sacramento Co. Dept. of Child Support
Services (SCDCSS)
Attn: Terrie Hardy-Porter
P.O. Box 269112
Sacramento, CA 95826

Sacramento Co. Dept. of Health and
Human Services
Attn: Jim Hunt
7001 East Parkway, Suite 1000
Sacramento, CA 95823

Sacramento Co. Dept. of Health and
Human Svcs (SCDHHS)
Attn: Lynn Frank
7001 East Parkway, Suite 1000
Sacramento, CA 95823

Sacramento Co. Dept. of Human
Assistance
Attn: Lucinda Serynek
2433 Marconi Avenue
Sacramento, CA 95821

Sacramento Co. Disability Advisory
Committee
Attn: Cheryl Bennett
700 H Street, Room 5720
Sacramento, CA 95814

Sacramento Co. IHSS Public Authority
Attn: Bernadette Lynch
3700 Branch Center Road, Suite A
Sacramento, CA 95827

Sacramento Co. Office of Education
(SCOE)
Attn: Gary Johnson
P.O. Box 269003
Sacramento, CA 95826-9003

Sacramento Co. Office of Education
(SCOE)
Attn: David W. Gordon
10474 Mather Blvd.
Sacramento, CA 95826-9003

Sacramento Co. Planning and Community
Development
Attn: Robert Sherry
827 Seventh Street, Room 230
Sacramento, CA 95814

Sacramento Co. Public Defender
Attn: Paulino Duran
700 H Street, Suite 0270
Sacramento, CA 95814

Sacramento Cottage Housing, Inc
Attn: Robert V. Tobin
1726 Professional Drive
Sacramento, CA 95825

Sacramento County Department of
Human Assistance
Attn: Jean Coston
5747 Watt Avenue, #FEJD
North Highlands, CA 95660

Sacramento County Office of Education
Attn: John Fleischman
P O Box 269003
Sacramento, CA 95826

Sacramento County Office of Education
Attn: Inez Reyes
2040 Ethan Way
Sacramento, CA 95825

Sacramento County Probation
Attn: Karen Dodrill
3201 Florin-Perkins Road
Sacramento, CA 95826

Sacramento County, Dept. of Human
Assistance
Attn: Bruce Wagstaff
2433 Marconi Avenue
Sacramento, CA 95821

Sacramento Court Appointed Special
Advocates
Attn: Carol L. Noreen
P.O. Box 278383
Sacramento, CA 95827

Sacramento Habitat for Humanity
Attn: Jeannie Barry-Sanders
8351 Umbria Avenue, Bldg. 5, Bay 1
Sacramento, CA 95828

Sacramento Housing Alliance
Attn: Director
1800 21st Street, Suite 100
Sacramento, CA 95811

Sacramento Lao Family Community
Attn: Pa Moua
5840 Franklin Blvd
Sacramento, CA 95824

Sacramento Lao Family Community
Attn: Kobi Vang
5840 Franklin Blvd
Sacramento, CA 95824

Sacramento Local Conservation Corps
Attn: Andi Liebenbaum
8460 Belvedere Avenue, Suite 7
Sacramento, CA 95826

Sacramento Metro Arts Commission
Attn: Michelle Walker, Director
2030 Del Paso Blvd
Sacramento, CA 95815

Sacramento Metro Chamber
Attn: Matthew Mahood
1 Capitol Mall, Ste. 300
Sacramento, CA 95814

Sacramento Mutual Housing Association
Attn: Rachel Iskow
3451 Fifth Avenue
Sacramento, CA 95817

Sacramento Occupational Advancement
Resources (SOAR)
Attn: Joseph Cantrelle
8031 Fruitridge Road, Suite D
Sacramento, CA 95820

Sacramento Public Library
Attn: Anne Marie Gold
828 I Street
Sacramento, CA 95814

Sacramento Regional Transit District
Attn: Pika Robinson, General Manager
P O Box 2110
Sacramento, CA 95812-2110

Sacramento Self Help Housing
Attn: John Foley
P.O. Box 188445
Sacramento, CA 95818

Sacramento Sierra's Building &
Construction Trade Council
Attn: Matthew Kelly
2840 El Centro Road, Suite 107
Sacramento, CA 95833

Sacramento Society for the Blind
Attn: Betty Graham
2750 24th Street
Sacramento, CA 95818

Sacramento Transportation Management
Assn.
Attn: Marilyn Bryant
P.O. Box 19520
Sacramento, CA 95819

Sacramento Tree Foundation
Attn: Ray Tretheway
191 Lathrop Way, Suite D
Sacramento, CA 95815

Sacramento Veterans Resource Center
Attn: Holly Haven
7270 E. Southgate Drive
Sacramento, CA 95823

Salvation Army
Attn: Elizabeth Hudson
P.O. Box 340699
Sacramento, CA 95834

Salvation Army - Del Oro Division
Attn: Capt. John Brackenbury
3755 North Freeway Blvd.
Sacramento, CA 95834

San Joaquin Valley College
Attn: Bonita Roznos
11050 Olson Drive, Suite 100
Rancho Cordova, CA 95670

San Juan USD
Attn: Cheryl Powell
P.O. Box 477
Carmichael, CA 95609

San Juan USD
Attn: Steven Enoch
P.O. Box 477
Carmichael, CA 95609-0477

San Juan USD - Early Head Start
Attn: Karen Finely
5309 Kenneth Avenue
Carmichael, CA 95608

San Juan USD - Head Start
Attn: Deb Merchant
5309 Kenneth Avenue
Carmichael, CA 95608

San Juan USD - Head Start
Attn: Tracy Tomasky
5309 Kenneth Avenue
Carmichael, CA 95608

San Juan USD, Citrus Heights Career
Center
Attn: Liz Friend
7640 Greenback Lane
Citrus Heights, CA 95610

San Juan USD, WIA/YY-OY
Attn: Gretchen Hatfield
3738 Walnut Avenue
Carmichael, CA 95608

SATI of Sacramento, Inc.
Attn: Stella Ilchenko
6916 Sunrise Blvd., Suite I
Citrus Heights, CA 95842

SCUSD/Head Start
Attn: Judy Rondas
5735 47th Avenue
Sacramento, CA 95824

Senior Legal Hotline
Attn: David L. Mandel
444 North 3rd Street, #312
Sacramento, CA 95814

Seniors First/SeniorLink, Inc.
Attn: Candace Roeder
11585 D Avenue
Auburn, CA 95603

Seventh Day Adventist Community
Services
Attn: Michael Ann Sparks
P.O. Box 23165
Pleasant Hill, CA 94523

Slavic Assistance Center
Attn: Roman Romaso
2117 Cottage Way
Sacramento, CA 95825

Slavic Community Center of Sacramento,
Inc.
Attn: Ivan Megedyuk
2999 Fulton Avenue
Sacramento, CA 95821

Smithson/Dillon Associates
Attn: Craig D. Smithson
2210 Boynton Avenue, Suite D1
Fairfield, CA 94533

Society for the Blind
Attn: Kevin Duggan
2750 24th Street
Sacramento, CA 95818

South County Services
Attn: Marylou Powers
539 North Lincoln Way
Galt, CA 95632

South County Transit - Community
Transportation Agency
Attn: Grace Malson/June Gilmore
P.O. Box 246
Galt, CA 95632

Southeast Asian Assistance Center, Inc.
Attn: Laura Leonelli
5625 24th Street
Sacramento, CA 95822

Southgate Recreation and Park District
Attn: Ward Winchell
6000 Orange Avenue
Sacramento, CA 95823

Southgate Recreation and Park District
Attn: Jeremy Yee
4000 Fruitridge Road
Sacramento, CA 95820

St Matthew's Food Closet
Attn: Ed Klingelhofer
2814 Santa Paula Court
Sacramento, CA 95821

St. John the Evangelist Parish
Attn: James Toner
5751 Locust Avenue
Carmichael, CA 95608

St. John's Shelter for Women and Children
Attn: Mary Ellen Ferguson
4410 Power Inn Road
Sacramento, CA 95826

St. John's Shelter for Women and Children
Attn: Michelle Steeb
4410 Power Inn Road
Sacramento, CA 95826

St. John's Shelter for Women and Childrer
Attn: Director
4410 Power Inn Road
Sacramento, CA 95826

St. Matthew's Food Closet
Attn: Stuart Bradbury
2300 Edison Avenue
Sacramento, CA 95821

Stanford Home
Attn: Liz Bergeron
P O Box 418000
Sacramento, CA 95841

Stanford Home for Children
Attn: Amber Eubanks
4612 Roseville Road
North Highlands, CA 95660

Strategies for Change
Attn: Virginia Saldana-Grove
4330 Auburn Blvd., Suite 2200
Sacramento, CA 95841

Strumpf Associates
Attn: Lori Strumpf
1050 17th Street, N.W., Suite 600
Washington, DC 20036

Superior California Legal Clinics, Inc
Attn: Robert Mission
3220 El Camino Avenue
Sacramento, CA 95821

Tech Skills
Attn: Scott King
1510 Arden Way, Suite 102
Sacramento, CA 95815

Teenage Pregnancy and Parenting
Program (TAPP)
Attn: Joanne Evans
11484 B Avenue
Auburn, CA 95603

Tenney & Co - CPA's
Attn: Ron Stalin
1528 Starr Drive, Suite A
Yuba City, CA 95993

Terra Nova Counseling
Attn: Mary K. Stroube
5777 Madison Avenue, Suite 240
Sacramento, CA 95841

The Effort
Attn: Robert S. Caulk
1820 J Street
Sacramento, CA 95814

The Gifted Healing Center
Attn: Earnest Motley
2251 Florin Road, Suite 133
Sacramento, CA 95822

The Training Source
Attn: Walter DiMantova
1410 Ethan Way
Sacramento, CA 95825

Threshold Education and Counseling
Services
Attn: Lynn Filiatreaux, MS
1864 Woodmoor Drive, Suite 210
Monument, CO 80132

Tides Center-Youth in Focus
Attn: Jonathan London, Ph.D
1930 E. 8th Street, #300
Davis, CA 95616

TLC Transportation
Attn: Kathryn Whipple
5751 Excelsior Road
Sacramento, CA 95827

Transitional Living & Community Support,
Inc.
Attn: Paul Powell
1507-21st Street, Suite 205
Sacramento, CA 95814

Transitional Living and Community
Support, Inc (TLCS)
Attn: Jane Ginsberg
1507 21st Street, Suite 205
Sacramento, CA 95811

Travelers Aid Emergency Assistance
Agency
Attn: Elnor F. Tilson
2251 Florin Road, Suite 124
Sacramento, CA 95822

Truck Driving Academy
Attn: Charles J. Grant
5711 Florin Perkins Road
Sacramento, CA 95828

Turning Point Community Programs, Inc.
Attn: Alexis Bernard
601-W North Market Blvd., #350
Sacramento, CA 95834

United Medical Institute
Attn: Galina Ayzenberg
5437 Palm Avenue
Sacramento, CA 95841

University of California Cooperative
Extension
Attn: Yvonne Nicholson
4145 Branch Center Road
Sacramento, CA 95827

Vocational Resource Services, Inc.
Attn: Dorothy V. Devereux
3050 Fite Circle, Suite 112
Sacramento, CA 95827

Volunteers of America
Attn: Leo McFarland
1900 Point West Way, Suite 270
Sacramento, CA 95815

WEAVE Inc
Attn: Director
1900 K Street
Sacramento, CA 95814

Western Career College
Attn: Marthea Thompson, Dean of
Education
8909 Folsom Blvd
Sacramento, CA 95826

Western Truck School
Attn: Michael Darling, VP/Operations
3990 Industrial Blvd
West Sacramento, CA 95691

Triad Family Services
Attn: Mark Dandeneau
2445 Albatross Way, Suite 101
Sacramento, CA 95815

Truck Driving Academy
Attn: Robbie Wilson
5711 Florin-Perkins Road
Sacramento, CA 95824

U.S. Department of Housing Development
Attn: Tome Atkinson
650 Capitol Mall, Room 4200
Sacramento, CA 95814

United Way California Capital Region
Attn: Steve Heath
8912 Volunteer Lane, Suite 200
Sacramento, CA 95826

University of California Cooperative
Extension
Attn: Bill Frost
311 Fair Lane
Placerville, CA 95667

Voluntary Legal Services Program of
Northern California
Attn: Vicki Jacobs
517 12th Street
Sacramento, CA 95814

Waking the Village
Attn: Bridget Alexander
P.O. Box 160085
Sacramento, CA 95816

WEAVE Inc
Attn: Susan Solomon
1900 K Street
Sacramento, CA 95811

Western Pacific Truck School
Attn: Greta Nord/Maralyn Chavez
4609 Quail Lakes Drive, Suite 2
Stockton, CA 95207

Western Truck School
Attn: Everett G. Nord
P O Box 98040
West Sacramento, CA 95798-0040

Trinity Youth Services
Attn: Julia Hackett
5325 Engle Road, Suite 420
Carmichael, CA 95608

Turning Point Community Programs
Attn: John A. Buck
3440 Viking Drive, Suite 114
Sacramento, CA 95827

United Christian Centers of Greater
Sacramento Area, Inc
Attn: Alvin Lewis, Jr.
P.O. Box 188150
Sacramento, CA 95818

Universal Security Academy
Attn: Vicci Gritz
2382 Fruitridge Road
Sacramento, CA 95822

Urban Creeks Council
Attn: Alta Tura
4855 Hamilton Street
Sacramento, CA 95841

Volunteer Center of Sacramento
Attn: Frank Kennedy
1111 Howe Avenue, Suite 600
Sacramento, CA 95825

WarmLine Family Resource Center
Attn: Al Millan
2035 Hurley Way, Suite 250
Sacramento, CA 95825

Wellspring Women's Center
Attn: Nancy Rodriguez-Rios
3414 Fourth Avenue
Sacramento, CA 95817

Western Pacific Truck School
Attn: Fred Krauss
8720 Fruitridge Road
Sacramento, CA 95826

Western Truck School
Attn: Karen Trefz
P O Box 980393
West Sacramento, CA 95798-0393

Whole Life Revival Center
Attn: Bishop Cornelius Taylor, Jr.
3412 Y Street
Sacramento, CA 95823

WIND Youth Services
Attn: Bob Ekstrom
P.O. Box 13856
Sacramento, CA 95815

Women's Civic Improvement
Attn: Edenaugsegboye Davis
3555 3rd Avenue
Sacramento, CA 95817

Women's Health Specialists
Attn: Public Relations Dept.
1750 Wright Street, Suite 4
Sacramento, CA 95825

Woodland Parks, Recreation and
Community Services
Attn: Dan Gentry
2001 East Street
Woodland, CA 95776

World Relief
Attn: Joy Dorman
4721 Engle Road, Suite 11
Carmichael, CA 95608

Yolo County Department of Employment
and Social Services
Attn: Debbi Thomson
500-A Jefferson Blvd., Suite 100
West Sacramento, CA 95605

Yolo County Probation Dept.
Attn: Don L. Meyer
2780 East Gibson Road
Woodland, CA 95776

Young Women's Christian Association
(YWCA)
Attn: Director
1122 17th Street
Sacramento, CA 95814

Youth Development Network
Attn: Vicki Stockbridge
P.O. Box 269003
Sacramento, CA 95826

Youth Development Network
Attn: Bina Lefkovitz
P.O. Box 269003
Sacramento, CA 95826

Youth Guidance Connection
Attn: Gary Fox
P.O. Box 277728
Sacramento, CA 95827

ATTACHMENT E

LETTER FROM PUBLIC HEARING

- **Sacramento Occupational Advancement Resource, Inc.**
- **Lao Family Community Development, Inc.**
- **Asian Resources, Inc.**
- **Hmong Women's Heritage Association, Inc./Slavic Assistance Center, Inc./Southeast Asian Assistance Center, Inc.**



Sacramento Occupational Advancement Resource, Inc.

8031 Fruitridge Rd., Suite D / Sacramento, CA 95820 / (916) 386-2706 / Fax (916) 386-1247

10148 Coloma Road / Rancho Cordova, CA 95670 / (916) 857-0442 / Fax (916) 857-0529

March 4, 2008

Mr. Roy Kim, Program Officer
SETA

We would like to take this opportunity to provide input to the up coming RESS/TA programs beginning October 1, 2008.

We have recognized, over the past three years, a greater need for direct employment services and less need for On-The-Job (OJT). We have always exceeded the bench marks for our employment service (ES) programs and recently have been experiencing problems in OJT related opportunities. We are averaging \$18 per hour (which is much higher than we had anticipated) in our OJT but, since most employer's are only requesting direct placement the enter OJT is low. Accordingly we recommend an increase of 25% in the direct ES programs and decrease of the same in OJT.

In addition to the current services provided we feel it's imperative to increase Mental Health Services. These Mental Health Services would provide additional support within the family unit, currently not available at a desirable level within all CBO's and MAA's.

Specific services to be carried out are as follows:


Family support: counseling and intervention as well as other support deemed necessary.

Early Education: i.e....improper influences (peer pressure to join gangs), drugs, etc.

Advocacy: direct links and services to advocate understanding of the process in Cultural adaptation.

These additional Mental Health services would help establish strong family foundations and ensure their success in this their new country. Again, we appreciate this opportunity and hope the above named services and changes be implemented and/or increased.

Sincerely,


Joseph Cantrelle, Sr.
Executive Director

cc: Michelle Anderson



ໂງ່ານພັດທະນາສາມັກຄີຄອບຄົວລາວ **LAO FAMILY COMMUNITY DEVELOPMENT, INC.** **www.laofamilynet.org**

Chaosam S. Chao
President

Kathy M. Chao
Executive Director

☐ **Oakland Main Office**
1551- 23rd Avenue
Oakland, CA 94606
Tel: (510) 533-8850
Fax: (510) 533-1516

☐ **Even Start Family Literacy**
2825 International Blvd., Ste. B
Oakland, CA 94601
Tel: (510) 535-9323
Fax: (510) 535-9328

☐ **Fremont Office**
39155 Liberty St., Ste. D450
Fremont, CA 94537
Tel: (510) 790-7861
Fax: (510) 790-6374

☐ **San Pablo Office**
1865 Rumrill Blvd., Ste. B
San Pablo, CA 94806
Tel: (510) 215-1120
Fax: (510) 215-1116

☒ **Sacramento Office**
6090 Stockton Blvd., Ste. B/C
Sacramento, CA 95824
Tel: (916) 393-7501
Fax: (916) 393-7574

March 7, 2008

Sacramento Employment and Training Agency (SETA)

925 Del Paso Boulevard

Sacramento, CA 95815

Attn: Michelle Anderson Fax: (916) 263-5427 Phone: (916) 263-3868

RESS AND PROGRAMS MEMBERS

On behalf of Lao Family Community Development, Inc I am please to present to you and to the Sacramento Employment and Training Agency the following information and presentations

Lao Family Community Development, Inc is a Nonprofit Community Based Organization providing comprehensive employment and support services for immigrants, refugees, and low-income limited English speaking community members to achieve long-term social and economic self-sufficiency.

Programs and Services that provided at Lao Family's East Bay offices:

1. Adult Education:
 - o English as a Second Language – ESL/VESL
 - o Financial Education
2. Family Support Services:
 - o Asian American Special crime victim assistant
 - o Social adjustment services
 - o Even start family literacy program
 - o HUD certified multilingual homeownership center
 - o California refugee family enrichment program
 - o Contra Costa County- Asian Family outreach
 - o Domestic violence outreach
 - o Citizenship assistance
 - o Elderly support services
 - o Community economic development
 - o Low income housing development
 - o Commercial development
 - o Individual development account (Refugee IDA and AFI IDA)
 - o VITA tax assistance services – EITC
 - o Welcome Home Babies – First Five



3. WIA youth services:

- o Youth employment (ages 19-21)
- o After School Leadership development (ages 14-18)
- o After school tutoring/mentoring (ages 8-13)
- o Youth IDA (ages 10-17)

4. Employment services:

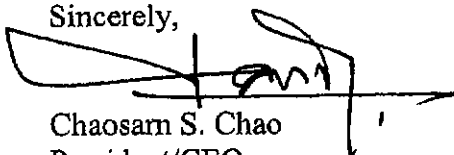
Our Employment Department Mission is to inspire individuals to set goals, utilize their imaginations, and believe in themselves. We provide services for more than 26 years, and as a one-stop career center, we provide free services to all of our communities member for job search, job interview, job placement, job coaching, and follow-up retention.

1. EAST BAY WORKS affiliate One-Stop career center: Serving WIA TITLE 1 Adults and Dislocated workers
2. Alameda county – refugee employment services/VESI.
3. Alameda county – CalWORKs/Work Experience employment services
4. Contra Costa county – CalWORKs employment services
5. Contra Costa county – CalWORKs Work Experience
6. Center for Working Families – Financial Coaching.

PROPOSES ADDITIONAL SERVICES TO BE INCLUDED:

1. Financial Education, Banking and Consumer Education in multilingual. Providing group workshops in or one-on-one financial counseling/case management to the participants including the intake and follow-up activities. He/she will assess the specific financial situations-goals of the client and help the client to develop for example a realistic spending, saving, emergency savings funds, assets development, or action plan (retirement, education, housing, etc.), assist clients in interpreting credit reports, and communicate importance of credit as it relates to mortgages and credit development.
2. We would be happy to provide these services in our Sacramento office, and would like to ensure that our refugees population are not understand about the financial, the banking system in the United States, aware of the domestic violence, and beyond that is recognized the important of linguistically and culturally competent career pathway. Please feel free to contact us directly if you have any additional information or any further questions that you may have.

Sincerely,



Chaosam S. Chao
President/CEO
6090 Stockton Blvd., Suite B/C
Sacramento, CA 95824
Tel: (916) 393-7501, Fax: (916) 393-7574
cchao@laofamilynet.org

Mai Quach
Employment Director
mai.quach@laofamilynet.org

Re: Refugee Programs Public Comment

Asian Resources, Inc. (ARI) is pleased to partner with the Sacramento Employment and Training Agency as a Refugee Services Provider. In addition to traditional employment and education programs, ARI has identified new strategies to enhance our work with the refugee community. As a 201-R provider, ARI was able to leverage additional resources for refugees to participate in vocational training on their pathway to career success. ARI has also developed a pilot youth focus group. The goal of working with the youth is twofold: 1) ARI is interested in learning more about refugee youth needs and 2) ARI hopes that youth projects will serve as a means to engage parents and, inevitably, the entire family unit to promote self-sufficiency. ARI hopes to begin by organizing the group to create a project for the International Refugee Day in the summer.

In moving forward, we hope that SETA can remain engaged in our activities as ARI continues to engage and move our refugee families out of poverty. As an agency strategy, we look forward to leveraging our resources to develop greater community impact. As evidenced by the 201 R Program, ARI can work in strategic partnership with educational institutions to diversify the workforce. ARI is currently in discussion with the Agency that is bringing new refugee about developing stronger partnerships. We understand that employment is crucial to assisting community members in becoming self-sufficient, but in the refugee community, it is also imperative that we provide the necessary cultural orientation so that our community members can thrive in the workforce. To this end, we look to our partner SACO agencies to bring in their expertise. We understand that no one agency can conduct its work in a silo and remain effective and we continue to seek out new ways of working together within the community by building and leveraging all of our strengths to reach each of our common goals of moving our refugees out of poverty.

We thank you for your continued support and look forward to our continued partnership.

March 10, 2008

Roy Kim, Fiscal Manager
Workforce Development and Contracts
and
Michelle Anderson, ETA Supervisor
Sacramento Employment & Training Agency
925 Del Paso Blvd.
Sacramento, CA 95815

Dear Mr. Kim and Ms. Anderson,

We are submitting these comments as input to the planning process for services provided under the RESS and TA federal programs. We are representatives of agencies that currently provide Social Adjustment and Cultural Orientation services under the RESS program.

As you know, SA/CO includes interpretation and assistance for many kinds of appointments: medical, legal, dental, etc., and access to community services such as housing, low-income programs, citizenship, etc. As you're also aware, our bilingual staffs provide every kind of language assistance to refugees from many different ethnic and language backgrounds. We appreciate it that SETA has always set aside RESS funds for this purpose. We realize that Sacramento County is unique in this State in providing language assistance, and we know other providers in other counties who can't find the resources for these services.

We have heard that SETA has received comments that SA/CO services should be open for providers of employment services to apply, and that clients in employment services have other needs for assistance that employment programs would like to provide. In response, we would like to make these points:

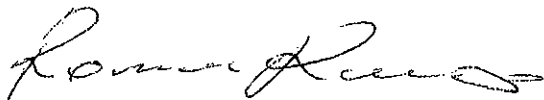
1. Of course, we can't deny that refugees have multiple needs. We do, however, work closely with agencies that provide employment services and have made mutual referrals for many years. Each agency has areas of expertise, and we do not provide employment services for the same reason that other agencies would not be effective in interpreting services. Our staffs have specialized training in interpreting and they are well-known to the community who come and ask for their services. Staff are trusted for their knowledge and experience in citizenship assistance, housing and other issues, just as employment services requires specialized knowledge in job development, and relationships with employers. No one person or agency could be expert in both fields, in our opinion. That is why we value collaboration, and referring refugees to the most appropriate provider for the services they need.
2. The majority of the clients that we serve in the SA/CO program are not appropriate for employment services: they are elderly, or disabled, or not employable for some other reason. We feel that these clients would lose access to services they currently receive at our agencies, if they had to go somewhere else or if these services were connected to employment programs.

We hope that SETA will want to continue the high quality of services that are currently being provided, by all contracted agencies. Please don't hesitate to contact any of us if you have any questions or concerns.

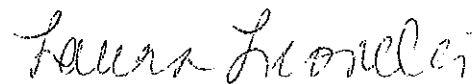
Thank you very much for your attention and consideration.



Mayxay Xiong, Interim Director, Hmong Women Heritage Association



Roman Romaso, Executive Director, Slavic Assistance Center



Laura Leonelli, Executive Director, Southeast Asian Assistance Center