



Sacramento  
Employment and  
Training  
Agency

**GOVERNING BOARD**

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**REGULAR MEETING OF THE  
COMMUNITY ACTION BOARD**

**DATE:** Wednesday, February 10, 2010

**TIME:** 10:00 a.m.

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

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

**AGENDA**

**Page Number**

**I. Call to Order/Roll Call**

➤ **Introduction of New Members:**

- ✓ Susan Hopkins, California Emergency Food Link
- ✓ Alan Lange, Sacramento Hunger Coalition
- ✓ Victor Wilson, Head Start Policy Council

**II. Consent Item**

- |    |  |     |
|----|--|-----|
| A. | Approval of Minutes of the November 18, 2009 Regular Meeting | 1-5 |
|----|--|-----|

**III. Action Item**

- |    |  |     |
|----|--|-----|
| A. | Reallocation of Unspent 2009 Community Services Block Grant Recovery Act Funding | 6-7 |
|----|--|-----|

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

**IV. Information Item**

- A. Community Services Block Grant Fiscal Monitoring Report 8-10  
✓ Department of Human Assistance
- B. Community Services Block Grant Year End Reports 11-18
- C. Community Services Block Grant Recovery Act Reports 19-31
- D. Community Services Block Grant Earned Income Tax Credit (EITC) 32-41  
First Quarter Report

**V. Reports to the Board**

42

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

**VI. Adjournment**

**DISTRIBUTION DATE: FRIDAY, FEBRUARY 5, 2010**

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE NOVEMBER 18, 2009 MEETING

BACKGROUND:

Attached are the minutes of the November 18, 2009 meeting.

RECOMMENDATION:

Review, make any necessary corrections and approve the minutes.

**SPECIAL MEETING OF THE COMMUNITY ACTION BOARD**  
Minutes/Synopsis

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

Wednesday, November 18, 2009  
10:00 a.m.

**I. Call to Order/Roll Call**

Ms. Denise Nelson called the meeting to order at 10:07 a.m.

**Members Present:**

Denise Nelson, Head Start Policy Council  
Darby Patterson, Sacramento County Adult and Aging Commission  
Blake Young, Sacramento Food Bank & Family Services  
Mary Benson, Child Action, Inc.  
Mary Pope, Head Start Policy Council  
Starine Reese, United Way  
Sam Starks, SMUD

**Members Absent:**

Dana Mitchell, Human Rights/Fair Housing Commission  
Beth White, Catholic Charities of Sacramento  
Bert Bettis, Sacramento County Department of Health and  
Human Services

Ms. Darby Patterson from the Adult and Aging Commission was welcomed to the Board.

**II. Consent Item**

A. Approval of Minutes of the August 12, 2009 Regular Meeting

Minutes were reviewed.

Moved/Benson, second/ Young, to approve the August 12, 2009 meeting.  
Voice Vote: Unanimous approval.

**III. Action Item**

A. Approval to Endorse Sacramento Steps Forward

Mr. Chi Cheng stated that the purpose of the initiative is to ensure that all Sacramentans have a place to call home through community efforts to find solutions to the complex and long-standing issues of homelessness. On Thursday, November 5 a regional initiative to end homelessness was launched.

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

Moved/Patterson, second/Benson, to endorse the Sacramento Steps Forward Initiative.

Voice Vote: Unanimous approval.

B. Approval of Community Services Block Grant (CSBG) Funding Recommendations for Fiscal Year 2010

Ms. Cindy Sherwood-Green reviewed the CSBG staff funding recommendations. The Agency received 58 proposals requesting almost \$3.6 million. Proposals were reviewed by a team of 14 readers including staff, board members and community members. Ms. Sherwood-Green stated that, while there were many good proposals, there is not enough money to fund even half of them. Of the 58 proposals, staff is recommending funding only 24 proposals. Two new providers, Hmong Women's Heritage Association and River City Community Services, are being recommended for funding. In addition, staff is requesting the funding of Daren Maeda as a SETA Consultant. Staff distributed an updated staff recommendation packet.

Speakers before the Board:

- ➔ JD Culver, Director of Mobility Operations, Paratransit
- ➔ David Mandel, Supervising Attorney, Legal Services of Northern California

**Family Self-Sufficiency Services**

**Recommended Funding: - Youth**

1. Waking the Village: \$37,000
2. WIND Youth Services: \$38,000
3. La Familia Counseling Center: \$55,000

**Recommended Funding: Seniors/Disabled**

1. Sacramento County DHA: \$26,000
2. Visions Unlimited: \$50,000

**Recommended Funding: Homeless**

1. Sacramento Area Emergency Housing Center: \$55,000

**Recommended Funding: Low-Income Families**

1. Hmong Women's Heritage Association: \$19,000

### **Safety-Net Services**

1. Folsom Cordova Community Partnership: \$21,500
2. South County Services: \$61,600
3. The Salvation Army: \$56,900
4. Voluntary Legal Services of Northern CA: \$25,000
5. Travelers Aid: \$70,000
6. River City Community Services: \$16,000
7. Francis House: \$70,400
8. Legal Services of Northern CA: \$20,000
9. WIND Youth Services: \$22,600
10. Greater Sacramento Urban League: \$22,000
11. My Sister's House: \$34,000

### **ARRA Services**

1. Folsom Cordova Community Partnership: \$15,000
2. South County Services: \$51,150
3. Voluntary Legal Services of Northern CA: \$12,777
4. Francis House: \$53,000
5. Sacramento Area Emergency Housing Center: \$34,037
6. The Salvation Army: \$34,036

Moved/Reese, second/Benson, to approve staff funding recommendations for the Fiscal Year 2010 Community Services Block Grant and approve the continued funding of Daren Maeda as a SETA Consultant for an additional year.

Roll Call Vote: Aye: 6, Nay: 0, Abstentions: 1 (Patterson)

#### **IV. Information Item**

- A. Fiscal Monitoring Reports: No questions or comments on the monitoring reports.

Ms. Sherwood-Green announced that SETA received \$45,000 in CSBG Recovery Act funding to expand the tax credit program. Ms. Sherwood-Green spoke of this program and distributed information.

Mr. Allen Brock reviewed the proposal. Staff will be posting and distributing information to different career centers about the availability of tax preparers. SETA has done this program for the last eight years. More money is brought into the community through this program.

Mr. Victor Bonanno reported that on May 1, 2008 the California Department of Community Services and Development released an RFP targeting asset building for individuals and families. SETA proposed the Financial Literacy Program

which assisted 30 young adults. The participants were emancipated foster youth and formerly incarcerated youth. SETA was awarded \$25,000 for this program and 30 participants eventually completed. Staff interviewed each of the successful participants and an overwhelming number of youth stated that they felt more competent regarding money issues. It was a very successful program.

**V. Reports to the Board**

- A. Chair: No report.
- B. Executive Director: No report.
- C. Members of the Board: No report.
- D. Public: No comments.

**VI. Adjournment: Meeting adjourned at 10:56 a.m.**

ITEM III – A -ACTION

REALLOCATION OF UNSPENT 2009 COMMUNITY SERVICES BLOCK GRANT  
(CSBG) RECOVERY ACT FUNDING

BACKGROUND:

At your Board’s November 18, 2009 meeting, you approved 2010 Community Services Block Grant (CSBG) funding recommendations. Included in the recommendation was the provision that any unspent 2009 CSBG Recovery Act funding would be reallocated to 2010 CSBG service providers and that staff would present funding recommendations to your Board once the unspent amount is known.

A total of \$705,292 in 2009 CSBG ARRA funding was allocated to thirteen (13) service providers. The funding was to have been spent in a six month period, from July 1 to December 31, 2009, but there were significant delays by the State in releasing the funding and the funding was not available until September, 2009. Despite having a short period of time in which to distribute services, the providers spent a remarkable 92% of the funds.

The amount of unspent CSBG ARRA funding is \$55,532.86. Staff recommends reallocating the funds as indicated on the following table:

| Agency   | Target Area  | Current<br>2010 CSBG<br>Funding  | Recommended<br>ARRA<br>Augmentation | Total              |                          |
|--|--|--|-------------------------------------|--------------------|--------------------------|
|  |  |  |                                     | ARRA               | CSBG – all<br>components |
| Folsom-<br>Cordova<br>Community<br>Partnership       | Rancho<br>Cordova and<br>Folsom                        | Safety-Net:<br>\$21,500<br>ARRA:<br>\$15,000<br><b>Total:<br/>\$36,500</b>                 | \$4,856                             | <b>\$19,856</b>    | <b>\$41,356.69</b>       |
| Francis<br>House                                     | Countywide<br>(located near<br>downtown<br>Sacramento) | Safety Net:<br>\$70,400<br>ARRA:<br>\$53,000<br><b>Total:<br/>\$123,400</b>                | \$10,000                            | <b>\$63,000</b>    | <b>\$133,400</b>         |
| Sacramento<br>Area<br>Emergency<br>Housing<br>Center | Countywide<br>(located in<br>South<br>Sacramento)      | Family Self<br>Sufficiency:<br>\$55,000<br>ARRA:<br>\$34,037<br><b>Total:<br/>\$89,037</b> | \$7,650.86                          | <b>\$41,687.86</b> | <b>\$96,687.86</b>       |



ITEM III-A – ACTION (continued)

Page 2

|                       |  |   |          |                 |                  |
|-----------------------|--|---|----------|-----------------|------------------|
| South County Services | Galt, River Delta, and South Sacramento County | Safety-Net: \$23,026<br>\$61,600<br>ARRA: \$51,150<br><b>Total: \$112,750</b> | \$23,026 | <b>\$74,176</b> | <b>\$135,776</b> |
| Travelers Aid         | Countywide /Meadowview                         | Safety Net: \$10,000<br><b>\$70,000</b>                                       | \$10,000 | <b>\$10,000</b> | <b>\$80,000</b>  |

The recommendation for the allocation of funds is based on the following criteria:

- the agency's capacity to meet the needs of the growing number of families affected by the economic downturn
- the ability of the agency to provide the services prioritized by the SETA board, which include immediate assistance and support for families in crisis that lead to stability and employment
- whether the targeted location served by the agency is underserved
- successful program performance in 2009

Allowable activities include:

- utility assistance
- rental assistance
- motel vouchers
- food
- transportation

RECOMMENDATION:

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

ITEM IV-A – INFORMATION

COMMUNITY SERVICES BLOCK GRANT FISCAL MONITORING REPORT

BACKGROUND:

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

Staff will be available to answer questions.

**MEMORANDUM**

**TO:** Mr. Bruce Wagstaff **DATE:** November 18, 2009  
**FROM:** Greg P. Tayros, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Department of Human Assistance

| <u>PROGRAM</u> | <u>ACTIVITY</u>         | <u>FUNDING</u> | <u>CONTRACT PERIOD</u> | <u>PERIOD COVERED</u> |
|----------------|-------------------------|----------------|------------------------|-----------------------|
| WIA-Title I    | One-Stop(Adult)         | \$ 240,000     | 7/1/08-06/30/09        | 7/1/08-06/30/09       |
| CALWORKS       | Homeless                | 426,800        | 7/1/08-06/30/09        | 7/1/08-06/30/09       |
| CSBG           | Family Self-Sufficiency | 26,000         | 1/1/09-12/31/09        | 1/1/09-06/30/09       |

**Monitoring Purpose:** Initial  ( CSBG) Final  ( WIA/CALWORKS)  
**Date of review:** 10/13-14/2009

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

**Program Operator:** Department of Human Assistance

**Findings and General Observations:**

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

**Recommendations for Corrective Action:**

- 1) There are no corrective actions required.

cc: Kathy Kossick  
Governing Board

ITEM IV-B – INFORMATION

COMMUNITY SERVICES BLOCK GRANT YEAR END REPORTS

BACKGROUND:

Attached for your information are the CSBG 2009 year-end reports, which indicate the number of client served and program performance for the period of January 1 through December 31, 2009.

Staff will be available to answer questions.

Please use the CSD 295 -- Client Characteristic Report Instructions and Helpful Hints document to complete this form.

|   |  |
|---|--|
| 1 Contractor Name: <b>Sacramento Employment and Training Agency</b> | Contract #: <b>08F-4934</b>            |
| Prepared By (print name/title): <b>Victor Bonanno</b>               | Report Period: <b>January-December</b> |

Demographic data should be collected on ALL clients receiving services under any program administered by the designated Community Action Agency.

| <b>Yellow Highlighted Sections represent demographics collected on INDIVIDUALS</b>                |                            |   |              |
|---|----------------------------|---|--------------|
| 2 Total unduplicated number of persons about whom one or more characteristics were obtained       |                            | 6,465   |              |
| 3 Total unduplicated number of persons about whom no characteristics were obtained                |                            |   |              |
| <b>Blue Highlighted Sections represent demographics collected on FAMILIES</b>                     |                            |   |              |
| 4 Total unduplicated number of families about whom one or more characteristics were obtained      |                            | 5,121   |              |
| 5 Total unduplicated number of families about whom no characteristics were obtained               |                            |   |              |
| 6. Gender   |                            | Number of Persons*                            |              |
| a. Male   |                            | 2,375   |              |
| b. Female   |                            | 4,090   |              |
|   | <b>*Total</b>              | <b>6,465</b>                                  |              |
| 7. Age  |                            | Number of Persons*                            |              |
| a. 0-5  |                            | 578   |              |
| b. 6-11   |                            | 228   |              |
| c. 12-17  |                            | 515   |              |
| d. 18-23  |                            | 767   |              |
| e. 24-44  |                            | 2,117   |              |
| f. 45-54  | <i>Sum of 7e thru 7h =</i> | 782   |              |
| g. 55-69  | 4369                       | 993   |              |
| h. 70+  |                            | 477   |              |
|   | <b>*Total</b>              | <b>6,457</b>                                  |              |
| 8. Ethnicity/Race   |                            | i. Ethnicity                                  |              |
|   |                            | a. Hispanic or Latino                         | 1,391        |
|   |                            | b. Not Hispanic or Latino                     | 4,979        |
|   |                            | <b>*Total</b>                                 | <b>6,370</b> |
|   |                            | ii. Race                                      |              |
|   |                            | a. White                                      | 1,982        |
|   |                            | b. African American                           | 2,355        |
|   |                            | c. Native American and Alaskan Native         | 115          |
|   |                            | d. Asian                                      | 283          |
|   |                            | e. Native Hawaiian and Other Pacific Islander |              |
|   |                            | f. Other                                      | 1,365        |
|   |                            | g. Multi-Race (any 2 or more of the above)    | 313          |
|   |                            | <b>*Total</b>                                 | <b>6,413</b> |
| 9. Education Level of Adults  |                            | Number of Persons 24+**                       |              |
| a. 0-8  |                            | 181   |              |
| b. 9-12/non-graduate  |                            | 877   |              |
| c. High sch. Grad./GED  |                            | 1,074   |              |
| d. 12+ some post secondary  |                            | 822   |              |
| e. 2 or 4 yr. College graduates   |                            | 365   |              |
|   | <b>**Total</b>             | <b>3,319</b>                                  |              |
| 10. Other Characteristics   |                            | Number of Persons****                         |              |
|   |                            | # of Persons                                  | # Surveyed   |
| a. No Health insurance  |                            | 1,630   | 5,232        |
| b. Disabled   |                            | 1,626   | 6,167        |
| 11. Family Type   |                            | Number of Families***                         |              |
| a. Single parent/female   |                            | 946   |              |
| b. Single parent/male   |                            | 133   |              |
| c. Two-parent household   |                            | 786   |              |
| d. Single person  |                            | 2,458   |              |
| e. Two adults - no children   |                            | 382   |              |
| f. Other  |                            | 391   |              |
|   | <b>***Total</b>            | <b>5,096</b>                                  |              |
| 12. Family Size   |                            | Number of Families***                         |              |
| a. One  |                            | 2,514   |              |
| b. Two  |                            | 839   |              |
| c. Three  |                            | 668   |              |
| d. Four   |                            | 504   |              |
| e. Five   |                            | 278   |              |
| f. Six  |                            | 157   |              |
| g. Seven  |                            | 75  |              |
| h. Eight or more  |                            | 86  |              |
|   | <b>***Total</b>            | <b>5,121</b>                                  |              |
| 13. Source of Family Income   |                            | Number of Families                            |              |
| a. Unduplicated # of Families Reporting One or More Sources of Income***                          |                            | 3,743   |              |
| b. Unduplicated # of Families Reporting No Income   |                            | 1,378   |              |
| <b>Total UNDUP Families who responded as either having a source of income or having no income</b> |                            | <b>5,121</b>                                  |              |
| Record the sources of each family income as reported in 13a above:                                |                            |   |              |
| c. TANF   |                            | 1,086   |              |
| d. SSI  |                            | 1,358   |              |
| e. Social Security  |                            | 343   |              |
| f. Pension  |                            | 59  |              |
| g. General Assistance   |                            | 223   |              |
| h. Unemployment Insurance   |                            | 199   |              |
| i. Employment + other source  |                            | 61  |              |
| j. Employment only  |                            | 453   |              |
| k. Other:   |                            | 118   |              |
| 14. Level of Family Income % of HHS guideline   |                            | Number of Families***                         |              |
| a. Up to 50%  |                            | 1,862   |              |
| b. 51% to 75%   |                            | 286   |              |
| c. 76% to 100%  |                            | 555   |              |
| d. 101% to 125%   |                            |   |              |
| e. 126% to 150%   |                            |   |              |
| f. 151% and over  |                            |   |              |
|   | <b>***Total</b>            | <b>2,703</b>                                  |              |
| 15. Housing   |                            | Number of Families***                         |              |
| a. Own  |                            | 411   |              |
| b. Rent   |                            | 2,541   |              |
| c. Homeless   |                            | 1,515   |              |
| d. Other  |                            | 629   |              |
|   | <b>***Total</b>            | <b>5,096</b>                                  |              |
| 16. Other family characteristics  |                            | Number of Families***                         |              |
| a. Farmer   |                            |   |              |
| b. Migrant Farmworker   |                            |   |              |
| c. Seasonal Farmworker  |                            | 4   |              |

\* The sum in this category should not exceed the value of Section 2.  
 \*\* The sum in this category should not exceed the value of Section 7e-h.  
 \*\*\* The sum in this category should not exceed the value of Section 4.  
 \*\*\*\* The numbers reported under either column should not exceed the value of Section 2.

**Goal 1: Low-income people become more self-sufficient.**

**NPI 1.2: Employment Supports**

**Problem Statement:** (If additional space is needed, please attach a separate sheet.)

According to information provided by the State Employment Development Department, Labor Market Information Division, the unemployment rate for Sacramento County was 4.9% in March 2005 which is down from 5.6% a year earlier. According to 2000 Census data there are 169,784 poor living in Sacramento County representing 14.1% of the population which is over 10% higher than the State of California rate. Approximately 6.3% of the population in Sacramento County relies on public assistance. As of July 2006, 32,161 families in Sacramento County received monthly CalWORKs cash awards.

**Program Activities and Delivery Strategies:** (If additional space is needed, please attach a separate sheet.)

**Employment Supports:**

Employment supports such as shelter and transportation will be provided to help clients acquire or maintain employment.

**Information and Referral:**

Linkages to community resources will be established to which families will be referred. Referrals will also be made to other SETA

| <b>National Performance<br/>Indicator 1.2</b>   | <b>1</b>   | <b>2</b>   | <b>3</b>  |
|---|--|--|---|
| <b>Employment Supports</b>  | <b>Number of<br/>Participants<br/>Projected to<br/>be Served for<br/>Contract<br/>Period<br/>(#)</b> | <b>Number of<br/>Participants<br/>Enrolled in<br/>Program(s)<br/>in Reporting<br/>Period<br/>(#)</b> | <b>Number of<br/>Participants<br/>Achieving Outcome<br/>in Reporting Period<br/>(#)</b> |
| The number of low-income participants for whom barriers to initial or continuous employment are reduced or eliminated through assistance from community action, as measured by <u>one or more</u> of the following: |  |  |   |
| A. Obtained pre-employment skills/competencies required for employment and received training program certificate or diploma   |  |  |   |
| B. Completed ABE/GED and received certificate or diploma  |  |  |   |
| C. Completed post-secondary education program and obtained certificate or diploma   |  |  |   |
| D. Enrolled children in "before" or "after" school programs, in order to gain or maintain employment  |  |  |   |
| E. Obtained care for child or other dependant in order to gain or maintain employment   |  |  |   |
| F. Obtained access to reliable transportation and/or driver's license in order to gain or maintain employment   | 45   | 53   | 53  |
| G. Obtained health care services for themselves or a family member in support of employment stability needed to gain or retain employment.  |  |  |   |
| H. Obtained safe and affordable housing in support of employment stability needed to gain or retain employment.   | 680  | 656  | 656   |
| I. Obtained food assistance in support of employment stability needed to gain or retain employment.   |  |  |   |

*In the rows below, please include any additional indicators for NPI 1.2 that were not captured above.*

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|  |  |  |  |

| <b>National Performance Indicator 1.3 (Continued)</b><br><b>Economic Asset Enhancement and Utilization</b><br>The number and percentage of low-income households that achieve an increase in financial assets and/or financial skills as a result of community action assistance, and the aggregated amount of those assets and resources for all participants achieving the outcome, as measured by <u>one or more</u> of the following: | 1<br><br>Number of Participants Projected to be Served for Contract Period (#) | 2<br><br>Number of Participants Enrolled in Program(s) in Reporting Period (#) | 3<br><br>Number of Participants Expected to Achieve Outcome in Reporting Period (#) | 4<br><br>Number of Participants Achieving Outcome in Reporting Period (#) | 5<br><br>Aggregated Dollar Amounts (Payments, Credits or Savings) (\$) | 6<br><br>Percentage Achieving Outcome in Reporting Period (%) |
|---|--|--|---|---|--|---|
|---|--|--|---|---|--|---|

**B. UTILIZATION**

|  |    |    |    |    |         |      |
|--|----|----|----|----|---------|------|
| 1. Number and percent demonstrating ability to complete and maintain a budget for over 90 days   |    |    |    |    |         |      |
| 2. Number and percent opening an Individual Development Account (IDA) or other savings account and increased savings, and the aggregated amount of savings | 15 | 30 | 30 | 30 | \$6,541 | 100% |
| <b>3. Of participants in a community action asset development program (IDA and others):</b>  |    |    |    |    |         |      |
| a. Number and percent capitalizing a small business due to accumulated savings   |    |    |    |    |         |      |
| b. Number and percent pursuing post-secondary education due to savings   |    |    |    |    |         |      |
| c. Number and percent purchasing a home due to accumulated savings   |    |    |    |    |         |      |

*In the rows below, please include any additional indicators for NPI 1.3 that were not captured above.*

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |



Contractor Name: Sacramento Employment and Training Agency  
 Contact Person and Title: Victor Bonanno, ETA Supervisor  
 Phone: (916) 263-4364 E-mail: victor@delpaso.seta.net Fax: (916) 263-5427

**Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.**

**NPI 6.1: Independent Living**

**Problem Statement:** (If additional space is needed, please attach a separate sheet.)

The proportion of minority seniors aged 55+ in Sacramento has increased at twice the rate of white seniors over the ten (10) year span between 1990 and 2000. The projected increase in diverse ethnic populations will necessitate the development of more culturally responsive services and increased participation by minorities in the planning and development of these services. Many, due to language, cultural and economic barriers will, like the frail elderly, be especially vulnerable and in need of services responsive to their situation.

**Program Activities and Delivery Strategies:** (If additional space is needed, please attach a separate sheet.)

Physical/Mental Health Services:

Homebound seniors will be provided in-home assistance visits by peer counselors/senior companions to reduce isolation and depression. Supportive services will include linkages to community resources, companionship, respite for families, shopping assistance, aid in paying bills and completing forms. Escort services will include medical transportation, shopping, social outings, and walking to provide exercise outside the home.

| <b>National Performance<br/>Indicator 6.1</b>  | <b>1</b>  | <b>2</b>   |
|--|---|--|
| <b>Independent Living</b>  | <b>Number of Individuals<br/>Projected to be Served<br/>for Contract Period<br/>(#)</b> | <b>Number of Vulnerable<br/>Individuals Living<br/>Independently in<br/>Reporting Period<br/>(#)</b> |
| The number of vulnerable individuals receiving services from community action that maintain an independent living situation as a result of those services: |   |  |
| A. Senior Citizens   | 123   | 130  |
| B. Individuals with Disabilities   | 75  | 113  |

*In the rows below, please include any additional indicators for NPI 6.1 that were not captured above.*

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |

**Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.**

**NPI 6.2: Emergency Assistance**

**Problem Statement:** (If additional space is needed, please attach a separate sheet.)

The results of severe State and County revenue shortfalls over the last three (3) years have already had a negative effect on over 100 community based organizations and agencies that contract with Sacramento County to provide emergency services to welfare recipients and other economically challenged target groups. Rapidly rising rents and utilities costs have far outstripped public assistance awards to most families and increased the number of working poor also classified as homeless.

**Program Activities and Delivery Strategies:** (If additional space is needed, please attach a separate sheet.)

Two parallel systems of access to CSBG emergency services will be made available throughout Sacramento County. The first system targets families and individuals engaged in case managed self-sufficiency services and through the system of Sacramento Works Career Centers or a CSBG Neighborhood Services Coordinator. Emergency services will be provided to ameliorate unplanned-for barriers to the successful implementation of an Individual Service Plan. The second access system will be embedded in existing emergency service strategies of delegate agencies geographically located throughout

| <b>National Performance Indicator 6.2</b><br><b>Emergency Assistance</b><br>The number of low-income individuals or families served by community action that sought emergency assistance and the percentage of those households for which assistance was provided, including such services as: | <b>1</b><br><br><b>Unit of Measurement</b> | <b>2</b><br><br><b>Number of Households Projected to be Served for Contract Period (#)</b> | <b>3</b><br><br><b>Number of Household Seeking Assistance in Reporting Period (#)</b> | <b>4</b><br><br><b>Number of Households Receiving Assistance in Reporting Period (#)</b> |
|--|--|--|---|--|
| <b>A. Food</b> - Indicate your state's unit of measurement, such as bags, packages, cartons, families, individuals, etc.   | (Number of times Household Received Food)  | 13,813   | 20,310  | 20,310   |
| <b>B. Emergency payments to vendors, including Fuel and Energy bills and Rent/Mortgage payments</b>  | Households                                 | 645  | 639   | 639  |
| <b>C. Temporary shelter</b>  | Households                                 | 348  | 318   | 318  |
| <b>D. Emergency medical care</b>   | Households                                 |  |   |  |
| <b>E. Protection from violence</b>   | Households                                 |  |   |  |
| <b>F. Legal assistance</b>   | Households                                 | 1,212  | 1,676   | 1,676  |
| <b>G. Transportation</b>   | Households                                 | 602  | 614   | 614  |
| <b>H. Disaster Relief</b>  | Households                                 |  |   |  |
| <b>I. Clothing</b>   | Households                                 |  |   |  |

*In the rows below, please include any additional indicators for NPI 6.2 that were not captured above.*

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|  |  |  |  |  |

**Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.**

**NPI 6.3: Child and Family Development**

**Problem Statement:** (If additional space is needed, please attach a separate sheet.)

The Juvenile felony arrest rate declined by 12% in Sacramento County between 1997 and 2000, but still remains 9% higher than California as a whole. Although there are fewer juvenile felons, the youth who are arrested are committing more serious crimes.

Children’s Protective Services of Sacramento County reports that as of January 2007, the number of children in foster care

**Program Activities and Delivery Strategies:** (If additional space is needed, please attach a separate sheet.)

Client Advocacy:

Personal and community advocacy will be provided to at-risk and foster youth to negotiate school, legal and social service systems.

Family/Individual Counseling and Programs:

| <b>National Performance Indicator 6.3</b><br><br><b>Child and Family Development</b><br>The number and percentage of all infants, children, youth, parents, and other adults participating in developmental or enrichment programs that achieve program goals, as measured by <u>one or more</u> of the following: | <b>1</b><br><br><b>Number of Participants Projected to be served for Contract Period (#)</b> | <b>2</b><br><br><b>Number of participants Enrolled in Program(s) in Reporting Period (#)</b> | <b>3</b><br><br><b>Number of Participants Expected to Achieve Outcome in Reporting Period (#)</b> | <b>4</b><br><br><b>Number of Participants Achieving Outcome in Reporting Period (#)</b> | <b>5</b><br><br><b>Percentage of Participants Achieving Outcome in Reporting Period (%)</b> |
|--|--|--|---|---|---|
| <b>A. INFANTS &amp; CHILDREN</b>   |  |  |   |   |   |
| 1. Infants and children obtain age appropriate immunizations, medical and dental care  |  |  |   |   |   |
| 2. Infant and child health and physical development are improved as a result of adequate nutrition   |  |  |   |   |   |
| 3. Children participate in pre-school activities to develop school readiness skills  |  |  |   |   |   |
| 4. Children who participate in pre-school activities are developmentally ready to enter Kindergarten or 1st Grade  |  |  |   |   |   |

| <b>B. YOUTH</b>  |     |     |     |     |      |
|--|-----|-----|-----|-----|------|
| 1. Youth improve physical health and development   |     |     |     |     |      |
| 2. Youth improve social/emotional development  |     |     |     |     |      |
| 3. Youth avoid risk-taking behavior for a defined period of time   |     |     |     |     |      |
| 4. Youth have reduced involvement with criminal justice system   |     |     |     |     |      |
| 5. Youth increase academic, athletic or social skills for school success by participating in before or after school programs | 118 | 107 | 107 | 107 | 100% |

| <b>C. PARENTS AND OTHER ADULTS</b>   |  |  |  |  |  |
|--|--|--|--|--|--|
| 1. Parents and other adults learn and exhibit improved parenting skills          |  |  |  |  |  |
| 2. Parents and other adults learn and exhibit improved family functioning skills |  |  |  |  |  |

*In the rows below, please include any additional indicators for NPI 6.3 that were not captured above.*

|  |     |     |     |     |      |
|--|-----|-----|-----|-----|------|
| <b>B-6.</b> Formerly incarcerated and foster youth are enrolled in college | 50  | 81  | 81  | 81  | 100% |
| <b>B-7.</b> Homeless youth in safe shelter or housing                      | 140 | 120 | 120 | 120 | 100% |

ITEM IV-C – INFORMATION

COMMUNITY SERVICES BLOCK GRANT RECOVERY ACT  
REPORTS

BACKGROUND:

Attached for your information are the Community Services Block Grant Recovery Act reports, which indicate the number of clients served, the status of Recovery Act funded projects, and program performance for the period of July 1 and December 31, 2009.

Staff will be available to answer questions.

Please use the CSD 903 -- Client Characteristic Report Instructions and Helpful Hints document to complete this form.

|                                 |  |                |                        |
|---------------------------------|--|----------------|------------------------|
| 1 Contractor Name:              | <b>Sacramento Employment and Training Agency</b> | Contract #:    | <b>09F-5135</b>        |
| Prepared By (print name/title): | <b>Victor Bonanno, ETA Supervisor</b>            | Report Period: | <b>7/1/09-12/31/09</b> |

Demographic data should be collected on ALL clients receiving services under any program administered by the designated Community Action Agency.

|   |                            |                                |               |
|---|----------------------------|--------------------------------|---------------|
| <b>Yellow Highlighted Sections represent demographics collected on INDIVIDUALS</b>                |                            |                                |               |
| 2 Total unduplicated number of persons about whom one or more characteristics were obtained       |                            | 6,365                          |               |
| 3 Total unduplicated number of persons about whom no characteristics were obtained                |                            |                                |               |
| <b>Blue Highlighted Sections represent demographics collected on FAMILIES</b>                     |                            |                                |               |
| 4 Total unduplicated number of families about whom one or more characteristics were obtained      |                            | 5,733                          |               |
| 5 Total unduplicated number of families about whom no characteristics were obtained               |                            |                                |               |
| <b>6. Gender</b>  |                            | <b>Number of Persons*</b>      |               |
| a. Male   |                            | 2,648                          |               |
| b. Female   |                            | 3,716                          |               |
|   | <b>*Total</b>              | <b>6,364</b>                   |               |
| <b>7. Age</b>   |                            | <b>Number of Persons*</b>      |               |
| a. 0-5  |                            | 245                            |               |
| b. 6-11   |                            | 68                             |               |
| c. 12-17  |                            | 95                             |               |
| d. 18-23  |                            | 645                            |               |
| e. 24-44  | <i>Sum of 7e thru 7h =</i> | 2,613                          |               |
| f. 45-54  |                            | 1,338                          |               |
| g. 55-69  | <b>5311</b>                | 978                            |               |
| h. 70+  |                            | 382                            |               |
|   | <b>*Total</b>              | <b>6,364</b>                   |               |
| <b>8. Ethnicity/Race</b>  |                            |                                |               |
| <b>I. Ethnicity</b>   |                            |                                |               |
| a. Hispanic or Latino   |                            | 1,033                          |               |
| b. Not Hispanic or Latino   |                            | 5,282                          |               |
|   | <b>*Total</b>              | <b>6,315</b>                   |               |
| <b>II. Race</b>   |                            |                                |               |
| a. White  |                            | 1,863                          |               |
| b. African American   |                            | 2,874                          |               |
| c. Native American and Alaskan Native   |                            | 114                            |               |
| d. Asian  |                            | 121                            |               |
| e. Native Hawaiian and Other Pacific Islander   |                            | 70                             |               |
| f. Other  |                            | 1,016                          |               |
| g. Multi-Race (any 2 or more of the above)  |                            | 262                            |               |
|   | <b>*Total</b>              | <b>6,320</b>                   |               |
| <b>9. Education Level of Adults</b>   |                            | <b>Number of Persons 24+**</b> |               |
| a. 0-8  |                            | 195                            |               |
| b. 9-12/non-graduate  |                            | 1,427                          |               |
| c. High sch. Grad./GED  |                            | 1,569                          |               |
| d. 12+ some post secondary  |                            | 954                            |               |
| e. 2 or 4 yr. College graduates   |                            | 555                            |               |
|   | <b>**Total</b>             | <b>4,700</b>                   |               |
| <b>10. Other Characteristics</b>  |                            | <b>Number of Persons</b>       |               |
|   | <b>Yes</b>                 | <b>No</b>                      | <b>Total*</b> |
| a. Health insurance   | 2615                       | 2,827                          | 5,442         |
| b. Disabled   | 1,943                      | 4,238                          | 6,181         |
| <b>11. Family Type</b>  |                            | <b>Number of Families***</b>   |               |
| a. Single parent/female   |                            | 1,215                          |               |
| b. Single parent/male   |                            | 195                            |               |
| c. Two-parent household   |                            | 712                            |               |
| d. Single person  |                            | 2,956                          |               |
| e. Two adults - no children   |                            | 455                            |               |
| f. Other  |                            | 200                            |               |
|   | <b>***Total</b>            | <b>5,733</b>                   |               |
| <b>12. Family Size</b>  |                            | <b>Number of Families ***</b>  |               |
| a. One  |                            | 2,921                          |               |
| b. Two  |                            | 1,009                          |               |
| c. Three  |                            | 710                            |               |
| d. Four   |                            | 531                            |               |
| e. Five   |                            | 282                            |               |
| f. Six  |                            | 161                            |               |
| g. Seven  |                            | 63                             |               |
| h. Eight or more  |                            | 56                             |               |
|   | <b>***Total</b>            | <b>5,733</b>                   |               |
| <b>13. Source of Family Income</b>  |                            | <b>Number of Families</b>      |               |
| a. Unduplicated # of Families Reporting One or More Sources of Income***                          |                            | 3,767                          |               |
| b. Unduplicated # of Families Reporting No Income   |                            | 1,966                          |               |
| <b>Total UNDUP Families who responded as either having a source of income or having no income</b> |                            | <b>5,733</b>                   |               |
| <b>Record the sources of each family income as reported in 13a above:</b>                         |                            |                                |               |
| c. TANF   |                            | 948                            |               |
| d. SSI  |                            | 1,149                          |               |
| e. Social Security  |                            | 572                            |               |
| f. Pension  |                            | 92                             |               |
| g. General Assistance   |                            | 229                            |               |
| h. Unemployment Insurance   |                            | 260                            |               |
| i. Employment + other source  |                            | 95                             |               |
| j. Employment only  |                            | 442                            |               |
| k. Other  |                            | 253                            |               |
| <b>14. Level of Family Income % of HHS guideline</b>  |                            | <b>Number of Families ***</b>  |               |
| a. Up to 50%  |                            | 2501                           |               |
| b. 51% to 75%   |                            | 277                            |               |
| c. 76% to 100%  |                            | 343                            |               |
| d. 101% to 125%   |                            | 234                            |               |
| e. 126% to 150%   |                            | 158                            |               |
| f. 151% to 175%   |                            | 93                             |               |
| g. 176% to 200%   |                            | 55                             |               |
| h. 201% and over  |                            |                                |               |
|   | <b>***Total</b>            | <b>3,661</b>                   |               |
| <b>15. Housing</b>  |                            | <b>Number of Families ***</b>  |               |
| a. Own  |                            | 275                            |               |
| b. Rent   |                            | 3,108                          |               |
| c. Homeless   |                            | 1,855                          |               |
| d. Other  |                            | 477                            |               |
|   | <b>***Total</b>            | <b>5,715</b>                   |               |
| <b>16. Other family characteristics</b>   |                            | <b>Number of Families***</b>   |               |
| a. Farmer   |                            | 2                              |               |
| b. Migrant Farmworker   |                            | 2                              |               |
| c. Seasonal Farmworker  |                            | 7                              |               |

\* The sum in this category should not exceed the value of Section 2.

\*\* The sum in this category should not exceed the value of Section 7e-h.

\*\*\* The sum in this category should not exceed the value of Section 4.

**Goal 1: Low-income people become more self-sufficient.**

**NPI 1.2: Employment Supports**

**Problem Statement:** (If additional space is needed, please attach a separate sheet.)

**Problem:** Dramatic reductions in the local Sacramento County workforce, steep declines in the availability of new employment opportunities for the unemployed and underemployed and the number of new jobs created, and the declining ability of the area's vulnerable families to compete in an increasingly competitive job market

**The Cause of the Problem:** The declining national, state and local economies creating rising unemployment and reductions in employee work hours, and the homelessness and imminent homelessness brought about by foreclosures stemming from the housing crisis; preventing families from retaining their jobs

**Who Is Affected:** With few exceptions, such as in the area's remaining demand occupation sectors, victims of the economic downturn are representative of all socio-economic and employment sectors with increased representation in the low wage/skill job market

**Program Activities and Delivery Strategies:** (If additional space is needed, please attach a separate sheet.)

Activities for the program will include numerous supports that are intended to fill gaps in family resources that would have otherwise been intended to ensure family stability while maintaining current employment, or to provide for items necessary to conduct job search activities or employer-mandated items necessary to accept a conditional offer of employment.

**The strategy** for a large service area like Sacramento County will be comprised of three main components to be implemented in three phases, each intended to enhance the employability of unemployed family members or to stabilize families in an effort to help currently employed family members maintain employment. The first phase will include the augmentation of resources to key SETA delegate agencies that are already located in priority service areas and have the infrastructure. These services began on July 1, 2009 and comprise the largest share of available resources to make an immediate impact on the pent-up demand for services of this type.

| <b>National Performance Indicator 1.2</b><br><br><b>Employment Supports</b><br><br>The number of low-income participants for whom barriers to initial or continuous employment are reduced or eliminated through assistance from Community Action, as measured by <u>one or more</u> of the following: | <b>1</b><br><br><b>Number of Participants Projected to be Served for Contract Period (#)</b> | <b>2</b><br><br><b>Number of Participants Enrolled in Program(s) in Reporting Period (#)</b> | <b>3</b><br><br><b>Number of Participants Achieving Outcome in Reporting Period (#)</b> |
|--|--|--|---|
| A. Obtained skills/competencies required for employment  |  |  |   |
| B. Completed ABE/GED and received certificate or diploma   |  |  |   |
| C. Completed post-secondary education program and obtained certificate or diploma  |  |  |   |
| D. Enrolled children in "before" or "after" school programs  |  |  |   |
| E. Obtained care for child or other dependant  |  |  |   |
| F. Obtained access to reliable transportation and/or driver's license  | 2,000  | 1,509  | 1,509   |
| G. Obtained health care services for themselves or family member   | 500  |  |   |
| H. Obtained safe and affordable housing  | 100  |  |   |
| I. Obtained food assistance  | 2,500  | 1,425  | 1,425   |
| J. Obtained non-emergency LIHEAP energy assistance   |  |  |   |
| K. Obtained non-emergency WX energy assistance   |  |  |   |
| L. Obtained other non-emergency energy assistance (State/local/private energy programs. Do Not Include LIHEAP or WX)   |  |  |   |

*In the row below, please include any additional indicators for NPI 1.2 that were not captured above.*

|   |       |       |       |
|---|-------|-------|-------|
| M. Obtained rental assistance   | 1,050 | 25    | 25    |
| N. Obtained non-LIHEAP utility assistance                             | 1,300 | 17    | 17    |
| O. Obtained minor car repair or automotive consumables (\$200. limit) | 100   |       |       |
| P. Obtained employment related identification documents               | 1,700 | 1,198 | 1,198 |

|  |     |   |   |
|--|-----|---|---|
| <b>Q. Obtained employment/training necessitated or mandated items and services</b> | 250 |   |   |
| <b>R. Obtained employment necessitated motel voucher</b>                           | 500 | 2 | 2 |
|  |     |   |   |



**Goal 2: The conditions in which low-income people live are improved.**

**NPI 2.4: Employment Growth from ARRA Funds**

**Problem Statement:** (If additional space is needed, please attach a separate sheet.)

**Problem:** Private sector employers reduce their workforces in reaction to reduced demand for goods and services. Public sector employers reduce their workforces in reaction to reduced tax revenues. Non-profit organizations reduce their workforces in reaction to the elimination of public funding for discretionary programs serving the community and the declining value of foundation assets, donations and investments from which they traditionally find funding opportunities.

**Cause of the Problem:** The declining national, state and local economies creating rising unemployment and reductions in employee work hours and incomes have exerted a downward pressure on retail expenditures, a major tax revenue source for the public sector, manufacturing orders in the private sector and charitable donations in the non-profit sector.

**Who is Affected:** With few exceptions, such as in the area's remaining demand occupation sectors, victims of the economic downturn are representative of all socio-

**Program Activities and Delivery Strategies:** (If additional space is needed, please attach a separate sheet.)

SETA will provide numerous direct and indirect supports that are intended to remove housing and financial barriers to participants seeking and/or maintaining employment or career training opportunities.

The strategy for a large service area like Sacramento County will be comprised of three main components to be implemented in three phases, each intended to enhance the employability of unemployed family members or to stabilize families in an effort to help currently employed family members maintain employment. The first phase will include the augmentation of resources to key SETA delegate agencies that are already located in priority service areas and have the infrastructure. These services began on July 1, 2009 and comprise the largest share of available resources to make an immediate impact on the pent-up demand for services of this type.

Phase two, beginning October 1, 2009, will target participants of the countywide system of twelve Sacramento Works Career Centers. Mobile resource technicians

| National Performance<br>Indicator 2.4  | 1<br>Number of Jobs<br>Projected for<br>Contract<br>Period<br>(#) | 2<br>Number of Jobs<br>in Reporting Period<br>(#) |
|--|---|---|
| <b>Employment Growth from ARRA Funds</b><br>The total number of jobs created or saved, at least in part by ARRA funds, in the community. |   |   |
| A. Jobs created at least in part by ARRA funds   | 10  | 13 FTE  |
| B. Jobs saved at least in part by ARRA funds   | 60  | 5.11 FTE  |
| <i>In the row below, please include any additional indicators for NPI 2.4 that were not captured above.</i>                              |   |   |
|  |   |   |

Contractor Name: Sacramento Employment and Training Agency  
 Contact Person and Title: Victor Bonanno, Employment and Training Analyst Supervisor  
 Phone Number: (916) 263-4364 Ext. Number: \_\_\_\_\_  
 E-mail Address: victor@delpaso.seta.net Fax Number: (916) 263-5427

**Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.**

**NPI 6.1: Independent Living**

**Problem Statement:** (If additional space is needed, please attach a separate sheet.)

**Problem:** Cuts in the local Sacramento County workforce and the downsizing of community based organizations have resulted in a reduction of services to some of the area's most vulnerable families, including frail seniors and the disabled living on fixed incomes. Once dislodged from stable, independent living environments, it is exceptionally difficult to re-establish them back into their housing of choice.

**The Cause of the Problem:** The declining national, state and local economies creating rising unemployment and reductions in employee work hours have cut deeply into the area's tax revenues that used provide local governments with the discretionary spending necessary to provide supports to vulnerable populations. Private and foundation donations or funding streams have been reduced because of the declining value of investments and assets to support personal and organizational missions.

**Who Is Affected:** All vulnerable populations that rely on non-locally mandated public or private supports to maintain independent living environments for themselves.

**Program Activities and Delivery Strategies:** (If additional space is needed, please attach a separate sheet.)  
 The program will provide peer counseling for homebound seniors in their housing-of-choice, the delivery of surplus foodstuffs and assistance shopping for other nutritious foods and personal items. This service is also intended to provide the senior with social interaction to keep them mentally accute and to prolong independent living. The disabled participants served under this indicator will be provided with housing related services intended to help them maintain stable housing or to be rehoused when necessary.

**The strategy** is to identify existing SETA delegate agencies with the expertise to serve the frail elderly and disabled, and provide them with the necessary resources to deliver the services proposed above.

| National Performance Indicator 6.1  | 1  | 2   |
|---|--|---|
| Independent Living  | Number of Vulnerable Individuals Living Independently Projected to be Served for Contract Period (#) | Number of Vulnerable Individuals Living Independently in Reporting Period (#) |
| The number of vulnerable individuals receiving services from Community Action who maintain an independent living situation as a result of those services:                 |  |   |
| A. Senior Citizens ( <i>seniors can be reported twice, once under Senior Citizens and again if they are disabled under Individuals with Disabilities, ages 55-over.</i> ) | 20   | 19  |
| B. Individuals with Disabilities  |  |   |
| Ages a. 0-17  | 5  | 1   |
| b. 18-54  | 15   | 15  |
| c. 55-over  |  |   |

*In the row below, please include any additional indicators for NPI 6.1 that were not captured above.*

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

**Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.**

**NPI 6.2: Emergency Assistance**

**Problem Statement:** (If additional space is needed, please attach a separate sheet.)

**Problem:** Dramatic reductions in the local Sacramento County workforce, steep declines in the availability of new employment opportunities for the unemployed and underemployed have disproportionately affected low-skilled/wage workers from low-income families who are first to be laid off by private and public employers.

**The Cause of the Problem:** The declining national, state and local economies creating decreased tax revenues, rising unemployment, reductions in employee work hours, and homelessness brought about by foreclosures stemming from the housing crisis; preventing families from retaining their jobs or livable incomes.

**Who Is Affected:** With few exceptions, such as in the area's remaining demand occupation sectors, victims of the economic downturn are representative of all socio-economic and employment sectors with increased representation in the low wage/skill job market

**Program Activities and Delivery Strategies:** (If additional space is needed, please attach a separate sheet.)

**The program will provide** numerous supports that are intended to replicate or replace family resources lost as a result of job loss/reduction so as to help stabilize imminently homeless families and to re-house homeless families when necessary.

**The strategy** for a large service area like Sacramento County is to collaborate with other governmental agencies, Sacramento Housing and Redevelopment Agency and the County Department of Human Assistance, to leverage CSBG resources dedicated to this indicator with additional resources and procure three community based agencies, each assigned a region of Sacramento County, to provide direct services to families eligible for the various funds including the separate CSBG funding component. These agency services will be coordinated through a common telephone intake/screening process. SETA will also provide for the expansion of legal services available for families in danger of losing their housing through an existing SETA delegate agency to forestall or prevent evictions.

| <b>National Performance Indicator 6.2</b><br><br><b>Emergency Assistance</b><br><br>The number of low-income individuals served by Community Action who sought emergency assistance and the number of those individuals for whom assistance was provided, including such services as: | <b>1</b><br><br><b>Number of Individuals Projected to be Served for Contract Period (#)</b> | <b>2</b><br><br><b>Number of Individuals Seeking Assistance in Reporting Period (#)</b> | <b>3</b><br><br><b>Number of Individuals Receiving Assistance in Reporting Period (#)</b> |
|---|---|---|---|
| A. Emergency Food - for the purposes of this reporting, please provide the number of individuals receiving such assistance, not the number of units of service they received.   |   |   |   |
| B. Emergency fuel or utility payments funded by LIHEAP or other public and private funding sources  | 1,000   | 558   | 558   |
| C. Emergency Rent or Mortgage Assistance  | 1,750   | 541   | 541   |
| D. Emergency Car or Home Repair (i.e. structural, appliance, heating systems, etc.)   |   |   |   |
| E. Emergency Temporary Shelter  | 700   | 186   | 186   |
| F. Emergency Medical Care   |   |   |   |
| G. Emergency Protection from Violence   |   |   |   |
| H. Emergency Legal Assistance   | 650   | 952   | 952   |
| I. Emergency Transportation   | 1,500   | 1,321   | 1,321   |
| J. Emergency Disaster Relief  |   |   |   |
| K. Emergency Clothing   |   |   |   |

*In the row below, please include any additional indicators for NPI 6.2 that were not captured above.*

|  |     |    |    |
|--|-----|----|----|
| L. Obtained necessary identification documents and/or driver's license | 100 | 88 | 88 |
|--|-----|----|----|

|   |                             |
|---|-----------------------------|
| Date:   | 10/15/2009                  |
| Reporting Interval:                                       | July 1 - September 30, 2009 |
| <input type="checkbox"/> Agency Project (Direct Services) |                             |
| <input checked="" type="checkbox"/> Subcontractor Project |                             |

### CSBG ARRA Project Status Report

Complete this form for each Project funded with CSBG ARRA funds

|  |                                  |                             |
|--|----------------------------------|-----------------------------|
| Contractor Name: Sacramento Employment and Training Agency | Contract Number: 09F-5135        | Prepared by: Victor Bonanno |
| E-mail Address: victor@delpaso.seta.net                    | Telephone Number: (916) 263-4364 | Fax Number: (916) 263-5427  |

**Project Completion Status:** (Provide the project completion status by choosing one (1) of the following options: Not Started, Less than 50% completed, Completed 50% or More, Fully Completed)

Not Started     Less Than 50% completed     Completed 50% or More     Fully Completed

**Project Name:** (Provide a brief descriptive title of the Project (e.g. Culinary Training Center))

Family Stabilization Project

**Service Category of Project:** (Select one (1) service category per project)

Education     Emergency Services     Employment     Health     Self Sufficiency  
 Housing     Income Management     Linkages     Nutrition     Other: \_\_\_\_\_

**Project Description:** (Provide a brief narrative of Project)

SETA delegate agencies will provide emergency services designed to mitigate the effects of the economic downturn and housing crisis on vulnerable and in-crisis families including food, utilities assistance, eviction avoidance, motel vouchers, transportation assistance, limited health services, legal assistance, minor car repair and registration, employer mandated/necessitated clothing or tools and aftercare for struggling program graduates.

**Expected Outcomes:** (Provide a brief narrative of the expected outcomes for Project)

More than 3000 families will be stabilized while the economy strengthens, family members will be able to retain existing jobs they may have lost and social service worker positions will be created and retained to meet the demand of a rapid implementation of ARRA.

**Narrative of Project Completion Status:** (Provide a brief Narrative of work completed)

SETA delegate agencies approved for providing ARRA funded services were notified that they may begin implementing their component of the SETA Recovery Act Local Plan as of July 1, 2009.

### Number of Jobs Created/Retained

|   |                                |
|---|--------------------------------|
| <b>Narrative of Jobs Created:</b> (Provide a brief description of the types of jobs created) Jobs or positions "Created" means those new positions created and filled, or previously existing unfilled positions that are filled as a result of ARRA Funds. | <b>Number of Jobs Created</b>  |
| New positions that will be created and filled and existing unfilled positions that will be filled as a result of ARRA funding will fall into the following employment sectors:<br><br>> Direct Client Services<br>> Subcontractor Monitoring                |                                |
| <b>Narrative of Jobs Retained:</b> (Provide a brief description of the types of jobs retained) Jobs or positions "Retained" means those previously existing filled positions that are retained as a result of ARRA Funds.                                   | <b>Number of Jobs Retained</b> |
| Previously existing filled positions that are retained as a result of ARRA funding will fall into the following employment sectors:<br><br>> Direct Client Services<br>> Subcontractor Monitoring   |                                |

|   |                             |
|---|-----------------------------|
| Date:   | 10/15/2009                  |
| Reporting Interval:                                       | July 1 - September 30, 2009 |
| <input type="checkbox"/> Agency Project (Direct Services) |                             |
| <input checked="" type="checkbox"/> Subcontractor Project |                             |

### CSBG ARRA Project Status Report

Complete this form for each Project funded with CSBG ARRA funds

|                  |   |                   |                |              |                |
|------------------|---|-------------------|----------------|--------------|----------------|
| Contractor Name: | Sacramento Employment and Training Agency | Contract Number:  | 09F-5135       | Prepared by: | Victor Bonanno |
| E-mail Address:  | victor@delpaso.seta.net                   | Telephone Number: | (916) 263-4364 | Fax Number:  | (916) 263-5427 |

**Project Completion Status:** (Provide the project completion status by choosing one (1) of the following options: Not Started, Less than 50% completed, Completed 50% or More, Fully Completed)

Not Started     Less Than 50% completed     Completed 50% or More     Fully Completed

**Project Name:** (Provide a brief descriptive title of the Project (e.g. Culinary Training Center))

Homeless Prevention and Rapid Rehousing Project (HPRP)

**Service Category of Project:** (Select one (1) service category per project)

Education     Emergency Services     Employment     Health     Self Sufficiency  
 Housing     Income Management     Linkages     Nutrition     Other: \_\_\_\_\_

**Project Description:** (Provide a brief narrative of Project)

Through three delegate agencies, each assigned a Sacramento County region, imminently homeless families will be stabilized in their current homes or re-housed through a combination of supports including rental assistance, utilities assistance, motel assistance and transportation assistance for periods of up to 3 months, if necessary. Homeless families will be rapidly re-housed through a combination of the same supports.

**Expected Outcomes:** (Provide a brief narrative of the expected outcomes for Project)

Fifteen hundred families made vulnerable or in-crisis by the economic decline and/or housing crisis will either be stabilized in their current homes or rapidly re-housed into safe, adequate and affordable housing.

**Narrative of Project Completion Status:** (Provide a brief Narrative of work completed)

Outreach for this project has begun in Sacramento's largest homeless shelters as eligibility workers interview residents for potential HPRP candidates.

### Number of Jobs Created/Retained

|   |                                |
|---|--------------------------------|
| <b>Narrative of Jobs Created:</b> (Provide a brief description of the types of jobs created) Jobs or positions "Created" means those new positions created and filled, or previously existing unfilled positions that are filled as a result of ARRA Funds. | <b>Number of Jobs Created</b>  |
| New positions that will be created and filled and existing unfilled positions that will be filled as a result of ARRA funding will fall into the following employment sectors:<br><br>> Direct Client Services<br>> Subcontractor Monitoring                |                                |
| <b>Narrative of Jobs Retained:</b> (Provide a brief description of the types of jobs retained) Jobs or positions "Retained" means those previously existing filled positions that are retained as a result of ARRA Funds.                                   | <b>Number of Jobs Retained</b> |
| Previously existing filled positions that are retained as a result of ARRA funding will fall into the following employment sectors:<br><br>> Direct Client Services<br>> Subcontractor Monitoring   |                                |

|  |                             |
|--|-----------------------------|
| Date:  | 10/15/2009                  |
| Reporting Interval:  | July 1 - September 30, 2009 |
| <input checked="" type="checkbox"/> Agency Project (Direct Services) |                             |
| <input type="checkbox"/> Subcontractor Project                       |                             |

## CSBG ARRA Project Status Report

Complete this form for each Project funded with CSBG ARRA funds

|  |                                  |                             |
|--|----------------------------------|-----------------------------|
| Contractor Name: Sacramento Employment and Training Agency | Contract Number: 09F-5135        | Prepared by: Victor Bonanno |
| E-mail Address: victor@delpaso.seta.net                    | Telephone Number: (916) 263-4364 | Fax Number: (916) 263-5427  |

**Project Completion Status:** (Provide the project completion status by choosing one (1) of the following options: Not Started, Less than 50% completed, Completed 50% or More, Fully Completed)

Not Started     Less Than 50% completed     Completed 50% or More     Fully Completed

**Project Name:** (Provide a brief descriptive title of the Project (e.g. Culinary Training Center))

Employment Resource Project

**Service Category of Project:** (Select one (1) service category per project)

Education     Emergency Services     Employment     Health     Self Sufficiency  
 Housing     Income Management     Linkages     Nutrition     Other: \_\_\_\_\_

**Project Description:** (Provide a brief narrative of Project)

Mobile SETA staff will provide on-call CSBG services through the countywide system of twelve Sacramento Works Career Centers (SWCC). SWCC coaches assisting the unemployed/underemployed seek employment or career preparation will identify gaps in participant resources necessary to enhance employability or qualify participant for employment and arrange for a meeting with mobile SETA staff at a SWCC site. SETA staff will confirm eligibility, enroll participant and provide for service delivery.

**Expected Outcomes:** (Provide a brief narrative of the expected outcomes for Project)

Project participants will become employed or retain employment, family members will be able to retain existing jobs they may have lost and at least one social service worker positions will be created and retained to meet the demand of a rapid implementation of ARRA.

**Narrative of Project Completion Status:** (Provide a brief Narrative of work completed)

Staff have been identified and trained to deliver CSBG services on-site at any of SETA's 12 Sacramento Works Career Centers (SWCC) and SWCC staff have been trained in the CSBG referral process.

### Number of Jobs Created/Retained

|   |                                |
|---|--------------------------------|
| <b>Narrative of Jobs Created:</b> (Provide a brief description of the types of jobs created) Jobs or positions "Created" means those new positions created and filled, or previously existing unfilled positions that are filled as a result of ARRA Funds. | <b>Number of Jobs Created</b>  |
| New positions that will be created and filled and existing unfilled positions that will be filled as a result of ARRA funding will fall into the following employment sectors:<br><br>> Direct Client Services<br>> Subcontractor Monitoring                | 1                              |
| <b>Narrative of Jobs Retained:</b> (Provide a brief description of the types of jobs retained) Jobs or positions "Retained" means those previously existing filled positions that are retained as a result of ARRA Funds.                                   | <b>Number of Jobs Retained</b> |
| Previously existing filled positions that are retained as a result of ARRA funding will fall into the following employment sectors:<br><br>> Direct Client Services<br>> Subcontractor Monitoring   |                                |

|   |                      |
|---|----------------------|
| Date:   | 1/15/2010            |
| Reporting Interval:                                       | Oct 1 - Dec 31, 2010 |
| <input type="checkbox"/> Agency Project (Direct Services) |                      |
| <input checked="" type="checkbox"/> Subcontractor Project |                      |

## CSBG ARRA Project Status Report

Complete this form for each Project funded with CSBG ARRA funds

|  |                                  |                             |
|--|----------------------------------|-----------------------------|
| Contractor Name: Sacramento Employment and Training Agency | Contract Number: 09F-5135        | Prepared by: Victor Bonanno |
| E-mail Address: victor@delpaso.seta.net                    | Telephone Number: (916) 263-4364 | Fax Number: (916) 263-5427  |

**Project Completion Status:** (Provide the project completion status by choosing one (1) of the following options: Not Started, Less than 50% completed, Completed 50% or More, Fully Completed)

Not Started     Less Than 50% completed     Completed 50% or More     Fully Completed

**Project Name:** (Provide a brief descriptive title of the Project (e.g. Culinary Training Center))

Homeless Prevention and Rapid Rehousing Project (HPRP)

**Service Category of Project:** (Select one (1) service category per project)

Education     Emergency Services     Employment     Health     Self Sufficiency  
 Housing     Income Management     Linkages     Nutrition     Other: \_\_\_\_\_

**Project Description:** (Provide a brief narrative of Project)

Through three delegate agencies, each assigned a Sacramento County region, imminently homeless families will be stabilized in their current homes or re-housed through a combination of supports including rental assistance, utilities assistance, motel assistance and transportation assistance for periods of up to 3 months, if necessary. Homeless families will be rapidly re-housed through a combination of the same supports.

**Expected Outcomes:** (Provide a brief narrative of the expected outcomes for Project)

Fifteen hundred families made vulnerable or in-crisis by the economic decline and/or housing crisis will either be stabilized in their current homes or rapidly re-housed into safe, adequate and affordable housing.

**Narrative of Project Completion Status:** (Provide a brief Narrative of work completed)

HPRP providers have used CSBG funding to serve 85 families with housing stabilization services as of the end of the report period. Of particular demand are rental assistance and utility assistance.

### Number of Jobs Created/Retained

|   |                                |
|---|--------------------------------|
| <b>Narrative of Jobs Created:</b> (Provide a brief description of the types of jobs created) Jobs or positions "Created" means those new positions created and filled, or previously existing unfilled positions that are filled as a result of ARRA Funds. | <b>Number of Jobs Created</b>  |
| New positions that will be created and filled and existing unfilled positions that will be filled as a result of ARRA funding will fall into the following employment sectors:<br><br>> Direct Client Services<br>> Subcontractor Monitoring                |                                |
| <b>Narrative of Jobs Retained:</b> (Provide a brief description of the types of jobs retained) Jobs or positions "Retained" means those previously existing filled positions that are retained as a result of ARRA Funds.                                   | <b>Number of Jobs Retained</b> |
| Previously existing filled positions that are retained as a result of ARRA funding will fall into the following employment sectors:<br><br>> Direct Client Services<br>> Subcontractor Monitoring   |                                |

|  |                      |
|--|----------------------|
| Date:  | 1/15/2010            |
| Reporting Interval:  | Oct 1 - Dec 30, 2009 |
| <input checked="" type="checkbox"/> Agency Project (Direct Services) |                      |
| <input type="checkbox"/> Subcontractor Project                       |                      |

### CSBG ARRA Project Status Report

Complete this form for each Project funded with CSBG ARRA funds

|  |                                  |                             |
|--|----------------------------------|-----------------------------|
| Contractor Name: Sacramento Employment and Training Agency | Contract Number: 09F-5135        | Prepared by: Victor Bonanno |
| E-mail Address: victor@delpaso.seta.net                    | Telephone Number: (916) 263-4364 | Fax Number: (916) 263-5427  |

**Project Completion Status:** (Provide the project completion status by choosing one (1) of the following options: Not Started, Less than 50% completed, Completed 50% or More, Fully Completed)

Not Started     Less Than 50% completed     Completed 50% or More     Fully Completed

**Project Name:** (Provide a brief descriptive title of the Project (e.g. Culinary Training Center))

Employment Resource Project

**Service Category of Project:** (Select one (1) service category per project)

Education     Emergency Services     Employment     Health     Self Sufficiency  
 Housing     Income Management     Linkages     Nutrition     Other: \_\_\_\_\_

**Project Description:** (Provide a brief narrative of Project)

Mobile SETA staff will provide on-call CSBG services through the countywide system of twelve Sacramento Works Career Centers (SWCC). SWCC coaches assisting the unemployed/underemployed seek employment or career preparation will identify gaps in participant resources necessary to enhance employability or qualify participant for employment and arrange for a meeting with mobile SETA staff at a SWCC site. SETA staff will confirm eligibility, enroll participant and provide for service delivery.

**Expected Outcomes:** (Provide a brief narrative of the expected outcomes for Project)

Project participants will become employed or retain employment, family members will be able to retain existing jobs they may have lost and at least one social service worker positions will be created and retained to meet the demand of a rapid implementation of ARRA.

**Narrative of Project Completion Status:** (Provide a brief Narrative of work completed)

Staff are currently delivering CSBG services on-site at all of SETA's 12 Sacramento Works Career Centers (SWCC) and SWCC staff have been trained in the CSBG referral process. The greatest needs identified by CSBG ARRA eligible clients have been utility assistance and rental assistance.

#### Number of Jobs Created/Retained

| <b>Narrative of Jobs Created:</b> (Provide a brief description of the types of jobs created) Jobs or positions "Created" means those new positions created and filled, or previously existing unfilled positions that are filled as a result of ARRA Funds. | <b>Number of Jobs Created</b>  |
|---|--------------------------------|
| New positions created and filled and existing unfilled positions that will be filled as a result of ARRA funding fell into the following employment sectors:<br><br>> Direct Client Services<br>> Analytical/Monitoring                                     | 10 FTE                         |
| <b>Narrative of Jobs Retained:</b> (Provide a brief description of the types of jobs retained) Jobs or positions "Retained" means those previously existing filled positions that are retained as a result of ARRA Funds.                                   | <b>Number of Jobs Retained</b> |
| Previously existing filled positions that are retained as a result of ARRA funding will fall into the following employment sectors:<br><br>> Direct Client Services<br>> Subcontractor Monitoring   |                                |



|   |                      |
|---|----------------------|
| Date:   | 1/15/2010            |
| Reporting Interval:                                       | Oct 1 - Dec 31, 2009 |
| <input type="checkbox"/> Agency Project (Direct Services) |                      |
| <input checked="" type="checkbox"/> Subcontractor Project |                      |

## CSBG ARRA Project Status Report

Complete this form for each Project funded with CSBG ARRA funds

|  |                                  |                             |
|--|----------------------------------|-----------------------------|
| Contractor Name: Sacramento Employment and Training Agency | Contract Number: 09F-5135        | Prepared by: Victor Bonanno |
| E-mail Address: victor@delpaso.seta.net                    | Telephone Number: (916) 263-4364 | Fax Number: (916) 263-5427  |

**Project Completion Status:** (Provide the project completion status by choosing one (1) of the following options: Not Started, Less than 50% completed, Completed 50% or More, Fully Completed)

Not Started     Less Than 50% completed     Completed 50% or More     Fully Completed

**Project Name:** (Provide a brief descriptive title of the Project (e.g. Culinary Training Center))

Family Stabilization Project

**Service Category of Project:** (Select one (1) service category per project)

Education     Emergency Services     Employment     Health     Self Sufficiency  
 Housing     Income Management     Linkages     Nutrition     Other: \_\_\_\_\_

**Project Description:** (Provide a brief narrative of Project)

SETA delegate agencies will provide emergency services designed to mitigate the effects of the economic downturn and housing crisis on vulnerable and in-crisis families including food, utilities assistance, eviction avoidance, motel vouchers, transportation assistance, limited health services, legal assistance, minor car repair and registration, employer mandated/necessitated clothing or tools and aftercare for struggling program graduates.

**Expected Outcomes:** (Provide a brief narrative of the expected outcomes for Project)

More than 3000 families will be stabilized while the economy strengthens, family members will be able to retain existing jobs they may have lost and social service worker positions will be created and retained to meet the demand of a rapid implementation of ARRA.

**Narrative of Project Completion Status:** (Provide a brief Narrative of work completed)

SETA delegate agencies approved for providing ARRA funded services have begun providing approved services. During this period 5,597 unduplicated families have been served with single or multiple services. Services in particularly high demand include food, utility assistance, legal assistance and transportation. Services in lower than expected demand include those meant to remove barriers to initial or continuous employment.

### Number of Jobs Created/Retained

|   |                                |
|---|--------------------------------|
| <b>Narrative of Jobs Created:</b> (Provide a brief description of the types of jobs created) Jobs or positions "Created" means those new positions created and filled, or previously existing unfilled positions that are filled as a result of ARRA Funds. | <b>Number of Jobs Created</b>  |
| New positions created and filled and existing unfilled positions that were filled as a result of ARRA funding fell into the following employment sector:<br><br>> Direct Client Services  | 3 FTE                          |
| <b>Narrative of Jobs Retained:</b> (Provide a brief description of the types of jobs retained) Jobs or positions "Retained" means those previously existing filled positions that are retained as a result of ARRA Funds.                                   | <b>Number of Jobs Retained</b> |
| Previously existing filled positions that were retained as a result of ARRA funding fell into the following employment sectors:<br><br>> Direct Client Services<br>> Service Coordination and Management  | 5.11 FTE                       |

ITEM IV –D – INFORMATION

COMMUNITY SERVICES BLOCK GRANT EARNED INCOME TAX CREDIT (EITC)  
FIRST QUARTER REPORT

BACKGROUND:

Attached for your information is the first quarter progress report for the EITC project that describes project activities for the first quarter, October 1 through December 31, 2009.

Staff will be available to answer questions.

Agency Name:

Sacramento Employment and Training Agency

**Work Plan Project Activities/Timelines**

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

During this quarter SETA will have undertaken the following activities:

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

**Work Plan Project Activities/Timelines**

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

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

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

Agency Name:

**Work Plan Project Activities/Timelines**

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

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

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

**Work Plan Project Activities/Timelines**

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

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

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

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

**Work Plan Project Activities/Timelines**

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

During this quarter SETA will have undertaken the following activities:

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

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

During this quarter SETA has undertaken the following activities:

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

|   |  |
|---|--|
| Agency Name:<br>Sacramento Employment and Training Agency   | Date Submitted Report:   |
| Contract Number:<br>09F-5187  | Project Representative:<br>Cindy Sherwood-Green, Workforce Development Manager |
| Email:<br>cindysg@delpaso.seta.net  | Telephone:<br>(916) 263-3857   |
| <b>Work Plan Project Activities/Timelines</b>   |  |
| <b>2nd Quarter January - March 2010 - This section will automatically populate from work plan tab.</b>  |  |
| During this quarter, SETA will have undertaken the following activities:  |  |
| <ol style="list-style-type: none"><li>1. Completed the production and distribution of informative posters, flyers and referral cards.</li><li>2. The recruitment, training and certification of twelve (12) SETA tax preparers is completed</li><li>3. Informative web page on SETA web site is up and can be accessed through links with partnering agencies</li><li>4. Presentations made to the Head Start Policy Council and Parent Advisory Committee.</li><li>5. Media PSAs implemented.</li><li>6. SETA staff join partnering staff at 54 sites throughout Sacramento County and begin preparing tax returns during the week of February 1, 2010</li></ol> |  |
| <b>Progress for 2nd Quarter - If no progress to report, please explain.</b>   |  |
|   |  |

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

**Work Plan Project Activities/Timelines**

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

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

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

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

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

**Work Plan Project Activities/Timelines**

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

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

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

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



Agency Name: Sacramento Employment and Training Agency  
 Date Submitted Report:

| 1.1 Free Tax Preparation Services (EITC)<br><br><u>Individual</u><br><br>This section relates to individual/client activities | Work Plan  | Quarterly Reporting                              |       |       |       | Year to date total |
|---|--|--|-------|-------|-------|--------------------|
|   | Number of Participants Projected to be Served for Contract (#) | Number Achieving Outcome in Reporting Period (#) |       |       |       |                    |
|   |  | QTR 1  | QTR 2 | QTR 3 | QTR 4 |                    |
| A. Client uses free tax preparation services  | 1,350  |  |       |       |       | 0                  |
| Of the number of clients using free tax preparation services in "A" above, how many filed EITC for the first time?            |  |  |       |       |       | 0                  |
| Of the number of clients using free tax preparation services in "A" above, how many are CalWORKs clients?                     |  |  |       |       |       | 0                  |
| B. Client starts savings account with at least part of EITC dollars.  |  |  |       |       |       | 0                  |
| C. Total EITC dollars claimed by clients  | \$1,090,800  |  |       |       |       | \$0                |
| Of the \$ amount reported in #C, How much was claimed by CalWORKs clients?  |  |  |       |       |       | \$0                |
| D. Other  |  |  |       |       |       | 0                  |

Explain

No Activity  
 If agency reports no progress in any given reporting period, please explain below.

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

|   |                                       |
|---|---------------------------------------|
| Agency Name:<br>Sacramento Employment and Training Agency   | Date Submitted Report:                |
| <b>1.2 Free Tax Preparation Services (EITC) <input type="checkbox"/></b><br><b>Agency</b><br><b>This section relates to agency activities</b>               | <b>Quarter 4-B<br/>Reporting only</b> |
| A. Number of tax preparation sites for taxes filed for Calendar Year 2009   |                                       |
| B. Number of tax preparation sites for taxes filed for Calendar Year 2008   |                                       |
| C. Total number of volunteers for calendar year 2009  |                                       |
| Of #C above, how many are Cal WORKs clients?  |                                       |
| D. Other:<br><u>Explain</u>   |                                       |
| <b>E. Demographic data should be collected on all clients receiving services under EITC program administered by the designated Community Action agency.</b> |                                       |
| 1 Total unduplicated number of person about whom one or more characteristics were obtained  | [ ]                                   |
| 2 Total unduplicated number of person about whom No characteristics were obtained   | [ ]                                   |
| 3 Gender  | Number of Persons                     |
| a. Male   | [ ]                                   |
| b. Female   | [ ]                                   |
| *Total  | 0                                     |
| 4 Age   | Number of Persons                     |
| a 18-23   | [ ]                                   |
| b. 24-44  | [ ]                                   |
| c 45-54   | [ ]                                   |
| d 55-69   | [ ]                                   |
| e 70+   | [ ]                                   |
| *Total  | 0                                     |
| 5 Ethnicity/Race  | Number of Persons                     |
| i Ethnicity   | Number of Persons                     |
| a. Hispanic or Latino   | [ ]                                   |
| b. No Hispanic or Latino  | [ ]                                   |
| *Total  | 0                                     |
| ii. Race  | Number of Persons                     |
| a White   | [ ]                                   |
| b. African American   | [ ]                                   |
| c. Native American and  | [ ]                                   |
| d. Alaskan Native   | [ ]                                   |
| d. Asian  | [ ]                                   |
| e. Native Hawaiian  | [ ]                                   |
| f. Other  | [ ]                                   |
| g. Multi-Race (any 2 or more of the above)  | [ ]                                   |
| *Total  | 0                                     |
| * The sum in this category should not exceed the value of Section 1.  |                                       |

## ITEM V - REPORTS TO THE BOARD

### A. CHAIR'S REPORT

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

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

### B. EXECUTIVE DIRECTOR'S REPORT

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

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

### C. MEMBERS OF THE BOARD

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

### D. PUBLIC PARTICIPATION

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