



Sacramento
Employment and
Training
Agency

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**SPECIAL MEETING OF THE
COMMUNITY ACTION BOARD**

DATE: Wednesday, November 20, 2013

TIME: 10:00 a.m.

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

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

AGENDA

	<u>PAGE NUMBER</u>
I. <u>Call to Order/Roll Call</u>	
II. <u>Consent Item</u>	
A. Approval of Minutes of the August 14, 2013 Meeting	1-4
III. <u>Public Hearing – Presentation of Proposals by Bidders</u>	
IV. <u>Action Item</u>	
A. Approval of Community Services Block Grant (CSBG) Funding Recommendations for Program Year 2014	5-20
V. <u>Information Items</u>	
A. 2013 Community Services Block Grant (CSBG) Program Operator Monitoring Reports	21

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

B.	Community Services Block Grant (CSBG) Plan VS. Actual Report	22-25
C.	Community Services Block Grant (CSBG) Fiscal Reports	26-32
D.	Fiscal Monitoring Reports	33-54
	➤ Greater Sacramento Urban League	
	➤ Legal Services of Northern California	
	➤ My Sister's House	
	➤ River City Food Bank	
	➤ Sacramento County Department of Human Assistance	
	➤ The Salvation Army – SAC Metro	
	➤ Traveler's Aid Emergency Assistance Agency	
	➤ Visions Unlimited, Inc.	
	➤ Voluntary Legal Services of Northern California	
	➤ Waking the Village (Tubman House)	

VI. Reports to the Board 55

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

VII. Adjournment

DISTRIBUTION DATE: FRIDAY, NOVEMBER 15, 2013

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE AUGUST 14, 2013 MEETING

BACKGROUND:

Attached are the minutes of the August 14, 2013 meeting.

RECOMMENDATION:

Review, make any necessary corrections and approve the minutes.

SPECIAL MEETING OF THE COMMUNITY ACTION BOARD

Minutes/Synopsis

(The minutes reflect the actual progression of the meeting.)

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

Wednesday, August 14, 2013
8:30 a.m.

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

Members Present:

Denise Nelson, Head Start Policy Council
Mary Benson, Child Action, Inc.
Jeremiah Rhine, Sacramento Food Bank & Family Services
John Healey, California Emergency Food Link
Dana Mitchell, Human Rights/Fair Housing
LaTasha Windham, Head Start Policy Council
Debra Morrow, Sacramento County Department of Health and Human Services

Members Absent:

Tom Bennett, United Way
Nicolas Johnson, Sacramento County Adult & Aging Commission
Alan Lange, Community Link
Beth White, Catholic Charities of Sacramento
Sam Starks, SMUD

New board members were introduced:

Mr. Jeremiah Wright from the Sacramento Food Bank & Family Services
Ms. LaTasha Windham from the Head Start Policy Council

While waiting for a quorum, Ms. Nelson reviewed the information items.

IV. Information Items

- A. Fiscal Monitoring Reports: SETA fiscal department regularly does fiscal monitoring of all subgrantees.
- B. Community Services Block Grant Expenditure Report: This is the six-month expenditures report. There are a couple of service providers that have not spent funds yet which is typical.
- C. 2012 Community Services Block Grant Pathways to Employment Program Outcomes: This grant was funded for \$100,000 to and provided OJT services to homeless customers.

Mr. Victor Bonanno reported that SETA submitted a proposal to provide an innovative program to help long-term unemployed homeless individuals with numerous barriers. Some of the partners include the County Department of Human Assistance, Women's Empowerment, Volunteers of America, and Sacramento Steps Forward.

Participants were provided with 15 hours of pre-employment training and up to three months of subsidized training. At the end of the training they would enter unsubsidized employment. During the training period, the clients would be provided support services to ensure they would be stable. The case management and one-on-one support really made a difference. The staff did a great job working with the clients.

The project ended June 2013 and every one of the goals that were set out had been achieved. They expected to enroll 24 clients and ended up enrolling 33 people. Of the 24 expected a successful entered employment rate of 75% for 18, actually placed 24 participants with 133% of our planned goal. Ninety-five percent have a better understanding of skills and job. They ended up with all 33 people feeling that they were in a much better position to seek and keep employment. Overall, they are thrilled with the outcome.

- D. 2012 Community Services Block Grant Year End Reports: These reports reflect all activities from January through December 31, 2012.

A quorum was achieved at 8:44 a.m.

II. Consent Item

- A. Approval of Minutes of the June 12, 2013 Meeting

The minutes were reviewed; no questions or corrections.

Moved/Morrow, second/Mitchell to approve the minutes.
Voice Vote: Unanimous approval.

III. Action Items

- A. Approval of the Community Services Block Grant (CSBG) Request for Proposals for the 2014 Program Year

Ms. Sherwood-Green reviewed the RFP for the 2014 calendar year; this document has not changed from the 2012 version. Staff is considering extending contracts for an additional two years as long as the agencies meet their planned goals.

Proposers will be asked to apply for two kinds of services. Funding will be allocated as follows: 40% of funds are allocated for Family Self-sufficiency, and 60% will be for Safety-Net services. The target groups have not changed; any low income person/family is eligible to receive services.

The Offerors Conference will be held September 16 and is no longer mandatory. Ms. Sherwood-Green stated that the Agency typically receives 20-30 proposals. There will be a special CAB meeting on November 20 to make funding recommendations. The meeting will probably end at 1:30 p.m. The regular meeting scheduled for November 13 will be canceled.

Moved/Benson, second/Healey, to approve the CSBG Request for Proposals for the 2014 Fiscal Year.

Voice Vote: Unanimous approval.

V. Reports to the Board

A. Chair: No report.

B. Executive Director: Ms. Kossick distributed cards for the Sacramento Works job search web site: www.Jobs.sacramentoworks.org Ms. Kossick encouraged the board to share this information with all of their contacts. It really has a lot of good information for people looking for their first job or upgrading.

A new batch of commercials aimed at employers has begun. Keep an eye out for commercials starting with, "you don't know me but I work for your business."

Ms. Benson stated that her daughter went to the jobs.sacramentoworks website but found it to be complicated. Ms. Kossick suggested that the person visit a local career center for assistance.

The other web site, www.careergps.com, is an on-line resource that has been updated. It's a resource for career and job training exploration. This is for people from high school students through adults who are interested in going into another field; you can look to see what occupations are in demand.

C. Program Manager: Ms. Sherwood-Green reported that proposals are due in October and staff will be in contact with board members to see if they want proposal summaries and budgets or the entire proposals.

D. Members of the Board: None.

E. Public: None

VI. Adjournment: The meeting was adjourned at 8:57 a.m.

ITEM IV-A – ACTION

APPROVAL OF COMMUNITY SERVICES BLOCK GRANT (CSBG) FUNDING RECOMMENDATIONS FOR FISCAL YEAR 2014

BACKGROUND:

On September 6, 2013, SETA released a Request for Proposals (RFP) for the CSBG program for fiscal year 2014. The RFP solicited services under Safety-Net and Family Self-Sufficiency categories as identified in the 2014/15 CSBG Community Action Plan. The amount of funding available for program services was estimated to be \$800,000, of which 60% was allocated to Safety-Net or short term emergency services and 40% was allocated to case managed Family Self-Sufficiency services. The deadline for receipt of proposals was October 10, 2013. Twenty-nine (29) proposals were received by the 4:30 p.m. deadline, requesting a total of \$1,587,449. Twenty-eight (28) proposals were evaluated.

Evaluation Process:

All applications received through this solicitation went through a review process to provide funding recommendations to the Community Action Board. Staff recommendations were developed through the deliberation of a team of ten (10) readers representing SETA's Community Services, Contracts, Head Start and Fiscal Units. The readers evaluated, scored and ranked each proposal using standardized evaluation and scoring criteria that were identified in the RFP. Proposals were ranked into four categories:

Rank 1: Proposal responses exceeded all the RFP criteria; the proposer has experience in the proposed activity, has leveraged funding and collaborative partners, and has demonstrated that a clear need for the service exists.

Rank 2: Proposal responses met the RFP criteria and the proposal qualifies for funding.

Rank 3: Proposal responses met the RFP criteria and meet a community need identified in the Community Action Plan.

Rank 4: Proposal responses do not meet the RFP criteria and were not recommended funding.

The top ranked proposals achieved their scores based on the following criteria:

- The proposing agency responded thoroughly and completely to all required sections of the RFP.
- The proposing agency had a history of operating the proposed program or a similar program, had sufficient leveraged funding, and demonstrated the establishment of collaborative partnerships.
- The proposing agency adhered to the service priorities set forth in SETA's 2014/15 Community Action Plan.

ITEM IV-A – ACTION (continued)

Page 2

- The proposing agency succeeded in achieving planned, contracted goals, or, if not previously funded by CSBG, the agency demonstrated a potential for success.
- The proposing agency demonstrated a need for the service.
- If applying for Family Self-Sufficiency, the proposing agency had a clear description of a case management system.

Staff also considered that all identified high-risk and underserved neighborhoods would have access to services and ensured that all identified target groups would be served. Due to the limited availability of CSBG funding, only ranks #1, #2, and #3 are recommended for funding. Agencies that ranked #1 are recommended for an increase in funding over their 2013 funding amounts. Agencies that ranked #2 and #3 are recommended funding at 2013 levels, with the exception of Proposal #22 from Volunteers of America. Agencies that ranked #4 are not recommended for funding.

Two new agencies, Roberts Family Development Center and Sacramento Self-Help Housing (both in Rank #3), are recommended for funding.

Staff considered whether other resources and services exist in the community to avoid a duplication of services. Staff is not recommending funding for proposals that focused on employment or training services because of the employment, training, and support service resources available at the Sacramento Works Job and Training Centers. SETA has allocated over \$9 million in formula and discretionary Workforce Investment Act funding for employment and training programs in Sacramento County for fiscal year 2014.

Daren Maeda, Director of Linkage to Education, submitted a proposal for funding to continue his position as a SETA Consultant. Mr. Maeda provides services designed to redirect the lives of high-risk youth who are being released from juvenile institutions and emancipated foster youth to prepare and place them into local colleges. Staff recommends that his position be continued as a SETA Consultant for an additional year for \$30,000.

Attached are the resulting proposal rankings and staff funding recommendations. Proposal summaries and funding rationale will be submitted under separate cover. The SETA Governing Board will consider CAB funding recommendations at its December 5, 2013 meeting.

RECOMMENDATION:

1. Approve staff funding recommendations for the Fiscal Year 2014 Community Services Block Grant.
2. Approve the continued funding of Daren Maeda as a SETA Consultant for an additional year in the amount of \$30,000.

Sacramento Employment and Training Agency

925 Del Paso Boulevard

Sacramento, CA 95815

www.seta.net

SETA STAFF

FUNDING RECOMMENDATIONS

2014 Fiscal Year

Community Services Block Grant Program Services

Staff Funding Recommendations Release Date

Thursday, November 14, 2013

3:30 P.M.

**2014 COMMUNITY SERVICES BLOCK GRANT
STAFF FUNDING RECOMMENDATIONS**

Safety-Net Services

Prop #	Rank	Agency	Target Group	Target Area	Current Funding	Funding Request	Cost per/ # Served	Staff Recomm.	Page #
1	1	Legal Services of Northern California	Seniors and Grandparent Caregivers	Countywide	\$20,000	\$20,000	\$28 725 individuals	\$20,000	5
4	1	River City Food Bank	Low Income Families	Countywide	\$20,000	\$30,000	\$0.94 32,000 families	\$20,500	6
5	1	The Salvation Army	Low Income Families	Countywide	\$60,000	\$75,000	\$207 362 families	\$60,500	6
3	1	Vol. Legal Services of Northern CA	Ex-offender Expungement and Suspended License	Countywide	\$27,500	\$37,000	\$71 520 individuals	\$28,000	5
9	2	Elk Grove Food Bank Services	Low Income Families	Elk Grove, Laguna, Wilton, Franklin, Sloughouse	\$20,000	\$112,760	\$80 1,417 families	\$20,000	7
23	2	Folsom Cordova Community Partnership	Low Income Families	Rancho Cordova and parts of Folsom	\$24,000	\$71,140	\$60 1,192 families	\$24,000	12
12	2	Francis House	Homeless Families	Countywide	\$70,400	\$72,856	\$350 208 families	\$70,400	8
7	2	Greater Sacramento Urban League	Low Income Families	Del Paso Heights, North Sacramento	\$24,200	\$60,799 (cover pg: \$63,415)	\$338 180 families	\$24,200	7
18	2	My Sister's House	Domestic Violence Survivors	South and Central Sacramento, Elk Grove	\$34,000	\$51,949	\$928 56 families	\$34,000	10
27	2	Sacramento Area Emergency Housing Center	Homeless Families, Single Women	Countywide	\$0	\$55,323	\$203 273 families	\$10,200	13
22	2	Volunteers of America	Homeless and Low Income Veterans	Countywide	\$20,000	\$20,000	\$476 42 individuals	\$7,519	12
2	3	South County Services	Low Income Families	South County and River Delta Area	\$65,000 (plus \$119,314 DHA OSSOC and \$23,666 carryover)	\$171,708	\$185 927 families	\$65,000	5
17	3	Travelers Aid	Low Income Families	Countywide	\$70,000	\$90,500	\$150 603 families	\$70,000	10
14	3	WIND Youth Services	Vulnerable and Homeless Youth	Countywide	\$22,600	\$20,381 (cover pg: \$22,600)	\$41 500 youth	\$20,381	9
25	4	Office of Samoan Affairs	Native Hawaiian and Other Pacific Islanders	Del Paso, Florin, Parkway, Arden Arcade	\$0	\$50,000	\$333 150 families	\$0	13
TOTAL SAFETY-NET RECOMMENDED:								\$474,700	

Family Self-Sufficiency Services – Youth

Prop #	Rank	Agency	Target Group	Target Area	Current Funding	Funding Request	Cost per/ # Served	Staff Recomm.	Page #
29	1	Children's Receiving Home	Foster Youth 16-21	Countywide	\$28,000	\$58,563	\$1,627 36 youth	\$28,500	14
11	1	Waking the Village (Tubman House)	Homeless Pregnant or Parenting Youth and Their Children	Countywide	\$42,000	\$46,000	\$2,875 16 youth	\$42,500	8
20	2	La Familia	Gang or Pre-Gang Youth At Risk of Dropping Out of School	South Sacramento, Parkway, Florin, Galt	\$55,000	\$104,155	\$1,389 75 youth	\$55,000	11
13	4	WIND Youth Services	Vulnerable and Homeless Youth	Countywide	\$38,000	\$30,625 (cover pg: \$38,000)	\$204 150 youth	\$0	9
							<u>TOTALS</u>	\$126,000	

Family Self-Sufficiency Services – Seniors/Disabled

Prop #	Rank	Agency	Target Group	Target Area	Current Funding	Funding Request	Cost per/ # Served	Staff Recomm.	Page #
15	2	Hmong Women's Heritage Association	Seniors	Countywide	\$23,800	\$27,938	\$466 60 seniors	\$23,800	9
6	2	Sacramento County DHA	Seniors	Countywide	\$27,500	\$27,500	\$1,100 25 seniors	\$27,500	6
19	2	Visions Unlimited	Seniors	South Sacramento County	\$50,000	\$64,676	\$719 90 seniors	\$50,000	11
							<u>TOTAL</u>	\$101,300	

Family Self-Sufficiency Services – Homeless

Prop #	Rank	Agency	Target Group	Target Area	Current Funding	Funding Request	Cost per/ # Served	Staff Recomm.	Page #
16	2	Sacramento Area Emergency Housing Center	Homeless Families, Single Women	Countywide	\$58,000	\$65,000	\$151 430 families	\$58,000	10
							<u>TOTAL</u>	\$58,000	

Family Self-Sufficiency Services – Other Low-Income

Prop #	Rank	Agency	Target Group	Target Area	Current Funding	Funding Request	Cost per/ # Served	Staff Recomm.	Page #
26	3	Roberts Family Development Center	Low Income Families	Twin Rivers Housing Complex	\$0	\$38,317	\$307 125 families	\$20,000	13
28	3	Sacramento Self Help Housing	Low Income Families	Countywide	\$0	\$48,051	\$125 384 families	\$20,000	14
10	4	Elk Grove Food Bank Services	Low Income and Homeless Families	Elk Grove, Laguna, Wilton, Franklin, Sloughouse	\$0	\$52,208	\$213 245 families	\$0	7
21	4	Lao Family Community Development	Refugees and Asylees	North and South Sacramento	\$0	\$35,000	\$538 65 families	\$0	11
24	4	Office of Samoan Affairs	Native Hawaiian and Other Pacific Islanders	Del Paso Heights, Florin, Parkway, Arden Arcade	\$0	\$50,000	\$1,250 40 families	\$0	12
							<u>TOTAL</u>	\$40,000	

TOTAL FAMILY SELF-SUFFICIENCY RECOMMENDED:	\$325,300
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TOTAL SAFETY-NET AND FAMILY SELF-SUFFICIENCY RECOMMENDED:	\$800,000
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2014 COMMUNITY SERVICES BLOCK GRANT PROPOSAL SUMMARIES

Proposal Number	<u>Proposer Organization</u>
1	<p style="text-align: center;">Legal Services of Northern California (Safety-Net)</p> <p>Proposer requests \$20,000 to serve 725 seniors and grandparent caregivers through its Senior Legal Hotline program with linguistically appropriate over-the-phone legal information regarding topics such as legal rights, disputes, public benefits, pensions, healthcare access, housing preservation, abuse, and life and estate planning, and make presentations on appropriate legal topics to these groups.</p> <p>Staff recommends \$20,000 in funding for this proposal. LSNC is the only organization that proposed to provide these vital services to the target population in Sacramento County.</p>
2	<p style="text-align: center;">South County Services (Safety-Net)</p> <p>Proposer requests \$171,708 to provide 927 families with food, transportation assistance, eviction avoidance and utility assistance. Direct client resources comprise 18% of requested funding.</p> <p>Staff recommends \$65,000 in funding for this proposal. South County Services has a long history of providing the proposed services in the South County, Galt and River Delta communities and is the only proposer with a service delivery site in this underserved CSBG target area.</p>
3	<p style="text-align: center;">Voluntary Legal Services Program of Northern California, Inc. (Safety-Net)</p> <p>Proposer requests \$37,000 to provide 520 individuals with prior criminal convictions, or who have lost their driving privileges, with the information, training, assistance or legal forms they need to expunge their criminal records or obtain the legal right to drive for the purpose of increasing their employability. Weekly expungement clinics are held at the Mather, Hillsdale, Broadway, South County and Rancho Cordova Job/Training Centers.</p> <p>Staff recommends \$28,000 in funding for this proposal. VLSP has a strong history of providing the proposed services and has a well-established collaboration with the Sacramento Works Job and Training Center system.</p>

Proposal Number	<u>Proposer Organization</u>
4	<p style="text-align: center;">River City Food Bank (Safety-Net)</p> <p>Proposer requests \$30,000 to provide 32,000 families with nutritionally balanced 3-day supplies of food and also meet the nutritional needs of medically fragile families recovering from surgery, illness or living with diseases such as diabetes and HIV/AIDS. Direct client resources comprise 100% of requested funding.</p> <p>Staff recommends \$20,500 in funding for this proposal. River City Food Bank has met or exceeded all service projections as a CSBG service provider. Its service delivery system is highly efficient through leveraging staffing costs with volunteers, and it has long-term experience in the distribution of nutritious foods to low income individuals and families.</p>
5	<p style="text-align: center;">The Salvation Army (Safety-Net)</p> <p>Proposer requests \$75,000 to fund a .75 FTE mobile caseworker to provide 362 families who are at risk of hunger and homelessness with utility assistance, off-site shelter, eviction avoidance, and rental assistance at eight (8) Salvation Army and collaborative partner locations throughout Sacramento County, including downtown Sacramento, Oak Park, South Sacramento, North Sacramento, Folsom and Citrus Heights. Direct client resources comprise 83% of requested funding.</p> <p>Staff recommends \$60,500 in funding for this proposal. The Salvation Army has a long-term history of providing the proposed services to SETA target groups throughout Sacramento County.</p>
6	<p style="text-align: center;">County of Sacramento Department of Human Assistance (Self-Sufficiency)</p> <p>Proposer requests \$27,500 to implement the Senior Companion Program that provides 25 frail, at risk and homebound seniors with companion service, case management, in-home visits, escort/transportation assistance, translation services, paperwork assistance and social outings. The purpose of the program is to avoid premature institutionalization of at-risk elders and allow them to maintain their independence in the housing of their choice.</p> <p>Staff recommends \$27,500 in funding for this proposal. Sacramento County DHA has a long history of providing culturally and linguistically appropriate senior peer counseling services. Senior Companion services enable at-risk elderly individuals to remain in their homes, alleviate loneliness and isolation, and prevent or delay institutionalization.</p>

Proposal Number	<u>Proposer Organization</u>
7	<p style="text-align: center;">Greater Sacramento Urban League (GSUL) (Safety-Net)</p> <p>Proposer requests \$63,415 to provide 180 families with transportation assistance, utilities assistance and eviction avoidance. Direct client resources comprise 65% of requested funding.</p> <p>Staff recommends \$24,200 in funding for this proposal. GSUL has a history of providing proposed services to SETA target groups in the Del Paso Heights and North Sacramento communities.</p>
8	<p>Left Intentionally Blank</p>
9	<p style="text-align: center;">Elk Grove Food Bank Services (Safety-Net)</p> <p>Proposer requests \$112,760 to pay for 100% of the salaries for 3 site staff and 98% of the agency's site lease, maintenance and utilities costs. A 3-day supply of food will be provided for 1,417 families and seniors would receive a supplemental Senior Brown Bag with a week's worth of additional food items and food supplements appropriate for this target group.</p> <p>Staff recommends \$20,000 in funding for this proposal. CSBG funding is typically not used for facilities and other overhead costs alone; however, Elk Grove Food Bank Services is able to provide food through its other funding sources. Elk Grove Food Bank fills a need for a CSBG food delivery site in the Elk Grove community.</p>
10	<p style="text-align: center;">Elk Grove Food Bank Services (Self-Sufficiency)</p> <p>Proposer requests \$52,208 to provide 245 families with access to the Support Works program that includes education services, life skills training, job readiness training, support group meetings, personality testing, resume writing, mock interviews, mentors, job search and networking, and communication and computer skills. This request includes client support services of \$20,000 for utility assistance and first month's rent.</p> <p>Staff recommends no funding for this proposal. Because of the limited amount of CSBG funds available for this procurement and the investment in employment-related services through the Sacramento Works Job and Training Center system, staff does not recommend funding for employment and training activities. Elk Grove Food Bank Services' Safety-Net proposal is recommended for funding in this procurement.</p>

Proposal Number	<u>Proposer Organization</u>
11	<p style="text-align: center;">Waking the Village (Self-Sufficiency)</p> <p>Proposer requests \$46,000 to provide 16 homeless pregnant and parenting youth with housing (Tubman House), food, a Public Health Nurse, on-site child care, prenatal services for pregnant youth, counseling, educational and employment supports, life skills training and interventions, parenting classes and aftercare. Housing is staffed 24/7 and clients are connected with wellness services including child assessments by Head Start. This request includes \$6,000 for food served at Tubman House.</p> <p>Staff recommends \$42,500 in funding for this proposal. Waking the Village maintains a high success rate in working with homeless families due in part to its unique strategy that discourages public assistance and supports individual responsibility to achieve self-sufficiency. Waking the Village’s reports a success rate of 85% of their highly vulnerable clients maintaining housing and self-sufficiency 3 years after exit.</p>
12	<p style="text-align: center;">Francis House (Safety-Net)</p> <p>Proposer requests \$72,856 to provide 208 families with minor children with food, transportation assistance and motel vouchers in its Family Rescue Program. Direct client resources comprise 88% of requested funding.</p> <p>Staff recommends \$70,400 in funding for this proposal. With the advent of more families with minor children becoming homeless, the proposed services will meet their immediate emergency needs. High program efficiency is brought about by the use of community volunteers. Francis House has a long-term history of providing the proposed services to SETA target groups countywide.</p>

Proposal Number	<u>Proposer Organization</u>
13	<p style="text-align: center;">WIND Youth Services (Self-Sufficiency)</p> <p>Proposer requests \$38,000 to provide 150 youth with case management services, no-cost and sliding-scale cost counseling for families, a crisis hotline, life skills education, support groups, and healthy activities for youth and families. This request includes \$4,370 for prepared and packaged foods.</p> <p>Staff does not recommend funding for this proposal. WIND was previously funded to case manage homeless youth residing in its emergency shelter. In this proposal, however, WIND does not propose to provide shelter or case management for homeless and runaway youth, but rather proposes a crisis hotline and a therapeutic counseling and family reunification approach to work with youth at-risk of poor health outcomes, violence and abuse. Program outcomes were not clear. The WIND Safety-net proposal (proposal 14) is recommended for funding.</p>
14	<p style="text-align: center;">WIND Youth Services (Safety-Net)</p> <p>Proposer requests \$20,381 to provide 500 homeless youth with packaged meals. Direct client resources comprise 47% of requested funding.</p> <p>Staff recommends \$20,381 in funding for this proposal. WIND Youth Services has long-term experience in outreach and services to Sacramento’s homeless youth population.</p>
15	<p style="text-align: center;">Hmong Women’s Heritage Association (HWHA) (Self-Sufficiency)</p> <p>Proposer requests \$27,938 to provide 60 seniors with case management and access to the weekly drop-in “Senior Circle” to hear guest health/mental health speakers speak on senior topics to improve Hmong Seniors’ ability to manage health and mental health conditions and decrease social isolation and feelings of loneliness.</p> <p>Staff recommends \$23,800 in funding for this proposal. HWHA was the only proposer proposing culturally and linguistically appropriate services to monolingual Southeast Asian seniors with health and mental health conditions.</p>

Proposal Number	<u>Proposer Organization</u>
16	<p style="text-align: center;">Sacramento Area Emergency Housing Center (SAEHC) (Self-Sufficiency)</p> <p>Proposer requests \$65,000 to fund 1 FTE Housing Program Case Manager and a Shelter Support Staff to provide 430 homeless families and single women with shelter, case management, support services (food vouchers and transportation assistance), life skills training, relocation counseling, budgeting, a liaison with property managers, follow-up case management for up to one year.</p> <p>Staff recommends \$58,000 in funding for this proposal. SAEHC has a long-term history of providing the proposed services to SETA target groups.</p>
17	<p style="text-align: center;">Travelers Aid (Safety-Net)</p> <p>Proposer requests \$90,500 to provide 603 families with food, transportation assistance, utility assistance, off-site shelter and eviction avoidance assistance. Direct client resources comprise 81% of requested funding.</p> <p>Staff recommends \$70,000 in funding for this proposal. Travelers Aid has a strong history of providing the proposed Safety-Net services in the Meadowview and South Sacramento areas and was the only proposer with a service delivery site in this underserved CSBG target area.</p>
18	<p style="text-align: center;">My Sister's House (Safety-Net)</p> <p>Proposer requests \$51,949 to provide 56 survivors of domestic violence with utilities assistance eviction avoidance assistance and rental assistance. Direct client resources comprise 42% of requested funding.</p> <p>Staff recommends \$34,000 in funding for this proposal. My Sister's House has a strong history of providing services and a safe haven to Asian and Pacific Islander survivors of domestic violence.</p>

Proposal Number	<u>Proposer Organization</u>
19	<p style="text-align: center;">Visions Unlimited (Self-Sufficiency)</p> <p>Proposer requests \$64,676 to provide 90 seniors, who are at risk of requiring a higher level of care with case management, with in-home visits, advocacy, linkages to community resources, telephone check-in, counseling, delivery of supplemental food, recreational activities, and independent life skills training to help them remain independent.</p> <p>Staff recommends \$50,000 in funding for this proposal. Visions Unlimited has a long history of providing culturally appropriate peer counseling services to seniors residing in South Sacramento and South Sacramento County.</p>
20	<p style="text-align: center;">La Familia Counseling Center, Inc. (Self-Sufficiency)</p> <p>Proposer requests \$104,155 to provide Project Reach services to 75 youth at risk of dropping out of school and/or pre-gang or gang involved. Funded activities and resources include case management, multi-cultural counseling, food, transportation assistance, college assistance and youth development activities.</p> <p>Staff recommends \$55,000 in funding for this proposal. La Familia has a long history of working with at-risk youth, gang and pre-gang youth and their families in target areas with the highest density of gang related activity.</p>
21	<p style="text-align: center;">Lao Family Community Development (Self-Sufficiency)</p> <p>Proposer requests \$35,000 to provide 65 refugees and asylees with a case management plan and financial education. Fifteen of the clients served would be eligible for Individual Development Accounts to leverage their savings.</p> <p>Staff does not recommend funding for this proposal. Financial literacy was not among the service priorities in the 2014-2015 Community Action Plan.</p>

Proposal Number	<u>Proposer Organization</u>
22	<p style="text-align: center;">Volunteers of America (Safety-Net)</p> <p>Proposer requests \$20,000 to provide 42 homeless and low-income veterans enrolled in the Volunteers of America’s Coming Home program with utility assistance, eviction avoidance and rental assistance. Direct client resources comprise 100% of requested funding.</p> <p>Staff recommends \$7,519 in funding for this proposal. Volunteers of America’s proposed service delivery system is leveraged through collaborations with program partners, allowing all CSBG resources proposed to directly assist homeless and imminently homeless veterans in need. The recommendation reflects reduced funding because VOA has not met its enrollment goals or expenditure plans for the past two years.</p>
23	<p style="text-align: center;">Folsom Cordova Community Partnership (Safety-Net)</p> <p>Proposer requests \$71,140 to provide 1,192 families with food, transportation assistance, utility assistance, off-site shelter, eviction avoidance, employment supports and emergency diapers through its Crisis Intervention/Safety-Net Services program. Direct client resources comprise 73% of requested funding.</p> <p>Staff recommends \$24,000 in funding for this proposal. Folsom Cordova Community Partnership has a strong history of providing the proposed services in the Rancho Cordova and Folsom areas and was the only proposer with a service delivery site in this underserved CSBG target area.</p>
24	<p style="text-align: center;">Office of Samoan Affairs (Self-Sufficiency)</p> <p>Proposer requests \$50,000 to help 40 Native Hawaiian and other Pacific Islander families address issues such as healthcare access, education, housing, employment, child abuse and neglect, domestic violence, juvenile delinquency, gang-related problems, youth mentoring and leadership, eldercare, homelessness, recidivism among incarcerated and adjudicated youth.</p> <p>Staff does not recommend funding for this proposal. Actual services and the proposer’s capacity to conduct services likely to result in the proposed outcomes are not adequately described.</p>

Proposal Number	<u>Proposer Organization</u>
25	<p style="text-align: center;">Office of Samoan Affairs (Safety-Net)</p> <p>Proposer requests \$50,000 to provide 150 Native Hawaiian and other Pacific Islander families with food, transportation assistance, utility assistance, off-site shelter and clothing. Direct client resources comprise 11% of requested funding.</p> <p>Staff does not recommend funding for this proposal. Staff, administration, and overhead costs of approximately \$44,500 are requested to provide a very small amount (\$5,500) of direct client services.</p>
26	<p style="text-align: center;">Roberts Family Development Center (RFDC) (Self-Sufficiency)</p> <p>Proposer requests \$38,317 to develop a resource center to assist 125 families residing in the Twin Rivers housing complex. Service goals would include ensuring that residents have on-site support and case management to address their food, shelter, medical care, employment, family and educational needs.</p> <p>Staff recommends \$20,000 in funding for this proposal. RFDC has a history of providing services in the North Sacramento community. Because of limited CSBG funding available, staff does not recommend funding for equipment. Funding is recommending for staffing, Other Costs, and Direct Participant costs.</p>
27	<p style="text-align: center;">Sacramento Area Emergency Housing Center (SAEHC) (Safety-Net)</p> <p>Proposer requests \$55,323 to provide 273 families with transportation assistance, utility assistance, off-site shelter, eviction avoidance, rental assistance, and employment support services. Direct client resources comprise 84% of requested funding.</p> <p>Staff recommends \$10,200 in funding for this proposal. Proposed services are all housing related and align with the emergency shelter services SAEHC currently provides. As a long-standing emergency housing agency in Sacramento, it has been a reliable portal to homeless and imminently homeless families to find housing stability. SAEHC is also recommended for Family Self-Sufficiency funding (proposal #16).</p>

Proposal Number	<u>Proposer Organization</u>
28	<p style="text-align: center;">Sacramento Self-Help Housing, Inc. (SSHH) (Self-Sufficiency)</p> <p>Proposer requests \$48,051 to provide 384 households that are at risk homelessness with intensive housing counseling, which includes case management for up to 6 months, housing referrals, homelessness prevention and landlord advocacy. SSHH proposes a collaboration with the Sacramento Works Job and Training Center system to provide proactive interventions to achieve housing stability.</p> <p>Staff recommends \$20,000 in funding for this proposal. A Homeless Prevention Counselor will work with customers referred by the Sacramento Works Job and Training Centers who are experiencing a housing crisis. There is currently no housing counseling service in place for job seekers at the career centers, and this proposed service would meet an urgent need.</p>
29	<p style="text-align: center;">Children’s Receiving Home of Sacramento (CRH) (Self-Sufficiency)</p> <p>Proposer requests \$58,563 to provide Independent Living Program (ILP) and housing support services to 36 foster youth and emancipated foster youth. The pre-emancipation services prepare the youth for adulthood and post-emancipation services support their future progress. Services include case management, transitional housing, mentoring, life skills training, tutoring, mental health services and counseling. Proposer also requests \$36,360 in support services of food, transportation assistance, utility assistance and first month’s rental assistance.</p> <p>Staff recommends \$28,500 in funding for this proposal. CRH is currently an Independent Living Program provider for this vulnerable and underserved population. There are no other programs recommended for CSBG funding that provide pre-emancipation services to this target population. The proposed housing related support services for this population will prepare this population for stability and self-sufficiency.</p>

ITEM V-A – INFORMATION

2013 COMMUNITY SERVICES BLOCK GRANT (CSBG) PROGRAM
OPERATOR MONITORING REPORTS

BACKGROUND:

Submitted under separate cover are the 2013 CSBG Program Operator monitoring reports which describe program progress through September 30, 2013.

Staff will be available to answer questions.

ITEM V-B – INFORMATION

COMMUNITY SERVICES BLOCK GRANT PLAN VS. ACTUAL REPORT

BACKGROUND:

Attached for your information is the CSBG Plan vs. Actual report which describes the 2013 CSBG program operator progress toward planned, contracted goals and expenditures through September 30, 2013.

Staff will be available to answer questions.

**2013 CSBG Family Self-Sufficiency Program
Plan vs. Actual**

Family Self-Sufficiency Program Operator	Planned Services	Planned Services through 12/31/13	Actual Services as of 10/31/13	% of Planned Services	2013 CSBG Budget	% Expended as of 10/31/13
Children's Receiving Home of Sacramento	Independent living services and support services for foster youth and emancipated foster youth	20	27	135%	\$28,000	73%
County of Sacramento DHA	Senior companion services for frail and elderly seniors	25	17	68%	\$27,500	72%
Hmong Women's Heritage Association	Health management services for South East Asian seniors	40	42	105%	\$23,800	67%
La Familia Counseling Center	Alternative services for at-risk youth (Project Reach Program)	40	38	95%	\$55,000	48%
Sacramento Area Emergency Housing Center	Shelter and support services for homeless families and individuals	430	301	70%	\$58,000	79%
Visions Unlimited (Seniors)	Independent living assistance for frail and elderly seniors	85	87	102%	\$50,000	79%
Waking the Village	Transitional housing, guidance and support services for homeless parenting youth	18	10	56%	\$42,000	75%
WIND Youth Services	Temporary shelter, guidance and support services for homeless youth	150	90	60%	\$38,000	75%

**2013 CSBG Safety-Net Program
Plan vs. Actual**

Safety-Net Program Operator	Planned Services	Planned Services through 12/31/13	Actual Services as of 10/31/13	% of Planned Services	2013 CSBG Budget	% Expended as of 10/31/13
Elk Grove Food Bank	Food distribution	672	518	77%	\$20,000	71%
Folsom/Cordova Community Partnership	Food, diapers, shelter, utilities, eviction avoidance, employment supports and transportation assistance	398	1002	252%	\$24,000	80%
Francis House of Sacramento	Food, shelter and transportation assistance	728	535	73%	\$70,400	79%
Greater Sacramento Urban League	Utilities, eviction avoidance and transportation assistance	100	74	74%	\$24,200	42%
Legal Services of Northern CA	Legal aid to seniors and grandparent caregivers	725	622	86%	\$20,000	68%
My Sister's House	Eviction avoidance, utilities and rental assistance	56	46	82%	\$34,000	88%
River City Food Bank	Food distribution	2,200	1,978	90%	\$20,000	100%
South County Services	Food, eviction avoidance, utilities and transportation assistance	596	290	49%	\$207,980 (\$65,000 CSBG; \$119,314 DHA-OSSOC; \$23,666 carry-over)	59%
The Salvation Army	Shelter, eviction avoidance, utilities and rental assistance	299	305	102%	\$60,000	95%
Travelers Aid Emergency Assistance Agency	Food, shelter, utilities and eviction avoidance	345	218	63%	\$70,000	82%
Voluntary Legal Services Northern CA	Criminal record expungement workshops and legal assistance	520	574	110%	\$27,500	81%

Safety-Net Program Operator	Planned Services	Planned Services through 12/31/13	Actual Services as of 10/31/13	% of Planned Services	2013 CSBG Budget	% Expended as of 10/31/13
Volunteers of America	Provides homeless veterans with utilities and rental assistance	42	7	17%	\$20,000	0%
WIND Youth Services	Prepared meals for homeless youth	9,206	12,432	135%	\$22,600	75%

ITEM V-C – INFORMATION

COMMUNITY SERVICES BLOCK GRANT (CSBG) FISCAL REPORTS

BACKGROUND:

Attached for your information are the most recent Fiscal Reports for the CSBG formula and discretionary grants.

Staff will be available to answer questions.

COMMUNITY SERVICES BLOCK GRANT (CSBG) EXPENDITURE REPORT

Contractor: Sacramento Employment & Training Agency		Contract Number: 13F-3033	Report Period: OCTOBER 2013	Advance Request:	Adjustment ¹ <input type="checkbox"/> C
Prepared By (Print Name/Title): Tammy Tu-Nguyen - Accountant II, Sup.		E-mail Address: ttunguyen@delpaso.seta.net		Telephone Number: (916) 263-5437	Fax Number: (916) 263-6124
Section 10 - ADMINISTRATIVE COSTS					REPORT PERIOD EXPENDITURES
1	Salaries and Wages				
2	Fringe Benefits				
3	Operating Expenses & Equipment				
4	Out of State Travel				
5	Subcontractor Services				
6	Other Costs				
7	Subtotal Administrative Costs				\$
Section 20 - PROGRAM COSTS					
8	Salaries and Wages				\$94,671.11
9	Fringe Benefits				\$39,114.46
10	Operating Expenses & Equipment				\$7,356.85
11	Out of State Travel				
12	Subcontractor Services				\$146,666.44
13	Other Costs				\$42,349.13
14	Subtotal Program Costs				\$ 330,157.99
Section 30 - TOTAL PROGRAM SUPPORT COSTS					
15	<i>How much of the Total Administrative Costs reported in Section 10-Administrative Cost was expended for Program Support activities?</i>				\$
Section 40 - TOTAL EXPENDITURES FOR REPORTING PERIOD					
16	Total Expenditures (Lines 7 and 14)				\$ 330,157.99
Section 50 - ADVANCE REPAYMENT					
17	Advance Repayment				\$ 138,864.00
Section 60 - TOTAL COSTS					
18	Total Reimbursement (after advance repayment has been applied)				\$ 191,293.99
CONTRACTOR'S CERTIFICATION					
I hereby certify under penalty of perjury that I am the duly appointed, qualified, and acting officer of the herein named Agency, Department, Board, Commission, Office or Institution, and that to the best of my knowledge, the actual expenditures and activities made during this reporting period contained within this document are in all respects true, correct, and in accordance with the purpose, terms and conditions of the contract referenced above, Federal and State Regulations or other statutes.					
Authorized Person (Print Name/Title):		Signature:		Date:	
ROY KIM / FISCAL CHIEF					
CSD ACCOUNTING USE ONLY					
Payment:			PCA#:		
Approved By:			Date:		

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

CSBG 2011 ADMINISTRATIVE/PROGRAM COSTS					
EXPENDITURES FOR PERIOD ENDED		OCTOBER 2013			
CONTRACT # 13F-3033					
		2013			
DELEGATE AGENCY	CC	ACTIVITY	BUDGET	EXPENDITURE	FUND
				COMPASS	REMAINING
COUNTY OF SACRAMENTO DHA	4750313315	FSS	27,500	19,808.98	7,691.02
HMONG WOMAN'S HERITAGE ASSOCIA	4750313326	FSS	23,800	15,994.69	7,805.31
LA FAMILIA COUNSELING	4750313328	FSS	55,000	26,658.07	28,341.93
SAC. AREA EMERGENCY HOUSING CEN	4750313345	FSS	58,000	45,877.96	12,122.04
VISIONS UNLIMITED (SENIORS)	4750313370	FSS	50,000	39,648.00	10,352.00
WAKING THE VILLAGE	4750313372	FSS	42,000	31,458.08	10,541.92
WIND YOUTH SERVICES	4750313374	FSS	38,000	28,503.00	9,497.00
CHILDREN'S RECEIVING HOME	4750313378	FSS	28,000	20,553.30	7,446.70
FOLSOM CORDOVA COMM PARTNERSH	4750313320	SN	24,000	19,106.90	4,893.10
FRANCIS HOUSE OF SACRAMENTO	4750313321	SN	70,400	55,786.86	14,613.14
GREATER SACRAMENTO URBAN LEAG	4750313324	SN	24,200	10,002.53	14,197.47
LEGAL SERVICES OF NORTHERN CA	4750313330	SN	20,000	13,697.82	6,302.18
MY SISTER'S HOUSE	4750313334	SN	34,000	29,999.70	34,000.00
RIVER CITY FOOD BANK	4750313341	SN	20,000	20,000.00	-
SALVATION ARMY	4750313354	SN	60,000	56,727.31	60,000.00
SOUTH COUNTY SERVICES	4750313361	SN	65,000	123,533.71	65,000.00
TRAVELERS AID	4750313365	SN	70,000	57,456.65	12,543.35
VOLUNTARY LEGAL SVC of NORTHERN	4750313371	SN	27,500	22,177.71	5,322.29
WIND YOUTH SERVICES	4750313374	SN	22,600	16,947.00	5,653.00
ELK GROVE FOOD BANK SERVICES	4750313379	SN	20,000	14,296.24	5,703.76
VOLUNTEERS OF AMERICA-GREATER SACRAMENTO & NORTHERN NEVADA	4750313380	SN	20,000	0.00	20,000.00
TOTAL DELEGATE AGENCY			800,000	668,234.51	131,765.49
TOTAL PROGRAM			685,347	565,634.35	119,712.65
TOTAL ADMIN			136,548	136,548.00	-
GRAND TOTAL			1,621,895	1,370,416.86	251,478.14

COMMUNITY SERVICES BLOCK GRANT (CSBG) EXPENDITURE REPORT

Contractor: Sacramento Employment & Training Agency		Contract Number: 13F-3107	Report Period: AUG-SEP 2013	Advance Request:	Adjustment ¹ <input type="checkbox"/> C
Prepared By (Print Name/Title): Tammy Tu-Nguyen - Accountant II, Sup.		E-mail Address: ttunguyen@delpaso.seta.net		Telephone Number: (916) 263-5437	Fax Number: (916) 263-6124
Section 10 - ADMINISTRATIVE COSTS					REPORT PERIOD EXPENDITURES
1	Salaries and Wages				
2	Fringe Benefits				
3	Operating Expenses & Equipment				
4	Out of State Travel				
5	Subcontractor Services				
6	Other Costs				
7	Subtotal Administrative Costs				\$
Section 20 - PROGRAM COSTS					
8	Salaries and Wages				
9	Fringe Benefits				
10	Operating Expenses & Equipment				
11	Out of State Travel				
12	Subcontractor Services				\$16,988.04
13	Other Costs				
14	Subtotal Program Costs				\$ 16,988.04
Section 30 - TOTAL PROGRAM SUPPORT COSTS					
15	<i>How much of the Total Administrative Costs reported in Section 10-Administrative Cost was expended for Program Support activities?</i>				\$
Section 40 - TOTAL EXPENDITURES FOR REPORTING PERIOD					
16	Total Expenditures (Lines 7 and 14)				\$ 16,988.04
Section 50 - ADVANCE REPAYMENT					
17	Advance Repayment				\$
Section 60 - TOTAL COSTS					
18	Total Reimbursement (after advance repayment has been applied)				\$ 16,988.04
CONTRACTOR'S CERTIFICATION					
I hereby certify under penalty of perjury that I am the duly appointed, qualified, and acting officer of the herein named Agency, Department, Board, Commission, Office or Institution, and that to the best of my knowledge, the actual expenditures and activities made during this reporting period contained within this document are in all respects true, correct, and in accordance with the purpose, terms and conditions of the contract referenced above, Federal and State Regulations or other statutes.					
Authorized Person (Print Name/Title): LORETTA SU / FISCAL CHIEF		Signature:		Date:	
CSD ACCOUNTING USE ONLY					
Payment:			PCA#:		
Approved By:			Date:		

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

CSBG 2013-2014 ADMINISTRATIVE/PROGRAM COSTS		AUG-SEP 2013		JUN 13 - MAY 31 2014							
EXPENDITURES FOR PERIOD ENDED		TERM:									
CONTRACT #	13F-3107										
ADMINISTRATIVE COSTS	BUDGET	EXPENDITURE	YTD EXPEND	BUDGET %	FUNDS REMAINING	JUL REPORT	SEP REPORT	NOV REPORT	TOTAL		
ACCOUNTS											
Salaries & Wages	1,966.00	-	-	0.0%	1,966.00	-	-	-	-		
Fringe Benefits	878.00	-	-	0.0%	878.00	-	-	-	-		
Operating Expense and Equipment	-	-	-	#DIV/0!	-	-	-	-	-		
Out of State Travel	-	-	-		-	-	-	-	-		
Subcontractor Services	-	-	-		-	-	-	-	-		
Other costs	1,678.00	-	-	0.0%	1,678.00	-	-	-	-		
ADMIN TOTALS	4,522.00	-	-	0.0%	4,522.00	-	-	-	-		
PROGRAM COSTS											
Salaries & Wages	8,120.00	-	-		8,120.00	-	-	-	-		
Fringe Benefits	3,626.00	-	-		3,626.00	-	-	-	-		
Operating Expense and Equipment	3,732.00	-	-		3,732.00	-	-	-	-		
Out of State Travel	-	-	-		-	-	-	-	-		
Subcontractor Services	80,000.00	16,988.04	16,988.04		63,011.96	-	16,988.04	-	16,988.04		
Other costs	-	-	-		-	-	-	-	-		
PROGRAM TOTALS	95,478.00	16,988.04	16,988.04	17.8%	78,489.96	-	16,988.04	-	16,988.04		
GRAND TOTAL	100,000.00	16,988.04	16,988.04	17.0%	83,011.96	-	16,988.04	-	16,988.04		
						16,988.04					

CSBG 2011 ADMINISTRATIVE/PROGRAM COSTS					
EXPENDITURES FOR PERIOD ENDED		AUG-SEP 2013			
CONTRACT #					
	13F-3107				
		2013			
DELEGATE AGENCY	CC	ACTIVITY	BUDGET	EXPENDITURE	FUND
				COMPASS	REMAINING
WALKNG THE VILLAGE	4753107250	FSS	80,000	16,988.04	63,011.96
TOTAL DELEGATE AGENCY			80,000	16,988.04	63,011.96
TOTAL PROGRAM			15,478	0.00	15,478.00
TOTAL ADMIN			4,522	0.00	4,522.00
GRAND TOTAL			100,000	16,988.04	83,011.96

ITEM V-D – INFORMATION

COMMUNITY SERVICES BLOCK GRANT FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

MEMORANDUM

TO: Mr. James Shelby DATE: October 29, 2013
 FROM: Tammi L. Kerch, SETA Fiscal Monitor
 RE: On-Site Fiscal Monitoring of Greater Sacramento Urban League

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	US/Youth	\$ 71,500	1/1/13-12/31/13	1/1/13-5/30/13
WIA	OSS/Adult	\$ 203,291	1/1/13-12/31/13	1/1/13-5/30/13
WIA	OSS/DW	\$ 67,764	1/1/13-12/31/13	1/1/13-5/30/13
CSBG	Safety Net	\$ 24,200	1/1/13-12/31/13	1/1/13-5/30/13

Monitoring Purpose: Initial Follow-Up Special Final
 Date of review: April 22-24, 2013 and various follow up dates

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

MEMORANDUM

TO: Mr. James Shelby **DATE:** October 29, 2013
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Greater Sacramento Urban League

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	US/Youth	\$ 71,500	7/1/11-6/30/12	3/1/12-6/30/12
WIA	OSS/Adult	\$ 197,370	7/1/11-6/30/12	3/1/12-6/30/12
WIA	OSS/DW	\$ 65,790	7/1/11-6/30/12	3/1/12-6/30/12
CSBG	Safety Net	\$ 24,200	1/1/12-12/31/12	1/1/12-12/31/12

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: April 22-24, 2013 and various follow up dates

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

Program Operator: Greater Sacramento Urban League

Findings and General Observations:

The total costs as reported to SETA for WIA and CSBG have been traced to the subgrantee's fiscal records. The recorded expenditures were not all verifiable, resulting in a disallowed cost to the Dislocated Worker grant. The staff was unable to locate corresponding documentation to support certain training costs charged to this grant. This is likely due to recent turnover to staff in key accounting positions.

GSUL is also currently experiencing a significant cash flow problem. According to their Statement of Financial Position, the Cash and Cash Equivalents as of June 30, 2012 was \$68,574. The Profit and Loss Statement as of February 28, 2013 reflected a negative net income of <\$165,907> and GSUL was unable to produce a Balance Sheet. Due to the cash flow problem, GSUL's ability to timely meet its financial obligations is questionable.

Recommendations for Corrective Action:

1. Produce the documentation to support the charges or issue SETA a check for the corresponding amount of \$1,242.95.
2. Implement internal controls or other actions to accurately document all costs.
3. Implement internal controls or other actions that address the cash flow issues and produce a current Balance Sheet.

cc: Kathy Kossick
Governing Board

Program Operator: Legal Services of Northern California

Findings and General Observations:

The total costs as reported to SETA for CSBG have been traced to the subgrantee's fiscal records. The recorded expenditures were verified and appear to be in order and there are no adjustments required.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Nilda Valmores **DATE:** August 16, 2013
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of My Sister's House

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
ACF	Victims of Human Trafficking	\$ 55,000	7/01/12-6/30/13	7/01/12-6/30/13
CSBG	Safety Net	\$ 34,000	1/01/12-12/31/12	8/01/12-12/31/12

Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final X
Date of review: July 24 and Aug 14, 2013

CSBG	Safety Net	\$ 34,000	1/01/13-12/31/13	1/01/13-6/30/13
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Monitoring Purpose: Initial X Follow-Up ___ Special ___ Final ___
Date of review: July 24 and Aug 14, 2013

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

Memorandum

Program Operator: My Sister's House

Findings and General Observations:

The total costs as reported to SETA for CSBG and VOHT have been traced to the subgrantee's fiscal records. The recorded expenditures were verified and appear to be in order and there are no adjustments required.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mrs. Eileen Thomas **DATE:** August 30, 2013
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of River City Food Bank

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

Monitoring Purpose: Initial Follow-up Special Final X
Date of review: 8/14/13

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation's	X			
4	Disbursement Control	X			
5	Staff Payroll/Files	N/A			
6	Fringe Benefits	N/A			
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: River City Food Bank

Findings and General Observations:

The total costs as reported to SETA for the contract year of January 1, 2012 to December 31, 2012 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Beth Maerten **DATE: October 24, 2013**

FROM: Mayxay Xiong, SETA Fiscal Monitor

**RE: On-Site Fiscal Monitoring of
Sacramento County Department of Human Assistance**

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	One Stop Services Adult	\$271,055	7/1/12-6/30/13	7/1/12-6/30/13
CSBG	Family Self Sufficiency	\$27,500	1/1/12-12/31/12	8/1/12-12/31/12
CSBG	Family Self Sufficiency	\$27,500	1/1/13-12/31/13	1/1/13-6/30/13

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 9/18 & 9/26/13

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation's		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: Sacramento County Department of Human Assistance

Findings and General Observations:

The total costs as reported to SETA for the WIA program from July 1, 2012 to June 30, 2013 and for the CSBG programs from January 1, 2012 to June 30, 2013 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Verna Catalfano **DATE: August 15, 2013**

FROM: Tammi L. Kerch, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of The Salvation Army – SAC Metro

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
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CSBG	Safety Net	\$ 60,000	1/1/12-12/31/12	7/1/12-12/31/12
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Monitoring Purpose: Initial Follow-Up Special Final

CSBG	Safety Net	\$ 60,000	1/1/13-12/31/13	1/1/13-5/30/13
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Monitoring Purpose: Initial Follow-Up Special Final

Date of review: July 10 and follow up Aug. 1, 2013

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

Program Operator: The Salvation Army

Findings and General Observations:

The total costs as reported to SETA for CSBG – Safety Net have been traced to the subgrantee’s fiscal records. The recorded expenditures were verified and appear to be in order and there are no adjustments required.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Elnor Tillson DATE: September 11, 2013

FROM: Mayxay Xiong, SETA Fiscal Monitor

**RE: On-Site Fiscal Monitoring of
Traveler's Aid Emergency Assistance Agency**

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$70,000	1/1/12-12/31/12	9/1/12-12/31/12
CSBG	Safety Net	\$70,000	1/1/13-12/31/13	1/1/13-3/31/13

Monitoring Purpose: Initial X Follow-up ___ Special ___ Final X

Date of review: 8/29/13

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

Program Operator: Traveler's Aid Emergency Assistance Agency

Findings and General Observations:

1. The total costs as reported to SETA from September 1, 2012 to March 31, 2013 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Roleda Bates **DATE: October 29, 2013**
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Visions Unlimited, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Family Self-Sufficiency	\$50,000	1/1/12-12/31/12	4/1/12-12/31/12
CSBG	Family Self-Sufficiency	\$50,000	1/1/13-12/31/13	1/1/13-3/31/13

Monitoring Purpose: Initial Follow-up Special Final
 Date of review: 9/30/13 & 10/29/13

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

Program Operator: Visions Unlimited, Inc.

Findings and General Observations:

1. The total costs as reported to SETA from April 1, 2012 to March 31, 2013 for the CSBG program have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

Program Operator: Voluntary Legal Services of Northern California

Findings and General Observations:

The total costs as reported to SETA for CSBG have been traced to the subgrantee's fiscal records. The recorded expenditures were verified and appear to be in order and there are no adjustments required.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Bridget Alexander **DATE:** August 15, 2013
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: Fiscal Monitoring of Waking the Village (Tubman House)

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	FSS	\$ 42,000	1/1/12-12/31/12	8.1.12-12/31/12
Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final <u>X</u>				

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

Memorandum
Fiscal Monitoring Findings
Page 2

Program Operator: Waking the Village (Tubman House)

Findings and General Observations:

The total costs as reported to SETA for CSBG have been traced to the subgrantee's fiscal records. The recorded expenditures were verified and appear to be in order and there are no adjustments required.

cc: Kathy Kossick
Governing Board

ITEM VI - 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. PROGRAM MANAGER

This item provides an opportunity for Ms. Cindy Sherwood-Green, the CSBG program manager, to provide an oral report on issues not included in the agenda packet.

D. 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.

E. 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.