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Agency

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SPECIAL MEETING OF THE COMMUNITY ACTION BOARD

DATE: Wednesday, November 16, 2011

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.

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AGENDA

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II. Consent Item

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III. Public Hearing – Presentation of Proposals by Bidders

IV. Action Item

A. Approval of Community Services Block Grant (CSBG) Funding Recommendations for Fiscal Year 2012 6-24

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

V. Information Items

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VI. Reports to the Board

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

VII. Adjournment

DISTRIBUTION DATE: WEDNESDAY, NOVEMBER 9, 2011

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE AUGUST 10, 2011 MEETING

BACKGROUND:

Attached are the minutes of the August 10, 2011 meeting.

RECOMMENDATION:

Review, make any necessary corrections and approve the minutes.

REGULAR MEETING OF THE COMMUNITY ACTION BOARD

Minutes/Synopsis

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

Wednesday, August 10, 2011
10:00 a.m.

- I. **Call to Order/Roll Call:** Ms. Mary Benson called the meeting to order at 10:00 a.m.

Members Present:

Debra Morrow, Sacramento County Department of Health and Human Services
Darby Patterson, Sacramento County Adult and Aging Commission
Lisa Daniels, Head Start Policy Council
Mary Benson, Child Action, Inc.
John Healey, California Emergency Food Link
Dana Mitchell, Human Rights/Fair Housing Commission
Alan Lange, Sacramento Hunger Coalition
Sam Starks, SMUD
Marshall Graves, Alternate, Sacramento Food Bank & Family Services
Beth White, Catholic Charities of Sacramento

Members Absent:

Blake Young, Sacramento Food Bank & Family Services (Alternate Present)
Tom Bennett, United Way
Denise Nelson, Head Start Policy Council

Ms. Debra Morrow, Sacramento County Department of Health and Human Services, was welcomed to the board.

II. **Consent Item**

- A. Approval of Minutes of the May 31, 2011 Meeting

No questions or comments.

Moved/Lange, second/Patterson, to approve the May 31, 2011 minutes as distributed.

Voice Vote: Unanimous approval.

III. **Action Item**

- A. Approval of the Community Services Block Grant Request for Proposals for the 2012 Program Year

Ms. Cindy Sherwood-Green reviewed the CSBG requests for proposal. The estimated amount of funding for the program year is \$800,000; this will be

adjusted when the final amount is known. Mandatory attendance at the offeror's conference is no longer required. Board members were reminded that the November 16 meeting will be longer than usual since it will be a funding meeting. The meeting is scheduled to go from 10:00 a.m. – 3:00 p.m.

Ms. Patterson asked that the funding recommendations made by the CAB are then subject to revision. Ms. Sherwood-Green replied that the recommendations are subject to revision both to potential funding cuts and modifications made by the SETA Governing Board.

Mr. Lange reported that the working committee was discussing issues that were not specifically for this year but the next year. If there are significant cuts, perhaps then there will be recommendations from this committee.

Mr. Lange inquired about what would be considered to be a qualified applicant agency. Ms. Sherwood-Green replied that non-profit and public organizations can apply but for-profit organizations are not eligible to apply for funds.

Moved/Mitchell, second/Patterson, to approve the CSBG Request for Proposals for the 2012 Fiscal Year.

Voice Vote: Unanimous approval.

IV. Information Items

A. Community Services Block Grant Fiscal Monitoring Reports

Mr. Lange stated that it is a credit to staff that many of the program operators have few findings because they report information correctly. Ms. Pam Moore was introduced. Ms. Moore is in the process of doing programmatic reviews of the operators which will be available prior to the November 16 meeting.

B. Community Services Block Grant Expenditure Reports

Mr. Healey asked if there were any plans to deal with the programs that have zero expenditures. Ms. Sherwood-Green replied that there have been discussions with some of the agencies. Agencies receiving CSBG funds always have leveraged funds. In order for funding to last throughout the year, funds are leveraged with other funding sources.

V. Reports to the Board

A. Chair: No report.

B. Executive Director: Ms. Kathy Kossick provided an overview of other programs in the Agency. SETA is the grant recipient for Workforce Investment Act funds, and has been chosen by the Department of Labor as one of 30 areas to

participate in a Gold Standard Review. The five-year study is being done to determine the efficiency of WIA funds; a study of WIA funds has never been done before. Two Workforce Investment Areas are involved in California: Sacramento and Fresno.

The study will focus on adult and dislocated workers only, and examine impacts on participants' employment, earnings, and other outcomes. The study will be doing wage matching for the people in the study for 5-6 years. This is to determine the effectiveness of core services.

WCIC's 75th anniversary was held last week. The dinner was wonderful! This program has been providing outstanding support for the community for 75 years.

SETA will be celebrating the grand opening of the Elkhorn Early Learning Center on Friday, August 12 from 10:00 a.m. to noon. This center will provide services to 100 preschool children and 16 infant/toddlers. Part of the funding to get this center up and running was due to ARRA funding which was extended.

Ms. Patterson asked what kind of criteria was used to determine which Local Workforce Investment Area was 'lucky' enough to participate; Ms. Kossick replied that the Department of Labor said that it was a random study based on demographics.

C. Program Manager:

Ms. Cindy Sherwood-Green reported that South County Services has been struggling. Sacramento County has awarded SETA funding in the amount of \$60,000 specifically for South County Services to hopefully get them through December.

Healthy Futures Program, which is a CSBG discretionary project, has had two very successful workshops, one was held in Galt for Head Start families and one in the north area for foster youth and youth who were formerly incarcerated. Both workshops were very successful with over 30 attendees.

D. Members of the Board:

Ms. Patterson commended the Healthy Futures program since in the entire city, 48% of the population is obese. It is a good idea to get a handle on it early in life.

Ms. Mitchell reported that the Executive Director from the Human Rights/Fair Housing Commission reported that she anticipates a 20% budget cut across the board. From the last round of budget cuts, services for senior legal aid were taken over; staff is trying to do more work with fewer people. The courts were also cut. The Carol Miller Justice Center will be closed down; this is the small claims court center and family court; this could mean that civil claims may not be

heard for up to five years. The United States Constitution requires that criminal cases be heard first and then civil cases. Services will continue to be provided using the staff attorneys.

Ms. Benson reported that one year ago, Child Action had 400 staff and seven offices. Today, Child Action now has 127 staff with two offices. It is a really bad time especially for their clients with less funding and staff. Ms. Benson commends all of the nonprofits and community programs that continue to provide outstanding services to clients. During the time of the RFP, it is always difficult when making funding decisions. Ms. Benson encouraged board members to carefully read the proposals to ensure the funds are spread appropriately.

Ms. Sherwood-Green stated that the proposals are due October 6 and requested that board members let her know if they want the entire proposal. Most board members will receive only the budget and narrative.

Ms. Patterson stated that when you see the whole proposal, you can see the quality of the proposal, and the ability of the organization to respond directly to the RFP. It is a great way to find out the qualitative difference. With such little funding, it is really important to make the best decisions.

Mr. Starks stated that he would prefer to see a 'hybrid' of the proposals or a condensed version of the proposals. Mr. Healey stated that he would prefer to receive the proposal material electronically.

Mr. Marshall stated that he and Mr. Blake Young thought having the entire document is a better way to evaluate and assess the proposal. Ms. Sherwood-Green stated that staff will provide whatever board members need.

Mr. Graves asked if only the people who were recommended funding would be invited to come to the November meeting or everyone submitting a proposal? Ms. Sherwood-Green replied that all of the people that have submitted a proposal are eligible to speak before the board.

E. Public: No comments.

VI. Adjournment: The meeting was adjourned at 10:33 a.m.

ITEM IV- A - ACTION

APPROVAL OF COMMUNITY SERVICES BLOCK GRANT (CSBG) FUNDING RECOMMENDATIONS FOR FISCAL YEAR 2012

BACKGROUND:

On September 2, 2011, SETA released a Request for Proposals (RFP) for the CSBG program for fiscal year 2012. The RFP solicited services under Safety-Net and Family Self-Sufficiency categories as identified in the 2012/13 CSBG Community Action Plan. The amount of funding available for program services was estimated to be \$800,000, of which \$480,000 was allocated to Safety-Net or short term emergency services and \$320,000 was allocated to case managed Family Self-Sufficiency services. The deadline for receipt of proposals was October 6, 2011. Thirty-two (32) proposals were received by the 4:30 p.m. deadline, requesting a total of \$2,104,883. Thirty-one (31) 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 seven (7) 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 exceed 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 meet the RFP criteria and the proposal qualifies for funding.

Rank 3: Proposal responses minimally meet the RFP criteria and were qualified for funding.

Rank 4: Proposal responses did 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.

STAFF PRESENTER: Cindy Sherwood-Green

ITEM IV-A – ACTION (continued)

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- 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 2012/13 Community Action Plan.
- 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. Agencies that ranked #2 and #3 are recommended funding at or near their requested amount. Agencies that ranked #4 are not recommended for funding.

Three (3) new agencies, Children's Receiving Home (Rank #2), Elk Grove Food Bank (Rank #3), and Volunteers of America (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 Career 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 2012.

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.

STAFF PRESENTER: Cindy Sherwood-Green

ITEM IV-A – ACTION (continued)
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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 make final CSBG funding decisions at its December 1, 2011 meeting.

RECOMMENDATION:

1. Approve staff funding recommendations for the Fiscal Year 2012 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.

**2012 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 #
24	2	Folsom Cordova Community Partnership	Low Income Families	Rancho Cordova, Folsom	\$21,500	\$69,791	\$78 892 families	\$24,000	9
18	2	Francis House	Homeless Families	Countywide	\$70,400	\$72,560	\$320 220 families	\$70,400	7
21	2	Greater Sacramento Urban League	Families	Del Paso Heights, North Sacramento	\$22,000	\$32,705	\$292 112 families	\$24,200	8
14	2	Legal Services of Northern California	Seniors and Grandparent Caregivers	Countywide	\$20,000	\$20,000	\$17 1,200 individuals	\$20,000	6
2	2	River City Food Bank	Families	Countywide	\$16,000	\$42,000	\$3.50 12,000 families	\$20,000	1
10	2	The Salvation Army	Low Income Families	Countywide	\$56,900	\$75,000	\$182 411 families	\$60,000	4
5	2	Vol. Legal Services of Northern CA	Ex-offender, Suspended Driver's License	Countywide	\$25,000	\$29,338	\$48 520 individuals	\$27,500	3
6	3	Elk Grove Food Bank Services	Low Income Families	Elk Grove, Laguna, Wilton, Franklin	\$0	\$123,134	\$29 4,200 families	\$20,000	3
31	3	My Sister's House	Domestic Violence Survivors	South and Central Sacramento, Elk Grove	\$34,000	\$48,933	\$999 50 families	\$34,000	12
4	3	South County* Services	Low Income Families	Elk Grove, Galt and the River Delta	\$164,600	\$157,123	\$161 975 families	\$65,000	2
19	3	Travelers Aid	Families	Countywide	\$70,000	\$80,000	\$179 448 families	\$70,000	8
9	3	Volunteers of America	Homeless and Low Income Veterans	Countywide	\$0	\$65,010	\$774 84 individuals	\$20,000	4
22	3	WIND Youth Services	Homeless Youth	Countywide	\$22,600	\$22,600	\$45 500 youth	\$22,600	9
11	4	Asian Resources	Families, Ex-offenders, Youth	Countywide	\$0	\$28,642	\$19 1,500 families	\$0	4
32	4	Laborers Training and Retraining Trust Fund	Working Adults	Countywide	\$0	\$86,996	\$41 2130 working adults	\$0	13
15	4	Sacramento Area Emergency Housing Center	Homeless Families, Single Women	Countywide	\$0	\$39,582	\$204 194 families	\$0	6
TOTAL SAFETY-NET RECOMMENDED:								\$477,700	

* South County Services was funded for \$61,600 for the 2010 CSBG program year. It was later augmented with funding provided by the County of Sacramento through SETA. At this time, it is not known if additional funds from the County of Sacramento will be available for South County Services in the 2012 program year.

Family Self-Sufficiency Services – Youth									
Prop #	Rank	Agency	Target Group	Target Area	Current Funding	Funding Request	Cost per/ # Served	Staff Recomm.	Page #
17	1	Waking the Village (Tubman House)	Homeless Pregnant or Parenting Youth and Their Children	Countywide	\$37,000	\$42,000	\$2,333 18 youth	\$42,000	7
25	2	Children's Receiving Home	Foster Youth	Countywide	\$0	\$60,450	\$1,209 50 youth	\$28,000	10
26	3	La Familia	Gang or Pre-Gang Youth At Risk of Dropping Out of School	South Sacramento, Meadowview, South County, Galt	\$55,000	\$99,899	\$1,387 72 youth	\$55,000	10
23	3	WIND Youth Services	Homeless Youth	Countywide	\$38,000	\$38,000	\$253 150 youth	\$38,000	9
1	4	Another Choice, Another Chance	Youth Siblings of Gang Members	South Sacramento, Parkway	\$0	\$44,858	\$1,495 30 youth	\$0	1
							<u>TOTALS</u>	\$163,000	

Family Self-Sufficiency Services – Seniors/Disabled									
Prop #	Rank	Agency	Target Group	Target Area	Current Funding	Funding Request	Cost per/ # Served	Staff Recomm.	Page #
3	2	Sacramento County DHA	Seniors	Countywide	\$26,000	\$27,500	\$1,100 25 seniors	\$27,500	2
28	2	Hmong Women's Heritage Association	Seniors	Countywide	\$19,000	\$60,670	\$1,011 60 seniors	\$23,800	11
29	3	Visions Unlimited	Seniors	South Sacramento County	\$50,000	\$63,000	\$700 90 seniors	\$50,000	12
							<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	\$55,000	\$64,787	\$151 430 families	\$58,000	6
13	4	Lutheran Social Services	Single Female Head of Household w/ Minor Children	Sacramento, Citrus Heights, Rancho Cordova, Carmichael, Arden Arcade	\$0	\$313,046	\$5,217 60 families	\$0	5
27	4	Sacramento Self Help Housing	Families	Sacramento and North Highlands	\$0	\$50,000	\$45 1,200 families	\$0	11
30	4	St. John's Shelter for Women and Children	Homeless Women and Children	Countywide	\$0	\$65,000	\$1,250 52 families	\$0	12
20	4	W.E.A.V.E.	W.E.A.V.E. Safehouse Residents	Countywide	\$0	\$65,000	\$867 75 families	\$0	8
							<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 #
12	4	Asian Resources	Adjudicated youth & formerly incarcerated job seekers	South Sacramento "The Avenues"	\$0	\$58,952	\$786 75 families	\$0	5
7	4	Elk Grove Food Bank Services	Families	Elk Grove, Laguna, Wilton, Franklin	\$0	\$55,956	\$444 126 families	\$0	3
							<u>TOTAL</u>	\$0	

TOTAL FAMILY SELF-SUFFICIENCY RECOMMENDED: \$322,300

TOTAL SAFETY-NET AND FAMILY SELF-SUFFICIENCY RECOMMENDED: \$800,000

2012 COMMUNITY SERVICES BLOCK GRANT PROPOSAL SUMMARIES

Proposal Number	<u>Proposer Organization</u>
1	<p style="text-align: center;">Another Choice, Another Chance (ACAC) (Self-Sufficiency)</p> <p>Proposer requests \$44,858 to implement its Success of Siblings program consisting of case management, family counseling and life skills training for 30 siblings of gang members. ACAC would utilize the Criminal Lifestyles curriculum and incorporate group activities, games, art, group discussions and celebration events to meet its goals.</p> <p>Staff recommends no funding for this proposal. This proposal proposes a new prevention/intervention program for ACAC, whose primary programs focus on gang members who are currently involved with drugs and alcohol. Another proposer that currently provides gang, pre-gang and in-home services to the entire family ranked higher than ACAC and has been recommended for funding to continue its work in the same target areas.</p>
2	<p style="text-align: center;">River City Food Bank (Safety-Net)</p> <p>Proposer requests \$42,000 to provide 12,000 families with nutritionally balanced 3-day supplies of food and also meet the needs of medically fragile families recovering from surgery, illness or living with diseases such as diabetes and HIV/AIDS. Direct client resources comprise 85% of requested funding.</p> <p>Staff recommends \$20,000 in funding for this proposal. River City Food Bank has met or exceeded all service projections during the last two years as a CSBG service provider. Its service delivery system is highly efficient, brought about by leveraging labor costs with volunteers, and it has long-term experience in the distribution of nutritious foods to low income individuals and families.</p>

2012 COMMUNITY SERVICES BLOCK GRANT PROPOSAL SUMMARIES

Proposal Number	<u>Proposer Organization</u>
3	<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 5,220 hours of 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>
4	<p style="text-align: center;">South County Services (Safety-Net)</p> <p>Proposer requests \$157,123 to provide 975 families with food, transportation assistance, rental assistance, translation services, diapers/formula assistance and utility assistance. Direct client resources comprise 13% 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>

2012 COMMUNITY SERVICES BLOCK GRANT PROPOSAL SUMMARIES

Proposal Number	<u>Proposer Organization</u>
5	<p style="text-align: center;">Voluntary Legal Services Program of Northern California, Inc. (Safety-Net)</p> <p>Proposer requests \$29,338 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 Career Centers.</p> <p>Staff recommends \$27,500 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 Career Center system.</p>
6	<p style="text-align: center;">Elk Grove Food Bank Services (Safety-Net)</p> <p>Proposer requests \$123,134 to provide 4,200 families with a 3-day supply of food. 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. Direct client resources comprise 79% of requested funding.</p> <p>Staff recommends \$20,000 in funding for this proposal. Elk Grove Food Bank fills a need for a CSBG food delivery site in the Elk Grove community.</p>
7	<p style="text-align: center;">Elk Grove Food Bank Services (Self-Sufficiency)</p> <p>Proposer requests \$55,956 to provide 126 families with access to the Support Works program that includes job readiness training, support group meetings and parenting classes.</p> <p>Staff recommends no funding for this proposal. Because of the limited amount of CSBG funds available for this procurement and the substantial investment SETA already provides for similar services available through the system of Sacramento Works Career Centers, 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>

2012 COMMUNITY SERVICES BLOCK GRANT PROPOSAL SUMMARIES

Proposal Number	<u>Proposer Organization</u>
9	<p style="text-align: center;">Volunteers of America (Safety-Net)</p> <p>Proposer requests \$65,010 to provide 84 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 \$20,000 in funding for this proposal. Volunteers of America's service delivery system is highly leveraged through strong collaborations with partners to the Coming Home program, allowing all CSBG resources awarded to directly assist homeless and imminently homeless veterans in need. This is a new CSBG-funded agency for the 2012 program year.</p>
10	<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 411 families who are at risk of hunger and homelessness with food, transportation assistance, 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 82% of requested funding.</p> <p>Staff recommends \$60,000 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>
11	<p style="text-align: center;">Asian Resources, Inc. (Safety-Net)</p> <p>Proposer requests \$28,642 to provide 1,500 low-income job seekers and adjudicated youth with transportation assistance in the form of bus passes and gas cards. Direct client resources comprise 52% of requested funding.</p> <p>Staff recommends no funding for this proposal. Asian Resource's proposal limited services to participants at its Broadway Career Center. Because of the limited amount of CSBG funds available for this procurement, staff does not recommend funding for safety-net services limited to transportation.</p>

2012 COMMUNITY SERVICES BLOCK GRANT PROPOSAL SUMMARIES

Proposal Number	<u>Proposer Organization</u>
12	<p style="text-align: center;">Asian Resources, Inc. (Self-Sufficiency)</p> <p>Proposer requests \$58,952 to provide 75 families (including adjudicated youth and formerly incarcerated adult jobseekers) with life skills workshops and employment services. Recruitment will be emphasized in The Avenues neighborhood. Employment services would include resume workshops, dress for success, job referrals, transportation vouchers and employer and local adult education guest speakers.</p> <p>Staff recommends no funding for this proposal. The proposed employment services exist at the Broadway Career Center and are funded through SETA's workforce development programs. Because of the limited amount of CSBG funds available for this procurement and the substantial investment SETA already provides for similar services funded by the Workforce Investment Act, staff does not recommend funding for employment and training activities.</p>
13	<p style="text-align: center;">Lutheran Social Services of Northern California (Self-Sufficiency)</p> <p>Proposer requests \$313,046 to provide 60 homeless or imminently homeless single female head of household families with minor children with Homeless Prevention and Rapid Rehousing (HPRP) services including case management, job club, employment services, rental deposits, utility deposits, first two months rent, rental or utility arrearages, and referrals (30 families, only) to the Faith and Homeless Families program for an additional six months of mentorship and financial assistance.</p> <p>Staff recommends no funding for this proposal. LSS requested almost 100% of the funds available for the FSS component and proposed a relatively high cost per participant of \$5,217. Its eligibility for proposed services (30% AMI) did not meet CSBG eligibility standards, which require eligibility to be based on the Federal Poverty Income Guidelines.</p>

2012 COMMUNITY SERVICES BLOCK GRANT PROPOSAL SUMMARIES

Proposal Number	<u>Proposer Organization</u>
14	<p style="text-align: center;">Legal Services of Northern California (Safety-Net)</p> <p>Proposer requests \$20,000 to serve 1200 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, life and estate planning and abuse, 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>
15	<p style="text-align: center;">Sacramento Area Emergency Housing Center (SAEHC) (Safety-Net)</p> <p>Proposer requests \$39,582 to provide 194 families with transportation assistance, utility assistance, off-site shelter, eviction avoidance, rental assistance, and employment support services, using the Homelessness Prevention and Rapid Rehousing Program (HPRP) model. Direct client resources comprise 85% of requested funding.</p> <p>Staff recommends no funding for this proposal. Proposed services represent a new CSBG service category for SAEHC. Other agencies with extensive CSBG safety-net experience ranked higher and were recommended funding to provide the same services in the proposed target area. SAEHC is recommended for funding in the Self-Sufficiency program category.</p>
16	<p style="text-align: center;">Sacramento Area Emergency Housing Center (SAEHC) (Self-Sufficiency)</p> <p>Proposer requests \$64,787 to fund 1 FTE Housing Program Case Manager and a .6 FTE weekend Life Skills Support Staff to provide 430 homeless families and single women with case management, support services (food vouchers and transportation assistance, life skills training, developing housing relocation plans, budgeting, acting as a liaison with property managers, assisting with all phases of move-in and 3+ months of follow-up case management for families in new housing.</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>

2012 COMMUNITY SERVICES BLOCK GRANT PROPOSAL SUMMARIES

Proposal Number	<u>Proposer Organization</u>
17	<p style="text-align: center;">Waking the Village (Self-Sufficiency)</p> <p>Proposer requests \$42,000 to provide 18 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.</p> <p>Staff recommends \$42,000 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. Success rates of 85% of their highly vulnerable clients maintaining housing and solvency 3 years after exit are the highest reported by any proposer.</p>
18	<p style="text-align: center;">Francis House (Safety-Net)</p> <p>Proposer requests \$72,560 to provide 220 families with minor children with food, transportation assistance and motel vouchers in its Family Rescue Program. Direct client resources comprise 90% 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 than ever before, this proposal is timely in its design to 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>

2012 COMMUNITY SERVICES BLOCK GRANT PROPOSAL SUMMARIES

Proposal Number	<u>Proposer Organization</u>
19	<p style="text-align: center;">Travelers Aid (Safety-Net)</p> <p>Proposer requests \$80,000 to provide 448 families with food, transportation assistance, utility assistance, off-site shelter, eviction avoidance, emergency rental assistance and rental deposits. Direct client resources comprise 75% of requested funding.</p> <p>Staff recommends \$70,000 in funding for this proposal with the stipulation that CSBG resources will not be used as rental deposits, which are unallowable costs. Travelers Aid has a strong history of providing the proposed Safety-Net services in the Meadowview and South Sacramento areas and it was the only proposer with a service delivery site in this underserved CSBG target area.</p>
20	<p style="text-align: center;">W.E.A.V.E., Inc. (Self-Sufficiency)</p> <p>Proposer requests \$65,000 to fund the Low Income Families Self-sufficiency Program which will provide 75 survivors of domestic violence and their children with case management services and enrollment in their Workforce Readiness program and employment services to help them find work.</p> <p>Staff recommends no funding for this proposal. Employment programs are a primary component of this proposal. Because of the limited amount of CSBG funds available for this procurement and the substantial investment SETA already provides for similar services available through the system of Sacramento Works Career Centers, staff does not recommend funding for employment and training activities. In addition, a high percentage of the proposed budget (30%) is for administrative and overhead costs.</p>
21	<p style="text-align: center;">Greater Sacramento Urban League (GSUL) (Safety-Net)</p> <p>Proposer requests \$32,705 to provide 112 families with transportation assistance, utilities assistance, eviction avoidance and rental assistance. Direct client resources comprise 89% 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>

2012 COMMUNITY SERVICES BLOCK GRANT PROPOSAL SUMMARIES

Proposal Number	<u>Proposer Organization</u>
22	<p style="text-align: center;">WIND Youth Services (Safety-Net)</p> <p>Proposer requests \$22,600 to provide 500 homeless and sheltered youth with prepared and packaged meals. Direct client resources comprise 39% of requested funding.</p> <p>Staff recommends \$22,600 in funding for this proposal. WIND Youth Services has long-term experience in outreach and providing nutritious food and safe haven to Sacramento's homeless youth population. Its service delivery site is WIND's Youth Center where youth can receive prepared hot meals, brown bag lunches and other basic needs, including hygiene items, showers, and access to laundry facilities.</p>
23	<p style="text-align: center;">WIND Youth Services (Self-Sufficiency)</p> <p>Proposer requests \$38,000 to provide 150 homeless youth with emergency shelter and case management services to assist them into safe and stable living situations and provide them with the tools they need to make positive changes in their lives.</p> <p>Staff recommends \$38,000 in funding for this proposal. WIND Youth Services has a long history of working with this target group. Services and shelter resources for homeless and runaway youth are very limited in Sacramento County.</p>
24	<p style="text-align: center;">Folsom Cordova Community Partnership (Safety-Net)</p> <p>Proposer requests \$69,790.92 to provide 892 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 74% 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>

2012 COMMUNITY SERVICES BLOCK GRANT PROPOSAL SUMMARIES

Proposal Number	<u>Proposer Organization</u>
25	<p style="text-align: center;">Children's Receiving Home of Sacramento (CRH) (Self-Sufficiency)</p> <p>Proposer requests \$60,450 to provide Independent Living Program (ILP) services to 50 foster youth and emancipated foster youth ages 16-21. 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, counseling, and support services food, transportation assistance, utility assistance and rental assistance. Participants are residents in CRH's ILP dorms or transitional housing programs.</p> <p>Staff recommends \$28,000 in funding for this proposal with the stipulation that no computers are purchased with CSBG resources. CRH is currently an Independent Living Program provider for this vulnerable and underserved population. There are no other programs recommended for funding through this procurement that serve this target population.</p>
26	<p style="text-align: center;">La Familia Counseling Center, Inc. (Self-Sufficiency)</p> <p>Proposer requests \$99,899 to provide Project Reach services to 72 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 gang and pre-gang youth and their families in target areas with the highest density of gang related activity.</p>

2012 COMMUNITY SERVICES BLOCK GRANT PROPOSAL SUMMARIES

Proposal Number	<u>Proposer Organization</u>
27	<p style="text-align: center;">Sacramento Self-Help Housing, Inc. (SSHH) (Self-Sufficiency)</p> <p>Proposer requests \$50,000 to provide 1,200 families who are homeless or are in danger of becoming homeless with intensive housing counseling, which includes case management, housing referrals, homelessness prevention and landlord advocacy.</p> <p>Staff recommends no funding for this proposal. Of the 1,200 clients to be assessed for housing, 600 would actually receive housing counseling services. With only one counselor, it is unlikely that such a high number of families would receive comprehensive case management services, as required through the CSBG RFP. In addition, SSHH did not establish a sufficiently strong case for the long-term success of housing counseling alone as a means to prevent or end homelessness.</p>
28	<p style="text-align: center;">Hmong Women's Heritage Association (HWH) (Self-Sufficiency)</p> <p>Proposer requests \$60,070 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. HWH was the only proposer proposing culturally and linguistically appropriate services to monolingual seniors with health and mental health conditions. While the proposed program targets seniors, its cost per participant has increased to \$1,011, primarily from additional staff, administrative and overhead costs. Staff recommends that HWH lower its proposed cost per participant or justify the increase.</p>

2012 COMMUNITY SERVICES BLOCK GRANT PROPOSAL SUMMARIES

Proposal Number	<u>Proposer Organization</u>
29	<p style="text-align: center;">Visions Unlimited (Self-Sufficiency)</p> <p>Proposer requests \$63,000 to provide 90 seniors who are at risk of requiring a higher level of care with case management, 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 appropriate peer counseling services to seniors residing in South Sacramento and South Sacramento County, including Galt and Wilton.</p>
30	<p style="text-align: center;">St. John's Shelter for Women and Children (Self-Sufficiency)</p> <p>Proposer requests \$65,000 to support its 90 day Shelter for Women and Children and its two employment and training programs, Plates Café and Catering and First Steps Child Development Center. Fifty-two (52) resident families will be provided case management, shelter, employment training, GED preparation and testing and child care services.</p> <p>Staff recommends no funding for this proposal. Employment and training programs are a primary component of this proposal. Considering the limited amount of CSBG funds available through this procurement, staff does not recommend funding for the employment and training activities proposed. In addition, a large percentage (52%) of the requested funding is for administrative and program oversight purposes.</p>
31	<p style="text-align: center;">My Sister's House (Safety-Net)</p> <p>Proposer requests \$49,933 to implement its "Safe and Sound" program, which provides a broad range of immediate safety-net services for low-income and homeless victims of domestic violence. Through this proposal, 50 survivors of domestic violence will be provided with utilities assistance and rental assistance. Direct client resources comprise 37% of requested funding.</p> <p>Staff recommends \$34,000 in funding for this proposal. My Sister's House has a strong history of providing outreach, services, and a safe haven to Asian and Pacific Islander survivors of domestic violence.</p>

2012 COMMUNITY SERVICES BLOCK GRANT PROPOSAL SUMMARIES

Proposal Number	<u>Proposer Organization</u>
32	<p>Laborers Training and Retraining Trust Fund of Northern California (LTRTF) (Safety-Net)</p> <p>Proposer requests \$86,996 to provide construction trade program participants with union initiation fees, two months union dues, a protective work clothing package and transportation assistance. Of the 2,130 participants proposed to be served, 45 will receive the full complement of employment supports (clothing and union dues). The remaining will receive transportation services. Direct client resources comprise 54% of requested funding.</p> <p>Staff recommends no funding for this proposal. This activity is a new project for the LTRTF and program staff positions are currently vacant. The clients served in this program currently receive support services from several SETA workforce development programs.</p>

ITEM-V – A – INFORMATION

2011 COMMUNITY SERVICES BLOCK GRANT (CSBG) PROGRAM OPERATOR
MONITORING REPORTS

BACKGROUND:

Submitted under separate cover are the 2011 CSBG Program Operator monitoring reports which describe program progress through September 30, 2011.

Staff will be available to answer questions.

STAFF PRESENTER: Cindy Sherwood-Green

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 2100 CSBG program operator progress toward planned, contracted goals and expenditures through September 30, 2011.

Staff will be available to answer questions.

STAFF PRESENTER: Cindy Sherwood-Green

2011 CSBG Family Safety-Net
3rd Quarter
Plan vs. Actual

Program Operator	Planned Services	Planned Services through 9/30/11	Actual Services 9/30/11	% of Planned Services 9/30/11	2011 CSBG Budget	% of Budget Expended 9/30/11
Folsom/Cordova Community Partnership	Food, utilities, emergency clothing and transportation assistance	519	1,414	272%	\$21,500	64%
Francis House of Sacramento	Motel vouchers, food and transportation assistance	624	484	78%	\$70,400	58%
Greater Sacramento Urban League Corporation, Inc.	Utilities, eviction avoidance and transportation assistance	71	48	68%	\$22,000	44%
Legal Services of Northern CA (Senior Legal Hotline)	Legal aid to seniors, non-English speakers and grandparent caregivers	450	2,024	450%	\$20,000	64%
My Sister's House	Eviction avoidance and utilities assistance	43	21	49%	\$34,000	57%
River City Community Services	Food distribution	1425	2039	143%	\$16,000	100%
South County Services	Utilities, motel vouchers, eviction avoidance and transportation assistance	470	533	113%	\$164,600	87%
The Salvation Army	Food, utilities, motel vouchers, eviction avoidance, and transportation assistance	224	280	125%	\$56,900	66%
Travelers Aid Society	Motel vouchers and eviction avoidance	257	211	82%	\$70,000	77%
Voluntary Legal Services Program of Northern California	Criminal record expungement workshops and legal assistance	360	561	156%	\$25,000	69%
WIND Youth Services	Prepared meals, legal assistance and transportation assistance for homeless youth	6904	10,922	158%	\$22,600	67%

**2011 CSBG Family Self-Sufficiency
3rd Quarter
Plan vs. Actual**

Program Operator	Planned Services	Planned Enrolled through 9/30/11	Actual Enrolled as of 9/30/11	% Enrolled as of 9/30/11	2011 CSBG Budget	% Expended as of 9/30/11
County of Sacramento DHA	Senior companion services for frail and elderly seniors	23	29	126%	\$26,000	76%
Hmong Women's Heritage Association	Culturally appropriate services to strengthen vulnerable families and youth	30	33	110%	\$19,000	72%
La Familia Counseling Center	Alternative services for at-risk youth	30	29	97%	\$55,000	61%
Sacramento Area Emergency Housing Center	Emergency shelter and housing assistance	322	310	96%	\$55,000	83%
Visions Unlimited (Seniors)	Independent living assistance for seniors	84	96	114%	\$50,000	68%
Waking the Village	Utilities, temporary shelter and transportation assistance for parenting or pregnant youth	15	21	140%	\$37,000	100%
WIND Youth Services	Temporary shelter, guidance and re-unification of homeless youth	112	95	85%	\$38,000	67%

ITEM – V – C – INFORMATION

HEALTHY FUTURES QUARTERLY REPORT

BACKGROUND:

Attached for your information are the first quarterly reports for the Healthy Futures Project, funded by a 2011 CSBG Discretionary grant.

A brief Power Point presentation on the Healthy Futures workshops held at the Galt Head Start site will be made by Melanie Nicolas, Program Officer for the SETA Children and Families Department.

STAFF PRESENTER: Cindy Sherwood-Green

Agency Name: Sacramento Employment and Training Agency	Agency/Project Representative: Cindy Sherwood-Green
Contract Number: 11F-4137	Contract Term: June 1, 2011 through June 30, 2012
Email: cindysg@delpaso.seta.net	Telephone Number: (916) 263-4364
Date: June 6, 2011	Signature:

Work Plan

Make copies for each outcome/goal

Problem/Need to be addressed:
Sacramento County health indicators for adults and youth evidence a growing incidence of overweight and obese persons making poor choices in diet, physical activity, and exhibiting poor attitudes towards overall family wellness.
Projected Activities/Services to be performed:
<p>Each Healthy Futures participant, including any family members, will be incentivized to attend a series of ten (10) interactive workshops and field trips giving them hands-on experience and prepare an individualized family wellness plan in the following areas:</p> <ul style="list-style-type: none"> ➤ Accessing, growing and preparing healthy foods ➤ Fun family options for physical activity (hiking, yoga, water sports, active family games) ➤ Wellness workshops on having a good body image, conflict resolution, basic financial literacy, good communication and developing positive personal and community support systems <p>Throughout the term of the Healthy Futures project, each participant and family members will be provided with the services of a case manager and a registered dietician and will be provided with an individualized diet plan and follow up.</p>
Expected Outcome/Goal (Number <u>1</u> of <u>5</u>):
Outcome one (1) for the Healthy Futures project will include forty-eight (48) participant households completing an individualized family wellness plan and reaching benchmarks for at least 80% participation in the nutrition, physical activity and family wellness project components.

Progress Report Period: June 1, 2011 through August 31, 2011

Activities/Services:

The first part of this report period was dedicated to bringing together collaborative partners, hiring an additional case manager/facilitator and two registered dieticians, and planning for 10 workshops and activities for each of the project's two participant groups, Head Start families with overweight or obese children and formerly incarcerated and emancipated foster youth. Key collaborators include Linkage to Education, Head Start and the Health Education Council.

During this initial report period, a total of 22 families and their children, were introduced to the role of good nutrition in leading happy, healthy lives, the importance of families planning outside physical activities in their schedules and how tasty eating healthy can be. Project participants had delicious, healthy meals prepared for each of the report period's two events and learned how to prepare them for themselves.

Most project participants were introduced to one of two project Registered Dieticians, who graphically introduced the true ingredients participants consumed when stopping for fast food or consuming a soda or diet drink. She also began with a survey of current participant food consumption, attitudes about their lives and their bodies, and the level and incidence of physical activity in their lives. The second project Registered Dietician will conduct similar activities and all participants will complete initial one-on-one appointments with their assigned Registered Dietician during the next report period. Ongoing outreach is projected to double the number of project participants during the second report period.

Status Toward Achieving Indicated Outcome/Goal:

Most participants have taken the pretest and begun learning about the importance of healthy foods in their diets, how poor nutrition is linked to disease and the importance of physical activities in their lives.

Actual Results:

It is premature to report on the completion of individualized participant wellness plans, progress towards nutrition and activity benchmarks and their rate of participation in project components.

Agency Name: Sacramento Employment and Training Agency	Agency/Project Representative: Cindy Sherwood-Green
Contract Number: 11F-4137	Contract Term: June 1, 2011 through June 30, 2012
Email: cindyosg@delpaso.seta.net	Telephone Number: (916) 263-3857
Date: June 6, 2011	Signature:

Work Plan

Make copies for each outcome/goal

Problem/Need to be addressed:

Sacramento County health indicators for adults and youth evidence a growing incidence of overweight and obese persons making poor choices in diet, physical activity, and exhibiting poor attitudes towards overall family wellness.

Projected Activities/Services to be performed:

Each Healthy Futures participant, including any family members, will be provided incentives to attend a series of ten (10) interactive workshops and field trips giving them hands-on experience and prepare an individualized family wellness plan in the following areas:

- Accessing, growing and preparing healthy foods
- Fun family options for physical activity (hiking, yoga, water sports, active family games)
- Wellness workshops on having a good body image, conflict resolution, basic financial literacy, good communication and developing positive personal and community support systems

Throughout the term of the Healthy Futures project, each participant and family members will be provided with the services of a case manager and a registered dietician and will be provided with an individualized diet plan and follow up. Project staff will guide the participants through the self evaluation health survey to determine progress in nutritional and lifestyle behaviors.

Expected Outcome/Goal (Number 2 of 5):

At least 48 (75%) of all Healthy Futures participants experience better overall physical health, which will be measured by weight loss, lowered blood pressure, and the results of a self-evaluation health survey.

Progress Report Period: June 1, 2011 through August 31, 2011

Activities/Services:

The first part of this report period was dedicated to bringing together collaborative partners, hiring an additional case manager/facilitator and two registered dietitians, and planning for 10 workshops and activities for each of the project's two participant groups, Head Start families with overweight or obese children and formerly incarcerated and emancipated foster youth. Key collaborators include Linkage to Education, Head Start and the Health Education Council.

During this initial report period, a total of 22 families and their children, were introduced to the role of good nutrition in leading happy, healthy lives, the importance of families planning outside physical activities in their schedules and how tasty eating healthy can be. Project participants had delicious, healthy meals prepared for each of the report period's two events and learned how to prepare them for themselves.

Most project participants were introduced to one of two project Registered Dietitians, who graphically introduced the true ingredients participants consumed when stopping for fast food or consuming a soda or diet drink. She also began with a survey of current participant food consumption, attitudes about their lives and their bodies, and the level and incidence of physical activity in their lives. The second project Registered Dietician will conduct similar activities and all participants will complete initial one-on-one appointments with their assigned Registered Dietician during the next report period. Ongoing outreach is projected to double the number of project participants during the second report period.

Status Toward Achieving Indicated Outcome/Goal:

Most participants have taken the pretest and begun learning about the importance of healthy foods in their diets, how poor nutrition is linked to disease and the importance of physical activities in their lives.

Actual Results:

Participants have established baselines for weight and blood pressure which is measured at each monthly project event. The results of a self-evaluation health survey (post-test) are not yet available.

Agency Name: Sacramento Employment and Training Agency	Agency/Project Representative: Cindy Sherwood-Green
Contract Number: 11F-4137	Contract Term: June 1, 2011 through June 30, 2012
Email: cindysg@delpaso.seta.net	Telephone Number: (916) 263-3857
Date: June 6, 2011	Signature:

Work Plan

Make copies for each outcome/goal

Problem/Need to be addressed:

Sacramento County health indicators for adults and youth evidence a growing incidence of overweight and obese persons making poor choices in diet, physical activity, and exhibiting poor attitudes towards overall family wellness.

Projected Activities/Services to be performed:

Each Healthy Futures participant, including any family members, will be incentivized to attend a series of ten (10) interactive workshops and field trips giving them hands-on experience and prepare an individualized family wellness plan in the following areas:

- Accessing, growing and preparing healthy foods
- Fun family options for physical activity (hiking, yoga, water sports, active family games)
- Wellness workshops on having a good body image, conflict resolution, basic financial literacy, good communication and developing positive personal and community support systems

Throughout the term of the Healthy Futures project, each participant and family members will be provided with the services of a case manager and a registered dietician and will be provided with an individualized diet plan and follow-up.

Expected Outcome/Goal (Number 3 of 5):

At least 48 (75%) of all Healthy Futures participants experience an increased awareness of healthy food options, which will be measured by the number of events attended, pre and post tests, and changes in diet.

Progress Report For the Period: July 1 – August 31, 2011

Activities/Services:

The first part of this report period was dedicated to bringing together collaborative partners, hiring an additional case manager/facilitator and two registered dietitians, and planning for 10 workshops and activities for each of the project's two participant groups, Head Start families with overweight or obese children and formerly incarcerated and emancipated foster youth. Key collaborators include Linkage to Education, Head Start and the Health Education Council.

During this initial report period, a total of 22 families and their children, were introduced to the role of good nutrition in leading happy, healthy lives, the importance of families planning outside physical activities in their schedules and how tasty eating healthy can be. Project participants had delicious, healthy meals prepared for each of the report period's two events and learned how to prepare them for themselves.

Most project participants were introduced to one of two project Registered Dietitians, who graphically introduced the true ingredients participants consumed when stopping for fast food or consuming a soda or diet drink. She also began with a survey of current participant food consumption, attitudes about their lives and their bodies, and the level and incidence of physical activity in their lives. The second project Registered Dietician will conduct similar activities and all participants will complete initial one-on-one appointments with their assigned Registered Dietician during the next report period. Ongoing outreach is projected to double the number of project participants during the second report period.

Status Toward Achieving Indicated Outcome/Goal:

Most participants have taken the pretest and begun learning about the importance of healthy foods in their diets, how poor nutrition is linked to disease and the importance of physical activities in their lives.

Actual Results:

Twenty-two project participant families and their children have each attended an introductory Healthy Futures workshop on the importance of good nutrition. Most have taken the pre-test with the remainder taking it during the second report period. It is too early in the project to document changes in participant diet.

Agency Name: Sacramento Employment and Training Agency	Agency/Project Representative: Cindy Sherwood-Green
Contract Number: 11F-4137	Contract Term: June 1, 2011 through June 30, 2012
Email: cindysg@delpaso.seta.net	Telephone Number: (916) 263-3857
Date: June 6, 2011	Signature:

Work Plan

Make copies for each outcome/goal

Problem/Need to be addressed:

Sacramento County health indicators for adults and youth evidence a growing incidence of overweight and obese persons making poor choices in diet, physical activity, and exhibiting poor attitudes towards overall family wellness.

Projected Activities/Services to be performed:

Each Healthy Futures participant, including any family members, will be incentivized to attend a series of ten (10) interactive workshops and field trips giving them hands-on experience and prepare an individualized family wellness plan in the following areas:

- Accessing, growing and preparing healthy foods
- Fun family options for physical activity (hiking, yoga, water sports, active family games)
- Wellness workshops on having a good body image, conflict resolution, basic financial literacy, good communication and developing positive personal and community support systems

Throughout the term of the Healthy Futures project, each participant and family members will be provided with the services of a case manager and a registered dietician and will be provided with an individualized diet plan and follow up.

Expected Outcome/Goal (Number 4 of 5):

At least 48 (75%) of all Healthy Futures participants experience improved mental health, including a decreased sense of social isolation, which will be measured by increased self-esteem, confidence, improved body image, as noted by follow-up case management sessions, and increased participation in project events.

Progress Report Period: June 1, 2011 through August 31, 2011

Activities/Services:

The first part of this report period was dedicated to bringing together collaborative partners, hiring an additional case manager/facilitator and two registered dietitians, and planning for 10 workshops and activities for each of the project's two participant groups, Head Start families with overweight or obese children and formerly incarcerated and emancipated foster youth. Key collaborators include Linkage to Education, Head Start and the Health Education Council.

During this initial report period, a total of 22 families and their children, were introduced to the role of good nutrition in leading happy, healthy lives, the importance of families planning outside physical activities in their schedules and how tasty eating healthy can be. Project participants had delicious, healthy meals prepared for each of the report period's two events and learned how to prepare them for themselves.

Most project participants were introduced to one of two project Registered Dietitians, who graphically introduced the true ingredients participants consumed when stopping for fast food or consuming a soda or diet drink. She also began with a survey of current participant food consumption, attitudes about their lives and their bodies, and the level and incidence of physical activity in their lives. The second project Registered Dietician will conduct similar activities and all participants will complete initial one-on-one appointments with their assigned Registered Dietician during the next report period. Ongoing outreach is projected to double the number of project participants during the second report period.

Status Toward Achieving Indicated Outcome/Goal:

Most participants have taken the pretest and begun learning about the importance of healthy foods in their diets, how poor nutrition is linked to disease and the importance of physical activities in their lives.

Actual Results:

Early results for Goal-4 are apparent in discussions with participants, but will not be documented in this report until post test results are completed later in the program.

Agency Name: Sacramento Employment and Training Agency	Agency/Project Representative: Cindy Sherwood-Green
Contract Number: 11F-4137	Contract Term: June 1, 2011 through June 30, 2012
Email: cindysg@delpaso.seta.net	Telephone Number: (916) 263-3857
Date: June 6, 2011	Signature:

Work Plan

Make copies for each outcome/goal

Problem/Need to be addressed:

Sacramento County health indicators for adults and youth evidence a growing incidence of overweight and obese persons making poor choices in diet, physical activity, and exhibiting poor attitudes towards overall family wellness.

Projected Activities/Services to be performed:

Throughout the term of the Healthy Futures project, each participant and family members will be provided with the services of a case manager to encourage participation, monitor and record progress, provide linkages and referrals to public and private supports within their communities and follow-up on the results. Each referral and subsequent follow-up contact will be documented in the participant case file.

Expected Outcome/Goal (Number 5 of 5):

At least 48 (75%) of all Healthy Futures participants experience greater awareness of community resources, as measured by the number of referrals to community organizations made by project staff and the result of follow-up contacts.

Progress Report Period: June 1, 2011 through August 31, 2011

Activities/Services:

The first part of this report period was dedicated to bringing together collaborative partners, hiring an additional case manager/facilitator and two registered dietitians, and planning for 10 workshops and activities for each of the project's two participant groups, Head Start families with overweight or obese children and formerly incarcerated and emancipated foster youth. Key collaborators include Linkage to Education, Head Start and the Health Education Council.

During this initial report period, a total of 22 families and their children, were introduced to the role of good nutrition in leading happy, healthy lives, the importance of families planning outside physical activities in their schedules and how tasty eating healthy can be. Project participants had delicious, healthy meals prepared for each of the report period's two events and learned how to prepare them for themselves.

Most project participants were introduced to one of two project Registered Dietitians, who graphically introduced the true ingredients participants consumed when stopping for fast food or consuming a soda or diet drink. She also began with a survey (pre-test) of current participant food consumption, attitudes about their lives and their bodies, and the level and incidence of physical activity in their lives. The second project Registered Dietician will conduct similar activities and all participants will complete initial one-on-one appointments with their assigned Registered Dietician during the next report period. Ongoing outreach is projected to double the number of project participants during the second report period.

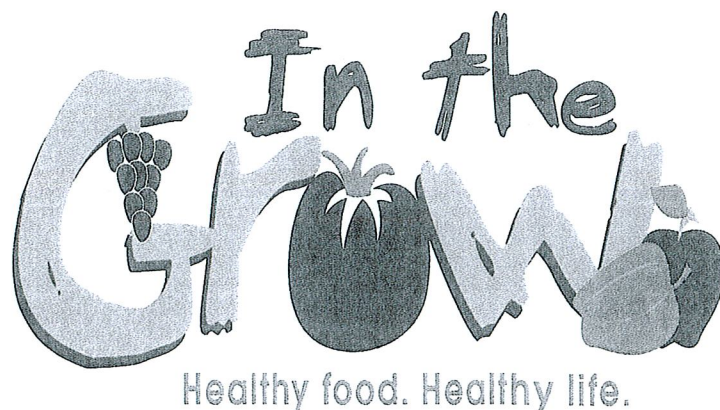
Status Toward Achieving Indicated Outcome/Goal:

Most participants have taken the pretest and begun learning about the importance of healthy foods in their diets, how poor nutrition is linked to disease and the importance of physical activities in their lives.

Actual Results:

It is too early in the project to measure Goal-5 but participants have already been introduced to the project's collaborative partners as their first introduction to community organizations. Additional referrals will follow as case managers become more familiar with participant strengths and challenges.

Healthy Futures Project



Learn about shopping on a budget! Try a new healthy chicken burrito recipe at our cooking demo!

Tuesday, October 4, 2011

Meet us at Galt Head Start at 8:30 am and we will walk over to the Galt Flea and Produce Market. Cooking demonstration to follow.



Funding provided by:



Wear comfortable shoes and get your exercise for the day on our walking field trip!

Funding for the Healthy Futures Project is provided by Community Services Block Grant (CSBG). Funding for the In the Grow program is provided by the First 5 Sacramento Commission which uses Proposition 10 (tobacco tax) funds to support the healthy development of children ages zero to five. Additional information about the First 5 Sacramento Commission is online at www.First5Sacramento.net or by calling 916-876-5865.

ITEM- V – D – 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.

STAFF PRESENTER: Cindy Sherwood-Green

COMMUNITY SERVICES BLOCK GRANT (CSBG) EXPENDITURE REPORT

Contractor:		Contract Number:	Report Period:	Advance Request:	Adjustment ¹
Sacramento Employment & Training Agency		11F-4235	AUGUST 11		<input type="checkbox"/>
Prepared By (Print Name/Title):		E-mail Address:		Telephone Number:	Fax Number:
Tammy Tu-Nguyen - Accountant II		ttunguyen@delpaso.seta.net		(916) 263-5437	(916) 263-6124
Section 10 - ADMINISTRATIVE COSTS					REPORT PERIOD EXPENDITURES
1	Salaries and Wages				\$34,628.66
2	Fringe Benefits				\$13,404.14
3	Operating Expenses & Equipment				\$1,008.00
4	Out of State Travel				
5	Subcontractor Services				
6	Other Costs				\$7,521.91
7	Subtotal Administrative Costs				\$ 56,562.71
Section 20 - PROGRAM COSTS					
8	Salaries and Wages				\$92,193.30
9	Fringe Benefits				\$33,861.71
10	Operating Expenses & Equipment				\$13,005.25
11	Out of State Travel				
12	Subcontractor Services				\$70,197.41
13	Other Costs				\$27,840.71
14	Subtotal Program Costs				\$ 237,098.38
Section 30 - TOTAL PROGRAM SUPPORT COSTS					
15	How much of the Total Administrative Costs reported in Section 10-Administrative Cost was expended for Program Support activities?				\$ 42,150.57
Section 40 - TOTAL EXPENDITURES FOR REPORTING PERIOD					
16	Total Expenditures (Lines 7 and 14)				\$ 293,661.09
Section 50 - ADVANCE REPAYMENT					
17	Advance Repayment				\$ 131,100.00
Section 60 - TOTAL COSTS					
18	Total Reimbursement (after advance repayment has been applied)				\$ 162,561.09
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			AUGUST 11						
CONTRACT # 11F-4235									
			2011						
DELEGATE AGENCY	CC	ACTIVITY	BUDGET	EXPENDITURES	YTD	% BUDGET	FUND	REMAINING	
COUNTY OF SACRAMENTO DHA	4750311315	FSS	26,000	17,972.00	17,972.00	69.1%	8,028.00		
HMONG WOMAN'S HERITAGE AS	4750311326	FSS	19,000	13,674.49	13,674.49	72.0%	5,325.51		
LA FAMILIA COUNSELING	4750311328	FSS	55,000	24,264.15	24,264.15	44.1%	30,735.85		
SACTO. AREA EMERGENCY HOU	4750311345	FSS	55,000	42,809.40	42,809.40	77.8%	12,190.60		
VISIONS UNLIMITED (SENIORS)	4750311370	FSS	50,000	30,832.00	30,832.00	61.7%	19,168.00		
WAKING THE VILLAGE	4750311372	FSS	37,000	37,000.00	37,000.00	100.0%	-		
WIND YOUTH SERVICES	4750311374	FSS	38,000	22,162.00	22,162.00	58.3%	15,838.00		
FOLSOM CORDOVA COMM PART	4750311320	SN	21,500	13,686.92	13,686.92	63.7%	7,813.08		
FRANCIS HOUSE OF SACRAMENT	4750311321	SN	70,400	41,066.69	41,066.69	58.3%	29,333.31		
GREATER SACRAMENTO URBAN	4750311324	SN	22,000	8,966.57	8,966.57	40.8%	13,033.43		
LEGAL SERVICES OF NORTHERN	4750311330	SN	20,000	11,165.52	11,165.52	55.8%	8,834.48		
MY SISTER'S HOUSE	4750311334	SN	34,000	17,050.43	17,050.43	50.1%	16,949.57		
RIVER CITY COMMUNITY SERV	4750311341	SN	16,000	16,000.00	16,000.00	100.0%	-		
SALVATION ARMY	4750311354	SN	56,900	37,320.68	37,320.68	65.6%	19,579.32		
SOUTH COUNTY SERVICES	4750311361	SN	164,600	133,956.24	133,956.24	81.4%	30,643.76		
TRAVELERS AID	4750311365	SN	70,000	47,060.44	47,060.44	67.2%	22,939.56		
VOLUNTARY LEGAL SERV of NOI	4750311371	SN	25,000	15,463.84	15,463.84	61.9%	9,536.16		
WIND YOUTH SERVICES	4750311374	SN	22,600	13,188.00	13,188.00	58.4%	9,412.00		
TOTAL DELEGATE AGENCY			803,000	543,639.37	543,639	67.7%	259,360.63		
TOTAL PROGRAM			605,347	452,262.48	452,262.48	74.7%	153,084.52		
TOTAL ADMIN			186,841	186,968.93	186,968.93	100.1%	(127.93)		
GRAND TOTAL			1,595,188	1,182,870.78	1,182,870.78	74.2%	412,317.22		

COMMUNITY SERVICES BLOCK GRANT (CSBG) EXPENDITURE REPORT

Contractor:		Contract Number:	Report Period:	Advance Request:	Adjustment ¹
Sacramento Employment & Training Agency		11F-4317	AUG-SEP 11		<input type="checkbox"/>
Prepared By (Print Name/Title):		E-mail Address:		Telephone Number:	Fax Number:
Tammy Tu-Nguyen - Accountant II		ttunguyen@delpaso.seta.net		(916) 263-5437	(916) 263-6124
Section 10 - ADMINISTRATIVE COSTS					REPORT PERIOD EXPENDITURES
1	Salaries and Wages				\$1,442.97
2	Fringe Benefits				\$542.98
3	Operating Expenses & Equipment				
4	Out of State Travel				
5	Subcontractor Services				
6	Other Costs				
7	Subtotal Administrative Costs				\$ 1,985.95
Section 20 - PROGRAM COSTS					
8	Salaries and Wages				\$3,116.61
9	Fringe Benefits				\$1,009.71
10	Operating Expenses & Equipment				\$381.75
11	Out of State Travel				
12	Subcontractor Services				
13	Other Costs				\$1,190.12
14	Subtotal Program Costs				\$ 5,698.19
Section 30 - TOTAL PROGRAM SUPPORT COSTS					
15	How much of the Total Administrative Costs reported in Section 10-Administrative Cost was expended for Program Support activities?				\$ 1,442.97
Section 40 - TOTAL EXPENDITURES FOR REPORTING PERIOD					
16	Total Expenditures (Lines 7 and 14)				\$ 7,684.14
Section 50 - ADVANCE REPAYMENT					
17	Advance Repayment				\$
Section 60 - TOTAL COSTS					
18	Total Reimbursement (after advance repayment has been applied)				\$ 7,684.14
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		AUG-SEP 11							
CONTRACT # 11F-4317		CONT. TERM		6/1/11-6/30/12					
ADMINISTRATIVE COSTS		EXPENDITURE				BUDGET	FUNDS	JUL	NOV
ACCOUNTS	BUDGET	COMPASS	YTD EXPEND	%	REMAINING	REPORT	REPORT	REPORT	TOTAL
Salaries & Wages	4,248.00	1,442.97	1,442.97	34.0%	2,805.03	-	1,442.97	-	1,442.97
Fringe Benefits	2,166.00	542.98	542.98	25.1%	1,623.02	-	542.98	-	542.98
Operating Expense and Equipment	1,486.00	2,302.76	1,486.00	100.0%	-	1,486.00	-	-	1,486.00
Out of State Travel	-	-	-		-	-	-	-	-
Subcontractor Services	-	-	-		-	-	-	-	-
Other costs	-	-	-		-	-	-	-	-
ADMIN TOTALS	7,900.00	4,288.71	3,471.95	43.9%	4,428.05	1,486.00	1,985.95	-	3,471.95
PROGRAM COSTS									
Salaries & Wages	34,287.00	3,116.61	3,116.61	9.1%	31,170.39	-	3,116.61	-	3,116.61
Fringe Benefits	1,893.00	1,009.71	1,009.71	53.3%	883.29	-	1,009.71	-	1,009.71
Operating Expense and Equipment	4,880.00	31.99	848.75	17.4%	4,031.25	467.00	381.75	-	848.75
Out of State Travel	-	-	-	#DIV/0!	-	-	-	-	-
Subcontractor Services	-	-	-	#DIV/0!	-	-	-	-	-
Other costs	31,040.00	3,049.20	3,049.20	9.8%	27,990.80	1,859.08	1,190.12	-	3,049.20
PROGRAM TOTALS	72,100.00	7,207.51	8,024.27	11.1%	64,075.73	2,326.08	5,698.19	-	8,024.27
GRAND TOTAL	80,000.00	11,496.22	11,496.22	14.4%	68,503.78	3,812.08	7,684.14	-	11,496.22

ITEM IV-E – 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.

STAFF PRESENTER: Cindy Sherwood-Green

MEMORANDUM

TO: Mr. Robert Sanger **DATE:** August 31, 2011

FROM: D'et Patterson, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Folsom Cordova Community Partnership

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA/ARRA	SYE	\$52,200	5/1/10-9/30/10	8/1/10-9/30/10
WIA/ARRA	OJT Adult	\$43,249	10/4/09-9/30/10	10/4/09-9/30/10
WIA/ARRA	OJT DW	\$105,940	10/4/09-9/30/10	10/4/09-9/30/10
WIA/ARRA	OJT TANF-ECF	\$138,858	10/4/09-9/30/10	10/4/09-9/30/10
WIA	OJT CalWorks	\$105,400	10/1/10-6/30/11	10/1/10-3/31/11
WIA/NEG	OJT NEG	\$96,016	10/1/10-6/30/11	10/1/10-3/31/11
WIA	OJT Adult	\$43,000	10/1/10-6/30/11	10/1/10-3/31/11
CSBG	Safety Net	\$21,500	1/1/10-12/31/10	1/1/10-12/31/10
CSBG/ARRA	Safety Net	\$25,856	1/1/10-9/30/10	1/1/10-9/30/10
CSBG	Safety Net	\$21,500	1/1/11-12/31/11	1/1/11-3/31/11

Monitoring Purpose: Initial ☒ Follow-up ☐ Special ☐ Final ☒

Date of review: 6/7-8/11

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

Program Operator: Folsom Cordova Community Partnership

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2010 to September 30, 2010 for the WIA Summer Youth program, from October 4, 2009 to March 31, 2011 for the WIA OJT programs, and from January 1, 2010 to March 31, 2011 for the CSBG Safety Net programs 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. Carolyn Brodt **DATE:** September 19, 2011

FROM: D'et Patterson, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Sacramento Area Emer. Housing Center

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Family Self-Sufficiency	\$55,000	1/1/10-12/31/10	1/1/10-12/31/10
CSBG/ARRA	Safety Net	\$61,688	1/1/10-9/30/10	1/1/10-9/30/10
CSBG	Family Self-Sufficiency	\$55,000	1/1/11-12/31/11	1/1/11-4/30/11

Monitoring Purpose: Initial ☒ Follow-up ☐ Special ☐ Final ☒

Date of review: July 14, 2011

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: Sacramento Area Emergency Housing Center

Findings and General Observations:

- 1) We have reviewed the CSBG programs from January 1, 2010 to April 30, 2011. The costs reported for these programs have been traced to the subgrantee's 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 17, 2011

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>
CSBG	Safety Net	\$ 67,000	1/1/09-12/31/09	7/1/09-12/31/09
CSBG	SN/ARRA	\$ 90,000	7/1/09-12/31/09	7/1/09-12/31/09
CSBG	Safety Net	\$ 56,900	1/1/10-12/31/10	1/1/10-12/31/10
CSBG	SN/ARRA	\$ 64,036	1/1/10-9/30/10	1/1/10-9/30/10
CSBG	HPRP	\$ 383,333	10/1/09-9/30/10	10/1/09-9/30/10

Monitoring Purpose: Initial ____ Follow-Up ____ Special ____ Final X

CSBG	Safety Net	\$ 56,900	1/1/11-12/31/11	1/1/11-5/31/11
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Monitoring Purpose: Initial X Follow-Up ____ Special ____ Final ____
Date of review: June 6-7, 2011

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, ARRA, and HPRP 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 F. Tillson **DATE:** August 23, 2011

FROM: D'et Patterson, SETA Fiscal Monitor

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

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$70,000	1/1/10-12/31/10	1/1/10-12/31/10
CSBG – ARRA	Safety Net	\$40,000	3/4/10-12/31/10	3/4/10-12/31/10
CSBG	Safety Net	\$70,000	1/1/11-12/31/11	1/1/11-4/30/11

Monitoring Purpose: Initial ☒ Follow-up Special Final ☒
Date of review: June 17, 2011

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: Travelers Aid Society of Sacramento, Inc.

Findings and General Observations:

1. We have reviewed the CSBG program from January 1, 2010 to April 30, 2011. The costs reported for this program have been traced to the subgrantee's 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

ITEM – V – F – INFORMATION

STATE DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT (CSD)
MONITORING REPORT

BACKGROUND:

Attached for your information is a monitoring report conducted by the State Department of Community Services and Development that analyzes the administrative and programmatic operations for the CSBG formula and discretionary contracts. Based upon the report, SETA's programs are in compliance and there are no findings.

STAFF PRESENTER: Cindy Sherwood-Green

DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

P.O. Box 1947
Sacramento, CA 95812-1947
(916) 576-7109
(916) 263-1406 (FAX)
(916) 263-1402 (TDD)



October 27, 2011

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

Dear Ms. Kossick:

SUBJECT: Monitoring Report C-11-054

On September 12, 2011, the Department of Community Services and Development (CSD) conducted a Community Services Block Grant Program (CSBG) Desk Review for SETA. Review of the appropriate documents provided CSD the opportunity to analyze the administrative and programmatic operations for CSBG Contracts 11F-4235 and 11F-4317.

Enclosed for your reference is the Desk Review Report. If you have any questions regarding this report, please call me at (916) 576-7190 or by email at DLongjel@csd.ca.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "DLongjel", is written over the "Sincerely," line.

Diamond Longjel, Senior Field Representative

CC: Sukie Montes, Program Manager
Field Operations Unit

STATE OF CALIFORNIA
Department of Community Services and Development

Monitoring Report: C-11-054

Agency Sacramento Employment and Training Agency (SETA)

Purpose Compliance Desk Review for CSBG Contracts

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

Dates Date of Desk Review: September 12, 2011
Date of Desk Review Report: October 27, 2011

Contract(s)	Contract #	Program Term	Amount	Purpose
	11F-4235	1/1/11-12/31/11	\$1,595,188	CSBG
	11F-4317	6/1/11-6/30/11	\$80,000	Targeted Initiative Disc.

Agency Operations and Compliance Activities

Reviewed	Meets Compliance
Tripartite Board	Yes
Bylaws	Yes
Board Minutes	Yes
Programmatic Reporting and Progress	Yes
Fiscal Reporting	Yes
Annual Audit	Yes

Tripartite Board The review of the tripartite board roster shows SETA has a full board.

Bylaws The reviews of the bylaws indicate that it contained all pertinent information.

Board Minutes

Review of the agency's board minutes show that the tripartite board meets on a monthly basis. The board minutes demonstrates an active board that is involved in the planning, coordination, and implementation of the activities of the agency. The August 2011 board minutes addressed pertinent topics such as action item related to the completion of the 2012-2013 Community Action Plan (CAP) and the outcomes of the needs assessment. Based on the community needs assessment, SETA will focus on providing services to low-income families, including victims of domestic violence, immigrants, ex-offenders, single parents, youth, seniors, and the homeless.

Programmatic Reporting and Progress

A review of the agency's 2011 National Performance Indicator (NPI) Mid – Year Report indicates that the agency provides a wide range of services to the community from affordable housing, transportation, senior citizens services, and emergency services. For instance, the agency projected to assist 40 people with access to reliable transportation and enrolled 27 people, and agency projected to provide 695 people with emergency temporary shelter, and enrolled 369 clients.

Fiscal Reporting

A review of the EARS expenditure reports from January 2011 through August 2011 indicated that the expenditure reports were submitted timely.

Annual Audit

A review of the Audit Services Unit's Transmittal Report TR 09-003 (FYE 6/30/09) and TR 10-002 (FYE 6/30/10) dated January 20, 2011; did not disclose any finding requiring corrective action.

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. PROGRAM MANAGER'S REPORT

This item is set aside to allow Ms. Cindy Sherwood-Green, program manager, to provide an update on additional information relevant to the Community Action Board.

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.