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Agency

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**925 Del Paso Blvd., Suite 100
Sacramento, CA 95815**

**Main Office
(916) 263-3800**

**Head Start
(916) 263-3804**

Website: <http://www.seta.net>

REGULAR MEETING OF THE COMMUNITY ACTION BOARD

DATE: Wednesday, November 13, 2019

TIME: 10:00 a.m.

PLACE: SETA Board Room
925 Del Paso Blvd., Suite 100
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

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| I. <u>Call to Order/Roll Call</u> | |
| ♦ Introduction of New Member: Kristin Gibbons, County Department of Human Assistance | |
| II. <u>Consent Item</u> | |
| A. Approval of Minutes of the October 9, 2019 meeting | 1-3 |
| III. <u>Action Item</u> | |
| A. Approval of Community Services Block Grant (CSBG) Funding Recommendations for Program Year 2020 | 4-20 |

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

IV. Information Items

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| A. | CSBG 3 rd Quarter Delegate Agency Report | 21-26 |
| B. | Fiscal Monitoring Reports | 27-33 |
| | • Health Education Council | |
| | • River City Food Bank | |
| | • St. John's Program for Real Change | |

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

VI. Adjournment

DISTRIBUTION DATE: WEDNESDAY, NOVEMBER 6, 2019

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE OCTOBER 9, 2019 REGULAR MEETING

BACKGROUND:

Attached are the minutes of the October 9, 2019 board meeting.

RECOMMENDATION:

Review, make any necessary corrections and approve the minutes.

PRESENTER: Julie Davis-Jaffe

REGULAR 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, October 9, 2019
10:00 a.m.

I. Call to Order/Roll Call

Mr. Anthony Garcia called the meeting to order at 10:05 a.m. The roll was called and a quorum was established.

Members Present:

LaShelle Dozier, Sacramento Housing & Redevelopment Agency
Paul Stanbrough, Alternate, California Community Credit Union
Genevieve Levy, Sacramento Food Bank and Family Services
Dominique Espinosa, Mutual Housing California
Sam Starks, SMUD
Rivkah Sass, Sacramento Public Library Authority
Anthony Garcia, Chair, Child Action, Inc.

Members Absent:

Lisa Culp, Women's Empowerment
Donald Migge, California Community Credit Union (alternate present)

II. Consent Item

A. Approval of Minutes of the September 11, 2019 Regular Meeting

The minutes were reviewed; there were no questions or corrections.

Moved/Starks, second/Dozier, to approve the September 11 minutes.

Roll call vote:

Aye: 6 (Dozier, Espinoza, Garcia, Sass, Stanbrough, Starks)

Nay: 0

Abstentions: 1 (Levy)

Absent: 2 (Culp, Gibbons)

III. Action/Discussion Items: None.

IV. Information Items

A. Rules of Procedure: Ms. Pamela Moore reviewed the rules of procedure for the board. All board members are required to file conflict of interest statements and abide by the Brown Act. Officer roles were reviewed. CAB meetings are open to

the public and the public has the right to address the board. However, the Chair can put a time limit on the length of time for each speaker. Ms. Moore reviewed the process by which motions are made and approved.

Mr. Starks asked that a committee of the board meet to discuss time limits; Ms. Davis-Jaffe replied that this would be considered but it would need to be in compliance with SETA Governing Board rules of procedure.

- B. Fiscal Monitoring Reports: Ms. Davis-Jaffe reported that the two fiscal reports have no findings.

V. **Reports to the Board**

- A. Chair: No report.
- B. Executive Director: No report.
- C. Program Manager: Ms. Davis-Jaffe reminded members that next month's meeting is very important since funding recommendations will be made. The review committee will be meeting to make recommendations which will be posted on the SETA webpage on October 29.

Ms. Davis-Jaffe reported that two CAB members have obtained employment and resigned from the CAB. Staff is in the process of backfilling the positions. There is still a low income slot to be filled. The SETA Governing Board approved the selection of Kristin Gibbons to fill the vacant public sector seat. Ms. Gibbons is with the County of Sacramento, Department of Human Assistance, and will be introduced at next month's meeting.

- D. Members of the Board: Ms. Sass reported that public libraries within the RT service area have RT passes for students. The only area not in RT urban service is Elk Grove; 22 of 29 libraries have the passes.
- E. Public: None.

VI. **Adjournment**: The meeting was adjourned at 10:23 a.m.

ITEM III- A– ACTION

APPROVAL OF COMMUNITY SERVICES BLOCK GRANT (CSBG) FUNDING RECOMMENDATIONS FOR PROGRAM YEAR 2020

BACKGROUND:

On August 2, 2019, SETA released a Request for Proposals (RFP) for the CSBG program for program year 2020. The RFP solicited services under the Safety-Net, Youth and Senior Support, and Family Self-Sufficiency categories as identified in the 2020-2021 CSBG Community Action Plan. The amount of funding available for program services was estimated to be \$845,000, of which 39% was allocated to Safety-Net or short-term emergency services, 39% allocated to case-managed Family Self-Sufficiency services, and 22% allocated to Youth and Senior Support services.

The RFP included a special project to prevent or eliminate recidivism of felony or misdemeanor arrests in Sacramento County among African American youth 14-17. The successful proposals were eligible to receive up to \$40,000 under this service category. Success measures under this service area will include the number of project participants without a recidivating event during 180 days of project participation.

The deadline for receipt of proposals was September 12, 2019. Thirty-two (32) proposals were received by the 5:00 p.m. deadline, requesting a total of \$1,284,901. All thirty-two (32) proposals were evaluated. One additional proposal was submitted by email after the 5:00 p.m. deadline and was not evaluated, per the RFP instructions.

Evaluation Process:

All proposals received through this solicitation went through a comprehensive review process to provide funding recommendations to the Community Action Board. Staff recommendations were developed through the deliberations of a team of ten (10) readers representing SETA's Workforce Development and Fiscal Departments, Contracts unit, and Head Start Department, in addition to one member from the Department of Human Assistance. The readers evaluated, scored and ranked each proposal using standardized evaluation and scoring criteria that were identified in the RFP. Proposals were scored and ranked into four categories based on their numerical score.

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

- The proposing agency had a history of successfully 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 2020-2021 Community Action Plan.

ITEM III-A – ACTION (continued)

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- 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 exists for the service.
- If applying for the Family Self-Sufficiency category, the proposing agency had a clear description of a case-management system and had a connection with the system of Sacramento Works America's Job Centers.

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 limited availability of CSBG funding, only twenty-two proposals are being recommended for funding.

Three new agencies, Rose Family Creative Empowerment, Women's Empowerment, and Elk Grove Adult & Continuing Education are recommended for funding.

The 11 successful Safety-Net proposals are recommended with the stipulation that at least 70% of awarded funding be allocated for direct participant support services. As required in the RFP, Family Self-Sufficiency proposals are required to allocate a minimum of 15% of the awarded funding for direct participant support services.

All funding recommendations are made contingent upon successful agency status and performance by the end of calendar year 2019.

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, 2019 meeting.

RECOMMENDATION:

Approve staff funding recommendations for the Program Year 2020 Community Services Block Grant.

PRESENTER: Julie Davis-Jaffe

Sacramento Employment and Training Agency

925 Del Paso Boulevard, Suite 100

Sacramento, CA 95815

www.seta.net

SETA STAFF FUNDING RECOMMENDATIONS

2020 Program Year

Community Services Block Grant Program Services

Staff Funding Recommendations Release Date

Tuesday, October 29, 2019

3:30 p.m.

Revised November 5, 2019

2020 CSBG STAFF FUNDING RECOMMENDATIONS

SAFETY-NET SERVICES

Prop #	Rank	Score	Agency	Target Group	Target Area	Current Funding	Funding Request	Cost per/ # Served	Staff Recomm	Page #
2	1	93	International Rescue Committee	Low-Income Households, Refugees & Other Immigrants	Sacramento County, esp. Arden-Arcade, Florin, N. Sacramento, Rancho Cordova, Carmichael, N. Highlands, Citrus Hts.	\$0	\$31,000	\$270 / 115	\$31,000	5
16	1	93	Folsom Cordova Community Partnership	Low-Income Households, Single Parent Families with Children 0-17	Rancho Cordova area zip codes & selected areas of Folsom	\$25,000	\$56,508	\$37 / 1,515	\$40,000	10
17	1	93	River City Food Bank	Low-Income Households	Sacramento County	\$37,000	\$50,000	\$2.16 / 23,089	\$40,000	10
7	1	92	My Sister's House	Survivors of Domestic Violence	Central & South Sacramento, Elk Grove	\$34,100	\$34,100	\$682 / 50	\$34,100	7
4	1	90	The Salvation Army	Low-income Households; 30% to Seniors	Sacramento County	\$60,500	\$75,000	\$237 / 316	\$60,500	6
5	1	90	Volunteers of America	Homeless and Very Low Income Veterans	Sacramento County	\$22,000	\$27,870	\$123 / 226	\$27,870	6
6	2	87	South County Services	Low-Income Households	South Sacramento County & River Delta Areas	\$27,768	\$100,000	\$161 / 621	\$27,768	6
13	2	85	Elk Grove Adult & Continuing Education	Single Parents, Homeless, Low-Income Households	Florin & Lemon Hill Areas	\$0	\$38,342	\$238 / 161	\$20,000	9
20	2	85	Wind Youth Services	Low-Income Households, Homeless or Imminently Homeless	Arden-Arcade, Florin, La Riviera, N. Highlands, N. Sacramento, Parkway	\$20,000	\$31,700	\$159 / 200	\$20,000	11
1	2	84	Elk Grove Food Bank Services	Low-Income Seniors, Veterans, Families, Homeless	Elk Grove, Laguna, Wilton, Franklin, South Sacramento	\$20,000	\$34,870	\$56 / 625	\$20,000	5
25	2	83	Next Move	Low-Income Families, Homeless or Imminently Homeless	Arden-Arcade, Carmichael, Citrus Hts., Elk Grove, Florin, Lemon Hill, N. Sacramento, Parkway, Rancho Cordova, Promise Zone	\$48,632	\$52,355	\$805 / 65	\$8,762	13
30	2	80	Rose Family Creative Empowerment	African American Single-Headed Households	South Sacramento, specifically 95822, 95823, 95832	\$0	\$195,340	\$1,302 / 150	\$0	14
27	3	77	Daughters of Zion	Low Income, Homeless	95822, 95823, 95824, 95828, 95829	\$0	\$35,000	\$583 / 60	\$0	13
10	3	71	Bach Viet	Low-Income Households	Florin, Lemon Hill, Arden-Arcade	\$0	\$36,500	\$122 / 300	\$0	8
TOTAL SAFETY-NET RECOMMENDED:									\$330,000	

FAMILY SELF-SUFFICIENCY SERVICES

Prop #	Rank	Score	Agency	Target Group	Target Area	Current Funding	Funding Request	Cost per/ # Served	Staff Recomm.	Page #
11	1	91	Folsom Cordova Community Partnership	Single Parents with Children 0-5	Rancho Cordova, Mather, Rosemont, Carmichael, Citrus Hts., Sacramento County	\$55,000	\$64,563	\$2,152 / 30	\$64,563	8
3	1	90	International Rescue Committee	Low-Income Households, Immigrants, Refugees, SIV Holders, Women with Children 0-5	Sacramento County, esp. Arden-Arcade, Florin, N. Sacramento, Rancho Cordova, Carmichael, N. Highlands, Citrus Hts.	\$64,998	\$85,000	\$1,133 / 75	\$65,001	5
22	1	90	Lao Family Community Development	Low income, Single Parents, DV Survivors, Homeless, People with Disabilities	Lemon Hill, N. Sacramento, N. Highlands, Florin, Arden-Arcade, Foothill Farms, Citrus Hts., South Sacramento, Parkway	\$0	\$83,830	\$1,118 / 75	\$50,000	12
26	2	88	Women's Empowerment	Homeless Women and their Children	City of Sacramento	\$0	\$56,557	\$628 / 90	\$40,000	13
19	2	86	Wind Youth Services	Low-Income, Homeless or Imminently Homeless	N. Sacramento, Parkway, N. Highlands, Florin, Arden-Arcade, Foothill Farms, Sacramento City, La Riviera	\$55,000	\$65,299	\$1,306 / 50	\$40,000	11
14	2	85	Elk Grove Adult and Continuing Education	Single Parents, Homeless	Florin and Lemon Hill (95828, 95823, 95824)	\$0	\$38,342	\$697 / 55	\$35,218	9
31	2	85	Saint John's Program for Real Change	Single Parents with Children 0-5	Lemon Hill, N. Sacramento, Parkway, N. Highlands, Florin, Arden-Arcade, Foothill Farms, Sacramento City, La Riviera, Galt, Carmichael	\$25,420	\$89,231	\$1,373 / 65	\$35,218	15
8	2	83	Waking the Village	Pregnant and Parenting Homeless Youth and their Children	Sacramento County	\$60,000	\$85,000	\$3,542 / 24	\$0	7
23	3	78	Next Move	Low-Income Families, Homeless or Imminently Homeless	Arden-Arcade, Carmichael, Citrus Hts., Elk Grove, Galt, Florin, Lemon Hill, N. Sacramento, Parkway, Rancho Cordova, Promise Zone	\$59,582	\$52,460	\$375 / 140	\$0	12
18	3	78	Opening Doors	Low-Income SIVs and Survivors of Human Trafficking	Arden-Arcade	\$0	\$72,500	\$967 / 75	\$0	10
TOTAL FAMILY SELF-SUFFICIENCY RECOMMENDED:									\$330,000	

YOUTH AND SENIOR SUPPORT SERVICES

Prop #	Rank	Score	Agency	Target Group	Target Area	Current Funding	Funding Request	Cost per/ # Served	Staff Recomm.	Page #
15	1	91	La Familia Counseling Center	In-School, Truant, Gang and Pre-Gang Youth	South Sacramento, Lemon Hill, Parkway, Florin, Galt	\$55,000	\$100,000	\$2,000 / 50	\$60,000	9
32	1	91	Saint John's Program for Real Change	Youth	Lemon Hill, N. Sacramento, Parkway, N. Highlands, Florin, Arden-Arcade, Foothill Farms, Sacramento City, La Riviera, Galt, Carmichael	\$40,000	\$54,851	\$219 / 250	\$45,000	15
28	2	85	Rose Family Creative Empowerment (Special project)	African American Youth ages 14-17	South Sacramento, specifically 95822, 95823 and 95832	\$0	\$40,000	\$2,667 / 15	\$40,000	14
9	2	82	Waking the Village	Pregnant and Parenting Youth and their Children	Sacramento County	\$63,500	\$60,000	\$800 / 75	\$40,000	8
21	2	81	Wind Youth Services	Homeless or At Risk of Homeless Youth	N. Sacramento, Parkway, N. Highlands, Florin, Arden-Arcade, Foothill Farms, Sacramento City, La Riviera, Parkway, Carmichael	\$43,500	\$46,096	\$768 / 60	\$0	11
24	3	79	Next Move (Senior)	Seniors and Disabled Seniors	Arden-Arcade, Carmichael, Citrus Hts., Elk Grove, Galt, Florin, Lemon Hill, N. Sacramento, Parkway, Rancho Cordova	\$0	\$24,980	\$1,665 / 15	\$0	12
29	3	79	Rose Family Creative Empowerment	African American Youth ages 10-17	South Sacramento, specifically 95822, 95823 and 95832	\$0	\$81,658	\$1,633 / 50	\$0	14
12	4	53	Wake-Up Foundation	Asian American Youth ages 16-24	Lemon Hill, N. Sacramento, Parkway, Florin, Galt	\$0	\$184,534	\$3,076 / 60	\$0	9
TOTAL YOUTH AND SENIOR SUPPORT RECOMMENDED:									\$185,000	

2020 COMMUNITY SERVICES BLOCK GRANT PROPOSAL SUMMARIES

Proposal Number	<u>Proposer Organization</u>
1	<p style="text-align: center;">Elk Grove Food Bank (EGFBS) (Safety Net)</p> <p>Proposer requests \$34,870 to provide 625 households with food at the Dino Drive facility, and to fund mobile pantries to deliver food to seniors and the medically fragile, workshops on healthy eating and budgeting, and assistance with transportation to the food bank and other resources. Direct client resources comprise 66% of requested funding.</p> <p>Staff recommends \$20,000 in funding for this proposal. EGFBS is the only food bank serving Elk Grove and the surrounding areas, and provides a wide array of safety-net and self-sufficiency related services to homeless and low-income households of Sacramento County. EGFBS has consistently met SETA contract goals in the past.</p>
2	<p style="text-align: center;">International Rescue Committee (The IRC) (Safety Net)</p> <p>Proposer requests \$31,000 to provide 115 low-income households with limited-time emergency assistance that includes transportation assistance, utility assistance, rental assistance, and employment supports. Direct client resources comprise 64% of requested funding.</p> <p>Staff recommends \$31,000 in funding to provide emergency assistance to low-income residents of Sacramento County, with a special emphasis on refugees and other immigrants. With 30 years of experience administering grants in Sacramento, the IRC helps thousands of low-income families each year to become resettled in the United States.</p>
3	<p style="text-align: center;">International Rescue Committee (Self-Sufficiency)</p> <p>Proposer requests \$85,000 to assist 75 economically disadvantaged households (including 40 carryover clients) overcome significant barriers to employment through STEPS (Stabilize, Train, Employ, and Progress to Success), with a focus on low-income refugee and immigrant populations and women with children aged 0-5 years. Proposed</p>

	<p>support services comprise 18% of IRC’s funding request.</p> <p>Staff recommends \$65,001 in funding for this proposal. The IRC described an established employment program with an excellent track record, citing a 60% success rate in enrolled households reaching self-sufficiency and employment within six months of enrollment.</p>
4	<p style="text-align: center;">The Salvation Army (TSA) (Safety Net)</p> <p>Proposer requests \$75,000 to provide 316 families with utility assistance, off-site shelter, eviction avoidance, and first month rental assistance at TSA’s Family Services’ eight (8) sites and collaborative partner locations throughout Sacramento County, including North Sacramento, North Highlands, Urban League, downtown Sacramento, Oak Park, Citrus Heights, Florin and Arden Arcade. In addition, TSA proposes to provide in-home visits for service provision to senior and disabled seniors who cannot come to a Salvation Army location, and intends to allocate 30% of its emergency services to seniors. Direct client resources comprise 75% of the requested funding.</p> <p>Staff recommends \$60,500 in funding for this proposal. The Salvation Army has a long history of providing the proposed services to SETA target groups in PY 2020 RFP priority areas throughout Sacramento County.</p>
5	<p style="text-align: center;">Volunteers of America (Safety Net)</p> <p>Proposer requests \$27,870 to provide 226 homeless and imminently homeless veteran households enrolled in the Volunteers of America’s Support Services for Veteran Families (SSVF) program with food, utility assistance and reconnection, off-site emergency shelter, eviction avoidance, first month rent assistance, and transportation assistance. Direct client resources comprise 100% of requested funding.</p> <p>Staff recommends \$27,870 in funding for this proposal, with the stipulation that eligibility for CSBG services be determined by SETA standards instead of the “30% of Area Median Income” standard noted in their proposal. VOA’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 and their families.</p>
6	<p style="text-align: center;">South County Services (SCS) (Safety Net)</p> <p>Proposer requests \$100,000 to provide 621 households with food, transportation assistance, eviction avoidance, hygiene supplies and utility assistance and reconnection.</p>

	<p>Proposer also requests funding to provide non-emergency resources and cover personnel costs included in other PY2020 RFP funding categories, requiring the creation and maintenance of case files by an identified case manager. Direct client resources comprise 30% of the requested funding.</p> <p>Staff recommends \$27,768 in funding for this proposal to fund emergency support services to low-income residents living primarily in the Galt and River Delta area. All other proposed staffing and services (translation services, immigration services, referral services, assistance with benefits applications, and eye exams) are considered ineligible for this funding category; they constitute non-emergency, case managed services and activities described in other PY 2020 RFP funding categories, and for which SCS did not apply.</p>
7	<p style="text-align: center;">My Sister's House (Safety Net)</p> <p>Proposer requests \$34,100 to provide 50 low-income and homeless survivors of domestic violence with utility assistance and reconnection, eviction avoidance, and first month rent assistance. Direct client resources comprise 66% of requested funding.</p> <p>Staff recommends \$34,100 in funding for this proposal. My Sister's House has a strong history of providing outreach, services, and a safe haven to domestic violence survivors, including Asian and Pacific Islander women, and their children. This funding category is intended to fund emergency services, with a limited amount of funding for administrative costs, and is intended to maximize direct expenditures in the community.</p>
8	<p style="text-align: center;">Waking the Village (WTV) (Self Sufficiency)</p> <p>Proposer requests \$85,000 to provide 24 homeless pregnant and parenting youth and their children with housing, case management, and support for the purpose of stabilizing households. The youth are connected with Sacramento Works Job Centers, education at the secondary or post-secondary level, mental and physical health care, parenting workshops, and other services as needed by the individual. Family services include free licensed child care or connection to Early Head Start. As required in this funding type, this request includes 15% of proposed funding as direct participant services, to be used for meals prepared on-site and served at Tubman House.</p> <p>Staff does not recommend funding for this proposal due to insufficient funding available in this service category.</p>

9	<p style="text-align: center;">Waking the Village (WTV) (Youth and Senior Supports)</p> <p>Proposer requests \$60,000 to work with 75 homeless youth at the Creation District (CD), an arts and workshop program which targets the homeless youth who are most resistant to services. The CD offers daily studio art and music space, over 250 workshops and community events per year, and an arts van that outreaches to the hardest-to-reach youth. The CD functions as a way to engage youth and build trust while awaiting more permanent services.</p> <p>Staff recommends \$40,000 in funding for this proposal. WTV maintains a high success rate in working with homeless households, and the CD has contributed to that success by establishing relationships with homeless, at-risk youth who are not yet ready or able to commit to housing, a job, or the other attributes of self-sufficiency.</p>
10	<p style="text-align: center;">Bach Viet Association (Safety Net)</p> <p>Proposer requests \$36,500 to provide 300 low-income households in the Arden Arcade, Lemon Hill and Florin area with emergency food assistance and referrals to other services. Direct client resources comprise 27% of requested funding.</p> <p>Staff does not recommend funding for this proposal due to insufficient funding available in this service category.</p>
11	<p style="text-align: center;">Folsom Cordova Community Partnership (FCCP) (Self Sufficiency)</p> <p>Proposer requests \$64,563 to provide 30 single parent families with children 0-5, homeless or imminently homeless families with case management services and a full array of CSBG resources, to help families more fully engage in employment and training resources available through the SETA Sacramento Works America's Job Centers of California (SWAJCC) system. Direct participant costs, for a wide array of support services, comprise 16% consistent with requirements of this funding category.</p> <p>Staff recommends \$64,563 in funding for this proposal. This program is proposed to be co-located at a SWAJCC job center, with trained staff who have a strong history of guiding hard-to-serve populations to employment and self-sufficiency.</p>

12	<p style="text-align: center;">Wake-Up Foundation (Youth and Senior Supports)</p> <p>Proposer requests \$184,000 to provide 60 Asian-American youth and young adults aged 16-24, with education and career counseling, self-care resources, life skills training and mentoring.</p> <p>Wake-Up Foundation's proposal score was not high enough to recommend a CSBG funding award.</p>
13	<p style="text-align: center;">Elk Grove Adult and Community Education (EGACE) (Safety Net)</p> <p>Proposer requests \$38,342 to provide 161 single-parent, low-income or homeless households in the Florin, Lemon Hill, and Elk Grove zip codes with emergency supports including hygiene kits, food vouchers, transportation vouchers, utility assistance/reconnection, eviction avoidance, case management and access to EGACE's clothing closet. Direct client resources comprise 38% of requested funding.</p> <p>Staff recommends \$20,000 in funding for this proposal. This program proposes to provide emergency support services to several target areas and populations identified in the PY 2020 RFP.</p>
14	<p style="text-align: center;">Elk Grove Adult and Community Education (EGACE) (Self Sufficiency)</p> <p>Proposer requests \$38,342 to provide 55 single-parent, justice-involved, and homeless households with case management services and a full array of CSBG support service resources to help families more fully engage in employment and training resources available through the SETA Sacramento Works America's Job Centers of California (SWAJCC) system. Direct client resources comprise 37% of requested funding.</p> <p>Staff recommends \$35,218 in funding for this proposal. This program envisions co-location at a SWAJCC and provision of support and employment services to several target populations identified in the PY 2020 RFP.</p>
15	<p style="text-align: center;">La Familia Counseling Center, Inc. (Youth and Senior Supports)</p> <p>Proposer requests \$100,000 to provide Project Reach services to 50 youth (10-21 years old) at risk of dropping out of school, and/or pre-gang or gang involved. Funded activities and resources are intended to increase academic progress in school, improve social and communication skills, help youth avoid risk-taking behavior, decrease truancy, and reduce involvement with the juvenile justice system.</p> <p>Staff recommends \$60,000 in funding for this proposal. La Familia has a long</p>

	history of working with at-risk youth, gang and pre-gang youth, and their families, in target areas with a high density of gang-related activity.
16	<p style="text-align: center;">Folsom Cordova Community Partnership (FCCP) (Safety Net)</p> <p>Proposer requests \$56,508 to provide 1,515 low-income, single-parent families with children 0-17 years of age with food, transportation, utility assistance, off-site shelter, eviction avoidance, first month rent assistance, employment supports, clothing and hygiene supplies. Direct client resources comprise approximately 93% of requested funding.</p> <p>Staff recommends \$40,000 in funding for this proposal. FCCP 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 that underserved area of Sacramento County. Further, FCCP proposes to be open for service requests and delivery through their Family Resource Center during business hours, five days per week, by phone, and until 7:00 p.m. two days each week (Tuesday and Thursday), to be available to the working poor in need of emergency services.</p>
17	<p style="text-align: center;">River City Food Bank (RCFB) (Safety Net)</p> <p>Proposer requests \$50,000 to provide 23,089 households with nutritionally balanced 3-day supplies of food and to 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 approximately 46% of requested funding.</p> <p>Staff recommends \$40,000 in funding for this proposal. RCFB's service delivery system is highly efficient, brought about by leveraging labor costs with volunteers and long-term experience in the client centered distribution of nutritious foods to low income individuals and families.</p>
18	<p style="text-align: center;">Opening Doors (Self Sufficiency)</p> <p>Proposer requests \$72,500 to provide 75 low-income Special Immigrant Visa holders and survivors of human trafficking (including eight (8) single-parent households) with intensive one-on-one case management and counseling services. Through the Employment Pathways Project, participants will receive supports through closed-group sessions, linkage to Upwardly Global's free program, and access to Sacramento Works, America's Job Center of California. As required in this funding type, this request includes 15% of proposed funding as direct participant services.</p>

	Staff does not recommend funding for this proposal due to insufficient funding available in this service category.
19	<p style="text-align: center;">Wind Youth Services, Inc. (Wind) (Self Sufficiency)</p> <p>Proposer requests \$65,299 to provide 50 homeless and imminently homeless youth 12-24, with case management and services likely to stabilize youth in preparation for full engagement in employment and training opportunities through a Sacramento Works, America's Job Center of California (SWAJCC) site.</p> <p>Staff recommends \$40,000 in funding for this proposal. It is stipulated that Wind Youth Services budget be revised to represent the minimum level of direct participant services required under this 2020 CSBG RFP category of 15%, or more, of the recommended award. Wind Youth Services has a long history of providing direct services and counseling resources for homeless, imminently homeless, and runaway youth in Sacramento County.</p>
20	<p style="text-align: center;">Wind Youth Services, Inc. (Wind) (Safety Net)</p> <p>Proposer requests \$31,700 to provide 200 homeless and imminently homeless youth with food, transportation, utility assistance and reconnection, and first month rent assistance. Direct client resources comprise 100% of requested funding.</p> <p>Staff recommends \$20,000 in funding for this proposal. Wind has a long history of providing services for Sacramento County's homeless and imminently homeless youth.</p>
21	<p style="text-align: center;">Wind Youth Services, Inc. (Wind) (Youth and Senior Supports)</p> <p>Proposer requests \$46,096 to provide 60 homeless and imminently homeless youth, ages 12-24, with intensive case management and a series of weekly life skills and youth leadership workshops, throughout the year. Youth who attend at least 10 of the workshops in the series will be eligible to become Credible Messengers (peer mentors), and to receive an incentive and a stipend to mentor other youth.</p> <p>Staff does not recommend funding for this proposal due to insufficient funding available in this service category.</p>

22	<p style="text-align: center;">Lao Family Community Development, Inc. (LFCD) (Self Sufficiency)</p> <p>Proposer requests \$83,830 to provide 75 low-income, single-parent families, domestic violence survivors, individuals experiencing homelessness or imminent homelessness and/or individuals with disabilities with emergency support services through intensive case management and linkages to responsive services. In addition, LFCD will collaborate with Sacramento Works, America’s Job Centers of California in preparation for career planning, job readiness and life skills workshops and occupational training. Direct client resources comprise 16% of the funding request.</p> <p>Staff recommends \$50,000 in funding for this proposal. Lao Family has a history of providing employment and supportive services to SETA target groups, countywide.</p>
23	<p style="text-align: center;">Next Move Homeless Services (Next Move) (Self Sufficiency)</p> <p>Proposer requests \$52,460 to fund one full-time job developer to provide 140 homeless families with case management, employment services and access to the SETA Sacramento Works America’s Job Centers of California (SWAJCC) system.</p> <p>Staff does not recommend funding for this proposal due to insufficient funding available in this service category.</p>
24	<p style="text-align: center;">Next Move Homeless Services (Next Move) (Youth and Senior Supports)</p> <p>Proposer requests \$24,980 to provide 15 chronically homeless seniors and seniors with disabilities with furnished housing, case management, career counseling with connection to the Sacramento Works America’s Job Centers of California (SWAJCCs), adult learning workshops, connection to available community services, weekly independent living skills training, and support services such as emergency food, and transportation assistance.</p> <p>Staff does not recommend funding for this proposal due to insufficient funding available in this service category.</p>

25	<p style="text-align: center;">Next Move Homeless Services (Next Move) (Safety Net)</p> <p>Proposer requests \$52,355 to provide 65 low-income families with minor children experiencing homelessness with food, transportation assistance, and motel vouchers for its Family Rescue Program (FRP). The FRP provides homeless families with children a safe respite and guidance in accessing vital community services, including shelter, housing and employment. Also in this proposal is a request for funds to provide utility assistance/reconnection, eviction assistance, first month's rent, employment supports and clothing, for the general population of CSBG-eligible households. Direct client resources comprise 87% of the requested funding.</p> <p>Staff recommends \$8,762 in funding for this proposal. Next Move has a long history of providing temporary shelter for vulnerable families with minor children, and supportive services to SETA target groups countywide.</p>
26	<p style="text-align: center;">Women's Empowerment (Self Sufficiency)</p> <p>Proposer requests \$56,557 to provide 90 homeless women and their children with intensive and innovative assistance to achieve self-sufficiency and break the cycle of homelessness for themselves and their children through three phases: job readiness, job search training, and job placement and retention; such services will likely stabilize women and their families in preparation for full engagement in employment and training opportunities through any of the Sacramento Works, America's Job Centers of California (SWAJCC) sites. Direct client resources comprise 19% of the requested funding.</p> <p>Staff recommends \$40,000 in funding for this proposal. Women's Empowerment has a strong history of working with homeless women and children in Sacramento County to provide emergency assistance and employment services.</p>
27	<p style="text-align: center;">Daughters of Zion Enterpryz (Safety Net)</p> <p>Proposer requests \$35,000 to provide 60 low-income and homeless households with food, off-site shelter, transportation, utility assistance/reconnection, and first month rent assistance in the communities of South Sacramento. Direct client resources comprise 66% of requested funding.</p> <p>Staff does not recommend funding for this proposal due to insufficient funding available in this service category.</p>

28	<p style="text-align: center;">Rose Family Creative Empowerment Center (Rose Family) (Youth and Senior Support Special Project)</p> <p>Proposer requests \$40,000 to provide 15 African-American youth, ages 14-17, with intensive case management, advocacy, and mentoring, through the Healing the Hood Project. Goals include decreasing the disproportionate suspension rates for African-American boys in the Sacramento City Unified School District and prevention of the school-to-prison pipeline. Referrals to counseling, drug/alcohol treatment, victim services and strength-based family-centered services are provided as needed to the individual.</p> <p>Staff recommends \$40,000 in funding for this proposal. Rose Family has a history of working with at-risk African American youth in Sacramento County. Rose Family is the host incubator for one of seven Black Child Legacy Campaign sites and has established a strong presence in the community they serve.</p>
29	<p style="text-align: center;">Rose Family Creative Empowerment Center (Rose Family) (Youth and Senior Support)</p> <p>Proposer requests \$81,658 to provide 50 African-American youth ages 10-17, with wraparound case management services for at-risk youth and their families living in the South Sacramento neighborhoods. Program services include social and emotional learning groups, prevention, intervention, and interruption services, empowerment services to youth, families, and their community members, mentoring, tutoring and other educational support programs.</p> <p>Staff does not recommend funding for this proposal due to insufficient funding available in this service category.</p>
30	<p style="text-align: center;">Rose Family Creative Empowerment Center (Rose Family) (Safety Net)</p> <p>Proposer requests \$195,340 to provide 150 low-income African-American single-parent households with utility assistance, motel vouchers, food vouchers or prepared meals, hygiene supplies, housing assistance, and employment and job skills workshops. Direct client resources comprise 37% of requested funding.</p> <p>Staff does not recommend funding for this proposal due to insufficient funding available in this service category.</p>

31	<p style="text-align: center;">Saint John's Program for Real Change (SJPRC) (Self Sufficiency)</p> <p>Proposer requests \$89,231 to provide 65 homeless women, single-mother families and their children with housing, job training, and employment services in partnership with Sacramento Works, America's Job Centers of California (SWAJCC). Women and their children will be supported with immediate stabilization care through mental, physical and vocational assessment, and self-development. Adult participants have the opportunity to receive training and employment through the proposer's in-house training programs in food/beverage services and in child care.</p> <p>Staff recommends \$35,218 in funding for this proposal. It is stipulated that SJPRC's budget be revised to represent the minimum level of direct participant services required under this 2020 CSBG RFP category of 15% or more of the award. SJPRC has a long history of working with homeless families in Sacramento County.</p>
32	<p style="text-align: center;">Saint John's Program for Real Change (SJPRC) (Youth and Senior Support)</p> <p>Proposer requests \$54,851 to provide 250 homeless youth, ages 0-17 with behavioral, educational, and recreational therapies intended to prepare younger children for school readiness, and developmental progress for older children and youth.</p> <p>Staff recommends \$45,000 in funding for this proposal. SJPRC has a long history of working with homeless children and parents by providing them stability, structure, and exposure to growth opportunities.</p>

ITEM IV- A - INFORMATION

CSBG 3rd QUARTER DELEGATE AGENCY REPORT

BACKGROUND:

Attached for your information is the CSBG Delegate Agency report with program and fiscal data through the 3rd Quarter of the 2019 program year.

Staff will be available to answer questions.

PRESENTER: Julie Davis-Jaffe

**Community Services Block Grant Delegate Agency Report
Third Quarter Through September 30, 2019**

EXPENDITURES				EXPENDITURES			
DELEGATE AGENCIES	2019 BUDGET	Expended Through 3rd Qtr.	% Expended	DELEGATE AGENCIES	2019 BUDGET	Expended Through 3rd Qtr.	% Expended
Dept. of Health and Human Services - Seniors (YSS)	\$16,500	\$10,435.25	63.2%	Saint John's Program for Real Change (FSS)	\$25,420	\$17,924.61	70.5%
Elk Grove Food Bank (SN)	\$20,000	\$15,014.78	75.1%	St. John's Program for Real Change (YSS)	\$40,000	\$20,793.45	52.0%
Folsom Cordova Comm. Partnership (FSS)	\$55,000	\$38,036.97	69.2%	South County Services (SN)	\$27,768	\$22,951.56	82.7%
Folsom Cordova Comm. Partnership (SN)	\$25,000	\$16,981.83	67.9%	The Salvation Army (SN)	\$60,500	\$43,529.57	71.9%
International Rescue Committee (FSS)	\$64,998	\$22,636.41	34.8%	Volunteers of America (SN)	\$22,000	\$21,380.41	97.2%
La Familia Counseling Center - Youth (YSS)	\$55,000	\$34,932.02	63.5%	Waking the Village (FSS)	\$60,000	\$58,203.42	97.0%
Lao Family Community Development (SN)	\$40,985	\$32,829.27	80.1%	Waking the Village (YSS)	\$63,500	\$43,645.30	68.7%
My Sister's House (SN)	\$34,100	\$14,896.31	43.7%	WIND Youth Services (SN)	\$20,000	\$11,140.21	55.7%
Next Move Sacramento (FSS)	\$59,582	\$33,602.98	56.4%	WIND Youth Services (FSS)	\$55,000	\$37,886.48	68.9%
Next Move - Francis House (SN)	\$48,632	\$26,909.51	55.3%	WIND Youth Services (YSS)	\$43,500	\$12,365.96	28.4%
River City Food Bank (SN)	\$37,000	\$22,399.99	60.5%				

Definitions: Family Self-Sufficiency (FSS); Youth & Senior Support (YSS); Safety-Net (SN)

**Community Services Block Grant Delegate Agency Report
Third Quarter through September 30, 2019**

Family Self-Sufficiency	Enrollments						Employed in 2019				Employed 180 Days in 2019			
	Annual Goal	YTD Goal	Carry-overs	2019 New Enrollments	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate
Folsom Cordova Community Partnership	30	23	7	24	31	135%	15	10	12	120%	10	8	5	63%
International Rescue Committee	75	60	40	51	91	152%	45	33	43	130%	30	10	38	380%
Next Move Sacramento	150	120	12	68	80	67%	135	102	26	25%	121	91	16	18%
Saint John's Program for Real Change	21	16	17	30	47	294%	5	5	7	140%	5	3	3	100%
Waking the Village	24	18	17	7	24	133%	24	15	1	7%	20	15	1	7%
Wind Youth Services	35	25	22	14	36	144%	26	18	19	106%	18	12	2	17%

Definitions

Annual Goal: Subgrantee Projected Goals for 2019

YTD Goal: Subgrantee Projected Goals January 1 - June 30, 2019

Carryovers: Clients Enrolled in 2018 who the Subgrantee Continues to Work With in 2019

New Actual: Clients Newly Enrolled in 2019

YTD Actual: Carryovers + New Enrollments

YTD Rate: Percentage of Total YTD Enrollments Compared to Projected YTD Enrollments

**Community Services Block Grant Delegate Agency Report
Third Quarter through September 30, 2019**

Youth and Senior Supports	Enrollments						Service Goals				Comments
	Annual Goal	YTD Goal	Carry-overs	New 2019 Enrollments	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate	
Department of Health and Human Services (Seniors)	14	13	11	5	16	123%	14	13	16	123%	Goal: Maintain independent living
La Familia Counseling Center (Youth)	40	30	13	26	39	130%	34	24	21	87%	Goal: Decrease at-risk behaviors & truancy
Saint John's Program for Change (Youth)	140	98	0	121	121	123%	84	59	121	144%	Goal: Decrease truancy &/or gang-related behavior
Waking the Village (Youth)	30	22	14	8	22	100%					
WIND Youth Services (Youth)	60	40	10	28	38	95%	35	33	12	36%	Goal: Decrease truancy &/or gang-related behavior

Definitions

Annual Goal: Subgrantee Projected Goals for 2019

YTD Goal: Subgrantee Projected Goals January 1 - June 30, 2019

Carryovers: Clients Enrolled in 2018 With Whom the Subgrantee Continues to Work

New Actual: Clients Newly Enrolled in 2019

YTD Actual: Carryovers + New Enrollments

YTD Rate: Percentage of Total Enrollments Compared to Projected Enrollments

**Community Services Block Grant Delegate Agency Report
Third Quarter Through September 30, 2019**

	Total Households Served YTD	Food				Eviction Assistance 1st Month's Rent				Utilities				Off-Site Shelter (Motel)			
SAFETY-NET		Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%
Elk Grove Food Bank	691	333	333	691	208%												
Folsom Cordova Comm. Partnership	459	225	188	219	116%	2	1	1	100%	6	4	5	125%				
Lao Family Comm. Development	68					20	16	20	125%	15	12	10	83%	24	18	21	117%
My Sister's House	40					48	34	23	68%	29	19	17	89%				
Next Move Sacramento	117	63	47	37	79%	8	6	9	150%	7	6	1	17%	63	45	39	87%
River City Food Bank	3,769	2,912	2,296	3,769	164%												
South County Services	371	321	240	253	105%	30	23	25	109%	30	23	24	104%				
The Salvation Army	227					150	115	95	83%	134	100	114	114%	28	20	18	90%
Volunteers of America	206	40	30	37	123%	16	13	20	154%	12	7	12	171%	44	30	47	157%
WIND Youth Services	321	200	150	205	137%	2	0	0	0%	10	6	0	0%				

**Community Services Block Grant Delegate Agency Report
Third Quarter Through Sept 30, 2019**

	Employment Supports				Transportation				Clothing/Diapers				Hygiene			
SAFETY-NET	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%
Elk Grove Food Bank																
Folsom Cordova Comm. Partnership	4	3	1	33%	150	120	121	100%	120	90	111	123%	26	20	1	5%
Lao Family Comm. Development	22	17	3	18%					20	14	14	100%				
My Sister's House																
Next Move Sacramento					68	51	30	59%	4	3	1	33%				
River City Food Bank																
South County Services					123	92	69	75%								
The Salvation Army																
Volunteers of America					80	60	90	150%								
WIND Youth Services					200	150	116	77%								

ITEM IV-B - INFORMATION

COMMUNITY SERVICES BLOCK GRANT FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

PRESENTER: Julie Davis-Jaffe

MEMORANDUM

TO: Mrs. Debra Oto-Kent **DATE:** October 15, 2019

FROM: David B. Clark, SETA Fiscal Monitor

RE: Fiscal Monitoring of Health Education Council

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	YSS	\$ 40,000	1/23/18 - 12/31/18	1/23/18 - 12/31/18

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

Date of review: September 18th, 2019

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	Direct Participant Cost	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: Health Education Council

Findings and General Observations:

The total costs as reported to the SETA CSBG program 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. Amanda McCarthy **DATE: October 21, 2019**

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk 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	\$40,000	1/1/18-12/31/18	1/1/18-12/31/18

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

Date of review: 6/10, 7/5, 8/7, 8/19, 8/22, 8/29, 9/5, 9/23, 9/27

AREAS EXAMINED		COMMENTS			
		SATISFACTORY	RECOMMENDATIONS		
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation's	X			
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll	X			
8	OJT-Contracts/Files/Payment	X			
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:

- 1) We have reviewed the CSBG-Safety Net program from January 1, 2018 to December 31, 2018. 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:

None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Marc Cawdrey **DATE:** November 5, 2019

FROM: David Benjamin Clark, SETA Fiscal Monitor

RE: Fiscal Monitoring of St. John's Program for Real Change

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	FSS	\$25,420	1/1/18 - 12/31/18	9/1/18 - 12/31/18

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

Date of review: September 16, 2019 **Follow Up Date:** October 10-11, 15-16, 2019

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	N/A			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Tuition Payments	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			

Program Operator: St. John's Program for Real Change

Findings and General Observations:

The total costs as reported to the SETA CSBG program 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:

1) None

cc: Kathy Kossick
Governing Board

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

This item provides an opportunity for Ms. Julie Davis-Jaffe, 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.