

**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)

**RECEIVED**

JUL 08 2010

July 2, 2010

Daniel Nielson, Executive Director  
El Dorado County Dept of Human Services  
937 Spring Street  
Placerville, CA 95667

RE: Contract CSBG ARRA Contract # 09F-5110-09

Dear Mr. Nielson:

The deadline for fully expending Community Services Block Grant (CSBG) American Recovery and Reinvestment Act (ARRA) funds is quickly approaching. It is essential that California fully expend the CSBG ARRA allocation as these funds are intended to preserve and create jobs and promote economic recovery. The success of the CSBG ARRA program would also spotlight the capacity and effectiveness of California's CSBG network in serving low-income families.

The first level of accountability for fully expending CSBG ARRA funds lies with the CSBG eligible entities that provide direct services. Returning any funds back to the Office of Community Services because of an entity's non-performance would not only reflect negatively on that agency, but on the entire network as well. It is in all our interests to avoid this situation entirely.

Enclosed with this letter is a chart that shows the progress each agency has made expending its funds. Based on reported expenditures<sup>1</sup> through June 30, 2010 all CSBG ARRA funded agencies have been rated and ranked according to a color-coding system as follows:

- GREEN – 2 agencies have reported expenditures within 73% to 100% of the contract allocation.
- YELLOW – 37 agencies have reported expenditures within 37% to 72% of the contract allocation.
- RED – 23 agencies have reported expenditures within 0% to 36% of the contract allocation.

Notice is given as of July 1, 2010, El Dorado County Dept of Human Services was given a YELLOW designation.

Based on our analysis of your spending plan you submitted, as of July 1, 2010 your actual expenditures claimed are \$4,506.06 less than your projected expenditures submitted on your agency spending plan.

<sup>1</sup> The rating and ranking is based on a calculation of elapsed months as a proxy for actual YTD expenditures. This was then used to calculate projected total expenditures, and thus the percent of funds expended.

For those agencies that received a RED or YELLOW ranking, you are requested to submit an updated spending plan with a detailed narrative by August 1, 2010 signed by the Executive Director and Board Chairperson. Indicate in your updated plan if your agency does not intend to spend all of its funds. The spending plan should begin with projected expenditures for July through November 30, 2010. Submit the plan to [csbgrecovery@csd.ca.gov](mailto:csbgrecovery@csd.ca.gov).

In addition, when preparing your updated plan, consider the following options for ensuring your funds will be fully liquidated:

1. Possibly modifying your CSBG ARRA contract and reallocating funds to projects that are excelling.
2. Reallocation of funds from subcontractors that are not performing to subcontractors that are meeting your goals.
3. The California Nevada Community Action Partnership (CAL/NEVA) can be contacted to request peer-to-peer and/or training and technical assistance. For further information, please contact Tim Reese at (916) 443-1721 ext. 201 or [treese@cal-neva.org](mailto:treese@cal-neva.org).

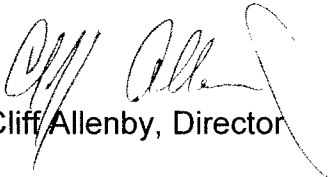
Once received, the spending plan will be reviewed by your Field Representative and Field Operations Manager. CSD Executive staff will be briefed on all updated plans prior to approval. Upon approval of your spending plan a letter will be sent to your agency and Board Chair notifying you of the following:

- CSD will contact your agency WEEKLY via telephone to check progress and offer assistance and/or guidance.
- CSD Executive staff may schedule to meet with the Tripartite Board and/or the Board of Supervisors to discuss your agency's progress.

To assist all agencies with the administration of the CSBG ARRA program, CSD will extend the current contract term to November 30, 2010. However, please remember that each agency's funds must be obligated and all services must be provided on or before September 30, 2010 to ensure all agency funds are liquidated by November 30, 2010. CSD will issue these contract extensions via formal contract amendments within the next 3 weeks.

If you have any questions, please contact Sukie Montes, Field Operations Manager at (916) 576-7189 or [smontes@csd.ca.gov](mailto:smontes@csd.ca.gov).

Sincerely,



Cliff Allenby, Director

CC: Norma Santiago, Board Chair  
Attachment



**CSBG CONTRACTS - ARRA Expenditures (MAY 2010)**

Contractor	Contract #	Total Allocation	Expended YTD through May Expenditure Report Period	Projected YTD Expenditures*** (based on time elapsed in contract)	Actual % YTD Expended*	Actual YTD Expenditures Less Than Projected Expenditures	If Checked - Last Month Reported
Berkeley Community Action Agency	09F-5101-09	\$308,958.00	\$136,347.63	\$226,569.20	44%	X	
Associated Community Action Program**	09F-5102-09	\$964,183.00	\$220,627.26	\$535,660.00	23%	X	
City of Oakland, Department of Human Services	09F-5103-09	\$1,212,697.00	\$286,779.00	\$889,311.13	24%	X	
Inyo Mono Advocates for Community Action, Inc.	09F-5104-09	\$3,731.00	\$0.00	\$2,736.07	0%	X	X (None Submitted)
Amador-Tuolumne Community Action Agency	09F-5105-09	\$135,076.00	\$78,345.00	\$99,055.73	58%	X	
Community Action Agency of Butte County, Inc.	09F-5106-09	\$820,901.00	\$184,184.13	\$455,327.40	30%	X	
Calaveras-Mariposa Community Action Agency	09F-5107-09	\$114,180.00	\$45,697.68	\$83,732.00	40%	X	X (April)
Contra Costa Employment & Human Services	09F-5108-09	\$1,135,065.00	\$396,065.78	\$832,395.67	35%	X	
Del Norte Senior Center	09F-5109-09	\$75,374.00	\$34,879.69	\$55,274.27	46%	X	
El Dorado County Department of Human Services	09F-5110-09	\$175,375.00	\$79,290.24	\$128,608.33	45%	X	
Fresno County Economic Opportunities Commission	09F-5111-09	\$2,839,577.00	\$857,348.77	\$2,062,356.47	30%	X	
Glenn County Human Resource Agency	09F-5112-09	\$159,703.00	\$63,181.22	\$117,115.53	40%	X	
Redwood Community Action Agency	09F-5113-09	\$381,347.00	\$122,435.07	\$279,654.47	32%	X	
Campesinos Unidos, Inc.	09F-5114-09	\$470,900.00	\$234,591.01	\$345,326.67	50%	X	
Inyo Mono Advocates for Community Action, Inc.	09F-5115-09	\$58,958.00	\$0.00	\$43,234.40	0%	X	X (December)
Community Action Partnership of Kern	09F-5116-09	\$2,076,884.00	\$896,178.98	\$1,523,048.27	43%	X	
Kings Community Action Organization, Inc.	09F-5117-09	\$338,063.00	\$124,985.24	\$247,912.87	37%	X	
Lake County Community Action Agency	09F-5118-09	\$159,703.00	\$0.00	\$117,115.53	0%	X	X (April)
Lassen/Plumas/Sierra Community Action Agency	09F-5119-09	\$103,732.00	\$23,405.62	\$76,070.13	23%	X	X (April)
Foothill Unity Center, Inc.	09F-5120-09	\$609,707.00	\$386,620.19	\$447,118.47	63%	X	
Long Beach Community Services Development Corp., Inc.	09F-5121-09	\$1,640,313.00	\$828,258.43	\$1,202,896.20	50%	X	
County of Los Angeles Department of Public Social Services	09F-5122-09	\$11,602,340.00	\$1,183,938.65	\$8,508,362.67	10%	X	
City of Los Angeles Community Development Department	09F-5123-09	\$12,702,347.00	\$3,928,914.49	\$9,315,054.47	31%	X	
Community Action Partnership of Madera County, Inc.	09F-5124-09	\$388,809.00	\$165,789.00	\$285,126.60	43%	X	



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Community Action Marin	09F-5125-09	\$247,763.00	\$184,842.72	\$181,692.87	75%		
North Coast Opportunities	09F-5126-09	\$214,181.00	\$82,085.00	\$157,066.07	38%	X	
Merced County Community Action Agency	09F-5127-09	\$714,185.00	\$395,797.00	\$523,735.67	55%	X	
Modoc-Siskiyou Community Action Agency	09F-5128-09	\$159,703.00	\$77,463.75	\$117,115.53	49%	X	
Monterey County Community Action Partnership	09F-5129-09	\$819,410.00	\$354,263.24	\$600,900.67	43%	X	X (April)
Community Action of Napa Valley	09F-5130-09	\$157,464.00	\$92,911.14	\$115,473.60	59%	X	
Nevada County Department of Housing and Community	09F-5131-09	\$116,419.00	\$53,556.85	\$85,373.93	46%	X	
Community Action Partnership of Orange County	09F-5132-09	\$4,590,339.00	\$1,035,480.94	\$3,365,248.60	23%	X	
County of Placer Department of Health and Human Services	09F-5133-09	\$226,121.00	\$12,420.14	\$165,822.07	5%	X	X (February)
Community Action Partnership of Riverside County	09F-5134-09	\$3,394,806.00	\$1,557,998.60	\$2,489,524.40	46%	X	
Sacramento Employment & Training Agency	09F-5135-09	\$2,692,561.00	\$1,468,399.69	\$1,974,544.73	55%	X	X (April)
San Benito County Dept of Community Services & Workforce	09F-5136-09	\$82,837.00	\$50,663.01	\$60,747.13	61%	X	
Community Action Partnership of San Bernardino County	09F-5137-09	\$4,176,902.00	\$794,555.76	\$3,063,091.47	19%	X	
County of San Diego, Health and Human Services Agency, Community Action Partnership	09F-5138-09	\$5,366,465.00	\$1,047,082.98	\$3,935,407.67	20%	X	
Economic Opportunity Commission of San Francisco**	09F-5139-09	\$1,373,146.00	\$0.00	\$762,858.89	0%	X	X (None Submitted)
San Joaquin County Dept of Aging, Children and Community Services	09F-5140-09	\$1,539,566.00	\$470,023.11	\$1,129,015.07	31%	X	
Community Action Partnership of San Luis Obispo County	09F-5141-09	\$472,392.00	\$353,629.12	\$346,420.80	75%		
Community Action Agency of San Mateo County**	09F-5142-09	\$645,528.00	\$82,904.95	\$353,823.67	13%	X	X (March)
Community Action Commission of Santa Barbara County	09F-5143-09	\$873,888.00	\$543,130.79	\$640,851.20	62%	X	
Sacred Heart Community Service	09F-5144-09	\$1,973,898.00	\$941,350.60	\$1,447,525.20	48%	X	
Community Action Board of Santa Cruz County, Inc.	09F-5145-09	\$465,676.00	\$288,457.80	\$341,495.73	62%	X	
Shasta County Community Action Agency	09F-5146-09	\$389,566.00	\$154,237.74	\$285,674.40	40%	X	
Community Action Partnership of Solano	09F-5147-09	\$497,019.00	\$242,630.00	\$364,480.60	49%	X	X (April)



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Community Action Partnership of Sonoma County	09F-5148-09	\$576,124.00	\$354,772.44	\$422,490.93	62%	X			
Central Valley Opportunity Center, Inc.	09F-5149-09	\$1,116,428.00	\$723,733.48	\$818,713.87	65%	X			
Sutter County Community Action Agency	09F-5150-09	\$191,046.00	\$111,098.62	\$140,100.40	58%	X			
Tehama County Community Action Agency	09F-5151-09	\$150,748.00	\$36,057.21	\$110,548.53	24%	X	X (March)		
Community Services & Employment Training, Inc.	09F-5152-09	\$1,373,145.00	\$493,130.14	\$1,006,973.73	36%	X			
Community Action of Ventura County, Inc.	09F-5153-09	\$1,086,577.00	\$331,321.95	\$796,823.13	30%	X			
County of Yolo, Dept of Employment & Social Services	09F-5154-09	\$472,392.00	\$170,543.84	\$346,420.80	36%	X			
Yuba County Community Services Commission	09F-5155-09	\$193,285.00	\$100,050.82	\$141,742.33	52%	X			
Karuk Tribe of California	09F-5156-19	\$110,127.00	\$65,564.03	\$80,759.80	60%	X			
Northern California Indian Development Council, Inc.	09F-5157-19	\$3,025,446.00	\$1,768,110.92	\$2,218,660.40	58%	X			
LAC/County Native American Indian Commission of LA	09F-5158-19	\$380,985.00	\$146,399.00	\$505,241.00	21%	X			
California Human Development Corp	09F-5160-10	\$2,255,497.00	\$1,330,242.58	\$1,654,031.13	59%	X			
Proteus, Inc.	09F-5161-10	\$3,628,407.00	\$1,448,668.18	\$2,660,831.80	40%	X			
Central Valley Opportunity Center, Inc.	09F-5162-10	\$882,586.00	\$599,659.35	\$647,229.73	68%	X			
Center for Employment Training	09F-5163-10	\$3,040,017.00	\$1,985,505.81	\$2,229,345.80	65%	X			
<b>TOTALS</b>		<b>\$88,258,562.00</b>	<b>\$30,228,806.70</b>	<b>\$64,722,945.47</b>	<b>34%</b>				

\* All agencies should be at 73.33% of Projected Estimated YTD Expenditure, with the exclusion of ACAP, SF, and San Mateo which should be at 55.55%.

\*\*Contract started in January of 2010, whereas all other agencies ARRA contract start date was July of 2009.

\*\*\*The amount the agency should have expended based on time elapsed in the contract. Formula Used: (Total Allocation/[Total # of Contracted Months]) \* 11 [# of months contract has lapsed]). For ACAP, SF, and San Mateo use the following formula: (Total Allocation/[Total # of Contracted Months]) \* 5 [# of months contract has lapsed]).

Actual % YTD Expended Key		Actual % YTD Expended Key for ACAP, SF,	
Low	High	Low	High
0%	38%	0%	27%
37%	72%	28%	54%
73%	100%	55%	100%
		Red	23
		Yellow	37
		Green	2
		Total	62

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July 20, 2010

Daniel Nielson, Executive Director  
El Dorado County Dept of Human Services  
937 Spring Street  
Placerville, CA 95667

RE: CSBG ARRA Contract # 09F-5110-09

Dear Mr. Nielson:

This letter corrects previous correspondence from the Department of Community Services (CSD) regarding the Community Services Block Grant (CSBG) American Recovery and Reinvestment Act (ARRA) program sent to CSBG providers the week of July 5, 2010.

Earlier today, CSD staff received updated information from the Office of Community Services (OCS) regarding our ability to extend your CSBG ARRA contract. While we were informed in late June that we could extend your contract, OCS has now determined the CSBG ARRA contract term **cannot** be extended until November 30, 2010 as we had hoped. Thus your contract will retain its original ending date of September 30, 2010. All CSBG ARRA contract funds must be obligated by September 30, 2010 and program services must be provided on or before September 30, 2010.

For those agencies given a RED and/or YELLOW ranking, you are still requested to submit an updated spending plan with a detailed narrative by August 1, 2010 signed by the Executive Director and Board Chairperson identifying expenditures through September 30, 2010.

The California Nevada Community Action Partnership (Cal/Neva) will be hosting a conference call for the CSBG agencies to discuss best practices for ensuring all providers achieve their goals by September 30, 2010.

We apologize for the misinformation we provided earlier. If you have any questions, please contact Pamela Harrison, Chief, Community Services Division at (916) 576-7188 or [pharrison@csd.ca.gov](mailto:pharrison@csd.ca.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Cliff Allenby".

Cliff Allenby  
Director

CC: Norma Santiago, Board Chairperson