



CITY OF SACRAMENTO

35

DEPARTMENT OF PERSONNEL
PERSONNEL MANAGEMENT SERVICES DIVISION
801 NINTH STREET, ROOM 210
SACRAMENTO, CALIF. 95814
TELEPHONE (916) 449-5726/5729

DONNA L. GILES
DIRECTOR OF PERSONNEL

October 7, 1980

City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: STAFFING OF PROPOSED CETA PROGRAM SECTION

APPROVED
BY THE CITY COUNCIL

OCT 14 1980

OFFICE OF THE
CITY CLERK

Cont To
~~10-14-80~~
10-28-80

SUMMARY

The Council approved the recommendation of and directed the City Manager to consolidate administration of the CETA Program. (Administrative functions have been split between the Manager's Office and the Personnel Department). This report describes a consolidated organization and recommends staffing which would provide for increased control of the City's CETA Program. All positions would be funded by CETA administrative funds. Attached are proposed Organization Charts (Attachment 1); proposed Administrative Budget (Attachment 2); Function Descriptions and Staff Duty Statements (Attachment 3); and a total CETA Budget (Attachment 4), which has been revised for purposes of clarification and to follow the Federal fiscal year rather than the City fiscal year.

BACKGROUND AND DISCUSSION

The proposed CETA Section, located in the Personnel Department, combines the functions previously in the Manager's Office including overall CETA budget, position control, Community-Based Organizations (CBO's) and external governmental entities such as the SETA, SETA committees, and the Department of Labor, etc., with the functions--primarily placement--handled by the Personnel Department for City CETA positions. Additionally, the proposed CETA Section would assume responsibilities which would provide greater control over the program, and increase compliance with Federal CETA regulations.

The Section is organized to serve both City and CBO CETA positions. (See Attachment 1). The Section Supervisor has overall responsibility for the CETA Program with a concentration on functions involving external governmental entities. A Senior Personnel Analyst will supervise daily operations, which are organized so that clients (i.e., CBO's and City Departments) have one contact for all activities, while a technical support unit performs work covering operations as a whole.

Under the split responsibility for CETA administration, there have been six and one-half positions--four and one-half professional, two clerical--funded

to handle the program. Because of the large size and complexity of the program, which has over seven million dollars and 650 positions this year, and the relatively small staffing, many functions have been done only minimally, or not at all.

The CETA Section would have eleven positions--seven professional and four clerical. (An Accountant position in the Finance Department would be a twelfth position). All positions would be funded by CETA administrative monies.

The staff would fully perform functions which have had minimal resources previously, and in addition would do work which would increase compliance and control regarding the program. For example, CETA regulations require that a minimum of twenty per cent of Title IID funds be spent on training. Because there has not been staff available to develop a training program, the majority of training which would be acceptable to the Department of Labor has been a program in which participants receive job search education. The Department of Labor recently asserted that it will be closely examining training programs and spending, and the City has a critical need to improve. A program needs to be developed which, through contractors, would provide comprehensive assessment services and especially skills training.

In another important area, Federal regulations require that CETA participant salaries not exceed an average wage of \$769 per month. (This recently was increased from \$733 per month). This is extremely difficult to do, and little attention has been given to this due to minimal classification and pay personnel. There is a strong need to develop a CETA classification structure in which there are job classes that perform the most basic duties on a learning basis, and receive salaries commensurate with that approach. This also is an area to which the Department of Labor has committed itself to scrutinizing carefully local CETA programs. Additional functions which either have been done minimally or not at all include development of job-related exams; classification and allocation reviews to ensure that participants are paid and classified correctly; CBO new participant CETA eligibility audits; CETA eligibility audits on all participants after 30 days, and a sample after 90 days; an automated management information system; job development and placement for all participants; and careful program monitoring.

In order to gain a perspective on what functions should be done, and under what staffing, the CETA Section has been compared with our survey jurisdictions. The Section's staffing is smaller than the jurisdictions with comparable programs.

The Section might need eventually to add staff to perform fiscal and program monitoring of CBO's, which presently is being done on a limited basis by SETA, and will be expanded. It appears desirable to start up the Section with some activities contracted, in order to get an effective organization in place before taking on all functions. The staff has considered contracting the entire CBO function with the SETA, and currently believes the most effective control over CBO's can be achieved through the City being responsible for them, with the exception of the monitoring tasks.

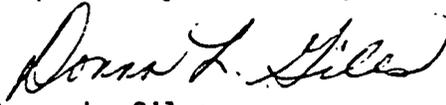
FINANCIAL IMPACT

There would be an increase in salaries and benefits due to the additional five and one-half positions, of which the costs would come from CETA administrative funds (not City general funds), and overall administrative expenditures would be well under the 10% allowed by CETA regulations. Currently, approximately \$160,000 is spent on salaries and benefits; approximately \$261,000 would be spent for proposed staffing. Services and supplies and office equipment would be approximately \$20,000. Approximately \$15,000 of this would be one-time, start-up expenditures. The total for Federal Year 1981 would be approximately \$281,000. (See Attachment 2 for detailed expenditure data).

RECOMMENDATIONS

1. It is recommended that the City Council approve expenditures from CETA funds for the proposed Budget (Attachment 2) in the proposed CETA Program Section of the Personnel Department.
2. It is recommended that the City Council approve the amended CETA Budget.

Respectfully submitted,


Donna L. Giles
Director of Personnel

DLG/sch

Attachments

APPROVED:


William H. Edgar
Assistant City Manager



CITY OF SACRAMENTO

47

DEPARTMENT OF PERSONNEL
801 NINTH STREET, ROOM 201
SACRAMENTO, CALIF. 95814
TELEPHONE (916) 449-5270

DONNA L. GILES
DIRECTOR OF PERSONNEL

CITY MANAGER'S OFFICE
RECEIVED
OCT 23 1980

October 23, 1980

City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: STAFFING OF PROPOSED CETA PROGRAM SECTION

SUMMARY

The Council approved the recommendation of and directed the City Manager to consolidate administration of the CETA program. (Administrative functions have been split between the Manager's Office and the Personnel Department). This report describes a consolidated organization and recommends staffing which would provide for increased control of the City's CETA program. All positions would be funded by CETA administrative funds. Attached are proposed Organization Charts (Attachment 1); proposed Administrative Budget (Attachment 2); Function Descriptions and Staff Duty Statements (Attachment 3); and a total CETA Budget (Attachment 4) which has been revised for purposes of clarification and to follow the Federal fiscal year rather than the City fiscal year. Attachments 5 and 6 are recent correspondence received by the City from SETA suggesting an increased role for SETA, and a proposal for transferring the entire CBO operation of the County to SETA. The City will be studying this approach further.

BACKGROUND AND DISCUSSION

The proposed CETA Section, located in the Personnel Department, combines the functions previously in the Manager's Office including overall CETA budget, position control, Community-Based Organizations (CBOs), and external governmental entities such as the SETA, SETA committees, and the Department of Labor, etc., with the functions - primarily placement-handled by the Personnel Department for City CETA positions. Additionally, the proposed CETA Section would assume responsibilities which would provide greater control over the program, and increase compliance with Federal CETA regulations.

The Section is organized to serve both City and CBO CETA positions (see Attachment 1). The Section Supervisor has overall responsibility for the CETA program with a concentration on functions involving external governmental entities. A Senior Personnel Analyst will supervise daily operations

APPROVED
BY THE CITY COUNCIL

OCT 28 1980

OFFICE OF THE
CITY CLERK

October 23, 1980

which are organized so that clients (i.e., CBOs and City Departments) have one contact for all activities, while a technical support unit performs work covering operations as a whole.

Under the split responsibility for CETA administration, there have been six and one-half positions - four and one-half professional, two clerical - funded to handle the program. Because of the large size and complexity of the program, which has over seven million dollars and 650 positions this year, and the relatively small staffing, many functions have been done only minimally, or not at all.

The CETA Section would have eleven positions - seven professional and four clerical. (An accountant position in the Finance Department would be a twelfth position). All positions would be funded by CETA administrative monies.

The staff would fully perform functions which have had minimal resources previously, and in addition would do work which would increase compliance and control regarding the program. For example, CETA regulations require that a minimum of twenty percent of Title IID funds be spent on training. Because there has not been staff available to develop a training program, the majority of training which would be acceptable to the Department of Labor has been a program in which participants receive job-search education. The Department of Labor recently asserted that it will be closely examining training programs and spending, and the City has a critical need to improve. A program needs to be developed which, through contractors, would provide comprehensive assessment services and especially skills training.

In another important area, Federal regulations require that CETA participant salaries not exceed an average wage of \$769 per month. (This was recently increased from \$733 per month). This is extremely difficult to do, and little attention has been given to this due to minimal classification and pay personnel. There is a strong need to develop a CETA classification structure in which there are job classes that perform the most basic duties on a learning basis, and receive salaries commensurate with that approach. This is also an area to which the Department of Labor has committed itself to scrutinizing carefully local CETA programs. Additional functions which either have been done minimally or not at all, include development of job-related examinations; classification and allocation reviews to ensure that participants are paid and classified correctly; CBO new participant CETA eligibility audits; CETA eligibility audits on all participants after 30 days, and a sample after 90 days; an automated management information system; job development and placement for all participants; and careful program monitoring.

In order to gain a perspective on what functions should be done, and under what staffing, the CETA Section has been compared with our survey jurisdictions. The Section's staffing is smaller than the jurisdictions with comparable programs.

October 23, 1980

The Section might need eventually to add staff, or to contract out, to perform fiscal and program monitoring of CBOs, which presently is being done on a limited basis by SETA, but needs to be expanded. It appears desirable to start up the Section with some activities contracted in order to get an effective organization in place before taking on all functions. The extent of functions to be contracted with SETA are still under consideration.

The recent development of the County contracting with SETA for the entire administration of their CBO operation has caused us to want to study the feasibility of contracting with SETA more closely. On October 20, 1980, Walter J. Slipe and Donna L. Giles were invited to meet with County and SETA executives to discuss the finalization of the transfer of CETA CBO functions to SETA. This was the City's first real insight to the issue. The proposal of SETA to the County included all monitoring, plus the RFP process, and day-to-day technical assistance. The County would also transfer current staff people to SETA (Attachment 5).

Our staff has not had adequate time to analyze the feasibility of contracting all or part of the CBO operations to SETA. We are proposing to report back to Council within 2 or 3 weeks with recommendations. We have identified two positions (1 Assistant Personnel Analyst and 1 Personnel Technician), which would be responsible for the CBO operation that we propose not filling until the determination has been made on the CBO issue.

Although important, the CBO issue has only minor impact on the total staffing proposal for CETA administration, and therefore it is paramount to move on the approval of the total staffing in order that we can get adequate staff on board quickly to carry out the necessary functions of the CETA administration.

FINANCIAL IMPACT

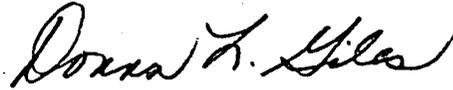
There would be an increase in salaries and benefits due to the additional five and one-half positions, of which the cost would be recovered from CETA funds. Overall administrative expenditures would be well under the 10% allowed by CETA regulations. Currently, approximately \$160,000 is spent on salaries and benefits; approximately \$261,000 would be spent for proposed staffing. Services and supplies and office equipment would be approximately \$20,000. Approximately \$15,000 of this would be one-time, start-up expenditures. The total for Federal Year 1981 would be approximately \$281,000 (see Attachment 2 for detailed expenditure data).

October 23, 1980

RECOMMENDATIONS

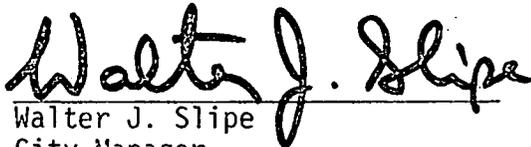
1. It is recommended that the City Council approve the attached resolution appropriating funds for the proposed CETA Program Section of the Personnel Department.
2. It is recommended that the City Council approve the amended CETA budget (Attachment 4).

Respectfully submitted,



Donna L. Giles
Director of Personnel

APPROVED:

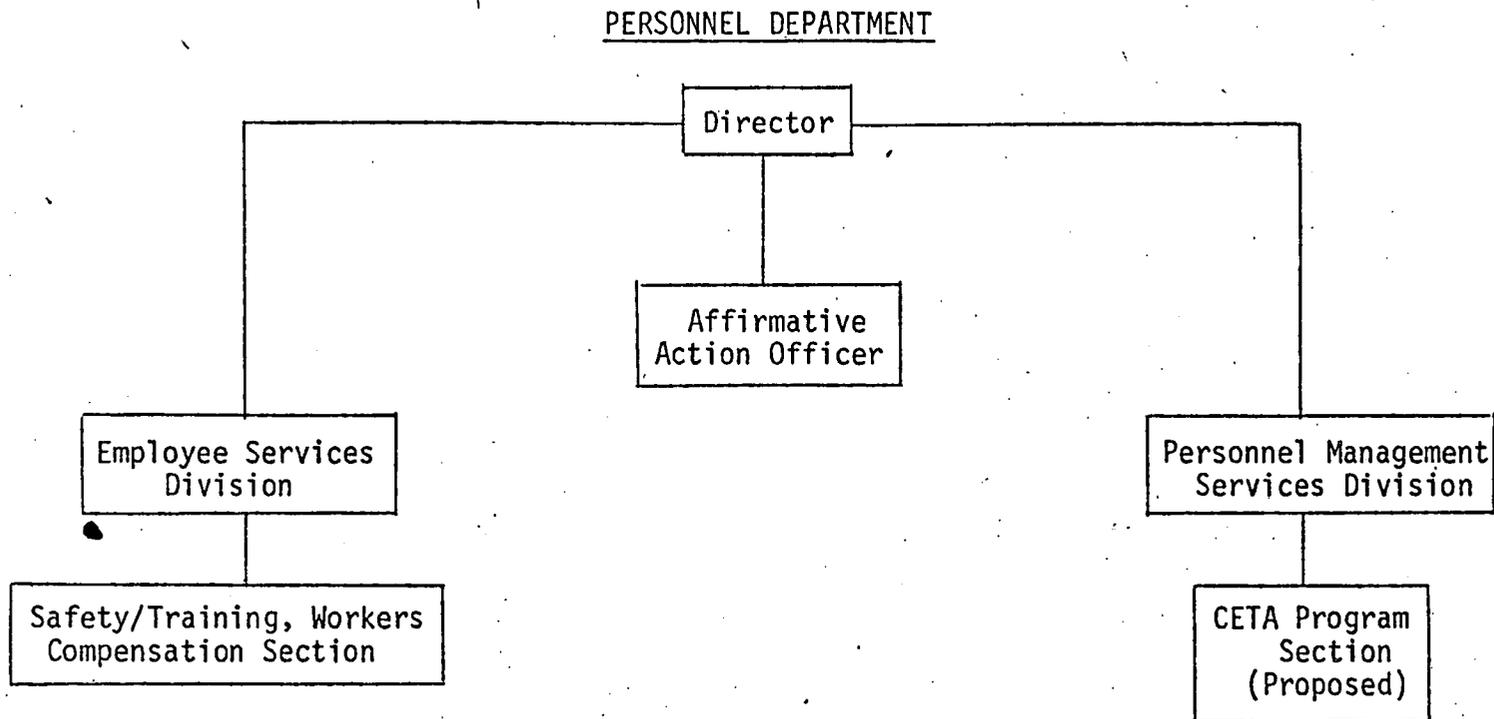


Walter J. Slipe
City Manager

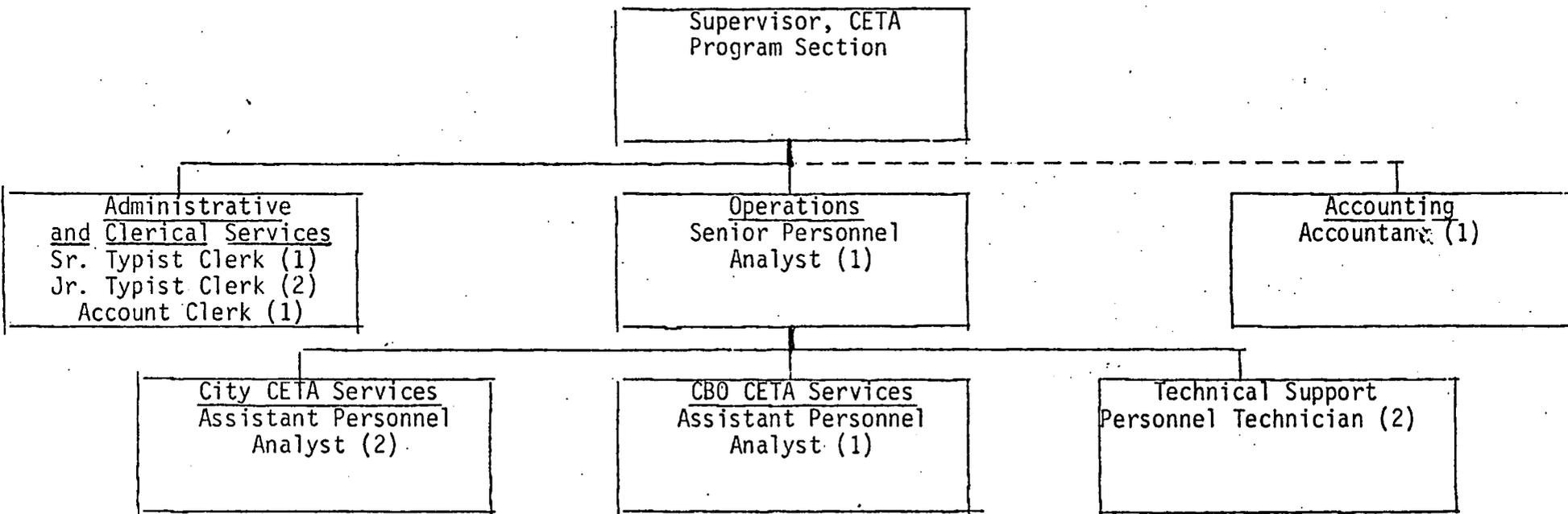
DLG:hi

Attachments/

Attachment 1: Organization Charts



CETA PROGRAM SECTION



Staffing Summary:

Supervisor, CETA Program Section (1)
Senior Personnel Analyst (1)
Assistant Personnel Analyst (3)
Accountant (in Finance Dept.)
Personnel Technician (2)
Sr. Typist Clerk (1)
Jr. Typist Clerk (2)
Account Clerk (1)

Total - 11

Attachment 2: Proposed Administrative Budget

CETA Section Federal Year 1981

<u>Staff</u>	<u>Annual Cost</u>
1 Chief of Employment Programs (new)	\$ 33,804
1 Senior Personnel Analyst	30,576*
3 Assistant Personnel Analysts (new)	58,176
2 Personnel Technicians (1 new position)	28,200
1 Senior Typist-Clerk (New)	12,870
2 Junior Typist-Clerks	20,160
1 Accountant	16,956**
1 Account Clerk (New)	<u>11,724</u>
Net Salaries	\$212,466***
Fringe Benefits at 23%	<u>48,867</u>
TOTAL	\$261,333
<u>Services and Supplies</u>	10,250****
<u>Office Equipment</u>	<u>9,385</u>
GRAND TOTAL	<u>\$280,968</u>
Less: Accountant Position Currently Budgeted in Accounting Division	(20,900)
	<u>\$260,068</u>

*To be transferred from Personnel Management Services Division.

**Assigned to Finance Department.

***Only five and one-half of these are actually "new" because funding for one and one-half positions currently outside of the Personnel Department would be transferred to the Personnel Department.

****Includes a one-time cost of \$5,000 for office alterations.

Attachment 3: Functions and Descriptions Duty Statements

CETA PROGRAM SECTION

Organization and Supervision

The Section is organized such that the Supervisor directs the activities of two functions: operations, which includes City, CBO, and technical support units; and administrative and clerical services, which provides general and accounting clerical services associated with CETA participants and Section staff. In addition, CETA accounting, which reports through the Finance Department, will receive functional direction from the Supervisor.

Overall supervision is provided by the Supervisor, CETA Program Section. The Supervisor will develop and provide general program direction, and will represent the City with external entities such as SETA, SETA committees, SEATAC, the Department of Labor, and CBO's on the CBO Program as a whole. The Supervisor will provide direct supervision to the Senior Personnel Analyst over operations and the Senior Typist-Clerk over administrative and clerical services, as well as functional supervision to the Accountant. Day-to-day operations (City, CBO, and technical support units) guidance will be provided by a Senior Personnel Analyst who will also be responsible for the most sensitive project work, such as a CETA participant training program which meets the DOL requirement that 20% of funds be spent on training.

This organization is designed to allow the Supervisor to have overall responsibility for the CETA program, and to be able to concentrate on functions involving external entities. In turn, the Senior Personnel Analyst will be able to supervise operations, which are organized so that clients (i.e., CBO's and City Departments) have one contact for all activities, while a technical support unit does work involving operations as a whole. Clerical and administrative services will work for the entire section.

Duty Statement

Supervisor, CETA Program Section

- | | <u>FTE</u> |
|--|------------|
| 1. Plan, supervise, and evaluate work of staff assigned to carry out a comprehensive employment program that meets Federal and local program and fiscal guidelines. Review, develop, and implement policies regarding program. | .25 |
| 2. Prepare information for annual and master plans submitted to the Department of Labor on behalf of the City of Sacramento. | .10 |
| 3. Prepare comprehensive reports to the City Council and its appropriate committees, the Joint Powers Agency Board, SEATAC, SEATAC committees, SETA, Department of Labor and other bodies. | .20 |
| 4. Review and make final recommendations on funding for community-based organizations. | .10 |
| 5. Negotiate contracts and provide for evaluation of community-based organizations. | .05 |
| 6. Prepare and manage budgets for CETA Titles II-D and VI, and Section operations. | .10 |

CETA PROGRAM SECTION
 Organization and Supervision
 Page 2

	<u>FTE</u>
7. Serve as City's liaison to SETA, SEATAC, DOL, and other external entities.	.10
8. Confer with Department Heads, Division Chiefs, CBO and Community Representatives concerning the CETA program.	.10
	<hr/> 1.00

Senior Personnel Analyst, CETA Program Operations

1. Serve as Lead Analyst providing day-to-day assistance to staff in City, CBO, and technical support units. Areas include:	.50
a. Testing and Placement	
b. Classification and Pay	
c. Participant Counseling	
d. Transition Programs	
e. Training	
f. Management Information System	
g. Test Administration	
h. Participant Tracking	
i. Certification Audits	
j. Youth Programs	
2. Design a comprehensive training and services program to meet Federal guidelines. Training to include assessment, orientation, career planning, skills enhancement, counseling, and job search.	.10
3. Prepare comprehensive management reports for Supervisor, CETA Program Section.	.05
4. Prepare RFP's for contracted services and programs.	.05
5. Provide final review of personnel requisitions for City and CBO positions.	.05
6. Train staff on current and new CETA Rules and Regulations.	.05
7. Administer program that assures a clear and equitable grievance procedure.	.05
8. Confer with Department Heads and Division Chiefs and CBO's concerning the CETA program.	.05
9. Develop and implement policies and procedures to ensure compliance with average wage requirements of DOL.	.10
	<hr/> 1.00

CITY CETA SERVICES

Functions

Testing and Placement

The City CETA services unit is responsible for recruiting, screening, testing, and placing CETA participants in approximately 50 different classifications in City service. The 18-month participant limitation, transition, discharge, and voluntary quits guarantee approximately a 100% turnover in the program each year; there will be approximately 400 City CETA positions in fiscal year 1980-81. Staff develops job-related practical examinations, supervises the administration of these examinations, and certifies applicants for placement. CETA Rules and Regulations require a full service selection capability that will be in compliance with the Uniform Selection Guidelines established by the Equal Employment Opportunity Coordinating Council.

Staff will establish a CETA personnel evaluation system, recommend participants for transition to career positions and prepare comprehensive reports on the testing and placement activity.

Classification and Pay

Staff, on a continuous basis, is responsible for assuring that positions are properly classified. As positions are established and filled, positions are reviewed for appropriate classification. Job audits will also be conducted as grievances occur or as staff identifies that the nature of work or work assignment has changed. Again, providing a full service personnel function to the CETA program is mandated by the CETA Rules and Regulations and serves as a preventative maintenance function to prevent employees being assigned inappropriate duties.

A critical area involving classification and pay is the development of CETA classes in which incumbents receive training and perform work at an appropriate salary. CETA Rules and Regulations require that the City must maintain an average wage of \$733 per month and cannot pay more than \$922 per month. This limitation is of great concern to the City because City classifications tend to pay more than \$733 per month. The CETA Rules and Regulations provide that a public agency should "design jobs in the public service to accommodate lower skilled and lower income people." This allows for developing a new career class series such as Typist Trainee, Maintenance Trainee, etc. with a lower pay scale and expanded training. These new classifications would serve as a bridge to the first level career classifications. This is a project which should be undertaken immediately.

Counseling Participants

CETA participants in City operating departments contact the City Department Personnel Services unit on a regular basis concerning personal problems, working conditions, training, grievances, transfers, transition, CETA policies and CETA Rules and Regulations.

Dealing with the many problems encountered by a disadvantaged work force which is 80% minority and 40% female working in non-traditional jobs is a time-consuming and continuous process.

This counseling is dealing with day-to-day issues and is not the same as the career counseling which will be provided in the expanded training program.

Transition Services

The City of Sacramento is committed to a strong transition program, moving CETA participants into career positions. A comprehensive employee evaluation system is maintained to identify those participants who are qualified and whose work efforts recommend them for career employment with the City.

The City Department Personnel Services unit certifies those persons eligible to transition to career employment. The City transition program has a considerable beneficial impact on its Affirmative Action Plan.

S-28 Audits, Position Control and Classification Maintenance

The S-28 (Personnel Requisition) is reviewed to verify that a valid vacant position exists. A Classification Maintenance form is completed and attached to each S-28 submitted to fill a position.

As mentioned above, the Classification Maintenance form is also reviewed to verify the position is properly classified.

Program Monitoring (City Departments)

Monitor CETA program in City operating departments to insure compliance with CETA Rules and Regulations and City MOU's. Prepare reports and confer with Department Heads and Division Chiefs concerning corrective action.

NOTE: Fiscal monitoring is done on an annual basis by a CPA firm contracted through the SETA. This annual audit is required by Department of Labor and covers all SETA monies.

Duty Statement

Assistant Personnel Analysts (2)
City CETA Services

- | | <u>FTE</u> |
|---|------------|
| 1. Develop job-related practical examinations for CETA positions in City operating departments. | .25 |
| 2. Supervise administration of job-related examinations. Evaluate qualifications and needs of applicants. | .25 |
| 3. Review CETA eligibility of EDD referrals and certify qualified participants to City operating departments. | .15 |

CITY CETA SERVICES

Functions

Page 3

	<u>FTE</u>
4. Evaluate participants for transition to City career positions.	.15
5. Prepare comprehensive reports concerning test development, applicant assessment, placement and transition of PSE participants.	.10
6. Design and maintain new careers class services which provides for classes of positions which will provide a public service and practical job skills and, at the same time, meet the requirements of the Federal average wage index.	.30
7. Review S-28's to ensure positions are budgeted.	.10
8. Review Classification Maintenance forms to assure that positions are properly classified.	.10
9. Perform job audits as required on questioned positions and where participant grievances exist.	.10
10. Counsel City CETA participants in reference to working conditions, grievances, training, services, transfers, transition, CETA and City policies and CETA Rules and Regulations.	.30
11. Monitor program in City operating departments for compliance with CETA Rules and Regulations and City MOU's.	.20
	<hr/> 2.00

CBO CETA SERVICES

Functions

CBO Funding Process

Staff will prepare an RFP in coordination with the County of Sacramento and SETA to fund community-based organizations. The RFP will be advertised and circulated to a large number of non-profit organizations to solicit proposals. Evaluation criteria, using a standard format and data, will be developed to judge the quality of the proposals. A bidders' conference will be held to explain the RFP, the deadlines, evaluation criteria and CETA Rules and Regulations. The proposals received will be evaluated and funding recommendations made.

The funding process requires presentations before the SEATAC Funding Committee, SEATAC, Budget and Finance Committee of the City Council, City Council and the Joint Powers Agency for CETA. Once final approval is received, contracts will be prepared, negotiated and implemented.

Technical Assistance

CETA Rules and Regulations are complex. Disallowed costs mount very quickly if an improper hire is made because the money is all in salaries. Non-profit organizations find it difficult at best to pay back disallowed costs. The City is ultimately responsible for paying this money back.

Community-based organizations will receive continuous guidance and training concerning CETA program and fiscal requirements. This will help to insure proper program operations.

Corrective Action Follow-Up

Staff will be responsible for following up on corrective action required as a result of quarterly fiscal and program monitoring. Corrective action may include improvement in program design, personnel procedures, and accounting systems. A pay back agreement may have to be established where monitoring discovers disallowed costs.

Counseling Participants

Career counseling will be provided by the contracted training program. On a regular basis, CBO program participants contact the City in reference to working conditions, grievances, training, job development, fringe benefits and transfers. CETA Services staff will advise and refer these participants to the appropriate person or service.

S-28 Audits

CBO's will be required to submit a Personnel Requisition (S-28) to fill a position. This new procedure parallels the City system for operating departments. This system provides for budget control and will prevent the filling of unauthorized positions by CBO's.

Certification Clearance

CBO's will be required to send prospective CETA employees to the City Employment Program Section to be cleared for hire. The CETA services unit will certify that the person selected has been properly cleared by EDD and has a valid certification, and will prepare a hiring clearance form to go to the CBO. This procedure will provide a means of:

1. Stopping improper hiring by CBO's and thus avoiding disallowed costs.
2. Collecting data from new program participants, both City and CBO, for input into the automated MIS.
3. Centralizing personnel files and participant reports which are now in in approximately fifty (50) different locations.

Program and Fiscal Monitoring (CBO's)

This will be contracted with SETA and will be done on a quarterly basis. In addition, the annual fiscal audit by a CPA firm of SETA monies will include the CBO's.

Duty Statement

Assistant Personnel Analyst (1)
CBO CETA Services

	<u>FTE</u>
1. Develop evaluating criteria for RFP's from CBO's and a process to gather performance data.	.05
2. Prepare RFP for funding CBO's.	.10
3. After approval, advertise RFP in coordination with County of Sacramento and SETA agency.	.05
4. Convene bidders' conference to explain RFP as it relates to deadlines, evaluation criteria and Federal Rules and Regulations concerning funding of CETA programs.	.05
5. Review RFP's and prepare preliminary recommendations regarding finding.	.10
6. Assist in preparation of contracts for CBO's selected for funding.	.05
7. Provide ongoing technical assistance to CBO's on CETA program and fiscal requirements to assure smooth operations and avoid disallowed costs.	.20
8. Provide follow-up on corrective actions identified as a result of program and fiscal monitoring.	.10
9. Counsel CBO CETA participants concerning working conditions, grievances, training, services, and CETA Rules and Regulations.	.10

CBO CETA SERVICES

Functions

Page 3

	<u>FTE</u>
10. Audit S-28's received from CBO's to assure that positions requested are vacant and in compliance with contract.	.10
11. Clear CETA certification form of CBO applicants selected for hire and issue hiring clearance form.	.10
	<hr/> 1.00

TECHNICAL SUPPORT UNIT

Functions

Training Schedule

Schedule City and CBO CETA participants for training. Issue written invitations, monitor attendance, report attendance to payroll clerks, reschedule participants as required. Maintain master training records. Identify new training sources.

Management Information System

Collect data for input into automated MIS system. Prepare statistical reports concerning participant characteristics, performance against plan and average wage. Provide assistance to CBO's in use of automated system. Audit data for correctness prior to input. Provide for input of all City and CBO information into system.

Job Development

Identify and develop jobs for City and CBO participants on an ongoing basis. Administer information system that will get current job information to CETA participants.

Test Administration

Administer skills and practical tests developed by the City CETA Services unit. Score tests, gather statistical data, report results.

Participant Tracking

Track participants for both City and CBO's to monitor 18-month participant limitation, performance against plan, position control. Issue layoff notices and other reports as required.

Certification Audits

Within 30 days of enrollment, it is required that individual CETA certification forms be audited for accuracy and consistency of information. On a quarterly basis, it is required that a random sample of certifications be audited to verify the adequacy of the enrollment and intake procedures. This responsibility shall be assigned to the Administrative Services unit for both the CBO's and City operating departments.

Youth Program Tracking

Track placement of youth program participants in operating departments for purposes of maintenance of effort and workers' compensation. Coordinate job development, placement and replacement.

For the summer program, job development is done in March. Positions are then identified and distributed among the program operators. Placement starts in May and runs through August, ending a six-month cycle. The City also coordinates a smaller year-round youth program.

Duty Statement

Personnel Technicians (2)

	<u>FTE</u>
1. Schedule City and CBO CETA participants for training provided by City. Issue written invitations, monitor attendance, report attendance to payroll clerks, reschedule participants as required. Maintain master training records. Identify new training sources.	.25
2. Collect data for input into MIS system. Prepare statistical reports concerning participant characteristics, performance against plan and average wage. Provide assistance to CBO's in use of automated system. Audit data for correctness prior to input.	.50
3. Identify and develop jobs, including transitions, for City and CBO participants on an ongoing basis. Develop information system that will give current job information to the CETA participants.	.30
4. Administer skills and practical tests developed by the City CETA Services unit. Score tests, gather statistical data, report results.	.25
5. Track participants for both City and CBO's to monitor 18-month participant limitation, performance against plan, position control. Issue layoff notices and other reports as required.	.20
6. Do certification audits on both City and CBO participants. Audit all new hires within 30 days. Perform audit of random sample on a quarterly basis.	.25
7. Track placement of youth program participants in operating departments for purposes of maintenance of effort and workers' compensation. Coordinate job development, placement and replacements.	.25
	<hr/> 2.00

ADMINISTRATIVE AND CLERICAL SERVICES

Functions

This unit will provide general and accounting clerical services associated with the selection scheduling, certification, enrollment, tracking, invoice auditing, and termination of CETA participants, of which there will be approximately 650 for fiscal year 1980-81. The unit also will provide support services to the other staff of the Section. The unit will be supervised by a working supervisor and will operate as a pool.

Applicant Scheduling

Schedule applicants for interviews and testing on a continuous basis.

Intake

Accept applications, checking to see that applications are fully completed, certification and referral slips are in order, and that eligibility check-off list is filled out and conforms with all other information.

Certification

Certify qualified applicants to job site for placement after screening and testing.

Enrollment

After selection, schedule applicant for all medical tests, background investigations, driving checks and recertification, if necessary. Complete forms to enter City insurance and payroll - personnel system. Complete forms to enter in CETA MIS and related systems. Process all forms to proper units and schedule starting date.

Termination

Process forms to terminate from City insurance and payroll - personnel system and CETA MIS and related systems in the event participant is discharged, quits, transitioned or laid off after 18 months.

Typing and Clerical

Provide typing and clerical services, prepare difficult to routine reports, respond to various telephone inquiries, maintain various filing systems, notify EDD and applicants of employment status and maintain CETA personnel evaluation system.

ADMINISTRATIVE AND CLERICAL SERVICES
Functions
Page 2

CRT Operation

Operate CRT unit tied into SETA mini-computer. Input participant characteristic data on all enrollees for both CBO's and City operating departments.

CBO Invoice Audit

This will be done to ensure that payment requests are valid and correct. When invoices are approved, they will be sent to Finance for payment.

MIS Reports

Monthly reports on enrollment levels and participant characteristics will be prepared for use by City and CBO Services staff. (This is a painstaking, lengthy, manual process which will be automated in approximately four months. For several months thereafter, dual manual and automated processes will be done until the automated MIS is de-bugged. After that, this function should be less time-consuming).

Duty Statement

Junior/Intermediate Typist-Clerks (2)
Account Clerk (1)
Senior Typist-Clerk (1)

Clerical Services Unit

FTE

Junior/Intermediate Typist-Clerk, Senior Typist-Clerk

- | | |
|--|-----|
| 1. Schedule applicants for interviews and testing on a continuous basis. | .10 |
| 2. Accept applications, checking to see that applications are fully completed, certification and referral slips are appropriate, and that eligibility check-off list is filled out and consistent with all other information. | .30 |
| 3. Certify qualified applicants to job site for placement after screening and testing. | .10 |
| 4. After selection, schedule applicant for all medical tests, background investigations, driving checks and recertification, if necessary. Complete forms to enter City insurance and payroll-personnel system. Complete forms to enter in CETA MIS and related systems. Process all forms to proper units and schedule starting date. | .75 |
| 5. Process forms to terminate from City insurance and payroll - personnel system and CETA MIS and related systems when participants quit or are discharged, transitioned or laid off after 18 months. | .75 |
| 6. Provide typing and clerical services, prepare routine to difficult reports, respond to various telephone inquiries, maintain various filing systems, notify EDD and applicants of employment status and maintain CETA personnel evaluation system. | .75 |
| 7. <u>Senior Typist-Clerk</u> | |
| In addition to performing 1-6 above (.75 FTE is included in FTE data above), select, train, assign work to and evaluate Junior/Intermediate Typist-Clerks and Account Clerk. | .25 |

Account Clerk

- | | |
|--|-----|
| 1. Operate CRT unit tied into SETA mini-computer. Input participant characteristics data on all enrollees for both CBO's and City operating departments. | .50 |
| 2. Audit CBO invoices for payment. | .15 |
| 3. Prepare monthly MIS reports on enrollment levels and participant characteristics. | .35 |

4.00

CETA ACCOUNTING SERVICES

Functions

This position is currently in the Finance Department. Under the proposed reorganization, a good deal of routine recordkeeping and invoice auditing has been transferred to the CETA Program Section, to be performed by an Account Clerk. This, in turn, will allow the Accountant to concentrate on professional accounting work, particularly in connection with CBO's. For example, there is a need to develop accounting systems for CBO's early in the funding process, to ensure that satisfactory controls and reporting processes are in place. In addition, the Accountant will work closely with CBO's on corrective actions identified by audits. The Accountant will continue to account for the CETA fund, which involves \$8.3 Million for fiscal year 1980-81.

Duty Statement

Accountant

	<u>FTE</u>
1. Account for transactions in CETA Fund.	.20
2. Prepare comprehensive monthly and special financial and management reports.	.20
3. Corrective action as a result of contracted fiscal monitoring.	.10
4. Develop and evaluate CBO accounting systems prior to funding.	.05
5. Perform periodic field audits of CBO's.	.10
6. Provide technical assistance to CBO's.	.05
7. Coordinate yearly fiscal audit of City CETA funds (done by outside CPA).	.05
8. Collect disallowed costs.	.10
9. Coordinate activities with Employment Program Section.	<u>.15</u>
	1.00

Attachment 4
CETA BUDGET COMPARISON 80-81

<u>Revenue</u>	<u>Title II</u>	<u>Title VI</u>	<u>Total</u>
Final Budget	\$4,363,100	\$2,850,160	\$7,213,260
New Estimated Allocation	4,920,857	3,475,073	8,395,932

EXPENDITURES

	<u>80-81 Final Budget</u>		<u>Final Council Action</u>	
	<u>Positions</u>	<u>Cost</u>	<u>Positions</u>	<u>Cost</u>
City	398	\$4,673,118	398	\$4,673,118
CA Congress of Ex-Offenders	1	10,086	1	10,740
CA Park & Recreation Society	1	9,936	1	10,584
CA State University Sacto PASAR	5	52,171	5	52,099
Catholic Social Services	4	38,979	4	38,980
Community Service Planning Council	1	8,636	1	8,904
Conception Inc.	2	23,626	2	21,256
County of Sacramento-Social Welfare	60	420,000	60	420,000
Episcopal Community Service	4	35,150	4	32,684
Exposition Center	3	35,338	3	31,704
FAA	4	36,192	4	36,168
Grant Joint Union School District	25	245,118	25	248,424
La Familia Counseling Center	5	62,339	5	54,636
League of United Latin American Cit.	2	19,099	2	18,526
Legal Center for Elderly & Disabled	2	21,980	2	21,112
Legal Services of Northern CA	4	39,792	4	40,008
Planned Parenthood	1	12,180	1	11,364
SAEOC	24	260,668	24	247,008
Sacto Chinese Community Serv. Centr	2	26,142	2	22,694
Sacto Unified School District	19	205,979	19	206,682
Sacto Inter City Health Corp.	4	36,231	4	36,168
Sacto Metropolitan Arts Comm.	7	73,001	7	72,096
SMUD	5	65,480	5	59,280
SRAPC	3	38,786	3	39,168
Sacto Safety Council	4	45,158	4	44,416
Sacto Science Center & Jr. Museum	5	53,407	5	53,688

	<u>80-81 Final Budget</u>		<u>Final Council Action</u>	
	<u>Positions</u>	<u>Cost</u>	<u>Positions</u>	<u>Cost</u>
Sacramento Urban League	2	\$ 22,971	2	\$ 21,072
State of California - EDD	40	494,260	40	488,775
University of California, Davis	15	147,968	15	138,060
Volunteers of America	1	13,485	1	9,996
U.S. Dept of Commerce	1	10,049	1	10,056
Women's Civic Improvement Group	2	20,796	2	20,088
YWCA	5	53,004	5	53,100
Sub Total	661	\$7,319,625	661	\$7,252,654
Estimated Salary Savings 5%		<u>(26,365)</u>		<u>(362,632)</u>
Operating Total		\$7,293,260		\$6,890,022
Additional Positions Approved By Council and Funded:				
Capitol Park Renters' Fund	0	\$ -0-	1	\$ 11,424
WEAVE	0	-0-	10	107,884
Sacramento Singleperson's Self-Help Group	0	-0-	1	11,688
Sub Total	0	\$ -0-	12	\$ 130,996
Additional Positions Approved By Council to be Funded Through Salary Savings, etc.:				
Northern California Women for Apprenticeship	0	\$ -0-	2	\$ 24,256
Sacramento Science Center & Junior Museum	0	-0-	1	11,004
Capitol Park Renters' Fund	0	-0-	1	9,948
Sacramento Singleperson's Self-Help Group	0	-0-	3	35,064
Sub Total	0	\$ -0-	7	\$ 80,272
Grand PSE Operating Total	661	\$7,293,260	680	(\$7,101,290)
1980-81 Budget Administration:				
City (including new CETA Program Section			*	\$ (281,000)
SETA 1½% of Total Allocation				(125,940)
Indirect 1%				<u>(83,960)</u>
Sub Total				\$ (490,900)

	<u>Cost</u>
1/2 Payment of Possible Disallowed Cost	\$ (200,000)
Training Cost	(300,000)
Approximate 1 Month Cash Flow	(383,742)
General Fund & Revenue Sharing Funds	<u>80,000</u>
Fund Balance 9/30/81	-0-

*The 12 positions requested are funded by this amount



Sacramento
Employment and
Training
Agency

2020 'J' Street • Sacramento, CA 95814 • (916) 447-6961

October 6, 1980

To: The Honorable Phillip L. Isenberg
Mayor, City of Sacramento
Sacramento City Council

Subject: SETA's Role in the Public Service
Employment Program

Phil
Dear Mayor Isenberg:

At the October 1, 1980 meeting of the Governing Board of the Sacramento Employment and Training Agency (SETA), the matter of the performance assessment of SETA was discussed.

As you may know, SETA was assessed by the U. S. Department of Labor and was rated as being eligible for full funding in all titles over which it exercises administrative authority. However, in CETA Titles II-D and VI, the two Titles which have been administered directly by the County of Sacramento and City of Sacramento, performance was not good and we are eligible for only partial funding, with full funding being contingent upon the development of a major corrective action plan.

Titles II-D and VI are Public Service Employment (PSE) activities which have become increasingly difficult for local governments to administer in recent years. With stringent requirements on wage levels, length of participation by participants, percentage of funds which must be spent on training, and a myriad of other requirements, make the program one which must be closely monitored and which requires utilization of comprehensive human services management procedures such as management information systems, evaluation models, rigorous monitoring of PSE job sites, and cooperative planning and proposal review processes.

On behalf of the SETA Governing Board, I would like to take this opportunity to encourage you to consider making some changes in the manner in which the Public Service Employment Program is administered. I feel confident that by allowing SETA to have a greater role in the Public Service Employment Program this will make for a better and more viable program.

A major concern to me is that while SETA has traditionally had very little or no say in the operation and administration of the PSE program when it comes to evaluation and assessment of the program, local governments are not the focus of attention. Instead, SETA as the local Prime Sponsor for

Governing
Board

Gilbert "Gib" Peters
Chairperson
Public Representative

Illa Collin
Vice Chairperson
Supervisor
Sacramento County

Toby Johnson
Supervisor
Sacramento County

Anne Rudin
Councilwoman
City of Sacramento

Dan Thompson
Councilman
City of Sacramento

David R. Martinez
Director

Honorable Phillip Isenberg
October 6, 1980
Page Two

CETA funds is looked upon to develop major corrective action plans. I do not feel that this situation is at all fair to SETA.

We are willing to be accountable for the performance of the Public Service Employment Program, but in order to be accountable in a meaningful way, we need to have the responsibility for the administration of the program delegated to us.

One additional factor which I believe is central to the problem is that the present employment and training system in Sacramento City/County is a three-part system which can be very confusing to program operators and clients alike.

SETA implements one application process for job training funds which operates on a different schedule from the City and County PSE application process. The City of Sacramento and the County of Sacramento use different procedures, time schedules, rating criteria and application formats for the PSE program. This lack of coordination may be part of why performance was not up to standard in the Public Services Employment Program as evaluated by the Department of Labor.

As the Public Representative on the Governing Board, I had to attend several special Governing Board meetings to hear PSE applicant appeals because the City and the County procedures were different. In the case of the County, there were additional problems related to proposals which were "technically disqualified". In my view, much of the confusion could be avoided by SETA serving as the coordination vehicle and bringing more uniformity and clarity to this entire process.

I feel confident that by our continued positive working relationship that much more can be accomplished. Should you have any questions regarding my comments, please let me know.

Sincerely,


Gilbert "Gib" Peters
Chairperson

cc: The Honorable Members of the City Council
Mr. Bill White, Chairperson, SEATAC
Mr. Walter Slone, City Manager

Attachment 6
OUTLINE PAPER

A DESCRIPTION OF THE REVIEW AND APPROVAL PROCESS
FOR PSE POSITIONS UNDER THE NEW PROPOSED RELATION-
SHIP BETWEEN SETA AND THE COUNTY OF SACRAMENTO

The Fiscal Year 1982 Request for Proposal Schedule:

SETA staff will develop a schedule for the Request for Proposals (RFP's) for the County's sub-agents. This schedule will be reviewed and approved by the Office of the County Executive prior to review and approval by the SEATAC, Governing Board and Board of Supervisors. This RFP Schedule will outline all of the important dates necessary to implement the competitive bid process for FY '82.

The Fiscal Year 1982 Request for Proposal Application
Format:

SETA staff will develop an application format for use by organizations applying for Sacramento County PSE funding under CETA Titles II-D and VI. The application format will include all the necessary information required to fairly judge applications under Title II-D and VI. The RFP format will be reviewed with the County Executive's Office prior to its review and approval by the SEATAC, SETA Governing Board and Sacramento County Board of Supervisors.

Format for Requests for County PSE Slots by County
Departments:

SETA staff will develop a format for use by County Departments in requesting PSE slots for Fiscal Year 1982. This format will be reviewed and approved by the Office of the County Executive prior to implementation. The completed formats will be reviewed by SETA staff for conformance with the CETA Regulations and the review and analysis will be forwarded to the Office of the County Executive. The County Executive's Office will make a determination of how many and which slots should be utilized in County Departments. This recommendation will be forwarded by SETA staff to the SEATAC, Governing Board and Board of Supervisors.

It will be a basic operating premise that County Department requests will have the first priority in County PSE funding. Their requests will be considered first, and the remaining funds available will be distributed among the general PSE applicant pool.

Technical Assistance to Applicants and Application Rating:

SETA staff will be responsible for providing technical assistance to program applicants for PSE slots and for rating the applications for PSE positions. After the assistance has been provided, the numerical scoring and the preliminary staff recommendations will be reviewed with the Office of the County Executive. After this process has been completed, the staff ratings and recommendations will be forwarded to the SEATAC Funding Committee for their deliberations.

The following steps will be followed in the proposed review and approval process:

- Step 1: SETA staff recommendations which have received the concurrence of the Office of the County Executive are presented to the SEATAC Funding Committee. Requests from County Departments receive first priority.
- Step 2: SEATAC Funding Committee holds public hearings allowing proposers to explain their proposals. The Funding Committee develops its recommendations. Staff attempts to work out joint recommendations wherever possible. The Office of the County Executive is consulted regarding any major or significant proposed changes from staff recommendations made by the SEATAC.
- Step 3: The full SEATAC meets to hear Funding Committee recommendations. Only those programs not recommended by staff or Funding Committee are allowed a three minute appeal. SEATAC makes its recommendations. The major thrust of this process is for the Funding Committee to explain its work to the full SEATAC and to obtain ratification from the SEATAC of its recommendations. Again, an effort is made to develop joint recommendations between the SEATAC and staff. Any major changes in staff recommendations to agree with SEATAC positions will be cleared through the Office of the County Executive.
- Step 4: SEATAC and SETA staff recommendations are forwarded to the members of the Board of Supervisors. Those Supervisors having any concerns, questions or problems with the SEATAC and/or SETA staff recommendations consult their representatives on the SETA Governing Board so that these matters can be addressed in the hearings held by the Governing Board. The Board of Supervisors delegates responsibility for holding public hearings and addressing any concerns of Board of Supervisors members to their representatives who serve on the SETA Governing Board.

Step 5: SEATAC and staff recommendations are forwarded to the SETA Governing Board. The SETA Governing Board holds a public hearing and listens to appeals from any programs not recommended by the SEATAC and SETA staff for funding. In areas where SEATAC and SETA staff disagree in funding recommendations, the Governing Board makes a decision.

Step 6: The Sacramento County Board of Supervisors meets to ratify the action of the SETA Governing Board. No appeals or public hearing is held as they have delegated this responsibility to their representatives on the SETA Governing Board.

SETA'S ROLE, RESPONSIBILITIES AND TASKS UNDER THE PROPOSED PLAN FOR ITS ADMINISTRATION OF THE SACRAMENTO COUNTY'S PUBLIC SERVICE EMPLOYMENT PROGRAM

Outlined below are some of the important tasks, functions and responsibilities which SETA would be responsible for under the proposed plan:

- * Contract Development. SETA would develop contracts with all PSE sub-agents under Titles II-D and VI.
- * Contract with Program Agent. Because the County of Sacramento would maintain responsibility and authority over the slots allocated within its own County Departments, a contract would be required between SETA and the County of Sacramento for those positions. SETA would assist in the development of this contract. County staff would be responsible for monitoring their own job sites, but SETA would maintain responsibility for reviewing all monitoring efforts conducted by County staff.
- * Grant Development and Modifications. SETA staff would continue to be responsible for the development, submission and periodic modification of the Title II-D and VI grants. It would be expected that any changes occurring at the sites located within County Departments would be reported to SETA staff for inclusion in modifications to the grants. Personnel actions such as terminations or transition of PSE participants at these sites would have to be reported on a timely basis to SETA. SETA in turn would incorporate this information into the modification of the grants.
- * Comprehensive Program and Fiscal Monitoring. SETA would conduct regular, periodic monitoring of all sub-agent sites. Monitoring would be conducted by SETA Fiscal and Program Monitors. Whenever problems are identified, specific plans for corrective action would be developed and follow-up conducted to ensure that proper action is taken.

On a regular basis, the Office of the County Executive would be apprised of progress of the sub-agent contracts. Whenever any significant action was contemplated based

upon program performance, such as contract termination, the process would be that the Office of the County Executive would be briefed, the SEATAC would be notified, SETA Governing Board would instruct the SETA Director to take appropriate action, and this would be reported as an informational item to the Board of Supervisors.

- * Technical Assistance to Sub-Agents. In conjunction with the program and fiscal monitoring, SETA will periodically provide technical assistance to the County Sub-Agents. This assistance will be in such areas as participant grievance procedures, affirmative action plan development, proper bookkeeping and record-keeping procedures and on matters related to the PSE regulations such as maintenance of effort provisions, average wage requirements, definition of a PSE project, etc.
- * Monthly Reports on Sub-Agent Program Operation. SETA staff will be responsible for developing monthly reports on Sub-Agent program activities. Enrollment and expenditure rates will be a primary focus of these reports. These reports will be first discussed with the Office of the County Executive, and then will be forwarded for review and comment to the SEATAC and SETA Governing Board. The reports will note any significant problems or deviations from plan and the proposed corrective action of SETA staff to bring programs back in line with their established plan.
- * Response to Inquiries about Sub-Agent Performance. SETA staff will take the responsibility for responding to outside inquiries from the press, community, other agencies and the federal government about sub-agent performance.
- * Program Audits. SETA will take responsibility for ensuring that audits are conducted on the sub-agent contracts as required by CETA Regulations. The audit reports and resolution will be reported to the Office of the County Executive and the SETA Governing Board.
- * Supervision and Direction for County Employees Assigned to SETA. The SETA Director will take steps to ensure that County employees assigned to the SETA agency receive proper administrative guidance and direction. It is planned that the County employees would be integrated within SETA's administrative structure and would be assigned to units such as planning, program monitoring, fiscal monitoring, management information system, etc., depending on their background, experience, and the needs of the Agency in order to effectively carryout its new PSE responsibilities.
- * Coordination and Technical Support. As has been done in the past, SETA will continue to work with County staff in providing for coordination and technical support. It is envisioned that regular meetings would continue to be held with whatever County staff are assigned to operate the County's PSE program within County Departments on such

issues as the development of the Master Contract between SETA and the County, program monitoring, funding availability and other relevant matters. SETA staff would also be available to provide whatever further technical assistance and support that might be needed by County staff in matters related to PSE.

- * Reports to the Board of Supervisors. The SETA Director will be available to provide whatever reports might be appropriate and necessary to the Board of Supervisors on the progress of the PSE program operated by the Sub-Agents. Any reports, written or oral, would be coordinated through the Office of the County Executive.
- * Access to Automated Management Information System (MIS). With the advent of the implementation of SETA's new automated MIS, it is planned that all Sub-Agent data would be programmed into the computer and that regular reports would be provided to County Sub-Agents as a management service provided by SETA. The automated MIS would also be available for use by County staff in managing County PSE slots assigned to County Departments.
- * Independent Monitoring Unit (IMU). SETA's Independent Monitoring Unit would modify its Fiscal Year 1981 monitoring schedule so that a sample of the Sub-Agent sites could be visited. The IMU develops comprehensive reports on program compliance with the CETA Regulations. By Fiscal Year 1982, the IMU could monitor and report on all Sub-Agents. The IMU would also continue to review and report on the County's own internal program. Currently, the SETA IMU is conducting a comprehensive compliance review of the County's administration of the Title II-D and VI PSE program.
- * SETA Program Evaluation Model. SETA staff is presently developing a comprehensive evaluation instrument for use in evaluating all current programs and to be utilized by SETA's boards in making their FY '82 funding decisions. SETA would examine the applicability of its evaluation instruments for use in evaluating Sub-Agent PSE programs for future funding. By FY '82, the SETA Evaluation instrument could be fully utilized for making PSE funding decisions.
- * Liaison with the Department of Labor. SETA would continue to function as the primary liaison with the U. S. Department of Labor on matters related to PSE.
- * Management of Key Program Areas. SETA staff would be responsible for monitoring and managing key program areas which have created problems in the past in terms of the Department of Labor's assessment of the PSE program for Sacramento County. Areas such as average wage and maximum wage provisions would be carefully monitored, overall funds expended and funds expended for administration and training

would be monitored to ensure that they were in compliance with the percentages established in the CETA Regulations. Enrollments and terminations, as well as entering employment rates would also be carefully monitored. The issue of services to significant segments or target groups would be a primary concern.

RESOLUTION NO. 80-717

Adopted by The Sacramento City Council on date of

October 28, 1980

APPROVAL AND SUBMISSION OF AN APPLICATION
FOR AN URBAN DEVELOPMENT ACTION GRANT
FOR THE CAPITOL AREA DEVELOPMENT AUTHORITY

BE IT RESOLVED BY THE CITY OF SACRAMENTO:

Section 1. The Application for an Urban Development Action Grant for \$4.38 million for the Capitol Area Development Authority (CADA) for construction of 92 new units and rehabilitation of 300 units for a mixed income population is approved and the City Manager is hereby authorized to submit the Application for funding to the Department of Housing and Urban Development.

Mayor

Attest:

City Clerk

APPROVED
BY THE CITY COUNCIL

OCT 28 1980

OFFICE OF THE
CITY CLERK