

2

**Sacramento Employment
and
Training Agency**
Representing
County of Sacramento City of Sacramento

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

January 11, 1980

City Council
Sacramento, California

Honorable Members in Session

SUBJECT: Approval of SETA Governing Board Actions

SUMMARY

The Sacramento Employment and Training Agency Governing Board has approved three separate actions that require the review and approval of your body before such actions are considered final and authorized.

BACKGROUND INFORMATION

The Joint Exercise of Powers Agreement calls for the review and approval of a number of specific actions that the Governing Board has taken. The three actions fall within the following review areas: (1) Appropriation Transfer - Compath; (2) Budget Modification; and (3) Grant Modification.

The Governing Board took the following actions: (1) Approved the Appropriation Transfer for the Compath System (Attachment A); (2) Approved the Budget Modification to fund two workshops by Urban Management and purchase nine (9) additional calculators for increased staffing in the Independent Monitoring Unit (Attachment B); and (3) Ratified the modification submitted annually to Department of Labor to incorporate the monetary allocation approved by Congress and signed by the President (Attachment C).

The full packet of information on these three items is available in the City Clerk's Office.

A SETA staff member will be available at the Council meeting to answer any questions you may have on any of these items.

APPROVED
BY THE CITY COUNCIL

JAN 22 1980

OFFICE OF THE
CITY CLERK

Financial Data

Item number one involves the transfer in appropriation from the contingency funds to the Fixed Asset Account of \$19,189 for procuring the COMPATH System.


Item number two involves the utilization of \$11,700 from available sub-grantee administration funds not yet sub-contracted and that \$2,200 be transferred from the SETA contingency account to the Fixed Asset account for the purchase of nine calculators. The \$11,700 will be utilized to fund two workshops by Urban Management.

Item number three, the Grant Modification, will increase the annual plan by \$3,402,210.

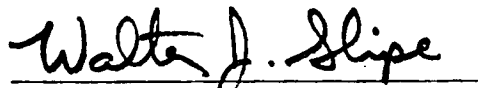
Recommendation

It is recommended that the City Council approve the three (3) actions of the SETA Governing Board that are included on the attached memorandum.

Respectfully submitted,


Gary E. Wilkening
Director

Recommendation Approval:


Walter J. Slipe, City Manager

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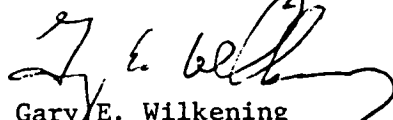
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Gary E. Wilkening
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Walter J. Slipe, City Manager

Sacramento Employment & Training Agency
2020 'J' Street Sacramento, CA 95814 (916) 447-6961

III D
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MEMORANDUM

TO: SETA Governing Board
FROM: Gary E. Wilkening, Director *Skw* DATE: January 2, -1980
RE: Appropriation Transfer for COMPATH Phone System

At your November 7, 1979 meeting you approved installation of a phone system for the newly leased space on 21st Street.

Recommend approval of a transfer in appropriation from the contingency funds to the Fixed Asset Account for the payment of \$19,189 for procurement of the selected COMPATH System.

REPLY _____ CIRCULATE _____
FOR INFO ONLY _____ FILE _____

Sacramento Employment & Training Agency
2020 'J' Street Sacramento, CA 95814 (916) 447-6961

IVC

MEMORANDUM

TO: SETA Governing Board
FROM: Gary E. Wilkening, Director *GW*
RE: Urban Management Job Development Workshop
Acquisition of Additional Calculators

DATE: January 2, 1980

Urban Management Job Development Workshop

It is recommended that approval be given to fund two workshops by Urban Management, per the attached letter, to be attended by sub-grantee personnel.

The cost of \$11,700 is to be paid from available sub-grantee administration funds not yet sub-contracted.

Acquisition of Additional Calculators

Due to increased staffing and formation of the Independent Monitoring Unit it has been determined that nine(9) additional calculators will be required during the 1979/80 fiscal year.

It is recommended that \$2200 be transferred from the SETA contingency account to the Fixed Asset account for the purchase of nine calculators.

REPLY _____ CIRCULATE _____
FOR INFO ONLY _____ FILE _____

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SETA
NOV 21 8 55 AM '79

10C

UMC

November 19, 1979

Ms. Joyce Austin
Sacramento Employment and
Training Agency
2020 "J" Street
Sacramento, CA 95814

Dear Ms. Austin:

Thank you for your interest in UMC's Job Development Workshops. This letter will identify the timing of the workshop, topics discussed, and price. A number of people on your staff have attended this workshop and have course materials that you can examine. Should you require additional information please feel free to contact either Gary Graham or me.

The Job Development Workshop is a four day course that can accomodate up to 25 participants. The course consists of the following topics:

- Basics of Marketing Communications
- The Psychology of Selling
- The Art of Listening
- Territory Management
- The Pre-Approach
- Effective Telephone Usage
- Time Management
- Unions and Employment
- Selling Techniques
- Questioning Techniques
- Tactics of Making the Call
- Handling Objectives
- Closing Techniques
- Employer Panel (How an Employer Views Hiring.)
- Realities of Job Development
- Personal Development

The cost is \$5,850 per course. We ask that SETA provide the training facilities. UMC will provide all course materials, consultants, and travel costs. There will be a total of six different consultants to conduct the various modules of the course. A lead consultant will be responsible for the entire course and will conduct two individual modules. Participants will receive course workbooks and graduation certificates.

Once again thank you for your interest. I look forward to meeting you.

Sincerely,

Barry S. Obrand
Barry S. Obrand

*4 day Course
2 x 5850*

BSO/ljt

cc: Mr. Chuck Blair, Pres.
Job Developers Council

Sacramento Employment & Training Agency
2020 'J' Street Sacramento, CA 95814 (916) 447-6961

IVJ

MEMORANDUM

TO: SETA Governing Board
FROM: Gary E. Wilkening, Director *EW*
RE:

DATE: January 3; 1980

Attached is the Agency's major modification for December 31, 1979.

This modification is submitted annually to DOL to incorporate the monetary allocation approved by Congress and signed by the president.

Recommendation:

That your Board ratify the submission of the attached modification to the Department of Labor.

REPLY _____ CIRCULATE _____
FOR INFO ONLY _____ FILE _____

1VJ
1VJ

**Sacramento Employment
and
Training Agency**
Representing
County of Sacramento City of Sacramento

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

December 28, 1979

Carolyn Golding
U.S. Department of Labor
Employment and Training Administration
450 Golden Gate Avenue, Box 36084
San Francisco, California 94102

Dear Ms. Golding:

The enclosed is the Sacramento Employment and Training Agency's modification to the FY 80 Master Plan and Annual Plan as per CETA Regional Bulletin #103-79. The modification consists of:

1. Approval Request Letter.
2. SF 424.
3. BIS for all program subparts; no PPS changes at this time.
4. Addendum to Master Plan and Annual Plan narratives.

There are no changes in the Summary of Sub Recipients and Contractors, or Occupational Summary, at this time. The proof of publication shall be enclosed under separate cover.

If there are any questions, please contact me at (916) 447-6961.

Sincerely,



Janet Keyes
Assistant Director

APPROVAL REQUEST

D.Y.:

U. S. Department of Labor
Employment and Training Administration
450 Golden Gate Avenue, Box 36084
San Francisco, California 94102

Attn: Arthur Douglas
Grant Officer

Dear:

Enclosed for your review and approval are three copies of the Comprehensive Employment and Training Plan (CETP) as follows:

- X Modification No. 001 to Master Plan No. 06-0060-XX
- X Modification No. 001 to Annual Plan No. 06-0060
- X Modification No. 001 to Title II-B,C Subpart, 0060-10
- X Modification No. 001 to Title II-D Subpart, 0060-21
- X Modification No. 001 to YCCIP Subpart, 0060-38
- X Modification No. 001 to YETP Subpart, 0060-48
- X Modification No. 001 to SYEP Subpart, 0060-32
- X Modification No. 001 to Title VI Subpart, 0060-60
- X Modification No. 001 to Title VII PSIP Subpart, 0060-27
- Modification No. _____ to HIRE Subpart, _____
- Modification No. _____ to STIP Subpart, _____
- X Modification No. 001 to Administrative Cost Pool Subpart.
- Modification No. _____ to _____ Subpart, _____
Title/Program
- Modification No. _____ to _____ Subpart, _____
Title/Program

Please notify me of your action on the enclosed as soon as possible.

Sincerely,

Janet Keyes

Janet Keyes
(Chief Elected Official or
Authorized Prime Sponsor Representative)

Enclosure(s)

FEDERAL ASSISTANCE		2. APPLICANT'S APPLICATION	3. STATE APPLICATION IDENTIFIER	4. NUMBER 06-9060	5. NUMBER 79082411
6. TYPE <input type="checkbox"/> PREAPPLICATION <input type="checkbox"/> APPLICATION <input checked="" type="checkbox"/> NOTIFICATION OF INTENT (OpI) <input type="checkbox"/> REPORT OF FEDERAL ACTION		7. DATE Year month day 19 79/12/28	8. DATE ASSIGNED Year month day 19 79-8-15		
9. LEGAL APPLICANT/RECIPIENT			10. FEDERAL EMPLOYER IDENTIFICATION NO.		
a. Applicant Name : Sacramento Employment & Training Agency b. Organization Unit : c. Street/P.O. Box : 2020 J Street d. City : Sacramento e. State : California f. County : Sacramento g. ZIP Code : 95814 h. Contact Person (Name & telephone No.) : Gary Wilkening (916) 447-6961			a. NUMBER : 1710282 b. TITLE : Comprehensive Employment and Training Programs		
11. TITLE AND DESCRIPTION OF APPLICANT'S PROJECT			12. TYPE OF APPLICANT/RECIPIENT		
Comprehensive Employment & Training Act Title II-ABC Title VII Title II-D Title III Title IV YCCIP Title IV YETP Title VI			A-State B-Community Action Agency C-Substate District D-County E-City F-School District G-Special Purpose District H-Higher Educational Institution I-Indian Tribe J-Other (Specify): Consortium Enter appropriate letter <input checked="" type="checkbox"/>		
13. AREA OF PROJECT IMPACT (Name of cities, counties, States, etc.)		14. ESTIMATED NUMBER OF PERSONS BENEFITING		15. TYPE OF ASSISTANCE	
City & County of Sacramento		7000		A-Basis Grant B-Insurance C-Supplemental Grant D-Other E-Less Enter appropriate letter(s) <input type="checkbox"/> A	
16. PROPOSED FUNDING		17. CONGRESSIONAL DISTRICTS OF:		18. TYPE OF APPLICATION	
a. FEDERAL \$.00 b. APPLICANT .00 c. STATE .00 d. OTHER .00 e. TOTAL \$.00		a. APPLICANT 1, 2, 3, 14 b. PROJECT 1, 3, 4, 14 c. PROJECT START DATE Year month day 19 d. PROJECT DURATION Months e. ESTIMATED DATE TO BE SUBMITTED TO FEDERAL AGENCY Year month day 19 79-12-31		A-New B-Renewal C-Revision D-Continuation E-Augmentation Enter appropriate letter <input type="checkbox"/> A	
19. TYPE OF CHANGE (For 16a or 16b)				20. EXISTING FEDERAL IDENTIFICATION NUMBER	
A-Increase Dollars B-Decrease Dollars C-Increase Duration D-Decrease Duration E-Consolidation F-Other (Specify): Enter appropriate letter(s) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> A				06-0060	
21. FEDERAL AGENCY TO RECEIVE REQUEST (Name, City, State, ZIP code)				22. REMARKS ADDED	
Employment & Training Admin., 450 Golden Gate Avenue, San Francisco 94102				<input type="checkbox"/> Yes <input type="checkbox"/> No	
23. THE APPLICANT CERTIFIES THAT:		24. STATEMENT OF TRUTH		25. SIGNATURE	
a. To the best of my knowledge and belief, data in this application/application are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is approved.		b. If required by OMB Circular A-89 this application was submitted, pursuant to instructions therein, to appropriate clearinghouses and all responses are attached:		a. DATE SIGNED Year month day 19 79-12-28 b. SIGNATURE: Janet Keyes, Asst. Director, SETA	
26. CERTIFYING REPRESENTATIVE		27. AGENCY NAME		28. APPLICATION RECEIVED	
a. TYPED NAME AND TITLE: Janet Keyes, Asst. Director, SETA		Employment & Training Admin., 450 Golden Gate Avenue, San Francisco 94102		Year month day 19 b. FEDERAL AGENCY IDENTIFICATION	
29. ORGANIZATIONAL UNIT		30. ADMINISTRATIVE OFFICE		31. FEDERAL GRANT IDENTIFICATION	
32. ADDRESS		33. ACTION TAKEN		34. ACTION DATE	
		a. AWARDED b. SELECTED c. RETURNED FOR AMENDMENT d. DEFERRED e. WITHDRAWN		Year month day 19 b. CONTACT FOR ADDITIONAL INFORMATION (Name and telephone number)	
a. FEDERAL \$.00 b. APPLICANT .00 c. STATE .00 d. LOCAL .00 e. OTHER .00 f. TOTAL \$.00		a. STARTING DATE Year month day 19 b. ENDING DATE Year month day 19		c. REMARKS ADDED <input type="checkbox"/> Yes <input type="checkbox"/> No	
35. FEDERAL AGENCY ACTION		36. FEDERAL AGENCY A-89 OFFICIAL (Name and telephone no.)			
a. In taking above action, any comments received from clearinghouses were considered. If agency response is due under provisions of Part I, OMB Circular A-89, it has been or is being made.					

U.S. DEPARTMENT OF LABOR • Employment and Training Administration																				A. GRANTEE'S NAME AND ADDRESS										B. GRANT NUMBER																																																													
BUDGET INFORMATION SUMMARY																				Sacramento Employment & Training Agency 2020 "J" Street Sacramento, CA 95814										06-0060-10-001																																																													
C. TYPE OF PROGRAM ("X" over)																																																																																											
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th rowspan="2">FOR REGIONAL OFFICE USE ONLY</th> <th colspan="10">CONTRACT KEY</th> <th rowspan="2">MOD. DATE</th> <th rowspan="2">MOD. TYPE</th> </tr> <tr> <th>G</th><th>TRANS.</th><th>OPER.</th><th>SEC.</th><th>PROG. CODE</th><th>RM.</th><th>SL.</th><th>F.Y.</th><th>PROJ. NO.</th><th>SUBJ. PROJ. NO.</th><th>CAMP. CODE</th><th>MOD. NO.</th><th>M</th><th>M</th><th>D</th><th>D</th><th>Y</th><th>Y</th> </tr> <tr> <td>Col</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td> </tr> </table>																				FOR REGIONAL OFFICE USE ONLY	CONTRACT KEY										MOD. DATE	MOD. TYPE	G	TRANS.	OPER.	SEC.	PROG. CODE	RM.	SL.	F.Y.	PROJ. NO.	SUBJ. PROJ. NO.	CAMP. CODE	MOD. NO.	M	M	D	D	Y	Y	Col	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	<input checked="" type="checkbox"/> II - B,C <input type="checkbox"/> VI <input type="checkbox"/> II - O <input type="checkbox"/> VII <input type="checkbox"/> III <input type="checkbox"/> Other <input type="checkbox"/> IV									
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	G	TRANS.	OPER.	SEC.	PROG. CODE	RM.	SL.	F.Y.	PROJ. NO.	SUBJ. PROJ. NO.			CAMP. CODE	MOD. NO.	M	M	D	D	Y	Y																																																																							
Col	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30																																																													

B. GRANT PROGRAM FUNCTION OR ACTIVITY		ESTIMATED FEDERAL UNEXPENDED FUNDS				NEW OR REVISED FEDERAL BUDGET						L. TOTAL	
		b. Total		c. YETP In-School		d. Total			e. YETP In-School				
						1	2	3	1	2	3		
1. Administration						G		7 76				35	
2. Allowances								35				44	
3. Wages								44				53	
4. Fringe Benefits								53				62	
5. Work Site Supervision								62				71	
6. Training								71				G 4 26	
7. Services						G		3 26				35	
B. Totals		1	2	3	26			35	44			53	62
		G											7,975,820

F. CUMULATIVE QUARTERLY PROJECTIONS OF OBLIGATIONS AND EXPENDITURES (For Quarter Ending)																																					
		1 2 3 21 22 23 24 25					1 2 3 21 22 23 24 25					1 2 3 21 22 23 24 25					1 2 3 21 22 23 24 25																				
		1 2 7 9					0 3 8 0					0 6 8 0					0 6 8 0																				
1. Prime Sponsor Obligations		G		6	26	4,760,275					G		6	26	5,715,649					G		6	26	7,975,820					G		6	26	7,975,820				
2. Total Projected Expenditures by Program						1,388,774									1,955,000									4,950,000									7,975,820				
a. Classroom Training, Prime Sponsor						192,206									630,000									1,525,000									2,445,000				
b. On-the-Job Training						442,186									750,000									2,000,000									3,233,820				
c. (1) PSE - Non-Proj. (Wages/Fringes)																																					
(2) PSE - Projects (Wages/Fringes)																																					
(3) PSE - Training/Svs. (for all) & (B))		G			0 26						G			0 26						G			0 26						G			0 26					
d. Work Experience						546,344									400,000									1,050,000									1,682,750				
e. Services to Participants						208,038									175,000									375,000									614,250				
f. Other Activities																																					
g. Career Employment Experience																																					
h. Transition Services																																					
i. Vocational Exploration Program		G			7 26						G			7 26						G			7 26						G			7 26					
j. Entitlement																																					
3. Projected Expenditures of Non-Fed. Funds																																					
a. Upgrading																																					
b. Retraining																																					

U.S. DEPARTMENT OF LABOR • Employment and Training Administration

BUDGET INFORMATION SUMMARY

FOR REGIONAL OFFICE USE ONLY	CONTRACT KEY																				MOD. DATE					MOD. TYPE				
	G	TRANS.	OPER.	SEC.	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W		X	Y	Z	
																														MM
01	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

A. GRANTEE'S NAME AND ADDRESS
 Sacramento Employment & Training Agency
 2020 "J" Street
 Sacramento, CA 95814

B. GRANT NUMBER
 06-0060-38-001

C. TYPE OF PROGRAM ("X" only)

II - B.C VI
 II - D VII
 III Other _____
XIV - YCCIP

E. BUDGET SUMMARY COST CATEGORIES

a. GRANT PROGRAM FUNCTION OR ACTIVITY	ESTIMATED FEDERAL UNEXPENDED FUNDS		NEW OR REVISED FEDERAL BUDGET						i. TOTAL	
	b. Total	c. YETP In-School	d. Total			e. YETP In-School				
			1	2	3	1	2	3		
1. Administration			G	2	26				35	
2. Allowances					35				44	
3. Wages					44	289,710			53	
4. Fringe Benefits					53	31,600			62	
5. Work Site Supervision					62				71	
6. Training					71	121,690	G	4	26	
7. Services			G	2	26	10,000			35	
8. Totals					26	453,000			53	62

F. CUMULATIVE QUARTERLY PROJECTIONS OF OBLIGATIONS AND EXPENDITURES (For Quarter Ending)

	21					22					23					24					25					
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	
1. Prime Sponsor Obligations	G	6	26			G	6	26			G	6	26			G	6	26			G	6	26			453,000
2. Total Projected Expenditures by Program			35	85,490				35	200,000				35	325,000				35	453,000						35	453,000
a. Classroom Training, Prime Sponsor			44					44					44					44							44	
b. On-the-Job Training			53					53					53					53							53	
c. (1) PSE - Non-Proj. (Wages/Fringes)			62					62					62					62							62	
(2) PSE - Projects (Wages/Fringes)			71					71					71					71							71	
(3) PSE - Training/Svs. (for all & (2))	G	6	26			G	6	26			G	6	26			G	6	26			G	6	26			453,000
d. Work Experience			35	85,490				35	200,000				35	325,000				35	453,000						35	453,000
e. Services to Participants			44					44					44					44							44	
f. Other Activities			53					53					53					53							53	
g. Career Employment Experience			62					62					62					62							62	
h. Transition Services			71					71					71					71							71	
i. Vocational Exploration Program	G	7	26			G	7	26			G	7	26			G	7	26			G	7	26			
j. Entitlement			35					35					35					35							35	
3. Projected Expenditures of Non-Fed. Funds			44					44					44					44							44	
4a. Upgrading			53					53					53					53							53	
b. Retraining			62					62					62					62							62	

U.S. DEPARTMENT OF LABOR • Employment and Training Administration																				A. GRANTEE'S NAME AND ADDRESS										B. GRANT NUMBER											
BUDGET INFORMATION SUMMARY																				Sacramento Employment & Training Agency 2020 "J" Street Sacramento, CA 95814										06-0060-48-001 C. TYPE OF PROGRAM ("X" only) <input type="checkbox"/> II - B,C <input type="checkbox"/> VI <input type="checkbox"/> II - D <input type="checkbox"/> VII <input type="checkbox"/> III <input type="checkbox"/> Other _____ XXX IV <u>YETP</u>											
FOR REGIONAL OFFICE USE ONLY	G	T	R	A	N	S	C	O	N	T	R	Y	M	O	D	D	Y	Y	Y											M	O	D	D	Y	Y	M	O	D	D	Y	Y
CONTRACT KEY	MOD. DATE	MOD. TYPE	F.Y.	PROG. NO.	SUBJ. P. NO.	CONTR. NO.	MOD. NO.	M	M	O	D	D	Y	Y	M	O	D	D	Y											Y	M	O	D	D	Y	Y	M	O	D	D	Y

8. GRANT PROGRAM FUNCTION OR ACTIVITY	ESTIMATED FEDERAL UNEXPENDED FUNDS						NEW OR REVISED FEDERAL BUDGET						I. TOTAL																										
	b. Total			c. YETP In-School			d. Total			e. YETP In-School																													
	1	2	3	1	2	3	1	2	3	1	2	3																											
1. Administration																																							
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F. CUMULATIVE QUARTERLY PROJECTIONS OF OBLIGATIONS AND EXPENDITURES (For Quarter Ending)	21												22												23												24												25											
	1			2			3			1			2			3			1			2			3			1			2			3			1			2			3																	
	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3																					
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c. (1) PSE - Non-Proj. (Wages/Fringes)																																																												
(2) PSE - Projects (Wages/Fringes)																																																												
(3) PSE - Training/Svs. (or all) & (1)																																																												
d. Work Experience																																																												
e. Services to Participants																																																												
f. Other Activities																																																												
g. Career Employment Experience																																																												
h. Transition Services																																																												
i. Vocational Exploration Program																																																												
j. Entitlement																																																												
3. Projected Expenditures of Non-Fed. Funds																																																												
a. Upgrading																																																												
b. Retraining																																																												

U.S. DEPARTMENT OF LABOR • Employment and Training Administration																				A. GRANTEE'S NAME AND ADDRESS										B. GRANT NUMBER									
BUDGET INFORMATION SUMMARY																				Sacramento Employment & Training Agency 2020 "J" Street Sacramento, CA 95814										06-0060-32									
CONTRACT KEY																														C. TYPE OF PROGRAM ("X" over)									
OR REGIONAL OFFICE USE ONLY	G	TRANS.	O	OPER.	O	SEC.	R.R. & C.C.	R.R.	S.I.	P.Y.	MOD. DATE										MOD. TYR	<input type="checkbox"/> II - B.C. <input type="checkbox"/> VI <input type="checkbox"/> II - D <input type="checkbox"/> VII <input type="checkbox"/> III <input type="checkbox"/> Other XXX IV - SYEP																	
											Proj. No.	Subl. Proj. No.	Mod. No.	M	M	D	D	Y	Y	Mod. No.			M	M	D	D	Y	Y											
01	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30									

E. BUDGET SUMMARY COST CATEGORIES

a. GRANT PROGRAM FUNCTION OR ACTIVITY	ESTIMATED FEDERAL UNEXPENDED FUNDS				NEW OR REVISED FEDERAL BUDGET								i. TOTAL								
	b. Total				c. YETP In-School				d. Total					e. YETP In-School							
	1	2	3	26	1	2	3	26	1	2	3	26		1	2	3	26				
1. Administration																					
2. Allowances																					
3. Wages																					
4. Fringe Benefits																					
5. Work Site Supervision																					
6. Training																					
7. Services																					
8. Totals				26				35				44				53				62	348,443

F. CUMULATIVE QUARTERLY PROJECTIONS OF OBLIGATIONS AND EXPENDITURES (For Quarter Ending)

	21				22				23				24				25				
	1	2	3	26	1	2	3	26	1	2	3	26	1	2	3	26	1	2	3	26	
1. Prime Sponsor Obligations																					
2. Total Projected Expenditures by Program																					
a. Classroom Training, Prime Sponsor																					
b. On-the-Job Training																					
c. (1) PSE - Non-Prof. (Wages/Fringes)																					
(2) PSE - Projects (Wages/Fringes)																					
(3) PSE - Training/Svs. (for c(1) & (2))																					
d. Work Experience																					
e. Services to Participants																					
f. Other Activities																					
g. Career Employment Experience																					
h. Transition Services																					
i. Vocational Exploration Program																					
j. Entitlement																					
3. Projected Expenditures of Non-Fed. Funds																					
a. Upgrading																					
b. Retraining																					

U.S. DEPARTMENT OF LABOR • Employment and Training Administration																				BUDGET INFORMATION SUMMARY										A. GRANTEE'S NAME AND ADDRESS										B. GRANT NUMBER				
																														Sacramento Employment & Training Agency 2020 "J" Street Sacramento, CA 95814										06-0060-27-001				
																																								C. TYPE OF PROGRAM ("X" only)				
CONTRACT KEY																														<input type="checkbox"/> II - B.C <input type="checkbox"/> VI <input type="checkbox"/> II - D <input checked="" type="checkbox"/> VII <input type="checkbox"/> III <input type="checkbox"/> Other <input type="checkbox"/> IV														
OR REGIONAL OFFICE USE ONLY	C. TRANS.	OPER.	SEQ.	Prog. Code	Rpt.	Sl.	F.Y.	Proj. No.	Subj. Proj. No.	Cont. Code	Mod. No.	MOD. DATE					Mod. Type																											
												M	M	D	D	Y		Y																										
Ch.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30														

E. BUDGET SUMMARY COST CATEGORIES

a. GRANT PROGRAM FUNCTION OR ACTIVITY	ESTIMATED FEDERAL UNEXPENDED FUNDS		NEW OR REVISED FEDERAL BUDGET						I. TOTAL		
	b. Total	c. YETP In-School	d. Total			e. YETP In-School					
			1	2	3	1	2	3			
1. Administration			G		2	76				35	
2. Allowances										35	210,000
3. Wages										44	
4. Fringe Benefits										53	4,260
5. Work Site Supervision										62	
6. Training										71	450,000
7. Services			G		3	26				35	489,000
8. Totals						26				35	
			G			1				44	
										53	1,153,260
										62	1,153,260

F. CUMULATIVE QUARTERLY PROJECTIONS OF OBLIGATIONS AND EXPENDITURES (For Quarter Ending)

	21					22					23					24					25					
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	
1. Prime Sponsor Obligations	G		6	26		G		6	26		G		6	26		G		6	26		G		6	26		1,153,260
2. Total Projected Expenditures by Program				35					35					35					35					35		400,000
a. Classroom Training, Prime Sponsor				44					44					44					44					44		137,500
b. On-the-Job Training				53					53					53					53					53		142,500
c. (1) PSE - Non-Proj. (Wages/Fringes)				62					62					62					62					62		
(2) PSE - Projects (Wages/Fringes)				71					71					71					71					71		
(3) PSE - Training/Svs. for (1) & (2)	G			0	26	G			0	26	G			0	26	G			0	26	G			0	26	
d. Work Experience				35					35					35					35					35		
e. Services to Participants				44					44					44					44					44		
f. Other Activities*				53					53					53					53					53		39,893
g. Career Employment Experience				62					62					62					62					62		
h. Transition Services				71					71					71					71					71		
i. Vocational Exploration Program	G			0	7	26	G			0	7	26	G			0	7	26	G			0	7	26		
j. Entitlement				35					35					35					35					35		
3. Projected Expenditures of Non-Fed. Funds				44					44					44					44					44		
a. Upgrading				53					53					53					53					53		
b. Retraining				62					62					62					62					62		

*Employment Generating Activities

U.S. DEPARTMENT OF LABOR - Employment and Training Administration

BUDGET INFORMATION SUMMARY

OFFICE USE ONLY	CONTRACT KEY																				MOD. DATE					IND. TYPE	A. GRANTEE'S NAME AND ADDRESS Sacramento Employment & Training Agency 2020 "J" Street Sacramento, CA 95814	D. GRANT NUMBER 06-0060-21-001	C. TYPE OF PROGRAM ("A" and) <input type="checkbox"/> II - B.C. <input type="checkbox"/> VI <input checked="" type="checkbox"/> II - O <input type="checkbox"/> VII <input type="checkbox"/> III <input type="checkbox"/> Other <input type="checkbox"/> IV
	C	O	S	R	R	S	P	P	C	M	N	O	D	D	Y	Y	M	M	D	D	Y	Y							
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25				

E. BUDGET SUMMARY COST CATEGORIES

b. GRANT PROGRAM FUNCTION OR ACTIVITY	ESTIMATED FEDERAL UNEXPENDED FUNDS					NEW OR REVISED FEDERAL BUDGET					I. TOTAL
	b. Total					d. Total					
	c. YETP In-School					e. YETP In-School					
	1	2	3	26		1	2	3	26		
1. Administration											
2. Allowances											
3. Wages											
4. Fringe Benefits											
5. Work Site Supervision											
6. Training											
7. Services											
8. Totals											

F. CUMULATIVE QUARTERLY PROJECTIONS OF OBLIGATIONS AND EXPENDITURES (For Quarter Ending)

	21					22					23					24					25				
	1 2 3 26					1 2 3 26					1 2 3 26					1 2 3 26					1 2 3 26				
	0 6 26					0 6 26					0 6 26					0 6 26					0 6 26				
1. Prime Sponsor Obligations	8,539,945					7,455,634					7,455,634					7,455,634					7,455,634				
2. Total Projected Expenditures by Program	1,705,653					3,355,000					5,405,000					7,455,634					7,455,634				
a. Classroom Training, Prime Sponsor																									
b. On-the-Job Training																									
c. (1) PSE - Non-Proj. (Wages/Fringes)	1,577,729					3,105,000					5,030,000					6,955,634					6,955,634				
(2) PSE - Projects (Wages/Fringes)																									
(3) PSE - Training/Svs. (for (1) & (2))	127,924					250,000					375,000					500,000*					500,000*				
d. Work Experience																									
e. Services to Participants																									
f. Other Activities																									
g. Career Employment Experience																									
h. Transition Services																									
i. Vocational Exploration Program																									
j. Entitlement																									
3. Projected Expenditures of Non-Fed. Funds																									
4a. Upgrading																									
b. Retraining																									

*Wages and Benefits to be applied to training \$625,000

U.S. DEPARTMENT OF LABOR • Employment and Training Administration BUDGET INFORMATION SUMMARY												A. GRANTEE'S NAME AND ADDRESS Sacramento Employment & Training Agency 2020 "J" Street Sacramento, CA 95814												B. GRANT NUMBER 06-0060-60-001		
CONTRACT KEY												C. TYPE OF PROGRAM ("X" only)														
FEDERAL OFFICE USE ONLY OK 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	C. TRANS. OPER. SEC.			F. M. S. L. P. Y.			Prof. No. Subj. Prof. No.			Mod. No.			MOD. DATE M M D D Y Y			MOD. TYPE 1 2 3			<input type="checkbox"/> II - D.C. <input checked="" type="checkbox"/> VI <input type="checkbox"/> II - D <input type="checkbox"/> VII <input type="checkbox"/> III <input type="checkbox"/> DIRM <input type="checkbox"/> IV							

8. GRANT PROGRAM FUNCTION OR ACTIVITY	ESTIMATED FEDERAL UNEXPENDED FUNDS			NEW OR REVISED FEDERAL BUDGET						9. TOTAL	
	b. Total			d. Total			e. YETP In-School				
	c. YETP In-School			1	2	3	1	2	3		
1. Administration				G	7	26				35	
2. Allowances										44	
3. Wages										53	
4. Fringe Benefits										62	
5. Work Site Supervision										71	
6. Training										71	
7. Services				G	7	26				35	
8. Totals											
	1	2	3	26			44			53	82
	0		1								10,269,949

1. Prime Sponsor Obligations	21					22					23					24					25											
	1 2 3 4 5					1 2 3 4 5					1 2 3 4 5					1 2 3 4 5					1 2 3 4 5											
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5							
1. Prime Sponsor Obligations	0	G	26	8,553,345					G	G	26	10,269,949					G	G	26	10,269,949					G	G	26	10,269,949				
2. Total Projected Expenditures by Program				1,706,546								4,920,000								7,375,000								10,269,949				
a. Classroom Training, Prime Sponsor																																
b. On-the-Job Training																																
c. (1) PSE - Non-Prof. (Wages/Fringes)				831,941								2,400,000								3,600,000								5,002,474				
(2) PSE - Projects (Wages/Fringes)				831,941								2,400,000								3,600,000								5,002,475				
(3) PSE - Training/Svs. (for (1) & (2))	0		0	42,664					0	G	26	120,000					0	G	26	175,000					G	0	26	265,000				
d. Work Experience																																
e. Services to Participants																																
f. Other Activities																																
g. Career Employment Experience																																
h. Transition Services																																
i. Vocational Exploration Program	0		7						0		7						G		7						G		7					
j. Entitlement																																
3. Projected Expenditures of Non-Fed. Funds																																
4a. Upgrading																																
b. Retraining																																

*Wages and Benefits to be applied to training \$300,000

U.S. DEPARTMENT OF LABOR • Employment and Training Administration												A. GRANTEE'S NAME AND ADDRESS										B. GRANT NUMBER							
BUDGET INFORMATION SUMMARY												Sacramento Employment & Training Agency 2020 "J" Street Sacramento, CA 95814										06-0060-ADMIN-001							
CONTRACT KEY																						MOD. DATE				C. TYPE OF PROGRAM ("X" over)			
FOR REGIONAL OFFICE USE ONLY	C	TRANS.	OPER.	SEQ.	COC.	COC.	R.P.	SI.	F.Y.	P.R. No.	Sub. Proj. No.	Cont. Code	Mod. No.	M	M	D	D	Y	Y	Mod. Type	<input type="checkbox"/> II - O.C. <input type="checkbox"/> VI <input type="checkbox"/> II - O <input type="checkbox"/> VII <input type="checkbox"/> III XRX Other ADMIN <input type="checkbox"/> IV COST POOL								
														1	2	3	4	5	6						7	8	9	10	11

E. BUDGET SUMMARY COST CATEGORIES

a. GRANT PROGRAM FUNCTION OR ACTIVITY	ESTIMATED FEDERAL UNEXPENDED FUNDS										NEW OR REVISED FEDERAL BUDGET										L TOTAL										
	b. Total					c. YETP In-School					d. Total					e. YETP In-School															
	1	2	3	26		1	2	3	26		1	2	3	26		1	2	3	26												
1. Administration	G																														
2. Allowances																															
3. Wages																															
4. Fringe Benefits																															
5. Work Site Supervision																															
6. Training																															
7. Services	G																														
8. Totals	G																														

F. CUMULATIVE QUARTERLY PROJECTIONS OF OBLIGATIONS AND EXPENDITURES (For Quarter Ending)

	Q1			Q2			Q3			Q4			Q1			Q2			Q3			Q4					
	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3			
	0	6	26				G	6	26				G	6	26				G	6	26				G	6	26
1. Prime Sponsor Obligations	0	6	26				G	6	26				G	6	26				G	6	26				G	6	26
2. Total Projected Expenditures by Program																											
a. Classroom Training, Prime Sponsor																											
b. On-the-Job Training																											
c. (1) PSE - Non-Proj. (Wages/Fringes)																											
(2) PSE - Projects (Wages/Fringes)																											
(3) PSE - Training/Svs. (or all 1 & 2))	G	6	26				G	6	26				G	6	26				G	6	26				G	6	26
d. Work Experience																											
e. Services to Participants																											
f. Other Activities																											
g. Career Employment Experience																											
h. Transition Services																											
i. Vocational Exploration Program	G	7	26				G	7	26				G	7	26				G	7	26				G	7	26
j. Entitlement																											
3. Projected Expenditures of Non-Fed. Funds																											
4a. Upgrading																											
b. Retraining																											

**BUDGET INFORMATION SUMMARY BACKUP
FOR THE ADMINISTRATIVE COST POOL**

06-0060-ADMIN

NAME AND ADDRESS OF GRANTEE (No., Street, City, State, ZIP Code)

Sacramento Employment & Training Agency
2020 "J" Street
Sacramento, CA 95814

TITLE OR ANNUAL PLAN SUBPART (A)	ADMINISTRATIVE CONTRIBUTION (B)	NEW OBLIGATIONAL AUTHORITY (C)
II. B, C	1,315,057	7,167,539
II. D	735,072	7,350,725
II. Special Grant to Governors		
Vocational Education		
III. Section 302		
IV. YETP	445,442	2,431,442
IV. YCCP	53,969	450,890
IV. SYEP		
IV. Governors' Youth Program		
VI.	977,377	9,773,770
VII.	242,319	1,211,596
Others (Specify):		
Carry In.	1,016,242	
TOTAL ADMINISTRATIVE CONTRIBUTION	4,785,478	

The administrative cost percentages are listed below:

TITLE	MAXIMUM ALLOWABLE PERCENTAGE	FEDERAL REGISTER REFERENCE
All titles except those noted below	20	676.602
II - Special Grant to Governors Vocational Education	Not limited to 20 20	677.40 677.39
II - D	10	677.36
VI - FSI	15	678.8
IV - YCCP	8 for Prime Sponsor 9.5 for Projects	680.113

This IMU description is an addendum to Section 7,b,IV(Management and Administration, administrative controls) of the Master Plan narrative.

In accordance with the CFR, date April 3, 1979, Section 676.75-2 (Prime Sponsor Monitoring Procedures), The Sacramento Employment and Training Agency has recently established an Independent Monitoring Unit.

The IMU currently has two staff on board, an IMU Chief (ETA IV) and an ETA II. This Prime is currently seeking an Accountant II to be assigned to this unit.

The Chief of this unit was selected by an interviewing panel consisting of the Executive Director, Governing Board members, and representatives of the Manpower Planning Council. The IMU will report all compliance reviews directly to the Governing Board of this Prime.

The IMU Operations Manual should be completed by March 30, 1980. Compliance monitoring by the IMU will start April, 1980. It is anticipated that the first review will be eligibility certification and verification. This will be followed by reviewing at least two components of the Prime Sponsor.

Addendum to the General Annual Plan Narrative

Outstationing & Political Activities of P.S.E. Participants

The Prime Sponsor will be in compliance with CETA regulations [Sections 676.11(c)(vi) and 676.25-3] concerning outstationing of Public Service Employees. Written assurances and supportive materials have been obtained from the governmental entities in the Prime's consortium that guarantee that Public Service Employees are not assigned to the offices of elected executive officials other than the chief elected official. These assurances also specify that Public Service Employees shall not be involved in political activities as part of their PSE employment. [Sections 676.11(c)(vii) and Section 676.69(a)(5)] Additionally, the Prime has on file clarification that placement of one PSE Participant in the Mayor's office is not in violation of these regulations. The same interpretation has been obtained and applies to a Sacramento County PSE position assigned to the Clerk of the Board of Supervisors.

U.S. DEPARTMENT OF LABOR Employment and Training Administration <h3 style="text-align: center;">CETA MONTHLY SCHEDULE</h3>	A. GRANT NUMBER 06-0060-21-001 B. TYPE OF PROGRAM ("X" one) <input checked="" type="checkbox"/> II - D <input type="checkbox"/> VI <input type="checkbox"/> Special Grant to Governor																																								
C. GRANTEE'S NAME AND ADDRESS Sacramento Employment & Training Agency 2020 "J" Street Sacramento, CA 95814	FOR REGIONAL OFFICE USE ONLY CONTRACT KEY <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr> <th>Prog. Code</th> <th>Prog.</th> <th>Sl.</th> <th>F.Y.</th> <th>Proj. No.</th> <th>Sub. Proj. No.</th> <th>Comp. Code</th> <th>Mod. Ind.</th> </tr> <tr> <td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td> </tr> <tr> <td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td> </tr> <tr> <td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td> </tr> <tr> <td>28</td><td>29</td><td>30</td><td>31</td><td>32</td><td>33</td><td>34</td><td>35</td> </tr> </table>	Prog. Code	Prog.	Sl.	F.Y.	Proj. No.	Sub. Proj. No.	Comp. Code	Mod. Ind.	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35
Prog. Code	Prog.	Sl.	F.Y.	Proj. No.	Sub. Proj. No.	Comp. Code	Mod. Ind.																																		
4	5	6	7	8	9	10	11																																		
12	13	14	15	16	17	18	19																																		
20	21	22	23	24	25	26	27																																		
28	29	30	31	32	33	34	35																																		

TRANS.	OPER.	REQ.
1	2	3
E	1	

I. MONTH	END OF MONTH		III. PROJECTED CUMULATIVE EXPENDITURES BY MONTH
	II. PLANNED CURRENT ENROLLMENT		
	A. PSE	B. NON-PSE	
22 M 1 M 0 Y 7 Y 9	28 570	31 570	562,865
1 7 7 9	650		1,130,848
1 2 7 9	700		1,705,653
0 1 8 0	700		2,150,000
0 2 8 0	700		2,800,000
0 3 8 0	700		3,355,000
0 4 8 0	700		4,130,000
0 5 8 0	700		4,795,250
0 6 8 0	700		5,405,000
0 7 8 0	700		6,125,400
0 8 8 0	700		6,790,500
0 9 8 0	700		7,455,634

<p>U.S. DEPARTMENT OF LABOR Employment and Training Administration</p> <p style="text-align: center;">CETA MONTHLY SCHEDULE</p>	<p>A. GRANT NUMBER 06-0060-60-001</p> <p>B. TYPE OF PROGRAM ("X" one) <input type="checkbox"/> II - D <input checked="" type="checkbox"/> VI <input type="checkbox"/> Special Grant to Governors</p>																																													
<p>C. GRANTEE'S NAME AND ADDRESS</p> <p>Sacramento Employment & Training Agency 2020 "J" Street Sacramento, CA 95814</p>	<p>FOR REGIONAL OFFICE USE ONLY</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="12">CONTRACT KEY</th> </tr> <tr> <th>Prog. Comp.</th> <th>R.N.</th> <th>Sl.</th> <th>F.Y.</th> <th>Proj. No.</th> <th>Sub. Proj. No.</th> <th>Comp. Code</th> <th>Mon. Ind.</th> <th colspan="4"></th> <th></th> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> </tr> </table>	CONTRACT KEY												Prog. Comp.	R.N.	Sl.	F.Y.	Proj. No.	Sub. Proj. No.	Comp. Code	Mon. Ind.						4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
CONTRACT KEY																																														
Prog. Comp.	R.N.	Sl.	F.Y.	Proj. No.	Sub. Proj. No.	Comp. Code	Mon. Ind.																																							
4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23																											

TRANS.	OLDF.	REQ.
1	2	3
E	1	

I. MONTH	END OF MONTH		III. PROJECTED CUMULATIVE EXPENDITURES BY MONTH
	II PLANNED CURRENT ENROLLMENT		
	A. PSE	B. NON-PSE	
22 M M Y Y 1 0 7 9	28 400	31 400	36 563,160
1 1 7 9	400	400	1,131,952
1 2 7 9	400	400	1,706,546
0 1 8 10	400	400	2,650,000
0 2 8 10	400	400	3,600,000
0 3 8 10	400	400	4,920,000
0 4 8 10	400	400	5,500,000
0 5 8 10	400	400	6,450,000
0 6 8 10	400	400	7,375,000
0 7 8 10	400	400	8,360,000
0 8 8 10	400	400	9,300,000
0 9 8 10	400	400	10,269,949



CITY OF SACRAMENTO

OFFICE OF THE CITY CLERK

915 I STREET
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LORRAINE MAGANA
CITY CLERK

January 23, 1980

Gary E. Wilkening, Director
Sacramento Employment and Training Agency
2020 "J" Street
Sacramento, CA 95814

Dear Mr. Wilkening:

On January 22, 1980, the City Council reviewed and approved the three (3) SETA Governing Board actions regarding: 1) Appropriation transfer - Compath; 2) Budget Modification; and 3) Grant Modification.

Sincerely,


Lorraine Magana
City Clerk

LM:HO'

cc: City Manager

Item No. 2