

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



August 24, 2005

REFUGEE COORDINATOR LETTER NUMBER 05-11

TO: COUNTY REFUGEE COORDINATORS

SUBJECT: FEDERAL FISCAL YEAR (FFY) 2003 GRANTS CLOSEOUT REMINDER

This letter is a reminder of the upcoming September 30, 2005 deadline for expending funds and submitting reports for the following grants. These funding sources may be used to provide services through September 30, 2005:

- FFY 2003 Refugee Employment and Social Services (RESS) formula, including fund augmentations that were awarded in September 2004 and February 2005
- FFY 2003 Targeted Assistance (TA) formula, including the November 2004 augmentations
- FFY 2003 Discretionary Grant for Services to Elderly Refugees for those counties that were granted a no-cost time only extension

All final claims (see Form RS52-Claim for Reimbursement, enclosed) and final reports for the above grants must be submitted to the Refugee Programs Bureau (RPB) by close of business **November 15, 2005** at the following address:

Refugee Programs Bureau
California Department of Social Services
744 P Street, MS 6-646
Sacramento, California 95814

Invoicing Requirements

The requirement for submitting final claims is in accordance with the Standard Terms and Conditions for federal funding which specify that the final Financial Status Reports on these grants be submitted to the federal Office of Refugee Resettlement by December 31, 2005. Any funds not claimed by that date must be returned to ORR. Therefore, it is imperative that the RPB receive all final county expenditure claims for the above listed grants by November 15th to allow sufficient time to process the claims and prepare the final reports. Claims that are received after that date will be returned to the counties and will not be eligible for reimbursement.

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Reporting Requirements

The FFY 2003 RESS and TA grants require Quarterly Performance Reports over the grant period with a final report due November 15, 2005. The FFY 2003 Elder Discretionary Grant requires progress reports semi-annually as specified in the enclosed Refugee Coordinator Letter Number 03-19, dated August 19, 2003.

Please share this information with county fiscal and program staff responsible for preparation and submittal of claims for reimbursement and progress/performance reports. Should you have any questions, please contact Camille Ancona, Analyst, Policy Unit, at (916) 653-7785, or Stephen Saucedo, Analyst, County Operations and Performance Unit, at (916) 654-7327, or Daniel Crawford, Analyst, County Operations and Performance Unit, at (916) 654-1376.

Sincerely,

A handwritten signature in black ink that reads "Thuan Nguyen". The signature is written in a cursive, flowing style.

THUAN NGUYEN, Chief
Refugee Programs Bureau

Enclosures

c: Wendy Russell, County Welfare Director's Association (CWDA)
Julie Hornback, State Advisory Council CWDA Representative

CLAIM FOR REIMBURSEMENT

SUBMIT AN ORIGINAL AND THREE COPIES TO:

California Department of Social Services
 Refugee Programs Bureau
 744 P Street, MS 6-646
 Sacramento, CA 95814

NAME AND ADDRESS OF CLAIMANT

CONTRACT/ALLOCATION NUMBER	PROGRAM NAME (Check One) <input type="checkbox"/> REFUGEE EMPLOYMENT SOCIAL SERVICES (RESS) <input type="checkbox"/> TARGETED ASSISTANCE (TA) <input type="checkbox"/> TA DISCRETIONARY	FEDERAL FISCAL YEAR FUNDS
COUNTY SERVICES PLAN PERIOD	GRANT AWARD PERIOD	SERVICES BILLING PERIOD

CLASSIFICATION OF EXPENDITURES	(A) NET AMOUNT THIS CLAIM	(B) COST PREVIOUSLY CLAIMED	(C) TOTAL COSTS TO DATE
County Administration			
Employment Services (ES)			
English Language Training (ELT)			
On-the-Job Training (OJT)			
Skills Training			
Case Management			
Other			
TOTAL ALL CLASSES			

I HEREBY CERTIFY, under penalty of perjury, that I am the official responsible for the administration of the project; that I have not violated any of the provisions of Sections 1090 to 1096, inclusive, of the Government Code; that the amounts claimed herein are properly chargeable as expenditures for administration of the project as specified in accordance with all provisions of the Welfare and Institutions Code and the rules and regulations of the State Benefits and Services Advisory Board.

I HEREBY CERTIFY, under penalty of perjury, that I am the official responsible for the examination and settlement of accounts; that I have not violated any of the provisions of Sections 1090 to 1096, inclusive, of the Government Code; that the expenditures claimed herein have been authorized; and that payments therefor have been made or expenditures otherwise incurred according to law.

SIGNATURE OF WELFARE DIRECTOR OR PROJECT ADMINISTRATOR	DATE
SIGNATURE OF AUDITOR OR CONTROLLER	DATE

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



August 19, 2003

REFUGEE COORDINATOR LETTER NO. 03-19

To: County Refugee Coordinators

The Refugee Programs Branch (RPB) was recently informed that the federal Office of Refugee Resettlement (ORR) had approved California's application for Federal Fiscal Year (FFY) 2003 continuation funding under the Discretionary Grant for Services to Elderly Refugees. The ORR has awarded the State \$1 million in continuation funding under this grant.

County allocations were determined according to a formula based on the number of refugees aged 60 and over in each eligible county as a percentage of the total number of older refugees in all eligible counties. Data used in the formula was obtained from the ORR data system and the RPB arrivals database and includes refugee arrivals into California during the period from 1983 to May 2003. Please note that this data has not been adjusted for secondary migration, mortality or any other factors. All refugee-impacted counties which received initial funding in FFY 2001, in addition to one organization providing services in a county not designated as refugee-impacted (San Bernardino), were considered eligible. County allocation amounts are shown in Column 6 on the enclosed spreadsheet.

As in previous years, counties will be required to include, as an appendix to their County Refugee Services Plans, a brief (one- to two-page) description of the services to be provided with Elder Refugee Discretionary continuation funds. The project description should include measurable goals and outcomes (e.g., type of service(s) to be provided, number of elderly refugees to whom services will be provided, etc.). Counties are reminded that extensive coordination of activities among refugee service providers, mainstream providers of services to the elderly, and local Area Agencies on Aging is required as a condition of receipt of this grant. This information should be submitted to your assigned Operations Analyst by September 15, 2003.

In accordance with the Standard Terms and Conditions for this grant, Project Progress Reports are required on a semi-annual (every six months) basis throughout the entire length of the project. Reports should be submitted to the RPB according to the following schedule.

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Reporting Period
September 30th – March 31st
April 1st – September 29th

Report Due
April 20th
October 20th

In addition, a Final Project Progress Report, encompassing the entire multi-year project, will be due to the RPB 45 days following the end of the project period (November 15, 2004). All reports must be submitted in the format available on the Report Center page of the RPB web portal at <http://www.dss.cahwnet.gov/refugeeprogram>. It is imperative that all reports are complete and submitted in a timely manner to ensure future funding.

Should you have questions regarding the allocations, please contact Betts Smith, Manager of the Operations and Performance Bureau, at (916) 654-0495 or Daniel Crawford, at (916) 654-5964.

Sincerely,



THUAN NGUYEN, Chief
Refugee Programs Branch

Enclosure

**FINAL COUNTY ALLOCATIONS UNDER THE FFY 2003
DISCRETIONARY GRANT FOR SERVICES TO ELDERLY REFUGEES**

\$ 1,000,000

(1) County	(2) (3) (4) Refugee Arrivals Age 60+			(5) Refugee Arrivals Age 60+ Into Each Eligible County as a Percentage of Refugee Arrivals Age 60+ In All Eligible Counties	(6) Final FFY 2003 County Allocation	(7) County Administration Funds Cap (@ 5% Max.)	(8) Services (Col. 6 - Col. 7)
	FFYs 1983 - 1997¹	FFYs 1998 - present²	Total				
Alameda	1,902	160	2,062	4.57%	\$ 45,700	\$ 2,285	\$ 43,415
Contra Costa	642	56	698	1.55%	\$ 15,500	\$ 775	\$ 14,725
Fresno	1,127	43	1,170	2.59%	\$ 25,900	\$ 1,295	\$ 24,605
Los Angeles	16,182	1,401	17,583	38.95%	\$ 389,500	\$ 19,474	\$ 370,026
Merced	388	-	388	0.86%	\$ 8,600	\$ 430	\$ 8,170
Orange	4,727	199	4,926	10.91%	\$ 109,100	\$ 5,455	\$ 103,645
Sacramento	2,430	1,277	3,707	8.21%	\$ 82,100	\$ 4,105	\$ 77,995
San Bernardino ³	382	22	404	0.89%	\$ 8,900	\$ -	\$ 8,900
San Diego	2,674	376	3,050	6.76%	\$ 67,600	\$ 3,380	\$ 64,220
San Francisco	5,103	349	5,452	12.08%	\$ 120,800	\$ 6,040	\$ 114,760
San Joaquin	659	8	667	1.48%	\$ 14,800	\$ 740	\$ 14,060
Santa Clara	4,213	465	4,678	10.36%	\$ 103,600	\$ 5,180	\$ 98,420
Yolo	211	147	358	0.79%	\$ 7,900	\$ 395	\$ 7,505
Total	40,640	4,503	45,143	100.000%	\$ 1,000,000	\$ 49,554	\$ 950,446

Notes:

¹ Includes Refugee, Amerasian, Asylee (from Northern Iraq) and Entrant arrivals. Age based on 9/98. Data has not been adjusted for secondary migration or mortality. Source: ORR Data System - Run Date 5/21/99.

² Refugee Arrivals October 1, 1998 through June 30, 2003, the most recent month for which data is currently available. Age based on 8/03. Data has not been adjusted for secondary migration or mortality. Source: RPB Arrivals Database

³ San Bernardino County is not designated as refugee-impacted; therefore, funds will not flow through the county. They will be disbursed through a direct contract with the provider: Aslan American Resource Center. No funds for state administration costs have been taken on this grant.

Catalog of Federal Domestic Assistance (CFDA) No.: 93.576