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August 18, 2020

Ms. Karen Malkiewicz, Principal
Elk Grove Unified School District
8401 – B Gerber Road
Sacramento, CA 95828-3711

CFDA# 93.566

Dear Ms. Malkiewicz:

Congratulations! Pursuant to action by the SETA Governing Board on August 6, 2020, Elk Grove Unified School District has been awarded \$73,370 in Refugee Support Services (RSS) funds for an English Language Learner (ELL) Workforce Navigator to serve 23 participants. The term of Agreement number 022430RS-20 will be from October 1, 2020 through September 30, 2021.

Please be advised that this award is contingent upon final notice of funding from the California Department of Social Services — Refugee Programs Bureau (CDSS-RPB), which SETA has not yet received.

In order to proceed with the contract process, the following documents, provided to you electronically, must be completed and submitted to SETA:

- ☐ **Certifications and Disclosures updated annually**
(Attachments #1-4, #7)
- ☐ **Board Resolution**
- ☐ **Budget and Cost Allocation Plan**
(Please include 5% in supportive services)
- ☐ **Program Planning Summary (PPS)**
- ☐ **Program Self-Evaluation and Monitoring Form**

Time is of the essence, therefore, please submit the completed documents to me at Lorena.Correa@seta.net no later than **September 15, 2020.**

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Please be advised that the following funding stipulations will be included as Special Conditions within the agreement:

1. VESL/ES, ES Stand-Alone, VESL/OJT, and ELL Workforce Navigator service providers must ensure open-entry and prompt placement into VESL classes for all clients that are assessed to be in need of English language training.
2. Providers with case management and job development staff budgeted for less than 12 months, or budgeted for part-time employment, must ensure program services are available Monday through Friday, at least eight (8) hours a day from October 1, 2020 through September 30, 2021.

If you have questions or need assistance in completing these forms, please contact me at (916) 263-3838.

If you have questions or need assistance in completing these forms, please contact me at (916) 274-6390.

Sincerely,

Lorena Correa

Lorena Correa
Workforce Development Analyst III

cc: Jennifer Barrett

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