

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, CA 95814



August 8, 2000

**REFUGEE COORDINATOR LETTER NO. 00-22**

To: County Coordinators  
State Advisory Council Members

SUBJECT: CAPACITY BUILDING TRAINING FOR MUTUAL ASSISTANCE ASSOCIATIONS AND COMMUNITY-BASED ORGANIZATIONS

The purpose of this letter is to inform you that we have executed a contract agreement with RefugeeWorks/Lutheran Immigration and Refugee Service Agency for capacity building training for specific smaller and/or newly-formed Mutual Assistance Associations (MAAs) and Community-Based Organizations (CBOs). The term of the contract is for the period July 1, 2000 through September 30, 2001. Ms. Jane Bloom, RefugeeWorks' Executive Director, will be the Project Director and chief contact for this project. In the near future Ms. Bloom and her California-based staff will begin a needs assessment with the individual MAAs and CBOs. Based on the agency needs, Ms. Bloom, her staff and a team of peer experts will craft a broad array of tailored services such as financial management, diversification, performance measurement, resource development, board-staff relations, etc. to meet the presenting needs. Once the technical assistance is completed, the project team will provide follow-up support at a later date.

Ms. Bloom will be attending the upcoming 11<sup>th</sup> Annual Refugee Information Exchange Conference being held August 28-30, 2000 at the San Francisco Airport Marriott Hotel where she is scheduled to conduct two workshops. We have invited her to attend the Refugee Coordinators Meeting on Monday, August 28 at 10:00 a.m., and the State Refugee Forum Meeting on Tuesday, August 29, at 10:30 a.m. She is looking forward to meeting the Refugee Coordinators and hopes to get an opportunity to meet some of the MAA and CBO staff who are also attending the conference.

Ms. Bloom has an excellent reputation in providing training and technical assistance for programs serving refugees. I am excited about this project and very anxious to get started. If you have any questions, please contact me at (916) 654-6379, or Ms. Betts Smith of my staff at (916) 654-0495.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert A. Barton". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Robert A. Barton, Chief  
Refugee Programs Branch

c: Project MAAs and CBOs