

ANSWER KEY:

HANDOUT #5:

Answer #1: If the campsite residents don't move, they may have serious problems with the law.

Answer # 2: If the homeless residents at the Santa Ana Civic Center and along the Santa Ana River Bend don't receive assistance soon, it can lead to the safety and health catastrophe's in the future.

Answer #3: If you don't act urgently and provide alternative housing for the homeless population as well as various assistance programs to help them to get off the streets, you will not be able to meet your ten-year plan deadline to end the homelessness in our community.

Fill in the blanks:

1. If the city officials ___ follow _____ (follow) the established deadlines, they ___ will provide _____ (provide) many homeless residents with the alternative housing before the cold season.
2. If you ___ write _____ (write) a letter to the local representative you ___ should _____ (can, should, might) ___ keep ___ (keep) it positive and polite.
3. A formal email ___ will be effective _____ (be effective) if it ___ addresses ___ (address) the issue clearly and concisely.
4. The recipient of the email ___ will not see ___ (not see) who else is getting email if you Bcc all other recipients.
5. If the catastrophe ___ happens ___ (happen) you ___ will have to act _____ (have to act) quickly to stop it.
6. If you ___ write _____ (write) a business letter you ___ might want to avoid _____ (might want to avoid) informal or personal topics.

ANSWER KEY

HANDOUT #6

Filling in missing information based on the sample email from Handout #3.

To: ocgov.com/gov/bos

CC: Smith_John@sccollege.edu

BCC: Day_Sam@sccollege.edu

Subject: Homelessness in Santa Ana

Dear Orange County Board of Supervisors Members,

My name is John Smith and I am a resident of the City of Santa Ana. I have been a member of this community for more than 10 years. Recently, I have become concerned about the critical situation of the homeless population in our city. As a stakeholder in this community, I am sure that you share many of these concerns.

According to the recent online article from LA Times, over 1000 homeless community members in the Santa Ana area of Orange County have no permanent housing. Many of the homeless, who live along the side of Santa Ana River in tents, were recently given eviction notices. If the campsite residents don't move, they may have serious problems with the law.

Based on the Orange County Board's decision from December 2017, the members of the Board approved \$500000 to provide emergency shelters including 880 beds for people living outdoors. If the homeless residents at the Santa Ana Civic Center and along the Santa Ana River bend don't receive assistance soon, it can lead to safety and health catastrophes in the future.

Unfortunately, nothing has been done to solve the situation. In my strong opinion, if you don't act urgently and provide alternative housing for the homeless population as well as various assistance programs to help them get off the streets, you will not be able to meet your ten-year plan deadline to end homelessness. I know you care about this community and its residents. Thank you for your consideration.

Sincerely,

John Smith

ANSWER KEY

HANDOUT #7

Dear Orange County Board of Supervisors Members,

My name is John Smith, and I am a resident of the City of Santa Ana. I have been a member of this community for more than 10 years. Recently, I have become very concerned about the critical situation of the homeless population in our city. As a stakeholder in this community, I am sure that you share many of these concerns.

According to a recent online article from the LA Times, over 1000 homeless community members in the Santa Ana area of Orange County have no permanent or temporary housing. Many of the homeless, who live along the side of Santa Ana River in tents, were recently given evaluation (eviction) notices. If the campsite residents won't (don't) move, they may have serious problems with the law. Based on the Orange County Board's decision from December 2017, the members of the Board approved \$500,000 to provide emergency shelters including 880 beds for people living outdoors. If the homeless residents at the Santa Ana Civic Center and along the Santa Ana River bend will not (don't) receive assistance soon, it can lead to a safety and health catastrophe in the future.

Unfortunately, nothing has been done to solve the situation. In my opinion, if you will not (don't) act urgently and provide alternative housing for the homeless population as well as various assistance programs to help them get off the streets, you will not be able to meet your ten-year plan deadline to end homelessness. I know you care about this community and its residents. Thank you for your consideration.

SPACE

Sincerely,

SPACE

John Smith