



**HUMAN
RESOURCES
AGENCY**
COUNTY OF SANTA CRUZ

ADMINISTRATION
1000 Emeline Avenue
Santa Cruz, CA 95060
(408) 454-4130
Fax: (408) 454-4642

July 27, 1998

Agenda: August 11, 1998

BOARD OF SUPERVISORS
County of Santa Cruz
701 Ocean Street
Santa Cruz, CA. 95060

**APPROVAL OF THE VALLEY RESOURCE CENTER
INFORMATION AND REFERRAL CONTRACT FOR FY 1998/99**

Dear Members of the Board:

As you know, the County of Santa Cruz has contracted with the Valley Resource Center Information and Referral Program since 1987. The purpose of this letter is to request contract approval for FY 1998/99 for the Valley Resource Center Information and Referral Program.

The Valley Resource Information and Referral Program provides a vital service to residents of both the San Lorenzo Valley and Scotts Valley by serving as a vital communication link between local residents and the Human Resources Agency.

The proposed contract amount for FY 1998/99 is \$23,333, an increase of \$3,333 over the previous contract for FY1997/98. The funds for the contract are included in the Human Resources Agency's FY 1998/99 budget.

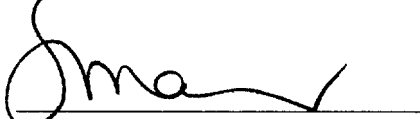
IT IS THEREFORE RECOMMENDED that your Board approve the agreement with the Valley Resource Center providing \$23,333 for information and referral services, and authorize the Human Resources Agency Administrator to sign the agreement.

Very truly yours,

CECILIA ESPINOLA
Administrator



CE/CW:cw
RECOMMENDED:

A handwritten signature in black ink, appearing to read 'Sma', is written over a horizontal line.

Susan Mauriello
County Administrative Officer

cc: Auditor Controller
Risk Management
County Counsel
Contractor

n:\hra\claudine\vrco98

AGREEMENT

1. PARTIES TO AGREEMENT: The COUNTY OF SANTA CRUZ by and through the HUMAN RESOURCES AGENCY, hereinafter called "COUNTY", and VALLEY RESOURCE CENTER OF SAN LORENZO VALLEY/SCOTTS VALLEY, hereinafter called "CONTRACTOR", hereby agree as follows:

2. TERM OF AGREEMENT: This Agreement shall become effective as of July 1, 1998 and shall continue in effect through June 30, 1999, unless sooner terminated in accordance with paragraph 18.

3. BASIS OF PAYMENT:

A. In consideration of services rendered, COUNTY shall pay CONTRACTOR on the basis of appropriate claims submitted to the Human Resources Agency in accordance with Exhibit "A" ("Expenditures"), incorporated herein by reference, to be submitted by CONTRACTOR to COUNTY prior to the release of any payments under this Agreement. In no event shall the maximum payment made by COUNTY to CONTRACTOR under this Agreement exceed the sum of \$23,333 for the period of July 1, 1998 through June 30, 1999.

B. In accordance with Exhibit "A" ("Expenditures"), CONTRACTOR shall be permitted to make transfers within the category of "Services and Supplies." Transfers within the "Salaries and Benefits" category may also be made by the CONTRACTOR unless they involve changes in the number and salary of positions. Transfers between the categories of "Salaries and Benefits" and "Services and Supplies," and transfers within "Salaries and Benefits" involving number and salary of positions, may be made only upon the prior written approval of the Human Resources Agency Administrator or his/her designee, providing the transfer is less than 10% of the total budget. Transfers between budget categories totaling more than 10% of the budget may be made only upon prior written approval of the Board of Supervisors and execution of a contract amendment.

C. All fixed assets purchased under this Agreement shall become the property of the COUNTY.

D. CONTRACTOR shall submit grant request/expenditure report forms as provided by the COUNTY for any payments made under this Agreement.

E. CONTRACTORS which are non-profit, community based organizations granted tax-exempt status under Internal Revenue Code Section 501 may receive a one-time cash advance of up to one quarter of the total contract amount for expenses necessary under this Agreement. Prior to granting an advance, CONTRACTOR must submit a written request detailing the need for an advance, including a grant request/expenditure report form as provided by the COUNTY and evidence that contract activities cannot be carried out without the advance. Such evidence

Initials: * /
CONTRACTOR/COUNTY

shall consist of a current balance sheet, cash flow statement, or other documentation which adequately supports the request. Advances must be approved in writing by the Human Resources Agency Administrator or his/her designee. Each subsequent payment will be based on actual services.

F. CONTRACTOR may receive an advance only if it provides a satisfactory fidelity bond in the amount of the advance requested naming the COUNTY as loss payee, an original certificate for which must be submitted to the COUNTY as part of the advance request and at renewal as in paragraph 8B(4).

G. CONTRACTOR shall not use cash advances to provide working capital for non-COUNTY programs, and when possible such advances shall be deposited in interest-bearing accounts, and the interest used to reduce program costs. Carry-over of any portion of an advance or interest from an advance into a subsequent fiscal year is not allowed.

H. A grant request/expenditure report for the final reporting period of the fiscal year shall be provided to the COUNTY no later than August 15, 1999. CONTRACTOR must account for all interest on an advance and expenditures of such interest as part of this final fiscal report. All unused funds, including the unused portions of any advance or interest on any advance, shall be returned to the COUNTY at that time.

4. PERFORMANCE STANDARDS, DUTIES AND RESPONSIBILITIES:

A. CONTRACTOR shall establish and use method(s) of systematic program evaluation to review the quality and appropriateness of services provided under this Agreement. CONTRACTOR shall comply with all the goals and measurable objectives, terms and conditions and all other requirements contained in the County approved Exhibit B, "Scope of Work Plan", attached hereto and incorporated herein by reference.

B. CONTRACTOR shall submit evidence of incorporation by the State of California to the COUNTY in order for payments to be made to CONTRACTOR. Payments to CONTRACTOR will not be made if Articles of Incorporation and a valid tax ID number have not been submitted.

C. CONTRACTOR shall submit quarterly reports to COUNTY on activities as specified in Exhibit "B" ("Scope of Work Plan") and such additional reports as may be requested by the COUNTY, describing work progress in carrying out the approved objectives under this Agreement. CONTRACTOR shall report any performance level which drops below 85% of the measurable objectives specified in Exhibit B, shall explain, and shall provide a written plan to correct said non-performance.

Initials: CHB
CONTRACTOR/COUNTY

D. CONTRACTOR shall be responsible for reporting to COUNTY any difficulties in complying with the terms and provisions of this Agreement at the earliest possible date.

E. The Board of Directors of CONTRACTOR shall be vested with responsibility for the administration of the program to be conducted under this Agreement, and shall review all monitoring reports and notices of corrective actions/recommendations provided by the COUNTY. CONTRACTOR shall report on progress toward completion of corrective actions/recommendations in its final quarterly report to COUNTY.

F. CONTRACTOR shall send notices of meetings of its Board of Directors to the Board of Supervisors and the Human Resources Agency 48 hours in advance of the meetings. CONTRACTOR shall send minutes of and any written reports to its Board of Directors to the Board of Supervisors and the Human Resources Agency within 30 days of approval of such minutes. The timely submission of all reports, agendas and minutes is a necessary and material term and condition of this Agreement. COUNTY may stop payments under this Agreement when quarterly reports have not been submitted to COUNTY by CONTRACTOR within thirty (30) days following the end of a quarter.

G. The COUNTY agrees to adhere to all the provisions of Exhibit "C" ("County Provisions"), attached hereto and incorporated herein by reference.

H. If applicable, CONTRACTOR agrees to comply with all the special conditions contained in Exhibits "D" ("Amendment of Auto Liability Requirement"), "D1" ("Amendment of Comprehensive or Commercial General Liability Insurance Requirement"), or "D2" ("Insurance Representations by CONTRACTOR"), attached hereto and incorporated herein by reference, in the provision of services under this Agreement.

5. FISCAL. ADMINISTRATIVE AND PROGRAMMATIC RECORDS:

CONTRACTOR shall retain records pertinent to this Agreement for a period of not less than five (5) years after the final payment under this Agreement or until a final audit report is accepted by COUNTY, whichever occurs first. CONTRACTOR hereby agrees to make all fiscal, administrative, programmatic and client records available to the Santa Cruz County Auditor-Controller, the Auditor General of the State of California, or the Human Resources Agency, or any authorized representative thereof, upon request, during the term of this Agreement and for a period of five (5) years after final payment under this Agreement for monitoring and audit purposes and to verify CONTRACTOR's compliance with the terms of this Agreement.

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6. CONFIDENTIALITY: The CONTRACTOR shall protect from unauthorized disclosure, except as authorized by the client in writing, names and other identifying information concerning persons receiving services under this Agreement.

7. INDEMNIFICATION FOR DAMAGES, TAXES AND CONTRIBUTIONS:

CONTRACTOR shall exonerate, indemnify, defend, and hold harmless COUNTY (which for the purpose of paragraphs 7 and 8 shall include, without limitation, its officers, agents, employees and volunteers) from and against:

A. Any and all claims, demands, losses, damages, defense costs, or liability of any kind or nature which COUNTY may sustain or incur or which may be imposed upon them for injury to or death of persons, or damage to property as a result of, arising out of, or in any manner connected with the CONTRACTOR'S performance under the terms of this Contract, excepting any liability arising out of the sole negligence of the COUNTY. Such indemnification includes any damage to the person(s), or property(ies) of CONTRACTOR and third persons.

B. Any and all Federal, State, and local taxes, charges, fees, or contributions required to be paid with respect to CONTRACTOR and CONTRACTOR'S officers, employees and agents engaged in the performance of this Contract (including, without limitation, unemployment insurance, social security and payroll tax withholding).

8. INSURANCE: CONTRACTOR, at its sole cost and expense, for the full term of this Contract (and any extensions thereof), shall obtain and maintain at minimum compliance with all of the following insurance coverage(s) and requirements. Such insurance coverage shall be primary coverage as respects COUNTY and any insurance or self-insurance maintained by COUNTY shall be in excess of CONTRACTOR'S insurance coverage and shall not contribute to it.

If CONTRACTOR utilizes one or more subcontractors in the performance of this Agreement, CONTRACTOR shall obtain and maintain Independent Contractor's Insurance as to each subcontractor or otherwise provide evidence of insurance coverage for each subcontractor equivalent to that required of CONTRACTOR in this Agreement, unless CONTRACTOR and COUNTY both initial here _____/_____

A. Types of Insurance and Minimum Limits

(1) Worker's Compensation in the minimum statutorily required coverage amounts. This insurance coverage shall not be required if CONTRACTOR has no employees and certifies to this fact by initialing here _____

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CONTRACTOR/COUNTY

(2) Automobile Liability Insurance for each of CONTRACTOR'S vehicles used in the performance of this Contract, including owned, non-owned (e.g. owned by CONTRACTOR'S employees), leased or hired vehicles, in the minimum amount of \$500,000 combined single limit per occurrence for bodily injury and property damage. This insurance coverage shall not be required if vehicle use by CONTRACTOR is not a material part of performance of this Agreement and CONTRACTOR and COUNTY both certify to this fact by initialing here _____/_____

(3) Comprehensive or Commercial General Liability Insurance coverage in the minimum amount of \$1,000,000 combined single limit, including coverage for: (a) bodily injury, (b) personal injury, (c) broad form property damage, (d) contractual liability, and (e) cross-liability.

(4) Professional Liability Insurance in the minimum amount of \$1,000,000 combined single limit, if, and only if the subparagraph is initialed by CONTRACTOR and COUNTY_____/_____.

B. Other Insurance Provisions

(1) If any insurance coverage required hereunder is provided on a "Claims Made" rather than "Occurrence" form, CONTRACTOR agrees to maintain the required coverage for a period of three (3) years after the expiration date of this Agreement (hereinafter "post agreement coverage") and any extensions thereof. CONTRACTOR may maintain the required post agreement coverage by renewal or purchase of prior acts or tail coverage. This provision is contingent upon post coverage being both available and reasonably affordable in relation to the coverage provided during the term of this Agreement. For purposes of interpreting this requirement, a cost not exceeding 100% of the last annual policy premium during the term of this Agreement in order to purchase prior acts or tail coverage for post agreement coverage shall be deemed to be reasonable.

(2) All required Automobile and Comprehensive or Commercial General Liability Insurance shall be endorsed to contain the following clause:

"The COUNTY of Santa Cruz, its officials, employees, agents and volunteers are added as an additional insured as respects the operations and activities of, or on behalf of, the named insured performed under agreement with the County of Santa Cruz."

(3) All required insurance policies shall be endorsed to contain the following clause:

"This insurance shall not be canceled until after thirty (30) days prior written notice has been given to: Human Resources Agency, 1000 Emeline St., Santa Cruz, CA 95060."

Initials: AB
CONTRACTOR/COUNTY

(4) CONTRACTOR agrees to provide its insurance broker(s) with a full copy of these insurance provisions and provide COUNTY on or before the effective date of this Agreement and at the time of renewal of each required insurance policy with an original Certificate of Insurance for all required coverages. The timely submission of Certificates of Insurance is a necessary and material term and condition of this Agreement. COUNTY may stop payments under this Agreement when Certificates of Insurance have not been submitted to COUNTY by CONTRACTOR within fifteen (15) days after effective date of Agreement and within fifteen (15) days after expiration date of each required insurance policy. All Certificates of Insurance shall be delivered or sent to: Human Resources Agency, 1000 Emeline St., Santa Cruz, CA 95060.

9. NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY: During and in relation to the performance of this Agreement, CONTRACTOR agrees as follows:

A. CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, disability, medical condition (cancer related), marital status, sex, sexual orientation, gender, age (over 18), veteran status, pregnancy, or any other non-merit factor unrelated to job duties. Such action shall include, but not be limited to the following: recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training (including apprenticeship); employment, upgrading, demotion, or transfer. The CONTRACTOR agrees to post in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

B. If this Agreement provides compensation in excess of \$50,000 to CONTRACTOR and CONTRACTOR employs fifteen (15) or more employees, the following requirements shall apply:

(1) The CONTRACTOR shall, in all solicitations or advertisements for employees placed by or on behalf of the CONTRACTOR, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, disability, medical condition (cancer related), marital status, sex, sexual orientation, age (over 18), veteran status, pregnancy or any other non-merit factor unrelated to job duties. In addition, the CONTRACTOR shall make a good faith effort to consider Minority/Women/Disabled Owned Business Enterprises in CONTRACTOR's solicitation of goods and services. Definitions for Minority/Women/Disabled Owned Business Enterprises are available from the COUNTY General Services Purchasing Division.

(2) Prior to any payments under this Agreement, CONTRACTOR shall

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furnish to the Human Resources Agency information and reports in the prescribed reporting format to be provided by the COUNTY (PER 4012) for use by the COUNTY Affirmative Action Office, identifying the sex, race, disability, and job classification of its employees, and the names, dates and methods of advertisement and direct solicitation efforts made to subcontract with Minority/Women/Disabled Owned Business Enterprises.

(3) The CONTRACTOR shall cause the foregoing provisions of Subparagraph 9B to be inserted in all subcontracts for any work covered under this Agreement by a subcontractor compensated more than \$50,000 and employing more than fifteen (15) employees, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

C. CONTRACTOR shall implement written complaint procedures regarding the non-discrimination provisions of this Agreement within 30 days of its effective date and shall provide its non-discrimination policies and said complaint procedures in writing to all clients, employees and applicants for employment.

D. No person or client shall, on the grounds of race, color, religion, national origin, ancestry, disability, medical condition (cancer related), marital status, sex, sexual orientation, gender, age (over 18), pregnancy, or veteran status be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program conducted under this Agreement.

E. CONTRACTOR shall comply with the Latino Equity Standards of Accessibility adopted by COUNTY in April 1992, incorporated herein by reference.

F. In the event of the CONTRACTOR'S non-compliance with the non-discrimination clauses of this Agreement or with any of the said rules, regulations, or orders, this CONTRACTOR may be declared ineligible for further agreements with the COUNTY until such non-compliance is remedied by CONTRACTOR.

10. PARTISAN POLITICAL ACTIVITIES: No monies, property or services received by CONTRACTOR under this Agreement shall be used in the performance of any partisan political activity, or to further the election or defeat of any candidate for public office.

11. RELIGIOUS WORSHIP: There shall be no religious worship, instruction or proselytization as part of or in connection with the CONTRACTOR'S performance of this Agreement.

12. COMPLIANCE WITH APPLICABLE LAWS: The CONTRACTOR shall comply with all applicable laws, ordinances and codes of the Federal, State and County governments in operating these programs, including Titles II and III of the Americans with

Disabilities Act of 1990 and any other sections of said Act which may apply.

13. SUBCONTRACT AND ASSIGNMENT OF CONTRACT:

A. CONTRACTOR shall not assign this Agreement or subcontract any portion thereof without the prior written consent of the COUNTY. Any assignment of or subcontracts under this Agreement shall have no force or be effective until so approved, and shall be subject to all the provisions of this Agreement, and all applicable State and Federal regulations.

B. In the event any subcontractor is approved for any portion of the activities carried out under this Agreement, CONTRACTOR retains the primary responsibility for carrying out all terms of this Agreement, including the responsibility for ensuring the availability and retention of records of subcontractors. It shall be the responsibility of the CONTRACTOR to monitor all activities of the subcontractor to assure services set forth herein are adequately performed. The CONTRACTOR shall assure the proper administration of all services provided by the subcontractor. CONTRACTOR'S required reports referenced throughout this Agreement shall include information on all subcontractor activities. The CONTRACTOR shall be held responsible by the COUNTY for the performance of any subcontractor.

C. No funds from this Agreement shall be paid to a subcontractor for work performed after termination of this Agreement.

14. INTEGRATED DOCUMENTS PROVISION: This instrument contains all of the agreements, understandings, and representations, warranties and covenants made between the parties hereto. Unless set forth herein, neither party shall be liable for any representations made, and all modifications and amendments made hereto must be made in writing.

15. CONFLICT OF INTEREST: CONTRACTOR and its employees, and members including officers of its governing Board shall avoid any actual, apparent or potential conflicts of interest pertaining to services provided under this Agreement.

16. INDEPENDENT CONTRACTOR STATUS: CONTRACTOR and COUNTY have reviewed and considered the principal test and secondary factors below and agree that CONTRACTOR is an independent contractor and not an employee of COUNTY. CONTRACTOR is responsible for all insurance (Worker's Compensation, unemployment, etc.) and all payroll related taxes. CONTRACTOR is not entitled to any employee benefits. COUNTY agrees that CONTRACTOR shall have the right to control the manner and means of accomplishing the result contracted for herein.

A. PRINCIPAL TEST: The CONTRACTOR rather than COUNTY has the right to

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CONTRACTOR/COUNTY

control the manner and means of accomplishing the result contracted for.

B. **SECONDARY FACTORS:** (a) The extent of control which, by agreement, COUNTY may exercise over the details of the work is slight rather than substantial; (b) CONTRACTOR is engaged in a distinct occupation or business; (c) In the locality, the work to be done by CONTRACTOR is usually done by a specialist without supervision, rather than under the direction of an employer; (d) The skill required in the particular occupation is substantial rather than slight; (e) The CONTRACTOR rather than the COUNTY supplies the instrumentalities, tools, and work place; (f) The length of time for which CONTRACTOR is engaged is of limited duration rather than indefinite; (g) The method of payment of CONTRACTOR is by the job rather than by the time; (h) The work is part of a special or permissive activity, program, or project, rather than part of the regular business of COUNTY; (i) CONTRACTOR and COUNTY believe they are creating an independent contractor relationship rather than an employer-employee relationship; and (j) The COUNTY conducts public business.

It is recognized that it is not necessary that all secondary factors support creation of an independent contractor relationship, but rather that overall there are significant secondary factors which indicate that CONTRACTOR is an independent contractor.

By their signatures to this Agreement, each of the undersigned certifies that it is his or her considered judgement that the CONTRACTOR engaged under this Agreement is in fact an independent contractor.

17. **AVAILABLE FUNDS:** This Agreement is valid and enforceable only if sufficient funds are available to the COUNTY for the fiscal year for the purposes of these programs. In addition, this contract is subject to any additional restrictions, limitations, or conditions enacted either by State, Federal, or COUNTY statutes which may affect the provisions, terms or funding of this contract in any manner.

18. **EARLY TERMINATION:** This Agreement may be terminated by either party upon 30 days prior written notice to the other party.

19. **PRESENTATION OF CLAIMS:** Presentation and processing of any or all claims arising out of or related to this Agreement shall be made in accordance with the provisions contained in Chapter 1.05 of the Santa Cruz County Code, which by this reference is incorporated herein.

I n i t i a l s * /
CONTRACTOR/COUNTY

SIGNATURES

COUNTY OF SANTA CRUZ

DATED: _____ By: _____
Human Resources Agency Administrator

DATED: July 17, 1998 By: Evelyn Hengeveld Bidmon
CONTRACTOR
CONTRACTOR's Auth. Representative
Evelyn Hengeveld Bidmon, Exec. Director
Typed Name/Title
Valley Resource Center
Organization
P. O. Box 105, 231 Main St.
Address
Ben Lomond, CA 95005
City State Zip
(408) 336- 8895
Phone
77- 0193866
Tax ID #

APPROVED AS TO INSURANCE:

Jaret McKinley 7-16-98
Risk Management

APPROVED AS TO FORM:

Joe M. Scott
County Counsel

Distribution: Human Resources Agency
County Administrative Office
County Counsel
Risk Management
Auditor-Controller
Contractor

Initials: gAB
CONTRACTOR/COUNTY

Fiscal Year. 98/99 Jurisdiction: COUNTY OF SANTA CRUZ

Agency VALLEY RESOURCE CENTER OF SLV/SV
 Program. INFORMATION REFERRAL

F. EXPENSES'

Exhibit A. Page 1 of 2

| Basic Account Codes: ² | Total Agency Budget FY97/98 | Total Projected Agency Budget FY 98/99 | Contract Total Jurisdiction Budget FY 97/98 | Total Contract Proposed Jurisdiction Budget FY98/99 |
|--------------------------------------|-----------------------------|--|---|---|
| SALARIES/BENEFITS | | | | |
| 7000 Salaries Total | \$ 264,350 | \$ 490,645 | \$ 13,867 | \$ 17,200 |
| 7100 Employee Health/Retirement | 27,744 | 73,597 | | |
| 7200 Payroll Taxes | 14,716 | 49,598 | 2,080 | 2,080 |
| TOTAL SALARIES/BENEFITS: | \$306,810 | \$ 613,840 | \$ 15,947 | \$ 19,280 |
| SERVICES/SUPPLIES | | | | |
| 8000 Contract Fees: Audit/Accounting | \$ 3,000 | \$ 4000 | | |
| 8010 Purchased Services | 39,028 | 79,250 | | 3 |
| 8100 Supplies | 11,955 | 13,076 | 253 | 253 |
| 8200 Telephone | 6,938 | 5,278 | 263 | 263 |
| 8300 Postage & Shipping | 5,494 | 4,090 | 253 | 253 |
| 8400 Occupancy Total | 51,172 | 25,174 | 2,800 | 2,800 |
| 8500 Rent/Maintenance of Equip. | 1,605 | 15,000 | 253 | 253 |
| 8600 Printing & Publications | 11,213 | 14,419 | 67 | 67 |
| 8700 Travel & Transportation | 1,274 | 3,520 | 164 | 164 |
| 8800 Conferences/Meetings | 2,360 | 3,220 | | |
| 8900 Assistance to Individ | | | | |
| 9000 Membership Dues | 240 | 500 | | |
| 9100 Gifts and Awards | (In w/ supplies) | 560 | | |
| 9200 Interest Expense | | | | |
| 9300 Insurance/Bond | | | | |
| 9400 Miscellaneous ⁴ | 529 | 852 | | 4 |
| 9600 Dist of Program Costs | | | | |
| 9691 Payment/Affiliated Orgs. | | | | |
| TOTAL SERVICES/SUPPLIES: | \$134,808 | \$ 168,939 | \$ 4,053 | \$ 4,053 |
| GRAND TOTAL EXPENSES: | \$ 441,618 | \$782,779 | \$ 20,000 | \$ 23,333 |

Fiscal Year: 98/99 Jurisdiction: COUNTY OF SANTA CRUZ

Agency: VALLEY RESOURCE CENTER OF SLV/SV

Program: INFORMATION/REFERRAL CONTRACT

G. POSITIONS AND SALARIES'

Exhibit A. Page 2 of 2

Please list ONLY the positions and amounts requested from this jurisdiction. Indicate with an "X" whether position is a NEW request or EXISTING (already funded by this jurisdiction). Indicate with an "X" if position is designated as bilingual Only (BIL). Total Salaries Requested must match Salaries Total (line Item 7000) under Total Projected Jurisdiction Budget on Page 5. Please make sure that each row below multiplies correctly and that columns add up to the correct amounts. Round all totals to the nearest dollar.

| POSITION TITLES: | SALARY RATE X | HOURS/ WEEK X | WEEKS/ YEAR = | TOTAL AMOUNT PER YEAR | NEW | EXIST | BIL |
|--------------------------------------|---------------|---------------|---------------|-----------------------|-----|-------|-----|
| 1. I/R SOCIAL SERVICE AIDE | \$ 12.40 | 26.667 | 52 | \$ 17,200 | .5 | .5 | |
| 2. | \$ | | | \$ | | | |
| 3. | \$ | | | \$ | | | |
| 4. | \$ | | | \$ | | | |
| 5. | \$ | | | \$ | | | |
| 6. | \$ | | | \$ | | | |
| 7. | \$ | | | \$ | | | |
| 8. | \$ | | | \$ | | | |
| 9. | \$ | | | \$ | | | |
| 10. | \$ | | | \$ | | | |
| 7000 TOTAL SALARIES REQUESTER | | | | \$ 17,200 | | | |

1. Please fill out this section (G) for each program funded and a total page.

COUNTY OF SANTA CRUZ
REQUEST FOR APPROVAL OF AGREEMENT

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TO: Board of Supervisors
County Administrative Officer
County Counsel
Auditor-Controller

FROM: Human Resources Agency (Dept.)
[Signature] (Signature) 7/22/98 (Date)

The Board of Supervisors is hereby requested to approve the attached agreement and authorize the execution of the same.

1. Said agreement is between the County of Santa Cruz Human Resources Agency (Agency)
and, Valley Resource Center, PO Box 105, Ben Lomond, CA 95005 (Name & Address)

2. The agreement will provide information and referral services to residents of San Lorenzo
and Scotts Valley.

3. The agreement is needed, to pay for services

4. Period of the agreement is from 7/1/98 to 6/30/99

5. Anticipated cost is \$ 23,333 (Fixed amount; Monthly rate: Not to exceed)

6. Remarks: Q-9 on file Contact: Claudine Wildman x 4837

7. Appropriations are budgeted in 392100 (Index#) 3665 (Subobject)

NOTE: IF APPROPRIATIONS ARE INSUFFICIENT, ATTACH COMPLETED FORM AUD-74

Appropriations are available and have been encumbered. Contract No. CO 80668 A Date 7/28/98
are not available and will be encumbered.
subject to 98-99 Final Budget GARY A. KNUTSON, Auditor - Controller
By Linda T. Chou Deputy.

Proposal reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize the
HRA Administrator to execute the same on behalf of the Human Resources Agency
(Agency).
County Administrative Officer

Remarks: [Signature] (Analyst) By [Signature] Date 7/31/98
Agreement approved as to form. Date _____

Distribution:
Bd. of Supv. • White
Auditor-Controller • Blue
County Counsel • Green *
Co. Admin. Officer • Canary
Auditor-Controller • Pink
Originating Dept. • Goldenrod

*To Orig. Dept. if rejected.

ADM - 29 (6/95)

State of California)
County of Santa Cruz) ss

ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz,
State of California, do hereby certify that the foregoing request for approval of agreement was approved by
said Board of Supervisors as recommended by the County Administrative Officer by an order duly entered
in the minutes of said Board on _____
County Administrative Officer
By _____ Deputy Clerk

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