



county of Santa Cruz

HUMAN RESOURCES AGENCY

CECILIA ESPINOLA, ADMINISTRATOR

1000 EMELINE ST., SANTA CRUZ, CA 95060

(408) 454-4130 OR 454-4045 FAX: (408) 454-4642

September 18, 1998

Agenda: October 6, 1998

BOARD OF SUPERVISORS

County of Santa Cruz

701 Ocean Street

Santa Cruz, CA 95060

APPROVAL OF COOPERATIVE AGREEMENTS WITH CALIFORNIA DEPARTMENT OF EDUCATION FOR 8%/30% FUNDS AND MEMORANDUM OF AGREEMENT WITH COUNTY OFFICE OF EDUCATION

Dear Members of the Board:

As you may recall, the Governor annually earmarks 8% of Job Training Partnership Act (JTPA) Title IIA and IIC funds for State Education Coordination Grants. Thirty percent of this amount is allocated for youth internships and work experience and is distributed through a Request for Applications (RFA) process. This year partnerships between Service Delivery Areas (SDAs) and School-to-Career consortiums are required to apply for these grants. Santa Cruz County will act as the fiscal agent and has been apportioned \$40,000. Associated agreements and activities represent no cost to the County.

The local School-to-Career effort, the Monterey Bay Regional Partnership, and its subagency, the Santa Cruz County Office of Education (COE) Regional Occupational Program (ROP), and Santa Cruz County have cooperatively developed the RFA for funding. Additionally, the Human Resources Agency's CareerWorks and COE ROP have developed a Memorandum of Agreement (MOA) for service delivery to 14 students at risk of becoming school drop-outs. All students will be provided work-based and school-based learning, school-to-work transition services and support services as needed.

Attached for your approval is the 1998-99 RFA for submission to the California Department of Education. Copies of the associated MOA are on file with the Clerk of the Board. The RFA was approved by the Private Industry Council on September 24, 1998.

BOARD OF SUPERVISORS

Agenda Date: October 6, 1998

Approval of Cooperative Agreements with California Department of Education for 8%/30% Funds and Memorandum of Agreement with County Office of Education

IT IS THEREFORE RECOMMENDED that your Board authorize the Chair to sign the Cooperative Agreement (two copies) with the California Department of Education for the receipt of 8%/30% monies in the amount of \$40,000.

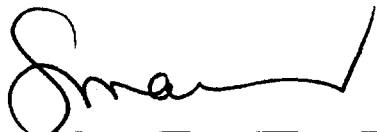
Very truly yours,



Cecilia Espinola
Administrator
CE:KZ:LG:pc

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Recommended



Susan Mauriello
County Administrative Officer

Memorandum of Agreement (MOA)

**COUNTY OFFICE OF EDUCATION (COE)
REGIONAL OCCUPATIONAL PROGRAM (ROP)
JTPA SECG 8%/30%**

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Planned Performance Summary:

Number of enrollments:	14	
Program completions and/or terminations by June 30, 1999:	1	4
Positive completions:	10	

PURPOSE

This Project is an interagency collaboration between the Santa Cruz County' Human Resources Agency (HRA) and the Santa Cruz County Office of Education(COE)/Regional Occupational Program (ROP). Fourteen (14) students who are at-risk of becoming school dropouts will be provided school-to-work transition services. Students will be primarily enrolled in the COE/ROP Video Academy. Other participants may be enrolled in COE/ROP Business and Financial Occupations. This cooperative Project is designed to assist the Job Training Partnership Act (JTPA) eligible student to accomplish an organized entry into the labor market and to give him/her the skills to begin to build a network that will help him/her find work in the future.

COE/ROP agrees to:

- a. Provide instruction to JTPA participants in the two above named COE/ROP training courses. The instructors will access school files and other records in order to assist CareerWorks staff with intake and eligibility; prepare and maintain onsite files for participants; collect data and maintain weekly attendance records for participants; and arrange field trips.
- b. Refer youth from the ROP programs to CareerWorks for participation in the 8%/30% and II-C programs.
- c. Provide, for the 1998/99 school year, space at the two ROP programs with telephone and copy machine availability for CareerWorks staff assigned to the Project.
- d. Provide the assigned CareerWork's Employment Training Specialist with verification of degrees, and or certification of completion for those students who are participants at the time the degree or certification is awarded. For graduating students, records of

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Memorandum of Agreement (MOA)

**COUNTY OFFICE OF EDUCATION (COE)
REGIONAL OCCUPATIONAL PROGRAM (ROP)
JTPA SECG 8%/30%**

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participation of 90 calendar days or at least 200 hours must also be provided to CareerWorks. For students at the junior level or below, COE/ROP will provide at least three (3) worksite progress evaluations (as many as needed until competency attainment of 80% documented) for those enrolled in the JTPA IIC Job Specific Skills competency, the last documenting 80% competency attainment.

- e. Provide access to the Video Academy and Business Skills Academy students so that CareerWorks staff can complete eligibility determination, assessment, enrollment, case management and school-to-work transition services for participants per ATTACHMENT' A.
- f. Provide instruction, classroom space, materials, etc., which will meet the matching requirements per Attachment A (JTPA Title II A/C - 8%/30% Funds Program Year 1998 Cooperative Agreement).
- g. Exonerate, idemnify, defend and hold harmless County from and against any and all Federal, State, and local taxes, charges, fees or contributions required to be paid with respect to Santa Cruz County Office of Education/Regional Occupational Programs and its officers, employees and agents engaged in the performance of this agreement (including without limitation, unemployment insurance, social security and payroll tax withholdings).
- h. Fully warrants and represents that it is adequately insured to cover any and all claims arising from this agreement and that it will obtain Worker's Compensation Insurance in the minimum statutorily required coverage amount.

CareerWorks agrees to:

- a. Provide students at the senior level in high and at risk of not completing high school with assessment and supportive services as necessary to enable and encourage the youth to complete high school. These youth will be co-enrolled in JTPA IIC services as appropriate.
- b. Provide students at the junior level or below in high school and at risk of dropping out with assessment and supportive services as necessary to enable and encourage the youth to remain in high

Memorandum of Agreement (MOA)

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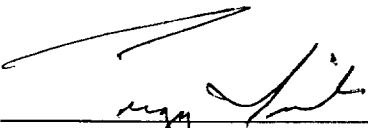
COUNTY OFFICE OF EDUCATION (COE)
REGIONAL OCCUPATIONAL PROGRAM (ROP)
JTPA SECG 8%/30%

school. These participants will be assessed and co-enrolled in JTPA IIC services as appropriate. These will include two (2) of the following three (3): Pm-Employment Work Maturity, Job Specific Skills, and/or basic skills.

- c. Pay the youth participants' wages and associated taxes.
- d. County will be the fiscal agent and collect all 8%/30% California Department of Education JTPA Title IIA/C funds per Attachment A.

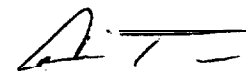
Both parties:

- b. shall indemnify, defend, and hold one another, their officers, agents, employees and volunteers, harmless from and against any and all crimes, losses, liabilities, damages, 'demands and actions collectively referred to as "liability" herein, arising out of each party's respective performance of this agreement, but only in proportion to and to the extent such liability is caused by or results from the negligence or intentional acts or omissions of the indemnifying party, its officers, agents, employees or volunteers.



Gregg Irish
JTPA/CareerWorks Division Director


Date: 8/27/98



Alice Talnack
Santa Cruz County Office of
Education, Regional Occupational
Programs, Director

Date: 8/27/98

Approved as to Insurance:



Janet McKinley 8-27-98
Risk Management

Approved as to form:



Jane M. Scott
County Counsel

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CALIFORNIA DEPARTMENT OF EDUCATION
JOB TRAINING PARTNERSHIP ACT FUNDS

30¹³⁶%

**JTPA TITLE IIA/C - 8%-30% FUNDS
PROGRAM YEAR 1998
COOPERATIVE AGREEMENT**

TO BE COMPLETED BY CDE
AGREEMENT NO.
MODIFICATION NO.
CONSULTANT

Pursuant to Section 202(b)(1) of the Job Training Partnership Act of 1982 (97-300), and the Job Training Reform Amendments of 1992, this agreement is entered into between the California Department of Education (CDE) and:

AGENCY: Santa Cruz County Human Resources Agency

The term of the Agreement shall be from 9/1/98 through 6/30/99

Funds	Administration (maximum 20%)	Direct Training (minimum 50%)	Training Related Supportive Services	Total (Across)
TPA 8%-30%	\$8,000	\$32,000		\$40,000
30% Local Match				\$40,000
Non-Federal Stand-in				

Under this Agreement, the California Department of Education shall provide JTPA 8% funds to implement programs in accordance with mandates set forth in the JTPA, the Job Training Reform Amendments of 1992, and Senate Bill 394 chaptered 10/97, an Act to add Section 33117.7 to the Education Code that provides that 30% funds shall be used to create and support paid Internships in the private sector, with an emphasis on small businesses, and paid work experience in the public sector or private nonprofit sector for youth. The service delivery area authorized representative is committed to participate in and direct 8%-30% funds to a School to Career Partnership whose members will carry out their respective roles and responsibilities in the implementation of this program. The Cooperative Agreement requires full adherence to all JTPA cost limitations, reporting and procurement requirements, a 100% matching contribution from non-JTPA funding sources, and assurance that no less than 75% of the funds available under this agreement shall be expended on activities serving economically disadvantaged individuals with barriers to employment. Service provider costs incurred in this program shall be reimbursed at a rate not to exceed \$9.00 for each hour of completed internship/work experience and working conditions shall meet the standards and requirements for a JTPA work experience site.

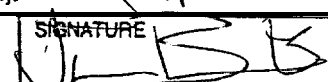
The program shall be conducted in accordance with the provisions agreed to in this Cooperative Agreement, the attached Agreement Provisions and Standards of Conduct, and all policy, instructions, and current and future directives issued by the grantor agencies, the Employment Development Department and the California Department of Education.

The California Department of Education recognizes the signature on line 1 as that of the designated official responsible for the administration of this program. Complete lines 2 and 3 only if local consent/approval is required.

1. SERVICE DELIVERY AREA CHIEF OFFICIAL:

NAME Gregg Irish	SIGNATURE 	DATE 8/27/98
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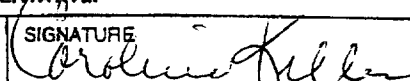
2. PRIVATE INDUSTRY COUNCIL (or designated agency official):

CHAIRMAN Jim Booth	SIGNATURE 	DATE 9/24/98
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3. LOCAL ELECTED OFFICIAL (or designated agency official):

CHIEF ELECTED OFFICIAL Jan Beautz	SIGNATURE	DATE
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4. SCHOOL TO CAREER PARTNERSHIP AUTHORIZED REPRESENTATIVE:

AUTHORIZED REPRESENTATIVE Caroline Keller	SIGNATURE 	DATE 8/27/98
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5. CALIFORNIA DEPARTMENT OF EDUCATION APPROVAL:

 Deputy Superintendent Specialized Programs Branch	SIGNATURE	DATE
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SECG 2-2-30
PY 1998

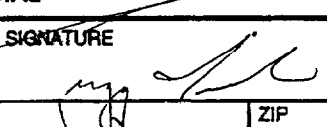
CALIFORNIA DEPARTMENT OF EDUCATION
JTPA TITLE 11 A/C 8%-30% FUNDS

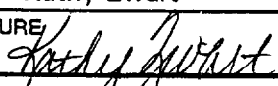
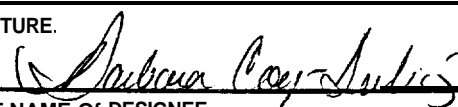
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Cooperative Agreement
NO. _____
Modification No. _____

COOPERATIVE AGREEMENT

SDA DELEGATION OF AUTHORITY

If any changes to the following take place during the term of this Cooperative Agreement, a new SECG 2-2-30 must be submitted through the CDE Regional Consultant. Failure to update this form can result in delays in cash requests.

PART I - SERVICE DELIVERY AREA CHIEF OFFICIAL			
NAME	Gregg Irish	SIGNATURE	DATE
TITLE	Director		8/27/98
ADDRESS #1	1040 Emeline Avenue Santa Cruz, CA	ZIP	TELEPHONE
		95060	(408) 454-4080
ADDRESS #2 (site for CDE cash disbursement if different from above)		ZIP	TELEPHONE
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PART II - AUTHORIZED CERTIFICATION -- The following named persons are authorized by the designated agency official to sign documents and/or request JTPA and State Matching funds on behalf of the above-named agency.			
PRINT NAME OF DESIGNEE	TITLE		
Kathy Zwart	Assistant Director		
SIGNATURE	DATE SIGNED	TELEPHONE	
	8-27-98	(408) 454-4585	
PRINT NAME OF DESIGNEE	TITLE		
Barbara Coy-Bulicz	Senior Departmental Analyst		
SIGNATURE	DATE SIGNED	TELEPHONE	
	8-27-98	(408) 454-4591	
PRINT NAME OF DESIGNEE	TITLE		
SIGNATURE	DATE SIGNED	TELEPHONE	
		()	

PART III - AGENCY CONTACTS -- The following persons are designated as contacts for the following program areas.		
COOPERATIVE AGREEMENTS/MONITORING ACTIVITIES		
NAME (Print)	TITLE	TELEPHONE
Lacie Gray	Associate Analyst	(408) 454-4225
FUND MANAGEMENT (Payments, Reports, Match, Stand-in)		
NAME (Print)	TITLE	TELEPHONE
Barbara Coy-Bulicz	Senior Departmental Analyst	(408) 454-4591
MANAGEMENT INFORMATION SYSTEMS (MIS) (Participant Information/Reports)		
NAME (Print)	TITLE	TELEPHONE
Cyndie Lowry	Administrative Aide	(408) 454-4578

SECG 2-3-30
PY 1998

CALIFORNIA DEPARTMENT OF EDUCATION
JTPA Title 11A/C 8%-30% FUNDS
COOPERATIVE AGREEMENT

Cooperative Agreement .
NO. _____

Modification No. _____

FUNDING SUMMARY
Allocation and Distribution of all 1998 8%-30% Funds

SERVICE DELIVERY AREA: Santa Cruz County

JTPA 8%-30% FUNDS							
School-To-Career Service Provider (Please list SDA, too)	Planned Number of Participants	Planned Hours of Internship/Paid Work Experience	Administration	Direct Training	Training Related/ Supportive Services	Total	Total Planned &n-Federal Stand-In
Santa Cruz County/ Human Resources Agency Santa Cruz County Office of Education Regional Occupation Program (ROP)	Fourteen (14)	285.7 each	\$8,000	\$32,000		\$40,000	138
TOTAL	14	285.7	\$8,000	\$32,000		\$40,000	

**FUNDING SUMMARY
NON-JTPA LOCAL MATCHING DETAIL**

SDAs are asked to report to the state any qualifying
additional match generated in their programs.

SERVICE DELIVERY AREA: Santa Cruz County

(1) Location of Match (college, school, etc.)	(2) Match Source and Description	(3) Value of School District general fund <u>only</u> \$	(4) Value of Community College general fund <u>only</u> \$	(5) Value of Other Match \$	(6) Total Match \$
County Office of Education	Regional Occupational Programs (ROP) Average Daily Attendance (ADA)	\$40,000			\$40,000
TOTALS:		\$40,000			\$40,000

SECG 2-5-30
PY 1998

CALIFORNIA DEPARTMENT OF EDUCATION
JTPA TITLE 11 A/C 8% - 30% FUNDS
COOPERATIVE AGREEMENT

Cooperative Agreement
No. _____

Modification No. _____

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**COMMITMENT TO PARTICIPATE IN A
SCHOOL TO CAREER PARTNERSHIP**

Service Delivery Area (SDA): <u>Santa Cruz County</u>		School to Career (STC) Partnership (name): <u>Monterey Bay Regional Partnership</u>	
Address: <u>040 Emeline Ave., Santa Cruz, CA 95060</u>		Address: <u>867 E Laurel Dr., Salinas, CA 93905</u>	
Service Delivery Area Authorized Representative: <u>Bregg Irish</u>		School to Career Partnership Authorized Representative: <u>Caroline Keller</u>	
Title: <u>Director</u>	Telephone No.: <u>(831) 454-5400</u>	Title: <u>Region V Coordinator</u>	Telephone No.: <u>(831) 479-5203</u>

Describe below the roles, responsibilities and specific commitments of the SDA in this project. (Use additional sheets if necessary.)

Please see attached Memorandum of Agreement.

What agency of the STC Partnership will be the fiscal agent recipient of the funds. (Use additional sheets if necessary.)

Santa Cruz County Human Resources Agency

Which local education agencies (LEAs) in the School-to-Career Local Partnership will participate in the internship/work experience programs? (Use additional sheets if necessary.)

Santa Cruz County Office of Education (COE)/Regional Occupational Program (ROP)

We, the undersigned, agree that the information above accurately reflects the role and commitment of the above named SDA within the Monterey Bay Regional Partnership STC Partnership.

Service Delivery Area Authorized Representative signature:

Date:

8/27/98

School to Career Partnership Authorized Representative signature:

Date:

8/27/98

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CALIFORNIA DEPARTMENT OF EDUCATION
JTPA TITLE 11A/C 8%-30% FUNDS
COOPERATIVE AGREEMENT

Cooperative Agreement No. **141**
Modification No. _____

**SCHOOL TO CAREER PARTNERSHIP
PROGRAM DESCRIPTION**

SDA: Santa Cruz County		School to Career Partnership (name): Monterey Bay Regional Partnership	
School to Career Partnership Contact Person: Caroline Keller		Title: Region V Coordinator	Telephone No.: (831) 4 7 9 - 5 2 0 3
JTPA 8%-30% Funds: \$40,000	Planned Program Participants: 14	Local Matching Contribution: \$40,000	Planned Hours of Internship Work Experience Completed: 4,000 (285.7 each)

Describe the school to career program (by site(s) that will serve JTPA 8%-30% youth participants. Emphasize how the program will provide activities that create and support internships/paid work experience within the work-based learning component of the school to career program. Describe how you will incorporate the objective assessment and individual service strategy (ISS) in this school to career program.

The County Office of Education/Regional Occupational Program will offer two programs, the Video Academy and Business Skills & Financial Occupations, for JTPA 8%/30% participants. Youth will be assessed on their skills and interests through the objective assessment process. Their skills and interests will be documented on the Individual Service Strategy (ISS). Youth with an aptitude and interest in video production will be enrolled in the Video Academy Program and will learn skills related to producing videos, including filming, editing, lighting, etc. Their work experience will complement the skills they are learning in the classroom. They will work to actually produce videos.

Likewise, youth with interests and aptitudes in business will be enrolled in Business Skills & Financial Occupations. They will learn clerical office and business skills used in today's automated business office and have complementary work experiences (ie clerical, business aide, etc.).

SECG 2-7-30
PY 98

CALIFORNIA DEPARTMENT OF EDUCATION
JTPA TITLE 11 A/C 8%-30% FUNDS

Cooperative Agreement
No. _____

Modification No. _____

COOPERATIVE AGREEMENT
WORK PLAN

SERVICE DELIVERY AREA: Santa Cruz County

Please list the implementation activities that will lead to paid internships/work experience of JTPA youth participants.
(Complete one Work Plan for each School to Career (STC) service provider)

(1) Planned Implementation Activities	(2) Responsible Staff/ Agency	(3) Timeline Start/End Dates	(4) Planned Outcomes
Eligibility Determination	JTPA/CareerWorks	9-1 0/98	Determined Eligible for JTPA
Assessment and Individual Service Strategy	JTPA/CareerWorks	9-1 1/98	Appropriate Students referred to COE/ROP Video Academy and Business & Financial Occupations
Enrollment	JTPA/CareerWorks	9-1 1/98	Appropriate Students enrolled in 8%/30%
Classroom Instruction	COE/ROP	9/98-6/99	Students taught skills in area of interest
Work Experience Site Development	COE/ROP and JTPA/CareerWorks	9-1 1/98	Work sites developed for work experience
Work Experience	COE/ROP and JTPA/CareerWorks	9/98-6/99	Youth work and learn on the job

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PY 1998

California Department of Education
JTPA State Education Coordination and Grants (8%)

Service Delivery Area (SDA)



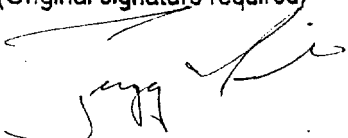
A. **DEBARMENT:** Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.510. (Lower Tier)

- (1) The recipient agency certifies, that in its operations of a JTPA 8% program, neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the recipient agency is unable to certify to any of the statements in this certification, such agency shall attach an explanation to this proposal.

B. **DRUG-FREE WORKPLACE:** As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610, the recipient agency certifies that it will or will continue to provide a drug-free workplace.

Terms and conditions of Debarment and Drug Free Workplace are specified in the Cooperative Agreement "Agreement Provisions and Standards of Conduct".

The Authorized Agent, in signing this document, certifies that he/she has read and is in compliance with all terms and conditions required for certification.

AGENCY NAME Santa Cruz County Human Resources Agency	
Printed Name of Authorized Agent Gregg Irish	Title Director, CareerWorks
Signature (Original signature required) 	Dale 8/27/98 31