



County of Santa Cruz 0396

HUMAN RESOURCES AGENCY

1000 EMELINE ST., SANTA CRUZ, CA 95060
(831) 454-4130 OR 4544045 FAX: (831) 454-4642

CECILIA ESPINOLA, ADMINISTRATOR

December 20, 1999

AGENDA: January 11, 2000

BOARD OF SUPERVISORS
County of Santa Cruz
701 Ocean Street
Santa Cruz, California

APPROVAL OF CONTRACT WITH COMMUNITY ACTION BOARD

Dear Members of the Board:

As you know, the Human Resources Agency (HRA) identified the Community Action Board (CAB) as a collaborative partner in its CalWORKs Plan. The agency has worked with CAB to develop a nontraditional career feeder program, called Women Ventures, which is the only program of this kind in the Santa Cruz area. The purpose of this program is vocational education leading to placement of women, including CalWORKs participants, in nontraditional jobs, resulting in family self-sufficiency. At this time, Women Ventures been partially funded by the Packard Foundation and the California Endowment, and has begun to place CalWORKs participants in trade unions and other professions. The purpose of this letter is to recommend approval of a contract with CAB for the Women Ventures Program.

HRA is recommending a contract in the amount of \$70,865 to support the activities of Women Ventures with CalWORKs participants from January 1, 2000 through June 30, 2000. These funds will serve as a match to the foundation funds which have already been granted. The agency will return to your Board during budget hearings with recommendations regarding continuation of this pilot project. The contract will be financed from the CalWORKs single allocation, at no additional cost to the County.

The contract has been approved by the contractor, County Counsel, and Risk Management, and is attached for your information.

IT IS THEREFORE RECOMMENDED that your Board approve a contract in the amount of \$70,865 with the Community Action Board for its Women Ventures Program serving CalWORKs participants, and authorize the Human Resources Agency to sign the contract on behalf of the County.

Very truly yours,

CECILIA ESPINOLA
Administrator

0398

COUNTY OF SANTA CRUZ
REQUEST FOR APPROVAL OF AGREEMENT

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

FROM: Human Resources Agency (Dept.)
[Signature] (Signature) 12/13/99 (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 Community Action Board/Woman Ventures Program, 501 Soquel Ave., Suite E (Name & Address)
Santa Cruz, CA 95062
2. The agreement will provide specialized, bilingual vocational education workforce preparation
classes for CalWORKs participants
PIN Code #623031
3. The agreement is needed to prepare participants for non-traditional jobs.
4. Period of the agreement is from 1/1/00 to 6/30/00
5. Anticipated cost is \$ 70,865.00 (~~Fixed amount~~; Monthly rate; Not to exceed)
6. Remarks: w-9 on file contact: G Groves x4036
7. Appropriations are budgeted in 392100 (Index#) 5665 (Subobject)

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

Appropriations are available and have been encumbered. Contract No. CO 92002 Date 12/28/99
are not will be

GARY A. KNUTSON, Auditor - Controller
By [Signature] 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).

Remarks: [Signature] (Analyst)
County Administrative Officer
By [Signature] Date 12/28/99

Agreement approved as to form. Date _____

Distribution:
Bd. of Supv. - White
Auditor-Controller - Blue
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

I _____ 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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INDEPENDENT CONTRACTOR AGREEMENT

0399

THIS AGREEMENT is entered into this 1st day of January, 2000, by and between the COUNTY OF SANTA CRUZ HUMAN RESOURCES AGENCY, hereinafter called COUNTY, and the COMMUNITY ACTION BOARD/WOMAN VENTURES PROGRAM, hereinafter called CONTRACTOR. The parties agree as follows:

1. **DUTIES.** CONTRACTOR agrees to exercise special skill to accomplish the following result: provide specialized, bilingual vocational education workforce preparation classes for CalWORKs participants preparing for non-traditional jobs, including jobs in the trades, to commence immediately (Program Code 6230, Pin Code 3 1). See Attachment A - Scope of Services ("Program Plan").

2. **COMPENSATION.** In consideration for CONTRACTOR accomplishing said result, COUNTY agrees to pay CONTRACTOR as follows: \$70,865, on a cost reimbursement basis, in accordance with Attachment B ("Budget"), attached hereto and incorporated herein by reference, on the basis of appropriate claims submitted to the Human Resources Agency. Contractor agrees to submit invoices by the 10th of the following month.

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 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 "Salary and Benefits" involving number and salary of positions, may be made only upon 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.

3. **TERM.** The term of this contract shall be January 1, 2000 through June 30, 2000.

4. **EARLY TERMINATION.** Either party hereto may terminate this contract at any time by giving thirty (30) days written notice to the other party.

5. **INDEMNIFICATION FOR DAMAGES, TAXES AND CONTRIBUTIONS.** CONTRACTOR shall exonerate, indemnify, defend, and hold harmless COUNTY (which for the purpose of paragraphs 5 and 6 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 it 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 CONTRACTORS performance under the terms of this Agreement, excepting

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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.

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

6. **INSURANCE.** CONTRACTOR at its sole cost and expense, for the full term of this Agreement (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 excess of CONTRACTORS 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 the CONTRACTOR has no employees and certifies to this fact by initialing here ____.

(2) Automobile Liability Insurance for each of CONTRACTOR'S vehicles used in the performance of this Agreement, including owned, non-owned (e.g., owned by CONTRACTOR'S employees), leased or hired vehicles, shall each be covered with Automobile Liability Insurance 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 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, this Subparagraph is initialed by CONTRACTOR and COUNTY ____/____.

Initials:  _____
CONTRACTOR/COUNTY

INDEPENDENT CONTRACTOR AGREEMENT

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.

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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 Agreement (including, without limitation, unemployment insurance, social security and payroll tax withholding).

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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 ____/____.

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(3) Comprehensive or Commercial 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, this Subparagraph is initialed by CONTRACTOR and COUNTY ____/____.

Initials:  _____
CONTRACTOR/COUNTY

INDEPENDENT CONTRACTOR AGREEMENT

B *Other Insurance Provisions*

(1) If any insurance coverage required in this Agreement is provided on a "Claims Made" rather than "Occurrence" form, CONTRACTOR agrees to maintain the required coverage for a period of three years after the expiration of the 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 agreement 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 the insurance policies shall be endorsed to contain the following clause:

"This insurance shall not be cancelled until after thirty (30) days prior written notice has been given to: Human Resources Agency, 1040 Emeline St., Santa Cruz, CA 95060, Attn: Gail Groves."

(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 with Certificates of Insurance for all required coverages. All Certificates of Insurance shall be delivered or sent to: Human Resources Agency, 1040 Emeline St., Santa Cruz, CA 95060, Attn: Gail Groves.

7. EQUAL EMPLOYMENT OPPORTUNITY. During and in relation to the performance of this Agreement, CONTRACTOR agrees as follows:

A. The 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, pregnancy, age (over 18), veteran status, or any other non-merit factor unrelated to job duties. Such non-discriminatory 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, notice setting forth the provisions of this non-discrimination clause.

Initials:
CONTRACTOR/COUNTY

INDEPENDENT CONTRACTOR AGREEMENT

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B. If this Agreement provides compensation in excess of \$50,000 to CONTRACTOR and if 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, gender, pregnancy, age (over 18), veteran status, 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 Business Enterprises are available from the COUNTY General Services Purchasing Division.

(2) The CONTRACTOR shall furnish COUNTY Equal Opportunity Office information and reports in the prescribed reporting format (PER 4012) identifying the sex, race, handicap or 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 Business Enterprises,

(3) 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 said CONTRACTOR may be declared ineligible for further agreements with the COUNTY.

(4) The CONTRACTOR shall cause the foregoing provisions of this Subparagraph 7B. 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. 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, pregnancy, age (over 18), veteran status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program conducted under this Agreement.

8. 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.

PRINCIPAL TEST. The CONTRACTOR rather than COUNTY has the right to control the manner and means of accomplishing the result contracted for.

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

Initials: AC /
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ATTACHMENT A - SCOPE OF SERVICES

406 ~~MAIN~~ STREET, SUITE 220
WATSONVILLE, CA 95076
831.724.0206
Fax 83 1.724.3447

Women Ventures Project

PROGRAM PLAN

For January 1, 2000- June 1, 2000

To The County of Santa Cruz, Human Resources Agency

PURPOSE OF PROGRAM

A nontraditional employment feeder project to move women, who are CalWORKs participants, out of poverty and into jobs with good wages and health benefits.

The Women Ventures Project, a project of the Community Action Board of Santa Cruz County, Inc. (CAB) serves low-income women in Santa Cruz County. The Project targets residents of the unincorporated communities of north and south Santa Cruz County and the City of Watsonville. Nontraditional employment for women is any occupation in which 25% or less of the labor force is comprised of women. The Women Ventures Project focuses on occupations in transportation, public safety, and the building trades. The Project intends to place 75% of project participants into unsubsidized nontraditional employment. Placements in subsidized employment will occur only if there is a guarantee of unsubsidized employment at the end of the training period. The average placement earnings are \$8-9 per hour. The age and the number of children in a family determine the self-sufficiency wage. Self-sufficiency wages of 300% of the Federal Poverty Guidelines are long term goals for project participants.

OBJECTIVES

CAB will expand the role of nontraditional employment for women leaving welfare for work in Santa Cruz County and assist in the incorporation of this self-sufficiency strategy into county programming. CAB's overall goal is to implement and develop a sustainable capacity for the Women Ventures Project.

OBJECTIVE 1: Implement a feeder project to assess, train, mentor, and place 22 women moving from welfare to work in nontraditional careers that will provide good wages and health benefits leading to family self-sufficiency.

The Community Action Board of Santa Cruz County, Inc. (CAB) chose the occupational categories to respond to the need to move TANF participants into employment that will provide wages and benefits that assure family self-sufficiency, thus moving low-income families out of poverty, as well as off welfare.

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The Women Ventures Project places Santa Cruz County TANF participants in nontraditional careers utilizing a feeder project model that includes orientation, assessment, career exploration, placement, supportive services, skills building, and follow-up peer support and mentoring.

Women Ventures provides support for the health and wellbeing of participants and their families while participants are in major transition, at the same time providing the necessary elements for women to get and retain jobs with good wages and benefits. CAB views the role of women, with nontraditional work experience, as critical to the success of the project. Women Ventures has two full-time staff members, a Program Director and a Case Manager/Employment Services Specialist, both of whom have nontraditional work experience. Three part-time staff trainers have extensive nontraditional work experience.

Additionally, CAB has coordinated efforts with Wider Opportunities for Women, Equal Rights Advocates, California Families for Economic Self-Sufficiency, Northern California Tradeswomen Conference Committee, Women's Alliance Construction Pre-Apprenticeship Program, and the YWCA of the Santa Clara Valley to ensure program effectiveness.

OBJECTIVE 2: Build community, client, and employer awareness to increase access to nontraditional jobs for low-income women with children and to institutionalize the notion of nontraditional employment as a self-sufficiency strategy and to make it available to women at every point of entry into CalWORKs, workforce preparation, and training programs in the community.

Integral to the Women Ventures Project is the need to provide information to the community about the effectiveness of targeting nontraditional careers to achieve family self-sufficiency and the opportunity to employers and labor unions to broaden their own staff and membership. Women Ventures has embarked on a community outreach and education campaign highlighting the successes of nontraditional employment as an initiative that leads to family self-sufficiency. Efforts include presentations to HRA staff, in County One-Stop Career Centers, community-based organizations, employers/business networks, and labor unions. Additionally, CAB and Women Ventures work to inform the community through media outreach.

A long-term goal of the Women Ventures Project is to institutionalize the notion of nontraditional employment as a self-sufficiency strategy and to make this strategy available to women at every point of entry into CalWORKs and community workforce preparation. Women Ventures Project graduates will play an essential role in the outreach efforts, as they will develop the leadership skills to be advocates and role models for others in their community. Education, outreach, and the demonstration of success by participants will help dispel the myths about nontraditional employment.

OBJECTIVE 3: Develop project sustainability and integration of resources.

CAB is part of the local planning team, including local government and social service agency representatives, developing strategies to implement the Workforce Initiative Act of 1998. The Women Ventures Project has secured private foundation funding through the year 2000. As the project demonstrates successful outcomes for participants over the course of the next year and a half, it will likely lead to more permanent funding.

A sustainable capacity is achievable through collaboration with both public and private workforce preparation partners. CAB will work with local education and training providers through the One-Stop system to develop a coordinated system for reaching potential employers

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and addressing their needs in terms of technical and soft **skills** training. The development of the One-Stop system in Santa **Cruz** County has supplied the foundation for further coordination of employment services in the region.

As TANF participants engage in a range of new career **opportunities**, a network will develop of employers and service providers interested in the goal of placing low-income women with children **in** the targeted occupations.

EVALUATION PLAN

OBJECTIVE 1: Implement a feeder project to assess, train, mentor, and place 22 women moving from welfare to work in nontraditional careers that will provide good wages and health benefits leading to family self-sufficiency.

I. Objective 1 Outcomes:

A. Number of contacts with potential participants in the community.

- 1) **Information** and Referral **services** provided to nonparticipants.

B. Number of persons attending Project Orientations

C. Number of persons attending/completing Workshops.

D. Support services provided:

- 1) The Client **Intake** process **assesses** participant eligibility (at 200% or less of the Federal Poverty Guidelines) and immediate needs. All Orientation participants complete an Intake form. Eligible **participants** attend an individual one-hour case management session. **Participants** are required to provide all necessary documentation as outlined in a document **checklist**.
- 2) The Family **Development** Matrix provides baseline **information** on the economic, social, health, **transportation**, community access, and **family** relationships of each participant. The **Case Manager** prepares the Matrix with each participant during the case management session. Participants receive a **two-hour** individualized case management session during the Workshop. A final follow-up session **occurs** after the Workshop is completed. The Matrix is used to track participants at six months and one year after Workshop completion.
- 3) Women Ventures documents the number of joint case management **sessions** with **CalWORKs** staff. Joint case management occurs for all **CalWORKs** participants during the second and third weeks of the Workshop.
- 4) Women Ventures tracks and documents the **number** of participants who receive referrals to community based **organizations**. These include the Alto Counseling, **Defensa De Mujeres**, Healthy Start, Santa **Cruz** County Immigration Project, Legal **Aid**, the Shelter Project, Families in Transition, **and** Goodwill Industries.

E. Number of participants who attend the Peer-Support Group and network.

- 1) The peer support group meets bimonthly for two months following each Workshop. Women Ventures tracks the number of participants who **attend** the support group, and provides a qualitative description of support group **activities**.

F. Number of participants who receive Skills and Training referrals.

- 1) Women Ventures tracks referrals to **project** partners: **Watsonville/Aptos Adult School**, **Cabrillo College**, Regional **Occupation** Program (**ROP**). Data is **collected** to provide proper documentation of vocational program referrals, basic adult education **referrals**, and ESL referrals.

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- G. Number of **participants** placed in jobs or apprenticeship programs.
- 1) The employment data set **includes**:
 - a) **Entry** level **wage/** projected **timeframe** to **self-sufficiency** wage.
 - b) Career ladder **definition** for each participant.
 - c) Is the job **placement** in the participants' field of choice?
 - d) Is the job **placement** temporary, intermediate, or career in duration?
 - e) The type of benefits the employer provides.
 - 1) The employment retention data tracks employment at initial placement, after six months, and at one year.
- H. Data from participants' **evaluation** of the **Project**.
- 1) Participants evaluate the Project at the end of the Workshop.
 - a) Job skills attained: Worker rights and responsibilities; Job applications and resumes; job search methods; information **interviewing**; job **communication** skills.
 - b) Evaluation of **staff**: Program Director, Case **Manager**, Staff Trainers, Speakers, **and** Apprenticeship Coordinators.
 - c) Participants satisfaction and outlook.
- I. Change in Employability **factors** for participants.
- 1) Women Ventures tracks changes in each participants ability to secure employment
 - a) Including Transportation, GED, Driver's License, Child care, **Healthy Start**, Work **Permits**.

OBJECTIVE 2: Build community, client, and employer awareness to increase access to nontraditional jobs for low-income women with children and to institutionalize the notion of nontraditional employment as a self-sufficiency strategy and to make it available to women at every point of entry into CalWORKs, workforce preparation, and training programs in the community.

III. Objective 2 Outcomes:

- A. Number of participants **referred** to community partners.
- B. Number of outreach presentations to Santa **Cruz** County Human Resources Administration **staff**, One-Stop **Centers**, **community organizations**, employer organizations, high school - students, high school and college **counselors**.
- C. Media coverage of program.
- D. Advertising **and** Outreach materials.
- E. A qualitative narrative describing progress towards **institutionalizing** the program and how the Project **staff currently** visualize the steps in this process.
- F. Number of participants involved in leadership development.
 - 1) Peer-support group **facilitation**
 - 2) Outreach and orientation **presentations**
 - 3) Providing training in Workshop
 - 4) Involvement in other community based organizations

OBJECTIVE 3: Develop project sustainability and integration of resources.

IV. Objective 3 Outcomes:

- A. **Narrative** describing interaction with **CalWORKs**, **Watsonville/Aptos** Adult School, ROP, and community based organizations.

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- B. Narrative describing the integration of Women Ventures into the workforce development / **Workforce** Investment System policy to leverage **institutionalization** of the Project and **secure funding**.
- C. List of **services** Women Ventures would like to provide, yet is unable to provide through either direct **services** or referrals.

CAB EVALUATION

The Community Action Board of Santa **Cruz** County, Inc. (CAB), evaluates the Women Ventures Project. CAB uses two quantitative methods of evaluation and monitoring to follow the progress of its programs:

- A. Monthly budget reviews by the executive director, **fiscal** manager, and project director track project expenditures and insures proper documentation of award allocations.
- B. Quarterly Reports **are** compiled by the Project Director, reviewed by the Grants Manager, and assessed by the Executive Director. Quarterly Reports are available for review by the CAB Executive Board, Project **Funders**, and the community.
- C. CAB qualitatively evaluates the success of this project in terms of its ability to improve the economic and physical health of participants and their families.
- D. CAB monitors how **successfully** the project serves the purpose of educating employers, community based organizations and **CalWORKs** program **staff**.

ADVISORY BOARD EVALUATION

The Women Ventures Advisory Board provides a formal evaluation of grant objectives.

- A. Evaluation prepared at the end of first workshop cycle in mid-November, **1999**.
- B. Evaluation prepared at the end of second workshop cycle in mid-May, 2000.
- C. Evaluation prepared at the end of the third workshop cycle in mid-November 2000.

MONITOR'S REPORT

Independent consultant Jane Humes monitors the Women Ventures Project. CAB, the **Project** Advisory Board, and the Program Director use the semi-annual monitor's report to assess progress toward achieving grant objectives and program impact. The report includes:

- A. An overview of the project that examines program development, curriculum development, **case** management, participant and **staff evaluations**, and community linkages.
- B. Suggestions and recommendations for determining variations from project objectives.
- C. Monitor will survey **staff members** in personal interviews between the first and second workshop cycles, and report on staff evaluation of the program.

BUDGET

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| | |
|-----------------------|---------------|
| Salaries & Wages | 21,700 |
| Payroll Taxes | 1,585 |
| Employee Benefits | 0 |
| Trainers | 0 |
| Consulting Services | 0 |
| Rent | 0 |
| Travel | 3,000 |
| Office supplies | 0 |
| Postage | 0 |
| Printing | 115 |
| Telephone | 100 |
| Dues & Subscriptions | 0 |
| Liability Insurance | 0 |
| Client Assistance | 36,000 |
| Program Supplies | 4,000 |
| Fixed Asset Purchases | 400 |
| Admin Support | 3,965 |
| TOTAL EXPENSES: | 70,865 |

Initials: CP
CONTRACTOR/COUNTY