



# 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

March 28, 2000

AGENDA: April 11, 2000

### BOARD OF SUPERVISORS

County of Santa Cruz

701 Ocean Street

Santa Cruz, California

### ACCEPT AND APPROPRIATE UNANTICIPATED REVENUE FOR WELFARE-TO-WORK TRANSPORTATION

Dear Members of the Board:

As you will recall, in December 1998, the Human Resources Agency (HRA) applied to the California Department of Transportation (CALTRANS) for a Job Access/Reverse Commute grant from the Federal Transit Administration (FTA). We are pleased to report that the grant has been approved in the amount of \$200,000 for transportation alternatives to serve the CalWORKs population. The purpose of this letter is to accept and appropriate unanticipated revenue and take related actions to initiate implementation of the proposed projects.

#### **Background**

In November 1998, Caltrans invited communities with urbanized areas under 200,000 to apply for Job Access/Reverse Commute (JARC) grants from the Federal Transit Administration. The Human Resources Agency (HRA) submitted an application for three projects to serve CalWORKs participants in the welfare-to-work program, which was reviewed and supported by the Transportation Commission and the Transportation Task Force of the Coalition for Workforce Preparation. HRA has been awarded the full amount requested for the following initiatives:

#### **Emergency Ride Home Program**

The JARC grant includes \$50,000 for an Emergency Ride Program, which will provide emergency transportation back-up for working CalWORKs participants who utilize alternative transportation and face unexpected transportation emergencies which can cost them their jobs. For example, the program could assist parents to pick up sick children if they have taken the bus or used another alternative form of transportation, or if their car breaks down during the day. It is anticipated that this service will be contracted out to an organization which already provides such services, such as a transportation management association.

#### **Carp001 Incentives Program**

The JARC grant includes \$50,000 for a Carpool Incentives Program to strengthen carpooling

## **BOARD OF SUPERVISORS**

Agenda: April 11, 2000

Accept and Appropriate Unanticipated Revenue

supports for working participants. The incentives will be transportation-related, such as payment for a car tune-up or smog inspection, and will require CalWORKs participants to share their cars with other participants to attend work or work-related activities.

### **Connections Shuttle**

Finally, the JARC grant includes \$100,000 in capital funds for the purchase of shuttle vans for the Connections Shuttle job training program, which trains drivers and dispatchers and serves working CalWORKs participants who cannot take the bus for all or part of their route, as a short-term interim solution.

The Connections Shuttle Program is operated as a training activity for CalWORKs participants, who earn their Class B driver's license and learn dispatching skills, while providing shuttle services to CalWORKs families who cannot use the bus for all or part of their routes. Driving and dispatching have been identified locally as high demand occupations, and 13 of the 30 CalWORKs participants enrolled in the training program have already found unsubsidized jobs. The service aspect of this program is provided as a short-term, interim solution to transportation problems, including a job retention service for employed participants. Users of the shuttle are transitioned to the public transportation system or an alternative mode of transportation such as a carpool whenever possible.

Since the grant was awarded, the Human Resources Agency has been meeting with the Santa Cruz Metropolitan Transit District (SCMTD) and the United Transportation Union (UTU) to work out issues of concern to them regarding coordination of the Connections Shuttle with the bus services. In addition, HRA has been working cooperatively with SCMTD to market bus services to the CalWORKs population. HRA will continue to meet with SCMTD and the UTU on a regular basis to address mutual concerns.

### **Next Steps**

HRA will work closely with the Santa Cruz Metropolitan Transit District, the Santa Cruz Area Transportation Management Association, the United Transportation Union, the Transportation Commission, Food & Nutrition Services, and Caltrans to implement the JARC grant. It is the intent to contract out JARC grant services to community-based transportation organizations.

The Federal Transit Administration administers the JARC grants using an electronic grants management system called TEAM, for which specific authorization utilizing FTA language must be approved by your Board, as shown on the attached authorizing resolution; and through a fiscal electronic management system called ECHO.

The next steps in implementation include: 1) approving and submitting authorizing documents to the Federal Transit Administration to use the TEAM and ECHO systems; 2) accepting and appropriating half of the grant funds for expenditure this fiscal year; and 3) negotiating and

## BOARD OF SUPERVISORS

Agenda: April 11, 2000

## Accept and Appropriate Unanticipated Revenue

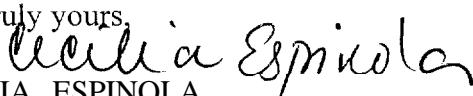
approving contracts for services which are planned to begin no later than July 1, 2000. The remaining revenue will be included in the agency's FY 2000/2001 proposed budget.

It will be necessary for your Board to approve a resolution authorizing the Human Resources Agency Administrator or designee to act as project administrator and signatory on behalf of the County in communications about this grant with the Federal Transit Administration via the TEAM electronic grants management system and the ECHO fiscal management system. The resolution specifies authorizations which are required by the Federal Transit Administration to implement the grant, and is attached for your approval. A copy of the grant is on file with the Clerk of the Board.

IT IS THEREFORE RECOMMENDED that your Board:

1. Adopt the attached resolution, accepting and appropriating \$100,000 in unanticipated revenue from a Job Access/Reverse Commute grant in FY 1999/2000;
2. Approve the attached Authorizing Resolution, authorizing the Human Resources Agency Administrator to execute and file an application for Federal assistance on behalf of the Human Resources Agency of Santa Cruz County with the Federal Transit Administration;
3. Authorize the Human Resources Agency Administrator to execute and file with its application the annual certifications and assurances and other documents the Federal Transportation Administration requires before awarding a Federal assistance grant or cooperative agreement;
4. Authorize the Human Resources Agency Administrator to execute a grant and cooperative agreement with the Federal Transit Administration on behalf of the Human Resources Agency of Santa Cruz County for the purposes of this Job Access/Reverse Commute Grant;
5. Authorize the Human Resources Agency Administrator or designee to act as the project administrator and signatory in the TEAM electronic software grant management system, and as recipient organization official in the ECHO fiscal system; and
6. Direct the Human Resources Agency to negotiate contracts for Job Access/Reverse Commute services and to return to your Board for contract approval no later than June 30, 2000.

Very truly yours,

  
 CECILIA ESPINOLA  
 Administrator

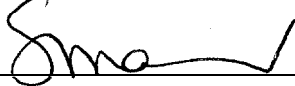
CE/GG:gg/jarcacc.bos

## BOARD OF SUPERVISORS

Agenda: April 11, 2000

Accept and Appropriate Unanticipated Revenue

## RECOMMENDED:



Susan A. Mauriello

County Administrative Officer

## Attachments

cc: County Administrative Office  
Auditor Controller  
County Counsel  
Risk Management  
Federal Transit Administration

**AUTHORIZING RESOLUTION**

Resolution No. \_\_\_\_\_

Resolution authorizing the filing of applications with the Federal Transit Administration, an operating administration of the United States Department of Transportation, for Federal transportation assistance authorized by 49 U.S.C. chapter 53, title 23 United States Code, and other Federal statutes administered by the Federal Transit Administration.

WHEREAS, the Federal Transportation Administrator has been delegated authority to award Federal financial assistance for a transportation project;

WHEREAS, the grant or cooperative agreement for Federal financial assistance will impose certain obligations upon the Applicant, and may require the Applicant to provide the local share of the project cost;

WHEREAS, the Applicant has or will provide all annual certifications and assurances to the Federal Transit Administration required for the project.

NOW, THEREFORE, BE IT RESOLVED BY the Santa Cruz County Board of Supervisors

1. That Cecilia Espinola, Human Resources Agency Administrator, is authorized to execute and file an application for Federal assistance on behalf of the Human Resources Agency of Santa Cruz County with the Federal Transit Administration for Federal assistance authorized by 49 U.S.C. chapter 53, Title 23, United States Code, or other Federal statutes authorizing a project administered by the Federal Transit Administration.
2. That the Human Resources Agency Administrator is authorized to execute and file with its applications the annual certifications and assurances and other documents the Federal Transportation Administration requires before awarding a Federal assistance grant or cooperative agreement.
3. That the Human Resources Agency Administrator is authorized to execute grant and cooperative agreements with the Federal Transit Administration on behalf of the Human Resources Agency of Santa Cruz County.

**CERTIFICATION**

The undersigned duly qualified (Title of Designated Official ), acting on behalf of the Human Resources Agency of Santa Cruz County, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Santa Cruz County Board of Supervisors held on ( Month, Day, Year)\_\_\_\_\_

[If the Applicant has an official seal, impress here.]

\_\_\_\_\_  
Signature of Recording Officer

\_\_\_\_\_  
Title of Recording Officer

\_\_\_\_\_  
Date

BEFORE THE BOARD OF SUPERVISORS  
OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA

0108

RESOLUTION NO. \_\_\_\_\_

On the motion of Supervisor \_\_\_\_\_  
duly seconded by Supervisor \_\_\_\_\_  
the following resolution is adopted:

**RESOLUTION ACCEPTING UNANTICIPATED REVENUE**

WHEREAS, the County of Santa Cruz is a recipient of funds from Federal  
Transit District for Job Access/Reverse Commute program: and

WHEREAS, the County is recipient of funds in the amount of \$ 100,000  
which are either in excess of **those anticipated** or are not specifically set  
forth in the current fiscal year budget of the County; and

WHEREAS, pursuant to Government Code Section **29130(c)/29064(b)**, such funds  
may be made available for specific appropriation by a four-fifths vote of  
the Board of Supervisors;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Santa Cruz County  
Auditor-Controller accept funds in the amount of \$ 100,000 into

Department 392400 Family Relations

<u>T/C</u>	<u>Index Number</u>	<u>Revenue Subobject Number</u>	<u>Account Name</u>	<u>Amount</u>
001	392400	1095	Federal Misc	100,000

and that such funds be and are hereby appropriated as follows:

<u>T/C</u>	<u>Index Number</u>	<u>Expenditure Subobject Number</u>	<u>PRJ/UCD</u>	<u>Account Name</u>	<u>Amount</u>
021	392400	5188		Contri to Other Agcy	100,000

**DEPARTMENT HEAD** I hereby certify that the fiscal provisions have been  
researched and that the Revenue(s) ~~(has been)~~ (will be) received within the  
**current** fiscal year.

By *DeAnn Alcorn*  
Department Head

Date 3/27/00

COUNTY ADMINISTRATIVE OFFICER .

☒

Recommended to Board

☐

Not Recommended to Board

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Cruz,  
State of California, this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_\_  
by the following vote (requires four-fifths vote for approval):

AYES: SUPERVISORS

NOES: SUPERVISORS

ABSENT: SUPERVISORS

---

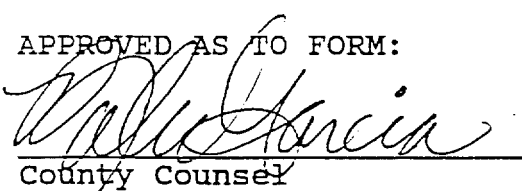
Chairperson of the Board

ATTEST:

---

Clerk of the Board

APPROVED AS TO FORM:

  
County Counsel

APPROVED AS TO ACCOUNTING DETAIL:

 3/28, 00  
Auditor-Controller

## Distribution:

Auditor-Controller  
County Council  
County Administrative Officer  
Originating Department