



County of Santa Cruz

HUMAN RESOURCES AGENCY

Cecilia Espinola, Administrator
1000 Emeline Avenue, Santa Cruz, CA 95060
(831) 454-4130 or 454-4045 FAX: (831) 4544642

September 12, 2000

Agenda: October 3, 2000

BOARD OF SUPERVISORS

County of Santa Cruz
701 Ocean Street
Santa Cruz, CA. 95060

APPROVAL OF CONTRACT FOR RECEPTION SERVICES FOR WORKFORCE SANTA CRUZ COUNTY WATSONVILLE AND MID-COUNTY CAREER CENTERS

Dear Members of the Board:

As you may recall, on October 26, 1999, your Board approved a contract with the Employment Development Department (EDD), a partner in Workforce Santa Cruz County, to provide reception services at both the Watsonville and Mid-County Career Centers from July 1, 1999 through June 30, 2000. EDD has agreed to continue to provide reception services for FY 2000-01. A contract with the Human Resources Agency CareerWorks Division for the period July 1, 2000 through June 30, 2001 in the amount of \$126,005 will finance reception services at both career centers. The purpose of this letter is to request your Board's approval of the contract with EDD and to authorize the Human Resources Agency Administrator to sign the contract.

At the Workforce Santa Cruz County Watsonville Career Center, EDD has been providing reception services since January 1998. The cost will continue to be paid for by the partners and programs in the Center. The Mid-county Career Center reception costs will be paid by Workforce Investment Act funding. There are no County costs associated with this contract. The contract is on file with the Clerk of the Board.

IT IS THEREFORE RECOMMENDED that your Board:

1. Approve the contract with EDD for reception services for \$126,005 on file with the clerk of the Board;
2. Authorize the Human Resources Agency Administrator to sign the contract; and

BOARD OF SUPERVISORS

Agenda: October 3, 2000

Approval of Contract for Reception Services for Workforce Santa Cruz County Watsonville and Mid-County Career Centers

- 3. Authorize the Human Resources Agency Administrator to act on behalf of the County in all matters pertaining to the contract and to execute any minor amendments or modifications that do not affect cost or the term of the agreement; and sign all necessary documents and agreements as appropriate.

Very truly yours,

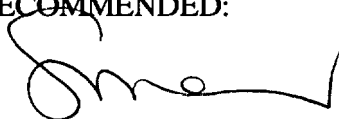


CECILIA ESPINOLA
Administrator

Attachments:

CE\KZADL

RECOMMENDED:



SUSAN A. MAURIELLO
County Administrative Officer

CC: County Administrative Office
Auditor Controller
HRA- WIA Fiscal
CareerWorks

COUNTY OF SANTA CRUZ
REQUEST FOR APPROVAL OF AGREEMENT

0135

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

FROM: Human Resources Agency/CareerWorks (Dept.)
Silva (Signature) 9-12-00 (Date)

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

- Said agreement is between the Human Resources Agency, CareerWorks Division (Agency) and, Employment Development Department, P.O. Box 826217, Sacramento CA 94230 (Name & Address)
- The agreement will provide reception services to the Watsonville and Mid-County Career Centers.
- The agreement is needed to expedite reception services for the partners in the Centers.
- Period of the agreement is from July 1, 2000 to June 30, 2001
- Anticipated cost is \$ 126,005.00 (Fixed amount; Monthly rate; Not to exceed)
- Remarks: Watsonville \$ 70,838.00 to be invoiced minus 15.6% EDD Share of cost;
Capitols. \$ 55,167.00
- Appropriations are budgeted in 392100 (Index#) 3 6 6 5 (Subobject)

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

Appropriations are available and have been encumbered. t N o . 01587-01 Date 9/19/00
are not will be
GARY A. KNUTSON, Auditor - Controller
By Silva Deputy

Proposed reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize the _____ to execute the same on behalf of the _____ (Agency).

Remarks: _____ (Analyst) _____ County Administrative Officer Date 9/22/00

Agreement approved as to form. Date _____

Distribution:
Bd. of Supv. - White
Auditor-Controller - Blue
County _____
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 _____ 19_____.
By _____ Deputy Clerk

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STANDARD AGREEMENT FOR EMPLOYMENT SERVICES

This Agreement is entered into by and between the Santa Cruz County Human Resources Agency, hereinafter referred to as the "Administrative Entity," and the Employment Development Department of the State of California, hereinafter referred to as "EDD." The purpose of this Agreement is for EDD to provide specific employment services to the Administrative Entity. All services shall be performed in accordance with the provisions hereinafter and herein expressed.

1. The term of this Agreement shall be July 1, 2000 through June 30, 2001.
2. The Administrative Entity shall reimburse EDD in the amount not to exceed One hundred twenty six thousand and five dollars Dollars (\$126,005) for the services to be provided as set forth in this Agreement.
3. The following exhibits are attached hereto and are made a part of this Agreement:

- Exhibit A, General Services
- Exhibit B, Scope of Services to be Performed
- Exhibit C, Schedule of Expenditures
- Exhibit D, Budget
- Exhibit E, Non Discrimination

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

EDD	Administrative Entity
Employment Development Department	Human Resources Agency of Santa Cruz County
By (Authorized Signature)	By (Authorized Signature)
Printed Name and Title of Person Signing Jack Padley Division Chief #9110	Printed Name and Title of Person Signing Cecilia Espinola, Administrator Human Resources Agency
Address 2901 50 th Street Sacramento, CA. 95817-2399	Address 1000 Emeline Avenue Santa Cruz, CA. 95060

APPROVED AS TO FORM:
 By: *James M. Scott*

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DEPARTMENT OF GENERAL SERVICES USE ONLY

Approved as to substance
 By: *Janet M. Kinley*
 Office of the County Counsel
 Risk Manager
 Date: 9-14-2000

4. General Provisions

- A. This Agreement shall be governed by the laws of the State of California except to the extent that federal law and regulations govern the operation of the Job Training Partnership Act program.
- B. Both parties to this Agreement agree to adhere to appropriate federal and State legislation concerning nondiscrimination and affirmative action procedures.
- C. Each of the parties and the agents and employees of each party in the performance of this Agreement shall act in an independent capacity and not as officers and agents of the other party.
- D. This Agreement contains the entire agreement of the parties and supersedes all negotiations and other agreements between them.
- E. This Agreement may be amended only in writing with mutual consent of both parties.
- F. EDD agrees to make available at the participating local office(s) identified in the Agreement, any records of client services maintained under this Agreement for inspection, audit, or reproduction by an authorized representative of the Administrative Entity during normal business hours. Financial records pertaining to the Agreement will be maintained in EDD's Central Office in Sacramento.
- G. EDD shall maintain records documenting payments received and provided under this Agreement for at least three years from the final payment date of this Agreement. If EDD receives notice that any litigation, claim, or audit has begun before the expiration of the three-year period, the records shall be retained until all litigation, claims, or audit findings are resolved.
- H. EDD may maintain any of the records required to be kept under this Agreement by substituting photographs, microphotographs, or other authentic reproductions of such records.
- I. In accordance with provisions of Section 895.4 of the California Government Code, each party hereto agrees to indemnify and hold the other party harmless from all liability for damage to persons or property arising out of or resulting from the acts or omissions of the indemnifying party.
- J. In the event of a dispute between EDD and the Administrative Entity over any part of this Agreement, the dispute may be submitted to nonbinding arbitration upon the consent of both parties. An election for arbitration pursuant to this Agreement shall not preclude either party from pursuing any remedy for relief otherwise available.

- K. The State of California has elected to be insured for its general liability, motor vehicle, and Workers' Compensation liability exposures through a self-insurance program. EDD is covered by a self-insured plan for general liability administered by the State Attorney General's office. EDD is covered by Workers' Compensation insurance pursuant to agreement with the State Compensation Insurance Fund. EDD is covered by self-insured vehicle liability administered by the Office of Insurance and Risk Management of the Department of General Services.
- L. EDD is subject to the Single Audit Act of 1984. Work of EDD's Internal Auditors and/or the Single Audit of EDD will be utilized to satisfy the audit requirements of this Agreement. This Agreement shall be subject to the examination and audit of the State Auditor for a period of three years after final payment.
- M. EDD agrees to conform to nondiscrimination provisions of the Job Training Partnership Act (JTPA) and other federal nondiscrimination requirements as referenced in 29 CFR, Part 34, Subpart B, Section 34.20.
- N. EDD agrees to comply with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.), which prohibits discrimination on the basis of disability, and all applicable federal and State laws and regulations, guidelines, and interpretations issued thereto.
- O. This Agreement shall have no force and effect until signed by both parties, and, if applicable, approved by the Department of General Services.

5. Fiscal Provisions

The specific cost for services provided under the Agreement are set forth in Exhibit D entitled "Budget." EDD will begin invoicing once the Fiscal Programs Division has received a copy of the contract signed by both parties. EDD will invoice on or about the 10th of each month based upon actual expenditures. These expenditures will be supported by monthly expenditure reports, which will accompany the invoices. Invoices will reference the contract number and will be sent to:

CareerWorks Fiscal
Santa Cruz County Human Resources Agency
1040 Emeline Street
Santa Cruz, CA. 95060

In consideration of the performance and completion of the foregoing and upon receipt of a detailed invoice, in triplicate, monthly in arrears, the Administrative Entity shall issue payments so that they are received by EDD no later than the 23rd day of each month in order that EDD may deposit such payments in a timely manner with the State Controller for disbursements occurring at the end of the billing period. The payments shall reference the invoice number and be sent to:

Employment Development Department
Accounting Section, MIC 70
P.O. Box 826217
Sacramento, CA 94230-6217

Within the authorized closeout period or 60 days after the end of the contract period, whichever is earlier, EDD will submit a final report reflecting actual expenditures. If a refund is due the Administrative Entity, it will be submitted with the final report. If actual expenditures exceed payments, the Administrative Entity will then be billed for the difference.

6. Program Operation

EDD shall administer this Agreement in accordance with the Federal Job Training Partnership Act, Unemployment Insurance Code, Sections 15000 to 15087, and applicable federal and State regulations and directives.

7. Termination

- A. This Agreement may be terminated by either of the parties by notifying the other party in writing 30 days prior to the effective date of termination.
- B. If during the term of this Agreement, the State and/or federal funds appropriated for the purposes of this Agreement are reduced or eliminated by the California Legislature or the United States government, the Administrative Entity may immediately terminate this Agreement upon written notice to EDD.
- C. If this Agreement is terminated before the end of its term, EDD shall be paid for all staff time encumbered or used during this Agreement through the date of termination.
- D. Notice required by this paragraph will be effective upon delivery to the Contract Monitor.

E. Contract Monitor

The name and address of the Contract Monitors for EDD and the Administrative Entity are as follows:

EDD

Name: Manager Santa Cruz County EDD Office or Designee

Address: Workforce Santa Cruz County Mid-County Career Center

2045 40th Ave. Suite B

Capitola, CA. 95010

Telephone: (831) 464-6261

ADMINISTRATIVE ENTITY

Name: Ellen McCord or Designee

Address: CareerWorks

1040 Emeline Street

Santa Cruz, CA. 95060

Telephone: (831) 454-5400

GENERAL SERVICES

The services listed below may or may not be included in this Contract. The specific services to be provided under the conditions of this Agreement are set forth in Exhibit B. The services offered by EDD include the following:

- A. Recruitment - Recruitment is the process of seeking out clients to participate in the program. It could include search for, and identification of, clients from records maintained by EDD, the use of public service announcements, paid advertising, coordination with schools, and community groups.
- B. Assessment - Assessment interviews are designed to determine a client's employability, aptitude, abilities and interest, and include a review of the client's education, training, and work history. Assessment may include client proficiency and aptitude testing, personal characteristic screening, and registration.
- C. Job Search Training - Job Search Training provides clients with necessary skills and abilities to improve the probability that they will find employment through their own efforts. Job Search Training involves group sessions normally made-up of from as few as five to a maximum of 25 participants per session. Number of sessions, duration, number of participants per session, and frequency may vary depending on client needs and capability.
- D. Supervised Job Search - Supervised Job Search is an organized method of seeking work which includes access to phone banks in a clean and well-lit place, job orders, and direct referrals to employers. Supervised Job Search is overseen, reviewed, and critiqued by a person who has been trained or has experience in job placement activities.
- E. Placement - Job development and placement services are designed to meet the unique needs of specific client groups. Placement is the process of matching clients seeking work with employers seeking workers. Job development is to contact employers to solicit job openings for a specific client. When necessary, employer-hiring requirements will be negotiated to improve employment prospects for the client group. Clients will be briefed and prepared prior to employer interviews so they present their qualifications in the best light.
- F. Employment Counseling - Employment Counseling is aimed at helping the participant reach an informed decision on an appropriate employment goal. This service shall be performed by a person who has been trained or has experience as an employment counselor.

- G. Contract Negotiations/Coordinating On-the-Job Training (OJT) — In this activity, EDD on behalf of the Administrative Entity, will negotiate OJT contracts with employers to train clients for the purpose of improving the client's skills and job readiness. Contracts negotiated by EDD will be entered into between the Administrative Entity and the employer(s). EDD will assure ~~referral~~ of clients to the employer under terms and conditions stipulated by the Administrative Entity. EDD may also maintain records and monitor the OJT contracts on behalf of the Administrative Entity when specified in Exhibit B.

SCOPE OF SERVICES TO BE PERFORMED

Name of Administrative Entity Santa Cruz County Human Resources Agency

Title of Project Reception Contracts

Location where services will be performed Capitola Career Center and Watsonville Career Center.

Type of clients to be served (youth, displaced workers, etc.) All customers who come into the centers seeking employment, training, counseling, general information, unemployment insurance, disability insurance, etc.

Purpose of the project: Is to provide the Career Centers in Capitola and Watsonville with a Receptionist.

Project objectives: To provide both Capitola and Watsonville Career Centers with a receptionist that is trained and knowledgeable of the various programs within the Career Centers, has good customer service skills and is bilingual (Spanish) in order to meet our customers needs. See attached SCOPE OF WORK PC 324 for Capitola and SCOPE OF WORK F'C 336 for Watsonville for detailed information.

Planned program activities: (Show the services to be provided to individual number of participants in each month of the contract.) **NA**

	1	2	3	4	5	6	7	8	9	10	11	12
To be served												
Entered employment												
Assessed												
Job Search Training												
Employment Counseling												
JTPA certifications												
Other activities (specify)												

(Instructions for completing this form are on the next page. Use additional pages if necessary.)

SCOPE OF WORK

Reception services for the Workforce Santa Cruz County partner agencies and visitors at:

Mid-county Career Center
2045-40th Avenue
Capitola, CA 950 10

Services are provided by: Employment Development Department through a contract with CareerWorks/Human Resources Agency, County of Santa Cruz.

Description of Services: Reception services are to be provided to all Center customers including partner agencies, programs, business, and individuals using the Center. The service is to meet Career Center service standards, to be of the highest quality, and to provide an effective and friendly entry into the activities at the Center. The services will be provided primarily in the lobby area. Services will include:

- Welcome customers and visitors.
- Collect customer information as required.
- Provide customers with information on services and how to access the appropriate service or service provider, by phone or in person.
- Answer telephone calls to the general number and forwarded calls from non-attended phone lines.
- Schedule client appointments and register customers for Career Center orientations and workshops.
- Coordinate the schedule and reservations for meeting and training rooms.
- Update the daily event display board.
- Direct customers to the computers with job listing information and to the Resource Library and Network Center.
- Give general information on Center services within the Workforce Santa Cruz County system and specific program services or event information as furnished in writing.
- Use emergency procedures for any incidents that may occur in the lobby area.
- Assist customers with general information needs or telephone referral when what service or program they are seeking is not located in the Center.
- Train and work with part time or other staff doing reception duties.
- Carry out other responsibilities assigned by the supervisor.

This is a non-inclusive list and may be reviewed and changed by the Management Team.

Service expectations:

1. Services will be provided according to a written schedule and written procedures as agreed upon with the Center's Management Team.
2. Trainees and adjunct reception staff will not staff the reception desk alone.
3. Back up reception coverage as agreed upon with partners will be arranged for breaks and lunch hours.
4. Arrange for additional staff support when customer volume of telephone calls or walk-ins requires more assistance than planned.
5. Meets the customer service standards as set by the Management Team.
6. Additional work expectations may be added by the Management Team.

Knowledge base required for all staff providing reception services: This is a non-inclusive list which may be added to by the Management Team as needed.

- Current information on Center services and resources.
- Emergency procedures.
- Security services (how to contact guard and to report incidents).
- Current staff and partner employee list.
- How to schedule appointments and meeting rooms.

Information resources and training will be developed by the Management Team to provide the knowledge base for reception staff.

Supervision of Reception and Lobby Services: Day to day supervision will be the responsibility of the Capitola EDD Program Manager. Back up supervision will be arranged with the Center's Management Team in the absence of the EDD Program Manager. Immediate problems or concerns will be brought to the attention of the EDD supervisor by partner agencies. Continued performance problems will be brought to the Management Team.

Coordination and Evaluation of Reception Services: The Center's Management Team will review and evaluate the work performance of the reception/lobby services on a quarterly basis. Customer evaluations of services will be reviewed. All performance or system problems associated with the contracted service will be brought by partners to the Management Team meetings for resolution. Solutions will be developed and implemented. If problems are not resolved, the Management Team will bring them to the CareerWorks Assistant Director and the EDD Santa Cruz County Manager for joint resolution.

Service Records: Time coding for hours worked in the reception/lobby services position will be maintained to support fiscal claims. Cost will be identified separately on invoices.

EDD Reception Contract Scope of Work Watsonville Center:**SCOPE OF WORK**

Reception services for the Workforce Santa Cruz County partner agencies and visitors at:

Watsonville Career Center
18 West Beach Street
Watsonville, CA 950

Services are provided by: Employment Development Department through a contract with CareerWorks/Human Resources Agency, County of Santa Cruz.

Description of Services: Reception services are to be provided to all Center customers including partner agencies, programs, business, and individuals using the Center. The service is to meet Career Center service standards, to be of the highest quality, and to provide an effective and friendly entry into the activities at the Center. The services will be provided primarily in the lobby area. Services will include:

- Welcome customers and visitors.
- Collect customer information as required.
- Provide customers with information on services and how to access the appropriate service or service provider, by phone or in person.
- Answer telephone calls to the general number and forwarded calls from non-attended phone lines.
- Schedule attendees for special events, Career Center orientations, and Center workshops as requested.
- Coordinate the schedule and reservations for meeting and training rooms as needed.
- Update the daily event display board.
- Direct customers to the computers with job listing information and to the Resource Library and Network Center.
- Give general information on Center services within the Workforce Santa Cruz County system and specific program services or event information as furnished in writing in advance.
- Use emergency procedures, such as calling the security guard, for any incidents that may occur.
- Assist customers with general information needs or telephone referral when what service or program they are seeking is not located in the Center.
- Train and work with part time or other staff doing reception duties.
- Carry out other responsibilities assigned by the supervisor.

This is a non-inclusive list and may be reviewed and changed by the Management Team.

Service expectations:

1. Services will be provided according to a written schedule and written procedures as agreed upon with the Center's Building Operations Management Team.
2. Trainees and adjunct reception staff will not staff the reception desk alone.
3. Back up reception coverage as agreed upon with partners will be arranged for breaks and lunch hours.
4. Arrange for additional staff support when customer volume of telephone calls or walk-ins requires more assistance than planned.
5. Meet the customer service standards as set by the Management Team.
6. Additional work expectations may be determined by the Management Team.

Knowledge base required for all staff providing reception services: This is a non-inclusive list which may be added to by the Management Team as needed.

- Current information on Center services and resources.
- Emergency procedures.
- Security services (how to contact guard and to report incidents).
- Current staff and partner employee list.
- How to schedule appointments and meeting rooms.

Information resources and training will be developed by the Management Team to provide the knowledge base for reception staff.

Supervision of Reception and Lobby Services: Day to day supervision will be the responsibility of the Watsonville EDD Employment Program Manager. Back up supervision will be arranged with the Management Team in the absence of the EDD Program Manager. Immediate problems or concerns will be brought to the attention of the EDD supervisor by partner agencies. Continued performance problems will be brought to the Building Operations Management Team.

Coordination and Evaluation of Reception Services: The Center's Building Operations Management Team will review and evaluate the work performance of the reception/lobby services on a quarterly basis. Customer evaluations of services will be reviewed. All performance or system problems associated with the contracted service will be brought by partners to the Building Operations Management Team meetings for resolution. Solutions will be developed and implemented. If problems are not resolved, the Management Team will bring them to the CareerWorks Assistant Director and the EDD Santa Cruz County Manager for joint resolution.

Service Records: Time coding for hours worked in the reception/lobby services position will be maintained to support fiscal claims. Cost will be identified separately on invoices.

SCHEDULE OF EXPENDITURES

The following schedule reflects expenditures estimated to be accrued during the indicated month. It is anticipated that invoicing will reflect these amounts or adjustments thereto.

MONTH	ESTIMATED EXPENDITURES
1. July 2000	\$ 10,500.41
2. August 2000	\$ 10,500.41
3. September 2000	\$ 10,500.41
4. October 2000	\$ 10,500.41
5. November 2000	\$ 10,500.42
6. December 2000	\$ 10,500.42
7. January 2001	\$ 10,500.42
8. February 2001	\$ 10,500.42
9. March 2001	\$ 10,500.42
10. April 2001	\$ 10,500.42
11. May 2001	\$ 10,500.42
12. June 2001	<u>\$ 10,500.42</u>

TOTAL \$126,005.00
(To equal total amount set forth in Budget, Exhibit D.)

Exhibit D
 Budget Detail Sheet
 SFY 2000-01*

Contract Name:
 Term of Contract: **07/01/00 to 06/30/01**
 Field Office: **Watsonville#0470 and Capitola**

STAFFING REQUIREMENTS:	ANNUAL HOURLY		PERSONNEL SERVICES			
<u>FING LEVEL</u>	<u>SALARY</u>	<u>SALARY</u>	<u>HOURS</u>	<u>P.E.'s</u>	<u>P.Y.'s</u>	<u>C O S T S</u>
OFFICE TECH	\$32,940	\$18.89	1871.9693	1.0735	1.0735	\$35,362
EPR-C	\$45,452	\$26.06	2288.0400	1.3121	1.3121	\$59,626
BI LINGUAL	\$1,200				1.1928	\$1,431
SUB-TOTAL			4160.0093	2.3856	2.3856	\$96,419 (A)
Administrative Staff and Technical (7.11% of A)		(Excluding Benefits)				\$6,855
SUB - TOTAL						\$103,274 (B)
Personnel Benefits (22.01% of B)		(Includes Admin.Staff & Tech.)				\$22,731
Total Personal Services and Benefits						\$126,005
OPERATING EXPENSES & EQUIPMENT (OE&E)						
Allocated OE&E (20.25% of B.)						\$0
<u>Direct OE&E</u>						
Equipment		\$0				
Supplies		\$0				
Training		\$0				
Travel		\$0				
Total Direct OE&E						\$0
Total OE&E						\$0
CONTRACT TOTAL						\$126,005

• Rates may be subject to change.

Please Note: If EPR is outstationed DO NOT include the allocated OE&E

Exhibit D
Budget Detail Sheet
SFY 2000-01*

0150

Contract Name:
Term of Contract: 07101100 to 06/30/01
Field Office: Watsonville#0470

STAFFING REQUIREMENTS:	ANNUAL SALARY	HOURLY SALARY	HOURS	P.E.'s	P.Y.'s	PERSONNEL SERVICES COSTS
<u>STAFFING LEVEL</u>	<u>SALARY</u>	<u>SALARY</u>	<u>HOURS</u>	<u>P.E.'s</u>	<u>P.Y.'s</u>	<u>C O S T S</u>
OFFICE TECH	\$32,940	\$18.89	1872.00	1.0735	1.0735	\$35,362
EPR-C	\$45,452	\$26.06	208.00	0.1193	0.1193	\$5,420
BI LINGUAL	\$1,200				1.1928	\$1,431
SUB-TOTAL			2080.00	1.1928	1.1928	\$42,213 (A)
Administrative Staff and Technical (7.11% of A)				(Excluding Benefits)		\$3,001
SUB - TOTAL						\$45,214 (B)
Personnel Benefits (22.01% of B)				(Includes Admin.Staff & Tech.)		\$9,952
Total Personal Services and Benefits						\$55,166
OPERATING EXPENSES & EQUIPMENT (OE&E)						
Allocated OE&E (20.25% of B.)						\$0
<u>Direct OE&E</u>						
Equipment	\$0					
Supplies	\$0					
Training	\$0					
Travel	\$0					
Total Direct OE&E						\$0
Total OE&E						\$0
CONTRACT TOTAL						\$55,166

* Rates may be subject to change.

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Please Note: If EPR is outstationed DO NOT include the allocated OE&E

**Exhibit D
 Budget Detail Sheet
 SFY 2000-01**

0151

Contract Name:
 Term of Contract: **07/01/00 to 06/30/01**
 Field Office: **Capitola #0470**

STAFFING REQUIREMENTS: <u>S: FING LEVEL</u>	ANNUAL <u>SALARY</u>	HOURLY <u>SALARY</u>	<u>HOURS</u>	<u>P.E.'s</u>	<u>P.Y.'s</u>	PERSONNEL SERVICES <u>COSTS</u>
E'PR-C	\$45,452	\$26.06	2080.00	1.1928	1.1928	\$54,205
BILINGUAL	\$1,200				0.00	\$0
SUB-TOTAL						<u>\$54,205 (A)</u>
Administrative Staff and Technical (7.11% of A) (Excluding Benefits)						<u>\$3,854</u>
SUB - TOTAL						\$58,059 (B)
Personnel Benefits (22.01% of B) (Includes Admin.Staff & Tech.)						<u>\$12,779</u>
Total Personal Services and Benefits						\$70,838
 OPERATING EXPENSES & EQUIPMENT (OE&E)						
Allocated OE&E 20.25% of B.)						\$0
<u>Direct OE&E</u>						
Equipment	\$0					
Supplies	\$0					
Training	\$0					
Travel	\$0					
Total Direct OE&E						<u>\$0</u>
Total OE&E						<u>\$0</u>
 CONTRACT TOTAL						 <u>\$70,838</u>

* Rates may be subject to change.

Please Note: If EPR is outstationed DO NOT include the allocated OE&E

EDD Contract No. *M171274*
 EDD/County of Santa Cruz Human
 Resources Agency - JTPA
July 1, 2000
 Exhibit *E*
 Page 1 of 1

STATE OF CALIFORNIA

NONDISCRIMINATION CLAUSE (OCP-1)

STD. 17A (REV.3-95)

- -
1. During the performance of this contract, Contractor and **its subcontractors** shall not unlawfully discriminate, harass **or allow harassment, against** any employee or **applicant** for employment because of sex, race, **color, ancestry, religious creed**, national **origin**, disability (including HIV and AIDS), **medical condition (cancer)**, age, marital status, denial of family and medical -care leave and denial of pregnancy **disability** leave. Contractors and subcontractors **shall insure** that the **evaluation** and treatment of their employees and applicants for employment are free from **such discrimination** and harassment. **Contractor** and subcontractors shall comply with the **provisions** of **the Fair Employment** and Housing Act (Government Code, Section **12900** et **seq.**) and the **applicable** regulations promulgated thereunder (California **Code of Regulations, Title 2**, Section 7285.0 et **seq.**). The applicable **regulations** of the Fair Employment **and Housing** Commission implementing Government Code, Section **12990** (a-f), **set forth** in Chapter 5 of Division 4 of **Title 2** of the California Code of Regulations are incorporated into this contract by **reference** and made a part hereof as if set forth in **full**. Contractor and its subcontractors shall give **written** notice of their obligations under this **clause** to labor organizations **with** which they have a collective bargaining or other agreement
 2. This Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the contract

**CERTIFICATION REGARDING SIGNATORY AUTHORITY
TO ENTER INTO AN AGREEMENT WITH THE
STATE OF CALIFORNIA
EMPLOYMENT DEVELOPMENT DEPARTMENT**

The undersigned certifies and warrants on his or her own behalf that as the signatory to this Agreement, he or she has the authority to execute this Agreement on behalf of their respective entity.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction.

HUMAN RESOURCES AGENCY

Contractor Organization Name

Cecilia Espinola, Administrator

Name and Title of Authorized Signatory

Signature

Date