



HUMAN
RESOURCES
AGENCY

COUNTY OF SANTA CRUZ

ADMINISTRATION
1000 Emeline Avenue
Santa Cruz, CA 95060
(831) 4544130
Fax: (831) 454-4642

0201

September 29, 2000

Agenda: October 17, 2000

BOARD OF SUPERVISORS

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

**APPROVAL OF CONTRACT AMENDMENTS
ANSWERS BENEFITING CHILDREN PROGRAM**

Dear Members of the Board:

As you know, the Human Resources Agency (HRA) administers two-year contracts with Santa Cruz Community Counseling Center (SCCCC) and Food and Nutrition Services, Inc. (FNS) to provide coordination and direct services for the Answers Benefiting Children (ABC) program. As part of the collaborative design of ABC, SCCC subcontracts with several community based organizations to deliver the range of ABC family support services at the Watsonville Family Resource Center at La Manzana. FNS manages the multi-agency tenancy agreements at the Center on behalf of the collaborative members and ensures coordination Center operations. As you will recall, ABC services include intensive home visiting to families with young children, center-based activities and child abuse treatment services. ABC is funded by a grant from the Office of Child Abuse Prevention and the Governor's Office of Criminal Justice Planning, as well as a mix of state, federal and local cash and in-kind resources.

In order to implement the second year of ABC services, it is necessary to amend the contracts to incorporate the year two budgets (SCCCC-\$241,552; FNS-\$43,515). Funding for the second year contracts in the amount of \$240,811 was included in HRA's FY 2000/01 budget; an additional \$44,256 in OCAP funding is included as unanticipated revenue. HRA is requesting that your Board approve the attached resolution accepting and appropriating the unanticipated revenue. In addition, we are asking your Board to approve contract amendments with SCCC and FNS to incorporate the year two budgets. Copies of the contracts are on file with the Clerk of the Board

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BOARD OF SUPERVISORS
Agenda: October 17, 2000
Amendments to ABC Contracts

0202

IT IS THEREFORE RECOMMENDED THAT YOUR BOARD:

1. Adopt the attached resolution accepting unanticipated revenue in the amount of \$44,256 from the state Office of Child Abuse Prevention; and
2. Approve amendments to contracts with Santa Cruz Community Counseling Center and Food and Nutrition Services, Inc. to implement year two of the Answers Benefiting Children program, and authorize the Human Resources Agency Administrator to execute the contract amendments.

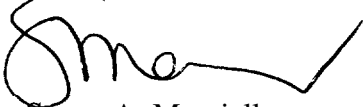
Very truly yours,



Cecilia Espinola
Administrator

CE/MS(A:Boardletter(drafts)ABCyear2contracts-ltr.doc)

RECOMMENDED:



Susan A. Mauriello
County Administrative Officer

Attachments

cc: County Administrative Officer
Auditor-Controller
Santa Cruz Community Counseling Center
Food and Nutrition Services, Inc.

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

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 Calif. Dept. _____
of Social Services for _____ program: and

WHEREAS, the County is recipient of funds in the amount of \$ 8,381
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 \$ _____ n t o

Department HRA - Family Relations

T/C	Index Number	Revenue Subobject Number	Account Name	Amount
01001	392400	0584	State Child Abuse/ABC Project	44,256

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

T/C	Index Number	Expenditure Subobject Number	PRJ/UCD	Account Name	Amount
021	392400	5188		Contrib to other Agencies-grants	44,256

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 Francisco Garcia
Department Head

Date 9/29/00

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COUNTY ADMINISTRATIVE OFFICER

14 ^{EG} 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:

[Signature]
County Counsel

APPROVED AS TO ACCOUNTING DETAIL:

[Signature] 10/2/00
Auditor-Controller

Distribution:

- Auditor-Controller
- County Council
- County Administrative Officer
- Originating Department

COUNTY OF SANTA CRUZ
REQUEST FOR APPROVAL OF AGREEMENT

9205

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

FROM: Human Resources Agency (Dept.)
James Hues (Signature) 9/30/00 (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 County of Santa Cruz Human Resources Agency and Santa Cruz Community Counseling Center, 195 Harvey West Blvd, Santa Cruz, Ca (Agency) (Name & Address)
- The agreement will provide Project coordination and direct services to families and children to continue the ABC project.

The agreement is needed. Implement the ABC project to approve amendment #2 adding \$155,673 of OCAP funds; \$20,000 ANF incentive funds PIN code 090032; \$30,000 of TANF support and services fund.

Period of the agreement is from 7/1/00 to 6/30/01

Anticipated cost is \$ 241,552 (Fixed amount; Monthly rate; Not 4

Remarks: contract term: 7/1/99 - 6/30/01 amendment #2 Contact: M Shippen X4419

Total contract: \$440,847

Appropriations are budgeted in CO 91916-01 ← 392100/5283 - \$20,000 - cont. agree list I
CO 91916-03 ← 392100/5665 - \$30,000-cont. agree list III (Index#) 5178 (Subobject)
CO 91916-01 ← & 392400/5188 - 147,296 cont. agree I, 44,256 AUD 60

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

Appropriations are available and will be encumbered. Contract No. CO01916-01 Date 10/2/00

ENC # 44,256.-

GARY A. KNUTSON, Auditor - Controller
By Jaida Chou Deputy.

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

By [Signature] (Analyst)

County Administrative Officer [Signature] Date 10/3/00

Agreement approved as to form. Date _____

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

*To Orig. Drpt. if rejected.

State of California) ss
County of Santa Cruz)
_____, ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz,
do hereby certify that the foregoing request for approval of agree
said Board of Supervisors as recommended by the County Administrative Officer
in the minutes of said Board On _____ 19____ By _____ Deputy Clerk

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**AMENDMENT #2 TO AGREEMENT
ANSWERS BENEFITING CHILDREN PROJECT**

The County of Santa Cruz, by and through the Human Resources Agency, hereinafter referred to as "COUNTY" and SANTA CRUZ COMMUNITY COUNSELING CENTER, hereinafter referred to as "CONTRACTOR", hereby amend contract number 91916 which provides Answers Benefiting Children (ABC) services fi-om July 1, 1999 through June 30, 2001. The purpose of this amendment is to: 1) modify the contract budget to incorporate the year two budget and thereby to modify the total contract amount; and, 2) modify the Scope of Work Plan to include year two goals and objectives. All other provisions of said contract shall remain the same.

(A) Paragraph 3.A. is amended to read:

3. BASIS OF PAYMENT

A. In consideration of services rendered, COUNTY shall pay CONTRACTOR on the basis of appropriate claims submitted to the Human Resources Agency in accordance with Exhibit "A" (Budget), incorporated herein by reference, to be submitted by CONTRACTOR to COUNTY prior to the release of any payments under this Agreement. In no event shall the maximum payment made by COUNTY to CONTRACTOR under this Agreement exceed the sum of \$440,847 for the period June 1, 1999 through June 30, 2001.

(B) Exhibit "A" (Budget) is amended as attached.

(C) Exhibit "B" ("Scope of Work Plan") is amended as attached.

L.n.i.t.i.a.l.s & l.m.s
CONTRACTOR/COUNTY

37

SIGNATURE PAGE

0207

COUNTY OF SANTA CRUZ

DATED: _____

By: _____

Human Resources Agency Administrator

CONTRACTOR

DATED: 9/11 9 10

By: T Moriarty

Contractor's Authorized Representative

Terry Moriarty, Executive Director

Typed Name/Title

Santa Cruz Community Counseling Center

Organization

19 A Harvey West Blvd.

Address

Santa Cruz, CA 96060

City State Zip

(831) 469 - 1700

Phone

23-727290

Tax ID #

APPROVED AS TO FORM:

Jane M. Scott
County Counsel

APPROVED AS TO INSURANCES:

[Signature]
Risk Management

Distribution: Auditor-Controller
Contractor

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EXHIBIT A
FY 1999/2000 BUDGET
 (Year 1)

Agency: Santa Cruz Community Counseling Center

Program: Answers Benefiting Children Project

SALARIES/BENEFITS	
Basic Account Codes:	
7000 Salaries Total	57,601
7 100 Employee Health/Retirement	3,823
7200 Payroll Taxes	5,614
TOTAL SALARIES/BENEFITS:	67,038
SERVICES/SUPPLIES	
8000 Professional Fees: Audit	
80 10 Indep. Prof. Consultants	75,830
8 100 Supplies	41,448
8200 Telephone	2,339
8300 Postage & Shipping	1,237
8400 Occupancy Total	0
8500 Rent/Maintenance of Equip.	7,977
8600 Printing & Publications	3,281
8700 Travel & Transportation	3,956
8800 Conferences/Meetings	
8900 Assistance to Individ.	2,025
9000 Membership Dues	I 0
9 100 Awards and Grants	0
9200 Interest Expense	0
9300 Insurance/Bond	0
9400 Miscellaneous	5,960
9600 Dist. of Program Costs	24,083
9691 Payment/Affiliated Orgs.	
TOTAL SERVICES/SUPPLIES:	168,136
TOTAL PLANNED EXPEDITURES:	235,174
FY 1999/2000 Actual Expenditures	199,295
Balance Available (Carryover to FY 2000/01)	35,879

FY 2000/2001 BUDGET
(Year 2)

0209

Agency: Santa Cruz Community Counseling Center

Program: Answers Benefiting Children Project

SALARIES/BENEFITS	
Basic Account Codes:	
7000 Salaries Total	82,429 82,430
7100 Employee Health/Retirement	5,750
7200 Payroll Taxes	7,668
TOTAL SALARIES/BENEFITS:	95,848
SERVICES/SUPPLIES	
8000 Professional Fees: Audit	
8010 Indep. Prof. Consultants	93,200
8100 Supplies	10,580
8200 Telephone	3,000
8300 Postage & Shipping	825 1,000
8400 Occupancy Total	I 0
8500 Rent/Maintenance of Equip.	0
8600 Printing & Publications	1,200
8700 Travel & Transportation	1,200
8800 Conferences/Meetings	
8900 Assistance to Individ.	0
9000 Membership Dues	0
9100 Awards and Grants	0
9200 Interest Expense	0
9300 Insurance/Bond	0
9400 Miscellaneous	-4,517-11,000
9600 Dist. of Program Costs	24,524
9691 Payment/Affiliated Orgs.	
TOTAL SERVICES/SUPPLIES:	145,704
TOTAL PLANNED EXPEDITURES:	241,552

Page 2 of 2

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37

Initials: *[Signature]* 17MS
CONTRACTOR/COUNTY

Amendment #2

EXHIBIT a

SCOPE OF WORK PLAN (FY 19/00 - 2000/Q1)

Program: Answers Benefiting Children (ABC)

Agency: Santa Cruz Community Counseling Center

Contractor shall work toward achieving the following goals and accomplish the following objectives. This shall be done by performing the specified activities and evaluating the results using the listed methods to focus on process and/or outcome.

COMPONENT 2: GREAT BEGINNINGS

GOAL 2: In accordance with the Santa Cruz County/CalSAHF model described in the County ABC Proposal to OCAP, and consistent with TANF incentive regulations, implement the Family Support Home Visiting model with in-home and center based services designed to support families at risk with children aged 0-5 years, with a primary purpose of supporting the family to ensure the safety and development of the child, and to encourage the formation and maintenance of two-parent families.

EVALUATION OF PROGRESS	STATUS	ACTIVITIES	OBJECTIVES
<p>1-a: Organizational Chart and Training Manual</p> <p>1-b: Policy and Procedure Manual that includes all written guidelines</p> <p>1-c: Team Leader's weekly schedule and ABC Monthly Team calendar.</p>	<p>1-a: Completed 6/1/00</p> <p>1-b: Informal Guidelines Completed 6/1/00; Written Guidelines By 10/1/00</p> <p>1-c: Completed 6/1/00</p>	<p>1-a: Recruit and train staff and team per model requirements.</p> <p>1-b: Develop guidelines to implement services.</p> <p>1-c: Establish supervision schedule through individual staff sessions and multidisciplinary team meetings.</p>	<p>Objective 1 : Establish a Home Visiting Team that will serve a minimum of 125 (and a maximum of 300) at risk families of children 0-5 years over a 2-year period..</p>

<p>Objective 2: Implement intensive Home Visiting services for identified families. (Maintain contact for two years)</p> <p>0211</p>	<p>2-a: Develop referral system to identify at risk families.</p> <p>2-b Develop a systematic intake and assessment process.</p> <p>2-c: Enroll active caseload of 125 families in program services.</p> <p>2-d: Assign home visitor and conduct initial visits to complete intake/assessment.</p> <p>2-e: Develop Service Plan for each enrolled family and maintain regular home visitation schedule.</p> <p>2-a: Develop referral system to identify at risk families.</p> <p>2-b Develop a systematic intake and assessment process.</p> <p>2-c: Enroll active caseload of 125 families in program services.</p> <p>2-d: Assign home visitor and conduct initial visits to complete intake/assessment.</p> <p>2-e: Develop Service Plan for each enrolled family and maintain regular home visitation schedule.</p>	<p>2-a: Completed 4/1/00</p> <p>2-b: Completed 4/1/00</p> <p>2-c: By 12/1/00</p> <p>2-d: Ongoing: Within 10 days of referral</p> <p>2-e: Service Plan within 30 days of enrollment; service delivery ongoing</p>	<p>2-a: Policy and Procedure Manual</p> <p>2-b: Policy and Procedure Manual</p> <p>2-c: MIS Reports and Case Files</p> <p>2-d: Case Files with completed Progress Notes and Intake Forms</p> <p>2-e: MDT records for case reviews and Case Files with completed Service Plan and Progress Notes.</p>
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Initials: Dr 1 MS
CONTRACTOR/COUNTY

<p>Objective 3: (a) Team nurse will visit all 125 families at least once; additional visits as required. (b) As needed, families will develop a linkage to a primary health care facility.</p>	<p>3-a: Establish visiting schedule. 3-b: Determine need and facilitate the linkage to a primary health care facility.</p>	<p>3-a: Within 30 days of enrollment-schedule established 4/1/00; ongoing as required 3-b: Ongoing; as needed</p>	<p>3-a and 3-b: Case Files including completed Health Assessment and Public Health Nurse Progress Notes</p>
<p>Objective 4: Retain/maintain/replace caseload at minimum of 125 in Year 2.</p>	<p>4-a: Recruitment and enrollment as needed 4-b: Determine need and facilitate the linkage to a primary health care facility.</p>	<p>4-a: Ongoing; reach 125 by 12/1/00 in YR 2 and maintain thereafter</p>	<p>4-a: MIS Reports and Case Files for enrollment numbers; Recruitment activity log for outreach activities</p>
<p>Objective 5: Attend integrated training as provided by OCAP and OCJP</p>	<p>5-a: Attend Integrated Core Training *40 hours – home visitors *16 hours FRC *16 hours Management *8 hours Data collection and entry *16 hours OCJP program management</p>	<p>5-a: Completed initial round of OCAP and OCJP sponsored training by 6/1/00; Ongoing training as made available</p>	<p>5-a: Training Enrollment Forms, Completed Certification Forms, and Training Log</p>
<p>Objective 6: Participate in state-wide Evaluation</p>	<p>6-a: Data collection and reporting</p>	<p>6-a: Ongoing: Reports set on 10th of every month</p>	<p>6-a: MIS Reports from Evaluator</p>

Initials  
 CONTRACTOR/COMPANY



<p>Objective 7: Establish/improve functioning of Multidisciplinary Team</p>	<p>7-a: Establish a functioning Multidisciplinary Team.</p> <p>7-b: Implement a Process Observer within MDT to monitor group interaction.</p> <p>7-c: Participate in a self-assessment to determine group cohesion and effectiveness.</p> <p>7-d: Implement Team Building Activities/Training</p>	<p>7-a: Completed 2/1/00.</p> <p>7-b: By 1/1/00</p> <p>7-c: By 1/1/01</p> <p>7-d: Ongoing; as needed</p>	<p>7-a: Weekly MDI Sign-in Sheet; Team Leader MDT Binder with MDT Presentation Forms</p> <p>7-b: Quarterly Reports to OCAP; weekly Process Observer Notes</p> <p>7-c: Self-assessment Results</p> <p>7-d: Training Log and Training Agendas</p>
<p>Objective 8: Develop programs to include fathers/resident male figures</p>	<p>8-a: Determine number of father/resident male figures involved in the active caseloads</p> <p>8-b: Review/research effective existing male involvement programs</p> <p>8-c: Implement outreach activities to engage existing father/resident males</p> <p>8-d: Implement activities/programs that are targeted to support/enhance male involvement</p>	<p>8-a: By 10/1/00</p> <p>8-b: By 1/1/00</p> <p>8-c: By 12/1/00</p> <p>8-d: Begin implementation by 1/1/01; Increase in Activities and Ongoing thereafter</p>	<p>8-a: Case Files with Current Family Information Sheets</p> <p>8-b: Compiled Information and Research; Quarterly Report to OCAP</p> <p>8-c: Outreach Log; Outreach Materials</p> <p>8-d: Program Activity Calendar; Group Participation Log; Quarterly Report to OCAP</p>

Initials: 
 CONTRACTOR/COUNTY

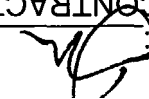
<p>9-a: Policies and Procedures Manual; Team Meeting Minutes with Training Agenda items; Case Files</p> <p>9-b: Policies and Procedures Manual; Peer Review Schedule and Results</p> <p>9-c: Training Log and Training Agenda</p> <p>9-d: Individual Supervision Notes; Quarterly Report to OCAP; Case Files</p>	<p>9-a: By 10/1/00</p> <p>9-b: By 12/1/00</p> <p>9-3 By 11/1/00; Ongoing as needed and when identified during peer review process</p> <p>9-d: Ongoing</p>	<p>9-a: Implement Case Management Policies and Procedures that ensure integration of services</p> <p>9-b: Implement Peer Review Process to assess integration of case files and services.</p> <p>9-c: Conduct Case Management Training for Law Staff</p> <p>9-d: Enhanced Individual Supervision that focuses on improvement of case management skills and processes</p> <p>Not Applicable</p>	<p>Objective 9: Improve/integrate case management</p> <p>02 4</p> <p>Objective 10: Respond to corrective action plan</p>
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COMPONENT 3: FAMILY RESOURCE CENTER

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GOAL 3: In accordance with the Santa Cruz County/CalSAHF model described in the County ABC Proposal to OCAP, and consistent with TANF incentive regulations, develop and implement a Family Resource Center to provide center-based services with the purpose of strengthening families and encouraging the formation and maintenance of two-parent families. Implement:

EVALUATION OF PROGRESS	STATUS	ACTIVITIES	OBJECTIVES
1-a: Equipment Inventory; Quarterly Report to OCAP; Actual Facility Ongoing evaluation/improvements as necessary 1-b: Completed 11/1/99 1-c: FRC Operational Guidelines within Policies and Procedures Manual OCAP 1-b: Actual Facility; Quarterly Report to	1-a: Completed 11/1/99; 1-b: Completed 11/1/99 1-c: By 12/1/00	1-a: Identify space/equipment and other needs required for all ABC Program components. 1-b: Prepare facility for program implementation. 1-c: Prepare operational guidelines.	Objective 1 : Prepare/secure facility for FRC/ABC and establish operational procedures. Objective 2: Hire FRC staff; develop parent/consumer participation.
2-a: Quarterly Report to OCAP; Organizational Chart 2-b: Quarterly Report to OCAP; Organizational Chart 2-c: Governance Structure Procedures and Committee Work Plans	2-a: Completed 3/1/00 2-b: Completed 4/1/00 2-c: By 12/1/00	2-a: Identify FRC Administrator 2-b: Recruit, hire and train FRC staff. 2-c: Develop guidelines to implement services and assure parent/consumer participation.	Objective 2: Hire FRC staff; develop parent/consumer participation.

Initials:  CONTRACTOR/COUNTY

<p>Objective 3: Develop center-based services</p>	<p>3-a: Establish structured activities and implement programs in: Parenting Classes Support Groups Children's Groups Child Care Clinical/Case Management services And, site optional services</p> <p>3-b: Develop a plan for transportation for program participants.</p> <p>3-c: Develop a system of ongoing problem solving case coordination which includes improving families' access to community resources.</p>	<p>3-a: Completed 6/1/00; Additional Groups Implemented as necessary</p> <p>3-b: Completed 7/1/00</p> <p>3-c: Written Plan By 12/1/00; Ongoing Coordination</p>	<p>3-a: Group Calendar and Group Policies and Procedures Manual</p> <p>3-b: Group Policies and Procedures Manual</p> <p>3-c: Case Integration Plan; Providers' Committee Minutes and Policies</p>
<p>Objective 4: Develop FRC consumer/community based governance/advisory system.</p>	<p>4-a: Identify/train/consult with community members/consumers</p>	<p>4-a: By 12/1/00</p>	<p>4-a: Governance Structure Procedures and Committee Work Plans</p>

Initials: 
 CONTRACTOR/COUNTY

COUNTY OF SANTA CRUZ
REQUEST FOR APPROVAL OF AGREEMENT

0217

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

FROM: Human Resources Agency (Dept.)
Francisco G. Hiss (Signature) 9/28/00 (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 County of Santa Cruz (Agency) and, Food - Nutrition Services, 236 Santa Cruz Ave., Aptos, CA. 95003 (Name & Address)
- The agreement will provide Administrative support, family resources center coordination for the ARC project.
- The agreement is needed, To implement the OCAP portion of ABC grant to approve Amendment #2 adding \$12,000 of FFSP funds; \$19,315 of OCAP funds; and \$12,200 of social services funds.
- Period of the agreement is from 7/1/00 to 6/30/01
- Anticipated cost is \$ 43,515 ~~XXXXXX Monthly Total~~ Not to exceed
- Remarks: Amendment #2 contract term 7/1/00 - 6/30/01, W-9 on file Total Contract: \$104,468
Contact: M. Shippen x4419
01 - 392400/2188 - \$19,315, 02 - 392100/3810 - \$12,200
03 -- 392100/4030 - \$12,000 (Index#) (Subobject)

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

Appropriations are available and have been encumbered. Contract No. COO1918 Date 10/2/00
GARY A. KNUTSON, Auditor - Controller
By Linda Chou Deputy.

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

Remarks: _____ (Analyst) By _____ Date _____

Agreement approved as to form. Date _____

Distribution:
Bd. of Supv. - White
Auditor-Controller - Blue
County Counsel - Green
Co. Admin. Officer - Canary
Auditor-Controller - Pink
Originating Dept. - Goldenrod
*To Orig. Dept. if rejected.
ADM-29 (6/95)

State of California)
County of Santa Cruz) ss
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
_____ 19 _____ By _____ Deputy Clerk

**AMENDMENT #2 TO AGREEMENT
ANSWERS BENEFITING CHILDREN PROJECT**

The County of Santa Cruz, by and through the Human Resources Agency, hereinafter referred to as "COUNTY" and FOOD AND NUTRITION SERVICES, INC., hereinafter referred to as "CONTRACTOR", hereby amend contract number 91918 which provides Answers Benefiting Children (ABC) services from July 1, 1999 through June 30, 2001. The purpose of this amendment is to: 1) modify the budget to incorporate the year two budget and thereby modify the total contract amount; and 2) modify the Scope of Work to incorporate year two responsibilities. All other provisions of said contract shall remain the same.

(A) Paragraph 3.A. is amended to read:

3. BASIS OF PAYMENT

A. In consideration of services rendered, COUNTY shall pay CONTRACTOR on the basis of appropriate claims submitted to the Human Resources Agency in accordance with Exhibit "A" (Budget), incorporated herein by reference, to be submitted by CONTRACTOR to COUNTY prior to the release of any payments under this Agreement. In no event shall the maximum payment made by COUNTY to CONTRACTOR under this Agreement exceed the sum of \$104,468 for the period of July 1, 1999 through June 30, 2001.

(B) Exhibit "A" (Budget) is amended as attached.

(C) Exhibit "B" (Scope of Services) is amended as attached.

COUNTY OF SANTA CRUZ

DATED: _____

By: _____
Human Resources Agency Administrator

DATED: 9/25/00


CONTRACTOR

By: _____
Contractor's Authorized Representative
Sam Storey, Executive Director

Typed Name/Title

Food and Nutrition Services, Inc.

Organization

236 Santa Cruz Avenue
Address

Aptos, CA 95003

City State Zip

(831) 688 - 8840 ext. 240

Phone

94-266-2950

Tax ID #

APPROVED AS TO FORM:

Jane M. Scott
County Counsel

Distribution: Auditor-Controller
Contractor

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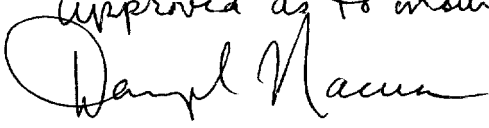
Approved as to insurances

RISK MANAGEMENT

EXHIBIT B
SCOPE OF WORK (FY 1999/00 – FY 2000/01)

0220

Food and Nutrition Services, Inc. will provide the following services in support of the Answers Benefiting Children (ABC) Project:

1. Coordinate scheduling of Family Resource Center activities and provide administrative support to the Center.
2. Assist in the planning and development of the Watsonville Family Resource Center.
3. In collaboration with, and on behalf of, ABC service providers, negotiate occupancy agreements for Family Resource Center facilities.
4. Administer rental payments and agreements on behalf of ABC service providers.
5. Family Leadership Festival: On or before September 12, 1999, in collaboration with the Family Resource Center Network, implement a half-day Family Leadership Festival at the Watsonville Family Resource Center to include: planning and organizing the event; conducting outreach to participants; advertising; providing entertainment, food, materials and supplies for all activities; providing child care and related activities. The purpose of the Festival is to: introduce families to the Watsonville Family Resource Center; to engage families in the planning, development and oversight of the Center and the Answers Benefiting Children program locally and countywide; to celebrate the successes and honor participants of previous FRCN Family Leadership events; to provide families with information about services at the Center and in the community.
6. In consultation with the ABC Project Coordinator, provide information to be included in quarterly reports as required by the Office of Child Abuse Prevention (OCAP) ABC grant.

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Initials SP / MS
CONTRACTOR/COUNTY

**FY 1999/2000 BUDGET
(Year 1)**

Agency: Food & Nutrition Services, Inc.
Program: Answers Benefiting Children Project

<u>Line Item Description</u>	<u>Amount</u>
.75 FTE Administrative Assistant (FRC Specialist) (\$11 /hr w/25% benefits)	22,308
Occupancy (ABC service provider rent, custodial, security @ La Manzana FRC)	20,420
Materials & Supplies	2,500
Family Leadership Festival (advertising, outreach, materials/supplies, entertainment, child care, etc.)	9,465
Indirect Costs (grantee allocated @ 13.7%)	<u>7,488</u>
Sub-total	62,181
Contractor in-kind Match (offset of Indirect Costs)	<1,228>
TOTAL	<u>60,953</u>

Initials SP / MS
CONTRACTOR/COUNTY

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**FY 2000/01 BUDGET
(Year 2)**

0222

Agency: Food & Nutrition Services, Inc.
Program: Answers Benefiting Children Project

<u>Line Item Description</u>	<u>Amount</u>
.37 FTE Administrative Assistant (FRC Specialist) (\$1 1/hr w/25% benefits)	10,988
Occupancy (ABC service provider rent, custodial, security @ La Manzana FRC)	24,790
Telephone	1,500
Materials & Supplies	1,000
Indirect Costs (grantee allocated @ 13.7%)	<u>5,237</u>
TOTAL	43,515

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Initials SS/MS
CONTRACTOR/COUNTY