



County of Santa Cruz 0323

HUMAN RESOURCES AGENCY

CECILIA ESPINOLA, ADMINISTRATOR

1000 EMELINE ST., SANTA CRUZ, CA 95060

(408) 454-4130 OR 4544045

FAX: (408) 454-4642

January 4, 2001

AGENDA: January 23, 2001

BOARD OF SUPERVISORS

County of Santa Cruz
701 Ocean Street
Santa Cruz, California

APPROVAL OF WELFARE-TO-WORK CONTRACTS

Dear Members of the Board:

As part of the fiscal year 2000-2001 County Budget, your Board approved the continuation of welfare-to-work contracts with Food & Nutrition Services for the Connections Shuttle and Community Action Board for the Work-Related Emergency Payment Fund. The purpose of this letter is to approve contracts to continue these services through June 30, 2001 and take related actions.

Background

The Connections Shuttle, operated by Food & Nutrition Services, is a training and transportation program for CalWORKs welfare-to-work participants and their children who cannot use public transit to work or child care. The Work-Related Emergency Payment Fund, operated by the Community Action Board, provides emergency payments when working CalWORKs participants experience an emergency which makes it difficult for them to continue to work, such as a burst water heater or vehicle in need of immediate repair. These contracts were initially approved in January 1999 with funding from the Governor's Discretionary 15% Welfare-to-Work grant, budgeted and managed under the Job Training Partnership Act (JTPA) budget. The Human Resource Agency (HRA) contracts with Food & Nutrition Services and Community Action Board have been impacted by the end of the JTPA program, effective June 30, 2000, the JTPA close-out activities, and the termination of the Governor's Discretionary 15% Welfare-to-Work grant, effective September 30, 2000. These contracts were incorporated into the Continuing Agreements List, however, insufficient detail was included to allow HRA and Auditor's Office to complete contractual obligations under the 3921 Social Services Index through June 30, 2001. The additional financing details are now available and require your Board's action.

Change in Funding Streams

At this time, HRA would like to clarify the change in funding streams for the FY 00/01 contracts. With the end of the Welfare-to-Work 15% grant, funding for these contracts is shifting to the CalWORKs single allocation and State Welfare-to-Work match funds.

BOARD OF SUPERVISORS

Agenda: January 23, 2001

Approval of Welfare-to-Work Contracts

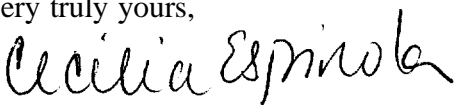
Upon recommendation of the Auditor's Office, the prior year contract with Food & Nutrition Services will need to be amended to end June 30, 2000, as all funds authorized for expenditure under the Welfare-to-Work 15% Governor's Discretionary grant were expended by that date. The continuing contract with Food & Nutrition Services is recommended for approval retroactive to July 1, 2000 in the amount of \$235,696, including \$15,696 for capital expenses. We are requesting that your Board adopt an AUD 60 to accept and appropriate funds needed to implement this contract. The contract amendment and the continuing contract have been approved by County Counsel and Risk Management and signed by the contractor. Both are on file with the Clerk of the Board. There are no County costs associated with these actions.

The contract with Community Action Board is recommended for approval retroactive to October 1, 2000, to coincide with the end of the Welfare-to-Work 15% Governor's Discretionary grant and the start of alternative funding as identified above. The contract has been approved as to form and insurance, signed by the contractor, and is on file with the Clerk of the Board. These changes involve no County cost.

IT IS THEREFORE RECOMMENDED that your Board:

1. Approve an amendment of contract # 01774 with Food & Nutrition Services, terminating the contract effective June 30, 2000, and approve continuing contract # 01774-02 with Food & Nutrition Services for welfare-to-work services in the amount of \$235,696, retroactive to July 1, 2000;
2. Adopt an AUD 60 to accept and appropriate \$125,696 in unanticipated revenue for the Food & Nutrition Services contract;
3. Approve a continuing contract with the Community Action Board for welfare-to-work services in the amount of \$198,000, retroactive to October 1, 2000; adopt an AUD 60 to accept and appropriate \$99,000 in unanticipated revenue for the Community Action Board contract; and
4. Authorize the Human Resources Agency Administrator to sign the contracts and amendment on behalf of the County.

Very truly yours,


CECILIA ESPINOLA
Administrator

ES/BCB/GG: gg/BrdLtrCAB&FNS001 .doc

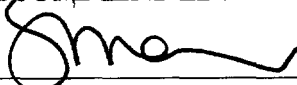
2

BOARD OF SUPERVISORS

Agenda: January 23, 2001

Approval of Welfare-to-Work Contracts

RECOMMENDED:

A handwritten signature in black ink, appearing to read 'Sma', written over a horizontal line.

Susan A. Mauriello

County Administrative Officer

Attachments

cc: Auditor-Controller
County Counsel
Risk Management
Contractors

AMENDMENT TO AGREEMENT

The parties hereto agree to amend that certain Agreement dated July 1, 1999, by and between the COUNTY OF SANTA CRUZ Human Resources Agency and Food & Nutrition Services by terminating the agreement as of June 30, 2000.

All other provisions of said Agreement shall remain the same.

COUNTY OF SANTA CRUZ

By: _____
Cecilia Espinola, HRA Administrator Date

CONTRACTOR

By: Sam Storey for Sam Storey 1/4/00
Deputy Director Date
Sam Storey, Executive Director

Address: 236 Santa Cruz Ave., Aptos, CA 95003

Telephone: 688-8840

Tax ID#: 94-2460211

Approved as to form:

Jane M. Scott
County Counsel

Date

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

0327

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 _____
D S S for Welfare to Work State Match Job access program; and
Reverse Committee Ground

WHEREAS, the County is recipient of funds in the amount of \$ 125,696
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 \$125,696 to _____ o

Department HRA

<u>T/C</u>	<u>Index Number</u>	<u>Revenue Subobject Number</u>	<u>Account Name</u>	<u>Amount</u>
001	392100.	2047	Other Chgs/Current Service	15,696
001	392100	0530	CalWorks Prgm	110,000

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>
001	392100	5665		Support Service	125,696

i

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 James H. Hines
Department Head

Date 1/03/01

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

N O E S : SUPERVISORS

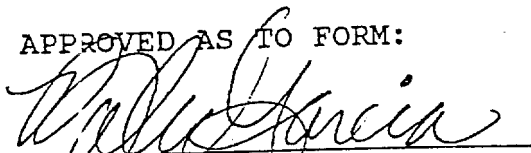
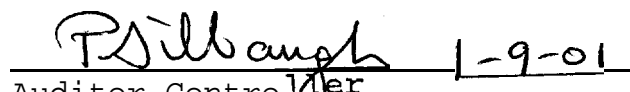
ABSENT: SUPERVISORS

Chairperson of the Board

ATTEST:

Clerk of the Board

APPROVED AS TO FORM:


 County Counsel
#392100-5665
APPROVED AS TO ACCOUNTING DETAIL:

 Auditor-Controller 1-9-01

Distribution:

Auditor-Controller,
 County Council
 County Administrative Officer
 Originating Department

COUNTY OF SANTA CRUZ
REQUEST FOR APPROVAL OF AGREEMENT

0329

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

FROM: Human Resources Agency (Dept.)
Frances Hink (Signature) 1/03/01 (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 Human Resources Agency - County of Santa Cruz (Agency)
and Food and Nutrition Services, Inc., 236 Santa Cruz Avenue, Aptos CA 95003 (Name & Address)
2. The agreement will provide Connection shuttle Services for CalWorks participants and their children.

3. The agreement is needed to continue service, which the County cannot provide, through FY 00/01.

4. Period of the agreement is from July 1, 2000 to June 30, 2001

5. Anticipated cost is \$ 235,696.00 ~~(Fixed Amount, Monthly Rate; Not to exceed)~~

6. Remarks: Existing FY 00/01 Budget \$110,000, additional FY 00/01 appropriation of
\$125,696 W-9 on file Contact: G Groves X4036

7. Appropriations are budgeted in 392100 (Index#) 5 6 6 5 (Subobject)

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

Appropriations are available and have been encumbered.
are not will be

Contract No. CO-01774-02 Date 01/09/01

contact: Gail Groves X4036

GARY A. KNUTSON, Auditor - Controller

By P. Sillwaugh Deputy

Proposal 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).

County Administrative Officer

Remarks:

GC (Analyst)

By GC Date 1/12/01

Agreement approved as to form. Date 1

Distribution:

B. J. 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)

Slate 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 _____

By _____ Deputy Clerk

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INDEPENDENT CONTRACTOR AGREEMENT

0330

THIS CONTRACT is entered into this 9th day of January, 2001 by and between the COUNTY OF SANTA CRUZ HUMAN RESOURCES AGENCY, hereinafter called COUNTY, and, FOOD & NUTRITION SERVICES, INC., hereinafter called CONTRACTOR. The parties agree as follows:

1. DUTIES. CONTRACTOR agrees to exercise special skill to accomplish the following result:

Provide welfare-to-work driver training and transportation program for CalWORKs participants, as described in Scope of Work, attached hereto and incorporated herein by reference.

2. COMPENSATION. In consideration for CONTRACTOR accomplishing said result, COUNTY agrees to pay CONTRACTOR as follows:

By reimbursement for costs incurred, as specified in the Budget, attached hereto and incorporated herein by reference, \$220,000 for operations and \$15,696 for capital, total not to exceed \$235,696. Budget modifications may be made by the Contractor, not to exceed 10% of the total budget without prior written approval by the Human Resources Agency.

Submit monthly invoice for payment to:

Human Resources Agency
Attn: Barbara Coy-Bulicz
HRA Fiscal, 1040 Emeline St.
Santa Cruz, CA 95060

3. TERM. The term of this contract shall be retroactive from July 1, 2000 through June 30, 2001.

4. EARLY TERMINATION. Either party hereto may terminate this contract at any time by giving 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 CONTRACTOR'S performance under the terms of this Agreement, excepting 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.

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).

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 CONTRACTOR'S insurance coverage and shall not contribute to it.

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Initial  / _____
Contractor/County

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 \$1,000,000.00 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. This insurance coverage shall not be required if both the CONTRACTOR and COUNTY acknowledge to this fact by initialing here _____ / _____.

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."

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- 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/CareerWorks
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 coverage. All Certificates of Insurance shall be delivered or sent to:

Human Resources Agency/CareerWorks
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, creed, religion, national origin, ancestry, disability, medical condition (cancer related and genetic characteristics), marital status, sex, sexual orientation, age (over 18), veteran status, gender, pregnancy, or any other non-merit factor unrelated to job duties. Such 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.
- 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, creed, religion, national origin, ancestry, disability, medical condition (cancer related and genetic characteristics), marital status, sex, sexual orientation, age (over 18), veteran status, gender, pregnancy, 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 Employment Opportunity Office information and reports in the prescribed reporting format (PER 4012) identifying the sex, race, physical or mental 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.

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 engaged in a distinct occupation or business; (c) In the locality, the work to be done by CONTRACTOR is usually done by a specialist without supervision, rather than under the direction of an employer; (d) The skill required in the particular occupation is substantial rather than slight; (e) The CONTRACTOR rather than the COUNTY supplies the instrumentalities, tools and workplace; (f) The length of time for which CONTRACTOR is engaged is of limited duration rather than indefinite; (g) The method of payment of CONTRACTOR is by the job rather than by the time; (h) The work is part of a special or permissive activity, program, or project, rather than part of the regular business of COUNTY; (i) CONTRACTOR and COUNTY believe they are creating an independent contractor relationship rather than an employer-employee relationship; and (j) The COUNTY conducts public business.

It is recognized that it is not necessary that all secondary factors support creation of an independent contractor relationship, but rather that overall there are significant secondary factors which indicate that CONTRACTOR is an independent contractor.

By their signatures to this Agreement, each of the undersigned certifies that it is his or her considered judgment that the CONTRACTOR engaged under this Agreement is in fact an independent contractor.

9. NONASSIGNMENT. Contractor shall not assign this Agreement without the prior written consent of the COUNTY.
10. RETENTION AND AUDIT OF RECORDS. CONTRACTOR shall retain records pertinent to this Agreement for a period of not less than five (5) years after final payment under this Agreement or until a final audit report is accepted by COUNTY, whichever occurs first. CONTRACTOR hereby agrees to be subject to the examination and audit by the Santa Cruz County Auditor-Controller, the Auditor General of the State of California, or the designee of either for a period of five (5) years after final payment under this Agreement.
11. PRESENTATION OF CLAIMS. Presentation and processing of any or all claims arising out of or related to this Agreement shall be made in accordance with the provisions contained in Chapter 1.05 of the Santa Cruz County Code, which by this reference is incorporated herein.
12. ACKNOWLEDGEMENT. Contractor shall acknowledge on any commemorative plaques and in all reports and literature that the Santa Cruz County Board of Supervisors has provided funding to the Contractor.

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INDEPENDENT CONTRACTOR AGREEMENT

CONTRACT #

0334

13. ATTACHMENTS. This Agreement includes the following attachments:

Budget
Scope of Work

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first above written

1. CONTRACTOR

By: 

Typed Name: Sam Storey
Title: Executive Director

Address: 236 Santa Cruz Ave., Aptos, Ca 95003

Telephone: (831) 688-8840

Tax ID #: 94-2460211

4. COUNTY OF SANTA CRUZ

By: 

CECILIA ESPINOLA
HRA ADMINISTRATOR

2. APPROVED AS TO INSURANCE:

By:  9-12-2000

Risk Management

3. APPROVED AS TO FORM:

By: 

County Counsel

DISTRIBUTION:

County Administrative Office
Auditor-Controller
County Counsel
Risk Management
Contractor

**ASSURANCE OF COMPLIANCE
WITH THE HUMAN RESOURCES AGENCY**

0335

**NONDISCRIMINATION IN STATE
AND FEDERALLY ASSISTED PROGRAMS**

FOOD & NUTRITION SERVICES, INC.
NAME OF VENDOR/RECIPIENT

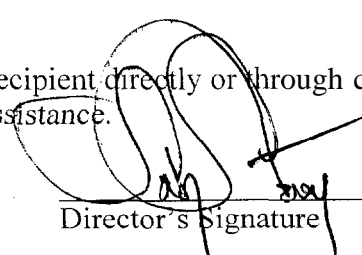
HEREBY AGREES THAT it will comply with Title VI and VII of the Civil Rights Acts of 1964 as amended; Section 504 of the Rehabilitation Acts of 1973, as amended; the Age Discrimination Act of 1975, as amended; the Food Stamp Act of 1977 as amended, and in particular Section 272.6; Title II of the Americans with Disabilities Act of 1990; California Civil Code, Section 51 et seq., as amended; California Government Code Section 11135-1 1139.5, as amended; California Government Code Section 12940(c), (h) (I), (i), and (j); California Government Code, Section 4450; Title 22, California Code of Regulations 98000 - 98413, and other applicable federal and state laws, as well as their implementing regulations (including 45 Code of Federal Regulations (CFR) Parts 80, 84, and 91, 7 CFR Part 15, and 28 CFR Part 42), by ensuring that employment practices and the administration of public assistance and social services programs are nondiscriminatory, to the effect that no person shall because of ethnic group identification, age, sex, color, disability, medical condition, national origin, race, ancestry, marital status, religion, religious creed or political belief be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under any program or activity receiving federal or state financial assistance; and HEREBY GIVE ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal and state assistance; and THE VENDOR/RECIPIENT HEREBY GIVES ASSURANCE THAT administrative methods/procedures which have the effect of subjecting individuals to discrimination or defeating the objectives of the California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) Chapter 21, will be prohibited.

BY ACCEPTING THIS ASSURANCE, the vendor/recipient agrees to compile data, maintain records and submit reports as required, to permit effective enforcement of the aforementioned laws, rules and regulations and permit authorized CDSS and/or federal government personnel, during normal working hours, to review such records, books and accounts as needed to ascertain compliance. If there are any violations of this assurance, CDSS shall have the right to invoke fiscal sanctions or other legal remedies in accordance with Welfare and Institutions Code Section 10605, or Government Code Section 11135-1 1139.5, or any other laws, or the issue may be referred to the appropriate federal agency for further compliance action and enforcement of this assurance.

THIS ASSURANCE is binding on the vendor/recipient directly or through contract, license, or other provider services, as long as it receives federal or state assistance.

Date 10/16/00



Director's Signature

Address of Vendor/Recipient: 236 Santa Cruz Ave., Aptos, CA 95003

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BUDGET SUMMARY

Welfare-to-Work 15% Grant Subcontract

Agency: FOOD & NUTRITION SERVICES, INC.Program/Service: CTSA / CONNECTIONS SHUTTLE

Please provide detailed breakdown of projected expenditures during the contract period.

EXPENSE ITEM	ADMIN	PROGRAM	CALWORKS	TOTALS	IN-KIND/MATCHING (for information only)
Staff Salaries		91,432		91,432	
Staff Fringe Benefits		18,133		18,133	
Staff Travel		513		513	
Facilities & Communications		13,101		13,101	
Consumable Supplies					
Furniture & Equipment • Use/Depreciation • Purchase • Lease		22,000		22,000	
Vehicle Operating & Maintenance		41,492		41,492	
Consumable Testing & Instructional Supplies					
Insurance		16,200		16,200	
Supportive Services		500		500	
Indirect Cost		29,935		29,935	
Other Operational Costs:		350		350	
Postage		100		100	
Staff Training		710		710	
Misc Fees		1,230		1,230	
TOTALS:		235,696		235,696	

Administrative costs may not exceed 13%. Indirect costs may be applied to program.

 Initials: [Signature]
 CONTRACTOR/COUNTY

0336

SCOPE OF WORK PLAN WELFARE TO WORK 15% GRANT SUBCONTRACT 00/01

Agency: Connections Shuttle

Program: Food& Nutrition Services. Inc.

Measurable Objectives & Performance Goals	implementation Activities	Quarter Ending	Method of Evaluating Process and/or Outcomes of Objectives
Hire and train CareerWORKs participants as needed to fill 12 Driver/Dispatcher Trainee positions in order to operate 5 vans on two shifts for transportation service .	Continue to support and encourage CareerWORKs staff in recruitment process.	9/30/00	Project Supervisor will monitor hiring process. Program Director will evaluate success of recruitment and report results to CalWORKs .
* Shuttle service continues; 20 Units of Service (riders per one-way trip, per van, per day) provided.	Transportation will be provided for CareerWORKs participants for approved rides .	9/30/00	Project Supervisor will monitor transportation service and report results to CalWORKs in monthly reports.
Hire and train permanent Scheduler/Dispatcher	Scheduler/Dispatcher to be trained by Project Supervisor	12/31/00	Project Supervisor will evaluate Scheduler/Dispatcher .
Continue to hire and train CareerWORKs participants as needed to fill 12 Driver/Dispatcher trainee positions in order to operate transportation service.	Continue to support and encourage CareerWORKs staff in recruitment process.	12/31/00	Project Supervisor monitors hiring process. Program Director evaluates success of recruitment , reporting results to CalWORKs . Results submitted to CalWORKs for review.
* Shuttle service continues as above.	*Transportation continues as above.	3/31/01	Project Supervisor will monitor service as above.
Hiring and training continues as above.	Recruitment continues as above.	3/31/01	Results evaluated as above.
* Shuttle service continues as above.	*Transportation continues as above	6/30/01	Project Supervisor will monitor service as above.
Hiring and training continues as above.	Recruitment continues as above.	6/30/01	Results evaluated as above.

As project concludes overall evaluation conducted by Program Director in conjunction with HRA.

* Note: Scope of Work dependent on availability of qualified applicants for Driver position

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Nancy Sherrod for
Initials CE
CONTRACTOR COUNTY

0337

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 DSS
_____ for Welfare to Work State Match program; and

WHEREAS, the County is recipient of funds in the amount of \$ 99,000
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;

NCW, THEREFORE, BE **IT** RESOLVED AND ORDERED that the Santa Cruz County
Auditor-Controller accept funds in the amount of \$99,000 into

Department HRA

<u>T/C</u>	<u>Index Number</u>	<u>Revenue Subject Number</u>	<u>Account Name</u>	<u>Amount</u>
011	392100	0530	Cal Works Prgm	99,000

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>PR J/UCD</u>	<u>Account Name</u>	<u>Amount</u>
021	392100	5665		Support Services	99,000

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 Sharon Y. [Signature]
Department Head

Date 1/03/01

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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

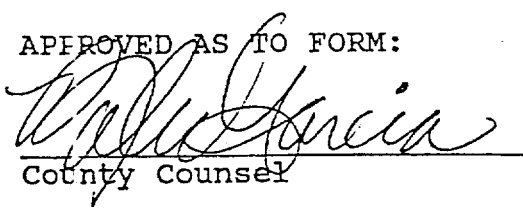
ABSENT: SUPERVISORS

Chairperson of the Board

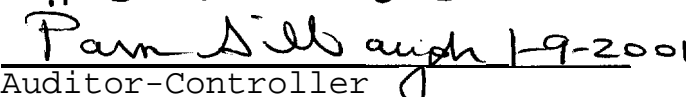
ATTEST:

Clerk of the Board

APPROVED AS TO FORM:


County Counsel

APPROVED AS TO ACCOUNTING DETAIL:

392100-5665

Auditor-Controller

Distribution:

Auditor-Controller,
County Council
County Administrative Officer
Originating Department

COUNTY OF SANTA CRUZ
REQUEST FOR APPROVAL OF AGREEMENT

0340

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

FROM: Human Resources Agency (Dept.)

Theresa Vial (Signature) 1/03/01 (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 - County of Santa Cruz (Agency) and Community Action Board, 501 Soquel Avenue, Suite E, Santa Cruz, CA 95062 (Name & Address)
- The agreement will provide continued administration of a work-related emergency payment fund for CalWorks participants.
- The agreement is needed to continue service, which the County cannot provide, through FY 00/01.
- Period of the agreement is from October 1, 2000 to June 30, 2001
- Anticipated cost is \$ 198,000.00 (Fixed amount, Monthly rate, Not to exceed)
- Remarks: Existing FY 00/01 Encumbrance \$99,000.00, Additional FY 00/01 Encumbrance of \$99,000.00 W-9 on file Contact: G. Groves X4036
- 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. 01776-02 Date 01/02/01
are not will be
GARY A. KNUTSON, Auditor - Controller
(SEE C091776 WITH DIFFERENT FUNDING SOURCES) Deputy.

Proposal 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).
County Administrative Officer

Remarks:

GS (Analyst)

BY GA Date 1/12/01

Agreement approved as to form. Date _____

Distribution:

Bd. of Supv. - White
Auditor-Controller - Blue
County Counsel - Green *
Co. Admin. Officer - Canary
Auditor-Controller - Pink
Orig. in 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

INDEPENDENT CONTRACTOR AGREEMENT

0341

THIS CONTRACT is entered into this 12th day of December, 2000 by and between the COUNTY OF SANTA CRUZ HUMAN RESOURCES AGENCY, hereinafter called COUNTY, and, COMMUNITY ACTION BOARD, hereinafter called CONTRACTOR. The parties agree as follows:

1. DUTIES. CONTRACTOR agrees to exercise special skill to accomplish the following result:

Provide Work-Related Emergency Fund program for CalWORKs participants, as described in Scope of Work, attached hereto and incorporated herein by reference.

2. COMPENSATION. In consideration for CONTRACTOR accomplishing said result, COUNTY agrees to pay CONTRACTOR as follows:

By reimbursement for costs incurred, as specified in the Budget, attached hereto and incorporated herein by reference, not to exceed \$198,000. Budget modifications may be made by the contractor, not to exceed 10% of the total budget without prior written approval by the Human Resources Agency.

Submit monthly invoice for payment to:

Human Resources Agency
Attn: Barbara Coy-Bulicz
HRA Fiscal
1040 Emeline St.
Santa Cruz, CA 95060

3. TERM. The term of this contract shall be retroactive from October 1, 2000 through June 30, 2001.
4. EARLY TERMINATION. Either party hereto may terminate this contract at any time by giving 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 CONTRACTOR'S performance under the terms of this Agreement, excepting 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.
- 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).
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 CONTRACTOR'S 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 \$500,000.00 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. This insurance coverage shall not be required if both the CONTRACTOR and COUNTY acknowledge to this fact by initialing here _____/_____.

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/CareerWorks
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 coverage. All Certificates of Insurance shall be delivered or sent to:

Human Resources Agency/CareerWorks
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, creed, religion, national origin, ancestry, disability, medical condition (cancer related and genetic characteristics), marital status, sex, sexual orientation, age (over 18), veteran status, gender, pregnancy, or any other non-merit factor unrelated to job duties. Such 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.
- 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, creed, religion, national origin, ancestry, disability, medical condition (cancer related and genetic characteristics), marital status, sex, sexual orientation, age (over 18), veteran status, gender, pregnancy, 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 Employment Opportunity Office information and reports in the prescribed reporting format (PER 4012) identifying the sex, race, physical or mental 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.

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- 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.

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 engaged in a distinct occupation or business; (c) In the locality, the work to be done by CONTRACTOR is usually done by a specialist without supervision, rather than under the direction of an employer; (d) The skill required in the particular occupation is substantial rather than slight; (e) The CONTRACTOR rather than the COUNTY supplies the instrumentalities, tools and workplace; (f) The length of time for which CONTRACTOR is engaged is of limited duration rather than indefinite; (g) The method of payment of CONTRACTOR is by the job rather than by the time; (h) The work is part of a special or permissive activity, program, or project, rather than part of the regular business of COUNTY; (i) CONTRACTOR and COUNTY believe they are creating an independent contractor relationship rather than an employer-employee relationship; and (j) The COUNTY conducts public business.

It is recognized that it is not necessary that all secondary factors support creation of an independent contractor relationship, but rather that overall there are significant secondary factors which indicate that CONTRACTOR is an independent contractor.

By their signatures to this Agreement, each of the undersigned certifies that it is his or her considered judgment that the CONTRACTOR engaged under this Agreement is in fact an independent contractor.

9. NONASSIGNMENT. Contractor shall not assign this Agreement without the prior written consent of the COUNTY.
10. RETENTION AND AUDIT OF RECORDS. CONTRACTOR shall retain records pertinent to this Agreement for a period of not less than five (5) years after final payment under this Agreement or until a final audit report is accepted by COUNTY, whichever occurs first. CONTRACTOR hereby agrees to be subject to the examination and audit by the Santa Cruz County Auditor-Controller, the Auditor General of the State of California, or the designee of either for a period of five (5) years after final payment under this Agreement.
11. PRESENTATION OF CLAIMS. Presentation and processing of any or all claims arising out of or related to this Agreement shall be made in accordance with the provisions contained in Chapter 1.05 of the Santa Cruz County Code, which by this reference is incorporated herein.
12. ACKNOWLEDGEMENT. Contractor shall acknowledge on any commemorative plaques and in all reports and literature that the Santa Cruz County Board of Supervisors has provided funding to the Contractor.

13. ATTACHMENTS. This Agreement includes the following attachments:

Budget
Scope of Work

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first above written.

1. CONTRACTOR

By: 

Typed Name: Christine Johnson-Lyons
Title: Executive Director

Address: 501 Soquel Ave., Santa Cruz, CA 95060

Telephone: (831) 457-1741

Tax ID #: 94-2523780

4. COUNTY OF SANTA CRUZ

By: 

CECILIA ESPINOLA
HRA ADMINISTRATOR

2. APPROVED AS TO INSURANCE:

By: 

Risk Management

9-12-2000

3. APPROVED AS TO FORM:

By: 

County Counsel

DISTRIBUTION:

County Administrative Office
Auditor-Controller
County Counsel
Risk Management
Contractor

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**ASSURANCE OF COMPLIANCE
WITH THE HUMAN RESOURCES AGENCY**

**NONDISCRIMINATION IN STATE
AND FEDERALLY ASSISTED PROGRAMS**

**COMMUNITY ACTION BOARD
NAME OF VENDOR/RECIPIENT**

HEREBY AGREES THAT it will comply with Title VI and VII of the Civil Rights Acts of 1964 as amended; Section 504 of the Rehabilitation Acts of 1973, as amended; the Age Discrimination Act of 1975, as amended; the Food Stamp Act of 1977 as amended, and in particular Section 272.6; Title II of the Americans with Disabilities Act of 1990; California Civil Code, Section 51 et seq., as amended; California Government Code Section 11135-I 1139.5, as amended; California Government Code Section 12940(c), (h) (l), (i), and (j); California Government Code, Section 4450; Title 22, California Code of Regulations 98000 - 98413, and other applicable federal and state laws, as well as their implementing regulations (including 45 Code of Federal Regulations (CFR) Parts 80, 84, and 91, 7 CFR Part 15, and 28 CFR Part 42), by ensuring that employment practices and the administration of public assistance and social services programs are nondiscriminatory, to the effect that no person shall because of ethnic group identification, age, sex, color, disability, medical condition, national origin, race, ancestry, marital status, religion, religious creed or political belief be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under any program or activity receiving federal or state financial assistance; and HEREBY GIVE ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal and state assistance; and THE VENDOR/RECIPIENT HEREBY GIVES ASSURANCE THAT administrative methods/procedures which have the effect of subjecting individuals to discrimination or defeating the objectives of the California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) Chapter 21, will be prohibited.

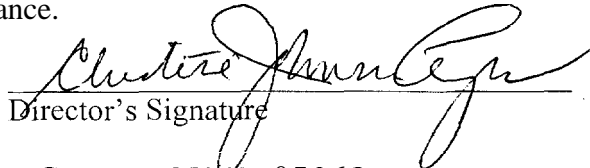
BY ACCEPTING THIS ASSURANCE, the vendor/recipient agrees to compile data, maintain records and submit reports as required, to permit effective enforcement of the aforementioned laws, rules and regulations and permit authorized CDSS and/or federal government personnel, during normal working hours, to review such records, books and accounts as needed to ascertain compliance. If there are any violations of this assurance, CDSS shall have the right to invoke fiscal sanctions or other legal remedies in accordance with Welfare and Institutions Code Section 10605, or Government Code Section 11135-I 1139.5, or any other laws, or the issue may be referred to the appropriate federal agency for further compliance action and enforcement of this assurance.

THIS ASSURANCE is binding on the vendor/recipient directly or through contract, license, or other provider services, as long as it receives federal or state assistance.

Date

10/9/00

Director's Signature



Address of Vendor/Recipient: 501 Soquel Ave., Santa Cruz, CA 95060 95062

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CE 88

Ott-16-00 07:35A

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0347

2000-2001 Budget (September 1, 2000 – June 30, 2001)
CalWORKS Retention Work Related Emergency Payment Program

Agency: Community Action Board of Santa Cruz County, Inc.
Program/Service: Work-Related Emergency Payments

Expense	Proposed Budaet
Salaries & Wages	\$ 18,000.00
Fringe Benefits	\$ 1,700.00
Health Benefits	\$ 1,200.00
Retirement Benefits	\$ 550.00
Rent	\$ 300.00
Postage	\$ 200.00
Telephone	\$ 150.00
Copying	\$ 250.00
Client Assistance	\$165,650.00
Admin. Support	\$ 10,000.00
TOTAL	\$198,000.00

Non-client assistance total= \$32,350 (=16%)
Administrative cost = \$10,000 (5%)

CE 58 52

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0348

Scope of Work Plan**CalWORKS Retention Work Related Emergency Payment Program****Agency: Community Action Board of Santa Cruz County, Inc.****Program/Service: Work-Related Emergency Payments**

Measurable Objectives & Performance Goals	Implementation Activities	Quarter Ending Date	Evaluation Methods/Outcomes Objectives
1. Provide emergency assistance payments for 75 participants. 2. Maintain records. 3. Get feedback from participants. 4. Make referrals for additional services.	1. Staff process requests, deliver checks and/or make available for pick-up. 2. Communication with HRA staff. 3. Maintain records. 4. Provide reporting. 5. Provide verbal and written referrals to participants.	December 2000	CAB will provide qualitative and quantitative information, including: <ul style="list-style-type: none"> • Participants served; • Service provided; • Participant satisfaction with/ effectiveness of program.
1. Provide emergency assistance payments for 75 participants. 2. Maintain records. 3. Get feedback from participants. 4. Make referrals for additional services.	1. Staff process requests, deliver checks and/or make available for pick-up. 2. Communication with HRA staff. 3. Maintain records. 4. Provide reporting. 5. Provide verbal and written referrals to participants.	March 2001	CAB will provide qualitative and quantitative information, including: <ul style="list-style-type: none"> • Participants served; • Service provided; • Participant satisfaction with/ effectiveness of program.
1. Provide emergency assistance payments for 75 participants. 2. Maintain records. 3. Get feedback from participants. 4. Make referrals for additional services.	1. Staff process requests, deliver checks and/or make available for pick-up. 2. Communication with HRA staff. 3. Maintain records. 4. Provide reporting. 5. Provide verbal and written referrals to participants.	June 2001	CAB will provide qualitative and quantitative information, including: <ul style="list-style-type: none"> • Participants served; • Service provided; • Participant satisfaction with/ effectiveness of program.

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0349

Planned Quarterly Expenditures
CalWORKS Retention Work Related Emergency Payment Program

Agency: Community Action Board of Santa Cruz County, Inc.
Program/Service: Work-Related Emergency Payments

COST	Dec. 2000	March 2001	June 2001	Total
Administration Expenditures	\$3,333	\$3,333	\$3,334	\$10,000
Program Expenditures	\$7,450	\$7,450	\$7,450	\$22,350
Client Assistance Expenditures	\$55,000	\$55,325	\$55,325	\$165,650
Total	\$65,783	\$66,108	\$66,109	\$198,000

