

# County of Santa Cruz

0181

## HUMAN RESOURCES AGENCY

Cecilia Espinola, Administrator

1000 Emeline Avenue, Santa Cruz, CA 95060

(831) 454-4130 or 454-4045 FAX: (831) 454-4642

August 20, 2001

AGENDA: September 11, 2001

### 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 contracts with Santa Cruz Community Counseling Center and Community Bridges (formerly Food and Nutrition Services, Inc.) to provide coordination and direct services for the Answers Benefiting Children (ABC) program. As part of the collaborative design of ABC, Santa Cruz Community Counseling Center subcontracts with several community-based organizations to deliver the range of ABC family support services at the Watsonville Family Resource Center. Community Bridges manages the multi-agency tenancy agreements at the Center on behalf of the collaborative partners and ensures coordination of 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 3 year grant from the Office of Child Abuse Prevention, as well as a mix of state, federal and local cash and in-kind resources.

In order to implement the third year of ABC services, it is necessary to amend the contracts to incorporate the FY 2001/02 budgets (Santa Cruz Community Counseling Center--\$210,274; Community Bridges--\$37,357). Funding for the third year contracts in the amount of \$187,357 was included in HRA's FY 2001/02 budget; a total of \$60,274 is accrual savings from the FY 2000/01 OCAP grant. We are asking your Board to approve the contract amendments with Santa Cruz Community Counseling Center and Community Bridges. Copies of the contracts are on file with the Clerk of the Board.

BOARD OF SUPERVISORS  
Agenda: September 11, 2001  
AMENDMENTS TO ABC CONTRACTS

IT IS THEREFORE RECOMMENDED that your Board approve amendments to contracts with Santa Cruz Community Counseling Center and Community Bridges to implement year three of the Answers Benefiting Children program, and authorize the ~~Human~~ Resources Agency Administrator to execute the contract amendments.

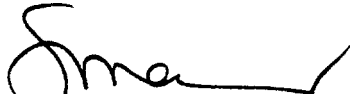
very truly yours,



CECILIA ESPINOLA  
Administrator

CEMS (N:\ADMIN\BOARD\LET\ABC\year3\contracts.doc)

RECOMMENDED:



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**SUSAN** A. MAURIELLO  
County Administrative Officer

Attachments

CC: County Administrative Office  
Auditor Controller  
HRA-Fiscal  
Santa Cruz Community Counseling Center  
Community Bridges (Food & Nutrition Services, Inc)

COUNTY OF SANTA CRUZ  
REQUEST FOR APPROVAL OF AGREEMENT

083

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

FROM: HUMAN RESOURCE AGENCY (Dept.)  
Francis Hines (Signature) 8/21/01 (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 SANTA CRUZ COUNTY HUMAN RESOURCE AGENCY (Agency)  
and SANTA CRUZ COMMUNITY COUNSELING CENTER, 195 HARVEY WEST BLVD SANTA CRUZ CA 95060 (Name & Address)
2. The agreement will provide PROJECT COORDINATION AND DIRECT SERVICES TO FAMILIES AND CHILDREN TO CONT. THE ABC (ANSWERS BENEFITING CHILDREN) PROJECT.
3. The agreement is needed TO IMPLEMENT THE ABC PROJECT, TO APPROVE AMENDMENT #3 - ADDING \$160,274 (INCLUDES \$60,274 FY 00/01 ACCRUAL SAVINGS); \$20,000 OF TANF INCENTIVES FUNDS PEN CODE 090032; OF CALWORKS SUPPORT FUNDS, \$30,000.
4. Period of the agreement is from 7/1/01 to 6/30/02
5. Anticipated cost is \$ 210,274 (Fixed amount, Monthly rate; Not to exceed)
6. Remarks: M 7/1/99 - 6/30/02, AMENDMENT #3 CONTACT: M. SHIPPER - 14419  
TOTAL CONTRACT \$590,847

7. Appropriations are budgeted in	11916-02 392100/5283	\$20,000		
	11916-03 392100/5665	\$30,000	(Index#)	(Subobject)
	11916-01 392400/5188	\$160,274		

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

Appropriations are available and have been encumbered. Contract No. \_\_\_\_\_ Date 8/28/01  
are not will be

GARY A. KNUTSON, Auditor - Controller  
By John J. Velazquez Deputy.

CC: 13, II NOW II

Proposal reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize the HUMAN RESOURCE ADMINISTRATOR to execute the same on behalf of the SANTA CRUZ COUNTY

HUMAN RESOURCES AGENCY (Agency).

Remarks: \_\_\_\_\_ (Analyst)  
By [Signature] County Administrative Officer Date 8/29/01

Agreement approved as to form. Date \_\_\_\_\_

**Distribution:**

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

\*To Orig. Dept. if rejected.

35

State of California )  
County of Santa Cruz ) ss  
I \_\_\_\_\_ ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz,  
State of California, do hereby certify that the foregoing request for approval of agreement was approved by  
said Board of Supervisors as recommended by the County Administrative Officer by an order duly entered  
in the minutes of said Board on \_\_\_\_\_  
County Administrative Officer  
By \_\_\_\_\_ Deputy Clerk

**AMENDMENT #3 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 from July 1, 1999 through June 30, 2001. The purpose of this amendment is to: 1) extend the term of the contract to June 30, 2002; and, 2) modify the contract budget to incorporate the FY 2001/2002 budget. All other provisions of said contract shall remain the same.

(A) Paragraph 2. is amended to read:

TERM OF AGREEMENT: This agreement shall become effective as of July 1, 1999 and shall continue in effect through June 30, 2002, unless sooner terminated in accordance with paragraph 18.

(B) 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.

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

Initials:                      /                       
CONTRACTOR COUNTY


SIGNATURE PAGE

## COUNTY OF SANTA CRUZ

DATED: \_\_\_\_\_

By: \_\_\_\_\_  
Human Resources Agency AdministratorDATED: 8/15/01

## CONTRACTOR

By:   
Contractor's Authorized Representative  
Terry Moriarty, Executive Director

Typed Name/Title

Santa Cruz Community Counseling Center

Organization

195A Harvey West Blvd.

Address

Santa Cruz, CA 96060

City State Zip

(831) 469 - 1700

Phone

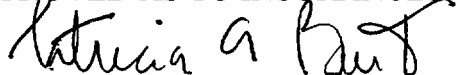
23-727290

Tax ID #

APPROVED AS TO FORM:

\_\_\_\_\_  
County Counsel

APPROVED AS TO INSURANCES:

 8/15/01

Risk Management

Distribution: Auditor-Controller  
Contractor

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Agency:  
Prog-am:

Santa Cruz Community Counseling Center, Inc.  
ABC

0186

**CONTRACT BUDGET**

14-Aug-01

Total  
County  
Budget  
FY 01/02

**SALARIES/BENEFITS**

Basic Account Codes:

7000 Salaries Total	113,478		
7100 Employee Health/Retirement	9,848		
7200 Payroll Taxes	10,383		
<b>TOTAL SALARIES/BENEFITS:</b>	<b>133,709</b>		

**SERVICES/SUPPLIES**

8000 Professional Fees: Audit	0		
8010 Indep. Prof. Consultants	0		
8100 Supplies	12,500		
8200 Telephone	2,400		
8300 Postage & Shipping	414		
8400 Occupancy Total	26,400		
8500 Rent/Maintenance of Equip.	0		
8600 Printing & Publications	3,000		
8700 Travel & Transportation	4,300		
8800 Conferences/Meetings	5,000		
8900 Assistance to Individ.	0		
9000 Membership Dues	0		
9100 Awards and Grants-Equip/Bldg	0		
9200 Interest Expense	0		
9300 Insurance/Bond	1,200		
9400 Miscellaneous	0		
9600 Dist. of Program Costs	21,351		
9691 Payment/Affiliated Orgs.	0		
<b>TOTAL SERVICES/SUPPLIES:</b>	<b>76,565</b>		
<b>GRAND TOTAL EXPENSES:</b>	<b>210,274</b>		

1. Please fill out this page for each program funded separately by the County. 2) For classification of basic account codes, refer to: Accounting & Financial Reporting: A Guide for Accounting & Financial Reporting: A guide for United Way and Not-for-Profit Human Service Organizations.

C:\WINDOWS\Desktop\SCCCrevised2.xls\0102 CONT BUD

Initials:  /   
CONTRACTOR / COUNTY

**COUNTY OF SANTA CRUZ**  
**REQUEST FOR APPROVAL OF AGREEMENT**

0187

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

FROM:

                     CY (Dept.)

Francis J. [Signature] (Signature) 8/21/01 (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 SANTA CRUZ COUNTY HUMAN RESOURCE AGENCY (Agency)  
and COMMUNITY BRIDGES, 236 SANTA CRUZ AVE. APTOS, CA. 95003 (Name & Address)

2. The agreement will provide OCCUPANCY SUPPORT FOR THE WATSONVILLE FAMILY RESOURCE CENTER PROGRAMS.

3. The agreement is needed TO IMPLEMENT THE OCAP PORTION OF ABC GRANT TO APPROVE AMENDMENT #3.

4. Period of the agreement is from 7/1/01 to 6/30/02

5. Anticipated cost is \$ 37,357 (Fixed amount; Monthly rate; Not to exceed)

6. Remarks: AMENDMENT #3 CONTRACT TERM 7/1/00 - 6/30/02, TOTAL CONTRACT AMT. \$141,825

W-9 ON FILE    CONTACT M. SHIPPER    X4419

<u>11918-01</u>	<u>392400/5188</u>	<u>\$10,000</u>	<u>11918-04</u>	<u>392100/3810</u>	<u>\$14,400</u>
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7. Appropriations are budgeted in 11918-03 392100/4080 \$12,957 (Index#) (Subobject)

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

Appropriations are available and have been encumbered. Contract No. 11918 Date 8/28/01  
are not will be

GARY A. KNUTSON, Auditor - Controller

By Adm. J. V. [Signature] Deputy.

CC: 13, IF Now III

Proposal reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize the HUMAN RESOURCE ADMINISTRATOR to execute the same on behalf of the SANTA CRUZ COUNTY

HUMAN RESOURCE AGENCY

(Agency).

County Administrative Officer

Remarks:

(Analyst)

By \_\_\_\_\_ Date \_\_\_\_\_

Agreement approved as to form. Date \_\_\_\_\_

**Distribute on:**

Bd. of Supv. • White  
Auditor-Controller • Blue  
County Counsel • Green •  
Co. Pdrnin. Officer • Canary  
Auditor-Controller • Pink  
Originating Dept. • Goldenrod

'To Orig. Dept. if rejected.

ADM - 29 (6/95)

State of California  
County of Santa Cruz } ss

I \_\_\_\_\_ ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz.  
State of California, do hereby certify that the foregoing request for approval of agreement was approved by  
said Board of Supervisors as recommended by the County Administrative Officer by an order duly entered  
in the minutes of said Board on \_\_\_\_\_

County Administrative Officer  
By \_\_\_\_\_ Deputy Clerk

**35**

**AMENDMENT #3 TO AGREEMENT  
ANSWERS BENEFITING CHILDREN PROJECT**

The County of Santa Cruz, by and through the Human Resources Agency, hereinafter referred to as "COUNTY" and COMMUNITY BRIDGES (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) extend the term of the contract to June 30, 2002; and, 2) modify the contract budget to incorporate the FY 2001/2002 budget. All other provisions of said contract shall remain the same.

(A) Paragraph 2. is amended to read:

TERM OF AGREEMENT: This agreement shall become effective as of July 1, 1999 and shall continue in effect through June 30, 2002, unless sooner terminated in accordance with paragraph 18.

(B) 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.

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

Initials: MA / MS  
CONTRACTOR COUNTY



SIGNATURE PAGE

2178  
189

COUNTY OF SANTA CRUZ

DATED: \_\_\_\_\_

By: \_\_\_\_\_  
Human Resources Agency Administrator

CONTRACTOR

DATED: 8/15/01

By: Must Sherod, Deputy Director  
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

APPROVED AS TO INSURANCES:

Leticia G. Cant 8/1/01  
Risk Management

Distribution: Auditor-Controller  
Contractor

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**EXHIBIT A**  
**FY 2001-2002 BUDGET**

**Agency:** Community Bridges (Food and Nutrition Services, Inc.)

**Program:** Answers Benefiting Children Project

<u>Line Item Description</u>	<u>Amount</u>
occupancy (service provider rent, custodial, security @ Watsonville Family Resource Center)	32,856
Indirect Costs (grantee allocated @ 13.7%)	<u>4,501</u>
<b>TOTAL</b>	<b>37,357</b>

Initials SM + ms  
CONTRACTOR/COUNTY