



# county of Santa Cruz

## HUMAN RESOURCES AGENCY

CECILIA ESPINOLA, ADMINISTRATOR

1000 EMELINE ST., SANTA CRUZ, CA 95060

(408) 454-4130 OR 454-4045 FAX: (408) 454-4642

November 16, 2001

AGENDA: December 11, 2001

### BOARD OF SUPERVISORS

County of Santa Cruz

701 Ocean Street

Santa Cruz, California

### APPROVAL OF REVENUE AGREEMENT FOR TRANSITIONAL HOUSING PROGRAM

Dear Members of the Board:

As you are aware, since October 1992, the Human Resources Agency, the Housing Authority and Families in Transition of Santa Cruz County have jointly operated a highly successful transitional housing program for homeless families with children. The program, currently in its tenth year, is partially funded by a multi-year grant from the Department of Housing and Urban Development (HUD). Under the HUD grant, case management services are provided by a social worker who is employed by HRA, stationed at Families in Transition, and partially funded through a subcontract agreement from the Housing Authority. The HUD grant has been renewed for another three-year period. The purpose of this letter is to recommend approval of a three-year revenue agreement for this program.

The Housing Authority and HRA have developed the attached agreement to provide HUD funds for case management services from October 1, 2001 through September 30, 2004. In addition, an attached amendment to the agreement will provide for rehabilitation of some of the housing units. The grant provides \$23,333 per federal fiscal year, or a total amount of \$70,000 over the three years. The new grant allocation began October 1, 2001 and the annual amount increased slightly, therefore, it will be necessary to adopt a resolution accepting \$3,691 as unanticipated revenue.

The attached revenue agreement and amendment involve no additional cost to the County. The agreement and amendment have been approved by County Counsel and Risk Management and signed by the Housing Authority.

IT IS THEREFORE RECOMMENDED that your Board:

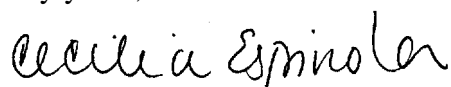
1. Approve the revenue agreement and amendment between the Housing Authority of the County of Santa Cruz and the Human Resources Agency for a total of \$70,000 from October 1, 2001 through September 30, 2004;

Board of Supervisors  
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Approval of Revenue Agreement for Transitional Housing Program

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2. Adopt a resolution accepting unanticipated revenue in the amount of \$3,691; and
3. Authorize the Human Resources Agency Administrator to sign the three-year revenue agreement and amendment on behalf of the County.

Very truly yours,



CECILIA ESPINOLA  
Administrator

CE/ET/JP/GG:gg/BrommerMOUBOS.doc

Attachments

RECOMMENDED:



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Susan A. Mauriello  
County Administrative Officer

cc: County Administrative Office  
Auditor-Controller  
County Counsel  
Risk Management  
Housing Authority  
Human Resources Agency

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 Transitional  
Housing Grant for Families In Transition program; and

WHEREAS, the County is recipient of funds in the amount of \$ 3,691.00 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 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 \$ 3,691.00 into Department Human Resources Agency

<u>TIC</u>	<u>Index Number</u>	<u>Revenue Subobject Number</u>	<u>Account Name</u>	<u>Amount</u>
001	392100	2047	Other Charges	3,691.00

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

<u>T/C</u>	<u>Index Number</u>	<u>Expenditure Subobject Number</u>	<u>PRJ/UCD</u>	<u>Account Name</u>	<u>Amount</u>
021	392100	3100		Salaries/ Wages	3,691.00

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

By Francesca H. [Signature]  
Department Head

Date 11/27/01

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

NOES.: SUPERVISORS

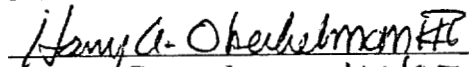
ABSENT: SUPERVISORS

\_\_\_\_\_  
Chairperson of the Board


ATTEST:

\_\_\_\_\_  
Clerk of the Board

APPROVED AS TO FORM:

  
County Counsel 12/14/97

APPROVED AS TO ACCOUNTING DETAIL:

  
Auditor-Controller

Distribution:

Auditor-Controller  
County Counsel  
County Administrative Officer  
Originating Department

AUD60 (REV 12/97)

c:\audit\aud60.wpd

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# COUNTY OF SANTA CRUZ

## REQUEST FOR APPROVAL OF AGREEMENT

TO: **Board of Supervisors**  
County Administrative Office  
Auditor **Controller**

FROM: Human Resources Agency (Department)

BY: *Travis Hines* (Signature) 11/27/01 (Date)  
Signature certifies that appropriations/revenues are available

AGREEMENT TYPE (Check One)

Expenditure Agreement ☐

Revenue Agreement ☒

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

1. Said agreement is between the Santa Cruz County Human Resources Agency (Department/Agency)  
and Housing Authority of the County of Santa Cruz, 2160 41st Ave., Capitola 95010 (Name/Address)

2. The agreement will provide reimbursement to HRA for case management services to homeless families  
residing in Housing Authority transitional housing facility.

3. Period of the agreement is from 10/01/01 to 9/30/04

4. Anticipated ~~Cost~~ <sup>REV.</sup> is \$ 70,000 ☐ Fixed ☐ Monthly Rate ☐ Annual Rate **a** Not to Exceed

Remarks: FY 01/02 \$23,333.33; FY 02/03 \$23,333.33; FY 03/04 \$23,333.34

5. Detail: ☒ On Continuing Agreements List for FY 01-02 . Page CC-        Contract No:        OR ☐ 1<sup>st</sup> Time Agreement

☐ Section II No Board letter required, will be listed under Item 8  
☐ Section III Board letter required  
☒ Section IV Revenue Agreement

6. Appropriations/Revenues are available and are budgeted in 392100 (Index) 2047 (Sub object)

NOTE: IF APPROPRIATIONS ARE INSUFFICIENT, ATTACHED COMPLETED AUD-74 OR AUD-60

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

Contract No: R-534

By: *K. Rappaport*  
Auditor-Controller Deputy

Date: 11/28/01

CC-27

Proposal and accounting detail reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize

Human Resources Agency (Dept/Agency Head) to execute on behalf of the HRA Administrator

(Department/Agency)

Date: 11/30/01

By: *Ch S*  
County Administrative Office

### Distribution:

**Board of Supervisors - White**  
**Auditor Controller - Canary**  
**Auditor-Controller - Pink**  
**Department - Gold**

**State of California**  
**County of Santa Cruz**

**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 ap-**  
**proved by said Board of Supervisors as recommended by the County Administrative Office by an**  
**order duly entered in the minutes of said Board on \_\_\_\_\_ 20\_\_**

ADM - 29 (8/01)

Title **Section 300 Proc Man**

By: Deputy Clerk

### AUDITOR-CONTROLLER USE ONLY

CO        \$         
Document No. JE Amount Lines H/TL Keyed By Date

TC110        \$        /         
Auditor Description Amount Index Sub object User Code