

County of Santa Cruz

0177

HUMAN RESOURCES AGENCY

Cecilia Espinola, Administrator

1000 Emeline Avenue, Santa Cruz, CA 95060

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

January 9, 2002

AGENDA: January 29, 2002

BOARD OF SUPERVISORS

County of Santa Cruz

701 Ocean Street

Santa Cruz, CA. 95060

APPROVE AMENDMENT TO CONTRACT WITH CABRILLO COLLEGE

Dear Members of the Board:

On March 6, 2001 your Board approved a contract with the Cabrillo College Fast Track to Work (FTTW) Program for the Retention, Advancement, Mobility Pilot (RAMP) to provide follow up employment services for CalWORKs participants moving out of training programs and into the workforce. The purpose of this letter is to request your Board's approval of a contract amendment to extend the student service component to June 30, 2002. This amendment will increase the contract budget by \$11,138 for a total amount of \$63,138. Funds for this amended agreement are available from the CalWORKs single allocation and are included in the Human Resource Agency Budget for FY 2001-2002.

The student service component of RAMP provides skill instruction, career guidance, and information and referral services for CalWORKs participants completing FTTW instructional programs and entering the workforce. Initially, the service component of this contract was scheduled to end March 30, 2002, however, due to a recent increase in student enrollment an extension is needed.

IT IS THEREFORE RECOMMENDED that your Board approve the attached contract amendment with the Cabrillo College Fast Track to Work Program to extend student services and increase the contract by \$11,138 and authorize the Human Resources Agency Administrator to sign the contract on behalf of the County, as recommended by the Human Resources Agency Administrator.

Very truly yours,

CECILIA ESPINOLA

Administrator

CE/CW:cw

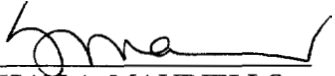
BOARD OF SUPERVISORS

Agenda: **January** 29, 2002

AMENDMENT TO CONTRACT WITH CABRILLO COLLEGE

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RECOMMENDED:



SUSAN A. MAURIELLO
County Administrative Officer

Attachments

CC: County Administrative Office
Auditor Controller
Contractor
HRA Fiscal

AMENDMENT TO HUMAN RESOURCES AGENCY CONTRACT # 2358

The County of Santa Cruz, by and through the Human Resources Agency, hereinafter referred to as the "COUNTY" and Cabrillo College Fast Track To Work Program, hereinafter called the "CONTRACTOR" hereby modify contract #2358. The purpose of this Amendment is to revise the Scope of Work, extending for three months the service component of this project from April 1, 2002 to June 30, 2002 and to increase the total budget amount to \$63,138. The provisions of this Amendment shall be effective from April 1, 2002 through June 30, 2002. All other provisions of said contract shall remain the same.

(A) Item #2, COMPENSATION, paragraph 2 is amended to read:

Reimbursement of program costs not to exceed \$ 63,138 on the basis of suitable invoices, as specified in the BUDGET, attached hereto and incorporated herein by reference. Costs incurred between March 6, 2001 and June 30, 2001 shall not exceed \$20,000 and costs incurred between July 1, 2001 and June 30, 2002 shall not exceed \$43,138.

(B) This agreement includes the following attachments:

ATTACHMENT A: REVISED PROGRAM BUDGET
ATTACHMENT B: REVISED SCOPE OF SERVICES

1. CONTRACTOR

By: Kay Cardwell
KAY CARDWELL
CABRILLO COLLEGE
6500 Soquel Drive
Aptos, CA 95003

Telephone: (831)479-6279

4. COUNT OF SANTA CRUZ

By: _____
CECILIA ESPINOLA
HRA ADMINISTRATOR

2. APPROVED AS TO INSURANCE

By: Janet McKinley 1-7-2002
Risk Management

3. APPROVED AS TO FORM

By: Marie Costa 1-8-02
County Counsel

Distribution: County Administrative Office
Auditor Controller
Contractor

ATTACHMENT A
PROGRAM BUDGET –FY 2000-01 and FY 2001-02
REVISED JANUARY 29,2002

0180

**CABRILLO COLLEGE –FAST TRACK TO WORK
Retention, Advancement, Mobility Pilot (RAMP)**

FISCAL YEAR 2000-2001 RAMP BUDGET (No Changes)

Expense Item	Budgeted Amount
Staff Salaries 1. Program Manager \$24.33/hr 2. Clerical Assistant 11.25/hr (temporary – hourly) (See professional services for Project Coordinator)	4,004
Staff Fringe Benefits	388
Staff Travel and Training	1,000
Program Supplies (Postage, office supplies, copies)	1,500
Professional Services 1. Project Coordinator Contract @24.00 per hour 2. Event child care for participants, publishing services, advertising, publicity etc	9,900 1,792
Participant Incentives and supportive services (Course materials and supplies, awards, bus pass, etc.)	1,416
Total for Fiscal Year 2000-01	20,000

PROPOSED FISCAL YEAR 2001- 2002 RAMP BUDGET

Expense Item	Original Budget	Revised Budget
Staff Salaries 1. Program Manager \$24.33/hr 2. Clerical Assistant 11.25/hr	7,529	10,039
Staff Fringe Benefits	754	1,005
Staff Travel and Training	1,500	2,000
Program Supplies (Postage, office supplies, copies)	1,500	2,000
Professional Services 1. Project Coordinator @24.00 per hour 2. Other: Event child care for participants, publishing services, advertising, publicity, etc.	15,717 1,500	20,956 2,000
Participant Incentives and supportive services (Course materials and supplies, awards, bus pass, etc.)	940	1753
Indirect Costs @8%	2560	3385
Total for FY 2001-2002	\$32,000	43,138

Total Contract Amount FY 2000-01 through FY 2001-02: \$63,138

SCOPE OF WORK

**CABRILLO COLLEGE –FAST TRACK TO WORK
Retention, Advancement, Mobility Pilot (RAMP)**

DUTIES: CONTRACTOR agrees to exercise special skill to accomplish the following results:

Provide post employment career advancement information for employed CalWORKs Fast Track to Work participants and former participants.

- Identify and recruit FTTW participants, graduates and former participants to participate in career advancement activities.
- Provide life skill instruction, information on educational and career advancement opportunities, and individual career instructional services to enhance the ability of former FTTW participants to increase their earning potential and advance in their chosen occupation.
- Collect FTTW program outcome information related to employment and family well being. Data elements to be collected and the method of outcome evaluation must be pre-approved by the HRA-Careerworks Contract Analyst assigned to this project.
- CalWORKs student services will be provided from April 1, 2001 through June 30, 2002. During this phase CONTRACTOR will provide quarterly reports to the HRA Contract Analyst specifying the names and Social Security numbers of CalWORKs participants served. CONTRACTOR will publish a final report on project findings and outcomes by July 30, 2002 (Revised January 29, 2002).

CLAIM PROCESS:

CONTRACTOR will submit a monthly claim within 20 working day following the end of each month. Claim forms must include the amount of program expenditures associated with each budget line item as listed on Attachment A. The final claim for fiscal year 2000-2001 activities must be submitted no later than July 15, 2001 and shall not exceed the amount specified for the fiscal year on page one of this contract. The final claim 2001-2002 activities must be submitted no later than July 25, 2002 and shall not exceed the amount specified for the fiscal year on page one of this contract. Claim forms must be approved by the COUNTY and will require CONTRACTOR certification.

CONTRACTOR is to submit claims to:

County of Santa Cruz – Careerworks Fiscal Administration
Attention Barbara Coy-Bulicz
P.O. Box 1320
Santa Cruz, CA, 95061

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

0182

TO: Board of Supervisors
County Administrative Office
Auditor Controller

FROM: Human Resources Agency (Department)
BY: Frances Hicks (Signature) 1/11/02 (Date)
Signature certifies that appropriations/revenues are available

AGREEMENT TYPE (Check One) Amendment Expenditure Agreement Revenue Agreement

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

- Said agreement is between the Santa Cruz County Human Resources Agency (Department/Agency) and Cabrillo College, 6500 Soquel Dr. Aptos, CA 95003 (Name/Address)
- The agreement will provide Amendment to extend contract to 6/30/2002 at an additional amount of \$11,138.00

- Period of the agreement is from 3/8/2001 to 6/30/2002
- Anticipated Cost is \$ 63,138 TOTAL Fixed Monthly Rate Annual Rate Not to Exceed

Remarks: FY 00/01 Encumb. \$20,000 Orig. FY 01/02 Encumb \$32,000/Additional FY 01/02 Encumb. \$11,138.00 CONTACT: Walberg X4067

- Detail: On Continuing Agreements List for FY ____ - ____ . Page CC- ____ Contract No: C12358 OR 1st Time Agreement
 Section II No Board letter required, will be listed under Item 8
 Section III Board letter required
 Section IV Revenue Agreement

- Appropriations/Revenues are available and are budgeted in 392 100 (Index) 5665 (Sub object)

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

Appropriations are available and have been encumbered. Contract No: C12358
are not available and will be encumbered. By: Krayan Date: 1/15/02
CC-12, WAS I, NOW III Auditor-Controller Deputy

Proposal and accounting detail reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize Human Resources Agency Administrator (Dept/Agency Head) to execute on behalf of the Human Resources Agency (Department/Agency)

Date 1/16/02 By: Eh Schup County Administrative Office

Distribution: Board of Supervisors - White State of California
 Auditor Controller - Canary County of Santa Cruz
 Auditor-Controller - Pink I _____ ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz,
 Department - Gold 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 I, Section 300 Proc Man By: Deputy Clerk

AUDITOR-CONTROLLER USE ONLY

CO	\$	Document No.	JE Amount	Lines	H/TL	Keyed By	Date
TC1:0	\$	Auditor Description	Amount	Index	Sub object	User Code	