



county of Santa Cruz

HUMAN RESOURCES AGENCY

CECILIA ESPINOLA, ADMINISTRATOR

1000 EMELINE ST., SANTA CRUZ, CA 95060

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February 5, 2002

AGENDA: February 12, 2002

BOARD OF SUPERVISORS

county of santa **Cruz**

701 Ocean Street

Santa Cruz, CA. 95060

ACCEPTANCE OF UNANTICIPATED REVENUE AND APPROVAL OF CONTRACT WITH HOUSING AUTHORITY TO SERVE WELFARE TO WORKYOUTH

Dear Members of the Board:

The Housing Authority (HA) of Santa **Cruz** County has identified a need for resident self-sufficiency activities that target youth in particular. Through the agency's participation in the United Way Community Assessment Project, it has become clear that a multi-disciplinary effort is required to reduce truancy and increase education and training among students. The Housing Authority applied for and received a Resident Opportunity for Self-Sufficiency Grant (ROSS) from the United States Department of Housing and Urban Development (HUD). The purpose of ROSS is to help residents to become economically self sufficient by providing supportive services and resident empowerment activities. This program is consistent with HUD's goal to effectively focus resources on "welfare to work," including efforts to support students staying in school and completing education and job training.

Through the ROSS grant, the Housing Authority will contract with the Human Resources Agency Careerworks Division in the amount of \$27,500 per year for three years to offset the cost of providing participant services under the agreement. Careerworks staff will provide education and training to eligible program participants consistent with Careerworks' Workforce Investment Act funded youth services. Thirty-five youth residing in public and Section 8 housing will be served each year. Program participants must meet all eligibility requirements as mandated by HUD, including Welfare-to-Work participation requirements.

The HA will be responsible for compliance with all grant requirements, including fiscal administration and reporting. They will also provide an in-kind contribution of \$37,500 over three years contributed as 25% Program Coordinator time to coordinate services and market program activities. The Human Resource Agency will be responsible for providing all direct services to participants, including

Agenda: November 6, 2001

ACCEPTANCE OF UNANTICIPATED REVENUE AND APPROVAL OF CONTRACT WITH HOUSING AUTHORITY TO SERVE WELFARE TO WORK YOUTH

education and training, case management, and referrals. The Human Resources Agency will also provide an in-kind contribution of \$19,554 over three years, contributed as 10% Employment Training Supervisor time to oversee the project.

At no cost to the County, the ROSS grant provides an excellent opportunity to augment HRA youth service links to public housing residents.

IT IS THEREFORE RECOMMENDED that your Board:

1. Approve the attached AUD-60 accepting and appropriating unanticipated revenue of \$27,500 from the Housing Authority; and
2. Authorize the HRA Administrator to enter into a contract with the Housing Authority of Santa Cruz County.

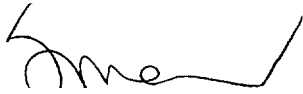
Very truly yours,



CECILIA ESPINOLA
Administrator

CEJP\ak

RECOMMENDED:



SUSAN A. MAURIELLO
County Administrative Officer

CC: County Administrative Office
Auditor Controller
HRA-Fiscal
General Services

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 ~~the Housing Authority of Santa Cruz County~~ for ~~Resident Opportunity for Self-Sufficiency Opportunity (ROSS)~~ program; and

WHEREAS, the County is recipient of funds in the amount of \$ 27,500 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 \$ 27,500 into Department Human Resources Agency

TIC	Index Number	Revenue Subject Number	Account Name	Amount
020	392100	1130	Federal - Other Gov. Agencies	\$27,500.00

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

T/C	Index Number	Expenditure Subject Number	PRJ/LCD	Account Name	Amount
SEE ATTACHED					

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 Cecilia Espinoza
Department Head

Date _____

COUNTY ADMINISTRATIVE OFFICER

OKES☒ 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:

Henry A. Oberkromm
County Counsel 12/14/97

APPROVED AS TO ACCOUNTING DETAIL:

Anthony J. Volz 1/31/02
Auditor-Controller

Distribution:

Auditor-Controller

County Counsel

County Administrative Officer

Originating Department

AUD60 (REV 12/97)

c:\audit\aud60.wpd

County of Santa Cruz
FY 01/02: Appropriation of Unanticipated Revenue
Attachment to AUD60
Human Resources Agency

0225

Revenue

T/C	Index	Sub-Objct	Amount	Account Description
020	392100	1130	\$ 27,500	Federal-Other Gov Agencies

Expenditures

Salaries and Benefits

T/C	Index	Sub-Objct	Amount	Account Description
021	392100	3100	16,855	Regular Pay, Permanent
021	392100	3150	1,289	OASDI - Social Security
021	392100	3155	1,180	PERS
021	392100	3160	1,840	Employee Insurances
021	392100	3170	1,011	Workers Compensation
			\$ 22,175	Subtotal

Services and Supplies

T/C	Index	Sub-Objct	Amount	Account Description
021	392100	3493	5,325	Office Expense, Supplies
			\$ 5,325	Subtotal
			\$ 27,500	Total

File: n:\jf10\Barbara\WIA0102\3916\DOLCommunityAudit\CommAudit1002budget.xls

BY: Barbara J. Coy-Melitz (Signature) 1/11/02 (Date)
Signature certifies that appropriations/revenues are available

Revenue Agreement 

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

**Resident Opportunity for Self-sufficiency (ROSS)
Memorandum of Understanding**

0228

Background:

The Housing Authority of the County of Santa Cruz has identified a need for resident self-sufficiency activities that target youth in particular. Through the agency's participation in the United Way Community Assessment Project, it has become clear that a multi-disciplinary effort is required to reduce truancy and increase education and training among students. The Housing Authority applied for and received a Resident Opportunity for Self-sufficiency Grant (ROSS) from the United States Department of Housing and Urban Development (HUD). The grant will support efforts by students residing in public and Section 8 housing to stay in school, complete educational goals and access job training.

Whereas:

Youth truancy has been identified as a serious problem throughout Santa Cruz County; and

A multi-disciplinary approach has been undertaken to address this issue; and

Residents in public housing and Section 8 are in particular need of services to support students staying in school and completing education and job training;

Therefore:

The Housing Authority and the Human Resources Agency (HRA) will enter into a Memorandum of Understanding pending receipt of ROSS funds through its application submitted June 15, 2000.

Through the ROSS grant and Housing Authority match funds, the Housing Authority will provide a half-time Program Coordinator to assist with outreach to eligible families and ensure service coordination during the program.

Through the ROSS grant, the Housing Authority will contract with the Human Resources Agency to provide educational support, employment and training to eligible program participants. The Human Resources Agency will carry out these activities through its Employment Training Specialist staff.

Responsibilities:

The Housing Authority will be responsible for compliance with all grant requirements, including fiscal administration and reporting.

The Housing Authority will provide an in-kind program contribution of \$37,500 over three years, contributed as 25% Program Coordinator time to coordinate services and carry out program activities.

The Human Resources Agency will be responsible for providing all direct services to clients, including educational support, employment, job training, case management, and referrals.

The Human Resources Agency will provide an in-kind program contribution of \$19,554 over three years, contributed as 10% Employment and Training Supervisor time to oversee the project.

A minimum of 35 youth residing in public housing or Section 8 will be assisted each year through the program. 75% must come from public housing, and 25% may come from Section 8. Program participants must meet all eligibility requirements as mandated by the Department of Housing and Urban Development, including the requirement that 51% of participants come from Welfare-to-Work households. For this MOU, "welfare to work" means that they are currently eligible to receive, are receiving, or did receive services during the last four years under the TANF, SSI, or food stamps program. All youth participating in program will be CalWORKs and/or eligible for Workforce Investment Act youth services.

Accessible Community Facility:

Pursuant to the requirements of the ROSS grant, services will be provided in accessible community facilities that meet the requirements of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. This program is a scattered-site program that will take place at public facilities throughout the county, including the Human Resources Agency offices and public schools.

General Terms:

This MOU is effective as of the start date of the ROSS program, January 19, 2001 and will extend until the expiration of the ROSS grant on January 19, 2004. These dates may be modified if grant terms are modified by HUD.

Payment and Invoicing:

The Human Resources Agency shall be paid \$27,500 per year for providing services under this MOU. HRA may invoice quarterly for payment. With each invoice HRA must submit an activity report that lists:

1. Number of clients served from public housing and number served from Section 8
2. Number of clients from above that are Welfare-to-Work households
3. List of services provided
4. Brief (one page or less) narrative describing progress towards meeting program goals.

Reports and Recordkeeping:

HRA agrees to keep such records and provide such reports as may be required by the Housing Authority or the Department of Housing and Urban Development to comply with grant requirements.

HRA is responsible for keeping records of program activities, clients served, staff hours spent on the program, and documentation of Employment and Training Supervisor's time. Demographic

information such as race, gender, age, etc. must also be maintained. Such records must be maintained for at least three years after the expiration of this MOU.

This agreement may be modified or amended as required by the Department of Housing and Urban Development or either party.

Signed:

Housing Authority of the County of Santa Cruz

Signature

Date

Santa Cruz County Human Resources Agency

Signature

Date

APPROVED AS TO FORM:

By: W. M. Scott

Office of the County Counsel