



County of Santa Cruz

0169

HUMAN RESOURCES AGENCY

Cecilia Espinola, Director
1000 Emeline Avenue, Santa Cruz, CA 95060
(831) 454-4130 or 454-4045 FAX: (831) 454-4642

March 7, 2002

AGENDA: March 19, 2002

BOARD OF SUPERVISORS

County of Santa Cruz
701 Ocean Street
Santa Cruz, California

APPROVE CONTRACT MODIFICATION FOR FINANCIAL LITERACY SERVICES

Dear Members of the Board:

As you will recall, the Human Resources Agency (HRA) is contracting with the Community Ventures Inc., to provide Financial Literacy instruction for low-income youth and adults, including CalWORKs participants. The purpose of this letter is to recommend a contract modification to fund childcare costs for participants attending the financial literacy training. Childcare cost were not anticipated in initial project plans, but found to be essential for participants attending afternoon, evening and weekend programs. Childcare is provided on-site during the classes, to allow CalWORKs and low-income attendees opportunities to participate when childcare centers are not often available.

Federal incentive funds provide the support for the project, at no County cost. The modification will increase the contract by \$4,305 and add a line item to the budget "Childcare Assistance for Participants", for a total contract amount of \$54,305.

Contract amendment has been approved by County Counsel and Risk Management and signed by the contractor. The amendment is attached.

IT IS THEREFORE RECOMMENDED that your Board approve contract amendments with Community Ventures Inc., adding \$4,305 to pay childcare expenses for participants attending Financial Literacy training and authorize the Human Resources Agency Administrator to sign the amendment on behalf of the County.

Very truly yours,

CECILIA ESPINOLA
Director

CE/AK: n:\boardletters\01-02\Financial Literacy...

RECOMMENDED:

Susan-Mauriello
County Administrative Officer

Attachments

cc: County Administrative Office
Auditor-Controller
Contractor

CONTRACT AMENDMENT

Effective February 26, 2002, Paragraph 2. A. of Contract # 2330 between the Human Resources Agency and Community Ventures, Inc., for the purpose of providing a Financial Literacy program for CalWORKs and low-income adults, Fast Track to Work/financial aid students at Cabrillo College and youth participating in Santa Cruz County's Workforce Investment Act program is hereby amended to read:


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

A. Reimbursement of program costs not to exceed \$54,305 on the basis of suitable monthly grant request/expenditure forms. This amendment is for the purpose of providing childcare for participants attending Financial Literacy training. Modification will add a line item to the budget "Childcare Assistance for Participants" in the amount of \$4,305. Contractor may make modifications to the budget up to 10% of total budget. Modification of over 10% of the total budget shall be made only with prior written approval of the Human Resources Agency Administrator or designee.

This agreement includes as an attachment the revised program budget.

These changes do not affect any other provisions of the original contract.

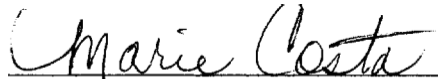
CONTRACTOR


Bill Leland
Executive Director

COUNTY OF SANTA CRUZ

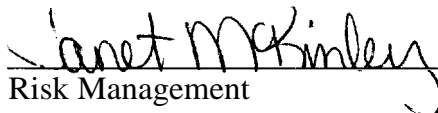
Cecilia Espinola
Administrator

APPROVAL AS TO FORM:


County Counsel

Date

APPROVAL AS TO INSURANCE:


Risk Management

2-13-2002
Date

Financial Literacy Program

Budget

Funded by the Human Resources Agency of Santa Cruz County
Through
Community Ventures Inc. (CVI)

Consultant – Half-time @ \$30/hr	\$31,200
Materials and Supplies	\$800
Phone	\$500
Printing/Copying	\$928
Postage	\$900
Email/Internet	\$350
Travel – local	\$300
Conferences – travel plus expenses	\$2,000
Outreach/Marketing	\$3,500
Training of Trainers	\$3,000
Childcare Assistance for Participants	\$4,305
Administration – CVI	\$6,522
Total:	\$54,305

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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: Sandra Coy-Sullivan (Signature) 3/6/02 (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 Human Resources Agency (Department/Agency)
and Community Ventures, Inc. (Name/Address)
2. The agreement will provide consulting services to the Financial Literacy Coalition:
responsibilities to plan, organize, and coordinate a Financial Literacy Program in S.C. County.
3. Period of the agreement is from 1/01/02 to 6/30/02
4. Anticipated Cost is \$ 54,305.00 ☐ Fixed ☐ Monthly Rate ☐ Annual Rate ☒ Not to Exceed
Remarks: Increase existing Contract (\$ 50,000.00) by \$ 4,305.00 for a total FY 01/02
5. Detail: ☒ On Continuing Agreements List for FY 01 02 . Page CC-12 Contract No: 12330 OR ☐ 1* Time Agreement
☐ Section II No Board letter required, will be listed under Item 8
☐ Section III Board letter required
☐ Section IV Revenue Agreement

TANF Incentive

6. Appropriations/Revenues are available and are budgeted in 392100 (Index) 5283 (Sub object)

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

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

Contract No. 12330-01

By: Kaylar
Auditor-Controller Deputy

Date: 03/11/02

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

(Dept/Agency Head) to execute on behalf of the

(Department/Agency)

Date: 3/10/02

By: Eh Scho
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 I, Section 300 Proc Man

By: Deputy Clerk

AUDITOR-CONTROLLER USE ONLY

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Auditor Description Amount Index Sub object User Code