



County of Santa Cruz

HUMAN RESOURCES AGENCY

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

May 17, 2002

AGENDA: June 4, 2002

BOARD OF SUPERVISORS

County of Santa Cruz
 701 Ocean Street
 Santa Cruz, CA. 95060

APPROVE CONTRACT AWARD FOR THE INDEPENDENT LIVING SKILLS PROGRAM

Dear Members of the Board:

On April 23, 2002, your Board authorized the Human Resources Agency (HRA) Administrator to issue a Request for Proposals (RFP) for the Independent Living Skills Program (ILSP). The HRA Administrator was directed to **return** to your Board on today's agenda with recommendations for the award of a contract for the period from July 1, 2002 through June 30, 2003. The purpose of this letter is to request your Board's approval of HRA's recommendation to contract with the Santa Cruz Community Counseling Center, Inc. to provide E S P services. The agreement referenced in this letter is on file with the Clerk of the Board. This contract is 100% funded by State and Federal revenue.

As you may recall, ILSP services are designed to assist foster youth and former foster youth ages 16-21 in making the difficult transition to independent living. The program collaborates closely with HRA's Child Welfare Services and Careerworks programs, Children's Mental Health Services, and the Probation Department to provide a continuum of services to assist youth in the development of independent living skills.

HRA issued the RFP for **F Y** 2002/03 E S P services on April 24, 2002. In response to the RFP, HRA received one proposal from Santa Cruz Community Counseling Center, Inc. (SCCCC). A proposal review committee composed of HRA staff and Health Services Agency staff evaluated the proposal. The proposal was judged by the committee to be reasonable and responsive to the RFP; therefore, the Committee determined that SCCC demonstrated the experience, qualifications and administrative capability for the successful delivery of these contracted services. HRA recommends that your Board approve a contract with the Santa Cruz Community Counseling Center, Inc. in the amount of \$181,654 for FY 02/03. Payment under this contract is contingent upon the availability of State and Federal funds.

BOARD OF SUPERVISORS

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Agenda: June 4, 2002

INDEPENDENT LIVING SKILLS PROGRAM CONTRACT AWARD

IT IS THEREFORE RECOMMENDED that your Board:

Approve the agreement with Santa Cruz Community Counseling Center Inc. in the amount of \$181,654 and authorize the Human Resources Agency Administrator to execute the agreement, contingent on your Board's approval of the Human Resources Agency **FY** 2002/03 budget; and adopt the attached resolution accepting and appropriating \$57,554 in unanticipated revenue into the 392100-budget index.

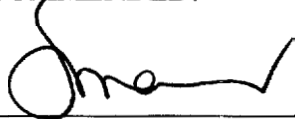
Very truly yours,



CECILIA ESPINOLA
Administrator

CE/JH

RECOMMENDED:



Susan A. Mauriello
County Administrative Officer

cc: County Administrative Office
Auditor-Controller
Santa Cruz Community Counseling Center

INDEPENDENT CONTRACTOR AGREEMENT

THIS CONTRACT is entered into this 1st day of July, 2002 by and between the COUNTY OF SANTA CRUZ HUMAN RESOURCES AGENCY, hereinafter called COUNTY, and, SANTA CRUZ COMMUNITY COUNSELING, INC., hereinafter called CONTRACTOR. The parties agree as follows:

- 1. DUTIES. CONTRACTOR agrees to exercise special skill to accomplish the following result:

SEE ATTACHMENT "A" SCOPE OF SERVICES

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

Total Cost of \$181,654 paid in eleven monthly installments of \$15,138 and a final twelfth installment of \$15,136 upon receipt of Contractor invoices. The Human Resources Agency (HRA) contract monitor must approve contractor invoice for payment prior to payment. The Contractor will meet monthly with the HRA contract monitor to ensure effective program operation.

Submit invoice for payment to:

Human Resources Agency
Attn: J. Harris, Senior Analyst
1400 Emeline Avenue
Santa Cruz, CA 95062

- 3. TERM. The term of this contract shall be July 1, 2002 through June 30, 2003.
- 4. EARLY TERMINATION. Either party hereto may terminate this contract at any time by giving 30 days written notice to the other party.
- 5. INDEMNIFICATION FOR DAMAGES, TAXES AND CONTRIBUTIONS. CONTRACTOR shall exonerate, indemnify, defend, and hold harmless COUNTY (which for the purpose of paragraphs 5 and 6 shall include, without limitation, its officers, agents, employees and volunteers) from and against:
 - A. Any and all claims, demands, losses, damages, defense costs, or liability of any kind or nature which COUNTY may sustain or incur or which may be imposed upon it for injury to or death of persons, or damage to property as a result of, arising out of, or in any manner connected with the CONTRACTOR'S performance under the terms of this Agreement, excepting any liability arising out of the sole negligence of the COUNTY. Such indemnification includes any damage to the person(s), or property (ies) of CONTRACTOR and third persons.

Initial PCB / _____
Contractor/County

42

B. Any and all Federal, State and Local taxes, charges, fees, or contributions required to be paid with respect to CONTRACTOR and CONTRACTORS officers, employees and agents engaged in the performance of this Agreement (including, without limitation, unemployment insurance, social security and payroll tax withholding).

6. INSURANCE. CONTRACTOR, at its sole cost and expense, for the full term of this Agreement (and any extensions thereof), shall obtain and maintain at minimum compliance with all of the following insurance coverage(s) and requirements. Such insurance coverage shall be primary coverage as respects COUNTY and any insurance or self-insurance maintained by COUNTY shall be excess of CONTRACTOR'S insurance coverage and shall not contribute to it.

If CONTRACTOR utilizes one or more subcontractors in the performance of this Agreement, CONTRACTOR shall obtain and maintain Independent Contractor's Insurance as to each subcontractor or otherwise provide evidence of insurance coverage for each subcontractor equivalent to that required of CONTRACTOR in this Agreement, unless CONTRACTOR and COUNTY both initial here POB /_____.

A. Types of Insurance and Minimum Limits

- 1) Worker's Compensation in the minimum statutorily required coverage amounts. This insurance coverage shall not be required if the CONTRACTOR has no employees and certifies to this fact by initialing here _____
- 2) Automobile Liability Insurance for each of CONTRACTORS vehicles used in the performance of this Agreement, including owned, non-owned (e.g., owned by CONTRACTORS employees), leased or hired vehicles, shall each be covered with Automobile Liability Insurance in the minimum amount of \$500,000.00 combined single limit per occurrence for bodily injury and property damage. This insurance coverage shall not be required if vehicle use by CONTRACTOR is not a material part of performance of this Agreement and CONTRACTOR and COUNTY both certify to this fact by initialing here POB /_____.
- 3) Comprehensive or Commercial Liability Insurance coverage in the minimum amount of \$1,000,000 combined single limit, including coverage for: (a) bodily injury, (b) personal injury, (c) broad form property damage, (d) contractual liability, and (e) cross-liability.
- 4) Professional Liability Insurance in the minimum amount of \$1,000,000 combined single limit. This insurance coverage shall not be required if both the CONTRACTOR and COUNTY acknowledge to this fact by initialing here POB /_____

B. Other Insurance Provisions

- 1) If any insurance coverage required in this Agreement is provided on a "Claims Made" rather than "Occurrence" form, CONTRACTOR agrees to maintain the required coverage for a period of three years after the expiration of the Agreement (hereinafter "post agreement coverage") and any extensions thereof. CONTRACTOR may maintain the required post agreement coverage by renewal or purchase of prior acts or tail coverage. This provision is contingent upon post agreement coverage being both available and reasonably affordable in relation to the coverage provided during the term of this

Agreement. For purposes of interpreting this requirement, a cost not exceeding 100% of the last annual policy premium during the term of this Agreement in order to purchase prior acts or tail coverage for post agreement coverage shall be deemed to be reasonable.

- 2) All required Automobile and Comprehensive or Commercial General Liability Insurance shall be endorsed to contain the following clause:

"The County of Santa Cruz, its officials, employees, agents and volunteers are added as an additional insured as respects the operations and activities of, or on behalf of, the named insured performed under Agreement with the County of Santa Cruz."

- 3) All the insurance policies shall be endorsed to contain the following clause:

"This insurance shall not be cancelled until after thirty (30) days prior written notice has been given to:

Human Resources Agency
PO Box 1320
Santa Cruz, CA 95061 Attn: Jodie Harris

- 4) CONTRACTOR agrees to provide its insurance broker(s) with a full copy of these insurance provisions and provide COUNTY on or before the effective date of this Agreement with Certificates of Insurance for all required coverage. All Certificates of Insurance shall be delivered or sent to:

Human Resources Agency
PO Box 1320
Santa Cruz, CA 95061 Attn: Jodie Harris

7. EQUAL EMPLOYMENT OPPORTUNITY. During and in relation to the performance of this Agreement, CONTRACTOR agrees as follows:

- A. The CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, ancestry, disability, medical condition (cancer related and genetic characteristics), marital status, sex, sexual orientation, age (over 18), veteran status, gender, pregnancy, or any other non-merit factor unrelated to job duties. Such action shall include, but not be limited to the following: recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training (including apprenticeship), employment, upgrading, demotion, or transfer. The CONTRACTOR agrees to post in conspicuous places, available to employees and applicants for employment, notice setting forth the provisions of this non-discrimination clause.
- B. If this Agreement provides compensation in excess of \$50,000 to CONTRACTOR and if CONTRACTOR employs fifteen (15) or more employees, the following requirements shall apply:
- 1) The CONTRACTOR shall, in all solicitations or advertisements for employees placed by or on behalf of the CONTRACTOR, state that all qualified applicants will receive

consideration for employment without regard to race, color, creed, religion, national origin, ancestry, disability, medical condition (cancer related and genetic characteristics), marital status, sex, sexual orientation, age (over 18), veteran status, gender, pregnancy, or any other non-merit factor unrelated to job duties. In addition, the CONTRACTOR shall make a good faith effort to consider Minority/Women/Disabled Owned Business Enterprises in CONTRACTORS solicitation of goods and services. Definitions for Minority/Women/Disabled Business Enterprises are available from the COUNTY general Services Purchasing Division.

- 2) The CONTRACTOR shall furnish COUNTY Equal Employment Opportunity Office information and reports in the prescribed reporting format (PER 4012) identifying the sex, race, physical or mental disability, and job classification of its employees and the names, dates and methods of advertisement and direct solicitation efforts made to subcontract with Minority-Women/Disabled Business Enterprises.
- 3) In the event of the CONTRACTORS non-compliance with the non-discrimination clauses of this Agreement or with any of the said rules, regulations, or orders said CONTRACTOR may be declared ineligible for further agreements with the COUNTY.
- 4) The CONTRACTOR shall cause the foregoing provisions of this Subparagraph 7B. to be inserted in all subcontracts for any work covered under this Agreement by a subcontractor compensated more than \$50,000 and employing more than fifteen (15) employees, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

8. INDEPENDENT CONTRACTOR STATUS. CONTRACTOR and COUNTY have reviewed and considered the principal test and secondary factors below and agree that CONTRACTOR is an independent contractor and not an employee of COUNTY. CONTRACTOR is responsible for all insurance (worker's compensation, unemployment, etc.) and all payroll related taxes. CONTRACTOR is not entitled to any employee benefits. COUNTY agrees that CONTRACTOR shall have the right to control the manner and means of accomplishing the result contracted for herein.

PRINCIPAL TEST. The CONTRACTOR rather than COUNTY has the right to control the manner and means of accomplishing the result contracted for.

SECONDARY FACTORS. (a) The extent of control which, by agreement, COUNTY may exercise over the details of the work is slight rather than substantial; (b) CONTRACTOR is engaged in a distinct occupation or business; (c) In the locality, the work to be done by CONTRACTOR is usually done by a specialist without supervision, rather than under the direction of an employer; (d) The skill required in the particular occupation is substantial rather than slight; (e) The CONTRACTOR rather than the COUNTY supplies the instrumentalities, tools and workplace; (f) The length of time for which CONTRACTOR is engaged is of limited duration rather than indefinite; (g) The method of payment of CONTRACTOR is by the job rather than by the time; (h) The work is part of a special or permissive activity, program, or project, rather than part of the regular business of COUNTY; (i) CONTRACTOR and COUNTY believe they are creating an independent contractor relationship rather than an employer-employee relationship; and (j) The COUNTY conducts public business.

It is recognized that it is not necessary that all secondary factors support creation of an independent contractor relationship, but rather that overall there are significant secondary factors which indicate that CONTRACTOR is an independent contractor.

By their signatures to this Agreement, each of the undersigned certifies that it is his or her considered judgment that the CONTRACTOR engaged under this Agreement is in fact an independent contractor.

9. NONASSIGNMENT. Contractor shall not assign this Agreement without the prior written consent of the COUNTY.
10. RETENTION AND AUDIT OF RECORDS. CONTRACTOR shall retain records pertinent to this Agreement for a period of not less than five (5) years after final payment under this Agreement or until a final audit report is accepted by COUNTY, whichever occurs first. CONTRACTOR hereby agrees to be subject to the examination and audit by the Santa Cruz County Auditor-Controller, the Auditor General of the State of California, or the designee of either for a period of five (5) years after final payment under this Agreement.
11. PRESENTATION OF CLAIMS. Presentation and processing of any or all claims arising out of or related to this Agreement shall be made in accordance with the provisions contained in Chapter 1.05 of the Santa Cruz County Code, which by this reference is incorporated herein.
12. ACKNOWLEDGEMENT. Contractor shall acknowledge on any commemorative plaques and in all reports and literature that the Santa Cruz County Board of Supervisors has provided funding to the Contractor.
13. ATTACHMENTS. This Agreement includes the following attachments:
 - “A” Scope of Services
 - “B” Budget
 - “C” Assurance of Compliance
 - “D” ILSP Coordinators Job Duties

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first above written.

1. CONTRACTOR

4. COUNTY OF SANTA CRUZ

By: Paul M. O'Brien

By: _____

Typed Name: Paul M. O'Brien, Executive Director
S. C. community Counseling Center

Address: 195-A Harvey West Bldv
Santa Cruz, Ca. 95060

Telephone: (831) 469-1700

Tax ID #: 23-7275290

2. APPROVED AS TO INSURANCE:

By: Janet McKinley 5-15-2002
Risk Management

3. APPROVED AS TO FORM:

By: Marie Costa
County Counsel

DISTRIBUTION: County Administrative Office
Auditor-Controller
Santa Cruz Community Counseling Center, Inc.

ATTACHMENT A
SCOPE OF SERVICES

SERVICES TO BE PROVIDED

- A.** Case Management Services-
1. The provider will employ a minimum of two full time equivalent employees to function as ILSP Coordinators who will be located at the North and South County offices of the Human Resources Agency's (HRA) Family & Children's Services Division (100 Pioneer St. in Santa Cruz and 18 W Beach St. in Watsonville.)
 2. ILSP Coordinators will work collaboratively with HRA staff and program participants to develop and monitor a Written Transitional Living Plan (WTILP) for all program participants. Coordinators will provide primary case management services for aftercare youth, and will participate in a case management team for foster care youth (along with Child Welfare social workers and mental health workers).
 3. Provide services to ILSP youth as outlined in Attachment D, ILSP Coordinators job duties.
- B.** Education and Employment Related Activities- The Provider will conduct a comprehensive assessment of the educational status, academic skills, and interests of all eligible youth. They will also administer vocational tests during the assessment process to determine the individualized employment service needs of youth participants. In addition, the provider will ensure that all ILSP youth are referred to HRA's Careerworks Division for Workforce Investment Act (WIA) services. This practice will ensure effective utilization of resources and optimal access to employment and training services for youth.
- C.** Transportation Services- Provider will transport program participants to and from court proceedings, medical appointments/services, training, or education.
- D.** Incentive Payments- Provider will provide incentive payments to ILSP participants. These incentives are given based upon the participant's successful completion of various elements of the WTILP. HRA will provide guidance to the successful bidder regarding the types and amounts of incentives that have been provided in the past.
- E.** Health Services-In addition to providing EPSDT mental health services, the provider will ensure the provision of health-related activities/services/classes for ILSP youth receiving aftercare such as home health and safety management, nutrition, family planning, parenting skills, sexuality and sexual behavior, drug/alcohol/smoking use, prenatal drug/alcohol exposure, eating disorders, hygiene and personal care, and other activities/services/classes directly related to the health of the youth.
- F.** Services in support of the Transitional Housing Placement Program (THPP)- Provider will supply coordination of support services with THPP for those youth that are at least

16 years old but no more than 21 years of age and are participating in the transitional housing program.

- G.** Housing Assistance Services-Provider will provide housing assistance services for emancipated youth who are at least 18 years old of age and who have not yet attained 21 years of age (e.g. rental deposit assistance, utility deposits, assistance obtaining section 8 vouchers, and housing programs for aftercare youth.)

- H.** Aftercare Services- Provider will provide aftercare case management support services for emancipated youth that have not yet attained 21 years of age. Aftercare services include education assistance and counseling, referrals to job placement and retention training and vocational training programs, crisis counseling, referral for legal assistance, housing assistance, emergency assistance, and any other service/activity directly related to aftercare for the youth.

- I.** The Provider will facilitate workshops, field trips and other ILSP activities based upon an HRA approved curriculum for participants. They will ensure the safety of those involved through adherence to all established procedures,

**ATTACHMENT B
BUDGET**

REVENUE		H.R.A	EPSDT HSA	TOTAL
H.R.A. GRANT		181,654		181,654
H.S.A. EPSDT			197,250	197,250
TOTAL REVENUE		181,654	197,250	378,904
EXPENSES				
PERSONNEL		H.R.A	EPSDT HSA	TOTAL
	fte			
B. Clark, Director	0.08	1,253	5,011	6,264
J. Hilkert, Admin. Manager	0.08	976	3,904	4,880
I. Diamond, Program Manager	0.40	5,451	21,806	27,257
S. Paradise, Prog. Coordinator	1.00	8,143	32,574	40,717
D. Bibler, Driver	0.40	8,444	0	8,444
TBH, THPP / ILSP CII, @ admin. office	1.00	5,997	23,986	29,983
TBH, ILSP CII, bilingual @ N. County	1.00	5,997	23,986	29,983
TBH, ILSP CII, bilingual @ S. County	1.00	5,997	23,986	29,983
Hourly Fill-In		980	3,920	4,900
TOTAL SALARY COSTS		43,237	139,174	182,411
BENEFITS / PAYROLL TAXES		8,833	24,100	32,933
TOTAL PERSONNEL		52,070	163,274	215,344
OPERATING				
Consultant Fees		5,000	1,000	6,000
Household Supplies		1,200		1,200
Office Supplies			1,200	1,200
Program Supplies			1,200	1,200
Telephone			600	600
Rent		10,200	3,600	13,800
Utilities		2,500	1,200	3,700
Repairs & Maintenance		2,500		2,500
Local Travel			2,400	2,400
Out of County Travel		4,500		4,500
Gas and Oil		1,200		1,200
Car Repair		600		600
Hotel / Meals		400		400
Client Food		8,500		8,500
Therapeutic Incentives		30,000		30,000
Transportation - Client		4,000		4,000
Recreational / Vocational Services		30,000		30,000
Housing Services		10,000		10,000
Recruitment			750	750
Employee Training			2,000	2,000
Insurance, Liability		96		96
Insurance, Auto		445		445
TOTAL OPERATING		111,141	13,950	125,091
TOTAL EXPENSES		163,211	177,224	340,435
INDIRECT RATE @ 11.3%		18,443	20,026	38,469
GRAND TOTAL EXPENSES		181,654	197,250	378,904
TOTAL REVENUE		181,654	197,250	378,904

ATTACHMENT C

**ASSURANCE OF COMPLIANCE
WITH THE HUMAN RESOURCES AGENCY**

NONDISCRIMINATION IN STATE

HEREBY AGREES THAT it will comply with Title VI and VII of the Civil Rights Acts of 1964 as amended; Section 504 of the Rehabilitation Acts of 1973, as amended; the Age Discrimination Act of 1975, as amended; the Food Stamp Act of 1977 as amended, and in particular Section 272.6; Title II of the Americans with Disabilities Act of 1990; California Civil Code, Section 51 et seq., as amended; California Government Code Section 11135-11139.5, as amended; California Government Code Section 12940(c), (h) (l), (i), and (j); California Government Code, Section 4450; Title 22, California Code of Regulations 98000 - 98413, and other applicable federal and state laws, as well as their implementing regulations (including 45 Code of Federal Regulations (CFR) Parts 80, 84, and 91, 7 CFR Part 15, and 28 CFR Part 42), by ensuring that employment practices and the administration of public assistance and social services programs are nondiscriminatory, to the effect that no person shall because of ethnic group identification, age, sex, color, disability, medical condition, national origin, race, ancestry, marital status, religion, religious creed or political belief be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under any program or activity receiving federal or state financial assistance; and HEREBY GIVE ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal and state assistance; and THE VENDOR/RECIPIENT HEREBY GIVES ASSURANCE THAT administrative methods/procedures which have the effect of subjecting individuals to discrimination or defeating the objectives of the California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) Chapter 21, will be prohibited.

BY ACCEPTING THIS ASSURANCE, the vendor/recipient agrees to compile data, maintain records and submit reports as required, to permit effective enforcement of the aforementioned laws, rules and regulations and permit authorized CDSS and/or federal government personnel, during normal working hours, to review such records, books and accounts as needed to ascertain compliance. If there are any violations of this assurance, CDSS shall have the right to invoke fiscal sanctions or other legal remedies in accordance with Welfare and Institutions Code Section 10605, or Government Code Section 11135-11139.5, or any other laws, or the issue may be referred to the appropriate federal agency for further compliance action and enforcement of this assurance.

THIS ASSURANCE is binding on the vendor/recipient directly or through contract, license, or other provider services, as long as it receives federal or state assistance.

Date 5/16/02

Paul M. O'Brien
Director's Signature

Address of Vendor/Recipient:

ATTACHMENT D
ILSP Coordinators Job Duties

- 1) Conducts assessments of eligible youths' skills, interests, and abilities to determine their service needs.
- 2) Administers vocational tests and utilizes interviewing techniques during the assessment process.
- 3) Develops initial Written Transitional Independent Living Plans (WTILPs) with participants entering into placement (ages 16-18), which contain specific training and service objectives. Each participant and his/her Child Welfare Services Social Worker are involved in the process of formulating a WTILP, and receive a copy of the WTILP to be maintained in the CWS case file and entered into the CWS/CMS system.
- 4) Develops a new WTILP for participants in their last year of placement (ages 17-19), which contains specific objectives and activities to guide them during the first year following emancipation. These plans address the following issues: housing/utilities, employment and/or schooling, transportation, childcare, social support, crisis intervention resources, health care and income/budget. Each participant and his/her CWS Social Worker are involved in the process of formulating a WTILP, and receive a copy of the WTILP to be maintained in the CWS case file.
- 5) Functions as a member of the multidisciplinary Supportive Adolescent Services (SAS) team to address psycho-emotional needs of program participants. Other team members include: the Children's Mental Health (CMH) Supervisor, the CWS Supervisor, the CMH clinicians and the CWS teen unit social workers.
- 6) Functions as the primary case manager for aftercare program youth.
- 7) Refers participants to community or State College Financial Aid Offices for assistance.
- 8) Assists participants in obtaining and maintaining important personal documents (e.g., social security numbers/card, birth certificates, medical information, references, etc.).
- 9) Arranges ILSP enrollments. Also, facilitates the enrollment of ILSP participants into the WIA program.
- 10) Assists participants in developing career objectives, work skills and job finding techniques.
- 11) Meets on regular basis with Careerworks staff to ensure the referral of all ILSP participants to CareerWorks/WIA and to consult with staff on all aspects of job-related services for program participants.
- 12) Assists participants in developing the necessary skills to live independently (e.g., housing, transportation, financial/budgeting, food preparation, etc.).
- 13) Assists participants with numerous activities such as completing income tax forms and filing financial aid applications.
- 14) Provides participants with information on medical services (e.g., health maintenance, substance abuse treatment, family planning, parenting classes, etc.).
- 15) Makes referrals to other counties' ILS programs for Santa Cruz County youth placed outside of the County. Delivers or arranges follow-up ILSP services for newly emancipated youth returning from out-of-county placements.
- 16) Facilitates the payment of incentives, scholarships, internships, housing assistance and other payments to participants. Coordinates these payments to ensure adherence to budget guidelines. Provides billing to other counties for services provided to out of county youth.
- 17) Acts as a liaison to Cabrillo College's Independent Living Program and ILSPs in other counties.
- 18) Facilitates workshops, field trips and other ILSP activities for participants. Ensures the safety of those involved through adherence to all established procedures regarding these events. Works with supervisor to develop annual ILSP curriculum.
- 19) Arranges and monitors ILSP financed mentorships for participants.
- 20) Works to ensure that program design and services are in compliance with state guidelines.
- 21) Attends quarterly Statewide ILSP coordinators meetings for the purpose of sharing information and enhancing ILSP resources and services.
- 22) Functions as the program liaison with the Santa Cruz chapter of the California Youth Connection (CYC.)
- 23) Functions as a liaison for the transitional housing programs in Santa Cruz County.
- 24) Functions as the facilitator for participants referral for Section 8 housing vouchers from the Housing Authority.

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

0264

TO: Board of Supervisors
County Administrative Office
Auditor Controller

FROM: Human Resource Agency (Department)
BY: Frances Gabel (Signature) 5/20/07 (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 Co. Human Resource Agency (Department/Agency)
and Santa Cruz Community Counseling Center, 195-A Harvey West Blvd Santa Cruz 95060 (Name/Address)

2. The agreement will provide ILSP services to assist foster youths (ages 16-21) in transitioning
to independent living.

3. Period of the agreement is from 7/1/2002 to 6/30/2003

4. Anticipated Cost is \$ 181,654 Fixed Monthly Rate Annual Rate Not to Exceed

Remarks: W-9 on file Contact: J. Harris X 4741

5. Detail: On Continuing Agreements List for FY _____ - _____. Page CC-_____. Contract No: _____ 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

6. Appropriations/Revenues are available and are budgeted in 392100 (Index) 4080 (Sub object)

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

Appropriations are available and will be encumbered.
are not available and will be encumbered.

Contract No: 22721
By: Adm. J. Vela (Auditor-Controller Deputy) Date: 5/22/07

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: _____ By: R. Phelan (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 approved 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
42				\$			
				Amount	Index	Sub object	User Code

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 State DSS _____ for ILSP _____ program; and

WHEREAS, the County is recipient of funds in the amount of \$ 57,554 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 \$ 57,554 into Department HRA _____

TIC	Index Number	Revenue Subobject Number	Account Name	Amount
001	392100	0924	CWS-Fed.	\$57,554

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

TIC	Index Number	Expenditure Subobject Number	PRJ/UCD	Account Name	Amount
021	392100	4080		Child Protection	\$57,554

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 _____ Department Head

Date _____

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:

Henry A. Oberhelman
County Counsel 12/16/97

APPROVED AS TO ACCOUNTING DETAIL:

Henry A. Oberhelman 5/22/02
Auditor-Controller

Distribution:

- Auditor-Controller
- County Counsel
- County Administrative Officer
- Originating Department

AUD60 (REV 12/97)

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