



County of Santa Cruz

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HUMAN RESOURCES AGENCY

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August 7, 2002

AGENDA: August 20, 2002

BOARD OF SUPERVISORS

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

COMMUNITY PROGRAMS CONTRACT CHANGES

Dear Members of the Board:

During budget hearings for FY 02/03, your Board approved a number of contract-related recommendations for Community Programs. In accordance with this, several changes have been made to the contract boilerplate. The purpose of this letter is to request your Board's approval of the proposed changes to Community Programs contract language and monitoring process, as well as inform your Board regarding proposed annual contract renewal protocols. In addition, this letter updates your Board on the completion of the merger of Project Scout with the Seniors Council effective July 1, 2002, and seeks your authorization to make the necessary transfer of funds across account indexes.

COMMUNITY PROGRAM CONTRACT CHANGES

During budget hearings for FY 02/03, your Board approved several Community Programs contract changes. Consistent with this direction, the Community Programs contract boilerplate has been modified to include these changes (see Attachment 1). In addition, two further administrative changes are included to increase Community Programs fiscal accountability. Changes in the contract corresponding to each point are indicated in parentheses as paragraph numbers or exhibits.

1. Move From One-Year to Three-Year Contracts

In order to transition Community Programs contracts from an annual to a three-year term, changes need to be made to existing contract language. The attached proposed Community Programs contract boilerplate has been modified to incorporate the necessary revisions. As indicated in Attachment 1, the three-year contract will be subject to annual renewal (Paragraph 1) and based upon availability of funds (Paragraph 18). The annual renewal process will provide an opportunity for agencies to seek a Cost of Living Adjustment (COLA), or to submit an application for new or additional funds.

COMMUNITY PROGRAMS CONTRACT CHANGES

In moving from a one-year to a three-year contract cycle, Community Programs which do not seek additional funds or those requesting only a COLA will no longer be required to complete the entire Community Programs application annually. Instead, they will only submit a renewal request which will include elements of the application for the purpose of providing HRA and your Board with **meaningful** information. This streamlined contract renewal process will occur annually, and will include reporting on demographic data, and any significant changes to the Scope of Work Plan and/or the agency or program budget for programs seeking no COLA. In addition to these items, programs requesting a COLA will be required to submit a revised budget reflecting changes associated with the COLA. (See Paragraph **4.D.**) Programs wishing to apply for new or additional funding will be required to complete the full Community Programs application.

2. Enhancing Linkages

In an effort to create stronger linkages across non-profit and governmental agencies, your Board directed HRA to incorporate language into FY 02/03 contracts which requires Community Programs with existing websites to create links to HelpSCC, Workforce Santa Cruz County, and the Santa Cruz County Government website. This condition has been included in the proposed contract revisions (Paragraph 4.0.).

An additional provision was also added with regard to the requirement for the five Family Resource Center hubs to conduct outreach to other Community Programs regarding services available at the centers and referral protocols (**Paragraph 15**). The specific requirements of this provision **are** outlined in Exhibit E of the contract boilerplate.

3. Monitoring

With respect to monitoring, your Board authorized specific modifications to the Community Programs monitoring process including moving from a two-year to a three-year on-site monitoring cycle and eliminating on-site monitoring for contracts under **\$15,000**. A provision requiring programs to participate in periodic monitoring of agency and program performance has been added to the contract. (Paragraph 4.F.) This will allow HRA staff to conduct on-site monitoring once every three years, or more frequently if concerns arise regarding a specific program, thus ensuring an appropriate level of agency oversight. The provision will also permit monitoring of programs funded for less than \$15,000 if deemed necessary by staff. Additionally, **as** with current practice, all programs may continue to request an on-site visit for the purposes of gaining technical assistance or support **as** needed. Although there will be a change in the monitoring cycle, HRA continues its commitment to provide Community Programs with on-site monitoring visits which offer support and technical assistance, **as well as** provide your Board with administrative and fiscal oversight to ensure program accountability. Programs will also continue to report annually regarding progress on Corrective Actions. Included for your review is the monitoring schedule for this contract period (Attachment 2). For the purpose of ensuring fiscal

COMMUNITY PROGRAMS CONTRACT CHANGES

accountability, a joint report from HRA and the Auditor on the proposed protocols regarding financial oversight of Community Programs will be presented to your Board on September 24, 2002.

Additionally, in an ongoing effort to maintain key data and information about Community Programs, agencies are required to submit specific information upon request. In response to your Board's directive with regard to enhancing cultural competence, a provision has been added to the contract boilerplate requiring programs to submit information **as** requested for the purpose of developing cultural competence standards (Paragraph 10). During the term of this contract, should your Board determine a need for information related to other issues your Board **has** considered important such **as** living wage, HRA will use an existing contract provision to acquire data or other items **as** necessary. (Paragraph 5.A.)

4. Community Bridges Support for Vista Verde

With respect to your Board's directive to include a requirement for Community Bridges to contribute funds to financially support the Vista Verde Child Care Center, an additional exhibit has been incorporated into the contract (Exhibit G). Specifically, the exhibit states that Community Bridges "shall commit and expend \$50,000 per year of its contract funds toward the operational costs of the Vista Verde Child Care Center located in Freedom, California." It further provides that, upon written notification to the County, Community Bridges may transfer funds between programs and budget categories in order to facilitate accomplishing this requirement.

5. Other Administrative Changes

In addition to the above changes, HRA **has** made two technical changes in the contract to address fiscal provisions within Community Programs. These changes can be seen in Paragraph **3.B.** regarding transfer of funds, and in Paragraph **4.M.** regarding participation in MAA.

MERGER

Finally, **as** you may recall, **as** of July 1, 2002, Project Scout has merged with the **Seniors** Council Area Agency on Aging. Project Scout is now an official program of Seniors Council and will continue to perform the required contractual duties under its Scope of Work Plan. For that reason, it is necessary to request your Board's authorization to transfer funds in Community Programs Budget Index 395200 from Project Scout to Seniors Council.

IT IS THEREFORE RECOMMENDED that your Board:

1. Accept and file this report;

BOARD OF SUPERVISORS

Agenda: August 20, 2002

COMMUNITY PROGRAMS CONTRACT CHANGES

2. Approve the changes to the Community Programs contract boilerplate and associated exhibits;
3. Authorize the Auditor to transfer funds in Community Programs Budget Index 395200 ~~in~~ the amount of \$1,881 from Project Scout's sub-index number ~~4670~~ to ~~Seniors~~ Council sub-index number ~~4715~~; and
4. Authorize the HRA Director to execute FY 2002-05 Community Programs contracts.

Very truly yours,



CECILIA ESPINOLA

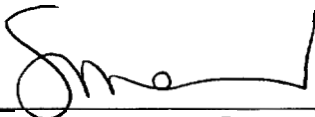
Director

Attachments:

Community Programs' Contract Boilerplate
Monitoring Schedule

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RECOMMENDED:



SUSANA MAURIELLO

County Administrative Officer

CC: County Administrative Office
Auditor Controller
County Counsel
Risk Management
General Services

**COMMUNITY PROGRAMS
PROPOSED 3-YEAR CONTRACT MONITORING SCHEDULE**

| | AGENCY | FY 2002-03 | FY 2003-04 | FY 2004-05 |
|----|---|-------------------|-------------------|-------------------|
| 1 | Above the Line / Group Home Society | | | Y-OSM |
| 2 | Association of Watsonville Area Seniors | | | Y-SC |
| 3 | Big Brothers / Big Sisters | Y-OSM | | |
| 4 | Cabrillo College Stroke Center | Y-OSM | | |
| 5 | California Grey Bears | | | Y-OSM |
| 6 | California Rural Legal Assistance | | Y/D/C-OSM | |
| 7 | Campus Kids Connection | Y-OSM | | |
| 8 | Central Coast Center for Independent Living | | | Y-OSM |
| 9 | Central Coast YMCA / Watsonville | | | Y-OSM |
| 10 | Child Development Resource Center/COE | Y-SC | | |
| 11 | Children's Center of San Lorenzo Valley | Y/D-OSM | | |
| 12 | Community Action Board | | | |
| | a) Davenport Resource Center | | Y-OSM | |
| | b) Santa Cruz Immigration Project | | | Y-OSM |
| | c) The Shelter Project | | Y-OSM | |
| | d) Women Ventures | | | Y-OSM |
| 13 | Community Bridges | | | |
| | a) Adelante | | Y/D-OSM | |
| | b) Administration | | | Y-OSM |
| | c) Child & Adult Care Food Program | Y-SC | | |
| | d) Child Care Division | Y-OSM | | |
| | e) Elderday | Y-OSM | | |
| | f) Live Oak Family Resource Center | | | Y-OSM |
| | g) Meals on Wheels | | | Y-OSM |
| | h) Transportation Division/Lifeline | Y/D-OSM | | |
| | i) Watsonville Family Resource Center | | Y/D-OSM | |
| | j) Women, Infants, & Children | Y-SC | | |
| 14 | Community Children's Center | | | Y-SC |
| 15 | COPE Centro Familiar | | | Y-OSM |
| 16 | Court Appointed Special Advocates | Y-OSM | | |
| 17 | Defensa de Mujeres | | | Y-OSM |
| 18 | Dientes Community Dental Clinic | | | Y-OSM |
| 19 | Doran Center for the Blind | Y-OSM | | |
| 20 | Emeline Child Care Center | Y/P-OSM | | |
| 21 | Familia Center | Y/P-OSM | | |
| 22 | Families in Transition | Y-OSM | | |
| 23 | Family Service Agency of the Central Coast | | | |
| | a) Counseling Services | Y-OSM | | |
| | b) I-You Venture | Y-OSM | | |
| | c) Senior Outreach | Y-OSM | | |
| | d) Suicide Prevention | Y-OSM | | |

Legend:

Y = To be/was monitored

D = New Director

Blank = Not this year

NP = New Program

C = CAO monitors

P = Problematic (corrective actions, ect...)

OSM=On-Site Monitoring

SC = Self Certify

| | AGENCY | FY 2002-03 | FY 2003-04 | FY 2004-05 |
|----|---|------------|------------|------------|
| 24 | Family Service Association of Pajaro Valley | | | Y-OSM |
| 25 | Fenix Services | Y/D-OSM | | |
| 26 | Glen Arbor School | | Y-OSM | |
| 27 | Homeless Community Resource Center | | | Y-OSM |
| 28 | Homeless Garden Project | Y-SC | | |
| 29 | Homeless Service Center / ISSP | Y-OSM | | |
| 30 | Mid-County Children's Center | | Y-OSM | |
| 31 | Mountain Community Resources | | Y-OSM | |
| 32 | New Life Community Services | | Y-OSM | |
| 33 | Ombudsman / Advocate | | | Y-OSM |
| 34 | Pacific Pre-School | | | Y-OSM |
| 35 | Pajaro Valley Children's Center | | Y-OSM | |
| 36 | Pajaro Valley Shelter Service | | | |
| | a) Kidspace | | Y-OSM | |
| | b) Shelter | | Y-OSM | |
| 37 | Parents Center | | | Y-OSM |
| 38 | Planned Parenthood of Mar Monte | Y-OSM | | |
| 39 | PVUSD / Healthy Start Program | Y-OSM | | |
| 40 | Salud Para La Gente | | Y-OSM | |
| 41 | Salvation Army/Watsonville | | Y-SC | |
| 42 | SLV Youth First | | Y-OSM | |
| 43 | Santa Cruz AIDS Project | | | Y-OSM |
| 44 | Santa Cruz Barrios Unidos | | Y-OSM | |
| 45 | Santa Cruz Community Counseling Center | | | |
| | a) River Street Shelter | | Y/D-OSM | |
| | b) Si Se Puede | Y/D-OSM | | |
| 46 | Santa Cruz Toddler Care Center | | Y-OSM | |
| 47 | Santa Cruz Women's Health Center | | Y-OSM | |
| 48 | Second Harvest Food Bank | | Y-OSM | |
| 49 | Senior Citizen's Legal Service | | | Y/C-OSM |
| 50 | Senior Citizen's Org. of San Lorenzo Valley | | Y-SC | |
| 51 | Senior Network Services | | | Y-OSM |
| 52 | Seniors Council / AAA | | Y-OSM | |
| 53 | Survivors Healing Center | | Y-SC | |
| 54 | Volunteer Center | | | Y-OSM |
| 55 | Walnut Avenue Women's Center | | | |
| | a) Child Care Division | | Y-OSM | |
| | b) Family Support Services | | Y-OSM | |
| 56 | Welfare and Low Income Support Network | | Y-OSM | |
| 57 | WomenCARE | | | Y-SC |
| 58 | Women's Crisis Support | | | Y-OSM |
| 59 | YWCA of Watsonville | Y-OSM | | |

n::/Monitoring FY 02-03/3-yr Monitoring Schedule

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