



# County of Santa Cruz

0509

## HUMAN SERVICES DEPARTMENT

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

June 9, 2015

AGENDA: June 23, 2015

BOARD OF SUPERVISORS  
County of Santa Cruz  
701 Ocean Street  
Santa Cruz, CA 95060

### ACCEPT AND APPROPRIATE UNANTICIPATED REVENUE AND APPROVE CALWORKS CONTRACT AMENDMENTS

Dear Members of the Board:

As your Board knows, the Human Services Department (HSD) Employment and Benefit Services Division (EBSD) provides a continuum of services that enable eligible California Work Opportunity and Responsibility to Kids (CaWORKs) low-income adults and families to become self-sufficient by removing barriers to workforce participation. The purpose of this letter is to request your Board's approval to accept and appropriate additional revenue and approve four related contract amendments. Approval of these amendments represents no additional County cost.

#### **Housing Support Services**

Homeless Services Center (HSC) creates pathways to housing for individuals and families experiencing homelessness in Santa Cruz County. Homeless Services Center's family programs range from emergency shelter services to support for families so they may move into permanent housing. On October 28, 2014, your Board approved a contract with HSC for intensive case management and related services, to help eligible homeless CaWORKs families locate and retain permanent housing and move towards self-sufficiency. HSC's program called the Rebele Family Shelter (RFS) is a critical first step in a continuum of care towards the goal of stable housing. In order to provide funding for emergency shelter of homeless CaWORKs families in RFS, HSD seeks to add \$214,890 to the existing Housing Support Program contract with HSC, for a new total of \$286,871 for Fiscal Year (FY) 2014-15.

#### **Domestic Violence Services**

On January 13, 2015, your Board approved contract amendments with Monarch Services/Servicios Monarca (Monarch) and Walnut Avenue Women's Center (WAWC) due to an increase in need to provide domestic violence services to CaWORKs participants. The services provided by these contractors include but are not limited to: hotlines, counseling, legal advocacy, and parenting classes. Demand for these services has continued to increase throughout the year, and as such, both providers require an increased budget to serve CaWORKs families facing issues of domestic violence. HSD seeks your Board's approval to increase Monarch's contract by \$32,400 to a new total of \$74,400 and WAWC's contract by \$18,975 to a new total of \$58,975 in order to continue to provide these critical services in FY 2014-15.

**Title: Accept and Appropriate Unanticipated Revenue and Approve CalWORKs Contract Amendments**

The attached resolution details unanticipated revenue of \$186,746 from the State CalWORKs allocation. This revenue along with \$79,519 in the HSD FY 2014-15 budget will provide the department with sufficient funds for the above amendments.

**Subsidized Transitional Employment Program**

On June 24, 2014, your Board approved a new FY 2014-15 contract with Goodwill Central Coast to implement the newly designed Subsidized Transitional Employment Program (STEP). STEP provides opportunities for CalWORKs participants to gain basic work experience and job retention skills during a 12-week paid employment opportunity. HSD seeks to amend this contract to reflect changes to the scope and budget without an increase to the overall budget. Initially, it was anticipated that 45 program participants would successfully complete the STEP program; however, approximately 90 program participants will have completed STEP by the end of the year. HSD seeks to adjust the cap for payment of these completions to 90 as outlined in the amendment.

IT IS THEREFORE RECOMMENDED that your Board:

1. Approve the attached resolution accepting and appropriating unanticipated revenue of \$186,746 into the FY 2014-15 Human Services Department Budget as detailed in the attached AUD 60;
2. Approve the attached amendment to the FY 2014-15 contract with Homeless Services Center, increasing the total contract amount by \$214,890, to an amount not to exceed \$286,871, for emergency family shelter services;
3. Approve the attached amendment to the FY 2014-15 contract with Monarch Services/Servicios Monarca, increasing the total contract amount by \$32,400, to an amount not to exceed \$74,400, to provide domestic violence related services;
4. Approve the attached amendment to the FY 2014-15 contract with Walnut Avenue Women's Center, increasing the total contract amount by \$18,975, to an amount not to exceed \$58,975, to provide domestic violence related services;
5. Approve the attached amendment to the FY 2014-15 contract with Goodwill Central Coast, revising budget and scope line items with no additional cost;
6. Authorize the Human Services Department Director to execute these amendments.

Very truly yours,



CECILIA ESPINOLA  
Director

RECOMMENDED:



SUSAN A. MAURIELLO  
County Administrative Officer

CE/EB/AS

Cc: Homeless Services Center  
Monarch Services/Servicios Monarca  
Walnut Avenue Women's Center  
Goodwill of the Central Coast

Attachments: AUD 60 (1)  
ADM 29 (4)  
Contract Amendments (4)

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 California Department of Social Services,

WHEREAS, the County is recipient of funds in the amount of \$ **186,746** 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(b), such funds may be made available for specific appropriation for 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 \$ **186,746** into the Human Services Department

<u>T/C</u>	<u>Index Number</u>	<u>Revenue Subobject Number</u>	<u>User Code</u>	<u>Account Name</u>	<u>Amount</u>
001	392100	40932		Fed CalWORKS	186,746

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

<u>T/C</u>	<u>Index Number</u>	<u>Expenditure Subobject Number</u>	<u>User Code</u>	<u>Account Name</u>	<u>Amount</u>
021	392100	75291		Supportive Services	186,746

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Cruz, State of California, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ by the following vote (requires four-fifths vote for approval):

AYES: SUPERVISORS \_\_\_\_\_  
NOES: SUPERVISORS \_\_\_\_\_  
ABSENT: SUPERVISORS \_\_\_\_\_

\_\_\_\_\_  
Chair of the Board

**ATTEST:**

\_\_\_\_\_  
Clerk of the Board

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 *Debbie Spinale*  
Department Head

Date *4/9/15*

COUNTY ADMINISTRATIVE OFFICER / \_\_\_\_\_ / Recommended to Board

/ \_\_\_\_\_ / Not recommended to Board

Approved as to Form:

Approved as to Accounting Detail:

*Mario Costa*  
County Counsel

*Guillermo Sanchez*  
Auditor-Controller

Distribution:

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

**57**

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

TO: Board of Supervisors  
County Administrative Office  
Auditor Controller

FROM: HUMAN SERVICES DEPARTMENT

By: *[Signature]* (Signature) 6-5-15 0513 (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 **County of Santa Cruz Human Services Department**

and Homeless Services Center, 115 B Coral Street, Santa Cruz, Ca. 95060 (Name/Address)

2. The agreement will provide emergency housing program.

3. Period of the agreement is from October 1, 2014 to June 30, 2015

4. Anticipated Cost is \$ 286,871 (inc. \$214,890)  Fixed  Monthly Rate  Annual Rate  Not to Exceed

Remarks: Contact: Adam Spickler x4661 Increase contract @ \$214,890 for a new amount of \$286,871.

5. Detail:  On Continuing Agreements List for FY  -  Page CC-  Contract No: EW439731 O R  1<sup>st</sup> Time Agreement

- Section II No Board Letter required, will be listed under item 8
- Section III Board Letter Required
- Section IV Revenue Agreement

JL Key-Obj WCEC3-W895456

6. Appropriations/Revenues are available and are budgeted in 392100 (Index) 75291 (Subject)

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

Appropriations are available and will be encumbered.

Contract No: EW439731

By: *[Signature]* Date: 6/5/15  
Auditor-Controller Deputy

Proposal and accounting detail reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize the **Human Services Department Director** to execute on behalf of the **County of Santa Cruz Human Services Department**

Date: 6/11/15 By: *[Signature]*  
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 (4/08)  
Title 1, Section 300 Proc Man

By: Deputy Clerk

AUDITOR-CONTROLLER USE ONLY

CO	Document No.	JE Amount	Lines	H/TL	Keyed By	Date
TC110		\$			/	
	Auditor Description	Amount	Index	Sub-Object	User Code	

SECOND AMENDMENT TO AGREEMENT

Contract No. 3973

0514

The parties hereto agree to amend that certain Agreement dated October 1, 2014 by and between the COUNTY OF SANTA CRUZ (COUNTY) and Homeless Services Center (CONTRACTOR) as follows:

1. **DUTIES.** CONTRACTOR agrees to exercise special skill to accomplish the results as specified in Exhibit A-01: Scope of Work and in Exhibit A-02: Scope of Work for CalWORKs HSP, for the County of Santa Cruz Human Services Department.

2. **COMPENSATION.** In consideration for CONTRACTOR accomplishing said result, COUNTY agrees to pay CONTRACTOR as follows: Payment not to exceed \$286,871, as specified in attached Exhibit B-01: Budget for \$71,981, and as specified in Exhibit B-02: Budget, for \$214,890, invoiced throughout fiscal year (FY) 2014-15 in arrears of client services, and subject to approval of COUNTY authorized staff:

All other provisions of said Agreement shall remain the same.

Dated: \_\_\_\_\_, 2015

COUNTY OF SANTA CRUZ

\_\_\_\_\_  
Cecilia Espinola, Director  
Human Services Department

CONTRACTOR

By: \_\_\_\_\_  
Jannan Thomas, Executive Director  
Homeless Services Center  
115 B Coral Street  
Santa Cruz, CA 95060  
(831) 458-6020  
[jthomas@santacruzshsc.org](mailto:jthomas@santacruzshsc.org)

Approved as to form:

Umaro Costa  
County Counsel

## EXHIBIT A-02 – SCOPE OF WORK

0515

Name of Contractor: **Homeless Services Center (CONTRACTOR)**  
 Title of Program: **California Work Opportunity and Responsibility to Kids (CalWORKs) Emergency Housing Program (EHP)**  
 Contract Held With: **County of Santa Cruz (COUNTY), Human Services Department (HSD)**  
 Contract Period: **October 1, 2014 – June 30, 2015 (FY 2014-15)**  
 Contract Amount: **Not to Exceed \$286.871**  
**Costs for this Scope of Work are \$214,890, as specified in Exhibit B-02**

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The California Work Opportunity and Responsibility to Kids (CalWORKs), Welfare to Work (WTW) Program is designed to assist welfare recipients to prepare for and obtain employment. The WTW program is operated locally by each county welfare department or its contractors. All WTW participants receive services based on the individual history and needs of the participant. Housing instability can be a barrier to participant engagement in and completion of a WTW plan.

As a provision of CalWORKs regulations, the County of Santa Cruz (COUNTY) Human Services Department (HSD) contracts with Homeless Services Center (CONTRACTOR) to provide eligible participants with up to \*180 days of emergency shelter housing services at their Rebele Family Shelter. This program includes temporary emergency housing, family-centered and housing-focused case management, evidence-based and developmentally appropriate parenting education, trauma-informed counseling, arts enrichment programs, and after school supportive programs. This program is designed to help CalWORKs approved families move closer to housing stability and self sufficiency through coordinated case management, to obtain employment, to engage in educational opportunities, and to learn parenting skills. Program eligibility is determined in collaboration between COUNTY authorized staff and CONTRACTOR staff for CalWORKs program applicants.

## SCOPE OF SERVICES

### 1. CalWORKs Emergency Housing Program (EHP) Units of Service:

- The CONTRACTOR shall serve a maximum of 40 eligible and approved, CalWORKs/WTW participating families with emergency housing services at the Rebele Family Shelter (RFS), located at 115 Coral Street, Santa Cruz County;
- Services at the RFS will include some or all of the following emergency-housing related services:
  - Shelter space for each family to reside together
  - Case management services to assist the families move towards self-sufficiency
  - Nutritious food
  - Access to other HSC services
- The length of time and range of services for each participating family is determined on a case-by-case basis by the CONTRACTOR in coordination with each family's "multi-disciplinary team", with a maximum assistance period provided to participants of 180 days, and is contingent on funding availability;
- The CONTRACTOR will coordinate with each participating family's multi-disciplinary team to develop and implement a case management plan, and to continually evaluate and adapt the provision of services as needed;
- RFS costs and rate per day are specified on "Exhibit B-02: CalWORKs/WTW EHP Budget";

### 2. Identifying Potentially Eligible Participants

- The COUNTY will provide information on CONTRACTOR services to all CalWORKs/WTW participants who specify that they are experiencing housing instability, and will refer homeless CalWORKs/WTW participants to the CONTRACTOR for potential emergency housing assistance;

*\*Emergency shelter may be extended past the initial 180 days granted to eligible participants, as determined by CONTRACTOR.*

## EXHIBIT A-02 – SCOPE OF WORK

- The CONTRACTOR will provide a reverse referral list of participants receiving services at the 0516 RFS program to the COUNTY, to determine eligibility for CalWORKs/WTW EHP program participation.

### INVOICING REQUIREMENTS

#### 1. Invoices

- The CONTRACTOR will provide a one-time, year-end invoice to COUNTY authorized staff, using an invoice template created by the COUNTY, documenting appropriate verification of expenditures based on the allowable costs detailed in "Exhibit B-02: CalWORKs/WTW EHP Budget" for FY 2014-15, and will date, sign (blue ink), and then submit a final, monthly invoice cover sheet as an original document, by 5:00 pm on Friday, June 19, 2015;
- The CONTRACTOR will submit the following back-up documentation with its one-time invoice, as verification of all invoice claims:
  - First Name;
  - Last Name;
  - Date of Birth;
  - Social Security Number;
  - Begin Date;
  - End Date (If client still in service, this is blank);
- For confidentiality purposes, personally identifiable information (PII) for participants will not go to COUNTY Auditor's office.



EXHIBIT B-02: BUDGET

0517

Contract Number: EW43973-02  
Homeless Services Center, FY 2014-15

CalWORKs Housing Support Program (HSP), Emergency Housing Program (EHP)

Exhibit B-02 Budget Amount: \$214,890

SERVICES TO BE PROVIDED	Total Number of Days	Per Diem Rate	TOTAL PROGRAM COST
Emergency Housing Services / Rebele Family Shelter - 38 families per year at an average length stay of 87 nights - Per diem rate* for a shelter stay per family unit is \$65 per night.	3306	\$65.00	\$214,890.00
<b>GRAND TOTAL:</b>			<b>\$214,890.00</b>

\*The \$65 per diem nightly rate is an average cost determined by the following:

7% -- Food Costs

30% -- Shelter Staff

19% -- Telephone, Utilities, IT, Repairs

34% -- Case Mngement, Program Management and Security

10% -- Administrative (Fiscal, Admin, Executive Director, HR, Payroll, Insurance, Grants Management, etc.)

Services rendered will be billed once annually in arrears of services provided, on an invoice template provided by the COUNTY, to include claims and back up documentation for the services listed in Exhibit A-02 – Scope of Work (2)

Transfers between budget categories may be made only through a budget modification, which must be requested to the COUNTY in writing by the CONTRACTOR in advance of the modification, providing the transfer is less than 10% of the total budget. Modifications require signature of COUNTY authorized staff and CONTRACTOR. Transfers between budget categories totaling more than 10% of the budget, or requests to increase the approved budget total, may be made only upon prior written approval of the Board of Supervisors and execution of a contract amendment.

SECOND AMENDMENT TO AGREEMENT

Contract No. 3973

0518

The parties hereto agree to amend that certain Agreement dated October 1, 2014 by and between the COUNTY OF SANTA CRUZ (COUNTY) and Homeless Services Center (CONTRACTOR) as follows:

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2. **COMPENSATION.** In consideration for CONTRACTOR accomplishing said result, COUNTY agrees to pay CONTRACTOR as follows: Payment not to exceed \$286,871, as specified in attached Exhibit B-01: Budget for \$71,981, and as specified in Exhibit B-02: Budget, for \$214,890, invoiced throughout fiscal year (FY) 2014-15 in arrears of client services, and subject to approval of COUNTY authorized staff:

All other provisions of said Agreement shall remain the same.

Dated: \_\_\_\_\_, 2015

COUNTY OF SANTA CRUZ

\_\_\_\_\_  
Cecilia Espinola, Director  
Human Services Department

CONTRACTOR

By: \_\_\_\_\_  
Jannan Thomas, Executive Director  
Homeless Services Center  
115 B Coral Street  
Santa Cruz, CA 95060  
(831) 458-6020  
[jthomas@santacruzshsc.org](mailto:jthomas@santacruzshsc.org)

Approved as to form:

\_\_\_\_\_  
County Counsel

## EXHIBIT A-02 – SCOPE OF WORK

0519

Name of Contractor: **Homeless Services Center (CONTRACTOR)**  
 Title of Program: **California Work Opportunity and Responsibility to Kids (CalWORKs) Emergency Housing Program (EHP)**  
 Contract Held With: **County of Santa Cruz (COUNTY), Human Services Department (HSD)**  
 Contract Period: **October 1, 2014 – June 30, 2015 (FY 2014-15)**  
 Contract Amount: **Not to Exceed \$286,871**  
**Costs for this Scope of Work are \$214,890, as specified in Exhibit B-02**

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The California Work Opportunity and Responsibility to Kids (CalWORKs), Welfare to Work (WTW) Program is designed to assist welfare recipients to prepare for and obtain employment. The WTW program is operated locally by each county welfare department or its contractors. All WTW participants receive services based on the individual history and needs of the participant. Housing instability can be a barrier to participant engagement in and completion of a WTW plan.

As a provision of CalWORKs regulations, the County of Santa Cruz (COUNTY) Human Services Department (HSD) contracts with Homeless Services Center (CONTRACTOR) to provide eligible participants with up to \*180 days of emergency shelter housing services at their Rebele Family Shelter. This program includes temporary emergency housing, family-centered and housing-focused case management, evidence-based and developmentally appropriate parenting education, trauma-informed counseling, arts enrichment programs, and after school supportive programs. This program is designed to help CalWORKs approved families move closer to housing stability and self sufficiency through coordinated case management, to obtain employment, to engage in educational opportunities, and to learn parenting skills. Program eligibility is determined in collaboration between COUNTY authorized staff and CONTRACTOR staff for CalWORKs program applicants.

## SCOPE OF SERVICES

### 1. CalWORKs Emergency Housing Program (EHP) Units of Service:

- The CONTRACTOR shall serve a maximum of 40 eligible and approved, CalWORKs/WTW participating families with emergency housing services at the Rebele Family Shelter (RFS), located at 115 Coral Street, Santa Cruz County;
- Services at the RFS will include some or all of the following emergency-housing related services:
  - Shelter space for each family to reside together
  - Case management services to assist the families move towards self-sufficiency
  - Nutritious food
  - Access to other HSC services
- The length of time and range of services for each participating family is determined on a case-by-case basis by the CONTRACTOR in coordination with each family's "multi-disciplinary team", with a maximum assistance period provided to participants of 180 days, and is contingent on funding availability;
- The CONTRACTOR will coordinate with each participating family's multi-disciplinary team to develop and implement a case management plan, and to continually evaluate and adapt the provision of services as needed;
- RFS costs and rate per day are specified on "Exhibit B-02: CalWORKs/WTW EHP Budget";

### 2. Identifying Potentially Eligible Participants

- The COUNTY will provide information on CONTRACTOR services to all CalWORKs/WTW participants who specify that they are experiencing housing instability, and will refer homeless CalWORKs/WTW participants to the CONTRACTOR for potential emergency housing assistance;

*\*Emergency shelter may be extended past the initial 180 days granted to eligible participants, as determined by CONTRACTOR.*

EXHIBIT A-02 – SCOPE OF WORK

- The CONTRACTOR will provide a reverse referral list of participants receiving services at the RFS program to the COUNTY, to determine eligibility for CalWORKs/WTW EHP program participation. 0520

**INVOICING REQUIREMENTS**

**1. Invoices**

- The CONTRACTOR will provide a one-time, year-end invoice to COUNTY authorized staff, using an invoice template created by the COUNTY, documenting appropriate verification of expenditures based on the allowable costs detailed in "Exhibit B-02: CalWORKs/WTW EHP Budget" for FY 2014-15, and will date, sign (blue ink), and then submit a final, monthly invoice cover sheet as an original document, by 5:00 pm on Friday, June 19, 2015;
- The CONTRACTOR will submit the following back-up documentation with its one-time invoice, as verification of all invoice claims:
  - First Name;
  - Last Name;
  - Date of Birth;
  - Social Security Number;
  - Begin Date;
  - End Date (If client still in service, this is blank);
- For confidentiality purposes, personally identifiable information (PII) for participants will not go to COUNTY Auditor's office.

EXHIBIT B-02: BUDGET

0521

Contract Number: EW43973-02

Homeless Services Center, FY 2014-15

CalWORKs Housing Support Program (HSP), Emergency Housing Program (EHP)

Exhibit B-02 Budget Amount: \$214,890

SERVICES TO BE PROVIDED	Total Number of Days	Per Diem Rate	TOTAL PROGRAM COST
Emergency Housing Services / Rebele Family Shelter - 38 families per year at an average length stay of 87 nights - Per diem rate* for a shelter stay per family unit is \$65 per night.	3306	\$65.00	\$214,890.00
GRAND TOTAL:			\$214,890.00

\*The \$65 per diem nightly rate is an average cost determined by the following:

7% -- Food Costs

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34% -- Case Mngement, Program Management and Security

10% -- Administrative (Fiscal, Admin, Executive Director, HR, Payroll, Insurance, Grants Management, etc.)

Services rendered will be billed once annually in arrears of services provided, on an invoice template provided by the COUNTY, to include claims and back up documentation for the services listed in Exhibit A-02 – Scope of Work (2)

Transfers between budget categories may be made only through a budget modification, which must be requested to the COUNTY in writing by the CONTRACTOR in advance of the modification, providing the transfer is less than 10% of the total budget. Modifications require signature of COUNTY authorized staff and CONTRACTOR. Transfers between budget categories totaling more than 10% of the budget, or requests to increase the approved budget total, may be made only upon prior written approval of the Board of Supervisors and execution of a contract amendment.