

AGREEMENT

THIS AGREEMENT is made and entered into this 20th day of June, 2023, by and between the COUNTY OF FRESNO, a Political Subdivision of the State of California, hereinafter referred to as "COUNTY", and **CULTURAL BROKERS, INC.**, a private nonprofit corporation, whose address is 2115 East Kern Street, Suite 5, Fresno, CA 93721, hereinafter referred to as "SUBRECIPIENT".

WITNESSETH:

WHEREAS, COUNTY, through its Department of Social Services (DSS), is in need of family advocacy and liaison services in Fresno County for families referred to and involved with DSS' Child Welfare Services System; and

WHEREAS, SUBRECIPIENT is willing and able to provide family advocacy and liaison services needed by COUNTY, pursuant to the terms of this Agreement; and

NOW, THEREFORE, in consideration of the mutual covenants, terms and conditions herein contained, the parties hereto agree as follows:

1. SUBRECIPIENT'S OBLIGATIONS

SUBRECIPIENT shall perform all services as set forth in Exhibit A, Summary of Services, attached hereto and incorporated herein by this reference. SUBRECIPIENT shall provide specified services and activities pursuant to the staffing patterns and program expenses detailed in Exhibit B, Budget Summary, attached hereto and incorporated herein by this reference.

2. TERM

The term of this Agreement shall be effective July 1, 2023 through June 30, 2026. This Agreement may be extended for two (2) additional consecutive twelve (12) month periods upon written approval of both parties no later than thirty (30) days prior to the first day of the next twelve (12) month extension period. The Director of the Department of Social Services (DSS) or his or her designee is authorized to execute such written approval on behalf of COUNTY based on SUBRECIPIENT'S satisfactory performance.

3. TERMINATION

A. Non-Allocation of Funds

1 The terms of this Agreement, and the services to be provided hereunder, are contingent on the
2 approval of funds by the appropriating government agency. Should sufficient funds not be allocated, the
3 services provided may be modified, or this Agreement terminated, at any time by giving the
4 SUBRECIPIENT thirty (30) days advance written notice.

5 B. Breach of Contract

6 The COUNTY may immediately suspend or terminate this Agreement in whole or in part, where
7 in the determination of the COUNTY there is:

- 8 1) An illegal or improper use of funds;
- 9 2) A failure to comply with any term of this Agreement;
- 10 3) A substantially incorrect or incomplete report submitted to the COUNTY; or
- 11 4) Improperly performed service.

12 In no event shall any payment by the COUNTY constitute a waiver by the COUNTY of any
13 breach of this Agreement or any default which may then exist on the part of the SUBRECIPIENT.
14 Neither shall such payment impair or prejudice any remedy available to the COUNTY with respect to the
15 breach or default. The COUNTY shall have the right to demand of the SUBRECIPIENT the repayment
16 to the COUNTY of any funds disbursed to the SUBRECIPIENT under this Agreement, which in the
17 judgment of the COUNTY were not expended in accordance with the terms of this Agreement. The
18 SUBRECIPIENT shall promptly refund any such funds upon demand.

19 C. Without Cause

20 Under circumstances other than those set forth above, this Agreement may be terminated by
21 SUBRECIPIENT, COUNTY or COUNTY's DSS Director, or designee, upon the giving of thirty (30) days
22 advance written notice of an intention to terminate this Agreement.

23 **4. COMPENSATION**

24 For actual services provided pursuant to the terms of this Agreement, COUNTY agrees to pay
25 SUBRECIPIENT and SUBRECIPIENT agrees to receive compensation in accordance with the Exhibit
26 B, Budget Summary.

27 In no event shall compensation paid for services performed under this Agreement be in excess of
28 Three Million One Hundred Nine Thousand Six Hundred Sixty-Four and No/100 Dollars (\$3,109,664)

1 during the term of this Agreement. For the period of July 1, 2023 through June 30, 2026, in no event shall
2 compensation paid for services performed under this agreement be in excess of One Million Eight Hundred
3 Thirty-Six Thousand Four Hundred Seventy-Five and No/100 Dollars (\$1,836,475). For the first additional
4 12-month period, in no event shall compensation paid for services performed under this Agreement be in
5 excess of Six Hundred Thirty-One Thousand Three Hundred Eighty-Eight and no/100 Dollars (\$631,388).
6 For the second additional 12-month period, in no event shall compensation paid for services performed
7 under this Agreement be in excess of Six Hundred Forty-One Thousand Eight Hundred One and no/100
8 Dollars (\$641,801).

9 It is understood that all expenses incidental to SUBRECIPIENT'S performance of services under
10 this Agreement shall be borne by SUBRECIPIENT. If SUBRECIPIENT should fail to comply with any
11 provision of the Agreement, COUNTY shall be relieved of its obligation for further compensation. Any
12 compensation which is not expended by SUBRECIPIENT pursuant to the terms and conditions of this
13 Agreement shall automatically revert to COUNTY.

14 The services provided by the SUBRECIPIENT under this Agreement are funded in whole or in part
15 by the State of California and the United States Federal government. In the event that funding for these
16 services is delayed by the State Controller or the Federal government, COUNTY may defer payment to
17 SUBRECIPIENT. The amount of the deferred payment shall not exceed the amount of funding delayed to
18 the COUNTY. The period of time of the deferral by COUNTY shall not exceed the period of time of the
19 State Controller's or Federal government's delay of payment to COUNTY plus forty-five (45) days.

20 **5. INVOICING**

21 SUBRECIPIENT shall invoice COUNTY's DSS in arrears by the tenth (10th) of each month for
22 expenditures incurred and services rendered in the previous month to:
23 DSSInvoices@fresnocountyca.gov. Payments by COUNTY's DSS shall be in arrears for actual services
24 provided during the preceding month, within forty-five (45) days after receipt, verification, and approval
25 of SUBRECIPIENT's invoices by COUNTY's DSS. A monthly activity report shall accompany the
26 invoice, reflecting services supported by the invoiced expenditures and be in a form and in such detail
27 as acceptable to the COUNTY's DSS. All final claims for funding shall be submitted by SUBRECIPIENT
28 within sixty (60) days following the final month of services. At the discretion of COUNTY's DSS Director

1 or his/her designee, COUNTY's DSS may deny payment of any invoice received more than sixty (60)
2 days following the final month of services.

3 At the discretion of COUNTY's DSS Director or designee, if an invoice is incorrect or is otherwise
4 not in proper form or detail, COUNTY's DSS Director or designee shall have the right to withhold
5 payment as to only that portion of the invoice that is incorrect or improper after five (5) days prior written
6 notice or email correspondence to SUBRECIPIENT. SUBRECIPIENT agrees to continue to provide
7 services for a period of ninety (90) days after written or email notification of an incorrect or improper
8 invoice. If after the ninety (90) day period the invoice has still not been corrected to COUNTY's DSS
9 satisfaction, COUNTY or COUNTY's DSS Director or designee may elect to terminate this Agreement,
10 pursuant to the termination provisions stated in Paragraph Three (3) of this Agreement.

11 **6. MODIFICATION**

12 A. Any matters of this Agreement may be modified from time to time by the written
13 consent of SUBRECIPIENT and COUNTY without, in any way, affecting the remainder.

14 B. Notwithstanding the above, changes to line items in Exhibit B, Budget Summary,
15 in an amount not to exceed 10% of the annual maximum compensation payable to the SUBRECIPIENT
16 as identified in Section Four (4) of this Agreement, may be made with the written approval of COUNTY's
17 DSS Director, or designee and SUBRECIPIENT. Budget line item changes shall not result in any
18 change to the annual maximum compensation amount payable to SUBRECIPIENT, as stated herein.

19 C. SUBRECIPIENT agrees that reductions to the maximum compensation set forth
20 in Section Four (4) of this Agreement may be necessitated by a reduction in funding from State or
21 Federal sources. Any such reduction to the maximum compensation may be made with the written
22 approval of COUNTY's DSS Director or designee and SUBRECIPIENT. SUBRECIPIENT further
23 understands that this Agreement is subject to any restrictions, limitations, or enactments of all legislative
24 bodies which affect the provisions, term, or funding of this agreement in any manner.

25 D. Minor changes to the Scope of Services, identified in this Agreement, may be
26 made with the mutual written approval of COUNTY's DSS Director or designee and SUBRECIPIENT.
27 Minor changes may include, but are not limited to changes that will not significantly alter the
28 responsibilities identified in Section One (1) and Exhibit A. Any changes to the services shall not result

1 in any change to the maximum compensation.

2 **7. INDEPENDENT SUBRECIPIENT**

3 In performance of the work, duties and obligations assumed by SUBRECIPIENT under this
4 Agreement, it is mutually understood and agreed that SUBRECIPIENT, including any and all of the
5 SUBRECIPIENT'S officers, agents, and employees will at all times be acting and performing as an
6 independent SUBRECIPIENT, and shall act in an independent capacity and not as an officer, agent,
7 servant, employee, joint venturer, partner, or associate of the COUNTY. Furthermore, COUNTY shall
8 have no right to control or supervise or direct the manner or method by which SUBRECIPIENT shall
9 perform its work and function. However, COUNTY shall retain the right to administer this Agreement so
10 as to verify that SUBRECIPIENT is performing its obligations in accordance with the terms and
11 conditions thereof.

12 SUBRECIPIENT and COUNTY shall comply with all applicable provisions of law and the rules and
13 regulations, if any, of governmental authorities having jurisdiction over matters the subject thereof.

14 Because of its status as an independent SUBRECIPIENT, SUBRECIPIENT shall have
15 absolutely no right to employment rights and benefits available to COUNTY employees.
16 SUBRECIPIENT shall be solely liable and responsible for providing to, or on behalf of, its employees all
17 legally-required employee benefits. In addition, SUBRECIPIENT shall be solely responsible and save
18 COUNTY harmless from all matters relating to payment of SUBRECIPIENT'S employees, including
19 compliance with Social Security withholding and all other regulations governing such matters. It is
20 acknowledged that during the term of this Agreement, SUBRECIPIENT may be providing services to
21 others unrelated to the COUNTY or to this Agreement.

22 **8. HOLD HARMLESS AND INDEMNIFICATION**

23 SUBRECIPIENT agrees to indemnify, save, hold harmless, and at COUNTY'S request, defend
24 the COUNTY, its officers, agents, and employees from any and all costs and expenses (including
25 attorney's fees and costs), damages, liabilities, claims, and losses occurring or resulting to COUNTY in
26 connection with the performance, or failure to perform, by SUBRECIPIENT, its officers, agents, or
27 employees under this Agreement, and from any and all costs and expenses (including attorney's fees
28 and costs), damages, liabilities, claims, and losses occurring or resulting to any person, firm, or

1 corporation who may be injured or damaged by the performance, or failure to perform, of
2 SUBRECIPIENT, its officers, agents, or employees under this Agreement.

3 The provisions of this Section Eight (8) shall survive termination of this Agreement.

4 **9. INSURANCE**

5 Without limiting the COUNTY's right to obtain indemnification from SUBRECIPIENT or any third
6 parties, SUBRECIPIENT, at its sole expense, shall maintain in full force and effect, the following insurance
7 policies or a program of self-insurance, including but not limited to, an insurance pooling arrangement or
8 Joint Powers Agreement (JPA) throughout the term of the Agreement:

9 A. Commercial General Liability

10 Commercial General Liability Insurance with limits of not less than Two Million Dollars
11 (\$2,000,000.00) per occurrence and an annual aggregate of Four Million Dollars (\$4,000,000.00). This
12 policy shall be issued on a per occurrence basis. COUNTY may require specific coverages including
13 completed operations, products liability, contractual liability, Explosion-Collapse-Underground, fire legal
14 liability or any other liability insurance deemed necessary because of the nature of this contract.

15 B. Automobile Liability

16 Comprehensive Automobile Liability Insurance with limits of not less than One Million Dollars
17 (\$1,000,000.00) per accident for bodily injury and for property damages. Coverage should include any auto
18 used in connection with this Agreement, including both owned and non-owned vehicles.

19 C. Professional Liability

20 If SUBRECIPIENT employs licensed professional staff, (e.g., Ph.D., R.N., L.C.S.W., M.F.C.C.) in
21 providing services, Professional Liability Insurance with limits of not less than One Million Dollars
22 (\$1,000,000.00) per occurrence, Three Million Dollars (\$3,000,000.00) annual aggregate. SUBRECIPIENT
23 agrees that it shall maintain, at its sole expense, in full force and effect for a period of three (3) years
24 following the termination of this Agreement, one or more policies of professional liability insurance with
25 limits of coverage as specified herein.

26 D. Worker's Compensation

27 A policy of Worker's Compensation insurance as may be required by the California Labor Code.

28 E. Additional Requirements Relating to Insurance

1 SUBRECIPIENT shall obtain endorsements to the Commercial General Liability insurance
2 naming the County of Fresno, its officers, agents, and employees, individually and collectively, as
3 additional insured, but only insofar as the operations under this Agreement are concerned. Such
4 coverage for additional insured shall apply as primary insurance and any other insurance, or
5 self-insurance, maintained by COUNTY, its officers, agents, and employees shall be excess only and
6 not contributing with insurance provided under SUBRECIPIENT's policies herein. This insurance shall
7 not be cancelled or changed without a minimum of thirty (30) days advance written notice given to
8 COUNTY.

9 SUBRECIPIENT hereby waives its right to recover from COUNTY, its officers, agents, and
10 employees any amounts paid by the policy of worker's compensation insurance required by this
11 Agreement. SUBRECIPIENT is solely responsible to obtain any endorsement to such policy that may be
12 necessary to accomplish such waiver of subrogation, but SUBRECIPIENT's waiver of subrogation under
13 this paragraph is effective whether or not SUBRECIPIENT obtains such an endorsement.

14 Within Thirty (30) days from the date SUBRECIPIENT signs and executes this Agreement,
15 SUBRECIPIENT shall provide certificates of insurance and endorsement as stated above for all of the
16 foregoing policies, as required herein, to the County of Fresno,
17 DSSContractInsurance@fresnocountyca.gov, Attention: Contract Analyst, stating that such insurance
18 coverage have been obtained and are in full force; that the County of Fresno, its officers, agents and
19 employees will not be responsible for any premiums on the policies; that for such worker's
20 compensation insurance the SUBRECIPIENT has waived its right to recover from the COUNTY, its
21 officers, agents, and employees any amounts paid under the insurance policy and that waiver does not
22 invalidate the insurance policy; that such Commercial General Liability insurance names the County of
23 Fresno, its officers, agents and employees, individually and collectively, as additional insured, but only
24 insofar as the operations under this Agreement are concerned; that such coverage for additional insured
25 shall apply as primary insurance and any other insurance, or self-insurance, maintained by COUNTY, its
26 officers, agents and employees, shall be excess only and not contributing with insurance provided under
27 SUBRECIPIENT's policies herein; and that this insurance shall not be cancelled or changed without a
28 minimum of thirty (30) days advance, written notice given to COUNTY.

1 In the event SUBRECIPIENT fails to keep in effect at all times insurance coverage as herein
2 provided, the COUNTY may, in addition to other remedies it may have, suspend or terminate this
3 Agreement upon the occurrence of such event.

4 All policies shall be issued by admitted insurers licensed to do business in the State of
5 California, and such insurance shall be purchased from companies possessing a current A.M. Best, Inc.
6 rating of A FSC VII or better.

7 **10. ASSIGNMENT AND SUBCONTRACTS**

8 Neither party shall assign, transfer or subcontract this Agreement nor their rights or duties under
9 this Agreement without the prior written consent of the other party. Any transferee, assignee or
10 subcontractor will be subject to all applicable provisions of this Agreement, and all applicable State and
11 Federal regulations. SUBRECIPIENT shall be held primarily responsible by COUNTY for the
12 performance of any transferee, assignee or subcontractor unless otherwise expressly agreed to in
13 writing by COUNTY. The use of subcontractor by SUBRECIPIENT shall not entitle SUBRECIPIENT to
14 any additional compensation than is provided for under this Agreement.

15 **11. CONFLICT OF INTEREST**

16 No officer, employee or agent of the COUNTY who exercises any function or responsibility for
17 planning and carrying out of the services provided under this Agreement shall have any direct or indirect
18 personal financial interest in this Agreement. In addition, no employee of the COUNTY shall be
19 employed by the SUBRECIPIENT under this Agreement to fulfill any contractual obligations with the
20 COUNTY. The SUBRECIPIENT shall comply with all Federal, State of California and local conflict of
21 interest laws, statutes and regulations, which shall be applicable to all parties and beneficiaries under
22 this Agreement and any officer, employee or agent of the COUNTY.

23 **12. DISCLOSURE OF SELF-DEALING TRANSACTIONS**

24 This provision is only applicable if the SUBRECIPIENT is operating as a corporation (a for-profit
25 or non-profit corporation) or if during the term of the agreement, the SUBRECIPIENT changes its status
26 to operate as a corporation.

27 Members of the SUBRECIPIENT's Board of Directors shall disclose any self-dealing
28 transactions that they are a party to while SUBRECIPIENT is providing goods or performing services

1 under this agreement. A self-dealing transaction shall mean a transaction to which the SUBRECIPIENT
2 is a party and in which one or more of its directors has a material financial interest. Members of the
3 Board of Directors shall disclose any self-dealing transactions that they are a party to by completing and
4 signing a Self-Dealing Transaction Disclosure Form, attached hereto as Exhibit [C] and incorporated
5 herein by reference, and submitting it to the COUNTY prior to commencing with the self-dealing
6 transaction or immediately thereafter.

7 **13. NON-DISCRIMINATION**

8 During the performance of this Agreement, SUBRECIPIENT and its officers, employees, agents
9 and subcontractors shall not unlawfully discriminate in violation of any Federal, State or local law, rule or
10 regulation against any employee or applicant for employment, or recipient of services under this
11 Agreement, because of ethnic group identification, gender, gender identity, gender expression, sexual
12 orientation, color, physical disability, mental disability, medical condition, national origin, race, ancestry,
13 marital status, religion, or religious creed.

14
15 A. Domestic Partners and Gender Identity

16 For State fund-funded contracts of \$100,000 or more, SUBRECIPIENT certifies that it complies
17 with Public Contract Code Section 10295.3.

18 B. Americans with Disabilities Act

19 SUBRECIPIENT shall comply with the Americans with Disabilities Act (ADA) of 1990, which
20 prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines
21 issued pursuant to the ADA (42 U.S.C. 12101 et seq.)

22
23 C. SUBRECIPIENT shall include the non-discrimination and compliance provisions of this
24 section in all subcontracts to perform work under this Agreement.

25 **14. LIMITED ENGLISH PROFICIENCY**

26 SUBRECIPIENT shall provide interpreting and translation services to persons participating in
27 SUBRECIPIENT's services who have limited or no English language proficiency, including services to
28

1 persons who are deaf or blind. Interpreter and translation services shall be provided as necessary to
2 allow such participants meaningful access to the programs, services and benefits provided by
3 SUBRECIPIENT. Interpreter and translation services, including translation of SUBRECIPIENT's "vital
4 documents" (those documents that contain information that is critical for accessing SUBRECIPIENT's
5 services or are required by law) shall be provided to participants at no cost to the participant.
6 SUBRECIPIENT shall ensure that any employees, agents, subcontractors, or partners who interpret or
7 translate for a program participant, or who directly communicate with a program participant in a
8 language other than English, demonstrate proficiency in the participant's language and can effectively
9 communicate any specialized terms and concepts peculiar to SUBRECIPIENT's services.
10

11 **15. CONFIDENTIALITY AND DATA SECURITY**

12 All services performed by SUBRECIPIENT under this Agreement shall be in strict conformance
13 with all applicable Federal, State of California and/or local laws and regulations relating to confidentiality.

14 For the purpose of preventing the potential loss, misappropriation or inadvertent disclosure of
15 COUNTY data including sensitive or personal client information; abuse of COUNTY resources; and/or
16 disruption to COUNTY operations, individuals and/or agencies that enter into a contractual relationship
17 with COUNTY for the purpose of providing services under this Agreement must employ adequate data
18 security measures to protect the confidential information provided to SUBRECIPIENT by COUNTY,
19 including but not limited to the following:

20 A. Subrecipient-owned Mobile/Wireless/Handheld Devices may not be connected to
21 COUNTY networks via personally owned mobile, wireless, or handheld devices, except when authorized
22 by COUNTY for telecommuting and then only if virus protection software currency agreements are in
23 place, and if a secure connection is used.

24 B. Subrecipient-Owned Computers or Computer Peripherals may not be brought into
25 COUNTY for use, including and not limited to mobile storage devices, without prior authorization from
26 COUNTY's Chief Information Officer or her designee. Data must be stored on a secure server approved
27 by COUNTY and transferred by means of a VPN (Virtual Private Network) connection, or another type of
28 secure connection of this type if any data is approved to be transferred.

1 C. County-Owned Computer Equipment – SUBRECIPIENT or anyone having an
2 employment relationship with COUNTY may not use COUNTY computers or computer peripherals on
3 non-COUNTY premises without prior authorization from COUNTY’s Chief Information Officer or her
4 designee.

5 D. SUBRECIPIENT may not store COUNTY’s private, confidential, or sensitive data
6 on any hard disk drive.

7 E. SUBRECIPIENT is responsible to employ strict controls to ensure the integrity
8 and security of COUNTY’s confidential information and to prevent unauthorized access to data
9 maintained in computer files, program documentation, data processing systems, data files, and data
10 processing equipment which stores or processes COUNTY data internally and externally.

11 F. Confidential client information transmitted to one party by the other by means of
12 electronic transmissions must be encrypted according to Advanced Encryption Standards (AES) of 128
13 BIT or higher. Additionally, a password or pass phrase must be utilized.

14 G. SUBRECIPIENT is responsible to immediately notify COUNTY of any breaches or
15 potential breaches of security related to COUNTY’s confidential information, data maintained in
16 computer files, program documentation, data processing systems, data files and data processing
17 equipment which stores or processes COUNTY data internally or externally.

18 H. SUBRECIPIENT shall require its subcontractors to comply with the provisions of
19 this Data Security section.

20 **16. CLEAN AIR AND WATER**

21 In the event the funding under this Agreement exceeds One Hundred Fifty Thousand and
22 No/100 Dollars (\$150,000.00), SUBRECIPIENT shall comply with all applicable standards, orders or
23 requirements issued under the Clean Air Act, as amended, 42 U.S. Code 7401 *et seq.*, and the Federal
24 Water Pollution Control Act, 33 U.S. Code 1251 *et seq.* Under these laws and regulations,
25 SUBRECIPIENT shall:

26 A. Assure the COUNTY that no facility shall be utilized in the performance of this
27 Agreement that has been listed on the Environmental Protection Agency (EPA) list of Violating Facilities;

28 B. Notify COUNTY prior to execution of this Agreement of the receipt of any

1 communication from the Director, Office of Federal Activities, U.S. EPA indicating that a facility to be
2 utilized in the performance of this Agreement is under consideration to be listed on the EPA list of
3 Violating Facilities;

4 C. Report each violation of the above laws to COUNTY and understand and agree
5 that the COUNTY will, in turn, report each violation as required to assure notification to the Federal
6 Emergency Management Agency (FEMA) and the appropriate Environmental Protection Agency
7 Regional Office; and

8 D. Include these requirements in each subcontract exceeding \$150,000 financed in
9 whole or in part with federal assistance.

10 **17. PROCUREMENT OF RECOVERED MATERIALS**

11 In the performance of this Agreement, SUBRECIPIENT shall comply with section 6002 of the
12 Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The
13 requirements of Section 6002 include procuring only items designated in guidelines of the
14 Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of
15 recovered materials practicable, consistent with maintaining a satisfactory level of competition, where
16 the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the
17 preceding fiscal year exceeded \$10,000. For contracts meeting this threshold SUBRECIPIENT shall
18 make maximum use of products containing recovered materials that are EPA- designated items unless
19 the product cannot be acquired:

- 20 i. Competitively within a timeframe providing for compliance with the
21 contract performance schedule;
- 22 ii. Meeting contract performance requirements; or
- 23 iii. At a reasonable price.

24 **18. DRUG-FREE WORKPLACE REQUIREMENTS**

25 For purposes of this paragraph, SUBRECIPIENT will be referred to as the "grantee". By drawing
26 funds against this grant award, the grantee is providing the certification that is required by regulations
27 implementing the Drug-Free Workplace Act of 1988, 45 CFR Part 76, Subpart F. These regulations
28 require certification by grantees that they will maintain a drug-free workplace. False certification or

1 violation of the certification shall be grounds for suspension of payments, suspension or termination of
2 grants, or government wide suspension or debarment. SUBRECIPIENT shall also comply with the
3 requirements of the Drug-Free Workplace Act of 1990 (California Government Code section 8350 et
4 seq.).

5 **19. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND**
6 **VOLUNTARY EXCLUSION-LOWER TIER COVERED TRANSACTIONS**

7 A. COUNTY and SUBRECIPIENT recognize that SUBRECIPIENT is a recipient of
8 Federal assistance funds under the terms of this Agreement. By signing this Agreement,
9 SUBRECIPIENT agrees to comply with applicable Federal suspension and debarment regulations,
10 including but not limited to: 7CFR 3016.35, 29 CFR 97.35, 45 CFR 92.35, and Executive Order 12549.
11 By signing this Agreement, SUBRECIPIENT attests to the best of its knowledge and belief, that it and its
12 principals:

13 1) Are not presently debarred, suspended, proposed for debarment, declared
14 ineligible, or voluntarily excluded from participation in this transaction by any Federal department or
15 agency; and

16 2) Shall not knowingly enter into any lower tier covered transaction with an entity
17 or person who is debarred, suspended, proposed for debarment, declared ineligible, or voluntarily
18 excluded from participation in this transaction by any Federal department or agency.

19 B. SUBRECIPIENT shall provide immediate written notice to COUNTY if at any time
20 during the term of this Agreement SUBRECIPIENT learns that the representations it makes above were
21 erroneous when made or have become erroneous by reason of changed circumstances

22 C. SUBRECIPIENT shall include a clause titled "Certification Regarding Debarment,
23 Suspension, Ineligibility, and Voluntary Exclusion – Lower Tier Covered Transactions" and similar in
24 nature to this Paragraph Twenty (20) in all lower tier covered transactions and in all solicitations for
25 lower tier covered transactions.

26 D. SUBRECIPIENT shall, prior to soliciting or purchasing goods and services in
27 excess of \$25,000 funded by this Agreement, review and retain the proposed vendor's suspension and
28 debarment status at <https://sam.gov/SAM/>.

1 E. The certification in Paragraph Twenty (20) of this Agreement is a material
2 representation of fact upon which COUNTY relied in entering into this Agreement.

3 **20. GRIEVANCES**

4 SUBRECIPIENT shall establish procedures for handling client complaints and/or grievances.
5 Such procedures will include provisions for informing clients of their rights to a State Hearing to resolve
6 such issues when appropriate.

7 **21. PROHIBITION ON PUBLICITY**

8 None of the funds, materials, property, or services provided directly or indirectly under this
9 Agreement shall be used for SUBRECIPIENT's advertising, fundraising, or publicity (i.e., purchasing of
10 tickets/tables, silent auction donations, etc.) for the purpose of self-promotion. Notwithstanding the
11 above, publicity of the services described in Paragraph One (1) of this Agreement shall be allowed as
12 necessary to raise public awareness about the availability of such specific services when approved in
13 advance by the Director or designee and at a cost as provided by SUBRECIPIENT in writing for such
14 items as written/printed materials, the use of media (i.e., radio, television, newspapers) and any other
15 related expense(s).

16 **22. LOBBYING AND POLITICAL ACTIVITY**

17 None of the funds provided under this Agreement shall be used for publicity, lobbying or
18 propaganda purposes designed to support or defeat legislation pending in the Congress of the United
19 States of America or the Legislature of the State of California.

20 SUBRECIPIENT shall not directly or indirectly use any of the funds under this Agreement for any
21 political activity or to further the election or defeat of any candidate for public office.

22 **23. STATE ENERGY CONSERVATION**

23 SUBRECIPIENTS must comply with the mandatory standard and policies relating to energy
24 efficiency which are contained in the State Energy Conservation Plan issued in compliance with 42
25 United States (US) Code sections 6321, et. Seq.

26 **24. FRATERNIZATION**

27 SUBRECIPIENT shall establish procedures addressing fraternization between
28 SUBRECIPIENT'S staff and clients. Such procedures will include provisions for informing

1 SUBRECIPIENT'S staff and clients regarding fraternization guidelines.

2 **25. INTERPRETATION OF LAWS AND REGULATIONS**

3 COUNTY reserves the right to make final interpretations or clarifications on issues relating to
4 Federal and State laws and regulations, to ensure compliance.

5 **26. COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS**

6 SUBRECIPIENT, its officers, consultants, subcontractors, agents, and employees shall comply
7 with all applicable State, Federal and local laws, regulations, and executive orders, as well as Federal
8 policies, procedures, and directives governing projects that utilize State and Federal Funds. This
9 includes laws, rules and regulations that pertain to construction, health and safety, labor, fair
10 employment practices, environmental protection, equal opportunity, fair housing, and all other matters
11 applicable or related to SUBRECIPIENT's services, the SUBRECIPIENT, its subcontractors, and all
12 eligible activities.

13 SUBRECIPIENT shall be responsible for obtaining all permits, licenses, and approvals required
14 for performing any activities under this Agreement, including those necessary to perform design,
15 implementation, operation, and maintenance of the activities. SUBRECIPIENT shall be responsible for
16 observing and complying with any applicable federal, state, and local laws, rules, and regulations
17 affecting any such work, specifically those including, but not limited to, environmental protection,
18 procurement, and safety laws, rules, regulations, and ordinances. SUBRECIPIENT shall provide copies
19 of permits and approvals to COUNTY upon request.

20 **27. CHILD ABUSE REPORTING**

21 SUBRECIPIENT shall utilize a procedure acceptable to COUNTY to ensure that all of
22 SUBRECIPIENT'S employees, volunteers, consultants, subcontractors, or agents performing services
23 under this Agreement shall report all known or suspected child abuse or neglect to one or more of the
24 agencies set forth in Penal Code Section 11165.9. This procedure shall include having all of
25 SUBRECIPIENT's employees, volunteers, consultants, subcontractors, or agents performing services
26 under this Agreement sign a statement that he or she knows of and will comply with the reporting
27 requirements set forth in Penal Code Section 11166. The statement to be utilized by SUBRECIPIENT is
28 set forth in Exhibit D, attached hereto and by this reference incorporated herein.

1 **28. CHARITABLE CHOICE**

2 SUBRECIPIENT may not discriminate in their program delivery against a client or potential client
3 on the basis of religion or religious belief, a refusal to hold a religious belief, or a refusal to actively
4 participate in a religious practice. Any specifically religious activity or service made available to
5 individuals by the SUBRECIPIENT must be voluntary as well as separate in time and location from
6 County funded activities and services. SUBRECIPIENT shall inform County as to whether they are
7 faith-based. If SUBRECIPIENT identifies as faith-based, they must submit to DSS a copy of their policy
8 on referring individuals to alternate services to SUBRECIPIENT and include a copy of this policy in their
9 client admission forms. The policy must inform individuals that they may be referred to an alternative
10 provider if they object to the religious nature of the program and include a notice to DSS. Adherence to
11 this policy will be monitored during annual site reviews, and a review of client files. If SUBRECIPIENT
12 identifies as faith-based, by July 1 of each year SUBRECIPIENT will be required to report to DSS the
13 number of individuals who requested referrals to alternate providers based on religious objection.

14 **29. NO OBLIGATION BY FEDERAL GOVERNMENT**

15 The Federal Government is not a party to this contract and is not subject to any obligations or
16 liabilities to the non-Federal entity, SUBRECIPIENT, or any other party pertaining to any matter resulting
17 from this Agreement.

18 **30. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED**
19 **ACTS**

20 SUBRECIPIENT acknowledges that 31 U.S.C. Chapter 38 (Administrative Remedies for False
21 Claims and Statements) applies to SUBRECIPIENT's actions pertaining to this contract.

22 **31. RECORDS**

23 A. Record Establishment and Maintenance

24 SUBRECIPIENT shall establish and maintain records in accordance with those
25 requirements prescribed by COUNTY, with respect to all matters covered by this Agreement.
26 SUBRECIPIENT shall retain all fiscal books, account records and client files for services performed
27 under this Agreement for at least five (5) years from date of final payment under this Agreement or until
28 all State and Federal audits are completed for that fiscal year, whichever is later.

1 B. Cost Documentation

2 1) SUBRECIPIENT shall submit to COUNTY within ten (10) calendar days
3 following the end of each month, all fiscal and program reports for that month. SUBRECIPIENT shall
4 also furnish to COUNTY such statements, records, data and information as COUNTY may request
5 pertaining to matters covered by this Agreement. In the event that SUBRECIPIENT fail to provide
6 reports as provided herein, it shall be deemed sufficient cause for COUNTY to withhold payments until
7 compliance is established.

8 2) All costs shall be supported by properly executed payrolls, time records,
9 invoices, vouchers, orders, or any other accounting documents pertaining in whole or in part to this
10 Agreement and they shall be clearly identified and readily accessible. The support documentation must
11 indicate the line budget account number to which the cost is charged.

12 3) COUNTY shall notify SUBRECIPIENT in writing within thirty (30) days of any
13 potential State or Federal audit exception discovered during an examination. Where findings indicate
14 that program requirements are not being met and State or Federal participation in this program may be
15 imperiled in the event that corrections are not accomplished by SUBRECIPIENT within thirty (30) days
16 of receipt of such notice from COUNTY, written notification thereof shall constitute COUNTY'S intent to
17 terminate this Agreement.

18 C. Service Documentation

19 SUBRECIPIENT agree to maintain records to verify services under this Agreement
20 including names and addresses of clients served, if applicable, and the dates of service and a
21 description of services provided on each occasion. These records and any other documents pertaining
22 in whole or in part to this Agreement shall be clearly identified and readily accessible.

23 **32. SINGLE AUDIT CLAUSE**

24 If SUBRECIPIENT expends Seven Hundred Fifty Thousand Dollars (\$750,000) or more
25 in Federal and Federal flow-through monies annually, SUBRECIPIENT agrees to conduct an annual
26 audit in accordance with the requirements of the Single Audit Standards as set forth in Office of
27 Management and Budget (OMB) Title 2 of the Code of Federal Regulations Part 200. SUBRECIPIENT
28

1 shall submit said audit and management letter to COUNTY. The audit must include a statement of
2 findings or a statement that there were no findings. If there were negative findings, SUBRECIPIENT
3 must include a corrective action signed by an authorized individual. SUBRECIPIENT agrees to take
4 action to correct any material non-compliance or weakness found as a result of such audit. Such audit
5 shall be delivered to COUNTY's DSS, Administration, for review within nine (9) months of the end of any
6 fiscal year in which funds were expended and/or received for the program. Failure to perform the
7 requisite audit functions as required by this Agreement may result in COUNTY performing the necessary
8 audit tasks, or at COUNTY's option, contracting with a public accountant to perform said audit, or, may
9 result in the inability of COUNTY to enter into future agreements with SUBRECIPIENT. All audit costs
10 related to this Agreement are the sole responsibility of SUBRECIPIENT.

11 A. A single audit report is not applicable if all SUBRECIPIENT's Federal contracts do
12 not exceed the Seven Hundred Fifty Thousand Dollars (\$750,000) requirement or SUBRECIPIENT's
13 funding is through Drug related Medi-Cal. If a single audit is not applicable, a program audit must be
14 performed and a program audit report with management letter shall be submitted by SUBRECIPIENT to
15 COUNTY as a minimum requirement to attest to SUBRECIPIENT's solvency. Said audit report shall be
16 delivered to COUNTY's DSS, Administration, for review no later than nine (9) months after the close of
17 the fiscal year in which the funds supplied through this Agreement are expended. Failure to comply with
18 this Act may result in COUNTY performing the necessary audit tasks or contracting with a qualified
19 accountant to perform said audit. All audit costs related to this Agreement are the sole responsibility of
20 SUBRECIPIENT who agrees to take corrective action to eliminate any material noncompliance or
21 weakness found as a result of such audit. Audit work performed by COUNTY under this paragraph shall
22 be billed to the SUBRECIPIENT at COUNTY cost, as determined by COUNTY's Auditor-
23 Controller/Treasurer-Tax Collector.

24 B. SUBRECIPIENT shall make available all records and accounts for inspection by
25 COUNTY, the State of California, if applicable, the Comptroller General of the United States, the Federal
26 Grantor Agency, or any of their duly authorized representatives, at all reasonable times for a period of at
27 least three (3) years following final payment under this Agreement or the closure of all other pending
28 matters, whichever is later.

1 **33. AUDITS AND INSPECTIONS**

2 The SUBRECIPIENT shall at any time during business hours, and as often as the COUNTY may
3 deem necessary, make available to the COUNTY for examination all of its records and data with respect
4 to the matters covered by this Agreement. The SUBRECIPIENT shall, upon request by the COUNTY,
5 permit the COUNTY to audit and inspect all of such records and data necessary to ensure
6 SUBRECIPIENT'S compliance with the terms of this Agreement.

7 If this Agreement exceeds ten thousand dollars (\$10,000.00), SUBRECIPIENT shall be subject
8 to the examination and audit of the Auditor General for a period of three (3) years after final payment
9 under contract (California Government Code Section 8546.7).

10 In addition, SUBRECIPIENT shall cooperate and participate with COUNTY's fiscal review
11 process and comply with all final determinations rendered by the COUNTY's fiscal review process. If
12 COUNTY reaches an adverse decision regarding SUBRECIPIENT's services to consumers, it may
13 result in the disallowance of payment for services rendered; or in additional controls to the delivery of
14 services, or in the termination of this Agreement, at the discretion of COUNTY's DSS Director or
15 designee. If as a result of COUNTY's fiscal review process a disallowance is discovered due to
16 SUBRECIPIENT's deficiency, SUBRECIPIENT shall be financially liable for the amount previously paid
17 by COUNTY to SUBRECIPIENT and this disallowance will be adjusted from SUBRECIPIENT's future
18 payments, at the discretion of COUNTY's DSS Director or designee. In addition, COUNTY shall have
19 the sole discretion in the determination of fiscal review outcomes, decisions, and actions.

20 **34. SUBRECIPIENT'S NAME CHANGE**

21 An amendment, assignment, or new agreement is required to change the name of
22 SUBRECIPIENT as listed on this Agreement. Upon receipt of legal documentation of the name change
23 COUNTY will process the agreement. Payment of invoices presented with a new name cannot be paid
24 prior to approval of said agreement.

25 **35. PROPERTY OF COUNTY**

26 Any use of COUNTY funds provided under this Agreement, as specified in Exhibit B, for the
27 purchase of computer hardware, software, and printers must be approved by COUNTY prior to
28 purchase and must meet COUNTY specifications. SUBRECIPIENT agrees to take reasonable and

1 prudent steps to ensure the security of any and all said hardware and software provided to it by
2 COUNTY under this Agreement, and to maintain replacement-value insurance coverages on said
3 hardware and software approved by COUNTY.

4 In addition, all purchases over Five Thousand and No/100 Dollars (\$5,000.00) made during the
5 life of this Agreement shall be identified as fixed assets with an assigned COUNTY Accounting Inventory
6 Number. These fixed assets shall be retained by COUNTY, as COUNTY property, in the event this
7 Agreement is terminated or upon expiration of this Agreement. The SUBRECIPIENT agrees to
8 participate in an annual inventory of all COUNTY fixed assets and shall be physically present when fixed
9 assets are returned to COUNTY possession at the termination or expiration of this Agreement.
10 SUBRECIPIENT is responsible for returning to COUNTY all COUNTY owned fixed assets upon the
11 expiration or termination of this Agreement.

12 **36. PUBLIC INFORMATION**

13 SUBRECIPIENT shall disclose COUNTY as a funding source in all public information and
14 program materials developed in support of contracted services.

15 **37. NOTICES**

16 The persons and their addresses having authority to give and receive notices under this
17 Agreement include the following:

| <u>COUNTY</u> | <u>SUBRECIPIENT</u> |
|---|----------------------------|
| Director of Social Services, County of Fresno | Executive Director |
| P.O. Box 1912 | Cultural Brokers, Inc. |
| Fresno, CA 93718-1912 | 2115 Kern Street., Suite 5 |
| | Fresno, CA 93721 |

22 All notices between the COUNTY and SUBRECIPIENT provided for or permitted under this
23 Agreement must be in writing and delivered either by personal service, by first-class United States mail, or
24 by an overnight commercial courier service. A notice delivered by personal service is effective upon
25 service to the recipient. A notice delivered by first-class United States mail is effective three COUNTY
26 business days after deposit in the United States mail, postage prepaid, addressed to the recipient. A notice
27 delivered by an overnight commercial courier service is effective one COUNTY business day after deposit
28 with the overnight commercial courier service, delivery fees prepaid, with delivery instructions given for next

1 day delivery, addressed to the recipient. For all claims arising out of or related to this Agreement, nothing in
2 this section establishes, waives, or modifies any claims presentation requirements or procedures provided
3 by law, including but not limited to the Government Claims Act (Division 3.6 of Title 1 of the Government
4 Code, beginning with section 810).

5 **38. CHANGE OF LEADERSHIP/MANAGEMENT**

6 In the event of any change in the status of SUBRECIPIENT's leadership or management,
7 SUBRECIPIENT shall provide written notice to COUNTY within thirty (30) days from the date of change.
8 Such notification shall include any new leader or manager's name and address. "Leadership or
9 management" shall include any employee, member, or owner of SUBRECIPIENT who either a) directs
10 individuals providing services pursuant to this Agreement, b) exercises control over the manner in which
11 services are provided, or c) has authority over SUBRECIPIENT's finances.

12 **39. ELECTRONIC SIGNATURE**

13 The parties agree that this Agreement may be executed by electronic signature as provided in
14 this section. An "electronic signature" means any symbol or process intended by an individual signing
15 this Agreement to represent their signature, including but not limited to (1) a digital signature; (2) a faxed
16 version of an original handwritten signature; or (3) an electronically scanned and transmitted (for
17 example by PDF document) of a handwritten signature. Each electronic signature affixed or attached to
18 this Agreement (1) is deemed equivalent to a valid original handwritten signature of the person signing
19 this Agreement for all purposes, including but not limited to evidentiary proof in any administrative or
20 judicial proceeding, and (2) has the same force and effect as the valid original handwritten signature of
21 that person. The provisions of this section satisfy the requirements of Civil Code section 1633.5,
22 subdivision (b), in the Uniform Electronic Transaction Act (Civil Code, Division 3, Part 2, Title 2.5,
23 beginning with section 1633.1). Each party using a digital signature represents that it has undertaken
24 and satisfied the requirements of Government Code section 16.5, subdivision (a), paragraphs (1)
25 through (5), and agrees that each other party may rely upon that representation. This Agreement is not
26 conditioned upon the parties conducting the transactions under it by electronic means and either party
27 may sign this Agreement with an original handwritten signature.

28 **40. GOVERNING LAW**

1 Venue for any action arising out of or related to this Agreement shall only be in Fresno County,
2 California. The rights and obligations of the parties and all interpretation and performance of this
3 Agreement shall be governed in all respects by the laws of the State of California.

4 **41. DISPUTES**

5 In the event of any dispute, claim, question, or disagreement arising from or relating to this
6 agreement or the breach thereof, the parties hereto shall use their best efforts to settle the dispute,
7 claim, question, or disagreement. To this effect, they shall consult and negotiate with each other in good
8 faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to
9 both parties. During this time, the parties will continue meeting their contract responsibilities. If the
10 parties do not reach such solution within a period of 60 days, then the parties may take whatever action
11 is available to them by law.

12 **42. SEVERABILITY**

13 If anything in this Agreement is found by a court of competent jurisdiction to be unlawful or
14 otherwise unenforceable, the balance of this Agreement remains in effect, and the parties shall make
15 best efforts to replace the unlawful or unenforceable part of this Agreement with lawful and enforceable
16 terms intended to accomplish the parties' original intent.

17 **43. ENTIRE AGREEMENT**

18 This Agreement constitutes the entire agreement between the SUBRECIPIENT and COUNTY
19 with respect to the subject matter hereof and supersedes all previous Agreement negotiations,
20 proposals, commitments, writings, advertisements, publications, and understanding of any nature
21 whatsoever unless expressly included in this Agreement.

22 ///

23 ///

24 ///

25 ///

26 ///

27 ///

28 ///

1 IN WITNESS WHEREOF, the parties hereto have executed this Agreement between County and
2 Cultural Brokers, Inc. as of the day and year first hereinabove written.

3 **SUBRECIPIENT:**

4 *Fred B. Hunt*

5
6 Print Name: *Fred B. Hunt*

7 Title: *President*
8 Chairman of the Board, or
9 President, or any Vice President

10 *Mark Peterson*

11
12 Print Name: *MARK PETERSON*

13 Title: *SECRETARY*
14 Secretary (of Corporation), or
15 any Assistant Secretary, or
16 Chief Financial Officer, or
17 any Assistant Treasurer

18 Mailing Address:
19 2115 Kern Street, Suite 5
20 Fresno, CA 93721

21 Contact: Margaret Jackson, Executive Director
22 Phone No: (559) 824-4724

23
24 FOR ACCOUNTING USE ONLY:
25 Fund/Subclass: 0001/10000
26 ORG No.: 56107001
27 Account No.: 7870
28

COUNTY OF FRESNO

 Sal Quintero
Sal Quintero, Chairman of the Board of Supervisors
of the County of Fresno

ATTEST:
Bernice E. Seidel
Clerk of the Board of Supervisors
County of Fresno, State of California

By: *Alexandria Victoria*
Deputy

SUMMARY OF SERVICES

ORGANIZATION: Cultural Brokers Services, Inc.
SERVICES: Family Advocacy and Liaison Services
ADDRESS: 2115 Kern Street, Suite 5
Fresno, CA 93721
TELEPHONE: (559) 486-1477
CONTACT: Margaret Jackson, Executive Director
EMAIL: mjackson@culturalbrokerfa.com

A. Project Description

Services are designed to raise awareness of disproportionality and disparities that exist in the child welfare system. Family Advocates:

- Increase the quality of the relationship between Fresno County Department of Social Services (DSS) staff and the families they serve
- Provide brokering, advocacy, and support to families who are involved, or are at risk of involvement with the child welfare system
- Receive referrals from Department staff and coordinate with the DSS Social Worker to jointly respond to reports of potential child abuse
- Provide support and technical assistance to families seeking legal guardianship of related youth within Fresno and the surrounding community
- May offer a variety of services including referral, linkage, information, and technical assistance depending on the needs of the families being served
- Will provide additional support to the family through short term case management services and where appropriate, assist families with identifying relatives for placement of their kin

Advocates may offer a variety of services including referral, linkage, information, and technical assistance depending on the needs of the families being served. Contractor is expected to serve a total of 560 families annually:

- 465 Joint Response (face-to-face contact – 14 days average service time)
- 35 Ongoing Case Management (not to exceed 90 days)
- 60 Kinship/Guardianship

Advocates will also provide Family Finding services to locate permanent placement for youth. They will collaborate with DSS staff, service providers, case managers, and the youth to identify possible family and/or family-like connections that can be used to establish a

support network. Services shall focus on establishing and maintaining permanent connections for foster children with their relatives and extended family members.

B. Contractor Responsibilities

- Contractor will document services, as appropriate, using a computer-based program in addition to other tracking methods.
- Contractor will attend program and contract meetings coordinated by DSS.
- Contractor will complete and submit monthly activity reports in a manner determined by DSS.
- Contractor will obtain DSS written approval before making any capital improvements, or purchases of equipment or fixtures costing more than \$5,000.
- Contractor will obtain DSS written approval prior to any change in service location.
- Contractor agrees existing services funded from other sources are considered in-kind for this agreement.
- Contractor will provide annual Civil Rights training to their staff in the first quarter of every calendar year and will provide requested documents of proof to DSS by April 1 each year of the contract.
- If requested by DSS, contractor will participate in training, staff development, and/or other activities that support the intent and goals of these Family Advocacy and Liaison services.
- Contractor agrees to participate in child and family meetings.
- Contractor agrees to participate in the creation of plans which promote safety, well-being and permanence.
- Contractor will provide written documentation to DSS on services provided to individual families within 14 days of contact.
- Contractor agrees to provide information and assistance with the guardianship process.
- Contractor will respond between 8am to 8pm Monday through Friday.
- Contractor agrees to work with family to grow the child's team which includes but is not limited to family finding.

C. DSS Responsibilities

- Meet with Contractor monthly, or as often as needed, to exchange pertinent information, resolve problems, and work collaboratively to coordinate services.
- To invite the contractor to child and family meetings.

D. Outcomes

| Outcome to be Reported | | Outcome Indicator |
|-------------------------------|---|---|
| Engagement | <ol style="list-style-type: none"> 1. Family Advocate will coordinate with a Social Worker and perform a joint response. 2. Families referred to Contractor for ongoing services will accept services. 3. Participating families will be satisfied with services provided by Contractor. | <ol style="list-style-type: none"> 1. 70% of joint response referrals will be contacted by a case manager. 2. 70% of families who agree to ongoing services will complete a family service advocate plan within 14 days of referral. 3. 60% of families who have received 60-90 days of ongoing services will report improved communication and trust with DSS staff. |
| Intermediate | <ol style="list-style-type: none"> 1. Parents will gain a better understanding of the Child Welfare system. 2. Families will have an increased knowledge and be linked to community resources to strengthen the family's support network. 3. Parents will reunify with their children. | <ol style="list-style-type: none"> 1. 70% of families receiving ongoing services will understand risk factors and behavioral changes needed to reunify. 2. 70% of participants will demonstrate an increase in knowledge of parenting as measured by pre and post surveys. 3. 70% of families receiving a joint response will not enter the Child Welfare system in the following six months. |
| Long Term | <ol style="list-style-type: none"> 1. Families receiving joint response services will not reenter the Child Welfare system. 2. Families will have increased knowledge and utilization of community resources. 3. Family Advocates will provide technical assistance to families seeking guardianship of related youth 4. Family Advocates will provide family finding services to establish permanent placement and/or support network for youth. | <ol style="list-style-type: none"> 1. 75% of families receiving joint response services will not reenter the Child Welfare system within six months of completing services. 2. 75% of families will demonstrate increased knowledge and utilization of community resources and will have identified circles of support as indicated by an agreed-upon assessment tool. 3. 60 families referred for Guardianship/Kinship technical assistance will complete the process |

BUDGET SUMMARY (FY 2023-24)

VENDOR

NAME: Cultural Brokers Inc. Family Advocacy and Liaison Services

| CATEGORY | BUDGET ITEM # | TOTAL |
|--------------------------------|----------------------|------------------|
| Salaries | 0100 | \$375,932 |
| Payroll Taxes | 0150 | \$32,079 |
| Benefits | 0200 | \$75,187 |
| SUBTOTAL: | | \$483,198 |
| SERVICES & SUPPLIES | | |
| Insurance | 0250 | \$10,434 |
| Communications | 0300 | \$5,939 |
| Office Expense | 0350 | \$5,500 |
| Equipment | 0400 | \$8,450 |
| Facilities | 0450 | \$20,000 |
| Travel Costs | 0500 | \$10,000 |
| Program Supplies | 0550 | \$2,750 |
| Consultancy/Subcontracts | 0600 | \$18,000 |
| Fiscal & Audits | 0650 | \$5,300 |
| Training | 0660 | \$10,000 |
| Indirect Costs 4% | 0700 | \$23,183 |
| SUBTOTAL: | | \$119,556 |
| TOTAL EXPENSES: | | \$602,754 |

BUDGET PERSONNEL DETAIL (FY 2023-24)

VENDOR

NAME: Cultural Brokers Inc. Family Advocacy and Liaison Services

SALARIES

| Position | % of Time on Project | Number of Months | Monthly Salary/Hourly Wages | Salary/Wages Funds Requested |
|------------------------------|----------------------|------------------|---------------------------------------|------------------------------|
| Executive Director | .65 | 12 | \$7,500 | \$58,500 |
| Program Supervisor | .50 | 12 | \$5,430 | \$32,580 |
| Case Managers (6) | 6.00 | 12 | 1@\$5,000, 2@\$3,815, 3@\$3,150 | \$264,960 |
| Administrative Support Clerk | .50 | 12 | \$3,315.33 | \$19,892 |
| | | | | |
| | | | | |
| | | | | |
| | | | Total Wages | Salaries/ \$375,932 |

BENEFITS (Health Ins; Life Ins; Retirement; Other benefits)

| <u>Benefit Item (Calculation)</u> | <u>Item Total</u> |
|---|-------------------|
| Health 15% X \$375,932 | \$56,390 |
| Retirement 5% (Employer contribution) X \$375,932 | \$18,797 |
| | \$ |
| | \$ |
| TOTAL SALARIES AND BENEFITS: | \$451,119 |

BUDGET DETAIL (FY 2023-24)**VENDOR NAME:** Cultural Brokers Inc. Family Advocacy and Liaison Services

| BUDGET LINE ITEM | CATEGORY & DESCRIPTION/ CALCULATION | SUBTOTAL | TOTAL |
|------------------|--|--|-----------|
| 0100 | Personnel Salaries Executive Director Program Supervisor Case Managers (6) Admin Support Clerk | \$ 58,500 \$ 32,580 \$264,960 \$ 19,892 | \$375,932 |
| 0150 | Payroll Taxes FICA (7.65%) SUI (7.65 FTE x 6.2% x \$7,000) | \$28,759 \$ 3,320 | \$32,079 |
| 0200 | Benefits (20%) Health - (15% of individual salaries) Retirement - (5% employer contribution of individual salaries) | \$56,390 \$18,797 | \$75,187 |
| 0250 | Insurance Workers Compensation @ .7175 per 100 General Liability and Automobile Property - \$446 | \$2,696 \$6,792 \$946 | \$10,434 |
| 0300 | Communications Telephone - (phone, fax & internet) \$300 p/mnth @ 50% Cell phone staff reimbursement @ \$30.39 p/mnth X 7.65 FTE Web hosting and domain \$112.42 p/mnth | \$1,800 \$2,790 \$1,349 | \$5,939 |
| 0350 | Office Expense Office supplies - @ \$290/mnth Postage - @ \$50 per/mnth @ 50% Print/Copying - 10,000/month x \$0.0108 @ 50% Copier lease – 130 p/mnth @ 50% | \$3,468 \$300 \$648 \$780 | |

| | | | |
|---------------------------|---|--------------------|-----------|
| | Advertising/legal notices - @ \$608 @ 50% | \$304 | \$5,500 |
| 0400 | Equipment Update 4 staff computers: @ \$2,000 x 4 Water | \$8,000 \$450 | \$8,450 |
| 0450 | Facilities Rent, Utilities & Janitorial - \$3,333.33/mnth @ 50% | \$20,000 | \$20,000 |
| 0500 | Travel Costs Staff travel reimbursement – 631.05 miles p/mnth Staff Parking - \$70 p/mnth for 6 stalls | \$4,960 \$5,040 | \$10,000 |
| 0550 | Program Supplies Average \$229.17 for educational materials, meeting materials etc. | \$2,750 | \$2,750 |
| 0600 | Consultants Web maintenance, Application development and updates @ \$1,500 p/mnth | \$12,000 | \$18,000 |
| 0650 | Fiscal & Audits Bookkeeper - \$550/mnth @ 50% Payroll fees - \$333.33 mnth @ 50% | \$3,300 \$2,000 | \$5,300 |
| 0660 | Training Parenting certification for 6 brokers, additional training to support brokers such as, parent effectiveness, trauma etc. | \$10,000 | \$10,000 |
| 0700 | Indirect Costs (4%) | \$23,227 | \$23,183 |
| TOTAL EXPENSES | | \$ | \$602,754 |

BUDGET SUMMARY (FY 2024-25)

VENDOR

NAME: Cultural Brokers Inc. Family Advocacy and Liaison Services

| CATEGORY | BUDGET ITEM # | TOTAL |
|--------------------------------|----------------------|------------------|
| Salaries | 0100 | \$383,446 |
| Payroll Taxes | 0150 | \$32,654 |
| Benefits | 0200 | \$76,689 |
| SUBTOTAL: | | \$492,789 |
| SERVICES & SUPPLIES | | |
| Insurance | 0250 | \$10,489 |
| Communications | 0300 | \$5,939 |
| Office Expense | 0350 | \$5,500 |
| Equipment | 0400 | \$8,450 |
| Facilities | 0450 | \$20,000 |
| Travel Costs | 0500 | \$10,000 |
| Program Supplies | 0550 | \$2,750 |
| Consultancy/Subcontracts | 0600 | \$18,000 |
| Fiscal & Audits | 0650 | \$5,300 |
| Training | 0660 | \$10,000 |
| Indirect Costs 4% | 0700 | \$23,569 |
| SUBTOTAL: | | \$119,997 |
| TOTAL EXPENSES: | | \$612,786 |

BUDGET PERSONNEL DETAIL (FY 2024-25)

VENDOR

NAME: Cultural Brokers Inc. Family Advocacy and Liaison Services

SALARIES

| Position | % of Time on Project | Number of Months | Monthly Salary/Hourly Wages | Salary/Wages Funds Requested |
|------------------------------|----------------------|------------------|---------------------------------------|------------------------------|
| Executive Director | .65 | 12 | \$7,650 | \$59,670 |
| Program Supervisor | .50 | 12 | \$5,539 | \$33,234 |
| Case Managers (6) | 6.00 | 12 | 1@\$5,100, 2@\$3,891, 3@\$3,213 | \$270,252 |
| Administrative Support Clerk | .50 | 12 | \$3,381.64 | \$20,290 |
| | | | | |
| | | | | |
| | | | | |
| | | | Total Wages | Salaries/ \$383,446 |

BENEFITS (Health Ins; Life Ins; Retirement; Other benefits)

| <u>Benefit Item (Calculation)</u> | <u>Item Total</u> |
|---|-------------------|
| Health 15% X \$383,446 | \$57,517 |
| Retirement 5% (Employer contribution) X \$383,446 | \$19,172 |
| | \$ |
| | \$ |
| TOTAL SALARIES AND BENEFITS: | \$460,135 |

BUDGET DETAIL (FY 2024-25)**VENDOR NAME:** Cultural Brokers Inc. Family Advocacy and Liaison Services

| BUDGET LINE ITEM | CATEGORY & DESCRIPTION/ CALCULATION | SUBTOTAL | TOTAL |
|------------------|--|--|-----------|
| 0100 | Personnel Salaries Executive Director Program Supervisor Case Managers (6) Admin Support Clerk | \$ 59,670 \$ 33,234 \$270,252 \$ 20,290 | \$383,446 |
| 0150 | Payroll Taxes FICA (7.65%) SUI (7.65 FTE x 6.2% x \$7,000) | \$29,334 \$ 3,320 | \$32,654 |
| 0200 | Benefits (20%) Health - (15% of individual salaries) Retirement - (5% employer contribution of individual salaries) | \$57,517 \$19,172 | \$76,689 |
| 0250 | Insurance Workers Compensation @ .7175 per 100 General Liability and Automobile Property - \$446 | \$2,751 \$6,792 \$946 | \$10,489 |
| 0300 | Communications Telephone - (phone, fax & internet) \$290 p/mnth @ 50% Cell phone staff reimbursement @ \$30.39 p/mnth X 7.65 FTE Web hosting and domain \$112.42 p/mnth | \$1,800 \$2,790 \$1,349 | \$5,939 |
| 0350 | Office Expense Office supplies - @ \$400/mnth Postage - @ \$50 per/mnth @ 50% Print/Copying - 10,000/month x \$0.0108 @ 50% Copier lease – 130 p/mnth @ 50% | \$4,800 \$300 \$648 \$780 | |

| | | | |
|---------------------------|---|--------------------|-----------|
| | Advertising/legal notices - @ \$608 @ 50% | \$304 | \$5,500 |
| 0400 | Equipment Update 4 staff computers: @ \$2,000 x 4 Water | \$8,000 \$450 | \$8,450 |
| 0450 | Facilities Rent, Utilities & Janitorial - \$3,333.33/mnth @ 50% | \$20,000 | \$20,000 |
| 0500 | Travel Costs Staff travel reimbursement – 631.05 miles p/mnth Staff Parking - \$70 p/mnth for 6 stalls | \$4,960 \$5,040 | \$10,000 |
| 0550 | Program Supplies Average \$229.17 for educational materials, meeting materials etc. | \$2,750 | \$2,750 |
| 0600 | Consultants Web maintenance, Application development and updates @ \$1,500 p/mnth | \$18,000 | \$18,000 |
| 0650 | Fiscal & Audits Bookkeeper - \$550/mnth @ 50% Payroll fees - \$333.33 mnth @ 50% | \$3,300 \$2,000 | \$5,300 |
| 0660 | Training Parenting certification for 6 brokers, additional training to support brokers such as, parent effectiveness, trauma etc. | \$10,000 | \$10,000 |
| 0700 | Indirect Costs (4%) | \$23,569 | \$23,569 |
| TOTAL EXPENSES | | \$ | \$612,786 |

BUDGET SUMMARY (FY 2025-26)

VENDOR

NAME: Cultural Brokers Inc. Family Advocacy and Liaison Services

| CATEGORY | BUDGET ITEM # | TOTAL |
|--------------------------------|----------------------|------------------|
| Salaries | 0100 | \$391,109 |
| Payroll Taxes | 0150 | \$33,240 |
| Benefits | 0200 | \$78,221 |
| SUBTOTAL: | | \$502,570 |
| SERVICES & SUPPLIES | | |
| Insurance | 0250 | \$10,544 |
| Communications | 0300 | \$5,939 |
| Office Expense | 0350 | \$5,500 |
| Equipment | 0400 | \$6,450 |
| Facilities | 0450 | \$20,000 |
| Travel Costs | 0500 | \$10,000 |
| Program Supplies | 0550 | \$2,750 |
| Consultancy/Subcontracts | 0600 | \$18,000 |
| Fiscal & Audits | 0650 | \$5,300 |
| Training | 0660 | \$10,000 |
| Indirect Costs 4% | 0700 | \$23,882 |
| SUBTOTAL: | | \$118,365 |
| TOTAL EXPENSES: | | \$620,935 |

BUDGET PERSONNEL DETAIL (FY 2025-26)

VENDOR

NAME: Cultural Brokers Inc. Family Advocacy and Liaison Services

SALARIES

| Position | % of Time on Project | Number of Months | Monthly Salary/Hourly Wages | Salary/Wages Funds Requested |
|------------------------------|----------------------|------------------|---------------------------------------|------------------------------|
| Executive Director | .65 | 12 | \$7,803 | \$60,863 |
| Program Supervisor | .50 | 12 | \$5,650 | \$33,900 |
| Case Managers (6) | 6.00 | 12 | 1@\$5,202, 2@\$3,969, 3@\$3,277 | \$275,652 |
| Administrative Support Clerk | .50 | 12 | \$3,449 | \$20,694 |
| | | | | |
| | | | | |
| | | | | |
| | | | Total Wages | Salaries/ \$391,109 |

BENEFITS (Health Ins; Life Ins; Retirement; Other benefits)

| <u>Benefit Item (Calculation)</u> | <u>Item Total</u> |
|---|-------------------|
| Health 15% X \$391,109 | \$58,666 |
| Retirement 5% (Employer contribution) X \$391,109 | \$19,555 |
| | \$ |
| | \$ |
| TOTAL SALARIES AND BENEFITS: | \$469,330 |

BUDGET DETAIL (FY 2025-26)**VENDOR NAME:** Cultural Brokers Inc. Family Advocacy and Liaison Services

| BUDGET LINE ITEM | CATEGORY & DESCRIPTION/ CALCULATION | SUBTOTAL | TOTAL |
|------------------|--|--|-----------|
| 0100 | Personnel Salaries Executive Director Program Supervisor Case Managers (6) Admin Support Clerk | \$ 60,864 \$ 33,900 \$275,652 \$ 20,694 | \$391,109 |
| 0150 | Payroll Taxes FICA (7.65%) SUI (7.65 FTE x 6.2% x \$7,000) | \$29,920 \$ 3,320 | \$33,240 |
| 0200 | Benefits (20%) Health - (15% of individual salaries) Retirement - (5% employer contribution of individual salaries) | \$58,666 \$19,555 | \$78,221 |
| 0250 | Insurance Workers Compensation @ .7175 per 100 General Liability and Automobile Property - \$446 | \$2,806 \$6,792 \$946 | \$10,544 |
| 0300 | Communications Telephone - (phone, fax & internet) \$300 p/mnth @ 50% Cell phone staff reimbursement @ \$30.39 p/mnth X 7.65 FTE Web hosting and domain \$112.42 p/mnth | \$1,800 \$2,790 \$1,349 | \$5,939 |
| 0350 | Office Expense Office supplies - @ \$290/mnth Postage - @ \$50 per/mnth @ 50% Print/Copying - 10,000/month x \$0.0108 @ 50% Copier lease – 130 p/mnth @ 50% | \$3,468 \$300 \$648 \$780 | |

| | | | |
|-----------------------|---|----------|-----------|
| | Advertising/legal notices - @ \$608 @ 50% | \$304 | \$5,500 |
| 0400 | Equipment Update small office equipment calculators, printers, monitors etc. | \$6,000 | \$6,450 |
| 0450 | Water | \$450 | |
| | Facilities Rent, Utilities & Janitorial - \$3,333.33/mnth @ 50% | \$20,000 | \$20,000 |
| 0500 | Travel Costs Staff travel reimbursement – 631.05 miles p/mnth | \$4,960 | |
| | Staff Parking - \$70 p/mnth for 6 stalls | \$5,040 | \$10,000 |
| 0550 | Program Supplies Average \$229.17 for educational materials, meeting materials etc. | \$2,750 | \$2,750 |
| 0600 | Consultants Web maintenance, Application development and updates @ \$1,500 p/mnth | \$18,000 | \$18,000 |
| 0650 | Fiscal & Audits Bookkeeper - \$550/mnth @ 50% | \$3,300 | |
| | Payroll fees - \$333.33 mnth @ 50% | \$2,000 | \$5,300 |
| 0660 | Training Parenting certification for 6 brokers, additional training to support brokers such as, parent effectiveness, trauma etc. | \$10,000 | \$10,000 |
| 0700 | Indirect Costs (4%) | \$24,025 | \$23,882 |
| TOTAL EXPENSES | | \$ | \$620,935 |

BUDGET SUMMARY (FY 2026-27)

VENDOR

NAME: Cultural Brokers Inc. Family Advocacy and Liaison Services

| CATEGORY | BUDGET ITEM # | TOTAL |
|--------------------------------|----------------------|--------------|
| Salaries | 0100 | \$398,938 |
| Payroll Taxes | 0150 | \$33,839 |
| Benefits | 0200 | \$79,788 |
| SUBTOTAL: | | \$512,565 |
| SERVICES & SUPPLIES | | |
| Insurance | 0250 | \$10,600 |
| Communications | 0300 | \$5,939 |
| Office Expense | 0350 | \$5,500 |
| Equipment | 0400 | \$6,450 |
| Facilities | 0450 | \$20,000 |
| Travel Costs | 0500 | \$10,000 |
| Program Supplies | 0550 | \$2,750 |
| Consultancy/Subcontracts | 0600 | \$18,000 |
| Fiscal & Audits | 0650 | \$5,300 |
| Training | 0660 | \$10,000 |
| Indirect Costs 4% | 0700 | \$24,284 |
| SUBTOTAL: | | \$118,823 |
| TOTAL EXPENSES: | | \$631,388 |

BUDGET PERSONNEL DETAIL (FY 2026-27)

VENDOR

NAME: Cultural Brokers Inc. Family Advocacy and Liaison Services

SALARIES

| Position | % of Time on Project | Number of Months | Monthly Salary/Hourly Wages | Salary/Wages Funds Requested |
|------------------------------|----------------------|------------------|---------------------------------------|------------------------------|
| Executive Director | .65 | 12 | \$7,959 | \$62,080 |
| Program Supervisor | .50 | 12 | \$5,763 | \$34,578 |
| Case Managers (6) | 6.00 | 12 | 1@\$5,306, 2@\$4,048, 3@\$3,343 | \$281,172 |
| Administrative Support Clerk | .50 | 12 | \$3,518 | \$21,108 |
| | | | | |
| | | | | |
| | | | | |
| | | | Total Wages | Salaries/ \$398,938 |

BENEFITS (Health Ins; Life Ins; Retirement; Other benefits)

| <u>Benefit Item (Calculation)</u> | <u>Item Total</u> |
|---|-------------------|
| Health 15% X \$398,938 | \$59,841 |
| Retirement 5% (Employer contribution) X \$398,938 | \$19,947 |
| | \$ |
| | \$ |
| TOTAL SALARIES AND BENEFITS: | \$478,726 |

BUDGET DETAIL (FY 2026-27)**VENDOR NAME:** Cultural Brokers Inc. Family Advocacy and Liaison Services

| BUDGET LINE ITEM | CATEGORY & DESCRIPTION/ CALCULATION | SUBTOTAL | TOTAL |
|------------------|--|---|-----------|
| 0100 | Personnel Salaries Executive Director Program Supervisor Case Managers (6) Admin Support Clerk | \$ 62,080 \$ 34,578 \$281,172 \$21,108 | \$398,938 |
| 0150 | Payroll Taxes FICA (7.65%) SUI (7.65 FTE x 6.2% x \$7,000) | \$30,519 \$ 3,320 | \$33,839 |
| 0200 | Benefits (20%) Health - (15% of individual salaries) Retirement - (5% employer contribution of individual salaries) | \$59,841 \$19,947 | \$79,788 |
| 0250 | Insurance Workers Compensation @ .7175 per 100 General Liability and Automobile Property - \$446 | \$2,862 \$6,792 \$946 | \$10,600 |
| 0300 | Communications Telephone - (phone, fax & internet) \$300 p/mnth @ 50% Cell phone staff reimbursement @ \$30.39 p/mnth X 7.65 FTE Web hosting and domain \$112.42 p/mnth | \$1,800 \$2,790 \$1,349 | \$5,939 |
| 0350 | Office Expense Office supplies - @ \$290/mnth Postage - @ \$50 per/mnth @ 50% Print/Copying - 10,000/month x \$0.0108 @ 50% Copier lease – 130 p/mnth @ 50% | \$3,468 \$300 \$648 \$780 | |

| | | | |
|-----------------------|---|----------|-----------|
| | Advertising/legal notices - @ \$608 @ 50% | \$304 | \$5,500 |
| 0400 | Equipment Update small office equipment calculators, printers, monitors etc. | \$6,000 | \$6,450 |
| 0450 | Water | \$450 | |
| | Facilities Rent, Utilities & Janitorial - \$3,333.33/mnth @ 50% | \$20,000 | \$20,000 |
| 0500 | Travel Costs Staff travel reimbursement – 631.05 miles p/mnth | \$4,960 | |
| | Staff Parking - \$70 p/mnth for 6 stalls | \$5,040 | \$10,000 |
| 0550 | Program Supplies Average \$229.17 for educational materials, meeting materials etc. | \$2,750 | \$2,750 |
| 0600 | Consultants Web maintenance, Application development and updates @ \$1,500 p/mnth | \$18,000 | \$18,000 |
| 0650 | Fiscal & Audits Bookkeeper - \$550/mnth @ 50% | \$3,300 | |
| | Payroll fees - \$333.33 mnth @ 50% | \$2,000 | \$5,300 |
| 0660 | Training Parenting certification for 6 brokers, additional training to support brokers such as, parent effectiveness, trauma etc. | \$10,000 | \$10,000 |
| 0700 | Indirect Costs (4%) | \$24,436 | \$24,284 |
| TOTAL EXPENSES | | \$ | \$631,388 |

BUDGET SUMMARY (FY 2027-28)

VENDOR

NAME: Cultural Brokers Inc. Family Advocacy and Liaison Services

| CATEGORY | BUDGET ITEM # | TOTAL |
|--------------------------------|----------------------|--------------|
| Salaries | 0100 | \$406,916 |
| Payroll Taxes | 0150 | \$34,449 |
| Benefits | 0200 | \$81,383 |
| SUBTOTAL: | | \$522,748 |
| SERVICES & SUPPLIES | | |
| Insurance | 0250 | \$10,662 |
| Communications | 0300 | \$5,939 |
| Office Expense | 0350 | \$5,500 |
| Equipment | 0400 | \$6,450 |
| Facilities | 0450 | \$20,000 |
| Travel Costs | 0500 | \$10,000 |
| Program Supplies | 0550 | \$2,750 |
| Consultancy/Subcontracts | 0600 | \$18,000 |
| Fiscal & Audits | 0650 | \$5,300 |
| Training | 0660 | \$10,000 |
| Indirect Costs 4% | 0700 | \$24,722 |
| SUBTOTAL: | | \$119,323 |
| TOTAL EXPENSES: | | \$641,801 |

BUDGET PERSONNEL DETAIL (FY 2027-28)

VENDOR

NAME: Cultural Brokers Inc. Family Advocacy and Liaison Services

SALARIES

| Position | % of Time on Project | Number of Months | Monthly Salary/Hourly Wages | Salary/Wages Funds Requested |
|------------------------------|----------------------|------------------|---------------------------------------|------------------------------|
| Executive Director | .65 | 12 | \$8,118 | \$63,320 |
| Program Supervisor | .50 | 12 | \$5,878 | \$35,268 |
| Case Managers (6) | 6.00 | 12 | 1@\$5,412, 2@\$4,129, 3@\$3,410 | \$286,800 |
| Administrative Support Clerk | .50 | 12 | \$3,588 | \$21,528 |
| | | | | |
| | | | | |
| | | | | |
| | | | Total Wages | Salaries/ \$406,916 |

BENEFITS (Health Ins; Life Ins; Retirement; Other benefits)

| <u>Benefit Item (Calculation)</u> | <u>Item Total</u> |
|---|-------------------|
| Health 15% X \$406,916 | \$61,037 |
| Retirement 5% (Employer contribution) X \$406,916 | \$20,346 |
| | \$ |
| | \$ |
| TOTAL SALARIES AND BENEFITS: | \$488,300 |

BUDGET DETAIL (FY 2027-28)**VENDOR NAME:** Cultural Brokers Inc. Family Advocacy and Liaison Services

| BUDGET LINE ITEM | CATEGORY & DESCRIPTION/ CALCULATION | SUBTOTAL | TOTAL |
|------------------|--|---|-----------|
| 0100 | Personnel Salaries Executive Director Program Supervisor Case Managers (6) Admin Support Clerk | \$ 63,320 \$ 35,268 \$286,800 \$21,528 | \$406,916 |
| 0150 | Payroll Taxes FICA (7.65%) SUI (7.65 FTE x 6.2% x \$7,000) | \$31,129 \$ 3,320 | \$34,449 |
| 0200 | Benefits (20%) Health - (15% of individual salaries) Retirement - (5% employer contribution of individual salaries) | \$61,119 \$20,373 | \$81,492 |
| 0250 | Insurance Workers Compensation @ .7175 per 100 General Liability and Automobile Property - \$446 | \$2,924 \$6,792 \$946 | \$10,662 |
| 0300 | Communications Telephone - (phone, fax & internet) \$300 p/mnth @ 50% Cell phone staff reimbursement @ \$30.39 p/mnth X 7.65 FTE Web hosting and domain \$112.42 p/mnth | \$1,800 \$2,790 \$1,349 | \$5,939 |
| 0350 | Office Expense Office supplies - @ \$290/mnth Postage - @ \$50 per/mnth @ 50% Print/Copying - 10,000/month x \$0.0108 @ 50% Copier lease – 130 p/mnth @ 50% | \$3,468 \$300 \$648 \$780 | |

| | | | |
|-----------------------|---|----------|-----------|
| | Advertising/legal notices - @ \$608 @ 50% | \$304 | \$5,500 |
| 0400 | Equipment Update small office equipment calculators, printers, monitors etc. | \$6,000 | \$6,450 |
| 0450 | Water | \$450 | |
| | Facilities Rent, Utilities & Janitorial - \$3,333.33/mnth @ 50% | \$20,000 | \$20,000 |
| 0500 | Travel Costs Staff travel reimbursement – 631.05 miles p/mnth | \$4,960 | |
| | Staff Parking - \$70 p/mnth for 6 stalls | \$5,040 | \$10,000 |
| 0550 | Program Supplies Average \$229.17 for educational materials, meeting materials etc. | \$2,750 | \$2,750 |
| 0600 | Consultants Web maintenance, Application development and updates @ \$1,500 p/mnth | \$14,000 | \$18,000 |
| 0650 | Fiscal & Audits Bookkeeper - \$550/mnth @ 50% | \$3,300 | |
| | Payroll fees - \$333.33 mnth @ 50% | \$2,000 | \$5,300 |
| 0660 | Training Parenting certification for 6 brokers, additional training to support brokers such as, parent effectiveness, trauma etc. | \$10,000 | \$10,000 |
| 0700 | Indirect Costs (4%) | \$24,436 | \$24,722 |
| TOTAL EXPENSES | | \$ | \$641,801 |

SELF-DEALING TRANSACTION DISCLOSURE FORM

In order to conduct business with the County of Fresno (hereinafter referred to as "County"), members of a contractor's board of directors (hereinafter referred to as "County Contractor"), must disclose any self-dealing transactions that they are a party to while providing goods, performing services, or both for the County. A self-dealing transaction is defined below:

"A self-dealing transaction means a transaction to which the corporation is a party and in which one or more of its directors has a material financial interest"

The definition above will be utilized for purposes of completing this disclosure form.

INSTRUCTIONS

- (1) Enter board member's name, job title (if applicable), and date this disclosure is being made.
- (2) Enter the board member's company/agency name and address.
- (3) Describe in detail the nature of the self-dealing transaction that is being disclosed to the County. At a minimum, include a description of the following:
 - a. The name of the agency/company with which the corporation has the transaction; and
 - b. The nature of the material financial interest in the Corporation's transaction that the board member has.
- (4) Describe in detail why the self-dealing transaction is appropriate based on applicable provisions of the Corporations Code.
- (5) Form must be signed by the board member that is involved in the self-dealing transaction described in Sections (3) and (4).

| | | | |
|---|--|--------------|--|
| (1) Company Board Member Information: | | | |
| Name: | | Date: | |
| Job Title: | | | |
| (2) Company/Agency Name and Address: | | | |
| | | | |
| (3) Disclosure (Please describe the nature of the self-dealing transaction you are a party to): | | | |
| | | | |
| (4) Explain why this self-dealing transaction is consistent with the requirements of Corporations Code 5233 (a): | | | |
| | | | |
| (5) Authorized Signature | | | |
| Signature: | | Date: | |

NOTICE OF CHILD ABUSE REPORTING LAW

The undersigned hereby acknowledges that Penal Code section 11166 and the contractual obligations between County of Fresno (COUNTY) and **CULTURAL BROKERS, INC.** (PROVIDER) related to provision of **Family Advocacy and Liaison services** for COUNTY's dependent children, requires that the undersigned report all known or suspected child abuse or neglect to one or more of the agencies set forth in Penal Code (P.C.) section (§) 11165.9.

For purposes of the undersigned's child abuse reporting requirements, "child abuse or neglect" includes physical injury inflicted by other than accidental means upon a child by another person, sexual abuse as defined in P.C. §11165.1, neglect as defined in P.C. §11165.2, willful cruelty or unjustifiable punishment as defined in P.C. §11165.3, and unlawful corporal punishment or injury as defined in P.C. §11165.4.

A child abuse report shall be made whenever the undersigned, in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes a child whom the undersigned knows or reasonably suspects has been the victim of child abuse or neglect. (P.C §11166.) The child abuse report shall be made to any police department or sheriff's department (not including a school district police or security department), or to any county welfare department, including Fresno County Department of Social Services' 24 Hour CARELINE. (See PC §11165.9.)

For purposes of child abuse reporting, a "reasonable suspicion" means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on his or her training and experience, to suspect child abuse or neglect. The pregnancy of a child does not, in and of itself, constitute a basis for reasonable suspicion of sexual abuse. (P.C. §11166(a)(1).)

Substantial penalties may be imposed for failure to comply with these child abuse reporting requirements.

Further information and a copy of the law may be obtained from the department head or designee.

I have read and understand the above statement and agree to comply with the child abuse reporting requirements.

SIGNATURE

DATE