

AGREEMENT

THIS AGREEMENT ("Agreement") is made and entered into this 16th day of November, 2021, by and between the COUNTY OF FRESNO, a political subdivision of the State of California ("COUNTY"), and Focus Forward, a 501c3 non-profit corporation, whose address is 3333 E. American Avenue, Suite B, Fresno, California, 93725 ("CONTRACTOR").

WITNESSETH:

WHEREAS, COUNTY is in need of planned reentry programming, and community and family support services for Probation-involved youth and their families, to include the provision of a validated evidence-based parenting program; and

WHEREAS, COUNTY issued Request for Proposal Number 22-002 on July 28, 2021, and Addendum Number One on August 11, 2021 (collectively, "COUNTY's RFP"), which solicited proposals from eligible, qualified vendors to provide the aforementioned services; and

WHEREAS, CONTRACTOR responded to such RFP, and represents that it is willing and able to provide the services to COUNTY, as provided herein.

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

1. **OBLIGATIONS OF THE CONTRACTOR**

A. CONTRACTOR shall provide in-custody and post-release planned reentry programming services to youth at the Juvenile Justice Campus ("JJC"), and family members of such youth, as well as community and family support services to Probation-involved youth and their families; families, as defined herein, will include parents, guardians, siblings, foster parents, and any other designated caregivers, either in the home or in an out-of-home placement. These services will be provided at the JJC, as well as at off-site locations, including CONTRACTOR's facility, community locations, and at the homes of youth and their families.

B. CONTRACTOR shall provide a JJC component, a Juvenile Services Division Component, and a validated evidence-based parenting program to strengthen family relationships and

1 facilitate family reunification. The parenting program shall include classes that bring youth and their
2 parents together each week initially, and then as needed, to work on and improve their relationships.

3 C. CONTRACTOR shall provide semi-annual reports that measure and provide
4 achievable annual targets for improvement in the following areas, but not limited to: recidivism reduction,
5 accomplishment of treatment goals, educational progress and credit attainment, vocational or other
6 types of skill training, and level of family engagement/involvement. The reports shall include participant-
7 specific data including, but not limited to, the following: age, gender, race/ethnicity, criminal history,
8 educational history, incarceration history, employment history, substance abuse history, family/living
9 arrangement history, social and personal history, post-release recidivism, post release employment, and
10 post release housing that enables the Fresno County Probation Department to demonstrate progress
11 towards achieving the identified measures and targets, and allow for program adjustments where data
12 identifies areas needed for improvement.

13 D. CONTRACTOR shall provide at least 4.0 full time equivalent (FTE) Social
14 Workers possessing a minimum of a Bachelor of Arts/Science Degree in Social Work or closely related
15 field, and at least 2.5 FTE Family Support staff, possessing a minimum education of a High School
16 Diploma or equivalent, to provide supportive services to families of youth.

17 E. All CONTRACTOR'S staff providing services under this Agreement must undergo
18 and pass a criminal history background check conducted by COUNTY's Probation Department at no
19 cost to CONTRACTOR.

20 F. Each of CONTRACTOR's staff entering the JJC facilities shall provide proof of a
21 negative skin test for tuberculosis (TB) within the past six (6) months, or, for positive Purified Protein
22 Derivative (PPD) reactors, initial assessment and yearly assessment for signs and symptoms of disease.
23 CONTRACTOR's staff will be required to comply with the most current California Department of Public
24 Health (CDPH) and California Division of Occupational Safety and Health (Cal/OSHA) COVID-19
25 guidelines, including guidelines specific to correctional facilities. CONTRACTOR will provide COUNTY with
26 written a statement that their employees have either provided proof of COVID-19 vaccination or proof of
27 weekly testing (with negative results) and that CONTRACTOR's employees pass clearance.

1 CONTRACTOR is obligated to comply with any future updated or amended COVID-19 guidelines from
2 CDPH and Cal/OSHA.

3 G. CONTRACTOR shall comply with all Prison Rape Elimination Act (PREA) (42
4 U.S.C. § 15601 et seq.) standards for juvenile correctional facilities. Pursuant to federal regulations (28
5 CFR §115.332), the Probation Department shall provide training to CONTRACTOR's personnel
6 regarding their responsibilities under the Department's sexual abuse and sexual harassment prevention,
7 detection, and response policies and procedures at no cost to CONTRACTOR.

8 H. CONTRACTOR shall advise its staff of the possibility that a hostage taking
9 incident could occur at any time at the JJC, and shall advise its staff of the JJC "No Hostage" policy
10 (attached as Exhibit A, and incorporated by this reference), which generally means that there will be no
11 bargaining for the release of hostages in exchange for the release of incarcerated youth.

12 I. Additionally, without limiting the generality of the foregoing provisions of this
13 Agreement, CONTRACTOR shall fulfill all responsibilities described in the Scope of Services, attached as
14 Exhibit B, and incorporated by this reference.

15 2. OBLIGATIONS OF THE COUNTY

16 A. COUNTY's Probation Department shall conduct background checks on all
17 personnel which CONTRACTOR will assign to work in planned reentry, community, and family support
18 services. The background check will be conducted at the Probation Department's expense. The
19 Probation Department shall immediately notify CONTRACTOR if an employee of CONTRACTOR is
20 found to be unacceptable for admission into the JJC.

21 B. COUNTY shall compensate CONTRACTOR in accordance with Section 5,
22 "COMPENSATION/INVOICING," of this Agreement.

23 C. COUNTY's Chief Probation Officer, or his or her designee, shall designate and
24 provide office space, approximately 143 square feet in size, at JJC Building No. 701, approximately 203
25 square feet in size, at JJC Building No. 703, and approximately 335 square feet in size, at JJC Building
26 704, as well as supplies and equipment, including desk phones, computers, monitors, and access to fax
27 machines, copiers, and sanitation stations in such office space, all in such amounts or numbers as
28 determined by the COUNTY's Chief Probation Officer, or his or her designee, for CONTRACTOR to

1 utilize under the terms and conditions of this Agreement, at no charge to CONTRACTOR for such use of
2 space, including such office supplies and office equipment in such office space. Such supplies and
3 equipment shall remain at the JJC and shall not be used by CONTRACTOR for its provision of services
4 off-site from the JJC. COUNTY shall have the right to enter such office space at all times, it being
5 understood that CONTRACTOR may not control or exclusively possess such office space.

6 3. TERM

7 The term of this Agreement shall be for a period of three (3) years, commencing on December 1,
8 2021 through and including November 30, 2024. This Agreement may be extended for two (2) additional
9 consecutive twelve (12) month periods upon written approval of both parties no later than thirty (30) days
10 prior to the first day of the next twelve (12) month extension period. The Chief Probation Officer or his or
11 her designee is authorized to execute such written approval on behalf of COUNTY based on
12 CONTRACTOR'S satisfactory performance.

13 4. TERMINATION

14 A. Non-Allocation of Funds - The terms of this Agreement, and the services to be
15 provided hereunder, are contingent on the approval of funds by the appropriating government agency.
16 Should sufficient funds not be allocated, the services provided may be modified, or this Agreement
17 terminated, at any time by giving the CONTRACTOR thirty (30) days advance written notice.

18 B. Breach of Contract - The COUNTY may immediately suspend or terminate this
19 Agreement in whole or in part, where in the determination of the COUNTY there is:

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

24 In no event shall any payment by the COUNTY constitute a waiver by the COUNTY of any breach
25 of this Agreement or any default which may then exist on the part of the CONTRACTOR. Neither shall such
26 payment impair or prejudice any remedy available to the COUNTY with respect to the breach or default.
27 The COUNTY shall have the right to demand of the CONTRACTOR the repayment to the COUNTY of any
28 funds disbursed to the CONTRACTOR under this Agreement, which in the judgment of the COUNTY were

1 not expended in accordance with the terms of this Agreement. The CONTRACTOR shall promptly refund
2 any such funds upon demand.

3 C. Without Cause - Under circumstances other than those set forth above, this
4 Agreement may be terminated by COUNTY, without cause, and in any event without penalty to COUNTY,
5 upon the giving of thirty (30) days advance written notice of an intention to terminate to CONTRACTOR.

6 5. COMPENSATION/INVOICING: COUNTY agrees to pay CONTRACTOR and
7 CONTRACTOR agrees to receive compensation in the form of reimbursement of the cost of services
8 performed or expenses incurred by CONTRACTOR, in accordance with the line-item program budget for
9 each year, as set forth in Exhibit C, attached and incorporated by this reference. The line item in each
10 year's program budget concerning "Prorated rent and utilities for Community Site - meet youth and
11 families in the community" means rented space in facilities that are off-site from the JJC.

12 CONTRACTOR shall submit monthly invoices for actual program expenses incurred in triplicate to the
13 County of Fresno Probation Department, either by mail to the Business Office, 3333 E. American
14 Avenue, Suite B, Fresno, CA 93725, or electronically to: ProbationInvoices@co.fresno.ca.us.

15 Under no circumstances shall compensation paid for services performed under this Agreement
16 exceed Five Hundred Twenty-Two Thousand, Three Hundred Twelve Dollars (\$522,312) annually during
17 the term of this Agreement. In no event shall compensation paid for services performed under this
18 Agreement exceed Two Million, Six Hundred Eleven Thousand, Five Hundred Sixty Dollars (\$2,611,560)
19 during the total possible five-year term of this Agreement. It is understood that all expenses incidental to
20 CONTRACTOR'S performance of services under this Agreement shall be borne by CONTRACTOR.

21 Payments by COUNTY shall be in arrears, for services provided during the preceding month, within
22 forty-five (45) days after receipt and verification of CONTRACTOR'S invoices by COUNTY'S Probation
23 Department.

24 6. INDEPENDENT CONTRACTOR: In performance of the work, duties and obligations
25 assumed by CONTRACTOR under this Agreement, it is mutually understood and agreed that
26 CONTRACTOR, including any and all of the CONTRACTOR'S officers, agents, and employees will at all
27 times be acting and performing as an independent contractor, and shall act in an independent capacity and
28 not as an officer, agent, servant, employee, joint venturer, partner, or associate of the COUNTY.

1 Furthermore, COUNTY shall have no right to control or supervise or direct the manner or method by which
2 CONTRACTOR shall perform its work and function. However, COUNTY shall retain the right to administer
3 this Agreement so as to verify that CONTRACTOR is performing its obligations in accordance with the
4 terms and conditions thereof.

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

7 Because of its status as an independent contractor, CONTRACTOR shall have absolutely no right
8 to employment rights and benefits available to COUNTY employees. CONTRACTOR shall be solely liable
9 and responsible for providing to, or on behalf of, its employees all legally-required employee benefits. In
10 addition, CONTRACTOR shall be solely responsible and save COUNTY harmless from all matters relating
11 to payment of CONTRACTOR'S employees, including compliance with Social Security withholding and all
12 other regulations governing such matters. It is acknowledged that during the term of this Agreement,
13 CONTRACTOR may be providing services to others unrelated to the COUNTY or to this Agreement.

14 7. MODIFICATION: Any matters of this Agreement may be modified from time to time by the
15 written consent of all the parties without, in any way, affecting the remainder.

16 8. NON-ASSIGNMENT: Neither party shall assign, transfer or sub-contract this Agreement
17 nor their rights or duties under this Agreement without the prior written consent of the other party.

18 9. HOLD HARMLESS: CONTRACTOR agrees to indemnify, save, hold harmless, and at
19 COUNTY'S request, defend the COUNTY, its officers, agents, and employees from any and all costs and
20 expenses (including attorney's fees and costs), damages, liabilities, claims, and losses occurring or
21 resulting to COUNTY in connection with the performance, or failure to perform, by CONTRACTOR, its
22 officers, agents, or employees under this Agreement, and from any and all costs and expenses (including
23 attorney's fees and costs), damages, liabilities, claims, and losses occurring or resulting to any person, firm,
24 or corporation who may be injured or damaged by the performance, or failure to perform, of
25 CONTRACTOR, its officers, agents, or employees under this Agreement.

26 The provisions of this Section 9 shall survive termination of this Agreement.

27 10. INSURANCE

28 Without limiting the COUNTY's right to obtain indemnification from CONTRACTOR or any third

1 parties, CONTRACTOR, at its sole expense, shall maintain in full force and effect, the following insurance
2 policies or a program of self-insurance, including but not limited to, an insurance pooling arrangement or
3 Joint Powers Agreement (JPA) throughout the term of the Agreement:

4 A. Commercial General Liability

5 Commercial General Liability Insurance with limits of not less than Two Million Dollars
6 (\$2,000,000.00) per occurrence and an annual aggregate of Four Million Dollars (\$4,000,000.00). This
7 policy shall be issued on a per occurrence basis. COUNTY may require specific coverages including
8 completed operations, products liability, contractual liability, Explosion-Collapse-Underground, fire legal
9 liability or any other liability insurance deemed necessary because of the nature of this contract.

10 B. Automobile Liability

11 Comprehensive Automobile Liability Insurance with limits of not less than One Million Dollars
12 (\$1,000,000.00) per accident for bodily injury and for property damages. Coverage should include any auto
13 used in connection with this Agreement.

14 C. Professional Liability

15 If CONTRACTOR employs licensed professional staff, (e.g., Ph.D., R.N., L.C.S.W., M.F.C.C.) in
16 providing services, Professional Liability Insurance with limits of not less than One Million Dollars
17 (\$1,000,000.00) per occurrence, Three Million Dollars (\$3,000,000.00) annual aggregate. CONTRACTOR
18 agrees that it shall maintain, at its sole expense, in full force and effect for a period of three (3) years
19 following the termination of this Agreement, one or more policies of professional liability insurance with
20 limits of coverage as specified herein.

21 D. Worker's Compensation

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

24 E. Molestation

25 Sexual abuse / molestation liability insurance with limits of not less than One Million Dollars
26 (\$1,000,000.00) per occurrence, Two Million Dollars (\$2,000,000.00) annual aggregate. This policy shall be
27 issued on a per occurrence basis.

28 Additional Requirements Relating to Insurance

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

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

13 Within Thirty (30) days from the date CONTRACTOR signs and executes this Agreement,
14 CONTRACTOR shall provide certificates of insurance and endorsement as stated above for all of the
15 foregoing policies, as required herein, to the County of Fresno, Probation Administrative Division Director,
16 Samantha Buck, 3333 E. American Ave, Suite B, Fresno, CA 93725, stating that such insurance coverage
17 have been obtained and are in full force; that the County of Fresno, its officers, agents and employees will
18 not be responsible for any premiums on the policies; that for such worker's compensation insurance the
19 CONTRACTOR has waived its right to recover from the COUNTY, its officers, agents, and employees any
20 amounts paid under the insurance policy and that waiver does not invalidate the insurance policy; that such
21 Commercial General Liability insurance names the County of Fresno, its officers, agents and employees,
22 individually and collectively, as additional insured, but only insofar as the operations under this Agreement
23 are concerned; that such coverage for additional insured shall apply as primary insurance and any other
24 insurance, or self-insurance, maintained by COUNTY, its officers, agents and employees, shall be excess
25 only and not contributing with insurance provided under CONTRACTOR's policies herein; and that this
26 insurance shall not be cancelled or changed without a minimum of thirty (30) days advance, written notice
27 given to COUNTY.

28 In the event CONTRACTOR fails to keep in effect at all times insurance coverage as herein

1 provided, the COUNTY may, in addition to other remedies it may have, suspend or terminate this
2 Agreement upon the occurrence of such event.

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

6 11. AUDITS AND INSPECTIONS: The CONTRACTOR shall at any time during business
7 hours, and as often as the COUNTY may deem necessary, make available to the COUNTY for examination
8 all of its records and data with respect to the matters covered by this Agreement. The CONTRACTOR
9 shall, upon request by the COUNTY, permit the COUNTY to audit and inspect all of such records and data
10 necessary to ensure CONTRACTOR'S compliance with the terms of this Agreement.

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

14 12. NOTICES: The persons and their addresses having authority to give and receive notices
15 under this Agreement include the following:

<u>COUNTY</u>	<u>CONTRACTOR</u>
COUNTY OF FRESNO	FOCUS FORWARD
Chief Probation Officer	Chief Executive Officer
3333 E. American Ave., Suite B	3333 E. American Avenue, Suite B,
Fresno, CA 93725	Fresno, California, 93725

19 All notices between the COUNTY and CONTRACTOR provided for or permitted under this
20 Agreement must be in writing and delivered either by personal service, by first-class United States mail, by
21 an overnight commercial courier service, or by telephonic facsimile transmission. A notice delivered by
22 personal service is effective upon service to the recipient. A notice delivered by first-class United States
23 mail is effective three COUNTY business days after deposit in the United States mail, postage prepaid,
24 addressed to the recipient. A notice delivered by an overnight commercial courier service is effective one
25 COUNTY business day after deposit with the overnight commercial courier service, delivery fees prepaid,
26 with delivery instructions given for next day delivery, addressed to the recipient. A notice delivered by
27 telephonic facsimile is effective when transmission to the recipient is completed (but, if such transmission is
28 completed outside of COUNTY business hours, then such delivery shall be deemed to be effective at the

1 next beginning of a COUNTY business day), provided that the sender maintains a machine record of the
2 completed transmission. For all claims arising out of or related to this Agreement, nothing in this section
3 establishes, waives, or modifies any claims presentation requirements or procedures provided by law,
4 including but not limited to the Government Claims Act (Division 3.6 of Title 1 of the Government Code,
5 beginning with section 810).

6 13. GOVERNING LAW: Venue for any action arising out of or related to this Agreement shall
7 only be in Fresno County, California.

8 The rights and obligations of the parties and all interpretation and performance of this Agreement
9 shall be governed in all respects by the laws of the State of California.

10 14. DISCLOSURE OF SELF-DEALING TRANSACTIONS

11 This provision is only applicable if the CONTRACTOR is operating as a corporation (a for-profit
12 or non-profit corporation) or if during the term of the agreement, the CONTRACTOR changes its status
13 to operate as a corporation.

14 Members of the CONTRACTOR's Board of Directors shall disclose any self-dealing transactions
15 that they are a party to while CONTRACTOR is providing goods or performing services under this
16 agreement. A self-dealing transaction shall mean a transaction to which the CONTRACTOR is a party
17 and in which one or more of its directors has a material financial interest. Members of the Board of
18 Directors shall disclose any self-dealing transactions that they are a party to by completing and signing a
19 Self-Dealing Transaction Disclosure Form, attached hereto as Exhibit D and incorporated herein by
20 reference, and submitting it to the COUNTY prior to commencing with the self-dealing transaction or
21 immediately thereafter.

22 15. ELECTRONIC SIGNATURE: The parties agree that this Agreement may be executed by
23 electronic signature as provided in this section. An "electronic signature" means any symbol or process
24 intended by an individual signing this Agreement to represent their signature, including but not limited to (1)
25 a digital signature; (2) a faxed version of an original handwritten signature; or (3) an electronically scanned
26 and transmitted (for example by PDF document) of a handwritten signature. Each electronic signature
27 affixed or attached to this Agreement (1) is deemed equivalent to a valid original handwritten signature of
28 the person signing this Agreement for all purposes, including but not limited to evidentiary proof in any

1 administrative or judicial proceeding, and (2) has the same force and effect as the valid original handwritten
2 signature of that person. The provisions of this section satisfy the requirements of Civil Code section
3 1633.5, subdivision (b), in the Uniform Electronic Transaction Act (Civil Code, Division 3, Part 2, Title 2.5,
4 beginning with section 1633.1). Each party using a digital signature represents that it has undertaken and
5 satisfied the requirements of Government Code section 16.5, subdivision (a), paragraphs (1) through (5),
6 and agrees that each other party may rely upon that representation. This Agreement is not conditioned
7 upon the parties conducting the transactions under it by electronic means and either party may sign this
8 Agreement with an original handwritten signature.

9 16. CONSISTENT FEDERAL INCOME TAX POSITION: CONTRACTOR acknowledges that
10 the JJC has been acquired, constructed, and/or improved (and is situated on land that has been acquired)
11 using net proceeds of governmental tax-exempt bonds ("Bond-Financed Facility"). CONTRACTOR agrees
12 that, with respect to this Agreement and the Bond-Financed Facility, CONTRACTOR is not entitled to take,
13 and shall not take, any position (also known as a "tax position") with the Internal Revenue Service ("IRS")
14 that is inconsistent with being a "service provider" to the COUNTY, as a "qualified user" with respect to the
15 Bond-Financed Facility, as "managed property," as all of those terms are used in IRS Revenue Procedure
16 2017-13, and to that end, for example, and not as a limitation, CONTRACTOR agrees that CONTRACTOR
17 shall not, in connection with any federal income tax return that it files with the IRS or any other statement or
18 information that it provides to the IRS, (a) claim ownership, or that it is a lessee, of any portion of the Bond-
19 Financed Facility, or (b) claim any depreciation or amortization deduction, investment tax credit, or
20 deduction for any payment as rent with respect to the Bond-Financed Facility.

21 17. ENTIRE AGREEMENT: This Agreement constitutes the entire agreement between the
22 CONTRACTOR and COUNTY with respect to the subject matter hereof, and supersedes all previous
23 Agreement negotiations, proposals, commitments, writings, advertisements, publications, and
24 understanding of any nature whatsoever unless expressly included in this Agreement.

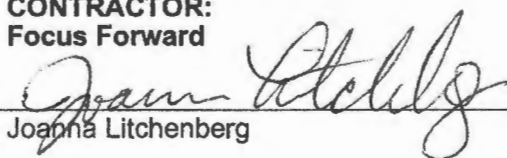
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1 IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year
2 first hereinabove written.

3
4 **CONTRACTOR:**
5 **Focus Forward**
6 
7 _____
8 Joanna Litchenberg, Chief Executive Officer
9 _____
10 3333 E. American Avenue, Suite B,
11 _____
12 Fresno, California, 93725
13 _____

COUNTY OF FRESNO


Steve Brandau, 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: 

Deputy

17 **FOR ACCOUNTING USE ONLY:**
18
19 Fund: 0001
20 Subclass: 10000
21 ORG: 34309999
22 Account: 7295
23
24
25
26
27
28

**Subject: Hostage Situations****Policy Number: 326.0****Page: 1 of 2****Date Originated: April 1, 2004****Date Revised: February 1, 2008****Authority: Title 15; Section 1327;
California Code of Regulations**

It is imperative for the safety and security of all persons within Juvenile Justice Campus (JJC) facilities, as well as for those in the community, that minors are not allowed to leave the secure confines of the facilities by the taking of a hostage(s). If successful in securing a release through these means minors would be much more likely in the future to use this practice again in an attempt to escape the confines of the facilities. This would put those visiting and working at the JJC at higher level of risk and would jeopardize the safety of the community if the minor was in fact successful in securing his/her release.

The JJC is a "no-hostage" facility. This means that minors will not be released from custody under any circumstances due to the taking of a hostage(s). Any staff person taken hostage, no matter what their rank or status, immediately loses their authority and any orders issued by that person will not be followed.

I. HOSTAGE SITUATION PROCEDURES

- A. If any minor(s) and/or other person(s) in the facility attempt to hold any person hostage, and they do not respond to verbal commands to stop staff will immediately notify the Watch Commander. He/she will respond to the location and assess the situation. If a hostage situation is in progress the Watch Commander will:
1. Summon assistance from other officers as required.
 2. Establish a secure perimeter around the hostage takers and allow no one to pass into it for any reason without authorization. Risks should not be taken that might allow the taking of additional hostages.
 3. Evacuate all non-essential persons at the scene to a safe location or any housing pod that is not directly involved in the incident.
 4. Direct officers to place minors in uninvolved housing pods in their rooms and have them remain there until directed otherwise. Minors outside of housing pods will remain in place under officer supervision until it is safe to return to their respective housing pods or any housing pod that is not directly involved in the incident.
 5. Immediately notify the Director or the Probation Services Manager/Assistant Director in his/her absence and confer with higher authority as to action to be taken. Administration in turn will notify the Chief.
- B. The Fresno Sheriff's Dispatch Center (488-3111) will be notified immediately and a request for a trained hostage negotiator and other emergency personnel will be made as needed. Prior to the arrival of the Sheriff Department's hostage negotiator the Watch Commander will attempt to ascertain:

1. The number and identity of both the hostages and hostage takers;
 2. Any known weapons possessed by the hostage takers;
 3. The demands of the hostage takers.
- C. The Watch Commander will retain and direct departing custody officers, as well as, available Probation peace officer staff to assist with security and safety needs, as necessary. Additional Juvenile Correctional Officers should be called in as may be needed to insure the safe and secure operation of the facility.
- D. The Watch Commander will coordinate with the Sheriff's Department all activities taken to resolve the hostage situation, including the use of appropriate force, and will maintain control of the facility until relieved of that duty by the presence of a Probation Services Manager/Assistant Director, Director, or the Chief Probation Officer.
- E. Once the hostage situation has been resolved the minors involved should be housed in the most secure setting available and all appropriate charges should be filed.
- F. Each officer and/or non-sworn staff member who was involved or observed the incident will complete an incident report and if required, the appropriate critical incident evaluation report(s) regarding the details of the incident prior to the end of his/her shift. (See Incident Report, located in JAS Probation View, under "Word Templates".)
- G. The Watch Commander will prepare a Critical Incident Investigation Report, using the Critical Incident Evaluation Report - Page 2 report form and the critical incident evaluation report(s) completed by the reporting persons at the time of the incident.

II. PARENTAL AND MEDIA INFORMATION

- A. Attempts will be made at the direction of Administration to reach the families of the hostages to advise them of the situation. Notification will also be made to the parents of the hostage takers as deemed appropriate.
- B. All media inquiries will be referred to the Chief's office per departmental policy.

III. SECURITY AND OPERATIONAL REVIEW

- A. Once the incident has been resolved a team will be established to conduct a security and operational review of the incident. The review will be conducted within 2 days of the resolution of the incident. The review team will be comprised of the facility administrator and/or facility Director, Probation Services Manager/Assistant Director and Supervising Juvenile Correctional Officers who are relevant to the incident. The team will review the circumstances leading up to the incident and any necessary corrective action necessary to insure that such an incident does not repeat itself.

Youth Services: Planned Reentry, Community and Family Support Scope of Services

ORGANIZATION: Focus Forward

ADDRESS: 3333 E. AMERICAN AVENUE, SUITE B,
FRESNO, CALIFORNIA, 93725

SERVICES ADDRESSES: 3333 E. AMERICAN AVENUE, BUILDINGS 701, 703 & 704,
FRESNO, CALIFORNIA, 93725

1974 N. GATEWAY BLVD SUITE 104,
FRESNO, CA, 93727

TELEPHONE: (559) 600-4961

CONTACT PERSON: Joanna Litchenberg, Chief Executive Officer

CONTRACT PERIOD: December 1, 2021 – November 30, 2024 with two (2) possible,
one (1) year extensions by written mutual consent

SCOPE OF SERVICES:

Staffing Requirements

CONTRACTOR shall provide 6.5 full time equivalent (FTE) employees, including 4.0 FTE Social Workers and 2.5 FTE Family Support Staff, to implement and manage all aspects of the program. All employees must clear a background investigation by Fresno County Probation, provide services with cultural and gender sensitivity, and be willing and able to work non-traditional hours as needed. Social Workers must have at minimum, a Bachelor of Arts or Science degree in Social Work or a closely related field, and the Family Support Staff must have, at minimum, a High School Diploma or equivalent.

Juvenile Justice Campus Component

Two (2.0) Social Workers will primarily be designated to collaboratively manage reentry caseloads for youth transitioning from the JJC Commitment facility to the community. Social Workers will work collaboratively to manage family youth service needs. Social Workers will work alongside a multi-disciplinary team of partner agencies. The reentry team will include the Deputy Probation Officer, Family Support staff and community organizations identified to meet the youth's needs. Social Workers shall collaborate with each youth, their families, and the care teams to best serve the youth and their support network for a successful transition.

Social Workers shall conduct youth assessments in areas of education, medical/behavioral health, safety, social support, family services, housing/placement, workforce, and life skills.

Services shall include mentoring; cognitive-behavioral change classes; parenting education; case management; independent living skills workshops; group sessions; excursions; weekly visits with the family; and other services, as needed. Initially, it is anticipated that weekly meetings shall occur; however, on an ongoing basis, the need and frequency of meetings shall be determined, and adjusted, if necessary. Social Workers shall collaborate with Probation administration to leverage resources, make referrals to community partners, and implement all-inclusive family services in a cohesive manner. Social Workers shall ensure that the assessed level of community risk and treatment needs is current, and ensure that the reentry case plan is updated as the youth accomplishes goals, or if the youth has difficulty doing so. Social Workers shall provide counseling to address coping skills and family issues of in-custody youth and continuing guidance and crisis management following release. Social Workers must stay informed on best practices, evidence-based programming, and promising practices for youth and families involved with the criminal justice system. Progress shall be tracked weekly by the Social Workers, as they shall be responsible for troubleshooting, developing the program, and reporting on program progress and goals.

2.5 full time equivalent staff shall provide supportive services to families of youth in the reentry program. Family Support staff shall collaboratively manage reentry case plans as members of the reentry team, which shall also include the Deputy Probation Officer, the Social Worker and community organizations identified to meet the youth's needs. Family Support staff shall contact the families each week to assess current needs and to offer assistance. Initially, it is anticipated that weekly meetings shall occur; however, on an ongoing basis, the need and frequency of meetings shall be determined by the Department. Family progress shall be documented after family contacts and/or as requested by the Department.

Family Support staff shall offer guidance, support, and/or crisis management in preparing the family for reunification with their youth. They shall assist parents, guardians, foster parents, and designated caregivers with transportation to attend meetings and access services. Family Support workers shall encourage the family and youth to engage in positive community and family activities. Staff shall also be required to participate in excursions, which shall allow youth at the JJC to attend prosocial activities offsite.

Family Support staff and Social Workers shall meet with groups of families weekly at the JJC, educating families regarding co-occurring disorders/symptoms, and learning to identify the needs of youth. Initially it is anticipated that weekly meetings shall occur; however, on an ongoing basis, the need and frequency of meetings shall be determined by the Department. Families shall be educated on signs and symptoms related to juvenile depression, Attention Deficit and Hyperactivity Disorder, trauma, head injuries, signs of relapse/triggers and academic and learning problems. Families shall be introduced to practices recommended for managing symptoms/behaviors, and provide resources for addressing areas of concern not only of the youth, but for meeting the needs of siblings, as well.

Family support staff and Social Workers shall be provided parent education by teaching and demonstrating appropriate behavioral modification skills. Family Support staff and Social Workers shall provide and/or assist with transportation to have access to services, attend meetings, assistance completing applications, and arranging enrollment in schools and programs.

All Juvenile Probation Officers at the Juvenile Justice Campus and many partners providing services at the JJC have been trained in Thinking for a Change (T4C). Family Support staff shall provide all parents, guardians, foster parents, and designated caregivers with an

orientation to T4C, and encourage use of T4C principles by all family members in the home or placement. With the family utilizing T4C principles, a consistent message in familiar terms shall continue to be delivered post-release.

Post-release, Social Workers and Family Support staff shall continue to meet weekly with families in the community, to provide on-going education and support. Initially it is anticipated that weekly meetings shall occur; however, on an ongoing basis, the need and frequency of meetings shall be determined by the Department. A continuum of supervision and services shall be provided after release, including monitoring progress on the case plan, engagement with services and community supports, and achievement of educational and occupational goals. The Family Support provider shall determine location(s) within the community where these sessions shall be held.

All contacts shall be documented to ensure proper record keeping for statistical purposes, and ensure continuity of care.

Juvenile Services Division Component

Two (2.0) Social Workers shall be assigned primarily to the Juvenile Services Division, and responsible for coordinating, facilitating and documenting Child Family Team meetings, which bring the multidisciplinary team players together with the youth and family, to create a shared plan for successful reentry and stabilization. The multidisciplinary team works together to support the youth's case plan goals, and includes agencies providing services in the areas of education, medical/behavioral health, safety, social support, family services, housing/placement, workforce, and life skills. Social Workers also work with the youth's family, when possible, to stabilize the household, and support family reunification. Social Workers shall work closely with Probation staff to develop and maintain a stable, permanent family.

Social Workers may assist in conducting or obtaining youth assessments in areas of education, medical/behavioral health, safety, social support, family services, housing/placement, workforce, and life skills. Services may include mentoring; cognitive-behavioral change classes; parenting education; case management; independent living skills workshops; group sessions; excursions; and other services, as needed. Social Workers shall collaborate with Probation administration to leverage resources, make referrals to community partners, and implement all-inclusive family services in a cohesive manner. Social Workers shall work with Probation to help ensure that the assessed level of community risk and treatment needs is current, and ensure that the youth accomplishes goals or identifies barriers, if the youth or family is experiencing difficulty doing so. Social Workers shall provide counseling to address coping skills and family issues, and provide guidance and crisis management. Social Workers must stay informed on best practices, evidence-based programming, and promising practices for youth and families involved with the criminal justice system. Progress shall be tracked by the Social Workers, as they shall be responsible for troubleshooting, developing the program and reporting on program progress and goals.

Social Workers shall provide resource and referral assistance to youth and families who need community support. This service is provided to decrease formal Probation involvement, and provide services for families that shall prevent their youth's further involvement with the system. Social Workers shall work with Probation and youth and/or their families to meet the goals of their case plan and document accordingly. This may include providing parenting education workshops, assessments, one-on-one mentoring and providing linkages or referrals to other community-based services.

Parenting Program

CONTRACTOR shall provide validated evidence-based parenting education programs to strengthen family relationships and facilitate family reunification. The parenting education programs will primarily be provided offsite from the JJC at 1974 N. Gateway Blvd Suite 104, Fresno, CA 93727, but may also be provided at the JJC or in other community locations, if needed.

The Nurturing Parenting Programs (NPP) include over 30 curricula ranging in levels of intervention and targeting various subpopulations. Specific NPP curricula selection shall be dependent on a variety of factors, including the parent's pre-assessment scores.

The selected NPP Program shall include classes that bring youth and their parents together in the following format:

- First portion - Two facilitators teach a lesson from the curriculum to the youth and parents separately
- Second portion - The two facilitators bring youth and parents together and co-facilitate a joint lesson

The dosage and frequency of services shall initially be guided by a pre-assessment. Staff shall monitor and document progress throughout, and shall communicate progress with Probation to determine the need for ongoing frequency of services.

Reporting Requirements – Data Collection and Analysis

CONTRACTOR shall provide semi-annual reports that measure and provide achievable annual targets for improvement in the following areas, but not limited to: recidivism reduction, accomplishment of treatment goals, educational progress and credit attainment, vocational or other types of skill training, and level of family engagement/involvement.

The reports shall include participant-specific data including, but not limited to, the following: age, gender, race/ethnicity, criminal history, educational history, incarceration history, employment history, substance abuse history, family/living arrangement history, social and personal history, post-release recidivism, post release employment, and post release housing that enables the Fresno County Probation Department to demonstrate progress towards achieving the identified measures and targets and allow for program adjustments where data identifies areas needed for improvement.

Services shall also be tracked weekly, and CONTRACTOR's staff shall meet internally and with Probation on a regular basis to use data to inform their practice, troubleshoot issues, develop the program further, and report on progress. Service data shall include assessments, one-on-one sessions, group sessions, and contact with family and CFTs.

Organization/Agency: Focus Forward		
Program/Service: Planned Reentry, Community and Family Support		
SALARIES & BENEFITS	Annual Budget	Notes/Comments/Description
		4.0 FTE Social Worker
Regular Salaries	\$ 284,960	2.5 FTE Family Specialist
Extra Help		
Standby Pay		
Overtime		
Holiday OT		
Unemployment Insurance		
Retirement Contribution	11,398	Retirement match 4% of total salary
OASDI Contribution	21,799	Federal and state taxes
Workers Comp Contribution	2,451	Worker's Compensation pro-rated cost
Health Insurance Contribution	17,117	Medical, dental and vision benefits
Life & Disability Insurance		
Benefits Administration		
Other (describe)		
Object Total	\$ 337,725	
SERVICES and SUPPLIES	Annual Budget	Notes/Comments/Description
Clothing & Personal Supplies		
Mobile Communication	3,780	Cell phone cost \$45/month for 7 lines for staff
Telephone Charges		
Food		
Household Expense		
Liability Insurance	3,000	Pro-rated cost for liability insurance
Insurance - Other		
Maintenance - Equipment		
Maintenance - Build & Grounds		
Office Expense	5,328	Prorated printer lease expense and office supplies, estimated at \$444 per month
Printing		
Books and Publications		
PeopleSoft HR Charge	840	Prorated expense of payroll services
PeopleSoft Financials Charge	5,300	Prorated expense of internal annual audit and accounting software costs
Prof & Specialized Services	27,500	AmeriCorp fees, Professional services, MSW Supervision costs, and specialized services as requested by Probation.
Data Processing Services	25,000	Database software for case management, data collection and evaluation reports
Publications & Legal Notices		
Operating Lease Building		
Facility Services Charge	21,600	Prorated rent and utilities for Community Site - meet youth and families in the community
Operating Lease Equipment		
Small Tools & Instruments		
Special Dept Expense		

Organization/Agency: Focus Forward

Trans, Travel & Education	10,080	Mileage at \$0.575 per mile, not to exceed \$840/monthly in mileage for staff providing services□
Trans & Travel County Garage		
Utilities		
Other: Program Supplies	24,000	Program and services cost to clients and families. Average of \$2000 per month
Other: Intern/Volunteer Incentives	4,000	Incentives and scholarships for mentors and volunteers
Other: Training	3,500	For ongoing staff development on best practice approaches and evidence-based programming
Object Total \$	133,928	
 FIXED ASSETS		
(add description - e.g., vehicle)		
Object Total \$	-	
 INDIRECT COST - Max. of 15% of Salaries and Benefits for non-profit organization		
Object Total \$	50,659	
TOTAL BUDGET	\$ 522,312	

Organization/Agency: Focus Forward		
Program/Service: Planned Reentry, Community and Family Support		
SALARIES & BENEFITS	Annual Budget	Notes/Comments/Description
Regular Salaries	\$ 284,960	4.0 FTE Social Worker 2.5 FTE Family Specialist
Extra Help		
Standby Pay		
Overtime		
Holiday OT		
Unemployment Insurance		
Retirement Contribution	11,398	Retirement match 4% of total salary
OASDI Contribution	21,799	Federal and state taxes
Workers Comp Contribution	2,451	Worker's Compensation pro-rated cost
Health Insurance Contribution	17,117	Medical, dental and vision benefits
Life & Disability Insurance		
Benefits Administration		
Other (describe)		
Object Total	\$ 337,725	
SERVICES and SUPPLIES	Annual Budget	Notes/Comments/Description
Clothing & Personal Supplies		
Mobile Communication	3,780	Cell phone cost \$45/month for 7 lines for staff
Telephone Charges		
Food		
Household Expense		
Liability Insurance	3,000	Pro-rated cost for liability insurance
Insurance - Other		
Maintenance - Equipment		
Maintenance - Build & Grounds		
Office Expense	5,368	Prorated printer lease expense and office supplies estimated at \$447 per month
Printing		
Books and Publications		
PeopleSoft HR Charge	900	Prorated expense of payroll services
PeopleSoft Financials Charge	5,300	Prorated expense of internal annual audit and accounting software costs
Prof & Specialized Services	27,500	AmeriCorp fees, Professional services, MSW Supervision costs, and specialized services as requested by Probation.
Data Processing Services	21,000	Database software for case management, data collection and evaluation reports
Publications & Legal Notices		
Operating Lease Building		
Facility Services Charge	25,200	Prorated rent and utilities for Community Site - meet youth and families in the community
Operating Lease Equipment		
Small Tools & Instruments		
Special Dept Expense		

Organization/Agency: Focus Forward		
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Trans, Travel & Education	10,080	Mileage at \$0.575 per mile, not to exceed \$840/monthly in mileage for staff providing services□
Trans & Travel County Garage		
Utilities		
Other: Program Supplies	24,300	Program and services cost to clients and families. Average of \$2025 per month
Other: Intern/Volunteer Incentives	4,000	Incentives and scholarships for mentors and volunteers
Other: Training	3,500	For ongoing staff development on best practice approaches and evidence-based programming
Object Total	\$ 133,928	

FIXED ASSETS

(add description - e.g., vehicle)

Object Total \$ -

INDIRECT COST - Max. of 15% of Salaries and Benefits for non-profit organization

Object Total \$ 50,659

TOTAL BUDGET \$ 522,312

Organization/Agency: Focus Forward		
Program/Service: Planned Reentry, Community and Family Support		
SALARIES & BENEFITS	Annual Budget	Notes/Comments/Description
		4.0 FTE Social Worker
Regular Salaries	\$ 293,509	2.5 FTE Family Specialist
Extra Help		
Standby Pay		
Overtime		
Holiday OT		
Unemployment Insurance		
Retirement Contribution	11,740	Retirement match 4% of total salary
OASDI Contribution	22,453	Federal and state taxes
Workers Comp Contribution	2,107	Worker's Compensation pro-rated cost
Health Insurance Contribution	17,117	Medical, dental and vision benefits
Life & Disability Insurance		
Benefits Administration		
Other (describe)		
Object Total	\$ 346,926	
SERVICES and SUPPLIES	Annual Budget	Notes/Comments/Description
Clothing & Personal Supplies		
Mobile Communication	2,520	Cell phone cost \$30/month for 7 lines for staff
Telephone Charges		
Food		
Household Expense		
Liability Insurance	3,000	Pro-rated cost for liability insurance
Insurance - Other		
Maintenance - Equipment		
Maintenance - Build & Grounds		
Office Expense	5,520	Prorated printer lease expense and office supplies, estimated at \$460 per month
Printing		
Books and Publications		
PeopleSoft HR Charge	1,100	Prorated expense of payroll services
PeopleSoft Financials Charge	5,500	Prorated expense of internal annual audit and accounting software costs
Prof & Specialized Services	10,000	AmeriCorp fees, Professional services, MSW Supervision costs, and specialized services as requested by Probation.
Data Processing Services	25,000	Database software for case management, data collection and evaluation reports
Publications & Legal Notices		
Operating Lease Building		
Facility Services Charge	27,600	Prorated rent and utilities for Community Site - meet youth and families in the community
Operating Lease Equipment		
Small Tools & Instruments		
Special Dept Expense		

Organization/Agency: Focus Forward

		Mileage at \$0.575 per mile, not to exceed \$721/monthly in mileage for staff providing services□
Trans, Travel & Education	8,652	
Trans & Travel County Garage Utilities		
Other: Program Supplies	27,600	Program and services cost to clients and families. Average of \$2300 per month
Other: Intern/Volunteer Incentives	4,000	Incentives and scholarships for mentors and volunteers
Other: Training	2,855	For ongoing staff development on best practice approaches and evidence-based programming
Object Total	\$ 123,347	

FIXED ASSETS

(add description - e.g., vehicle)

Object Total \$ -

INDIRECT COST - Max. of 15% of Salaries and Benefits for non-profit organization

Object Total \$ 52,039

TOTAL BUDGET \$ 522,312

Organization/Agency: Focus Forward		
Program/Service: Planned Reentry, Community and Family Support		
SALARIES & BENEFITS	Annual Budget	Notes/Comments/Description
Regular Salaries	\$ 293,509	4.0 FTE Social Worker 2.5 FTE Family Specialist
Extra Help		
Standby Pay		
Overtime		
Holiday OT		
Unemployment Insurance		
Retirement Contribution	11,740	Retirement match 4% of total salary
OASDI Contribution	22,453	Federal and state taxes
Workers Comp Contribution	2,107	Worker's Compensation pro-rated cost
Health Insurance Contribution	17,117	Medical, dental and vision benefits
Life & Disability Insurance		
Benefits Administration		
Other (describe)		
Object Total	\$ 346,926	

SERVICES and SUPPLIES	Annual Budget	Notes/Comments/Description
Clothing & Personal Supplies		
Mobile Communication	2,520	Cell phone cost \$30 dollars for 7 lines for staff
Telephone Charges		
Food		
Household Expense		
Liability Insurance	3,000	Pro-rated cost for liability insurance
Insurance - Other		
Maintenance - Equipment		
Maintenance - Build & Grounds		
Office Expense	5,520	Prorated printer lease expense and office supplies estimated at \$460 per month
Printing		
Books and Publications		
PeopleSoft HR Charge	1,099	Prorated expense of payroll services
PeopleSoft Financials Charge	5,500	Prorated expense of internal annual audit and accounting software costs
Prof & Specialized Services	10,000	AmeriCorp fees, Professional services, MSW Supervision costs, and specialized services as requested by Probation.
Data Processing Services	25,000	Database software for case management, data collection and evaluation reports
Publications & Legal Notices		
Operating Lease Building		
Facility Services Charge	27,600	Prorated rent and utilities for Community Site - meet youth and families in the community
Operating Lease Equipment		
Small Tools & Instruments		
Special Dept Expense		

Organization/Agency: Focus Forward

			Mileage at \$0.575 per mile, not to exceed \$721/monthly in mileage for staff providing services□
Trans, Travel & Education	8,653		
Trans & Travel County Garage			
Utilities			
Other: Program Supplies	27,600		Program and services cost to clients and families. Average of \$2300 per month
Other: Intern/Volunteer Incentives	4,000		Incentives and scholarships for mentors and volunteers
Other: Training	2,855		For ongoing staff development on best practice approaches and evidence-based programming
Object Total	\$ 123,347		
 FIXED ASSETS			
(add description - e.g., vehicle)			
Object Total	\$ -		
 INDIRECT COST - Max. of 15% of Salaries and Benefits for non-profit organization			
Object Total	\$ 52,039		
 TOTAL BUDGET	 \$ 522,312		

Organization/Agency: Focus Forward		
Program/Service: Planned Reentry, Community and Family Support		
SALARIES & BENEFITS	Annual Budget	Notes/Comments/Description
Regular Salaries	\$ 303,342	4.0 FTE Social Worker 2.5 FTE Family Specialist
Extra Help		
Standby Pay		
Overtime		
Holiday OT		
Unemployment Insurance		
Retirement Contribution	12,134	Retirement match 4% of total salary
OASDI Contribution	23,206	Federal and state taxes
Workers Comp Contribution	2,100	Worker's Compensation pro-rated cost
Health Insurance Contribution	17,117	Medical, dental and vision benefits
Life & Disability Insurance		
Benefits Administration		
Other (describe)		
Object Total	\$ 357,899	

SERVICES and SUPPLIES	Annual Budget	Notes/Comments/Description
Clothing & Personal Supplies		
Mobile Communication	2,160	Cell phone cost \$30 dollars for 6 lines for staff
Telephone Charges		
Food		
Household Expense		
Liability Insurance	6,000	Pro-rated cost for liability insurance
Insurance - Other		
Maintenance - Equipment		
Maintenance - Build & Grounds		
Office Expense	2,928	Prorated printer lease expense and office supplies estimated \$244 per month
Printing		
Books and Publications		
PeopleSoft HR Charge	840	Prorated expense of payroll services
PeopleSoft Financials Charge	4,840	Prorated expense of internal annual audit and accounting software costs
Prof & Specialized Services	9,000	AmeriCorp fees, Professional services, MSW Supervision costs, and specialized services as requested by Probation.
Data Processing Services	21,700	Database software for case management, data collection and evaluation reports
Publications & Legal Notices		
Operating Lease Building		
Facility Services Charge	27,600	Prorated rent and utilities for Community Site - meet youth and families in the community
Operating Lease Equipment		
Small Tools & Instruments		
Special Dept Expense		

Organization/Agency: Focus Forward

Trans, Travel & Education	7,860	Mileage at \$0.575 per mile, not to exceed \$655/monthly in mileage for staff providing services□
Trans & Travel County Garage Utilities		
Other: Program Supplies	25,200	Program and services cost to clients and families. Average of \$2100 per month
Other: Intern/Volunteer Incentives	2,000	Incentives and scholarships for mentors and volunteers
Other: Training	600	For ongoing staff development on best practice approaches and evidence-based programming
Object Total	\$ 110,728	

FIXED ASSETS

(add description - e.g., vehicle)

Object Total \$ -

INDIRECT COST - Max. of 15% of Salaries and Benefits for non-profit organization

Object Total \$ 53,685

TOTAL BUDGET \$ 522,312

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:	