

**AMENDMENT I TO AGREEMENT**

THIS AMENDMENT, hereinafter referred to as Amendment I, is made and entered into this 3<sup>rd</sup> day of May 2022, by and between the COUNTY OF FRESNO, a Political Subdivision of the State of California, hereinafter referred to as "COUNTY," and **Foster Assessment Center and Testing Services, Inc.**, a California corporation, whose address is 516 Pennsfield Place, Ste. 108, Thousand Oaks, CA 91360, hereinafter referred to as "CONTRACTOR."

WHEREAS, the parties entered into that certain Agreement, identified as COUNTY Agreement No. A-19-302, effective July 1, 2019, to provide specialized assessments for California Work Opportunity and Responsibility to Kids (CaWORKs) Welfare-To-Work (WTW) clients who are residing in Fresno County; and

WHEREAS, COUNTY desires to extend the term of this contract to continue the current provision of specialized assessment services by CONTRACTOR to CaWORKs WTW clients in need of employment and training services; and

WHEREAS, COUNTY desires to amend this Agreement regarding said change and restate as set forth herein.

NOW, THEREFORE, in consideration of the mutual promises, covenants, and conditions, hereinafter set forth, the sufficiency of which is acknowledged, the parties hereto agree as follows:

1. That the existing COUNTY Agreement No. A-19-302, Page Two (2), Section Two (2), beginning with Line Seven (7), with the word "The" and ending on Page Two (2), Line Eleven (11), with the word "performance." be deleted and the following inserted in its place:

"The term of this agreement shall be effective July 1, 2019 through and including December 31, 2022."

2. That the existing COUNTY Agreement No. A-19-302, Page Three (3), Section Four (4), beginning with Line Eleven (11), with the word "In" and ending on Page Three (3), Line Seventeen (17), with the number "\$840,525" be deleted and the following inserted in its place:

"In no event shall the cumulative total of this Agreement exceed Nine Hundred Eighty Thousand Six Hundred Thirteen and No/100 Dollars (\$980,613). For the period of July 1, 2019 through June 30, 2020, and each subsequent twelve (12) month period, in no event shall actual services performed under

1 this Agreement be in excess of Two Hundred Eighty Thousand One Hundred Seventy Five and No/100  
2 Dollars (\$280,175). For the period of July 1, 2022 through December 31, 2022, in no event shall actual  
3 services performed under this Agreement be in excess of One Hundred Forty Thousand Eighty Eight  
4 and No/00 Dollars (\$140,088).”

5 3. That all references in existing COUNTY Agreement No. A-19-302 to “Exhibit A” shall be  
6 changed to read “Revised Exhibit A,” which is attached hereto and incorporated herein by this  
7 reference.

8 4. That all references in existing COUNTY Agreement No. A-19-302 to “Exhibit B” shall be  
9 changed to read “Revised Exhibit B,” which is attached hereto and incorporated herein by this  
10 reference.

11 5. COUNTY and CONTRACTOR agree that this Amendment I is sufficient to amend  
12 Agreement No. A-19-302 and, that upon execution of this Amendment I, the original Agreement and  
13 this Amendment I, shall together be considered the Agreement.

14 The Parties agree that this Amendment I may be executed by electronic signature as  
15 provided in this section.

16 A. An “electronic signature” means any symbol or process intended by an individual  
17 signing this Amendment I to represent their signature, including but not limited to (1) a digital  
18 signature; (2) a faxed version of an original handwritten signature; or (3) an electronically scanned  
19 and transmitted (for example by PDF document) of a handwritten signature.

20 B. Each electronic signature affixed or attached to this Amendment I (1) is deemed  
21 equivalent to a valid original handwritten signature of the person signing this Amendment I for all  
22 purposes, including but not limited to evidentiary proof in any administrative or judicial proceeding,  
23 and (2) has the same force and effect as the valid original handwritten signature of that person.

24 C. The provisions of this section satisfy the requirements of Civil Code section  
25 1633.5, subdivision (b), in the Uniform Electronic Transaction Act (Civil Code, Division 3, Part 2,  
26 Title 2.5, beginning with section 1633.1).

27 D. Each party using a digital signature represents that it has undertaken and satisfied  
28 the requirements of Government Code section 16.5, subdivision (a), paragraphs (1) through (5),

1 and agrees that each other party may rely upon that representation.

2 This Amendment I is not conditioned upon the parties conducting the transactions under  
3 it by electronic means and either party may sign this Amendment I with an original handwritten  
4 signature.

5 The Agreement, as hereby amended, is ratified and continued. All provisions, terms,  
6 covenants, conditions, and promises contained in this Agreement not amended herein shall remain in  
7 full force and effect. This Amendment I shall become effective July 1, 2022.

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

3 **CONTRACTOR:**  
4 **FOSTER ASSESSMENT CENTER**  
5 **AND TESTING SERVICE, INC.**

**COUNTY OF FRESNO**

6 By: Andrea Foster

Brian Pacheco

7 Print Name: Andrea Foster

Brian Pacheco, Chairman of the  
Board of Supervisors of the County of Fresno

8 Title: CEO

9 Chairman of the Board, or  
10 President, or any Vice President

11 **ATTEST:**  
12 Bernice E. Seidel  
13 Clerk of the Board of Supervisors  
14 County of Fresno, State of California

15 By: Katie Foster

16 Print Name: Katie Foster

17 By: Haramo Deputy

18 Title: Secretary

19 Secretary (of Corporation), or  
20 any Assistant Secretary, or  
21 Chief Financial Officer, or  
22 any Assistant Treasurer

23 **Mailing Address:**  
24 516 Pennsfield Place, Ste 108  
25 Thousand Oaks, CA 91360  
26 (805) 497-1685  
27 Contact: Andrea Foster, CEO

28 **FOR ACCOUNTING USE ONLY:**

Fund/Subclass: 0001/10000  
ORG No.: 56107001  
Account No.: 7870

MIA:ns

**SUMMARY OF SERVICES**

ORGANIZATION: Foster Assessment Center & Testing Service, Inc.

ADDRESS: 516 Pennfield Place, Ste. 108, Thousand Oaks, CA 91360

SERVICES: CalWORKs Assessment Services

TELEPHONE: (805) 497-1685

CONTACTS: Andrea Foster (CEO) , Katie Foster (COO)

EMAIL: [andreafooster@fosterassessment.com](mailto:andreafooster@fosterassessment.com)  
[katiefooster@fosterassessment.com](mailto:katiefooster@fosterassessment.com)

AMOUNT: July 1, 2019 - June 30, 2020 (\$280,175)  
July 1, 2020 - June 30, 2021 (\$280,175)  
July 1, 2021 - June 30, 2022 (\$280,175)  
July 1, 2022 - December 31, 2022 (\$140,088)

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**I. SUMMARY OF SERVICES**

CONTRACTOR shall provide specialized assessment services for referred CalWORKs participants, residing in Fresno County, who have limited English speaking ability, potential learning disabilities, potential trauma symptoms, and other unique needs.

The CalWORKs participants to be assessed will be identified and referred by the County of Fresno's Department of Social Services (DSS). Additionally, DSS will identify and determine appropriate types of assessments for each CalWORKs participant.

CONTRACTOR shall administer assessments based on DSS' determination. DSS will use the assessments for the following purposes:

1. Provide an evaluation of the CalWORKs participants' academic abilities, aptitudes, and work history.
2. Develop a Welfare to Work Plan (WTW) when requested and/or Learning Disabilities Profile for each CalWORKs participant based on test results and information obtained in client interviews.

3. Provide services in accordance with the WIC Division 9, Part 3, Chapter 2, Article 3.2, section 11325.4, which requires the Department to provide specialized assessments for participants to enable the development of a WTW plan by DSS.
4. Provide a Third Party Review of WTW Plans written by DSS as requested and determine if the plan is appropriate. Additionally, if review of the DSS plan requires a new assessment, testing will be completed, and a new plan will be developed by CONTRACTOR.
5. Screen referred clients for potential trauma symptoms (anxiety, panic episodes, traumatic events, psychotic episodes) during the intake interview process using the Trauma Symptom Inventory (TSI). This will be included in the participant profile, and WTW Plan if requested, that is submitted to the DSS Job Specialist.

CONTRACTOR shall also ensure that Limited English Proficient (LEP) clients have meaningful, effective, and equal access at every point of contact with project services.

## **II. SCHEDULE AND LOCATION OF SERVICES**

Schedule and location of services will meet the needs of DSS and will include services provided in rural Fresno County.

1. The scheduling of assessments will be coordinated with DSS.
2. CONTRACTOR will have a centrally-located main facility in the City of Fresno to provide assessments so clients can access services.
3. Services will be available during normal business hours, Monday through Friday, 8:00 A.M. through 5:00 P.M.
4. CONTRACTOR will advise DSS of any planned staff absences/vacations, a minimum of two weeks in advance, in order to reschedule clients. However, if at any time the assessor or other essential staff is unexpectedly sick/unavailable (i.e., ill, car issues, company staff training, vacation, medical appointments, etc.) FACTS will reschedule clients, making DSS aware of the changes no later than the next business day.
5. Scheduling of clients will remain flexible and limited to the capacity of one assessor, with further flexibility if "no show" rates decrease.
6. CONTRACTOR will provide services at Selma Regional Center or another mutually agreed upon Regional center on a bi-weekly basis. If there are not sufficient referrals to warrant regional bi-weekly services, DSS and CONTRACTOR shall mutually discuss and agree upon another schedule.

7. The facility shall be consistent with the Commission on Accreditation of Rehabilitation Facilities (CARF) standards.

### **III. TARGET POPULATION**

Services under this budget will be restricted to only CalWORKs recipients referred through DSS.

### **IV. CONTRACTOR'S RESPONSIBILITIES**

CONTRACTOR shall provide up to 300 comprehensive Assessment Services for referred CalWORKs recipients per year. If assessments surpass this total, DSS will negotiate with CONTRACTOR on additional compensation for the additional assessments.

#### **A. SPECIALIZED ASSESSMENTS**

In the event that a participant requires a specialized assessment that cannot be completed by DSS staff, the participant will be scheduled for the specialized assessment with the CONTRACTOR. CONTRACTOR shall take into consideration the following information gathered from the assessment to develop the WTW Plan, when a plan is requested:

1. Detailed information on any past or present employment history and an inventory of the client's employment skills, knowledge, and abilities.
2. Detailed information regarding the client's current attendance in vocational/educational type training should be discussed and included in the plan. (i.e., school, date of enrollment, type of training, hours per week, degree or certification program, etc.) If applicable, any past education/training should also be included in the development of the plan.
3. The participant's needs, including the need for supportive services (i.e., childcare, transportation, ancillary costs, etc.)
4. An evaluation of the chances of employment, given the current skills of the participant and the local labor market conditions.
5. Local labor market information. The information referenced above must be included in the packet provided to DSS.
6. Other information that can ensure a comprehensive plan.

NOTE: At any time, if the participant does not agree with the results of the assessment, or the WTW Plan from CONTRACTOR, the client will be referred to DSS for an impartial Third Party Review. DSS will follow established guidelines for Third Party Reviews.

## **B. LIMITED ENGLISH PROFICIENT ASSESSMENTS**

CalWORKs participants exhibiting limited or non-English speaking ability will be referred to CONTRACTOR for LEP Assessments. The majority of participants will have a primary language of Spanish; however, additional languages are anticipated.

CONTRACTOR will provide assessments services to all referred CalWORKs WTW participants in a timely manner. The expected length of time for completion of each assessment is as follows: CONTRACTOR will provide LEP assessments as a one-day process (up to eight hours) that will be completed on the same day of assessment in both rural and urban areas. However, if extenuating circumstances arise, CONTRACTOR may extend the assessment to two days for those participants requiring such.

1. Non-English Non-Spanish referrals will be limited to one language per session, or a mutually agreed upon schedule.

## **C. LEARNING DISABILITY EVALUATION (LDE)**

### **1. Referral Process:**

Counties are required to offer learning disability screenings to CalWORKs WTW individuals upon entering the program or when certain events occur, indicating that the participant may have a potential learning disability. These events may include, but are not limited to any of the following:

- a) Individuals that have a suspected learning disability, as identified by the DSS, outside service provider, or the participant.
- b) Individuals that are in good cause determination, compliance, or sanction processes.
- c) Individuals that are failing to maintain satisfactory progress in their WTW activities, including employment.

Upon determination that a learning disability evaluation is necessary, DSS will complete the Learning Disability Screening with the participant. Participants are not required to be evaluated for a suspected leaning disability and may choose to decline the screening and evaluation. If the participant agrees to an evaluation, they will be referred to CONTRACTOR. When accommodations are required, for either testing or vocational activity, recommendations will be made regarding resources for persons with such disabilities and specific referrals suggested for various compensatory or support services that will be included in the participant profile provided to DSS.

CONTRACTOR will complete the LDE in one day provided there are three or less participants per day per assessor. If four or more participants are expected, and the assessor is off-site (from the Fresno assessment center) and working on their own, the assessment may take up to two days.

2. Testing and Evaluation Process:

In addition to an initial interview and wrap-up session, several tests will be administered. Testing will be individualized and tailored to meet the particular needs of each client. All of the tests listed below are multi- purpose and wide-ranging in scope and designed to identify many different challenges. Test selection and administration will be done with caution and according to the needs and capabilities of the participant.

These tests will be used, as they are relatively free of culture bias and can be modified to suit the needs of limited English speakers. The Center Director/Lead Assessor will assist professional staff in the administration of the tests.

The following tests, in addition to others upon DSS approval, may be used to complete the assessments:

- a) WJ-IVR Tests of Cognitive and/or Achievement
- b) Trauma Symptom Inventory
- c) Gates-MacGinitie Reading Test
- d) TABE- Test of Adult Basic Skills (To be used only if CASAS is not used)
- e) BETA 4
- f) Raven Standard Progressive Matrices
- g) TONI 4- Test of Non-Verbal Ability
- h) COPS - Career Occupational Preference System
- i) MPFB - Minnesota Paper Form Board
- j) GCT - General Clerical Test
- k) Bennett Mechanical Comprehension Test
- l) Purdue Pegboard
- m) Myers-Briggs Type Indicator
- n) SkillCheck
- o) WRAT 5

For the purpose of identifying interest and skill set, work sample assessments may include, but are not limited to VALPAR, TOWERS, and JEVS tests.

3. Reporting Process:

For all assessments, a separate written participation profile will be developed based on individual interviews, discovery, and assessment results. The profile will provide a brief discussion of the test implications and conclude with recommendations for further action and/or referrals for needed services. The report will also include a WTW Plan, if requested by DSS. All test results, including the WTW Plan, will be submitted to DSS within ten (10) business days of the date of assessment.

#### **D. TRAUMA SYMPTOM INVENTORY (TSI)**

The TSI will be administered when determined necessary by the tester at any time during the intake interview, testing, or post-test interview for clients who disclose a reported history of depression, anxiety, panic episodes, psychotic episodes and/or traumatic events. Additionally, CONTRACTOR shall administer the TSI upon DSS specific request and referral. Although, TSI is not a diagnostic tool, CONTRACTOR shall identify clients that may have serious issues dealing with past or present traumatic events where further psychological assessment and treatment are necessary. All LDEs that include a TSI must be clearly identified when sent to DSS. TSIs must be submitted to DSS within ten (10) business days form the date of the test.

#### **E. THIRD PARTY ASSESSMENT**

##### **1. Referral Process:**

- a) Upon specific request and referral from DSS, CONTRACTOR will provide an impartial Third Party Review of WTW Plan(s) developed by DSS staff.
- b) CalWORKs participants have the right to be automatically referred to a Third Party Assessment when the participants do not agree with the results of their DSS assessments.

##### **2. Evaluation Process:**

DSS will meet with CONTRACTOR and provide all testing used to develop the participant's WTW Plan. Upon receipt of the WTW Plan, the CONTRACTOR will perform a thorough review of the test(s) administered by DSS and review the developed WTW Plan. CONTRACTOR must complete the Third Party Review within 30 days from the original date of request. Extensions may be given but must be obtained from DSS. Based on this review, a determination will be made as to whether or not the test results and plan are valid or a new plan is needed. If it is deemed appropriate to assess the participant, the CONTRACTOR will complete another assessment and develop a new plan for the participant. The results of the Third Party Assessment are binding between the DSS and the participant.

#### **F. REPORTS**

CONTRACTOR will generate and provide reports to the DSS within ten (10) business days in order to assist Job Specialist in directing participants to the appropriate available services.

#### **G. STAFFING LEVELS**

CONTRACTOR will establish assessment services by staffing the following positions: Lead Assessor/Center Director, Secretary/ Vocational Technician, (Bilingual- Spanish and/or Hmong), and partial FTE by admin for direct services.

1. If at any time the assessor quits/is terminated, FACTS has up to 60 days of limited scheduled assessments/evaluations in order to hire and retrain another assessor.
  - a) Services must be provided monthly.

- b) CONTRACTOR will provide DSS a schedule of planned services in the event an assessor quits, is terminated, or is on extended leave of absence (greater than 60 days).
2. If Lead Assessor/Center Director is out for more than 10 working days, Vendor will provide limited assessment services with scheduling availability beginning on the 11<sup>th</sup> working day.

#### **H. TRAINING ACTIVITIES**

1. CONTRACTOR will be required to perform a minimum of 2 training activities per contract year for DSS staff.
  - a) Staff trainings will be scheduled on the same day as contract meetings.
2. Training activities will include information about, but not limited to:
  - a) overview of each assessment,
  - b) how assessments are administered,
  - c) what the results indicate,
  - d) how to discuss results with participants, and
  - e) best practices for assisting participants with limited English, learning disabilities and participants with barriers to employment as indicated by the employability evaluations.

#### **I. CIVIL RIGHTS AND PRIVACY AND SECURITY TRAINING**

1. CONTRACTOR will provide annual Civil Rights and Privacy and Security trainings to their staff in the beginning of every calendar year and will provide relevant proof to DSS by April 1<sup>st</sup> of every calendar year.

#### **V. DSS RESPONSIBILITIES**

DSS shall be responsible for the following activities:

1. Provide the CONTRACTOR CalWORKs referrals determined appropriate for LEP, LDE, Third Party Assessment, or TSI assessment.
2. Provide CONTRACTOR a quiet and adequate conference room for group testing, or a private interview room for individual testing at regional offices.
3. Provide current information and/or training to CONTRACTOR's staff on specific areas/functions of the CalWORKs Employment Services Program when determined helpful and/or needed for the successful delivery of the specialized assessments.
4. Provide all needed and appropriate supportive services for participants including childcare, transportation, and ancillaries.

5. Work with CONTRACTOR's staff for compliance resolution including good cause determination and sanction.
6. Meet with CONTRACTOR's staff as often as needed to monitor services, exchange pertinent information, resolve problems, and work together to coordinate services.

**VI. PERFORMANCE MEASURES**

DSS will consider CONTRACTOR performance levels when determining funding recommendations for future Agreements. For the contract period, CONTRACTOR shall provide specialized assessment testing to assist CalWORKs recipients in the development of Welfare to Work Plans.

Performance Measure	Required Level of Performance
<p><b>Assessed Clients</b> - the percentage of CalWORKs recipients who complete an assessment.</p> <p><b>Measurement Parameters</b> - CalWORKs clients who attend the assessment and complete the assessment.</p> <p><b>Data Sources</b> – Monthly Activity Report</p>	<p>95% of all Department-referred clients who attend the assessment will complete the assessment.</p>
<p><b>Trainings</b> – A minimum of 2 training activities per contract year, to promote Specialized Assessments.</p> <p><b>Measurement Parameters</b> – Trainings provided by FACTS.</p> <p><b>Data Sources</b> – Monthly Activity Report</p>	<p>A minimum of 2 training activities per contract year to promote Specialized Assessments each contract year.</p>

**BUDGET SUMMARY: Year 1, FY 2019-2020 (12 Months)**

**VENDOR NAME:** Foster Assessment Center & Testing Service, Inc. (FACTS)

**SERVICE COMPONENT (Population and Location):** Specialized Assessment Services for CalWORKs WTW Participants in the County of Fresno

<b>CATEGORY</b>	<b>BUDGET ITEM #</b>	<b>TOTAL</b>
Salaries	0100	\$ 130,000
Benefits	0150	\$ 11,830
Payroll Taxes	0175	\$ 12,597
<b>SUBTOTAL:</b>		<b>\$ 154,427</b>
<b>SERVICES &amp; SUPPLIES</b>		
Insurance	0200	\$ 5,164
Communications	0250	\$ 9,000
Office Expense	0300	\$ 46,064
Equipment	0350	\$ 8,820
Utilities	0400	\$ 6,180
Contracts	0450	\$ - 0 -
Transportation	0500	\$ 5,246
Program Supplies	0550	\$ 17,257
Other (Indirect Costs)/10% Cap	0600	\$ 28,017
<b>SUBTOTAL</b>		<b>\$125,748</b>
<b>TOTAL EXPENSES</b>		<b>\$280,175</b>

**SALARIES**

Position	% of Time On Project	Number of Months	Monthly Salary/ Hourly Wages	Salary/Wages Funds Requested
Bilingual, Center Director & Lead Assessor	Direct 95%	12	\$ 29.13	D= \$57,566
	Admin 5%			A= \$ 3,030
Secretary & Vocational Technician	100	12	\$ 16.00	D= \$33,280 A= - 0 -
Staff Development Specialist: Staff Recruitment; Staff Development and Training	Direct 4%	12	\$ 42.06	D= \$ 3,499
	Admin 2%			A= \$ 1,750
CEO & Director of Services: Training of County of Fresno Staff; Training of FACTS Staff; Quality Assurance Monitoring; Supervision of Fresno Director and Assessment Staff	Direct 8%	12	\$ 78.13	D= \$13,000
	Admin 4%			A= \$ 6,500
Chief Financial Officer & Operations Manager: Supervision of Monthly Budget Invoice	Direct 4%	12	\$ 78.13	D= \$ 6,500
	Admin 3%			A= \$ 4,875
<b>TOTAL EXPENSES</b>				\$130,000

Admin Salaries Total/ \$16,155

Total Direct Salaries/ \$113,845

**BENEFITS**

Benefit Item (Calculation)	Direct	Admin	Item Total
401k Pension Plan (John Hancock) \$130,000 x 3.3%	\$3,756	\$533	\$ 4,290
Health Insurance (Blue Shield Med/Dent) \$130,000 x 5.8%	\$6,603	\$937	\$ 7,540
Total Benefits:	\$10,359	\$ 1,470	\$ 11,830
<b>TOTAL SALARIES AND BENEFITS:</b>			\$141,830

**BUDGET DETAIL: FY 2019-2020**

BUDGET LINE ITEM	CATEGORY & DESCRIPTION/CALCULATION	SUBTOTAL	TOTAL
0175	<b>PAYROLL TAXES</b> Federal Unemployment Tax $\$7,000 \times 2 = \$14,000 \times .06$ FICA/Medicare $\$130,000 \times 7.65\%$ State Disability Insurance (SDI) $\$130,000 \times 1.0\%$ State Unemployment Insurance/ETT $\$7,000 \times 2 = \$14,000 \times 2.3\%$ Adjustment	\$ 840  \$ 9,945  \$ 1,300  \$ 322  \$ 190	\$ 12,597
0200	<b>INSURANCE</b> Worker's Compensation Liability  Professional Liability  General (including Auto/Cyber/Theft) Liability	\$ 1,540  \$ 420  \$ 3,204	\$ 5,164
0250	<b>COMMUNICATIONS</b> Postage \$60 monthly x 12 months FACTS Website - Fresno share via 99 split for updates and hosting Phone & Fax with High Speed Internet Access $\$260 \text{ monthly} \times 12 \text{ months}$ Translation Services (Non-English /Non-Spanish) - Language Line for additional languages $\$200 \text{ monthly} \times 12 \text{ month}$ Admin Participant & Job Specialist Feedback Survey to analyze quality assurance and contract compliance provided in Fresno County annually Admin Communications (postage, phone, internet)	\$ 720  \$ 120  \$ 3,620  \$ 2,400  \$ 800  \$ 1,340	\$ 9,000
0300	<b>OFFICE EXPENSE</b>  Facility Rent (Fresno Evaluation Center) 1932 usable square feet x \$1.37 per square foot = \$2,647 monthly	\$ 31,904	

	<p>Janitorial Service \$170 monthly</p> <p>Computer Maintenance and Services in Fresno &amp; Electronic file storage and backup and Microsoft Office annual licenses and email accounts for FACTS-Fresno</p> <p>Security System Monitoring \$60 quarterly</p> <p>FACTSTRACK Data Base Software Updates and Servicing by Computer Programmer</p> <p>Admin Office Expenses (includes administrative office rent, computer consulting and computer service at administrative office)</p>	<p>\$ 2,040</p> <p>\$ 6,200</p> <p>\$ 240</p> <p>\$ 500</p> <p>\$ 5,180</p>	<p>\$ 46,064</p>
0350	<p><b>EQUIPMENT</b></p> <p>Service Agreement for Photo Copier/Fax/Scanner \$180 per quarter</p> <p>Leasing Canon Copier</p> <p>FACTS-Fresno computer/office equipment/furniture depreciation</p> <p>Admin Equipment costs including administrative office equipment, service contracts and administrative office equipment depreciation</p>	<p>\$ 720</p> <p>\$ 1,100</p> <p>\$ 4,000</p> <p>\$ 3,000</p>	<p>\$ 8,820</p>
0400	<p><b>UTILITIES</b></p> <p>Estimated Electricity (\$310 per month) and Estimated Gas (\$80 per month) totaling \$390 per month</p> <p>Admin Utilities</p>	<p>\$ 4,680</p> <p>\$ 1,500</p>	<p>\$ 6,180</p>
0450	<p><b>CONTRACTS</b></p>	<p>- 0 -</p>	<p>- 0 -</p>

0500	<p><b>TRANSPORTATION</b></p> <p>Mileage reimbursement for Assessor and Vocational Technician travel to Fresno Regional district offices: Selma: 44 miles x \$0.36 - \$15.84 x13 trips = \$206 Reedley:68 miles x \$0.36 = \$24.48 x 13 trips = \$318</p> <p>FACTS Fresno staff mileage for FACTS quarterly Quality Assurance meetings x 4 trips (Assessors) &amp; 4 trips (Vocational Technician/Secretary) = 8 trips total x 456 miles roundtrip to FACTS Thousand Oaks admin office x \$0.36 mileage reimbursement</p> <p>Lodging in Thousand Oaks for FACTS Fresno staff for Quality Assurance meetings and other various necessary staff stayovers at administrative office occurs an average of 4 nights annually x \$135 per night lodging</p> <p>Per diem meals when traveling overnight estimate 8 days x \$38.50 daily per diem</p> <p>Admin Supervisor's leased auto, gas and maintenance charged through 99 "all split" account, Fresno estimate of 14% = \$151 per month</p> <p>Admin Lodging –Director of Services and Staff Development Specialist occurs an average of 6 nights annually x \$125 per night lodging</p>	<p>\$524</p> <p>\$1,313</p> <p>\$ 540</p> <p>\$ 308</p> <p>\$ 1,811</p> <p>\$ 750</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p>\$ 5,246</p>
0550	<p><b>PROGRAM SUPPLIES</b></p> <p>Testing Supplies through 99 "all split" account, Fresno %</p> <p>Office Supplies</p> <p>Administrative office supplies</p>	<p>\$ 14,657</p> <p>\$ 2,000</p> <p>\$ 600</p>	<p></p> <p></p> <p>\$ 17,257</p>
0600	<p><b>OTHER (INDIRECT COSTS)</b> Capped at 10%</p>		<p>\$28,017</p>
<b>TOTAL EXPENSES</b>			<b>\$280,175</b>

**BUDGET SUMMARY: Year 2, FY 2020-2021 (12 Months)**

**VENDOR NAME:** Foster Assessment Center & Testing Service, Inc. (FACTS)

**SERVICE COMPONENT (Population and Location)** Specialized Assessment Services for CalWORKs WTW Participants in the County of Fresno

<b>CATEGORY</b>	<b>BUDGET ITEM #</b>	<b>TOTAL</b>
Salaries	0100	\$ 130,000
Benefits	0150	\$ 11,830
Payroll Taxes	0175	\$ 12,597
<b>SUBTOTAL:</b>		<b>\$ 154,427</b>
<b>SERVICES &amp; SUPPLIES</b>		
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Communications	0250	\$ 9,000
Office Expense	0300	\$ 46,064
Equipment	0350	\$ 8,820
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Contracts	0450	\$ - 0 -
Transportation	0500	\$ 5,246
Program Supplies	0550	\$ 17,257
Other (Indirect Costs)/10% Cap	0600	\$ 28,017
<b>SUBTOTAL</b>		<b>\$125,748</b>
<b>TOTAL EXPENSES</b>		<b>\$280,175</b>

**BUDGET PERSONNEL DETAIL: FY 2020-2021**

**SERVICE COMPONENT (Population and Location): Specialized Assessment Services for CalWORKs WTW Participants in the County of Fresno**

**SALARIES**

Position	% of Time On Project	Number of Months	Monthly Salary/ Hourly Wages	Salary/Wages Funds Requested
Bilingual, Center Director & Lead Assessor	Direct 95%	12	\$ 30.58	D= \$60,416
	Admin 5%			A= \$ 3,180
Secretary & Vocational Technician	Direct 100%	12	\$ 16.54	D= \$34,404
	Admin 0%			A= - 0 -
Staff Development Specialist: Staff Recruitment; Staff Development and Training	Direct 3%	12	\$ 42.06	D= \$ 2,624
	Admin 2%			A= \$ 1,750
CEO & Director of Services: Training of County of Fresno Staff; Training of FACTS Staff; Quality Assurance Monitoring; Supervision of Fresno Director and Assessment Staff	Direct 7%	12	\$ 78.13	D= \$11,376
	Admin 4%			A= \$ 6,500
Chief Financial Officer & Operations Manager: Supervision of Monthly Budget Invoice	Direct 2%	12	\$ 78.13	D= \$ 3,250
	Admin 4%			A= \$ 6,500
<b>TOTAL EXPENSES</b>				<b>\$130,000</b>

Admin Salaries Total/ \$17,930

Total Direct Salaries/ \$112,070

**BENEFITS**

Benefit Item (Calculation)	Direct	Admin	Item Total
401k Pension Plan (John Hancock) \$130,000 x 3.3%	\$3,698	\$592	\$4,290
Health Insurance (Blue Shield Med/Dent) \$130,000 x 5.8%	\$6,500	\$1,040	\$7,540
Total Benefits:	<u>\$10,198</u>	<u>\$1,632</u>	<u>\$11,830</u>

**TOTAL SALARIES AND BENEFITS:**

\$141,830

**BUDGET DETAIL: FY 2020-2021**

**SERVICE COMPONENT (Population and Location): Specialized Assessment Services for CalWORKs WTW Participants in the County of Fresno**

<b>BUDGET LINE ITEM</b>	<b>CATEGORY &amp; DESCRIPTION/CALCULATION</b>	<b>SUBTOTAL</b>	<b>TOTAL</b>
0175	<b>PAYROLL TAXES</b> Federal Unemployment Tax \$7,000 x 2 = \$14,000 x .06 FICA/Medicare \$130,000 x 7.65% State Disability Insurance (SDI) \$130,000 x 1.0% State Unemployment Insurance/ETT \$7,000 x 2 = \$14,000 x 2.3% Adjustment	\$ 840  \$ 9,945  \$ 1,300  \$ 322  \$ 190	\$ 12,597
0200	<b>INSURANCE</b> Worker's Compensation Liability  Professional Liability  General (including Auto/Cyber/Theft) Liability	\$ 1,540  \$ 420  \$ 3,204	\$ 5,164
0250	<b>COMMUNICATIONS</b> Postage \$60 monthly x 12 months FACTS Website - Fresno share via 99 split for updates and hosting Phone & Fax with High Speed Internet Access \$260 monthly x 12 months Translation Services (Non-English /Non-Spanish) - Language Line for additional languages \$200 monthly x 12 month Admin Participant & Job Specialist Feedback Survey to analyze quality assurance and contract compliance provided in Fresno County annually Admin Communications (postage, phone, internet)	\$ 720  \$ 120  \$ 3,620  \$ 2,400  \$ 800  \$ 1,340	\$ 9,000
0300	<b>OFFICE EXPENSE</b>	\$ 31,904	

	<p>Facility Rent (Fresno Evaluation Center) 1932 usable square feet x \$1.37 per square foot = \$2,647 monthly</p> <p>Janitorial Service \$170 monthly</p> <p>Computer Maintenance and Services in Fresno &amp; Electronic file storage and backup and Microsoft Office annual licenses and email accounts for FACTS-Fresno</p> <p>Security System Monitoring \$60 quarterly</p> <p>FACTSTRACK Data Base Software Updates and Servicing by Computer Programmer</p> <p>Admin Office Expenses (includes administrative office rent, computer consulting and computer service at administrative office)</p>	<p>\$ 2,040</p> <p>\$ 6,200</p> <p>\$ 240</p> <p>\$ 500</p> <p>\$ 5,180</p>	<p>\$ 46,064</p>
0350	<p><b>EQUIPMENT</b></p> <p>Service Agreement for Photo Copier/Fax/Scanner \$180 per quarter</p> <p>Leasing Canon Copier</p> <p>FACTS-Fresno computer/office equipment/furniture depreciation</p> <p>Admin Equipment costs including administrative office equipment, service contracts and administrative office equipment depreciation</p>	<p>\$ 720</p> <p>\$ 1,100</p> <p>\$ 4,000</p> <p>\$ 3,000</p>	<p>\$ 8,820</p>
0400	<p><b>UTILITIES</b></p> <p>Estimated Electricity (\$310 per month) and Estimated Gas (\$80 per month) totaling \$390 per month</p> <p>Admin Utilities</p>	<p>\$ 4,680</p> <p>\$ 1,500</p>	<p>\$ 6,180</p>
0450	<p><b>CONTRACTS</b></p>	<p>- 0 -</p>	<p>- 0 -</p>

0500	<p><b>TRANSPORTATION</b></p> <p>Mileage reimbursement for Assessor and Vocational Technician travel to Fresno Regional district offices: Selma: 44 miles x \$0.36 - \$15.84 x13 trips = \$206 Reedley:68 miles x \$0.36 = \$24.48 x 13 trips = \$318</p> <p>FACTS Fresno staff mileage for FACTS quarterly Quality Assurance meetings x 4 trips (Assessors) &amp; 4 trips (Vocational Technician/Secretary) = 8 trips total x 456 miles roundtrip to FACTS Thousand Oaks admin office x \$0.36 mileage reimbursement</p> <p>Lodging in Thousand Oaks for FACTS Fresno staff for Quality Assurance meetings and other various necessary staff stayovers at administrative office occurs an average of 4 nights annually x \$135 per night lodging</p> <p>Per diem meals when traveling overnight estimate 8 days x \$38.50 daily per diem</p> <p>Admin Supervisor's leased auto, gas and maintenance charged through 99 "all split" account, Fresno estimate of 14% = \$151 per month</p> <p>Admin Lodging –Director of Services and Staff Development Specialist occurs an average of 6 nights annually x \$125 per night lodging</p>	<p>\$524</p> <p>\$1,313</p> <p>\$ 540</p> <p>\$ 308</p> <p>\$ 1,811</p> <p>\$ 750</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p>\$ 5,246</p>
0550	<p><b>PROGRAM SUPPLIES</b></p> <p>Testing Supplies through 99 "all split" account, Fresno %</p> <p>Office Supplies</p> <p>Administrative office supplies</p>	<p>\$ 14,657</p> <p>\$ 2,000</p> <p>\$ 600</p>	<p></p> <p></p> <p>\$ 17,257</p>
0600	<p><b>OTHER (INDIRECT COSTS) Capped at 10%</b></p>		<p>\$28,017</p>
<b>TOTAL EXPENSES</b>			<b>\$280,175</b>

**BUDGET SUMMARY: Year 3, FY 2021-2022 (12 Months)**

**VENDOR NAME:** Foster Assessment Center & Testing Service, Inc. (FACTS)

**PROPOSED SERVICE COMPONENT (Population and Location):** Specialized Assessment Services for CalWORKs WTW Participants in the County of Fresno

<b>CATEGORY</b>	<b>BUDGET ITEM #</b>	<b>TOTAL</b>
Salaries	0100	\$ 130,000
Benefits	0150	\$ 11,830
Payroll Taxes	0175	\$ 12,597
<b>SUBTOTAL:</b>		<b>\$ 154,427</b>
<b>SERVICES &amp; SUPPLIES</b>		
Insurance	0200	\$ 5,164
Communications	0250	\$ 9,000
Office Expense	0300	\$ 46,064
Equipment	0350	\$ 8,820
Utilities	0400	\$ 6,180
Contracts	0450	\$ - 0 -
Transportation	0500	\$ 5,246
Program Supplies	0550	\$ 17,257
Other (Indirect Costs)/10% Cap	0600	\$ 28,017
<b>SUBTOTAL</b>		<b>\$125,748</b>
<b>TOTAL EXPENSES</b>		<b>\$280,175</b>

**BUDGET PERSONNEL DETAIL: FY 2021-2022**

**PROPOSED SERVICE COMPONENT (Population and Location): Specialized Assessment Services for CalWORKs WTW Participants in the County of Fresno**

**SALARIES**

Position	% of Time On Project	Number of Months	Monthly Salary/ Hourly Wages	Salary/Wages Funds Requested
Bilingual, Center Director & Lead Assessor	Direct 95%	12	\$ 31.54	D= \$62,320
	Admin 5%			A= \$ 3,280
<i>Secretary &amp; Vocational Technician</i>	Direct 100%	12	\$ 17.41	D= \$36,200
	Admin 0%			A= - 0 -
<i>Staff Development Specialist: Staff Recruitment; Staff Development and Training</i>	Direct 2%	12	\$ 42.06	D= \$ 1,750
	Admin 2%			A= \$ 1,750
CEO & Director of Services: <i>Training of County of Fresno Staff; Training of FACTS Staff; Quality Assurance Monitoring; Supervision of Fresno Director and Assessment Staff</i>	Direct 6.2%	12	\$ 78.13	D= \$10,075
	Admin 4%			A= \$ 6,500
Chief Financial Officer & Operations Manager: <i>Supervision of Monthly Budget Invoice</i>	Direct 3%	12	\$ 78.13	D= \$ 4,875
	Admin 2%			A= \$ 3,250
<b>TOTAL EXPENSES</b>				<b>\$130,000</b>

Admin Salaries Total/ \$14,780

Total Direct Salaries/ \$115,220

**BENEFITS**

<u>Benefit Item (Calculation)</u>	<u>Direct</u>	<u>Admin</u>	<u>Item Total</u>
<u>401k Pension Plan (John Hancock) \$130,000 x 3.3%</u>	\$3,802	\$488	<u>\$4,290</u>
<u>Health Insurance (Blue Shield Med/Dent) \$130,000 x 5.8%</u>	\$6,683	\$857	<u>\$7,540</u>
Total Benefits:	<u>\$10,485</u>	<u>\$1,345</u>	<u>\$11,830</u>

**TOTAL SALARIES AND BENEFITS:**

**\$141,830**

**BUDGET DETAIL: FY 2021-2022**  
**SERVICE COMPONENT (Population and Location): Specialized Assessment**  
Services for CalWORKs WTW Participants in the County of Fresno

<b>BUDGET LINE ITEM</b>	<b>CATEGORY &amp; DESCRIPTION/CALCULATION</b>	<b>SUBTOTAL</b>	<b>TOTAL</b>
0175	<b>PAYROLL TAXES</b> Federal Unemployment Tax $\$7,000 \times 2 = \$14,000 \times .06$ FICA/Medicare $\$130,000 \times 7.65\%$ State Disability Insurance (SDI) $\$130,000 \times 1.0\%$ State Unemployment Insurance/ETT $\$7,000 \times 2 = \$14,000 \times 2.3\%$ Adjustment	\$ 840  \$ 9,945  \$ 1,300  \$ 322  \$ 190	      \$ 12,597
0200	<b>INSURANCE</b> Worker's Compensation Liability  Professional Liability  General (including Auto/Cyber/Theft) Liability	\$ 1,540  \$ 420  \$ 3,204	   \$ 5,164
0250	<b>COMMUNICATIONS</b> Postage \$60 monthly x 12 months FACTS Website - Fresno share via 99 split for updates and hosting Phone & Fax with High Speed Internet Access \$260 monthly x 12 months Translation Services (Non-English /Non-Spanish) - Language Line for additional languages \$200 monthly x 12 month Admin Participant & Job Specialist Feedback Survey to analyze quality assurance and contract compliance provided in Fresno County annually Admin Communications (postage, phone, internet)	\$ 720  \$ 120  \$ 3,620  \$ 2,400  \$ 800  \$ 1,340	       \$ 9,000
0300	<b>OFFICE EXPENSE</b>	\$ 31,904	

	<p>Facility Rent (Fresno Evaluation Center) 1932 usable square feet x \$1.37 per square foot = \$2,647 monthly</p> <p>Janitorial Service \$170 monthly</p> <p>Computer Maintenance and Services in Fresno &amp; Electronic file storage and backup and Microsoft Office annual licenses and email accounts for FACTS-Fresno</p> <p>Security System Monitoring \$60 quarterly</p> <p>FACTSTRACK Data Base Software Updates and Servicing by Computer Programmer</p> <p>Admin Office Expenses (includes administrative office rent, computer consulting and computer service at administrative office)</p>	<p>\$ 2,040</p> <p>\$ 6,200</p> <p>\$ 240</p> <p>\$ 500</p> <p>\$ 5,180</p>	<p>\$ 46,064</p>
0350	<p><b>EQUIPMENT</b></p> <p>Service Agreement for Photo Copier/Fax/Scanner \$180 per quarter</p> <p>Leasing Canon Copier</p> <p>FACTS-Fresno computer/office equipment/furniture depreciation</p> <p>Admin Equipment costs including administrative office equipment, service contracts and administrative office equipment depreciation</p>	<p>\$ 720</p> <p>\$ 1,100</p> <p>\$ 4,000</p> <p>\$ 3,000</p>	<p>\$ 8,820</p>
0400	<p><b>UTILITIES</b></p> <p>Estimated Electricity (\$310 per month) and Estimated Gas (\$80 per month) totaling \$390 per month</p> <p>Admin Utilities</p>	<p>\$ 4,680</p> <p>\$ 1,500</p>	<p>\$ 6,180</p>
0450	<p><b>CONTRACTS</b></p>	<p>- 0 -</p>	<p>- 0 -</p>

0500	<p><b>TRANSPORTATION</b></p> <p>Mileage reimbursement for Assessor and Vocational Technician travel to Fresno Regional district offices: Selma: 44 miles x \$0.36 - \$15.84 x13 trips = \$206 Reedley:68 miles x \$0.36 = \$24.48 x 13 trips = \$318</p> <p>FACTS Fresno staff mileage for FACTS quarterly Quality Assurance meetings x 4 trips (Assessors) &amp; 4 trips (Vocational Technician/Secretary) = 8 trips total x 456 miles roundtrip to FACTS Thousand Oaks admin office x \$0.36 mileage reimbursement</p> <p>Lodging in Thousand Oaks for FACTS Fresno staff for Quality Assurance meetings and other various necessary staff stayovers at administrative office occurs an average of 4 nights annually x \$135 per night lodging</p> <p>Per diem meals when traveling overnight estimate 8 days x \$38.50 daily per diem</p> <p>Admin Supervisor's leased auto, gas and maintenance charged through 99 "all split" account, Fresno estimate of 14% = \$151 per month</p> <p>Admin Lodging –Director of Services and Staff Development Specialist occurs an average of 6 nights annually x \$125 per night lodging</p>	<p>\$524</p> <p>\$1,313</p> <p>\$ 540</p> <p>\$ 308</p> <p>\$ 1,811</p> <p>\$ 750</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p>\$ 5,246</p>
0550	<p><b>PROGRAM SUPPLIES</b></p> <p>Testing Supplies through 99 "all split" account, Fresno %</p> <p>Office Supplies</p> <p>Administrative office supplies</p>	<p>\$ 14,657</p> <p>\$ 2,000</p> <p>\$ 600</p>	<p></p> <p></p> <p>\$ 17,257</p>
0600	<p><b>OTHER (INDIRECT COSTS)</b> Capped at 10%</p>		<p>\$28,017</p>
<b>TOTAL EXPENSES</b>			<b>\$280,175</b>

**BUDGET SUMMARY: Year 4, FY 2022-2023 (6 months)**

**VENDOR NAME: Foster Assessment Center & Testing Service, Inc. (FACTS)**

**PROPOSED SERVICE COMPONENT (Population and Location): Specialized Assessment Services for CalWORKs WTW Participants in the County of Fresno**

<b>CATEGORY</b>	<b>BUDGET ITEM #</b>	<b>TOTAL</b>
<b>Salaries</b>	<b>0100</b>	<b>\$ 65,000</b>
<b>Benefits</b>	<b>0150</b>	<b>\$ 5,915</b>
<b>Payroll Taxes</b>	<b>0175</b>	<b>\$ 6,298</b>
<b>SUBTOTAL:</b>		<b>\$ 77,214</b>
<b>SERVICES &amp; SUPPLIES</b>		
<b>Insurance</b>	<b>0200</b>	<b>\$ 2,582</b>
<b>Communications</b>	<b>0250</b>	<b>\$ 4,500</b>
<b>Office Expense</b>	<b>0300</b>	<b>\$ 23,032</b>
<b>Equipment</b>	<b>0350</b>	<b>\$ 4,410</b>
<b>Utilities</b>	<b>0400</b>	<b>\$ 3,090</b>
<b>Contracts</b>	<b>0450</b>	<b>\$ - 0 -</b>
<b>Transportation</b>	<b>0500</b>	<b>\$ 2,623</b>
<b>Program Supplies</b>	<b>0550</b>	<b>\$ 8,629</b>
<b>Other (Indirect Costs)/10% Cap</b>	<b>0600</b>	<b>\$ 14,009</b>
<b>SUBTOTAL</b>		<b>\$62,874</b>
<b>TOTAL EXPENSES</b>		<b>\$140,088</b>

**BUDGET PERSONNEL DETAIL: FY 2022-2023**

**PROPOSED SERVICE COMPONENT (Population and Location): Specialized Assessment Services for CalWORKs WTW Participants in the County of Fresno**

**SALARIES**

Position	% of Time On Project	Number of Months	Monthly Salary/ Hourly Wages	Salary/Wages Funds Requested
Bilingual, Center Director & Lead Assessor	Direct 95%	6	\$ 31.54	D= \$31,160
	Admin 5%			A= \$ 1,640
<i>Secretary &amp; Vocational Technician</i>	Direct 100%	6	\$ 17.41	D= \$18,100
	Admin 0%			A= - 0 -
<i>Staff Development Specialist: Staff Recruitment; Staff Development and Training</i>	Direct 5.7%	6	\$ 56.14	D= \$ 3,313
	Admin 4.3%			A= \$ 2,500
CEO & Director of Services: <i>Training of County of Fresno Staff; Training of FACTS Staff; Quality Assurance Monitoring; Supervision of Fresno Director and Assessment Staff</i>	Direct 6.2%	6	\$ 78.13	D= \$5,037
	Admin 4%			A= \$ 3,250
Chief Financial Officer & Operations Manager: <i>Supervision of Monthly Budget Invoice</i>	Direct 3%	0	\$ 78.13	D= \$ 0
	Admin 2%			A= \$ 0
<b>TOTAL EXPENSES</b>				\$65,000

Admin Salaries Total/ \$7,390

Total Direct Salaries/ \$57,610

**BENEFITS**

Benefit Item (Calculation)	Direct	Admin	Item Total
<u>401k Pension Plan (OneAmerica) \$65,000 x 3.3%</u>	\$1,901	\$244	<u>\$2,145</u>
<u>Health Insurance (Blue Shield Med/Dent) \$65,000 x 5.8%</u>	\$3341	\$429	<u>\$3,770</u>
Total Benefits:	<u>\$5,242</u>	<u>\$673</u>	<u>\$5,915</u>

**TOTAL SALARIES AND BENEFITS:**

\$70,915

**BUDGET DETAIL: FY 2022-2023**

**SERVICE COMPONENT (Population and Location):** Specialized Assessment Services for CalWORKs WTW Participants in the County of Fresno

<b>BUDGET LINE ITEM</b>	<b>CATEGORY &amp; DESCRIPTION/CALCULATION</b>	<b>SUBTOTAL</b>	<b>TOTAL</b>
0175	<b>PAYROLL TAXES</b> Federal Unemployment Tax $\$3,500 \times 2 = \$7,000 \times .06$ FICA/Medicare $\$65,000 \times 7.65\%$ State Disability Insurance (SDI) $\$65,000 \times 1.0\%$ State Unemployment Insurance/ETT $\$3,500 \times 2 = \$7,000 \times 2.3\%$ Adjustment	\$ 420  \$ 4,972  \$ 650  \$ 161  \$ 95	\$ 6,298
0200	<b>INSURANCE</b> Worker's Compensation Liability  Professional Liability  General (including Auto/Theft) Liability	\$ 770  \$ 210  \$ 1,602	\$ 2,582
0250	<b>COMMUNICATIONS</b> Postage \$60 monthly x 6 months FACTS Website - Fresno share via 99 split for updates and hosting Phone & Fax with High-Speed Internet Access $\$260$ monthly x 6 months Translation Services (Non-English /Non-Spanish) - Language Line for additional languages $\$200$ monthly x 6 months Admin Participant & Job Specialist Feedback Survey to analyze quality assurance and contract compliance provided in Fresno County annually Admin Communications (postage, phone, internet)	\$ 360  \$ 60  \$ 1,810  \$ 1,200  \$ 400  \$ 670	\$ 4,500
0300	<b>OFFICE EXPENSE</b>	\$ 15,952	

	<p>Facility Rent (Fresno Evaluation Center) 1932 usable square feet x \$1.37 per square foot = \$2,647 monthly</p> <p>Janitorial Service \$170 monthly</p> <p>Computer Maintenance services, Electronic file storage and backup, and Microsoft Office annual licenses and email accounts for FACTS-Fresno</p> <p>Security System Monitoring \$60 quarterly</p> <p>FACTSTRACK Data Base Software Updates and Servicing by Computer Programmer</p> <p>Admin Office Expenses (includes administrative office rent, computer consulting and computer service at administrative office)</p>	<p>\$ 1,020</p> <p>\$ 3,100</p> <p>\$ 120</p> <p>\$ 250</p> <p>\$ 2,590</p>	<p>\$ 23,032</p>
0350	<p><b>EQUIPMENT</b></p> <p>Service Agreement for Photo Copier/Fax/Scanner \$180 per quarter</p> <p>Leasing Canon Copier</p> <p>FACTS-Fresno computer/office equipment/furniture depreciation</p> <p>Admin Equipment costs including administrative office equipment, service contracts and administrative office equipment depreciation</p>	<p>\$ 360</p> <p>\$ 550</p> <p>\$ 2,000</p> <p>\$ 1,500</p>	<p>\$ 4,410</p>
0400	<p><b>UTILITIES</b></p> <p>Estimated Electricity (\$310 per month) and Estimated Gas (\$80 per month) totaling \$390 per month</p> <p>Admin Utilities</p>	<p>\$ 2,340</p> <p>\$ 750</p>	<p>\$ 3,090</p>
0450	<p><b>CONTRACTS</b></p>	<p>- 0 -</p>	<p>- 0 -</p>

0500	<p><b>TRANSPORTATION</b></p> <p>Mileage reimbursement for Assessor and Vocational Technician travel to Fresno Regional district offices: Selma: 44 miles x \$0.36 - \$15.84 x 13 trips = \$206 Reedley: 68 miles x \$0.36 = \$24.48 x 13 trips = \$318</p> <p>FACTS Fresno staff mileage for FACTS quarterly Quality Assurance meetings x 4 trips (Assessors) &amp; 4 trips (Vocational Technician/Secretary) = 8 trips total x 456 miles roundtrip to FACTS Thousand Oaks admin office x \$0.36 mileage reimbursement</p> <p>Lodging in Thousand Oaks for FACTS Fresno staff for Quality Assurance meetings and other various necessary staff stayovers at administrative office occurs an average of 4 nights annually x \$135 per night lodging</p> <p>Per diem meals when traveling overnight estimate 8 days x \$38.50 daily per diem</p> <p>Admin Supervisor's leased auto, gas and maintenance charged through 99 "all split" account, Fresno estimate of 14% = \$151 per month</p> <p>Admin Lodging –Director of Services and Staff Development Specialist occurs an average of 6 nights annually x \$125 per night lodging</p>	<p>\$ 262</p> <p>\$ 656</p> <p>\$ 270</p> <p>\$ 154</p> <p>\$ 906</p> <p>\$ 375</p>	<p>\$ 2,623</p>
0550	<p><b>PROGRAM SUPPLIES</b></p> <p>Testing Supplies through 99 "all split" account, Fresno %</p> <p>Office Supplies</p> <p>Administrative office supplies</p>	<p>\$ 7,329</p> <p>\$ 1,000</p> <p>\$ 300</p>	<p>\$ 8,629</p>
0600	<p><b>OTHER (INDIRECT COSTS)</b> Capped at 10%</p>		<p>\$ 14,009</p>
<b>TOTAL EXPENSES</b>			<b>\$ 140,088</b>