

A G R E E M E N T

THIS AGREEMENT is made and entered into this 10th day of September, by and between the COUNTY OF FRESNO, a Political Subdivision of the State of California, hereinafter referred to as "COUNTY", and **COMPREHENSIVE YOUTH SERVICES OF FRESNO, INC.**, a California non-profit corporation whose address is 4545 North West Avenue, Fresno, CA 93705, hereinafter referred to as "SUBRECIPIENT".

WITNESSETH:

WHEREAS, COUNTY desires to enter into an agreement whereby COUNTY may obtain supervised visitation and intensive supervised visitation services; and

WHEREAS, SUBRECIPIENT possesses the experience and skills to provide the services desired by COUNTY.

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

1. SERVICES

A. SUBRECIPIENT shall perform all services and fulfill all responsibilities set forth in Exhibit A, Summary of Services, attached hereto and by the reference incorporated herein.

B. SUBRECIPIENT shall perform all services and fulfill all responsibilities as identified in COUNTY'S Request for Proposal (RFP) No. 19-076 dated May 24, 2019 and Addendum No. One (1), dated June 13, 2019 hereinafter collectively referred to as COUNTY'S RFP 19-076, and SUBRECIPIENT'S response to said RFP, all incorporated herein and by reference made part of this Agreement.

C. In the event of any inconsistency among the documents described in Paragraph 1.A and 1.B herein above, the inconsistency shall be resolved by giving precedence in the following order of priority: 1) to this Agreement, including all Exhibits attached hereto; 2) COUNTY'S RFP 19-076; and 3) SUBRECIPIENT'S Response to RFP. A copy of COUNTY'S RFP 19-076 and SUBRECIPIENT'S response shall be retained and made available during the term of this Agreement by COUNTY'S Department of Social Services (DSS).

1 D. SUBRECIPIENT shall participate in monthly, or as needed, workgroup meetings
2 consisting of staff from the COUNTY'S DSS to discuss requirements, data reporting, training, policies,
3 and procedures, overall program operations and any problems or foreseeable problems that may arise.

4 E. In the event of the termination or expiration of this Agreement in accordance with
5 Section Three (3) of this Agreement, SUBRECIPIENT shall provide transitional services to clients
6 currently receiving services, working with DSS staff and/or COUNTY'S contracted vendor(s).
7 Transitional services shall include, but not limited to the transfer of client records and shall not exceed a
8 maximum of thirty (30) days. This section of the Agreement shall survive thirty (30) days from the
9 expiration of written termination date of this Agreement.

10 **2. TERM**

11 The term of this Agreement shall be for a period of three (3) years, commencing on October
12 1, 2019 through September 30, 2022.

13 This Agreement may be extended for two (2) additional consecutive twelve (12) month
14 periods upon written approval of both parties no later than thirty (30) days prior to the first day of the next
15 twelve (12) month extension period. The DSS Director or designee is authorized to execute such written
16 approval on behalf of COUNTY based on SUBRECIPIENT'S satisfactory performance.

17 **3. TERMINATION**

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

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

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

28 In no event shall any payment by the COUNTY constitute a waiver by the COUNTY

1 of any breach of this Agreement or any default which may then exist on the part of the SUBRECIPIENT.
2 Neither shall such payment impair or prejudice any remedy available to the COUNTY with respect to the
3 breach or default. The COUNTY shall have the right to demand of the SUBRECIPIENT the repayment to
4 the COUNTY of any funds disbursed to the SUBRECIPIENT under this Agreement, which in the judgment
5 of the COUNTY were not expended in accordance with the terms of this Agreement. The SUBRECIPIENT
6 shall promptly refund any such funds upon demand.

7 C. Without Cause - Under circumstances other than those set forth above, this
8 Agreement may be terminated by SUBRECIPIENT or COUNTY upon the giving of thirty (30) days advance
9 written notice of an intention to terminate the Agreement.

10 **4. COMPENSATION**

11 For actual services provided as identified in the terms and conditions of this Agreement,
12 including Exhibit A, COUNTY agrees to pay SUBRECIPIENT and SUBRECIPIENT agrees to receive
13 compensation in accordance with Exhibit B, attached here to and by this reference incorporated herein.

14 In no event shall compensation for services performed under this Agreement be in excess of
15 nine hundred forty four thousand, eight hundred fifty and No/100, (\$944,850) for the period of October 1,
16 2019 to September 30, 2020. In no event shall compensation for services performed under this Agreement
17 be in excess of nine hundred twenty one thousand and No/100, (\$921,000) for the period of October 1,
18 2020 to September 30, 2021. In no event shall compensation for services performed under this Agreement
19 be in excess of nine hundred seventy four thousand eight hundred fifty and No/100, (\$974,850) for the
20 period of October 1, 2021 to September 30, 2022. In no event shall compensation for services performed
21 under this Agreement be in excess of one million twenty seven thousand and No/100, (\$1,027,000) for the
22 period of October 1, 2022 to September 30, 2023. In no event shall compensation for services performed
23 under this Agreement be in excess of one million ninety thousand four hundred and No/100, (\$1,090,400)
24 for the period of October 1, 2023 to September 30, 2024. The cumulative total of this agreement shall not
25 be in excess of four million nine hundred fifty eight thousand one hundred, (\$4,958,100). It is understood
26 that all expenses incidental to SUBRECIPIENT'S performance of services under this Agreement shall be
27 borne by the SUBRECIPIENT.

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1 Except as provided below regarding State payment delays, payments by COUNTY shall be
2 in arrears, for services provided during the preceding month, within forty-five (45) days after receipt,
3 verification and approval of SUBRECIPIENT'S invoices by DSS. If SUBRECIPIENT should fail to comply
4 with any provision of this Agreement, COUNTY shall be relieved of its obligation for further compensation.
5 All final claims and / or any final budget modification requests shall be submitted by SUBRECIPIENT within
6 sixty (60) days following the final month of service for which payment is claimed. No action shall be taken
7 by COUNTY on claims submitted beyond the sixty (60) day closeout period. Any compensation which is not
8 expended by SUBRECIPIENT pursuant to the terms and conditions of this Agreement shall automatically
9 revert to COUNTY.

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

16 **5. INVOICING**

17 SUBRECIPIENT shall invoice COUNTY'S DSS in arrears by the tenth (10th) of each month
18 for actual expenses incurred and services rendered in the previous month to:
19 DSSInvoices@fresnocountyca.gov. A monthly activity report shall accompany the invoice, reflecting
20 services supported by the invoiced expenditures and be in a form and in such detail as acceptable to
21 COUNTY'S DSS.

22 At the discretion of COUNTY'S DSS Director or designee, if an invoice is incorrect or is
23 otherwise not in proper form or substance, COUNTY'S DSS Director or designee shall have the right to
24 withhold payment as to only that portion of the invoice that is incorrect or improper after five (5) days prior
25 written notice to SUBRECIPIENT. SUBRECIPIENT agrees to continue to provide services for a period of
26 ninety (90) days after notification of an incorrect or improper invoice. If after the ninety (90) day period the
27 invoice(s) is still not corrected to COUNTY'S DSS satisfaction, COUNTY'S DSS Director or designee may
28 elect to terminate this Agreement, pursuant to the termination provisions stated in Section Three (3),

1 subparagraph C of this Agreement, or the COUNTY may elect to terminate this Agreement pursuant to the
2 termination provisions stated in Paragraph Three (3) of this Agreement. In addition, for invoices received
3 ninety (90) days after the expiration of each term of this Agreement or termination of this Agreement, at the
4 discretion of COUNTY'S DSS Director or designee, COUNTY'S DSS shall have the right to deny payment
5 of any additional invoices received.

6 **6. INDEPENDENT CONTRACTOR:**

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

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

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

26 **7. MODIFICATION**

27 A. Any matters of this Agreement may be modified from time to time by the written
28 consent of all the parties without, in any way, affecting the remainder.

1 B. Notwithstanding the above, change to line items in the budget, attached herein to as
2 Exhibit B, in an amount not to exceed 10% of the total maximum annual compensation as identified in
3 Section Four (4) of this Agreement, may be made with the written approval of COUNTY'S DSS Director or
4 designee and SUBRECIPIENT. Budget line items changes shall not result in any change to the maximum
5 annual compensation amount payable to SUBRECIPIENT, as stated herein.

6 C. SUBRECIPIENT hereby agrees that reduction to the maximum compensation set
7 forth in Section Four (4) of this Agreement may be necessitate by a reduction in funding from State and/or
8 Federal sources. In such event, COUNTY'S DSS Director or designee may reduce the maximum
9 compensation under this Agreement upon written notice to SUBRECIPIENT. SUBRECIPIENT further
10 understands that this Agreement is subject to any restrictions, limitations or enactments of all legislative
11 bodies, which affect the provisions

12 **8. HOLD HARMLESS**

13 SUBRECIPIENT agrees to indemnify, save, hold harmless, and at COUNTY'S request,
14 defend the COUNTY, its officers, agents, and employees from any and all costs and expenses (including
15 attorney's fees and costs), damages, liabilities, claims, and losses occurring or resulting to COUNTY in
16 connection with the performance, or failure to perform, by SUBRECIPIENT, its officers, agents, or
17 employees under this Agreement, and from any and all costs and expenses (including attorney's fees and
18 costs), damages, liabilities, claims, and losses occurring or resulting to any person, firm, or corporation who
19 may be injured or damaged by the performance, or failure to perform, of SUBRECIPIENT, its officers,
20 agents, or employees under this Agreement. In addition, SUBRECIPIENT agrees to indemnify COUNTY
21 for Federal, State of California and/or local audit exceptions resulting from noncompliance herein on the
22 part of SUBRECIPIENT.

23 **9. INSURANCE**

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

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- 1 A. Commercial General Liability
2 Commercial General Liability Insurance with limits of not less than Two Million
3 Dollars (\$2,000,000.00) per occurrence and an annual aggregate of Four Million
4 Dollars (\$4,000,000.00). This policy shall be issued on a per occurrence basis.
5 COUNTY may require specific coverages including completed operations, products
6 liability, contractual liability, Explosion-Collapse-Underground, fire legal liability or
7 any other liability insurance deemed necessary because of the nature of this
8 contract.
- 9 B. Automobile Liability
10 Comprehensive Automobile Liability Insurance with limits of not less than One
11 Million Dollars (\$1,000,000.00) per accident for bodily injury and for property
12 damages. Coverage should include any auto used in connection with this
13 Agreement.
- 14 C. Professional Liability
15 If SUBRECIPIENT employs licensed professional staff, (e.g., Ph.D., R.N., L.C.S.W.,
16 M.F.C.C.) in providing services, Professional Liability Insurance with limits of not less
17 than One Million Dollars (\$1,000,000.00) per occurrence, Three Million Dollars
18 (\$3,000,000.00) annual aggregate.
- 19 D. Worker's Compensation
20 A policy of Worker's Compensation insurance as may be required by the California
21 Labor Code.
- 22 E. Molestation
23 Sexual abuse / molestation liability insurance with limits of not less than One Million
24 Dollars (\$1,000,000.00) per occurrence, Two Million Dollars (\$2,000,000.00) annual
25 aggregate. This policy shall be issued on a per occurrence basis.

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

33 SUBRECIPIENT hereby waives its right to recover from COUNTY, its officers, agents, and
34 employees any amounts paid by the policy of worker's compensation insurance required by this
35 Agreement. SUBRECIPIENT is solely responsible to obtain any endorsement to such policy that may be
36 necessary to accomplish such waiver of subrogation, but SUBRECIPIENT's waiver of subrogation under

1 this paragraph is effective whether or not SUBRECIPIENT obtains such an endorsement.

2 Within Thirty (30) days from the date SUBRECIPIENT signs and executes this Agreement,
3 SUBRECIPIENT shall provide certificates of insurance and endorsement as stated above for all of the
4 foregoing policies, as required herein, to the County of Fresno, P. O. Box 1912, Fresno, CA 93718-1219
5 Attention: Contract Analyst, stating that such insurance coverage have been obtained and are in full force;
6 that the County of Fresno, its officers, agents and employees will not be responsible for any premiums on
7 the policies; that for such worker's compensation insurance the SUBRECIPIENT has waived its right to
8 recover from the COUNTY, its officers, agents, and employees any amounts paid under the insurance
9 policy and that waiver does not invalidate the insurance policy; that such Commercial General Liability
10 insurance names the County of Fresno, its officers, agents and employees, individually and collectively, as
11 additional insured, but only insofar as the operations under this Agreement are concerned; that such
12 coverage for additional insured shall apply as primary insurance and any other insurance, or self-insurance,
13 maintained by COUNTY, its officers, agents and employees, shall be excess only and not contributing with
14 insurance provided under SUBRECIPIENT's policies herein; and that this insurance shall not be cancelled
15 or changed without a minimum of thirty (30) days advance, written notice given to COUNTY.

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

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

22 **10. SUBCONTRACTS AND ASSIGNMENTS**

23 SUBRECIPIENT shall obtain written approval from COUNTY or COUNTY'S DSS Director,
24 or designee before assigning or subcontracting any of its rights or duties under this Agreement. Any
25 transferee, assignee or subcontractor will be subject to all applicable provisions of this Agreement, and all
26 applicable State and Federal regulations. SUBRECIPIENT shall be held primarily responsible by COUNTY
27 for the performance of any transferee, assignee or subcontractor unless otherwise expressly agreed to in
28 writing by COUNTY. The use of subcontractors by SUBRECIPIENT shall not entitle SUBRECIPIENT to any

1 additional compensation than is provided for under this Agreement.

2 **11. CONFLICT OF INTEREST**

3 No officer, employee or agent of COUNTY who exercises any function or responsibility for
4 planning and carrying out of the services provided under this Agreement shall have any direct or indirect
5 personal financial interest in this Agreement. In addition, no employee of COUNTY shall be employed by
6 SUBRECIPIENT to fulfill any contractual obligations with COUNTY. SUBRECIPIENT shall comply with all
7 Federal, State and local conflict of interest laws, statutes and regulations, which shall be applicable to all
8 parties and beneficiaries under this Agreement and any officers, employee or agent of COUNTY.

9 **12. NON-DISCRIMINATION**

10 During the performance of this Agreement SUBRECIPIENT, shall not unlawfully
11 discriminate against any employee or applicant for employment, or recipient of services, because of ethnic
12 group identification, gender, gender identity, gender expression, sexual orientation, color, physical disability,
13 mental disability, medical condition, national origin, race, ancestry, marital status, religion, or religious
14 creed, pursuant to all applicable State of California and Federal statutes and regulations.

15 **13. RECRUITMENT OF EMPLOYEES AND SERVICES TO CLIENTS**

16 SUBRECIPIENT shall ensure that its employment recruitment efforts, including
17 administrative and professional staff positions, are carried out so as to adequately reflect the cultural and
18 ethnic diversity of the population of Fresno County. SUBRECIPIENT shall use its best efforts to serve all
19 cultural and ethnic groups residing in Fresno County. SUBRECIPIENT'S employment efforts will be
20 monitored by COUNTY at periodic intervals.

21 **14. LIMITED ENGLISH PROFICIENCY (LEP)**

22 SUBRECIPIENT shall provide interpreting and translation services to persons participating
23 in SUBRECIPIENT'S services who have limited or no English language proficiency, including services to
24 persons who are deaf or blind. Interpreters and translation services shall be provided as necessary to allow
25 such participants meaningful access to the programs, services and benefits provided by SUBRECIPIENT.
26 Interpreter and translations services, including translation of SUBRECIPIENT'S "vital documents" (those
27 documents that contain information that is critical for accessing SUBRECIPIENT'S services or are required
28 by law) shall be provided to participants at no cost to the participant. SUBRECIPIENT shall ensure that any

1 employee, agents, subcontractors, or partner who interpret or translate for a program participant, or who
2 directly communicate with a program participant in a language other than English, demonstrate proficiency
3 in the participant's language and can effectively communicate any specialized terms and concepts peculiar
4 to SUBRECIPIENT'S services.

5 **15. CONFIDENTIALITY**

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

9 **16. DATA SECURITY**

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

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

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

25 C. County-Owned Computer Equipment – SUBRECIPIENT or anyone having an
26 employment relationship with COUNTY may not use COUNTY computers or computer peripherals on non-
27 COUNTY premises without prior authorization from COUNTY'S Chief Information Officer or her designee.

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1 D. SUBRECIPIENT may not store COUNTY'S private, confidential or sensitive data on
2 any hard-disk drive.

3 E. SUBRECIPIENT is responsible to employ strict controls to insure the integrity and
4 security of COUNTY'S confidential information and to prevent unauthorized access to data maintained in
5 computer files, program documentation, data processing systems, data files and data processing
6 equipment which stores or processes COUNTY data internally and externally.

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

10 G. SUBRECIPIENT is responsible to immediately notify COUNTY of any breaches or
11 potential breaches of security related to COUNTY'S confidential information, data maintained in computer
12 files, program documentation, data processing systems, data files and data processing equipment which
13 stores or processes COUNTY data internally or externally.

14 H. In the event of a breach of security related to COUNTY'S confidential client
15 information provided to SUBRECIPIENT, COUNTY will manage the response to the incident, however,
16 SUBRECIPIENT will be responsible to issue any notification to affected individuals as required by law or as
17 deemed necessary by COUNTY in its sole discretion. SUBRECIPIENT will be responsible for all costs
18 incurred as a result of providing the required notification.

19 **17. CLEAN AIR AND WATER**

20 In the event the funding under this Agreement exceeds One Hundred Thousand and
21 No/100 Dollars (\$100,000.00), SUBRECIPIENT shall comply with all applicable standards, orders, or
22 requirements issued under the Clean Air Act contained in 42 U.S. Code 7601 et seq.; the Clean Water Act
23 contained in 33 U.S. Code 1368 et seq.; and any standards, laws, and regulations promulgated
24 thereunder. Under these laws and regulations, SUBRECIPIENT shall assure:

25 A. No facility shall be utilized in the performance of the Agreement that has been listed
26 on the Environmental Protection Agency (EPA) list of Violating Facilities;

27 B. COUNTY shall be notified prior to execution of this Agreement of the receipt of any
28 communication from the Director, Office of Federal Activities, U.S. EPA indicating that a facility to be utilized

1 in the performance of this Agreement is under consideration to be listed on the EPA list of Violating
2 Facilities;

3 C. COUNTY and U.S. EPA shall be notified about any known violation of the above
4 laws and regulations; and

5 D. This assurance shall be included in every nonexempt subgrant, contract, or
6 subcontract.

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

8 For purposes of this paragraph, SUBRECIPIENT will be referred to as the “grantee”. By
9 drawing funds against this grant award, the grantee is providing the certification that is required by
10 regulations implementing the Drug-Free Workplace Act of 1988, 45 CFR Part 76, Subpart F. These
11 regulations require certification by grantees that they will maintain a drug-free workplace. False certification
12 or violation of the certification shall be grounds for suspension of payments, suspension or termination of
13 grants, or government wide suspension or debarment. SUBRECIPIENT shall also comply with the
14 requirements of the Drug-Free Workplace Act of 1990 (California Government Code section 8350 et seq.)

15 **19. CERTIFICATION REGARDING DEBARMENT, SUSPENSIONS, INELIGIBILITY AND**
16 **VOLUNTARY EXCLUSION-LOWER TIER COVERED TRANSITIONS**

17 A. COUNTY and SUBRECIPIENT recognize that Federal assistance funds will be used
18 under the terms of this Agreement. For purposes of this paragraph, SUBRECIPIENT will be referred to as
19 the “prospective recipient”.

20 B. This certification is required by the regulation implementing Executive Order 12549,
21 Debarment and Suspension, 29 CFR Part 98, section 98.510, Participant’s responsibilities.

22 1) The prospective recipient of Federal assistance funds certified by entering
23 into this Agreement, that neither it nor its principals are presently debarred, suspended, proposed for
24 debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal
25 department or agency.

26 2) The prospective recipient of funds agrees by entering into this Agreement,
27 that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred,
28 suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless

1 authorized by the Federal department or agency with which this transaction originated.

2 3) Where the prospective recipient of Federal assistance funds is unable to
3 certify to any of the statements in this certification, such prospective participant shall attach an explanation
4 to this Agreement.

5 4) The prospective recipient shall provide immediate written notice to COUNTY
6 if at any time prospective recipient learns that its certification in Paragraph 19 of this Agreement was
7 erroneous when submitted or has become erroneous by reason of changed circumstances.

8 The prospective recipient further agrees that by entering into this Agreement, it will
9 include a clause identical to Paragraph 19 of this Agreement and titled "Certification Regarding Debarment,
10 Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions", in all lower tier
11 covered transactions and in all solicitations for lower tier covered transaction.

12 5) The certification in Paragraph 19 of this Agreement is a material
13 representation of fact upon which COUNTY relied in entering into this Agreement.

14 **20. DISCLOSURE OF SELF DEALING TRANSACTIONS**

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

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

26 **21. ACKNOWLEDGEMENT**

27 SUBRECIPIENT shall acknowledge in all public relations activates, materials and
28 publications that the COUNTY is the funding source for services to be provided through this Agreement.

1 **22. POLITICAL ACTIVITY**

2 None of the funds, materials, property or services provided directly or indirectly under this
3 Agreement shall be used for any political activity, or to further the election or defeat of any candidate for
4 public office.

5 **23. LOBBYING ACTIVITY**

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

9 **24. STATE ENERGY CONSERVATION**

10 SUBRECIPIENT shall recognize the mandatory standard and policies relating to energy
11 efficiency in the State Energy Conservation Plan as required by the United States Energy Policy and
12 Conservation Act (42 U.S.C. section 6201, et seq).

13 **25. FRATERNIZATION**

14 SUBRECIPIENT shall establish procedures addressing fraternization between
15 SUBRECIPIENT staff and clients. Such procedures will include provisions for informing SUBRECIPIENT
16 staff and clients regarding fraternization guidelines.

17 **26. INTERPRETATION OF LAWS AND REGULATIONS**

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

20 **27. COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS**

21 COUNTY, its officers, consultants, subcontractors, agents and employees shall comply with
22 all applicable State, Federal and local laws and regulations governing projects that utilize Federal Funds.

23 **28. RECORDS**

24 A. Record Establishment and Maintenance

25 SUBRECIPIENT shall establish and maintain records in accordance with those
26 requirements prescribed by COUNTY, with respect to all matters covered by this Agreement.
27 SUBRECIPIENT shall retain all fiscal books, account records and client files for services performed under
28 this Agreement for at least three (3) years from date of final payment under this Agreement or until all State

1 and Federal audits are completed for that fiscal year, whichever is later.

2 B. Cost Documentation

3 1) SUBRECIPIENT shall submit to COUNTY within fifteen (15) calendar days
4 following the end of each month, all fiscal and program reports for that month. SUBRECIPIENT shall also
5 furnish to COUNTY such statements, records, data and information as COUNTY may request pertaining to
6 matters covered by this Agreement. In the event that SUBRECIPIENT fail to provide reports as provided
7 herein, it shall be deemed sufficient cause for COUNTY to withhold payments until compliance is
8 established.

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

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

19 C. Service Documentation

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

24 D. Use of Data

25 SUBRECIPIENT shall grant to COUNTY and the United States Department Health and
26 Human Services the royalty-free, nonexclusive and irrevocable license throughout the world to publish,
27 translate, reproduce, deliver, perform, dispose of, duplicate, use, disclose in any manner and for any
28 purpose whatsoever and to authorize others to do so, all subject data now or hereafter covered by

1 copyright. However, with respect to subject data not originated in the performance of this Agreement, such
2 license shall be only to the extent that SUBRECIPIENT have the right to grant such licenses without
3 becoming liable to pay any compensation to others because of such grants. SUBRECIPIENT shall exert all
4 reasonable effort to advise COUNTY at time of delivery of subject data furnished under this Agreement, of
5 all possible invasions of the right of privacy therein contained, and of all portions of such subject data
6 copied from work not composed or produced in the performance of this Agreement and not licensed under
7 this provision.

8 As used in this clause, the term "Subject Data" means writing, sound recordings, pictorial
9 reproductions, drawings, designs or graphic representations, procedural manuals, forms, diagrams, work
10 flow charts, equipment descriptions, data files and data processing of computer programs, and works of
11 any similar nature (whether or not copyrighted or copyrightable) which are first produced or developed
12 under this Agreement. The term does not include financial reports, cost analyses and similar information
13 incidental to contract administration.

14 SUBRECIPIENT shall report to COUNTY promptly and in written detail, each notice of claim
15 of copyright infringement received by SUBRECIPIENTS with respect to all subject data delivered under this
16 Agreement. SUBRECIPIENTS shall not affix any restrictive markings upon any data. If markings are
17 affixed, COUNTY shall have the right at any time to modify, remove, obliterate or ignore such markings.

18 COUNTY shall have access to any report, preliminary findings or data assembled by
19 SUBRECIPIENT under this Agreement. In addition, SUBRECIPIENT must receive written permission from
20 COUNTY prior to publication of any materials developed under this Agreement and file with COUNTY a
21 copy of all educational and training materials, curricula, audio/visual aids, printed material and periodicals,
22 assembled pursuant to this Agreement prior to publication.

23 **29. SINGLE AUDIT CLAUSE**

24 As a subrecipient of Federal financial assistance, SUBRECIPIENT agree to provide copies
25 of their audit reports, performed in accordance with the requirements of the Single Audit Act of 1984 (31
26 USC section 7502) and subject to the terms of Office of Management and Budget (OMB) Circulars (A-110,
27 A-122 and A-133), to the County of Fresno. Such audits shall be delivered to COUNTY'S DSS, for review
28 not later than nine (9) months after the close of the subrecipients' fiscal year in which the funds supplied

1 through this Agreement are expended and/or received for this program. The audits must include a
2 statement of findings or a statement that there were no findings. If there were negative findings,
3 SUBRECIPIENT must include a corrective action plan signed by an authorized individual. Failure to
4 comply with this Act may result in COUNTY performing the necessary audit tasks, or, at COUNTY'S option,
5 contracting with a qualified accountant to perform this audit. All audit costs related to this Agreement are
6 the sole responsibility of SUBRECIPIENT who agree to take corrective actions to eliminate any material
7 noncompliance or weakness found as a result of such audits. Audit work performed by COUNTY under
8 this paragraph shall be billed at COUNTY cost as determined by COUNTY'S Auditor-Controller/Treasurer-
9 Tax Collector.

10 **30. TAX EQUITY AND FISCAL RESPONSIBILITY ACT**

11 To the extent necessary to prevent disallowance of reimbursement under section 1861 (v)
12 (1) (1) (I) of the Social Security Act, (42 U.S.C § 1395x, subd. (v)(1)[I]), until the expiration of four (4) years
13 after the furnishing of services under this Agreement, SUBRECIPIENT shall make available, upon written
14 request to the Secretary of the United States Department of Health and Human Services, or upon request
15 to the Comptroller General of the United States General Accounting Office, or any of their duly authorized
16 representatives, a copy of this Agreement and such books, documents, and records as are necessary to
17 certify the nature and extent of the costs of these services provided by SUBRECIPIENT under this
18 Agreement. SUBRECIPIENT further agree that in the event SUBRECIPIENT carries out any of their duties
19 under this Agreement through a subcontract, with a value or cost of Ten Thousand and No/100 Dollars
20 (\$10,000) or more over a twelve (12) month period, with a related organization, such Agreement shall
21 contain a clause to the effect that until the expiration of four (4) years after the furnishing of such services
22 pursuant to such subcontract, the related organizations shall make available, upon written request to the
23 Secretary of the United Sates General Accounting Office, or any of their duly authorized representatives, a
24 copy of such subcontract and such books, documents, and records of such organization as are necessary
25 to verify the nature and extent of such costs and regulations.

26 **31. CHILD ABUSE REPORTING**

27 SUBRECIPIENT shall utilize a procedure acceptable to COUNTY to ensure that all of
28 SUBRECIPIENT'S employees, volunteers, consultants, subcontractor or agents performing services under

1 this Agreement shall report all known or suspected child abuse or neglect to one or more of the agencies
2 set forth in Penal Code Section 11165.9. This procedure shall include having all of SUBRECIPIENTS'
3 employees, volunteers, consultants, subcontractor or agents performing services under this Agreement
4 sign a statement that he or she knows of and will comply with the reporting requirements set forth in Penal
5 Code Section 11166. The statement to be utilized by SUBRECIPIENTS is set forth in Exhibit C, attached
6 hereto and by this reference incorporated herein.

7 **32. CHARITABLE CHOICE**

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

20 **33. PERSONNEL DISCLOSURE**

21 SUBRECIPIENT shall make available to COUNTY a current list of all personnel providing
22 services hereunder. Changes to this list will be immediately provided to COUNTY in writing. The list shall
23 provide the following information:

24 A. All full or part-time staff positions by title whose direct services are required to
25 provide the programs described herein;

26 B. A brief description of the functions of each such position and hours each person in
27 such position works each week or, for part-time positions, each day or month, as appropriate;

28 C. The education and experience levels required for each positions; and

1 D. The names of persons filling the identified positions.

2 **34. PROHIBITION ON PUBLICITY**

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

10 **35. PROPERTY OF COUNTY**

11 All purchases over Five Thousand and No/100 Dollars (\$5,000.00), and certain purchases
12 under Five Thousand and No/100 Dollars (\$5,000.00) including but not limited to fans, calculators, cameras
13 and other sensitive items as determined by COUNTY'S DSS Director or designee made during the life of
14 this Agreement shall be identified as fixed assets with an assigned COUNTY Accounting Inventory
15 Number. These fixed assets shall be retained by COUNTY, as COUNTY property, in the event this
16 Agreement is terminated or upon expiration of this Agreement. The SUBRECIPIENT agrees to participate
17 in an annual inventory of all COUNTY fixed assets and shall be physically present when fixed assets are
18 returned to COUNTY possession at the termination or expiration of this Agreement.

19 **36. AUDITS AND INSPECTIONS**

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

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

28 ///

1 **37. NOTICES**

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

| <u>COUNTY</u> | <u>SUBRECIPIENT</u> |
|-------------------------------|--|
| Director, County of Fresno | Executive Director |
| Department of Social Services | Comprehensive Youth Services of Fresno, Inc. |
| PO Box 1912 | 4545 N. West Avenue |
| Fresno, CA 93717-1912 | Fresno, CA 93705 |

7 All notices between the COUNTY and SUBRECIPIENT provided for or permitted under this
8 Agreement must be in writing and delivered either by personal service, by first-class United States mail, by
9 an overnight commercial courier service, or by telephonic facsimile transmission. A notice delivered by
10 personal service is effective upon service to the recipient. A notice delivered by first-class United States
11 mail is effective three COUNTY business days after deposit in the United States mail, postage prepaid,
12 addressed to the recipient. A notice delivered by an overnight commercial courier service is effective one
13 COUNTY business day after deposit with the overnight commercial courier service, delivery fees prepaid,
14 with delivery instructions given for next day delivery, addressed to the recipient. A notice delivered by
15 telephonic facsimile is effective when transmission to the recipient is completed (but, if such transmission is
16 completed outside of COUNTY business hours, then such delivery shall be deemed to be effective at the
17 next beginning of a COUNTY business day), provided that the sender maintains a machine record of the
18 completed transmission. For all claims arising out of or related to this Agreement, nothing in this section
19 establishes, waives, or modifies any claims presentation requirements or procedures provided by law,
20 including but not limited to the Government Claims Act (Division 3.6 of Title 1 of the Government Code,
21 beginning with section 810).

22 **38. GOVERNING LAW**

23 Venue for any action arising out of or related to this Agreement shall only be in Fresno
24 County, California.

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

27 **39. ENTIRE AGREEMENT**

28 This Agreement constitutes the entire agreement between the SUBRECIPIENT and

1 COUNTY with respect to the subject matter hereof and supersedes all previous Agreement negotiations,
2 proposals, commitments, writings, advertisements, publications, and understanding of any nature
3 whatsoever unless expressly included in this Agreement

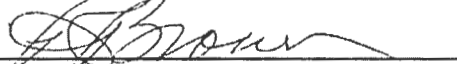
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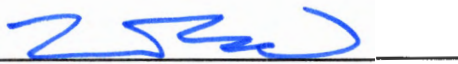
1 IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and
2 year first hereinabove written.

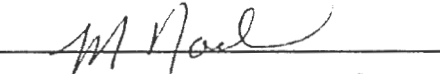
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**SUBRECIPIENT:
COMPREHENSIVE YOUTH SERVICES OF
FRESNO, INC.**

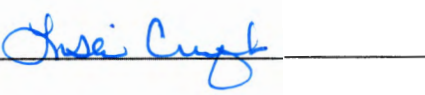
COUNTY OF FRESNO:

By 
Print Name: Richard Brown
Title: President
Chairman of the Board, or
President, or any Vice President

By 
Nathan Magsig, Chairman of the Board of
Supervisors of the County of Fresno

By 
Print Name: Sheryl Noel
Title: Treasurer

ATTEST:
BERNICE E. SEIDEL
Clerk of the Board of Supervisors of the County of
Fresno, State of California

By 

Secretary (of Corporation), or
any Assistant Secretary, or
Chief Financial Officer, or
any Assistant Treasurer

Mailing Address:
4545 North West Avenue
Fresno, CA 93705
Phone No: (559) 229-3561
Attn: Rebecca Kramer , Executive Director

FOR ACCOUNTING USE ONLY:
Fund/Subclass: 0001/10000
Organization: 56107001
Account: 7870/0

SUMMARY OF SERVICES

ORGANIZATION: Comprehensive Youth Services of Fresno, Inc.
 ADDRESS: 4545 N. West Avenue, Fresno, CA 93705
 SERVICES: Supervised Visitation Services
 TELEPHONE: (559) 229-3561
 CONTACT: Rebecca Kramer, MS, LMFT
 CONTRACT PERIOD: October 1, 2019 – September 30, 2022, with two (2) possible one (1) year extensions by both parties

A. SUMMARY OF SERVICES:

Supervised Visitation Services to be provided include: Supervised Visitation (SV), and Short-Term Intensive Supervised Visitation (ISV) to children and their families range from as often as two times per week, to as few as one time per month. One supervised visit is defined as 60 minutes, though visits may be extended longer than one hour. Visits will be supervised by “professional providers” (SV – Monitors, ISV – Coaches) to keep the child safe, supported and free from unnecessary stress during the child’s visit with the family. The professional provider is to be present at all times and will direct the parents, as deemed appropriate, for the purpose of enhancing their parenting skills including the following topics and concepts: ins and outs of infant care; day-to-day activities of motherhood/fatherhood; approaches to raising children; understanding the source of a child’s behavior; helping children build healthy self-esteem; and resolving family conflicts.

Services are to be provided in a family-friendly, home-like environment that are located in or readily accessible via public transportation from the areas with the highest removal rates (zip code areas 93702, 93703, 93705, 93706, 93722, and 93727). Service goals are 10,260 hours of Supervised Visitation and 2,000 hours of Intensive Supervised Visitation services, annually.

| TYPE OF SERVICE | BREAKDOWN OF SERVICES |
|---------------------------------------|---|
| Supervised Visitation (SV) | 950 Referred Families 200 Hours of Service Per Week 10,260 Hours Per Year |
| Intensive Supervised Visitation (ISV) | 100 Referred Families 40 Hours of Service Per Week 2,000 Hours Per Year |

Hours of Service

Visitation services will be provided seven days a week including holidays at CYS Main and Annex locations:

- Monday to Friday – 9 a.m. to 8 p.m.
- Saturday – 9 a.m. to 6 p.m.
- Sunday – 9 a.m. to 7 p.m.

Hours of service for the Selma location will be at the request of DSS and site availability.

Supervised Visitation

SV is a lower level visitation component. Families in SV generally are lower risk but have complicating factors that do not allow them to have unsupervised visitation. The SV monitor documents family interactions and assists families with general needs to accommodate positive and effective interactions and overall visits.

Intensive Supervised Visitation

ISV is a higher-level visitation component. Families in ISV may include parents with untreated mental health issues, situations involving sexual abuse where the non-offending parent is deemed non-supportive of the child victim, emotional abuse that includes a severe disconnect between parent and child, severe physical abuse, and families with high conflict or at risk of domestic violence. Given the nature of these referrals, ISV requires the presence of a licensed/unlicensed, Master's level, or student/intern in training for a post-graduate degree under the direct supervision of a license clinician or mental health professional. Families receive support from the clinician to strengthen parent/child relationships, provide parental coaching, and an opportunity for the visit to be positive and not damaging to the child.

B. TARGET POPULATION:

The target population to be served are children, youth and family members involved with CWS, who are referred by CWS to CYS for visitation services. Families referred to SV services are generally lower risk but have complicating factors that do not allow them to have unsupervised visits. Families referred to ISV may include parents with untreated mental health issues, situations involving sexual abuse where the non-offending parent is deemed non-supportive of the child victim, emotional abuse that includes a severe disconnect between the parent and child, severe physical abuse, and families with high conflict or those who are risk of domestic violence.

C. SUBRECIPIENT SHALL BE RESPONSIBLE FOR THE FOLLOWING:

1. To make services available to children and families referred by DSS with the goal of providing 10,260 SV & 2,000 ISV service hours annually.
2. Make an initial contact attempt to the parent/caretaker and foster parents within 48 hours of receipt of a referral.
3. Work closely with the DSS Visitation Coordinator and/or DSS Social Worker to determine the optimal location and the intervention that are most appropriate for each family, and the frequency of visitation.
4. Provide services at the following locations:
 - CYS Visitation Center 4545 N. West Avenue, Fresno 93705,
 - CYS Visitation Center Annex 1398 Indianapolis Avenue, Fresno 93705 and
 - Selma Neighborhood Resource Center 1940 E. Front Street, Selma 93662Changes to visitation service location(s) will require prior DSS approval.
5. Provide services consistent with the following: One (1) Supervised Visit as defined as 60 minutes/per one (1) Professional Provider; the child or children in Child Welfare Services under case management; and their family members who are present for the supervised visit (categorized below as referred by County).
6. At the request of the DSS Social Worker, Icebreaker meetings will be scheduled. The ice breaker model of practice created by the Annie E. Casey Foundation and described in

the Annie E. Casey Icebreaker Toolkit will be followed. The goal of Icebreaker meetings is to build a relationship between the parent/caretaker and foster parents to support a child who has either just entered out-of-home care or who has just changed placements. Children, based on age and developmental stage, will be able to participate in the Icebreaker meeting. The meeting will be coordinated to ensure the parent/caretaker and foster parent understand why the meeting is being held and what will be discussed. The Icebreaker will focus on giving all parties an opportunity to share information about themselves and their parenting practices, about the child's routine and preferences, about their likes and dislikes, and about the supervised visitation process and its importance to reunification.

7. During SV and ISV the professional provider shall have constant auditory and visual contact with the family. Every effort to keep the child safe and supported during the child's visit with the family member will be made. The professional provider's job is to ensure the children involved in the visits are safe and free from any unnecessary stress. The professional provider will be present at all times during the visit, they will listen to what is being said, and will pay close attention to the child's behavior during the visit.
8. There should be sufficient activities to encourage choice-making and to allow for engagement with all children equally
9. The professional provider shall also interact with and may direct, as deemed appropriate, the parent(s) for the purpose of enhancing their parenting skills.
10. A Visitation Service Plan will be developed for all ISV parents and as needed for SV parents. Plans must have goals identified by the social worker, visiting party, and Monitor/Coach. Each plan will be updated as needed, but not less than every three months.
11. The ISV Coach must provide a monthly summary for the social worker and/or Court regarding the Visitation Service Plan. Updates must include any progress made or interventions provided to the family.
12. When visitation goals have been established in coordination with DSS, the provider will focus strategies and feedback on assisting the family in meeting the goals.
13. This interaction with the parents should help the parent(s) become aware of their beliefs about child rearing and other important areas related to parenthood. The professional provider will also teach the ins and outs of infant care as needed and focus on the day-to-day activities of motherhood/fatherhood, supporting the parent(s) with the parenting skills they need to build their self-confidence in parenting their child(ren). The following is a sample of the potential parenting topics that may be provided by the professional provider:
 - Approaches to Raising Children;
 - Understanding the Source of a Child's Behavior;
 - Helping Children Build Healthy Self-Esteem;
 - Communicating Effectively;
14. Comply with all additional program requirements set forth in Appendix A, attached to this Exhibit A.
15. SUBRECIPIENT will provide annual Civil Rights training to their staff in the first quarter of every calendar year and will provide relevant proof to DSS by April 1, for each year of the contract.

D. STAFFING LEVELS AND QUALIFICATIONS:

CYS will provide the following positions:

Program Administrator (.35 FTE) – Provides broad oversight of the all visitation services programs and direct supervision of Visitation Program Manager and the Intensive Supervised Visitation Coaches. The Program Administrator must be a licensed clinician.

Visitation Program Manager (.90 FTE) – Provides oversight for day to day operations and direct supervision and training of SV monitoring staff.

Lead Visitation Facilitators (2.0 FTE) – Reports directly to the Visitation Program Manager. Lead Visitation Facilitators will be specially trained and highly experienced professional providers of visitation services. The Lead Facilitators will support the Visitation Program Manager in conjunction with the Visitation Coordinator to ensure coverage of the Visitation Program, and will also directly monitor supervised visits.

Visitation Facilitators “Monitors” (6.5 FTE) – Reports directly to the Visitation Program Manager. Facilitators are specially trained professional providers of supervised visitation services who directly monitor supervised visits with children in out-of-home care with their parents/caretakers, siblings and relatives to ensure they receive safe, support and consistent visits.

Intensive Supervised Visitation Coach (1.8 FTE) – Are licensed or unlicensed clinician, or student/intern in training for a post-graduate degree under the direct service of a licensed clinician, with two years’ experience counseling and case work with children and families. The ISV Coach will provide intensive supervised visitation, under the direct supervision of Program Administrator, to strengthen children-parent relationships, provide parental coaching, and provide the opportunity for the visit to be positive and not damaging to the child.

Visitation Coordinator (1.25 FTE) – Provides client assistance before and after visitation sessions. Will also provide scheduling support, place reminder calls/texts, and complete reports. Will be the day to day contact with DSS Staff in receiving all referrals to service.

Staffing will ensure consistency for each visiting child and family, as well as year-round visitation coverage: Monday - Friday 9 a.m. to 8 p.m. Saturdays 9 a.m. to 6 p.m. Sundays 9 a.m. to 7 p.m. and holidays.

Staffing will reflect the ethnicity, culture, and language of the individuals served including African American, Hispanic/Latino, and Hmong.

All employees will have successfully passed a thorough background check and will comply with all legally applicable qualifications and criteria for employment, as well as Supervised Visitation Program Requirements for professional providers.

All staff will undergo training as described on Pages 21, 22, 33 and 34 of the RFP response. Additionally, key staff will receive higher level of training including de-escalation.

E. COUNTY SHALL BE RESPONSIBLE FOR THE FOLLOWING:

1. Designate a contact person for SUBRECIPIENT to communicate with when necessary.
2. Meet with SUBRECIPIENT quarterly or as often as needed, to exchange pertinent information, resolve problems, and work together to coordinate referrals and services.
3. Provide all referrals for SV and ISV that includes appropriate information to CYC to contact and facilitate service.
4. Coordinate Social Workers to host family visits as appropriate, approximately one time per month.
5. Arrange for the child to visit the parents, grandparents, or siblings who are named within the individual child's case plan.

F. SUBRECIPIENT PERFORMANCE OUTCOMES:

Goal 1: Support and improve parent-child attachment and interaction

Outcome #1: Families will have access to visitation services as expeditiously as possible through agency contact within 48 hours of received referral.

Indicator: 100% of referred families will be contacted within 48 hours of received referral.

Outcome #2: Parents will feel welcomed and maximize their participation in visitation by active and friendly agency telephone text and/or email reminders 24 hours prior to a scheduled visitation.

Indicator: 85% of scheduled visitations will be completed by parents (i.e. 15% or better parent no show).

Outcome #3: Families will demonstrate improved parent-child interactions throughout the progression of their visitation services as observed by the visitation monitor.

Indicator: 90% of families that in visitation services for over 1 month will demonstrate improved parent-child interactions as documented in the SV/ISV Monitor's / Coach's notations, and/or parent-child self-report questionnaire.

Goal 2: Timely transition to lower levels of visitation

Outcome: Parents will be ready to transition to lower levels of visitation within 3-6 months of participation in visitation services.

Indicator: 80% of families will be ready to move to a lower level of visitation between 3 and 6 month as recommended by the agency.

G. STATE AND FEDERAL GUIDELINES:

In accordance with all applicable state and federal funding regulations, including but not limited to: Contract monitoring will reflect State of California WIC § 8255 – 8257, 10540 – 10544, 11300, and Federal 2 CFR Part 200. In addition to monthly activity reports, progress and outcomes will be monitored through the combination of regular meetings, site visits, inspection of client files, and observation of service delivery.

APPENDIX A

SUPERVISED VISITATION PROGRAM REQUIREMENTS

Services must be delivered in compliance with Family Code 3200.5 and Court Standards 5.20. Selected portions of the standards identified in Family Code 3200.5 and Court Standards 5.20 are identified below. However, the vendor and its supervised visitation professional provider(s) shall be responsible for understanding and complying with all applicable aspects of the Family Code and Court Standards regardless of their inclusion in or exclusion from this RFP.

For the purposes of clarification, both Family Code 3200.5, and Court Standards 5.20 describe the paid visitation monitors as a "Professional Provider" and the term may be used interchangeably in this Appendix.

Hours of Service

Services must be available between 9:00 a.m. and 8:00 p.m., Monday through Saturday and holidays. The ability to accommodate afternoon, evening and weekend visits is required due to children's school and parents' work schedules. All sites should be located in or readily accessible to public transportation, and must include a site in areas of high child removal rates, that include zip code areas 93702, 93703, 93705, 93706, 93722, and 93727. DSS is also interested in providing services to families who are located in rural parts of the County. Bidders who wish to serve a limited number of families located at a site(s) in cities or rural areas outside the Fresno/Clovis metro areas are encouraged to identify such site(s) within their proposal.

Professional Provider Qualifications

A "professional provider" who is providing the services hereunder, is any person paid for providing supervised visitation services, or an independent contractor, employee, intern, or volunteer operating through a supervised visitation center or agency. The selected contractor will ensure each staff providing supervised visitation services is fingerprinted and the fingerprints processed through a LiveScan and Child Abuse Index search process. The professional provider shall:

- Be 21 years of age or older;
- Have no conviction for driving under the influence (DUI) within the last 5 years;
- Not have been on probation or parole for the last 10 years;
- Have no record of a conviction for child molestation, child abuse, or other crimes against a person;
- Have proof of automobile insurance if transporting the child;
- Have no civil, criminal, or juvenile restraining orders within the last 10 years;
- Have no current or past court order in which the provider is the person being supervised;
- Be able to speak the language of the party being supervised and of the child, or the provider must provide a neutral interpreter over the age of 18 who is able to do so;
- Have no conflict of interest with the clients; and

- Agree to adhere to and enforce the Court Order regarding supervised visitation.

Ratio of Children to Professional Provider

Staffing should be maintained at a 1:1 ratio: One (1) staff per visitation service unit or group, per one (1) family group per visitation room, at any given time. However, at the discretion of the professional provider, two staff persons may be used for visits that include greater than six (6) participants (parent(s), children and other family members). Other factors to consider for staffing ratios of participants to a professional provider should be contingent on:

- The degree of risk factors present in each case;
- The nature of supervision required in each case;
- The number and ages of the children to be supervised during a visit;
- The number of people visiting the child during the visit;
- The duration and location of the visit; and
- The experience of the professional provider.

In any visitation where staffing is provided at a greater than 1:1 ratio of staff persons per family group, or when more than one family group is in the same visitation room documentation shall be provided in the case file justifying the use of additional staff.

Delineation of Terms and Conditions

The provider bears the sole responsibility for enforcement of all the terms and conditions of any supervised visitation service provided herein. Unless otherwise ordered by the Court, the provider should:

- Monitor conditions to assure the safety and welfare of the child;
- Enforce the frequency and duration of the visits as ordered by the Court and County specified;
- Avoid any attempt to take sides with any party;
- Allow no derogatory comments about the parent, his or her family, caretaker, child, or child's siblings;
- Allow no discussion of the Court case or possible future outcomes;
- Allow neither the provider nor the child to be used to gather information about the other party or caretaker or to transmit documents, information, or personal possessions unless permission has been granted by County;
- Allow no spanking, hitting, or threatening the child;
- Allow no visits to occur while the visiting party appears to be under the influence of alcohol or illegal drugs;
- Allow no emotional, verbal, physical, or sexual abuse; and
- Ensure that the parties follow any additional rules set forth by the provider, Department of Social Services or the Court.

Maintenance and Disclosure of Records

Professional providers will keep a record of the visits for each case; these records will be emailed to DSS within three (3) days of the visitation. Any critical incident report will be provided no later than 24-hours following the incident. Supervised visitation reports shall be in a form and format as provided by DSS, and shall include, but not be limited to:

- The date, time, and duration of the contact or visit;
- Who attended the visit;
- The professional provider who conducted the visit;
- A summary of activities during the visit;
- An account of critical incidents, including physical or verbal altercations and threats;
- Violations of protective or court visitation orders;
- Any failure to comply with the terms and conditions of the visitation;
- Any incidence of abuse as required by law; and
- Actions taken by the provider, including any interruptions, terminations of a visit, and reasons for these actions. If a visit is temporarily suspended or terminated, the professional provider should state the reasons for the action taken in writing and provide the written statement to the visitation parties, their attorneys, the attorney for the child, and the County immediately upon suspension or termination or as soon thereafter as feasible, but in no case later than three (3) days following the action.

Case recordings and supervised visitation reports will be limited to facts, observations, and direct statements made by the parties, not personal conclusions, suggestions, or opinions of the provider. All contacts by the provider in person, in writing, or by telephone with any party (County, contractor or family member), the children, the court, attorneys, mental health professionals, and referring agencies should be documented in the case file. All entries should be dated and signed by the person recording the entry.

If ordered by the Court, requested by the County under this bid, or requested by either party or the attorney for either party or the attorney for the child, a report about the supervised visit will be produced. These reports should include facts, observations, and direct statements and not opinions or recommendations regarding future visitation unless ordered by the Court. On rare occasions, the Court may subpoena a professional provider for testimony at a Court proceeding.

Any identifying information about the parties and the child, including addresses, telephone numbers, places of employment, and schools, is confidential, should not be disclosed, and should be deleted from documents before releasing them to any Court, attorney, attorney for the child, party, mediator, evaluator, mental health professional or non-county social worker, except as required in reporting suspected child abuse.

Legal Responsibilities and Obligations of the Professional Provider

All providers of supervised visitation should:

- Advise the parties before commencement of supervised visitation that no confidential

privilege exists;

- Report suspected child abuse to the appropriate agency, as provided by law, and inform the parties of the provider's obligation to make such reports;
- Suspend or terminate visitation under items listed in this section;
- Keep recordings of all actions which have taken place regarding the supervised visitations;
- Keep records in a secure area and secured in accordance with Division 19, Confidentiality of Information;
- Prepare a written contract to be signed by the parties before commencement of the supervised visitation. The contract should inform each party of the terms and conditions of supervised visitation;
- Review custody and visitation orders relevant to the supervised visitation;
- Implement an intake and screening procedure; and
- Comply with additional requirements as stated within County request or Court Orders.

Facility Requirements and Preferences

The visitation center sites should be a home-like setting with clean, well lit rooms and kitchen facilities that are available for families to prepare meals together. The environment should be child friendly and the visitation rooms need to be age appropriate in design and decoration.

Examples include infant appropriate rooms with carpet on the floor for crawling and other rooms with age appropriate activities available for older youth and their families to engage in together.

Visitation sites should offer a level of structure so that families can learn or re-learn how to interact appropriately. More specifically, at a minimum, all facilities where services are provided are required to have:

- Visitation rooms no smaller than 10' x 10' in size
- Adequate parking
- Handicapped accessibility
- Diapers & wipes
- Protective gloves & masks
- Toys for a variety of age groups
- Digital camera available to take pictures of children and family
- Regular janitorial service (State the frequency of service)
- Regular cleaning of toys (State the frequency and method of cleaning)

County prefers these additional amenities:

- Kitchen and dining facilities
- Child size furniture
- Playground/outside fenced play area

- Videotape surveillance capability

Administrative Requirements

- Participate in regularly scheduled meetings (up to once per month) with County contract management and program staff to discuss contract, program service and objectives;
- Participate in Team Decision-Making and Reunification meetings or case staffings on a scheduled basis or as required at County specified locations;
- Ensure compliance with all of the Scope of Work requirements;
- Meet or exceed Performance Outcomes;
- Maintain case files for each individual participant;
- Ensure staff meet the Scope of Work training requirements;
- Develop and maintain a written plan of maintenance/cleaning for visitation rooms, toys, and other supplies;
- All visits will be referred to the selected vendor(s) by the County of Fresno, Department of Social Services, Child Welfare Services Visitation Coordinator;
- Within 48 hours of receipt of an approved referral, make contact with the parent(s)/care provider to coordinate a visit. Contractor will develop a system/process to ensure parent(s)/care provider visitation attendance (i.e. visitation reminders by phone and other means as appropriate);
- Plan and make available appropriate activities for parents and children for each visit which take into consideration holidays and seasons including cultural, religious and ethnic differences of the clients who are served (list such planned activities);
- Special life events of a child such as birthdays are important celebratory events. A large room or an alternate location within the community where supervised visits for birthdays may occur will be secured/provided for these events;
- Develop a master calendar to reflect visitation scheduled time slots and staff utilization, and provide to County on a monthly basis;
- Provide a monthly statistical report to Department of Social Services no later than the 10th of each month. The monthly statistical report will address desired outcomes for supervised visitation and utilization of services. County will provide the contract vendor(s) with the statistical form;
- Notify the DSS Visitation Coordinator within 24 hours of any cancelled visits or "no-show" visits via the DSS visitation e-mail in-box; and

Professional Provider Training

Each provider of supervised visitation services is required to demonstrate their ability to provide, during each fiscal year of services, training opportunities for their staff, which will include:

- The role of a professional provider;

- Observation techniques;
- Child abuse reporting laws;
- Parenting training (to be approved by County);
- Culture Competency and Disproportionality of African-American families in Child Welfare;
- Record-keeping procedures;
- Screening, monitoring, and termination of visitation;
- Developmental needs of children;
- Legal responsibilities and obligations of a provider;
- Cultural sensitivity;
- First Aid and certification;
- Conflicts of interest;
- Confidentiality;
- Civil Rights;
- Issues relating to substance abuse, child abuse, sexual abuse, and domestic violence;
- An understanding of terms and conditions of supervised visitation, and
- The legal responsibilities and obligations of a provider under the court standards.

Safety and Security Procedures

All providers should make every reasonable effort to assure the safety and welfare of the child and adults during the visitation. Supervised visitation centers will establish a written protocol with the assistance of the local law enforcement agency that describes the emergency assistance and responses that can be expected from the local law enforcement agency. In addition, the supervised visitation service provider will:

- Establish and state in writing minimum security procedures and inform the parties of these procedures before the commencement of supervised visitation;
- Conduct comprehensive intake and screening to assess the nature and degree of risk for each case;
- Establish written procedures that must be followed in the event a child is abducted during supervised visitation; and
- Suspend or terminate supervised visitation if the provider determines that the risk factors present are placing in jeopardy the safety and welfare of the child or provider.

The procedures for intake should include separate interviews with the parties before the first visit. During the interview, the provider should obtain identifying information and explain the reasons for temporary suspension or termination of a visit under this standard. If the child is of sufficient age and capacity, the provider should include the child in part of the intake or orientation process. Any discussion should be presented to the child in a manner appropriate to the child's developmental stage.

The service provider will obtain during the intake process or will have obtained from the County:

- Copies of any protective order;
- Current court orders;
- Any Judicial Council form relating to supervised visitation orders;
- A report of any written records of allegations of domestic violence or abuse; and
- An account of the child's health needs if the child has a chronic health condition.

Safety Considerations for Sexual Abuse Cases

In cases where there are allegations of sexual abuse, in addition to the requirements of the safety and security procedures above, the provider should comply with the following terms and conditions, unless otherwise ordered by the Court:

- Allow no exchanges of gifts, money, or cards;
- Allow no photographing, audio taping, or videotaping of the child;
- Allow no physical contact with the child such as lap sitting, hair combing, stroking, hand holding, prolonged hugging, wrestling, tickling, horse playing, changing diapers, or accompanying the child to the bathroom;
- Allow no whispering, passing notes, hand signals, or body signals; and
- Allow no supervised visitation in the location where the alleged sexual abuse occurred.

Confidentiality

Communications between parties and providers of supervised visitation services are not protected by any privilege of confidentiality. Professional and therapeutic providers should, whenever possible, maintain confidentiality regarding the case except when:

- Ordered by the Court;
- Subpoenaed to produce records or testify in Court;
- Requested to provide information about the case by a mediator or evaluator in conjunction with a Court-Ordered mediation, investigation, or evaluation;
- Required to provide information about the case by Department of Social Services; or
- Requested to provide information about the case by law enforcement.

Court Standards

The Court generally orders supervised visitation services. Supervised visitation service providers and all documentation are subject to subpoena at any time. Additionally, DSS reserves the right to visit the facility to observe visits and to review any and all records pertaining to supervised visitation services at any time (with or without notice). The Rules of Court Standard are to be followed and adhered to by all selected vendor of services.

Conflict of Interest

All providers should maintain neutrality by refusing to discuss the merits of the case or agree with or support one party over another. Any discussion between a provider and the parties

should be for the purposes of arranging visitation and providing for the safety of the children. In order to avoid a conflict of interest, the provider should not:

- Be financially dependent on the person being supervised;
- Be an employee of the person being supervised;
- Be an employee of or affiliated with any superior court in the county in which the supervision is ordered unless specified in the employment contract; or
- Be in an intimate relationship with the person being supervised.

Reference Information Cited:

1. California DSS Manual Child Welfare Services Manual Division 31.
2. California DSS Manual Child Welfare Services Manual Division, Confidentiality of Information Division 19
3. 2010 California Rules of Court. Standard 5.20. Uniform standards of practice for providers of supervised visitation.

PROPOSED BUDGET SUMMARY (12 Months)

YEAR 1

VENDOR NAME: **Comprehensive Youth Services of Fresno, Inc.**

FY: 10/01/2019 - 09/30/2020

| CATEGORY | BUDGET ITEM # | TOTAL |
|---------------------------------------|--------------------------|--------------|
| <u>PERSONNEL</u> | | |
| Salaries | 100 | \$ 507,306 |
| Payroll Taxes | 150 | \$ 44,364 |
| Benefits | 200 | \$ 91,615 |
| SUBTOTAL: | | \$ 643,285 |
| <u>SERVICES & SUPPLIES</u> | | |
| Insurance | 250 | \$ 9,488 |
| Communications | 300 | \$ 4,320 |
| Office Expense | 350 | \$ 29,484 |
| Equipment | 400 | \$ 22,464 |
| Facilities | 450 | \$ 108,540 |
| Travel Costs | 500 | \$ 3,564 |
| Program Supplies | 550 | \$ 9,600 |
| Consultancy | 600 | \$ 4,260 |
| Fiscal & Audits | 650 | \$ 2,119 |
| Training | 660 | \$ 13,241 |
| Indirect Costs | 700 | \$ 94,485 |
| SUBTOTAL: | | \$ 301,565 |
| TOTAL EXPENSES: | | \$ 944,850 |

PROPOSED BUDGET PERSONNEL DETAIL

YEAR 1

VENDOR NAME: **Comprehensive Youth Services of Fresno, Inc.**

FY: 10/01/2019 - 09/30/2020

SALARIES

| Position | % of Time on Project | Number of Months | Monthly Salary/Hourly Wages | Salary/Wages Funds Requested |
|---|----------------------|------------------|-----------------------------|------------------------------|
| Program Administrator | 35.00% | 12 | \$ 8,540.00 | \$ 35,868 |
| Visitation Manager | 90.00% | 12 | \$ 5,425.00 | \$ 58,590 |
| Lead Visitation Facilitators | 200.00% | 12 | \$ 2,963.00 | \$ 71,112 |
| Visitation Facilitators | 650.00% | 12 | \$ 2,580.00 | \$ 201,240 |
| Intensive Supervised Visitation (ISV) Coach | 180.00% | 12 | \$ 4,810.00 | \$ 103,896 |
| Visitation Coordinator | 125.00% | 12 | \$ 2,440.00 | \$ 36,600 |
| Total Salaries/Wages | | | | \$ 507,306 |

PAYROLL TAXES

| | RATE | | BASE | FTE | TOTAL |
|-----------------------------------|-------|---|---------|----------|------------------|
| FICA | 7.65% | X | 507,306 | | \$ 38,809 |
| California Unemployment Insurance | 6.20% | X | 7,000 | X 12.800 | \$ 5,555 |
| Total Payroll Taxes | | | | | \$ 44,364 |

BENEFITS

| INSURANCE | | | | |
|--|----------|--------|------|-------------------|
| (health, dental, vision, life & disability) | RATE | MONTHS | FTE | TOTAL |
| Program Administrator | 1,310.00 | 12 | 0.35 | \$ 5,502 |
| Visitation Manager | 615.00 | 12 | 0.90 | \$ 6,642 |
| Lead Visitation Facilitators | 770.00 | 12 | 2.00 | \$ 18,480 |
| Visitation Facilitators | 275.00 | 12 | 6.50 | \$ 21,450 |
| Intensive Supervised Visitation (ISV) Coach | 630.00 | 12 | 1.80 | \$ 13,608 |
| Visitation Coordinator | 545.00 | 12 | 1.25 | \$ 8,175 |
| Retirement Contributions - Employer Portion | | | | \$ 17,758 |
| Total Benefits | | | | \$ 91,615 |
| TOTAL SALARIES, PAYROLL TAXES & BENEFITS: | | | | \$ 643,285 |

PROPOSED BUDGET SERVICES AND SUPPLIES DETAIL

YEAR 1

VENDOR NAME: Comprehensive Youth Services of Fresno, Inc.

FY: 10/01/2019 - 09/30/2020

| BUDGET LINE ITEM | CATEGORY & DESCRIPTION/CALCULATION | SUBTOTAL | TOTAL |
|------------------------|---|----------|-------------------|
| 250 | INSURANCE | | |
| | General Liability | 2,096 | |
| | Workers Compensation @ 616.00 /mo x 12 mo | 7,392 | |
| | | | \$ 9,488 |
| 300 | COMMUNICATIONS | | |
| | Telephone & Internet @ 360.00 /mo x 12 mo | 4,320 | |
| | | | \$ 4,320 |
| 350 | OFFICE EXPENSE | | |
| | Office Supplies @ 2,457.00 /mo x 12 mo | 29,484 | |
| | | | \$ 29,484 |
| 400 | EQUIPMENT | | |
| | Leased Equipment @ 1,872.00 /mo x 12 mo | 22,464 | |
| | | | \$ 22,464 |
| 450 | FACILITIES | | |
| | Leased Space @ 6,760.00 /mo x 12 mo | 81,120 | |
| | Utilities @ 1,155.00 /mo x 12 mo | 13,860 | |
| | Maintenance @ 1,130.00 /mo x 12 mo | 13,560 | |
| | | | \$ 108,540 |
| 500 | TRAVEL COSTS | | |
| | Staff Mileage @ 297.00 /mo x 12 mo | 3,564 | |
| | | | \$ 3,564 |
| 550 | PROGRAM SUPPLIES | | |
| | Program Supplies @ 800.00 /mo x 12 mo | 9,600 | |
| | | | \$ 9,600 |
| 600 | CONSULTANCY | | |
| | Human Resources @ 155.00 /mo x 12 mo | 1,860 | |
| | Translation Services @ 200.00 /mo x 12 mo | 2,400 | |
| | | | \$ 4,260 |
| 650 | FISCAL & AUDITS | | |
| | Annual External Audit | 2,119 | |
| | | | \$ 2,119 |
| 660 | TRAINING | | |
| | Trainings - Skills Development | 13,241 | |
| | | | \$ 13,241 |
| 700 | INDIRECT COSTS | | |
| | Administrative Overhead @ 10.00% | 94,485 | |
| | | | \$ 94,485 |
| TOTAL EXPENSES: | | | \$ 301,565 |

PROPOSED BUDGET DETAIL NARRATIVE

YEAR 1

VENDOR NAME: **Comprehensive Youth Services of Fresno, Inc.**

FY: 10/01/2019 - 09/30/2020

Salaries:

Program Administrator - At 35.00% FTE, the Program Administrator is responsible programmatic oversight and reporting to the County. They will also assist in providing direct services, as needed.

Visitation Manager - At 90.00% FTE, the Visitation Manager supervises SV staff and is responsible for the program's design, implementation and evaluation. They will also provide direct services to clients.

Lead Visitation Facilitators - At 200.00% FTE, these individuals will be specially trained and highly experienced providers of visitation services. They will support CYS in ensuring seven-day coverage, and will also directly monitor supervised visits.

Visitation Facilitators - At 650.00% FTE, the Facilitators (consisting of full-time & part-time staff) will provide interactive visitation support during supervised sessions to help parents improve their parenting skills.

Intensive Supervised Visitation (ISV) Coach - At 180.00% FTE, the ISV Coach will provide more intensive supervised services to those cases identified by DSS as requiring additional assistance.

Visitation Coordinator - At 125.00% FTE, the Admin Specialist will provide client assistance before and after visitation sessions. They will also provide scheduling support and complete reports.

Payroll Taxes:

CYS pays all legally mandated taxes for staff. FICA is calculated at 7.65% of salaries and California SUI is paid on the first \$7,000 of gross salary per employee per year at the rate of 6.2%.

Benefits:

CYS offers medical, dental, vision, life and disability insurance for all full-time staff and prorated insurance for those working a regular schedule of 32 hours or more per week. CYS matches employee contributions (not to exceed 5% of gross salary) towards elective retirement accounts for eligible employees. Benefits are 18.06% of salaries for the listed budget year.

Services and Supplies:

CYS calculates operating expenses utilized by grants by allocating a pro-rata share of the total expenses based on individual grant salaries. The average pro-rata share of expenses used in this proposal is 7.50%. Space costs, including rent, utilities, and building maintenance, are based on the pro-rata share of salaries for staff housed at CYS main offices, and additional leased space. The pro-rata share is calculated at 9.25% of total space costs. We have estimated that 100.00% of additional leased space costs would be allocated to the program.

INSURANCE (250)

Workers Compensation, legally mandated to be paid for all employees, is calculated at a rate of 1.36% of salaries.

Liability Insurance represents the pro-rata share of professional, general and director's and officer's liability insurance.

COMMUNICATIONS (300)

This includes basic telephone service and internet service at the CYS main offices on West Ave plus any additional leased space necessary for staff and client use.

PROPOSED BUDGET DETAIL NARRATIVE (CONT.)

YEAR 1

VENDOR NAME: **Comprehensive Youth Services of Fresno, Inc.**

FY: 10/01/2019 - 09/30/2020

OFFICE EXPENSE (350)

Included in this item are general office supplies including, but not limited to, pens, pencils, paper and file folders used by contract staff in order to provide services to the community.

EQUIPMENT(400)

This item includes pro-rata charges for leased photocopier and computers. All leased equipment is for use by contract personnel at CYS locations. Also included is the monthly digital health record system fee, computed per FTE. This expense is part of a Federal mandate to retain client files electronically.

FACILITIES (450)

Leased Space - A pro-rata share of rent is allocated to this project for staff and client usage at the CYS main office on West Avenue, plus any additional leased space as specified in this proposal.

Utilities - A pro-rata share of the cost of gas, electric, water, sewer, and trash removal at the CYS main office on West Avenue, plus any additional leased space as specified in this proposal.

Maintenance - This item includes a pro-rata share of general building maintenance and janitorial service at the CYS main office on West Avenue, plus any additional leased space as specified in this proposal.

TRAVEL COSTS(500)

Mileage - This item includes mileage reimbursement at the current IRS rate for staff travel that is directly related to the delivery of services, testifying in court, and participation in mandatory meetings.

PROGRAM SUPPLIES (550)

This is a direct expense for the purchase of curriculum, evaluation measurement instruments, educational workbooks and videos for parents, age appropriate learning toys and educational brochures.

CONSULTANCY (600)

A pro-rata share of the cost of human resources consultants to assist our staff in personnel matters and to effectively administer and communicate employment policies and procedures while adhering to all state and Federal labor laws.

Translation services are budgeted for those clients who cannot be served by the language capabilities of staff, including those who are deaf or hard of hearing.

FISCAL & AUDITS(650)

Pro-rata share of the cost of an independent annual audit conducted by our external auditors.

TRAINING (660)

Allows staff to attend trainings which would develop skills which will improve the quality of services provided to clients.

INDIRECT COSTS(700)

This includes administrative expenses like clerical and bookkeeping, administrative support, and administrative fees associated with the program. The total costs do not exceed 10.00% of the total budget.

PROPOSED BUDGET SUMMARY (12 Months)

YEAR 2

VENDOR NAME: **Comprehensive Youth Services of Fresno, Inc.**

FY: 10/01/2020 - 09/30/2021

| CATEGORY | BUDGET ITEM # | TOTAL |
|--------------------------------|------------------|------------|
| PERSONNEL | | |
| Salaries | 100 | \$ 538,542 |
| Payroll Taxes | 150 | \$ 46,753 |
| Benefits | 200 | \$ 96,171 |
| SUBTOTAL: | | \$ 681,466 |
| SERVICES & SUPPLIES | | |
| Insurance | 250 | \$ 10,509 |
| Communications | 300 | \$ 3,900 |
| Office Expense | 350 | \$ 11,820 |
| Equipment | 400 | \$ 9,060 |
| Facilities | 450 | \$ 82,500 |
| Travel Costs | 500 | \$ 3,588 |
| Program Supplies | 550 | \$ 9,600 |
| Consultancy | 600 | \$ 4,320 |
| Fiscal & Audits | 650 | \$ 2,937 |
| Training | 660 | \$ 9,200 |
| Indirect Costs | 700 | \$ 92,100 |
| SUBTOTAL: | | \$ 239,534 |
| TOTAL EXPENSES: | | \$ 921,000 |

PROPOSED BUDGET PERSONNEL DETAIL

YEAR 2

VENDOR NAME: **Comprehensive Youth Services of Fresno, Inc.**

FY: 10/01/2020 - 09/30/2021

SALARIES

| Position | % of Time on Project | Number of Months | Monthly Salary/Hourly Wages | Salary/Wages Funds Requested |
|---|----------------------|------------------|-----------------------------|------------------------------|
| Program Administrator | 35.00% | 12 | \$ 8,935.00 | \$ 37,527 |
| Visitation Manager | 90.00% | 12 | \$ 5,695.00 | \$ 61,506 |
| Lead Visitation Facilitators | 200.00% | 12 | \$ 3,108.00 | \$ 74,592 |
| Visitation Facilitators | 650.00% | 12 | \$ 2,700.00 | \$ 210,600 |
| Intensive Supervised Visitation (ISV) Coach | 180.00% | 12 | \$ 5,370.00 | \$ 115,992 |
| Visitation Coordinator | 125.00% | 12 | \$ 2,555.00 | \$ 38,325 |
| Total Salaries/Wages | | | | \$ 538,542 |

PAYROLL TAXES

| | RATE | | BASE | FTE | TOTAL |
|-----------------------------------|-------|---|---------|----------|------------------|
| FICA | 7.65% | X | 538,542 | | \$ 41,198 |
| California Unemployment Insurance | 6.20% | X | 7,000 | X 12.800 | \$ 5,555 |
| Total Payroll Taxes | | | | | \$ 46,753 |

BENEFITS

| INSURANCE | | | | |
|--|----------|--------|------|-------------------|
| (health, dental, vision, life & disability) | RATE | MONTHS | FTE | TOTAL |
| Program Administrator | 1,365.00 | 12 | 0.35 | \$ 5,733 |
| Visitation Manager | 645.00 | 12 | 0.90 | \$ 6,966 |
| Lead Visitation Facilitators | 805.00 | 12 | 2.00 | \$ 19,320 |
| Visitation Facilitators | 288.00 | 12 | 6.50 | \$ 22,464 |
| Intensive Supervised Visitation (ISV) Coach | 660.00 | 12 | 1.80 | \$ 14,256 |
| Visitation Coordinator | 572.00 | 12 | 1.25 | \$ 8,580 |
| Retirement Contributions - Employer Portion | | | | \$ 18,852 |
| Total Benefits | | | | \$ 96,171 |
| TOTAL SALARIES, PAYROLL TAXES & BENEFITS: | | | | \$ 681,466 |

PROPOSED BUDGET SERVICES AND SUPPLIES DETAIL

YEAR 2

VENDOR NAME: **Comprehensive Youth Services of Fresno, Inc.**

FY: 10/01/2020 - 09/30/2021

| BUDGET LINE ITEM | CATEGORY & DESCRIPTION/CALCULATION | SUBTOTAL | TOTAL |
|------------------------|---|----------|-------------------|
| 250 | INSURANCE | | |
| | General Liability | 2,289 | |
| | Workers Compensation @ 685.00 /mo x 12 mo | 8,220 | |
| | | | \$ 10,509 |
| 300 | COMMUNICATIONS | | |
| | Telephone & Internet @ 325.00 /mo x 12 mo | 3,900 | |
| | | | \$ 3,900 |
| 350 | OFFICE EXPENSE | | |
| | Office Supplies @ 985.00 /mo x 12 mo | 11,820 | |
| | | | \$ 11,820 |
| 400 | EQUIPMENT | | |
| | Leased Equipment @ 755.00 /mo x 12 mo | 9,060 | |
| | | | \$ 9,060 |
| 450 | FACILITIES | | |
| | Leased Space @ 4,990.00 /mo x 12 mo | 59,880 | |
| | Utilities @ 920.00 /mo x 12 mo | 11,040 | |
| | Maintenance @ 965.00 /mo x 12 mo | 11,580 | |
| | | | \$ 82,500 |
| 500 | TRAVEL COSTS | | |
| | Staff Mileage @ 299.00 /mo x 12 mo | 3,588 | |
| | | | \$ 3,588 |
| 550 | PROGRAM SUPPLIES | | |
| | Program Supplies @ 800.00 /mo x 12 mo | 9,600 | |
| | | | \$ 9,600 |
| 600 | CONSULTANCY | | |
| | Human Resources @ 160.00 /mo x 12 mo | 1,920 | |
| | Translation Services @ 200.00 /mo x 12 mo | 2,400 | |
| | | | \$ 4,320 |
| 650 | FISCAL & AUDITS | | |
| | Annual External Audit | 2,937 | |
| | | | \$ 2,937 |
| 660 | TRAINING | | |
| | Trainings - Skills Development | 9,200 | |
| | | | \$ 9,200 |
| 700 | INDIRECT COSTS | | |
| | Administrative Overhead @ 10.00% | 92,100 | |
| | | | \$ 92,100 |
| TOTAL EXPENSES: | | | \$ 239,534 |

PROPOSED BUDGET DETAIL NARRATIVE

YEAR 2

VENDOR NAME: **Comprehensive Youth Services of Fresno, Inc.**

FY: 10/01/2020 - 09/30/2021

Salaries:

Program Administrator - At 35.00% FTE, the Program Administrator is responsible programmatic oversight and reporting to the County. They will also assist in providing direct services, as needed.

Visitation Manager - At 90.00% FTE, the Visitation Manager supervises SV staff and is responsible for the program's design, implementation and evaluation. They will also provide direct services to clients.

Lead Visitation Facilitators - At 200.00% FTE, these individuals will be specially trained and highly experienced providers of visitation services. They will support CYS in ensuring seven-day coverage, and will also directly monitor supervised visits.

Visitation Facilitators - At 650.00% FTE, the Facilitators (consisting of full-time & part-time staff) will provide interactive visitation support during supervised sessions to help parents improve their parenting skills.

Intensive Supervised Visitation (ISV) Coach - At 180.00% FTE, the ISV Coach will provide more intensive supervised services to those cases identified by DSS as requiring additional assistance.

Visitation Coordinator - At 125.00% FTE, the Admin Specialist will provide client assistance before and after visitation sessions. They will also provide scheduling support and complete reports.

Payroll Taxes:

CYS pays all legally mandated taxes for staff. FICA is calculated at 7.65% of salaries and California SUI is paid on the first \$7,000 of gross salary per employee per year at the rate of 6.2%.

Benefits:

CYS offers medical, dental, vision, life and disability insurance for all full-time staff and prorated insurance for those working a regular schedule of 32 hours or more per week. CYS matches employee contributions (not to exceed 5% of gross salary) towards elective retirement accounts for eligible employees. Benefits are 17.86% of salaries for the listed budget year.

Services and Supplies:

CYS calculates operating expenses utilized by grants by allocating a pro-rata share of the total expenses based on individual grant salaries. The average pro-rata share of expenses used in this proposal is 7.50%. Space costs, including rent, utilities, and building maintenance, are based on the pro-rata share of salaries for staff housed at CYS main offices, and additional leased space. The pro-rata share is calculated at 9.25% of total space costs. We have estimated that 100.00% of additional leased space costs would be allocated to the program.

INSURANCE (250)

Workers Compensation, legally mandated to be paid for all employees, is calculated at a rate of 1.43% of salaries.

Liability Insurance represents the pro-rata share of professional, general and director's and officer's liability insurance.

COMMUNICATIONS (300)

This includes basic telephone service and internet service at the CYS main offices on West Ave plus any additional leased space necessary for staff and client use.

PROPOSED BUDGET DETAIL NARRATIVE (CONT.)

YEAR 2

VENDOR NAME: **Comprehensive Youth Services of Fresno, Inc.**

FY: 10/01/2020 - 09/30/2021

OFFICE EXPENSE (350)

Included in this item are general office supplies including, but not limited to, pens, pencils, paper and file folders used by contract staff in order to provide services to the community.

EQUIPMENT(400)

This item includes pro-rata charges for leased photocopier and computers. All leased equipment is for use by contract personnel at CYS locations. Also included is the monthly digital health record system fee, computed per FTE. This expense is part of a Federal mandate to retain client files electronically.

FACILITIES (450)

Leased Space - A pro-rata share of rent is allocated to this project for staff and client usage at the CYS main office on West Avenue, plus any additional leased space as specified in this proposal.

Utilities - A pro-rata share of the cost of gas, electric, water, sewer, and trash removal at the CYS main office on West Avenue, plus any additional leased space as specified in this proposal.

Maintenance - This item includes a pro-rata share of general building maintenance and janitorial service at the CYS main office on West Avenue, plus any additional leased space as specified in this proposal.

TRAVEL COSTS(500)

Mileage - This item includes mileage reimbursement at the current IRS rate for staff travel that is directly related to the delivery of services, testifying in court, and participation in mandatory meetings.

PROGRAM SUPPLIES (550)

This is a direct expense for the purchase of curriculum, evaluation measurement instruments, educational workbooks and videos for parents, age appropriate learning toys and educational brochures.

CONSULTANCY (600)

A pro-rata share of the cost of human resources consultants to assist our staff in personnel matters and to effectively administer and communicate employment policies and procedures while adhering to all state and Federal labor laws.

Translation services are budgeted for those clients who cannot be served by the language capabilities of staff, including those who are deaf or hard of hearing.

FISCAL & AUDITS(650)

Pro-rata share of the cost of an independent annual audit conducted by our external auditors.

TRAINING (660)

Allows staff to attend trainings which would develop skills which will improve the quality of services provided to clients.

INDIRECT COSTS(700)

This includes administrative expenses like clerical and bookkeeping, administrative support, and administrative fees associated with the program. The total costs do not exceed 10.00% of the total budget.

PROPOSED BUDGET SUMMARY (12 Months)

YEAR 3

VENDOR NAME: **Comprehensive Youth Services of Fresno, Inc.**

FY: 10/01/2021 - 09/30/2022

| CATEGORY | BUDGET ITEM # | TOTAL |
|--------------------------------|--------------------------|--------------|
| PERSONNEL | | |
| Salaries | 100 | \$ 573,354 |
| Payroll Taxes | 150 | \$ 49,417 |
| Benefits | 200 | \$ 100,423 |
| SUBTOTAL: | | \$ 723,194 |
| SERVICES & SUPPLIES | | |
| Insurance | 250 | \$ 11,459 |
| Communications | 300 | \$ 3,900 |
| Office Expense | 350 | \$ 12,024 |
| Equipment | 400 | \$ 9,060 |
| Facilities | 450 | \$ 87,360 |
| Travel Costs | 500 | \$ 3,600 |
| Program Supplies | 550 | \$ 9,600 |
| Consultancy | 600 | \$ 4,560 |
| Fiscal & Audits | 650 | \$ 3,282 |
| Training | 660 | \$ 9,326 |
| Indirect Costs | 700 | \$ 97,485 |
| SUBTOTAL: | | \$ 251,656 |
| TOTAL EXPENSES: | | \$ 974,850 |

PROPOSED BUDGET PERSONNEL DETAIL

YEAR 3

VENDOR NAME: **Comprehensive Youth Services of Fresno, Inc.**

FY: 10/01/2021 - 09/30/2022

SALARIES

| Position | % of Time on Project | Number of Months | Monthly Salary/Hourly Wages | Salary/Wages Funds Requested |
|---|-----------------------------|-------------------------|------------------------------------|-------------------------------------|
| Program Administrator | 35.00% | 12 | \$ 9,340.00 | \$ 39,228 |
| Visitation Manager | 90.00% | 12 | \$ 5,980.00 | \$ 64,584 |
| Lead Visitation Facilitators | 200.00% | 12 | \$ 3,264.00 | \$ 78,336 |
| Visitation Facilitators | 650.00% | 12 | \$ 2,834.00 | \$ 221,052 |
| Intensive Supervised Visitation (ISV) Coach | 180.00% | 12 | \$ 6,015.00 | \$ 129,924 |
| Visitation Coordinator | 125.00% | 12 | \$ 2,682.00 | \$ 40,230 |
| Total Salaries/Wages | | | | \$ 573,354 |

PAYROLL TAXES

| | <u>RATE</u> | | <u>BASE</u> | <u>FTE</u> | <u>TOTAL</u> |
|-----------------------------------|-------------|---|-------------|------------|------------------|
| FICA | 7.65% | X | 573,354 | | \$ 43,862 |
| California Unemployment Insurance | 6.20% | X | 7,000 | X 12.800 | \$ 5,555 |
| Total Payroll Taxes | | | | | \$ 49,417 |

BENEFITS

| INSURANCE | | | | |
|--|-------------|---------------|------------|-------------------|
| <u>(health, dental, vision, life & disability)</u> | <u>RATE</u> | <u>MONTHS</u> | <u>FTE</u> | <u>TOTAL</u> |
| Program Administrator | 1,425.00 | 12 | 0.35 | \$ 5,985 |
| Visitation Manager | 670.00 | 12 | 0.90 | \$ 7,236 |
| Lead Visitation Facilitators | 837.00 | 12 | 2.00 | \$ 20,088 |
| Visitation Facilitators | 299.00 | 12 | 6.50 | \$ 23,322 |
| Intensive Supervised Visitation (ISV) Coach | 685.00 | 12 | 1.80 | \$ 14,796 |
| Visitation Coordinator | 595.00 | 12 | 1.25 | \$ 8,925 |
| Retirement Contributions - Employer Portion | | | | \$ 20,071 |
| Total Benefits | | | | \$ 100,423 |
| TOTAL SALARIES, PAYROLL TAXES & BENEFITS: | | | | \$ 723,194 |

PROPOSED BUDGET SERVICES AND SUPPLIES DETAIL

YEAR 3

VENDOR NAME: **Comprehensive Youth Services of Fresno, Inc.**

FY: 10/01/2021 - 09/30/2022

| BUDGET LINE ITEM | CATEGORY & DESCRIPTION/CALCULATION | SUBTOTAL | TOTAL |
|------------------------|---|----------|-------------------|
| 250 | INSURANCE | | |
| | General Liability | 2,387 | |
| | Workers Compensation @ 756.00 /mo x 12 mo | 9,072 | |
| | | | \$ 11,459 |
| 300 | COMMUNICATIONS | | |
| | Telephone & Internet @ 325.00 /mo x 12 mo | 3,900 | |
| | | | \$ 3,900 |
| 350 | OFFICE EXPENSE | | |
| | Office Supplies @ 1,002.00 /mo x 12 mo | 12,024 | |
| | | | \$ 12,024 |
| 400 | EQUIPMENT | | |
| | Leased Equipment @ 755.00 /mo x 12 mo | 9,060 | |
| | | | \$ 9,060 |
| 450 | FACILITIES | | |
| | Leased Space @ 5,300.00 /mo x 12 mo | 63,600 | |
| | Utilities @ 925.00 /mo x 12 mo | 11,100 | |
| | Maintenance @ 1,055.00 /mo x 12 mo | 12,660 | |
| | | | \$ 87,360 |
| 500 | TRAVEL COSTS | | |
| | Staff Mileage @ 300.00 /mo x 12 mo | 3,600 | |
| | | | \$ 3,600 |
| 550 | PROGRAM SUPPLIES | | |
| | Program Supplies @ 800.00 /mo x 12 mo | 9,600 | |
| | | | \$ 9,600 |
| 600 | CONSULTANCY | | |
| | Human Resources @ 180.00 /mo x 12 mo | 2,160 | |
| | Translation Services @ 200.00 /mo x 12 mo | 2,400 | |
| | | | \$ 4,560 |
| 650 | FISCAL & AUDITS | | |
| | Annual External Audit | 3,282 | |
| | | | \$ 3,282 |
| 660 | TRAINING | | |
| | Trainings - Skills Development | 9,326 | |
| | | | \$ 9,326 |
| 700 | INDIRECT COSTS | | |
| | Administrative Overhead @ 10.00% | 97,485 | |
| | | | \$ 97,485 |
| TOTAL EXPENSES: | | | \$ 251,656 |

PROPOSED BUDGET DETAIL NARRATIVE

YEAR 3

VENDOR NAME: **Comprehensive Youth Services of Fresno, Inc.**

FY: 10/01/2021 - 09/30/2022

Salaries:

Program Administrator - At 35.00% FTE, the Program Administrator is responsible programmatic oversight and reporting to the County. They will also assist in providing direct services, as needed.

Visitation Manager - At 90.00% FTE, the Visitation Manager supervises SV staff and is responsible for the program's design, implementation and evaluation. They will also provide direct services to clients.

Lead Visitation Facilitators - At 200.00% FTE, these individuals will be specially trained and highly experienced providers of visitation services. They will support CYS in ensuring seven-day coverage, and will also directly monitor supervised visits.

Visitation Facilitators - At 650.00% FTE, the Facilitators (consisting of full-time & part-time staff) will provide interactive visitation support during supervised sessions to help parents improve their parenting skills.

Intensive Supervised Visitation (ISV) Coach - At 180.00% FTE, the ISV Coach will provide more intensive supervised services to those cases identified by DSS as requiring additional assistance.

Visitation Coordinator - At 125.00% FTE, the Admin Specialist will provide client assistance before and after visitation sessions. They will also provide scheduling support and complete reports.

Payroll Taxes:

CYS pays all legally mandated taxes for staff. FICA is calculated at 7.65% of salaries and California SUI is paid on the first \$7,000 of gross salary per employee per year at the rate of 6.2%.

Benefits:

CYS offers medical, dental, vision, life and disability insurance for all full-time staff and prorated insurance for those working a regular schedule of 32 hours or more per week. CYS matches employee contributions (not to exceed 5% of gross salary) towards elective retirement accounts for eligible employees. Benefits are 17.52% of salaries for the listed budget year.

Services and Supplies:

CYS calculates operating expenses utilized by grants by allocating a pro-rata share of the total expenses based on individual grant salaries. The average pro-rata share of expenses used in this proposal is 7.50%. Space costs, including rent, utilities, and building maintenance, are based on the pro-rata share of salaries for staff housed at CYS main offices, and additional leased space. The pro-rata share is calculated at 9.25% of total space costs. We have estimated that 100.00% of additional leased space costs would be allocated to the program.

INSURANCE (250)

Workers Compensation, legally mandated to be paid for all employees, is calculated at a rate of 1.48% of salaries.

Liability Insurance represents the pro-rata share of professional, general and director's and officer's liability insurance.

COMMUNICATIONS (300)

This includes basic telephone service and internet service at the CYS main offices on West Ave plus any additional leased space necessary for staff and client use.

PROPOSED BUDGET DETAIL NARRATIVE (CONT.)

YEAR 3

VENDOR NAME: **Comprehensive Youth Services of Fresno, Inc.**

FY: 10/01/2021 - 09/30/2022

OFFICE EXPENSE (350)

Included in this item are general office supplies including, but not limited to, pens, pencils, paper and file folders used by contract staff in order to provide services to the community.

EQUIPMENT(400)

This item includes pro-rata charges for leased photocopier and computers. All leased equipment is for use by contract personnel at CYS locations. Also included is the monthly digital health record system fee, computed per FTE. This expense is part of a Federal mandate to retain client files electronically.

FACILITIES (450)

Leased Space - A pro-rata share of rent is allocated to this project for staff and client usage at the CYS main office on West Avenue, plus any additional leased space as specified in this proposal.

Utilities - A pro-rata share of the cost of gas, electric, water, sewer, and trash removal at the CYS main office on West Avenue, plus any additional leased space as specified in this proposal.

Maintenance - This item includes a pro-rata share of general building maintenance and janitorial service at the CYS main office on West Avenue, plus any additional leased space as specified in this proposal.

TRAVEL COSTS(500)

Mileage - This item includes mileage reimbursement at the current IRS rate for staff travel that is directly related to the delivery of services, testifying in court, and participation in mandatory meetings.

PROGRAM SUPPLIES (550)

This is a direct expense for the purchase of curriculum, evaluation measurement instruments, educational workbooks and videos for parents, age appropriate learning toys and educational brochures.

CONSULTANCY (600)

A pro-rata share of the cost of human resources consultants to assist our staff in personnel matters and to effectively administer and communicate employment policies and procedures while adhering to all state and Federal labor laws.

Translation services are budgeted for those clients who cannot be served by the language capabilities of staff, including those who are deaf or hard of hearing.

FISCAL & AUDITS(650)

Pro-rata share of the cost of an independent annual audit conducted by our external auditors.

TRAINING (660)

Allows staff to attend trainings which would develop skills which will improve the quality of services provided to clients.

INDIRECT COSTS(700)

This includes administrative expenses like clerical and bookkeeping, administrative support, and administrative fees associated with the program. The total costs do not exceed 10.00% of the total budget.

PROPOSED BUDGET SUMMARY (12 Months)

YEAR 4

VENDOR NAME: **Comprehensive Youth Services of Fresno, Inc.**

FY: 10/01/2022 - 09/30/2023

| CATEGORY | BUDGET ITEM # | TOTAL |
|--------------------------------|------------------|--------------|
| PERSONNEL | | |
| Salaries | 100 | \$ 607,212 |
| Payroll Taxes | 150 | \$ 52,007 |
| Benefits | 200 | \$ 105,349 |
| SUBTOTAL: | | \$ 764,568 |
| SERVICES & SUPPLIES | | |
| Insurance | 250 | \$ 12,492 |
| Communications | 300 | \$ 3,900 |
| Office Expense | 350 | \$ 14,700 |
| Equipment | 400 | \$ 9,120 |
| Facilities | 450 | \$ 88,776 |
| Travel Costs | 500 | \$ 3,624 |
| Program Supplies | 550 | \$ 9,600 |
| Consultancy | 600 | \$ 4,656 |
| Fiscal & Audits | 650 | \$ 3,370 |
| Training | 660 | \$ 9,494 |
| Indirect Costs | 700 | \$ 102,700 |
| SUBTOTAL: | | \$ 262,432 |
| TOTAL EXPENSES: | | \$ 1,027,000 |

PROPOSED BUDGET PERSONNEL DETAIL

YEAR 4

VENDOR NAME: **Comprehensive Youth Services of Fresno, Inc.**

FY: 10/01/2022 - 09/30/2023

SALARIES

| Position | % of Time on Project | Number of Months | Monthly Salary/Hourly Wages | Salary/Wages Funds Requested |
|---|----------------------|------------------|-----------------------------|------------------------------|
| Program Administrator | 35.00% | 12 | \$ 9,770.00 | \$ 41,034 |
| Visitation Manager | 90.00% | 12 | \$ 6,255.00 | \$ 67,554 |
| Lead Visitation Facilitators | 200.00% | 12 | \$ 3,416.00 | \$ 81,984 |
| Visitation Facilitators | 650.00% | 12 | \$ 2,954.00 | \$ 230,412 |
| Intensive Supervised Visitation (ISV) Coach | 180.00% | 12 | \$ 6,680.00 | \$ 144,288 |
| Visitation Coordinator | 125.00% | 12 | \$ 2,796.00 | \$ 41,940 |
| Total Salaries/Wages | | | | \$ 607,212 |

PAYROLL TAXES

| | RATE | | BASE | FTE | TOTAL |
|-----------------------------------|-------|---|---------|----------|------------------|
| FICA | 7.65% | X | 607,212 | | \$ 46,452 |
| California Unemployment Insurance | 6.20% | X | 7,000 | X 12.800 | \$ 5,555 |
| Total Payroll Taxes | | | | | \$ 52,007 |

BENEFITS

| INSURANCE | | | | |
|--|----------|--------|------|-------------------|
| (health, dental, vision, life & disability) | RATE | MONTHS | FTE | TOTAL |
| Program Administrator | 1,485.00 | 12 | 0.35 | \$ 6,237 |
| Visitation Manager | 700.00 | 12 | 0.90 | \$ 7,560 |
| Lead Visitation Facilitators | 875.00 | 12 | 2.00 | \$ 21,000 |
| Visitation Facilitators | 313.00 | 12 | 6.50 | \$ 24,414 |
| Intensive Supervised Visitation (ISV) Coach | 720.00 | 12 | 1.80 | \$ 15,552 |
| Visitation Coordinator | 622.00 | 12 | 1.25 | \$ 9,330 |
| Retirement Contributions - Employer Portion | | | | \$ 21,256 |
| Total Benefits | | | | \$ 105,349 |
| TOTAL SALARIES, PAYROLL TAXES & BENEFITS: | | | | \$ 764,568 |

PROPOSED BUDGET SERVICES AND SUPPLIES DETAIL

YEAR 4

VENDOR NAME: **Comprehensive Youth Services of Fresno, Inc.**

FY: 10/01/2022 - 09/30/2023

| BUDGET LINE ITEM | CATEGORY & DESCRIPTION/CALCULATION | SUBTOTAL | TOTAL |
|------------------------|---|----------|-------------------|
| 250 | INSURANCE | | |
| | General Liability | 2,460 | |
| | Workers Compensation @ 836.00 /mo x 12 mo | 10,032 | |
| | | | \$ 12,492 |
| 300 | COMMUNICATIONS | | |
| | Telephone & Internet @ 325.00 /mo x 12 mo | 3,900 | |
| | | | \$ 3,900 |
| 350 | OFFICE EXPENSE | | |
| | Office Supplies @ 1,225.00 /mo x 12 mo | 14,700 | |
| | | | \$ 14,700 |
| 400 | EQUIPMENT | | |
| | Leased Equipment @ 760.00 /mo x 12 mo | 9,120 | |
| | | | \$ 9,120 |
| 450 | FACILITIES | | |
| | Leased Space @ 5,405.00 /mo x 12 mo | 64,860 | |
| | Utilities @ 935.00 /mo x 12 mo | 11,220 | |
| | Maintenance @ 1,058.00 /mo x 12 mo | 12,696 | |
| | | | \$ 88,776 |
| 500 | TRAVEL COSTS | | |
| | Staff Mileage @ 302.00 /mo x 12 mo | 3,624 | |
| | | | \$ 3,624 |
| 550 | PROGRAM SUPPLIES | | |
| | Program Supplies @ 800.00 /mo x 12 mo | 9,600 | |
| | | | \$ 9,600 |
| 600 | CONSULTANCY | | |
| | Human Resources @ 188.00 /mo x 12 mo | 2,256 | |
| | Translation Services @ 200.00 /mo x 12 mo | 2,400 | |
| | | | \$ 4,656 |
| 650 | FISCAL & AUDITS | | |
| | Annual External Audit | 3,370 | |
| | | | \$ 3,370 |
| 660 | TRAINING | | |
| | Trainings - Skills Development | 9,494 | |
| | | | \$ 9,494 |
| 700 | INDIRECT COSTS | | |
| | Administrative Overhead @ 10.00% | 102,700 | |
| | | | \$ 102,700 |
| TOTAL EXPENSES: | | | \$ 262,432 |

PROPOSED BUDGET DETAIL NARRATIVE

YEAR 4

VENDOR NAME: **Comprehensive Youth Services of Fresno, Inc.**

FY: 10/01/2022 - 09/30/2023

Salaries:

Program Administrator - At 35.00% FTE, the Program Administrator is responsible programmatic oversight and reporting to the County. They will also assist in providing direct services, as needed.

Visitation Manager - At 90.00% FTE, the Visitation Manager supervises SV staff and is responsible for the program's design, implementation and evaluation. They will also provide direct services to clients.

Lead Visitation Facilitators - At 200.00% FTE, these individuals will be specially trained and highly experienced providers of visitation services. They will support CYS in ensuring seven-day coverage, and will also directly monitor supervised visits.

Visitation Facilitators - At 650.00% FTE, the Facilitators (consisting of full-time & part-time staff) will provide interactive visitation support during supervised sessions to help parents improve their parenting skills.

Intensive Supervised Visitation (ISV) Coach - At 180.00% FTE, the ISV Coach will provide more intensive supervised services to those cases identified by DSS as requiring additional assistance.

Visitation Coordinator - At 125.00% FTE, the Admin Specialist will provide client assistance before and after visitation sessions. They will also provide scheduling support and complete reports.

Payroll Taxes:

CYS pays all legally mandated taxes for staff. FICA is calculated at 7.65% of salaries and California SUI is paid on the first \$7,000 of gross salary per employee per year at the rate of 6.2%.

Benefits:

CYS offers medical, dental, vision, life and disability insurance for all full-time staff and prorated insurance for those working a regular schedule of 32 hours or more per week. CYS matches employee contributions (not to exceed 5% of gross salary) towards elective retirement accounts for eligible employees. Benefits are 17.35% of salaries for the listed budget year.

Services and Supplies:

CYS calculates operating expenses utilized by grants by allocating a pro-rata share of the total expenses based on individual grant salaries. The average pro-rata share of expenses used in this proposal is 7.50%. Space costs, including rent, utilities, and building maintenance, are based on the pro-rata share of salaries for staff housed at CYS main offices, and additional leased space. The pro-rata share is calculated at 9.25% of total space costs. We have estimated that 100.00% of additional leased space costs would be allocated to the program.

INSURANCE (250)

Workers Compensation, legally mandated to be paid for all employees, is calculated at a rate of 1.55% of salaries.

Liability Insurance represents the pro-rata share of professional, general and director's and officer's liability insurance.

COMMUNICATIONS (300)

This includes basic telephone service and internet service at the CYS main offices on West Ave plus any additional leased space necessary for staff and client use.

PROPOSED BUDGET DETAIL NARRATIVE (CONT.)

YEAR 4

VENDOR NAME: **Comprehensive Youth Services of Fresno, Inc.**

FY: 10/01/2022 - 09/30/2023

OFFICE EXPENSE (350)

Included in this item are general office supplies including, but not limited to, pens, pencils, paper and file folders used by contract staff in order to provide services to the community.

EQUIPMENT(400)

This item includes pro-rata charges for leased photocopier and computers. All leased equipment is for use by contract personnel at CYS locations. Also included is the monthly digital health record system fee, computed per FTE. This expense is part of a Federal mandate to retain client files electronically.

FACILITIES (450)

Leased Space - A pro-rata share of rent is allocated to this project for staff and client usage at the CYS main office on West Avenue, plus any additional leased space as specified in this proposal.

Utilities - A pro-rata share of the cost of gas, electric, water, sewer, and trash removal at the CYS main office on West Avenue, plus any additional leased space as specified in this proposal.

Maintenance - This item includes a pro-rata share of general building maintenance and janitorial service at the CYS main office on West Avenue, plus any additional leased space as specified in this proposal.

TRAVEL COSTS(500)

Mileage - This item includes mileage reimbursement at the current IRS rate for staff travel that is directly related to the delivery of services, testifying in court, and participation in mandatory meetings.

PROGRAM SUPPLIES (550)

This is a direct expense for the purchase of curriculum, evaluation measurement instruments, educational workbooks and videos for parents, age appropriate learning toys and educational brochures.

CONSULTANCY (600)

A pro-rata share of the cost of human resources consultants to assist our staff in personnel matters and to effectively administer and communicate employment policies and procedures while adhering to all state and Federal labor laws.

Translation services are budgeted for those clients who cannot be served by the language capabilities of staff, including those who are deaf or hard of hearing.

FISCAL & AUDITS(650)

Pro-rata share of the cost of an independent annual audit conducted by our external auditors.

TRAINING (660)

Allows staff to attend trainings which would develop skills which will improve the quality of services provided to clients.

INDIRECT COSTS(700)

This includes administrative expenses like clerical and bookkeeping, administrative support, and administrative fees associated with the program. The total costs do not exceed 10.00% of the total budget.

PROPOSED BUDGET SUMMARY (12 Months)

YEAR 5

VENDOR NAME: **Comprehensive Youth Services of Fresno, Inc.**

FY: 10/01/2023 - 09/30/2024

| CATEGORY | BUDGET ITEM # | TOTAL |
|--------------------------------|------------------|---------------------|
| PERSONNEL | | |
| Salaries | 100 | \$ 651,180 |
| Payroll Taxes | 150 | \$ 55,370 |
| Benefits | 200 | \$ 111,439 |
| SUBTOTAL: | | \$ 817,989 |
| SERVICES & SUPPLIES | | |
| Insurance | 250 | \$ 13,854 |
| Communications | 300 | \$ 3,900 |
| Office Expense | 350 | \$ 13,080 |
| Equipment | 400 | \$ 9,120 |
| Facilities | 450 | \$ 90,600 |
| Travel Costs | 500 | \$ 3,660 |
| Program Supplies | 550 | \$ 9,600 |
| Consultancy | 600 | \$ 4,752 |
| Fiscal & Audits | 650 | \$ 3,666 |
| Training | 660 | \$ 11,139 |
| Indirect Costs | 700 | \$ 109,040 |
| SUBTOTAL: | | \$ 272,411 |
| TOTAL EXPENSES: | | \$ 1,090,400 |

PROPOSED BUDGET PERSONNEL DETAIL

YEAR 5

VENDOR NAME: **Comprehensive Youth Services of Fresno, Inc.**

FY: 10/01/2023 - 09/30/2024

SALARIES

| Position | % of Time on Project | Number of Months | Monthly Salary/Hourly Wages | Salary/Wages Funds Requested |
|---|-------------------------|---------------------|-----------------------------------|------------------------------------|
| Program Administrator | 35.00% | 12 | \$ 10,335.00 | \$ 43,407 |
| Visitation Manager | 90.00% | 12 | \$ 6,595.00 | \$ 71,226 |
| Lead Visitation Facilitators | 200.00% | 12 | \$ 3,600.00 | \$ 86,400 |
| Visitation Facilitators | 650.00% | 12 | \$ 3,115.00 | \$ 242,970 |
| Intensive Supervised Visitation (ISV) Coach | 180.00% | 12 | \$ 7,545.00 | \$ 162,972 |
| Visitation Coordinator | 125.00% | 12 | \$ 2,947.00 | \$ 44,205 |
| Total Salaries/Wages | | | | \$ 651,180 |

PAYROLL TAXES

| | RATE | | BASE | | FTE | TOTAL |
|-----------------------------------|-------|---|---------|---|--------|------------------|
| FICA | 7.65% | X | 651,180 | | | \$ 49,815 |
| California Unemployment Insurance | 6.20% | X | 7,000 | X | 12.800 | \$ 5,555 |
| Total Payroll Taxes | | | | | | \$ 55,370 |

BENEFITS

| INSURANCE | | | | |
|--|----------|--------|------|-------------------|
| (health, dental, vision, life & disability) | RATE | MONTHS | FTE | TOTAL |
| Program Administrator | 1,565.00 | 12 | 0.35 | \$ 6,573 |
| Visitation Manager | 735.00 | 12 | 0.90 | \$ 7,938 |
| Lead Visitation Facilitators | 923.00 | 12 | 2.00 | \$ 22,152 |
| Visitation Facilitators | 330.00 | 12 | 6.50 | \$ 25,740 |
| Intensive Supervised Visitation (ISV) Coach | 760.00 | 12 | 1.80 | \$ 16,416 |
| Visitation Coordinator | 655.00 | 12 | 1.25 | \$ 9,825 |
| Retirement Contributions - Employer Portion | | | | \$ 22,795 |
| Total Benefits | | | | \$ 111,439 |
| TOTAL SALARIES, PAYROLL TAXES & BENEFITS: | | | | \$ 817,989 |

PROPOSED BUDGET SERVICES AND SUPPLIES DETAIL

YEAR 5

VENDOR NAME: **Comprehensive Youth Services of Fresno, Inc.**

FY: 10/01/2023 - 09/30/2024

| BUDGET LINE ITEM | CATEGORY & DESCRIPTION/CALCULATION | SUBTOTAL | TOTAL |
|------------------------|---|----------|-------------------|
| 250 | INSURANCE | | |
| | General Liability | 2,514 | |
| | Workers Compensation @ 945.00 /mo x 12 mo | 11,340 | |
| | | | \$ 13,854 |
| 300 | COMMUNICATIONS | | |
| | Telephone & Internet @ 325.00 /mo x 12 mo | 3,900 | |
| | | | \$ 3,900 |
| 350 | OFFICE EXPENSE | | |
| | Office Supplies @ 1,090.00 /mo x 12 mo | 13,080 | |
| | | | \$ 13,080 |
| 400 | EQUIPMENT | | |
| | Leased Equipment @ 760.00 /mo x 12 mo | 9,120 | |
| | | | \$ 9,120 |
| 450 | FACILITIES | | |
| | Leased Space @ 5,525.00 /mo x 12 mo | 66,300 | |
| | Utilities @ 965.00 /mo x 12 mo | 11,580 | |
| | Maintenance @ 1,060.00 /mo x 12 mo | 12,720 | |
| | | | \$ 90,600 |
| 500 | TRAVEL COSTS | | |
| | Staff Mileage @ 305.00 /mo x 12 mo | 3,660 | |
| | | | \$ 3,660 |
| 550 | PROGRAM SUPPLIES | | |
| | Program Supplies @ 800.00 /mo x 12 mo | 9,600 | |
| | | | \$ 9,600 |
| 600 | CONSULTANCY | | |
| | Human Resources @ 196.00 /mo x 12 mo | 2,352 | |
| | Translation Services @ 200.00 /mo x 12 mo | 2,400 | |
| | | | \$ 4,752 |
| 650 | FISCAL & AUDITS | | |
| | Annual External Audit | 3,666 | |
| | | | \$ 3,666 |
| 660 | TRAINING | | |
| | Trainings - Skills Development | 11,139 | |
| | | | \$ 11,139 |
| 700 | INDIRECT COSTS | | |
| | Administrative Overhead @ 10.00% | 109,040 | |
| | | | \$ 109,040 |
| TOTAL EXPENSES: | | | \$ 272,411 |

PROPOSED BUDGET DETAIL NARRATIVE

YEAR 5

VENDOR NAME: **Comprehensive Youth Services of Fresno, Inc.**

FY: 10/01/2023 - 09/30/2024

Salaries:

Program Administrator - At 35.00% FTE, the Program Administrator is responsible programmatic oversight and reporting to the County. They will also assist in providing direct services, as needed.

Visitation Manager - At 90.00% FTE, the Visitation Manager supervises SV staff and is responsible for the program's design, implementation and evaluation. They will also provide direct services to clients.

Lead Visitation Facilitators - At 200.00% FTE, these individuals will be specially trained and highly experienced providers of visitation services. They will support CYS in ensuring seven-day coverage, and will also directly monitor supervised visits.

Visitation Facilitators - At 650.00% FTE, the Facilitators (consisting of full-time & part-time staff) will provide interactive visitation support during supervised sessions to help parents improve their parenting skills.

Intensive Supervised Visitation (ISV) Coach - At 180.00% FTE, the ISV Coach will provide more intensive supervised services to those cases identified by DSS as requiring additional assistance.

Visitation Coordinator - At 125.00% FTE, the Admin Specialist will provide client assistance before and after visitation sessions. They will also provide scheduling support and complete reports.

Payroll Taxes:

CYS pays all legally mandated taxes for staff. FICA is calculated at 7.65% of salaries and California SUI is paid on the first \$7,000 of gross salary per employee per year at the rate of 6.2%.

Benefits:

CYS offers medical, dental, vision, life and disability insurance for all full-time staff and prorated insurance for those working a regular schedule of 32 hours or more per week. CYS matches employee contributions (not to exceed 5% of gross salary) towards elective retirement accounts for eligible employees. Benefits are 17.11% of salaries for the listed budget year.

Services and Supplies:

CYS calculates operating expenses utilized by grants by allocating a pro-rata share of the total expenses based on individual grant salaries. The average pro-rata share of expenses used in this proposal is 7.50%. Space costs, including rent, utilities, and building maintenance, are based on the pro-rata share of salaries for staff housed at CYS main offices, and additional leased space. The pro-rata share is calculated at 9.25% of total space costs. We have estimated that 100.00% of additional leased space costs would be allocated to the program.

INSURANCE (250)

Workers Compensation, legally mandated to be paid for all employees, is calculated at a rate of 1.63% of salaries.

Liability Insurance represents the pro-rata share of professional, general and director's and officer's liability insurance.

COMMUNICATIONS (300)

This includes basic telephone service and internet service at the CYS main offices on West Ave plus any additional leased space necessary for staff and client use.

PROPOSED BUDGET DETAIL NARRATIVE (CONT.)

YEAR 5

VENDOR NAME: **Comprehensive Youth Services of Fresno, Inc.**

FY: 10/01/2023 - 09/30/2024

OFFICE EXPENSE (350)

Included in this item are general office supplies including, but not limited to, pens, pencils, paper and file folders used by contract staff in order to provide services to the community.

EQUIPMENT(400)

This item includes pro-rata charges for leased photocopier and computers. All leased equipment is for use by contract personnel at CYS locations. Also included is the monthly digital health record system fee, computed per FTE. This expense is part of a Federal mandate to retain client files electronically.

FACILITIES (450)

Leased Space - A pro-rata share of rent is allocated to this project for staff and client usage at the CYS main office on West Avenue, plus any additional leased space as specified in this proposal.

Utilities - A pro-rata share of the cost of gas, electric, water, sewer, and trash removal at the CYS main office on West Avenue, plus any additional leased space as specified in this proposal.

Maintenance - This item includes a pro-rata share of general building maintenance and janitorial service at the CYS main office on West Avenue, plus any additional leased space as specified in this proposal.

TRAVEL COSTS(500)

Mileage - This item includes mileage reimbursement at the current IRS rate for staff travel that is directly related to the delivery of services, testifying in court, and participation in mandatory meetings.

PROGRAM SUPPLIES (550)

This is a direct expense for the purchase of curriculum, evaluation measurement instruments, educational workbooks and videos for parents, age appropriate learning toys and educational brochures.

CONSULTANCY (600)

A pro-rata share of the cost of human resources consultants to assist our staff in personnel matters and to effectively administer and communicate employment policies and procedures while adhering to all state and Federal labor laws.

Translation services are budgeted for those clients who cannot be served by the language capabilities of staff, including those who are deaf or hard of hearing.

FISCAL & AUDITS(650)

Pro-rata share of the cost of an independent annual audit conducted by our external auditors.

TRAINING (660)

Allows staff to attend trainings which would develop skills which will improve the quality of services provided to clients.

INDIRECT COSTS(700)

This includes administrative expenses like clerical and bookkeeping, administrative support, and administrative fees associated with the program. The total costs do not exceed 10.00% of the total budget.

NOTICE OF CHILD ABUSE REPORTING LAW

The undersigned hereby acknowledges that Penal Code section 11166 and the contractual obligations between County of Fresno (COUNTY) and **Comprehensive Youth Services of Fresno, Inc** (PROVIDER) related to provision of emergency shelter care services for COUNTY’s dependent children, requires that the undersigned report all known or suspected child abuse or neglect to one or more of the agencies set forth in Penal Code (P.C.) section (§) 11165.9.

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

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

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

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

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

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

SIGNATURE

DATE

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: | |