

**SERVICE AGREEMENT**

This Service Agreement (“Agreement”) is dated June 18, 2024 and is between Centro La Familia Advocacy Services, Inc., a private non-profit corporation (“Contractor”), and the County of Fresno, a political subdivision of the State of California (“County”).

**Recitals**

County, through its Department of Social Services (DSS), is authorized to enter into an Agreement with Contractor for such services pursuant to Senate Bill (SB) 1569 and rules and regulations of the California Department of Social Services (CDSS); and

County has received funding from the Trafficking and Crime Victims Assistance Program (TCVAP) through CDSS to assist victims of human trafficking, domestic violence, and other serious crimes; and;

Contractor is qualified, willing and able to provide services required by County pursuant to the terms of this Agreement;

The parties therefore agree as follows:

**Article 1**

**Contractor’s Services**

1.1 **Scope of Services.** The Contractor shall perform all of the services provided in Exhibit A to this Agreement, titled “Scope of Services,” and pursuant to the staffing patterns and program expenses detailed in Exhibit B, titled “Compensation.”

1.2 **Representation.** The Contractor represents that it is qualified, ready, willing, and able to perform all of the services provided in this Agreement.

1.3 **Compliance with Laws.** The Contractor shall, at its own cost, comply with all applicable federal, state, and local laws and regulations in the performance of its obligations under this Agreement, including but not limited to workers compensation, labor, and confidentiality laws and regulations.

1.4 **Data Security.** The Contractor shall comply with all obligations under “Data Security”, attached as Exhibit “E”.

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1 **Article 2**

2 **County's Responsibilities**

3 2.1 The County shall meet all obligations provided in Exhibit A to this Agreement, titled  
4 "Scope of Services."

5 **Article 3**

6 **Compensation, Invoices, and Payments**

7 3.1 The County agrees to pay, and the Contractor agrees to receive, compensation for  
8 the performance of its services under this Agreement as described in Exhibit B to this  
9 Agreement, titled "Compensation."

10 3.2 The services provided by the Contractor under this Agreement are funded in whole  
11 or in part by the State of California and the United States Federal government. In the event that  
12 funding for these services is delayed by the State Controller or the Federal government, the  
13 County may defer payment to the Contractor. The amount of the deferred payment shall not  
14 exceed the amount of funding delayed to the County. The period of time of the deferral by the  
15 County shall not exceed the period of time of the State Controller's or Federal government's  
16 delay of payment to County plus forty-five (45) days.

17 3.3 **Maximum Compensation.** In no event shall compensation paid for services  
18 performed under this Agreement be in excess of five million, one thousand, two hundred sixty  
19 one and no/100 (\$5,001,261) during the term of this Agreement. For the period of July 1, 2024  
20 through June 30, 2025, in no event shall compensation paid for services performed under this  
21 agreement be in excess of one million, twenty one thousand, eight hundred forty seven and  
22 no/100 dollars. (\$1,021,847). For the period of July 1, 2025 through June 30, 2026, in no event  
23 shall compensation paid for the services performed under this Agreement be in excess of nine  
24 hundred seventy-one thousand, twenty-seven and no/100 dollars (\$971,027). For the period of  
25 July 1, 2026 through June 30, 2027, in no event shall compensation for these services  
26 performed under this Agreement be in excess of nine hundred ninety-four thousand, seven  
27 hundred thirty-five and no/100 dollars (\$994,735). For the optional twelve (12) month extension  
28 for the period of July 1, 2027 through June 30, 2028, in no event shall compensation paid for

1 services performed under this Agreement be in excess of nine hundred ninety-four thousand,  
2 seven hundred thirty-five and no/100 dollars (\$994,735). For the optional twelve (12) month  
3 extension for the period of July 1, 2028 through June 30, 2029, in no event shall compensation  
4 paid for services performed under this Agreement be in excess of one million, eighteen  
5 thousand, nine hundred seventeen and no/100 dollars (\$1,018,917).

6 3.4 The Contractor acknowledges that the County is a local government entity and does  
7 so with notice that the County's powers are limited by the California Constitution and by State  
8 law, and with notice that the Contractor may receive compensation under this Agreement only  
9 for services performed according to the terms of this Agreement and while this Agreement is in  
10 effect, and subject to the maximum amount payable under this section. The Contractor further  
11 acknowledges that County employees have no authority to pay the Contractor except as  
12 expressly provided in this Agreement.

13 3.5 **Invoices.** The Contractor shall submit monthly invoices in attention to Staff Analyst  
14 to: [DSSInvoices@fresnocountyca.gov](mailto:DSSInvoices@fresnocountyca.gov). The Contractor shall submit each invoice within 30 days  
15 following the month in which expenses were incurred and services rendered, and in any case  
16 within 60 days after the end of the term or termination of this Agreement. Contractor shall  
17 submit invoices to the County each month with a detailed general ledger (GL), itemizing costs  
18 incurred in the previous month, along with supporting documentation of costs. Failure to submit  
19 GL reports and supporting documentation shall be deemed sufficient cause for County to  
20 withhold payments until there is compliance, as further described in Section 3.5 herein.  
21 Supporting documentation shall include but is not limited to receipts, invoices received, and  
22 documented administrative / overhead costs. No reimbursement for services shall be made  
23 until invoices, reports and outcomes are received, reviewed and approved by County's DSS.  
24 Proof of payment may be required for certain funding streams and will be made available by the  
25 Contractor as requested by the County.

26 3.6 **Payment.** The County shall pay each correctly completed and timely submitted  
27 invoice within 45 days after receipt. If an invoice is incorrect or otherwise not in proper form or  
28 detail, County's DSS Director or designee shall have the right to withhold payment as to only





1 are not allocated, then the County, upon at least 30 days' advance written notice to the  
2 Contractor, may:

- 3 (A) Modify the services provided by the Contractor under this Agreement; or
- 4 (B) Terminate this Agreement.

5 **6.2 Termination for Breach.**

6 (A) Upon determining that a breach (as defined in paragraph (C) below) has  
7 occurred, the County may give written notice of the breach to the Contractor. The written  
8 notice may suspend performance under this Agreement, and must provide at least 30  
9 days for the Contractor to cure the breach.

10 (B) If the Contractor fails to cure the breach to the County's satisfaction within the  
11 time stated in the written notice, the County may terminate this Agreement immediately.

12 (C) For purposes of this section, a breach occurs when, in the determination of the  
13 County, the Contractor has:

- 14 (1) Obtained or used funds illegally or improperly;
- 15 (2) Failed to comply with any part of this Agreement;
- 16 (3) Submitted a substantially incorrect or incomplete report to the County; or
- 17 (4) Improperly performed any of its obligations under this Agreement.

18 **6.3 Termination without Cause.** In circumstances other than those set forth above, the  
19 County or Contractor may terminate this Agreement by giving at least 30 days advance written  
20 notice to the Contractor.

21 **6.4 No Penalty or Further Obligation.** Any termination of this Agreement by the County  
22 under this Article 6 is without penalty to or further obligation of the County.

23 **6.5 County's Rights upon Termination.** Upon termination for breach under this Article  
24 6, the County may demand repayment by the Contractor of any monies disbursed to the  
25 Contractor under this Agreement that, in the County's sole judgment, were not expended in  
26 compliance with this Agreement. The Contractor shall promptly refund all such monies upon  
27 demand. This section survives the termination of this Agreement.

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1 **Article 7**

2 **Independent Contractor**

3 7.1 **Status.** In performing under this Agreement, the Contractor, including its officers,  
4 agents, employees, and volunteers, is at all times acting and performing as an independent  
5 Contractor, in an independent capacity, and not as an officer, agent, servant, employee, joint  
6 venturer, partner, or associate of the County.

7 7.2 **Verifying Performance.** The County has no right to control, supervise, or direct the  
8 manner or method of the Contractor's performance under this Agreement, but the County may  
9 verify that the Contractor is performing according to the terms of this Agreement.

10 7.3 **Benefits.** Because of its status as an independent Contractor, the Contractor has no  
11 right to employment rights or benefits available to County employees. The Contractor is solely  
12 responsible for providing to its own employees all employee benefits required by law. The  
13 Contractor shall save the County harmless from all matters relating to the payment of  
14 Contractor's employees, including compliance with Social Security withholding and all related  
15 regulations.

16 7.4 **Services to Others.** The parties acknowledge that, during the term of this  
17 Agreement, the Contractor may provide services to others unrelated to the County.

18 **Article 8**

19 **Indemnity and Defense**

20 8.1 **Indemnity.** The Contractor shall indemnify and hold harmless and defend the  
21 County (including its officers, agents, employees, and volunteers) against all claims, demands,  
22 injuries, damages, costs, expenses (including attorney fees and costs), fines, penalties, and  
23 liabilities of any kind to the County, the Contractor, or any third party that arise from or relate to  
24 the performance or failure to perform by the Contractor (or any of its officers, agents,  
25 subcontractors, or employees) under this Agreement. The County may conduct or participate in  
26 its own defense without affecting the Contractor's obligation to indemnify and hold harmless or  
27 defend the County.

28 8.2 **Survival.** This Article 8 survives the termination of this Agreement.

1 **Article 9**

2 **Insurance**

3 9.1 The Contractor shall comply with all the insurance requirements in Exhibit D to this  
4 Agreement.

5 **Article 10**

6 **Inspections, Audits, Record Maintenance, and Public Records**

7 10.1 **Inspection of Documents.** The Contractor shall make available to the County, and  
8 the County may examine at any time during business hours and as often as the County deems  
9 necessary, all of the Contractor's records and data with respect to the matters covered by this  
10 Agreement, excluding attorney-client privileged communications. The Contractor shall, upon  
11 request by the County, permit the County to audit and inspect all of such records and data to  
12 ensure the Contractor's compliance with the terms of this Agreement.

13 10.2 **State Audit Requirements.** If the compensation to be paid by the County under this  
14 Agreement exceeds \$10,000, the Contractor is subject to the examination and audit of the  
15 California State Auditor, as provided in Government Code section 8546.7, for a period of three  
16 years after final payment under this Agreement. This section survives the termination of this  
17 Agreement.

18 10.3 **Single Audit Clause.** If Contractor expends Seven Hundred Fifty Thousand Dollars  
19 (\$750,000) or more in Federal and Federal flow-through monies annually, Contractor agrees to  
20 conduct an annual audit in accordance with the requirements of the Single Audit Standards as  
21 set forth in Office of Management and Budget (OMB) Title 2 of the Code of Federal Regulations  
22 Part 200. Contractor shall submit said audit and management letter to County. The audit must  
23 include a statement of findings or a statement that there were no findings. If there were negative  
24 findings, Contractor must include a corrective action signed by an authorized individual.  
25 Contractor agrees to take action to correct any material non-compliance or weakness found as  
26 a result of such audit. Such audit shall be delivered to County's DSS, Administration, for review  
27 within nine (9) months of the end of any fiscal year in which funds were expended and/or  
28 received for the program. Failure to perform the requisite audit functions as required by this

1 Agreement may result in County performing the necessary audit tasks, or at County's option,  
2 contracting with a public accountant to perform said audit, or, may result in the inability of  
3 County to enter into future agreements with Contractor. All audit costs related to this Agreement  
4 are the sole responsibility of Contractor.

5 **10.4 Program Audit Requirements.** A single audit report is not applicable if all  
6 Contractor's Federal contracts do not exceed the Seven Hundred Fifty Thousand Dollars  
7 (\$750,000) requirement or Contractor's funding is through Drug related Medi-Cal. If a single  
8 audit is not applicable, a program audit must be performed and a program audit report with  
9 management letter shall be submitted by Contractor to County as a minimum requirement to  
10 attest to Contractor's solvency. Said audit report shall be delivered to County's DSS,  
11 Administration, for review no later than nine (9) months after the close of the fiscal year in which  
12 the funds supplied through this Agreement are expended. Failure to comply with this Act may  
13 result in County performing the necessary audit tasks or contracting with a qualified accountant  
14 to perform said audit. All audit costs related to this Agreement are the sole responsibility of  
15 Contractor who agrees to take corrective action to eliminate any material noncompliance or  
16 weakness found as a result of such audit. Audit work performed by County under this paragraph  
17 shall be billed to the Contractor at County cost, as determined by County's Auditor-  
18 Controller/Treasurer-Tax Collector.

19 **10.5 Record Establishment and Maintenance.** Contractor shall establish and maintain  
20 records in accordance with those requirements prescribed by County, with respect to all matters  
21 covered by this Agreement. Contractor shall retain all fiscal books, account records and client  
22 files for services performed under this Agreement for at least five (5) years from date of final  
23 payment under this Agreement or until all State and Federal audits are completed for that fiscal  
24 year, whichever is later.

25 (A) Cost Documentation. Contractor agrees to maintain records to verify costs under  
26 this Agreement including a General Ledger, properly executed payrolls, time records,  
27 invoices, vouchers, orders, proof of payment, and any other accounting documents  
28 pertaining in whole or in part to this Agreement and they shall be clearly identified and

1 readily accessible. The support documentation must indicate the line budget account  
2 number to which the cost is charged.

3 (B) Service Documentation. Contractor agrees to maintain records to verify services  
4 under this Agreement including names and addresses of clients served, if applicable,  
5 and the dates of service and a description of services provided on each occasion. These  
6 records and any other documents pertaining in whole or in part to this Agreement shall  
7 be clearly identified and readily accessible.

8 (C) County shall notify Contractor in writing within thirty (30) days of any potential  
9 State or Federal audit exception discovered during an examination. Where findings  
10 indicate that program requirements are not being met and State or Federal participation  
11 in this program may be imperiled in the event that corrections are not accomplished by  
12 Contractor within thirty (30) days of receipt of such notice from County, written  
13 notification thereof shall constitute County's intent to terminate this Agreement.

14 **10.6 Public Records.** The County is not limited in any manner with respect to its public  
15 disclosure of this Agreement or any record or data that the Contractor may provide to the  
16 County. The County's public disclosure of this Agreement or any record or data that the  
17 Contractor may provide to the County may include but is not limited to the following:

18 (A) The County may voluntarily, or upon request by any member of the public or  
19 governmental agency, disclose this Agreement to the public or such governmental  
20 agency.

21 (B) The County may voluntarily, or upon request by any member of the public or  
22 governmental agency, disclose to the public or such governmental agency any record or  
23 data that the Contractor may provide to the County, unless such disclosure is prohibited  
24 by court order.

25 (C) This Agreement, and any record or data that the Contractor may provide to the  
26 County, is subject to public disclosure under the Ralph M. Brown Act (California  
27 Government Code, Title 5, Division 2, Part 1, Chapter 9, beginning with section 54950).  
28

1 (D) This Agreement, and any record or data that the Contractor may provide to the  
2 County, is subject to public disclosure as a public record under the California Public  
3 Records Act (California Government Code, Title 1, Division 7, Chapter 3.5, beginning  
4 with section 6250) ("CPRA").

5 (E) This Agreement, and any record or data that the Contractor may provide to the  
6 County, is subject to public disclosure as information concerning the conduct of the  
7 people's business of the State of California under California Constitution, Article 1,  
8 section 3, subdivision (b).

9 (F) Any marking of confidentiality or restricted access upon or otherwise made with  
10 respect to any record or data that the Contractor may provide to the County shall be  
11 disregarded and have no effect on the County's right or duty to disclose to the public or  
12 governmental agency any such record or data.

13 (G) Notwithstanding sections A-F above, any information protected by law shall not  
14 be subject to public disclosure.

15 **10.7 Public Records Act Requests.** If the County receives a written or oral request  
16 under the CPRA to publicly disclose any record that is in the Contractor's possession or control,  
17 and which the County has a right, under any provision of this Agreement or applicable law, to  
18 possess or control, then the County may demand, in writing, that the Contractor deliver to the  
19 County, for purposes of public disclosure, the requested records that may be in the possession  
20 or control of the Contractor. Within five business days after the County's demand, the  
21 Contractor shall (a) deliver to the County all of the requested records that are in the Contractor's  
22 possession or control, together with a written statement that the Contractor, after conducting a  
23 diligent search, has produced all requested records that are in the Contractor's possession or  
24 control, or (b) provide to the County a written statement that the Contractor, after conducting a  
25 diligent search, does not possess or control any of the requested records. The Contractor shall  
26 cooperate with the County with respect to any County demand for such records. If the  
27 Contractor wishes to assert that any specific record or data is exempt from disclosure under the  
28 CPRA or other applicable law, it must deliver the record or data to the County and assert the

1 exemption by citation to specific legal authority within the written statement that it provides to  
2 the County under this section. The Contractor's assertion of any exemption from disclosure is  
3 not binding on the County, but the County will give at least 10 days' advance written notice to  
4 the Contractor before disclosing any record subject to the Contractor's assertion of exemption  
5 from disclosure. The Contractor shall indemnify the County for any court-ordered award of costs  
6 or attorney's fees under the CPRA that results from the Contractor's delay, claim of exemption,  
7 failure to produce any such records, or failure to cooperate with the County with respect to any  
8 County demand for any such records.

## 9 **Article 11**

### 10 **Disclosure of Self-Dealing Transactions and Conflict of Interest**

11 11.1 **Applicability.** This Article 11 applies if the Contractor is operating as a corporation,  
12 or changes its status to operate as a corporation.

13 11.2 **Duty to Disclose.** If any member of the Contractor's board of directors is party to a  
14 self-dealing transaction, he or she shall disclose the transaction by completing and signing a  
15 "Self-Dealing Transaction Disclosure Form" (Exhibit C to this Agreement) and submitting it to  
16 the County before commencing the transaction or immediately after.

17 11.3 **Definition.** "Self-dealing transaction" means a transaction to which the Contractor is  
18 a party and in which one or more of its directors, as an individual, has a material financial  
19 interest.

20 11.4 **Conflict of Interest.** No officer, employee or agent of the County who exercises any  
21 function or responsibility for planning and carrying out of the services provided under this  
22 Agreement shall have any direct or indirect personal financial interest in this Agreement. In  
23 addition, no employee of the County shall be employed by the Contractor under this Agreement  
24 to fulfill any contractual obligations with the County. The Contractor shall comply with all  
25 Federal, State of California and local conflict of interest laws, statutes and regulations, which  
26 shall be applicable to all parties and beneficiaries under this Agreement and any officer,  
27 employee or agent of the County.

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1 **Article 12**

2 **Medi-Cal Confidentiality**

3 12.1 **Conformance with Laws:** All services performed by Contractor under this Agreement  
4 shall be in strict conformance with all applicable Federal, State of California, and/or local laws  
5 and regulations relating to confidentiality. Contractor shall require its employees, agents, officers  
6 and subcontractors to comply with the provisions of Sections 10850 and 14100.2 of the Welfare  
7 and Institutions Code, as well as the California Department of Social Services (CDSS) Manual  
8 of Policies and Procedures, Division 19-0000 and the California Department of Health Care  
9 Services (DHCS) Medi-Cal Eligibility Procedures Manual, Section 2H. These Code sections  
10 provide that:

11 (A) All applications and records concerning any individual made or kept by any public  
12 officer or agency in connection with the administration of any provision of the Welfare  
13 and Institutions Code relating to Medicaid or any form of public social services for which  
14 grants-in-aid are received by the State of California from the United States government  
15 shall be confidential, and shall not be open to examination for any purpose not directly  
16 connected with the administration of such public social services.

17 (B) No person shall publish or disclose or permit or cause to be published or  
18 disclosed any list of persons receiving public social services, except as is provided by  
19 law.

20 (C) No person shall publish, disclose, or use, or permit or cause to be published,  
21 disclosed, or used any confidential information pertaining to an applicant or recipient,  
22 except as is provided by laws.

23 (D) Contractor shall inform all of its employees, agents, officers and subcontractors  
24 of the above provisions and that any person knowingly and intentionally violating such  
25 provisions is guilty of a misdemeanor.

26 (E) In addition, Contractor, its employees, agents, and officers shall comply, and  
27 require all of its subcontractors to comply, with (1) the DHCS Medi-Cal Privacy and  
28 Security Agreement between the California DHCS and the County of Fresno that is then

1 in effect, and (2) the Privacy and Security Agreement between the CDSS and the  
2 County of Fresno that is then in effect, both of which together shall be referred to in this  
3 section as “the Agreements” and are incorporated herein by this reference. The current  
4 versions of both the DHCS and CDSS Privacy and Security agreements are available  
5 upon request or can be viewed at: <http://www.co.fresno.ca.us/MediCalPrivacy/>.  
6 Contractor shall insure that all personally identifiable information (PII), as defined in the  
7 Agreements, concerning program recipients shall be kept confidential and shall not be  
8 opened to examination, publicized, disclosed, or used for any purpose not directly  
9 connected with the administration of the program. Contractor shall use appropriate  
10 administrative, physical, and technical safeguards to protect PII, as set forth in the  
11 Agreements. Upon discovery of a breach, security incident, intrusion, or unauthorized  
12 access, use, or disclosure of PII, Contractor shall immediately report the incident to the  
13 County by calling (559) 600-2300 or emailing the privacy mailbox at  
14 [dssprivacyincident@fresnocountyca.gov](mailto:dssprivacyincident@fresnocountyca.gov). Contractor shall certify that all employees,  
15 agents, officers and subcontractors have received privacy and security training before  
16 accessing any PII and have received refresher training annually, as required by the  
17 Agreements.

### 18 **Article 13**

#### 19 **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-** 20 **Lower Tier Covered Transactions.**

21 13.1 County and Contractor recognize that Contractor is a recipient of State or Federal  
22 assistance funds under the terms of this Agreement. By signing this Agreement, Contractor  
23 agrees to comply with applicable Federal suspension and debarment regulations, including but  
24 not limited to: 7 CFR 3016.35, 29 CRF 97.35, 45 CFR 92.35, and Executive Order 12549. By  
25 signing this Agreement, Contractor attests to the best of its knowledge and belief, that it and its  
26 principals:

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

4 (B) Shall not knowingly enter into any lower tier covered transaction with an entity or  
5 person who is debarred, suspended, proposed for debarment, declared ineligible, or  
6 voluntarily excluded from participation in this transaction by any Federal department or  
7 agency.

8 13.2 Contractor shall provide immediate written notice to County if at any time during the  
9 term of this Agreement Contractor learns that the representations it makes above were  
10 erroneous when made or have become erroneous by reason of changed circumstances.

11 13.3 Contractor shall include a clause titled "Certification Regarding Debarment,  
12 Suspension, Ineligibility, and Voluntary Exclusion – Lower Tier Covered Transactions" and  
13 similar in nature to this Article Thirteen (13) in all lower tier covered transactions and in all  
14 solicitations for lower tier covered transactions.

15 13.4 Contractor shall, prior to soliciting or purchasing goods and services in excess of  
16 \$25,000 funded by this Agreement, review and retain the proposed vendor's suspension and  
17 debarment status at <https://sam.gov/SAM/>.

18 13.5 The certification in Article Thirteen (13) of this Agreement is a material representation  
19 of fact upon which County relied in entering into this Agreement.

## 20 **Article 14**

### 21 **General Terms**

22 14.1 **Modification.** Except as provided in Article 6, "Termination and Suspension," this  
23 Agreement may not be modified, and no waiver is effective, except by written consent by both  
24 parties. The Contractor acknowledges that County employees have no authority to modify this  
25 Agreement except as expressly provided in this Agreement.

26 (A) Changes to line items in the Exhibit B, Budget Summary, in an amount not to  
27 exceed 10% of the maximum annual compensation payable to the Contractor may be  
28 made with the written approval of County's DSS Director or their designee. Said

1 modifications shall not result in any changes to the maximum compensation amount  
2 payable to Contractor, as stated in this Agreement.

3 (B) Contractor agrees that reductions to the maximum compensation set forth under  
4 Article Three (3) of this Agreement may be necessitated by a reduction in funding from  
5 State or Federal sources. Any such reduction to the maximum compensation may be  
6 made with the written approval of County's DSS Director or their designee and  
7 Contractor. Contractor further understands that this Agreement is subject to any  
8 restriction, limitations, or enactments of all legislative bodies which affect the provisions,  
9 term, or funding of this Agreement in any manner. If the parties do not provide written  
10 approval for modification due to reduced funding, this Agreement may be terminated in  
11 accordance with Section 6.1 above.

12 14.2 **Contractor's Name Change.** An amendment, assignment, or new agreement is  
13 required to change the name of Contractor as listed on this Agreement. Upon receipt of legal  
14 documentation of the name change, County will process the agreement. Payment of invoices  
15 presented with a new name cannot be paid prior to approval of said agreement.

16 14.3 **Public Information.** Contractor shall disclose County as a funding source in all  
17 public information and program materials developed in support of contracted services.

18 14.4 **Non-Assignment.** Neither party may assign its rights or delegate its obligations  
19 under this Agreement without the prior written consent of the other party. Any transferee,  
20 assignee or subcontractor will be subject to all applicable provisions of this Agreement, and all  
21 applicable State and Federal regulations. Contractor shall be held primarily responsibly by  
22 County for the performance of any transferee, assignee or subcontractor unless otherwise  
23 expressly agreed to in writing by County. The use of subcontractor by Contractor shall not  
24 entitle Contractor to any additional compensation than provided for under this Agreement.

25 14.5 **Governing Law.** The laws of the State of California govern all matters arising from  
26 or related to this Agreement.

27 14.6 **Jurisdiction and Venue.** This Agreement is signed and performed in Fresno  
28 County, California. Contractor consents to California jurisdiction for actions arising from or

1 related to this Agreement, and, subject to the Government Claims Act, all such actions must be  
2 brought and maintained in Fresno County.

3 14.7 **Construction.** The final form of this Agreement is the result of the parties' combined  
4 efforts. If anything in this Agreement is found by a court of competent jurisdiction to be  
5 ambiguous, that ambiguity shall not be resolved by construing the terms of this Agreement  
6 against either party.

7 14.8 **Days.** Unless otherwise specified, "days" means calendar days.

8 14.9 **Headings.** The headings and section titles in this Agreement are for convenience  
9 only and are not part of this Agreement.

10 14.10 **Severability.** If anything in this Agreement is found by a court of competent  
11 jurisdiction to be unlawful or otherwise unenforceable, the balance of this Agreement remains in  
12 effect, and the parties shall make best efforts to replace the unlawful or unenforceable part of  
13 this Agreement with lawful and enforceable terms intended to accomplish the parties' original  
14 intent.

15 14.11 **Nondiscrimination.** During the performance of this Agreement, the Contractor shall  
16 not unlawfully discriminate against any employee or applicant for employment, or recipient of  
17 services, because of race, religious creed, color, national origin, ancestry, physical disability,  
18 mental disability, medical condition, genetic information, marital status, sex, gender, gender  
19 identity, gender expression, age, sexual orientation, military status or veteran status pursuant to  
20 all applicable State of California and federal statutes and regulation.

21 (A) Domestic Partners and Gender Identity. For State fund-funded contracts of  
22 \$100,000 or more, Contractor certifies that it complies with Public Contract Code Section  
23 10295.3.

24 (B) Americans with Disabilities Act. Contractor shall comply with the Americans with  
25 Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as  
26 well as all applicable regulations and guidelines issued pursuant to the ADA (42 U.S.C.  
27 12101 et seq.).

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1 (C) Contractor shall include the non-discrimination and compliance provisions of this  
2 section in all subcontracts to perform work under this Agreement.

3 14.12 **Limited English Proficiency.** Contractor shall provide interpreting and translation  
4 services to persons participating in Contractor's services who have limited or no English  
5 language proficiency, including services to persons who are deaf or blind. Interpreter and  
6 translation services shall be provided as necessary to allow such participants meaningful  
7 access to the programs, services and benefits provided by Contractor. Interpreter and  
8 translation services, including translation of Contractor's "vital documents" (those documents  
9 that contain information that is critical for accessing Contractor's services or are required by law)  
10 shall be provided to participants at no cost to the participant. Contractor shall ensure that any  
11 employees, agents, subcontractors, or partners who interpret or translate for a program  
12 participant, or who directly communicate with a program participant in a language other than  
13 English, demonstrate proficiency in the participant's language and can effectively communicate  
14 any specialized terms and concepts peculiar to -

15 14.13 **Drug-Free Workplace Requirements.** For purposes of this paragraph, Contractor  
16 will be referred to as the "grantee". By drawing funds against this grant award, the grantee is  
17 providing the certification that it is required by regulations implementing the Drug-Free  
18 Workplace Act of 1988, 45 CFR Part 76, Subpart F. These regulations require certification by  
19 grantees that they will maintain a drug-free workplace. False certification or violation of the  
20 certification shall be grounds for suspension of payments, suspension or termination of grants,  
21 or government wide suspension or debarment. Contractor shall also comply with the  
22 requirements of the Drug-Free Workplace Act of 1990 (California Government Code section  
23 8350 et seq.).

24 14.14 **Grievances.** Contractor shall establish procedures for handling client complaints  
25 and/or grievances. Such procedures will include provisions for informing clients of their rights to  
26 a State Hearing to resolve such issues when appropriate.

27 14.15 **Lobbying and Political Activity.** None of the funds provided under this Agreement  
28 shall be used for publicity, lobbying or propaganda purposes designed to support or defeat

1 legislation pending in the Congress of the United States of America or the Legislature of the  
2 State of California. Contractor shall not directly or indirectly use any of the funds under this  
3 Agreement for any political activity or to further the election or defeat of any candidate for public  
4 office.

5       **14.16 Clean Air Act and the Federal Water Pollution Control Act.** If the compensation  
6 to be paid by the County under this Agreement exceeds One Hundred Fifty Thousand and  
7 No/100 Dollars (\$150,000) of Federal funding, Contractor agrees to comply with all applicable  
8 standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q)  
9 and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations  
10 must be reported to the Federal awarding agency and the Regional Office of the Environmental  
11 Protection Agency (EPA).

12       **14.17 Procurement of Recovered Materials.** If compensation to be paid by the County  
13 under this Agreement is funded in whole or in part with Federal funding, In the performance of  
14 this Agreement, Contractor shall comply with section 6002 of the Solid Waste Disposal Act, as  
15 amended by the Resource Conservation and Recovery Act. The requirements of Section 6002  
16 include procuring only items designated in guidelines of the Environmental Protection Agency  
17 (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials  
18 practicable, consistent with maintaining a satisfactory level of competition, where the purchase  
19 price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding  
20 fiscal year exceeded \$10,000; procuring solid waste management services in a manner that  
21 maximizes energy and resource recovery; and establishing an affirmative procurement program  
22 for procurement of recovered materials identified in the EPA guidelines.

23       **14.18 No Waiver.** Payment, waiver, or discharge by the County of any liability or obligation  
24 of the Contractor under this Agreement on any one or more occasions is not a waiver of  
25 performance of any continuing or other obligation of the Contractor and does not prohibit  
26 enforcement by the County of any obligation on any other occasion.

27 ///

28 ///

1       14.19 **Child Support Compliance Act.** If compensation to be paid by the County under  
2 this Agreement includes State funding in excess of \$100,000, the Contractor acknowledges in  
3 accordance with Public Contract Code 7110, that:

4               (A) Contractor recognizes the importance of child and family support obligations and  
5 shall fully comply with all applicable state and federal laws relating to child and family  
6 support enforcement, including, but not limited to, disclosure of information and  
7 compliance with earnings assignment orders, as provided in Chapter 8 (commencing  
8 with section 5200) of Part 5 of Division 9 of the Family Code; and

9               (B) Contractor to the best of its knowledge is fully complying with the earnings  
10 assignment orders of all employees and is providing the names of all new employees to  
11 the New Hire Registry maintained by the California Employment Development  
12 Department.

13       14.20 **Priority Hiring Considerations.** If compensation to be paid by the County under this  
14 Agreement includes State funding and services in excess of \$200,000, Contractor shall give  
15 priority consideration in filling vacancies in positions funded by the Agreement to qualified  
16 recipients of aid under Welfare and Institutions Code Section 11200, in accordance with Public  
17 Contract Code Section 10353.

18       14.21 **Entire Agreement.** This Agreement, including its exhibits, is the entire agreement  
19 between the Contractor and the County with respect to the subject matter of this Agreement,  
20 and it supersedes all previous negotiations, proposals, commitments, writings, advertisements,  
21 publications, and understandings of any nature unless those things are expressly included in  
22 this Agreement. If there is any inconsistency between the terms of this Agreement without its  
23 exhibits and the terms of the exhibits, then the inconsistency will be resolved by giving  
24 precedence first to the terms of this Agreement without its exhibits, and then to the terms of the  
25 exhibits.

26       14.22 **No Third-Party Beneficiaries.** This Agreement does not and is not intended to  
27 create any rights or obligations for any person or entity except for the parties.

28       14.23 **Authorized Signature.** The Contractor represents and warrants to the County that:

1 (A) The Contractor is duly authorized and empowered to sign and perform its  
2 obligations under this Agreement.

3 (B) The individual signing this Agreement on behalf of the Contractor is duly  
4 authorized to do so and his or her signature on this Agreement legally binds the  
5 Contractor to the terms of this Agreement.

6 14.24 **Electronic Signatures.** The parties agree that this Agreement may be executed by  
7 electronic signature as provided in this section.

8 (A) An "electronic signature" means any symbol or process intended by an individual  
9 signing this Agreement to represent their signature, including but not limited to (1) a  
10 digital signature; (2) a faxed version of an original handwritten signature; or (3) an  
11 electronically scanned and transmitted (for example by PDF document) version of an  
12 original handwritten signature.

13 (B) Each electronic signature affixed or attached to this Agreement (1) is deemed  
14 equivalent to a valid original handwritten signature of the person signing this Agreement  
15 for all purposes, including but not limited to evidentiary proof in any administrative or  
16 judicial proceeding, and (2) has the same force and effect as the valid original  
17 handwritten signature of that person.

18 (C) The provisions of this section satisfy the requirements of Civil Code section  
19 1633.5, subdivision (b), in the Uniform Electronic Transaction Act (Civil Code, Division 3,  
20 Part 2, Title 2.5, beginning with section 1633.1).

21 (D) Each party using a digital signature represents that it has undertaken and  
22 satisfied the requirements of Government Code section 16.5, subdivision (a),  
23 paragraphs (1) through (5), and agrees that each other party may rely upon that  
24 representation.

25 (E) This Agreement is not conditioned upon the parties conducting the transactions  
26 under it by electronic means and either party may sign this Agreement with an original  
27 handwritten signature.

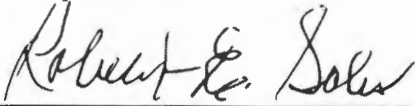
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1 The parties are signing this Agreement on the date stated in the introductory clause.

2 CENTRO LA FAMILIA ADVOCACY  
3 SERVICES, INC.

COUNTY OF FRESNO

4 



5 Bob Solis, Chairman of the Board

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

6 302 Fresno Street, Suite 102  
7 Fresno, CA 93706

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

8 

9 Marc Young, Finance Officer

10 By:   
Deputy

11 302 Fresno Street, Suite 102  
12 Fresno, CA 93706

13 For accounting use only:

14 Org No.: 56107001  
15 Account No.: 7870/0  
16 Fund No.: 0001  
Subclass No.: 10000

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# Exhibit A

## Scope of Services

ORGANIZATION: Centro La Familia Advocacy Services, Inc.  
ADDRESS: 302 Fresno Street, Suite 102 Fresno, CA 93706  
SERVICES: Trafficking and Crime Victims Assistance Program (TCVAP)  
TELEPHONE: 559-237-2961  
CONTACT: Margarita Rocha, Executive Director  
EMAIL: [mrocha@centrolafamilia.org](mailto:mrocha@centrolafamilia.org)  
CONTRACT PERIOD: July 1, 2024 – June 30, 2027, with two (2) possible one (1) year extensions

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### **A. SCOPE OF SERVICES**

Centro La Familia Advocacy Services, Inc. (CONTRACTOR) will provide services to non-citizen victims of Human Trafficking, Domestic Violence and Other Serious Crimes through the annual Trafficking and Crime Victims Assistance Program (TCVAP) allocation provided by the California Department of Social Services.

### **B. TARGET POPULATION**

CONTRACTOR shall serve all non-citizen victims of human trafficking, domestic violence, and other serious crimes, residing throughout Fresno County that may be eligible under Senate Bill (SB) 1569 funding requirements. The majority of the population to be served is anticipated to be non-English speaking and will come to CONTRACTOR via referrals from the Department of Social Services, the judicial system, other community-based organizations or local law enforcement agencies, and/or as a result of outreach efforts.

### **C. CONTRACTOR'S RESPONSIBILITIES**

Services:

Contractor shall provide an assessment to identify the individual needs of each client and provide an array of services based on their needs that include, but is not limited to, the following:

1. Case management begins at the onset of services and continues until the case is closed. Advocates will:
  - Conduct intake interview completing required forms, and addressing immediate crisis needs.
  - Provide intervention services, assisting client in identifying strengths and coping skills.
  - Document relevant information pertaining to clients' case including assessments, legal forms, and humanitarian relief.
  - Conduct linkage/referral services utilizing all available resources.

## Exhibit A

- Conduct follow-up meetings to monitor progress, and review case progress.
  - Document case progress through case notes and tracking logs.
2. Acculturation support;
  3. Child custody assistance to obtain restraining/child custody orders through preparation of the formal declaration and other necessary court forms;
  4. Court accompaniment to proceedings;
  5. Employment supports for clients who've obtained their work permit. This includes but is not limited to: mock interviews, assistance with resume writing, resume submission into employment service engines such as Ready to Hire, Indeed, etc., job matching, ongoing support throughout the job searching process, etc.
  6. Family support/unification and childcare needs;
  7. Housing assistance that includes but is not limited to: tenant/landlord issues such as eviction processes and unlawful detainers; security deposits; relocation assistance; voiding of lease without negative repercussions;
  8. Immigration assistance that includes: processing of the application and gathering of information on citizenship requirements and the processing and submittal of information that is needed to obtain a T-Visa, U-Visa, green card or other immigration identification as needed;
  9. Interpretation/translation of a formal declaration, court forms, phone calls, etc., for monolingual (e.g. Spanish speaking, Hmong, etc.) individuals;
  10. Assistance with identifying and linking clients to a primary care provider/physician for their medical needs and ensuring they have access/transportation to their medical/dental appointments;
  11. Coordinating mental health services;
  12. Help with applying for public assistance benefits (e.g. Medi-Cal, Food Stamps, General Relief, etc.). This includes but is not limited to using CLFA's MyBenefitsCal account to submit applications on client's behalf, etc. ;
  13. Transportation assistance. This includes but is not limited to bus passes for clients who are not already receiving them through DSS and transporting clients to appointments, etc.
  14. Legal assistance;
  15. Restraining orders; and
  16. Provide trainings on Human Trafficking for DSS staff at least two times a year to bring awareness to staff on how to identify and deal with these cases that involve trafficking; and
  17. Provide written materials for distribution to DSS Staff and families; and
  18. Coordinate other supportive services such as education and training assistance, clothing assistance, developmental assistance for children, substance use services and other services that provide comprehensive support to victims on their path to recovery and healing.

## Exhibit A

### Administrative Requirements

1. CONTRACTOR will sufficiently document services, and track participant progress, in addition to other tracking methods.
2. CONTRACTOR will attend program and contract meetings coordinated by DSS.
3. CONTRACTOR will complete and submit monthly activity reports in a manner determined by DSS.
4. CONTRACTOR will obtain DSS written approval before making any capital improvements or purchases of equipment or fixtures costing more than \$5,000.
5. CONTRACTOR will obtain DSS written approval before subcontracting.
6. CONTRACTOR will provide DSS a copy of any executed MOU between CONTRACTOR and any of its subcontractors, as well as a copy of each subcontractor's budget.
7. CONTRACTOR will provide DSS a copy of any MOU amendment or budget modification agreed upon by Contractor and subcontractor. The use of a subcontractor shall not entitle CONTRACTOR to any additional compensation that is provided for under this Agreement.
8. CONTRACTOR will obtain DSS written approval prior to any change in service location.
9. CONTRACTOR agrees existing services funded from other sources are considered in-kind for this agreement.
10. CONTRACTOR will provide annual Civil Rights training to their staff and will provide relevant proof to DSS for each year of the contract.

### Use of Subcontracts

Contractor intends to subcontract with the following organizations for specified services:

1. Fresno Economic Opportunities Commission
2. Integral Community Solutions Institute
3. The Rios Company
4. Univision 21
5. ABC 30

### **D. COUNTY RESPONSIBILITIES**

1. Designate a contact person for CONTRACTOR to communicate with when necessary.
2. Assist individuals referred to COUNTY by CONTRACTOR seeking specific public assistance programs.
3. Meet with CONTRACTOR monthly, or as often as needed, to exchange pertinent information, resolve problems, and work collaboratively to coordinate services.
4. Submit referrals to CONTRACTOR for potentially eligible clients.
5. DSS will conduct client satisfaction surveys to evaluate the program's effectiveness and level of satisfaction achieved.
6. DSS shall conduct site visits as determined by DSS with a minimum of one business day's notice in advance.

## Exhibit A

### GOALS AND OUTCOMES

Identified outcomes, listed below, are based on current statutes and regulations. Should those statutes or regulations be revised during the term of this Agreement, requiring the outcomes be revised, the outcomes listed below will be modified by mutual written consent of the Department of Social Services (DSS) Director, or designee, and the CONTRACTOR during the contract term. CONTRACTOR will report outcomes in a method determined by DSS.

#### Goals

Activities	Objectives	Target
Direct Services	Ensure delivery of quality services to noncitizen victims/survivors of trafficking, domestic violence, and serious crimes	Provide services to 100 unduplicated individuals/families per fiscal year.
Case Management	Continue to provide case management of existing clients.	Provide ongoing case management services to 450 TCVAP clients per fiscal year.
Community Outreach	Conduct targeted outreach to increase service awareness among likely victims and the broader community.	Participate in 12 community events per fiscal year. This includes but is no limited to providing TCVAP information through small group presentations to the community.
Professional Collaboration	Increase awareness among professionals.	Provide TCVAP information through a minimum of 12 small group presentations per fiscal year to the community, including but not limited to Community Based Organizations (CBOs) and DSS Staff.

#### Outcomes

Activities	Interventions	Outcomes
Linkage to DSS Services	Assist clients in completing and submitting applications to obtain services through DSS.	Submit applications for services on behalf of 95% of clients using CLFA's MyBenefitsCal account per fiscal year.
Coordination of Other Supportive Services	Coordinate other supportive services such as clothing assistance, training assistance, childcare assistance, developmental services for children, substance use services, etc. with other community providers.	80% of clients will be linked to other supportive services per fiscal year.

## Exhibit A

Access to Transportation	Reduce transportation barriers for families by providing bus passes and transportation services so clients can attend medical, service providers, legal appointments, and other appointments related services.	Per fiscal year, 85% of clients who identified as having transportation barriers will have been provided bus passes and/or linked to transportation service programs so they can attend medical, service provider and/or legal appointments.
Knowledge about Rights	Coordinate education about clients' rights. Educate clients on their rights of various issues including victim advocacy, immigration, parenting, and others.	Per fiscal year, 90% of clients who identified wanting to know more about their rights will receive education about their rights.
Access to Services for Identified Sexual Assault Victims	Clients will be provided or linked with culturally and linguistically relevant services that include support groups, workshops, peer support, and other services. Clients receive intervention for sexual assault that includes but is not limited to orders of protection, court accompaniment and safety planning.	Per fiscal year, 75% of the clients who identified as being victims of sexual assault will receive intervention and services that include but is not limited to support groups, workshops, peer support, and other similar services.
Advocacy Support Services	Provide advocacy support services to non-citizen victims of human trafficking, domestic violence and other serious crimes including safety planning and court accompaniment.	Per fiscal year, 80% of clients who have identified as being a victim of human trafficking, domestic violence, and other serious crimes will receive advocacy support services.
Health Insurance	Assist clients in applying for health insurance. This includes but is not limited to going over health care options, assisting in the selection of health care plans, finding a provider, etc.	Per fiscal year, 70% of clients who identified the need for health insurance will be enrolled into health insurance.
Immigration Status	Victims will receive assistance with immigration in U-Visa or T-Visa petitions, adjustment of status or VAWA petitions.	Per fiscal year, 90% of clients will receive assistance with immigration in U-Visa or T-Visa petitions, adjustment of status or VAWA petitions.
Literacy	Coordinate ESL classes or other types of literacy.	Per fiscal year, 35% of clients who have identified as needing or wanting literacy classes will be enrolled and participate in ESL or other literacy classes.
Mental Wellbeing	Coordinate mental health support through to DBH, ICSI, Managed Care Providers, etc. to receive individual, family, adolescent, and adult counseling sessions as well as offered CLFA support services: one-on-ones, support groups, and workshops.	Per fiscal year, 70% of clients who have identified needing mental health support will be enrolled into mental health and/or counseling services.

## Exhibit A

Parenting Skills	Provide/coordinate parenting education support to families through parenting classes, home visits, advisory forums and parent-child groups. Coordinate parenting education to promote positive family interaction. Parents will raise their awareness of their child's development by enhancing their understanding of their child's physical, social, emotional, and cognitive needs.	Per fiscal year, 65% of clients who identified as wanting/needing parenting classes will be enrolled and participate in parenting classes or other related services.
Shelter and Housing	Coordinate housing and homelessness services for eligible clients.	Per fiscal year, 75% of clients who reported needing housing or homelessness assistance will receive assistance in those areas.

## **Exhibit B**

### **Compensation**

The Contractor will be compensated for performance of its services under this Agreement as provided in this Exhibit B. The Contractor is not entitled to any compensation except as expressly provided in this Exhibit B.

**BUDGET SUMMARY - YEAR 1 (July 1, 2024 - June 30, 2025)****EXHIBIT B****VENDOR NAME: Centro La Familia Advocacy Services, Inc.**

<b>CATEGORY</b>	<b>BUDGET ITEM #</b>	<b>TOTAL</b>
Salaries	0100	\$ 494,003
Payroll taxes	0150	\$ 41,315
Benefits	0200	\$ 68,412
<b><i>SUBTOTAL:</i></b>		<b>\$ 603,730</b>
<b>SERVICES &amp; SUPPLIES</b>		
Insurance	0250	\$ 9,175
Communications	0300	\$ 11,697
Office Expense	0350	\$ 15,300
Equipment	0400	\$ 14,940
Facilities	0450	\$ 43,590
Travel costs	0500	\$ 8,640
Program Supplies	0550	\$ 23,880
Consultancy/Subcontracts	0600	\$ 183,000
Fiscal & Audits	0650	\$ 15,000
Indirect Costs	0700	\$ 92,895
<b><i>SUBTOTAL:</i></b>		<b>\$ 418,117</b>
<b><i>TOTAL EXPENSES</i></b>		<b>\$ 1,021,847</b>

**BUDGET PERSONNEL DETAIL - YEAR 1 (July 1, 2024 - June 30, 2025)**

**EXHIBIT B**

**VENDOR NAME: Centro La Familia Advocacy Services, Inc.**

**SALARIES**

<b>POSITION</b>	<b>% Time on Project</b>	<b>Number of Months</b>	<b>Monthly Salary/ Hourly Wages</b>	<b>Salary/ Wages Funds Requested</b>
Executive Director	15%	12	\$ 12,500	\$ 22,500
Deputy Director	40%	12	\$ 10,000	\$ 48,000
Advocate III	100%	12	\$ 5,038	\$ 60,450
Advocate III	100%	12	\$ 5,038	\$ 60,450
Advocate II	100%	12	\$ 4,388	\$ 52,650
Advocate II	100%	12	\$ 4,388	\$ 52,650
Advocate I	100%	12	\$ 4,063	\$ 48,750
Advocate I	100%	12	\$ 4,063	\$ 48,750
Intake Clerk	50%	12	\$ 3,250	\$ 19,500
Operations Director	32%	12	\$ 8,750	\$ 33,600
Administrative Assistant	55%	12	\$ 5,363	\$ 35,393
Public Information Officer	20%	12	\$ 4,713	\$ 11,310
	<b>8.12</b>	<b>Total Salaries/ Wages</b>		<b>\$ 494,003</b>

**Payroll Taxes**

	<b>Percent</b>	<b>Months/ FTEs</b>	<b>Amount</b>	<b>Item Total</b>
FICA	7.65%	12	\$ 37,791.00	\$ 37,791
SUI	6.20%		\$ 56,840.00	\$ 3,524
<b>Total Payroll Taxes:</b>				<b>\$ 41,315</b>

**BENEFITS**

	<b>FTE</b>	<b>Months</b>	<b>Amount</b>	<b>Item Total</b>
Health Ins	8.12	12	\$ 550.00	\$ 53,592
Retirement	3% of total salaries		\$ 14,820.09	\$ 14,820
<b>Total Benefits:</b>				<b>\$ 68,412</b>

<b>CATEGORY</b>	<b>BUDGET ITEM #</b>	<b>TOTAL</b>
Salaries	0100	\$494,003
Payroll taxes	0150	\$ 41,315
Benefits	0200	\$ 68,412
<b>SUBTOTAL:</b>		<b>\$603,730</b>

**BUDGET DETAIL - YEAR 1 (July 1, 2024 - June 30, 2025)**

**EXHIBIT B**

**VENDOR NAME: Centro La Familia Advocacy Services, Inc.**

<b>BUDGET LINE ITEM</b>	<b>CATEGORY &amp; DESCRIPTION/CALCULATION</b>	<b>SUBTOTAL</b>	<b>TOTAL</b>
<b>0100</b>	<b>Salaries</b>	\$ 494,003	<b>\$ 494,003</b>
<b>0150</b>	<b>Payroll Taxes</b>	\$ 41,315	<b>\$ 41,315</b>
<b>0200</b>	<b>Benefits</b>		<b>\$ 68,412</b>
	Health Insurance	\$ 53,592	
	Retirement	\$ 14,820	
<b>0250</b>	<b>Insurance</b>		<b>\$ 9,175</b>
	General Liability 15% x \$20,000 annual premium	\$ 3,000	
	Workers' Comp: \$1.25 per \$100 of payroll	\$ 6,175	
<b>0300</b>	<b>Communications</b>		<b>\$ 11,697</b>
	Cell phones: 8.12 FTE x \$50/mo	\$ 4,872	
	VOIP/PRI /Data	\$ 4,500	
	Network Security	\$ 1,125	
	Computer/network support \$50 per mth	\$ 1,200	
<b>0350</b>	<b>Office Expense</b>		<b>\$ 15,300</b>
	Office Supplies @ \$300 per mth	\$ 3,600	
	Postage @ \$200 per mth	\$ 2,400	
	Printing/Copying @25,000 copies per mth	\$ 4,500	
	Desks for program staff 6 @ \$400 each	\$ 2,400	
	Chair for program staff 6 @ \$400 each	\$ 2,400	
<b>0400</b>	<b>Equipment</b>		<b>\$ 14,940</b>
	Copier Lease 15% x 1,000 per month	\$ 1,800	
	Server Maint 15% x 300 per month	\$ 540	
	Equipment Repairs @ \$100 per month	\$ 1,200	
	Microsoft Surface Pro Set-Up (Surface Pro, Docking Station and Screen)	\$ 11,400	
<b>0450</b>	<b>Facilities</b>		<b>\$ 43,590</b>
	Office rent 8.12 program staff @ 250 sq ft @1.25 per sq ft per month	\$ 30,450	
	Utilities 15% x \$2,500 per month	\$ 4,500	
	Janitorial 15% x \$4,800 per month	\$ 8,640	
<b>0500</b>	<b>Travel Costs</b>		<b>\$ 8,640</b>
	Staff travel mileage 1,000 miles per mth @\$ .67 per mile	\$ 8,040	
	Parking - \$50 per month for parking cars	\$ 600	

<b>0550</b>	<b>Program Supplies</b>		<b>\$ 23,880</b>
	Outreach materials (brochures, flyers, business cards, etc)	\$ 9,000	
	Ride Cards: Bus Passes for Clients- 300 @\$1.25	\$ 4,380	
	Emergency Funds (Hotel Vouchers, Relocation Assistance, Sanitary Products, etc. )	\$ 10,500	
<b>0600</b>	<b>Consultancy/Subcontracts</b>		<b>\$ 183,000</b>
	Univision Communications	\$ 5,000	
	Fresno County EOC	\$ 10,000	
	The Rios Company	\$ 25,000	
	Integral Community Solutions Institute	\$ 80,000	
	ABC 30	\$ 5,000	
	Professional Training - CLFA	\$ 18,000	
	Assessment Tool - Initial Agreement/Licensing/Procurement	\$ 40,000	
<b>0650</b>	<b>Fiscal and Audits</b>		<b>\$ 15,000</b>
	Financial Services @ \$1000 per month	\$ 12,000	
	Audit Services @15% x annual fee of \$20,000	\$ 3,000	
<b>0700</b>	<b>Indirect Costs</b>		<b>\$ 92,895</b>
	10% of total direct cost	\$ 92,895	
	<b>TOTAL EXPENSES (Services &amp; Supplies)</b>		<b>\$ 418,117</b>

**BUDGET DETAIL NARRATIVE – YEAR 1 (July 1, 2024 – June 30, 2024)**

**VENDOR NAME:** Centro La Familia Advocacy Services, Inc.

**0100 - Personnel Detail**

Executive Director (ED) @ 15% of annual = \$22,500. The ED provides oversight to the program and subcontractors.

Deputy Director/Program Director @ 40% annual salary = \$48,000. The Deputy Director will oversee implementation of this program, supervising advocates and ensuring quality service delivery. Will work closely with law enforcement, legal, governments, and human service organizations.

Advocate III (2) @ 100% annual salary each @ 60,450. These senior advocates help with day-to-day supervision of the direct client services. They are accredited by the Department of Justice (DOJ) Office of Legal Access programs (OLAP) and review and sign off on all USCIS applications, have more experience and training to complete the work. These advocates carry a smaller caseload.

Advocate II (2) @ 100% annual salary each @ \$52,650. Mid-level advocates assess client needs and develop safety plan, linking clients to services and following up; advocates also conduct educational outreach. These advocates are working towards accreditation through the DOJ-OLAP accreditation process.

Advocate I (2) @ 100% annual salary each @ \$48,750. Entry-level advocates assess client needs and develop safety plan, linking clients to services and following up; advocates also conduct educational outreach.

Intake Clerk @ .50 FTE = \$19,500. Greet and screen clients for services, and links clients with staff. Documents client information in electronic records, communicates CLFA services to clients and community.

Operations Director/Assist. Program Director @ .32 FTE = \$33,600. Oversees and analyzes data and helps prepare and track program deliverables and sub-contracted services.

Administrative Assistant @ .55 FTE = \$35,393. Provides administrative support including assisting with presentations and meetings and other general office duties.

Public Information Officer @ .20 FTE = \$11,310. Creation and development of material for outreach and education. Social media management and client engagement through regular posts and informational updates.

**0150 - Payroll Taxes**

FICA – Social Security taxes calculated @ 7.65% of total wages = \$37,791. SUI (Unemployment) based on first \$7,000 = \$3,524.

**Total Payroll Taxes =\$41,315**

**0200 - Employee Benefits**

Health insurance to 8.12 FTE @ \$550/mo. (avg) = \$53,592. Retirement @ 3% of salaries = \$14,820.

**Total Employee Benefits: \$68,412**

**0250 - Insurance**

General Liability Insurance – 15% @ \$20,000 per year= \$3,000. Insurance required per the grant contract. Based on allocation of FTE that is used for shared costs throughout this proposal.

Workers' Compensation Insurance -\$1.25 per \$100 of payroll x total salaries of \$494,003 = \$6,175. Insurance required for each employee providing services in this program.

**Total Insurance Budget = \$9,175**

**0300 - Communications**

Cell phones service for staff: 8.12 x \$50/mo x 12 mos = \$4,872. Cells phones are needed for each staff person for advocates to communicate with clients when in rural communities and for management to communicate with advocates. One cell phone needed per employee because of confidentiality of client information. The cell phones are important to provide effective and efficient services in the geographical areas served.

Telephone VOIP/PRI/DATA 15% x \$2,500 per month x 12 mos = \$4,500. Portion of monthly service of organization charge for this program. This allocation is based on the FTE for this program.

Network Security for staff charges as a percentage of FTE. 15% x \$625 per month x 12 months = \$1,125

Computer/network support \$100 per month x 12 mos = \$1200. To assist with any computer or network issues related to staff equipment assigned to this program.

**Total Communications Budget = \$11,697**

**0350 - Office Expense**

Office Supplies @ 300.00 per month x 12 mos = \$3,600. Includes paper, pens, desktop supplies, file folders, mailing, computer supplies (Ethernet and USB cables), envelopes (small and large), printer ink to be used by program staff.

Postage @200 per month x 12 mos = \$2,400. For mailing documents/letters to USCIS, clients, District Attorney's office, law enforcement agencies, and other U visa certifying officials.

Printing/Copying @25,000 copies per month x \$.015 per copy x 12 mos = \$4,500. Three copies of 100-page+ document required for each client application on average. Other items printed and copied as needed for program requirements. Increase of documents being printed due to recent change in law for U Visa applications.

Desks for Program Staff 6 @ \$400 each = \$2,400

Chairs for Program 6 staff @ \$400 each = \$2,400

**Total Office Expense Budget = \$15,300**

**0400 - Equipment**

Copier Lease 15% x \$1,000 month x 12 mos = \$1,800. This rate is calculated on the FTE in this program times the monthly lease charge.

Server Maintenance 15% x \$300 per mo x 12 mos= \$540. This rate is calculated on the FTE in this program times the monthly charge.

Equipment Repairs @ \$100 per mo x 12 mos= \$1,200. Estimated cost of repairs necessary for program staff.

Microsoft Surface Pros and desktop setup to upgrade outdated systems for Staff (Surface Pro, Docking station and screen) – 6 staff x \$1,900 = 11,400

**Total Equipment Budget = \$14,940**

**0450 - Facilities**

Office rent 8.12 offices @ 250 sq ft @ \$1.25 per sq. ft. x 12 months = \$30,450. To provide workspace for the employees working to provide services in this program.

Utilities 15% x \$2500 per month x 12 mos = \$4,500. Allocated based on FTE percentage times the monthly utilities charges for the organization.

Janitorial 15% x 4,800 per month x 12 mos = \$8,640. Allocated based on FTE percentage times the monthly janitorial charges for the organization.

**Total Facilities Budget = \$43,590**

**0500 - Travel Costs**

Mileage 1000 mi x 12 months @ \$.67 per mile x 12 mos= \$8,040. Travel to rural communities on a weekly basis, i.e., Coalinga, Huron, Firebaugh. Staff travel 4 or more times per month to these rural areas.

Parking -\$50 per month x12 mos = \$600. Public parking fee to accompany clients to court or file documents at courthouse. Also accompany clients to immigration interviews.

**Total Travel Budget = \$8,640**

**0550 - Program Supplies**

Outreach materials (brochures, flyers, business cards, etc.) @ \$750 per month x 12 mos = \$9,000. Materials to be used for outreach and education of services provided in this program. Material to be provided to DSS staff outreach and lobbies.

Ride Cards: Bus Passes for Clients -292 @ \$1.25 = \$4,380. For clients to attend appointments at places such as court, police department, health care, Mexican Consulate, and Centro La Familia offices, etc.

Emergency Funds (hotel vouchers, relocation assistance, sanitary products, etc.). To be used for emergency needs defined on a client by client basis. \$875 per month x 12 = \$10,500.

**Total Program Supplies Budget = \$23,880**

**0600 - Consultancy/Subcontracts**

All subcontractors will be required to provide proof of insurance as required by the granting agency in this contract.

Univision Communications @ \$5,000 will provide television outreach announcement services to Centro La Familia Advocacy Services to assist in implementing public awareness and outreach activities for the Fresno County Trafficking and Crime Victims Assistance Program. The services will be designed to improve the community response to victims of human trafficking, domestic violence and other serious crimes. The campaign will be customized to reach the designated non-citizen victims located in Fresno County. Space will also be provided at local community events hosted by Univision. These events reach thousands of individuals annually and they include Dia de La Familia, Dia de Los Ninos, Sixteenth of September and others.

Fresno County EOC @ \$10,000 will provide the following services: Identify and refer victims of human trafficking , domestic violence or other serious crimes to CLFA; Will coordinate and provide leadership of human trafficking related Central Valley Freedom Coalition for Fresno County, will coordinate and host Annual Conference on human trafficking in partnership with CLFA; and they will provide public awareness (i.e. social media) of coordinated Fresno County events in recognition of National Human Trafficking Awareness Month. Provide direct support and assistance to survivors of Human Trafficking.

The Rios Company @ \$25,000 will provide the following services: Assist with media relations/public affairs coordination; the development of educational materials/fact sheets; Assistance with human trafficking, domestic violence and other serious crimes annual conference.

Integral Community Solutions Institute @ \$80,000 (ICSI) will provide licensed MFT professionals, registered MFT interns and MFT therapist trainees (from CSU Fresno) to provide high quality counseling services for noncitizen victims or human trafficking, domestic violence and other serious crimes. The professional licensed clinician will provide services, supervise interns and trainees.

ABC 30 @ \$5,000 will provide television outreach announcement services to Centro La Familia Advocacy Services, Inc. to assist in implementing public awareness and outreach activities for the Fresno County Trafficking and Crime Victims Assistance Program. The services will be designed to improve the community response to victims of human trafficking, domestic violence and other serious crimes. The campaign will be customized to reach the designated non-citizen victims located in Fresno County.

Professional Training provided by Centro La Familia Advocacy Services (CLFA) @ \$18,000 - CLFA will host, a professional training conference focusing on human trafficking, domestic violence, and other serious crimes.

Assessment Tool @ \$40,000 During the first year CLFA will work to procure and license an assessment tool that meets the needs and reporting requirements as established by the scope of work.

**Total Consultancy/Subcontracts Budget = \$183,000**

**0650 - Fiscal and Audits**

Financial Services @ \$1,000 per month x 12 mos = \$12,000. Services provided for paying bills, processing payroll, allocating all expenses to multiple grants, and providing grant reports as required by funding agency.

Audit Services 15% x 20,000 annual amount = \$3,000. To share in a portion of the annual audit fee to provide annual audited financial statements to granting agency as required.

**Total Fiscal and Audits Budget = \$15,000**

**0700 - Indirect Costs** - Calculated @ 10% of total direct costs of \$928,952=  
\$92,895

**Total Indirect Costs = \$90,895**

**TOTAL EXPENSES (Services & Supplies) = \$1,021,847**

Notes: The 15% allocation used in many of the costs in the budget is derived from calculating the total percentage of FTE that this program represents of the total FTE of the organization.

**BUDGET SUMMARY - YEAR 2 (July 1, 2025 - June 30, 2026)****EXHIBIT B****VENDOR NAME: Centro La Familia Advocacy Services, Inc.**

<b>CATEGORY</b>	<b>BUDGET ITEM #</b>	<b>TOTAL</b>
Salaries	0100	\$ 494,003
Payroll taxes	0150	\$ 41,315
Benefits	0200	\$ 68,412
<b><i>SUBTOTAL:</i></b>		<b>\$ 603,730</b>
<b>SERVICES &amp; SUPPLIES</b>		
Insurance	0250	\$ 9,175
Communications	0300	\$ 11,697
Office Expense	0350	\$ 10,500
Equipment	0400	\$ 3,540
Facilities	0450	\$ 43,590
Travel costs	0500	\$ 8,640
Program Supplies	0550	\$ 23,880
Consultancy/Subcontracts	0600	\$ 153,000
Fiscal & Audits	0650	\$ 15,000
Indirect Costs	0700	\$ 88,275
<b><i>SUBTOTAL:</i></b>		<b>\$ 367,297</b>
<b><i>TOTAL EXPENSES</i></b>		<b>\$ 971,027</b>

**BUDGET PERSONNEL DETAIL - YEAR 2 (July 1, 2025 - June 30, 2026)**

**EXHIBIT B**

**VENDOR NAME: Centro La Familia Advocacy Services, Inc.**

**SALARIES**

<b>POSITION</b>	<b>% Time on Project</b>	<b>Number of Months</b>	<b>Monthly Salary/ Hourly Wages</b>	<b>Salary/ Wages Funds Requested</b>
Executive Director	15%	12	\$ 12,500	\$ 22,500
Deputy Director	40%	12	\$ 10,000	\$ 48,000
Advocate III	100%	12	\$ 5,038	\$ 60,450
Advocate III	100%	12	\$ 5,038	\$ 60,450
Advocate II	100%	12	\$ 4,388	\$ 52,650
Advocate II	100%	12	\$ 4,388	\$ 52,650
Advocate I	100%	12	\$ 4,063	\$ 48,750
Advocate I	100%	12	\$ 4,063	\$ 48,750
Intake Clerk	50%	12	\$ 3,250	\$ 19,500
Operations Director	32%	12	\$ 8,750	\$ 33,600
Administrative Assistant	55%	12	\$ 5,363	\$ 35,393
Public Information Officer	20%	12	\$ 4,713	\$ 11,310
	<b>8.12</b>	<b>Total Salaries/ Wages</b>		<b>\$ 494,003</b>

**Payroll Taxes**

	<b>Percent</b>	<b>Months/ FTEs</b>	<b>Amount</b>	<b>Item Total</b>
FICA	7.65%	12	\$ 37,791.00	\$ 37,791
SUI	6.20%		\$ 56,840.00	\$ 3,524
<b>Total Payroll Taxes:</b>				<b>\$ 41,315</b>

**BENEFITS**

	<b>FTE</b>	<b>Months</b>	<b>Amount</b>	<b>Item Total</b>
Health Ins	8.12	12	\$ 550.00	\$ 53,592
Retirement	3% of total salaries		\$ 14,820.09	\$ 14,820
<b>Total Benefits:</b>				<b>\$ 68,412</b>

<b>CATEGORY</b>	<b>BUDGET ITEM #</b>	<b>TOTAL</b>
Salaries	0100	\$494,003
Payroll taxes	0150	\$ 41,315
Benefits	0200	\$ 68,412
<b>SUBTOTAL:</b>		<b>\$603,730</b>

**BUDGET DETAIL - YEAR 2 (July 1, 2025 - June 30, 2026)**

**EXHIBIT B**

**VENDOR NAME: Centro La Familia Advocacy Services, Inc.**

<b>BUDGET LINE ITEM</b>	<b>CATEGORY &amp; DESCRIPTION/CALCULATION</b>	<b>SUBTOTAL</b>	<b>TOTAL</b>
<b>0100</b>	<b>Salaries</b>	\$ 494,003	<b>\$ 494,003</b>
<b>0150</b>	<b>Payroll Taxes</b>	\$ 41,315	<b>\$ 41,315</b>
<b>0200</b>	<b>Benefits</b>		<b>\$ 68,412</b>
	Health Insurance	\$ 53,592	
	Retirement	\$ 14,820	
<b>0250</b>	<b>Insurance</b>		<b>\$ 9,175</b>
	General Liability 15% x \$20,000 annual premium	\$ 3,000	
	Workers' Comp: \$1.25 per \$100 of payroll	\$ 6,175	
<b>0300</b>	<b>Communications</b>		<b>\$ 11,697</b>
	Cell phones: 8.12 x \$50/mo	\$ 4,872	
	VOIP/PRI /Data	\$ 4,500	
	Network Security	\$ 1,125	
	Computer/network support \$50 per mth	\$ 1,200	
<b>0350</b>	<b>Office Expense</b>		<b>\$ 10,500</b>
	Office Supplies @ \$300 per mth	\$ 3,600	
	Postage @ \$200 per mth	\$ 2,400	
	Printing/Copying @25,000 copies per mth	\$ 4,500	
<b>0400</b>	<b>Equipment</b>		<b>\$ 3,540</b>
	Copier Lease 15% x 1,000 per month	\$ 1,800	
	Server Maint 15% x 300 per month	\$ 540	
	Equipment Repairs @ \$100 per month	\$ 1,200	
<b>0450</b>	<b>Facilities</b>		<b>\$ 43,590</b>
	Office rent 8.12 program staff @ 250 sq ft @1.25 per sq ft per month	\$ 30,450	
	Utilities 15% x \$2,500 per month	\$ 4,500	
	Janitorial 15% x \$4,800 per month	\$ 8,640	
<b>0500</b>	<b>Travel Costs</b>		<b>\$ 8,640</b>
	Staff travel mileage 1,000 miles per mth @\$ .67 per mile	\$ 8,040	
	Parking - \$50 per month for parking cars	\$ 600	

<b>0550</b>	<b>Program Supplies</b>		<b>\$ 23,880</b>
	Outreach materials (brochures, flyers, business cards, etc)	\$ 9,000	
	Ride Cards: Bus Passes for Clients- 300 @\$1.25	\$ 4,380	
	Emergency Funds (Hotel Vouchers, Relocation Assistance, Sanitary Products, etc. )	\$ 10,500	
<b>0600</b>	<b>Consultancy/Subcontracts</b>		<b>\$ 153,000</b>
	Univision Communications	\$ 5,000	
	Fresno County EOC	\$ 10,000	
	The Rios Company	\$ 25,000	
	Integral Community Solutions Institute	\$ 80,000	
	ABC 30	\$ 5,000	
	Professional Training - CLFA	\$ 18,000	
	Assessment Tool - Licensing	\$ 10,000	
<b>0650</b>	<b>Fiscal and Audits</b>		<b>\$ 15,000</b>
	Financial Services @ \$1000 per month	\$ 12,000	
	Audit Services @15% x annual fee of \$20,000	\$ 3,000	
<b>0700</b>	<b>Indirect Costs</b>		<b>\$ 88,275</b>
	10% of total direct cost	\$ 88,275	
	<b>TOTAL EXPENSES (Services &amp; Supplies)</b>		<b>\$ 367,297</b>

**BUDGET DETAIL NARRATIVE – YEAR 2 (July 1, 2025 – June 30, 2026)**

**VENDOR NAME:** Centro La Familia Advocacy Services, Inc.

**0100 - Personnel Detail**

Executive Director (ED) @ 15% of annual = \$22,500. The ED provides oversight to the program and subcontractors.

Deputy Director/Program Director @ 40% annual salary = \$48,000. The Deputy Director will oversee implementation of this program, supervising advocates and ensuring quality service delivery. Will work closely with law enforcement, legal, governments, and human service organizations.

Advocate III (2) @ 100% annual salary each @ 60,450. These senior advocates help with day-to-day supervision of the direct client services. They are accredited by the Department of Justice (DOJ) Office of Legal Access programs (OLAP) and review and sign off on all USCIS applications, have more experience and training to complete the work. These advocates carry a smaller caseload.

Advocate II (2) @ 100% annual salary each @ \$52,650. Mid-level advocates assess client needs and develop safety plan, linking clients to services and following up; advocates also conduct educational outreach. These advocates are working towards accreditation through the DOJ-OLAP accreditation process.

Advocate I (2) @ 100% annual salary each @ \$48,750. Entry-level advocates assess client needs and develop safety plan, linking clients to services and following up; advocates also conduct educational outreach.

Intake Clerk @ .50 FTE = \$19,500. Greet and screen clients for services, and links clients with staff. Documents client information in electronic records, communicates CLFA services to clients and community.

Operations Director/Assist. Program Director @ .32 FTE = \$33,600. Oversees and analyzes data and helps prepare and track program deliverables and sub-contracted services.

Administrative Assistant @ .55 FTE = \$35,393. Provides administrative support including assisting with presentations and meetings and other general office duties.

Public Information Officer @ .20 FTE = \$11,310. Creation and development of material for outreach and education. Social media management and client engagement through regular posts and informational updates.

**0150 - Payroll Taxes**

FICA – Social Security taxes calculated @ 7.65% of total wages = \$37,791. SUI (Unemployment) based on first \$7,000 = \$3,524.

**Total Payroll Taxes = \$41,315**

**0200 - Employee Benefits**

Health insurance to 8.12 FTE @ \$550/mo. (avg) = \$53,592. Retirement @ 3% of salaries = \$14,820.

**Total Employee Benefits: \$68,412**

**0250 - Insurance**

General Liability Insurance – 15% @ \$20,000 per year= \$3,000. Insurance required per the grant contract. Based on allocation of FTE that is used for shared costs throughout this proposal.

Workers' Compensation Insurance -\$1.25 per \$100 of payroll x total salaries of \$494,003 = \$6,175. Insurance required for each employee providing services in this program.

**Total Insurance Budget = \$9,175**

**0300 - Communications**

Cell phones service for staff: 8.12 x \$50/mo x 12 mos = \$4,872. Cells phones are needed for each staff person for advocates to communicate with clients when in rural communities and for management to communicate with advocates. One cell phone needed per employee because of confidentiality of client information. The cell phones are important to provide effective and efficient services in the geographical areas served.

Telephone VOIP/PRI/DATA 15% x \$2,500 per month x 12 mos = \$4,500. Portion of monthly service of organization charge for this program. This allocation is based on the FTE for this program.

Network Security for staff charges as a percentage of FTE. 15% x \$625 per month x 12 months = \$1,125

Computer/network support \$100 per month x 12 mos = \$1200. To assist with any computer or network issues related to staff equipment assigned to this program.

**Total Communications Budget = \$11,697**

**0350 - Office Expense**

Office Supplies @ \$300 per month x 12 mos = \$3,600. Includes paper, pens, desktop supplies, file folders, mailing, computer supplies (Ethernet and USB cables), envelopes (small and large), printer ink to be used by program staff.

Postage @\$200 per month x 12 mos = \$2,400. For mailing documents/letters to USCIS, clients, District Attorney's office, law enforcement agencies, and other U visa certifying officials.

Printing/Copying @25,000 copies per month x \$.015 per copy x 12 mos = \$4,500. Three copies of 100-page+ document required for each client application on average. Other items printed and copied as needed for program requirements. Increase of documents being printed due to recent change in law for U Visa applications.

**Total Office Expense Budget = \$10,500**

**0400 - Equipment**

Copier Lease 15% x \$1,000 month x 12 mos = \$1,800. This rate is calculated on the FTE in this program times the monthly lease charge.

Server Maintenance 15% x \$300 per mo x 12 mos= \$540. This rate is calculated on the FTE in this program times the monthly charge.

Equipment Repairs @ \$100 per mo x 12 mos= \$1,200. Estimated cost of repairs necessary for program staff.

**Total Equipment Budget = \$3,540**

**0450 - Facilities**

Office rent 8.12 offices @ 250 sq ft @ \$1.25 per sq. ft. x 12 months = \$30,450. To provide workspace for the employees working to provide services in this program.

Utilities 15% x \$2500 per month x 12 mos = \$4,500. Allocated based on FTE percentage times the monthly utilities charges for the organization.

Janitorial 15% x 4,800 per month x 12 mos = \$8,640. Allocated based on FTE percentage times the monthly janitorial charges for the organization.

**Total Facilities Budget = \$43,590**

**0500 - Travel Costs**

Mileage 1000 mi x 12 months @ \$.67 per mile x 12 mos= \$8,040. Travel to rural communities on a weekly basis, i.e., Coalinga, Huron, Firebaugh. Staff travel 4 or more times per month to these rural areas.

Parking -\$50 per month x12 mos = \$600. Public parking fee to accompany clients to court or file documents at courthouse. Also accompany clients to immigration interviews.

**Total Travel Budget = \$8,640**

**0550 - Program Supplies**

Outreach materials (brochures, flyers, business cards, etc.) @ \$750 per month x 12 mos = \$9,000. Materials to be used for outreach and education of services provided in this program. Material to be provided to DSS staff outreach and lobbies.

Ride Cards: Bus Passes for Clients -292 @ \$1.25 = \$4,380. For clients to attend appointments at places such as court, police department, health care, Mexican Consulate, and Centro La Familia offices, etc.

Emergency Funds (hotel vouchers, relocation assistance, sanitary products, etc.). To be used for emergency needs defined on a client by client basis. \$875 per month x 12 = \$10,500.

**Total Program Supplies Budget = \$23,880**

**0600 - Consultancy/Subcontracts**

All subcontractors will be required to provide proof of insurance as required by the granting agency in this contract.

Univision Communications @ \$5,000 will provide television outreach announcement services to Centro La Familia Advocacy Services to assist in implementing public awareness and outreach activities for the Fresno County Trafficking and Crime Victims Assistance Program. The services will be designed to improve the community response to victims of human trafficking, domestic violence and other serious crimes. The campaign will be customized to reach the designated non-citizen victims located in Fresno County. Space will also be provided at local community events hosted by Univision. These events reach thousands of individuals annually and they include Dia de La Familia, Dia de los Ninos, Sixteenth of September and others.

Fresno County EOC @ \$10,000 will provide the following services: Identify and refer victims of human trafficking , domestic violence or other serious crimes to CLFA; Will coordinate and provide leadership of human trafficking related Central Valley Freedom Coalition for Fresno County, will coordinate and host Annual Conference on human trafficking in partnership with CLFA; and they will provide public awareness (i.e. social media) of coordinated Fresno County events in recognition of National Human Trafficking Awareness Month. Provide direct support and assistance to survivors of Human Trafficking.

The Rios Company @ \$25,000 will provide the following services: Assist with media relations/public affairs coordination; the development of educational materials/fact sheets; Assistance with human trafficking, domestic violence and other serious crimes annual conference.

Integral Community Solutions Institute @ \$80,000 (ICSI) will provide licensed MFT professionals, registered MFT interns and MFT therapist trainees (from CSU Fresno) to provide high quality counseling services for noncitizen victims or human trafficking, domestic violence and other serious crimes. The professional licensed clinician will provide services, supervise interns and

trainees.

ABC 30 @ \$5,000 will provide television outreach announcement services to Centro La Familia Advocacy Services, Inc. to assist in implementing public awareness and outreach activities for the Fresno County Trafficking and Crime Victims Assistance Program. The services will be designed to improve the community response to victims of human trafficking, domestic violence and other serious crimes. The campaign will be customized to reach the designated non-citizen victims located in Fresno County.

Professional Training provided by Centro La Familia Advocacy Services (CLFA) @ \$18,000 - CLFA will host, a professional training conference focusing on human trafficking, domestic violence, and other serious crimes.

Assessment Tool @ \$10,000 CLFA will license an assessment tool that meets the needs and reporting requirements as established by the scope of work.

**Total Consultancy/Subcontracts Budget = \$153,000**

**0650 - Fiscal and Audits**

Financial Services @ \$1,000 per month x 12 mos = \$12,000. Services provided for paying bills, processing payroll, allocating all expenses to multiple grants, and providing grant reports as required by funding agency.

Audit Services 15% x 20,000 annual amount = \$3,000. To share in a portion of the annual audit fee to provide annual audited financial statements to granting agency as required.

**Total Fiscal and Audits Budget = \$15,000**

**0700 - Indirect Costs** - Calculated @ 10% of total direct costs of \$882,752= \$88,275

**Total Indirect Costs = \$87,775**

**TOTAL EXPENSES (Services & Supplies) = \$971,027**

Notes: The 15% allocation used in many of the costs in the budget is derived from calculating the total percentage of FTE that this program represents of the total FTE of the organization.

**BUDGET SUMMARY - YEAR 3 (July 1, 2026 - June 30, 2027)****EXHIBIT B****VENDOR NAME: Centro La Familia Advocacy Services, Inc.**

<b>CATEGORY</b>	<b>BUDGET ITEM #</b>	<b>TOTAL</b>
Salaries	0100	\$ 508,909
Payroll taxes	0150	\$ 42,456
Benefits	0200	\$ 73,731
<b><i>SUBTOTAL:</i></b>		<b>\$ 625,096</b>
<b>SERVICES &amp; SUPPLIES</b>		
Insurance	0250	\$ 9,361
Communications	0300	\$ 11,697
Office Expense	0350	\$ 10,500
Equipment	0400	\$ 3,540
Facilities	0450	\$ 43,590
Travel costs	0500	\$ 8,640
Program Supplies	0550	\$ 23,880
Consultancy/Subcontracts	0600	\$ 153,000
Fiscal & Audits	0650	\$ 15,000
Indirect Costs	0700	\$ 90,431
<b><i>SUBTOTAL:</i></b>		<b>\$ 369,639</b>
<b><i>TOTAL EXPENSES</i></b>		<b>\$ 994,735</b>

**BUDGET PERSONNEL DETAIL - YEAR 3 (July 1, 2026 - June 30, 2027)**

**EXHIBIT B**

**VENDOR NAME: Centro La Familia Advocacy Services, Inc.**

**SALARIES**

<b>POSITION</b>	<b>% Time on Project</b>	<b>Number of Months</b>	<b>Monthly Salary/ Hourly Wages</b>	<b>Salary/ Wages Funds Requested</b>
Executive Director	15%	12	\$ 12,875	\$ 23,175
Deputy Director	40%	12	\$ 10,300	\$ 49,440
Advocate III	100%	12	\$ 5,190	\$ 62,280
Advocate III	100%	12	\$ 5,190	\$ 62,280
Advocate II	100%	12	\$ 4,520	\$ 54,240
Advocate II	100%	12	\$ 4,520	\$ 54,240
Advocate I	100%	12	\$ 4,185	\$ 50,220
Advocate I	100%	12	\$ 4,185	\$ 50,220
Intake Clerk	50%	12	\$ 3,350	\$ 20,100
Operations Director	32%	12	\$ 9,012	\$ 34,606
Administrative Assistant	55%	12	\$ 5,524	\$ 36,458
Public Information Officer	20%	12	\$ 4,854	\$ 11,650
	<b>8.12</b>	<b>Total Salaries/ Wages</b>	<b>\$</b>	<b>508,909</b>

**Payroll Taxes**

	<b>Percent</b>	<b>Months/ FTEs</b>	<b>Amount</b>	<b>Item Total</b>
FICA	7.65%	12	\$ 38,932.00	\$ 38,932
SUI	6.20%		\$ 56,840.00	\$ 3,524
<b>Total Payroll Taxes:</b>				<b>\$ 42,456</b>

**BENEFITS**

	<b>FTE</b>	<b>Months</b>	<b>Amount</b>	<b>Item Total</b>
Health Ins	8.12	12	\$ 600.00	\$ 58,464
Retirement	3% of total salaries		\$ 15,267.27	\$ 15,267
<b>Total Benefits:</b>				<b>\$ 73,731</b>

<b>CATEGORY</b>	<b>BUDGET ITEM #</b>	<b>TOTAL</b>
Salaries	0100	\$508,909
Payroll taxes	0150	\$ 42,456
Benefits	0200	\$ 73,731
<b>SUBTOTAL:</b>		<b>\$625,096</b>

**BUDGET DETAIL - YEAR 3 (July 1, 2026 - June 30, 2027)**

**EXHIBIT B**

**VENDOR NAME: Centro La Familia Advocacy Services, Inc.**

<b>BUDGET LINE ITEM</b>	<b>CATEGORY &amp; DESCRIPTION/CALCULATION</b>	<b>SUBTOTAL</b>	<b>TOTAL</b>
<b>0100</b>	<b>Salaries</b>	\$ 508,909	<b>\$ 508,909</b>
<b>0150</b>	<b>Payroll Taxes</b>	\$ 42,456	<b>\$ 42,456</b>
<b>0200</b>	<b>Benefits</b>		<b>\$ 73,731</b>
	Health Insurance	\$ 58,464	
	Retirement	\$ 15,267	
<b>0250</b>	<b>Insurance</b>		<b>\$ 9,361</b>
	General Liability 15% x \$20,000 annual premium	\$ 3,000	
	Workers' Comp: \$1.25 per \$100 of payroll	\$ 6,361	
<b>0300</b>	<b>Communications</b>		<b>\$ 11,697</b>
	Cell phones: 8.12 x \$50/mo	\$ 4,872	
	VOIP/PRI /Data	\$ 4,500	
	Network Security	\$ 1,125	
	Computer/network support \$50 per mth	\$ 1,200	
<b>0350</b>	<b>Office Expense</b>		<b>\$ 10,500</b>
	Office Supplies @ \$300 per mth	\$ 3,600	
	Postage @ \$200 per mth	\$ 2,400	
	Printing/Copying @25,000 copies per mth	\$ 4,500	
<b>0400</b>	<b>Equipment</b>		<b>\$ 3,540</b>
	Copier Lease 15% x 1,000 per month	\$ 1,800	
	Server Maint 15% x 300 per month	\$ 540	
	Equipment Repairs @ \$100 per month	\$ 1,200	
<b>0450</b>	<b>Facilities</b>		<b>\$ 43,590</b>
	Office rent 8.12 program staff @ 250 sq ft @1.25 per sq ft per month	\$ 30,450	
	Utilities 15% x \$2,500 per month	\$ 4,500	
	Janitorial 15% x \$4,800 per month	\$ 8,640	
<b>0500</b>	<b>Travel Costs</b>		<b>\$ 8,640</b>
	Staff travel mileage 1,000 miles per mth @\$ .67 per mile	\$ 8,040	
	Parking - \$50 per month for parking cars	\$ 600	

<b>0550</b>	<b>Program Supplies</b>		<b>\$ 23,880</b>
	Outreach materials (brochures, flyers, business cards, etc)	\$ 9,000	
	Ride Cards: Bus Passes for Clients- 300 @\$1.25	\$ 4,380	
	Emergency Funds (Hotel Vouchers, Relocation Assistance, Sanitary Products, etc. )	\$ 10,500	
<b>0600</b>	<b>Consultancy/Subcontracts</b>		<b>\$ 153,000</b>
	Univision Communications	\$ 5,000	
	Fresno County EOC	\$ 10,000	
	The Rios Company	\$ 25,000	
	Integral Community Solutions Institute	\$ 80,000	
	ABC 30	\$ 5,000	
	Professional Training - CLFA	\$ 18,000	
	Assessment Tool - Licensing	\$ 10,000	
<b>0650</b>	<b>Fiscal and Audits</b>		<b>\$ 15,000</b>
	Financial Services @ \$1000 per month	\$ 12,000	
	Audit Services @15% x annual fee of \$20,000	\$ 3,000	
<b>0700</b>	<b>Indirect Costs</b>		<b>\$ 90,431</b>
	10% of total direct cost	\$ 90,431	
	<b>TOTAL EXPENSES (Services &amp; Supplies)</b>		<b>\$ 369,639</b>

**BUDGET DETAIL NARRATIVE – YEAR 3 (July 1, 2026 – June 30, 2027)****VENDOR NAME:** Centro La Familia Advocacy Services, Inc.**0100 - Personnel Detail**

Executive Director (ED) @ 15% of annual = \$23,175. The ED provides oversight to the program and subcontractors.

Deputy Director/Program Director @ 40% annual salary = \$49,440. The Deputy Director will oversee implementation of this program, supervising advocates and ensuring quality service delivery. Will work closely with law enforcement, legal, governments, and human service organizations.

Advocate III (2) @ 100% annual salary each @ 62,280. These senior advocates help with day-to-day supervision of the direct client services. They are accredited by the Department of Justice (DOJ) Office of Legal Access programs (OLAP) and review and sign off on all USCIS applications, have more experience and training to complete the work. These advocates carry a smaller caseload.

Advocate II (2) @ 100% annual salary each @ \$54,240. Mid-level advocates assess client needs and develop safety plan, linking clients to services and following up; advocates also conduct educational outreach. These advocates are working towards accreditation through the DOJ-OLAP accreditation process.

Advocate I (2) @ 100% annual salary each @ \$50,220. Entry-level advocates assess client needs and develop safety plan, linking clients to services and following up; advocates also conduct educational outreach.

Intake Clerk @ .50 FTE = \$20,100. Greet and screen clients for services, and links clients with staff. Documents client information in electronic records, communicates CLFA services to clients and community.

Operations Director/Assist. Program Director @ .32 FTE = \$34,606. Oversees and analyzes data and helps prepare and track program deliverables and sub-contracted services.

Administrative Assistant @ .55 FTE = \$36,458. Provides administrative support including assisting with presentations and meetings and other general office duties.

Public Information Officer @ .20 FTE = \$11,650. Creation and development of material for outreach and education. Social media management and client engagement through regular posts and informational updates.

**0150 - Payroll Taxes**

FICA – Social Security taxes calculated @ 7.65% of total wages = \$38,932. SUI (Unemployment) based on first \$7,000 = \$3,524.

**Total Payroll Taxes = \$42,456****0200 - Employee Benefits**

Health insurance to 8.12 FTE @ \$600/mo. (avg) = \$58,464. Retirement @ 3% of salaries = \$15,267.

**Total Employee Benefits: \$73,731**

**0250 - Insurance**

General Liability Insurance – 15% @ \$20,000 per year= \$3,000. Insurance required per the grant contract. Based on allocation of FTE that is used for shared costs throughout this proposal.

Workers' Compensation Insurance -\$1.25 per \$100 of payroll x total salaries of \$508,909 = \$6,361. Insurance required for each employee providing services in this program.

**Total Insurance Budget = \$9,361**

**0300 - Communications**

Cell phones service for staff: 8.12 x \$50/mo x 12 mos = \$4,872. Cells phones are needed for each staff person for advocates to communicate with clients when in rural communities and for management to communicate with advocates. One cell phone needed per employee because of confidentiality of client information. The cell phones are important to provide effective and efficient services in the geographical areas served.

Telephone VOIP/PRI/DATA 15% x \$2,500 per month x 12 mos = \$4,500. Portion of monthly service of organization charge for this program. This allocation is based on the FTE for this program.

Network Security for staff charges as a percentage of FTE. 15% x \$625 per month x 12 months = \$1,125

Computer/network support \$100 per month x 12 mos = \$1200. To assist with any computer or network issues related to staff equipment assigned to this program.

**Total Communications Budget = \$11,697**

**0350 - Office Expense**

Office Supplies @ \$300 per month x 12 mos = \$3,600. Includes paper, pens, desktop supplies, file folders, mailing, computer supplies (Ethernet and USB cables), envelopes (small and large), printer ink to be used by program staff.

Postage @\$200 per month x 12 mos = \$2,400. For mailing documents/letters to USCIS, clients, District Attorney's office, law enforcement agencies, and other U visa certifying officials.

Printing/Copying @25,000 copies per month x \$.015 per copy x 12 mos = \$4,500. Three copies of 100-page+ document required for each client application on average. Other items printed and copied as needed for program requirements. Increase of documents being printed due to recent change in law for U Visa applications.

**Total Office Expense Budget = \$10,500**

**0400 - Equipment**

Copier Lease 15% x \$1,000 month x 12 mos = \$1,800. This rate is calculated on the FTE in this program times the monthly lease charge.

Server Maintenance 15% x \$300 per mo x 12 mos= \$540. This rate is calculated on the FTE in this program times the monthly charge.

Equipment Repairs @ \$100 per mo x 12 mos= \$1,200. Estimated cost of repairs necessary for program staff.

**Total Equipment Budget = \$3,540**

**0450 - Facilities**

Office rent 8.12 offices @ 250 sq ft @ \$1.25 per sq. ft. x 12 months = \$30,450. To provide workspace for the employees working to provide services in this program.

Utilities 15% x \$2500 per month x 12 mos = \$4,500. Allocated based on FTE percentage times the monthly utilities charges for the organization.

Janitorial 15% x 4,800 per month x 12 mos = \$8,640. Allocated based on FTE percentage times the monthly janitorial charges for the organization.

**Total Facilities Budget = \$43,590**

### **0500 - Travel Costs**

Mileage 1000 mi x 12 months @ \$.67 per mile x 12 mos = \$8,040. Travel to rural communities on a weekly basis, i.e., Coalinga, Huron, Firebaugh. Staff travel 4 or more times per month to these rural areas.

Parking -\$50 per month x 12 mos = \$600. Public parking fee to accompany clients to court or file documents at courthouse. Also accompany clients to immigration interviews.

**Total Travel Budget = \$8,640**

### **0550 - Program Supplies**

Outreach materials (brochures, flyers, business cards, etc.) @ \$750 per month x 12 mos = \$9,000. Materials to be used for outreach and education of services provided in this program. Material to be provided to DSS staff outreach and lobbies.

Ride Cards: Bus Passes for Clients -292 @ \$1.25 = \$4,380. For clients to attend appointments at places such as court, police department, health care, Mexican Consulate, and Centro La Familia offices, etc.

Emergency Funds (hotel vouchers, relocation assistance, sanitary products, etc.). To be used for emergency needs defined on a client by client basis. \$875 per month x 12 = \$10,500.

**Total Program Supplies Budget = \$23,880**

### **0600 - Consultancy/Subcontracts**

All subcontractors will be required to provide proof of insurance as required by the granting agency in this contract.

Univision Communications @ \$5,000 will provide television outreach announcement services to Centro La Familia Advocacy Services to assist in implementing public awareness and outreach activities for the Fresno County Trafficking and Crime Victims Assistance Program. The services will be designed to improve the community response to victims of human trafficking, domestic violence and other serious crimes. The campaign will be customized to reach the designated non-citizen victims located in Fresno County. Space will also be provided at local community events hosted by Univision. These events reach thousands of individuals annually and they include Dia de La Familia, Dia de los Ninos, Sixteenth of September and others.

Fresno County EOC @ \$10,000 will provide the following services: Identify and refer victims of human trafficking, domestic violence or other serious crimes to CLFA; Will coordinate and provide leadership of human trafficking related Central Valley Freedom Coalition for Fresno County, will coordinate and host Annual Conference on human trafficking in partnership with CLFA; and they will provide public awareness (i.e. social media) of coordinated Fresno County events in recognition of National Human Trafficking Awareness Month. Provide direct support and assistance to survivors of Human Trafficking.

The Rios Company @ \$25,000 will provide the following services: Assist with media relations/public affairs coordination; the development of educational materials/fact sheets; Assistance with human trafficking, domestic violence and other serious crimes annual conference.

Integral Community Solutions Institute @ \$80,000 (ICSI) will provide licensed MFT professionals, registered MFT interns and MFT therapist trainees (from CSU Fresno) to provide high quality counseling services for noncitizen victims or human trafficking, domestic violence and other serious crimes. The professional licensed clinician will provide services, supervise interns and

trainees.

ABC 30 @ \$5,000 will provide television outreach announcement services to Centro La Familia Advocacy Services, Inc. to assist in implementing public awareness and outreach activities for the Fresno County Trafficking and Crime Victims Assistance Program. The services will be designed to improve the community response to victims of human trafficking, domestic violence and other serious crimes. The campaign will be customized to reach the designated non-citizen victims located in Fresno County.

Professional Training provided by Centro La Familia Advocacy Services (CLFA) @ \$18,000 - CLFA will host, a professional training conference focusing on human trafficking, domestic violence, and other serious crimes.

Assessment Tool @ \$10,000 CLFA will license an assessment tool that meets the needs and reporting requirements as established by the scope of work.

**Total Consultancy/Subcontracts Budget = \$153,000**

**0650 - Fiscal and Audits**

Financial Services @ \$1,000 per month x 12 mos = \$12,000. Services provided for paying bills, processing payroll, allocating all expenses to multiple grants, and providing grant reports as required by funding agency.

Audit Services 15% x 20,000 annual amount = \$3,000. To share in a portion of the annual audit fee to provide annual audited financial statements to granting agency as required.

**Total Fiscal and Audits Budget = \$15,000**

**0700 - Indirect Costs** - Calculated @ 10% of total direct costs of \$904,305=

\$90,431

**Total Indirect Costs = \$90,431**

**TOTAL EXPENSES (Services & Supplies) = \$994,735**

Notes: The 15% allocation used in many of the costs in the budget is derived from calculating the total percentage of FTE that this program represents of the total FTE of the organization.

**BUDGET SUMMARY - YEAR 4 (July 1, 2027 - June 30, 2028)****EXHIBIT B****VENDOR NAME: Centro La Familia Advocacy Services, Inc.**

<b>CATEGORY</b>	<b>BUDGET ITEM #</b>	<b>TOTAL</b>
Salaries	0100	\$ 508,909
Payroll taxes	0150	\$ 42,456
Benefits	0200	\$ 73,731
<b><i>SUBTOTAL:</i></b>		<b>\$ 625,096</b>
<b>SERVICES &amp; SUPPLIES</b>		
Insurance	0250	\$ 9,361
Communications	0300	\$ 11,697
Office Expense	0350	\$ 10,500
Equipment	0400	\$ 3,540
Facilities	0450	\$ 43,590
Travel costs	0500	\$ 8,640
Program Supplies	0550	\$ 23,880
Consultancy/Subcontracts	0600	\$ 153,000
Fiscal & Audits	0650	\$ 15,000
Indirect Costs	0700	\$ 90,431
<b><i>SUBTOTAL:</i></b>		<b>\$ 369,639</b>
<b><i>TOTAL EXPENSES</i></b>		<b>\$ 994,735</b>

**BUDGET PERSONNEL DETAIL - YEAR 4 (July 1, 2027 - June 30, 2028)**

**EXHIBIT B**

**VENDOR NAME: Centro La Familia Advocacy Services, Inc.**

**SALARIES**

<b>POSITION</b>	<b>% Time on Project</b>	<b>Number of Months</b>	<b>Monthly Salary/ Hourly Wages</b>	<b>Salary/ Wages Funds Requested</b>
Executive Director	15%	12	\$ 12,875	\$ 23,175
Deputy Director	40%	12	\$ 10,300	\$ 49,440
Advocate III	100%	12	\$ 5,190	\$ 62,280
Advocate III	100%	12	\$ 5,190	\$ 62,280
Advocate II	100%	12	\$ 4,520	\$ 54,240
Advocate II	100%	12	\$ 4,520	\$ 54,240
Advocate I	100%	12	\$ 4,185	\$ 50,220
Advocate I	100%	12	\$ 4,185	\$ 50,220
Intake Clerk	50%	12	\$ 3,350	\$ 20,100
Operations Director	32%	12	\$ 9,012	\$ 34,606
Administrative Assistant	55%	12	\$ 5,524	\$ 36,458
Public Information Officer	20%	12	\$ 4,854	\$ 11,650
	<b>8.12</b>	<b>Total Salaries/ Wages</b>		<b>\$ 508,909</b>

**Payroll Taxes**

	<b>Percent</b>	<b>Months/ FTEs</b>	<b>Amount</b>	<b>Item Total</b>
FICA	7.65%	12	\$ 38,932.00	\$ 38,932
SUI	6.20%		\$ 56,840.00	\$ 3,524
<b>Total Payroll Taxes:</b>				<b>\$ 42,456</b>

**BENEFITS**

	<b>FTE</b>	<b>Months</b>	<b>Amount</b>	<b>Item Total</b>
Health Ins	8.12	12	\$ 600.00	\$ 58,464
Retirement	3% of total salaries		\$ 15,267.27	\$ 15,267
<b>Total Benefits:</b>				<b>\$ 73,731</b>

<b>CATEGORY</b>	<b>BUDGET ITEM #</b>	<b>TOTAL</b>
Salaries	0100	\$508,909
Payroll taxes	0150	\$ 42,456
Benefits	0200	\$ 73,731
<b>SUBTOTAL:</b>		<b>\$625,096</b>

**BUDGET DETAIL - YEAR 4 (July 1, 2027 - June 30, 2028)**

**EXHIBIT B**

**VENDOR NAME: Centro La Familia Advocacy Services, Inc.**

<b>BUDGET LINE ITEM</b>	<b>CATEGORY &amp; DESCRIPTION/CALCULATION</b>	<b>SUBTOTAL</b>	<b>TOTAL</b>
<b>0100</b>	<b>Salaries</b>	\$ 508,909	<b>\$ 508,909</b>
<b>0150</b>	<b>Payroll Taxes</b>	\$ 42,456	<b>\$ 42,456</b>
<b>0200</b>	<b>Benefits</b>		<b>\$ 73,731</b>
	Health Insurance	\$ 58,464	
	Retirement	\$ 15,267	
<b>0250</b>	<b>Insurance</b>		<b>\$ 9,361</b>
	General Liability 15% x \$20,000 annual premium	\$ 3,000	
	Workers' Comp: \$1.25 per \$100 of payroll	\$ 6,361	
<b>0300</b>	<b>Communications</b>		<b>\$ 11,697</b>
	Cell phones: 8.12 x \$50/mo	\$ 4,872	
	VOIP/PRI /Data	\$ 4,500	
	Network Security	\$ 1,125	
	Computer/network support \$50 per mth	\$ 1,200	
<b>0350</b>	<b>Office Expense</b>		<b>\$ 10,500</b>
	Office Supplies @ \$300 per mth	\$ 3,600	
	Postage @ \$200 per mth	\$ 2,400	
	Printing/Copying @25,000 copies per mth	\$ 4,500	
<b>0400</b>	<b>Equipment</b>		<b>\$ 3,540</b>
	Copier Lease 15% x 1,000 per month	\$ 1,800	
	Server Maint 15% x 300 per month	\$ 540	
	Equipment Repairs @ \$100 per month	\$ 1,200	
<b>0450</b>	<b>Facilities</b>		<b>\$ 43,590</b>
	Office rent 8.12 program staff @ 250 sq ft @1.25 per sq ft per month	\$ 30,450	
	Utilities 15% x \$2,500 per month	\$ 4,500	
	Janitorial 15% x \$4,800 per month	\$ 8,640	
<b>0500</b>	<b>Travel Costs</b>		<b>\$ 8,640</b>
	Staff travel mileage 1,000 miles per mth @\$ .67 per mile	\$ 8,040	
	Parking - \$50 per month for parking cars	\$ 600	

<b>0550</b>	<b>Program Supplies</b>		<b>\$ 23,880</b>
	Outreach materials (brochures, flyers, business cards, etc)	\$ 9,000	
	Ride Cards: Bus Passes for Clients- 300 @\$1.25	\$ 4,380	
	Emergency Funds (Hotel Vouchers, Relocation Assistance, Sanitary Products, etc. )	\$ 10,500	
<b>0600</b>	<b>Consultancy/Subcontracts</b>		<b>\$ 153,000</b>
	Univision Communications	\$ 5,000	
	Fresno County EOC	\$ 10,000	
	The Rios Company	\$ 25,000	
	Integral Community Solutions Institute	\$ 80,000	
	ABC 30	\$ 5,000	
	Professional Training - CLFA	\$ 18,000	
	Assessment Tool - Licensing	\$ 10,000	
<b>0650</b>	<b>Fiscal and Audits</b>		<b>\$ 15,000</b>
	Financial Services @ \$1000 per month	\$ 12,000	
	Audit Services @15% x annual fee of \$20,000	\$ 3,000	
<b>0700</b>	<b>Indirect Costs</b>		<b>\$ 90,431</b>
	10% of total direct cost	\$ 90,431	
	<b>TOTAL EXPENSES (Services &amp; Supplies)</b>		<b>\$ 369,639</b>

**BUDGET DETAIL NARRATIVE – YEAR 4 (July 1, 2027 – June 30, 2028)**

**VENDOR NAME:** Centro La Familia Advocacy Services, Inc.

**0100 - Personnel Detail**

Executive Director (ED) @ 15% of annual = \$23,175. The ED provides oversight to the program and subcontractors.

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Advocate III (2) @ 100% annual salary each @ 62,280. These senior advocates help with day-to-day supervision of the direct client services. They are accredited by the Department of Justice (DOJ) Office of Legal Access programs (OLAP) and review and sign off on all USCIS applications, have more experience and training to complete the work. These advocates carry a smaller caseload.

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Advocate I (2) @ 100% annual salary each @ \$50,220. Entry-level advocates assess client needs and develop safety plan, linking clients to services and following up; advocates also conduct educational outreach.

Intake Clerk @ .50 FTE = \$20,100. Greet and screen clients for services, and links clients with staff. Documents client information in electronic records, communicates CLFA services to clients and community.

Operations Director/Assist. Program Director @ .32 FTE = \$34,606. Oversees and analyzes data and helps prepare and track program deliverables and sub-contracted services.

Administrative Assistant @ .55 FTE = \$36,458. Provides administrative support including assisting with presentations and meetings and other general office duties.

Public Information Officer @ .20 FTE = \$11,650. Creation and development of material for outreach and education. Social media management and client engagement through regular posts and informational updates.

**0150 - Payroll Taxes**

FICA – Social Security taxes calculated @ 7.65% of total wages = \$38,932. SUI (Unemployment) based on first \$7,000 = \$3,524.

**Total Payroll Taxes =\$42,456**

**0200 - Employee Benefits**

Health insurance to 8.12 FTE @ \$600/mo. (avg) = \$58,464. Retirement @ 3% of salaries = \$15,267.

**Total Employee Benefits: \$73,731**

**0250 - Insurance**

General Liability Insurance – 15% @ \$20,000 per year= \$3,000. Insurance required per the grant contract. Based on allocation of FTE that is used for shared costs throughout this proposal.

Workers' Compensation Insurance -\$1.25 per \$100 of payroll x total salaries of \$508,909 = \$6,361. Insurance required for each employee providing services in this program.

**Total Insurance Budget = \$9,361**

**0300 - Communications**

Cell phones service for staff: 8.12 x \$50/mo x 12 mos = \$4,872. Cells phones are needed for each staff person for advocates to communicate with clients when in rural communities and for management to communicate with advocates. One cell phone needed per employee because of confidentiality of client information. The cell phones are important to provide effective and efficient services in the geographical areas served.

Telephone VOIP/PRI/DATA 15% x \$2,500 per month x 12 mos = \$4,500. Portion of monthly service of organization charge for this program. This allocation is based on the FTE for this program.

Network Security for staff charges as a percentage of FTE. 15% x \$625 per month x 12 months = \$1,125

Computer/network support \$100 per month x 12 mos = \$1200. To assist with any computer or network issues related to staff equipment assigned to this program.

**Total Communications Budget = \$11,697**

**0350 - Office Expense**

Office Supplies @ \$300 per month x 12 mos = \$3,600. Includes paper, pens, desktop supplies, file folders, mailing, computer supplies (Ethernet and USB cables), envelopes (small and large), printer ink to be used by program staff.

Postage @\$200 per month x 12 mos = \$2,400. For mailing documents/letters to USCIS, clients, District Attorney's office, law enforcement agencies, and other U visa certifying officials.

Printing/Copying @25,000 copies per month x \$.015 per copy x 12 mos = \$4,500. Three copies of 100-page+ document required for each client application on average. Other items printed and copied as needed for program requirements. Increase of documents being printed due to recent change in law for U Visa applications.

**Total Office Expense Budget = \$10,500**

**0400 - Equipment**

Copier Lease 15% x \$1,000 month x 12 mos = \$1,800. This rate is calculated on the FTE in this program times the monthly lease charge.

Server Maintenance 15% x \$300 per mo x 12 mos= \$540. This rate is calculated on the FTE in this program times the monthly charge.

Equipment Repairs @ \$100 per mo x 12 mos= \$1,200. Estimated cost of repairs necessary for program staff.

**Total Equipment Budget = \$3,540**

**0450 - Facilities**

Office rent 8.12 offices @ 250 sq ft @ \$1.25 per sq. ft. x 12 months = \$30,450. To provide workspace for the employees working to provide services in this program.

Utilities 15% x \$2500 per month x 12 mos = \$4,500. Allocated based on FTE percentage times the monthly utilities charges for the organization.

Janitorial 15% x 4,800 per month x 12 mos = \$8,640. Allocated based on FTE percentage times the monthly janitorial charges for the organization.

**Total Facilities Budget = \$43,590**

### **0500 - Travel Costs**

Mileage 1000 mi x 12 months @ \$.67 per mile x 12 mos= \$8,040. Travel to rural communities on a weekly basis, i.e., Coalinga, Huron, Firebaugh. Staff travel 4 or more times per month to these rural areas.

Parking -\$50 per month x 12 mos = \$600. Public parking fee to accompany clients to court or file documents at courthouse. Also accompany clients to immigration interviews.

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### **0550 - Program Supplies**

Outreach materials (brochures, flyers, business cards, etc.) @ \$750 per month x 12 mos = \$9,000. Materials to be used for outreach and education of services provided in this program. Material to be provided to DSS staff outreach and lobbies.

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Emergency Funds (hotel vouchers, relocation assistance, sanitary products, etc.). To be used for emergency needs defined on a client by client basis. \$875 per month x 12 = \$10,500.

**Total Program Supplies Budget = \$23,880**

### **0600 - Consultancy/Subcontracts**

All subcontractors will be required to provide proof of insurance as required by the granting agency in this contract.

Univision Communications @ \$5,000 will provide television outreach announcement services to Centro La Familia Advocacy Services to assist in implementing public awareness and outreach activities for the Fresno County Trafficking and Crime Victims Assistance Program. The services will be designed to improve the community response to victims of human trafficking, domestic violence and other serious crimes. The campaign will be customized to reach the designated non-citizen victims located in Fresno County. Space will also be provided at local community events hosted by Univision. These events reach thousands of individuals annually and they include Dia de La Familia, Dia de los Ninos, Sixteenth of September and others.

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trainees.

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Assessment Tool @ \$10,000 CLFA will license an assessment tool that meets the needs and reporting requirements as established by the scope of work.

**Total Consultancy/Subcontracts Budget = \$153,000**

**0650 - Fiscal and Audits**

Financial Services @ \$1,000 per month x 12 mos = \$12,000. Services provided for paying bills, processing payroll, allocating all expenses to multiple grants, and providing grant reports as required by funding agency.

Audit Services 15% x 20,000 annual amount = \$3,000. To share in a portion of the annual audit fee to provide annual audited financial statements to granting agency as required.

**Total Fiscal and Audits Budget = \$15,000**

**0700 - Indirect Costs - Calculated @ 10% of total direct costs of \$904,305 = \$90,431**

**Total Indirect Costs = \$90,431**

**TOTAL EXPENSES (Services & Supplies) = \$994,735**

Notes: The 15% allocation used in many of the costs in the budget is derived from calculating the total percentage of FTE that this program represents of the total FTE of the organization.

**BUDGET SUMMARY - YEAR 5 (July 1, 2028 - June 30, 2029)****EXHIBIT B****VENDOR NAME: Centro La Familia Advocacy Services, Inc.**

<b>CATEGORY</b>	<b>BUDGET ITEM #</b>	<b>TOTAL</b>
Salaries	0100	\$ 524,202
Payroll taxes	0150	\$ 43,625
Benefits	0200	\$ 79,062
<b><i>SUBTOTAL:</i></b>		<b>\$ 646,889</b>
<b>SERVICES &amp; SUPPLIES</b>		
Insurance	0250	\$ 9,553
Communications	0300	\$ 11,697
Office Expense	0350	\$ 10,500
Equipment	0400	\$ 3,540
Facilities	0450	\$ 43,590
Travel costs	0500	\$ 8,640
Program Supplies	0550	\$ 23,880
Consultancy/Subcontracts	0600	\$ 153,000
Fiscal & Audits	0650	\$ 15,000
Indirect Costs	0700	\$ 92,629
<b><i>SUBTOTAL:</i></b>		<b>\$ 372,028</b>
<b><i>TOTAL EXPENSES</i></b>		<b>\$ 1,018,917</b>

VENDOR NAME: Centro La Familia Advocacy Services, Inc.

**SALARIES**

POSITION	% Time on Project	Number of Months	Monthly Salary/ Hourly Wages	Salary/ Wages Funds Requested
Executive Director	15%	12	\$ 13,261	\$ 23,870
Deputy Director	40%	12	\$ 10,609	\$ 50,923
Advocate III	100%	12	\$ 5,346	\$ 64,152
Advocate III	100%	12	\$ 5,346	\$ 64,152
Advocate II	100%	12	\$ 4,656	\$ 55,872
Advocate II	100%	12	\$ 4,656	\$ 55,872
Advocate I	100%	12	\$ 4,311	\$ 51,732
Advocate I	100%	12	\$ 4,311	\$ 51,732
Intake Clerk	50%	12	\$ 3,450	\$ 20,700
Operations Director	32%	12	\$ 9,282	\$ 35,643
Administrative Assistant	55%	12	\$ 5,690	\$ 37,554
Public Information Officer	20%	12	\$ 5,000	\$ 12,000
	<b>8.12</b>	<b>Total Salaries/ Wages</b>		<b>\$ 524,202</b>

**Payroll Taxes**

	Percent	Months/ FTEs	Amount	<u>Item Total</u>
FICA	7.65%	12	\$ 40,101.00	\$ 40,101
SUI	6.20%		\$ 56,840.00	\$ 3,524
<b>Total Payroll Taxes:</b>				<b>\$ 43,625</b>

**BENEFITS**

	FTE	Months	Amount	<u>Item Total</u>
Health Ins	8.12	12	\$ 650.00	\$ 63,336
Retirement	3% of total salaries		\$ 15,726.06	\$ 15,726
<b>Total Benefits:</b>				<b>\$ 79,062</b>

CATEGORY	BUDGET ITEM #	TOTAL
Salaries	0100	\$ 524,202
Payroll taxes	0150	\$ 43,625
Benefits	0200	\$ 79,062
<b>SUBTOTAL:</b>		<b>\$646,889</b>

**BUDGET DETAIL - YEAR 5 (July 1, 2028 - June 30, 2029)**

**EXHIBIT B**

**VENDOR NAME: Centro La Familia Advocacy Services, Inc.**

<b>BUDGET LINE ITEM</b>	<b>CATEGORY &amp; DESCRIPTION/CALCULATION</b>	<b>SUBTOTAL</b>	<b>TOTAL</b>
<b>0100</b>	<b>Salaries</b>	\$ 524,202	\$ <b>524,202</b>
<b>0150</b>	<b>Payroll Taxes</b>	\$ 43,625	\$ <b>43,625</b>
<b>0200</b>	<b>Benefits</b>		\$ <b>79,062</b>
	Health Insurance	\$ 63,336	
	Retirement	\$ 15,726	
<b>0250</b>	<b>Insurance</b>		\$ <b>9,553</b>
	General Liability 15% x \$20,000 annual premium	\$ 3,000	
	Workers' Comp: \$1.25 per \$100 of payroll	\$ 6,553	
<b>0300</b>	<b>Communications</b>		\$ <b>11,697</b>
	Cell phones: 8.12 x \$50/mo	\$ 4,872	
	VOIP/PRI /Data	\$ 4,500	
	Network Security	\$ 1,125	
	Computer/network support \$50 per mth	\$ 1,200	
<b>0350</b>	<b>Office Expense</b>		\$ <b>10,500</b>
	Office Supplies @ \$300 per mth	\$ 3,600	
	Postage @ \$200 per mth	\$ 2,400	
	Printing/Copying @25,000 copies per mth	\$ 4,500	
<b>0400</b>	<b>Equipment</b>		\$ <b>3,540</b>
	Copier Lease 15% x 1,000 per month	\$ 1,800	
	Server Maint 15% x 300 per month	\$ 540	
	Equipment Repairs @ \$100 per month	\$ 1,200	
<b>0450</b>	<b>Facilities</b>		\$ <b>43,590</b>
	Office rent 8.12 program staff @ 250 sq ft @1.25 per sq ft per month	\$ 30,450	
	Utilities 15% x \$2,500 per month	\$ 4,500	
	Janitorial 15% x \$4,800 per month	\$ 8,640	
<b>0500</b>	<b>Travel Costs</b>		\$ <b>8,640</b>
	Staff travel mileage 1,000 miles per mth @\$ .67 per mile	\$ 8,040	
	Parking - \$50 per month for parking cars	\$ 600	

<b>0550</b>	<b>Program Supplies</b>		<b>\$ 23,880</b>
	Outreach materials (brochures, flyers, business cards, etc)	\$ 9,000	
	Ride Cards: Bus Passes for Clients- 300 @\$1.25	\$ 4,380	
	Emergency Funds (Hotel Vouchers, Relocation Assistance, Sanitary Products, etc. )	\$ 10,500	
<b>0600</b>	<b>Consultancy/Subcontracts</b>		<b>\$ 153,000</b>
	Univision Communications	\$ 5,000	
	Fresno County EOC	\$ 10,000	
	The Rios Company	\$ 25,000	
	Integral Community Solutions Institute	\$ 80,000	
	ABC 30	\$ 5,000	
	Professional Training - CLFA	\$ 18,000	
	Assessment Tool - Licensing	\$ 10,000	
<b>0650</b>	<b>Fiscal and Audits</b>		<b>\$ 15,000</b>
	Financial Services @ \$1000 per month	\$ 12,000	
	Audit Services @15% x annual fee of \$20,000	\$ 3,000	
<b>0700</b>	<b>Indirect Costs</b>		<b>\$ 92,629</b>
	10% of total direct cost	\$ 92,629	
	<b>TOTAL EXPENSES (Services &amp; Supplies)</b>		<b>\$ 372,028</b>

**BUDGET DETAIL NARRATIVE – YEAR 5 (July 1, 2028 – June 30, 2029)****VENDOR NAME:** Centro La Familia Advocacy Services, Inc.**0100 - Personnel Detail**

Executive Director (ED) @ 15% of annual = \$23,870. The ED provides oversight to the program and subcontractors.

Deputy Director/Program Director @ 40% annual salary = \$50,923. The Deputy Director will oversee implementation of this program, supervising advocates and ensuring quality service delivery. Will work closely with law enforcement, legal, governments, and human service organizations.

Advocate III (2) @ 100% annual salary each @ 64,152. These senior advocates help with day-to-day supervision of the direct client services. They are accredited by the Department of Justice (DOJ) Office of Legal Access programs (OLAP) and review and sign off on all USCIS applications, have more experience and training to complete the work. These advocates carry a smaller caseload.

Advocate II (2) @ 100% annual salary each @ \$55,872. Mid-level advocates assess client needs and develop safety plan, linking clients to services and following up; advocates also conduct educational outreach. These advocates are working towards accreditation through the DOJ-OLAP accreditation process.

Advocate I (2) @ 100% annual salary each @ \$51,732. Entry-level advocates assess client needs and develop safety plan, linking clients to services and following up; advocates also conduct educational outreach.

Intake Clerk @ .50 FTE = \$20,700. Greet and screen clients for services, and links clients with staff. Documents client information in electronic records, communicates CLFA services to clients and community.

Operations Director/Assist. Program Director @ .32 FTE = \$35,643. Oversees and analyzes data and helps prepare and track program deliverables and sub-contracted services.

Administrative Assistant @ .55 FTE = \$37,554. Provides administrative support including assisting with presentations and meetings and other general office duties.

Public Information Officer @ .20 FTE = \$12,000. Creation and development of material for outreach and education. Social media management and client engagement through regular posts and informational updates.

**0150 - Payroll Taxes**

FICA – Social Security taxes calculated @ 7.65% of total wages = \$40,101. SUI (Unemployment) based on first \$7,000 = \$3,524.

**Total Payroll Taxes = \$43,625****0200 - Employee Benefits**

Health insurance to 8.12 FTE @ \$650/mo. (avg) = \$63,336. Retirement @ 3% of salaries = \$15,726.

**Total Employee Benefits: \$79,062**

**0250 -Insurance**

General Liability Insurance – 15% @ \$20,000 per year= \$3,000. Insurance required per the grant contract. Based on allocation of FTE that is used for shared costs throughout this proposal.

Workers' Compensation Insurance -\$1.25 per \$100 of payroll x total salaries of \$508,909 = \$6,553. Insurance required for each employee providing services in this program.

**Total Insurance Budget = \$9,553**

**0300 -Communications**

Cell phones service for staff: 8.12 x \$50/mo x 12 mos = \$4,872. Cells phones are needed for each staff person for advocates to communicate with clients when in rural communities and for management to communicate with advocates. One cell phone needed per employee because of confidentiality of client information. The cell phones are important to provide effective and efficient services in the geographical areas served.

Telephone VOIP/PRI/DATA 15% x \$2,500 per month x 12 mos = \$4,500. Portion of monthly service of organization charge for this program. This allocation is based on the FTE for this program.

Network Security for staff charges as a percentage of FTE. 15% x \$625 per month x 12 months = \$1,125

Computer/network support \$100 per month x 12 mos = \$1200. To assist with any computer or network issues related to staff equipment assigned to this program.

**Total Communications Budget = \$11,697**

**0350 - Office Expense**

Office Supplies @ \$300 per month x 12 mos = \$3,600. Includes paper, pens, desktop supplies, file folders, mailing, computer supplies (Ethernet and USB cables), envelopes (small and large), printer ink to be used by program staff.

Postage @\$200 per month x 12 mos = \$2,400. For mailing documents/letters to USCIS, clients, District Attorney's office, law enforcement agencies, and other U visa certifying officials.

Printing/Copying @25,000 copies per month x \$.015 per copy x 12 mos = \$4,500. Three copies of 100-page+ document required for each client application on average. Other items printed and copied as needed for program requirements. Increase of documents being printed due to recent change in law for U Visa applications.

**Total Office Expense Budget = \$10,500**

**0400 - Equipment**

Copier Lease 15% x \$1,000 month x 12 mos = \$1,800. This rate is calculated on the FTE in this program times the monthly lease charge.

Server Maintenance 15% x \$300 per mo x 12 mos= \$540. This rate is calculated on the FTE in this program times the monthly charge.

Equipment Repairs @ \$100 per mo x 12 mos= \$1,200. Estimated cost of repairs necessary for program staff.

**Total Equipment Budget = \$3,540**

**0450 - Facilities**

Office rent 8.12 offices @ 250 sq ft @ \$1.25 per sq. ft. x 12 months = \$30,450. To provide workspace for the employees working to provide services in this program.

Utilities 15% x \$2500 per month x 12 mos = \$4,500. Allocated based on FTE percentage times the monthly utilities charges for the organization.

Janitorial 15% x 4,800 per month x 12 mos = \$8,640. Allocated based on FTE percentage times the monthly janitorial charges for the organization.

**Total Facilities Budget = \$43,590**

**0500 - Travel Costs**

Mileage 1000 mi x 12 months @ \$.67 per mile x 12 mos= \$8,040. Travel to rural communities on a weekly basis, i.e., Coalinga, Huron, Firebaugh. Staff travel 4 or more times per month to these rural areas.

Parking -\$50 per month x12 mos = \$600. Public parking fee to accompany clients to court or file documents at courthouse. Also accompany clients to immigration interviews.

**Total Travel Budget = \$8,640**

**0550 - Program Supplies**

Outreach materials (brochures, flyers, business cards, etc.) @ \$750 per month x 12 mos = \$9,000. Materials to be used for outreach and education of services provided in this program. Material to be provided to DSS staff outreach and lobbies.

Ride Cards: Bus Passes for Clients -292 @ \$1.25 = \$4,380. For clients to attend appointments at places such as court, police department, health care, Mexican Consulate, and Centro La Familia offices, etc.

Emergency Funds (hotel vouchers, relocation assistance, sanitary products, etc.). To be used for emergency needs defined on a client by client basis. \$875 per month x 12 = \$10,500.

**Total Program Supplies Budget = \$23,880**

**0600 - Consultancy/Subcontracts**

All subcontractors will be required to provide proof of insurance as required by the granting agency in this contract.

Univision Communications @ \$5,000 will provide television outreach announcement services to Centro La Familia Advocacy Services to assist in implementing public awareness and outreach activities for the Fresno County Trafficking and Crime Victims Assistance Program. The services will be designed to improve the community response to victims of human trafficking, domestic violence and other serious crimes. The campaign will be customized to reach the designated non-citizen victims located in Fresno County. Space will also be provided at local community events hosted by Univision. These events reach thousands of individuals annually and they include Dia de La Familia, Dia de los Ninos, Sixteenth of September and others.

Fresno County EOC @ \$10,000 will provide the following services: Identify and refer victims of human trafficking , domestic violence or other serious crimes to CLFA; Will coordinate and provide leadership of human trafficking related Central Valley Freedom Coalition for Fresno County, will coordinate and host Annual Conference on human trafficking in partnership with CLFA; and they will provide public awareness (i.e. social media) of coordinated Fresno County events in recognition of National Human Trafficking Awareness Month. Provide direct support and assistance to survivors of Human Trafficking.

The Rios Company @ \$25,000 will provide the following services: Assist with media relations/public affairs coordination; the development of educational materials/fact sheets; Assistance with human trafficking, domestic violence and other serious crimes annual conference.

Integral Community Solutions Institute @ \$80,000 (ICSI) will provide licensed MFT professionals, registered MFT interns and MFT therapist trainees (from CSU Fresno) to provide high quality counseling services for noncitizen victims or human trafficking, domestic violence and other serious crimes. The professional licensed clinician will provide services, supervise interns and

trainees.

ABC 30 @ \$5,000 will provide television outreach announcement services to Centro La Familia Advocacy Services, Inc. to assist in implementing public awareness and outreach activities for the Fresno County Trafficking and Crime Victims Assistance Program. The services will be designed to improve the community response to victims of human trafficking, domestic violence and other serious crimes. The campaign will be customized to reach the designated non-citizen victims located in Fresno County.

Professional Training provided by Centro La Familia Advocacy Services (CLFA) @ \$18,000 - CLFA will host, a professional training conference focusing on human trafficking, domestic violence, and other serious crimes.

Assessment Tool @ \$10,000 CLFA will license an assessment tool that meets the needs and reporting requirements as established by the scope of work.

**Total Consultancy/Subcontracts Budget = \$153,000**

**0650 - Fiscal and Audits**

Financial Services @ \$1,000 per month x 12 mos = \$12,000. Services provided for paying bills, processing payroll, allocating all expenses to multiple grants, and providing grant reports as required by funding agency.

Audit Services 15% x 20,000 annual amount = \$3,000. To share in a portion of the annual audit fee to provide annual audited financial statements to granting agency as required.

**Total Fiscal and Audits Budget = \$15,000**

**0700 - Indirect Costs** - Calculated @ 10% of total direct costs of \$926,289=  
\$92,629

**Total Indirect Costs = \$92,629**

**TOTAL EXPENSES (Services & Supplies) = \$1,018,917**

Notes: The 15% allocation used in many of the costs in the budget is derived from calculating the total percentage of FTE that this program represents of the total FTE of the organization.

## Exhibit C

### Self-Dealing Transaction Disclosure Form

In order to conduct business with the County of Fresno ("County"), members of a Contractor's board of directors ("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 used 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.

The form must be signed by the board member that is involved in the self-dealing transaction described in Sections (3) and (4).

## Exhibit C

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

## Exhibit D

### Insurance Requirements

#### 1. Required Policies

Without limiting the County's right to obtain indemnification from the Contractor or any third parties, Contractor, at its sole expense, shall maintain in full force and effect the following insurance policies throughout the term of this Agreement.

- (A) **Commercial General Liability.** Commercial general liability insurance with limits of not less than Two Million Dollars (\$2,000,000) per occurrence and an annual aggregate of Four Million Dollars (\$4,000,000). This policy must be issued on a per occurrence basis. Coverage must include products, completed operations, property damage, bodily injury, personal injury, and advertising injury. The Contractor shall obtain an endorsement to this policy naming the County of Fresno, its officers, agents, employees, and volunteers, individually and collectively, as additional insureds, but only insofar as the operations under this Agreement are concerned. Such coverage for additional insureds will apply as primary insurance and any other insurance, or self-insurance, maintained by the County is excess only and not contributing with insurance provided under the Contractor's policy.
- (B) **Automobile Liability.** Automobile liability insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence for bodily injury and for property damages. Coverage must include any auto used in connection with this Agreement.
- (C) **Workers Compensation.** Workers compensation insurance as required by the laws of the State of California with statutory limits.
- (D) **Employer's Liability.** Employer's liability insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence for bodily injury and for disease.
- (E) **Professional Liability.** Professional liability insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence and an annual aggregate of Three Million Dollars (\$3,000,000). If this is a claims-made policy, then (1) the retroactive date must be prior to the date on which services began under this Agreement; (2) the Contractor shall maintain the policy and provide to the County annual evidence of insurance for not less than five years after completion of services under this Agreement; and (3) if the policy is canceled or not renewed, and not replaced with another claims-made policy with a retroactive date prior to the date on which services begin under this Agreement, then the Contractor shall purchase extended reporting coverage on its claims-made policy for a minimum of five years after completion of services under this Agreement.
- (F) **Molestation Liability.** Sexual abuse / molestation liability insurance with limits of not less than Two Million Dollars (\$2,000,000) per occurrence, with an annual aggregate of Four Million Dollars (\$4,000,000). This policy must be issued on a per occurrence basis.
- (G) **Cyber Liability.** Cyber liability insurance with limits of not less than Two Million Dollars (\$2,000,000) per occurrence. Coverage must include claims involving Cyber Risks. The cyber liability policy must be endorsed to cover the full replacement value of damage to, alteration of, loss of, or destruction of intangible property (including but not limited to information or data) that is in the care, custody, or control of the Contractor.

## Exhibit D

**Definition of Cyber Risks.** “Cyber Risks” include but are not limited to (i) Security Breach, which may include Disclosure of Personal Information to an Unauthorized Third Party; (ii) data breach; (iii) breach of any of the Contractor’s obligations under Exhibit E, “Data Security”, of this Agreement; (iv) system failure; (v) data recovery; (vi) failure to timely disclose data breach or Security Breach; (vii) failure to comply with privacy policy; (viii) payment card liabilities and costs; (ix) infringement of intellectual property, including but not limited to infringement of copyright, trademark, and trade dress; (x) invasion of privacy, including release of private information; (xi) information theft; (xii) damage to or destruction or alteration of electronic information; (xiii) cyber extortion; (xiv) extortion related to the Contractor’s obligations under this Agreement regarding electronic information, including Personal Information; (xv) fraudulent instruction; (xvi) funds transfer fraud; (xvii) telephone fraud; (xviii) network security; (xix) data breach response costs, including Security Breach response costs; (xx) regulatory fines and penalties related to the Contractor’s obligations under this Agreement regarding electronic information, including Personal Information; and (xxi) credit monitoring expenses.

### 2. Additional Requirements

- (A) **Verification of Coverage.** Within 30 days after the Contractor signs this Agreement, and at any time during the term of this Agreement as requested by the County’s Risk Manager or the County Administrative Office, the Contractor shall deliver, or cause its broker or producer to deliver, to the [DSSContractinsurance@fresnocountyca.gov](mailto:DSSContractinsurance@fresnocountyca.gov), Attention: Contract Analyst.
- (i) Each insurance certificate must state that: (1) the insurance coverage has been obtained and is in full force; (2) the County, its officers, agents, employees, and volunteers are not responsible for any premiums on the policy; and (3) the Contractor has waived its right to recover from the County, its officers, agents, employees, and volunteers any amounts paid under any insurance policy required by this Agreement and that waiver does not invalidate the insurance policy.
  - (ii) The commercial general liability insurance certificate must also state, and include an endorsement, that the County of Fresno, its officers, agents, employees, and volunteers, individually and collectively, are additional insureds insofar as the operations under this Agreement are concerned. The commercial general liability insurance certificate must also state that the coverage shall apply as primary insurance and any other insurance, or self-insurance, maintained by the County shall be excess only and not contributing with insurance provided under the Contractor’s policy.
  - (iii) The automobile liability insurance certificate must state that the policy covers any auto used in connection with this Agreement.
  - (iv) The professional liability insurance certificate, if it is a claims-made policy, must also state the retroactive date of the policy, which must be prior to the date on which services began under this Agreement.

## Exhibit D

- (v) The technology professional liability insurance certificate must also state that coverage encompasses all of the Contractor's obligations under this Agreement, including but not limited to claims involving Cyber Risks, as that term is defined in this Agreement.
  - (vi) The cyber liability insurance certificate must also state that it is endorsed, and include an endorsement, to cover the full replacement value of damage to, alteration of, loss of, or destruction of intangible property (including but not limited to information or data) that is in the care, custody, or control of the Contractor.
- (B) **Acceptability of Insurers.** All insurance policies required under this Agreement must be issued by admitted insurers licensed to do business in the State of California and possessing at all times during the term of this Agreement an A.M. Best, Inc. rating of no less than A: VII.
- (C) **Notice of Cancellation or Change.** For each insurance policy required under this Agreement, the Contractor shall provide to the County, or ensure that the policy requires the insurer to provide to the County, written notice of any cancellation or change in the policy as required in this paragraph. For cancellation of the policy for nonpayment of premium, the Contractor shall, or shall cause the insurer to, provide written notice to the County not less than 10 days in advance of cancellation. For cancellation of the policy for any other reason, and for any other change to the policy, the Contractor shall, or shall cause the insurer to, provide written notice to the County not less than 30 days in advance of cancellation or change. The County in its sole discretion may determine that the failure of the Contractor or its insurer to timely provide a written notice required by this paragraph is a breach of this Agreement.
- (D) **County's Entitlement to Greater Coverage.** If the Contractor has or obtains insurance with broader coverage, higher limits, or both, than what is required under this Agreement, then the County requires and is entitled to the broader coverage, higher limits, or both. To that end, the Contractor shall deliver, or cause its broker or producer to deliver, to the County's Risk Manager certificates of insurance and endorsements for all of the coverages that have such broader coverage, higher limits, or both, as required under this Agreement.
- (E) **Waiver of Subrogation.** The Contractor waives any right to recover from the County, its officers, agents, employees, and volunteers any amounts paid under the policy of worker's compensation insurance required by this Agreement. The Contractor is solely responsible to obtain any policy endorsement that may be necessary to accomplish that waiver, but the Contractor's waiver of subrogation under this paragraph is effective whether or not the Contractor obtains such an endorsement.
- (F) **County's Remedy for Contractor's Failure to Maintain.** If the Contractor fails to keep in effect at all times any insurance coverage required under this Agreement, the County may, in addition to any other remedies it may have, suspend or terminate this Agreement upon the occurrence of that failure, or purchase such insurance coverage, and charge the cost of that coverage to the Contractor. The County may offset such charges against any amounts owed by the County to the Contractor under this Agreement.

## Exhibit D

(G) **Subcontractors.** The Contractor shall require and verify that all subcontractors used by the Contractor to provide services under this Agreement maintain insurance meeting all insurance requirements provided in this Agreement. This paragraph does not authorize the Contractor to provide services under this Agreement using subcontractors.

# Exhibit E

## Data Security

### 1. Definitions

Capitalized terms used in this Exhibit have the meanings set forth in this section 1.

- (A) **“Authorized Employees”** means the Contractor’s employees who have access to Personal Information.
- (B) **“Authorized Persons”** means: (i) any and all Authorized Employees; and (ii) any and all of the Contractor’s subcontractors, representatives, agents, outsourcers, and consultants, and providers of professional services to the Contractor, who have access to Personal Information and are bound by law or in writing by confidentiality obligations sufficient to protect Personal Information in accordance with the terms of this Exhibit E.
- (C) **“Director”** means the County’s Director of the Department of Social Services or his or her designee.
- (D) **“Disclose”** or any derivative of that word means to disclose, release, transfer, disseminate, or otherwise provide access to or communicate all or any part of any Personal Information orally, in writing, or by electronic or any other means to any person.
- (E) **“Person”** means any natural person, corporation, partnership, limited liability company, firm, or association.
- (F) **“Personal Information”** means any and all information, including any data, provided, or to which access is provided, to the Contractor by or upon the authorization of the County, under this Agreement, including but not limited to vital records, that: (i) identifies, describes, or relates to, or is associated with, or is capable of being used to identify, describe, or relate to, or associate with, a person (including, without limitation, names, physical descriptions, signatures, addresses, telephone numbers, e-mail addresses, education, financial matters, employment history, and other unique identifiers, as well as statements made by or attributable to the person); (ii) is used or is capable of being used to authenticate a person (including, without limitation, employee identification numbers, government-issued identification numbers, passwords or personal identification numbers (PINs), financial account numbers, credit report information, answers to security questions, and other personal identifiers); or (iii) is personal information within the meaning of California Civil Code section 1798.3, subdivision (a), or 1798.80, subdivision (e). Personal Information does not include publicly available information that is lawfully made available to the general public from federal, state, or local government records.
- (G) **“Privacy Practices Complaint”** means a complaint received by the County relating to the Contractor’s (or any Authorized Person’s) privacy practices, or alleging a Security Breach. Such complaint shall have sufficient detail to enable the Contractor to promptly investigate and take remedial action under this Exhibit E.
- (H) **“Security Safeguards”** means physical, technical, administrative or organizational security procedures and practices put in place by the Contractor (or any Authorized Persons) that relate to the protection of the security, confidentiality, value, or integrity of Personal Information. Security Safeguards shall satisfy the minimal requirements set forth in section 3(C) of this Exhibit E.

## Exhibit E

- (I) **“Security Breach”** means (i) any act or omission that compromises either the security, confidentiality, value, or integrity of any Personal Information or the Security Safeguards, or (ii) any unauthorized Use, Disclosure, or modification of, or any loss or destruction of, or any corruption of or damage to, any Personal Information.
- (J) **“Use”** or any derivative of that word means to receive, acquire, collect, apply, manipulate, employ, process, transmit, disseminate, access, store, disclose, or dispose of Personal Information.

### 2. Standard of Care

- (A) The Contractor acknowledges that, in the course of its engagement by the County under this Agreement, the Contractor, or any Authorized Persons, may Use Personal Information only as permitted in this Agreement.
- (B) The Contractor acknowledges that Personal Information is deemed to be confidential information of, or owned by, the County (or persons from whom the County receives or has received Personal Information) and is not confidential information of, or owned or by, the Contractor, or any Authorized Persons. The Contractor further acknowledges that all right, title, and interest in or to the Personal Information remains in the County (or persons from whom the County receives or has received Personal Information) regardless of the Contractor’s, or any Authorized Person’s, Use of that Personal Information.
- (C) The Contractor agrees and covenants in favor of the Country that the Contractor shall:
  - (i) keep and maintain all Personal Information in strict confidence, using such degree of care under this section 2 as is reasonable and appropriate to avoid a Security Breach;
  - (ii) Use Personal Information exclusively for the purposes for which the Personal Information is made accessible to the Contractor pursuant to the terms of this Exhibit E;
  - (iii) not Use, Disclose, sell, rent, license, or otherwise make available Personal Information for the Contractor’s own purposes or for the benefit of anyone other than the County, without the County’s express prior written consent, which the County may give or withhold in its sole and absolute discretion; and
  - (iv) not, directly or indirectly, Disclose Personal Information to any person (an “Unauthorized Third Party”) other than Authorized Persons pursuant to this Agreement, without the Director’s express prior written consent.
- (D) Notwithstanding the foregoing paragraph, in any case in which the Contractor believes it, or any Authorized Person, is required to disclose Personal Information to government regulatory authorities, or pursuant to a legal proceeding, or otherwise as may be required by applicable law, Contractor shall (i) immediately notify the County of the specific demand for, and legal authority for the disclosure, including providing County with a copy of any notice, discovery demand, subpoena, or order, as applicable, received by the Contractor, or any Authorized Person, from any government regulatory authorities, or in relation to any legal proceeding, and (ii) promptly notify the County

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before such Personal Information is offered by the Contractor for such disclosure so that the County may have sufficient time to obtain a court order or take any other action the County may deem necessary to protect the Personal Information from such disclosure, and the Contractor shall cooperate with the County to minimize the scope of such disclosure of such Personal Information.

- (E) The Contractor shall remain liable to the County for the actions and omissions of any Unauthorized Third Party concerning its Use of such Personal Information as if they were the Contractor's own actions and omissions.

### 3. Information Security

- (A) The Contractor covenants, represents and warrants to the County that the Contractor's Use of Personal Information under this Agreement does and will at all times comply with all applicable federal, state, and local, privacy and data protection laws, as well as all other applicable regulations and directives, including but not limited to California Civil Code, Division 3, Part 4, Title 1.81 (beginning with section 1798.80), and the Song-Beverly Credit Card Act of 1971 (California Civil Code, Division 3, Part 4, Title 1.3, beginning with section 1747). If the Contractor Uses credit, debit or other payment cardholder information, the Contractor shall at all times remain in compliance with the Payment Card Industry Data Security Standard ("PCI DSS") requirements, including remaining aware at all times of changes to the PCI DSS and promptly implementing and maintaining all procedures and practices as may be necessary to remain in compliance with the PCI DSS, in each case, at the Contractor's sole cost and expense.
- (B) The Contractor covenants, represents and warrants to the County that, as of the effective date of this Agreement, the Contractor has not received notice of any violation of any privacy or data protection laws, as well as any other applicable regulations or directives, and is not the subject of any pending legal action or investigation by, any government regulatory authority regarding same.
- (C) Without limiting the Contractor's obligations under section 3(A) of this Exhibit E, the Contractor's (or Authorized Person's) Security Safeguards shall be no less rigorous than accepted industry practices and, at a minimum, include the following:
  - (i) limiting Use of Personal Information strictly to the Contractor's and Authorized Persons' technical and administrative personnel who are necessary for the Contractor's, or Authorized Persons', Use of the Personal Information pursuant to this Agreement;
  - (ii) ensuring that all of the Contractor's connectivity to County computing systems will only be through the County's security gateways and firewalls, and only through security procedures approved upon the express prior written consent of the Director;
  - (iii) to the extent that they contain or provide access to Personal Information, (a) securing business facilities, data centers, paper files, servers, back-up systems and computing equipment, operating systems, and software applications, including, but not limited to, all mobile devices and other equipment, operating systems, and software applications with information storage capability; (b)

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employing adequate controls and data security measures, both internally and externally, to protect (1) the Personal Information from potential loss or misappropriation, or unauthorized Use, and (2) the County's operations from disruption and abuse; (c) having and maintaining network, device application, database and platform security; (d) maintaining authentication and access controls within media, computing equipment, operating systems, and software applications; and (e) installing and maintaining in all mobile, wireless, or handheld devices a secure internet connection, having continuously updated anti-virus software protection and a remote wipe feature always enabled, all of which is subject to express prior written consent of the Director;

- (iv) encrypting all Personal Information at advance encryption standards of Advanced Encryption Standards (AES) of 128 bit or higher (a) stored on any mobile devices, including but not limited to hard disks, portable storage devices, or remote installation, or (b) transmitted over public or wireless networks (the encrypted Personal Information must be subject to password or pass phrase, and be stored on a secure server and transferred by means of a Virtual Private Network (VPN) connection, or another type of secure connection, all of which is subject to express prior written consent of the Director);
  - (v) strictly segregating Personal Information from all other information of the Contractor, including any Authorized Person, or anyone with whom the Contractor or any Authorized Person deals so that Personal Information is not commingled with any other types of information;
  - (vi) having a patch management process including installation of all operating system and software vendor security patches;
  - (vii) maintaining appropriate personnel security and integrity procedures and practices, including, but not limited to, conducting background checks of Authorized Employees consistent with applicable law; and
  - (viii) providing appropriate privacy and information security training to Authorized Employees.
- (D) During the term of each Authorized Employee's employment by the Contractor, the Contractor shall cause such Authorized Employees to abide strictly by the Contractor's obligations under this Exhibit E. The Contractor shall maintain a disciplinary process to address any unauthorized Use of Personal Information by any Authorized Employees.
- (E) The Contractor shall, in a secure manner, backup daily, or more frequently if it is the Contractor's practice to do so more frequently, Personal Information received from the County, and the County shall have immediate, real time access, at all times, to such backups via a secure, remote access connection provided by the Contractor, through the Internet.
- (F) The Contractor shall provide the County with the name and contact information for each Authorized Employee (including such Authorized Employee's work shift, and at least one alternate Authorized Employee for each Authorized Employee during such work shift) who shall serve as the County's primary security contact with the Contractor and shall be

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available to assist the County twenty-four (24) hours per day, seven (7) days per week as a contact in resolving the Contractor's and any Authorized Persons' obligations associated with a Security Breach or a Privacy Practices Complaint.

- (G) The Contractor shall not knowingly include or authorize any Trojan Horse, back door, time bomb, drop dead device, worm, virus, or other code of any kind that may disable, erase, display any unauthorized message within, or otherwise impair any County computing system, with or without the intent to cause harm.

### 4. Security Breach Procedures

- (A) Immediately upon the Contractor's awareness or reasonable belief of a Security Breach, the Contractor shall (i) notify the Director of the Security Breach, such notice to be given first by telephone at the following telephone number, followed promptly by email at the following email addresses: [incidents@fresnocountyca.gov](mailto:incidents@fresnocountyca.gov), 559-600-5900, [dssprivacyincident@fresnocountyca.gov](mailto:dssprivacyincident@fresnocountyca.gov), 559-600-2300 (which telephone number and email address the County may update by providing notice to the Contractor), and (ii) preserve all relevant evidence (and cause any affected Authorized Person to preserve all relevant evidence) relating to the Security Breach. The notification shall include, to the extent reasonably possible, the identification of each type and the extent of Personal Information that has been, or is reasonably believed to have been, breached, including but not limited to, compromised, or subjected to unauthorized Use, Disclosure, or modification, or any loss or destruction, corruption, or damage.
- (B) Immediately following the Contractor's notification to the County of a Security Breach, as provided pursuant to section 4(A) of this Exhibit E, the Parties shall coordinate with each other to investigate the Security Breach. The Contractor agrees to fully cooperate with the County, including, without limitation:
- (i) assisting the County in conducting any investigation;
  - (ii) providing the County with physical access to the facilities and operations affected;
  - (iii) facilitating interviews with Authorized Persons and any of the Contractor's other employees knowledgeable of the matter; and
  - (iv) making available all relevant records, logs, files, data reporting and other materials required to comply with applicable law, regulation, industry standards, or as otherwise reasonably required by the County.

To that end, the Contractor shall, with respect to a Security Breach, be solely responsible, at its cost, for all notifications required by law and regulation, or deemed reasonably necessary by the County, and the Contractor shall provide a written report of the investigation and reporting required to the Director within 30 days after the Contractor's discovery of the Security Breach.

- (C) County shall promptly notify the Contractor of the Director's knowledge, or reasonable belief, of any Privacy Practices Complaint, and upon the Contractor's receipt of that notification, the Contractor shall promptly address such Privacy Practices Complaint,

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including taking any corrective action under this Exhibit E, all at the Contractor's sole expense, in accordance with applicable privacy rights, laws, regulations and standards. In the event the Contractor discovers a Security Breach, the Contractor shall treat the Privacy Practices Complaint as a Security Breach. Within 24 hours of the Contractor's receipt of notification of such Privacy Practices Complaint, the Contractor shall notify the County whether the matter is a Security Breach, or otherwise has been corrected and the manner of correction, or determined not to require corrective action and the reason for that determination.

- (D) The Contractor shall take prompt corrective action to respond to and remedy any Security Breach and take mitigating actions, including but not limiting to, preventing any reoccurrence of the Security Breach and correcting any deficiency in Security Safeguards as a result of such incident, all at the Contractor's sole expense, in accordance with applicable privacy rights, laws, regulations and standards. The Contractor shall reimburse the County for all reasonable costs incurred by the County in responding to, and mitigating damages caused by, any Security Breach, including all costs of the County incurred relation to any litigation or other action described section 4(E) of this Exhibit E.
- (E) The Contractor agrees to cooperate, at its sole expense, with the County in any litigation or other action to protect the County's rights relating to Personal Information, including the rights of persons from whom the County receives Personal Information.

### 5. Oversight of Security Compliance

- (A) The Contractor shall have and maintain a written information security policy that specifies Security Safeguards appropriate to the size and complexity of the Contractor's operations and the nature and scope of its activities.
- (B) Upon the County's written request, to confirm the Contractor's compliance with this Exhibit E, as well as any applicable laws, regulations and industry standards, the Contractor grants the County or, upon the County's election, a third party on the County's behalf, permission to perform an assessment, audit, examination or review of all controls in the Contractor's physical and technical environment in relation to all Personal Information that is Used by the Contractor pursuant to this Agreement. The Contractor shall fully cooperate with such assessment, audit or examination, as applicable, by providing the County or the third party on the County's behalf, access to all Authorized Employees and other knowledgeable personnel, physical premises, documentation, infrastructure and application software that is Used by the Contractor for Personal Information pursuant to this Agreement. In addition, the Contractor shall provide the County with the results of any audit by or on behalf of the Contractor that assesses the effectiveness of the Contractor's information security program as relevant to the security and confidentiality of Personal Information Used by the Contractor or Authorized Persons during the course of this Agreement under this Exhibit E.
- (C) The Contractor shall ensure that all Authorized Persons who Use Personal Information agree to the same restrictions and conditions in this Exhibit E. that apply to the Contractor with respect to such Personal Information by incorporating the relevant provisions of these provisions into a valid and binding written agreement between the

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Contractor and such Authorized Persons, or amending any written agreements to provide same.

**6. Return or Destruction of Personal Information.** Upon the termination of this Agreement, the Contractor shall, and shall instruct all Authorized Persons to, promptly return to the County all Personal Information, whether in written, electronic or other form or media, in its possession or the possession of such Authorized Persons, in a machine readable form used by the County at the time of such return, or upon the express prior written consent of the Director, securely destroy all such Personal Information, and certify in writing to the County that such Personal Information have been returned to the County or disposed of securely, as applicable. If the Contractor is authorized to dispose of any such Personal Information, as provided in this Exhibit E, such certification shall state the date, time, and manner (including standard) of disposal and by whom, specifying the title of the individual. The Contractor shall comply with all reasonable directions provided by the Director with respect to the return or disposal of Personal Information and copies of Personal Information. If return or disposal of such Personal Information or copies of Personal Information is not feasible, the Contractor shall notify the County according, specifying the reason, and continue to extend the protections of this Exhibit E to all such Personal Information and copies of Personal Information. The Contractor shall not retain any copy of any Personal Information after returning or disposing of Personal Information as required by this section 6. The Contractor's obligations under this section 6 survive the termination of this Agreement and apply to all Personal Information that the Contractor retains if return or disposal is not feasible and to all Personal Information that the Contractor may later discover.

**7. Equitable Relief.** The Contractor acknowledges that any breach of its covenants or obligations set forth in this Exhibit E may cause the County irreparable harm for which monetary damages would not be adequate compensation and agrees that, in the event of such breach or threatened breach, the County is entitled to seek equitable relief, including a restraining order, injunctive relief, specific performance and any other relief that may be available from any court, in addition to any other remedy to which the County may be entitled at law or in equity. Such remedies shall not be deemed to be exclusive but shall be in addition to all other remedies available to the County at law or in equity or under this Agreement.

**8. Indemnity.** The Contractor shall defend, indemnify and hold harmless the County, its officers, employees, and agents, (each, a "**County Indemnitee**") from and against any and all infringement of intellectual property including, but not limited to infringement of copyright, trademark, and trade dress, invasion of privacy, information theft, and extortion, unauthorized Use, Disclosure, or modification of, or any loss or destruction of, or any corruption of or damage to, Personal Information, Security Breach response and remedy costs, credit monitoring expenses, forfeitures, losses, damages, liabilities, deficiencies, actions, judgments, interest, awards, fines and penalties (including regulatory fines and penalties), costs or expenses of whatever kind, including attorneys' fees and costs, the cost of enforcing any right to indemnification or defense under this Exhibit E and the cost of pursuing any insurance providers, arising out of or resulting from any third party claim or action against any County Indemnitee in relation to the Contractor's, its officers, employees, or agents, or any Authorized Employee's or Authorized Person's, performance or failure to perform under this Exhibit E or arising out of or resulting from the Contractor's failure to comply with any of its obligations under this section 8. The provisions of this section 8 do not apply to the acts or omissions of the

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County. The provisions of this section 8 are cumulative to any other obligation of the Contractor to, defend, indemnify, or hold harmless any County Indemnitee under this Agreement. The provisions of this section 8 shall survive the termination of this Agreement.

**9. Survival.** The respective rights and obligations of the Contractor and the County as stated in this Exhibit E shall survive the termination of this Agreement.

**10. No Third Party Beneficiary.** Nothing express or implied in the provisions of in this Exhibit E is intended to confer, nor shall anything in this Exhibit E confer, upon any person other than the County or the Contractor and their respective successors or assignees, any rights, remedies, obligations or liabilities whatsoever.

**11. No County Warranty.** The County does not make any warranty or representation whether any Personal Information in the Contractor's (or any Authorized Person's) possession or control, or Use by the Contractor (or any Authorized Person), pursuant to the terms of this Agreement is or will be secure from unauthorized Use, or a Security Breach or Privacy Practices Complaint.