

1 **SERVICE AGREEMENT**

2 This Service Agreement (Agreement) is dated _____ and is between
3 Valley Teen Ranch, a California non-profit corporation (Contractor), and the County of Fresno, a
4 political subdivision of the State of California (County).

5 **Recitals**

6 A. Senate Bill 823 (2020) mandated the closure of California’s Division of Juvenile Justice
7 (DJJ) and initiated comprehensive reforms to the youth justice system, emphasizing public
8 health strategies and community-based support. Following the closure of DJJ, counties
9 assumed responsibility for the operation of Secure Youth Treatment Facilities (SYTFs), where
10 rehabilitation is guided by Individualized Rehabilitation Plans (IRPs) and youth may transition to
11 Less Restrictive Programs (LRPs) when appropriate.

12 B. Pursuant to the County’s Annual Plan under the Juvenile Justice Realignment Block
13 Grant, funding was allocated for the establishment of a step-down house (Step-Down House)
14 designed to serve up to eight (8) male youth between the ages of 18 and 25. The Step-Down
15 House will provide a structured residential environment intended to facilitate and support the
16 successful reentry of youth into the community prior to the end of their commitment.

17 C. The County, through its Probation Department (Probation), requires the operation of the
18 youth Step-Down House, located on the property of the Juvenile Justice Campus (JJC), on a
19 24-hours per day, seven (7) days per week basis, inclusive of weekends and holidays. The
20 purpose of the Step-Down House is to assist youth in transitioning from restrictive housing to
21 less restrictive environments, offering a safe and structured setting in which they may practice
22 essential life skills while gradually reintegrating into the community. The Step-Down House
23 program shall provide access to a range of supportive services, including structured work
24 experiences, vocational training, specialized tutoring, athletic programming, counseling, and
25 diverse opportunities for social enrichment, all designed to promote rehabilitation and successful
26 reentry.

27 D. On July 16, 2025, the County issued Request for Proposal (RFP) No. 26-002 seeking a
28 qualified vendor to provide the services. Addendum No. 1 was issued on August 1, 2025. The

1 RFP and Addendum No. 1 are collectively referred to as “the RFP.” Contractor responded to the
2 RFP and was selected to provide services in accordance with the terms of the RFP,
3 Contractor’s response to the RFP, and the terms of this Agreement.

4 The parties therefore agree as follows:

5 **Article 1**

6 **Contractor’s Services**

7 1.1 **Scope of Services.** The Contractor shall perform all of the services provided in
8 Exhibit A to this Agreement, titled “Scope of Services.”

9 1.2 **Representation.** The Contractor represents that it is qualified, ready, willing, and able
10 to perform all of the services provided in this Agreement.

11 1.3 **Compliance with Laws.** The Contractor shall, at its own cost, comply with all
12 applicable federal, state, and local laws and regulations in the performance of its obligations
13 under this Agreement, including but not limited to workers compensation, labor, and
14 confidentiality laws and regulations.

15 1.4 Contractor acknowledges that County’s JJC, including the Step-Down House, is
16 operated as a no hostage facility; therefore, all services provided shall be performed in
17 accordance with Probation’s Hostage Situation Policy, as well as Probation’s JJC Manual Policy
18 for Vendors, Volunteers and Student Interns, described in Exhibit B to this Agreement.
19 Contractor shall comply with all Probation’s JJC policies, procedures and protocols related to
20 safety and security of the detained youth, the JJC, and the Step-Down House.

21 1.5 **Staffing.** Contractor agrees that prior to providing services under the terms and
22 conditions of this Agreement, Contractor shall have staff hired and in place for program services
23 and operations or County may, in addition to other remedies it may have, suspend referrals or
24 terminate this Agreement, in accordance with Article 5 of this Agreement.

25 1.6 Contractor’s staff working at the JJC, including the Step-Down House, shall be
26 required to pass a background investigation by Probation. Contractor’s staff must obtain
27 mandatory security clearance from Probation, as applicable, prior to commencing work.
28 Contractor shall notify Probation a minimum of three (3) weeks in advance of placement of a

1 new employee to provide adequate time for the background check process. Contractor shall
2 also provide adequate time for employees/staff to attend facility orientation and training by
3 Probation, as applicable.

4 1.7 County maintains the right to veto the use or employment of any of Contractor's
5 employees/staff on-site at the JJC, including the Step-Down House, provided by Contractor
6 under the direction of Contractor. Contractor shall also remove any of Contractor's
7 employees/staff on-site at the JJC, including the Step-Down House, and replace that
8 employee/staff in a timely manner without limitation, when requested by Probation. The
9 application for access to the JJC, including the Step-Down House, is attached as Exhibit C
10 "Probation Vendor Application."

11 (A) Contractor shall observe all applicable Probation policies and procedures
12 concerning the operation of the JJC, including the Step-Down House. Contractor's staff shall
13 sign acknowledgements of certain Probation policies and procedures, as applicable and upon
14 Probation's request. Contractor's staff shall abide by the security regulations of the JJC,
15 including the Step-Down House. Contractor must inform its employees and subcontractors of all
16 such regulations.

17 (B) Each of Contractor's staff entering the JJC, including the Step-Down House, shall
18 provide proof of a negative skin test for tuberculosis (TB) within the past six (6) months, or, for
19 positive Purified Protein Derivative (PPD) reactors, initial assessment and yearly assessment for
20 signs and symptoms of disease.

21 (C) Contractor's staff and volunteers shall wear professional attire when providing
22 any services under this Agreement at the JJC, including the Step-Down House.

23 (D) Contractor shall not allow any of its staff and volunteers into the JJC, including
24 the Step-Down House, if it has reason to believe such person is under the influence of alcoholic
25 beverages or drugs.

26 1.8 Contractor shall comply with all Prison Rape Elimination Act (PREA) 42 U.S.C.
27 §15601 et seq. standards for juvenile correctional facilities and agrees to have all staff assigned
28

1 to JJC, including the Step-Down House, be trained initially and every two (2) years thereafter by
2 Probation.

3 1.9 Contractor shall ensure all Contractor's employees, consultants, subcontractors or
4 agents described in the Child Abuse Reporting Act, section 11164, et. seq. of the Penal Code,
5 and while performing services under this Agreement, Contractor shall report all known or
6 suspected child abuse or neglect to a child protective agency described in Penal Code section
7 11165.9.

8 1.10 **Confidential Information.** Contractor shall comply with all provisions of Exhibit D,
9 Data Security.

10 1.11 **Consistent Federal Income Tax Position.** Contractor acknowledges that the JJC,
11 including the Step-Down House, has been acquired, constructed, or improved (and is situated
12 on land that has been acquired) using net proceeds of governmental tax-exempt bonds ("Bond-
13 Financed Facility"). Contractor agrees that, with respect to this Agreement and the Bond-
14 Financed Facility, Contractor is not entitled to take, and shall not take, any position (also known
15 as a "tax position") with the Internal Revenue Service (IRS) that is inconsistent with being a
16 service provider to the County, as a qualified user with respect to the Bond-Financed Facility, as
17 managed property, as all of those terms used in IRS Revenue Procedure 2017-13, and to that
18 end, for example, and not as a limitation, Contractor agrees that Contractor shall not, in any
19 connection with any federal income tax return that it files with the IRS or any other statement or
20 information that it provides to the IRS, (a) claim ownership, or that it is a lessee, of any portion
21 of the Bond-Financed Facility, or (b) claim any depreciation or amortization deduction,
22 investment tax credit, or deduction for any payment as rent with respect to the Bond-Financed
23 Facility. The Contractor further acknowledges that providing services provided at the JJC,
24 including the Step-Down House, does not entitle the Contractor to have any right to control or
25 exclusively possess all or any portion of any County facility, including the JJC and the Step-
26 Down House, and at any time, authorized County staff may enter County facilities, including the
27 JJC and the Step-Down House, where Contractor is performing services.

1 1.12 Probation currently utilizes an electronic case management system, "PRI MS" for
2 management of records for youth. Contractor must utilize this system to report encounters and
3 statistics related to services provided to each youth. Contractor must enter records into PRI MS
4 no later than 12 to 24 hours after services occurred.

5 **1.13 Meetings.**

6 (A) Administrative Meetings. Contractor shall schedule, facilitate, and hold monthly,
7 or as needed, administrative meetings with County staff and/or designees to evaluate and
8 address statistics, program needs, problems/issues that may arise, and interrelationships
9 between County's JJC staff and Contractor's staff. Contractor shall provide County staff with
10 statistics in electronic format prior to the meeting.

11 (B) Probation JJC Meetings. Contractor shall participate in multi-disciplinary
12 meetings at JJC, including the Step-Down House, with Probation staff and Probation's other
13 contracted providers. These meetings include, but shall not be limited to, monthly institutional
14 collaborative meetings ("JJC Management Team") and weekly, or as needed, transition
15 meetings for detained youth committed to JJC, including the Step-Down House, and preparing
16 for re-entry into the community. Schedules for these meetings may change based on the needs
17 of Probation, in the determination of Probation.

18 1.14 Contractor shall furnish to County such statements, records, reports, data and other
19 information as County may request pertaining to matters covered by this Agreement. If
20 Contractor fails to provide such reports or other information so required, it shall be sufficient
21 cause for County to withhold monthly payments until Contractor complies. In addition,
22 Contractor shall provide written notification and explanation to County within five (5) days of any
23 funds received from another source to conduct the same services covered by this Agreement.

24 **Article 2**

25 **County's Responsibilities**

26 2.1 The County shall provide oversight and collaborate with Contractor to achieve
27 program goals and outcomes. In addition to contract monitoring of the program, County shall
28 provide oversight including, but not limited to, coordination with the California Health and

1 Human Services Agency, Office of Youth and Community Restoration (OYCR) regarding
2 program administration and outcomes.

3 2.2 The County shall participate in evaluating the progress of the overall program and
4 shall be available to Contractor for ongoing consultation. County shall receive and analyze
5 statistical outcome data from Contractor throughout the term of the Agreement on a monthly
6 basis. County shall notify Contractor when additional participation is required. The performance
7 outcome measurement process shall not be limited to survey instruments, but shall also include,
8 as appropriate, surveys of persons served and staff, and other methods of obtaining required
9 information.

10 2.3 **Background Checks.** County shall conduct background checks on all personnel that
11 Contractor will assign to work at County's JJC, including the Step-Down House. The
12 background check will be conducted at Probation's expense. Probation shall immediately notify
13 Contractor if an employee of Contractor is determined to be unacceptable for admission into the
14 County's JJC, including the Step-Down House, or unacceptable to provide these services at any
15 location.

16 (A) Background checks must be completed to the Chief Probation Officer's, or their
17 designee's, satisfaction before admission, or continued admission of any such persons into the
18 JJC facilities.

19 (B) The Chief Probation Officer, or their designee, shall have the sole and absolute
20 discretion to refuse admittance of any of Contractor's personnel/volunteers into or from the JJC,
21 including the Step-Down House, and to remove any of Contractor's personnel/volunteers from
22 the JJC, including the Step-Down House.

23 (C) The County shall promptly notify Contractor if any of Contractor's
24 personnel/volunteers are found to be unacceptable for admission into the JJC facilities, and
25 upon such notice, Contractor shall immediately refuse admittance of such person(s) to the JJC,
26 including the Step-Down House.

27 2.4 County's Chief Probation Officer, or their designee, shall designate the approximately
28 65,000 sq. ft. youth Step-Down House, inclusive of the house, parking, backyard and basketball

1 court areas, for Contractor to utilize to operate County's youth Step-Down House under the
2 terms and conditions of this Agreement, at no charge to Contractor for such use of space.
3 County shall have the right to enter such areas at all times, it being understood that Contractor
4 may not control or exclusively possess such space. Contractor acknowledges that the
5 designated area is confidential and shall maintain the confidentiality of the area. County shall
6 provide to Contractor in an "as-is" condition space, furniture, fixtures, and facilities within the
7 Step-Down House to utilize during the term of this Agreement, which Contractor shall utilize in a
8 careful manner. No additional space at County's JJC, including the Step-Down House, will be
9 designated to Contractor.

10 2.5 Contractor shall not utilize County space, furniture, fixtures, and facilities within the
11 Step-Down House (1) in any manner that violates state or federal law or (2) for any purpose
12 other than in the performance of its obligations under this Agreement.

13 2.6 At the termination of this Agreement, Contractor will return all County furniture,
14 fixtures, and facilities to County in working order, except for reasonable wear and tear. If any of
15 County's furniture, fixtures and/or facilities require replacement or repair, Contractor shall, at
16 Contractor's expense, replace such items with the same or comparable item, or repair the item
17 to working order.

18 2.7 County shall provide only the equipment presently on-site as well as any other
19 equipment that County chooses to purchase and retain ownership of.

20 2.8 County shall be responsible and pay for County-approved facility improvements to the
21 Step-Down House. Any improvements to the Step-Down House shall be at the discretion of the
22 County's Chief Probation Officer or their designee. Improvements shall mean those
23 improvements to the Step-Down House designed to assist with the operation of the Step-Down
24 House. In no event shall Contractor make any facility improvements to the Step-Down House.

25 2.9 Utilities. County shall be responsible for electricity, propane, water, sewer, and
26 garbage costs for the Step-Down House.

1 2.10 Maintenance and Repairs. County shall be responsible for the structural condition of
2 the Step-Down House and for all exterior and interior maintenance, including but not limited to
3 air conditioning, heating, plumbing, electrical systems, roofing, painting, and the parking lot.

4 2.11 Contractor, at its sole expense, shall be responsible for janitorial and landscaping
5 services, and may engage a private vendor to perform such services. Any costs paid by
6 Contractor for janitorial and landscaping services shall be passed-through without markup to
7 County, and County shall reimburse Contractor for such costs.

8 2.12 Contractor shall report damages to the Step-Down House within 24 hours of
9 occurrence to Probation at JJCAAdministration@fresnocountyca.gov and
10 ProbationContracts@fresnocountyca.gov. Contractor shall be responsible to pay for all
11 damages caused by the actions of Contractor's employees, agents, and invitees.

12 2.13 Security Cameras. County maintains a security camera system in common areas of
13 the interior and exterior of the Step-Down House. Contractor's administrative staff shall be
14 granted access to the system as authorized by the Chief Probation Officer or their designee.

15 2.14 The County, at no charge to Contractor, shall provide Contractor's staff and
16 volunteers assigned to the JJC, including the Step-Down House, and allowed admittance by the
17 County as provided herein, with vendor identification badges, for performance of services under
18 this Agreement.

19 2.15 The County shall provide direction to Contractor's staff and volunteers in the event of
20 a disturbance inside the JJC facilities, including the Step-Down House.

21 2.16 Pursuant to federal regulations 28 CFR §115.332, Probation shall provide training to
22 Contractor's staff and/or volunteers regarding their responsibilities under the Probation's sexual
23 abuse and sexual harassment prevention, detection, and response policies and procedures.

24 **Article 3**

25 **Compensation, Invoices, and Payments**

26 3.1 The County agrees to pay, and the Contractor agrees to receive, compensation for
27 the performance of its services under this Agreement as described in Exhibit E to this
28 Agreement, titled "Compensation."

1 Beginning March 1, 2028, and every successive March 1st during the term of this
2 Agreement, Contractor may increase the annual maximum compensation from the prior year's
3 maximum compensation by the National Consumer Price Index (CPI), not to exceed 3%.
4 Contractor shall notify the Chief Probation Officer or their designee in writing before February 1st
5 with the increase to be implemented by March 1st. If Contractor fails to notify the Chief Probation
6 Officer by January 1st of a planned increase, the planned increase shall be effective 30 days
7 from the date the Contractor does notify the Chief Probation Officer.

8 **3.2 Maximum Compensation.** The maximum compensation payable to the Contractor
9 under this Agreement for the period of March 17, 2026, through February 28, 2027, shall not
10 exceed \$1,692,503. For the period of March 1, 2027, through February 29, 2028, the maximum
11 compensation payable to the Contractor shall not exceed \$1,704,858. For the period of March
12 1, 2028, through February 28, 2029, the maximum compensation payable to the Contractor
13 shall not exceed \$1,756,005. If the performance standards are met and this Agreement is
14 extended for an additional twelve-month period pursuant to Article 4 "Terms of Agreement," then
15 for the period of March 1, 2029, through February 28, 2030, the maximum compensation
16 payable to the Contractor shall not exceed \$1,808,687. If the performance standards are met
17 and this Agreement is extended for the second twelve-month extension, then for the period of
18 March 1, 2030, through February 28, 2031, the maximum compensation payable to the
19 Contractor shall not exceed \$1,862,947. In no event shall total maximum compensation paid to
20 Contractor for services performed under this Agreement exceed \$8,825,000 for the full potential
21 five-year term of the Agreement.

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

1 the next one-year extension period. The Chief Probation Officer or their designee is authorized
2 to sign the written approval on behalf of the County based on the Contractor's satisfactory
3 performance. The extension of this Agreement by the County is not a waiver or compromise of
4 any default or breach of this Agreement by the Contractor existing at the time of the extension
5 whether or not known to the County.

6 **Article 5**

7 **Notices**

8 5.1 **Contact Information.** The persons and their addresses having authority to give and
9 receive notices provided for or permitted under this Agreement include the following:

10 **For the County:**

11 Chief Probation Officer
12 County of Fresno
13 3333 E. American Avenue, Suite B
14 Fresno, CA 93725
15 ProbationContracts@fresnocountyca.gov

14 **For the Contractor:**

15 Chief Executive Officer
16 Valley Teen Ranch
17 2610 W. Shaw Lane, Suite 105
18 Fresno, CA 93711
19 Andrea.evans@valleyteenranch.org

18 5.2 **Change of Contact Information.** Either party may change the information in section
19 5.1 by giving notice as provided in section 5.3.

20 5.3 **Method of Delivery.** Each notice between the County and the Contractor provided for
21 or permitted under this Agreement must be in writing, state that it is a notice provided under this
22 Agreement, and be delivered either by personal service, by first-class United States mail, by an
23 overnight commercial courier service, or by Portable Document Format (PDF) document
24 attached to an email.

25 (A) A notice delivered by personal service is effective upon service to the recipient.

26 (B) A notice delivered by first-class United States mail is effective three County
27 business days after deposit in the United States mail, postage prepaid, addressed to the
28 recipient.

1 (C) A notice delivered by an overnight commercial courier service is effective one
2 County business day after deposit with the overnight commercial courier service, delivery fees
3 prepaid, with delivery instructions given for next day delivery, addressed to the recipient.

4 (D) A notice delivered by PDF document attached to an email is effective when
5 transmission to the recipient is completed (but, if such transmission is completed outside of
6 County business hours, then such delivery is deemed to be effective at the next beginning of a
7 County business day), provided that the sender maintains a machine record of the completed
8 transmission.

9 **5.4 Claims Presentation.** For all claims arising from or related to this Agreement, nothing
10 in this Agreement establishes, waives, or modifies any claims presentation requirements or
11 procedures provided by law, including the Government Claims Act (Division 3.6 of Title 1 of the
12 Government Code, beginning with section 810).

13 **Article 6**

14 **Termination and Suspension**

15 **6.1 Termination for Non-Allocation of Funds.** The terms of this Agreement are
16 contingent on the approval of funds by the appropriating government agency. If sufficient funds
17 are not allocated, then the County, upon at least 30 days' advance written notice to the
18 Contractor, may:

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

21 **6.2 Termination for Breach.**

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

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

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

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

7 **6.3 Termination without Cause.** In circumstances other than those set forth above, the
8 County may terminate this Agreement by giving at least 30 days advance written notice to the
9 Contractor.

10 **6.4 No Penalty or Further Obligation.** Any termination of this Agreement by the County
11 under this Article 6 is without penalty to or further obligation of the County.

12 **6.5 County's Rights upon Termination.** Upon termination for breach under this Article
13 6, the County may demand repayment by the Contractor of any monies disbursed to the
14 Contractor under this Agreement that, in the County's sole judgment, were not expended in
15 compliance with this Agreement. The Contractor shall promptly refund all such monies upon
16 demand. This section survives the termination of this Agreement.

17 **Article 7**

18 **Independent Contractor**

19 **7.1 Status.** In performing under this Agreement, the Contractor, including its officers,
20 agents, employees, and volunteers, is at all times acting and performing as an independent
21 contractor, in an independent capacity, and not as an officer, agent, servant, employee, joint
22 venturer, partner, or associate of the County.

23 **7.2 Verifying Performance.** The County has no right to control, supervise, or direct the
24 manner or method of the Contractor's performance under this Agreement, but the County may
25 verify that the Contractor is performing according to the terms of this Agreement.

26 **7.3 Benefits.** Because of its status as an independent contractor, the Contractor has no
27 right to employment rights or benefits available to County employees. The Contractor is solely
28 responsible for providing to its own employees all employee benefits required by law. The

1 Contractor shall save the County harmless from all matters relating to the payment of
2 Contractor's employees, including compliance with Social Security withholding and all related
3 regulations.

4 7.4 **Services to Others.** The parties acknowledge that, during the term of this
5 Agreement, the Contractor may provide services to others unrelated to the County.

6 **Article 8**

7 **Indemnity and Defense**

8 8.1 **Indemnity.** The Contractor shall indemnify and hold harmless and defend the County
9 (including its officers, agents, employees, and volunteers) against all claims, demands, injuries,
10 damages, costs, expenses (including attorney fees and costs), fines, penalties, and liabilities of
11 any kind to the County, the Contractor, or any third party that arise from or relate to the
12 performance or failure to perform by the Contractor (or any of its officers, agents,
13 subcontractors, or employees) under this Agreement. The County may conduct or participate in
14 its own defense without affecting the Contractor's obligation to indemnify and hold harmless or
15 defend the County.

16 8.2 **Survival.** This Article 8 survives the termination or expiration of this Agreement.

17 **Article 9**

18 **Insurance**

19 9.1 The Contractor shall comply with all the insurance requirements in Exhibit F to this
20 Agreement.

21 **Article 10**

22 **Inspections, Audits, and Public Records**

23 10.1 **Inspection of Documents.** The Contractor shall make available to the County, and
24 the County may examine at any time during business hours and as often as the County deems
25 necessary, all of the Contractor's records and data with respect to the matters covered by this
26 Agreement, excluding attorney-client privileged communications. The Contractor shall, upon
27 request by the County, permit the County to audit and inspect all of such records and data to
28 ensure the Contractor's compliance with the terms of this Agreement.

1 10.2 **State Audit Requirements.** If the compensation to be paid by the County under this
2 Agreement exceeds \$10,000, the Contractor is subject to the examination and audit of the
3 California State Auditor, as provided in Government Code section 8546.7, for a period of three
4 years after final payment under this Agreement. This section survives the termination of this
5 Agreement.

6 10.3 **Public Records.** The County is not limited in any manner with respect to its public
7 disclosure of this Agreement or any record or data that the Contractor may provide to the
8 County. The County's public disclosure of this Agreement or any record or data that the
9 Contractor may provide to the County may include but is not limited to the following:

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

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

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

19 (D) This Agreement, and any record or data that the Contractor may provide to the
20 County, is subject to public disclosure as a public record under the California Public Records
21 Act (California Government Code, Title 1, Division 10, beginning with section 7920.000)
22 ("CPRA").

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

27 (F) Any marking of confidentiality or restricted access upon or otherwise made with
28 respect to any record or data that the Contractor may provide to the County shall be

1 considered sensitive items. Such sensitive items include, but are not limited to computers,
2 copiers, televisions, cameras, and other sensitive items as determined by County's Chief
3 Probation Officer or their designee. Contractor shall maintain a tracking system for all sensitive
4 items and provide the inventory annually to Probation. Sensitive items are not required to be
5 capitalized or depreciated, but are subject to annual inventory for compliance.

6 11.2 County Ownership and Return. All assets acquired under this Agreement shall remain
7 County property. Upon expiration or termination of this Agreement, Contractor agrees to
8 participate in an annual inventory of all County fixed and inventoried assets. Upon termination or
9 expiration of this Agreement, Contractor shall be physically present when returning all fixed and
10 inventoried assets to County. Contractor is responsible for returning to County all County-owned
11 undepreciated fixed and inventoried assets, or the monetary value of said assets if unable to
12 produce the assets at the expiration or termination of this Agreement.

13 11.3 Contractor further agrees to the following:

14 (A) Maintain all items of equipment in good working order and condition; normal wear
15 and tear is expected;

16 (B) Label all items of equipment with County assigned program number, perform
17 periodic inventories as required by County, and maintain an inventory list showing where and
18 how the equipment is being used, in accordance with procedures developed by County. All such
19 lists shall be submitted to County within ten (10) days of any County request; and

20 (C) Any loss or theft must be reported to County immediately in writing. For stolen
21 items, Contractor shall contact local law enforcement agency and submit a copy of the police
22 report to County.

23 11.4 The purchase of any equipment by Contractor with funds provided hereunder shall
24 require the prior written approval of County's Probation, shall fulfill the provisions of this
25 Agreement as appropriate, and must be directly related to Contractor's services or activities
26 under the terms of this Agreement. County's Probation may refuse reimbursement for any costs
27 incurred by Contractor resulting from equipment purchased, if Probation has not provided prior
28 written approval for such costs.

1 11.5 Contractor must obtain prior written approval from Probation whenever there is any
2 modification or change in the use of any property acquired or improved, in whole or in part,
3 using funds under this Agreement. If any real or personal property acquired or improved with
4 said funds identified herein is sold and/or is utilized for a use which does not qualify under this
5 Agreement, Contractor shall reimburse County in an amount equal to the current fair market
6 value of the property, less any portion thereof attributable to expenditures of funds not provided
7 under this Agreement. These requirements shall continue in effect for the life of the property. In
8 the event this Agreement expires, or terminates, the requirements for this section shall remain in
9 effect for activities or property funded with said funds, unless action is taken by the State
10 government to relieve County of these obligations.

11 **Article 12**

12 **Disclosure of Self-Dealing Transactions**

13 12.1 **Applicability.** This Article 12 applies if the Contractor is operating as a corporation, or
14 changes its status to operate as a corporation.

15 12.2 **Duty to Disclose.** If any member of the Contractor's board of directors is party to a
16 self-dealing transaction, he or she shall disclose the transaction by completing and signing a
17 "Self-Dealing Transaction Disclosure Form" (Exhibit G to this Agreement) and submitting it to
18 the County before commencing the transaction or immediately after.

19 12.3 **Definition.** "Self-dealing transaction" means a transaction to which the Contractor is a
20 party and in which one or more of its directors, as an individual, has a material financial interest.

21 **Article 13**

22 **General Terms**

23 13.1 **Modification.** Except as provided in Article 6, "Termination and Suspension," this
24 Agreement may not be modified, and no waiver is effective, except by written agreement signed
25 by both parties. The Contractor acknowledges that County employees have no authority to
26 modify this Agreement except as expressly provided in this Agreement.

27 In addition, County's Chief Probation Officer or their designee may make changes to the
28 expense category subtotals (i.e., Salaries & Benefits, Operational, Equipment, etc.) as set forth

1 in Exhibit E, provided such changes do not exceed ten percent (10%) of the maximum
2 compensation payable to the Contractor and are made prior to January 31, 2029. All such
3 modifications require prior written approval of the Chief Probation Officer or their designee and
4 shall not result in any increase to the total maximum compensation payable under this
5 Agreement.

6 13.2 **Non-Assignment.** Neither party may assign its rights or delegate its obligations
7 under this Agreement without the prior written consent of the other party.

8 13.3 **Governing Law.** The laws of the State of California govern all matters arising from or
9 related to this Agreement.

10 13.4 **Jurisdiction and Venue.** This Agreement is signed and performed in Fresno County,
11 California. Contractor consents to California jurisdiction for actions arising from or related to this
12 Agreement, and, subject to the Government Claims Act, all such actions must be brought and
13 maintained in Fresno County.

14 13.5 **Construction.** The final form of this Agreement is the result of the parties' combined
15 efforts. If anything in this Agreement is found by a court of competent jurisdiction to be
16 ambiguous, that ambiguity shall not be resolved by construing the terms of this Agreement
17 against either party.

18 13.6 **Days.** Unless otherwise specified, "days" means calendar days.

19 13.7 **Headings.** The headings and section titles in this Agreement are for convenience
20 only and are not part of this Agreement.

21 13.8 **Severability.** If anything in this Agreement is found by a court of competent
22 jurisdiction to be unlawful or otherwise unenforceable, the balance of this Agreement remains in
23 effect, and the parties shall make best efforts to replace the unlawful or unenforceable part of
24 this Agreement with lawful and enforceable terms intended to accomplish the parties' original
25 intent.

26 13.9 **Nondiscrimination.** During the performance of this Agreement, the Contractor shall
27 not unlawfully discriminate against any employee or applicant for employment, or recipient of
28 services, because of race, religious creed, color, national origin, ancestry, physical disability,

1 mental disability, medical condition, genetic information, marital status, sex, gender, gender
2 identity, gender expression, age, sexual orientation, military status or veteran status pursuant to
3 all applicable State of California and federal statutes and regulation.

4 13.10 **No Waiver.** Payment, waiver, or discharge by the County of any liability or obligation
5 of the Contractor under this Agreement on any one or more occasions is not a waiver of
6 performance of any continuing or other obligation of the Contractor and does not prohibit
7 enforcement by the County of any obligation on any other occasion.

8 13.11 **Entire Agreement.** This Agreement, including its exhibits, is the entire agreement
9 between the Contractor and the County with respect to the subject matter of this Agreement,
10 and it supersedes all previous negotiations, proposals, commitments, writings, advertisements,
11 publications, and understandings of any nature unless those things are expressly included in
12 this Agreement. If there is any inconsistency between the terms of this Agreement without its
13 exhibits and the terms of the exhibits, then the inconsistency will be resolved by giving
14 precedence first to the terms of this Agreement without its exhibits, and then to the terms of the
15 exhibits.

16 13.12 **No Third-Party Beneficiaries.** This Agreement does not and is not intended to
17 create any rights or obligations for any person or entity except for the parties.

18 13.13 **Authorized Signature.** The Contractor represents and warrants to the County that:

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

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

24 13.14 **Electronic Signatures.** The parties agree that this Agreement may be executed by
25 electronic signature as provided in this section.

26 (A) An "electronic signature" means any symbol or process intended by an individual
27 signing this Agreement to represent their signature, including but not limited to (1) a digital
28 signature; (2) a faxed version of an original handwritten signature; or (3) an electronically

1 scanned and transmitted (for example by PDF document) version of an original handwritten
2 signature.

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

8 (C) The provisions of this section satisfy the requirements of Civil Code section
9 1633.5, subdivision (b), in the Uniform Electronic Transaction Act (Civil Code, Division 3, Part 2,
10 Title 2.5, beginning with section 1633.1).

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

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

17 13.15 **Counterparts.** This Agreement may be signed in counterparts, each of which is an
18 original, and all of which together constitute this Agreement.

19 [SIGNATURE PAGE FOLLOWS]
20
21
22
23
24
25
26
27
28

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

2 VALLEY TEEN RANCH

COUNTY OF FRESNO

3
4 

5 _____
Andrea Evans, CEO

_____ Garry Bredefeld, Chairman of the Board of Supervisors of the County of Fresno

6 2610 W. Shaw Lane, Suite 105
7 Fresno, CA 93711

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

9
10 By: _____
Deputy

11 For accounting use only:

12 Org No.: 34403458
13 Account No.: 7295
Fund No.: 0001
14 Subclass No.: 10000

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Exhibit A

Scope of Services

1. Background

Services shall support the Program described in this Agreement, and the Contractor should be familiar with the context and the Program provided therein.

2. Program Implementation Timeline

Contractor shall execute a phased 60 to 90-day rollout upon Agreement Effective Date of March 17, 2026, to ensure operational readiness, regulatory compliance, and a seamless launch. The plan incorporates house preparation, full staffing, intensive training, systems testing, and collaboration with Probation. Timeline may be adjusted with consultation and written approval of Probation.

Schedule:

- **Weeks 1–2:** Complete final facility walkthroughs, safety and security inspections, technology installation, and configuration of communication systems; confirm compliance with all Health & Safety Codes.
- **Weeks 3–4:** Complete recruitment, onboarding, and background clearances for all staff; coordination with County for PREA training, security credentials, and access protocols.
- **Weeks 5–6:** Complete intensive staff training in trauma-informed care, emergency response, de-escalation, motivational interviewing, and cultural competency.
- **Weeks 7–8:** Complete full-scale operational drills, program audits, case management system testing, and mock intakes to confirm readiness; address any identified gaps.
- **Weeks 9–12:** Begin accepting youth referrals in collaboration with Probation; conduct staged admissions to ensure smooth integration into services and household routines.

3. Target Population

Contractor shall be required to operate and maintain a high-quality step-down housing program that aligns with established best practices in serving justice-involved youth. This Step-Down House facility will support young adult males, ages 18 to 25, who are under Fresno County Juvenile Wardship and serving an SYTF commitment, or were recently discharged from SYTF and on Secure Track Supervision and have an immediate need for

Exhibit A

1 stable housing. Youths may reside in the Step-Down House for up to nine months, or for a
2 duration determined by Probation or the court based on individual needs and progress.
3 Eligibility for the program shall not be limited by the nature of the youth offense, ensuring
4 equitable access to supportive reentry services. Probation will refer youth to Contractor.

5 **4. Location of Services**

6 Contractor shall be responsible for operating the youth Step-Down House located on the
7 property of the JJC. Renovations on the Step-Down House are currently underway with an
8 anticipated completion date of March 2026. Contractor shall collaborate closely with County
9 and Probation to ensure the Step-Down House meets all applicable Health and Safety
10 codes requirements and maintains ongoing compliance with relevant regulatory standards.

11 Additionally, Contractor shall collaborate with Probation to engage and prepare referred
12 SYTF youth at JJC for program eligibility.

13 **5. Hours of Operation**

14 The Step-Down House program shall operate continuously, 24 hours per day, 7 days
15 per week. Contractor shall be prepared to provide a general daily schedule outlining key
16 activities, including but not limited to: processing referrals, youth admissions and discharge,
17 delivery of program services, and providing meals/snacks. The schedule must also indicate
18 when specific staff members (e.g. case managers, program coordinators, and support staff)
19 will be on site and available.

20 Facility maintenance requests will be addressed by Probation during regular business hours,
21 Monday through Friday, 8:00 AM through 5:00 PM. For after-hours emergency maintenance
22 issues, Contractor shall direct requests to the County General Services Department, Facility
23 Services at (559) 600-1722 and also send an email to:

24 ProbationJJCAAdmin@fresnocountyca.gov.

25 **6. Description of Services**

26 A. The Step-Down House program must include the following components:

27 i. Contractor shall provide a House Manager who will be responsible to:
28

Exhibit A

- 1 1. Coordinate the overall house cleanliness of the Step-Down House, and ensure
- 2 timely maintenance and repairs;
- 3 2. Support youth in developing independent living skills, which may include
- 4 organizing and overseeing household chores coordination;
- 5 3. Be on-site during regular standard business hours and remain available during
- 6 non-business hours; and
- 7 4. Respond to communication from Probation and Deputy Probation Officer (DPO)
- 8 within one business day.

9 ii. The Step-Down House must maintain two (2) on-site staff members during daytime
10 hours when two (2) or more youths are residing at the program. This staffing level
11 must be maintained up until 10:00 PM. During curfew hours, defined as 10:00 PM to
12 6:00 AM, one (1) on-site staff member shall be considered sufficient. This staff
13 member must remain awake at all times.

14 iii. Contractor shall deliver services grounded in evidence-based practice (EBP) and
15 ensure ongoing staff training to maintain compliance to EBP models. Contractor must
16 also implement procedures to monitor and support continued compliance with EBP
17 standards. The Step-Down House program is expected to incorporate, at a minimum,
18 the following EBPs (including, but not limited to):

- 19 1. Motivational Interviewing
- 20 2. Thinking for a Change
- 21 3. Anger Management
- 22 4. Substance Abuse/Use
- 23 5. Gang Intervention/Prevention
- 24 6. Parenting
- 25 7. Life Skills
- 26 8. Independent Living Skills
- 27 9. Dialectical Behavior Therapy
- 28 10. Aggression Replacement Training

Exhibit A

11. Seeking Safety

iv. Provide transportation connections. Contractor may distribute taxi/rideshare funds.

Contractor shall have a dedicated vehicle(s) for transporting youth. Dedicated vehicle(s) shall be leased only and exclusively for the purpose of transporting youth.

1. If a youth uses their personal vehicle for transportation, Contractor shall collect and maintain documentation of the youth's valid driver's license and insurance. Contractor shall also ensure that the youth provides a monthly certification disclosing any traffic violations or accidents. In addition, Contractor shall obtain a signed County Release of Liability from the youth, releasing both the County and the Contractor from liability.

v. Provide food service at two (2) meals per day, breakfast and dinner, with additional snack and lunch items available throughout the day. All meals and snacks must accommodate any dietary restrictions, including but not limited to allergies, religious or cultural dietary needs, and medical conditions. Nutritionally balanced and healthy meal options should be prioritized, in accordance with USDA Dietary Guidelines, focusing on fresh fruits and vegetables, whole grains, lean proteins, low-fat dairy, while limiting sugars, saturated fats, and sodium.

1. Food preparation and service must comply with all applicable state and local health sanitation codes and regulations to ensure safety and hygiene.

2. Youth shall be actively involved in the meal process, including participation in meal planning to encourage healthy choices, assisting with grocery shopping to understand nutrition and budgeting, and taking part in storing and preparing food to build life skills and foster independence.

vi. Provide basic hygiene amenities such as dishwasher, home cleaning supplies, access to basic personal hygiene products, and clean bed linens.

vii. Provide laundry supplies for on-site washer and dryer utilization.

Exhibit A

1 viii. Provide communication devices, such as community and office landline phones,
2 house Wi-Fi, a community computer, and a community printer.

3 ix. Provide a process for secure storage for medication prescribed to the youth.

4 x. Provide meeting space to facilitate programs and private meetings.

5 xi. Implement house rules to promote safety and wellness:

6 1. Evening hours curfew of 10:00 P.M through 6:00 A.M., with exceptions
7 cleared by the DPO;

8 2. No personal visitors indoors; program visitors must be approved by
9 Probation;

10 3. Permission to leave the home overnight, or for more than 24 hours, must
11 be approved by the DPO in advance;

12 4. No weapons (firearms, ammunition, or other prohibited items);

13 5. No animals indoors. No pets or emotional support animals are to be kept
14 by youth. Exceptions may be made for Service Animals; and

15 6. No drugs or alcohol on the premises. Removal of a youth due to
16 possession of illegal drugs or alcohol, or a positive drug test, will be at the
17 DPO's discretion.

18 B. **Service Area and Availability:**

19 i. The House Manager shall respond to communication from Probation and DPO in a
20 timely manner, with responses within one (1) business day. While most
21 referrals/intakes will be scheduled in advance as part of the collaborative re-entry
22 planning process, Contractor must also be prepared to accommodate immediate
23 referrals. In such cases, Contractor must be able to receive the youth on the same
24 day referral is made.

25 ii. To ensure the safety, security, and effective management of the Step-Down House
26 program, the Contractor shall provide the following on-site services:

27 1. Controlled Entry onto the Step-Down House Property

28

Exhibit A

1 Contractor must establish and enforce a clearly defined policy prohibiting
2 unauthorized individuals from entering the Step-Down House and its grounds.
3 The only individuals who may enter the Step-Down House during designated
4 hours are: authorized Probation staff, authorized Contractor staff, a youth's
5 attorney, public officials, or an approved visitor of a youth during designated
6 visiting hours. All visitors must present valid identification and sign in and out of
7 the Step-Down House. The access policy must be clear, comprehensive, and
8 consistently applied, serving as a clear operational guide for all on-site staff.

9 2. Records Retention (Non-Financial Records)

10 Contractor shall securely maintain both physical and electronic records of all non-
11 financial documentation related to youths and the operation of the Step-Down
12 House program for the duration of the Agreement term. Required records shall
13 include, but are not limited to:

- 14 a. Youth case management files
- 15 b. Personnel files
- 16 c. Program participation documentation
- 17 d. Incident reports
- 18 e. Maintenance records and logs
- 19 f. Correspondence

20 Contractor is responsible for ensuring all records are adequately stored and
21 securely managed in accordance with applicable confidentiality and data
22 protection standards.

23 3. Youth Mail

24 All non-confidential mail sent or received by youth at the Step-Down House
25 facility is subject to search by staff, in accordance with the youth's signed
26 agreement to the Step-Down House program's house rules and admission
27 conditions.

Exhibit A

- 1 a. Mail Review: Reading of mail shall be conducted only for cause, including but
2 not limited to situations where staff believe the correspondence may pose a
3 danger to the youth, the general public, or pose a serious threat to Step-Down
4 House program security.
- 5 b. Package Inspection: All incoming packages addressed to youth will be
6 opened by the youth and inspected by Contractor in the youth's presence.
- 7 c. Mail Inspection Purpose: Regular mail shall be examined to verify and record
8 the receipt of permitted personal property, ensuring no unauthorized
9 materials, substances, or items are introduced into the Step-Down House
10 facility.

11 4. Key Inventory and Control

12 Contractor shall maintain a comprehensive system for tracking and controlling all
13 keys issued and used in the Step-Down House program's operations. Procedures
14 must address, at a minimum, restricted access to sensitive areas, including
15 medicine cabinet, youth property room, staff offices, youth case file cabinets,
16 hand tools, hazardous, toxic, and volatile substances.

17 5. Vector Control

18 Contractor shall maintain a subcontract for vector control services to ensure the
19 Step-Down House facility remains free of insect and rodent infestations.
20 Documentation of services must be maintained at the Step-Down House
21 program.

22 6. Landscape and Yard Maintenance

23 Contractor shall upkeep the Step-Down House landscape and outdoor areas,
24 ensuring they remain healthy, attractive, and functional. Key duties include, but
25 are not limited to trimming trees and shrubs, maintaining plants and flowers,
26 controlling weeds, fertilizing soil, and ensuring proper irrigation.

Exhibit A

1 C. **Service Capacity:** The Step-Down House shall have a maximum of eight (8) beds
2 and no more than two (2) beds per room. Service capacity may increase or decrease
3 based on youth population and service.

4 i. Youths residing in the step-down housing program are likely to have histories of
5 complex trauma; they will also have been adjudicated for a serious offense. As
6 such, it is critical that services are equitable, age-appropriate, and responsive to
7 their individual and developmental needs and cultural backgrounds.

8 ii. Due to these high needs, these youth will require consistent, regular, and high-
9 frequency contact with on-site case managers. Case managers shall, among
10 other things, monitor and assist with progress toward goals, enrollment in public
11 benefits as appropriate, and connect youth with resources in the community.
12 Case managers shall meet with each youth on an individual basis at least once
13 per week, as well as meet regularly with the multi-disciplinary team, including
14 assigned Probation Staff.

15 iii. Periodically, youths with special medical needs may be placed at the Step-Down
16 House program. It shall be the responsibility of the Contractor, in consultation with
17 the Chief Probation Officer or their designee, to make appropriate reasonable
18 accommodations for those with special needs. Reasonable accommodations may
19 include obtaining training for staff in emergency response as well as adopting
20 response and evacuation plans for the youths.

21 1. If a youth does not currently have medical, dental or vision insurance, or
22 the means of paying for health care, the Contractor shall encourage and
23 assist the youth in obtaining appropriate insurance (through a
24 spouse/family member, Medi-Cal, Veterans Administration, County
25 Medical Assistance, etc.).

26 2. When any youth has health-related problems that may interfere with the
27 youth's ability to remain at the Step-Down House program, Contractor
28 shall notify Probation staff to determine the course of action. If the youth

Exhibit A

1 can remain at the Step-Down House program, Contractor shall provide
2 the youth adequate information to secure the necessary medical
3 appointment and provide the transportation.

4 **D. Service Provision**

- 5 i. Contractor possesses all appropriate and required licenses and certifications
6 necessary to provide Step-Down House services as required by this Agreement.
- 7 ii. Contractor shall provide housing, sustenance, supervision, programming,
8 recreational opportunities and services for youths as directed by the Chief
9 Probation Officer or their designee.
- 10 iii. Contractor shall provide training to staff to include first aid certification, obtaining
11 emergency medical response, and development of emergency evacuation plans
12 for staff and youths.
- 13 iv. Contractor shall coordinate with Probation for Prison Rape Elimination Act
14 (PREA) training for any staff providing outreach and engagement to youth in-
15 custody at Juvenile Justice Campus facility prior to youth's transition to the Step-
16 Down House program.
- 17 v. Contractor shall provide and coordinate all youth activities within the Step-Down
18 House program.
- 19 vi. Contractor provide Independent Life Skills for each youth including, but not limited
20 to the following:
- 21 1. Life Skills and Independent Living
 - 22 2. Financial Literacy, Budgeting and Money Management
 - 23 3. Healthy Lifestyle Education
 - 24 4. Computer Familiarization
 - 25 5. Job Readiness and Resume Preparation
 - 26 6. Community Reentry Planning and Connections
- 27 vii. Complete all required forms and collect data as requested by the Chief Probation
28 Officer or their designee.

Exhibit A

1 viii. Ensure that the Step-Down House program is kept and maintained in accordance
2 with applicable federal, state, and local laws and regulations.

3 ix. The Step-Down House program shall be (1) equipped to monitor internal
4 movement, as well as detect any unauthorized ingress/egress and (2) configured
5 to meet all health and safety and building codes.

6 **E. Staffing and Program Administration**

7 a. Contractor's dedicated team shall consist of at minimum ten (10) full time
8 equivalent staff:

9 b. Contractor shall ensure that all staff employed in the performance of this Scope
10 of Services possess the required expertise, skill, and professional competence
11 required to perform and fulfill their assigned responsibilities effectively.

12 c. Contractor shall provide and/or coordinate appropriate orientation and ongoing
13 training to all staff under its direction, at its own expense.

14 i. Contractor shall coordinate County-provided trainings to include but not
15 be limited to JJC facility, and other County policies and procedures.

16 ii. Contractor shall ensure staff receive training covering:

17 1. Roles and limits of staff, appropriate boundaries, trust and
18 communication, case management, confidentiality, and other
19 Contractor agency policies and procedures.

20 2. Training shall also include mandated reporter training, and at a
21 minimum, training on Restorative Practices, Motivational
22 Interviewing, Cultural Competency and Gender Responsiveness,
23 Trauma-Informed Care, and Harm Reduction Principles.

24 d. Contractor shall provide access to competent and appropriate linguistic services
25 in the youth's identified language of choice and have a working knowledge of
26 accessing and utilizing qualified staff, third-party interpreters, and/or language
27 lines during provision of services. Interpretation and translation services shall be
28 at Contractor's expense.

Exhibit A

- 1 e. Contractor shall maintain a sufficient number of qualified staff and effectively
2 manage staffing assignment to ensure all referrals are responded to and services
3 are delivered in a timely manner.
- 4 f. Volunteers utilized by the Contractor shall be subject to the same training,
5 background, and competency requirements as paid staff.
- 6 i. Specific Staff and Volunteer Requirements:
- 7 1. Successfully pass a background check.
- 8 2. Sign an acknowledgment form and complete PREA training.
- 9 3. Complete all required trainings outlined in Section 5.c above as
10 well as any other trainings identified by Probation throughout the
11 term of this Agreement.

12 **F. Other Requirements**

13 a. Security

14 The following guidelines must be adhered to prior to gaining access to Probation
15 facilities, computers or records.

- 16 i. Each Contractor employee who has access to sensitive criminal offender record
17 information will be required to:
- 18 1. Pass a background investigation, which will include a criminal history record
19 check, prior to accessing Probation criminal offender record information;
- 20 2. Review all training information provided and sign all acknowledgements
21 required during fingerprinting appointment for the security background
22 investigation;
- 23 3. Learn and comply with the security policies and procedures in effect at
24 Probation facilities throughout the term of the Agreement;
- 25 4. Access and use restricted and/or confidential material only as required for
26 performance of the assigned duties, and disseminate data only to personnel
27 specifically authorized;
- 28

Exhibit A

1 5. Understand the provisions of this section and a willful violation of state or
2 federal confidentiality laws is punishable by a misdemeanor. Those in
3 violation of this requirement may be prosecuted to the full extent allowed by
4 law, including the termination of the Agreement; and

5 6. Sign a security acknowledgement prior to commencement of work.
6 If Contractor's staff does not meet Probation security requirements or have
7 violated Probation security requirements, Contractor shall immediately
8 restrict access to Probation records and replace the staff member within a
9 reasonable time, if necessary, to meet the terms agreed upon through this
10 process. Probation will confer with Contractor to remediate security
11 concerns.

12 b. Contractor must comply with Probation's JJC Policy for Vendors, Volunteers and
13 Student Interns.

14 c. Contractor must adhere to all current and future JJC and Probation department
15 policies, including any revisions or updates. All individuals, including staff,
16 volunteers, and interns who provide services under this Agreement shall be
17 subject to a background investigation. Current Probation policies may be
18 reviewed here: [https://www.fresnocountyca.gov/Departments/Probation/About-](https://www.fresnocountyca.gov/Departments/Probation/About-Probation/Policy-ManualsTraining-Plans)
19 [Probation/Policy-ManualsTraining-Plans](https://www.fresnocountyca.gov/Departments/Probation/About-Probation/Policy-ManualsTraining-Plans).

20 **G. Meetings, Outcomes and Reports**

21 a. Contractor shall be responsible for meeting with Probation on a quarterly basis,
22 or as agreed upon between Probation and the Contractor, for contract and
23 performance monitoring.

24 b. Contractor shall comply with all contract monitoring and compliance protocols,
25 procedures, data collection methods, and reporting requirements conducted by
26 County.

27 c. To comply with state funding and reporting requirements, and to successfully
28 administer, assess and evaluate program outcomes effectiveness, Contractor

Exhibit A

1 shall collect and report data related to the services provided under this
2 Agreement. Contractor shall assist Probation in fulfilling all reporting
3 requirements related to the Juvenile Justice Realignment Block Grant Annual
4 Plan.

- 5 d. Contractor and Probation shall collaborate to finalize outcomes measures.
6 Specific outcome measurements may be modified as a result of changes in
7 regulations, funding sources, or County priorities.
- 8 e. Contractor shall submit all required data and outcome reports in a timely manner
9 as specified by Probation.
- 10 f. Contractor shall track data and provide reporting on the following items and
11 send all applicable information and reports to Probation.
- 12 i. All activity/data reports will be due to Probation by the 10th of each month
13 for the prior month's services, unless otherwise specified, and will be
14 reviewed for accuracy. If the 10th lands on a weekend or holiday, reports will
15 be due the next business day.
- 16 ii. Data reporting requirements include but are not limited to:
- 17 1. Monthly individualized progress reports for services provided upon
18 request.
- 19 2. Report formatting will follow departmental need.
- 20 3. Contractor shall provide data/statistics, i.e., number of individuals
21 served, type of individual served – detained or released, referrals
22 made, individuals who declined services, on a monthly, quarterly, and
23 annual basis and other reports, as requested by the Probation.
- 24 iii. Contractor shall immediately notify the Chief Probation Officer or their
25 designee, and in all cases such notification must occur no later than the end
26 of the shift following any of the occurrences below:
- 27 1. E-mail notification of any unauthorized youth absences, such as a
28 youth who does not return to the Step-Down House overnight.

Exhibit A

- 1 2. Serious incidents, such as those that affect the health and safety of
- 2 the youth, staff, or volunteers, shall be reported via a written Incident
- 3 Report.
- 4 a. Reportable events include the following:
- 5 i. Death of any youth, staff, or volunteer from any cause.
- 6 ii. Any physical injury resulting in medical treatment.
- 7 iii. Violence or threats of violence (including homicide or
- 8 attempted homicide, injurious assault occurring at the
- 9 premises, which result in serious physical injury).
- 10 iv. Suicide attempt (including an apparent overdose of alcohol
- 11 or illicit or prescription drugs, whether fatal or injurious, and
- 12 requiring medical attention; self-injury requiring medical
- 13 attention, etc.).
- 14 v. Adverse prescribed medication reaction or medication
- 15 error resulting in physical damage and/or loss of
- 16 consciousness.
- 17 vi. Major confidentiality breach (lost or stolen laptop, large
- 18 number of client/participant files/records accessed,
- 19 etc. Note: follow up with Confidentiality/HIPAA
- 20 procedures).
- 21 vii. Youth is Absent Without Leave (AWOL) for more than 24
- 22 hours.
- 23 viii. Alleged child abuse.
- 24 ix. Physical abuse.
- 25 x. Health and safety issues, to include epidemic outbreak,
- 26 other infectious disease outbreak, or environmental
- 27 hazard. (All cases of communicable disease reportable
- 28 under Section 2502 of Title 17, California Code of

Exhibit A

1 Regulations, shall be reported to the local health officer in
2 addition to Probation).

3 xi. Incidents involving emergency services at the Step-Down
4 House (Ambulance, Police, Fire, etc.).

5 xii. Fires or explosions that occur in or on the Step-Down
6 House premises.

7 xiii. Poisonings.

8 xiv. Accidents at the workplace or in the course of working
9 involving bodily harm or property damage.

10 xv. Catastrophes such as flooding, tornado, earthquake, or
11 any other natural disaster.

12 xvi. Community complaints/grievances.

13 xvii. Other serious incidents and/or unusual occurrences.

14 g. Contractor shall provide Probation with Outcome Reports on an annual and
15 quarterly basis, respectively. Outcome Report formats will be established
16 through collaboration between Contractor and Probation. Outcome Report
17 measures may change, based on information or measures needed. Additional
18 reports and outcome information may be requested by Probation at a later date,
19 as needed. At minimum, Contractor shall provide the outcomes to cover the
20 following:

21 i. Contractor shall use a structured evaluation framework to monitor program
22 fidelity, track progress toward contract requirements, and ensure youth are
23 on track for long-term stability.

24 1. Program Goals

25 a. Provide a safe, structured, and supportive residential
26 environment for male youth transitioning from the JJC.

27 b. Promote accountability, personal growth, and skill development
28 to prepare youth for independent living or reunification.

Exhibit A

- 1 c. Reduce recidivism by addressing criminogenic needs through
2 individualized service plans and supportive interventions.
3 d. Ensure youth have access to stable housing, education,
4 vocational opportunities, and positive community connections
5 upon discharge.

6 2. Program Objectives

- 7 a. Within five (5) days of program entry, each youth will have a
8 comprehensive Transition Plan addressing education,
9 employment, housing, medical needs, and life skills.
10 b. 100% of youth will participate in life skills training sessions at
11 least four times per month.
12 c. 100% of youth will be enrolled in school, GED programs, or
13 vocational training within 30 days of program entry.
14 d. 100% of youth will obtain stable housing or reunify with family
15 upon program completion.

16 3. Anticipated Outcomes

- 17 a. Recidivism Reduction: At least 70% of youth will have no new
18 law violations within 12 months post-discharge.
19 b. Educational and Vocational Engagement: At least 80% of youth
20 will be actively engaged in education or employment at
21 program completion.
22 c. Housing Stability: At least 75% of youth will transition to stable
23 housing (family reunification, independent living, or other
24 approved housing).
25 d. Skill Acquisition: 100% of youth will demonstrate increased
26 proficiency in at least five independent living skills as measured
27 by a pre/post-program assessment.
28

Exhibit A

1 ii. Contractor shall utilize a secure, HIPAA-compliant case management
2 system to collect and store program data. Case managers shall enter data at
3 intake, update it monthly during progress reviews, and finalize records at
4 discharge. Tracked data will include:

- 5 1. Demographics
- 6 2. Intake and discharge dates
- 7 3. Housing status, including efforts to locate and support with housing
- 8 4. Education and employment status
- 9 5. Life skills participation and assessment scores
- 10 6. Mental health and behavioral progress
- 11 7. Service utilization records
- 12 8. Recidivism tracking

13 iii. Reporting to Probation

- 14 1. Monthly Reports: Summary of youth served, progress toward case
15 plan goals, participation in services, educational and vocational
16 engagement, housing status, incidents, and other agreed-upon
17 metrics. Reports shall include staff and program efforts in each
18 category, not just outcomes.
- 19 2. Annual Reports: Aggregated data and trend analysis on admissions,
20 completions, housing stability, education and employment outcomes,
21 recidivism rates, and recommendations for improvement.
- 22 3. Ad Hoc Reports: Produced upon request, focusing on specific data
23 points or case subsets.

24 iv. Performance Measures

25 To ensure accountability and continuous improvement, Contractor shall track
26 and evaluate the following key performance indicators (KPIs):
27
28

Exhibit A

- 1 1. Housing Stability – Percentage of youth transitioning to safe, stable
2 housing (family reunification, independent living, Sierra Crossing, or
3 other approved housing) within 30 days of program completion.
- 4 2. Educational Engagement – Percentage of youth maintaining their
5 enrollment in school, GED, or vocational training within 45 days of
6 intake and at program completion.
- 7 3. Employment Readiness – Percentage of youth who obtain
8 employment or complete vocational certification before program
9 completion.
- 10 4. Recidivism Reduction – Percentage of youth with no new law
11 violations within 12 months post-discharge.
- 12 5. Life Skills Development – Percentage of youth demonstrating
13 measurable improvement in at least five independent living skills on
14 pre/post-program assessments.
- 15 6. Program Completion Rate – Percentage of youth who successfully
16 complete their Individualized Case Plan goals.

v. Evaluation Plan

- 17 1. Data Tracking: All KPIs will be monitored through Contractor’s secure
18 case management system, with data entered by assigned case
19 managers and reviewed weekly by the Program Supervisor.
- 20 2. Monthly Review Meetings: The Program Director and Supervisor will
21 review progress toward goals, identify emerging trends, and adjust
22 interventions as needed, including program responses.
- 23 3. Quarterly Quality Assurance Audits: A cross-departmental Quality
24 Assurance (QA) team will audit a random selection of youth case files
25 to ensure compliance with program standards, data accuracy, and
26 service delivery requirements.
27
28

Exhibit A

- 1 4. Annual Program Evaluation: At the end of each fiscal year, Contractor
2 will compile an aggregated analysis of all KPIs, comparing results to
3 contractual benchmarks. The evaluation will include:
 - 4 a. Outcome achievement rates
 - 5 b. Demographic analysis
 - 6 c. Trends in service utilization and recidivism
 - 7 d. Recommendations for program improvement
- 8 5. Stakeholder Feedback: Youth exit surveys, Probation feedback, and
9 staff debriefings will be used to enhance program design and address
10 service gaps, in addition to other stakeholder feedback from those
11 directly involved with the youth's juvenile justice case.
- 12 6. Continuous Quality Improvement (CQI): Based on evaluation findings,
13 Contractor will implement targeted training, service adjustments, and
14 policy updates to strengthen outcomes.
- 15 h. Probation utilizes an electronic case management system, currently "PRI MS",
16 for management of records for justice-involved youth. Contractor shall be
17 requested to utilize this system or other shared documents to report encounters
18 and statistics related to services provided.

Vendors, Volunteers and Student Interns

309.1 PURPOSE AND SCOPE

This policy establishes guidelines for using Juvenile Justice Campus vendors, volunteers, and student interns, to supplement and assist Department personnel in their duties. Vendors and volunteers are staff members who can augment Department personnel and help complete various tasks.

309.1.1 DEFINITIONS

Definitions related to this policy include:

Student intern - A college, university, or graduate student gaining practical experience in a chosen field while performing services the intern's field while under supervision.

Vendor - An individual representing a company, outside agency, or non-profit organization, who is assigned to one of our facilities, performs a service for the Department, and may receive compensation for services rendered.

Volunteer - An individual who performs a service for the Department without promise, expectation, or receipt of compensation for services rendered. This may include unpaid chaplains and student interns.

309.2 POLICY

The Fresno County Probation Department shall ensure that vendors, volunteers and student interns are properly appointed, trained, and supervised to carry out specified tasks and duties in order to create an efficient Department and improve services to the community.

309.3 ELIGIBILITY

Requirements for participation as a vendor, volunteer or student intern for the Department may include but are not limited to:

- (a) Being at least 18 years of age.
- (b) Possession of liability insurance for any personally owned equipment, vehicles, or animals utilized during volunteer or student intern work.
- (c) No conviction of a felony, any crime of a sexual nature or against children, any crime related to assault or violence, any crime related to dishonesty, or any crime related to impersonating a law enforcement officer.
- (d) Ability to meet physical requirements reasonably appropriate to the assignment.
- (e) A background history and character suitable for a person representing the Department, as validated by a background investigation.

The Chief Probation Officer or the authorized designee may allow exceptions to these eligibility requirements based on organizational needs and the qualifications of the individual.

Exhibit B Fresno County Probation Department

NEW JJC Policy Manual

NEW JJC Policy Manual

Vendors, Volunteers and Student Interns

309.4 RECRUITMENT, SELECTION, AND APPOINTMENT

The Fresno County Probation Department shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral, and professional standards set forth by this Department.

309.4.1 RECRUITMENT

Volunteers and student interns are recruited on a continuous basis consistent with Department policy on equal opportunity, nondiscriminatory employment terms. A primary qualification for participation in the application process should be an interest in and an ability to assist the Department in serving the public.

Requests for volunteers and student interns should be submitted in writing by interested Department staff members to the Personnel Unit through the requester's immediate supervisor. A complete description of the volunteer's or intern's duties and a requested time frame should be included in the request. All Department staff members should understand that the recruitment of volunteers and student interns is enhanced by creative and interesting assignments.

Vendors are recruited/selected in accordance with the Fresno County Purchasing Office contract/agreement process.

309.4.2 SELECTION

Vendor, volunteer and student intern candidates shall successfully complete the following process before appointment:

- (a) Submit the appropriate written application.
- (b) Current TB skin test (completed within the last 6 months).
- (c) Successfully complete an appropriate-level background investigation, which may include fingerprinting, and/or obtaining information from local, state, federal and Department of Motor Vehicle databases.

309.4.3 APPOINTMENT

Volunteers and student interns shall be placed only in assignments or programs consistent with their knowledge, skills, and abilities and the needs of the Department. Volunteers' and student interns' interests will be considered when placed in assignments.

Volunteers and student interns serve at the discretion of the Chief Probation Officer.

Vendors are appointed and placed in accordance with the Fresno County Purchasing Office contract/agreement.

309.5 IDENTIFICATION

As representatives of the Department, vendors, volunteers and student interns are responsible for presenting a professional image to the community. Vendors, volunteers and student interns shall dress appropriately for the conditions and performance of their duties, in compliance with Personal Appearance Standards and Uniform and Non-Uniform attire policies unless excluded by the Department. Necessary safety equipment will be provided.

Exhibit B Fresno County Probation Department

NEW JJC Policy Manual

NEW JJC Policy Manual

Vendors, Volunteers and Student Interns

Vendor, volunteers and student interns will be issued Fresno County Probation Department identification cards, which must be carried at all times while on-duty. The identification cards will be the standard Fresno County Probation Department identification cards, except that "Volunteer" or "Student Intern" will be indicated on the cards.

309.6 PERSONNEL WORKING AS STUDENT INTERNS

Qualified regular Department personnel, when authorized, may also serve as student interns. However, this Department shall not utilize the services of student interns such a way that it would violate employment laws or collective bargaining agreements or memorandums of understanding (e.g., an officer participating as a student intern for reduced or no pay). Therefore, staff members shall consult with the Personnel Unit prior to allowing regular department personnel to serve in a student intern capacity (29 CFR 553.30).

309.7 PERSONNEL UNIT

The function of the Personnel Unit is to provide a central coordinating point for effective volunteer management within the Department, and to direct and assist efforts to jointly provide more productive volunteer services.

The responsibilities of the Personnel Unit include but are not limited to:

- (a) Recruiting, selecting, and training qualified volunteers and student interns.
- (b) Maintaining records for each vendor, volunteer and student interns.
- (c) Completing and disseminating, as appropriate, all necessary paperwork and information.
- (d) Maintaining a liaison with colleges and universities that provide student interns to promote the intern program with both students and the educational system.
- (e) Maintaining volunteer and student intern orientation and training materials and outlining expectations, policies, and responsibilities for all volunteers and student interns.

309.8 DUTIES AND RESPONSIBILITIES

Volunteers assist department personnel as needed. Assignments of volunteers may be to any division within the Department, as needed. Volunteers should be placed only in assignments or programs consistent with their knowledge, skills, interests, abilities and the needs of the Department. Student interns should be assigned to areas that meet the needs of both their educational program and the Department. Vendors will be assigned per the contract/agreement.

309.8.1 COMPLIANCE

Vendors, volunteers and student interns shall be required to adhere to all Department policies and procedures. Policies and procedures are available on the Department website and will be made available to each vendor, volunteer, and student intern upon appointment. The vendor, volunteer and student interns shall become thoroughly familiar with these policies and procedures as directed by the Chief Probation Officer or the authorized designee.

Exhibit B Fresno County Probation Department

NEW JJC Policy Manual

NEW JJC Policy Manual

Vendors, Volunteers and Student Interns

Whenever a rule, regulation, or guideline in this Custody Manual refers to regular Department personnel, it shall also apply to a vendor, volunteers and student interns, unless by its nature it is inapplicable.

Vendors, volunteers and student interns are required by this Department to meet Department-approved training requirements as applicable to their assignments.

309.9 TASK-SPECIFIC TRAINING

Task-specific training is intended to provide the required instruction and practice for vendors, volunteers and student interns to properly and safely perform their assigned duties. Training should correspond to the assignment as determined by the program coordinator.

Vendors, volunteers and student interns will be provided with an orientation program to acquaint them with the policies of the Department and procedures applicable to their assignments.

Vendors, volunteers and student interns should receive position-specific training to ensure they have adequate knowledge and skills to complete the required tasks. They also should receive ongoing training as deemed appropriate by their supervisors or the volunteer or student intern coordinator.

Training should reinforce to vendors, volunteers and student interns that they shall not intentionally represent themselves as, or by omission give the impression that they are, officers or other full-time staff members of the Department. They shall always represent themselves as vendors, volunteers or student interns.

All vendors, volunteers and student interns shall comply with the standards of conduct and with all applicable orders and directives, whether oral or written, issued by the Department.

309.9.1 STATE REQUIREMENTS

The vendor, volunteer and student intern initial orientation shall include the following: safety and security issues and anti-discrimination policies.

309.10 SUPERVISION

Each vendor, volunteer or student intern must have a clearly identified supervisor who is responsible for direct management of that individual. This supervisor will be responsible for day-to-day management and guidance of the work of the vendor, volunteer or student intern and should be available for consultation and assistance.

Functional supervision of vendors, volunteers and student interns is the responsibility of the supervisor or the authorized designee in charge of their assigned duties. The following are some considerations that supervisors or the authorized designee should keep in mind while supervising vendors, volunteers and student interns:

- (a) Take the time to introduce vendors, volunteers and student interns to staff members on all levels.
- (b) Ensure vendors, volunteers and student interns have work space and necessary office supplies.

Exhibit B Fresno County Probation Department

NEW JJC Policy Manual

NEW JJC Policy Manual

Vendors, Volunteers and Student Interns

- (c) Make sure the work is challenging. Do not hesitate to give vendors, volunteers and student interns assignments or tasks that will utilize these valuable resources.
- (d) Ensure the work for student interns meets the needs of their educational program, while also meeting the needs of the Department.

309.10.1 EVALUATIONS

Student interns may need evaluations as a requirement of their educational program.

309.10.2 FITNESS FOR DUTY

No vendor, volunteers or student intern shall report for work or be at work when the individual judgment or physical condition has been impaired due to illness or injury, or by the use of alcohol or drugs, whether legal or illegal.

Vendors, volunteers and student interns shall report to their supervisors any change in status that may affect their ability to fulfill their duties. This includes but is not limited to:

- (a) Driver's license
- (b) Arrests.
- (c) Criminal investigations.
- (d) All law enforcement contacts.

309.11 INFORMATION ACCESS

Vendors, volunteers and student interns should not have access to or be in the vicinity of criminal histories, investigative files, or information portals. Unless otherwise directed by a supervisor, the duties of the position, or Department policy, all such information shall be considered confidential. Only that information specifically identified and approved by authorized staff members shall be released. Confidential information shall be given only to persons who have a need and a right to know as determined by Department policy and supervisory personnel.

A vendor, volunteer or student intern whose assignment requires the use of, or access to, confidential information will be required to be fingerprinted to the California Department of Justice to obtain clearance. Vendors, volunteers and student interns working this type of assignment shall receive training in data practices and shall be required to sign a CLETS Employee/Volunteer Statement before being given an assignment with the Department. Subsequent unauthorized disclosure of any confidential information verbally, in writing, or by any other means by the vendor, volunteer, or student intern is grounds for immediate dismissal and possible criminal prosecution.

Vendors, volunteers and student interns shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to newspapers or other periodicals, release or divulge any information concerning the activities of the Department, or maintain that they represent the Department in such matters without permission from the proper Department personnel.

Exhibit B Fresno County Probation Department

NEW JJC Policy Manual

NEW JJC Policy Manual

Vendors, Volunteers and Student Interns

309.11.1 RADIO AND DATABASE ACCESS USAGE

The supervisor or the authorized designee shall ensure that radio and database access training is provided for vendors, volunteers, and student interns whenever necessary.

309.12 EQUIPMENT

Any property or equipment issued by the Department shall be for official and authorized use only. Any property or equipment issued to a vendor, volunteer or student intern shall remain the property of the Department and shall be returned at the termination of service.

309.13 TERMINATION OF SERVICES

If a vendor or volunteer is the subject of a personnel complaint or becomes involved in an internal investigation, the matter shall be investigated in compliance with the Personnel Complaints Policy. If a student intern is the subject of or is involved in an internal investigation, the coordinator of the educational program that sponsors the intern should be notified.

Vendors and volunteers are considered at-will and may be removed from service at the discretion of the Chief Probation Officer or the authorized designee, with or without cause. Vendors and volunteers shall have no property interest in their continued appointments. Vendors and volunteers may resign from service with the Department at any time. It is requested that vendors and volunteers who intend to resign provide advance notice and a reason for their decision.

309.14 ISSUED DATE

- 02/18/2022

Emergency Procedures - Facilities (Title 15, § 1327)

400.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a plan to appropriately respond to emergencies within the facility and to ensure all affected staff members receive timely training regarding emergency response. This policy is intended to protect the community, staff members, visitors, youth, and all others who enter the Juvenile Justice Campus (JJC), while allowing the facility to fulfill its primary purpose (15 CCR 1327).

Facility emergencies related to fire will be addressed in the Fire Safety Plan Policy.

400.2 POLICY

It is the policy of this Department to have emergency response plans in place to quickly and effectively respond to and minimize the severity of any emergency within the facility.

400.3 EMERGENCY PROCEDURES

The Chief Probation Officer or the authorized designee shall develop, publish, and periodically review and update facility-specific policies, procedures, and emergency response plans that shall include but not be limited to (15 CCR 1327):

- (a) Escapes, disturbances, and the taking of hostages.
- (b) Civil disturbances, active shooters, and terrorist attacks.
- (c) Fire and natural disasters.
- (d) Periodic testing of emergency equipment.
- (e) Mass arrests.
- (f) Emergency evacuation of the facility (see the Emergency Evacuation Plan Policy).
- (g) A program to provide all youth supervision staff members with an annual review of emergency procedures.
- (h) Other emergencies as needs are identified.

The facility emergency response plans are intended to provide all staff members with current methods, guidelines, and training for minimizing the number and severity of emergency events that may threaten the security of the facility or compromise the safety of staff members, youth, or the community.

The emergency response plans are intended to provide information on specific assignments and tasks for staff members. Where appropriate, the emergency response plans will include persons and emergency departments to be notified.

The emergency response plans shall include procedures for continuing to house youth in the facility, the identification of alternative facilities outside the boundaries of the disaster or threat

Exhibit B Fresno County Probation Department

NEW JJC Policy Manual

NEW JJC Policy Manual

Emergency Procedures - Facilities (Title 15, § 1327)

and the potential capacity of those facilities, youth transportation options, and contact information for allied agencies.

The emergency response plans shall be made available to all staff members, contractors, and volunteers working in the facility as needed. Confidential policies and procedures that relate to the security of the facility may be kept in a separate manual (15 CCR 1327).

400.3.1 EMERGENCY SUSPENSION OF REQUIREMENTS

The Chief Probation Officer or the authorized designee shall authorize only those regulations directly affected by the emergency to be suspended. When a suspension occurs for longer than three days, the Chief Probation Officer or the authorized designee shall notify the Board of State and Community Corrections in writing. In no event shall a suspension continue for more than 15 days without the approval of the Chairperson of the Board of State and Community Corrections for a time specified by the Chairperson (see the Emergency Suspension of Standards or Requirements attachment).

400.4 LOCKDOWN

Upon detecting any significant incident that threatens the security of the facility, such as a riot, power outage or hostage situation, staff members shall immediately notify Institutional Core Central Control (ICCC) and the Watch Commander. The Watch Commander may determine whether to order a partial or full lockdown of the facility and shall notify the Deputy Chief or the authorized designee as soon as practicable.

If a lockdown is ordered, all youth will be directed back to their housing areas. All youth in transit within the facility will either be escorted back to their housing areas or to another secure location. The Watch Commander should instruct staff members not directly involved in the lockdown to escort any visitors and nonessential contractors out of the facility.

A head count shall be immediately conducted for all youth, visitors, contractors, volunteers, and staff members. The Watch Commander shall be immediately notified of the status of the head count. If any person is unaccounted for, the Watch Commander shall direct an immediate search of the facility and notify the Chief Probation Officer or the authorized designee as soon as practicable.

All visitors and volunteers will be required to enter through the lobby and sign the visitor logbook when they enter and leave the facility. If the lobby is closed, the visitor logbook will be placed in a designated area for them to sign accordingly. ICCC shall log in all vehicles and the number of people in the vehicle. In the event the camera or speaker box is not working, the ICCC officer shall work with security officers to determine the number of people in the vehicle. When leaving the facility, the maintenance/contractor worker(s) shall call ICCC if the camera or speaker box is not working properly to inform them they are leaving the facility. The ICCC officer shall log that the maintenance/contractor(s) left the facility.

Lockdown shall not be used as a form of punishment. It is only intended to facilitate order and maintain security of the JJC.

Exhibit B Fresno County Probation Department

NEW JJC Policy Manual

NEW JJC Policy Manual

Emergency Procedures - Facilities (Title 15, § 1327)

400.5 HUNGER STRIKE

Upon being made aware that one or more youth is engaging in a hunger strike, the staff member will notify the Watch Commander, who will notify the Chief Probation Officer or the authorized designee. The Chief Probation Officer or the authorized designee should evaluate the basis for the strike and seek an appropriate resolution.

The Chief Probation Officer or the authorized designee shall notify the youth's parent/guardian, the youth's probation officer, the local authority having supervisory jurisdiction, and the youth's social worker (if applicable) of the incident and periodically provide updates on the status of the youth.

400.5.1 NOTIFICATION OF QUALIFIED HEALTH CARE PROFESSIONALS

The Chief Probation Officer or the authorized designee shall notify the Medical Director to review, coordinate, and document any medical actions taken, based on protocols and/or at the direction of qualified health care professionals, in response to a hunger strike.

Qualified health care professionals shall monitor the health of any youth involved in a hunger strike and make recommendations to the Chief Probation Officer or the supervisory staff member responsible for oversight of the incident.

If a youth is engaging in a hunger strike due to a mental condition, the appropriate medical protocols for mental health will be followed.

400.5.2 RESPONSE TO HUNGER STRIKES

Beginning at the line staff member level, a resolution to grievances shall be sought at the lowest level. The Youth Grievances Policy shall guide staff members on resolving youth grievances.

If the hunger strike remains unresolved, the Chief Probation Officer or the authorized designee may direct the appropriate staff member to observe the room area, including trash containers, of the youth involved for evidence of food items and of food hoarding.

400.5.3 LEGAL GUIDANCE

If attempts to resolve the grievance are unsuccessful or not reasonably possible, the Chief Probation Officer shall consider consulting with legal resources as appropriate to develop other steps to resolve the issues.

400.6 RESPONSE TO DISTURBANCES

Staff members shall attempt to minimize the disruption to normal facility operations caused by a disturbance by attempting to isolate and contain the disturbance to the extent possible. Staff members when applicable shall immediately notify the Chief Probation Officer through the chain of command of the incident (15 CCR 1327).

400.6.1 NOTIFICATIONS

The Watch Commander shall notify the Chief Probation Officer or the authorized designee of the disturbance as soon as practicable through the chain of command.

Exhibit B Fresno County Probation Department

NEW JJC Policy Manual

NEW JJC Policy Manual

Emergency Procedures - Facilities (Title 15, § 1327)

The Chief Probation Officer or the authorized designee shall notify the involved youth's parent/guardian, the youth's probation officer, the local authority having supervisory jurisdiction, and the youth's social worker (if applicable) as soon as practicable (15 CCR 1327).

400.6.2 NOTIFICATION OF QUALIFIED HEALTH CARE PROFESSIONALS

If medical action reasonably appears necessary, the Chief Probation Officer or the authorized designee shall notify the appropriate qualified health care professionals to review, coordinate, and document medical actions based on protocols and/or at the direction of the Medical Director (15 CCR 1327).

400.6.3 REPORTING

The Chief Probation Officer or the authorized designee shall order that an incident report be completed with the details of the disturbance no later than the end of the shift (see the Report Preparation Policy). If appropriate, a crime report shall be initiated, and prosecution sought (15 CCR 1327).

400.7 RIOTS

Riots occur when youth forcibly and/or violently take control, or disrupt in large numbers with violence or attempt to take control of any area within the Juvenile Justice Campus.

Staff members shall make reasonable attempts to prevent youth-on-youth violence but shall also take measures to avoid aggravating the problem and making the situation worse (15 CCR 1327).

400.7.1 RESPONSE TO RIOTS

Once the area of the disturbance is secured and isolated from other areas of the facility, time is generally on the side of officers. If possible, the process of quelling the disturbance should slow down so officers can develop response plans, ensure there are adequate facility personnel to effectively take the required actions, and ensure that responding officers are appropriately equipped with protective gear.

Officers shall evaluate their response given the totality of circumstances in any situation, but generally shall not enter the space where a riot is occurring until sufficient officers are present to safely suppress the riot. Nothing in this policy shall prohibit any staff member from assisting other staff members who are being assaulted.

Other housing units must be secured, with sufficient officers remaining at their posts to continue to supervise the unaffected units.

If officers are unable to contain, control, and resolve the riot, a request for assistance shall be made to the appropriate law enforcement agency (see the Mutual Aid section in this policy). The request shall be made by the Chief Probation Officer or the authorized designee. When the riot has been suppressed, all involved officers must immediately return to their assigned posts and normal operations should resume.

All youth who have participated in a riot shall be separated and secured as soon as practicable. If necessary, injured youth shall receive a medical evaluation and treatment. If an injured youth

Exhibit B Fresno County Probation Department

NEW JJC Policy Manual

NEW JJC Policy Manual

Emergency Procedures - Facilities (Title 15, § 1327)

is medically cleared to remain in the Juvenile Justice Campus, the youth will be reclassified and moved to appropriate housing. If a crime has occurred with injury or death due to the riot, the Fresno Sheriff's Office shall be notified to investigate the matter (15 CCR 1327).

400.7.2 QUALIFIED HEALTH CARE PROFESSIONAL RESPONSE

If necessary, a Watch Commander or the authorized designee should notify the qualified health care professionals and identify a staging area for medical emergency responders and for medical triage.

The Medical Director or the authorized designee shall be included in developing the response plan as it relates to the potential for a medical response, medical triage and treatment activities, and the safety and security of medical staff members during the incident (15 CCR 1327).

400.7.3 NOTIFICATIONS

As soon as practicable, the Watch Commander or a responsible officer shall notify the Chief Probation Officer or the authorized designee.

The Chief Probation Officer or the authorized designee shall notify any involved youth's parent/guardian, the youth's probation officer, the local authority having supervisory jurisdiction, and the youth's social worker (if applicable) (15 CCR 1327).

400.7.4 REPORTING

The Chief Probation Officer or the authorized designee shall order that a report be written detailing the incident by the end of the shift (see the Report Preparation Policy) unless approved by a supervisor to be completed at a later time (15 CCR 1327).

400.8 HOSTAGES

The Department does not recognize the taking of hostages as a reason to relinquish control of the Juvenile Justice Campus. Signage will be posted in the lobbies, and visiting area that JJC is a no hostage facility.

It is the policy of the Fresno County Probation Department to use all available resources reasonably necessary to bring about a successful end to a hostage situation (15 CCR 1327).

400.8.1 RESPONSE TO HOSTAGE INCIDENT

Institutional Core Central Control (ICCC) should immediately be notified at the earliest sign of a hostage incident. Institutional Core Central Control (ICCC) shall notify the Chief Probation Officer through the chain of command as soon as practicable.

The Chief Probation Officer or the authorized designee shall make every effort to ensure that the hostage incident remains confined to the smallest area possible. All door controls accessible to youth shall be disabled. Emergency exits that lead outside the secure perimeter shall be guarded (15 CCR 1327).

Exhibit B Fresno County Probation Department

NEW JJC Policy Manual

NEW JJC Policy Manual

Emergency Procedures - Facilities (Title 15, § 1327)

400.8.2 NOTIFICATION OF QUALIFIED HEALTH CARE PROFESSIONALS

At the direction of the Watch Commander or the authorized designee, the qualified health care professionals shall be notified in order to identify a location and form a logistical plan for medical triage. The location also shall serve as a medical staging area for other medical emergency responders (15 CCR 1327).

400.8.3 HOSTAGE RESCUE

Communications with the hostage-taker should be established as soon as practicable. The Watch Commander or the authorized designee shall document, if known, the number of hostages, any demands, and any injuries. No promises or denials will be made until a hostage negotiator arrives on scene. Hostage-taker demands for officers to open doors will not be met. A hostage rescue team should be immediately summoned, and the established protocols for resolving the situation shall be implemented. The Chief Probation Officer or the authorized designee shall be consulted regarding decisions faced by the hostage rescue team (15 CCR 1327).

400.8.4 REPORTING

Following the conclusion of a hostage incident, the Chief Probation Officer or the authorized designee shall order that an incident report be completed by the end of the shift (see the Report Preparation Policy) unless approved by as supervisor at a later time (15 CCR 1327).

400.9 ESCAPES

Upon being made aware that an escape may have occurred or did occur, the staff member shall notify the on-duty Watch Commander. The Watch Commander shall notify the Chief Probation Officer through the chain of command as soon as practicable.

Once the escape is verified and immediate actions have been taken inside the facility (e.g., lockdown), the Watch Commander should ensure that all local law enforcement agencies are notified (15 CCR 1327).

400.9.1 YOUTH COUNTS

As soon as the facility is fully locked down, a full youth head count should be taken.

All youth who are outside of the secure perimeter of the facility (e.g., court, work details) shall be located and identified. The identity of any missing youth shall be disclosed, and the youth's facility record shall be accessed by the Chief Probation Officer or the authorized designee (15 CCR 1327).

400.9.2 SEARCH

Concurrent with the lockdown, the area surrounding the facility shall be searched for the escapee. Areas where a youth may be hiding or may have discarded clothing shall be searched first. Any witnesses shall be interviewed.

Booking staff members will develop a flyer with the youth's name, description, latest picture, classification status, and charges, and supply it to other staff members and local law enforcement.

Exhibit B Fresno County Probation Department

NEW JJC Policy Manual

NEW JJC Policy Manual

Emergency Procedures - Facilities (Title 15, § 1327)

Local law enforcement shall also be given the youth's last known address and a list of associates (15 CCR 1327).

400.9.3 REPORTING

Following the conclusion of an attempted escape or an escape, the Chief Probation Officer or the authorized designee shall order that an incident report be completed by the end of the shift. The incident report shall focus on events and physical plant weaknesses that contributed to the escape (see the Report Preparation Policy). The Deputy Chief shall review the reports, interview involved parties, and develop action plans to minimize the risk of future occurrences (15 CCR 1327).

400.10 CIVIL DISTURBANCES OUTSIDE OF THE DETENTION FACILITY

Upon being notified that Juvenile Justice Campus space will be needed in response to a civil disturbance, potentially involving mass arrests, the Watch Commander shall notify the Chief Probation Officer or the authorized designee (15 CCR 1327).

400.11 DEBRIEFING

All responding staff members, including medical responders, shall be debriefed, as determined by the Chief Probation Officer or the authorized designee, on serious facility emergencies as soon as practicable after the conclusion of the incident. The staff members shall examine the incident from the perspective of what worked, what actions were less than optimal, and how the response to a future incident might be improved. Depending on the degree of the situation, it may be necessary to bring in Mental Health professionals to help facilitate the debriefing to include any youth involved.

If appropriate, the details of the incident will be used to develop a training course for responding to facility disturbances. The goal of any debriefing process is continuous improvement. The debriefing shall be focused on the incident, an improved response, and systemic changes that may be required. A moderator shall ensure that no individual or group involved in the response is publicly ridiculed.

400.12 EMERGENCY HOUSING OF YOUTH

The Chief Probation Officer or the authorized designee shall develop a plan on the emergency housing of youth in the event of a full or partial evacuation of the facility. The plan shall address when youth should be housed in place, identification of alternate facilities and the potential capacity of those facilities, youth transportation options, and contact information for allied agencies. This plan shall be reviewed at least annually and revised if necessary.

400.13 MUTUAL AID

The magnitude and anticipated duration of a facility emergency may necessitate interagency cooperation and coordination. The Deputy Chief shall ensure that any required memorandums of understanding or other agreements are properly executed, and that any anticipated mutual aid is requested and facilitated for the safe keeping and transportation of youth during the facility emergency and evacuation process (see the Emergency Evacuation Policy). For a large-scale emergency response, see the Emergency Evacuation Policy and Emergency Staffing Policy.

Exhibit B Fresno County Probation Department

NEW JJC Policy Manual

NEW JJC Policy Manual

Emergency Procedures - Facilities (Title 15, § 1327)

When another agency requests assistance from this Department, the Deputy Chief or authorized designee may authorize, if available, an appropriate number of personnel to assist. Staff members are reminded that their actions when rendering assistance must conform with applicable laws and be consistent with the policies of this Department.

When mutual aid assistance is rendered, a report shall be prepared and submitted by the handling staff member unless otherwise directed by a supervisor (15 CCR 1327).

400.14 REVIEW OF EMERGENCY PROCEDURES

The Deputy Chief shall ensure that there is a review of emergency procedures at least annually (15 CCR 1327). This review shall be documented and placed in the staff member's JJC and Departmental training file. This review should also include the signatures or initials of the staff members responsible for the review. At a minimum, the review shall include:

- (a) Assignment of staff members to specific tasks in emergency situations.
- (b) Instructions for using the alarm systems and signals.
- (c) Systems for the notification of appropriate persons outside the facility.
- (d) Information on the location and use of emergency equipment in the facility.
- (e) Description of evacuation routes and procedures.

400.15 FIRE

This Department shall identify and conform to applicable federal, state, and/or local fire safety codes, and establish a process for creating, disseminating, and training all individuals in the facility on the emergency plans for fire safety and evacuation (see the Fire and Life-Safety Policy, Juvenile Detention Manual Policy, and Fire Safety Plan Policy).

400.16 NATURAL DISASTER

The Chief Probation Officer or the authorized designee shall be prepared to operate a safe and secure facility in the event of a natural disaster emergency.

400.17 OTHER TYPES OF EMERGENCIES

Facility emergencies that could negatively affect the good order of the facility and the safety of staff members, youth, contractors, volunteers, and visitors include but are not limited to an outbreak of infectious disease, a work stoppage or strike by staff members, and other disruptions. The Chief Probation Officer or the authorized designee shall be responsible for ensuring that an appropriate facility emergency plan exists for these types of emergencies.

400.18 PERIODIC TESTING OF EMERGENCY EQUIPMENT

The Chief Probation Officer or the authorized designee is responsible for scheduled and periodic testing of emergency power systems which are completed by the Internal Services Department.

All testing and inspections shall be documented, and the results included in a report to the Deputy Chief or the authorized designee.

Exhibit B Fresno County Probation Department

NEW JJC Policy Manual

NEW JJC Policy Manual

Emergency Procedures - Facilities (Title 15, § 1327)

400.19 TRAINING

Officers shall review emergency procedures (See Emergency Procedures form located in the Department Case Management system) annually (15 CCR 1327). This facility will provide emergency preparedness training as part of orientation training for all staff members assigned to the facility.

On an annual basis emergency training shall occur for each shift. The assigned Watch Commander/Supervising Juvenile Correctional Officer shall document in the Watch Commander log as well as provide JJC Administration a memorandum/e-mail of what training occurred and retained in accordance with established records retention schedules.

400.20 REFERENCES

See Facilities Emergencies Procedure for additional guidance.

400.21 ISSUED DATE

- 04/17/2023



Exhibit C Fresno County Probation Department

Kirk Haynes, Chief Probation Officer



Fresno County Probation Department
3333 E. American Ave.
Fresno, CA 93725

Attn: Personnel
Phone: (559) 600-4825
Fax: (559) 600-1307

PROBATION VENDOR APPLICATION

FOR PROBATION PERSONNEL USE ONLY			
Local Records Check:	CLETS/DMV:	Fingerprints:	TB Test Results:

CONTACT INFORMATION (Print clearly in ink)

Name: (Last, First, MI) _____ Maiden or other name(s) used: _____

Address: (number & street) _____ City _____ State _____ Zip Code _____

Driver's License # _____ SS#: _____ DOB: _____ SEX: _____

Phone #: () _____ Email Address: _____

EMPLOYMENT

Name of Current Employer _____ Position/Title _____ How Long _____

Address: (number & street) _____ City, State, Zip Code _____ Phone# _____

PREA (Prison Rape Elimination ACT)

The Prison Rape Elimination Act (PREA) was passed in 2003. The purpose of the act is to "provide for the analysis of the incidence and effects of prison rape in Federal, State, and local institutions and to provide information, resources, recommendations and funding to protect individuals from prison rape."

- Will you be willing to abide by all **PREA** Standards, which will include an orientation/training Yes No
 - (Please note: Selecting "No" to the question above may result in the rejection of your application)
 - (If you answer "Yes" to any question below, please provide the date, offense, city/state & an explanation on a separate piece of paper and attach to this form)
- Have you ever been arrested for any crime(s) and/or arrested or convicted for sexual abuse, or any other sexual misconduct? Yes No
- Have you ever been investigated for sexual harassment? Yes No

Exhibit C

EMERGENCY CONTACTS

List any medical conditions you feel we should be aware of:

In case of an emergency, notify:

	Name	Telephone	Relationship
1			
2			

CONFIDENTIAL RELEASE OF INFORMATION

In addition to completing this form, the following steps **must** be done:

- You must provide recent TB test results (from within the past 6 months).
- You will be subject to a background check, which may include fingerprints.

I grant my permission for the Probation Department to make background, criminal, and vehicle record checks, which are standard procedures for all vendor applicants.

I certify that all statements made on this application are true to the best of my knowledge. I understand that untruthful and/or misleading answers are cause for rejection of my application.

Applicant's Signature

Date

Reviewer's Signature

Approved

Denied

Date

FOR OFFICE USE ONLY

JJC	Personnel	
Date received:	Date received:	Date ID issued:
Approved by:	Date sent to Administration:	ID issued to:
Date sent to Personnel:	Date applicant contacted:	Initials:
Notes:		

Exhibit D

Data Security

1. Definitions

Capitalized terms used in this Exhibit D 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 D.

C. **“Director”** means the County’s Chief Probation Officer or their 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

Exhibit D

1 questions, and other personal identifiers); or (iii) is personal information within the
2 meaning of California Civil Code section 1798.3, subdivision (a), or 1798.80, subdivision
3 (e). Personal Information does not include publicly available information that is lawfully
4 made available to the general public from federal, state, or local government records.

5 G. **“Privacy Practices Complaint”** means a complaint received by the County relating to
6 the Contractor’s (or any Authorized Person’s) privacy practices, or alleging a Security
7 Breach. Such complaint shall have sufficient detail to enable the Contractor to promptly
8 investigate and take remedial action under this Exhibit D.

9 H. **“Security Safeguards”** means physical, technical, administrative or organizational
10 security procedures and practices put in place by the Contractor (or any Authorized
11 Persons) that relate to the protection of the security, confidentiality, value, or integrity of
12 Personal Information. Security Safeguards shall satisfy the minimal requirements set
13 forth in section 3(C) of this Exhibit D.

14 I. **“Security Breach”** means (i) any act or omission that compromises either the security,
15 confidentiality, value, or integrity of any Personal Information or the Security Safeguards,
16 or (ii) any unauthorized Use, Disclosure, or modification of, or any loss or destruction of,
17 or any corruption of or damage to, any Personal Information.

18 J. **“Use”** or any derivative of that word means to receive, acquire, collect, apply,
19 manipulate, employ, process, transmit, disseminate, access, store, disclose, or dispose
20 of Personal Information.

21 2. **Standard of Care**

22 A. The Contractor acknowledges that, in the course of its engagement by the County under
23 this Agreement, the Contractor, or any Authorized Persons, may Use Personal
24 Information only as permitted in this Agreement.

25 B. The Contractor acknowledges that Personal Information is deemed to be confidential
26 information of, or owned by, the County (or persons from whom the County receives or
27 has received Personal Information) and is not confidential information of, or owned or by,
28 the Contractor, or any Authorized Persons. The Contractor further acknowledges that all

Exhibit D

1 right, title, and interest in or to the Personal Information remains in the County (or
2 persons from whom the County receives or has received Personal Information)
3 regardless of the Contractor's, or any Authorized Person's, Use of that Personal
4 Information.

5 C. The Contractor agrees and covenants in favor of the Country that the Contractor shall:

- 6 i. keep and maintain all Personal Information in strict confidence, using such
7 degree of care under this section 2 as is reasonable and appropriate to avoid a
8 Security Breach;
- 9 ii. Use Personal Information exclusively for the purposes for which the Personal
10 Information is made accessible to the Contractor pursuant to the terms of this
11 Exhibit D;
- 12 iii. not Use, Disclose, sell, rent, license, or otherwise make available Personal
13 Information for the Contractor's own purposes or for the benefit of anyone other
14 than the County, without the County's express prior written consent, which the
15 County may give or withhold in its sole and absolute discretion; and
- 16 iv. not, directly or indirectly, Disclose Personal Information to any person (an
17 "Unauthorized Third Party") other than Authorized Persons pursuant to this
18 Agreement, without the Director's express prior written consent.

19 D. Notwithstanding the foregoing paragraph, in any case in which the Contractor believes it,
20 or any Authorized Person, is required to disclose Personal Information to government
21 regulatory authorities, or pursuant to a legal proceeding, or otherwise as may be
22 required by applicable law, Contractor shall (i) immediately notify the County of the
23 specific demand for, and legal authority for the disclosure, including providing County
24 with a copy of any notice, discovery demand, subpoena, or order, as applicable,
25 received by the Contractor, or any Authorized Person, from any government regulatory
26 authorities, or in relation to any legal proceeding, and (ii) promptly notify the County
27 before such Personal Information is offered by the Contractor for such disclosure so that
28 the County may have sufficient time to obtain a court order or take any other action the

Exhibit D

1 County may deem necessary to protect the Personal Information from such disclosure,
2 and the Contractor shall cooperate with the County to minimize the scope of such
3 disclosure of such Personal Information.

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

7 3. Information Security

8 A. The Contractor covenants, represents and warrants to the County that the Contractor's
9 Use of Personal Information under this Agreement does and will at all times comply with
10 all applicable federal, state, and local, privacy and data protection laws, as well as all
11 other applicable regulations and directives, including but not limited to California Civil
12 Code, Division 3, Part 4, Title 1.81 (beginning with section 1798.80), and the Song-
13 Beverly Credit Card Act of 1971 (California Civil Code, Division 3, Part 4, Title 1.3,
14 beginning with section 1747). If the Contractor Uses credit, debit or other payment
15 cardholder information, the Contractor shall at all times remain in compliance with the
16 Payment Card Industry Data Security Standard ("PCI DSS") requirements, including
17 remaining aware at all times of changes to the PCI DSS and promptly implementing and
18 maintaining all procedures and practices as may be necessary to remain in compliance
19 with the PCI DSS, in each case, at the Contractor's sole cost and expense.

20 B. The Contractor covenants, represents and warrants to the County that, as of the
21 effective date of this Agreement, the Contractor has not received notice of any violation
22 of any privacy or data protection laws, as well as any other applicable regulations or
23 directives, and is not the subject of any pending legal action or investigation by, any
24 government regulatory authority regarding same.

25 C. Without limiting the Contractor's obligations under section 3(A) of this Exhibit D, the
26 Contractor's (or Authorized Person's) Security Safeguards shall be no less rigorous than
27 accepted industry practices and, at a minimum, include the following:
28

Exhibit D

- 1 i. limiting Use of Personal Information strictly to the Contractor's and Authorized
2 Persons' technical and administrative personnel who are necessary for the
3 Contractor's, or Authorized Persons', Use of the Personal Information pursuant to
4 this Agreement;
- 5 ii. ensuring that all of the Contractor's connectivity to County computing systems
6 will only be through the County's security gateways and firewalls, and only
7 through security procedures approved upon the express prior written consent of
8 the Director;
- 9 iii. to the extent that they contain or provide access to Personal Information, (a)
10 securing business facilities, data centers, paper files, servers, back-up systems
11 and computing equipment, operating systems, and software applications,
12 including, but not limited to, all mobile devices and other equipment, operating
13 systems, and software applications with information storage capability; (b)
14 employing adequate controls and data security measures, both internally and
15 externally, to protect (1) the Personal Information from potential loss or
16 misappropriation, or unauthorized Use, and (2) the County's operations from
17 disruption and abuse; (c) having and maintaining network, device application,
18 database and platform security; (d) maintaining authentication and access
19 controls within media, computing equipment, operating systems, and software
20 applications; and (e) installing and maintaining in all mobile, wireless, or
21 handheld devices a secure internet connection, having continuously updated
22 anti-virus software protection and a remote wipe feature always enabled, all of
23 which is subject to express prior written consent of the Director;
- 24 iv. encrypting all Personal Information at advance encryption standards of Advanced
25 Encryption Standards (AES) of 128 bit or higher (a) stored on any mobile
26 devices, including but not limited to hard disks, portable storage devices, or
27 remote installation, or (b) transmitted over public or wireless networks (the
28 encrypted Personal Information must be subject to password or pass phrase, and

Exhibit D

1 be stored on a secure server and transferred by means of a Virtual Private
2 Network (VPN) connection, or another type of secure connection, all of which is
3 subject to express prior written consent of the Director);

- 4 v. strictly segregating Personal Information from all other information of the
5 Contractor, including any Authorized Person, or anyone with whom the
6 Contractor or any Authorized Person deals so that Personal Information is not
7 commingled with any other types of information;
- 8 vi. having a patch management process including installation of all operating system
9 and software vendor security patches;
- 10 vii. maintaining appropriate personnel security and integrity procedures and
11 practices, including, but not limited to, conducting background checks of
12 Authorized Employees consistent with applicable law; and
- 13 viii. providing appropriate privacy and information security training to Authorized
14 Employees.

15 D. During the term of each Authorized Employee's employment by the Contractor, the
16 Contractor shall cause such Authorized Employees to abide strictly by the Contractor's
17 obligations under this Exhibit D. The Contractor shall maintain a disciplinary process to
18 address any unauthorized Use of Personal Information by any Authorized Employees.

19 E. The Contractor shall, in a secure manner, backup daily, or more frequently if it is the
20 Contractor's practice to do so more frequently, Personal Information received from the
21 County, and the County shall have immediate, real time access, at all times, to such
22 backups via a secure, remote access connection provided by the Contractor, through the
23 Internet.

24 F. The Contractor shall provide the County with the name and contact information for each
25 Authorized Employee (including such Authorized Employee's work shift, and at least one
26 alternate Authorized Employee for each Authorized Employee during such work shift)
27 who shall serve as the County's primary security contact with the Contractor and shall be
28 available to assist the County twenty-four (24) hours per day, seven (7) days per week

Exhibit D

1 as a contact in resolving the Contractor's and any Authorized Persons' obligations
2 associated with a Security Breach or a Privacy Practices Complaint.

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

7 4. Security Breach Procedures

8 A. Immediately upon the Contractor's awareness or reasonable belief of a Security Breach,
9 the Contractor shall (i) notify the Director of the Security Breach, such notice to be given
10 first by telephone at the following telephone number, followed promptly by email at the
11 following email addresses and telephone numbers: incidents@fresnocountyca.gov,
12 (559) 600-5900, and ProbationContracts@fresnocountyca.gov (which telephone number
13 and email address the County may update by providing notice to the Contractor), and (ii)
14 preserve all relevant evidence (and cause any affected Authorized Person to preserve
15 all relevant evidence) relating to the Security Breach. The notification shall include, to
16 the extent reasonably possible, the identification of each type and the extent of Personal
17 Information that has been, or is reasonably believed to have been, breached, including
18 but not limited to, compromised, or subjected to unauthorized Use, Disclosure, or
19 modification, or any loss or destruction, corruption, or damage.

20 B. Immediately following the Contractor's notification to the County of a Security Breach, as
21 provided pursuant to section 4(A) of this Exhibit D, the Parties shall coordinate with each
22 other to investigate the Security Breach. The Contractor agrees to fully cooperate with
23 the County, including, without limitation:

- 24 i. assisting the County in conducting any investigation;
- 25 ii. providing the County with physical access to the facilities and operations
26 affected;
- 27 iii. facilitating interviews with Authorized Persons and any of the Contractor's other
28 employees knowledgeable of the matter; and

Exhibit D

1 iv. making available all relevant records, logs, files, data reporting and other
2 materials required to comply with applicable law, regulation, industry standards,
3 or as otherwise reasonably required by the County.

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

9 C. County shall promptly notify the Contractor of the Director's knowledge, or reasonable
10 belief, of any Privacy Practices Complaint, and upon the Contractor's receipt of that
11 notification, the Contractor shall promptly address such Privacy Practices Complaint,
12 including taking any corrective action under this Exhibit D, all at the Contractor's sole
13 expense, in accordance with applicable privacy rights, laws, regulations and standards.
14 In the event the Contractor discovers a Security Breach, the Contractor shall treat the
15 Privacy Practices Complaint as a Security Breach. Within 24 hours of the Contractor's
16 receipt of notification of such Privacy Practices Complaint, the Contractor shall notify the
17 County whether the matter is a Security Breach, or otherwise has been corrected and
18 the manner of correction, or determined not to require corrective action and the reason
19 for that determination.

20 D. The Contractor shall take prompt corrective action to respond to and remedy any
21 Security Breach and take mitigating actions, including but not limiting to, preventing any
22 reoccurrence of the Security Breach and correcting any deficiency in Security
23 Safeguards as a result of such incident, all at the Contractor's sole expense, in
24 accordance with applicable privacy rights, laws, regulations and standards. The
25 Contractor shall reimburse the County for all reasonable costs incurred by the County in
26 responding to, and mitigating damages caused by, any Security Breach, including all
27 costs of the County incurred relation to any litigation or other action described section
28 4(E) of this Exhibit D.

Exhibit D

1 E. The Contractor agrees to cooperate, at its sole expense, with the County in any litigation
2 or other action to protect the County's rights relating to Personal Information, including
3 the rights of persons from whom the County receives Personal Information.

4 5. **Oversight of Security Compliance**

5 A. The Contractor shall have and maintain a written information security policy that specifies
6 Security Safeguards appropriate to the size and complexity of the Contractor's operations
7 and the nature and scope of its activities.

8 B. Upon the County's written request, to confirm the Contractor's compliance with this Exhibit
9 D, as well as any applicable laws, regulations and industry standards, the Contractor grants
10 the County or, upon the County's election, a third party on the County's behalf, permission
11 to perform an assessment, audit, examination or review of all controls in the Contractor's
12 physical and technical environment in relation to all Personal Information that is Used by
13 the Contractor pursuant to this Agreement. The Contractor shall fully cooperate with such
14 assessment, audit or examination, as applicable, by providing the County or the third party
15 on the County's behalf, access to all Authorized Employees and other knowledgeable
16 personnel, physical premises, documentation, infrastructure and application software that is
17 Used by the Contractor for Personal Information pursuant to this Agreement. In addition,
18 the Contractor shall provide the County with the results of any audit by or on behalf of the
19 Contractor that assesses the effectiveness of the Contractor's information security program
20 as relevant to the security and confidentiality of Personal Information Used by the
21 Contractor or Authorized Persons during the course of this Agreement under this Exhibit D.

22 C. The Contractor shall ensure that all Authorized Persons who Use Personal Information
23 agree to the same restrictions and conditions in this Exhibit D. that apply to the Contractor
24 with respect to such Personal Information by incorporating the relevant provisions of these
25 provisions into a valid and binding written agreement between the Contractor and such
26 Authorized Persons, or amending any written agreements to provide same.

27 6. **Return or Destruction of Personal Information.** Upon the termination of this Agreement,
28 the Contractor shall, and shall instruct all Authorized Persons to, promptly return to the

Exhibit D

1 County all Personal Information, whether in written, electronic or other form or media, in its
2 possession or the possession of such Authorized Persons, in a machine readable form used
3 by the County at the time of such return, or upon the express prior written consent of the
4 Director, securely destroy all such Personal Information, and certify in writing to the County
5 that such Personal Information have been returned to the County or disposed of securely,
6 as applicable. If the Contractor is authorized to dispose of any such Personal Information, as
7 provided in this Exhibit D, such certification shall state the date, time, and manner (including
8 standard) of disposal and by whom, specifying the title of the individual. The Contractor shall
9 comply with all reasonable directions provided by the Director with respect to the return or
10 disposal of Personal Information and copies of Personal Information. If return or disposal of
11 such Personal Information or copies of Personal Information is not feasible, the Contractor
12 shall notify the County accordingly, specifying the reason, and continue to extend the
13 protections of this Exhibit D to all such Personal Information and copies of Personal
14 Information. The Contractor shall not retain any copy of any Personal Information after
15 returning or disposing of Personal Information as required by this section 6. The
16 Contractor's obligations under this section 6 survive the termination of this Agreement and
17 apply to all Personal Information that the Contractor retains if return or disposal is not
18 feasible and to all Personal Information that the Contractor may later discover.

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

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Exhibit D

- 1 8. **Indemnity.** The Contractor shall defend, indemnify and hold harmless the County, its
2 officers, employees, and agents, (each, a “**County Indemnitee**”) from and against any and
3 all infringement of intellectual property including, but not limited to infringement of copyright,
4 trademark, and trade dress, invasion of privacy, information theft, and extortion,
5 unauthorized Use, Disclosure, or modification of, or any loss or destruction of, or any
6 corruption of or damage to, Personal Information, Security Breach response and remedy
7 costs, credit monitoring expenses, forfeitures, losses, damages, liabilities, deficiencies,
8 actions, judgments, interest, awards, fines and penalties (including regulatory fines and
9 penalties), costs or expenses of whatever kind, including attorneys’ fees and costs, the cost
10 of enforcing any right to indemnification or defense under this Exhibit D and the cost of
11 pursuing any insurance providers, arising out of or resulting from any third party claim or
12 action against any County Indemnitee in relation to the Contractor’s, its officers, employees,
13 or agents, or any Authorized Employee’s or Authorized Person’s, performance or failure to
14 perform under this Exhibit D or arising out of or resulting from the Contractor’s failure to
15 comply with any of its obligations under this section 8. The provisions of this section 8 do not
16 apply to the acts or omissions of the County. The provisions of this section 8 are cumulative
17 to any other obligation of the Contractor to, defend, indemnify, or hold harmless any County
18 Indemnitee under this Agreement. The provisions of this section 8 shall survive the
19 termination of this Agreement.
- 20 9. **Survival.** The respective rights and obligations of the Contractor and the County as stated
21 in this Exhibit D shall survive the termination of this Agreement.
- 22 10. **No Third Party Beneficiary.** Nothing express or implied in the provisions of in this Exhibit D
23 is intended to confer, nor shall anything in this Exhibit D confer, upon any person other than
24 the County or the Contractor and their respective successors or assignees, any rights,
25 remedies, obligations or liabilities whatsoever.
- 26 11. **No County Warranty.** The County does not make any warranty or representation whether
27 any Personal Information in the Contractor’s (or any Authorized Person’s) possession or
28 control or Use by the Contractor (or any Authorized Person), pursuant to the terms of this

Exhibit D

1 Agreement is or will be secure from unauthorized Use, or a Security Breach or Privacy
2 Practices Complaint.

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Exhibit E

Compensation

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

The maximum cost reimbursement amount each month shall be prorated based on the average bed capacity for the month according to the following methodology:

- 1) Average bed capacity is two (2) or fewer: payment shall not exceed 1/12th of the annual maximum compensation as identified in Exhibit E-1.
- 2) Average bed capacity is three (3) or higher: payment shall not to exceed 1/12th of the annual maximum compensation as identified in Exhibit E-2.
- 3) If three (3) pay periods occur within a month, the average bed capacity will not be used; payment will be based solely on actual costs.

Startup costs in year one (1) shall be reimbursed, up to budget line maximum amount, regardless of actual number of beds filled.

Bed capacity is defined as an approved referral with an active placement at the Step-Down House and an approved referral without an active placement for which Contractor is providing services pursuant to this Agreement that are intended to result in a placement.

Contractor may request a one-time advance of up to 1/12th of the Year One (1) salaries and benefits subtotal in Exhibit E-1 which is \$70,003, effective upon execution of the Agreement with written approval by the Chief Probation Officer or their designee. Any advance issued shall be offset against subsequent invoice payments submitted by the Contractor. Contractor shall provide supporting documentation for any use of the one-time advance.

Exhibit E-1

Budget Summary

ORGANIZATION: VALLEY TEEN RANCH

SERVICES: 0-2 Bed Youth Count

CONTRACT PERIOD: Year 1

CONTRACT AMOUNT: \$1,205,338

Transitional Housing Program - Budget Categories		
Category	Amount	Budget Narrative/Justification: <i>Briefly explain how the cost was calculated and why it's necessary.</i>
Salaries		Rounded to the nearest whole number
1 FTE, House Manager: \$7367/month X 12	\$ 88,404.00	House Manager (TBH), estimated at 40 hrs./week or 1 FTE to this program. Responsible for residential program management, hiring and supervision of staff.
1 FTE, Social Worker: \$5720/month X 12	\$ 68,640.00	Social Worker (TBH), This position is estimated at 40 hours a week to provide counseling, EBP programs and staff training. Can carry a caseload up to 8 participants.
1 FTE, Home/Life Skills/Nutrition Coordinator: \$3987/month X 12	\$ 47,844.00	Home/Life Skills/Nutrition Coordinator (TBH), 1 FTE or 40 hours/week. Prepares food for breakfast, lunch and dinner to all residents (and direct care staff on shift per state licensing rules), ensuring that all menu items are in compliance with nutritional standards for residential programs. Also does all the ordering of food supplies as well as household supplies for the unit.
2 FTE, Shift Supervisor: \$4333.50 X2,X12	\$ 104,004.00	Shift Supervisor (TBH), 2 FTE. Responsible for program supervision and ensuring the needs of clients are met.
2 FTE, Morning Staff: \$3813.5 X2,X12	\$ 91,524.00	Direct Care Staff (TBH), who provide care and supervision and transportation to residents in the program. 2 FTE
2 FTE, Evening Staff: \$3986.50 X2,X12	\$ 95,676.00	Direct Care Staff (TBH), who provide care and supervision and transportation to residents in the program. 2 FTE
2 FTE, Awake Night Staff: \$4116.50 X2,X12	\$ 98,796.00	Direct Care Staff (TBH), who provide care and supervision and transportation to residents in the program. 2 FTE
Overtime	\$ 22,792.00	Overtime/Staff Coverage - Staff overtime may be required in the event of staff going on sick leave, vacation, children that need one-on-one coverage, etc.
Subtotal Salaries	\$ 617,680.00	
Benefits		
FICA - required at 7.65% of salaries.	\$ 47,252.52	
Unemployment - estimated at 3.4% of salaries.	\$ 21,001.12	
Worker's Compensation - estimated at 5.95% of salaries.	\$ 36,751.96	
Health Insurance - estimated at 16% of salaries.	\$ 98,828.80	
Retirement estimated at 3% of salaries.	\$ 18,530.40	
Subtotal Benefits	\$ 222,364.80	
Total Salaries & Benefits	\$ 840,044.80	

Exhibit E-1

Category	Amount	Budget Narrative/Justification: Briefly explain how the cost was calculated and why it's necessary.
Operational		
<i>Food</i>	\$ 18,250.00	Client Food - estimated at \$25 x 365 days x 2 residents.
<i>Youth Medical Supplies</i>	\$ 1,000.00	Client Medical Supplies - includes medical supplies for the medical cart, limited over the counter medications such as advil, tylenol, cold medicine, band aids, triple antibiotic cream, medicine cups, etc...
<i>Office Supplies</i>	\$ 804.00	Office Supplies are estimated at \$67/mo. for Office supplies include envelopes, file folders, pens, pencils, copier paper, highlighters, staples, file cabinets, storage boxes, paper clips, tape, binders, and other general office supplies.
<i>Copying & Printing</i>	\$ 450.00	Copying & Printing are estimated at \$37.50 per month.
<i>Postage</i>	\$ 200.00	Postage is expected at \$200/year for postage correspondence and overnight mail.
<i>Telephone</i>	\$ 5,520.00	Telephone charges for landline and cell phone. Total estimated \$460 per month.
<i>Internet</i>	\$ 2,880.00	Internet is estimated at \$240 per month.
<i>Computer Software Subscriptions</i>	\$ 38,017.00	Computer Software and user fees. Estimated at \$3168.08X12.
<i>Computer Maintenance & IT Support</i>	\$ 12,168.00	Computer Maintenance & IT Support estimated at \$1,014/month for VTR's database for this program maintenance.
<i>Employee Training</i>	\$ 9,900.00	Employee Training - local training is anticipated at approx \$75 per 11 FTE per month is \$825 per month for training staff locally. This includes new staff training & state required training.
<i>Professional Fees - Background Checks</i>	\$ 1,352.00	Professional Fees - background checks
<i>Staff Mileage</i>	\$ 2,100.00	Staff Mileage - staff mileage of 250 miles per month is anticipated at \$.70/mile.
<i>Staff Recruitment Costs</i>	\$ 1,200.00	Staff Recruitment Costs - estimated at \$100/month for new hires. Due to attrition we anticipate an ongoing recruitment costs.
<i>License, Permits & Association Dues</i>	\$ 2,400.00	California Alliance: provides Catalyst, including license fees & dues
<i>Building - Vector Control</i>	\$ 4,800.00	Maint. & Repair - Vector Control and includes \$500 for set up fee and/or disinfecting for bed bugs. Vermin and squirrel abatement treatments.
<i>Janitorial, bathroom & laundry supplies</i>	\$ 1,440.00	Janitorial, bathroom supplies and detergent, dryer sheets, add-ons, equipment maintenance
<i>Kitchen Supplies & small appliance replacement</i>	\$ 1,000.00	Monthly kitchen Supplies & small appliance and silverware replacement as needed
<i>PPE Supplies</i>	\$ 1,320.00	PPE Supplies anticipated \$8 x 2 participants youth = \$16 + \$8 x 11 FTE = \$104, plus extra PPE for visitors equal a total of \$110 per month.
<i>Maint. - Janitorial Services & HVAC maintenance</i>	\$ 9,600.00	Maint. & Repair - Building includes the cost of the janitorial service \$600 monthly and HVAC routine maintenance \$2000 2-3 visits/year. \$200X2 Pressure washer rental or service
<i>Maint. & Ground keeping supplies - Grounds</i>	\$ 4,800.00	Maint. & Repair - Grounds includes the cost of grounds maintenance (mowing & landscaping \$300, groundskeeping supplies \$100 etc) Total estimated \$400 per month. Purchasing, blower, trash cans, Shovels, wheelbarrow, rakes, brooms, & other gardening supplies.
	\$ -	
Subtotal Operational	\$ 119,201.00	

Exhibit E-1

Category	Amount	Budget Narrative/Justification: Briefly explain how the cost was calculated and why it's necessary.
Equipment		
<i>Staff Computers- Replacements</i>	\$ 1,500.00	Staff Computer & accessories - 1 replacement computers for staff at \$1,500 each.
<i>Youth Computers- Replacements</i>	\$ 1,000.00	Youth Computers & accessories - 1 replacement youth computers at \$1,000 each.
<i>Leased Copier</i>	\$ 2,400.00	One Copier Lease is estimated at \$200 per month for this program.
	\$ -	
Subtotal Equipment	\$ 4,900.00	
Transportation for Youth		
<i>Leased Vehicles</i>	\$ 21,600.00	Vehicle Lease - Anticipate leasing (2) vehicles at \$1800X12
<i>Vehicle Maintenance</i>	\$ 4,800.00	Van Maintenance & Repair - vehicle estimated at \$2400x2 for minor repairs (oil change, wipers, monthly cleanings, etc.)
<i>Vehicle Gas & Oil</i>	\$ 9,600.00	Vehicle Gas & Oil - for estimated costs on leased vehicles
<i>Vehicle Insurance & Registration</i>	\$ 7,200.00	Auto Insurance is estimated at \$300 per vehicle on average per month.
Subtotal Transportation for Youth	\$ 43,200.00	
Direct Youth Financial Assistance		
<i>Youth Clothing</i>	\$ 2,800.00	Clothing - is anticipated for 2 cohorts of youth arriving during the year x 2 per group x \$700 per youth. Provide up to \$700X2X2 for clothing as needed.
<i>Educational Support</i>	\$ 1,000.00	Client Education Supplies - curriculum, tutorials, videos & books.
<i>Specialized Tutoring</i>	\$ 1,000.00	Specialized Tutoring for Youth
<i>Employment Support</i>	\$ 2,000.00	Client Employment Support Expenses: Work clothing, tools, certifications
<i>Recreation Activity Fees, including bus passes and taxi/rideshare fund</i>	\$ 3,664.00	Youth Recreation Activity Fees -Anticipated costs for: Streaming Service for the home, monthly bus passes, taxi/rideshare fund.
<i>Recreational Supplies</i>	\$ 1,200.00	Youth Recreational Supplies - this is estimated cost of for recreation which would include purchase of sports supplies, artistic supplies, etc.
<i>Client Personal Hygiene items, haircuts and incidentals</i>	\$ 8,160.00	Client Personal Items - \$260 per month estimated costs for personal hygiene and day-to-day living costs and haircuts. Estimated \$5040 fund for any other necessary services not otherwise covered by the placing agency.
Subtotal Direct Client Financial Assistance	\$ 19,824.00	
Other		
<i>Professional Fees - A-133 Single Audit</i>	\$ 3,500.00	Professional Fees - A-133 Single Audit - estimated at \$3,500
<i>Professional and General Liability Insurance</i>	\$ 11,000.00	Estimated Professional and General Liability Insurance
<i>Property insurance</i>	\$ 7,680.00	Property insurance is estimated at \$640 per month for this program. It includes property, bonding and general insurance.
<i>Start up Cost - Household items</i>	\$ 5,000.00	Start up Cost - Household items: utensils, towels, linens, toaster, coffee maker, storage/organization items, bathroom rugs, etc. This is a one-time cost.
<i>Start up Cost - Individual secure storage systems</i>	\$ 10,500.00	Start up Cost - Individual secure storage: Lockers for staff, youth and to keep hazardous materials, volatile & toxic substances, hand tools safe. This is a one-time cost.

Exhibit E-1

Category	Amount	Budget Narrative/Justification: Briefly explain how the cost was calculated and why it's necessary.
<i>Start up Cost - Mail Sorting/Storage System</i>	\$ 300.00	Start up Cost - Mail Sorting/Storage System. This is a one-time cost.
<i>Start up Cost - Key Inventory, Control & Storage System</i>	\$ 4,000.00	Start up Cost - Key Inventory, Control & Storage System: Basic Electronic key cabinet for residents and staff, including installation. This is a one-time cost.
<i>Start up Cost - Vehicle Lease Down Payments</i>	\$ 9,000.00	Start up Cost - (2) Vehicle Lease Down Payments. This is a one-time cost.
<i>Start up Cost - Community Computer, Monitors, Printers & Peripherals</i>	\$ 4,600.00	Start up Cost - estimated 2 staff and 1 community= 3 Computers (\$1065 x 3), 2 Printers (\$250 x2), \$905 monitors, peripherals, etc. This is a one-time cost.
Subtotal Other	\$ 55,580.00	
Indirect Cost *not to exceed 15% of total salaries and benefits minus overtime		
<i>VTR - De Minimis 15% rate of Salaries & Benefits cost , excluding OT</i>	\$ 122,588.00	
	\$ -	
	\$ -	
Subtotal Indirect Cost	\$ 122,588.00	
Total	\$ 1,205,338.00	

NOTE:
Submitted invoices shall include itemized detail of cost and will include necessary backup as determined by Probation.

Salaries & Benefits (S&B) should only reflect costs associated with **direct service staff**, those who are actively providing program-related services to youths. Staff not engaged in direct service delivery, such as administrative personnel or program managers, should be categorized under **Indirect Costs**.

Personal vehicle: Mileage reimbursement will follow the U.S. General Services Administration (GSA) Per Diem rates. All reimbursement requests must be accompanied by supporting documentation submitted with the invoice.

Leased vehicle: Lease costs will be reimbursed with documentation; no mileage reimbursement. Mileage isn't applicable.

Exhibit E-1

Budget Summary

ORGANIZATION: VALLEY TEEN RANCH

SERVICES: 0-2 Bed Youth Count

CONTRACT PERIOD: Year 2

CONTRACT AMOUNT: \$1,207,099

Transitional Housing Program - Budget Categories		
Category	Amount	Budget Narrative/Justification: Briefly explain how the cost was calculated and why it's necessary.
Salaries		
		Rounded to the nearest whole number
1 FTE, House Manager: \$7588/month X 12	\$ 91,056.00	House Manager (TBH), estimated at 40 hrs./week or 1 FTE to this program. Responsible for residential program management, hiring and supervision of staff.
1 FTE, Social Worker: \$5892/month X 12	\$ 70,699.00	Social Worker (TBH), This position is estimated at 40 hours a week to provide counseling, EBP programs and staff training. Can carry a caseload up to 8 participants.
1 FTE, Home/Life Skills/Nutrition Coordinator: \$4106/month X 12	\$ 49,279.00	Home/Life Skills/Nutrition Coordinator (TBH), 1 FTE or 40 hours/week. Prepares food for breakfast, lunch and dinner to all residents (and direct care staff on shift per state licensing rules), ensuring that all menu items are in compliance with nutritional standards for residential programs. Also does all the ordering of food supplies as well as household supplies for the unit.
2 FTE, Shift Supervisor: \$4463.5X2,X12	\$ 107,124.00	Shift Supervisor (TBH), 2 FTE or 40 hours/week. Responsible for program supervision and ensuring the needs of clients are met.
2 FTE, Morning Staff: \$3928 X2,X12	\$ 94,270.00	Direct Care Staff (TBH), who provide care and supervision and transportation to residents in the program. 2 FTE I
2 FTE, Evening Staff: \$4106.5 X2,X12	\$ 98,546.00	Direct Care Staff (TBH), who provide care and supervision and transportation to residents in the program. 2 FTE
2 FTE, Awake Night Staff: \$4240 X2,X12	\$ 101,760.00	Direct Care Staff (TBH), who provide care and supervision and transportation to residents in the program. 2 FTE
Overtime	\$ 23,476.00	Overtime/Staff Coverage - Staff overtime may be required in the event of staff going on sick leave, vacation, children that need one-on-one coverage, etc.
Subtotal Salaries	\$ 636,210.00	
Benefits		
FICA - required at 7.65% of salaries.	\$ 48,670.07	
Unemployment - estimated at 3.4% of salaries.	\$ 21,631.14	
Worker's Compensation - estimated at 5.95% of salaries.	\$ 37,854.50	
Health Insurance - estimated at 16% of salaries.	\$ 101,793.60	
Retirement estimated at 3% of salaries.	\$ 19,086.30	
Subtotal Benefits	\$ 229,035.60	
Total Salaries & Benefits	\$ 865,245.60	
Operational		
Food	\$ 18,798.00	Client Food - estimated at \$25 x 365 days x 2 residents.

Exhibit E-1

<i>Youth Medical Supplies</i>	\$	1,030.00	Client Medical Supplies - includes medical supplies for the medical cart, limited over the counter medications such as advil, tylenol, cold medicine, band aids, triple antibiotic cream, medicine cups, etc...
<i>Office Supplies</i>	\$	828.00	Office Supplies are estimated at \$67/mo. for Office supplies include envelopes, file folders, pens, pencils, copier paper, highlighters, staples, file cabinets, storage boxes, paper clips, tape, binders, and other general office supplies.
<i>Copying & Printing</i>	\$	464.00	Copying & Printing are estimated at \$37.50 per month.
<i>Postage</i>	\$	206.00	Postage is expected at \$200/year for postage correspondence and overnight mail.
<i>Telephone</i>	\$	5,686.00	Telephone charges for landline and cell phone. Total estimated \$460 per month.
<i>Internet</i>	\$	2,966.00	Internet is estimated at \$240 per month.
<i>Computer Software Subscriptions</i>	\$	39,158.00	Computer Software and user fees. Estimated at \$3168.08X12.
<i>Computer Maintenance & IT Support</i>	\$	12,533.00	Computer Maintenance & IT Support estimated at \$1,014/month for VTR's database for this program maintenance.
<i>Employee Training</i>	\$	10,197.00	Employee Training - local training is anticipated at approx \$75 per 11 FTE per month is \$825 per month for training staff locally. This includes new staff training & state required training.
<i>Professional Fees - Background Checks</i>	\$	1,393.00	Professional Fees - background checks
<i>Staff Mileage</i>	\$	2,163.00	Staff Mileage - staff mileage of 250 miles per month is anticipated at \$.70/mile.
<i>Staff Recruitment Costs</i>	\$	1,236.00	Staff Recruitment Costs - estimated at \$100/month for new hires. Due to attrition we anticipate an ongoing recruitment costs.
<i>License, Permits & Association Dues</i>	\$	2,472.00	California Alliance: provides Catalyst, including license fees & dues
<i>Building - Vector Control</i>	\$	4,944.00	Maint. & Repair - Vector Control and includes \$500 for set up fee and/or disinfecting for bed bugs. Vermin and squirrel abatement treatments.
<i>Janitorial, bathroom & laundry supplies</i>	\$	1,483.00	Janitorial, bathroom supplies and detergent, dryer sheets, add-ons, equipment maintenance
<i>Kitchen Supplies & small appliance replacement</i>	\$	1,030.00	Monthly kitchen Supplies & small appliance and silverware replacement as needed
<i>PPE Supplies</i>	\$	1,360.00	PPE Supplies anticipated \$8 x 2 participants youth = \$16 + \$8 x 11 FTE = \$104, plus extra PPE for visitors equal a total of \$110 per month.
<i>Maint. - Janitorial Services & HVAC maintenance</i>	\$	9,888.00	Maint. & Repair - Building includes the cost of the janitorial service \$600 monthly and HVAC routine maintenance \$2000 2-3 visits/year. \$200X2 Pressure washer rental or service
<i>Maint. & Ground keeping supplies - Grounds</i>	\$	4,944.00	Maint. & Repair - Grounds includes the cost of grounds maintenance (mowing & landscaping \$300, groundskeeping supplies \$100 etc) Total estimated \$400 per month. Purchasing, blower, trash cans, Shovels, wheelbarrow, rakes, brooms, & other gardening supplies.
	\$	-	
Subtotal Operational	\$	122,779.00	
Equipment			
<i>Staff Computers- Replacements</i>	\$	1,545.00	Staff Computer & accessories - 1 replacement computers for staff at \$1,500 each.
<i>Youth Computers- Replacements</i>	\$	1,030.00	Youth Computers & accessories - 1 replacement youth computers at \$1,000 each.
<i>Leased Copier</i>	\$	2,472.00	One Copier Lease is estimated at \$200 per month for this program.

Exhibit E-1

	\$	-	
Subtotal Equipment	\$	5,047.00	
Transportation for Youth			
<i>Leased Vehicles</i>	\$	22,248.00	Vehicle Lease - Anticipate leasing (2) vehicles at \$1800X12
<i>Vehicle Maintenance</i>	\$	4,944.00	Van Maintenance & Repair - vehicle estimated at \$2400x2 for minor repairs (oil change, wipers, monthly cleanings, etc.)
<i>Vehicle Gas & Oil</i>	\$	9,888.00	Vehicle Gas & Oil - for estimated costs on leased vehicles
<i>Vehicle Insurance & Registration</i>	\$	7,416.00	Auto Insurance is estimated at \$300 per vehicle on average per month.
Subtotal Transportation for Youth	\$	44,496.00	
Direct Youth Financial Assistance			
<i>Youth Clothing</i>	\$	2,884.00	Clothing - is anticipated for 2 cohorts of youth arriving during the year x 2 per group x \$700 per youth. Provide up to \$700X2X2 for clothing as needed.
<i>Educational Support</i>	\$	1,030.00	Client Education Supplies - curriculum, tutorials, videos & books.
<i>Specialized Tutoring</i>	\$	1,030.00	Specialized Tutoring for Youth
<i>Employment Support</i>	\$	2,060.00	Client Employment Support Expenses: Work clothing, tools, certifications
<i>Recreation Activity Fees, including bus passes and taxi/rideshare fund</i>	\$	3,774.00	Youth Recreation Activity Fees -Anticipated costs for: Streaming Service for the home, monthly bus passes, taxi/rideshare fund.
<i>Recreational Supplies</i>	\$	1,236.00	Youth Recreational Supplies - this is estimated cost of for recreation which would include purchase of sports supplies, artistic supplies, etc.
<i>Client Personal Hygiene items, haircuts and incidentals</i>	\$	8,407.00	Client Personal Items - \$260 per month estimated costs for personal hygiene and day-to-day living costs and haircuts. Estimated \$5287 fund for any other necessary services not otherwise covered by the placing agency.
Subtotal Direct Client Financial Assistance	\$	20,421.00	
Other			
<i>Professional Fees - A-133 Single Audit</i>	\$	3,605.00	Professional Fees - A-133 Single Audit - estimated at \$3,500
<i>Professional and General Liability Insurance</i>	\$	11,330.00	Professional and General Liability Insurance estimated at \$700 per FTE
<i>Property insurance</i>	\$	7,910.00	Property insurance is estimated at \$640 per month for this program. It includes property, bonding and general insurance.
Subtotal Other	\$	22,845.00	
Indirect Cost *not to exceed 15% of total salaries and benefits minus overtime			
<i>VTR - De Minimis 15% rate of Salaries & Benefits cost , excluding OT</i>	\$	126,265.00	
	\$	-	
	\$	-	
Subtotal Indirect Cost	\$	126,265.00	
Total	\$	1,207,099.00	

NOTE:

Submitted invoices shall include itemized detail of cost and will include necessary backup as determined by Probation.

Exhibit E-1

Salaries & Benefits (S&B) should only reflect costs associated with **direct service staff**, those who are actively providing program-related services to youths. Staff not engaged in direct service delivery, such as administrative personnel or program managers, should be categorized under **Indirect Costs**.

Personal vehicle: Mileage reimbursement will follow the U.S. General Services Administration (GSA) Per Diem rates. All reimbursement requests must be accompanied by supporting documentation submitted with the invoice.

Leased vehicle: Lease costs will be reimbursed with documentation; no mileage reimbursement. Mileage isn't applicable.

Line Item Budget Increased by 3% over PY budget.

Exhibit E-1

Budget Summary

ORGANIZATION: VALLEY TEEN RANCH

SERVICES: 0-2 Bed Youth Count

CONTRACT PERIOD: Year 3

CONTRACT AMOUNT: \$1,243,313

Transitional Housing Program - Budget Categories		
Category	Amount	Budget Narrative/Justification: Briefly explain how the cost was calculated and why it's necessary.
Salaries		Rounded to the nearest whole number
1 FTE, House Manager: \$7815/month X 12	\$ 93,784.00	House Manager (TBH), estimated at 40 hrs./week or 1 FTE to this program. Responsible for residential program management, hiring and supervision of staff.
1 FTE, Social Worker: \$6068/month X 12	\$ 72,820.00	Social Worker (TBH), This position is estimated at 40 hours a week to provide counseling, EBP programs and staff training. Can carry a caseload up to 8 participants.
1 FTE, Home/Life Skills/Nutrition Coordinator: \$4229/month X 12	\$ 50,753.00	Home/Life Skills/Nutrition Coordinator (TBH), 1 FTE or 40 hours/week. Prepares food for breakfast, lunch and dinner to all residents (and direct care staff on shift per state licensing rules), ensuring that all menu items are in compliance with nutritional standards for residential programs. Also does all the ordering of food supplies as well as household supplies for the unit.
2 FTE, Shift Supervisor: \$4597.5 X2,X12	\$ 110,334.00	Shift Supervisor (TBH), 2 FTE or 40 hours/week. Responsible for program supervision and ensuring the needs of clients are met.
2 FTE, Morning Staff: \$4045.5 X2,X12	\$ 97,094.00	Direct Care Staff (TBH), who provide care and supervision and transportation to residents in the program. 2 FTE
2 FTE, Evening Staff: \$4229.5 X2,X12	\$ 101,507.00	Direct Care Staff (TBH), who provide care and supervision and transportation to residents in the program. 2 FTE
2 FTE, Awake Night Staff: \$4367.5 X2,X12	\$ 104,817.00	Direct Care Staff (TBH), who provide care and supervision and transportation to residents in the program. 2 FTE
Overtime	\$ 24,180.00	Overtime/Staff Coverage - Staff overtime may be required in the event of staff going on sick leave, vacation, children that need one-on-one coverage, etc. .
Subtotal Salaries	\$ 655,289.00	
Benefits		
FICA - required at 7.65% of salaries.	\$ 50,129.61	
Unemployment - estimated at 3.4% of salaries.	\$ 22,279.83	
Worker's Compensation - estimated at 5.95% of salaries.	\$ 38,989.70	
Health Insurance - estimated at 16% of salaries.	\$ 104,846.24	
Retirement estimated at 3% of salaries.	\$ 19,658.67	
Subtotal Benefits	\$ 235,904.04	
Total Salaries & Benefits	\$ 891,193.04	
Operational		
Food	\$ 19,362.00	Client Food - estimated at \$25 x 365 days x 2 residents.

Exhibit E-1

<i>Youth Medical Supplies</i>	\$	1,061.00	Client Medical Supplies - includes medical supplies for the medical cart, limited over the counter medications such as advil, tylenol, cold medicine, band aids, triple antibiotic cream, medicine cups, etc...
<i>Office Supplies</i>	\$	853.00	Office Supplies are estimated at \$67/mo. for Office supplies include envelopes, file folders, pens, pencils, copier paper, highlighters, staples, file cabinets, storage boxes, paper clips, tape, binders, and other general office supplies.
<i>Copying & Printing</i>	\$	478.00	Copying & Printing are estimated at \$37.50 per month.
<i>Postage</i>	\$	212.00	Postage is expected at \$200/year for postage correspondence and overnight mail.
<i>Telephone</i>	\$	5,857.00	Telephone charges for landline and cell phone. Total estimated \$460 per month.
<i>Internet</i>	\$	3,055.00	Internet is estimated at \$240 per month.
<i>Computer Software Subscriptions</i>	\$	40,333.00	Computer Software and user fees. Estimated at \$3168.08X12.
<i>Computer Maintenance & IT Support</i>	\$	12,909.00	Computer Maintenance & IT Support estimated at \$1,014/month for VTR's database for this program maintenance.
<i>Employee Training</i>	\$	10,503.00	Employee Training - local training is anticipated at approx \$75 per 11 FTE per month is \$825 per month for training staff locally. This includes new staff training & state required training.
<i>Professional Fees - Background Checks</i>	\$	1,435.00	Professional Fees - background checks
<i>Staff Mileage</i>	\$	2,228.00	Staff Mileage - staff mileage of 250 miles per month is anticipated at \$.70/mile.
<i>Staff Recruitment Costs</i>	\$	1,273.00	Staff Recruitment Costs - estimated at \$100/month for new hires. Due to attrition we anticipate an ongoing recruitment costs.
<i>License, Permits & Association Dues</i>	\$	2,546.00	California Alliance: provides Catalyst, including license fees & dues
<i>Building - Vector Control</i>	\$	5,092.00	Maint. & Repair - Vector Control and includes \$500 for set up fee and/or disinfecting for bed bugs. Vermin and squirrel abatement treatments.
<i>Janitorial, bathroom & laundry supplies</i>	\$	1,527.00	Janitorial, bathroom supplies and detergent, dryer sheets, add-ons, equipment maintenance
<i>Kitchen Supplies & small appliance replacement</i>	\$	1,061.00	Monthly kitchen Supplies & small appliance and silverware replacement as needed
<i>PPE Supplies</i>	\$	1,401.00	PPE Supplies anticipated \$8 x 2 participants youth = \$16 + \$8 x 11 FTE = \$104, plus extra PPE for visitors equal a total of \$110 per month.
<i>Maint. - Janitorial Services & HVAC maintenance</i>	\$	10,185.00	Maint. & Repair - Building includes the cost of the janitorial service \$600 monthly and HVAC routine maintenance \$2000 2-3 visits/year. \$200x2 Pressure washer rental or service
<i>Maint. & Ground keeping supplies - Grounds</i>	\$	5,092.00	Maint. & Repair - Grounds includes the cost of grounds maintenance (mowing & landscaping \$300, groundskeeping supplies \$100 etc) Total estimated \$400 per month. Purchasing, blower, trash cans, Shovels, wheelbarrow, rakes, brooms, & other gardening supplies.
	\$	-	
Subtotal Operational	\$	126,463.00	
Equipment			
<i>Staff Computers- Replacements</i>	\$	1,591.00	Staff Computer & accessories - 1 replacement computers for staff at \$1,500 each.
<i>Youth Computers- Replacements</i>	\$	1,061.00	Youth Computers & accessories - 1 replacement youth computers at \$1,000 each.
<i>Leased Copier</i>	\$	2,546.00	One Copier Lease is estimated at \$200 per month for this program.
	\$	-	
Subtotal Equipment	\$	5,198.00	
Transportation for Youth			

Exhibit E-1

<i>Leased Vehicles</i>	\$	22,915.00	Vehicle Lease - Anticipate leasing (2) vehicles at \$1800X12
<i>Vehicle Maintenance</i>	\$	5,092.00	Van Maintenance & Repair - vehicle estimated at \$2400x2 for minor repairs (oil change, wipers, monthly cleanings, etc.)
<i>Vehicle Gas & Oil</i>	\$	10,185.00	Vehicle Gas & Oil - for estimated costs on leased vehicles
<i>Vehicle Insurance & Registration</i>	\$	7,638.00	Auto Insurance is estimated at \$300 per vehicle on average per month.
Subtotal Transportation for Youth	\$	45,830.00	
Direct Youth Financial Assistance			
<i>Youth Clothing</i>	\$	2,971.00	Clothing - is anticipated for 2 cohorts of youth arriving during the year x 2 per group x \$700 per youth. Provide up to \$700X2X2 for clothing as needed.
<i>Educational Support</i>	\$	1,061.00	Client Education Supplies - curriculum, tutorials, videos & books.
<i>Specialized Tutoring</i>	\$	1,061.00	Specialized Tutoring for Youth
<i>Employment Support</i>	\$	2,122.00	Client Employment Support Expenses: Work clothing, tools, certifications
<i>Recreation Activity Fees, including bus passes and taxi/rideshare fund</i>	\$	3,887.00	Youth Recreation Activity Fees -Anticipated costs for: Streaming Service for the home, monthly bus passes, taxi/rideshare fund.
<i>Recreational Supplies</i>	\$	1,273.00	Youth Recreational Supplies - this is estimated cost of for recreation which would include purchase of sports supplies, artistic supplies, etc.
<i>Client Personal Hygiene items, haircuts and incidentals</i>	\$	8,672.00	Client Personal Items - \$260 per month estimated costs for personal hygiene and day-to-day living costs and haircuts. Estimated \$5552 fund for any other necessary services not otherwise covered by the placing agency.
Subtotal Direct Client Financial Assistance	\$	21,047.00	
Other			
<i>Professional Fees - A-133 Single Audit</i>	\$	3,713.00	Professional Fees - A-133 Single Audit - estimated at \$3,500
<i>Professional and General Liability Insurance</i>	\$	11,670.00	Professional and General Liability Insurance estimated at \$700 per FTE
<i>Property insurance</i>	\$	8,147.00	Property insurance is estimated at \$640 per month for this program. It includes property, bonding and general insurance.
Subtotal Other	\$	23,530.00	
Indirect Cost *not to exceed 15% of total salaries and benefits minus overtime			
<i>VTR - De Minimis 15% rate of Salaries & Benefits cost , excluding OT</i>	\$	130,052.00	
	\$	-	
	\$	-	
Subtotal Indirect Cost	\$	130,052.00	
Total	\$	1,243,313.00	

NOTE:

Submitted invoices shall include itemized detail of cost and will include necessary backup as determined by Probation.

Salaries & Benefits (S&B) should only reflect costs associated with **direct service staff**, those who are actively providing program-related services to youths. Staff not engaged in direct service delivery, such as administrative personnel or program managers, should be categorized under **Indirect Costs**.

Exhibit E-1

Personal vehicle: Mileage reimbursement will follow the U.S. General Services Administration (GSA) Per Diem rates. All reimbursement requests must be accompanied by supporting documentation submitted with the invoice.

Leased vehicle: Lease costs will be reimbursed with documentation; no mileage reimbursement. Mileage isn't applicable.

Line Item Budget Increased by 3% over PY budget.

Exhibit E-1

Budget Summary

ORGANIZATION: VALLEY TEEN RANCH

SERVICES: 0-2 Bed Youth Count

CONTRACT PERIOD: Year 4

CONTRACT AMOUNT: \$1,280,615

Transitional Housing Program - Budget Categories		
Category	Amount	Budget Narrative/Justification: Briefly explain how the cost was calculated and why it's necessary.
Salaries		Rounded to the nearest whole number
1 FTE, House Manager: \$8050/month X 12	\$ 96,602.00	House Manager (TBH), estimated at 40 hrs./week or 1 FTE to this program. Responsible for residential program management, hiring and supervision of staff.
1 FTE, Social Worker: \$6250/month X 12	\$ 75,005.00	Social Worker (TBH), This position is estimated at 40 hours a week to provide counseling, EBP programs and staff training. Can carry a caseload up to 8 participants.
1 FTE, Home/Life Skills/Nutrition Coordinator: \$4356/month X 12	\$ 52,280.00	Home/Life Skills/Nutrition Coordinator (TBH), 1 FTE or 40 hours/week. Prepares food for breakfast, lunch and dinner to all residents (and direct care staff on shift per state licensing rules), ensuring that all menu items are in compliance with nutritional standards for residential programs. Also does all the ordering of food supplies as well as household supplies for the unit.
2 FTE, Shift Supervisor: \$4735 X2,X12	\$ 113,648.00	Shift Supervisor (TBH), 2 FTE or 40 hours/week. Responsible for program supervision and ensuring the needs of clients are met.
2 FTE, Morning Staff: \$4167 X2,X12	\$ 100,011.00	Direct Care Staff (TBH), who provide care and supervision and transportation to residents in the program. 2 FTE
2 FTE, Evening Staff: \$4356.5 X2,X12	\$ 104,547.00	Direct Care Staff (TBH), who provide care and supervision and transportation to residents in the program. 2 FTE
2 FTE, Awake Night Staff: \$4498.5 X2,X12	\$ 107,962.00	Direct Care Staff (TBH), who provide care and supervision and transportation to residents in the program. 2 FTE
Overtime	\$ 24,905.00	Overtime/Staff Coverage - Staff overtime may be required in the event of staff going on sick leave, vacation, children that need one-on-one coverage, etc.
Subtotal Salaries	\$ 674,960.00	
Benefits		
FICA - required at 7.65% of salaries.	\$ 51,634.44	
Unemployment - estimated at 3.4% of salaries.	\$ 22,948.64	
Worker's Compensation - estimated at 5.95% of salaries.	\$ 40,160.12	
Health Insurance - estimated at 16% of salaries.	\$ 107,993.60	
Retirement estimated at 3% of salaries.	\$ 20,248.80	
Subtotal Benefits	\$ 242,985.60	
Total Salaries & Benefits	\$ 917,945.60	
Operational		
Food	\$ 19,943.00	Client Food - estimated at \$25 x 365 days x 2 residents.

Exhibit E-1

<i>Youth Medical Supplies</i>	\$	1,093.00	Client Medical Supplies - includes medical supplies for the medical cart, limited over the counter medications such as advil, tylenol, cold medicine, band aids, triple antibiotic cream, medicine cups, etc...
<i>Office Supplies</i>	\$	879.00	Office Supplies are estimated at \$67/mo. for Office supplies include envelopes, file folders, pens, pencils, copier paper, highlighters, staples, file cabinets, storage boxes, paper clips, tape, binders, and other general office supplies.
<i>Copying & Printing</i>	\$	492.00	Copying & Printing are estimated at \$37.50 per month.
<i>Postage</i>	\$	218.00	Postage is expected at \$200/year for postage correspondence and overnight mail.
<i>Telephone</i>	\$	6,033.00	Telephone charges for landline and cell phone. Total estimated \$460 per month.
<i>Internet</i>	\$	3,147.00	Internet is estimated at \$240 per month.
<i>Computer Software Subscriptions</i>	\$	41,543.00	Computer Software and user fees. Estimated at \$3168.08X12.
<i>Computer Maintenance & IT Support</i>	\$	13,296.00	Computer Maintenance & IT Support estimated at \$1,014/month for VTR's database for this program maintenance.
<i>Employee Training</i>	\$	10,818.00	Employee Training - local training is anticipated at approx \$75 per 11 FTE per month is \$825 per month for training staff locally. This includes new staff training & state required training.
<i>Professional Fees - Background Checks</i>	\$	1,478.00	Professional Fees - background checks
<i>Staff Mileage</i>	\$	2,295.00	Staff Mileage - staff mileage of 250 miles per month is anticipated at \$.70/mile.
<i>Staff Recruitment Costs</i>	\$	1,311.00	Staff Recruitment Costs - estimated at \$100/month for new hires. Due to attrition we anticipate an ongoing recruitment costs.
<i>License, Permits & Association Dues</i>	\$	2,622.00	California Alliance: provides Catalyst, including license fees & dues
<i>Building - Vector Control</i>	\$	5,245.00	Maint. & Repair - Vector Control and includes \$500 for set up fee and/or disinfecting for bed bugs. Vermin and squirrel abatement treatments.
<i>Janitorial, bathroom & laundry supplies</i>	\$	1,573.00	Janitorial, bathroom supplies and detergent, dryer sheets, add-ons, equipment maintenance
<i>Kitchen Supplies & small appliance replacement</i>	\$	1,093.00	Monthly kitchen Supplies & small appliance and silverware replacement as needed
<i>PPE Supplies</i>	\$	1,443.00	PPE Supplies anticipated \$8 x 2 participants youth = \$16 + \$8 x 11 FTE = \$104, plus extra PPE for visitors equal a total of \$110 per month.
<i>Maint. - Janitorial Services & HVAC maintenance</i>	\$	10,491.00	Maint. & Repair - Building includes the cost of the janitorial service \$600 monthly and HVAC routine maintenance \$2000 2-3 visits/year. \$200X2 Pressure washer rental or service
<i>Maint. & Ground keeping supplies - Grounds</i>	\$	5,245.00	Maint. & Repair - Grounds includes the cost of grounds maintenance (mowing & landscaping \$300, groundskeeping supplies \$100 etc) Total estimated \$400 per month. Purchasing, blower, trash cans, Shovels, wheelbarrow, rakes, brooms, & other gardening supplies.
	\$	-	
Subtotal Operational	\$	130,258.00	
Equipment			
<i>Staff Computers- Replacements</i>	\$	1,639.00	Staff Computer & accessories - 1 replacement computers for staff at \$1,500 each.
<i>Youth Computers- Replacements</i>	\$	1,093.00	Youth Computers & accessories - 1 replacement youth computers at \$1,000 each.
<i>Leased Copier</i>	\$	2,622.00	One Copier Lease is estimated at \$200 per month for this program.
	\$	-	
Subtotal Equipment	\$	5,354.00	

Exhibit E-1

Transportation for Youth		
<i>Leased Vehicles</i>	\$ 23,602.00	Vehicle Lease - Anticipate leasing (2) vehicles at \$1800X12
<i>Vehicle Maintenance</i>	\$ 5,245.00	Van Maintenance & Repair - vehicle estimated at \$2400x2 for minor repairs (oil change, wipers, monthly cleanings, etc.)
<i>Vehicle Gas & Oil</i>	\$ 10,491.00	Vehicle Gas & Oil - for estimated costs on leased vehicles
<i>Vehicle Insurance & Registration</i>	\$ 7,867.00	Auto Insurance is estimated at \$300 per vehicle on average per month.
Subtotal Transportation for Youth		\$ 47,205.00
Direct Youth Financial Assistance		
<i>Youth Clothing</i>	\$ 3,060.00	Clothing - is anticipated for 2 cohorts of youth arriving during the year x 2 per group x \$700 per youth. Provide up to \$700X2X2 for clothing as needed.
<i>Educational Support</i>	\$ 1,093.00	Client Education Supplies - curriculum, tutorials, videos & books.
<i>Specialized Tutoring</i>	\$ 1,093.00	Specialized Tutoring for Youth
<i>Employment Support</i>	\$ 2,186.00	Client Employment Support Expenses: Work clothing, tools, certifications
<i>Recreation Activity Fees, including bus passes and taxi/rideshare fund</i>	\$ 4,004.00	Youth Recreation Activity Fees -Anticipated costs for: Streaming Service for the home, monthly bus passes, taxi/rideshare fund.
<i>Recreational Supplies</i>	\$ 1,311.00	Youth Recreational Supplies - this is estimated cost of for recreation which would include purchase of sports supplies, artistic supplies, etc.
<i>Client Personal Hygiene items, haircuts and incidentals</i>	\$ 8,914.00	Client Personal Items - \$260 per month estimated costs for personal hygiene and day-to-day living costs and haircuts. Estimated \$5794 fund for any other necessary services not otherwise covered by the placing agency.
Subtotal Direct Client Financial Assistance		\$ 21,661.00
Other		
<i>Professional Fees - A-133 Single Audit</i>	\$ 3,824.00	Professional Fees - A-133 Single Audit - estimated at \$3,500
<i>Professional and General Liability Insurance</i>	\$ 12,020.00	Professional and General Liability Insurance estimated at \$700 per FTE
<i>Property insurance</i>	\$ 8,391.00	Property insurance is estimated at \$640 per month for this program. It includes property, bonding and general insurance.
Subtotal Other		\$ 24,235.00
Indirect Cost *not to exceed 15% of total salaries and benefits minus overtime		
<i>VTR - De Minimis 15% rate of Salaries & Benefits cost , excluding OT</i>	\$ 133,956.00	
	\$ -	
	\$ -	
Subtotal Indirect Cost		\$ 133,956.00
Total		
Total		\$ 1,280,615.00

NOTE:

Submitted invoices shall include itemized detail of cost and will include necessary backup as determined by Probation.

Exhibit E-1

Salaries & Benefits (S&B) should only reflect costs associated with **direct service staff**, those who are actively providing program-related services to youths. Staff not engaged in direct service delivery, such as administrative personnel or program managers, should be categorized under **Indirect Costs**.

Personal vehicle: Mileage reimbursement will follow the U.S. General Services Administration (GSA) Per Diem rates. All reimbursement requests must be accompanied by supporting documentation submitted with the invoice.

Leased vehicle: Lease costs will be reimbursed with documentation; no mileage reimbursement. Mileage isn't applicable.

Line Item Budget Increased by 3% over PY budget.

Exhibit E-1

Budget Summary

ORGANIZATION: VALLEY TEEN RANCH

SERVICES: 0-2 Bed Youth Count

CONTRACT PERIOD: Year 5

CONTRACT AMOUNT: \$1,319,034

Transitional Housing Program - Budget Categories		
Category	Amount	Budget Narrative/Justification: Briefly explain how the cost was calculated and why it's necessary.
Salaries		Rounded to the nearest whole number
1 FTE, House Manager: \$8292/month X 12	\$ 99,504.00	House Manager (TBH), estimated at 40 hrs./week or 1 FTE to this program. Responsible for residential program management, hiring and supervision of staff.
1 FTE, Social Worker: \$6438/month X 12	\$ 77,255.00	Social Worker (TBH), This position is estimated at 40 hours a week to provide counseling, EBP programs and staff training. Can carry a caseload up to 8 participants. Increase of 3.0% over PY budget.
1 FTE, Home/Life Skills/Nutrition Coordinator: \$4487/month X 12	\$ 53,848.00	Home/Life Skills/Nutrition Coordinator (TBH), 1 FTE or 40 hours/week. Prepares food for breakfast, lunch and dinner to all residents (and direct care staff on shift per state licensing rules), ensuring that all menu items are in compliance with nutritional standards for residential programs. Also does all the ordering of food supplies as well as household supplies for the unit.
2 FTE, Shift Supervisor: \$4877 X2,X12	\$ 117,057.00	Shift Supervisor (TBH), 2 FTE or 40 hours/week. Responsible for program supervision and ensuring the needs of clients are met.
2 FTE, Morning Staff: \$4292 X2,X12	\$ 103,011.00	Direct Care Staff (TBH), who provide care and supervision and transportation to residents in the program. 2 FTE
2 FTE, Evening Staff: \$4487 X2,X12	\$ 107,683.00	Direct Care Staff (TBH), who provide care and supervision and transportation to residents in the program. 2 FTE
2 FTE, Awake Night Staff: \$4633.5 X2,X12	\$ 111,201.00	Direct Care Staff (TBH), who provide care and supervision and transportation to residents in the program. 2 FTE
Overtime	\$ 25,652.00	Overtime/Staff Coverage - Staff overtime may be required in the event of staff going on sick leave, vacation, children that need one-on-one coverage, etc.
Subtotal Salaries	\$ 695,211.00	
Benefits		
FICA - required at 7.65% of salaries.	\$ 53,183.64	
Unemployment - estimated at 3.4% of salaries.	\$ 23,637.17	
Worker's Compensation - estimated at 5.95% of salaries.	\$ 41,365.05	
Health Insurance - estimated at 16% of salaries.	\$ 111,233.76	
Retirement estimated at 3% of salaries.	\$ 20,856.33	
Subtotal Benefits	\$ 250,275.96	
Total Salaries & Benefits	\$ 945,486.96	
Operational		
Food	\$ 20,541.00	Client Food - estimated at \$25 x 365 days x 2 residents.

Exhibit E-1

<i>Youth Medical Supplies</i>	\$	1,126.00	Client Medical Supplies - includes medical supplies for the medical cart, limited over the counter medications such as advil, tylenol, cold medicine, band aids, triple antibiotic cream, medicine cups, etc...
<i>Office Supplies</i>	\$	905.00	Office Supplies are estimated at \$67/mo. for Office supplies include envelopes, file folders, pens, pencils, copier paper, highlighters, staples, file cabinets, storage boxes, paper clips, tape, binders, and other general office supplies.
<i>Copying & Printing</i>	\$	507.00	Copying & Printing are estimated at \$37.50 per month.
<i>Postage</i>	\$	225.00	Postage is expected at \$200/year for postage correspondence and overnight mail.
<i>Telephone</i>	\$	6,214.00	Telephone charges for landline and cell phone. Total estimated \$460 per month.
<i>Internet</i>	\$	3,241.00	Internet is estimated at \$240 per month.
<i>Computer Software Subscriptions</i>	\$	42,789.00	Computer Software and user fees. Estimated at \$3168.08X12.
<i>Computer Maintenance & IT Support</i>	\$	13,695.00	Computer Maintenance & IT Support estimated at \$1,014/month for VTR's database for this program maintenance.
<i>Employee Training</i>	\$	11,143.00	Employee Training - local training is anticipated at approx \$75 per 11 FTE per month is \$825 per month for training staff locally. This includes new staff training & state required training.
<i>Professional Fees - Background Checks</i>	\$	1,522.00	Professional Fees - background checks
<i>Staff Mileage</i>	\$	2,364.00	Staff Mileage - staff mileage of 250 miles per month is anticipated at \$.70/mile.
<i>Staff Recruitment Costs</i>	\$	1,350.00	Staff Recruitment Costs - estimated at \$100/month for new hires. Due to attrition we anticipate an ongoing recruitment costs.
<i>License, Permits & Association Dues</i>	\$	2,701.00	California Alliance: provides Catalyst, including license fees & dues
<i>Building - Vector Control</i>	\$	5,402.00	Maint. & Repair - Vector Control and includes \$500 for set up fee and/or disinfecting for bed bugs. Vermin and squirrel abatement treatments.
<i>Janitorial, bathroom & laundry supplies</i>	\$	1,620.00	Janitorial, bathroom supplies and detergent, dryer sheets, add-ons, equipment maintenance
<i>Kitchen Supplies & small appliance replacement</i>	\$	1,126.00	Monthly kitchen Supplies & small appliance and silverware replacement as needed
<i>PPE Supplies</i>	\$	1,486.00	PPE Supplies anticipated \$8 x 2 participants youth = \$16 + \$8 x 11 FTE = \$104, plus extra PPE for visitors equal a total of \$110 per month.
<i>Maint. - Janitorial Services & HVAC maintenance</i>	\$	10,806.00	Maint. & Repair - Building includes the cost of the janitorial service \$600 monthly and HVAC routine maintenance \$2000 2-3 visits/year. \$200X2 Pressure washer rental or service
<i>Maint. & Ground keeping supplies - Grounds</i>	\$	5,402.00	Maint. & Repair - Grounds includes the cost of grounds maintenance (mowing & landscaping \$300, groundskeeping supplies \$100 etc) Total estimated \$400 per month. Purchasing, blower, trash cans, Shovels, wheelbarrow, rakes, brooms, & other gardening supplies.
	\$	-	
Subtotal Operational	\$	134,165.00	
Equipment			
<i>Staff Computers- Replacements</i>	\$	1,688.00	Staff Computer & accessories - 1 replacement computers for staff at \$1,500 each.
<i>Youth Computers- Replacements</i>	\$	1,126.00	Youth Computers & accessories - 1 replacement youth computers at \$1,000 each.
<i>Leased Copier</i>	\$	2,701.00	One Copier Lease is estimated at \$200 per month for this program.
	\$	-	
Subtotal Equipment	\$	5,515.00	
Transportation for Youth			

Exhibit E-1

<i>Leased Vehicles</i>	\$	24,310.00	Vehicle Lease - Anticipate leasing (2) vehicles at \$1800X12
<i>Vehicle Maintenance</i>	\$	5,402.00	Van Maintenance & Repair - vehicle estimated at \$2400x2 for minor repairs (oil change, wipers, monthly cleanings, etc.)
<i>Vehicle Gas & Oil</i>	\$	10,806.00	Vehicle Gas & Oil - for estimated costs on leased vehicles
<i>Vehicle Insurance & Registration</i>	\$	8,103.00	Auto Insurance is estimated at \$300 per vehicle on average per month.
Subtotal Transportation for Youth	\$	48,621.00	
Direct Youth Financial Assistance			
<i>Youth Clothing</i>	\$	3,152.00	Clothing - is anticipated for 2 cohorts of youth arriving during the year x 2 per group x \$700 per youth. Provide up to \$700X2X2 for clothing as needed.
<i>Educational Support</i>	\$	1,126.00	Client Education Supplies - curriculum, tutorials, videos & books.
<i>Specialized Tutoring</i>	\$	1,126.00	Specialized Tutoring for Youth
<i>Employment Support</i>	\$	2,252.00	Client Employment Support Expenses: Work clothing, tools, certifications
<i>Recreation Activity Fees, including bus passes and taxi/rideshare fund</i>	\$	4,124.00	Youth Recreation Activity Fees -Anticipated costs for: Streaming Service for the home, monthly bus passes, taxi/rideshare fund.
<i>Recreational Supplies</i>	\$	1,350.00	Youth Recreational Supplies - this is estimated cost of for recreation which would include purchase of sports supplies, artistic supplies, etc.
<i>Client Personal Hygiene items, haircuts and incidentals</i>	\$	9,178.00	Client Personal Items - \$260 per month estimated costs for personal hygiene and day-to-day living costs and haircuts. Estimated \$6058 fund for any other necessary services not otherwise covered by the placing agency.
Subtotal Direct Client Financial Assistance	\$	22,308.00	
Other			
<i>Professional Fees - A-133 Single Audit</i>	\$	3,939.00	Professional Fees - A-133 Single Audit - estimated at \$3,500
<i>Professional and General Liability Insurance</i>	\$	12,381.00	Professional and General Liability Insurance estimated at \$700 per FTE
<i>Property insurance</i>	\$	8,643.00	Property insurance is estimated at \$640 per month for this program. It includes property, bonding and general insurance.
Subtotal Other	\$	24,963.00	
Indirect Cost *not to exceed 15% of total salaries and benefits minus overtime			
<i>VTR - De Minimis 15% rate of Salaries & Benefits cost , excluding OT</i>	\$	137,975.00	
	\$	-	
	\$	-	
Subtotal Indirect Cost	\$	137,975.00	
Total	\$	1,319,034.00	

NOTE:

Submitted invoices shall include itemized detail of cost and will include necessary backup as determined by Probation.

Salaries & Benefits (S&B) should only reflect costs associated with **direct service staff**, those who are actively providing program-related services to youths. Staff not engaged in direct service delivery, such as administrative personnel or program managers, should be categorized under **Indirect Costs**.

Exhibit E-1

Personal vehicle: Mileage reimbursement will follow the U.S. General Services Administration (GSA) Per Diem rates. All reimbursement requests must be accompanied by supporting documentation submitted with the invoice.

Leased vehicle: Lease costs will be reimbursed with documentation; no mileage reimbursement. Mileage isn't applicable.

Line Item Budget Increased by 3% over PY budget.

Exhibit E-2

Budget Summary

ORGANIZATION: VALLEY TEEN RANCH
 SERVICES: 3-8 Bed Youth Count
 CONTRACT PERIOD: Year 1
 CONTRACT AMOUNT: \$1,692,503

Transitional Housing Program - Budget Categories		
Category	Amount	Budget Narrative/Justification: Briefly explain how the cost was calculated and why it's necessary.
Salaries		Rounded to the nearest whole number
1 FTE, House Manager: \$7367/month X 12	\$ 88,404.00	House Manager (TBH), estimated at 40 hrs./week or 1 FTE to this program. Responsible for residential program management, hiring and supervision of staff.
1 FTE, Social Worker: \$5720/month X 12	\$ 68,640.00	Social Worker (TBH), This position is estimated at 40 hours a week to provide counseling, EBP programs and staff training. Can carry a caseload up to 8 participants.
1 FTE, Case Manager: \$4853/month X 12	\$ 58,236.00	Case Manager (TBH), This position is estimated at 40 hours a week to case management supervision. Can carry a caseload up to 8 participants.
1 FTE, Home/Life Skills/Nutrition Coordinator: \$3987/month X 12	\$ 47,844.00	Home/Life Skills/Nutrition Coordinator (TBH), 1. FTE or 40 hours/week. Prepares food for breakfast, lunch and dinner to all residents (and direct care staff on shift per state licensing rules), ensuring that all menu items are in compliance with nutritional standards for residential programs. Also does all the ordering of food supplies as well as household supplies for the unit.
2 FTE, Shift Supervisor: \$4333.50 X2,X12	\$ 104,004.00	Shift Supervisor (TBH), 2 FTE or 40 hours/week. Responsible for program supervision and ensuring the needs of clients are met.
3 FTE, Morning Staff: \$3813.33 X3 X12	\$ 137,280.00	Direct Care Staff (TBH), who provide care and supervision and transportation to residents in the program. 3 FTE
3 FTE, Evening Staff: \$3986.67 X 3 X12	\$ 143,520.00	Direct Care Staff (TBH), who provide care and supervision and transportation to residents in the program. 3 FTE
3 FTE, Awake Night Staff: \$4116.67 X 3 X12	\$ 148,200.00	Direct Care Staff (TBH), who provide care and supervision and transportation to residents in the program. 3.0 FTE
	\$ 29,227.00	Overtime/Staff Coverage - Staff overtime may be required in the event of staff going on sick leave, vacation, children that need one-on-one coverage, etc.
Subtotal Salaries	\$ 825,355.00	
Benefits		
FICA - required at 7.65% of salaries.	\$ 63,139.66	
Unemployment - estimated at 3.4% of salaries.	\$ 28,062.07	
Worker's Compensation - estimated at 5.95% of salaries.	\$ 49,108.62	
Health Insurance - estimated at 16% of salaries.	\$ 132,056.80	
Retirement estimated at 3% of salaries.	\$ 24,760.65	
Subtotal Benefits	\$ 297,127.80	
Total Salaries & Benefits	\$ 1,122,482.80	
Operational		
Food	\$ 73,000.00	Youth Food - estimated at \$25 x 365 days x 8 Youth.

Exhibit E-2

<i>Youth Medical Supplies</i>	\$	5,000.00	Client Medical Supplies - includes medical supplies for the medical cart, limited over the counter medications such as advil, tylenol, cold medicine, band aids, triple antibiotic cream, medicine cups, etc...
<i>Office Supplies</i>	\$	3,200.00	Office supplies \$100/mo include envelopes, file folders, pens, pencils, copier paper, highlighters, staples, file cabinets, storage boxes, paper clips, tape, binders.
<i>Copying & Printing</i>	\$	1,800.00	Copying & Printing are estimated at \$150 per month.
<i>Postage</i>	\$	800.00	Postage is expected at \$800/year for postage correspondence and overnight mail.
<i>Telephone</i>	\$	5,520.00	Telephone charges for landline and cell phone. Total estimated \$460 per month.
<i>Internet</i>	\$	2,880.00	Internet is estimated at \$240 per month.
<i>Computer Software Subscriptions</i>	\$	40,740.00	Computer Software and user fees. Estimated at \$3395X12.
<i>Computer Maintenance & IT Support</i>	\$	12,168.00	Computer Maintenance - estimated at \$1,014/month for VTR's database for this program maintenance.
<i>Employee Training</i>	\$	12,600.00	Employee Training - local training is anticipated at approx \$75 per 14 FTE per month is \$1050 per month for training staff locally. This includes new staff training & state required training.
<i>Professional Fees - Background Checks</i>	\$	2,704.00	Professional Fees - background checks
<i>Staff Mileage</i>	\$	8,400.00	Staff Mileage - staff mileage of 1000 miles per month is anticipated at \$.70/mile.
<i>Staff Recruitment Costs</i>	\$	4,800.00	Staff Recruitment Costs - estimated at \$400/month for new hires. Due to attrition we anticipate an ongoing recruitment costs.
<i>License, Permits & Association Dues</i>	\$	2,400.00	California Alliance: provides Catalyst
<i>Building - Vector Control</i>	\$	9,600.00	Maint. & Repair - Vector Control and includes \$500 for set up fee and/or disinfecting for bed bugs. Vermin and squirrel abatement treatments.
<i>Janitorial, bathroom & laundry supplies</i>	\$	5,760.00	Janitorial, bathroom supplies and Detergent, dryer sheets, add-ons, equipment maintenance
<i>Kitchen Supplies & small appliance replacement</i>	\$	3,000.00	Monthly kitchen Supplies & small appliance and silverware replacement as needed
<i>PPE Supplies</i>	\$	2,376.00	PPE Supplies for \$8 x 8 youth = \$64 + \$8 x 13.5 FTE = \$172, plus extra PPE = a total of \$198 per mo.
<i>Maint. - Janitorial Services & HVAC maintenance</i>	\$	9,600.00	Maint. & Repair - Building includes the cost of the janitorial service \$600 monthly and HVAC routine maintenance \$2000 2-3 visits/year. \$200X2 Pressure washer rental or service
<i>Maint. & Ground keeping supplies - Grounds</i>	\$	4,800.00	Maint. & Repair - Grounds includes the cost of grounds maintenance (mowing & landscaping \$300, groundskeeping supplies \$100 etc) Total estimated \$400 per month. Purchasing, blower, trash cans, Shovels, wheelbarrow, rakes, brooms, & other gardening supplies.
Subtotal Operational	\$	211,148.00	
Equipment			
<i>Staff Computers- Replacements</i>	\$	1,500.00	Staff Computer & accessories - 1 replacement computers for staff at \$1,500 each.
<i>Youth Computers- Replacements</i>	\$	2,000.00	Youth Computers & accessories - 2 replacement youth computers at \$1,000 each.
<i>Leased Copier</i>	\$	2,400.00	One Copier Lease is estimated at \$200 per month for this program.
Subtotal Equipment	\$	5,900.00	
Transportation for Youth			
<i>Leased Vehicles</i>	\$	21,600.00	Vehicle Lease - Anticipate leasing (2) vehicles at \$1800X12
<i>Vehicle Maintenance</i>	\$	4,800.00	Van Maintenance & Repair - vehicle estimated at \$2400x2 for minor repairs (oil change, wipers, monthly cleanings, etc.)

Exhibit E-2

Vehicle Gas & Oil	\$	12,000.00	Vehicle Gas & Oil - for estimated costs on leased vehicles
Vehicle Insurance & Registration	\$	7,200.00	Auto Insurance is estimated at \$300 per vehicle on average per month.
Subtotal Transportation for Youth	\$	45,600.00	
Direct Youth Financial Assistance			
Youth Clothing	\$	11,200.00	Clothing - is anticipated for 2 cohorts of youth arriving during the year x 8 per group x \$700 per youth. Provide up to \$700X2X8 for clothing as needed.
Educational Support	\$	4,000.00	Client Education Supplies - curriculum, tutorials, videos & books.
Specialized Tutoring	\$	4,000.00	Specialized Tutoring for Youth
Employment Support	\$	8,000.00	Client Employment Support Expenses: Work clothing, tools, certifications
Recreation Activity Fees, including bus passes and taxi/rideshare fund	\$	17,267.00	Youth Recreation Activity Fees -Anticipated costs for: Streaming Service for the home, monthly bus passes, taxi/rideshare fund.
Recreational Supplies	\$	4,800.00	Youth Recreational Supplies - this is estimated cost of for recreation which would include purchase of sports supplies, artistic supplies, etc.
Client Personal Hygiene items, haircuts and incidentals	\$	32,637.20	Client Personal Items - \$1560 per month estimated costs for personal hygiene and day-to-day living costs and haircuts. Estimated \$13,917.20 fund for any other necessary services not otherwise covered by the placing agency.
	\$	-	
Subtotal Direct Client Financial Assistance	\$	81,904.20	
Other			
Professional Fees - A-133 Single Audit	\$	3,500.00	Professional Fees - A-133 Single Audit - estimated at \$3,500
Professional and General Liability Insurance	\$	13,000.00	Estimated Professional and General Liability Insurance
Property insurance	\$	7,680.00	Property insurance is estimated at \$640 per month for this program. It includes property, bonding and general insurance.
Start up Cost - Household items	\$	6,000.00	Start up Cost - Household items: utensils, towels, linen, microwave, toaster, coffee maker, storage/organization items, bathroom rugs and essentials. This is a one-time cost.
Start up Cost - Individual secure storage systems	\$	10,500.00	Start up Cost - Individual secure storage: Lockers for staff, youth and to keep hazardous materials, volatile & toxic substances, hand tools safe. This is a one-time cost.
Start up Cost - Mail Sorting/Storage System	\$	300.00	Start up Cost - Mail Sorting/Storage System. This is a one-time cost.
Start up Cost - Key Inventory, Control & Storage System	\$	4,000.00	Start up Cost - Key Inventory, Control & Storage System: Basic Electronic key cabinet for residents and staff, including installation. This is a one-time cost.
Start up Cost - Vehicle Lease Down Payments	\$	9,000.00	Start up Cost - (2) Vehicle Lease Down Payments. This is a one-time cost.
Start up Cost - Community Computer & Printer	\$	7,500.00	Start up Cost - Estimated cost for 3 staff and 2 community Computers & 2 Printers. This is a one-time cost.
Subtotal Other	\$	61,480.00	
Indirect Cost *not to exceed 15% of total salaries and benefits minus overtime			
VTR - De Minimis 15% rate of Salaries & Benefits cost , excluding OT	\$	163,988	
	\$	-	
	\$	-	
Subtotal Indirect Cost	\$	163,988	
Total	\$	1,692,503	

Exhibit E-2

NOTE:

Submitted invoices shall include itemized detail of cost and will include necessary backup as determined by Probation.

Salaries & Benefits (S&B) should only reflect costs associated with **direct service staff**, those who are actively providing program-related services to youths. Staff not engaged in direct service delivery, such as administrative personnel or program managers, should be categorized under **Indirect Costs**.

Personal vehicle: Mileage reimbursement will follow the U.S. General Services Administration (GSA) Per Diem rates. All reimbursement requests must be accompanied by supporting documentation submitted with the invoice.

Leased vehicle: Lease costs will be reimbursed with documentation; no mileage reimbursement. Mileage isn't applicable.

Exhibit E-2

Budget Summary

ORGANIZATION: VALLEY TEEN RANCH
 SERVICES: 3-8 Bed Youth Count
 CONTRACT PERIOD: Year 2
 CONTRACT AMOUNT: \$1,704,858

Transitional Housing Program - Budget Categories		
Category	Amount	Budget Narrative/Justification: Briefly explain how the cost was calculated and why it's necessary.
Salaries		Rounded to the nearest whole number
1 FTE, House Manager: \$7588/month X 12	\$ 91,056.00	House Manager (TBH), estimated at 40 hrs./week or 1 FTE to this program. Responsible for residential program management, hiring and supervision of staff.
1 FTE, Social Worker: \$55892/month X 12	\$ 70,699.00	Social Worker (TBH), This position is estimated at 40 hours a week to provide counseling, EBP programs and staff training. Can carry a caseload up to 8 participants.
1 FTE, Case Manager: \$4999/month X 12	\$ 59,987.00	Case Manager (TBH), This position is estimated at 40 hours a week to case management supervision. Can carry a caseload up to 8 participants.
1 FTE, Home/Life Skills/Nutrition Coordinator: \$4106/month X 12	\$ 49,279.00	Home/Life Skills/Nutrition Coordinator (TBH), 1. FTE or 40 hours/week. Prepares food for breakfast, lunch and dinner to all residents (and direct care staff on shift per state licensing rules), ensuring that all menu items are in compliance with nutritional standards for residential programs. Also does all the ordering of food supplies as well as household supplies for the unit.
2 FTE, Shift Supervisor: \$4463.5.50 X2,X12	\$ 107,124.00	Shift Supervisor (TBH), 2 FTE or 40 hours/week. Responsible for program supervision and ensuring the needs of clients are met. .
3 FTE, Morning Staff: \$3927.67 X3 X12	\$ 141,398.00	Direct Care Staff (TBH), who provide care and supervision and transportation to residents in the program. 3 FTE
3 FTE, Evening Staff: \$4106.33 X 3 X12	\$ 147,826.00	Direct Care Staff (TBH), who provide care and supervision and transportation to residents in the program. 3 FTE
3 FTE, Awake Night Staff: \$4240.33 X 3 X12	\$ 152,646.00	Direct Care Staff (TBH), who provide care and supervision and transportation to residents in the program. 3.0 FTE
	\$ 30,104.00	Overtime/Staff Coverage - Staff overtime may be required in the event of staff going on sick leave, vacation, children that need one-on-one coverage, etc.
Subtotal Salaries	\$ 850,119.00	
Benefits		
FICA - required at 7.65% of salaries.	\$ 65,034.10	
Unemployment - estimated at 3.4% of salaries.	\$ 28,904.05	
Worker's Compensation - estimated at 5.95% of salaries.	\$ 50,582.08	
Health Insurance - estimated at 16% of salaries.	\$ 136,019.04	
Retirement estimated at 3% of salaries.	\$ 25,503.57	
Subtotal Benefits	\$ 306,042.84	
Total Salaries & Benefits	\$ 1,156,161.84	
Operational		
Food	\$ 75,190.00	Youth Food - estimated at \$25 x 365 days x 8 Youth.
Youth Medical Supplies	\$ 5,150.00	Client Medical Supplies - includes medical supplies for the medical cart, limited over the counter medications such as advil, tylenol, cold medicine, band aids, triple antibiotic cream, medicine cups, etc...

Exhibit E-2

Office Supplies	\$	3,296.00	Office supplies include envelopes, file folders, pens, pencils, copier paper, highlighters, staples, file cabinets, storage boxes, paper clips, tape, binders.
Copying & Printing	\$	1,854.00	Copying & Printing are estimated at \$150 per month.
Postage	\$	824.00	Postage is expected at \$800/year for postage correspondence and overnight mail.
Telephone	\$	5,686.00	Telephone charges for landline and cell phone. Total estimated \$460 per month.
Internet	\$	2,966.00	Internet is estimated at \$240 per month.
Computer Software Subscriptions	\$	41,962.00	Computer Software and user fees. Estimated at \$3395X12.
Computer Maintenance & IT Support	\$	12,533.00	Computer Maintenance - estimated at \$1,014/month for VTR's database for this program maintenance.
Employee Training	\$	12,978.00	Employee Training - local training is anticipated at approx \$75 per 14 FTE per month is \$1050 per month for training staff locally. This includes new staff training & state required training.
Professional Fees - Background Checks	\$	2,785.00	Professional Fees - background checks
Staff Mileage	\$	8,652.00	Staff Mileage - staff mileage of 1000 miles per month is anticipated at \$.70/mile.
Staff Recruitment Costs	\$	4,944.00	Staff Recruitment Costs - estimated at \$400/month for new hires. Due to attrition we anticipate an ongoing recruitment costs.
License, Permits & Association Dues	\$	2,472.00	California Alliance: provides Catalyst
Building - Vector Control	\$	9,888.00	Maint. & Repair - Vector Control and includes \$500 for set up fee and/or disinfecting for bed bugs. Vermin and squirrel abatement treatments.
Janitorial, bathroom & laundry supplies	\$	5,933.00	Janitorial, bathroom supplies and Detergent, dryer sheets, add-ons, equipment maintenance
Kitchen Supplies & small appliance replacement	\$	3,090.00	Monthly kitchen Supplies & small appliance and silverware replacement as needed
PPE Supplies	\$	2,447.00	PPE Supplies for \$8 x 8 youth = \$64 + \$8 x 13.5 FTE = \$172, plus extra PPE = a total of \$198 per mo.
Maint. - Janitorial Services & HVAC maintenance	\$	9,888.00	Maint. & Repair - Building includes the cost of the janitorial service \$600 monthly and HVAC routine maintenance \$2000 2-3 visits/year. \$400 Pressure washer service
Maint. & Ground keeping supplies - Grounds	\$	4,944.00	Maint. & Repair - Grounds includes the cost of grounds maintenance (mowing & landscaping \$300, groundskeeping supplies \$100 etc) Total estimated \$400 per month. Purchasing, blower, trash cans, Shovels, wheelbarrow, rakes, brooms, & other gardening supplies.
Subtotal Operational	\$	217,482.00	
Equipment			
Staff Computers- Replacements	\$	1,545.00	Staff Computer & accessories - 1 replacement computers for staff at \$1,500 each.
Youth Computers- Replacements	\$	2,060.00	Youth Computers & accessories - 2 replacement youth computers at \$1,000 each.
Leased Copier	\$	2,472.00	One Copier Lease is estimated at \$200 per month for this program.
Subtotal Equipment	\$	6,077.00	
Transportation for Youth			
Leased Vehicles	\$	22,248.00	Vehicle Lease - Anticipate leasing (2) vehicles at \$1800X12
Vehicle Maintenance	\$	4,944.00	Van Maintenance & Repair - vehicle estimated at \$2400x2 for minor repairs (oil change, wipers, monthly cleanings, etc.)
Vehicle Gas & Oil	\$	12,360.00	Vehicle Gas & Oil - for estimated costs on leased vehicles
Vehicle Insurance & Registration	\$	7,416.00	Auto Insurance is estimated at \$300 per vehicle on average per month.
Subtotal Transportation for Youth	\$	46,968.00	
Direct Youth Financial Assistance			
Youth Clothing	\$	11,536.00	Clothing - is anticipated for 2 cohorts of youth arriving during the year x 8 per group x \$700 per youth. Provide up to \$700X2X8 for clothing as needed.
Educational Support	\$	4,120.00	Client Education Supplies - curriculum, tutorials, videos & books.

Exhibit E-2

Specialized Tutoring	\$	4,120.00	Specialized Tutoring for Youth
Employment Support	\$	8,240.00	Client Employment Support Expenses: Work clothing, tools, certifications
Recreation Activity Fees, including bus passes and taxi/rideshare fund	\$	17,785.00	Youth Recreation Activity Fees -Anticipated costs for: Streaming Service for the home, monthly bus passes, taxi/rideshare fund.
Recreational Supplies	\$	4,944.00	Youth Recreational Supplies - this is estimated cost of for recreation which would include purchase of sports supplies, artistic supplies, etc.
Client Personal Hygiene items, haircuts and incidentals	\$	33,610.16	Client Personal Items - \$1560 per month estimated costs for personal hygiene and day-to-day living costs and haircuts. Estimated \$14,890.16 fund for any other necessary services not otherwise covered by the placing agency.
	\$	-	
Subtotal Direct Client Financial Assistance	\$	84,355.16	
Other			
Professional Fees - A-133 Single Audit	\$	3,605.00	Professional Fees - A-133 Single Audit - estimated at \$3,500
Professional and General Liability Insurance	\$	13,390.00	Professional and General Liability Insurance estimated at \$700 per FTE
Property insurance	\$	7,910.00	Property insurance is estimated at \$640 per month for this program. It includes property, bonding and general insurance.
Subtotal Other	\$	24,905.00	
Indirect Cost *not to exceed 15% of total salaries and benefits minus overtime			
VTR - De Minimis 15% rate of Salaries & Benefits cost, excluding OT	\$	168,909	
	\$	-	
	\$	-	
Subtotal Indirect Cost	\$	168,909	
Total	\$	1,704,858	

NOTE:

Submitted invoices shall include itemized detail of cost and will include necessary backup as determined by Probation.

Salaries & Benefits (S&B) should only reflect costs associated with **direct service staff**, those who are actively providing program-related services to youths. Staff not engaged in direct service delivery, such as administrative personnel or program managers, should be categorized under **Indirect Costs**.

Personal vehicle: Mileage reimbursement will follow the U.S. General Services Administration (GSA) Per Diem rates. All reimbursement requests must be accompanied by supporting documentation submitted with the invoice.

Leased vehicle: Lease costs will be reimbursed with documentation; no mileage reimbursement. Mileage isn't applicable.

Line Item Budget Increased by 3% over PY budget.

Exhibit E-2

Budget Summary

ORGANIZATION: VALLEY TEEN RANCH

SERVICES: 3-8 Bed Youth Count

CONTRACT PERIOD: Year 3

CONTRACT AMOUNT: \$1,756,005

Transitional Housing Program - Budget Categories		
Category	Amount	Budget Narrative/Justification: Briefly explain how the cost was calculated and why it's necessary.
Salaries		Rounded to the nearest whole number
1 FTE, House Manager: \$7815/month X 12	\$ 93,784.00	House Manager (TBH), estimated at 40 hrs./week or 1 FTE to this program. Responsible for residential program management, hiring and supervision of staff.
1 FTE, Social Worker: \$6068/month X 12	\$ 72,820.00	Social Worker (TBH), This position is estimated at 40 hours a week to provide counseling, EBP programs and staff training. Can carry a caseload up to 8 participants.
1 FTE, Case Manager: \$5149/month X 12	\$ 61,782.00	Case Manager (TBH), This position is estimated at 40 hours a week to case management supervision. Can carry a caseload up to 8 participants.
1 FTE, Home/Life Skills/Nutrition Coordinator: \$4229/month X 12	\$ 50,757.00	Home/Life Skills/Nutrition Coordinator (TBH), 1. FTE or 40 hours/week. Prepares food for breakfast, lunch and dinner to all residents (and direct care staff on shift per state licensing rules), ensuring that all menu items are in compliance with nutritional standards for residential programs. Also does all the ordering of food supplies as well as household supplies for the unit.
2 FTE, Shift Supervisor: \$4597.50 X2,X12	\$ 110,338.00	Shift Supervisor (TBH), 2 FTE or 40 hours/week. Responsible for program supervision and ensuring the needs of clients are met.
3 FTE, Morning Staff: \$4045.67 X3 X12	\$ 145,640.00	Direct Care Staff (TBH), who provide care and supervision and transportation to residents in the program. 3 FTE
3 FTE, Evening Staff: \$4229.33.33X 3 X12	\$ 152,261.00	Direct Care Staff (TBH), who provide care and supervision and transportation to residents in the program.
3 FTE, Awake Night Staff: \$4367.33 X 3 X12	\$ 157,225.00	Direct Care Staff (TBH), who provide care and supervision and transportation to residents in the program. 3.0 FTE
	\$ 31,007.00	Overtime/Staff Coverage - Staff overtime may be required in the event of staff going on sick leave, vacation, children that need one-on-one coverage, etc.
Subtotal Salaries	\$ 875,614.00	
Benefits		
FICA - required at 7.65% of salaries.	\$ 66,984.47	
Unemployment - estimated at 3.4% of salaries.	\$ 29,770.88	
Worker's Compensation - estimated at 5.95% of salaries.	\$ 52,099.03	
Health Insurance - estimated at 16% of salaries.	\$ 140,098.24	
Retirement estimated at 3% of salaries.	\$ 26,268.42	
Subtotal Benefits	\$ 315,221.04	
Total Salaries & Benefits	\$ 1,190,835.04	

Exhibit E-2

Operational			
<i>Food</i>	\$	77,446.00	Youth Food - estimated at \$25 x 365 days x 8 Youth.
<i>Youth Medical Supplies</i>	\$	5,305.00	Client Medical Supplies - includes medical supplies for the medical cart, limited over the counter medications such as advil, tylenol, cold medicine, band aids, triple antibiotic cream, medicine cups, etc...
<i>Office Supplies</i>	\$	3,395.00	Office supplies include envelopes, file folders, pens, pencils, copier paper, highlighters, staples, file cabinets, storage boxes, paper clips, tape, binders.
<i>Copying & Printing</i>	\$	1,910.00	Copying & Printing are estimated at \$150 per month.
<i>Postage</i>	\$	849.00	Postage is expected at \$800/year for postage correspondence and overnight mail.
<i>Telephone</i>	\$	5,857.00	Telephone charges for landline and cell phone. Total estimated \$460 per month.
<i>Internet</i>	\$	3,055.00	Internet is estimated at \$240 per month.
<i>Computer Software Subscriptions</i>	\$	43,221.00	Computer Software and user fees. Estimated at \$3395X12.
<i>Computer Maintenance & IT Support</i>	\$	12,909.00	Computer Maintenance - estimated at \$1,014/month for VTR's database for this program maintenance.
<i>Employee Training</i>	\$	13,367.00	Employee Training - local training is anticipated at approx \$75 per 14 FTE per month is \$1050 per month for training staff locally. This includes new staff training & state required training.
<i>Professional Fees - Background Checks</i>	\$	2,869.00	Professional Fees - background checks
<i>Staff Mileage</i>	\$	8,912.00	Staff Mileage - staff mileage of 1000 miles per month is anticipated at \$.70/mile.
<i>Staff Recruitment Costs</i>	\$	5,092.00	Staff Recruitment Costs - estimated at \$400/month for new hires. Due to attrition we anticipate an ongoing recruitment costs.
<i>License, Permits & Association Dues</i>	\$	2,546.00	California Alliance: provides Catalyst
<i>Building - Vector Control</i>	\$	10,185.00	Maint. & Repair - Vector Control and includes \$500 for set up fee and/or disinfecting for bed bugs. Vermin and squirrel abatement treatments.
<i>Janitorial, bathroom & laundry supplies</i>	\$	6,111.00	Janitorial, bathroom supplies and Detergent, dryer sheets, add-ons, equipment maintenance
<i>Kitchen Supplies & small appliance replacement</i>	\$	3,183.00	Monthly kitchen Supplies & small appliance and silverware replacement as needed
<i>PPE Supplies</i>	\$	2,520.00	PPE Supplies for \$8 x 8 youth = \$64 + \$8 x 13.5 FTE = \$172, plus extra PPE = a total of \$198 per mo.
<i>Maint. - Janitorial Services & HVAC maintenance</i>	\$	10,185.00	Maint. & Repair - Building includes the cost of the janitorial service \$600 monthly and HVAC routine maintenance \$2000 2-3 visits/year. \$400 Pressure washer rental or service
<i>Maint. & Ground keeping supplies - Grounds</i>	\$	5,092.00	Maint. & Repair - Grounds includes the cost of grounds maintenance (mowing & landscaping \$300, groundskeeping supplies \$100 etc) Total estimated \$400 per month. Purchasing, blower, trash cans, Shovels, wheelbarrow, rakes, brooms, & other gardening supplies.
Subtotal Operational	\$	224,009.00	
Equipment			
<i>Staff Computers- Replacements</i>	\$	1,591.00	Staff Computer & accessories - 1 replacement computers for staff at \$1,500 each.
<i>Youth Computers- Replacements</i>	\$	2,122.00	Youth Computers & accessories - 2 replacement youth computers at \$1,000 each.
<i>Leased Copier</i>	\$	2,546.00	One Copier Lease is estimated at \$200 per month for this program.
Subtotal Equipment	\$	6,259.00	
Transportation for Youth			
<i>Leased Vehicles</i>	\$	22,915.00	Vehicle Lease - Anticipate leasing (2) vehicles at \$1800X12

Exhibit E-2

<i>Vehicle Maintenance</i>	\$	5,092.00	Van Maintenance & Repair - vehicle estimated at \$2400x2 for minor repairs (oil change, wipers, monthly cleanings, etc.)
<i>Vehicle Gas & Oil</i>	\$	12,731.00	Vehicle Gas & Oil - for estimated costs on leased vehicles
<i>Vehicle Insurance & Registration</i>	\$	7,638.00	Auto Insurance is estimated at \$300 per vehicle on average per month.
Subtotal Transportation for Youth	\$	48,376.00	
Direct Youth Financial Assistance			
<i>Youth Clothing</i>	\$	11,882.00	Clothing - is anticipated for 2 cohorts of youth arriving during the year x 8 per group x \$700 per youth. Provide up to \$700X2X8 for clothing as needed.
<i>Educational Support</i>	\$	4,244.00	Client Education Supplies - curriculum, tutorials, videos & books.
<i>Specialized Tutoring</i>	\$	4,244.00	Specialized Tutoring for Youth
<i>Employment Support</i>	\$	8,487.00	Client Employment Support Expenses: Work clothing, tools, certifications
<i>Recreation Activity Fees, including bus passes and taxi/rideshare fund</i>	\$	18,319.00	Youth Recreation Activity Fees -Anticipated costs for: Streaming Service for the home, monthly bus passes, taxi/rideshare fund.
<i>Recreational Supplies</i>	\$	5,092.00	Youth Recreational Supplies - this is estimated cost of for recreation which would include purchase of sports supplies, artistic supplies, etc.
<i>Client Personal Hygiene items, haircuts and incidentals</i>	\$	34,631.96	Client Personal Items - \$1560 per month estimated costs for personal hygiene and day-to-day living costs and haircuts. Estimated \$15,911.96 fund for any other necessary services not otherwise covered by the placing agency.
	\$	-	
Subtotal Direct Client Financial Assistance	\$	86,899.96	
Other			
<i>Professional Fees - A-133 Single Audit</i>	\$	3,713.00	Professional Fees - A-133 Single Audit - estimated at \$3,500
<i>Professional and General Liability Insurance</i>	\$	13,792.00	Professional and General Liability Insurance estimated at \$700 per FTE
<i>Property insurance</i>	\$	8,147.00	Property insurance is estimated at \$640 per month for this program. It includes property, bonding and general insurance.
Subtotal Other	\$	25,652.00	
Indirect Cost *not to exceed 15% of total salaries and benefits minus overtime			
<i>VTR - De Minimis 15% rate of Salaries & Benefits cost , excluding OT</i>	\$	173,974	
	\$	-	
	\$	-	
Subtotal Indirect Cost	\$	173,974	
Total	\$	1,756,005	

NOTE:

Submitted invoices shall include itemized detail of cost and will include necessary backup as determined by Probation.

Salaries & Benefits (S&B) should only reflect costs associated with **direct service staff**, those who are actively providing program-related services to youths. Staff not engaged in direct service delivery, such as administrative personnel or program managers, should be categorized under **Indirect Costs**.

Exhibit E-2

Personal vehicle: Mileage reimbursement will follow the U.S. General Services Administration (GSA) Per Diem rates. All reimbursement requests must be accompanied by supporting documentation submitted with the invoice.

Leased vehicle: Lease costs will be reimbursed with documentation; no mileage reimbursement. Mileage isn't applicable.

Line Item Budget Increased by 3% over PY budget.

Exhibit E-2

Budget Summary

ORGANIZATION: VALLEY TEEN RANCH
 SERVICES: 3-8 Bed Youth Count
 CONTRACT PERIOD: Year 4
 CONTRACT AMOUNT: \$1,808,687

Transitional Housing Program - Budget Categories		
Category	Amount	Budget Narrative/Justification: Briefly explain how the cost was calculated and why it's necessary.
Salaries		Rounded to the nearest whole number
1 FTE, House Manager: \$7367/month X 12	\$ 96,602.00	House Manager (TBH), estimated at 40 hrs./week or 1 FTE to this program. Responsible for residential program management, hiring and supervision of staff.
1 FTE, Social Worker: \$6250/month X 12	\$ 75,005.00	Social Worker (TBH), This position is estimated at 40 hours a week to provide counseling, EBP programs and staff training. Can carry a caseload up to 8 participants.
1 FTE, Case Manager: \$5303/month X 12	\$ 63,635.00	Case Manager (TBH), This position is estimated at 40 hours a week to case management supervision. Can carry a caseload up to 8 participants.
1 FTE, Home/Life Skills/Nutrition Coordinator: \$4356/month X 12	\$ 52,280.00	Home/Life Skills/Nutrition Coordinator (TBH), 1. FTE or 40 hours/week. Prepares food for breakfast, lunch and dinner to all residents (and direct care staff on shift per state licensing rules), ensuring that all menu items are in compliance with nutritional standards for residential programs. Also does all the ordering of food supplies as well as household supplies for the unit.
2 FTE, Shift Supervisor: \$4735 X2,X12	\$ 113,648.00	Shift Supervisor (TBH), 2 FTE or 40 hours/week. Responsible for program supervision and ensuring the needs of clients are met.
3 FTE, Morning Staff: \$4167 X3 X12	\$ 150,009.00	Direct Care Staff (TBH), who provide care and supervision and transportation to residents in the program. 3 FTE
3 FTE, Evening Staff: \$4356.33 X 3 X12	\$ 156,829.00	Direct Care Staff (TBH), who provide care and supervision and transportation to residents in the program. 3 FTE
3 FTE, Awake Night Staff: \$4498.33 X 3 X12	\$ 161,942.00	Direct Care Staff (TBH), who provide care and supervision and transportation to residents in the program. 3.0 FTE
	\$ 31,937.00	Overtime/Staff Coverage - Staff overtime may be required in the event of staff going on sick leave, vacation, children that need one-on-one coverage, etc.
Subtotal Salaries	\$ 901,887.00	
Benefits		
FICA - required at 7.65% of salaries.	\$ 68,994.36	
Unemployment - estimated at 3.4% of salaries.	\$ 30,664.16	
Worker's Compensation - estimated at 5.95% of salaries.	\$ 53,662.28	
Health Insurance - estimated at 16% of salaries.	\$ 144,301.92	
Retirement estimated at 3% of salaries.	\$ 27,056.61	
Subtotal Benefits	\$ 324,679.32	
Total Salaries & Benefits	\$ 1,226,566.32	

Exhibit E-2

Operational			
<i>Food</i>	\$	79,769.00	Youth Food - estimated at \$25 x 365 days x 8 Youth.
<i>Youth Medical Supplies</i>	\$	5,464.00	Client Medical Supplies - includes medical supplies for the medical cart, limited over the counter medications such as advil, tylenol, cold medicine, band aids, triple antibiotic cream, medicine cups, etc...
<i>Office Supplies</i>	\$	3,497.00	Office supplies include envelopes, file folders, pens, pencils, copier paper, highlighters, staples, file cabinets, storage boxes, paper clips, tape, binders.
<i>Copying & Printing</i>	\$	1,967.00	Copying & Printing are estimated at \$150 per month.
<i>Postage</i>	\$	874.00	Postage is expected at \$800/year for postage correspondence and overnight mail.
<i>Telephone</i>	\$	6,033.00	Telephone charges for landline and cell phone. Total estimated \$460 per month.
<i>Internet</i>	\$	3,147.00	Internet is estimated at \$240 per month.
<i>Computer Software Subscriptions</i>	\$	44,518.00	Computer Software and user fees. Estimated at \$3395X12.
<i>Computer Maintenance & IT Support</i>	\$	13,296.00	Computer Maintenance - estimated at \$1,014/month for VTR's database for this program maintenance.
<i>Employee Training</i>	\$	13,768.00	Employee Training - local training is anticipated at approx \$75 per 14 FTE per month is \$1050 per month for training staff locally. This includes new staff training & state required training.
<i>Professional Fees - Background Checks</i>	\$	2,955.00	Professional Fees - background checks
<i>Staff Mileage</i>	\$	9,179.00	Staff Mileage - staff mileage of 1000 miles per month is anticipated at \$.70/mile.
<i>Staff Recruitment Costs</i>	\$	5,245.00	Staff Recruitment Costs - estimated at \$400/month for new hires. Due to attrition we anticipate an ongoing recruitment costs.
<i>License, Permits & Association Dues</i>	\$	2,622.00	California Alliance: provides Catalyst
<i>Building - Vector Control</i>	\$	10,491.00	Maint. & Repair - Vector Control and includes \$500 for set up fee and/or disinfecting for bed bugs. Vermin and squirrel abatement treatments.
<i>Janitorial, bathroom & laundry supplies</i>	\$	6,294.00	Janitorial, bathroom supplies and Detergent, dryer sheets, add-ons, equipment maintenance
<i>Kitchen Supplies & small appliance replacement</i>	\$	3,278.00	Monthly kitchen Supplies & small appliance and silverware replacement as needed
<i>PPE Supplies</i>	\$	2,596.00	PPE Supplies for \$8 x 8 youth = \$64 + \$8 x 13.5 FTE = \$172, plus extra PPE = a total of \$198 per mo.
<i>Maint. - Janitorial Services & HVAC maintenance</i>	\$	10,491.00	Maint. & Repair - Building includes the cost of the janitorial service \$600 monthly and HVAC routine maintenance \$2000 2-3 visits/year. \$400 Pressure washer rental or service
<i>Maint. & Ground keeping supplies - Grounds</i>	\$	5,245.00	Maint. & Repair - Grounds includes the cost of grounds maintenance (mowing & landscaping \$300, groundskeeping supplies \$100 etc) Total estimated \$400 per month. Purchasing, blower, trash cans, Shovels, wheelbarrow, rakes, brooms, & other gardening supplies.
Subtotal Operational	\$	230,729.00	
Equipment			
<i>Staff Computers- Replacements</i>	\$	1,639.00	Staff Computer & accessories - 1 replacement computers for staff at \$1,500 each.
<i>Youth Computers- Replacements</i>	\$	2,186.00	Youth Computers & accessories - 2 replacement youth computers at \$1,000 each.
<i>Leased Copier</i>	\$	2,622.00	One Copier Lease is estimated at \$200 per month for this program.
Subtotal Equipment	\$	6,447.00	
Transportation for Youth			
<i>Leased Vehicles</i>	\$	23,602.00	Vehicle Lease - Anticipate leasing (2) vehicles at \$1800X12

Exhibit E-2

Vehicle Maintenance	\$	5,245.00	Van Maintenance & Repair - vehicle estimated at \$2400x2 for minor repairs (oil change, wipers, monthly cleanings, etc.)
Vehicle Gas & Oil	\$	13,113.00	Vehicle Gas & Oil - for estimated costs on leased vehicles
Vehicle Insurance & Registration	\$	7,867.00	Auto Insurance is estimated at \$300 per vehicle on average per month.
Subtotal Transportation for Youth	\$	49,827.00	
Direct Youth Financial Assistance			
Youth Clothing	\$	12,238.00	Clothing - is anticipated for 2 cohorts of youth arriving during the year x 8 per group x \$700 per youth. Provide up to \$700X2X8 for clothing as needed.
Educational Support	\$	4,371.00	Client Education Supplies - curriculum, tutorials, videos & books.
Specialized Tutoring	\$	4,371.00	Specialized Tutoring for Youth
Employment Support	\$	8,742.00	Client Employment Support Expenses: Work clothing, tools, certifications
Recreation Activity Fees, including bus passes and taxi/rideshare fund	\$	18,869.00	Youth Recreation Activity Fees -Anticipated costs for: Streaming Service for the home, monthly bus passes, taxi/rideshare fund.
Recreational Supplies	\$	5,245.00	Youth Recreational Supplies - this is estimated cost of for recreation which would include purchase of sports supplies, artistic supplies, etc.
Client Personal Hygiene items, haircuts and incidentals	\$	35,666.68	Client Personal Items - \$1560 per month estimated costs for personal hygiene and day-to-day living costs and haircuts. Estimated \$16,946.68 fund for any other necessary services not otherwise covered by the placing agency.
	\$	-	
Subtotal Direct Client Financial Assistance	\$	89,502.68	
Other			
Professional Fees - A-133 Single Audit	\$	3,824.00	Professional Fees - A-133 Single Audit - estimated at \$3,500
Professional and General Liability Insurance	\$	14,206.00	Professional and General Liability Insurance estimated at \$700 per FTE
Property insurance	\$	8,391.00	Property insurance is estimated at \$640 per month for this program. It includes property, bonding and general insurance.
Subtotal Other	\$	26,421.00	
Indirect Cost *not to exceed 15% of total salaries and benefits minus overtime			
VTR - De Minimis 15% rate of Salaries & Benefits cost , excluding OT	\$	179,194	
	\$	-	
	\$	-	
Subtotal Indirect Cost	\$	179,194	
Total	\$	1,808,687	

NOTE:

Submitted invoices shall include itemized detail of cost and will include necessary backup as determined by Probation.

Salaries & Benefits (S&B) should only reflect costs associated with **direct service staff**, those who are actively providing program-related services to youths. Staff not engaged in direct service delivery, such as administrative personnel or program managers, should be categorized under **Indirect Costs**.

Exhibit E-2

Personal vehicle: Mileage reimbursement will follow the U.S. General Services Administration (GSA) Per Diem rates. All reimbursement requests must be accompanied by supporting documentation submitted with the invoice.

Leased vehicle: Lease costs will be reimbursed with documentation; no mileage reimbursement. Mileage isn't applicable.

Line Item Budget Increased by 3% over PY budget.

Exhibit E-2

Budget Summary

ORGANIZATION: VALLEY TEEN RANCH

SERVICES: 3-8 Bed Youth Count

CONTRACT PERIOD: Year 5

CONTRACT AMOUNT: \$1,862,947

Transitional Housing Program - Budget Categories		
Category	Amount	Budget Narrative/Justification: <i>Briefly explain how the cost was calculated and why it's necessary.</i>
Salaries		Rounded to the nearest whole number
1 FTE, House Manager: \$8292/month X 12	\$ 99,504.00	House Manager (TBH), estimated at 40 hrs./week or 1 FTE to this program. Responsible for residential program management, hiring and supervision of staff.
1 FTE, Social Worker: \$6438/month X 12	\$ 77,255.00	Social Worker (TBH), This position is estimated at 40 hours a week to provide counseling, EBP programs and staff training. Can carry a caseload up to 8 participants.
1 FTE, Case Manager: \$5463/month X 12	\$ 65,544.00	Case Manager (TBH), This position is estimated at 40 hours a week to case management supervision. Can carry a caseload up to 8 participants.
1 FTE, Home/Life Skills/Nutrition Coordinator: \$4487/month X 12	\$ 53,848.00	Home/Life Skills/Nutrition Coordinator (TBH), 1. FTE or 40 hours/week. Prepares food for breakfast, lunch and dinner to all residents (and direct care staff on shift per state licensing rules), ensuring that all menu items are in compliance with nutritional standards for residential programs. Also does all the ordering of food supplies as well as household supplies for the unit.
2 FTE, Shift Supervisor: \$4877 X2,X12	\$ 117,057.00	Shift Supervisor (TBH), 2 FTE or 40 hours/week. Responsible for program supervision and ensuring the needs of clients are met.
3 FTE, Morning Staff: \$4292 X3 X12	\$ 154,509.00	Direct Care Staff (TBH), who provide care and supervision and transportation to residents in the program. 3 FTE
3 FTE, Evening Staff: \$4487 X 3 X12	\$ 161,534.00	Direct Care Staff (TBH), who provide care and supervision and transportation to residents in the program. 3 FTE
3 FTE, Awake Night Staff: \$4633.33 X 3 X12	\$ 166,800.00	Direct Care Staff (TBH), who provide care and supervision and transportation to residents in the program. 3.0 FTE
	\$ 32,895.00	Overtime/Staff Coverage - Staff overtime may be required in the event of staff going on sick leave, vacation, children that need one-on-one coverage, etc. Increase of 3% over PY budget.
Subtotal Salaries	\$ 928,946.00	
Benefits		
FICA - required at 7.65% of salaries.	\$ 71,064.37	
Unemployment - estimated at 3.4% of salaries.	\$ 31,584.16	
Worker's Compensation - estimated at 5.95% of salaries.	\$ 55,272.29	
Health Insurance - estimated at 16% of salaries.	\$ 148,631.36	
Retirement estimated at 3% of salaries.	\$ 27,868.38	
Subtotal Benefits	\$ 334,420.56	
Total Salaries & Benefits	\$ 1,263,366.56	

Exhibit E-2

Operational			
<i>Food</i>	\$	82,162.00	Youth Food - estimated at \$25 x 365 days x 8 Youth.
<i>Youth Medical Supplies</i>	\$	5,628.00	Client Medical Supplies - includes medical supplies for the medical cart, limited over the counter medications such as advil, tylenol, cold medicine, band aids, triple antibiotic cream, medicine cups, etc...
<i>Office Supplies</i>	\$	3,602.00	Office supplies include envelopes, file folders, pens, pencils, copier paper, highlighters, staples, file cabinets, storage boxes, paper clips, tape, binders.
<i>Copying & Printing</i>	\$	2,026.00	Copying & Printing are estimated at \$150 per month.
<i>Postage</i>	\$	900.00	Postage is expected at \$800/year for postage correspondence and overnight mail.
<i>Telephone</i>	\$	6,214.00	Telephone charges for landline and cell phone. Total estimated \$460 per month.
<i>Internet</i>	\$	3,241.00	Internet is estimated at \$240 per month.
<i>Computer Software Subscriptions</i>	\$	45,854.00	Computer Software and user fees. Estimated at \$3395X12.
<i>Computer Maintenance & IT Support</i>	\$	13,695.00	Computer Maintenance - estimated at \$1,014/month for VTR's database for this program maintenance.
<i>Employee Training</i>	\$	14,181.00	Employee Training - local training is anticipated at approx \$75 per 14 FTE per month is \$1050 per month for training staff locally. This includes new staff training & state required training.
<i>Professional Fees - Background Checks</i>	\$	3,044.00	Professional Fees - background checks
<i>Staff Mileage</i>	\$	9,454.00	Staff Mileage - staff mileage of 1000 miles per month is anticipated at \$.70/mile.
<i>Staff Recruitment Costs</i>	\$	5,402.00	Staff Recruitment Costs - estimated at \$400/month for new hires. Due to attrition we anticipate an ongoing recruitment costs.
<i>License, Permits & Association Dues</i>	\$	2,701.00	California Alliance: provides Catalyst
<i>Building - Vector Control</i>	\$	10,806.00	Maint. & Repair - Vector Control and includes \$500 for set up fee and/or disinfecting for bed bugs. Vermin and squirrel abatement treatments.
<i>Janitorial, bathroom & laundry supplies</i>	\$	6,483.00	Janitorial, bathroom supplies and Detergent, dryer sheets, add-ons, equipment maintenance
<i>Kitchen Supplies & small appliance replacement</i>	\$	3,376.00	Monthly kitchen Supplies & small appliance and silverware replacement as needed
<i>PPE Supplies</i>	\$	2,674.00	PPE Supplies for 8 x 8 youth = \$64 + \$8 x 13.5 FTE = \$172, plus extra PPE = a total of \$198 per mo.
<i>Maint. - Janitorial Services & HVAC maintenance</i>	\$	10,806.00	Maint. & Repair - Building includes the cost of the janitorial service \$600 monthly and HVAC routine maintenance \$2000 2-3 visits/year. \$400 Pressure washer rental or service
<i>Maint. & Ground keeping supplies - Grounds</i>	\$	5,402.00	Maint. & Repair - Grounds includes the cost of grounds maintenance (mowing & landscaping \$300, groundskeeping supplies \$100 etc) Total estimated \$400 per month. Purchasing, blower, trash cans, Shovels, wheelbarrow, rakes, brooms, & other gardening supplies.
Subtotal Operational	\$	237,651.00	
Equipment			
<i>Staff Computers- Replacements</i>	\$	1,688.00	Staff Computer & accessories - 1 replacement computers for staff at \$1,500 each.
<i>Youth Computers- Replacements</i>	\$	2,252.00	Youth Computers & accessories - 2 replacement youth computers at \$1,000 each.
<i>Leased Copier</i>	\$	2,701.00	One Copier Lease is estimated at \$200 per month for this program.
Subtotal Equipment	\$	6,641.00	
Transportation for Youth			
<i>Leased Vehicles</i>	\$	24,310.00	Vehicle Lease - Anticipate leasing (2) vehicles at \$1800X12

Exhibit E-2

<i>Vehicle Maintenance</i>	\$	5,402.00	Van Maintenance & Repair - vehicle estimated at \$2400x2 for minor repairs (oil change, wipers, monthly cleanings, etc.)
<i>Vehicle Gas & Oil</i>	\$	13,506.00	Vehicle Gas & Oil - for estimated costs on leased vehicles
<i>Vehicle Insurance & Registration</i>	\$	8,103.00	Auto Insurance is estimated at \$300 per vehicle on average per month.
Subtotal Transportation for Youth	\$	51,321.00	
Direct Youth Financial Assistance			
<i>Youth Clothing</i>	\$	12,605.00	Clothing - is anticipated for 2 cohorts of youth arriving during the year x 8 per group x \$700 per youth. Provide up to \$700X2X8 for clothing as needed.
<i>Educational Support</i>	\$	4,502.00	Client Education Supplies - curriculum, tutorials, videos & books.
<i>Specialized Tutoring</i>	\$	4,502.00	Specialized Tutoring for Youth
<i>Employment Support</i>	\$	9,004.00	Client Employment Support Expenses: Work clothing, tools, certifications
<i>Recreation Activity Fees, including bus passes and taxi/rideshare fund</i>	\$	19,435.00	Youth Recreation Activity Fees -Anticipated costs for: Streaming Service for the home, monthly bus passes, taxi/rideshare fund.
<i>Recreational Supplies</i>	\$	5,402.00	Youth Recreational Supplies - this is estimated cost of for recreation which would include purchase of sports supplies, artistic supplies, etc.
<i>Client Personal Hygiene items, haircuts and incidentals</i>	\$	36,732.88	Client Personal Items - \$1560 per month estimated costs for personal hygiene and day-to-day living costs and haircuts. Estimated \$18,012.88 fund for any other necessary services not otherwise covered by the placing agency.
	\$	-	
Subtotal Direct Client Financial Assistance	\$	92,182.88	
Other			
<i>Professional Fees - A-133 Single Audit</i>	\$	3,939.00	Professional Fees - A-133 Single Audit - estimated at \$3,500
<i>Professional and General Liability Insurance</i>	\$	14,632.00	Professional and General Liability Insurance estimated at \$700 per FTE
<i>Property insurance</i>	\$	8,643.00	Property insurance is estimated at \$640 per month for this program. It includes property, bonding and general insurance.
Subtotal Other	\$	27,214.00	
Indirect Cost *not to exceed 15% of total salaries and benefits minus overtime			
<i>VTR - De Minimis 15% rate of Salaries & Benefits cost, excluding OT</i>	\$	184,571	
	\$	-	
	\$	-	
Subtotal Indirect Cost	\$	184,571	
Total	\$	1,862,947	

NOTE:
Submitted invoices shall include itemized detail of cost and will include necessary backup as determined by Probation.

Salaries & Benefits (S&B) should only reflect costs associated with **direct service staff**, those who are actively providing program-related services to youths. Staff not engaged in direct service delivery, such as administrative personnel or program managers, should be categorized under **Indirect Costs**.

Exhibit E-2

Personal vehicle: Mileage reimbursement will follow the U.S. General Services Administration (GSA) Per Diem rates. All reimbursement requests must be accompanied by supporting documentation submitted with the invoice.

Leased vehicle: Lease costs will be reimbursed with documentation; no mileage reimbursement. Mileage isn't applicable.

Line Item Budget Increased by 3% over PY budget.

Exhibit F

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) **All-Risk Property Insurance.** All-Risk Property Insurance with no coinsurance penalty provision in an amount that will cover the total of County purchased and owned property in possession of Contractor(s) and/or used in the execution of this Agreement.
 - (i) Coverage must include full replacement value.
 - (ii) Contractor must name the County as an Additional Loss Payee.

Exhibit F

(H) **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.

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 D 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 County Risk Manager, at 2220 Tulare Street, 16th Floor, Fresno, California 93721, or HRRiskManagement@fresnocountyca.gov, and by mail or email to the person identified to receive notices under this Agreement and ProbationContracts@fresnocountyca.gov, certificates of insurance and endorsements for all of the coverages required under this Agreement.

- (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.

Exhibit F

- (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.
 - (v) 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.
- (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

Exhibit F

insurance requirements provided in this Agreement. This paragraph does not authorize the Contractor to provide services under this Agreement using subcontractors.

Exhibit G

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 G

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