

**AGREEMENT**

THIS AGREEMENT ("Agreement") is made and entered into this 14th day of December, 2021, by and between the COUNTY OF FRESNO, a Political Subdivision of the State of California, hereinafter referred to as "COUNTY", and Fresno Economic Opportunities Commission d.b.a. Fresno EOC, a private, non-profit organization, whose address is 1920 Mariposa Street, Suite 300, hereinafter referred to as "CONTRACTOR".

WITNESSETH

WHEREAS, COUNTY, through its Department of Public Health (DPH), Perinatal Equity Initiative and Babies First programs, desires to implement a Fatherhood Initiative in Fresno County; and

WHEREAS, COUNTY, through its DPH, is in need of an independent contractor to provide fatherhood involvement services to expectant, new and non-custodial fathers or partners of Black mothers in Fresno County; and

WHEREAS, CONTRACTOR, has the facilities, equipment and personnel skilled in the provision of such services; and

WHEREAS, CONTRACTOR, is qualified and willing to provide such services, pursuant to the terms and conditions of this Agreement.

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

1. OBLIGATIONS OF THE CONTRACTOR

A. CONTRACTOR shall perform all services and fulfill all responsibilities specified in COUNTY's Request for Proposal (RFP) No. 21-027 dated January 15, 2021 and Addendum No. One (1) to COUNTY's Request for Proposal (RFP) No. 21-027 dated January 28, 2021, herein collectively referred to as COUNTY's Revised RFP, and CONTRACTOR's Response to said Revised RFP dated February 18, 2021, all incorporated herein by reference and made part of this Agreement.

B. CONTRACTOR shall perform all services and fulfill all responsibilities identified in Exhibit A, attached hereto and by this reference incorporated herein.

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1           2.     TERM

2           The term of this Agreement shall be for a period of two (2) years and nine (9) months, commencing  
3 on October 1, 2021 through and including June 30, 2024. This Agreement may be extended for one (1)  
4 additional consecutive fifteen (15) month period, commencing on July 1, 2024 through and including  
5 September 30, 2025 upon written approval of both parties no later than thirty (30) days prior to the first day  
6 of the fifteen (15) month extension period. The DPH Director or his or her designee is authorized to  
7 execute such written approval on behalf of COUNTY based on CONTRACTOR'S satisfactory performance.

8           3.     TERMINATION

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

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

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

19           In no event shall any payment by the COUNTY constitute a waiver by the COUNTY of any  
20 breach of this Agreement or any default which may then exist on the part of the CONTRACTOR. Neither  
21 shall such payment impair or prejudice any remedy available to the COUNTY with respect to the breach or  
22 default. The COUNTY shall have the right to demand of the CONTRACTOR the repayment to the  
23 COUNTY of any funds disbursed to the CONTRACTOR under this Agreement, which in the judgment of  
24 the COUNTY were not expended in accordance with the terms of this Agreement. The CONTRACTOR  
25 shall promptly refund any such funds upon demand.

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

4 4. COMPENSATION/INVOICING

5 COUNTY agrees to pay CONTRACTOR and CONTRACTOR agrees to receive compensation as  
6 identified in Exhibit B, attached hereto and incorporated herein by this reference. CONTRACTOR shall  
7 submit monthly invoices to COUNTY by the 30<sup>th</sup> day of each month for the prior month's expenditures,  
8 addressed to the County of Fresno Department of Public Health, Public Health Nursing Division, P.O. Box  
9 11867, Fresno, CA 93775, Attention: Division Manager at DPHBOAP@fresnocountyca.gov. Invoices shall  
10 detail line items as specified in Exhibit B, including original budget amounts, current month's expenses,  
11 year-to-date expenses and budget balances. In addition, invoices shall also include all relevant supporting  
12 documentation including but not limited to copies of original statements, program expense receipts, and  
13 payroll records.

14 In no event shall compensation paid for services performed under this Agreement be in excess of  
15 Six Hundred Forty-Five Thousand and No/100 Dollars (\$645,000.00) during the initial term of two (2) years  
16 nine (9) months and One Hundred Eighty-Three Thousand and No/100 Dollars (\$183,000.00) during the  
17 potential fifteen (15) month extension of this Agreement. It is understood that all expenses incidental to  
18 CONTRACTOR'S performance of services under this Agreement shall be borne by CONTRACTOR.

19 5. FUNDING

20 Funding for these services is provided by the California Department of Public Health, Perinatal  
21 Equity Initiative, through State General Funds that have been authorized through the State of California  
22 Health and Safety Code, Section 123260. Funding for these services is supported by the Health  
23 Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services  
24 (HHS) as part of an award totaling Nine Hundred Eighty Thousand and No/100 Dollars (\$980,000.00) with  
25 0% financed with nongovernmental sources (Catalog of Federal Domestic Assistance Number 93.926).  
26 The contents are those of the author(s) and do not necessarily represent the official views of, nor an  
27 endorsement, by HRSA, HHS or the Federal government.

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1           6.       INDEPENDENT CONTRACTOR

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

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

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

19           7.       MODIFICATION

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

22           Notwithstanding the above, changes to line items in the budget, attached hereto as Exhibit B, that  
23 do not exceed ten percent (10%) of the maximum compensation payable to the CONTRACTOR, may be  
24 made with the written approval of COUNTY's DPH Director, or designee. Said budget line item changes  
25 shall not result in any change to the maximum compensation amount payable to CONTRACTOR, as stated  
26 herein.

27           8.       NON-ASSIGNMENT

28           Neither party shall assign, transfer or sub-contract this Agreement nor their rights or duties under

1 this Agreement without the prior written consent of the other party.

2 9. HOLD HARMLESS

3 CONTRACTOR agrees to indemnify, save, hold harmless, and at COUNTY'S request, defend the  
4 COUNTY, its officers, agents, and employees from any and all costs and expenses (including attorney's  
5 fees and costs), damages, liabilities, claims, and losses occurring or resulting to COUNTY in connection  
6 with the performance, or failure to perform, by CONTRACTOR, its officers, agents, or employees under this  
7 Agreement, and from any and all costs and expenses (including attorney's fees and costs), damages,  
8 liabilities, claims, and losses occurring or resulting to any person, firm, or corporation who may be injured  
9 or damaged by the performance, or failure to perform, of CONTRACTOR, its officers, agents, or  
10 employees under this Agreement.

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

12 10. INSURANCE

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

17 A. Commercial General Liability

18 Commercial General Liability Insurance with limits of not less than Two Million Dollars  
19 (\$2,000,000.00) per occurrence and an annual aggregate of Four Million Dollars (\$4,000,000.00). This  
20 policy shall be issued on a per occurrence basis. COUNTY may require specific coverages including  
21 completed operations, products liability, contractual liability, Explosion-Collapse-Underground, fire legal  
22 liability or any other liability insurance deemed necessary because of the nature of this contract.

23 B. Automobile Liability

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

27 C. Professional Liability

28 If CONTRACTOR employs licensed professional staff, (e.g., Ph.D., R.N., L.C.S.W.,

1 M.F.C.C.) in providing services, Professional Liability Insurance with limits of not less than One Million  
2 Dollars (\$1,000,000.00) per occurrence, Three Million Dollars (\$3,000,000.00) annual aggregate.  
3 CONTRACTOR agrees that it shall maintain, at its sole expense, in full force and effect for a period of  
4 three (3) years following the termination of this Agreement, one or more policies of professional liability  
5 insurance with limits of coverage as specified herein.

6 D. Worker's Compensation

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

9 E. Cyber Liability

10 Cyber Liability Insurance, with limits not less than \$2,000,000 per occurrence or claim,  
11 \$2,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as  
12 is undertaken by CONTRACTOR in this Agreement and shall include, but not be limited to, claims  
13 involving infringement of intellectual property, including but not limited to infringement of copyright,  
14 trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of  
15 electronic information, release of private information, alteration of electronic information, extortion and  
16 network security. The policy shall provide coverage for breach response costs as well as regulatory  
17 fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these  
18 obligations.

19 Definition of Cyber Risks. "Cyber Risks" include but are not limited to (i) Security  
20 Breaches, which may include Disclosure of Personal Information to an Unauthorized Third Party; (ii)  
21 breach of any of the Contractor's obligations under this Agreement; (iii) infringement of intellectual  
22 property, including but not limited to infringement of copyright, trademark, and trade dress; (iv) invasion  
23 of privacy, including release of private information; (v) information theft; (vi) damage to or destruction or  
24 alteration of electronic information; (vii) extortion related to the Contractor's obligations under this  
25 Agreement regarding electronic information, including Personal Information; (viii) network security; (ix)  
26 data breach response costs, including Security Breach response costs; (x) regulatory fines and  
27 penalties related to the Contractor's obligations under this Agreement regarding electronic information,  
28 including Personal Information; and (xi) credit monitoring expenses.

1 F. Molestation

2 Sexual abuse / molestation liability insurance with limits of not less than One Million Dollars  
3 (\$1,000,000.00) per occurrence, Two Million Dollars (\$2,000,000.00) annual aggregate. This policy shall be  
4 issued on a per occurrence basis.

5 Additional Requirements Relating to Insurance

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

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

18 Within Thirty (30) days from the date CONTRACTOR signs and executes this Agreement,  
19 CONTRACTOR shall provide certificates of insurance and endorsement as stated above for all of the  
20 foregoing policies, as required herein, to the County of Fresno, Department of Public Health, P.O. Box  
21 11867, Fresno, CA 93775, Attention: Contracts Section – 6th Floor, stating that such insurance coverage  
22 have been obtained and are in full force; that the County of Fresno, its officers, agents and employees will  
23 not be responsible for any premiums on the policies; that for such worker's compensation insurance the  
24 CONTRACTOR has waived its right to recover from the COUNTY, its officers, agents, and employees any  
25 amounts paid under the insurance policy and that waiver does not invalidate the insurance policy; that such  
26 Commercial General Liability insurance names the County of Fresno, its officers, agents and employees,  
27 individually and collectively, as additional insured, but only insofar as the operations under this Agreement  
28 are concerned; that such coverage for additional insured shall apply as primary insurance and any other

1 insurance, or self-insurance, maintained by COUNTY, its officers, agents and employees, shall be excess  
2 only and not contributing with insurance provided under CONTRACTOR's policies herein; and that this  
3 insurance shall not be cancelled or changed without a minimum of thirty (30) days advance, written notice  
4 given to COUNTY.

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

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

11 11. AUDITS AND INSPECTIONS

12 The CONTRACTOR shall at any time during business hours, and as often as the COUNTY may  
13 deem necessary, make available to the COUNTY for examination all of its records and data with respect to  
14 the matters covered by this Agreement. The CONTRACTOR shall, upon request by the COUNTY, permit  
15 the COUNTY to audit and inspect all of such records and data necessary to ensure CONTRACTOR'S  
16 compliance with the terms of this Agreement.

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

20 12. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

21 A. The parties to this Agreement shall be in strict conformance with all applicable  
22 Federal and State of California laws and regulations, including but not limited to Sections 5328, 10850, and  
23 14100.2 *et seq.* of the Welfare and Institutions Code, Sections 2.1 and 431.300 *et seq.* of Title 42, Code of  
24 Federal Regulations (CFR), Section 56 *et seq.* of the California Civil Code and the Health Insurance  
25 Portability and Accountability Act (HIPAA), including but not limited to Section 1320 D *et seq.* of Title 42,  
26 United States Code (USC) and its implementing regulations, including, but not limited to Title 45, CFR,  
27 Sections 142, 160, 162, and 164, The Health Information Technology for Economic and Clinical Health Act  
28 (HITECH) regarding the confidentiality and security of patient information, and the Genetic Information



1 Nondiscrimination Act (GINA) of 2008 regarding the confidentiality of genetic information.

2           Except as otherwise provided in this Agreement, CONTRACTOR, as a Business Associate  
3 of COUNTY, may use or disclose Protected Health Information (PHI) to perform functions, activities or  
4 services for or on behalf of COUNTY, as specified in this Agreement, provided that such use or disclosure  
5 shall not violate the Health Insurance Portability and Accountability Act (HIPAA), USC 1320d *et seq.* The  
6 uses and disclosures of PHI may not be more expansive than those applicable to COUNTY, as the  
7 “Covered Entity” under the HIPAA Privacy Rule (45 CFR 164.500 *et seq.*), except as authorized for  
8 management, administrative or legal responsibilities of the Business Associate.

9           B.       CONTRACTOR, including its subcontractors and employees, shall protect, from  
10 unauthorized access, use, or disclosure of names and other identifying information, including genetic  
11 information, concerning persons receiving services pursuant to this Agreement, except where permitted in  
12 order to carry out data aggregation purposes for health care operations [45 CFR Sections 164.504 (e)(2)(i),  
13 164.504 (3)(2)(ii)(A), and 164.504 (e)(4)(i)] This pertains to any and all persons receiving services pursuant  
14 to a COUNTY funded program. This requirement applies to electronic PHI. CONTRACTOR shall not use  
15 such identifying information or genetic information for any purpose other than carrying out  
16 CONTRACTOR’s obligations under this Agreement.

17           C.       CONTRACTOR, including its subcontractors and employees, shall not disclose any  
18 such identifying information or genetic information to any person or entity, except as otherwise specifically  
19 permitted by this Agreement, authorized by Subpart E of 45 CFR Part 164 or other law, required by the  
20 Secretary, or authorized by the client/patient in writing. In using or disclosing PHI that is permitted by this  
21 Agreement or authorized by law, CONTRACTOR shall make reasonable efforts to limit PHI to the  
22 minimum necessary to accomplish intended purpose of use, disclosure or request.

23           D.       For purposes of the above sections, identifying information shall include, but not be  
24 limited to name, identifying number, symbol, or other identifying particular assigned to the individual, such  
25 as finger or voice print, or photograph.

26           E.       For purposes of the above sections, genetic information shall include genetic tests of  
27 family members of an individual or individual, manifestation of disease or disorder of family members of an  
28 individual, or any request for or receipt of, genetic services by individual or family members. Family

1 member means a dependent or any person who is first, second, third, or fourth degree relative.

2 F. CONTRACTOR shall provide access, at the request of COUNTY, and in the time  
3 and manner designated by COUNTY, to PHI in a designated record set (as defined in 45 CFR Section  
4 164.501), to an individual or to COUNTY in order to meet the requirements of 45 CFR Section 164.524  
5 regarding access by individuals to their PHI. With respect to individual requests, access shall be  
6 provided within thirty (30) days from request. Access may be extended if CONTRACTOR cannot  
7 provide access and provides individual with the reasons for the delay and the date when access may be  
8 granted. PHI shall be provided in the form and format requested by the individual or COUNTY.

9 CONTRACTOR shall make any amendment(s) to PHI in a designated record set at the  
10 request of COUNTY or individual, and in the time and manner designated by COUNTY in accordance  
11 with 45 CFR Section 164.526.

12 CONTRACTOR shall provide to COUNTY or to an individual, in a time and manner  
13 designated by COUNTY, information collected in accordance with 45 CFR Section 164.528, to permit  
14 COUNTY to respond to a request by the individual for an accounting of disclosures of PHI in accordance  
15 with 45 CFR Section 164.528.

16 G. CONTRACTOR shall report to COUNTY, in writing, any knowledge or reasonable  
17 belief that there has been unauthorized access, viewing, use, disclosure, security incident, or breach of  
18 unsecured PHI not permitted by this Agreement of which it becomes aware, immediately and without  
19 reasonable delay and in no case later than two (2) business days of discovery. Immediate notification shall  
20 be made to COUNTY's Information Security Officer and Privacy Officer and COUNTY's DPH HIPAA  
21 Representative, within two (2) business days of discovery. The notification shall include, to the extent  
22 possible, the identification of each individual whose unsecured PHI has been, or is reasonably believed to  
23 have been, accessed, acquired, used, disclosed, or breached. CONTRACTOR shall take prompt  
24 corrective action to cure any deficiencies and any action pertaining to such unauthorized disclosure  
25 required by applicable Federal and State Laws and regulations. CONTRACTOR shall investigate such  
26 breach and is responsible for all notifications required by law and regulation or deemed necessary by  
27 COUNTY and shall provide a written report of the investigation and reporting required to COUNTY's  
28 Information Security Officer and Privacy Officer and COUNTY's DPH HIPAA Representative. This written

1 investigation and description of any reporting necessary shall be postmarked within the thirty (30) working  
2 days of the discovery of the breach to the addresses below:

3 County of Fresno  
4 Dept. of Public Health  
5 HIPAA Representative  
6 (559) 600-6439  
7 P.O. Box 11867  
8 Fresno, CA 93775

County of Fresno  
Dept. of Public Health  
Privacy Officer  
(559) 600-6405  
P.O. Box 11867  
Fresno, CA 93775

County of Fresno  
Information Technology Services  
Information Security Officer  
(559) 600-5800  
333 W. Pontiac Way  
Clovis, CA 93612

9 H. CONTRACTOR shall make its internal practices, books, and records relating to the  
10 use and disclosure of PHI received from COUNTY, or created or received by the CONTRACTOR on behalf  
11 of COUNTY, in compliance with HIPAA's Privacy Rule, including, but not limited to the requirements set  
12 forth in Title 45, CFR, Sections 160 and 164. CONTRACTOR shall make its internal practices, books, and  
13 records relating to the use and disclosure of PHI received from COUNTY, or created or received by the  
14 CONTRACTOR on behalf of COUNTY, available to the United States Department of Health and Human  
15 Services (Secretary) upon demand.

16 CONTRACTOR shall cooperate with the compliance and investigation reviews conducted  
17 by the Secretary. PHI access to the Secretary must be provided during the CONTRACTOR's normal  
18 business hours, however, upon exigent circumstances access at any time must be granted. Upon the  
19 Secretary's compliance or investigation review, if PHI is unavailable to CONTRACTOR and in possession  
20 of a Subcontractor, it must certify efforts to obtain the information to the Secretary.

21 I. Safeguards

22 CONTRACTOR shall implement administrative, physical, and technical safeguards as  
23 required by the HIPAA Security Rule, Subpart C of 45 CFR 164, that reasonably and appropriately protect  
24 the confidentiality, integrity, and availability of PHI, including electronic PHI, that it creates, receives,  
25 maintains or transmits on behalf of COUNTY and to prevent unauthorized access, viewing, use, disclosure,  
26 or breach of PHI other than as provided for by this Agreement. CONTRACTOR shall conduct an accurate  
27 and thorough assessment of the potential risks and vulnerabilities to the confidential, integrity and  
28 availability of electronic PHI. CONTRACTOR shall develop and maintain a written information privacy and  
security program that includes administrative, technical and physical safeguards appropriate to the size and

1 complexity of CONTRACTOR's operations and the nature and scope of its activities. Upon COUNTY's  
2 request, CONTRACTOR shall provide COUNTY with information concerning such safeguards.

3 CONTRACTOR shall implement strong access controls and other security safeguards and  
4 precautions in order to restrict logical and physical access to confidential, personal (e.g., PHI) or sensitive  
5 data to authorized users only. Said safeguards and precautions shall include the following administrative  
6 and technical password controls for all systems used to process or store confidential, personal, or sensitive  
7 data:

8 1. Passwords must not be:

9 a. Shared or written down where they are accessible or recognizable  
10 by anyone else; such as taped to computer screens, stored under keyboards, or visible in a work area;

11 b. A dictionary word; or

12 c. Stored in clear text

13 2. Passwords must be:

14 a. Eight (8) characters or more in length;

15 b. Changed every ninety (90) days;

16 c. Changed immediately if revealed or compromised; and

17 d. Composed of characters from at least three (3) of the following four  
18 (4) groups from the standard keyboard:

19 1) Upper case letters (A-Z);

20 2) Lowercase letters (a-z);

21 3) Arabic numerals (0 through 9); and

22 4) Non-alphanumeric characters (punctuation symbols).

23 CONTRACTOR shall implement the following security controls on each workstation or  
24 portable computing device (e.g., laptop computer) containing confidential, personal, or sensitive data:

25 1. Network-based firewall and/or personal firewall;

26 2. Continuously updated anti-virus software; and

27 3. Patch management process including installation of all operating  
28 system/software vendor security patches.

1 CONTRACTOR shall utilize a commercial encryption solution that has received FIPS  
2 140-2 validation to encrypt all confidential, personal, or sensitive data stored on portable electronic  
3 media (including, but not limited to, compact disks and thumb drives) and on portable computing devices  
4 (including, but not limited to, laptop and notebook computers).

5 CONTRACTOR shall not transmit confidential, personal, or sensitive data via e-mail or  
6 other internet transport protocol unless the data is encrypted by a solution that has been validated by  
7 the National Institute of Standards and Technology (NIST) as conforming to the Advanced Encryption  
8 Standard (AES) Algorithm. CONTRACTOR must apply appropriate sanctions against its employees  
9 who fail to comply with these safeguards. CONTRACTOR must adopt procedures for terminating  
10 access to PHI when employment of employee ends.

11 J. Mitigation of Harmful Effects

12 CONTRACTOR shall mitigate, to the extent practicable, any harmful effect that is  
13 suspected or known to CONTRACTOR of an unauthorized access, viewing, use, disclosure, or breach  
14 of PHI by CONTRACTOR or its subcontractors in violation of the requirements of these provisions.  
15 CONTRACTOR must document suspected or known harmful effects and the outcome.

16 K. CONTRACTOR's Subcontractors

17 CONTRACTOR shall ensure that any of its contractors, including subcontractors, if  
18 applicable, to whom CONTRACTOR provides PHI received from or created or received by  
19 CONTRACTOR on behalf of COUNTY, agree to the same restrictions, safeguards, and conditions that  
20 apply to CONTRACTOR with respect to such PHI and to incorporate, when applicable, the relevant  
21 provisions of these provisions into each subcontract or sub-award to such agents or subcontractors.

22 L. Employee Training and Discipline

23 CONTRACTOR shall train and use reasonable measures to ensure compliance with the  
24 requirements of these provisions by employees who assist in the performance of functions or activities  
25 on behalf of COUNTY under this Agreement and use or disclose PHI and discipline such employees  
26 who intentionally violate any provisions of these provisions, including termination of employment.

27 M. Termination for Cause

28 Upon COUNTY's knowledge of a material breach of these provisions by CONTRACTOR,

1 COUNTY shall either:

2 1. Provide an opportunity for CONTRACTOR to cure the breach or end the  
3 violation and terminate this Agreement if CONTRACTOR does not cure the breach or end the violation  
4 within the time specified by COUNTY; or

5 2. Immediately terminate this Agreement if CONTRACTOR has breached a  
6 material term of these provisions and cure is not possible.

7 3. If neither cure nor termination is feasible, the COUNTY's Privacy Officer  
8 shall report the violation to the Secretary of the U.S. Department of Health and Human Services.

9 N. Judicial or Administrative Proceedings

10 COUNTY may terminate this Agreement in accordance with the terms and conditions of  
11 this Agreement as written hereinabove, if: (1) CONTRACTOR is found guilty in a criminal proceeding  
12 for a violation of the HIPAA Privacy or Security Laws or the HITECH Act; or (2) a finding or stipulation  
13 that the CONTRACTOR has violated a privacy or security standard or requirement of the HITECH Act,  
14 HIPAA or other security or privacy laws in an administrative or civil proceeding in which the  
15 CONTRACTOR is a party.

16 O. Effect of Termination

17 Upon termination or expiration of this Agreement for any reason, CONTRACTOR shall  
18 return or destroy all PHI received from COUNTY (or created or received by CONTRACTOR on behalf of  
19 COUNTY) that CONTRACTOR still maintains in any form, and shall retain no copies of such PHI. If  
20 return or destruction of PHI is not feasible, it shall continue to extend the protections of these provisions  
21 to such information, and limit further use of such PHI to those purposes that make the return or  
22 destruction of such PHI infeasible. This provision shall apply to PHI that is in the possession of  
23 subcontractors or agents, if applicable, of CONTRACTOR. If CONTRACTOR destroys the PHI data, a  
24 certification of date and time of destruction shall be provided to the COUNTY by CONTRACTOR.

25 P. Disclaimer

26 COUNTY makes no warranty or representation that compliance by CONTRACTOR with  
27 these provisions, the HITECH Act, HIPAA or the HIPAA regulations will be adequate or satisfactory for  
28 CONTRACTOR's own purposes or that any information in CONTRACTOR's possession or control, or

1 transmitted or received by CONTRACTOR, is or will be secure from unauthorized access, viewing, use,  
2 disclosure, or breach. CONTRACTOR is solely responsible for all decisions made by CONTRACTOR  
3 regarding the safeguarding of PHI.

4 Q. Amendment

5 The parties acknowledge that Federal and State laws relating to electronic data security  
6 and privacy are rapidly evolving and that amendment of these provisions may be required to provide for  
7 procedures to ensure compliance with such developments. The parties specifically agree to take such  
8 action as is necessary to amend this agreement in order to implement the standards and requirements  
9 of HIPAA, the HIPAA regulations, the HITECH Act and other applicable laws relating to the security or  
10 privacy of PHI. COUNTY may terminate this Agreement upon thirty (30) days written notice in the event  
11 that CONTRACTOR does not enter into an amendment providing assurances regarding the  
12 safeguarding of PHI that COUNTY in its sole discretion, deems sufficient to satisfy the standards and  
13 requirements of HIPAA, the HIPAA regulations and the HITECH Act.

14 R. No Third-Party Beneficiaries

15 Nothing express or implied in the terms and conditions of these provisions is intended to  
16 confer, nor shall anything herein confer, upon any person other than COUNTY or CONTRACTOR and  
17 their respective successors or assignees, any rights, remedies, obligations or liabilities whatsoever.

18 S. Interpretation

19 The terms and conditions in these provisions shall be interpreted as broadly as  
20 necessary to implement and comply with HIPAA, the HIPAA regulations and applicable State laws. The  
21 parties agree that any ambiguity in the terms and conditions of these provisions shall be resolved in  
22 favor of a meaning that complies and is consistent with HIPAA and the HIPAA regulations.

23 T. Regulatory References

24 A reference in the terms and conditions of these provisions to a section in the HIPAA  
25 regulations means the section as in effect or as amended.

26 U. Survival

27 The respective rights and obligations of CONTRACTOR as stated in this Section shall  
28 survive the termination or expiration of this Agreement.

1 V. No Waiver of Obligations

2 No change, waiver or discharge of any liability or obligation hereunder on any one or  
3 more occasions shall be deemed a waiver of performance of any continuing or other obligation, or shall  
4 prohibit enforcement of any obligation on any other occasion.

5 13. NON-DISCRIMINATION

6 During the performance of this Agreement, CONTRACTOR shall not unlawfully discriminate against  
7 any employee or applicant for employment, or recipient of services, because of race, religious creed, color,  
8 national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital  
9 status, sex, gender, gender identity, gender expression, age, sexual orientation, military status or veteran  
10 status pursuant to all applicable State of California and Federal statutes and regulation.

11 14. SINGLE AUDIT CLAUSE

12 A. If CONTRACTOR expends Seven Hundred Fifty Thousand Dollars (\$750,000) or  
13 more Federal and Federal flow-through monies, CONTRACTOR agrees to conduct an annual audit in  
14 accordance with the requirements of the Single Audit Standards as set forth in Office of Management and  
15 Budget (OMB) Title 2 of the Code of Federal Regulations, Chapter II, Part 200. CONTRACTOR shall  
16 submit said audit and management letter to COUNTY. The audit must include a statement of findings or a  
17 statement that there were no findings. If there were negative findings, CONTRACTOR must include a  
18 corrective action plan signed by an authorized individual. CONTRACTOR agrees to take action to correct  
19 any material non-compliance or weakness found as a result of such audit. Such audit shall be delivered to  
20 COUNTY'S DPH Administration for review within nine (9) months of the end of any fiscal year in which  
21 funds were expended and/or received for the program. Failure to perform the requisite audit functions as  
22 required by this Agreement may result in COUNTY performing the necessary audit tasks, or at the  
23 COUNTY'S option, contracting with a public accountant to perform said audit, or, may result in the inability  
24 of COUNTY to enter into future agreements with CONTRACTOR.

25 B. A single audit report is not applicable if all CONTRACTOR'S Federal contracts do  
26 not exceed the Seven Hundred Fifty Thousand Dollars (\$750,000) requirement or CONTRACTOR'S  
27 federal funding is through Drug Medi-Cal.

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1           15.    NOTICES

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

<u>COUNTY</u>	<u>CONTRACTOR</u>
COUNTY OF FRESNO	Fresno EOC
Director, Department of Public Health	Chief Executive Officer
PO Box 11867	1920 Mariposa Street, Suite 300
Fresno, CA 93775	Fresno, CA 93721

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

22           16.    GOVERNING LAW

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

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

27           17.    DISCLOSURE OF SELF-DEALING TRANSACTIONS

28           This provision is only applicable if the CONTRACTOR is operating as a corporation (a for-profit

1 or non-profit corporation) or if during the term of the agreement, the CONTRACTOR changes its status  
2 to operate as a corporation.

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

11 18. ELECTRONIC SIGNATURE

12 The parties agree that this Agreement may be executed by electronic signature as provided in this  
13 section. An "electronic signature" means any symbol or process intended by an individual signing this  
14 Agreement to represent their signature, including but not limited to (1) a digital signature; (2) a faxed  
15 version of an original handwritten signature; or (3) an electronically scanned and transmitted (for example  
16 by PDF document) of a handwritten signature. Each electronic signature affixed or attached to this  
17 Agreement (1) is deemed equivalent to a valid original handwritten signature of the person signing this  
18 Agreement for all purposes, including but not limited to evidentiary proof in any administrative or judicial  
19 proceeding, and (2) has the same force and effect as the valid original handwritten signature of that person.  
20 The provisions of this section satisfy the requirements of Civil Code section 1633.5, subdivision (b), in the  
21 Uniform Electronic Transaction Act (Civil Code, Division 3, Part 2, Title 2.5, beginning with section 1633.1).  
22 Each party using a digital signature represents that it has undertaken and satisfied the requirements of  
23 Government Code section 16.5, subdivision (a), paragraphs (1) through (5), and agrees that each other  
24 party may rely upon that representation. This Agreement is not conditioned upon the parties conducting the  
25 transactions under it by electronic means and either party may sign this Agreement with an original  
26 handwritten signature.

27 19. SEVERABILITY

28 The positions of this Agreement are severable. The invalidity or unenforceability of any one

1 provision in the Agreement shall not affect the other provisions.

2 20. ENTIRE AGREEMENT

3 This Agreement, including all exhibits, constitutes the entire agreement between the  
4 CONTRACTOR and COUNTY with respect to the subject matter hereof and supersedes all previous  
5 Agreement negotiations, proposals, commitments, writings, advertisements, publications, and  
6 understanding of any nature whatsoever unless expressly included in this Agreement. In the event of any  
7 inconsistency in interpreting the documents which constitute this Agreement, the inconsistency shall be  
8 resolved by giving precedence in the following order of priority: (1) the text of this Agreement (excluding the  
9 Revised RFP and the CONTRACTOR's Response to the Revised RFP); (2) the Revised RFP; (3) the  
10 CONTRACTOR's Response to the Revised RFP.

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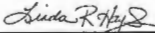
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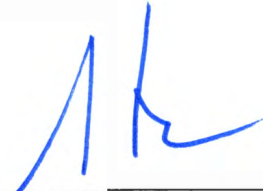
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1 IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year  
2 first hereinabove written.

3 **CONTRACTOR:**  
4 **FRESNO ECONOMIC OPPORTUNITIES**  
5 **COMMISSION**

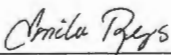
COUNTY OF FRESNO:

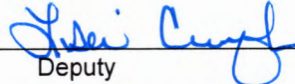
6  
7   
8 \_\_\_\_\_  
9 (Authorized Signature)

  
10 \_\_\_\_\_  
11 Steve Brandau, Chairman of the Board of  
12 Supervisors of the County of Fresno

13 Linda Hayes, Board Chair  
14 Print Name & Title  
15 (Chairman of the Board, or President or Vice  
16 President)

17 **ATTEST:**  
18 Bernice E. Seidel  
19 Clerk of the Board of Supervisors  
20 County of Fresno, State of California

21   
22 \_\_\_\_\_  
23 (Authorized Signature)

24 By:   
25 \_\_\_\_\_  
26 Deputy

27 Emilia Reyes, Chief Executive Officer  
28 Print Name & Title  
29 (Corporation, or any Assistant Secretary, or Chief  
30 Financial Officer, or any Assistant Treasurer)

31 1920 Mariposa Street, Suite 300, Fresno, CA 93721  
32 Mailing Address

33  
34  
35  
36 FOR ACCOUNTING USE ONLY:  
37 Fund/Subclass: 0001/10000  
38 ORG No.: 56201715, 56201748  
39 Account No.: 7295  
40 Requisition No.: 21-027

Fresno County Fatherhood Initiative Program  
Scope of Work

Intervention Category	Specific Activities	Program Deliverables	Program Outcomes
Collaboration/ Coordination activities	Identify, partner and collaborate with other community-based organizations serving fathers/partners in the community with the aim of leveraging resources, services and building on assets to support the needs of fathers. Collaboration activity could be in the form of phone, email conversations, meetings or online research.	A semi-annual progress report that describes the type of collaboration and the benefits or challenges faced.	Increase in community awareness, knowledge and support for FIP in the Fresno County.
	Participate in quarterly Community Advisory Board (CAB) meetings and provide input on how to improve the program services and overall resources available to fathers.	A copy of agenda and sign-in sheet of quarterly CAB meetings or other relevant meetings attended on file.	
	Meet quarterly with the Department’s Perinatal Equity Initiative (PEI) coordinator to discuss progress and challenges the program is facing.	A copy of agenda for 1:1 meeting on file	
	Monthly reports and bimonthly calls with Babies First Project Director.	Monthly report template by the 5 <sup>th</sup> . Bimonthly calls to be scheduled.	
	Participate in the quarterly Community Action Network (CAN) meetings to promote and encourage conversation surrounding father engagement. This can be achieved by forming a FIP workgroup and/or providing updates/progress of program during CAN meetings.	A copy of agenda, materials shared/presented at quarterly CAN meetings on file.	
	Implement strategies to support participants enrolled in the FIP to attend/participate in quarterly CAN meetings to support and	Maintain a list of strategies and FIP participants and dates that	

Fresno County Fatherhood Initiative Program  
Scope of Work

	contribute to discussion surrounding father engagement; at least 25% participation.	they attended the quarterly CAN meetings on file.	
	Subscribe to the National Fatherhood Initiative newsletter (free subscription) to keep abreast with current findings, strategies or issues facing fathers across the nation. FIP staff will use this information to better support the fathers they serve in Fresno County.		
	Participate in Healthy Start collaborative fatherhood opportunities, such as Best Coast Fathers Coalition and National Healthy Start, to share, learn and implement new ideas.	Copy of agenda. Include participate in monthly template	
Hiring, training and evaluation of program staff	With assistance from the PEI coordinator, draft a detailed job description summarizing essential responsibilities, activities, qualifications and skills for the FIP case manager/group facilitator, program evaluator and program coordinator.	A copy of job descriptions.  Maintain list of FIP funded staff with position and FTE	To establish an effective hiring process to generate viable/right candidates for the FIP case manager/group facilitator.
	Advertise the job openings and complete the hiring process for the full-time FIP case manager/group facilitator, part/time program evaluator and program manager/coordinator.	A copy of a completed Form I-9 or other relevant employment forms on file.	
	Conduct staff probationary period and annual performance evaluation of FIP staff.	A completed copy of staff performance evaluation form on file.	

Fresno County Fatherhood Initiative Program  
Scope of Work

	<p>Contact the 24/7 Dad training institute to find the various training options and arrange for hired FIP staff to be trained on how to implement the 24/7 Dad curriculum.</p>	<p>Copy of training completion certificates on file.</p>	
	<p>Provide periodic training to FIP staff on cultural sensitivity and other relevant topics/ skills needed to implement program activities keep staff informed of new resources, ideas and innovations in working with fathers.</p>	<p>A log indicating trainings attended by FIP staff and statements highlight relevance of each training on file.</p>	
	<p>FIP staff to complete Clear Impact Results Based Accountability (RBA), Compyle software training and other required Healthy Start conference and/or trainings such as training on administering the Healthy Start Background Forms</p>	<p>Certificate of completion on file</p>	
<p>Recruitment / retention of program participants</p>	<p>Collaborate with Department of Public Health home visitation programs, including Black Infant Health (BIH) and Babies First Program, and other community-based organizations to recruit and enroll at least 100 eligible participants per year. Collaboration could be in the form of FIP staff attending in-person or virtual BIH and HS community outreach events to recruit participants.</p>	<p>A log or electronic data base indicating names of participants, referrals from Babies First and date recruited/enrolled.</p> <p>List of Virtual or in-person Community events attended, # of target population at the event and number of program flyers distributed on file.</p>	<p>To establish an effective and rigorous process in recruiting and retaining program participants</p>

Fresno County Fatherhood Initiative Program  
Scope of Work

Needs assessment of program participants	Administer at intake and update the HS Background Form for each Babies First enrolled fathers/partners per instructions on the form. Ensure other relevant questionnaires or screening tools are completed. .	Submit all HS Background Forms within 2 weeks of completion for review and correction(s) as needed.  Other completed questionnaires/ screening tools on file.	To assess and address program participants immediate or on-going needs, gaps or barriers to effective fatherhood engagement.
	Use information gathered at intake to identify needs of the FIP participants. The curriculum, services and program activities will be adapted to meet the needs identified. For example, extra services or booster sessions be designed to meet the needs identified	A one-page report that documents the needs and gaps identified and how the program plans on meeting those needs.	
Education/ Implementation of 24/7 Dad curriculum <i>(Group sessions)</i>	Using the 24/7 Dad Facilitators manual and guide, conduct at least 9 group sessions utilizing topics from the <i>(A.M. or P.M.)</i> The decision to cover the <i>A.M. or P.M.</i> , or both, will be dependent on the needs of the participants in the FIP group.	Sign-in sheet for every session held on file, noting which ones were Babies First.	To increase program participants knowledge and skills of good fathering / partner involvement.



Fresno County Fatherhood Initiative Program  
Scope of Work

	<p>Throughout the implementation of the curriculum, refer to the 24/7 Dad logic model to ensure that all activities listed on the logic model are completed and all outputs listed on the logic model achieved. (The 24/7 Dad logic model provided in the facilitators manual may be adapted to the needs of the participants in the FIP group.) Two learning groups may be formed. (A multicultural group and a group designed for African American men)</p> <p>Please note:</p> <p><b>All educational materials or curriculum adapted or developed for the AA group must be done with the primary goal of supporting the black parenthood experience.</b></p>	<p>A one-page report that summarizes the overall implementation of the curriculum after completion of each 12-session group including total number from Babies First.</p> <p>Include information on successes achieved or barriers/challenges faced, changes made to the curriculum, logic model activities and outputs not completed/achieved and why.</p>	
	<p>Develop or adapt a short PowerPoint presentation on the benefits of reading to children, including activities FIP participants can do to help their child become a good reader. Conduct this presentation at least once to each FIP group.</p>	<p>Copy of PowerPoint on file.</p>	

Fresno County Fatherhood Initiative Program  
Scope of Work

	<p>Provide on-going educational information on the importance of reading to children. May be in the form of but not limited to:</p> <ul style="list-style-type: none"> <li>• Distributing educational material, brochures, links on reading to children</li> <li>• Assisting and encouraging participants to get a library card or a digital access card</li> <li>• Inviting local librarian to give a short talk about reading resources available at local library and how parents can utilize these resources to improve children’s reading</li> <li>• Encourage fun activities like “Read to My Child Challenge” where participants post or share pictures of themselves reading to their child, the book read to their child, or visiting the library together</li> </ul>	<p>Documentation such as flyers and Sign-in sheets as applicable.</p>	
	<p>Additional educational session for expectant / new fathers: Adapt or develop educational presentations to meet the needs of expectant or new fathers in the program. Special guest may also be invited to cover selected topics. Topics will include but not limited to:</p> <ul style="list-style-type: none"> <li>• The role of fathers in breastfeeding</li> <li>• Fetal development and infant health and development</li> <li>• Safe infant sleep practices / SIDS</li> <li>• The role of fathers during pre-natal care, childbirth and post-natal care</li> <li>• Addressing barriers to father’s participation in pre-natal care</li> <li>• Harmful effects of secondhand / thirdhand smoke</li> <li>• Information on Immunization / Well child visit</li> </ul>	<p>Maintain copies of flyers, pictures and Sign-in sheets as applicable.</p>	

Fresno County Fatherhood Initiative Program  
Scope of Work

<p>Case management services <i>(one-on-one services)</i></p>	<p>Work with the PEI coordinator to develop a social needs screening tool or identify an existing tool and adapt it to needs of the target population. Tool in office Monday to Wednesday and TW on Thursday and Friday</p> <p>must be short and simple, written at fifth-grade reading level. Questions will include social needs areas such as but not limited to food insecurity, housing instability, utility needs, transportation, exposure to violence, education, employment, behavioral/mental health, childcare, social isolation and support. Every FIP participant will complete the social needs screening tool at time of enrollment.</p>	<p>Copy of screening tool on file.</p>	<p>To establish a supportive and collaborative process of assessment, care coordination, referral and advocacy for services and resources to meet individual needs of participants</p>
	<p>Conduct four one-on-one case management sessions with each enrolled participant before they complete the FIP. During the sessions, FIP staff will utilize the social needs screening tool to identify individual needs, gaps or concerns and provide individualized education or support based on the results. This could be assistance with:</p> <ul style="list-style-type: none"> <li>• setting personal goal directed behaviors that address gaps/challenges</li> <li>• identifying and utilizing opportunities in the community to meet their needs</li> <li>• referring or linking participants to community resources</li> </ul> <p>The FP staff must develop a list of referral sources for the program and utilize it during the one- on-one case management meeting if needed. Referral sources can be, but not limited to services or information on housing, employment, substance abuse, child support, and visitation issues, legal problems, parenting relationships, job placement or other challenges.</p>	<p>A log on file indicating the date the one-one meeting occurred, referrals made, and other outcomes of the meeting will be kept on file.</p> <p>A list of referral sources on file and updated yearly</p>	

Fresno County Fatherhood Initiative Program  
Scope of Work

<p>Social and Community Connectedness activity</p>	<p>Generate a monthly calendar of parenting / family in person or virtual events and activities happening in the community for FIP participants and community partners. Invite them to participate in these events and activities on a regular basis. Examples: Dad Huddles, Daddy Boot Camps, Dad Café, BIH/HS sponsored community events or meetings.</p>	<p>Monthly event or activity calendar on file.</p>	<p>To increase father or partner knowledge and awareness about the different parenting interventions, programs and events in the community</p>
<p>Data collection, entry, and Program evaluation</p>	<p>Develop or adapt a participant satisfaction survey and encourage participant to complete survey upon completion of program.</p> <p>Develop or adapt post and pre assessment that is administered before and after curriculum implementation and other educational presentations.</p> <p>Using the Healthy Start screening tool and other program assessment forms to collect and document father/partner demographics and engagement activities such as, but not limited to, attendance at family cafés, attendance at pre/post-natal appointments, participation during home visits and frequency of reading to children.</p> <p><b>**A reporting schedule containing dates and frequency of submitting reports and entering data will be provided. Subcontractor will adhere to dates indicated in the reporting schedule.</b></p>	<p>Participant satisfaction survey and post and pre assessment surveys on file</p> <p>Submit report on program services completed from scope of work and outcomes for Babies First annual progress and year-end report, including documentation</p>	<p>To establish a robust method of collecting and utilizing data to monitor program achievements</p>

Fresno County Fatherhood Initiative Program  
Scope of Work

	<p>**All surveys will be developed in the Compyle software. Electronic links to the survey will be generated and sent to participants for completion. FIP staff (Transitional Support Advisor) will maintain program / participant records and ensure all program data and reports are turned in by Due date.</p>	<p>Completed RBA scorecard and all required HS reports on file</p>	
Media Activities	<p>Promote the Fresno Voices Campaign amongst program participants and encourage participants to share campaign information/activities with their social networks</p> <p>Work with the PEI coordinator to write an op-ed on fatherhood. Preferably Op-ed should be scheduled around Father’s Day.</p>	<p>Copy of Op-ed on file</p>	<p>To increase community awareness and knowledge about issues surrounding disparities in birth outcomes among Black women</p>
	<p>FIP staff will work with PEI coordinator to utilize the “Responsible Fatherhood Media Campaign Toolkit” resources or other relevant media resources to raise awareness and engage partners and the community about the benefits of responsible fatherhood.</p> <p>FIP staff will leverage its Strategy and Communications Department for media support</p>		<p>To increase community knowledge and awareness of the importance of having father/partner engagement</p>
Activities Beyond the Program	<p>Assist participants with planning and hosting a graduation ceremony or celebratory event to celebrate FIP participants for completing the curriculum and program. Provide a certificate of completion to each FIP participant who completes the program.</p> <p>FIP staff will plan and implement quarterly workshops to provide additional resources and information for program alumni and current participants</p>	<p>Documentation of event activities, photos of graduation or celebratory events on file.</p> <p>Certificates of completion on file.</p>	<p>To establish a continuous and lifetime social support for program alumina</p>

Fresno County Fatherhood Initiative Program  
Scope of Work

	<p>FIP staff will plan and host a Fatherhood conference. Information provided at conference will include but not limited to parenting, economic stability and healthy relationship resources.</p> <p>Other activities FIP staff may implement to increase social support and connection for program alumni include:</p> <ul style="list-style-type: none"><li>• Creating a space on a social media platform for past graduates to share their progress, struggles and ideas.</li><li>• Hosting a yearly Father’s Day gathering for current and past graduates.</li><li>• Developing an alumni association where members decide on the activities that will keep them engaged and connected.</li></ul> <p>FIP staff will also create opportunities to form lifetime mentorship/coaching for graduates of the program. Examples:</p> <ul style="list-style-type: none"><li>• Each participant may identify lifetime accountability buddies.</li><li>• New graduates needing mentorship may be linked to successful fathers in the community who are willing to mentor or coach.</li></ul> <p>Graduates who have completed the curriculum and demonstrate a positive father role for at least two years may serve as mentors/coach for new graduates</p>		
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**FY 2021-22 Budget**

October 1, 2021 - June 30, 2022

Vendor Name: Fresno EOC Local Conservation Corps (LCC)

BUDGET SUMMARY

BUDGET CATEGORIES	Total Cost
<b>PERSONNEL EXPENSES</b>	
Salaries	\$102,003.00
Payroll Taxes	\$9,499.00
Benefits	\$44,557.00
Subtotal Personnel	\$156,059.00
<b>SERVICES &amp; SUPPLIES EXPENSES</b>	
Meeting & Incentive	\$2,500.00
Training	\$3,250.00
Office Supplies	\$1,000.00
Program Materials	\$7,500.00
Communications	\$600.00
Equipment	\$2,500.00
Facilities	\$1,508.00
Insurance	\$1,000.00
Fiscal/Audits	\$0.00
Subcontracts	\$25,000.00
Subtotal Services & Supplies	\$44,858.00
Indirect Expenses	\$18,083.00
<b>TOTAL EXPENSES</b>	<b>\$219,000.00</b>

PERSONNEL DETAIL

<b>SALARIES</b>				
<b>Position</b>	<b>% FTE on Project</b>	<b>Salary or Hourly Wage</b>	<b>Total Cost</b>	<b>Description/Justification</b>
<b>LCC Director</b>	3%	\$97,380.00	<b>\$2,921.00</b>	Provides oversight of the entire LCC program and direct supervision of the POPS Coordinator to ensure the goals of the grant are met.
<b>LCC Assistant Director</b>	3%	\$68,000.00	<b>\$2,040.00</b>	Assists the Director in contract management and manages the Transitional Support Advisor (TSA)
<b>LCC Administrative &amp; Operations Manager</b>	3%	\$62,000.00	<b>\$1,860.00</b>	Responsible for all office tasks including producing and tracking purchase orders, tracking staff timesheets, orders supplies, etc.
<b>LCC POPS Coordinator</b>	100%	\$40,755.00	<b>\$40,755.00</b>	Responsible for overall direction/coordination of the POPS Program. Provides direct supervision of support personnel and manages day-to-day program operations. Works in collaboration with other local partners to ensure program compliance.
<b>LCC POPS Transitional Support Advisor</b>	65%	\$40,755.00	<b>\$26,490.75</b>	Provides case management and participant support services. Also advises the Program Coordinator of any participant-related issues and assists with facilitation of classes.
<b>LCC Program Assistant II</b>	65%	\$36,933.00	<b>\$24,006.45</b>	Provides program operational support in administration, academic events, activities, data collection, reporting, and community outreach of POPS Program
<b>E&amp;T Job Developer</b>	8%	\$36,933.00	<b>\$2,954.64</b>	Assists fathers, 18-24, with resume and job search assistance of those wishing to explore employment opportunities.
<b>Adolescent Family Life Program Instructor</b>	2.5%	\$39,000.00	<b>\$975.16</b>	Provides a supportive role in session of 24/7 Dad instruction
<b>Total Salaries</b>			<b>\$102,003.00</b>	
<b>Payroll Taxes</b>			<b>\$9,499.00</b>	\$7,803 FICA, \$1,083 SUI, and \$613 Workers Comp.
<b>BENEFITS</b>				
<b>Benefit Item</b>			<b>Total Cost</b>	<b>Description/Justification</b>
<b>Pension</b>			<b>\$1,738.00</b>	Pension Eligible 5% total salaries for staff with minimum 2 years with agency (\$34,760x 5%)
<b>Health Insurance</b>			<b>\$42,183.00</b>	Average \$1,292.37/month x 12 months x 2.72 FTE
<b>Life insurance</b>			<b>\$636.00</b>	Total salaries \$102,003/1000*2*.26*12 = \$636
<b>Total Benefits</b>			<b>\$44,557.00</b>	



SERVICES & SUPPLIES DETAIL

BUDGET CATEGORIES	Subtotal	Total Cost	Description/Justification/Calculations
<b>SERVICES &amp; SUPPLIES EXPENSES</b>			
<b>Meeting/Incentive</b>		<b>\$2,500.00</b>	Incentives will be used to help provide an incentive for participants to attend 24/7 Dad programming.
	\$2,500.00		
	\$0.00		
<b>Training</b>		<b>\$3,250.00</b>	\$750 for CPR/First Aid, \$1,500 fatherhood child family engagement educational and services learning activities, including fatherhood workshops and annual gatherings if permitted. \$1,000 adversting, printing outreach and recruitment.
	\$3,250.00		
	\$0.00		
<b>Office Supplies</b>		<b>\$1,000.00</b>	Standard office supplies includes copy papers, folders, pen, toner cartridge, etc.. Average \$83.33/month x 12 months.
	\$1,000.00		
	\$0.00		
<b>Program Materials</b>		<b>\$7,500.00</b>	Curriculum materials includes: 24/7 Dad Third Edition Program Kits will be purchased for implementation, various trainings and activites, Workbooks, Personality Sorter, Father Facts, Ten ways to be a better Dad, Welcome Home Dad, How to Guide, Help me grow bundle, Father topic Re-entry pland, Dad Handbook.
	\$7,500.00		
	\$0.00		
<b>Communications</b>		<b>\$600.00</b>	Telephone and Internet - average \$50 per month x 12 months
	\$600.00		
	\$0.00		
<b>Equipment</b>		<b>\$2,500.00</b>	Three computers will be purchased for new POPS staff: Coordinator, Transitional Support Advisor, and Program Assistant II.
	\$2,500.00		
	\$0.00		
<b>Facilities</b>		<b>\$1,508.00</b>	Includes utilities, pest control services, etc - average \$125.67 per month x 12 months
	\$1,508.00		
	\$0.00		
<b>Insurance</b>		<b>\$1,000.00</b>	General Liability Insurance - average \$83.33 per month x 12 months
	\$1,000.00		
	\$0.00		
<b>Fiscal/Audits</b>		<b>\$0.00</b>	N/A

<b>Subcontracts</b>		<b>\$25,000.00</b>	Contract with West Fresno Family Resource Center (WFFRC) who will be responsible for community engagement and assisting with the POPS 24/7 Dad curriculum implementation
<b>West Fresno Family Resource Center</b>	\$25,000.00		
	\$0.00		
<b>Total Services &amp; Supplies</b>		<b>\$44,858.00</b>	

**FY 2022-23 Budget**

July 1, 2022 - June 30, 2023

Vendor Name: Fresno EOC Local Conservation Corps (LCC)

BUDGET SUMMARY

BUDGET CATEGORIES	Total Cost
<b>PERSONNEL EXPENSES</b>	
Salaries	\$102,003.00
Payroll Taxes	\$9,499.00
Benefits	\$44,557.00
Subtotal Personnel	\$156,059.00
<b>SERVICES &amp; SUPPLIES EXPENSES</b>	
Meeting & Incentive	\$2,500.00
Training	\$3,250.00
Office Supplies	\$1,000.00
Program Materials	\$2,000.00
Communications	\$600.00
Equipment	\$0.00
Facilities	\$4,004.00
Insurance	\$1,000.00
Fiscal/Audits	\$0.00
Subcontracts	\$25,000.00
Subtotal Services & Supplies	\$39,354.00
Indirect Expenses	\$17,587.00
<b>TOTAL EXPENSES</b>	<b>\$213,000.00</b>

PERSONNEL DETAIL

<b>SALARIES</b>				
<b>Position</b>	<b>% FTE on Project</b>	<b>Salary or Hourly Wage</b>	<b>Total Cost</b>	<b>Description/Justification</b>
<b>LCC Director</b>	3%	\$97,380.00	<b>\$2,921.00</b>	Provides oversight of the entire LCC program and direct supervision of the POPS Coordinator to ensure the goals of the grant are met.
<b>LCC Assistant Director</b>	3%	\$68,000.00	<b>\$2,040.00</b>	Assists the Director in contract management and manages the Transitional Support Advisor (TSA)
<b>LCC Administrative &amp; Operations Manager</b>	3%	\$62,000.00	<b>\$1,860.00</b>	Responsible for all office tasks including producing and tracking purchase orders, tracking staff timesheets, orders supplies, etc.
<b>LCC POPS Coordinator</b>	100%	\$40,755.00	<b>\$40,755.00</b>	Responsible for overall direction/coordination of the POPS Program. Provides direct supervision of support personnel and manages day-to-day program operations. Works in collaboration with other local partners to ensure program compliance.
<b>LCC POPS Transitional Support Advisor</b>	65%	\$40,755.00	<b>\$26,490.75</b>	Provides case management and participant support services. Also advises the Program Coordinator of any participant-related issues and assists with facilitation of classes.
<b>LCC Program Assistant II</b>	65%	\$36,933.00	<b>\$24,006.45</b>	Provides program operational support in administration, academic events, activities, data collection, reporting, and community outreach of POPS Program
<b>E&amp;T Job Developer</b>	8%	\$36,933.00	<b>\$2,954.64</b>	Assists fathers, 18-24, with resume and job search assistance of those wishing to explore employment opportunities.
<b>Adolescent Family Life Program Instructor</b>	2.5%	\$39,000.00	<b>\$975.16</b>	Provides a supportive role in session of 24/7 Dad instruction
<b>Total Salaries</b>			<b>\$102,003.00</b>	
<b>Payroll Taxes</b>			<b>\$9,499.00</b>	\$7,803 FICA, \$1,083 SUI, and \$613 Workers Comp.
<b>BENEFITS</b>				
<b>Benefit Item</b>			<b>Total Cost</b>	<b>Description/Justification</b>
<b>Pension</b>			<b>\$1,738.00</b>	Pension Eligible 5% total salaries for staff with minimum 2 years with agency (\$34,760x 5%)
<b>Health Insurance</b>			<b>\$42,183.00</b>	Average \$1,292.37/month x 12 months x 2.72 FTE
<b>Life insurance</b>			<b>\$636.00</b>	Total salaries \$102,003/1000*2*.26*12 = \$636
<b>Total Benefits</b>			<b>\$44,557.00</b>	

SERVICES & SUPPLIES DETAIL

BUDGET CATEGORIES	Subtotal	Total Cost	Description/Justification/Calculations
<b>SERVICES &amp; SUPPLIES EXPENSES</b>			
<b>Meeting/Incentive</b>		<b>\$2,500.00</b>	Incentives will be used to help provide an incentive for participants to attend 24/7 Dad programming.
	\$2,500.00		
	\$0.00		
<b>Training</b>		<b>\$3,250.00</b>	\$750 for CPR/First Aid, \$1,500 fatherhood child family engagement educational and services learning activities, including fatherhood workshops and annual gatherings if permitted. \$1,000 advertising, printing outreach and recruitment.
	\$3,250.00		
	\$0.00		
<b>Office Supplies</b>		<b>\$1,000.00</b>	Standard office supplies includes copy papers, folders, pen, toner cartridge, etc.. Average \$83.33/month x 12 months.
	\$1,000.00		
	\$0.00		
<b>Program Materials</b>		<b>\$2,000.00</b>	Curriculum materials includes: 24/7 Dad Third Edition Program Kits will be purchased for implementation, various trainings and activities, Workbooks, Personality Sorter, Father Facts, Ten ways to be a better Dad, Welcome Home Dad, How to Guide, Help me grow bundle, Father topic Re-entry plan, Dad Handbook.
	\$2,000.00		
	\$0.00		
<b>Communications</b>		<b>\$600.00</b>	Telephone and Internet - average \$50 per month x 12 months
	\$600.00		
	\$0.00		
<b>Equipment</b>		<b>\$0.00</b>	N/A
	\$0.00		
	\$0.00		
<b>Facilities</b>		<b>\$4,004.00</b>	Includes utilities, pest control, security services, repair & maintenance, etc - average \$325.58 per month x 12 months
	\$4,004.00		
	\$0.00		
<b>Insurance</b>		<b>\$1,000.00</b>	General Liability Insurance - average \$83.33 per month x 12 months
	\$1,000.00		
	\$0.00		
<b>Fiscal/Audits</b>		<b>\$0.00</b>	N/A
	\$0.00		

<b>Subcontracts</b>		<b>\$25,000.00</b>	Contract with West Fresno Family Resource Center (WFFRC) who will be responsible for community engagement and assisting with the POPS 24/7 Dad curriculum implementation
	\$25,000.00		
	\$0.00		
<b>Total Services &amp; Supplies</b>		<b>\$39,354.00</b>	

**FY 2023-24 Budget**

July 1, 2023 - June 30, 2024

Vendor Name: Fresno EOC Local Conservation Corps (LCC)

BUDGET SUMMARY

BUDGET CATEGORIES	Total Cost
<b>PERSONNEL EXPENSES</b>	
Salaries	\$102,003.00
Payroll Taxes	\$9,499.00
Benefits	\$44,557.00
Subtotal Personnel	\$156,059.00
<b>SERVICES &amp; SUPPLIES EXPENSES</b>	
Meeting & Incentive	\$2,500.00
Training	\$3,250.00
Office Supplies	\$1,000.00
Program Materials	\$2,000.00
Communications	\$600.00
Equipment	\$0.00
Facilities	\$4,004.00
Insurance	\$1,000.00
Fiscal/Audits	\$0.00
Subcontracts	\$25,000.00
Subtotal Services & Supplies	\$39,354.00
Indirect Expenses	\$17,587.00
<b>TOTAL EXPENSES</b>	<b>\$213,000.00</b>

PERSONNEL DETAIL

SALARIES				
Position	% FTE on Project	Salary or Hourly Wage	Total Cost	Description/Justification
LCC Director	3%	\$97,380.00	<b>\$2,921.00</b>	Provides oversight of the entire LCC program and direct supervision of the POPS Coordinator to ensure the goals of the grant are met.
LCC Assistant Director	3%	\$68,000.00	<b>\$2,040.00</b>	Assists the Director in contract management and manages the Transitional Support Advisor (TSA)
LCC Administrative & Operations Manager	3%	\$62,000.00	<b>\$1,860.00</b>	Responsible for all office tasks including producing and tracking purchase orders, tracking staff timesheets, orders supplies, etc.
LCC POPS Coordinator	100%	\$40,755.00	<b>\$40,755.00</b>	Responsible for overall direction/coordination of the POPS Program. Provides direct supervision of support personnel and manages day-to-day program operations. Works in collaboration with other local partners to ensure program compliance.
LCC POPS Transitional Support Advisor	65%	\$40,755.00	<b>\$26,490.75</b>	Provides case management and participant support services. Also advises the Program Coordinator of any participant-related issues and assists with facilitation of classes.
LCC Program Assistant II	65%	\$36,933.00	<b>\$24,006.45</b>	Provides program operational support in administration, academic events, activities, data collection, reporting, and community outreach of POPS Program
E&T Job Developer	8%	\$36,933.00	<b>\$2,954.64</b>	Assists fathers, 18-24, with resume and job search assistance of those wishing to explore employment opportunities.
Adolescent Family Life Program Instructor	2.5%	\$39,000.00	<b>\$975.16</b>	Provides a supportive role in session of 24/7 Dad instruction
<b>Total Salaries</b>			<b>\$102,003.00</b>	
<b>Payroll Taxes</b>			<b>\$9,499.00</b>	\$7,803 FICA, \$1,083 SUI, and \$613 Workers Comp.
BENEFITS				
Benefit Item			Total Cost	Description/Justification
Pension			<b>\$1,738.00</b>	Pension Eligible 5% total salaries for staff with minimum 2 years with agency (\$34,760x 5%)
Health Insurance			<b>\$42,183.00</b>	Average \$1,292.37/month x 12 months x 2.72 FTE
Life insurance			<b>\$636.00</b>	Total salaries \$102,003/1000*2*.26*12 = \$636
<b>Total Benefits</b>			<b>\$44,557.00</b>	



SERVICES & SUPPLIES DETAIL

BUDGET CATEGORIES	Subtotal	Total Cost	Description/Justification/Calculations
<b>SERVICES &amp; SUPPLIES EXPENSES</b>			
<b>Meeting/Incentive</b>		<b>\$2,500.00</b>	Incentives will be used to help provide an incentive for participants to attend 24/7 Dad programming.
	\$2,500.00		
	\$0.00		
<b>Training</b>		<b>\$3,250.00</b>	\$750 for CPR/First Aid, \$1,500 fatherhood child family engagement educational and services learning activities, including fatherhood workshops and annual gatherings if permitted. \$1,000 adversting, printing outreach and recruitment.
	\$3,250.00		
	\$0.00		
<b>Office Supplies</b>		<b>\$1,000.00</b>	Standard office supplies includes copy papers, folders, pen, toner cartridge, etc.. Average \$83.33/month x 12 months.
	\$1,000.00		
	\$0.00		
<b>Program Materials</b>		<b>\$2,000.00</b>	Curriculum materials includes: 24/7 Dad Third Edition Program Kits will be purchased for implementation, various trainings and activites, Workbooks, Personality Sorter, Father Facts, Ten ways to be a better Dad, Welcome Home Dad, How to Guide, Help me grow bundle, Father topic Re-entry pland, Dad Handbook.
	\$2,000.00		
	\$0.00		
<b>Communications</b>		<b>\$600.00</b>	Telephone and Internet - average \$50 per month x 12 months
	\$600.00		
	\$0.00		
<b>Equipment</b>		<b>\$0.00</b>	N/A
	\$0.00		
	\$0.00		
<b>Facilities</b>		<b>\$4,004.00</b>	Includes utilities, pest control, security services, repair & maintenance, etc - average \$325.58 per month x 12 months
	\$4,004.00		
	\$0.00		
<b>Insurance</b>		<b>\$1,000.00</b>	General Liability Insurance - average \$83.33 per month x 12 months
	\$1,000.00		
	\$0.00		
<b>Fiscal/Audits</b>		<b>\$0.00</b>	N/A
	\$0.00		
	\$0.00		

<b>Subcontracts</b>		<b>\$25,000.00</b>	Contract with West Fresno Family Resource Center (WFFRC) who will be responsible for community engagement and assisting with the POPS 24/7 Dad curriculum implementation
	\$25,000.00		
	\$0.00		
<b>Total Services &amp; Supplies</b>		<b>\$39,354.00</b>	

**FY 2024-25 Budget**

July 1, 2024 - September 30, 2025

Vendor Name: Fresno EOC Local Conservation Corps (LCC)

BUDGET SUMMARY

BUDGET CATEGORIES	Total Cost
<b>PERSONNEL EXPENSES</b>	
Salaries	\$82,198.80
Payroll Taxes	\$7,731.60
Benefits	\$38,605.60
Subtotal Personnel	\$128,536.00
<b>SERVICES &amp; SUPPLIES EXPENSES</b>	
Meeting & Incentive	\$2,500.00
Training	\$3,250.00
Office Supplies	\$1,000.00
Program Materials	\$2,000.00
Communications	\$600.00
Equipment	\$0.00
Facilities	\$4,004.00
Insurance	\$1,000.00
Fiscal/Audits	\$0.00
Subcontracts	\$25,000.00
Subtotal Services & Supplies	\$39,354.00
Indirect Expenses	\$15,110.00
<b>TOTAL EXPENSES</b>	<b>\$183,000.00</b>

PERSONNEL DETAIL

SALARIES				
Position	% FTE on Project	Salary or Hourly Wage	Total Cost	Description/Justification
LCC Director	3%	\$97,380.00	\$2,921.00	Provides oversight of the entire LCC program and direct supervision of the POPS Coordinator to ensure the goals of the grant are met.
LCC Assistant Director	3%	\$68,000.00	\$2,040.00	Assists the Director in contract management and manages the Transitional Support Advisor (TSA)
LCC Administrative & Operations Manager	3%	\$62,000.00	\$1,860.00	Responsible for all office tasks including producing and tracking purchase orders, tracking staff timesheets, orders supplies, etc.
LCC POPS Coordinator	80%	\$40,755.00	\$32,604.00	Responsible for overall direction/coordination of the POPS Program. Provides direct supervision of support personnel and manages day-to-day program operations. Works in collaboration with other local partners to ensure program compliance.
LCC POPS Transitional Support Advisor	50%	\$40,755.00	\$20,377.50	Provides case management and participant support services. Also advises the Program Coordinator of any participant-related issues and assists with facilitation of classes.
LCC Program Assistant II	50%	\$36,933.00	\$18,466.50	Provides program operational support in administration, academic events, activities, data collection, reporting, and community outreach of POPS Program
E&T Job Developer	8%	\$36,933.00	\$2,954.64	Assists fathers, 18-24, with resume and job search assistance of those wishing to explore employment opportunities.
Adolescent Family Life Program Instructor	2.5%	\$39,000.00	\$975.16	Provides a supportive role in session of 24/7 Dad instruction
<b>Total Salaries</b>			<b>\$82,198.80</b>	
<b>Payroll Taxes</b>			<b>\$7,731.60</b>	\$6,266.21 FICA, \$866.501, and \$598.89 Workers Comp
BENEFITS				
Benefit Item			Total Cost	Description/Justification
<b>Pension</b>			<b>\$4,109.94</b>	Pension Eligible 5% total salaries for staff with minimum 2 years with agency (\$82,198.80 x 5%)
<b>Health Insurance</b>			<b>\$33,982.73</b>	Average \$1,415.94/month x 12 months x 2 FTE
<b>Life insurance</b>			<b>\$512.93</b>	Total salaries \$82,198.80/1000*2*.26*12 = \$512.93
<b>Total Benefits</b>			<b>\$38,605.60</b>	

SERVICES & SUPPLIES DETAIL

BUDGET CATEGORIES	Subtotal	Total Cost	Description/Justification/Calculations
<b>SERVICES &amp; SUPPLIES EXPENSES</b>			
<b>Meeting/Incentive</b>		<b>\$2,500.00</b>	Incentives will be used to help provide an incentive for participants to attend 24/7 Dad programming.
	\$2,500.00		
	\$0.00		
<b>Training</b>		<b>\$3,250.00</b>	\$750 for CPR/First Aid, \$1,500 fatherhood child family engagement educational and services learning activities, including fatherhood workshops and annual gatherings if permitted. \$1,000 adversting, printing outreach and recruitment.
	\$3,250.00		
	\$0.00		
<b>Office Supplies</b>		<b>\$1,000.00</b>	Standard office supplies includes copy papers, folders, pen, toner cartridge, etc.. Average \$83.33/month x 12 months.
	\$1,000.00		
	\$0.00		
<b>Program Materials</b>		<b>\$2,000.00</b>	Curriculum materials includes: 24/7 Dad Third Edition Program Kits will be purchased for implementation, various trainings and activites, Workbooks, Personality Sorter, Father Facts, Ten ways to be a better Dad, Welcome Home Dad, How to Guide, Help me grow bundle, Father topic Re-entry pland, Dad Handbook.
	\$2,000.00		
	\$0.00		
<b>Communications</b>		<b>\$600.00</b>	Telephone and Internet - average \$50 per month x 12 months
	\$600.00		
	\$0.00		
<b>Equipment</b>		<b>\$0.00</b>	N/A
	\$0.00		
	\$0.00		
<b>Facilities</b>		<b>\$4,004.00</b>	Includes utilities, pest control, security services, repair & maintenance, etc - average \$325.58 per month x 12 months
	\$4,004.00		
	\$0.00		
<b>Insurance</b>		<b>\$1,000.00</b>	General Liability Insurance - average \$83.33 per month x 12 months
	\$1,000.00		
	\$0.00		
<b>Fiscal/Audits</b>		<b>\$0.00</b>	N/A
	\$0.00		
	\$0.00		

<b>Subcontracts</b>		<b>\$25,000.00</b>	Contract with West Fresno Family Resource Center (WFFRC) who will be responsible for community engagement and assisting with the POPS 24/7 Dad curriculum implementation
	\$25,000.00		
	\$0.00		
<b>Total Services &amp; Supplies</b>		<b>\$39,354.00</b>	