

**AGREEMENT**

THIS AGREEMENT is made and entered into this 5<sup>th</sup> day of April, 2022, by and between the COUNTY OF FRESNO, a Political Subdivision of the State of California, hereinafter referred to as "COUNTY", and COMPREHENSIVE YOUTH SERVICES, INC., a California non-profit corporation whose address is 4545 N. West Avenue, Fresno, CA 93705, hereinafter referred to as "SUBRECIPIENT".

**WITNESSETH:**

WHEREAS, COUNTY, through its' Department of Social Services (DSS), desires to participate in and fund Child Abuse Prevention services to strengthen and support families through the provision of activities that improve physical and mental health, keep homes and neighborhoods safe, support children's academic performance and help families become economically self-sufficient; and

WHEREAS, COUNTY desires to further enhance Child Abuse Prevention services through the continuation of Neighborhood Resource Centers; and

WHEREAS, SUBRECIPIENT is willing and able to provide Child Abuse Prevention-Neighborhood Resource Center services needed by COUNTY, pursuant to the terms of this Agreement;

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

**1. SUBRECIPIENT'S OBLIGATIONS**

SUBRECIPIENT shall perform all services as set forth in Exhibit A, Summary of Services, attached hereto and incorporated herein by this reference. SUBRECIPIENT shall provide specified services and activities pursuant to the staffing patterns and program expenses detailed in Exhibit B, Budget Summary, attached hereto and incorporated herein by this reference.

**2. TERM**

The term of this Agreement shall commence on July 1, 2022 through and including June 30, 2025. This Agreement may be extended for two (2) additional consecutive twelve (12) month periods upon written approval of both parties no later than thirty (30) days prior to the first day of the next twelve (12) month extension period. The Director of the Department of Social Services (DSS) or his or her designee is authorized to execute such written approval on behalf of COUNTY based on SUBRECIPIENT'S satisfactory performance.

1           **3.     TERMINATION**

2                   A.     Non-Allocation of Funds

3           The terms of this Agreement, and the services to be provided hereunder, are contingent on the  
4 approval of funds by the appropriating government agency. Should sufficient funds not be allocated, the  
5 services provided may be modified, or this Agreement terminated, at any time by giving the  
6 SUBRECIPIENT thirty (30) days advance written notice.

7                   B.     Breach of Contract

8           The COUNTY may immediately suspend or terminate this Agreement in whole or in part, where  
9 in the determination of the COUNTY there is:

- 10                           1)     An illegal or improper use of funds;  
11                           2)     A failure to comply with any term of this Agreement;  
12                           3)     A substantially incorrect or incomplete report submitted to the COUNTY;  
13                                   or  
14                           4)     Improperly performed service.

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

22                   C.     Without Cause

23           Under circumstances other than those set forth above, this Agreement may be terminated by  
24 SUBRECIPIENT, COUNTY or COUNTY's DSS Director or designee, upon the giving of thirty (30) days  
25 advance written notice of an intention to terminate this Agreement.

26           **4.     COMPENSATION**

27           For actual services provided pursuant to the terms of this Agreement, COUNTY agrees to pay  
28 SUBRECIPIENT and SUBRECIPIENT agrees to receive compensation in accordance with Exhibit B,

Budget Summary.

In no event shall compensation paid for services performed under this Agreement be in excess of One Million Two Hundred Thousand and No/100 Dollars (\$1,200,000) during the term of this Agreement. For the period of July 1, 2022 to June 30, 2025, in no event shall compensation paid for services performed under this agreement be in excess of Seven Hundred Twenty Thousand and No/100 Dollars (\$720,000). For each 12-month extension period, in no event shall compensation paid for services performed under this Agreement be in excess of Two Hundred Forty Thousand and No/100 Dollars (\$240,000).

It is understood that all expenses incidental to SUBRECIPIENT'S performance of services under this Agreement shall be borne by SUBRECIPIENT. If SUBRECIPIENT should fail to comply with any provision of the Agreement, COUNTY shall be relieved of its obligation for further compensation. Any compensation which is not expended by SUBRECIPIENT pursuant to the terms and conditions of this Agreement shall automatically revert to COUNTY.

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

## **5. INVOICING**

SUBRECIPIENT shall invoice COUNTY's DSS in arrears by the tenth (10<sup>th</sup>) of each month for expenditures incurred and services rendered in the previous month to: [DSSInvoices@fresnocountyca.gov](mailto:DSSInvoices@fresnocountyca.gov). Payments by COUNTY's DSS shall be in arrears for actual services provided during the preceding month, within forty-five (45) days after receipt, verification, and approval of SUBRECIPIENT's invoices by COUNTY's DSS. A monthly activity report shall accompany the invoice, reflecting services supported by the invoiced expenditures and be in a form and in such detail as acceptable to the COUNTY's DSS. All final claims for funding shall be submitted by SUBRECIPIENT within sixty (60) days following the final month of services. At the discretion of COUNTY's DSS Director or his/her designee, COUNTY's DSS may deny payment of any invoice received more than sixty (60)

1 days following the final month of services.

2 At the discretion of COUNTY's DSS Director or designee, if an invoice is incorrect or is otherwise  
3 not in proper form or detail, COUNTY's DSS Director or designee shall have the right to withhold  
4 payment as to only that portion of the invoice that is incorrect or improper after five (5) days prior written  
5 notice or email correspondence to SUBRECIPIENT. SUBRECIPIENT agrees to continue to provide  
6 services for a period of ninety (90) days after written or email notification of an incorrect or improper  
7 invoice. If after the ninety (90) day period the invoice has still not been corrected to COUNTY DSS'  
8 satisfaction, COUNTY or COUNTY's DSS Director or designee may elect to terminate this Agreement,  
9 pursuant to the termination provisions stated in Paragraph Three (3) of this Agreement.

10 **6. MODIFICATION**

11 A. Any matters of this Agreement may be modified from time to time by the written  
12 consent of SUBRECIPIENT and COUNTY without, in any way, affecting the remainder.

13 B. Notwithstanding the above, changes to line items in Exhibit B, Budget Summary,  
14 in an amount not to exceed 10% of the annual maximum compensation payable to SUBRECIPIENT as  
15 identified in Section Four (4) of this Agreement, may be made with the written approval of COUNTY's  
16 DSS Director or designee and SUBRECIPIENT. Budget line item changes shall not result in any  
17 change to the annual maximum compensation amount payable to SUBRECIPIENT, as stated herein.

18 C. SUBRECIPIENT agrees that reductions to the maximum compensation set forth  
19 in Section Four (4) of this Agreement may be necessitated by a reduction in funding from State or  
20 Federal sources. Any such reduction to the maximum compensation may be made with the written  
21 approval of COUNTY's DSS Director or designee and SUBRECIPIENT. SUBRECIPIENT further  
22 understands that this Agreement is subject to any restrictions, limitations, or enactments of all legislative  
23 bodies which affect the provisions, term, or funding of this agreement in any manner.

24 D. Minor changes to the Scope of Services, identified in this Agreement, may be  
25 made with the mutual written approval of COUNTY's DSS Director or designee and SUBRECIPIENT.  
26 Minor changes may include, but are not limited to changes that will not significantly alter the  
27 responsibilities identified in Section One (1) and Exhibit A. Any changes to the services shall not result  
28 in any change to the maximum compensation.

1           **7. INDEPENDENT CONTRACTOR**

2           In performance of the work, duties and obligations assumed by SUBRECIPIENT under this  
3 Agreement, it is mutually understood and agreed that SUBRECIPIENT, including any and all of the  
4 SUBRECIPIENT'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  
7 right to control or supervise or direct the manner or method by which CONTRACTOR shall perform its  
8 work and function. However, COUNTY shall retain the right to administer this Agreement so as to verify  
9 that SUBRECIPIENT is performing its obligations in accordance with the terms and conditions thereof.

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

20           **8. HOLD HARMLESS AND INDEMNIFICATION**

21           SUBRECIPIENT agrees to indemnify, save, hold harmless, and at COUNTY'S request, defend  
22 the COUNTY, its officers, agents, and employees from any and all costs and expenses (including  
23 attorney's fees and costs), damages, liabilities, claims, and losses occurring or resulting to COUNTY in  
24 connection with the performance, or failure to perform, by SUBRECIPIENT, its officers, agents, or  
25 employees under this Agreement, and from any and all costs and expenses (including attorney's fees  
26 and costs), damages, liabilities, claims, and losses occurring or resulting to any person, firm, or  
27 corporation who may be injured or damaged by the performance, or failure to perform, of  
28 SUBRECIPIENT, its officers, agents, or employees under this Agreement.

1 The provisions of this Section Eight (8) shall survive termination of this Agreement.

2 **9. INSURANCE**

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

7 A. Commercial General Liability

8 Commercial General Liability Insurance with limits of not less than Two Million Dollars  
9 (\$2,000,000.00) per occurrence and an annual aggregate of Four Million Dollars (\$4,000,000.00). This  
10 policy shall be issued on a per occurrence basis. COUNTY may require specific coverages including  
11 completed operations, products liability, contractual liability, Explosion-Collapse-Underground, fire legal  
12 liability or any other liability insurance deemed necessary because of the nature of this contract.

13 B. Automobile Liability

14 Comprehensive Automobile Liability Insurance with limits of not less than One Million Dollars  
15 (\$1,000,000.00) per accident for bodily injury and for property damages. Coverage should include any auto  
16 used in connection with this Agreement, including both owned and non-owned vehicles.

17 C. Professional Liability

18 If CONTRACTOR employs licensed professional staff, (e.g., Ph.D., R.N., L.C.S.W., M.F.C.C.) in  
19 providing services, Professional Liability Insurance with limits of not less than One Million Dollars  
20 (\$1,000,000.00) per occurrence, Three Million Dollars (\$3,000,000.00) annual aggregate. CONTRACTOR  
21 agrees that it shall maintain, at its sole expense, in full force and effect for a period of three (3) years  
22 following the termination of this Agreement, one or more policies of professional liability insurance with  
23 limits of coverage as specified herein.

24 D. Worker's Compensation

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

26 E. Molestation

27 Sexual abuse / molestation liability insurance with limits of not less than One Million Dollars  
28 (\$1,000,000.00) per occurrence, Two Million Dollars (\$2,000,000.00) annual aggregate. This policy shall be

1 issued on a per occurrence basis.

2 F. Cyber Liability

3 Cyber Liability Insurance, with limits not less than \$2,000,000 per occurrence or claim,  
4 \$2,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as  
5 is undertaken by SUBRECIPIENT in this Agreement and shall include, but not be limited to, claims  
6 involving infringement of intellectual property, including but not limited to infringement of copyright,  
7 trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of  
8 electronic information, release of private information, alteration of electronic information, extortion and  
9 network security. The policy shall provide coverage for breach response costs as well as regulatory  
10 fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these  
11 obligations.

12 G. Additional Requirements Relating to Insurance

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

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

26 Within Thirty (30) days from the date SUBRECIPIENT signs and executes this Agreement,  
27 SUBRECIPIENT shall provide certificates of insurance and endorsement as stated above for all of the  
28 foregoing policies, as required herein, to the County of Fresno,

[DSSContractInsurance@fresnocountyca.gov](mailto:DSSContractInsurance@fresnocountyca.gov), Attention: Contract Analyst, stating that such insurance coverage have been obtained and are in full force; that the County of Fresno, its officers, agents and employees will not be responsible for any premiums on the policies; that for such worker's compensation insurance the SUBRECIPIENT has waived its right to recover from the COUNTY, its officers, agents, and employees any amounts paid under the insurance policy and that waiver does not invalidate the insurance policy; that such Commercial General Liability insurance names the County of Fresno, its officers, agents and employees, individually and collectively, as additional insured, but only insofar as the operations under this Agreement are concerned; that such coverage for additional insured shall apply as primary insurance and any other insurance, or self-insurance, maintained by COUNTY, its officers, agents and employees, shall be excess only and not contributing with insurance provided under SUBRECIPIENT's policies herein; and that this insurance shall not be cancelled or changed without a minimum of thirty (30) days advance, written notice given to COUNTY.

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

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

#### **10. ASSIGNMENT AND SUBCONTRACTS**

Neither party shall assign, transfer, or subcontract this Agreement nor their rights or duties under this Agreement without the prior written consent of the other party. Any transferee, assignee or subcontractor will be subject to all applicable provisions of this Agreement, and all applicable State and Federal regulations. SUBRECIPIENT shall be held primarily responsible by COUNTY for the performance of any transferee, assignee or subcontractor unless otherwise expressly agreed to in writing by COUNTY. The use of subcontractor by SUBRECIPIENT shall not entitle SUBRECIPIENT to any additional compensation than is provided for under this Agreement.

#### **11. CONFLICT OF INTEREST**

No officer, employee or agent of the COUNTY who exercises any function or responsibility for



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

## 7 **12. DISCLOSURE OF SELF-DEALING TRANSACTIONS**

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

## 16 **13. NON-DISCRIMINATION**

17 During the performance of this Agreement, SUBRECIPIENT and its officers, employees, agents  
18 and subcontractors shall not unlawfully discriminate in violation of any Federal, State or local law, rule or  
19 regulation against any employee or applicant for employment, or recipient of services under this  
20 Agreement, because of ethnic group identification, gender, gender identity, gender expression, sexual  
21 orientation, color, physical disability, mental disability, medical condition, national origin, race, ancestry,  
22 marital status, religion, or religious creed.

### 23 **A. Domestic Partners and Gender Identity**

24 For State fund-funded contracts of \$100,000 or more, SUBRECIPIENT certifies that it complies  
25 with Public Contract Code Section 10295.3.

### 26 **B. Americans with Disabilities Act**

27 SUBRECIPIENT shall comply with the Americans with Disabilities Act (ADA) of 1990, which  
28 prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines

1 issued pursuant to the ADA (42 U.S.C. 12101 et seq.)

2 SUBRECIPIENT shall include the non-discrimination and compliance provisions of this section in  
3 all subcontracts to perform work under this Agreement.

4 SUBRECIPIENT gives the above agreement in consideration of and for the purpose of obtaining  
5 any and all federal and state assistance. SUBRECIPIENT hereby agrees that administrative  
6 methods/procedures which have the effect of subjecting individuals to discrimination or defeating the  
7 objectives of the California Department of Social Services (CDSS) Manual of Policies and Procedures  
8 (MPP) Chapter 21, will be prohibited.

9 SUBRECIPIENT agrees to compile data, complete training, maintain records and submit reports  
10 as required, to permit effective enforcement of the aforementioned laws, rules and regulations and  
11 permit authorized COUNTY, CDSS and/or federal government personnel, during normal working hours,  
12 to review such records, books and accounts as needed to ascertain compliance. If there are any  
13 violations of this Non-Discrimination section, CDSS shall have the right to invoke fiscal sanctions or  
14 other legal remedies in accordance with Welfare and Institutions Code section 10605, or Government  
15 Code section 11135-11139.5, or any other laws, or the issue may be referred to the appropriate federal  
16 agency for further compliance action and enforcement of this section.

17 C. Eligibility for Services

18 SUBRECIPIENT shall prepare and make available to COUNTY and to the public all  
19 eligibility requirements to participate in the program.

20 D. Employment Opportunity

21 SUBRECIPIENT shall comply with the COUNTY policy, and the Equal Employment  
22 Opportunity Commission guidelines, which forbids discrimination against any person on the grounds of  
23 race, color, national origin, sex, religion, age or handicapped status in employment practices. Such  
24 practices include retirement, recruitment advertising, hiring, layoff, termination, upgrading, demotion,  
25 transfer, rates of pay or other forms of compensation, use of facilities and other terms and conditions of  
26 employment.

27 E. Nepotism

28 Except by consent of the COUNTY'S DSS Director, or designee, no person shall be

1 employed by SUBRECIPIENT who is related by blood or marriage to, or who is a member of the Board  
2 of Directors or an officer of SUBRECIPIENT.

3 **14. LIMITED ENGLISH PROFICIENCY**

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

15 **15. CONFIDENTIALITY AND DATA SECURITY**

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

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

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

28 B. Contractor-Owned Computers or Computer Peripherals may not be brought into

COUNTY for use, including and not limited to mobile storage devices, without prior authorization from COUNTY's Chief Information Officer or her designee. Data must be stored on a secure server approved by COUNTY and transferred by means of a VPN (Virtual Private Network) connection, or another type of secure connection of this type if any data is approved to be transferred.

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

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

E. SUBRECIPIENT are responsible to employ strict controls to ensure the integrity and security of COUNTY's confidential information and to prevent unauthorized access to data maintained in computer files, program documentation, data processing systems, data files and data processing equipment which stores or processes COUNTY data internally and externally.

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

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

H. SUBRECIPIENT shall require its subcontractors to comply with the provisions of this Data Security section.

## **16. CLEAN AIR AND WATER**

In the event the funding under this Agreement exceeds One Hundred Fifty Thousand and No/100 Dollars (\$150,000.00), SUBRECIPIENT shall comply with all applicable standards, orders or requirements issued under the Clean Air Act, as amended, 42 U.S. Code 7401 *et seq.*, and the Federal Water Pollution Control Act, 33 U.S. Code 1251 *et seq.* Under these laws and regulations,

SUBRECIPIENT shall:

A. Assure the COUNTY that no facility shall be utilized in the performance of this Agreement that has been listed on the Environmental Protection Agency (EPA) list of Violating Facilities;

B. Notify COUNTY prior to execution of this Agreement of the receipt of any communication from the Director, Office of Federal Activities, U.S. EPA indicating that a facility to be utilized in the performance of this Agreement is under consideration to be listed on the EPA list of Violating Facilities;

C. Report each violation of the above laws to COUNTY and understand and agree that the COUNTY will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency (FEMA) and the appropriate Environmental Protection Agency Regional Office; and

D. Include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with federal assistance.

**17. PROCUREMENT OF RECOVERED MATERIALS**

In the performance of this Agreement, SUBRECIPIENT shall comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000. For contracts meeting this threshold SUBRECIPIENT shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired:

- i. Competitively within a timeframe providing for compliance with the contract performance schedule;
- ii. Meeting contract performance requirements; or
- iii. At a reasonable price.

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

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

10           **19.     CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND**  
11           **VOLUNTARY EXCLUSION-LOWER TIER COVERED TRANSACTIONS**

12           A.       COUNTY and SUBRECIPIENT recognize that SUBRECIPIENT is a recipient of  
13 Federal assistance funds under the terms of this Agreement. By signing this Agreement,  
14 SUBRECIPIENT agrees to comply with applicable Federal suspension and debarment regulations,  
15 including but not limited to: 7CFR 3016.35, 29 CRF 97.35, 45 CFR 92.35, and Executive Order 12549.  
16 By signing this Agreement, SUBRECIPIENT attests to the best of its knowledge and belief, that it and its  
17 principals:

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

21                       2) Shall not knowingly enter into any lower tier covered transaction with an entity  
22 or person who is debarred, suspended, proposed for debarment, declared ineligible, or voluntarily  
23 excluded from participation in this transaction by any Federal department or agency.

24           B.       SUBRECIPIENT shall provide immediate written notice to COUNTY if at any time  
25 during the term of this Agreement SUBRECIPIENT learns that the representations it makes above were  
26 erroneous when made or have become erroneous by reason of changed circumstances

27           C.       SUBRECIPIENT shall include a clause titled “Certification Regarding Debarment,  
28 Suspension, Ineligibility, and Voluntary Exclusion – Lower Tier Covered Transactions” and similar in

1 nature to this Paragraph Nineteen (19) in all lower tier covered transactions and in all solicitations for  
2 lower tier covered transactions.

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

6 E. The certification in this Paragraph Nineteen (19) of this Agreement is a material  
7 representation of fact upon which COUNTY relied in entering into this Agreement.

## 8 **20. GRIEVANCES**

9 SUBRECIPIENT shall establish procedures for handling client complaints and/or grievances.  
10 Such procedures will include provisions for informing clients of their rights to a State Hearing to resolve  
11 such issues when appropriate.

## 12 **21. PROHIBITION ON PUBLICITY**

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

## 21 **22. LOBBYING AND POLITICAL ACTIVITY**

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

25 SUBRECIPIENT shall not directly or indirectly use any of the funds under this Agreement for any  
26 political activity or to further the election or defeat of any candidate for public office.

## 27 **23. STATE ENERGY CONSERVATION**

28 SUBRECIPIENTS must comply with the mandatory standard and policies relating to energy

1 efficiency which are contained in the State Energy Conservation Plan issued in compliance with 42  
2 United States (US) Code sections 6321, et. Seq.

3 **24. FRATERNIZATION**

4 SUBRECIPIENT shall establish procedures addressing fraternization between  
5 SUBRECIPIENT'S staff and clients. Such procedures will include provisions for informing  
6 SUBRECIPIENT'S staff and clients regarding fraternization guidelines.

7 **25. INTERPRETATION OF LAWS AND REGULATIONS**

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

10 **26. COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS**

11 SUBRECIPIENT, its officers, consultants, subcontractors, agents, and employees shall comply  
12 with all applicable State, Federal and local laws, regulations, and executive orders, as well as Federal  
13 policies, procedures, and directives governing projects that utilize State and Federal Funds. This  
14 includes laws, rules and regulations that pertain to construction, health and safety, labor, fair  
15 employment practices, environmental protection, equal opportunity, fair housing, and all other matters  
16 applicable or related to SUBRECIPIENT's services, the SUBRECIPIENT, its subcontractors, and all  
17 eligible activities.

18 SUBRECIPIENT shall be responsible for obtaining all permits, licenses, and approvals required  
19 for performing any activities under this Agreement, including those necessary to perform design,  
20 implementation, operation, and maintenance of the activities. SUBRECIPIENT shall be responsible for  
21 observing and complying with any applicable federal, state, and local laws, rules, and regulations  
22 affecting any such work, specifically those including, but not limited to, environmental protection,  
23 procurement, and safety laws, rules, regulations, and ordinances. SUBRECIPIENT shall provide copies  
24 of permits and approvals to COUNTY upon request.

25 **27. NO OBLIGATION BY FEDERAL GOVERNMENT**

26 The Federal Government is not a party to this contract and is not subject to any obligations or  
27 liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from  
28 this Agreement.



1           **28.    PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED**  
2                   **ACTS**

3           SUBRECIPIENT acknowledges that 31 U.S.C. Chapter 38 (Administrative Remedies for False  
4 Claims and Statements) applies to SUBRECIPIENT's actions pertaining to this contract.

5           **29.    RECORDS**

6                   A.    Record Establishment and Maintenance

7           SUBRECIPIENT shall establish and maintain records in accordance with those  
8 requirements prescribed by COUNTY, with respect to all matters covered by this Agreement.

9 SUBRECIPIENT shall retain all fiscal books, account records and client files for services performed  
10 under this Agreement for at least five (5) years from date of final payment under this Agreement or until  
11 all State and Federal audits are completed for that fiscal year, whichever is later.

12                   B.    Cost Documentation

13                   1) SUBRECIPIENT shall submit to COUNTY within ten (10) calendar days  
14 following the end of each month, all fiscal and program reports for that month. SUBRECIPIENT shall  
15 also furnish to COUNTY such statements, records, data and information as COUNTY may request  
16 pertaining to matters covered by this Agreement. In the event that SUBRECIPIENT fail to provide  
17 reports as provided herein, it shall be deemed sufficient cause for COUNTY to withhold payments until  
18 compliance is established.

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

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

1 C. Service Documentation

2 SUBRECIPIENT agree to maintain records to verify services under this Agreement  
3 including names and addresses of clients served, if applicable, and the dates of service and a  
4 description of services provided on each occasion. These records and any other documents pertaining  
5 in whole or in part to this Agreement shall be clearly identified and readily accessible.

6 **30. SINGLE AUDIT CLAUSE**

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

21 A. A single audit report is not applicable if all SUBRECIPIENT's Federal contracts do  
22 not exceed the Seven Hundred Fifty Thousand Dollars (\$750,000) requirement or SUBRECIPIENT's  
23 funding is through Drug related Medi-Cal. If a single audit is not applicable, a program audit must be  
24 performed and a program audit report with management letter shall be submitted by SUBRECIPIENT to  
25 COUNTY as a minimum requirement to attest to SUBRECIPIENT's solvency. Said audit report shall be  
26 delivered to COUNTY's DSS, Administration, for review no later than nine (9) months after the close of  
27 the fiscal year in which the funds supplied through this Agreement are expended. Failure to comply with  
28 this Act may result in COUNTY performing the necessary audit tasks or contracting with a qualified

1 accountant to perform said audit. All audit costs related to this Agreement are the sole responsibility of  
2 SUBRECIPIENT who agrees to take corrective action to eliminate any material noncompliance or  
3 weakness found as a result of such audit. Audit work performed by COUNTY under this paragraph shall  
4 be billed to the SUBRECIPIENT at COUNTY cost, as determined by COUNTY's Auditor-  
5 Controller/Treasurer-Tax Collector.

6 B. SUBRECIPIENT shall make available all records and accounts for inspection by  
7 COUNTY, the State of California, if applicable, the Comptroller General of the United States, the Federal  
8 Grantor Agency, or any of their duly authorized representatives, at all reasonable times for a period of at  
9 least three (3) years following final payment under this Agreement or the closure of all other pending  
10 matters, whichever is later.

11 **31. AUDITS AND INSPECTIONS**

12 The SUBRECIPIENT 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  
14 to the matters covered by this Agreement. The SUBRECIPIENT shall, upon request by the COUNTY,  
15 permit the COUNTY to audit and inspect all of such records and data necessary to ensure  
16 SUBRECIPIENT 'S compliance with the terms of this Agreement.

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

20 In addition, SUBRECIPIENT shall cooperate and participate with COUNTY's fiscal review  
21 process and comply with all final determinations rendered by the COUNTY's fiscal review process. If  
22 COUNTY reaches an adverse decision regarding SUBRECIPIENT's services to consumers, it may  
23 result in the disallowance of payment for services rendered; or in additional controls to the delivery of  
24 services, or in the termination of this Agreement, at the discretion of COUNTY's DSS Director or  
25 designee. If as a result of COUNTY's fiscal review process a disallowance is discovered due to  
26 SUBRECIPIENT's deficiency, SUBRECIPIENT shall be financially liable for the amount previously paid  
27 by COUNTY to SUBRECIPIENT and this disallowance will be adjusted from SUBRECIPIENT's future  
28 payments, at the discretion of COUNTY's DSS Director or designee. In addition, COUNTY shall have

1 the sole discretion in the determination of fiscal review outcomes, decisions, and actions.

2 **32. CHILD SUPPORT COMPLIANCE ACT**

3 If this Agreement includes State funding in excess of \$100,000, SUBRECIPIENT acknowledges  
4 in accordance with Public Contract Code 7110, that:

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

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

13 **33. CHILD ABUSE REPORTING**

14 SUBRECIPIENT shall utilize a procedure acceptable to COUNTY to ensure that all of  
15 SUBRECIPIENT'S employees, volunteers, consultants, subcontractor or agents performing services  
16 under this Agreement shall report all known or suspected child abuse or neglect to one or more of the  
17 agencies set forth in Penal Code Section 11165.9. This procedure shall include having all of  
18 SUBRECIPIENT'S employees, volunteers, consultants, subcontractor or agents performing services  
19 under this Agreement sign a statement that he or she knows of and will comply with the reporting  
20 requirements set forth in Penal Code Section 11166. The statement to be utilized by SUBRECIPIENT is  
21 set forth in Exhibit D, attached hereto and by this reference incorporated herein.

22 **34. PRIORITY HIRING CONSIDERATIONS**

23 If this Agreement includes State funding and services in excess of \$200,000, SUBRECIPIENT  
24 shall give priority consideration in filling vacancies in positions funded by the Agreement to qualified  
25 recipients of aid under Welfare and Institutions Code Section 11200 in accordance with Public Contract  
26 Code Section 10353.

27 **35. SUBRECIPIENT'S NAME CHANGE**

28 An amendment, assignment, or new agreement is required to change the name of

SUBRECIPIENT as listed on this Agreement. Upon receipt of legal documentation of the name change COUNTY will process the agreement. Payment of invoices presented with a new name cannot be paid prior to approval of said agreement.

**36. PROPERTY OF COUNTY**

Any use of COUNTY funds provided under this Agreement, as specified in Exhibit B, for the purchase of computer hardware, software, and printers must be approved by COUNTY prior to purchase and must meet COUNTY specifications. SUBRECIPIENT agrees to take reasonable and prudent steps to ensure the security of any and all said hardware and software provided to it by COUNTY under this Agreement, and to maintain replacement-value insurance coverages on said hardware and software approved by COUNTY.

In addition, all purchases over Five Thousand and No/100 Dollars (\$5,000.00) made during the life of this Agreement shall be identified as fixed assets with an assigned COUNTY Accounting Inventory Number. These fixed assets shall be retained by COUNTY, as COUNTY property, in the event this Agreement is terminated or upon expiration of this Agreement. The SUBRECIPIENT agrees to participate in an annual inventory of all COUNTY fixed assets and shall be physically present when fixed assets are returned to COUNTY possession at the termination or expiration of this Agreement. SUBRECIPIENT is responsible for returning to COUNTY all COUNTY owned fixed assets upon the expiration or termination of this Agreement.

**37. PUBLIC INFORMATION**

SUBRECIPIENT shall disclose COUNTY as a funding source in all public information and program materials developed in support of contracted services.

**38. NOTICES**

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

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COUNTY

Director of Social Services, County of Fresno  
P.O. Box 1912  
Fresno, CA 93717-1912

SUBRECIPIENT

Executive Director  
Comprehensive Youth Services, Inc.  
4545 N. West Avenue  
Fresno, CA 93705

All notices between the COUNTY and SUBRECIPIENT provided for or permitted under this Agreement must be in writing and delivered either by personal service, by first-class United States mail, or by an overnight commercial courier service. A notice delivered by personal service is effective upon service to the recipient. A notice delivered by first-class United States mail is effective three COUNTY business days after deposit in the United States mail, postage prepaid, addressed to the recipient. A notice delivered by an overnight commercial courier service is effective one COUNTY business day after deposit with the overnight commercial courier service, delivery fees prepaid, with delivery instructions given for next day delivery, addressed to the recipient. For all claims arising out of or related to this Agreement, nothing in this section establishes, waives, or modifies any claims presentation requirements or procedures provided by law, including but not limited to the Government Claims Act (Division 3.6 of Title 1 of the Government Code, beginning with section 810).

**39. CHANGE OF LEADERSHIP/MANAGEMENT**

In the event of any change in the status of SUBRECIPIENT's leadership or management, SUBRECIPIENT shall provide written notice to COUNTY within thirty (30) days from the date of change. Such notification shall include any new leader or manager's name and address. "Leadership or management" shall include any employee, member, or owner of SUBRECIPIENT who either a) directs individuals providing services pursuant to this Agreement, b) exercises control over the manner in which services are provided, or c) has authority over SUBRECIPIENT's finances.

**40. ELECTRONIC SIGNATURE**

The parties agree that this Agreement may be executed by electronic signature as provided in this section. An "electronic signature" means any symbol or process intended by an individual signing this Agreement to represent their signature, including but not limited to (1) a digital signature; (2) a faxed version of an original handwritten signature; or (3) an electronically scanned and transmitted (for example by PDF document) of a handwritten signature. Each electronic signature affixed or attached to

1 this Agreement (1) is deemed equivalent to a valid original handwritten signature of the person signing  
2 this Agreement for all purposes, including but not limited to evidentiary proof in any administrative or  
3 judicial proceeding, and (2) has the same force and effect as the valid original handwritten signature of  
4 that person. The provisions of this section satisfy the requirements of Civil Code section 1633.5,  
5 subdivision (b), in the Uniform Electronic Transaction Act (Civil Code, Division 3, Part 2, Title 2.5,  
6 beginning with section 1633.1). Each party using a digital signature represents that it has undertaken  
7 and satisfied the requirements of Government Code section 16.5, subdivision (a), paragraphs (1)  
8 through (5), and agrees that each other party may rely upon that representation. This Agreement is not  
9 conditioned upon the parties conducting the transactions under it by electronic means and either party  
10 may sign this Agreement with an original handwritten signature.

11 **41. GOVERNING LAW**

12 Venue for any action arising out of or related to this Agreement shall only be in Fresno County,  
13 California. The rights and obligations of the parties and all interpretation and performance of this  
14 Agreement shall be governed in all respects by the laws of the State of California.

15 **42. DISPUTES**

16 In the event of any dispute, claim, question, or disagreement arising from or relating to this  
17 agreement or the breach thereof, the parties hereto shall use their best efforts to settle the dispute,  
18 claim, question, or disagreement. To this effect, they shall consult and negotiate with each other in good  
19 faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to  
20 both parties. During this time, the parties will continue meeting their contract responsibilities. If the  
21 parties do not reach such solution within a period of 60 days, then the parties may take whatever action  
22 is available to them by law.

23 **43. SEVERABILITY**

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

28 ///

1           **44.    ENTIRE AGREEMENT**

2           This Agreement constitutes the entire agreement between the SUBRECIPIENT and COUNTY  
3 with respect to the subject matter hereof and supersedes all previous Agreement negotiations,  
4 proposals, commitments, writings, advertisements, publications, and understanding of any nature  
5 whatsoever unless expressly included in this Agreement.

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

3 SUBRECIPIENT:

COUNTY OF FRESNO

4 Richard Brown

B. Pacheco

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

5  
6 Print Name: Richard Brown

7 Title: President  
Chairman of the Board, or  
8 President, or any Vice President

ATTEST:

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

9  
10 Marguerite Yang

11  
12 Print Name: Marguerite Yang

By: H. Seidel  
Deputy

13 Title: Secretary  
14 Secretary (of Corporation), or  
15 any Assistant Secretary, or  
16 Chief Financial Officer, or  
any Assistant Treasurer

17  
18 Mailing Address:

19 4545 N. West Avenue,  
20 Fresno, CA 93705

21 Contact: Becky Kramer, Executive Director  
22 Phone No: (559) 229-3561 Ext. 113

23  
24 FOR ACCOUNTING USE ONLY:

25 Fund/Subclass: 0001/10000  
26 ORG No.: 56107001  
27 ORG No.: 56107664  
28 Account No.: 7870/0

## **SUMMARY OF SERVICES**

ORGANIZATION: Comprehensive Youth Services, Inc

SERVICES: Neighborhood Resource Center / Differential Response

ADDRESS: 4545 N. West Avenue, Fresno, CA 93705

SERVICE ADDRESS: 1398 W. Indianapolis Avenue, Fresno, CA 93705

TELEPHONE: (559) 230-6303

CONTACT: Becky Kramer, Executive Director

EMAIL: bkramer@cysfresno.org

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### **A. SERVICE DESCRIPTION**

COMPREHENSIVE YOUTH SERVICES, INC. (SUBRECIPIENT) will provide child abuse prevention and intervention services through a Neighborhood Resource Center (NRC) located in the 93705 zip code and serving the surrounding community. The essence of the NRC is to use the protective factor approach in providing family strengthening services with the goal of enhancing positive family function and preventing child abuse and neglect. The NRC will promote parent resiliency, create social connections, provide support in times of need, increase knowledge of parenting and child development, and encourage social and emotional competence of children. Using a one-stop approach, SUBRECIPIENT will provide an array of services and/or referrals to families and/or individuals to combat poverty, substance use/abuse, and domestic violence while promoting positive parenting and lifelong nurturing skills, thus interrupting the cycle of child abuse and neglect. SUBRECIPIENT will leverage its considerable experience in these areas and will utilize its established community partners to broker services and link families to needed resources.

### **B. TARGET POPULATION**

The NRC target population is any family that resides within the 93705 zip code, however, families outside 93705 can also access NRC services. Families may also be referred to the NRC by DSS, other agencies or NRC providers, or by DR providers.

### **C. STAFFING LEVELS**

SUBRECIPIENT will maintain a sufficient level of qualified staff to effectively conduct all NRC activities, consistent with the Budget Narrative detailed in Exhibit B, herein. Staffing must reflect the diverse cultural and linguistic characteristics of the population served, and all staff must have experience in connecting with families from diverse backgrounds, identifying family strengths, navigating social service systems for referral, and tracking client outcomes.

SUBRECIPIENT will be responsible for all training necessary to promote staff development and/or effective service delivery. In addition, SUBRECIPIENT shall comply with any other training required by DSS and shall also actively participate with other NRC/DR providers for the purpose of reviewing current research and best practices, developing common tools, and identifying strategies appropriate for the target population.

#### **D. SUBRECIPIENT's RESPONSIBILITIES**

The NRC environment will be guided by the following:

- Services will increase protective factors, such as the development of community connections, improved access to resources, reduced social isolation, improved social skills, and family empowerment. Key principles include consumer involvement, public/private partnership, community-building, and shared accountability;
- SUBRECIPIENT must demonstrate collaboration with other community agencies that are key to the establishment of sufficient family support services and/or leveraging of resources. In addition to these agencies, vendors are encouraged to seek support from other child-serving entities;
- SUBRECIPIENT will maintain a community advisory forum consisting of parents, relative caretakers, community members, and other interested parties who receive and provide services at the NRC; and
- NRC services must be offered on a "walk-in" basis. Input on NRC services must be obtained from a variety of individuals, including but not limited to community residents, parents (consumers), relative caretakers, civic groups, and school personnel.

Required core NRC services include the provision of:

- Parenting skills training;
- Peer to peer supports (support groups, mentoring);
- Basic life skills and advocacy (e.g., anger management, mediation and conflict resolution, communication skills, budgeting, cooking classes); and
- Resource, information, and referral (links to community resources and services).

Additional services may be offered based on the needs of the community where the NRC is located, and may include, but are not limited to:

- Case management;
- In-home family support;
- Father-focused services;
- Services tailored to pregnant and parenting teens and/or parents of at-risk youth;
- Family economics and self-sufficiency;
- Family health and wellness; and
- Youth Development.

The Protective Factors Survey (PFS) will be required for use with families when case

management services are provided.

Service delivery requirements during COVID-19 and/or any other public emergency

NRCs provide essential services and as such, NRCs are to remain open to the public and provide in-person, virtual, and/or a combination of modalities for services in conformance with applicable State or County guidelines during the current pandemic and/or any other public emergency that may arise in the future. Any proposed deviation in service delivery or staffing levels in response to the current or future public emergencies must be approved by DSS prior to implementation.

NRC Facility

SUBRECIPIENT's NRC is located at 1398 W. Indianapolis Avenue, Fresno, CA 93705. The NRC will be open to the public, at a minimum, Monday-Friday, 8:30 am to 5:00 pm, and at least one evening per week and one Saturday per month. Additional evening/weekend hours will be provided based on client needs and outreach activities.

Any proposed change in SUBRECIPIENT's NRC location shall require written approval from the County's DSS Director or designee prior to the commencement by SUBRECIPIENT of any formal negotiation or legal procedure to secure an alternate NRC location. Should SUBRECIPIENT and COUNTY mutually agree that a change in NRC location is necessary, SUBRECIPIENT shall use the following guidelines in the identification of a new NRC location:

The new location must be centrally located within the same zip code(s) as the NRC service area.

- The new location must be accessible and easily identified, near public transportation, visible by street traffic, and within a stand-alone office or building suited for the needs of the services provided. Locations that are not freely accessible to the public are unacceptable.
- The new location must be appropriate to ensure provision of services meets the needs of their community, including availability for evening and weekend hours.
- If a shared location is proposed, i.e., sharing office space and/or a building with a different agency or organization, a detailed explanation of how the arranged NRC space will meet the needs of the community is required.

The new location must be adequate in size to meet the needs of clients and the community. NRCs should reflect a "home-like" atmosphere that is welcoming to parents and families. Ideally, NRCs should include therapeutic offices (if applicable), meeting rooms, a resource center, a child development area that is well-equipped and comfortable for infants, toddlers, and pre-school aged children, recreational room, and community kitchen, and should allow for growth of new programs and services.

SUBRECIPIENT will obtain written approval from DSS prior to performing any NRC facility capital improvements or purchasing any equipment with a cost exceeding \$5,000.00.

Other

SUBRECIPIENT will provide DSS a copy of any executed Agreement or Memorandum of

Understanding (MOU), including subcontractor budgets, between SUBRECIPIENT and any subcontractors, if applicable. SUBRECIPIENT will provide DSS a copy of any Agreement or MOU amendment or budget modification subsequently agreed upon by SUBRECIPIENT and subcontractor. The use of a subcontractor shall not entitle SUBRECIPIENT to any additional compensation than that provided under this Agreement.

SUBRECIPIENT will provide annual Civil Rights training to all staff at the beginning of every calendar year and will provide verification of training completion to DSS by April 1. DSS will provide documents needed for annual training and reporting.

SUBRECIPIENT's staff will engage in trainings from providers in Fresno County to learn about the services they offer and will attend all program and contract meetings coordinated by DSS.

#### **E. COUNTY RESPONSIBILITIES**

DSS staff will coordinate and participate in monthly or quarterly meetings with SUBRECIPIENT to review program outcomes and discuss contractual issues.

DSS will include SUBRECIPIENT's staff in DSS trainings that are relevant to the services as described in the terms and conditions of this Agreement.

DSS staff will meet with SUBRECIPIENT staff as often as needed to exchange pertinent information, provide guidance, resolve problems, and work collaboratively to coordinate services.

#### **F. REPORTS AND OUTCOMES**

DSS will consider SUBRECIPIENT performance levels when determining funding recommendations for future Agreements. For the contract period, SUBRECIPIENT shall document all NRC activities and services using Efforts to Outcomes (ETO), COUNTY's contracted CWS referral, data collection, and reporting system and will submit Monthly Activity Reports (MARs) through ETO by the tenth (10<sup>th</sup>) of each month in a manner and format determined by DSS.

The overall goal of NRCs is to reduce the incidence of child maltreatment and resulting investigations ultimately leading to fewer children entering foster care. The successful implementation of core and optional services by all providers is critical to the collective effort to achieve this goal. The outcomes listed on the subsequent page will measure the success of SUBRECIPIENT's services. These outcomes may be modified at DSS' discretion as required to ensure compliance with State mandates, upon written consent of COUNTY's DSS Director or designee and SUBRECIPIENT. SUBRECIPIENT will report outcomes in each MAR or alternate method determined by DSS.

NRC Outcomes to be Reported		Outcome Indicator(s)
Short Term	Families will become aware of available resources to help strengthen their household.	90% of families accessing the NRC will become aware of NRC and/or community resources as measured by a survey or other instrument.
Intermediate & Long-Term	Families accessing ongoing NRC services will demonstrate improvement in protective factors that include family functioning/resiliency, social supports, concrete supports, nurturing and attachment, and knowledge of parenting/child development.	<p>85% of parents participating in ongoing NRC/Community-based service (respite programs, anger management classes, mental health counseling, parent support groups, etc.) will demonstrate improvement in family functioning, as measured by the PFS.</p> <p>75% of parents participating in NRC/community-based parenting education services will demonstrate improvement in knowledge of appropriate discipline and child behavior and development as measured by the PFS.</p> <p>75% of parents participating in ongoing NRC/community-based services will demonstrate increased connections to healthy social supports, as measured by the PFS.</p> <p>75% of families in need of concrete supports will demonstrate improved self-sufficiency, safety/stability by accessing emergency food, clothing, shelter provided by the NRC or NRC partners, measured by the PFS.</p>
	Fathers accessing NRC services will positively participate in the lives of their children.	65% of fathers accessing NRC services will demonstrate improved knowledge of how to assist their children (basic care, education, parenting, healthy relationship with mother), as measured by the PFS or other applicable survey.

**BUDGET SUMMARY (12 Months)****YEAR 1**VENDOR NAME: **Comprehensive Youth Services of Fresno, Inc.**

FY: 07/01/2022 - 06/30/2023

CATEGORY	BUDGET ITEM #	TOTAL
<b>PERSONNEL</b>		
Salaries	100	\$ 134,256
Payroll Taxes	150	\$ 11,443
Benefits	200	\$ 22,653
<b>SUBTOTAL:</b>		\$ 168,352
<b>SERVICES &amp; SUPPLIES</b>		
Insurance	250	\$ 3,614
Communications	300	\$ 2,220
Office Expense	350	\$ 3,084
Equipment	400	\$ 1,752
Facilities	450	\$ 28,032
Travel Costs	500	\$ 3,336
Program Supplies	550	\$ 1,800
Consultancy	600	\$ 2,040
Fiscal & Audits	650	\$ 1,278
Training	700	\$ 492
Indirect Costs	750	\$ 24,000
<b>SUBTOTAL:</b>		\$ 71,648
<b>TOTAL EXPENSES:</b>		\$ 240,000

## BUDGET PERSONNEL DETAIL

YEAR 1

VENDOR NAME: Comprehensive Youth Services of Fresno, Inc.

FY: 07/01/2022 - 06/30/2023

**SALARIES**

Position	% of Time on Project	Number of Months	Monthly Salary/Hourly Wages	Salary/Wages Funds Requested
NRC Director/Program Administrator	20.00%	12	\$ 8,240.00	\$ 19,776
NRC Program Manager	50.00%	12	\$ 4,860.00	\$ 29,160
NRC Family Advocates	200.00%	12	\$ 3,555.00	\$ 85,320
	0.00%	12	\$ -	\$ -
	0.00%	12	\$ -	\$ -
	0.00%	12	\$ -	\$ -
<b>Total Salaries/Wages</b>				<b>\$ 134,256</b>

**PAYROLL TAXES**

	RATE		BASE	FTE	TOTAL
FICA	7.65%	X	134,256		\$ 10,271
California Unemployment Insurance	6.20%	X	7,000	X 2.700	\$ 1,172
<b>Total Payroll Taxes</b>					<b>\$ 11,443</b>

**BENEFITS**

INSURANCE (health, dental, vision, life & disability)					
	RATE	MONTHS	FTE	TOTAL	
NRC Director/Program Administrator	860.00	12	0.20	\$ 2,064	
NRC Program Manager	564.00	12	0.50	\$ 3,384	
NRC Family Advocates	521.00	12	2.00	\$ 12,504	
		12		\$ -	
		12		\$ -	
		12		\$ -	
Retirement Contributions - Employer Portion				\$ 4,701	
<b>Total Benefits</b>				<b>\$ 22,653</b>	
<b>TOTAL SALARIES, PAYROLL TAXES &amp; BENEFITS:</b>				<b>\$ 168,352</b>	



## BUDGET SERVICES AND SUPPLIES DETAIL

YEAR 1

VENDOR NAME: Comprehensive Youth Services of Fresno, Inc.

FY: 07/01/2022 - 06/30/2023

BUDGET LINE ITEM	CATEGORY & DESCRIPTION/CALCULATION	SUBTOTAL	TOTAL
250	INSURANCE		
	General Liability	1,478	
	Workers Compensation @ 178.00 /mo x 12 mo	2,136	
			\$ 3,614
300	COMMUNICATIONS		
	Telephone & Internet @ 185.00 /mo x 12 mo	2,220	
			\$ 2,220
350	OFFICE EXPENSE		
	Office Supplies @ 257.00 /mo x 12 mo	3,084	
			\$ 3,084
400	EQUIPMENT		
	Leased Equipment @ 146.00 /mo x 12 mo	1,752	
			\$ 1,752
450	FACILITIES		
	Leased Space @ 1,886.00 /mo x 12 mo	22,632	
	Utilities @ 200.00 /mo x 12 mo	2,400	
	Maintenance @ 250.00 /mo x 12 mo	3,000	
			\$ 28,032
500	TRAVEL COSTS		
	Staff Mileage @ 278.00 /mo x 12 mo	3,336	
			\$ 3,336
550	PROGRAM SUPPLIES		
	Program Supplies @ 150.00 /mo x 12 mo	1,800	
			\$ 1,800
600	CONSULTANCY		
	Human Resources @ 70.00 /mo x 12 mo	840	
	Translation Services @ 100.00 /mo x 12 mo	1,200	
			\$ 2,040
650	FISCAL & AUDITS		
	Annual External Audit	1,278	
			\$ 1,278
700	TRAINING		
	Trainings - Skills Development	492	
			\$ 492
750	INDIRECT COSTS		
	Administrative Overhead @ 10.00%	24,000	
			\$ 24,000
TOTAL EXPENSES:			\$ 71,648

**BUDGET DETAIL NARRATIVE****YEAR 1**VENDOR NAME: **Comprehensive Youth Services of Fresno, Inc.**

FY: 07/01/2022 - 06/30/2023

**Salaries:**

NRC Director/Program Administrator - At 20.00% FTE, the NRC Director/Program Administrator is responsible programmatic oversight and direct supervision of Program Managers. Will also supervise staff as needed. Will be responsible for reporting to the County and collaborating with community partners.

NRC Program Manager - At 50.00% FTE, the Manager supervises direct service staff and is responsible for the program's design, implementation and evaluation. They will also provide direct services to clients.

Family Advocates - At 200.00% FTE, these individuals will be specially trained and highly experienced providers of supportive services. They will help families and individuals at the respective NRCs.

**Payroll Taxes:**

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

**Benefits:**

CYS offers medical, dental, vision, and life insurance for all full-time staff and prorated insurance for those working a regular schedule of 32 hours or more per week. CYS matches employee contributions (not to exceed 5% of gross salary) towards elective retirement accounts for eligible employees. Benefits are 16.87% of salaries for the listed budget year.

**Services and Supplies:**

CYS calculates operating expenses utilized by grants by allocating a pro-rata share of the total expenses based on individual grant salaries. The average pro-rata share of expenses used in this budget is 3.50%. Space costs, including rent, utilities, and building maintenance, are based on the pro-rata share of salaries for staff housed at CYS main offices, and additional leased space. The pro-rata share is calculated at 2.25% of total space costs for those administrative offices. In addition, we have estimated that 25.00% of leased space costs, which houses the NRC, would be allocated to this program.

**INSURANCE (250)**

Workers Compensation, legally mandated to be paid for all employees, is calculated at a rate of 1.39% of salaries.

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

**COMMUNICATIONS (300)**

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

**BUDGET DETAIL NARRATIVE (CONT.)****YEAR 1**VENDOR NAME: **Comprehensive Youth Services of Fresno, Inc.**

FY: 07/01/2022 - 06/30/2023

OFFICE EXPENSE (350)

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

EQUIPMENT (400)

This item includes pro-rata charges for leased photocopier and computers. All leased equipment is for use by contract personnel at CYS locations. This also includes simple repairs to existing equipment, as well as funds to replace equipment (per the county threshold) that is no longer operational.

FACILITIES (450)

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

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

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

TRAVEL COSTS (500)

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

PROGRAM SUPPLIES (550)

This is a direct expense for the purchase of client supports, educational workbooks and videos for parents, age appropriate learning toys, and educational brochures.

CONSULTANCY (600)

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

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

FISCAL & AUDITS (650)

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

TRAINING (700)

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

INDIRECT COSTS (750)

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

**BUDGET SUMMARY (12 Months)****YEAR 2**VENDOR NAME: **Comprehensive Youth Services of Fresno, Inc.**

FY: 07/01/2023 - 06/30/2024

CATEGORY	BUDGET ITEM #	TOTAL
<b>PERSONNEL</b>		
Salaries	100	\$ 131,694
Payroll Taxes	150	\$ 11,212
Benefits	200	\$ 22,527
<b>SUBTOTAL:</b>		\$ 165,433
<b>SERVICES &amp; SUPPLIES</b>		
Insurance	250	\$ 3,517
Communications	300	\$ 2,496
Office Expense	350	\$ 4,920
Equipment	400	\$ 1,800
Facilities	450	\$ 28,404
Travel Costs	500	\$ 3,312
Program Supplies	550	\$ 1,800
Consultancy	600	\$ 2,088
Fiscal & Audits	650	\$ 1,375
Training	700	\$ 855
Indirect Costs	750	\$ 24,000
<b>SUBTOTAL:</b>		\$ 74,567
<b>TOTAL EXPENSES:</b>		\$ 240,000

## BUDGET PERSONNEL DETAIL

YEAR 2

VENDOR NAME: Comprehensive Youth Services of Fresno, Inc.

FY: 07/01/2023 - 06/30/2024

**SALARIES**

Position	% of Time on Project	Number of Months	Monthly Salary/Hourly Wages	Salary/Wages Funds Requested
NRC Director/Program Administrator	12.00%	12	\$ 8,600.00	\$ 12,384
NRC Program Manager	50.00%	12	\$ 5,065.00	\$ 30,390
NRC Family Advocates	200.00%	12	\$ 3,705.00	\$ 88,920
	0.00%	12	\$ -	\$ -
	0.00%	12	\$ -	\$ -
	0.00%	12	\$ -	\$ -
<b>Total Salaries/Wages</b>				<b>\$ 131,694</b>

**PAYROLL TAXES**

	RATE		BASE	FTE	TOTAL
FICA	7.65%	X	131,694		\$ 10,075
California Unemployment Insurance	6.20%	X	7,000	X 2.620	\$ 1,137
<b>Total Payroll Taxes</b>					<b>\$ 11,212</b>

**BENEFITS**

INSURANCE (health, dental, vision, life & disability)		RATE	MONTHS	FTE	TOTAL
NRC Director/Program Administrator		900.00	12	0.12	\$ 1,296
NRC Program Manager		590.00	12	0.50	\$ 3,540
NRC Family Advocates		545.00	12	2.00	\$ 13,080
			12		\$ -
			12		\$ -
			12		\$ -
Retirement Contributions - Employer Portion					\$ 4,611
<b>Total Benefits</b>					<b>\$ 22,527</b>
<b>TOTAL SALARIES, PAYROLL TAXES &amp; BENEFITS:</b>					<b>\$ 165,433</b>

## BUDGET SERVICES AND SUPPLIES DETAIL

YEAR 2

VENDOR NAME: Comprehensive Youth Services of Fresno, Inc.

FY: 07/01/2023 - 06/30/2024

BUDGET LINE ITEM	CATEGORY & DESCRIPTION/CALCULATION	SUBTOTAL	TOTAL
250	INSURANCE		
	General Liability	1,309	
	Workers Compensation @ 184.00 /mo x 12 mo	2,208	
			\$ 3,517
300	COMMUNICATIONS		
	Telephone & Internet @ 208.00 /mo x 12 mo	2,496	
			\$ 2,496
350	OFFICE EXPENSE		
	Office Supplies @ 410.00 /mo x 12 mo	4,920	
			\$ 4,920
400	EQUIPMENT		
	Leased Equipment @ 150.00 /mo x 12 mo	1,800	
			\$ 1,800
450	FACILITIES		
	Leased Space @ 1,935.00 /mo x 12 mo	23,220	
	Utilities @ 194.00 /mo x 12 mo	2,328	
	Maintenance @ 238.00 /mo x 12 mo	2,856	
			\$ 28,404
500	TRAVEL COSTS		
	Staff Mileage @ 276.00 /mo x 12 mo	3,312	
			\$ 3,312
550	PROGRAM SUPPLIES		
	Program Supplies @ 150.00 /mo x 12 mo	1,800	
			\$ 1,800
600	CONSULTANCY		
	Human Resources @ 74.00 /mo x 12 mo	888	
	Translation Services @ 100.00 /mo x 12 mo	1,200	
			\$ 2,088
650	FISCAL & AUDITS		
	Annual External Audit	1,375	
			\$ 1,375
700	TRAINING		
	Trainings - Skills Development	855	
			\$ 855
750	INDIRECT COSTS		
	Administrative Overhead @ 10.00%	24,000	
			\$ 24,000
TOTAL EXPENSES:			\$ 74,567

**BUDGET DETAIL NARRATIVE****YEAR 2**VENDOR NAME: **Comprehensive Youth Services of Fresno, Inc.**

FY: 07/01/2023 - 06/30/2024

**Salaries:**

NRC Director/Program Administrator - At 12.00% FTE, the NRC Director/Program Administrator is responsible programmatic oversight and direct supervision of Program Managers. Will also supervise staff as needed. Will be responsible for reporting to the County and collaborating with community partners.

NRC Program Manager - At 50.00% FTE, the Manager supervises direct service staff and is responsible for the program's design, implementation and evaluation. They will also provide direct services to clients.

Family Advocates - At 200.00% FTE, these individuals will be specially trained and highly experienced providers of supportive services. They will help families and individuals at the respective NRCs.

**Payroll Taxes:**

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

**Benefits:**

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

**Services and Supplies:**

CYS calculates operating expenses utilized by grants by allocating a pro-rata share of the total expenses based on individual grant salaries. The average pro-rata share of expenses used in this budget is 3.50%. Space costs, including rent, utilities, and building maintenance, are based on the pro-rata share of salaries for staff housed at CYS main offices, and additional leased space. The pro-rata share is calculated at 2.25% of total space costs for those administrative offices. In addition, we have estimated that 25.00% of leased space costs, which houses the NRC, would be allocated to this program.

**INSURANCE (250)**

Workers Compensation, legally mandated to be paid for all employees, is calculated at a rate of 1.45% of salaries.

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

**COMMUNICATIONS (300)**

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

## BUDGET DETAIL NARRATIVE (CONT.)

YEAR 2

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

FY: 07/01/2023 - 06/30/2024

OFFICE EXPENSE (350)

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

EQUIPMENT (400)

This item includes pro-rata charges for leased photocopier and computers. All leased equipment is for use by contract personnel at CYS locations. This also includes simple repairs to existing equipment, as well as funds to replace equipment (per the county threshold) that is no longer operational.

FACILITIES (450)

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

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

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

TRAVEL COSTS (500)

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

PROGRAM SUPPLIES (550)

This is a direct expense for the purchase of client supports, educational workbooks and videos for parents, age appropriate learning toys, and educational brochures.

CONSULTANCY (600)

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

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

FISCAL & AUDITS (650)

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

TRAINING (700)

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

INDIRECT COSTS (750)

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



## BUDGET SUMMARY (12 Months)

YEAR 3

VENDOR NAME: Comprehensive Youth Services of Fresno, Inc.

FY: 07/01/2024 - 06/30/2025

CATEGORY	BUDGET ITEM #	TOTAL
<b>PERSONNEL</b>		
Salaries	100	\$ 136,800
Payroll Taxes	150	\$ 11,593
Benefits	200	\$ 23,216
<b>SUBTOTAL:</b>		\$ 171,609
<b>SERVICES &amp; SUPPLIES</b>		
Insurance	250	\$ 3,386
Communications	300	\$ 1,968
Office Expense	350	\$ 2,628
Equipment	400	\$ 1,896
Facilities	450	\$ 27,816
Travel Costs	500	\$ 2,016
Program Supplies	550	\$ 1,800
Consultancy	600	\$ 1,512
Fiscal & Audits	650	\$ 1,011
Training	700	\$ 358
Indirect Costs	750	\$ 24,000
<b>SUBTOTAL:</b>		\$ 68,391
<b>TOTAL EXPENSES:</b>		\$ 240,000

## BUDGET PERSONNEL DETAIL

YEAR 3

VENDOR NAME: Comprehensive Youth Services of Fresno, Inc.

FY: 07/01/2024 - 06/30/2025

**SALARIES**

Position	% of Time on Project	Number of Months	Monthly Salary/Hourly Wages	Salary/Wages Funds Requested
NRC Director/Program Administrator	10.00%	12	\$ 8,890.00	\$ 10,668
NRC Program Manager	50.00%	12	\$ 5,350.00	\$ 32,100
NRC Family Advocates	200.00%	12	\$ 3,918.00	\$ 94,032
	0.00%	12	\$ -	\$ -
	0.00%	12	\$ -	\$ -
	0.00%	12	\$ -	\$ -
<b>Total Salaries/Wages</b>				<b>\$ 136,800</b>

**PAYROLL TAXES**

	RATE		BASE	FTE	TOTAL
FICA	7.65%	X	136,800		\$ 10,465
California Unemployment Insurance	6.20%	X	7,000	X 2.600	\$ 1,128
<b>Total Payroll Taxes</b>					<b>\$ 11,593</b>

**BENEFITS**

INSURANCE (health, dental, vision, life & disability)		RATE	MONTHS	FTE	TOTAL
NRC Director/Program Administrator		925.00	12	0.10	\$ 1,110
NRC Program Manager		614.00	12	0.50	\$ 3,684
NRC Family Advocates		568.00	12	2.00	\$ 13,632
			12		\$ -
			12		\$ -
			12		\$ -
Retirement Contributions - Employer Portion					\$ 4,790
<b>Total Benefits</b>					<b>\$ 23,216</b>
<b>TOTAL SALARIES, PAYROLL TAXES &amp; BENEFITS:</b>					<b>\$ 171,609</b>

## BUDGET SERVICES AND SUPPLIES DETAIL

YEAR 3

VENDOR NAME: Comprehensive Youth Services of Fresno, Inc.

FY: 07/01/2024 - 06/30/2025

BUDGET LINE ITEM	CATEGORY & DESCRIPTION/CALCULATION	SUBTOTAL	TOTAL
250	INSURANCE		
	General Liability	1,058	
	Workers Compensation @ 194.00 /mo x 12 mo	2,328	
			\$ 3,386
300	COMMUNICATIONS		
	Telephone & Internet @ 164.00 /mo x 12 mo	1,968	
			\$ 1,968
350	OFFICE EXPENSE		
	Office Supplies @ 219.00 /mo x 12 mo	2,628	
			\$ 2,628
400	EQUIPMENT		
	Leased Equipment @ 158.00 /mo x 12 mo	1,896	
			\$ 1,896
450	FACILITIES		
	Leased Space @ 1,879.00 /mo x 12 mo	22,548	
	Utilities @ 197.00 /mo x 12 mo	2,364	
	Maintenance @ 242.00 /mo x 12 mo	2,904	
			\$ 27,816
500	TRAVEL COSTS		
	Staff Mileage @ 168.00 /mo x 12 mo	2,016	
			\$ 2,016
550	PROGRAM SUPPLIES		
	Program Supplies @ 150.00 /mo x 12 mo	1,800	
			\$ 1,800
600	CONSULTANCY		
	Human Resources @ 76.00 /mo x 12 mo	912	
	Translation Services @ 50.00 /mo x 12 mo	600	
			\$ 1,512
650	FISCAL & AUDITS		
	Annual External Audit	1,011	
			\$ 1,011
700	TRAINING		
	Trainings - Skills Development	358	
			\$ 358
750	INDIRECT COSTS		
	Administrative Overhead @ 10.00%	24,000	
			\$ 24,000
TOTAL EXPENSES:			\$ 68,391

**BUDGET DETAIL NARRATIVE****YEAR 3**VENDOR NAME: **Comprehensive Youth Services of Fresno, Inc.**

FY: 07/01/2024 - 06/30/2025

**Salaries:**

NRC Director/Program Administrator - At 10.00% FTE, the NRC Director/Program Administrator is responsible programmatic oversight and direct supervision of Program Managers. Will also supervise staff as needed. Will be responsible for reporting to the County and collaborating with community partners.

NRC Program Manager - At 50.00% FTE, the Manager supervises direct service staff and is responsible for the program's design, implementation and evaluation. They will also provide direct services to clients.

Family Advocates - At 200.00% FTE, these individuals will be specially trained and highly experienced providers of supportive services. They will help families and individuals at the respective NRCs.

**Payroll Taxes:**

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

**Benefits:**

CYS offers medical, dental, vision, and life insurance for all full-time staff and prorated insurance for those working a regular schedule of 32 hours or more per week. CYS matches employee contributions (not to exceed 5% of gross salary) towards elective retirement accounts for eligible employees. Benefits are 16.97% of salaries for the listed budget year.

**Services and Supplies:**

CYS calculates operating expenses utilized by grants by allocating a pro-rata share of the total expenses based on individual grant salaries. The average pro-rata share of expenses used in this budget is 3.50%. Space costs, including rent, utilities, and building maintenance, are based on the pro-rata share of salaries for staff housed at CYS main offices, and additional leased space. The pro-rata share is calculated at 2.25% of total space costs for those administrative offices. In addition, we have estimated that 25.00% of leased space costs, which houses the NRC, would be allocated to this program.

**INSURANCE (250)**

Workers Compensation, legally mandated to be paid for all employees, is calculated at a rate of 1.47% of salaries.

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

**COMMUNICATIONS (300)**

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

## BUDGET DETAIL NARRATIVE (CONT.)

YEAR 3

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

FY: 07/01/2024 - 06/30/2025

OFFICE EXPENSE (350)

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

EQUIPMENT (400)

This item includes pro-rata charges for leased photocopier and computers. All leased equipment is for use by contract personnel at CYS locations. This also includes simple repairs to existing equipment, as well as funds to replace equipment (per the county threshold) that is no longer operational.

FACILITIES (450)

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

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

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

TRAVEL COSTS (500)

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

PROGRAM SUPPLIES (550)

This is a direct expense for the purchase of client supports, educational workbooks and videos for parents, age appropriate learning toys, and educational brochures.

CONSULTANCY (600)

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

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

FISCAL & AUDITS (650)

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

TRAINING (700)

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

INDIRECT COSTS (750)

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

**BUDGET SUMMARY (12 Months)****YEAR 4**VENDOR NAME: **Comprehensive Youth Services of Fresno, Inc.**

FY: 07/01/2025 - 06/30/2026

CATEGORY	BUDGET ITEM #	TOTAL
<b>PERSONNEL</b>		
Salaries	100	\$ 138,792
Payroll Taxes	150	\$ 11,729
Benefits	200	\$ 23,747
<b>SUBTOTAL:</b>		\$ 174,268
<b>SERVICES &amp; SUPPLIES</b>		
Insurance	250	\$ 3,560
Communications	300	\$ 2,040
Office Expense	350	\$ 2,460
Equipment	400	\$ 1,968
Facilities	450	\$ 25,068
Travel Costs	500	\$ 2,100
Program Supplies	550	\$ 1,200
Consultancy	600	\$ 1,560
Fiscal & Audits	650	\$ 1,055
Training	700	\$ 721
Indirect Costs	750	\$ 24,000
<b>SUBTOTAL:</b>		\$ 65,732
<b>TOTAL EXPENSES:</b>		\$ 240,000

## BUDGET PERSONNEL DETAIL

YEAR 4

VENDOR NAME: Comprehensive Youth Services of Fresno, Inc.

FY: 07/01/2025 - 06/30/2026

**SALARIES**

Position	% of Time on Project	Number of Months	Monthly Salary/Hourly Wages	Salary/Wages Funds Requested
NRC Director/Program Administrator	6.00%	12	\$ 9,025.00	\$ 6,498
NRC Program Manager	50.00%	12	\$ 5,589.00	\$ 33,534
NRC Family Advocates	200.00%	12	\$ 4,115.00	\$ 98,760
	0.00%	12	\$ -	\$ -
	0.00%	12	\$ -	\$ -
	0.00%	12	\$ -	\$ -
<b>Total Salaries/Wages</b>				<b>\$ 138,792</b>

**PAYROLL TAXES**

	RATE		BASE	FTE	TOTAL
FICA	7.65%	X	138,792		\$ 10,618
California Unemployment Insurance	6.20%	X	7,000	X 2.560	\$ 1,111
<b>Total Payroll Taxes</b>					<b>\$ 11,729</b>

**BENEFITS**

INSURANCE (health, dental, vision, life & disability)					
	RATE	MONTHS	FTE	TOTAL	
NRC Director/Program Administrator	950.00	12	0.06	\$ 684	
NRC Program Manager	646.00	12	0.50	\$ 3,876	
NRC Family Advocates	597.00	12	2.00	\$ 14,328	
		12		\$ -	
		12		\$ -	
		12		\$ -	
Retirement Contributions - Employer Portion				\$ 4,859	
<b>Total Benefits</b>				<b>\$ 23,747</b>	
<b>TOTAL SALARIES, PAYROLL TAXES &amp; BENEFITS:</b>				<b>\$ 174,268</b>	

## BUDGET SERVICES AND SUPPLIES DETAIL

YEAR 4

VENDOR NAME: Comprehensive Youth Services of Fresno, Inc.

FY: 07/01/2025 - 06/30/2026

BUDGET LINE ITEM	CATEGORY & DESCRIPTION/CALCULATION	SUBTOTAL	TOTAL
250	INSURANCE		
	General Liability	1,100	
	Workers Compensation @ 205.00 /mo x 12 mo	2,460	
			\$ 3,560
300	COMMUNICATIONS		
	Telephone & Internet @ 170.00 /mo x 12 mo	2,040	
			\$ 2,040
350	OFFICE EXPENSE		
	Office Supplies @ 205.00 /mo x 12 mo	2,460	
			\$ 2,460
400	EQUIPMENT		
	Leased Equipment @ 164.00 /mo x 12 mo	1,968	
			\$ 1,968
450	FACILITIES		
	Leased Space @ 1,630.00 /mo x 12 mo	19,560	
	Utilities @ 205.00 /mo x 12 mo	2,460	
	Maintenance @ 254.00 /mo x 12 mo	3,048	
			\$ 25,068
500	TRAVEL COSTS		
	Staff Mileage @ 175.00 /mo x 12 mo	2,100	
			\$ 2,100
550	PROGRAM SUPPLIES		
	Program Supplies @ 100.00 /mo x 12 mo	1,200	
			\$ 1,200
600	CONSULTANCY		
	Human Resources @ 80.00 /mo x 12 mo	960	
	Translation Services @ 50.00 /mo x 12 mo	600	
			\$ 1,560
650	FISCAL & AUDITS		
	Annual External Audit	1,055	
			\$ 1,055
700	TRAINING		
	Trainings - Skills Development	721	
			\$ 721
750	INDIRECT COSTS		
	Administrative Overhead @ 10.00%	24,000	
			\$ 24,000
TOTAL EXPENSES:			\$ 65,732



**BUDGET DETAIL NARRATIVE****YEAR 4**VENDOR NAME: **Comprehensive Youth Services of Fresno, Inc.**

FY: 07/01/2025 - 06/30/2026

**Salaries:**

NRC Director/Program Administrator - At 6.00% FTE, the NRC Director/Program Administrator is responsible programmatic oversight and direct supervision of Program Managers. Will also supervise staff as needed. Will be responsible for reporting to the County and collaborating with community partners.

NRC Program Manager - At 50.00% FTE, the Manager supervises direct service staff and is responsible for the program's design, implementation and evaluation. They will also provide direct services to clients.

Family Advocates - At 200.00% FTE, these individuals will be specially trained and highly experienced providers of supportive services. They will help families and individuals at the respective NRCs.

**Payroll Taxes:**

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

**Benefits:**

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

**Services and Supplies:**

CYS calculates operating expenses utilized by grants by allocating a pro-rata share of the total expenses based on individual grant salaries. The average pro-rata share of expenses used in this budget is 3.50%. Space costs, including rent, utilities, and building maintenance, are based on the pro-rata share of salaries for staff housed at CYS main offices, and additional leased space. The pro-rata share is calculated at 2.25% of total space costs for those administrative offices. In addition, we have estimated that 25.00% of leased space costs, which houses the NRC, would be allocated to this program.

**INSURANCE (250)**

Workers Compensation, legally mandated to be paid for all employees, is calculated at a rate of 1.52% of salaries.

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

**COMMUNICATIONS (300)**

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

## BUDGET DETAIL NARRATIVE (CONT.)

YEAR 4

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

FY: 07/01/2025 - 06/30/2026

OFFICE EXPENSE (350)

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

EQUIPMENT (400)

This item includes pro-rata charges for leased photocopier and computers. All leased equipment is for use by contract personnel at CYS locations. This also includes simple repairs to existing equipment, as well as funds to replace equipment (per the county threshold) that is no longer operational.

FACILITIES (450)

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

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

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

TRAVEL COSTS (500)

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

PROGRAM SUPPLIES (550)

This is a direct expense for the purchase of client supports, educational workbooks and videos for parents, age appropriate learning toys, and educational brochures.

CONSULTANCY (600)

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

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

FISCAL & AUDITS (650)

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

TRAINING (700)

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

INDIRECT COSTS (750)

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

**BUDGET SUMMARY (12 Months)****YEAR 5**VENDOR NAME: **Comprehensive Youth Services of Fresno, Inc.**

FY: 07/01/2026 - 06/30/2027

CATEGORY	BUDGET ITEM #	TOTAL
<b>PERSONNEL</b>		
Salaries	100	\$ 134,064
Payroll Taxes	150	\$ 11,306
Benefits	200	\$ 23,175
<b>SUBTOTAL:</b>		\$ 168,545
<b>SERVICES &amp; SUPPLIES</b>		
Insurance	250	\$ 3,673
Communications	300	\$ 2,124
Office Expense	350	\$ 2,388
Equipment	400	\$ 2,040
Facilities	450	\$ 30,840
Travel Costs	500	\$ 1,488
Program Supplies	550	\$ 1,800
Consultancy	600	\$ 1,560
Fiscal & Audits	650	\$ 1,112
Training	700	\$ 430
Indirect Costs	750	\$ 24,000
<b>SUBTOTAL:</b>		\$ 71,455
<b>TOTAL EXPENSES:</b>		\$ 240,000

## BUDGET PERSONNEL DETAIL

YEAR 5

VENDOR NAME: Comprehensive Youth Services of Fresno, Inc.

FY: 07/01/2026 - 06/30/2027

**SALARIES**

Position	% of Time on Project	Number of Months	Monthly Salary/Hourly Wages	Salary/Wages Funds Requested
NRC Director/Program Administrator	2.00%	12	\$ 9,200.00	\$ 2,208
NRC Program Manager	40.00%	12	\$ 5,870.00	\$ 28,176
NRC Family Advocates	200.00%	12	\$ 4,320.00	\$ 103,680
	0.00%	12	\$ -	\$ -
	0.00%	12	\$ -	\$ -
	0.00%	12	\$ -	\$ -
<b>Total Salaries/Wages</b>				<b>\$ 134,064</b>

**PAYROLL TAXES**

	RATE		BASE	FTE	TOTAL
FICA	7.65%	X	134,064		\$ 10,256
California Unemployment Insurance	6.20%	X	7,000	X 2.420	\$ 1,050
<b>Total Payroll Taxes</b>					<b>\$ 11,306</b>

**BENEFITS**

INSURANCE (health, dental, vision, life & disability)		RATE	MONTHS	FTE	TOTAL
NRC Director/Program Administrator		900.00	12	0.02	\$ 216
NRC Program Manager		680.00	12	0.40	\$ 3,264
NRC Family Advocates		625.00	12	2.00	\$ 15,000
			12		\$ -
			12		\$ -
			12		\$ -
Retirement Contributions - Employer Portion					\$ 4,695
<b>Total Benefits</b>					<b>\$ 23,175</b>
<b>TOTAL SALARIES, PAYROLL TAXES &amp; BENEFITS:</b>					<b>\$ 168,545</b>

## BUDGET SERVICES AND SUPPLIES DETAIL

YEAR 5

VENDOR NAME: Comprehensive Youth Services of Fresno, Inc.

FY: 07/01/2026 - 06/30/2027

BUDGET LINE ITEM	CATEGORY & DESCRIPTION/CALCULATION	SUBTOTAL	TOTAL
250	INSURANCE		
	General Liability	1,165	
	Workers Compensation @ 209.00 /mo x 12 mo	2,508	
			\$ 3,673
300	COMMUNICATIONS		
	Telephone & Internet @ 177.00 /mo x 12 mo	2,124	
			\$ 2,124
350	OFFICE EXPENSE		
	Office Supplies @ 199.00 /mo x 12 mo	2,388	
			\$ 2,388
400	EQUIPMENT		
	Leased Equipment @ 170.00 /mo x 12 mo	2,040	
			\$ 2,040
450	FACILITIES		
	Leased Space @ 2,091.00 /mo x 12 mo	25,092	
	Utilities @ 214.00 /mo x 12 mo	2,568	
	Maintenance @ 265.00 /mo x 12 mo	3,180	
			\$ 30,840
500	TRAVEL COSTS		
	Staff Mileage @ 124.00 /mo x 12 mo	1,488	
			\$ 1,488
550	PROGRAM SUPPLIES		
	Program Supplies @ 150.00 /mo x 12 mo	1,800	
			\$ 1,800
600	CONSULTANCY		
	Human Resources @ 80.00 /mo x 12 mo	960	
	Translation Services @ 50.00 /mo x 12 mo	600	
			\$ 1,560
650	FISCAL & AUDITS		
	Annual External Audit	1,112	
			\$ 1,112
700	TRAINING		
	Trainings - Skills Development	430	
			\$ 430
750	INDIRECT COSTS		
	Administrative Overhead @ 10.00%	24,000	
			\$ 24,000
TOTAL EXPENSES:			\$ 71,455

**BUDGET DETAIL NARRATIVE****YEAR 5**VENDOR NAME: **Comprehensive Youth Services of Fresno, Inc.**

FY: 07/01/2026 - 06/30/2027

**Salaries:**

NRC Director/Program Administrator - At 2.00% FTE, the NRC Director/Program Administrator is responsible programmatic oversight and direct supervision of Program Managers. Will also supervise staff as needed. Will be responsible for reporting to the County and collaborating with community partners.

NRC Program Manager - At 40.00% FTE, the Manager supervises direct service staff and is responsible for the program's design, implementation and evaluation. They will also provide direct services to clients.

Family Advocates - At 200.00% FTE, these individuals will be specially trained and highly experienced providers of supportive services. They will help families and individuals at the respective NRCs.

**Payroll Taxes:**

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**Services and Supplies:**

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**INSURANCE (250)**

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

**COMMUNICATIONS (300)**

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## BUDGET DETAIL NARRATIVE (CONT.)

YEAR 5

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

FY: 07/01/2026 - 06/30/2027

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FACILITIES (450)

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TRAVEL COSTS (500)

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

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

INDIRECT COSTS (750)

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

## SELF-DEALING TRANSACTION DISCLOSURE FORM

In order to conduct business with the County of Fresno (hereinafter referred to as "County"), members of Comprehensive Youth Services, Inc.'s board of directors (hereinafter referred to as "County Contractor"), must disclose any self-dealing transactions that they are a party to while providing goods, performing services, or both for the County. A self-dealing transaction is defined below:

*"A self-dealing transaction means a transaction to which the corporation is a party and in which one or more of its directors has a material financial interest"*

The definition above will be utilized for purposes of completing this disclosure form.

### INSTRUCTIONS

- (1) Enter board member's name, job title (if applicable), and date this disclosure is being made.
- (2) Enter the board member's company/agency name and address.
- (3) Describe in detail the nature of the self-dealing transaction that is being disclosed to the County. At a minimum, include a description of the following:
  - a. The name of the agency/company with which the corporation has the transaction; and
  - b. The nature of the material financial interest in the Corporation's transaction that the board member has.
- (4) Describe in detail why the self-dealing transaction is appropriate based on applicable provisions of the Corporations Code.
- (5) Form must be signed by the board member that is involved in the self-dealing transaction described in Sections (3) and (4).



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

## NOTICE OF CHILD ABUSE REPORTING LAW

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

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

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

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

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

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

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

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SIGNATURE

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DATE