

**AMENDMENT III TO AGREEMENT**

THIS AMENDMENT, hereinafter referred to as "Amendment III", is made and entered into this 18th day of August, 2020, by and between COUNTY OF FRESNO, a Political Subdivision of the State of California, hereinafter referred to as "COUNTY", and LPC CONSULTING ASSOCIATES, whose address is 1451 River Park Drive, Sacramento, CA 95815, hereinafter referred to as "CONTRACTOR" (collectively the "parties").

WHEREAS, COUNTY and CONTRACTOR entered into that certain Agreement, identified as COUNTY Agreement No. 16-432, effective July 1, 2016, COUNTY Amendment No. 16-432-1, effective June 20, 2017 and COUNTY Amendment No. 16-432-2, effective November 6, 2018, herein collectively referred to as COUNTY Agreement 16-432, whereby, CONTRACTOR agreed to provide prevention evaluation services and Strategic Prevention Plan development as specified in Agreement No. 16-432; and

WHEREAS, the parties desire to amend the Agreement regarding changes as stated below and restate the Agreement in its entirety.

NOW, THEREFORE, for good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, COUNTY and CONTRACTOR agree as follows:

1. That effective July 1, 2020, all references in existing COUNTY Agreement No. 16-432, to "Revised Exhibit A" shall be changed to read "Revised Exhibit A-1", attached hereto and incorporated herein by this reference.

2. That effective July 1, 2020, all references in existing COUNTY Agreement No. 16-432, to "Revised Exhibit B" shall be changed to read "Revised Exhibit B-1". Revised Exhibit B-1 is attached hereto and incorporated herein by this reference.

3. That Section Two (2) "TERM" of existing COUNTY Agreement No. 16-432, located on Page Two (2), beginning on Line Twenty-Two (2) with the word "The" and ending on Page Two (2), Line Twenty-Seven (27) with the word "performance" shall be deleted and replaced with the following:

"The term of this Agreement shall be for a period of five (5) years, commencing on July 1, 2016 through and including June 30, 2021. This agreement may be extended for one (1) additional consecutive six (6) month period upon written approval of both parties no later than thirty (30) days

1 prior to the first day of the next extension period. The DBH Director or her designee is authorized to  
2 execute such written approval on behalf of COUNTY based on CONTRACTOR's satisfactory  
3 performance.”

4 4. That Subsection A of Section Four (4) “COMPENSATION”, of the existing COUNTY  
5 Agreement No. 16-432, Section Four (4) “COMPENSATION”, located on Page Four (4), beginning on  
6 Line Seven (7) with the letter “A” and ending on Page Four (4) Line Twenty-One (21) with  
7 “(\$40,000.00)” be deleted in its entirety and replaced with the following:

8 “A. For actual services provided as identified in the terms and conditions of this  
9 Agreement and Revised Exhibit A-1, COUNTY agrees to pay CONTRACTOR and CONTRACTOR  
10 agrees to receive compensation as identified in Revised Exhibits B-1, “Budget,” attached hereto and  
11 incorporated herein to this Agreement, contingent of confirmation of funding.

12 For the period July 1, 2016 through June 30, 2017, in no event shall actual services  
13 performed be in excess of Ninety Thousand and No/100 Dollars (\$90,000.00).

14 For the period July 1, 2017 through June 30, 2018, in no event shall actual services  
15 performed be in excess of Eighty Thousand and No/100 Dollars (\$80,000.00).

16 For the period July 1, 2018 through June 30, 2019, in no event shall actual services  
17 performed be in excess of One Hundred Twenty Thousand and No/Dollars (\$120,000.00).

18 For the period July 1, 2019 through June 30, 2020, in no event shall actual services  
19 performed be in excess of One Hundred and Five Thousand and No/100 Dollars (\$105,000.00).

20 For the period July 1, 2020 through June 30, 2021, in no event shall actual services  
21 performed be in excess of One Hundred and Five Thousand and No/100 Dollars (\$105,000.00).

22 If this agreement is renewed for an additional six (6) month period pursuant to Section  
23 2, TERM, for the period July 1, 2021 through December 31, 2021, in no event shall actual services  
24 performed be in excess of Forty Thousand and No/100 Dollars (\$40,000.00).”

25 The total maximum compensation to be paid by COUNTY to CONTRACTOR upon  
26 execution through December 31, 2021 shall not exceed Five Hundred Forty Thousand and No/100  
27 Dollars (\$540,000.00).”

28 ///

1           5.       That Section Eleven (11) "INSURANCE", of the existing COUNTY Agreement No. 16-  
2 432, located on Page Nine (9), beginning on Line Twenty-Three (23) with the number "11" and ending  
3 on Page Eleven (11) Line Thirteen (13) with the word "better" be deleted and the following inserted in  
4 its place:

5                   **"11.    INSURANCE**

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

11                           A.       Commercial General Liability

12                                 Commercial General Liability Insurance with limits of not less than Two  
13 Million Dollars (\$2,000,000.00) per occurrence and an annual aggregate of Four Million Dollars  
14 (\$4,000,000.00). This policy shall be issued on a per occurrence basis. COUNTY may require  
15 specific coverages including completed operations, products liability, contractual liability, Explosion-  
16 Collapse-Underground, fire legal liability or any other liability insurance deemed necessary because of  
17 the nature of this contract.

18                           B.       Automobile Liability

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

22                           C.       Professional Liability

23                                 If CONTRACTOR employs licensed professional staff, (e.g., Ph.D., R.N.,  
24 L.C.S.W., M.F.C.C.) in providing services, Professional Liability Insurance with limits of not less than  
25 One Million Dollars (\$1,000,000.00) per occurrence, Three Million Dollars (\$3,000,000.00) annual  
26 aggregate.

27                           D.       Worker's Compensation

28                                 A policy of Worker's Compensation insurance as may be required by the

1 California Labor Code.

2 Additional Requirements Relating to Insurance

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

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

16 Within Thirty (30) days from the date CONTRACTOR signs and executes this  
17 Agreement, CONTRACTOR shall provide certificates of insurance and endorsement as stated above  
18 for all of the foregoing policies, as required herein, to the County of Fresno, Department of Behavioral  
19 Health, Public Behavioral Health Division, 2085 E. Dakota Ave, Fresno, California, 93726, Attention:  
20 LPC Consulting Associates Contract Staff Analyst, stating that such insurance coverage have been  
21 obtained and are in full force; that the County of Fresno, its officers, agents and employees will not be  
22 responsible for any premiums on the policies; that for such worker's compensation insurance the  
23 CONTRACTOR has waived its right to recover from the COUNTY, its officer, agents, and employees  
24 any amounts paid under the insurance policy and that waiver does not invalidate the insurance policy;  
25 that such Commercial General Liability insurance names the County of Fresno, its officers, agents and  
26 employees, individually and collectively, as additional insured, but only insofar as the operations under  
27 this Agreement are concerned; that such coverage for additional insured shall apply as primary  
28 insurance and any other insurance, or self insurance, maintained by COUNTY, its officers, agents and

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

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

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

10 6. COUNTY and CONTRACTOR agree that this Amendment III is sufficient to amend the  
11 Agreement; and that upon execution of this Amendment III, the Agreement, Amendment I, Amendment  
12 II and Amendment III together shall be considered the Agreement.

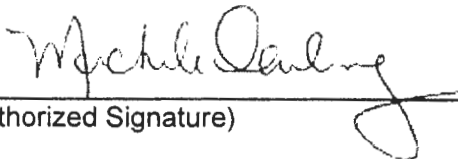
13 The Agreement, as hereby amended, is ratified and continued. All provisions, terms,  
14 covenants, conditions and promises contained in the Agreement and not amended herein shall remain  
15 in full force and effect.

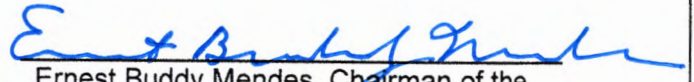
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1 IN WITNESS WHEREOF, the parties hereto have executed this Amendment III as of the  
2 date first above set forth.

3  
4 **LPC CONSULTING ASSOCIATES, INC.**

**COUNTY OF FRESNO**

5   
6 \_\_\_\_\_  
7 (Authorized Signature)

  
Ernest Buddy Mendes, Chairman of the  
Board of Supervisors of the County of  
Fresno

8 Michele Darling, CEO  
9 \_\_\_\_\_  
10 Print Name & Title

11 1451 River Park Drive #100  
12 Sacramento, CA 95815

13 \_\_\_\_\_  
14 Mailing Address

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

15  
16 By: Susan Bishop  
17 Deputy

18 FOR ACCOUNTING USE ONLY:

19  
20 Fund: 0001  
21 Subclass: 10000  
22 ORG: 56302081  
23 Account: 7295/0  
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## SCOPE OF WORK

### Extension for the Evaluation of Fresno County's Youth Alcohol and Drug Prevention Program and the Development of the 2021-2026 Strategic Prevention Plan

This Scope of Work (SOW) is in response to the extension of Fresno County's Youth Alcohol and Drug Prevention Program due to the COVID-19 pandemic. The SOW is for the 2020-21 fiscal year so LPC can continue:

- The evaluation of the **Youth Alcohol and Drug Prevention Program** in Fresno County, and
- Support for the development of the **2021-2026 Fresno County Strategic Prevention Plan**.

This SOW addresses adding an additional year to the Evaluation of the Youth Alcohol and Drug Prevention Program and assistance with the 2021-2026 Strategic Prevention Plan (SPP), and moving the development of the Final Evaluation Report out by one year (to July 2021-December 2021) once the prevention providers complete their work under the current funding cycle (ending June 2021).

The following table displays the shifts in the evaluation SOW timelines.

**Table 1 | Revised Evaluation SOW Timelines**

Component	Existing Timeline	Proposed Timeline
Evaluation of Prevention Programming	July 2016-June 2020	July 2016-June 2021
Final Analysis and Evaluation Reporting	July 2020-Dec 2020	July 2021-Dec 2021
2021-2026 Strategic Prevention Plan	July 2018-June 2020	July 2020-Dec 2021

### Evaluation of Youth Alcohol and Drug Prevention Program

LPC is evaluating the Youth Alcohol and Drug Prevention Program, which aims to:

- Decrease underage alcohol use by decreasing youth access to alcohol from adults and increasing the average age of onset for alcohol use.
- Decrease marijuana use among youth and increase the average age of onset for youth using marijuana by increasing education and awareness about the consequences of marijuana use.
- Decrease prescription drug and over-the-counter drug misuse by increasing public education and awareness about the consequences of prescription misuse and increasing efforts for safe disposal of medications.

The current evaluation is for the 2016 to 2020 funding cycle. Due to the COVID-19 pandemic, in April 2020 the prevention providers received approval for contract extensions to continue their work through June 2021. This SOW provides a list of activities to continue the evaluation and data collection activities through June 2021 to align with the providers' work.

## Evaluation Research Questions

The evaluation plan for Fresno County's Youth Alcohol and Drug Prevention Program was developed to address the following research questions.

**Table 2 | Evaluation Research Questions**

Questions	Process	Outcome
How are the funded prevention projects being implemented in Fresno County countywide, and across sites?	X	
Who are the participants in the prevention programs? What are their demographic characteristics and risk factors for substance use and abuse?	X	
What are the barriers to implementation and how have they been addressed?	X	
What lessons are being learned about prevention program implementation with specific populations, in specific geographic regions of the county (e.g., urban and rural)?	X	
What is the impact on the program participants?		X
How have knowledge, attitudes and beliefs change during the SPP?		X
What is the impact of the program on behavior among individual participants? At the school site and the County level?		X

## Evaluation Scope of Work

Table 3 details the proposed evaluation tasks and activities to continue data collection systems for the extended contract year and enable LPC to develop a comprehensive Final Evaluation Report to measure Youth Alcohol and Drug Prevention Program outcomes that address the 2015-2020 Fresno County Strategic Prevention Plan.

**Table 3 | Proposed FY2020/21 Evaluation SOW**

Tasks and Activities	Milestones and Deliverables	Timeline
Conduct annual interviews with program staff via Zoom.	Interview data	July 2020
Collect all outstanding quantitative and qualitative data from providers for FY2019/2020		July 31, 2020
Review revised provider SOWs and update provider evaluation workplans for FY2020/2021	Evaluation workplans for each provider	August 2020
Analyze data and draft FY2019/2020 Evaluation Report	Annual evaluation report	September 30, 2020
Update all data collection tools for FY2020/2021, and develop any new tools based on providers' SOW	Data collection tools	September 2020
Develop web-based Fresno County Student Insight Survey as an option for survey administration.	Web-based survey	September 2020
Present FY2019/2020 Annual Evaluation Report findings and	Zoom Presentation	By December 15, 2020



Tasks and Activities	Milestones and Deliverables	Timeline
recommendations via Zoom to the Fresno County Behavioral Health Board		
Provide technical assistance to providers on methods for administering and collecting the Student Insight Survey.	Completed surveys	Ongoing
Participate in providers' Advisory/Workgroup/Coalition meetings via Zoom.	Meeting notes and agendas	Quarterly
Participate in Fresno County's Quarterly Prevention Provider meetings via Zoom.	Meeting notes and agendas	Quarterly
Request and analyze provider implementation data and develop Quarterly Data Dashboards at provider and county level.	Quarterly data dashboards	Quarterly
Conduct annual focus groups with program participants and interviews with program staff via Zoom.	Interviews and focus group data	May-June 2021

As mentioned previously, the one-year extension of the current funding cycle would push the comprehensive final evaluation reporting period from July-December 2020 to July-December 2021, once the prevention work has concluded. The SOW for this six-month period will remain the same (see Attachment A for revised dates for activities).

### Strategic Prevention Plan Scope of Work

Currently, four of the six state mandated Strategic Prevention Plan (SPP) chapters are complete. The extension of the 2020-21 SPP contract, will enable LPC to continue assisting Fresno County staff with the development of the final two state mandated SPP chapters (i.e., Implementation and Evaluation). The SOW or tasks for completing the SPP are outlined in Table 4.

Fresno County staff plans to release and award the Prevention Provider RFP prior to initiating the development of the final two SPP chapters. In addition, based on previous experience, the timeline for the state to provide SPP edits is variable. As a result, the timeline for completing the SPP is "to be determined," except for completing the work by May 2021.

**Table 4 | Strategic Prevention Plan SOW**

Tasks and Activities	Milestones and Deliverables
Review the Assessment, Capacity Building, and Planning chapters of the SPP, and then meet with State and County staff to draft a timeline for completing the final two chapters of the SPP. This meeting will also provide an opportunity to receive input from the State Technical Assistance provider about the content they expect to see in the Implementation and Evaluation Chapters of the SPP.	SPP Calendar
Review contracted prevention provider scopes of work submitted through prevention provider RFP process to inform the development of the Implementation chapter. If necessary, schedule meetings with the providers to ask clarifying questions.	Draft tasks and timeline for implementation chapter
Develop SPP Implementation chapter with County staff assistance	Draft Implementation chapter

Tasks and Activities	Milestones and Deliverables
Edit Implementation chapter per input received from County staff and State	Final Implementation chapter
Develop Evaluation Chapter	Draft Evaluation Chapter
Edit Evaluation chapter based on input received from County staff and State	Final Evaluation Chapter
Compile SPP Final Chapters and Appendix	Final SPP

**Attachment A**

**Timeline for Final Report from Original Contract and Revised Dates Due to Extension**

<b>Tasks and Activities</b>	<b>Original Timeline</b>	<b>Revised Timeline</b>
For each prevention provider, analyze qualitative data to describe program implementation, successes, challenges and barriers, and accomplishments.	7/31/20	7/31/21
Analyze qualitative data on feedback from participants, and reflections from stakeholders.	7/31/20	7/31/21
Draft comprehensive evaluation report that includes an annual summary for year four.	9/30/20	9/30/21
Present final comprehensive report findings and recommendations to the Fresno County Behavioral Health Board	By 12/31/20	By 12/15/21

**AOD Prevention Program Evaluation**  
**LPC Consulting Associates, Inc.**  
**Fiscal Year (FY) 2020-21**

**PROGRAM EXPENSES**

<b>1000: SALARIES &amp; BENEFITS</b>					
<b>Employee Salaries</b>					
Acct #	Position	FTE	Admin	Direct	Total
1101	Senior Associate II	0.19		\$ 20,360	\$ 20,360
1102	Senior Associate II	0.29		28,082	28,082
1103	Data Visualist	0.14		4,368	4,368
1104	Research Associate II	0.02		1,244	1,244
1105	Research Associate I	0.05		2,203	2,203
1106	Office Manager	0.04	1,889		1,889
1107	Data Systems Manager	0.01		800	800
<b>Personnel Salaries Subtotal</b>		<b>0.74</b>	<b>\$ 1,889</b>	<b>\$ 57,057</b>	<b>\$ 58,946</b>
<b>Employee Benefits</b>					
Acct #	Description		Admin	Direct	Total
1201	Retirement		\$ 271	\$ 13,291	\$ 13,562
1202	Worker's Compensation		5	228	233
1203	Health Insurance		163	7,981	8,144
<b>Employee Benefits Subtotal:</b>			<b>\$ 439</b>	<b>\$ 21,500</b>	<b>\$ 21,939</b>
<b>Payroll Taxes &amp; Expenses:</b>					
Acct #	Description		Admin	Direct	Total
1302	FICA/MEDICARE		136	6,663	6,799
1303	SUI		3	169	172
1304	FUTA		1	42	43
1305	TRAIN-CA		-	7	7
<b>Payroll Taxes &amp; Expenses Subtotal:</b>			<b>\$ 140</b>	<b>\$ 6,881</b>	<b>\$ 7,021</b>
<b>EMPLOYEE SALARIES &amp; BENEFITS TOTAL:</b>			<b>\$ 2,468</b>	<b>\$ 85,438</b>	<b>\$ 87,906</b>

<b>3000: OPERATING EXPENSES</b>		
Acct #	Line Item Description	Amount
3001	Telecommunications	\$ 597
3003	Office, Household & Program Supplies	1,012
3005	Staff Development & Training	36
3007	Subscriptions & Memberships	117
3009	Staff Appreciation	351
<b>OPERATING EXPENSES TOTAL:</b>		<b>\$ 2,113</b>

<b>4000: FACILITIES &amp; EQUIPMENT</b>		
Acct #	Line Item Description	Amount
4002	Rent/Lease Building	7,511
4005	Security	81
<b>FACILITIES/EQUIPMENT TOTAL:</b>		<b>\$ 7,592</b>

<b>5000: SPECIAL EXPENSES</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
5005	IT/Network Expenses	1,591
<b>SPECIAL EXPENSES TOTAL:</b>		<b>\$ 1,591</b>

<b>6000: ADMINISTRATIVE EXPENSES</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
6002	Professional Liability Insurance	488
6003	Accounting/Bookkeeping	4,005
6006	Payroll Services	860
6008	Legal Fees	219
6009	Bank and credit Card Fees	186
6010	Licenses and Permits	3
6011	Taxes	37
<b>ADMINISTRATIVE EXPENSES TOTAL</b>		<b>\$ 5,798</b>

<b>TOTAL PROGRAM EXPENSES</b>	<b>\$ 105,000</b>
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<b>PROGRAM FUNDING SOURCES</b>
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<b>8200 - REALIGNMENT</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
8201	Realignment	\$ 15,750
<b>REALIGNMENT TOTAL</b>		<b>\$ 15,750</b>

<b>8400 - OTHER REVENUE</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
8404	SB 920	89,250
<b>OTHER REVENUE TOTAL</b>		<b>\$ 89,250</b>

<b>TOTAL PROGRAM FUNDING SOURCES:</b>	<b>\$ 105,000</b>
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<b>NET PROGRAM COST:</b>	<b>\$ -</b>
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**AOD Prevention Program Evaluation  
LPC Consulting Associates, Inc.  
Fiscal Year (FY) 2020-21 Budget Narrative**

<b>PROGRAM EXPENSE</b>			
<b>ACCT #</b>	<b>LINE ITEM</b>	<b>AMT</b>	<b>DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE</b>
<b>1000: SALARIES &amp; BENEFITS</b>		<b>87,906</b>	
<b>Employee Salaries</b>		<b>58,946</b>	
1101	Senior Associate II	20,360	Co-manage evaluation of prevention initiative, Assist Fresno DBH-SUDS staff in drafting Strategic Prevention Plan (SPP)
1102	Senior Associate II	28,082	Co-manage evaluation of prevention initiative, Assist Fresno DBH-SUDS staff in drafting Strategic Prevention Plan (SPP)
1103	Data Visualist	4,368	Create data visualizations, graphics, dashboards
1104	Research Associate II	1,244	Assist with evaluation of prevention initiative
1105	Research Associate I	2,203	Assist with evaluation of prevention initiative
1106	Office Manager	1,889	Provide administrative, fiscal support
1107	Data Systems Manager	800	Assist with evaluation of prevention initiative, data systems
<b>Employee Benefits</b>		<b>21,939</b>	
1201	Retirement	13,562	employer retirement contributions
1202	Worker's Compensation	233	Workers' compensation coverage
1203	Health Insurance	8,144	health and dental insurance for employees
<b>Payroll Taxes &amp; Expenses:</b>		<b>7,021</b>	
1301	OASDI	-	
1302	FICA/MEDICARE	6,799	Social Security tax and Medicare tax on employee earnings
1303	SUI	172	State Unemployment Tax
1304	FUTA	43	Federal Unemployment Tax
1305	TRAIN-CA	7	Employment Training Tax (ETT)
<b>3000: OPERATING EXPENSES</b>		<b>2,113</b>	
3001	Telecommunications	597	telephone and internet service
3003	Office, Household & Program Supplies	1,012	office supplies
3005	Staff Development & Training	36	staff development
3007	Subscriptions & Memberships	117	staff membership to American Evaluation Association
3009	Staff Appreciation	351	workplace appreciation to support employee morale
<b>4000: FACILITIES &amp; EQUIPMENT</b>		<b>7,592</b>	
4002	Rent/Lease Building	7,511	building rent
4005	Security	81	building security/HIPAA compliance
<b>5000: SPECIAL EXPENSES</b>		<b>1,591</b>	
5005	IT/Network Expenses	1,591	software subscriptions, network support services, tech support services
<b>6000: ADMINISTRATIVE EXPENSES</b>		<b>5,798</b>	
6002	Professional Liability Insurance	488	professional liability (errors & omissions) insurance
6003	Accounting/Bookkeeping	4,005	bookkeeping and accounting services
6006	Payroll Services	860	payroll service + 401k plan administration fees
6008	Legal Fees	219	legal services
6009	Bank and credit Card Fees	186	banking fees
6010	Licenses and Permits	3	local business license
6011	Taxes	37	local taxes

**TOTAL PROGRAM EXPENSE FROM BUDGET NARRATIVE: 105,000**

**TOTAL PROGRAM EXPENSES FROM BUDGET TEMPLATE: 105,000**

**BUDGET CHECK: -**

**AOD Prevention Program Evaluation**  
**LPC Consulting Associates, Inc.**  
**Fiscal Year (FY) 2021-22**

**PROGRAM EXPENSES**

<b>1000: SALARIES &amp; BENEFITS</b>					
<b>Employee Salaries</b>					
Acct #	Position	FTE	Admin	Direct	Total
1101	Senior Associate II	0.06	\$ -	\$ 6,749	\$ 6,749
1102	Senior Associate II	0.11	-	10,801	10,801
1103	Data Visualist	0.08	-	2,330	2,330
1104	Office Manager	0.02	922	-	922
1105	Data Systems Manager	0.02	-	1,851	1,851
<b>Personnel Salaries Subtotal</b>		<b>0.29</b>	<b>\$ 922</b>	<b>\$ 21,731</b>	<b>\$ 22,653</b>
<b>Employee Benefits</b>					
Acct #	Description		Admin	Direct	Total
1201	Retirement		\$ 102	\$ 5,006	\$ 5,108
1202	Worker's Compensation		2	86	88
1203	Health Insurance		61	3,006	3,067
<b>Employee Benefits Subtotal:</b>			<b>\$ 165</b>	<b>\$ 8,098</b>	<b>\$ 8,263</b>
<b>Payroll Taxes &amp; Expenses:</b>					
Acct #	Description		Admin	Direct	Total
1301	OASDI		\$ -	\$ -	\$ -
1302	FICA/MEDICARE		51	2,510	2,561
1303	SUI		1	64	65
1304	FUTA		-	16	16
1305	TRAIN-CA		-	3	3
<b>Payroll Taxes &amp; Expenses Subtotal:</b>			<b>\$ 52</b>	<b>\$ 2,593</b>	<b>\$ 2,645</b>
<b>EMPLOYEE SALARIES &amp; BENEFITS TOTAL:</b>			<b>\$ 1,139</b>	<b>\$ 32,422</b>	<b>\$ 33,561</b>

<b>3000: OPERATING EXPENSES</b>		
Acct #	Line Item Description	Amount
3001	Telecommunications	\$ 225
3003	Office, Household & Program Supplies	381
3005	Staff Development & Training	14
3007	Subscriptions & Memberships	44
3009	Staff Appreciation	133
<b>OPERATING EXPENSES TOTAL:</b>		<b>\$ 797</b>

<b>4000: FACILITIES &amp; EQUIPMENT</b>		
Acct #	Line Item Description	Amount
4002	Rent/Lease Building	2,829
4005	Security	30
<b>FACILITIES/EQUIPMENT TOTAL:</b>		<b>\$ 2,859</b>

<b>5000: SPECIAL EXPENSES</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
5005	IT/Network Services	599
<b>SPECIAL EXPENSES TOTAL:</b>		<b>\$ 599</b>

<b>6000: ADMINISTRATIVE EXPENSES</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
6002	Professional Liability Insurance	184
6003	Accounting/Bookkeeping	1,509
6006	Payroll Services	323
6008	Legal Fees	83
6009	Bank and Credit Card Fees	70
6010	Licenses and Permits	1
6011	Taxes	14
<b>ADMINISTRATIVE EXPENSES TOTAL</b>		<b>\$ 2,184</b>

<b>TOTAL PROGRAM EXPENSES</b>	<b>\$ 40,000</b>
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<b>PROGRAM FUNDING SOURCES</b>
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<b>8400 - OTHER REVENUE</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
8404	SB 920	40,000
<b>OTHER REVENUE TOTAL</b>		<b>\$ 40,000</b>

<b>TOTAL PROGRAM FUNDING SOURCES:</b>	<b>\$ 40,000</b>
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<b>NET PROGRAM COST:</b>	<b>\$ -</b>
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**AOD Prevention Program Evaluation**  
**LPC Consulting Associates, Inc.**  
**Fiscal Year (FY) 2021-22 Budget Narrative**

<b>PROGRAM EXPENSE</b>				
	ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
<b>1000: SALARIES &amp; BENEFITS</b>			<b>33,561</b>	
<b>Employee Salaries</b>			<b>22,653</b>	
	1101	Senior Associate II	6,749	Conduct analysis of cumulative evaluation data, writing/editing narrative
	1102	Senior Associate II	10,801	Conduct analysis of cumulative evaluation data, writing/editing narrative
	1103	Data Visualist	2,330	Create data visualizations, graphics, presentations; format final report
	1104	Office Manager	922	Provide administrative, fiscal support
	1105	Data Systems Manager	1,851	Develop data queries, analyses; data systems management
<b>Employee Benefits</b>			<b>8,263</b>	
	1201	Retirement	5,108	employer retirement contributions
	1202	Worker's Compensation	88	Workers' compensation coverage
	1203	Health Insurance	3,067	health and dental insurance for employees
<b>Payroll Taxes &amp; Expenses:</b>			<b>2,645</b>	
	1302	FICA/MEDICARE	2,561	Social Security tax and Medicare tax on employee earnings
	1303	SUI	65	State Unemployment Tax
	1304	FUTA	16	Federal Unemployment Tax
	1305	TRAIN-CA	3	Employment Training Tax (ETT)
<b>3000: OPERATING EXPENSES</b>			<b>797</b>	
	3001	Telecommunications	225	telephone and internet service
	3003	Office, Household & Program Supplies	381	office supplies
	3005	Staff Development & Training	14	staff development
	3007	Subscriptions & Memberships	44	staff membership to American Evaluation Association
	3009	Staff Appreciation	133	workplace appreciation to support employee morale
<b>4000: FACILITIES &amp; EQUIPMENT</b>			<b>2,859</b>	
	4002	Rent/Lease Building	2,829	building rent
	4005	Security	30	building security/HIPAA compliance
<b>5000: SPECIAL EXPENSES</b>			<b>599</b>	
	5005	IT/Network Services	599	software subscriptions, network support services, tech support services
<b>6000: ADMINISTRATIVE EXPENSES</b>			<b>2,184</b>	
	6002	Professional Liability Insurance	184	professional liability (errors & omissions) insurance
	6003	Accounting/Bookkeeping	1,509	bookkeeping and accounting services
	6006	Payroll Services	323	payroll service + 401k plan administration fees
	6008	Legal Fees	83	legal services
	6009	Bank and Credit Card Fees	70	banking fees
	6010	Licenses and Permits	1	local business license
	6011	Taxes	14	local taxes
<b>TOTAL PROGRAM EXPENSE FROM BUDGET NARRATIVE:</b>			<b>40,000</b>	
<b>TOTAL PROGRAM EXPENSES FROM BUDGET TEMPLATE:</b>			<b>40,000</b>	
<b>BUDGET CHECK:</b>			-	