

A G R E E M E N T

THIS AGREEMENT is made and entered into this 3rd day of May, 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 OF FRESNO, INC.**, a Californian non-profit corporation, whose address is 4545 North West Avenue, Fresno, CA 93705, hereinafter referred to as "SUBRECIPIENT".

W I T N E S S E T H:

WHEREAS, COUNTY, pursuant to Division 9, Part 3, Chapter 12, Article 3.4, of the California Welfare and Institutions Code (WIC) and the rules and regulations of the California Department of Social Services, desires to participate in the CalWORKs Home Visiting Program, a voluntary program for the purpose of supporting positive health, development, and well-being outcomes for pregnant and parenting women, families, and infants born into poverty, expanding their future educational, economic, and financial capability opportunities, and improving the likelihood that they will exit poverty; and

WHEREAS, SUBRECIPIENT is willing and able to provide home visitation 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.

3. TERMINATION

A. Non-Allocation of Funds

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

B. Breach of Contract

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

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

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

C. Without Cause

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

4. COMPENSATION

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

Exhibit B, Budget Summary.

In no event shall compensation paid for services performed under this Agreement be in excess of Five Million Three Hundred Fifteen Thousand Nine Hundred Fifty and No/100 dollars (\$5,315,950) during the term of this Agreement. For the period July 1, 2022 through June 30, 2025, in no event shall compensation paid for services performed under this Agreement be in excess of Three Million One Hundred Eighty-Nine Thousand Five Hundred Seventy and No/100 dollars (\$3,189,570). For each 12-month extension period, in no event shall compensation paid for services performed under this Agreement be in excess of One Million Sixty-Three Thousand One Hundred Ninety and No/100 dollars (\$1,063,190).

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 (10th) of each month for expenditures incurred and services rendered in the previous month to: 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

1 or his/her designee, COUNTY's DSS may deny payment of any invoice received more than sixty (60)
2 days following the final month of services.

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

11 **6. MODIFICATION**

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

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

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

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

any change to the maximum compensation.

7. INDEPENDENT CONTRACTOR

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

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

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

8. HOLD HARMLESS AND INDEMNIFICATION

SUBRECIPIENT agrees to indemnify, save, hold harmless, and at COUNTY'S request, defend the COUNTY, its officers, agents, and employees from any and all costs and expenses (including attorney's fees and costs), damages, liabilities, claims, and losses occurring or resulting to COUNTY in connection with the performance, or failure to perform, by SUBRECIPIENT, its officers, agents, or employees under this Agreement, and from any and all costs and expenses (including attorney's fees and costs), damages, liabilities, claims, and losses occurring or resulting to any person,

1 firm, or corporation who may be injured or damaged by the performance, or failure to perform, of
2 SUBRECIPIENT, its officers, agents, or employees under this Agreement.

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

4 **9. INSURANCE**

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

9 A. Commercial General Liability

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

17 B. Automobile Liability

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

22 C. Professional Liability

23 If SUBRECIPIENT employs licensed professional staff, (e.g., Ph.D., R.N., L.C.S.W.,
24 M.F.C.C.) in providing services, Professional Liability Insurance with limits of not less
25 than One Million Dollars (\$1,000,000.00) per occurrence, Three Million Dollars
26 (\$3,000,000.00) annual aggregate. SUBRECIPIENT agrees that it shall maintain, at
27 its sole expense, in full force and effect for a period of three (3) years following the
28 termination of this Agreement, one or more policies of professional liability insurance

with limits of coverage as specified herein.

D. Worker's Compensation

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

E. Molestation

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

F. Additional Requirements Relating to Insurance

SUBRECIPIENT shall obtain endorsements to the Commercial General Liability insurance naming 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. 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. This insurance shall not be cancelled or changed without a minimum of thirty (30) days advance written notice given to COUNTY.

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

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

1 compensation insurance the SUBRECIPIENT has waived its right to recover from the COUNTY, its
2 officers, agents, and employees any amounts paid under the insurance policy and that waiver does not
3 invalidate the insurance policy; that such Commercial General Liability insurance names the County of
4 Fresno, its officers, agents and employees, individually and collectively, as additional insured, but only
5 insofar as the operations under this Agreement are concerned; that such coverage for additional insured
6 shall apply as primary insurance and any other insurance, or self-insurance, maintained by COUNTY, its
7 officers, agents and employees, shall be excess only and not contributing with insurance provided under
8 SUBRECIPIENT's policies herein; and that this insurance shall not be cancelled or changed without a
9 minimum of thirty (30) days advance, written notice given to COUNTY.

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

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

16 **10. ASSIGNMENT AND SUBCONTRACTS**

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

24 **11. CONFLICT OF INTEREST**

25 No officer, employee or agent of the COUNTY who exercises any function or
26 responsibility for planning and carrying out of the services provided under this Agreement shall have any
27 direct or indirect personal financial interest in this Agreement. In addition, no employee of the COUNTY
28 shall be employed by the SUBRECIPIENT under this Agreement to fulfill any contractual obligations with

1 the COUNTY. The SUBRECIPIENT shall comply with all Federal, State of California and local conflict of
2 interest laws, statutes and regulations, which shall be applicable to all parties and beneficiaries under
3 this Agreement and any officer, employee or agent of the COUNTY.

4 **12. DISCLOSURE OF SELF-DEALING TRANSACTIONS**

5 This provision is only applicable if the SUBRECIPIENT is operating as a corporation (a
6 for-profit or non-profit corporation) or if during the term of the agreement, the SUBRECIPIENT changes
7 its status to operate as a corporation.

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,
18 agents and subcontractors shall not unlawfully discriminate in violation of any Federal, State or local
19 law, rule or regulation against any employee or applicant for employment, or recipient of services under
20 this Agreement, because of ethnic group identification, gender, gender identity, gender expression,
21 sexual orientation, color, physical disability, mental disability, medical condition, national origin, race,
22 ancestry, 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
25 complies 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,
28 which prohibits discrimination on the basis of disability, as well as all applicable regulations and

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

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

4 SUBRECIPIENT gives the above agreement in consideration of and for the purpose of
5 obtaining 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
10 reports as required, to permit effective enforcement of the aforementioned laws, rules and regulations
11 and permit authorized COUNTY, CDSS and/or federal government personnel, during normal working
12 hours, 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 1. 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 2. 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 3. 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
5 participating in SUBRECIPIENT's services who have limited or no English language proficiency,
6 including services to persons who are deaf or blind. Interpreter and translation services shall be
7 provided as necessary to allow such participants meaningful access to the programs, services and
8 benefits provided by SUBRECIPIENT. Interpreter and translation services, including translation of
9 SUBRECIPIENT's "vital documents" (those documents that contain information that is critical for
10 accessing SUBRECIPIENT's services or are required by law) shall be provided to participants at no cost
11 to the participant. SUBRECIPIENT shall ensure that any employees, agents, subcontractor, or partners
12 who interpret or translate for a program participant, or who directly communicate with a program
13 participant in a language other than English, demonstrate proficiency in the participant's language and
14 can effectively communicate any specialized terms and concepts peculiar to SUBRECIPIENT's
15 services.

16 **15. MEDI-CAL CONFIDENTIALITY**

17 All services performed by SUBRECIPIENT under this Agreement shall be in strict
18 conformance with all applicable Federal, State of California, and/or local laws and regulations relating to
19 confidentiality. SUBRECIPIENT shall require its employees, agents, officers and subcontractors to
20 comply with the provisions of Sections 10850 and 14100.2 of the Welfare and Institutions Code, as well
21 as the California Department of Social Services (CDSS) Manual of Policies and Procedures, Division
22 19-0000 and the California Department of Health Care Services (DHCS) Medi-Cal Eligibility Procedures
23 Manual, Section 2H. These Code sections provide that:

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

1 services.

2 B. No person shall publish, disclose or use or permit or cause to be published or
3 disclosed any list of persons receiving public social services, except as is provided by law.

4 C. No person shall publish, disclose, or use or permit or cause to be published,
5 disclosed or used any confidential information pertaining to an applicant or recipient, except as is
6 provided by laws.

7 SUBRECIPIENT shall inform all of its employees, agents, officers and subcontractors of
8 the above provisions and that any person knowingly and intentionally violating such provisions is guilty
9 of a misdemeanor.

10 In addition, SUBRECIPIENT, its employees, agents, and officers shall comply, and
11 require all of its subcontractors to comply, with (1) the DHCS Medi-Cal Privacy and Security Agreement
12 between the California DHCS and the County of Fresno that is then in effect, and (2) the Privacy and
13 Security Agreement between the CDSS and the County of Fresno that is then in effect, both of which
14 together shall be referred to in this section as "the Agreements" and are incorporated herein by this
15 reference. The current versions of both the DHCS and CDSS Privacy and Security agreements are
16 available upon request or can be viewed at: <http://www.co.fresno.ca.us/MediCalPrivacy/>.

17 SUBRECIPIENT shall insure that all personally identifiable information (PII), as defined in the
18 Agreements, concerning program recipients shall be kept confidential and shall not be opened to
19 examination, publicized, disclosed, or used for any purpose not directly connected with the
20 administration of the program. SUBRECIPIENT shall use appropriate administrative, physical, and
21 technical safeguards to protect PII, as set forth in the Agreements. Upon discovery of a breach, security
22 incident, intrusion, or unauthorized access, use, or disclosure of PII, SUBRECIPIENT shall immediately
23 report the incident to the COUNTY by calling (559) 600-2300 or E-mailing at
24 dssprivacyofficer@fresnocountyca.gov. SUBRECIPIENT shall certify that all employees, agents, officers
25 and subcontractors have received privacy and security training before accessing any PII and have
26 received refresher training annually, as required by the Agreements.

27 **16. CLEAN AIR AND WATER**

28 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.

18. DRUG-FREE WORKPLACE REQUIREMENTS

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

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

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

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

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

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

1 C. SUBRECIPIENT shall include a clause titled "Certification Regarding Debarment,
2 Suspension, Ineligibility, and Voluntary Exclusion – Lower Tier Covered Transactions" and similar in
3 nature to this Paragraph Nineteen (19) in all lower tier covered transactions and in all solicitations for
4 lower tier covered transactions.

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

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

10 **20. GRIEVANCES**

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

14 **21. PROHIBITION ON PUBLICITY**

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

23 **22. LOBBYING AND POLITICAL ACTIVITY**

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

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

1 **23. STATE ENERGY CONSERVATION**

2 SUBRECIPIENT must comply with the mandatory standard and policies relating to
3 energy efficiency which are contained in the State Energy Conservation Plan issued in compliance with
4 42 United States (US) Code sections 6321, et. Seq.

5 **24. FRATERNIZATION**

6 SUBRECIPIENT shall establish procedures addressing fraternization between
7 SUBRECIPIENT's staff and clients. Such procedures will include provisions for informing
8 SUBRECIPIENT's staff and clients regarding fraternization guidelines.

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

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

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

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

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

27 **27. CHILD ABUSE REPORTING**

28 SUBRECIPIENT shall utilize a procedure acceptable to COUNTY to ensure that all of

1 SUBRECIPIENT'S employees, volunteers, consultants, subcontractor or agents performing services under
2 this Agreement shall report all known or suspected child abuse or neglect to one or more of the agencies
3 set forth in Penal Code Section 11165.9. This procedure shall include having all of SUBRECIPIENT'S
4 employees, volunteers, consultants, subcontractor or agents performing services under this Agreement
5 sign a statement that he or she knows of and will comply with the reporting requirements set forth in Penal
6 Code Section 11166. The statement to be utilized by SUBRECIPIENT is set forth in Exhibit D, attached
7 hereto and by this reference incorporated herein.

8 **28. CHARITABLE CHOICE**

9 SUBRECIPIENT may not discriminate in their program delivery against a client or
10 potential client on the basis of religion or religious belief, a refusal to hold a religious belief, or a refusal
11 to actively participate in a religious practice. Any specifically religious activity or service made available
12 to individuals by the SUBRECIPIENT must be voluntary as well as separate in time and location from
13 County funded activities and services. SUBRECIPIENT shall inform County as to whether they are
14 faith-based. If SUBRECIPIENT identifies as faith-based, they must submit to DSS a copy of their policy
15 on referring individuals to alternate services to SUBRECIPIENT, and include a copy of this policy in their
16 client admission forms. The policy must inform individuals that they may be referred to an alternative
17 provider if they object to the religious nature of the program, and include a notice to DSS. Adherence to
18 this policy will be monitored during annual site reviews, and a review of client files. If SUBRECIPIENT
19 identifies as faith-based, by July 1 of each year SUBRECIPIENT will be required to report to DSS the
20 number of individuals who requested referrals to alternate providers based on religious objection.

21 **29. NO OBLIGATION BY FEDERAL GOVERNMENT**

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

25 **30. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED**
26 **ACTS**

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

1 **31. RECORDS**

2 A. Record Establishment and Maintenance

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

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

8 B. Cost Documentation

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

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

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

25 C. Service Documentation

26 SUBRECIPIENT agree to maintain records to verify services under this Agreement
27 including names and addresses of clients served, if applicable, and the dates of service and a
28 description of services provided on each occasion. These records and any other documents pertaining

in whole or in part to this Agreement shall be clearly identified and readily accessible.

32. SINGLE AUDIT CLAUSE

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

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

1 Controller/Treasurer-Tax Collector.

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

7 **33. AUDITS AND INSPECTIONS**

8 The SUBRECIPIENT shall at any time during business hours, and as often as the
9 COUNTY may deem necessary, make available to the COUNTY for examination all of its records and
10 data with respect to the matters covered by this Agreement. The SUBRECIPIENT shall, upon request by
11 the COUNTY, permit the COUNTY to audit and inspect all of such records and data necessary to
12 ensure SUBRECIPIENT's compliance with the terms of this Agreement.

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

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

26 **34. CHILD SUPPORT COMPLIANCE ACT**

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

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

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

9 **35. PRIORITY HIRING CONSIDERATIONS**

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

14 **36. SUBRECIPIENT'S NAME CHANGE**

15 An amendment, assignment, or new agreement is required to change the name of
16 SUBRECIPIENT as listed on this Agreement. Upon receipt of legal documentation of the name change
17 COUNTY will process the agreement. Payment of invoices presented with a new name cannot be paid
18 prior to approval of said agreement.

19 **37. PROPERTY OF COUNTY**

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

26 In addition, all purchases over Five Thousand and No/100 Dollars (\$5,000.00) made
27 during the life of this Agreement shall be identified as fixed assets with an assigned COUNTY
28 Accounting Inventory Number. These fixed assets shall be retained by COUNTY, as COUNTY property,

1 in the event this Agreement is terminated or upon expiration of this Agreement. The SUBRECIPIENT
2 agrees to participate in an annual inventory of all COUNTY fixed assets and shall be physically present
3 when fixed assets are returned to COUNTY possession at the termination or expiration of this
4 Agreement. SUBRECIPIENT is responsible for returning to COUNTY all COUNTY owned fixed assets
5 upon the expiration or termination of this Agreement.

6 **38. PUBLIC INFORMATION**

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

9 **39. NOTICES**

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

12 COUNTY

13 Director of Social Services, County of Fresno
14 205 W. Pontiac Way, Building 2
Clovis, CA 93612

SUBRECIPIENT

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

15
16 All notices between the COUNTY and SUBRECIPIENT provided for or permitted under this
17 Agreement must be in writing and delivered either by personal service, by first-class United States mail, or
18 by an overnight commercial courier service. A notice delivered by personal service is effective upon
19 service to the recipient. A notice delivered by first-class United States mail is effective three COUNTY
20 business days after deposit in the United States mail, postage prepaid, addressed to the recipient. A notice
21 delivered by an overnight commercial courier service is effective one COUNTY business day after deposit
22 with the overnight commercial courier service, delivery fees prepaid, with delivery instructions given for next
23 day delivery, addressed to the recipient. For all claims arising out of or related to this Agreement, nothing in
24 this section establishes, waives, or modifies any claims presentation requirements or procedures provided
25 by law, including but not limited to the Government Claims Act (Division 3.6 of Title 1 of the Government
26 Code, beginning with section 810).

27 **40. CHANGE OF LEADERSHIP/MANAGEMENT**

28 In the event of any change in the status of SUBRECIPIENT's leadership or management,

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

6 **41. ELECTRONIC SIGNATURE**

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

22 **42. GOVERNING LAW**

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

26 **43. DISPUTES**

27 In the event of any dispute, claim, question, or disagreement arising from or relating to
28 this agreement or the breach thereof, the parties hereto shall use their best efforts to settle the dispute,

claim, question, or disagreement. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties. During this time, the parties will continue meeting their contract responsibilities. If the parties do not reach such solution within a period of 60 days, then the parties may take whatever action is available to them by law.

44. SEVERABILITY

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

45. ENTIRE AGREEMENT

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

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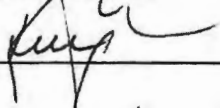
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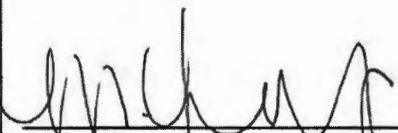
1 IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year
2 first hereinabove written.

3 **SUBRECIPIENT:**

4 
5 _____

6 Print Name: Kevin Toranian

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

10 
11 _____

12 Print Name: Maisie Yang

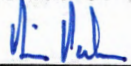
13 Title: Secretary
14 Secretary (of Corporation), or
15 any Assistant Secretary, or
16 Chief Financial Officer, or
17 any Assistant Treasurer

18 Mailing Address:
19 4545 N West Avenue
20 Fresno, CA 93705

21 Contact: Rebecca Kramer, Executive Director
22 Phone No: (559) 229-3561

23 FOR ACCOUNTING USE ONLY:
24 Fund/Subclass: 0001/10000
25 ORG No.: 56107001
26 Account No.: 7870/0
27
28

COUNTY OF FRESNO



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

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

By: 

Deputy

SUMMARY OF SERVICES

ORGANIZATION: Comprehensive Youth Services of Fresno, Inc.

SERVICES: CalWORKs Home Visitation Services

ADDRESS: 4545 North West Avenue, Fresno, CA 93705

TELEPHONE: (559) 229-3561

CONTACT: Rebecca Kramer

EMAIL: bkramer@cysfresno.org

A. SERVICE DESCRIPTION

The CalWORKs Home Visiting Program (HVP) is a program designed to support positive health, development and well-being outcomes for pregnant and parenting women, families and infants born into poverty. Comprehensive Youth Services of Fresno, Inc. (SUBRECIPIENT) will use an evidence-based, culturally competent, voluntary program model that pairs new parents with a trained professional who makes regular visits to the participant's home to provide guidance, coaching, access to prenatal and postnatal care, and other health and social services. This whole family approach to service delivery will improve family engagement practices, support healthy development of young children living in poverty and prepare parents for robust engagement in Welfare-to-Work activities and employment.

SUBRECIPIENT will provide home visiting services through contracted Neighborhood Resource Centers (NRCs) located in 93705, 93662 (Selma), 93657 (Sanger), and 93654 (Reedley) utilizing the Parents as Teachers (PAT) program model. The goals of PAT are to increase parent knowledge of early childhood development and improve parenting practices, provide early detection of developmental delays and health issues, preventing child abuse and neglect, and increase children's school readiness and school success. The PAT curriculum, also named PAT, provides home visitor resources, parent handouts and activities around child development, parenting behaviors, parent-child interaction, development-centered parenting, and family well-being for families with children aged 0-5.

B. TARGET POPULATION

To be eligible for home visiting services a participant must meet both of the following criteria:

A. The individual is one of the following:

- A member of a CalWORKs assistance unit.
- The parent or caretaker relative for a child-only case.
- A pregnant individual who has applied for CalWORKs aid within 60 calendar days prior to reaching the second trimester of pregnancy and would be eligible for CalWORKs aid other than not having reached the second trimester of pregnancy.
- An individual who is apparently eligible for CalWORKs aid.

- B. The individual is pregnant or the individual is a parent or caretaker relative of a child less than 24 months of age at the time the individual enrolls in the program.

Additional individuals not described above so long as the SUBRECIPIENT offers home visiting to all individuals in the target population. Participation is voluntary for CalWORKs clients and does not affect a family's application for aid or eligibility for any other CalWORKs benefits, supports or services such as Welfare-to-Work.

The HVP target population is any family meeting the eligibility criteria above that resides in zip codes 93705, 93704, 93711, 93616, 93675, 93662, 93625, 93631, 93725, 93657, 93648, 93654, and 93646, however, eligible families outside of the stated zip codes can receive HVP services. Families will be referred to HVP providers by DSS. If through their normal course of work a HVP provider believes a family could benefit from, and is apparently eligible for, services a "reverse referral" will be sent to DSS who will confirm client eligibility.

Anticipated Number of Unduplicated Clients to be Served Annually	169
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C. STAFFING LEVELS

SUBRECIPIENT will maintain sufficient levels of qualified staff to effectively conduct all HVP 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 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 HVP providers for the purpose of reviewing current research and best practices, developing common tools, and identifying strategies appropriate for the target population.

The PAT model recommends a full-time home visitor complete a minimum of 50 home visits per month under the assumption that 2.5 hours on average are needed to plan, prepare, travel, conduct the visit and complete the personal visit record.

PAT requires that one (1) supervisor be assigned to no more than twelve (12) home visitors to supervise, regardless of full or part-time status. Each full-time home visitor is required to participate in a minimum of two (2) hours of individual reflective supervision and a minimum of two (2) hours of staff meetings per month. Home visitors working half time or less are required to participate in a minimum of one (1) hour of reflective supervision and two (2) hours of staff meetings per month.

D. SUBRECIPIENT's RESPONSIBILITIES

SUBRECIPIENT shall perform as follows:

1. All direct service and supervisory staff are to complete all evidence-based model and curricula trainings as required by the County, within the designated timeframe determined by the County. Required training topics will include PAT and County-specific benefit programs.

2. Maintain fidelity to program model and curriculum.
3. Track all referrals received from COUNTY and provide a Monthly Activity Report (MAR) by the 10th of each month to designated DSS staff. The MAR shall include, but is not limited to the referrals received, status and disposition of each referral, in a format mutually agreed upon by SUBRECIPIENT and COUNTY.
4. Collaborate with COUNTY to provide necessary referrals related to the following: (1) Prenatal, infant, and toddler care; (2) Infant and child nutrition; (3) Developmental screening assessments; (4) Parent education, parent and child interaction, child development, and childcare; (5) Job readiness and barrier removal; and (6) Domestic violence and sexual assault, mental health, and substance abuse treatment.
5. Collaborate with COUNTY to determine an appropriate number of attempts to re-engage a family that has stopped participating.
6. Distribute material goods related to care, health, and safety of the child and family, which shall not exceed five hundred dollars (\$500). Material goods include, but are not limited to child safety kits, car seats, appliance repairs, adaptive equipment for children with disabilities, and resource related to child and family language and literacy needs.
7. Identify need for and track distribution of material goods to HVP clients. Subrecipient will provide the data to COUNTY on the 10th of each month..
8. Identify need for and track distribution of laptops, as part of the Laptop Loaner program. SUBRECIPIENT will provide the data to COUNTY on the 10th of each month..
9. Complete case plans with clients, per Home Visiting model and curriculum, and track client progress.
10. Document services, as appropriate, using a designated computer software system as authorized by COUNTY.
11. Complete Civil Rights training annually as provided by COUNTY no later than April 1 of each year.
12. Meet with COUNTY as often as deemed necessary.
13. Will engage in trainings from Fresno County providers to learn about services offered and will attend all program and contract meetings coordinated by DSS.
14. Provide reports and data to COUNTY on the 10th of each month..

E. COUNTY RESPONSIBILITIES

COUNTY shall perform as follows:

1. COUNTY staff will identify eligible clients that are part of the target population and refer to subrecipient.
2. COUNTY will coordinate client outreach activities to eligible clients, via one-on-one staff and client interactions, both by phone and during in-person interviews. COUNTY will obtain permission to release client's information to SUBRECIPIENT for contact.
3. Collaborate with SUBRECIPIENT to provide necessary referrals related to the following: (1) Prenatal, infant, and toddler care; (2) Infant and child nutrition; (3) Developmental screening assessments; (4) Parent education, parent and child interaction, child development, and childcare; (5) Job readiness and barrier removal; and (6) Domestic violence and sexual assault, mental health, and substance abuse treatment.
4. Collaborate with SUBRECIPIENT to determine an appropriate number of attempts to reengage a family that has stopped participating.
5. Collect data from SUBRECIPIENT, when necessary, on the distribution of material goods and review data to ensure program compliance.

6. Collect data from SUBRECIPIENT, when necessary, on the distribution of laptops, as part of the Laptop Loaner program, and review data to ensure program compliance.
7. Meet with SUBRECIPIENT as often as needed for service coordination, problem and issue resolution, information sharing, training, and review and monitoring of services.
8. Coordinate and provide training in the following areas: CalWORKs, Medi-Cal, CalFresh, Special Supplemental Nutrition Program for Women, Infant and Children (WIC), and other programs, with county-specific information about how the home visiting professionals can help a parent access additional services for which he or she may be eligible and troubleshoot problems with benefits or eligibility that would impact his or her access to services. Training will also address cultural competency and implicit bias and strength-based practices for working with families with unmet needs.

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 HVP services and referrals using PAT approved data collection portal. SUBRECIPIENT will submit a Monthly Activity Report (MAR) to the assigned analyst by the tenth (10th) of each month in a manner and format determined by DSS.

The overall goal of the Home Visitation Program is to support positive health, development and well-being outcomes for pregnant and parenting women, families and infants born into poverty.

Objectives:

1. Support health outcomes for pregnant/parenting women and children ages 0 – 5 born into poverty;
2. Expand their future educational, economic, and financial capability opportunities; and
3. Increase parent knowledge of early childhood development and improve parent practices.

The program goals and indicators are as follows:

Outcomes to be Reported		Indicators
Short Term	Children will meet or exceed age-appropriate developmental benchmarks.	100% of participating children will receive age-appropriate developmental screenings, as measured by PAT approved assessment If indicated by a PAT approved assessment, 100% of participating children will receive a referral for additional services or assessments.
	Children will have improved health outcomes.	70% of children will receive regular wellness check-ups and be current on all immunizations.

Intermediate and Long Term	Children will meet and maintain educational milestones to ensure-school-readiness	70% of parents will enroll their child(ren) into early learning programs, as indicated by PAT assessments.
	Participants will demonstrate improved food, housing, and financial stability.	80% of participants will show improvement in one or more areas within 90 days of program participation as measured by PAT approved assessment. 90% of participants will show improvement or maintain stability in all areas within 1 year of program participation as measured by PAT approved assessment.
	Participants will increase their knowledge of age-appropriate child development and improve parenting practices.	80% of parents will demonstrate improved functioning in a minimum of two areas, as measured by the annual Family-Centered Assessment.

* Please note, percentage indicators are subject to change at the Department's discretion.

Site: **CYS Home Visitation Program****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
PERSONNEL		
Salaries	100	\$ 463,188
Payroll Taxes	150	\$ 39,557
Benefits	200	\$ 81,422
SUBTOTAL:		\$ 584,167
SERVICES & SUPPLIES		
Insurance	250	\$ 13,127
Communications	300	\$ 18,432
Office Expense	350	\$ 43,296
Equipment	400	\$ 24,024
Facilities	450	\$ 115,008
Travel Costs	500	\$ 17,160
Program Supplies	550	\$ 88,500
Consultancy	600	\$ 28,284
Fiscal & Audits	650	\$ 5,509
Training	660	\$ 19,364
Indirect Costs	700	\$ 106,319
SUBTOTAL:		\$ 479,023
TOTAL EXPENSES:		\$ 1,063,190

Site: **CYS Home Visitation Program****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/HVP Director/Program Administrator	50.00%	12	\$ 7,540.00	\$ 45,240
NRC/HVP Program Manager	100.00%	12	\$ 5,008.00	\$ 60,096
NRC/HVP Family Advocates	700.00%	12	\$ 3,660.00	\$ 307,440
NRC/HVP Data Analyst	100.00%	12	\$ 4,201.00	\$ 50,412
	0.00%	12	\$ -	\$ -
	0.00%	12	\$ -	\$ -
Total Salaries/Wages				\$ 463,188

PAYROLL TAXES

	RATE		BASE	FTE	TOTAL
FICA	7.65%	X	463,188		\$ 35,434
California Unemployment Insurance	6.20%	X	7,000	X 9.500	\$ 4,123
Total Payroll Taxes					\$ 39,557

BENEFITS

INSURANCE (health, dental, vision, life & disability)					
	RATE	MONTHS	FTE	TOTAL	
NRC/HVP Director/Program Administrator	806.00	12	0.50	\$ 4,836	
NRC/HVP Program Manager	564.00	12	1.00	\$ 6,768	
NRC/HVP Family Advocates	560.00	12	7.00	\$ 47,040	
NRC/HVP Data Analyst	547.00	12	1.00	\$ 6,564	
		12		\$ -	
		12		\$ -	
Retirement Contributions - Employer Portion				\$ 16,214	
Total Benefits				\$ 81,422	
TOTAL SALARIES, PAYROLL TAXES & BENEFITS:				\$ 584,167	

Site: CYS Home Visitation Program

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	5,519	
	Workers Compensation @ 634.00 /mo x 12 mo	7,608	
			\$ 13,127
300	COMMUNICATIONS		
	Telephone & Internet @ 1,536.00 /mo x 12 mo	18,432	
			\$ 18,432
350	OFFICE EXPENSE		
	Office Supplies @ 3,608.00 /mo x 12 mo	43,296	
			\$ 43,296
400	EQUIPMENT		
	Leased Equipment @ 2,002.00 /mo x 12 mo	24,024	
			\$ 24,024
450	FACILITIES		
	Leased Space @ 7,305.00 /mo x 12 mo	87,660	
	Utilities @ 1,026.00 /mo x 12 mo	12,312	
	Maintenance @ 1,253.00 /mo x 12 mo	15,036	
			\$ 115,008
500	TRAVEL COSTS		
	Staff Mileage @ 1,430.00 /mo x 12 mo	17,160	
			\$ 17,160
550	PROGRAM SUPPLIES		
	Program Supplies @ 7,375.00 /mo x 12 mo	88,500	
			\$ 88,500
600	CONSULTANCY		
	Human Resources @ 357.00 /mo x 12 mo	4,284	
	Translation Services @ 2,000.00 /mo x 12 mo	24,000	
			\$ 28,284
650	FISCAL & AUDITS		
	Annual External Audit	5,509	
			\$ 5,509
660	TRAINING		
	Trainings - Skills Development	19,364	
			\$ 19,364
700	INDIRECT COSTS		
	Administrative Overhead @ 10.00%	106,319	
			\$ 106,319
TOTAL EXPENSES:			\$ 479,023

Site: CYS Home Visitation Program**BUDGET DETAIL NARRATIVE****YEAR 1**VENDOR NAME: **Comprehensive Youth Services of Fresno, Inc.**

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

Salaries:

NRC/HVP Director/Program Administrator - At 50.00% 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/HVP Program Manager - At 100.00% 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.

NRC/HVP Family Advocates - At 700.00% FTE, these individuals will be specially trained and highly experienced providers of supportive services. They will help families and individuals at the respective sites and within the clients' homes.

NRC/HVP Data Analyst - At 100.00% FTE, this individual will assist with data collection and reporting requirements.

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 17.58% 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 14.80%. 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 11.55% of total space costs for those administrative offices. In addition, we have estimated that 40.00% of leased space costs, which houses the NRCs, would be allocated to this program.

INSURANCE (250)

Workers Compensation, legally mandated to be paid for all employees, is calculated at a rate of 1.38% 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.

Site: CYS Home Visitation Program**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 curriculum, evaluation measurement instruments, educational workbooks and videos for parents, age appropriate learning toys and educational brochures. This also includes the purchase of material goods for a program participant's household related to care, health, and safety of the child and family, which shall not exceed five hundred dollars (\$500).

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 (660)

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

INDIRECT COSTS (700)

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.

Site: **CYS Home Visitation Program****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
PERSONNEL		
Salaries	100	\$ 483,090
Payroll Taxes	150	\$ 41,079
Benefits	200	\$ 85,148
SUBTOTAL:		\$ 609,317
SERVICES & SUPPLIES		
Insurance	250	\$ 14,820
Communications	300	\$ 18,804
Office Expense	350	\$ 27,300
Equipment	400	\$ 13,380
Facilities	450	\$ 118,740
Travel Costs	500	\$ 17,160
Program Supplies	550	\$ 88,500
Consultancy	600	\$ 28,464
Fiscal & Audits	650	\$ 5,989
Training	660	\$ 14,397
Indirect Costs	700	\$ 106,319
SUBTOTAL:		\$ 453,873
TOTAL EXPENSES:		\$ 1,063,190

Site: CYS Home Visitation Program

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/HVP Director/Program Administrator	50.00%	12	\$ 7,885.00	\$ 47,310
NRC/HVP Program Manager	100.00%	12	\$ 5,215.00	\$ 62,580
NRC/HVP Family Advocates	700.00%	12	\$ 3,815.00	\$ 320,460
NRC/HVP Data Analyst	100.00%	12	\$ 4,395.00	\$ 52,740
	0.00%	12	\$ -	\$ -
	0.00%	12	\$ -	\$ -
Total Salaries/Wages				\$ 483,090

PAYROLL TAXES

	RATE		BASE	FTE	TOTAL
FICA	7.65%	X	483,090		\$ 36,956
California Unemployment Insurance	6.20%	X	7,000	X 9.500	\$ 4,123
Total Payroll Taxes					\$ 41,079

BENEFITS

INSURANCE (health, dental, vision, life & disability)					
	RATE	MONTHS	FTE	TOTAL	
NRC/HVP Director/Program Administrator	845.00	12	0.50	\$ 5,070	
NRC/HVP Program Manager	590.00	12	1.00	\$ 7,080	
NRC/HVP Family Advocates	586.00	12	7.00	\$ 49,224	
NRC/HVP Data Analyst	572.00	12	1.00	\$ 6,864	
		12		\$ -	
		12		\$ -	
Retirement Contributions - Employer Portion				\$ 16,910	
Total Benefits				\$ 85,148	
TOTAL SALARIES, PAYROLL TAXES & BENEFITS:				\$ 609,317	

Site: CYS Home Visitation Program

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	6,468	
	Workers Compensation @ 696.00 /mo x 12 mo	8,352	
			\$ 14,820
300	COMMUNICATIONS		
	Telephone & Internet @ 1,567.00 /mo x 12 mo	18,804	
			\$ 18,804
350	OFFICE EXPENSE		
	Office Supplies @ 2,275.00 /mo x 12 mo	27,300	
			\$ 27,300
400	EQUIPMENT		
	Leased Equipment @ 1,115.00 /mo x 12 mo	13,380	
			\$ 13,380
450	FACILITIES		
	Leased Space @ 7,565.00 /mo x 12 mo	90,780	
	Utilities @ 1,070.00 /mo x 12 mo	12,840	
	Maintenance @ 1,260.00 /mo x 12 mo	15,120	
			\$ 118,740
500	TRAVEL COSTS		
	Staff Mileage @ 1,430.00 /mo x 12 mo	17,160	
			\$ 17,160
550	PROGRAM SUPPLIES		
	Program Supplies @ 7,375.00 /mo x 12 mo	88,500	
			\$ 88,500
600	CONSULTANCY		
	Human Resources @ 372.00 /mo x 12 mo	4,464	
	Translation Services @ 2,000.00 /mo x 12 mo	24,000	
			\$ 28,464
650	FISCAL & AUDITS		
	Annual External Audit	5,989	
			\$ 5,989
660	TRAINING		
	Trainings - Skills Development	14,397	
			\$ 14,397
700	INDIRECT COSTS		
	Administrative Overhead @ 10.00%	106,319	
			\$ 106,319
TOTAL EXPENSES:			\$ 453,873

Site: CYS Home Visitation Program**BUDGET DETAIL NARRATIVE****YEAR 2**VENDOR NAME: **Comprehensive Youth Services of Fresno, Inc.**

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

Salaries:

NRC/HVP Director/Program Administrator - At 50.00% 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/HVP Program Manager - At 100.00% 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.

NRC/HVP Family Advocates - At 700.00% FTE, these individuals will be specially trained and highly experienced providers of supportive services. They will help families and individuals at the respective sites and within the clients' homes.

NRC/HVP Data Analyst - At 100.00% FTE, this individual will assist with data collection and reporting requirements.

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 17.63% 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 14.80%. 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 11.55% of total space costs for those administrative offices. In addition, we have estimated that 40.00% of leased space costs, which houses the NRCs, 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.

Site: CYS Home Visitation Program**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 curriculum, evaluation measurement instruments, educational workbooks and videos for parents, age appropriate learning toys and educational brochures. This also includes the purchase of material goods for a program participant's household related to care, health, and safety of the child and family, which shall not exceed five hundred dollars (\$500).

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 (660)

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

INDIRECT COSTS (700)

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.

Site: **CYS Home Visitation Program****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
PERSONNEL		
Salaries	100	\$ 510,546
Payroll Taxes	150	\$ 43,180
Benefits	200	\$ 89,114
SUBTOTAL:		\$ 642,840
SERVICES & SUPPLIES		
Insurance	250	\$ 14,827
Communications	300	\$ 19,152
Office Expense	350	\$ 13,296
Equipment	400	\$ 10,200
Facilities	450	\$ 122,352
Travel Costs	500	\$ 17,160
Program Supplies	550	\$ 85,500
Consultancy	600	\$ 16,632
Fiscal & Audits	650	\$ 5,482
Training	660	\$ 9,430
Indirect Costs	700	\$ 106,319
SUBTOTAL:		\$ 420,350
TOTAL EXPENSES:		\$ 1,063,190

Site: **CYS Home Visitation Program****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/HVP Director/Program Administrator	50.00%	12	\$ 8,309.00	\$ 49,854
NRC/HVP Program Manager	100.00%	12	\$ 5,516.00	\$ 66,192
NRC/HVP Family Advocates	700.00%	12	\$ 4,035.00	\$ 338,940
NRC/HVP Data Analyst	100.00%	12	\$ 4,630.00	\$ 55,560
	0.00%	12	\$ -	\$ -
	0.00%	12	\$ -	\$ -
Total Salaries/Wages				\$ 510,546

PAYROLL TAXES

	RATE		BASE	FTE	TOTAL
FICA	7.65%	X	510,546		\$ 39,057
California Unemployment Insurance	6.20%	X	7,000	X 9.500	\$ 4,123
Total Payroll Taxes					\$ 43,180

BENEFITS

INSURANCE (health, dental, vision, life & disability)					
	RATE	MONTHS	FTE	TOTAL	
NRC/HVP Director/Program Administrator	880.00	12	0.50	\$ 5,280	
NRC/HVP Program Manager	616.00	12	1.00	\$ 7,392	
NRC/HVP Family Advocates	612.00	12	7.00	\$ 51,408	
NRC/HVP Data Analyst	597.00	12	1.00	\$ 7,164	
		12		\$ -	
		12		\$ -	
Retirement Contributions - Employer Portion				\$ 17,870	
Total Benefits				\$ 89,114	
TOTAL SALARIES, PAYROLL TAXES & BENEFITS:				\$ 642,840	

Site: **CYS Home Visitation Program****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	5,683	
	Workers Compensation @ 762.00 /mo x 12 mo	9,144	
			\$ 14,827
300	COMMUNICATIONS		
	Telephone & Internet @ 1,596.00 /mo x 12 mo	19,152	
			\$ 19,152
350	OFFICE EXPENSE		
	Office Supplies @ 1,108.00 /mo x 12 mo	13,296	
			\$ 13,296
400	EQUIPMENT		
	Leased Equipment @ 850.00 /mo x 12 mo	10,200	
			\$ 10,200
450	FACILITIES		
	Leased Space @ 7,785.00 /mo x 12 mo	93,420	
	Utilities @ 1,106.00 /mo x 12 mo	13,272	
	Maintenance @ 1,305.00 /mo x 12 mo	15,660	
			\$ 122,352
500	TRAVEL COSTS		
	Staff Mileage @ 1,430.00 /mo x 12 mo	17,160	
			\$ 17,160
550	PROGRAM SUPPLIES		
	Program Supplies @ 7,125.00 /mo x 12 mo	85,500	
			\$ 85,500
600	CONSULTANCY		
	Human Resources @ 386.00 /mo x 12 mo	4,632	
	Translation Services @ 1,000.00 /mo x 12 mo	12,000	
			\$ 16,632
650	FISCAL & AUDITS		
	Annual External Audit	5,482	
			\$ 5,482
660	TRAINING		
	Trainings - Skills Development	9,430	
			\$ 9,430
700	INDIRECT COSTS		
	Administrative Overhead @ 10.00%	106,319	
			\$ 106,319
TOTAL EXPENSES:			\$ 420,350

Site: CYS Home Visitation Program**BUDGET DETAIL NARRATIVE****YEAR 3**VENDOR NAME: **Comprehensive Youth Services of Fresno, Inc.**

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

Salaries:

NRC/HVP Director/Program Administrator - At 50.00% 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/HVP Program Manager - At 100.00% 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.

NRC/HVP Family Advocates - At 700.00% FTE, these individuals will be specially trained and highly experienced providers of supportive services. They will help families and individuals at the respective sites and within the clients' homes.

NRC/HVP Data Analyst - At 100.00% FTE, this individual will assist with data collection and reporting requirements.

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 17.45% 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 14.80%. 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 11.55% of total space costs for those administrative offices. In addition, we have estimated that 40.00% of leased space costs, which houses the NRCs, would be allocated to this program.

INSURANCE (250)

Workers Compensation, legally mandated to be paid for all employees, is calculated at a rate of 1.50% 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.

Site: CYS Home Visitation Program

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 curriculum, evaluation measurement instruments, educational workbooks and videos for parents, age appropriate learning toys and educational brochures. This also includes the purchase of material goods for a program participant's household related to care, health, and safety of the child and family, which shall not exceed five hundred dollars (\$500).

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 (660)

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

INDIRECT COSTS (700)

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.

Site: **CYS Home Visitation Program****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
PERSONNEL		
Salaries	100	\$ 506,718
Payroll Taxes	150	\$ 42,670
Benefits	200	\$ 88,663
SUBTOTAL:		\$ 638,051
SERVICES & SUPPLIES		
Insurance	250	\$ 15,630
Communications	300	\$ 19,020
Office Expense	350	\$ 12,480
Equipment	400	\$ 9,000
Facilities	450	\$ 127,500
Travel Costs	500	\$ 18,216
Program Supplies	550	\$ 85,500
Consultancy	600	\$ 16,824
Fiscal & Audits	650	\$ 5,634
Training	660	\$ 9,016
Indirect Costs	700	\$ 106,319
SUBTOTAL:		\$ 425,139
TOTAL EXPENSES:		\$ 1,063,190

Site: **CYS Home Visitation Program****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/HVP Director/Program Administrator	50.00%	12	\$ 8,725.00	\$ 52,350
NRC/HVP Program Manager	100.00%	12	\$ 5,790.00	\$ 69,480
NRC/HVP Family Advocates	700.00%	12	\$ 4,236.00	\$ 355,824
NRC/HVP Data Analyst	50.00%	12	\$ 4,844.00	\$ 29,064
	0.00%	12	\$ -	\$ -
	0.00%	12	\$ -	\$ -
Total Salaries/Wages				\$ 506,718

PAYROLL TAXES

	RATE		BASE	FTE	TOTAL
FICA	7.65%	X	506,718		\$ 38,764
California Unemployment Insurance	6.20%	X	7,000	X 9.000	\$ 3,906
Total Payroll Taxes					\$ 42,670

BENEFITS

INSURANCE (health, dental, vision, life & disability)					
	RATE	MONTHS	FTE	TOTAL	
NRC/HVP Director/Program Administrator	925.00	12	0.50	\$ 5,550	
NRC/HVP Program Manager	648.00	12	1.00	\$ 7,776	
NRC/HVP Family Advocates	641.00	12	7.00	\$ 53,844	
NRC/HVP Data Analyst	626.00	12	0.50	\$ 3,756	
		12		\$ -	
		12		\$ -	
Retirement Contributions - Employer Portion				\$ 17,737	
Total Benefits				\$ 88,663	
TOTAL SALARIES, PAYROLL TAXES & BENEFITS:				\$ 638,051	

Site: CYS Home Visitation Program

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	5,910	
	Workers Compensation @ 810.00 /mo x 12 mo	9,720	
			\$ 15,630
300	COMMUNICATIONS		
	Telephone & Internet @ 1,585.00 /mo x 12 mo	19,020	
			\$ 19,020
350	OFFICE EXPENSE		
	Office Supplies @ 1,040.00 /mo x 12 mo	12,480	
			\$ 12,480
400	EQUIPMENT		
	Leased Equipment @ 750.00 /mo x 12 mo	9,000	
			\$ 9,000
450	FACILITIES		
	Leased Space @ 8,120.00 /mo x 12 mo	97,440	
	Utilities @ 1,150.00 /mo x 12 mo	13,800	
	Maintenance @ 1,355.00 /mo x 12 mo	16,260	
			\$ 127,500
500	TRAVEL COSTS		
	Staff Mileage @ 1,518.00 /mo x 12 mo	18,216	
			\$ 18,216
550	PROGRAM SUPPLIES		
	Program Supplies @ 7,125.00 /mo x 12 mo	85,500	
			\$ 85,500
600	CONSULTANCY		
	Human Resources @ 402.00 /mo x 12 mo	4,824	
	Translation Services @ 1,000.00 /mo x 12 mo	12,000	
			\$ 16,824
650	FISCAL & AUDITS		
	Annual External Audit	5,634	
			\$ 5,634
660	TRAINING		
	Trainings - Skills Development	9,016	
			\$ 9,016
700	INDIRECT COSTS		
	Administrative Overhead @ 10.00%	106,319	
			\$ 106,319
TOTAL EXPENSES:			\$ 425,139

Site: CYS Home Visitation Program**BUDGET DETAIL NARRATIVE****YEAR 4**VENDOR NAME: **Comprehensive Youth Services of Fresno, Inc.**

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

Salaries:

NRC/HVP Director/Program Administrator - At 50.00% 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/HVP Program Manager - At 100.00% 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.

NRC/HVP Family Advocates - At 700.00% FTE, these individuals will be specially trained and highly experienced providers of supportive services. They will help families and individuals at the respective sites and within the clients' homes.

NRC/HVP Data Analyst - At 50.00% FTE, this individual will assist with data collection and reporting requirements.

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 17.50% 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 14.80%. 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 11.55% of total space costs for those administrative offices. In addition, we have estimated that 40.00% of leased space costs, which houses the NRCs, would be allocated to this program.

INSURANCE (250)

Workers Compensation, legally mandated to be paid for all employees, is calculated at a rate of 1.59% 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.

Site: CYS Home Visitation Program**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 curriculum, evaluation measurement instruments, educational workbooks and videos for parents, age appropriate learning toys and educational brochures. This also includes the purchase of material goods for a program participant's household related to care, health, and safety of the child and family, which shall not exceed five hundred dollars (\$500).

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 (660)

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

INDIRECT COSTS (700)

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.

Site: **CYS Home Visitation Program****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
PERSONNEL		
Salaries	100	\$ 513,570
Payroll Taxes	150	\$ 43,064
Benefits	200	\$ 89,965
SUBTOTAL:		\$ 646,599
SERVICES & SUPPLIES		
Insurance	250	\$ 16,678
Communications	300	\$ 19,140
Office Expense	350	\$ 9,672
Equipment	400	\$ 9,360
Facilities	450	\$ 132,864
Travel Costs	500	\$ 15,720
Program Supplies	550	\$ 85,500
Consultancy	600	\$ 6,516
Fiscal & Audits	650	\$ 6,040
Training	660	\$ 8,782
Indirect Costs	700	\$ 106,319
SUBTOTAL:		\$ 416,591
TOTAL EXPENSES:		\$ 1,063,190

Site: **CYS Home Visitation Program****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/HVP Director/Program Administrator	50.00%	12	\$ 9,127.00	\$ 54,762
NRC/HVP Program Manager	100.00%	12	\$ 6,080.00	\$ 72,960
NRC/HVP Family Advocates	700.00%	12	\$ 4,448.00	\$ 373,632
NRC/HVP Data Analyst	20.00%	12	\$ 5,090.00	\$ 12,216
	0.00%	12	\$ -	\$ -
	0.00%	12	\$ -	\$ -
Total Salaries/Wages				\$ 513,570

PAYROLL TAXES

	RATE		BASE	FTE	TOTAL
FICA	7.65%	X	513,570		\$ 39,288
California Unemployment Insurance	6.20%	X	7,000	X 8.700	\$ 3,776
Total Payroll Taxes					\$ 43,064

BENEFITS

INSURANCE (health, dental, vision, life & disability)					
	RATE	MONTHS	FTE	TOTAL	
NRC/HVP Director/Program Administrator	970.00	12	0.50	\$ 5,820	
NRC/HVP Program Manager	678.00	12	1.00	\$ 8,136	
NRC/HVP Family Advocates	672.00	12	7.00	\$ 56,448	
NRC/HVP Data Analyst	660.00	12	0.20	\$ 1,584	
		12		\$ -	
		12		\$ -	
Retirement Contributions - Employer Portion				\$ 17,977	
Total Benefits				\$ 89,965	
TOTAL SALARIES, PAYROLL TAXES & BENEFITS:				\$ 646,599	

Site: CYS Home Visitation Program

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	6,166	
	Workers Compensation @ 876.00 /mo x 12 mo	10,512	
			\$ 16,678
300	COMMUNICATIONS		
	Telephone & Internet @ 1,595.00 /mo x 12 mo	19,140	
			\$ 19,140
350	OFFICE EXPENSE		
	Office Supplies @ 806.00 /mo x 12 mo	9,672	
			\$ 9,672
400	EQUIPMENT		
	Leased Equipment @ 780.00 /mo x 12 mo	9,360	
			\$ 9,360
450	FACILITIES		
	Leased Space @ 8,468.00 /mo x 12 mo	101,616	
	Utilities @ 1,196.00 /mo x 12 mo	14,352	
	Maintenance @ 1,408.00 /mo x 12 mo	16,896	
			\$ 132,864
500	TRAVEL COSTS		
	Staff Mileage @ 1,310.00 /mo x 12 mo	15,720	
			\$ 15,720
550	PROGRAM SUPPLIES		
	Program Supplies @ 7,125.00 /mo x 12 mo	85,500	
			\$ 85,500
600	CONSULTANCY		
	Human Resources @ 418.00 /mo x 12 mo	5,016	
	Translation Services @ 125.00 /mo x 12 mo	1,500	
			\$ 6,516
650	FISCAL & AUDITS		
	Annual External Audit	6,040	
			\$ 6,040
660	TRAINING		
	Trainings - Skills Development	8,782	
			\$ 8,782
700	INDIRECT COSTS		
	Administrative Overhead @ 10.00%	106,319	
			\$ 106,319
TOTAL EXPENSES:			\$ 416,591

Site: CYS Home Visitation Program**BUDGET DETAIL NARRATIVE****YEAR 5**VENDOR NAME: **Comprehensive Youth Services of Fresno, Inc.**

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

Salaries:

NRC/HVP Director/Program Administrator - At 50.00% 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/HVP Program Manager - At 100.00% 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.

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NRC/HVP Data Analyst - At 20.00% FTE, this individual will assist with data collection and reporting requirements.

Payroll Taxes:

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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 17.52% 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 14.80%. 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 11.55% of total space costs for those administrative offices. In addition, we have estimated that 40.00% of leased space costs, which houses the NRCs, would be allocated to this program.

INSURANCE (250)

Workers Compensation, legally mandated to be paid for all employees, is calculated at a rate of 1.69% 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.

Site: **CYS Home Visitation Program****BUDGET DETAIL NARRATIVE (CONT.)****YEAR 5**VENDOR NAME: **Comprehensive Youth Services of Fresno, Inc.**

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

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.

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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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CONSULTANCY (600)

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FISCAL & AUDITS (650)

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

TRAINING (660)

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

INDIRECT COSTS (700)

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 a contractor'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).

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

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** (PROVIDER) related to provision of **CalWORKs Home Visitation** 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.

SIGNATURE

DATE