

**AGREEMENT**

THIS AGREEMENT is made and entered into this 25th day of March, 2014, by and between COUNTY OF FRESNO, a Political Subdivision of the State of California, hereinafter referred to as "COUNTY", and **CULTURAL BROKERS, INC.**, a private non-profit corporation, whose address is 1625 E. Shaw Ave., #146, Fresno CA, 93710, hereinafter referred to as "CONTRACTOR."

**WITNESSETH:**

WHEREAS, COUNTY, through its Department of Social Services (DSS), is in need of family advocacy and liaison services in Fresno County for families referred to and/or involved with DSS's Child Welfare Services System; and

WHEREAS, CONTRACTOR, was is qualified, willing, and able to provide services required by the COUNTY, pursuant to the terms and conditions of this Agreement.

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

**1. SERVICES**

A. CONTRACTOR shall be held responsible for all services as set forth in Exhibit A, Summary of Services, attached hereto and by this reference incorporated herein.

B. CONTRACTOR shall perform all services and fulfill all responsibilities as identified in COUNTY's Request for Proposal (RFP) No. 962-5226 dated November 13, 2013 and Addendum No. One (1) dated November 25, 2013, and CONTRACTOR's response to said RFP dated December 13, 2013, all incorporated herein by reference and made part of this Agreement. In the event of any inconsistency among these documents, the inconsistency shall be resolved by giving precedence in the following order or priority: 1) to this Agreement, 2) the RFP, 3) the response to the RFP. A copy of COUNTY's RFP No. 962-5226 shall be retained and made available during the term of this Agreement by COUNTY's DSS Contract Analyst.

**2. TERM**

This Agreement shall become effective on the 1<sup>st</sup> day of April, 2014 and shall terminate on the 31<sup>st</sup> day of March, 2015.

1 This Agreement shall automatically be renewed for two (2) additional twelve (12) month  
2 periods upon the same terms and conditions herein set forth, unless written notice of non-renewal is  
3 given by CONTRACTOR or COUNTY or COUNTY's DSS Director, or designee not later than sixty  
4 (60) days prior to the close of the current Agreement term.

5 **3. TERMINATION**

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

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

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

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

25 C. Without Cause - Under circumstances other than those set forth above, this  
26 Agreement may be terminated by CONTRACTOR or COUNTY or COUNTY's DSS Director upon  
27 the giving of thirty (30) days advance written notice to CONTRACTOR of the intention to terminate  
28 the Agreement.

1           **4.    COMPENSATION**

2           COUNTY agrees to pay CONTRACTOR and CONTRACTOR agrees to receive  
3 compensation as identified in Exhibit B, attached hereto and by this reference incorporated herein. In  
4 no event shall compensation for services performed under this Agreement be in excess of Two  
5 Hundred Seventy Four Thousand Eight Hundred Six and No/100 Dollars (\$274,806.00) for each term  
6 of this Agreement and cumulatively not in excess of Eight Hundred Twenty Four Thousand Four  
7 Hundred Eighteen and No/100 Dollars (\$824,418.00). It is understood that all expenses incidental to  
8 CONTRACTOR's performance of services under this Agreement shall be borne by CONTRACTOR.  
9 CONTRACTOR agrees to limit administrative cost to a maximum of 15% of the total program budget  
10 and to limit employee benefits to a maximum of 20% of total salaries for those employees working  
11 under this Agreement during the term of this Agreement.

12           Payments by COUNTY shall be in arrears, for services provided during the preceding  
13 month, within forty-five (45) days after receipt, verification and approval of CONTRACTOR's  
14 invoices by COUNTY's DSS. If CONTRACTOR should fail to comply with any provision of this  
15 Agreement, COUNTY shall be relieved of its obligation for further compensation. All final claims  
16 and/or any final budget modification requests shall be submitted by CONTRACTOR within sixty (60)  
17 days following the final month of service for which payment is claimed. No action shall be taken by  
18 COUNTY on claims submitted beyond the sixty (60) day closeout period. Any compensation which is  
19 not expended by CONTRACTOR pursuant to the terms and conditions of this Agreement shall  
20 automatically revert to COUNTY.

21           To the extent permitted by State and Federal rules and regulations, advanced payment of  
22 up to twenty percent (20%) of the compensation under this Agreement may be requested of COUNTY  
23 by CONTRACTOR. Advance payments shall be limited to implementation costs for new and/or  
24 expanded services only. Approval of an advanced payment is at the sole discretion of COUNTY's  
25 DSS Director or designee. If advanced payment occurs, the amount of the advanced payment shall be  
26 deducted in equal installments from claims submitted for the final six (6) months of this Agreement.

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1                   **5.   INVOICING**

2                   CONTRACTOR shall invoice COUNTY in arrears by the fifteenth (15<sup>th</sup>) of each month  
3 for actual expenses incurred and services rendered in the previous month to:  
4 DSSInvoices@co.fresno.ca.us. A monthly activity report shall accompany the invoice, reflecting  
5 services supported by the invoiced expenditures and be in a form and in such detail as acceptable to  
6 COUNTY's DSS. No reimbursement for services shall be made until invoices and reports are  
7 received and reviewed by COUNTY's DSS.

8                   At the discretion of COUNTY's DSS Director or designee, if an invoice is incorrect or is  
9 otherwise not in proper form or substance, COUNTY's DSS Director or designee shall have the right  
10 to withhold payment as to only that portion of the invoice that is incorrect or improper after five (5)  
11 days prior notice to CONTRACTOR. CONTRACTOR agrees to continue to provide services for a  
12 period of ninety (90) days after notification of an incorrect or improper invoice. If after the ninety  
13 (90) day period, the invoice(s) is still not corrected to COUNTY's DSS satisfaction, COUNTY's DSS  
14 Director or designee may elect to terminate this Agreement, pursuant to the termination provisions  
15 stated in Paragraph Three (3) of this Agreement. In addition, for invoices received ninety (90) days  
16 after the expiration of each term of this Agreement or termination of this Agreement, at the discretion  
17 of COUNTY's DSS Director or designee, COUNTY's DSS shall have the right to deny payment of  
18 any additional invoices received.

19                   **6.   INDEPENDENT CONTRACTOR**

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

1 rules and regulations, if any, of governmental authorities having jurisdiction over matters which are  
2 directly or indirectly the subject of this Agreement.

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

11 **7. MODIFICATION**

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

14 B. Notwithstanding the above, changes to line items in the budget, attached hereto  
15 as Exhibit B, shall not exceed 10% of the total maximum compensation payable to CONTRACTOR,  
16 and may be made with the written approval of COUNTY's DSS Director or designee. Budget line  
17 item changes shall not result in any change to the maximum compensation amount payable to  
18 CONTRACTOR, as stated herein.

19 **8. NON-ASSIGNMENT**

20 Neither party shall assign or transfer this Agreement nor their rights or duties under this  
21 Agreement without the prior written consent of the other party.

22 **9. HOLD-HARMLESS**

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

perform, of CONTRACTOR, its officers, agents, or employees under this Agreement.

**10. INSURANCE**

Without limiting the COUNTY's right to obtain indemnification from CONTRACTOR or any third parties, CONTRACTOR, at its sole expense, shall maintain in full force and effect, the following insurance policies throughout the term of this Agreement:

A. Commercial General Liability

Commercial General Liability Insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence and an annual aggregate of Two Million Dollars (\$2,000,000). This policy shall be issued on a per occurrence basis.

B. Social Service Liability

CONTRACTOR shall provide insurance policies for corporal punishment liability, sexual abuse and molestation liability and child abduction liability with limits of not less than One Million Dollars (\$1,000,000) per occurrence and an annual aggregate of Two Million Dollars (\$2,000,000). This policy shall be issued on a per occurrence basis.

C. Automobile Liability

Comprehensive Automobile Liability Insurance with limits for bodily injury of not less than Two Hundred Fifty Thousand Dollars (\$250,000.00) per person, Five Hundred Thousand Dollars (\$500,000.00) per accident and for property damages of not less than Fifty Thousand Dollars (\$50,000.00), or such coverage with a combined single limit of Five Hundred Thousand Dollars (\$500,000.00). Coverage should include owned and non-owned vehicles used in connection with this Agreement.

D. Professional Liabilities

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

If this coverage is issued on a "claims made" basis, CONTRACTOR agrees that it shall maintain, at its sole expense, in full force and effect for a period of three (3) years following the termination of this Agreement, one or more

1 policies of professional liability insurance with limits of coverage as specified  
2 herein.

3 E. Worker's Compensation

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

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

15 Within thirty (30) days from the date CONTRACTOR executes this Agreement,  
16 CONTRACTOR shall provide certificates of insurance and endorsement as stated above for all of  
17 the foregoing policies, as required herein, to the County of Fresno, 2135 Fresno Street, , Fresno,  
18 California, 93721, Attention: Philip Kivett, stating that such insurance coverage have been obtained  
19 and are in full force; that the County of Fresno, its officers, agents and employees will not be  
20 responsible for any premiums on the policies; that such Commercial General Liability insurance  
21 names the County of Fresno, its officers, agents and employees, individually and collectively, as  
22 additional insured, but only insofar as the operations under this Agreement are concerned; that such  
23 coverage for additional insured shall apply as primary insurance and any other insurance, or  
24 self-insurance, maintained by COUNTY, its officers, agents and employees, shall be excess only  
25 and not contributing with insurance provided under CONTRACTOR's policies herein; and that this  
26 insurance shall not be cancelled or changed without a minimum of thirty (30) days advance, written  
27 notice given to COUNTY.

28 In the event CONTRACTOR fails to keep in effect at all times insurance coverage as

1 herein provided, the COUNTY may, in addition to other remedies it may have, suspend or terminate  
2 this Agreement upon the occurrence of such event.

3 All policies shall be with admitted insurers licensed to do business in the State of  
4 California. Insurance purchased shall be purchased from companies possessing a current A.M. Best,  
5 Inc. rating of A or better.

6 **11. SUBCONTRACTS**

7 CONTRACTOR shall obtain written approval from COUNTY or COUNTY's DSS  
8 Director, or designee before subcontracting any of the services delivered under this Agreement. Any  
9 transferee, assignee or subcontractor will be subject to all applicable provisions of this Agreement, and  
10 all applicable State and Federal regulations. CONTRACTOR shall be held primarily responsible by  
11 COUNTY for the performance of any transferee, assignee or subcontractor unless otherwise expressly  
12 agreed to in writing by COUNTY. The use of subcontractors by CONTRACTOR shall not entitle  
13 CONTRACTOR to any additional compensation than is provided for under this Agreement.

14 **12. CONFLICT OF INTEREST**

15 No officer, agent, or employee of the COUNTY who exercises any function or  
16 responsibility for planning and carrying out the services provided under this Agreement shall have any  
17 direct or indirect personal financial interest in this Agreement. No officer, agent, or employee of the  
18 COUNTY who exercises any function or responsibility for planning and carrying out the services  
19 provided under this Agreement shall have any direct or indirect personal financial interest in this  
20 Agreement. In addition, no employee of the COUNTY shall be employed by CONTRACTOR to  
21 fulfill any contractual obligations with COUNTY. The CONTRACTOR shall also comply with all  
22 Federal, State of California, and local conflict of interest laws, statutes, and regulations, which shall be  
23 applicable to all parties and beneficiaries under this Agreement and any officer, agent, or employee of  
24 the COUNTY.

25 **13. DISCLOSURE OF SELF-DEALING TRANSACTIONS**

26 This provision is only applicable if the CONTRACTOR is operating as a corporation (a  
27 for-profit or non-profit corporation) or if during the term of this agreement, the CONTRACTOR  
28 changes its status to operate as a corporation. Members of the CONTRACTOR's Board of Directors



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

8 **14. NON-DISCRIMINATION**

9 CONTRACTOR hereby agrees that in the performance of this Agreement, it will  
10 comply with Title VI and VII of the Civil Rights Act of 1964 as amended; Section 504 of the  
11 Rehabilitation Act of 1973 as amended; the Age Discrimination Act of 1975 as amended; the Food  
12 Stamp Act of 1977, as amended and in particular section 272.6; Title II of the Americans with  
13 Disabilities Act of 1990; California Civil Code Section 51 *et seq.*, as amended; California Government  
14 Code section 11135-11139.5, as amended; California Government Code section 12940 (c), (h) (1), (i),  
15 and (j); California Government Code section 4450; Title 22, California Code of Regulations section  
16 98000 – 98413; Title 24 of the California Code of Regulations, Section 3105A(e); the Dymally-  
17 Alatorre Bilingual Services Act (California Government Code Section 7290-7299.8); Section 1808 of  
18 the Removal of Barriers to Interethnic Adoption Act of 1996; and other applicable federal and state  
19 laws, as well as their implementing regulations [including, but not limited to, 45 Code of Federal  
20 Regulations (CFR) Parts 80, 84, and 91, 7 CFR Part 15, and 28 CFR Part 42], by ensuring that  
21 employment practices and the administration of public assistance and social services programs are  
22 nondiscriminatory, to the effect that no person shall because of ethnic group identification, age, sex,  
23 gender, gender identity, gender expression, sexual orientation, color, physical disability, mental  
24 disability, medical condition, national origin, race, ancestry, marital status, religion, or religious creed  
25 be excluded from participation in or be denied the benefits of, or be otherwise subject to  
26 discrimination under any program or activity receiving federal or state financial assistance.  
27 CONTRACTOR agrees that it will immediately take any measures necessary to effectuate the terms of  
28 this Non-Discrimination agreement.

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

6 CONTRACTOR agrees to compile data, maintain records and submit reports as required,  
7 to permit effective enforcement of the aforementioned laws, rules and regulations and permit  
8 authorized COUNTY, CDSS and/or federal government personnel, during normal working hours, to  
9 review such records, books and accounts as needed to ascertain compliance. If there are any violations  
10 of this Non-Discrimination section, CDSS shall have the right to invoke fiscal sanctions or other legal  
11 remedies in accordance with Welfare and Institutions Code section 10605, or Government Code  
12 section 11135-11139.5, or any other laws, or the issue may be referred to the appropriate federal  
13 agency for further compliance action and enforcement of this section. Furthermore, if an allegation of  
14 discrimination occurs, COUNTY may withhold all further funds, until CONTRACTOR can show  
15 clear and convincing evidence to the satisfaction of COUNTY that funds provided under this  
16 Agreement were not used in connection with the alleged discrimination.

17 A. Eligibility for Services

18 CONTRACTOR shall prepare and make available to COUNTY and to the public  
19 all eligibility requirements to participate in the program plan set forth in Exhibit A.

20 B. Employment Opportunity

21 CONTRACTOR shall comply with the COUNTY policy, and the Equal  
22 Employment Opportunity Commission guidelines, which forbids discrimination against any person on  
23 the grounds ethnic group identification, age, sex, gender, gender identity, gender expression, sexual  
24 orientation, color, physical disability, mental disability, medical condition, national origin, race,  
25 ancestry, marital status, religion, or religious creed in employment practices. Such practices include  
26 retirement, recruitment advertising, hiring, layoff, termination, upgrading, demotion, transfer, rates of  
27 pay or other forms of compensation, use of facilities and other terms and conditions of employment.

28 C. The requirements stated above are binding on CONTRACTOR directly or

1 through contract, license, or other provider services, as long as it receives federal or state assistance.

2 **15. RECRUITMENT OF EMPLOYEES AND SERVICE TO CLIENTS**

3 CONTRACTOR shall ensure that its employment recruitment efforts, including  
4 administrative and professional staff positions, are carried out so as to adequately reflect the cultural  
5 and ethnic diversity of the population of Fresno County. CONTRACTOR shall use its best efforts to  
6 serve all cultural and ethnic groups residing in Fresno County. CONTRACTOR's employment efforts  
7 will be monitored by COUNTY at periodic intervals.

8 **16. LIMITED ENGLISH PROFICIENCY**

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

21 **17. CONFIDENTIALITY**

22 All services performed by CONTRACTOR under this Agreement shall be in strict  
23 conformance with all applicable Federal, State of California and/or local laws and regulations relating  
24 to confidentiality including, but not limited to, California Welfare and Institutions Code sections  
25 10850.

26 **18. DATA SECURITY**

27 For the purpose of preventing the potential loss, misappropriation or inadvertent  
28 disclosure of COUNTY data including sensitive or personal client information; abuse of County

1 resources; and/or disruption to County operations, individuals and/or agencies that enter into a  
2 contractual relationship with the COUNTY for the purpose of providing services under this  
3 Agreement must employ adequate data security measures to protect the confidential information  
4 provided to the CONTRACTOR by the COUNTY, including but not limited to the following:

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

9           B. Contractor-Owned Computers or Computer Peripherals may not brought into the  
10 COUNTY for use without prior authorization from the COUNTY's Chief Information Officer and/or  
11 designee(s), including and not limited to mobile storage devices. Data must be stored on a secure  
12 server approved by the COUNTY and transferred by means of a VPN (Virtual Private Network)  
13 connection, or another type of secure connection of this type if any data is approved to be transferred.

14           C. County-Owned Computer Equipment – CONTRACTOR or anyone having an  
15 employment relationship with the COUNTY may not use COUNTY computers or computer  
16 peripherals on non-COUNTY premises without prior authorization from the COUNTY's Chief  
17 Information Officer and/or designee(s).

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

20           E. CONTRACTOR is responsible to employ strict controls to insure the integrity  
21 and security of the COUNTY's confidential information and to prevent unauthorized access to data  
22 maintained in computer files, program documentation, data processing systems, data files and data  
23 processing equipment which stores or processes COUNTY data internally and externally.

24           F. Confidential client information transmitted to one party by the other by means of  
25 electronic transmissions must be encrypted according to Advanced Encryption Standards (AES) of  
26 128 BIT or higher. Additionally, a password or pass phrase must be utilized.

27           G. CONTRACTOR is responsible to immediately notify COUNTY of any breaches  
28 or potential breaches of security related to COUNTY's confidential information, data maintained in

1 computer files, program documentation, data processing systems, data files and data processing  
2 equipment which stores or processes COUNTY data internally or externally.

3 H. In the event of a breach of security related to COUNTY's confidential client  
4 information provided to CONTRACTOR, COUNTY will manage the response to the incident,  
5 however, CONTRACTOR will be responsible to issue any notification to affected individuals as  
6 required by law or as deemed necessary by COUNTY in its sole discretion. CONTRACTOR will be  
7 responsible for all costs incurred as a result of providing the required notification.

8 **19. CLEAN AIR AND WATER**

9 In the event the funding under this Agreement exceeds One Hundred Thousand and  
10 No/100 Dollars (\$100,000.00), CONTRACTOR shall comply with all applicable standards, orders or  
11 requirements issued under the Clean Air Act contained in 42 U.S. Code 7601 *et seq*; the Clean Water  
12 Act contained in 33 U.S. Code 1368 *et seq*.; and any standards, laws and regulations, promulgated  
13 thereunder. Under these laws and regulations, CONTRACTOR shall assure:

14 A. No facility shall be utilized in the performance of the Agreement that has been  
15 listed on the Environmental Protection Agency (EPA) list of Violating Facilities;

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

20 C. COUNTY and U.S. EPA shall be notified about any known violation of the  
21 above laws and regulations; and

22 D. This assurance shall be included in every nonexempt subgrant, contract, or  
23 subcontract.

24 **20. DRUG-FREE WORKPLACE REQUIREMENTS**

25 For purposes of this Paragraph, CONTRACTOR will be referred to as the "grantee". By  
26 drawing funds against this grant award, the grantee is providing the certification that is required by  
27 regulations implementing the Drug-Free Workplace Act of 1988, 45 CFR Part 76, Subpart F. These  
28 regulations require certification by grantees that they will maintain a drug-free workplace. False

1 certification or violation of the certification shall be grounds for suspension of payments, suspension  
2 or termination of grants, or government wide suspension or debarment. CONTRACTOR shall also  
3 comply with the requirements of the Drug-Free Workplace Act of 1990 (California Government Code  
4 section 8350 *et seq.*)

5 **21. POLITICAL ACTIVITY**

6 None of the funds, materials, property or services provided directly or indirectly under  
7 this Agreement shall be used for any political activity, or to further the election or defeat of any  
8 candidate for public office.

9 **22. LOBBYING ACTIVITY**

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

13 **23. STATE ENERGY CONSERVATION**

14 CONTRACTOR must comply with the mandatory standard and policies relating to  
15 energy efficiency which are contained in the State Energy Conservation Plan issued in compliance  
16 with 42 United States (US) Code sections 6321, *et. seq.*

17 **24. FRATERNIZATION**

18 CONTRACTOR shall establish procedures addressing fraternization between  
19 CONTRACTOR's staff and clients. Such procedures will include provisions for informing  
20 CONTRACTOR's staff and clients regarding fraternization guidelines.

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

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

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

25 COUNTY, its officers, consultants, subcontractors, agents and employees shall comply  
26 with all applicable State, Federal and local laws and regulations governing projects that utilize Federal  
27 Funds.

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1           **27.    RECORDS**

2                   A.    Record Establishment and Maintenance

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

5 CONTRACTOR shall retain all fiscal books, account records and client files for services performed  
6 under this Agreement for at least three (3) years from date of final payment under this Agreement or  
7 until all State and Federal audits are completed for that fiscal year, whichever is later.

8                   B.    Cost Documentation

9                               1)    CONTRACTOR shall submit to COUNTY within fifteen (15) calendar  
10 days following the end of each month, all fiscal and program reports for that month. CONTRACTOR  
11 shall also furnish to COUNTY such statements, records, data and information as COUNTY may  
12 request pertaining to matters covered by this Agreement. In the event that CONTRACTOR fails to  
13 provide reports as provided herein, it shall be deemed sufficient cause for COUNTY to withhold  
14 payments until 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  
18 must indicate the line budget account number to which the cost is charged.

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

25                   C.    Service Documentation

26                               CONTRACTOR agrees to maintain records to verify services under this  
27 Agreement including names and addresses of clients served, the date of service and a description of  
28 services provided on each occasion. These records and any other document pertaining in whole or in

1 part to this Agreement, shall be clearly identified and readily accessible.

2 D. Use of Data

3 CONTRACTOR shall grant to COUNTY and the United States Department  
4 Health and Human Services the royalty-free, nonexclusive and irrevocable license throughout the  
5 world to publish, translate, reproduce, deliver, perform, dispose of, duplicate, use, disclose in any  
6 manner and for any purpose whatsoever and to authorize others to do so, all subject data now or  
7 hereafter covered by copyright. However, with respect to subject data not originated in the  
8 performance of this Agreement, such license shall be only to the extent that CONTRACTOR has the  
9 right to grant such license without becoming liable to pay any compensation to others because of such  
10 grant. CONTRACTOR shall exert all reasonable effort to advise COUNTY at time of delivery of  
11 subject data furnished under this Agreement, of all possible invasions of the right of privacy therein  
12 contained, and of all portions of such subject data copied from work not composed or produced in the  
13 performance of this Agreement and not licensed under this provision.

14 As used in this clause, the term "Subject Data" means writing, sound recordings,  
15 pictorial reproductions, drawings, designs or graphic representations, procedural manuals, forms,  
16 diagrams, work flow charts, equipment descriptions, data files and data processing of computer  
17 programs, and works of any similar nature (whether or not copyrighted or copyrightable) which are  
18 first produced or developed under this Agreement. The term does not include financial reports, cost  
19 analyses and similar information incidental to contract administration.

20 CONTRACTOR shall report to COUNTY promptly and in written detail, each  
21 notice of claim of copyright infringement received by CONTRACTOR with respect to all subject data  
22 delivered under this Agreement. CONTRACTOR shall not affix any restrictive markings upon any  
23 data. If markings are affixed, COUNTY shall have the right at any time to modify, remove, obliterate  
24 or ignore such markings.

25 COUNTY shall have access to any report, preliminary findings or data  
26 assembled by CONTRACTOR under this Agreement. In addition, CONTRACTOR must receive  
27 written permission from COUNTY prior to publication of any materials developed under this  
28 Agreement and file with COUNTY a copy of all educational and training materials, curricula,



1 audio/visual aids, printed material and periodicals, assembled pursuant to this Agreement prior to  
2 publication.

3 **28. REPORTS**

4 CONTRACTOR shall submit to COUNTY's DSS such statements, records, reports,  
5 data, and other information as COUNTY may request pertaining to matters covered by this  
6 Agreement. In the event that CONTRACTOR fails to provide such reports or other information  
7 required hereunder, it shall be deemed sufficient cause for COUNTY to withhold monthly payments  
8 until there is compliance.

9 **29. SINGLE AUDIT CLAUSE**

10 As a subrecipient of Federal financial assistance, CONTRACTOR, agrees to provide a  
11 copy of its audit report, performed in accordance with the requirements of the Single Audit Act of  
12 1984 (31 USC section 7502) and subject to the terms of Office of Management and Budget (OMB)  
13 Circulars (A-110, A-122 and A-133), to the County of Fresno. Such audit shall be delivered to  
14 COUNTY's Department of Social Services, 2135 Fresno St., Fresno, CA. 93721, for review not later  
15 than nine (9) months after the close of the subrecipient's fiscal year in which the funds supplied  
16 through this Agreement are expended and/or received for this program. The audit must include a  
17 statement of findings or a statement that there were no findings. If there were negative findings,  
18 CONTRACTOR must include a corrective action plan signed by an authorized individual. Failure to  
19 comply with this Act may result in COUNTY performing the necessary audit tasks, or, at COUNTY's  
20 option, contracting with a qualified accountant to perform this audit. All audit costs related to this  
21 Agreement are the sole responsibility of CONTRACTOR who agrees to take corrective action to  
22 eliminate any material noncompliance or weakness found as a result of such audit. Audit work  
23 performed by COUNTY under this paragraph shall be billed at COUNTY cost as determined by  
24 COUNTY's Auditor-Controller/Treasurer-Tax Collector.

25 **30. TAX EQUITY AND FISCAL RESPONSIBILITY ACT**

26 To the extent necessary to prevent disallowance of reimbursement under section  
27 1861(v)(1)(I) of the Social Security Act (42 U.S.C. § 1395x(v)(1)[I]), until the expiration of four (4)  
28 years after the furnishing of services under this Agreement, CONTRACTOR shall make available,

1 upon written request to the Secretary of the United States Department of Health and Human Services,  
2 or upon request to the Comptroller General of the United States General Accounting Office, or any of  
3 their duly authorized representatives, a copy of this Agreement and such books, documents and  
4 records as are necessary to certify the nature and extent of the costs of these services provided by  
5 CONTRACTOR under this Agreement. CONTRACTOR further agrees that in the event  
6 CONTRACTOR carries out any of its duties under this Agreement through a subcontract, with a value  
7 or cost of Ten Thousand and No/100 Dollars (\$10,000.00) or more over a twelve (12) month period,  
8 with a related organization, such Agreement shall contain a clause to the effect that until the expiration  
9 of four (4) years after the furnishing of such services pursuant to such subcontract, the related  
10 organizations shall make available, upon written request to the Secretary of the United States  
11 Department of Health and Human Services, or upon request to the Comptroller General of the United  
12 States General Accounting Office, or any of their duly authorized representatives, a copy of such  
13 subcontract and such books, documents and records of such organization as are necessary to verify the  
14 nature and extent of such costs.

15 **31. CHILD ABUSE REPORTING**

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

24 **32. CHARITABLE CHOICE**

25 CONTRACTOR may not discriminate in its program delivery against a client or  
26 potential client on the basis of religion or religious belief, a refusal to hold a religious belief, or a  
27 refusal to actively participate in a religious practice. Any specifically religious activity or service made  
28 available to individuals by the CONTRACTOR must be voluntary as well as separate in time and

1 location from County funded activities and services. CONTRACTOR shall inform County as to  
2 whether it is faith-based. If CONTRACTOR identifies as faith-based it must submit to DSS a copy of  
3 its policy on referring individuals to an alternate treatment provider, and include a copy of this policy  
4 in its client admission forms. The policy must inform individuals that they may be referred to an  
5 alternative provider if they object to the religious nature of the program, and include a notice to DSS.  
6 Adherence to this policy will be monitored during annual site reviews, and a review of client files. If  
7 CONTRACTOR identifies as faith-based, by July 1 of each year CONTRACTOR will be required to  
8 report to DSS the number of individuals who requested referrals to alternate providers based on  
9 religious objection.

### 10 **33. PERSONNEL DISCLOSURE**

11 CONTRACTOR shall make available to COUNTY a current list of all personnel  
12 providing services hereunder. Changes to this list will be immediately provided to COUNTY in  
13 writing. The list shall provide the following information:

14 A. All full or part-time staff positions by title whose direct services are required to  
15 provide the programs described herein;

16 B. A brief description of the functions of each such position and hours each person  
17 in such position works each week or, for part-time positions, each day or month, as appropriate;

18 C. The education and experience levels required for each position; and

19 D. The names of persons filling the identified positions.

### 20 **34. PROHIBITION ON PUBLICITY**

21 None of the funds, materials, property or services provided directly or indirectly under  
22 this Agreement shall be used for CONTRACTOR's advertising, fundraising, or publicity (i.e.,  
23 purchasing of tickets/tables, silent auction donations, etc.) for the purpose of self-promotion.

24 Notwithstanding the above, publicity of the services described in Paragraph One (1) of this Agreement  
25 shall be allowed as necessary to raise public awareness about the availability of such specific services  
26 when approved in advance by the Director or designee and at a cost as provided in Exhibit B for such  
27 items as written/printed materials, the use of media (i.e., radio, television, newspapers) and any other  
28 related expense(s).

1           **35.    AUDITS AND INSPECTIONS**

2           CONTRACTOR shall at any time during business hours, and as often as COUNTY may  
3           deem necessary, make available to COUNTY for examination all of its records and data with respect  
4           to the matters covered by this Agreement. CONTRACTOR shall, upon request by COUNTY, permit  
5           COUNTY to audit and inspect all such records and data necessary to ensure CONTRACTOR's  
6           compliance with the terms of this Agreement.

7           If this Agreement exceeds Ten Thousand and No/100 Dollars (\$10,000.00),  
8           CONTRACTOR shall be subject to the examination and audit of the State Auditor General for a  
9           period of three (3) years after final payment under contract (Government Code section 8546.7).

10          Notwithstanding the term provisions stated in Paragraph Three (3) of this Agreement, it  
11          is acknowledged by the parties hereto that this Agreement shall continue in full force and effect until  
12          all audit procedures and requirements as stated in this Agreement have been completed to the review  
13          and satisfaction of COUNTY. CONTRACTOR shall bear all costs in connection with or resulting  
14          from any audit and/or inspections including but not limited to: actual costs incurred and the payment  
15          of any expenditures disallowed by either COUNTY, State or Federal governmental entities, including  
16          any assessed interest and penalties.

17           **36.    NOTICES**

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

<u>COUNTY</u>	<u>CONTRACTOR</u>
Director, Department of	Executive Director
Social Services	Cultural Brokers, Inc.
PO BOX 1912	1625 E. Shaw Ave. #146
Fresno, CA 93718-1912	Fresno, CA. 93710

26           **37.    CHANGE OF LEADERSHIP / MANAGEMENT**

27          Any and all notices between COUNTY and CONTRACTOR provided for or permitted  
28          under this Agreement or by law, shall be in writing and shall be deemed duly served when personally

1 delivered to one of the parties, or in lieu of such personal service, when deposited in the United States  
2 Mail, postage prepaid, addressed to such party.

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

10 **38. GOVERNING LAW**

11 The parties agree that for the purposes of venue, performance under this Agreement is to  
12 be in Fresno County, California.

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

15 **39. ENTIRE AGREEMENT**

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

20 ///

21 ///

22 ///

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

3 ATTEST:

4 **CONTRACTOR:**  
5 **CULTURAL BROKERS, INC.**

**COUNTY OF FRESNO**

6 By Fred Hunt, M.S.W.

By   
Chairman, Board of Supervisors 3/25/14

7 Print Name: Fred Hunt, M.S.W.

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

11 Date: Feb 13, 2014

**BERNICE E. SEIDEL, Clerk**  
Board of Supervisors

12 By Mark Peterson

By Kelly Hancock, Deputy

13 Print Name: MARK PETERSON

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

**PLEASE SEE ADDITIONAL  
SIGNATURE PAGE ATTACHED**

22 ***Mailing Address:***

23 1625 E. Shaw Ave. #146  
24 Fresno, CA 93710  
25 Phone No.: (559) 228-2126  
26 Contact: Margaret Jackson  
27  
28

1 APPROVED AS TO LEGAL FORM:  
2 KEVIN BRIGGS, COUNTY COUNSEL

3  
4 By 

5 APPROVED AS TO ACCOUNTING FORM:  
6 VICKI CROW, C.P.A., AUDITOR-CONTROLLER/  
7 TREASURER-TAX COLLECTOR

8  
9 By 

10 REVIEWED AND RECOMMENDED FOR  
11 APPROVAL:

12  
13 By   
14 Judy Lemos, Interim Director  
15 Department of Social Services

16  
17  
18  
19 Fund/Subclass: 0001/10000  
20 Organization: 56107663  
21 Account/Program: 7870/0  
22  
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24  
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27 JL:pk  
28

SOURCE	FUNDING PERIOD	AMOUNT
County of Fresno	April 1, 2014 - March 31, 2015	\$ 274,806
	TOTAL	\$ 274,806

The Family Advocacy and Liaison program provides culturally appropriate advocacy and liaison services for families referred to and/or involved with the Department of Social Services CWS system. Services include joint emergency response intervention, participation in Team Decision Making meetings, Permanency Teaming Meetings, Case Staffings, Family Group Conferences, Safety-Organized Practice related activities, Family Meetings, cultural bridging/brokering, family observation reporting, family assessment, home visits, referrals to community resources, limited supervised parent/child visitation, court hearing attendance and support. Services are intended to reduce/prevent conflict, improve communication, and increase the likelihood children will remain with the parent/caretaker. Target populations are African-American and Native-American families with focus on 93706, 93727, and 93702 zip codes. Service goal is 500 unduplicated families annually.

**SERVICE HOURS/DAYS:** Monday-Friday, 8:00AM - 8:00PM

Listing of positions involved in project:

<u>Title/Position</u>	<u>Number of Positions</u>	<u>Percent of Time on Project</u>
Executive Director/Clinical Supervisor	1	63%
Program Manager	1	50%
Cultural Broker I (Stipend)	2	200%
Cultural Broker II	2	210%
Cultural Broker III	1	100%
Administrative Support Clerk/Office Manager	1	50%
Services Support Clerk/Data Tech	1	38%



**V. Long Term, Engagement, Short-Term & Intermediate Outcomes**

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<b>A. <u>Long-Term Outcome:</u> <u>JOINT RESPONSE</u></b>	
<b>Engagement Outcome:</b>	To decrease the disproportionate number of African American children entering Fresno County's Child Welfare System. 70% of the families that receive a joint community response will be satisfied with the services provided by the Family Advocate as evidenced by CBFA questionnaire.
<b>Short-Term Outcome 1:</b>	70% of the families will have increased knowledge and utilization of community resources and will have identified circles of support as demonstrated by the FDM Matrix Tool.
<b>Short-Term Outcome 2:</b>	60% of the families receiving joint response intervention will not enter the Child Welfare Services system (child placed in out of home care) within 14 days of joint response intervention, as evidenced by pre-post survey and follow up contact.
<b>Intermediate Outcome 1:</b>	70% of African-American families involved in a joint response will not enter Child Welfare Services System (out of home placement) during the six month period after joint response closure, as evidenced by CBFA and DSS data.
<b>B. <u>Long-Term Outcome:</u> <u>ONGOING RESPONSE</u></b>	
<b>Engagement Outcome:</b>	To improve the likelihood of reunification of parents and children involved in the CBFA program, by promoting safe, stable, permanent homes, nurtured by healthy families and strong communities. Of the families referred/accepted for FAP services, 70% of families will agree to accept services and complete a Family Advocate service plan within 14 days of referral, as measured by program data.
<b>Short-Term Outcome 1:</b>	70% of the families will understand the safety and risk factors and the behavioral change needed to reunify, as evidenced by CBFA program questionnaire.
<b>Short-Term Outcome 2:</b>	Of the families receiving ongoing FAP services, 70% of families will successfully complete their mutually developed and agreed upon Outcome Matrix Plan and their Family Advocate service plan, as measured by program data.
<b>Intermediate Outcome 1:</b>	60% of families will show improved family functioning, family stability, safety and self sufficiency by program discharge, as demonstrated by Family Advocate Service Plan review and Follow up Contact Report.
<b>Intermediate Outcome 2:</b>	60% of the families receiving FAP ongoing services will successfully reunify with their children within one year of program completion, as evidenced by follow up contact and/or DSS program data.
<b><u>C. FAMILY ENGAGEMENT</u></b>	
<b>Families receiving CBFA services will be satisfied with the services provided by the CBFA</b>	
<b>Short-Term Outcome 1:</b>	60% of families referred for ongoing CBFA services will accept services and complete a CBFA service plan within 30 days of referral as evidenced by CBFA program data.
<b>Short-Term Outcome 2:</b>	60% of families who have received 60-90 days of ongoing CBFA services will report improved communication and trust with DSS staff.

**Cultural Brokers, Inc.**  
Family Advocacy and Liaison Services Program

**ADDITIONAL RESPONSIBILITIES**

1. Contractor will provide the DSS with any and all reports as requested. Such reports may include, but not be limited to: a monthly client roster, joint response report, family service plans, monthly client progress report, court reports, demographic summary information, monthly activity reports, on-call Family Advocacy weekly schedule.

2. Contractor shall comply with mandated reporting laws, and ensure all staff is trained in mandated reporting. Contractor shall report to the assigned Social Worker and/or Program Liaison, within 24 hours, any minor incident of abuse, neglect, or endangerment by a parent, or any other act which places the child(ren) at risk of harm. Should a major incident occur, notification shall occur immediately (within 2 hours), and/or Contractor staff shall notify the police department and/or DSS Careline, as appropriate.

3. Contractor shall provide written justification and DSS approval to continue Ongoing response services to a family beyond a 90 day period.

4. Contractor shall not assign cases to new Family Advocates until the following is received by the DSS:

- a) verification staff has successfully completed the 42 hour training curriculum;
- b) a copy of a signed Child Abuse Reporting Form;
- c) a copy of staff resume;
- d) a brief description of the hours worked, anticipated function in the program, and unique strengths and/or characteristics of the staff person to serve specialized target population.

On an extenuating basis, the DSS may authorize the use of a Family Advocate prior to the completion of the 42 training curriculum. Written documentation of this approval must be received by the Contractor from the DSS assigned Program Manager.

A new Family Advocate is not precluded from accompanying another Family Advocate, i.e., "shadowing" prior to completion of the training requirement, provided all other requirements are met.

5. Referrals - DSS will develop a written referral process for both Joint Response and ongoing cases within the first 30 days of Agreement execution.

6. Outcomes on Exhibit A are preliminary and will be mutually finalized within 30 days of contract execution.

**Family Advocacy and Liaison Services  
Program Budget Expenses  
April 1, 2014 - March 31, 2015**

**NAME OF ORGANIZATION :** Cultural Brokers, Inc.

**NAME OF PROJECT:** Family Advocate and Liaison Services

Account Number	Account Categories	Account Total
0101	Salaries	\$205,375
0151	Payroll Taxes - FICA	\$15,711
0152	Payroll Taxes - SUI	\$2,856
0153	Payroll Taxes - Medicare	
0154	Payroll Taxes - Other (Specify)	\$504
0201	Benefits - Health Insurance	
0202	Benefits - Life Insurance	
0203	Benefits - Retirement	
0204	Benefits - Other (specify)	
0251	Insurance - Workers Compensation	\$8,010
0252	Insurance - Liability Compensation	\$1,100
0253	Insurance - Other (Specify)	
0301	Communications - Tele-Communications/Data Lines	\$3,960
0302	Communications - Answering Service	
0351	Office Expense - Office Supplies	\$2,400
0352	Office Expense - Postage	\$120
0353	Office Expense - Printing/Reproduction	\$600
0354	Office Expense - Publications	
0355	Office Expense - Legal Notices/Advertising	\$400
0401	Equipment - Purchase of Equipment	\$3,150
0402	Equipment - Rent/Lease	\$19,380
0403	Equipment - Maintenance	
0451	Facilities - Rent/Lease Building	
0452	Facilities - Facilities Maintenance	
0453	Facilities - Utilities	
0501	Travel Costs - Staff Mileage	\$3,640
0502	Travel Costs - Staff Travel (Out-of-County)	
0503	Travel Costs - Staff Training/Registration	
0504	Travel Costs - Transportation/Consumers	
0551	Program Supplies - Food	
0552	Program Supplies - Educational	
0553	Program Supplies - Other	\$1,200
0601	Consultancy - Consultant Services	
0602	Consultancy - Contracted Services	
0651	Fiscal & Audits - Accounting/Bookkeeping	\$6,400
0652	Fiscal & Audits - External Audit	
0701	Other Costs - Indirect Costs	
0749	Other Costs -Specify these costs on page 2.	
<b>Total Budget</b>		<b>\$274,806</b>

BUDGET EXPENSE CATEGORY DESCRIPTIONS		
April 1, 2014 - March 31, 2015		
NAME OF ORGANIZATION: Cultural Brokers, Inc.		
NAME OF PROJECT: Family Advocacy and Liaison Services		
Account Number	Expense Category Descriptions	Account Total
0101-0154	<b>Salaries/Payroll Taxes</b>	
	<i>Salaries</i> : Exec. Director, Program Manager, Family Advocates, Support Clerks	\$224,446
	<i>Payroll Taxes</i> : FICA/OASDI, SUI	
0251-0253	<b>Insurance (Accounts 0251 through 0253)</b>	\$9,110
	Worker's Compensation - \$8,010	
	Liability Insurance - \$1,100	
0301	<b>Communications</b>	\$3,960
	Telephone/Internet share of costs	
0350	<b>Office Expense (Accounts 0351 through 0355)</b>	\$3,520
	Office Supplies - \$2,400	
	Postage - \$120	
	Printing - \$600	
	Advertising - \$400	
0401	<b>Equipment</b>	\$3,150
0451	<b>Facilities</b>	\$19,380
	Rent/Lease Building - \$19,380	
0501	<b>Travel Costs</b>	\$3,640
	Mileage Reimbursement - \$3,640	
0553	<b>Program Supplies</b>	\$1,200
	Copy paper, ink cartridges, writing utensils, folders, etc	
0600	<b>Consultancy (Accounts 0601 through 0602)</b>	
	N/A	
0651	<b>Fiscal &amp; Audits</b>	\$6,400
0700	<b>Other Costs</b>	
	Miscellaneous project needs not identified in budget	
Budget Total		\$274,806