

AGREEMENT

THIS AGREEMENT is made and entered into this 6th day of June, 2017, by and between the COUNTY OF FRESNO, a Political Subdivision of the State of California, hereinafter referred to as "COUNTY", and **ASPIRANET**, a California non-profit corporation, whose address is 1320 E. Shaw Avenue Suite 140, Fresno, CA 93710, hereinafter referred to as "CONTRACTOR".

WITNESSETH:

WHEREAS, pursuant to the provisions of 42 United States Code sections 629, et seq. ("Promoting Safe and Stable Families"), COUNTY, on behalf of its' Department of Social Services (DSS), desires to participate in and fund Adoption Promotion and Support services to increase the safety, stability and well-being of children and families; and

WHEREAS, CONTRACTOR is willing and able to provide Post-Adoption services needed by COUNTY, pursuant to the terms of this Agreement;

NOW, THEREFORE, in consideration of the terms, covenants and conditions to be kept and performed by each party, it is agreed as follows:

1. SERVICES

A. CONTRACTOR shall perform all services and fulfill all responsibilities as identified in COUNTY's Request for Proposal (RFP) No. 17-056, dated January 30, 2017, and Addendum No. One (1) to COUNTY's RFP No. 17-056 dated February 15, 2017, collectively hereinafter referred to as COUNTY's Revised RFP No. 17-056 and CONTRACTOR's response to said Revised RFP, all incorporated herein by reference and made part of this Agreement.

B. 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.

C. In the event of any inconsistency among the documents described in Paragraphs 1.A and 1.B hereinabove, the inconsistency shall be resolved by giving precedence in the following order of priority: 1) to this Agreement, including all Exhibits attached hereto, 2) to COUNTY's Revised RFP No. 17-056, and 3) to the CONTRACTOR's response to Revised RFP. A copy of COUNTY's Revised RFP No. 17-056, and CONTRACTOR's response shall be retained and made available during the term of this Agreement by COUNTY's Department of Social Services.

1 D. CONTRACTOR shall provide services and activities to children and their families,
2 pursuant to the staffing pattern and program expenses detailed in Exhibit B "Budget", attached hereto
3 and by this reference incorporated herein.

4 **2. TERM**

5 The term of this Agreement shall be for a period of three (3) years, commencing on July 1,
6 2017 through and including June 30, 2020. This Agreement may be extended for two (2) additional
7 consecutive twelve (12) month periods upon the written approval of both parties no later than thirty (30)
8 days prior to the first day of the next twelve month extension period. The DSS Director, or designee, is
9 authorized to execute such written approval on behalf of COUNTY based on CONTRACTOR's
10 satisfactory performance.

11 **3. TERMINATION**

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

16 A. Breach of Contract - The COUNTY or CONTRACTOR may immediately suspend or
17 terminate this Agreement in whole or in part, where in the determination of the COUNTY there is:

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

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

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

4 **4. COMPENSATION**

5 For actual services provided pursuant to the terms of this Agreement, COUNTY agrees to pay
6 CONTRACTOR and CONTRACTOR agrees to receive compensation in accordance with Exhibit B.
7 Mandated travel shall be reimbursed based on actual expenditures and mileage reimbursement shall be at
8 CONTRACTOR's adopted rate per mile, not to exceed the IRS published rate.

9 In no event shall actual services performed under this Agreement be in excess of Two Hundred
10 Twenty Five Thousand No/100 Dollars (\$225,000) for each twelve (12) month period of this Agreement
11 (July 1 through June 30). The cumulative total of this Agreement shall not be in excess of One Million One
12 Hundred Twenty Five Thousand and No/100 Dollars (\$1,125,000).

13 Payments by COUNTY shall be in arrears, for services provided during the preceding month,
14 within forty-five (45) days after receipt, verification and approval of CONTRACTOR's invoices by
15 COUNTY.

16 It is understood that all expenses incidental to CONTRACTOR's performance of services
17 under this Agreement shall be borne by CONTRACTOR.

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

24 **5. INVOICING**

25 CONTRACTOR shall invoice COUNTY's DSS in arrears by the tenth (10th) of each month
26 for expenditures incurred to provide services rendered in the previous month to:
27 DSSInvoices@co.fresno.ca.us. Payments by COUNTY's DSS shall be in arrears, for actual services
28 provided during the preceding month, within forty-five (45) days after receipt, verification and approval of

1 CONTRACTOR's invoices by COUNTY's DSS. A monthly activity report shall accompany the invoice,
2 reflecting services supported by the invoiced expenditures and be in a form and in such detail as acceptable
3 to the COUNTY's DSS.

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

12 All final claims shall be submitted by CONTRACTOR within sixty (60) days following the
13 month of actual service for which payment is claimed. No payment for services shall be made by
14 COUNTY's DSS on claims submitted beyond sixty (60) days following the month of actual service for
15 which payment is invoiced.

16 **6. MODIFICATION**

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

19 B. Notwithstanding the above, changes to the line items in the attached Budget (Exhibit
20 B) that do not exceed ten percent (10%) of the total maximum compensation, as identified in Section Four
21 (4) of this Agreement, may be made with written approval of COUNTY's DSS Director, or designee, and
22 the CONTRACTOR. Said budget line item changes shall not result in any change to the maximum
23 compensation payable to CONTRACTOR, as stated herein.

24 C. CONTRACTOR hereby agrees that changes to the compensation under this
25 Agreement may be necessitated by a reduction in funding from State and/or Federal sources. The
26 COUNTY'S DSS Director or designee may modify the annual maximum compensation and cumulative
27 maximum compensation payable to CONTRACTOR, as set forth in Section Four (4) of this Agreement,
28 necessitated by reductions in funding from State and/or Federal sources.

1 **7. INDEPENDENT CONTRACTOR**

2 In performance of the work, duties and obligations assumed by CONTRACTOR under this
3 Agreement, it is mutually understood and agreed that CONTRACTOR, including any and all of the
4 CONTRACTOR's officers, agents, and employees will at all times be acting and performing as an
5 independent contractor, and shall act in an independent capacity and not as an officer, agent, servant,
6 employee, joint venturer, partner, or associate of the COUNTY. Furthermore, the COUNTY shall not have
7 any right to control or supervise or direct the manner or method by which CONTRACTOR shall perform
8 their work and function. However, COUNTY shall retain the right to administer this Agreement so as to
9 verify that CONTRACTOR is performing their obligations in accordance with the terms and conditions
10 thereof.

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

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

21 **8. NON-ASSIGNMENT**

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

24 **9. HOLD HARMLESS**

25 CONTRACTOR agree to indemnify, save, hold harmless, and at COUNTY's request, defend
26 the COUNTY, their officers, agents, and employees from any and all costs and expenses, damages,
27 liabilities, claims, and losses occurring or resulting to COUNTY in connection with the performance, or
28 failure to perform, by CONTRACTOR, their officers, agents, or employees under this Agreement, and from

1 any and all costs and expenses, damages, liabilities, claims, and losses occurring or resulting to any person,
2 firm, or corporation who may be injured or damaged by the performance, or failure to perform, of
3 CONTRACTOR, their officers, agents, or employees under this Agreement. In addition, CONTRACTOR
4 agrees to indemnify COUNTY for Federal, State of California and/or local audit exceptions resulting from
5 noncompliance herein on the part of CONTRACTOR.

6 **10. INSURANCE**

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

10 **A. Commercial General Liability**

11 Commercial General Liability Insurance with limits of not less than One Million Dollars
12 (\$1,000,000) per occurrence and an annual aggregate of Two Million Dollars (\$2,000,000).
13 This policy shall be issued on a per occurrence basis. COUNTY may require specific
14 coverages including completed operations, products liability, and contractual liability,
15 Explosion-Collapse-Underground, fire legal liability or any other liability insurance deemed
16 necessary because of the nature of this contract.

17 **B. Automobile Liability**

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

24 **C. Professional Liability**

25 If CONTRACTOR employ licensed professional staff, (e.g., Ph.D., R.N., L.C.S.W.,
26 M.F.C.C.) in providing services, Professional Liability Insurance is required with limits of
27 not less than One Million Dollars (\$1,000,000.00) per occurrence, Three Million Dollars
28 (\$3,000,000.00) annual aggregate.

D. Worker's Compensation

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

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

8 Within Thirty (30) days from the date CONTRACTOR signs and executes this Agreement,
9 CONTRACTOR shall provide certificates of insurance and endorsements as stated above for all of the
10 foregoing policies, as required herein, to the County of Fresno, P.O. Box 1912, Fresno, CA 93718-1219,
11 Attention: Contract Analyst, stating that such insurance coverage has been obtained and is in full force; that
12 the County of Fresno, its officers, agents and employees will not be responsible for any premiums on the
13 policies; that such Commercial General Liability insurance names the County of Fresno, its officers, agents
14 and employees, individually and collectively, as additionally insured, but only insofar as the operations
15 under this Agreement are concerned; that such coverage for additionally insured shall apply as primary
16 insurance and any other insurance, or self-insurance, maintained by COUNTY, its officers, agents and
17 employees, shall be excess only and not contributing with insurance provided under CONTRACTOR
18 policies herein; and that this insurance shall not be cancelled or changed without a minimum of thirty (30)
19 days advance written notice given to COUNTY.

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

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

26 11. SUBCONTRACTS

27 CONTRACTOR shall obtain written approval from COUNTY or COUNTY's DSS Director,
28 or designee before subcontracting any of the services delivered under this Agreement. Any transferee,

1 assignee or subcontractor will be subject to all applicable provisions of this Agreement, and all applicable
2 State and Federal regulations. CONTRACTOR shall be held primarily responsible by COUNTY for the
3 performance of any transferee, assignee or subcontractor unless otherwise expressly agreed to in writing by
4 COUNTY. The use of subcontractor by CONTRACTOR shall not entitle CONTRACTOR to any
5 additional compensation than is provided for under this Agreement.

6 **12. CONFLICT OF INTEREST**

7 No officer, employee or agent of the COUNTY who exercises any function or responsibility
8 for planning and carrying out of the services provided under this Agreement shall have any direct or indirect
9 personal financial interest in this Agreement. In addition, no employee of the COUNTY shall be employed
10 by the CONTRACTOR under this Agreement to fulfill any contractual obligations with the COUNTY. The
11 CONTRACTOR shall comply with all Federal, State of California and local conflict of interest laws, statutes
12 and regulations, which shall be applicable to all parties and beneficiaries under this Agreement and any
13 officer, employee or agent of the COUNTY.

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

15 This provision is only applicable if the CONTRACTOR is operating as a corporation (a for-
16 profit or non-profit corporation) or if during the term of this agreement, the CONTRACTOR changes its
17 status to operate as a corporation.

18 Members of the CONTRACTOR's Board of Directors shall disclose any self-dealing
19 transactions that they are a party to while the CONTRACTOR is providing goods or performing services
20 under this Agreement. A self-dealing transaction shall mean a transaction to which the CONTRACTOR
21 is a party and in which one or more of its directors has a material financial interest. Members of the
22 Board of Directors shall disclose any self-dealing transactions that they are a party to by completing and
23 signing a Self-Dealing Transaction Disclosure Form, attached hereto as Exhibit C and by this references
24 incorporated herein, and submitting it to the COUNTY prior to commencing with the self-dealing
25 transaction or immediately thereafter.

26 **14. NON-DISCRIMINATION**

27 During the performance of this Agreement CONTRACTOR shall not unlawfully
28 discriminate against any employee or applicant for employment, or recipient of services, because of

1 ethnic group identification, gender, gender identity, gender expression, sexual orientation, color, physical
2 disability, mental disability, medical condition, national origin, race, ancestry, marital status, religion, or
3 religious creed, pursuant to all applicable State of California and Federal statutes and regulations.

4 **15. RECRUITMENT OF EMPLOYEES AND SERVICES TO CLIENTS**

5 CONTRACTOR shall ensure that its employment recruitment efforts, including administrative
6 and professional staff positions, are carried out so as to adequately reflect the cultural and ethnic diversity of
7 the population of Fresno County. CONTRACTOR shall use its best efforts to serve all cultural and ethnic
8 groups residing in Fresno County.

9 **16. LIMITED ENGLISH PROFICIENCY**

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

25 **18. DATA SECURITY**

26 For the purpose of preventing the potential loss, misappropriation or inadvertent disclosure
27 of COUNTY data including sensitive or personal client information; abuse of COUNTY resources;
28 and/or disruption to COUNTY operations, individuals and/or agencies that enter into a contractual

1 relationship with COUNTY for the purpose of providing services under this Agreement must employ
2 adequate data security measures to protect the confidential information provided to CONTRACTOR by
3 COUNTY, including but not limited to the following:

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

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

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

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

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

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

26 G. CONTRACTOR is responsible to immediately notify COUNTY of any
27 breaches or potential breaches of security related to COUNTY's confidential information, data
28 maintained in computer files, program documentation, data processing systems, data files and data

1 processing equipment which stores or processes COUNTY data internally or externally.

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

7 **19. CLEAN AIR AND WATER**

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

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

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

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

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

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

23 For purposes of this paragraph, CONTRACTOR will be referred to as the "grantee". By
24 drawing funds against this grant award, the grantee is providing the certification that is required by
25 regulations implementing the Drug-Free Workplace Act of 1988, 45 CFR Part 76, Subpart F. These
26 regulations require certification by grantees that they will maintain a drug-free workplace. False
27 certification or violation of the certification shall be grounds for suspension of payments, suspension or
28 termination of grants, or government wide suspension or debarment. CONTRACTOR shall also comply

1 with the requirements of the Drug-Free Workplace Act of 1990 (California Government Code section 8350
2 *et seq.*)

3 **21. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INTELIGIBILITY**
4 **AND VOLUNTARY EXCLUSION-LOWER TIER COVERED TRANSACTIONS**

5 A. COUNTY and CONTRACTOR recognize that Federal assistance funds will be used
6 under the terms of this Agreement. For purposes of this paragraph, CONTRACTOR will be referred to as
7 the "prospective recipient".

8 B. This certification is required by the regulation implementing Executive Order 12549,
9 Debarment and Suspension, 29 CFR Part 98m section 98.510, Participant's responsibilities.

10 1) The prospective recipient of Federal assistance funds certified by entering
11 into this Agreement, that neither it nor its principals are presently debarred, suspended, proposed for
12 debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal
13 department or agency.

14 2) The prospective recipient of funds agrees by entering into this Agreement,
15 that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred,
16 suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this
17 transaction by any Federal department or agency with which this transaction originated.

18 3) Where the prospective recipient of Federal assistance funds is unable to
19 certify to any of the statements in this certification, such prospective participant shall attach an explanation
20 to this Agreement.

21 4) The prospective recipient shall provide immediate written notice to
22 COUNTY if at any time prospective recipient learns that its certification in Paragraph Twenty Two (22) of
23 this Agreement was erroneous when submitted or has become erroneous by reason of changed
24 circumstances.

25 5) The prospective recipient further agrees that by entering into this Agreement,
26 it will include a clause identical to Paragraph Twenty Two (22) of this Agreement and titled "Certification
27 Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered
28 Transactions", in all lower tier covered transactions and in all solicitations for lower tier covered transaction.

6) The certification in Paragraph Twenty Two (22) of this Agreement is a material representation of fact upon which COUNTY relied in entering into this Agreement.

22. STATE ENERGY CONSERVATION

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

23. FRATERNIZATION

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

24. INTERPRETATION OF LAWS AND REGULATIONS

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

25. COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS

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

26. RECORDS

A. Record Establishment and Maintenance

CONTRACTOR shall establish and maintain records in accordance with those requirements prescribed by COUNTY, with respect to all matters covered by this Agreement. CONTRACTOR shall retain all fiscal books, account records and client files for services performed under this Agreement for at least three (3) years from date of final payment under this Agreement or until all State and Federal audits are completed for that fiscal year, whichever is later.

B. Cost Documentation

1) CONTRACTOR shall submit to COUNTY within fifteen (15) calendar days following the end of each month, all fiscal and program reports for that month. CONTRACTOR shall also furnish to COUNTY such statements, records, data and information as COUNTY may request pertaining to

1 matters covered by this Agreement. In the event that CONTRACTOR fails to provide reports as provided
2 herein, it shall be deemed sufficient cause for COUNTY to withhold payments until compliance is
3 established.

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

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

14 C. Service Documentation

15 CONTRACTOR agrees to maintain records to verify services under this Agreement
16 including names and addresses of clients served, the dates of service and a description of services provided
17 on each occasion. These records and any other documents pertaining in whole or in part to this Agreement,
18 shall be clearly identified and readily accessible.

19 D. Use of Data

20 CONTRACTOR shall grant to COUNTY and the United States Department Health
21 and Human Services the royalty-free, nonexclusive and irrevocable license throughout the world to publish,
22 translate, reproduce, deliver, perform, dispose of, duplicate, use, disclose in any manner and for any purpose
23 whatsoever and to authorize others to do so, all subject data now or hereafter covered by copyright.
24 However, with respect to subject data not originated in the performance of this Agreement, such license shall
25 be only to the extent that CONTRACTOR has the right to grant such licenses without becoming liable to
26 pay any compensation to others because of such grants. CONTRACTOR shall exert all reasonable effort to
27 advise COUNTY at time of delivery of subject data furnished under this Agreement, of all possible
28 invasions of the right of privacy therein contained, and of all portions of such subject data copied from work

1 not composed or produced in the performance of this Agreement and not licensed under this provision.

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

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

13 COUNTY shall have access to any report, preliminary findings or data assembled by
14 CONTRACTOR under this Agreement. In addition, CONTRACTOR must receive written permission from
15 COUNTY prior to publication of any materials developed under this Agreement and file with COUNTY a
16 copy of all educational and training materials, curricula, audio/visual aids, printed material and periodicals,
17 assembled pursuant to this Agreement prior to publication.

18 **27. SINGLE AUDIT CLAUSE**

19 A. If CONTRACTOR expends Seven Hundred Fifty Thousand Dollars (\$750,000.00)
20 or more in Federal and Federal flow-through monies, CONTRACTOR agrees to conduct an annual
21 audit in accordance with the requirements of the Single Audit Standards as set forth in Office of
22 Management and Budget (OMB) Circular 2 CFR 200. CONTRACTOR shall submit said audit and
23 management letter to COUNTY. The audit must include a statement of findings or a statement that
24 there were no findings. If there were negative findings, CONTRACTOR must include a corrective
25 action plan signed by an authorized individual. CONTRACTOR agrees to take action to correct any
26 material non-compliance or weakness found as a result of such audit. Such audit shall be delivered to
27 COUNTY's Human Services System, Administration, for review within nine (9) months of the end of
28 any fiscal year in which funds were expended and/or received for the program. Failure to perform the

1 requisite audit functions as required by this Agreement may result in COUNTY performing the
2 necessary audit tasks, or at COUNTY's option, contracting with a public accountant to perform said
3 audit, or, may result in the inability of COUNTY to enter into future agreements with CONTRACTOR.
4 All audit costs related to this Agreement are the sole responsibility of CONTRACTOR.

5 B. A single audit report is not applicable if all CONTRACTOR's Federal contracts do
6 not exceed the Seven Hundred Fifty Thousand Dollars (\$750,000.00) requirement or CONTRACTOR's
7 only funding is through Drug related Medi-Cal. If a single audit is not applicable, a program audit must
8 be performed and a program audit report with management letter shall be submitted by CONTRACTOR
9 to COUNTY as a minimum requirement to attest to CONTRACTOR's solvency. Said audit report shall
10 be delivered to COUNTY's Human Services System, Accounting Office for review no later than nine
11 (9) months after the close of the fiscal year in which the funds supplied through this Agreement are
12 expended. Failure to comply with this Act may result in COUNTY performing the necessary audit tasks
13 or contracting with a qualified accountant to perform said audit. All audit costs related to this
14 Agreement are the sole responsibility of CONTRACTOR who agrees to take corrective action to
15 eliminate any material noncompliance or weakness found as a result of such audit. Audit work
16 performed by COUNTY under this paragraph shall be billed to the CONTRACTOR at COUNTY cost,
17 as determined by COUNTY's Auditor-Controller/Treasurer-Tax Collector.

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

23 **28. TAX EQUITY AND FISCAL RESPONSIBILITY ACT**

24 To the extent necessary to prevent disallowance of reimbursement under section 1861 (v) (1)
25 (1) (I) of the Social Security Act, (42 U.S.C § 1395x, subd. (v)(1)[I]), until the expiration of four (4) years
26 after the furnishing of services under this Agreement, CONTRACTOR shall make available, upon written
27 request to the Secretary of the United States Department of Health and Human Services, or upon request to
28 the Comptroller General of the United States General Accounting Office, or any of their duly authorized

representatives, a copy of this Agreement and such books, documents, and records as are necessary to certify the nature and extent of the costs of these services provided by CONTRACTOR under this Agreement. CONTRACTOR further agrees that in the event CONTRACTOR carries out any of its duties under this Agreement through a subcontract, with a value or cost of Ten Thousand and No/100 Dollars (\$10,000) or more over a twelve (12) month period, with a related organization, such Agreement shall contain a clause to the effect that until the expiration of four (4) years after the furnishing of such services pursuant to such subcontract, the related organizations shall make available, upon written request to the Secretary of the United States General Accounting Office, or any of their duly authorized representatives, a copy of such subcontract and such books, documents, and records of such organization as are necessary to verify the nature and extent of such costs.

29. CHILD ABUSE REPORTING

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

30. CHARITABLE CHOICE

CONTRACTOR may not discriminate in its program delivery against a client or potential client on the basis of religion or religious belief, a refusal to hold a religious belief, or a refusal to actively participate in a religious practice. Any specifically religious activity or service made available to individuals by the CONTRACTOR must be voluntary as well as separate in time and location from County funded activities and services. CONTRACTOR shall inform County as to whether it is faith-based. If CONTRACTOR identifies as faith-based, they must submit to DSS a copy of its policy on referring individuals to alternate treatment CONTRACTOR, and include a copy of this policy in their client admission forms. The policy must inform individuals that they may be referred to an alternative provider if

1 they object to the religious nature of the program, and include a notice to DSS. Adherence to this policy will
2 be monitored during annual site reviews, and a review of client files. If CONTRACTOR identifies as faith-
3 based, by July 1 of each year CONTRACTOR will be required to report to DSS the number of individuals
4 who requested referrals to alternate providers based on religious objection.

5 **31. PERSONNEL DISCLOSURE**

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

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

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

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

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

15 **32. PROHIBITION ON PUBLICITY**

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

23 **33. PROPERTY OF COUNTY**

24 Any use of COUNTY funds provided under this Agreement, as specified in Exhibit B, for the
25 purchase of computer hardware, software and printer must be approved by COUNTY prior to purchase and
26 must meet COUNTY specifications. Any hardware and software so provided shall remain the property of
27 COUNTY and shall revert to COUNTY's physical possession upon termination or expiration of this
28 Agreement. CONTRACTOR agrees to take reasonable and prudent steps to ensure the security of any and

1 all said hardware and software provided to it by COUNTY under this Agreement, to maintain replacement-
2 value insurance coverage on said hardware and software of like kind and quality approved by COUNTY.

3 All purchases over Five Thousand Dollars (\$5,000), and certain purchases under Five
4 Thousand Dollars (\$5,000) such as cameras, televisions, DVD players and other sensitive items, made
5 during the life of this Agreement that will outlive the life of this Agreement, shall be identified as fixed
6 assets with an assigned Fresno County DSS Accounting Inventory Number. These fixed assets shall be
7 retained by COUNTY, as COUNTY property, in the event this Agreement is terminated or upon expiration
8 of this Agreement. CONTRACTOR agrees to participate in an annual inventory of all COUNTY fixed
9 assets and shall be physically present when fixed assets are returned to COUNTY possession at the
10 termination or expiration of this Agreement. CONTRACTOR is responsible for returning to COUNTY all
11 COUNTY owned fixed assets upon the expiration or termination of this Agreement.

12 **34. AUDITS AND INSPECTIONS**

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

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

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

discretion of COUNTY's DSS Director or designee. In addition, COUNTY shall have the sole discretion in the determination of fiscal review outcomes, decisions and actions.

35. NOTICES

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

COUNTY
Director, County of Fresno
Department of Social Services
P.O. Box 1912
Fresno, CA 93721

CONTRACTOR
Executive Director
Aspiranet
1320 E. Shaw Avenue
Suite 140
Fresno, CA 93710

Any and all notices between the COUNTY and the CONTRACTOR provided for or permitted under this Agreement or by law shall be in writing and shall be deemed duly served when personally delivered to one of the parties, or in lieu of such personal services, when deposited in the United States Mail, postage prepaid, addressed to such party.

36. CHANGE OF LEADERSHIP/MANAGEMENT

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

37. GOVERNING LAW

The parties agree that, for the purposes of venue, performance under this Agreement shall only be in Fresno County, California.

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

38. ENTIRE AGREEMENT

This Agreement, including all Exhibits, constitutes the entire agreement between the CONTRACTOR and the COUNTY with respect to the subject matter hereof and supersedes all previous

1 agreement negotiations, proposals, commitments, writings, advertisements, publications, and understandings
2 of any nature whatsoever unless expressly included in this Agreement.

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

3 ATTEST:

4 CONTRACTOR:
5 ASPIRANET

COUNTY OF FRESNO

6 By Vernon Brown

By Brian Pacheco

Brian Pacheco, Chairman
Board of Supervisors

8
9 Print Name: Vernon Brown

10 Title: CEO
11 Chairman of the Board, or
12 President, or any Vice President

BERNICE E. SEIDEL, Clerk
Board of Supervisors

14 By J Treiber

15 Print Name: TREIBER

By Jana C. Seidel

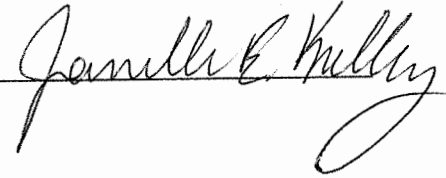
16 Title: CFO
17 Secretary (of Corporation), or
18 any Assistant Secretary, or
19 Chief Financial Officer, or
any Assistant Treasurer

20 Date: 5-10-17

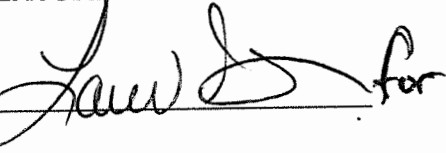
PLEASE SEE ADDITIONAL
SIGNATURE PAGE ATTACHED

22
23
24
25 Mailing Address:
26 1320 E. Shaw Avenue Suite 140
27 Fresno, CA 93710
28 Attn: Vernon Brown, Chief Executive Officer

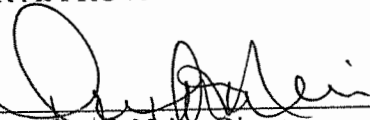
1 APPROVED AS TO LEGAL FORM:
2 DANIEL C. CEDERBORG, COUNTY COUNSEL

3 By 
4
5

6 APPROVED AS TO ACCOUNTING FORM:
7 OSCAR J. GARCIA, C.P.A., AUDITOR – CONTROLLER/
8 TREASURER – TAX COLLECTOR

9 By 
10
11

12
13
14 REVIEWED AND RECOMMENDED
15 FOR APPROVAL

16 By 
17 Delfino E. Neira, Director
18 Department of Social Services
19
20
21
22

23 Fund/Subclass: 0001/10000
24 Organization: 56107001
25 Account: 7870/0
26
27
28

SUMMARY OF SERVICES

ORGANIZATION: Aspiranet

PROJECT TITLE: REACH (Resources, Education, Advocacy, Crisis Intervention, Hope)

ADDRESS: 1320 E. Shaw Avenue Suite 140 Fresno, CA 93710

SERVICES: Post-Adoption Support Services

TELEPHONE: (559) 222-4969

CONTACT: Chad Valorosi, Program Director

EMAIL: cvalorosi@aspiranet.org

CONTRACT PERIOD: July 1, 2017 - June 30, 2020,
with possible two (2) one (1) year extensions

I. SUMMARY OF SERVICES

Aspiranet ("CONTRACTOR") will provide post-adoption support services to families that have finalized adoptions through the County of Fresno Department of Social Services (DSS) and who reside in the County of Fresno. Services will include but not be limited to the core services identified in item III. Minor changes to this Summary of Services may be made with mutual agreement of DSS and CONTRACTOR.

II. TARGET POPULATION

The target population for these services includes families who have finalized adoptions through DSS, including but not limited to: direct referral of a family who is in crisis and/or in need of immediate support, direct referral of a family who would like additional information, resources, and support, and families who access services on their own.

Services are to be provided to an estimated 225 families referred by DSS, annually. Contractor will also be required to provide services to DSS clients on a walk-in basis.

III. CONTRACTOR SHALL BE RESPONSIBLE FOR THE FOLLOWING CORE SERVICES:

A. Information and Referral Services

Will provide resource information and/or referral services based on an assessment and response to each family's unique needs, questions and concerns.

B. Support Groups/Educational Classes

1. Will provide support groups for parents, children, and teens specific to adoptive family issues, facilitated by adoption-competent professionals. Child care will be provided during parent support groups.
2. Will provide educational classes specific to the needs of adoptive parents/families.

C. Mental Health Screening, Assessment and Intervention

1. Will maintain a licensed clinician on staff to provide oversight to the mental health screening and referral process.
2. Staff will assess/screen clients for mental health needs and upon identification of such needs, develop in concurrence with the client, an appropriate plan for intervention and support.
3. Staff will refer the client(s) to adoption-competent therapists in the community and will monitor the acquisition of mental health services.
4. Will provide crisis assessment and intervention services.
5. Will provide short-term, therapeutic services by Master's level Social Workers who have competency and training in adoption related issues.
6. Will provide in-home/community-based case management services.

D. Quarterly Newsletter/Adoption Website

1. Will develop and distribute newsletters to interested families.
2. Will maintain a Fresno County specific Post-Adoption Support website which provides information for families on adoption specific issues.

E. Resource Library/Directory

Will develop and maintain a resource library/directory to aid families in navigating adoption resources available in their community.

F. Community Outreach and Advocacy

Will provide outreach and advocacy services in the community including, but not limited to, networking with local therapists and professionals with adoption expertise.

IV. **COUNTY RESPONSIBILITIES**

- A. Provide referrals to CONTRACTOR. The majority of referrals will consist of families that have finalized adoptions. DSS has discretion to include referral of families that are in the process of adoption and in need of services to stabilize the placement and maintain the permanent plan of adoption, upon mutual approval by DSS and CONTRACTOR.
- B. Notify eligible families of the availability of this service.
- C. Designate a contact person for CONTRACTOR to communicate with when necessary.
- D. Meet with CONTRACTOR monthly or as often as needed, to exchange pertinent information, resolve problems, and work together to coordinate referrals and services.

V. **PERFORMANCE MEASURES**

A. Overall Service Objective:

The goal of these services is to decrease the likelihood of post-adoption placement disruption through strengthening family functioning, and supporting child safety and home stability.

B. Performance Outcomes and Measures:

Identified long-term goals and outcomes are considered preliminary and may be modified, by mutual written consent, by DSS and CONTRACTOR during the contract term. Service provider will report outcomes in a method determined by DSS. Preliminary outcomes are included below:

Outcome to be Reported		Outcome Indicator
Placement Stability	Increased post-finalization placement stability	Youth will remain in the home of the adoptive parents.
Wellness and Attachment	Increased social and emotional wellness and attachment between parent/family and adopted child	Families will report an overall increase in emotional wellness and attachment with their adopted child/youth
Family Functioning and Resiliency	Increased healthy family functioning and resiliency	Families will show an increase in healthy family functioning and resiliency

PROPOSED BUDGET SUMMARY 2017-18 (YEAR 1)VENDOR NAME: Aspiranet

CATEGORY	BUDGET ITEM#	TOTAL
Salaries	0100	\$132,272
Payroll Taxes	0150	\$9,920
Benefits	0200	\$27,778
SUBTOTAL:		\$169,970
SERVICES & SUPPLIES		
Insurance	0250	\$5,462
Communications	0300	\$10,269
Office Expense	0350	\$3,660
Equipment	0400	\$5,124
Facilities	0450	\$4,896
Travel Costs	0500	\$1,800
Program Supplies	0550	\$1,080
Consultancy/Subcontracts	0600	\$1,800
Fiscal & Audits	0650	\$
Training	0660	\$480
Indirect Costs	0700	\$20,455
SUBTOTAL:		\$55,025
TOTAL EXPENSES:		\$224,996.00

Note: Costs such as mileage should be included under Transportation. If a bidder requires consultant services, this can be included in "Contracts" but must accompany a detailed description and justification in the Proposed Budget Detail Narrative. Bidders may list additional expenses under "Other" but the County reserves the right to approve these costs upon award notification.

PROPOSED BUDGET DETAIL 2017-18 (Personnel)VENDOR NAME: AspiranetSALARIES

Position	% of Time on Project	Number of Months	Monthly Salary/Hourly Wages	Salary/Wages Funds Requested
Associate Division Director	.05	12	\$6,600 / \$38	\$3,960
Division Director	.05	12	\$6,300 / 36.34	\$3,780
Program Supervisor	.50	12	\$4,535 / 26.16	\$27,210
Social Workers	2.0	12	\$3,950 / 22.79	\$94,800
Administrative Assistant	.02	12	\$2,772 / 15.99	\$665
Communications Coordinator	.05	12	\$3,095 / 17.85	\$1,857

Total Salaries/ Wages \$132,272

BENEFITS (Health Ins; Life Ins; Retirement; Other benefits)

Benefit Item (<u>Calculation</u>)	Item Total
<u>Payroll Taxes 7.65%</u>	<u>\$10,119</u>
<u>Workers Comp 4.30%</u>	<u>\$5,688</u>
<u>Unemployment 3.70%</u>	<u>\$4,894</u>
<u>Health 10.0%</u>	<u>\$13,227</u>
<u>Fringe 2.25%</u>	<u>\$2,976</u>
<u>Pension 0.60%</u>	<u>\$794</u>
TOTAL SALARIES AND BENEFITS:	<u>\$169,970</u>

PROPOSED BUDGET DETAIL 2017-18 (Services and Supplies)**VENDOR NAME:** Aspiranet

BUDGET LINE ITEM	CATEGORY & DESCRIPTION/ CALCULATION	SUBTOTAL	TOTAL
250	Insurance Liability/Auto/Etc.	\$5,462	\$5,462
300	Communications Cell Phone Monthly Service Office Internet/Phone Service IT Services	\$1,176 \$900 \$8,193	\$10,269
350	Office Expenses Postage General Office Supplies Printing	\$300 \$360 \$3,000	\$3,660
400	Equipment Copier Lease Computers Furniture	\$120 \$3,324 \$1,680	\$5,124
450	Facilities Rent Building Supplies Event Rent	\$3,600 \$96 \$1,200	\$4,896
500	Travel Costs Mileage	\$1,800	\$1,800
550	Program Supplies Misc Program Supplies (Books, Reference Materials, Training Materials)	\$1,080	\$1,080
600	Consultants/Subcontracts (Childcare worker, Trainer, Translator, Clinical Supervisor)	\$1,800	\$1,800
660	Trainings	\$480	\$480
700	Indirect Costs @10%	\$20,454	\$20,455
TOTAL EXPENSES			\$224,996

PROPOSED BUDGET DETAIL NARRATIVE 2017-18**VENDOR NAME:** Aspiranet

Explain the amounts entered in the Proposed Budget Detail. A clear and concise narrative shall provide a detailed explanation of the proposed budget amount that will be spent on each budget line item. There is no recommendation for page length.

PERSONNEL EXPENSES: \$169,970

Associate Division Director: \$3,960 (0.05 FTE) (\$6,600 month/\$38 hour)

Program Director: \$3,780 (0.05 FTE) (\$6,300 month/\$36.34 hour)

Program Supervisor: \$27,210 (0.50 FTE) (\$4,535 month/\$26.26 hour)

Social Workers: \$94,800 (2.0 FTE) (\$3,950 month/22.79 hour X 2)

Administrative Assistant: \$665 (0.02 FTE) (\$2,772 month/15.99 hour)

Communications Coordinator: \$1,857 (0.05 FTE) (\$3,095 month/\$17.85 hour)

Subtotal Personnel: \$132,272
Payroll Taxes: \$10,119

Payroll Taxes: \$10,119

FICA-ER is figured at 7.65% of the above payroll expenses.

Benefits: \$27,579

Benefits are figured at 20.8% of the above personnel expenses.

Worker's Compensation at 4.30% - \$5,688

Unemployment at 3.70% - \$4,894

Health Insurance at 10.0% - \$13,227

Fringe at 2.25% - \$2,976

Pension at 0.60% - \$794

Subtotal Taxes and Benefits: \$37,698
SERVICES & SUPPLIES EXPENSES: \$34,571**Insurance: \$5,462**

Includes liability, works comp, and auto insurance

Communications: \$10,269

Cell Phone Monthly Service/Mifi Wireless \$39 per month per person costs for: 2 FTE Social Workers and a .50 FTE Program Supervisor, for total cost of \$98 per month.

Cost of cell phone for the REACH Social Workers and Supervisor so they are available for post-adoptive families.

Office Internet/Phone Service: \$900

Costs include REACH staff access and use of internet and telephone to ensure communication with REACH clients and use of computer for data entry and documentation. (\$75 month/\$900/year).

IT Services: \$8,193

The technology cost for Aspiranet provides complete support of all IT and telecommunications systems used by Aspiranet. Support includes, but is not limited to, the following: Network & Server monitoring and ongoing maintenance, data hosting, equipment repair and refurbishment, 24/7 user Helpdesk support, application development, application and hardware user support, application and equipment training, mobile device configuration and staff support, on-boarding and off-boarding staff, network peripherals, including multifunction devices, printers and other equipment, staff remote portal access to internet and email, and workstation configuration @ \$683 month/\$8,193 year.

Office Expenses: \$3,660

Postage: \$300

Includes monthly mailings of project brochure, newsletter and additional resource material. (\$25/month \$300/year).

General Office Supplies: \$360

Includes all paper goods, general office supplies, and any other items needed to maintain the project. (\$30 month/\$360/year).

Printing: \$3,000

Includes materials used to produce the resource directory, quarterly newsletter and project brochures. (\$250/month \$3,000/year).

Equipment Expenses: \$5,124

Copier Lease: \$120

Cost covers the cost of REACH staff use of copier/printer. (\$10/month \$120/year).

Computers: \$3,324

Cost for laptops for 2 FTE REACH Social Workers. Cost of laptop is \$1,659 X 2 = \$3,324 (\$277 month/\$3,324/year).

Furniture: \$1,680

Includes cost of furniture for 2 FTE Social Workers, desks \$430 X 2 = \$860, desk chairs \$180 X 2 = \$360, 4 drawer file locked file cabinet \$240 need 1 for program, 3 shelf bookcase for library and resource materials \$220 need 1 for program. (\$140/month/\$1,680/year).

Facilities Expenses: \$4,896

Rent: \$3,600

This includes the use of office space the REACH staff will be using in the Fresno Aspiranet Office, this cost includes utilities, janitor, and Security. (\$300 month/\$3,600/year).

Building Supplies: \$96

Cost includes cost of general supplies to maintain an office building. (\$8/month\$96/year).

Event Rent: \$1,200

Includes costs to rent out space in Fresno County to conduct REACH events or trainings when attendance will exceed capacity of Fresno Aspiranet training/conference room. (\$100/month\$1,200/year).

Travel Expenses: \$1,800

Mileage: \$1,800

Includes mileage for REACH staff to serve clients in their homes or community as well as any mileage needed to attend trainings or community events. Mileage is reimbursed at .44 per mile, estimate mileage among all REACH staff to be 340 miles per month. (\$150/month \$1,800/year).

Program Supplies: \$1,080

Includes any necessary items to provide supplies to the parent training/support groups and children's groups. Supplies can include art supplies, training materials, and refreshments. (\$90/month \$1,080/year).

Consultancy/Subcontracts: \$1,800

Includes Childcare worker to provide childcare during parent training/support groups (4 hours per month at \$18.75 per hour for total of \$75 per month), translator to provide translation services for clients that speak language other than REACH staff (1 hour per month at \$25 per hour for total of \$25 per month), and Clinical Supervisor to provide staff with clinical consultation (2 hours per month at \$25 per hour for total of \$50 per month). Total cost (\$150/month \$1,800/year).

Training: \$480

Includes trainings, workshops and roundtables that the REACH staff will be attending for the purpose of gaining additional knowledge and insight in their work with children and families. (\$40/month, \$480/year).

Indirect Costs: \$20,455

Aspiranet's headquarters shared expenses are calculated at 10.0% of all budget activities. This pays for executive level oversight of program staff, statewide networking and advocacy and fractional portions of rent, postage, equipment, leases, phones and office supplies required by executive staff engaged in the services benefiting the program. These costs also include all payroll, accounts receivable and accounts payable, audits, banking, human resource, risk

EXHIBIT B

management, legal, program direction and other functions carried out by headquarters administrative staff. Aspiranet uses the Simplified Cost Allocation Method as described OMB circular A-122 for allocation of indirect costs. In this method, the total allowable indirect costs are divided by the total of all allowable direct costs associated with programs and grants. The ratio is used as an agency wide factor to distribute indirect costs. The Agency's ratio for fiscal year 2017-2018 is 0.10. This includes: legal costs; accounting costs; auditing costs; human resources; and oversight. Headquarters' expenses are calculated at 10.0% of expenses.

TOTAL FISCAL YEAR 2017-2018 (YEAR 1): 224,996

PROPOSED BUDGET SUMMARY 2018-19 (YEAR 2)VENDOR NAME: Aspiranet

CATEGORY	BUDGET ITEM #	TOTAL
Salaries	0100	\$135,583
Payroll Taxes	0150	\$10,372
Benefits	0200	\$28,269
SUBTOTAL:		\$174,224
SERVICES & SUPPLIES		
Insurance	0250	\$5,599
Communications	0300	\$10,474
Office Expense	0350	\$3,660
Equipment	0400	\$120
Facilities	0450	\$5,076
Travel Costs	0500	\$1,800
Program Supplies	0550	\$1,080
Consultancy/Subcontracts	0600	\$1,800
Fiscal & Audits	0650	\$
Training	0660	\$480
Indirect Costs	0700	\$20,431
SUBTOTAL:		\$50,520
TOTAL EXPENSES:		\$224,744.00

Note: Costs such as mileage should be included under Transportation. If a bidder requires consultant services, this can be included in "Contracts" but must accompany a detailed description and justification in the Proposed Budget Detail Narrative. Bidders may list additional expenses under "Other" but the County reserves the right to approve these costs upon award notification.

PROPOSED BUDGET DETAIL 2018-19 (Personnel)**VENDOR NAME** Aspiranet**SALARIES**

Position	% of Time on Project	Number of Months	Monthly Salary/Hourly Wages	Salary/Wages Funds Requested
Associate Division Director	.05	12	\$6,765/ \$39.02	\$4,059
Division Director	.05	12	\$6,458 / 37.26	\$3,875
Program Supervisor	.50	12	\$4,648 / 26.82	\$27,888
Social Workers	2.0	12	\$4,049 / 23.36	\$97,176
Administrative Assistant	.02	12	\$2,841 / 16.39	\$682
Communications Coordinator	.05	12	\$3,172 / 18.30	\$1,903

Total Salaries/ Wages \$135,583

BENEFITS (Health Ins; Life Ins; Retirement; Other benefits)

<u>Benefit Item {Calculation}</u>	<u>Item Total</u>
Payroll Taxes 7.65%	\$10,372
Workers Comp 4.30%	\$5,830
Unemployment 3.70%	\$5,017
Health 10.0%	\$13,558
Fringe 2.25%	\$3,051
Pension 0.60%	\$813
TOTAL SALARIES AND BENEFITS:	\$174,224

PROPOSED BUDGET DETAIL 2018-19 (Services and Supplies)**VENDOR NAME:** Aspiranet

BUDGET LINE ITEM	CATEGORY & DESCRIPTION/ CALCULATION	SUBTOTAL	TOTAL
250	Insurance Liability/Auto/Etc.	\$5,599	\$5,599
300	Communications Cell Phone Monthly Service Office Internet/Phone Service IT Services	\$1,176 \$900 \$8,398	\$10,474
350	Office Expenses Postage General Office Supplies Printing	\$300 \$360 \$3,000	\$3,660
400	Equipment Copier Lease	\$120	\$120
450	Facilities Rent Building Supplies Event Rent	\$3,780 \$96 \$1,200	\$5,076
500	Travel Costs Mileage	\$1,800	\$1,800
550	Program Supplies Misc Program Supplies (Books, Reference Materials, Training Materials)	\$1,080	\$1,080
600	Consultants/Subcontracts (Childcare worker, Trainer, Translator, Clinical Supervisor)	\$1,800	\$1,800
660	Trainings	\$480	\$480
700	Indirect Costs 1@10%	\$20,454	\$20,431
TOTAL EXPENSES			\$224,744

PROPOSED BUDGET DETAIL NARRATIVE 2018-19**VENDOR NAME:** Aspiranet

Explain the amounts entered in the Proposed Budget Detail. A clear and concise narrative shall provide a detailed explanation of the proposed budget amount that will be spent on each budget line item. There is no recommendation for page length.

PERSONNEL EXPENSES: \$174,224

Associate Division Director: \$4,059 (0.05 FTE) (\$6,765 month/\$39.03 hour)

Program Director: \$3,875 (0.05 FTE) (\$6,458 month/\$37.26 hour)

Program Supervisor: \$27,888 (0.50 FTE) (\$4,648 month/\$26.82 hour)

Social Workers: \$97,176 (2.0 FTE) (\$4,049 month/23.36 hour X 2)

Administrative Assistant: \$682 (0.02 FTE) (\$2,841 month/16.39 hour)

Communications Coordinator: \$1,903 (0.05 FTE) (\$3,172 month/\$18.30 hour)

Subtotal Personnel: \$135,583**Payroll Taxes: \$10,372**

Payroll Taxes: \$10,372

FICA-ER is figured at 7.65% of the above payroll expenses.

Benefits: \$28,269

Benefits are figured at 20.8% of the above personnel expenses.

WC at 4.30% - \$5,830

Unemployment at 3.70% - \$5,017

Health Insurance at 10.0% - \$13,558

Fringe at 2.25% - \$3,051

Pension at 0.60% - \$813

Subtotal Taxes and Benefits: \$38,641**SERVICES & SUPPLIES EXPENSES: \$50,520****Insurance: \$5,599**

Includes liability, workers comp, and auto insurance

Communications: \$10,474

Cell Phone Monthly Service/Mifi Wireless \$39 per month per person costs for: 2 FTE Social Workers and a .50 FTE Program Supervisor, for total cost of \$98 per month.

Cost of cell phone for the REACH Social Workers and Supervisor so they are available for post-adoptive families.

Office Internet/Phone Service: \$900

Costs include REACH staff access and use of internet and telephone to ensure communication with REACH clients and use of computer for data entry and documentation. (\$75 month/\$900/year).

IT Services: \$8,398

The technology cost for Aspiranet provides complete support of all IT and telecommunications systems used by Aspiranet. Support includes, but is not limited to, the following: Network & Server monitoring and ongoing maintenance, data hosting, equipment repair and refurbishment, 24/7 user Helpdesk support, application development, application and hardware user support, application and equipment training, mobile device configuration and staff support, on-boarding and off-boarding staff, network peripherals, including multifunction devices, printers and other equipment, staff remote portal access to internet and email, and workstation configuration @ \$699 month/\$8,398 year.

Office Expenses: \$3,660

Postage: \$300

Includes monthly mailings of project brochure, newsletter and additional resource material. (\$25/month \$300/year).

General Office Supplies: \$360

Includes all paper goods, general office supplies, and any other items needed to maintain the project. (\$30 month/\$360/year).

Printing: \$3,000

Includes materials used to produce the resource directory, quarterly newsletter and project brochures. (\$250/month \$3,000/year).

Equipment Expenses: \$120

Copier Lease: \$120

Cost covers the cost of REACH staff use of copier/printer. (\$10/month \$120/year).

Facilities Expenses: \$5,076

Rent: \$3,780

This includes the use of office space the REACH staff will be using in the Fresno Aspiranet Office, this cost includes utilities, janitor, and Security. (\$315 month/\$3,780/year).

Building Supplies: \$96

Cost includes cost of general supplies to maintain an office building. (\$8/month \$96/year).

Event Rent: \$1,200

Includes costs to rent out space in Fresno county to conduct REACH events or trainings when attendance will exceed capacity of Fresno Aspiranet training/conference room. (\$100/month \$1,200/year).

Travel Expenses: \$1,800**Mileage: \$1,800**

Includes mileage for REACH staff to serve clients in their homes or community as well as any mileage needed to attend trainings or community events. Mileage is reimbursed at .44 per mile, estimate mileage among all REACH staff to be 340 miles per month. (\$150/month \$1,800/year).

Program Supplies: \$1,080

Includes any necessary items to provide supplies to the parent training/support groups and children's groups. Supplies can include art supplies, training materials, and refreshments. (\$90/month \$1,080/year).

Consultancy/Subcontracts: \$1,800

Includes Childcare worker to provide childcare during parent training/support groups (4 hours per month at \$18.75 per hour for total of \$75 per month), translator to provide translation services for clients that speak language other than REACH staff (1 hour per month at \$25 per hour for total of \$25 per month), and Clinical Supervisor to provide staff with clinical consultation (2 hours per month at \$25 per hour for total of \$50 per month). Total cost (\$150/month \$1,800/year).

Training: \$480

Includes trainings, workshops and roundtables that the REACH staff will be attending for the purpose of gaining additional knowledge and insight in their work with children and families. (\$40/month, \$480/year).

Indirect Costs: \$20,431

Aspiranet's headquarters shared expenses are calculated at 10.0% of all budget activities. This pays for executive level oversight of program staff, statewide networking and advocacy and fractional portions of rent, postage, equipment, leases, phones and office supplies required by executive staff engaged in the services benefiting the program. These costs also include all payroll, accounts receivable and accounts payable, audits, banking, human resource, risk management, legal, program direction and other functions carried out by headquarters administrative staff. Aspiranet uses the Simplified Cost Allocation Method as described OMB circular A-122 for allocation of indirect costs. In this method, the total allowable indirect costs are divided by the total of all allowable direct costs associated with programs and grants. The ratio is used as an agency wide factor to distribute indirect costs. The Agency's ratio for fiscal year 2017-2018 is 0.10. This includes: legal costs; accounting costs; auditing costs; human resources; and oversight. Headquarters' expenses are calculated at 10.0% of expenses.

TOTAL FISCAL YEAR 2018-2019 (YEAR 2): 224,744

PROPOSED BUDGET SUMMARY 2019-20 (YEAR 3)VENDOR NAME: Aspiranet

CATEGORY	BUDGET ITEM #	TOTAL
Salaries	0100	\$135,583
Payroll Taxes	0150	\$10,372
Benefits	0200	\$28,269
SUBTOTAL:		\$174,224
SERVICES & SUPPLIES		
Insurance	0250	\$5,599
Communications	0300	\$10,474
Office Expense	0350	\$3,660
Equipment	0400	\$120
Facilities	0450	\$5,268
Travel Costs	0500	\$1,800
Program Supplies	0550	\$1,080
Consultancy/Subcontracts	0600	\$1,800
Fiscal & Audits	0650	\$
Training	0660	\$480
Indirect Costs	0700	\$20,451
SUBTOTAL:		\$50,732
TOTAL EXPENSES:		\$224,956.00

Note: Costs such as mileage should be included under Transportation. If a bidder requires consultant services, this can be included in "Contracts" but must accompany a detailed description and justification in the Proposed Budget Detail Narrative. Bidders may list additional expenses under "Other" but the County reserves the right to approve these costs upon award notification.

PROPOSED BUDGET DETAIL 2019-20 (Personnel)**VENDOR NAME:** Aspiranet**SALARIES**

Position	% of Time on Project	Number of Months	Monthly Salary/Hourly Wages	Salary/Wages Funds Requested
Associate Division Director	.05	12	\$6,765/ \$39.02	\$4,059
Division Director	.05	12	\$6,458 / 37.26	\$3,875
Program Supervisor	.50	12	\$4,648 / 26.82	\$27,888
Social Workers	2.0	12	\$4,049 / 23.36	\$97,176
Administrative Assistant	.02	12	\$2,841 / 16.39	\$682
Communications Coordinator	.05	12	\$3,172 / 18.30	\$1,903

Total Salaries/ Wages \$135,583

BENEFITS (Health Ins; Life Ins; Retirement; Other benefits)

Benefit Item <u>(Calculation)</u>	Item Total
Payroll Taxes 7.65%	\$10,372
Workers Comp 4.30%	\$5,830
Unemployment 3.70%	\$5,017
Health 10.0%	\$13,558
Fringe 2.25%	\$3,051
Pension 0.60%	\$813
TOTAL SALARIES AND BENEFITS:	\$174,224

PROPOSED BUDGET DETAIL 2019-20 (Services and Supplies)**VENDOR NAME:** Aspiranet

BUDGET LINE ITEM	CATEGORY & DESCRIPTION/ CALCULATION	SUBTOTAL	TOTAL
250	Insurance Liability/Auto/Etc.	\$5,599	\$5,599
300	Communications Cell Phone Monthly Service Office Internet/Phone Service IT Services	\$1,176 \$900 \$8,398	\$10,474
350	Office Expenses Postage General Office Supplies Printing	\$300 \$360 \$3,000	\$3,660
400	Equipment Copier Lease	\$120	\$120
450	Facilities Rent Building Supplies Event Rent	\$3,780 \$96 \$1,200	\$5,076
500	Travel Costs Mileage	\$1,800	\$1,800
550	Program Supplies Misc Program Supplies (Books, Reference Materials, Training Materials)	\$1,080	\$1,080
600	Consultants/Subcontracts (Childcare worker, Trainer, Translator, Clinical Supervisor)	\$1,800	\$1,800
660	Trainings	\$480	\$480
700	Indirect Costs @10%	\$20,451	\$20,451
TOTAL EXPENSES			\$224,956

PROPOSED BUDGET DETAIL NARRATIVE 2019-20**VENDOR NAME:** Aspiranet

Explain the amounts entered in the Proposed Budget Detail. A clear and concise narrative shall provide a detailed explanation of the proposed budget amount that will be spent on each budget line item. There is no recommendation for page length.

PERSONNEL EXPENSES: \$174,224

Associate Division Director: \$4,059 (0.05 FTE) (\$6,765 month/\$39.03 hour)

Program Director: \$3,875 (0.05 FTE) (\$6,458 month/\$37.26 hour)

Program Supervisor: \$27,888 (0.50 FTE) (\$4,648 month/\$26.82 hour)

Social Workers: \$97,176 (2.0 FTE) (\$4,049 month/23.36 hour X 2)

Administrative Assistant: \$682 (0.02 FTE) (\$2,841 month/16.39 hour)

Communications Coordinator: \$1,903 (0.05 FTE) (\$3,172 month/\$18.30 hour)

Subtotal Personnel: \$135,583
Payroll Taxes: \$10,372

Payroll Taxes: \$10,372

FICA-ER is figured at 7.65% of the above payroll expenses.

Benefits: \$28,269

Benefits are figured at 20.8% of the above personnel expenses.

WC at 4.30% - \$5,830

Unemployment at 3.70% - \$5,017

Health Insurance at 10.0% - \$13,558

Fringe at 2.25% - \$3,051

Pension at 0.60% - \$813

Subtotal Taxes and Benefits: \$38,641
SERVICES & SUPPLIES EXPENSES: \$50,520**Insurance: \$5,599**

Includes liability, works comp, and auto insurance

Communications: \$10,474

Cell Phone Monthly Service/Mifi Wireless \$39 per month per person costs for: 2 FTE Social Workers and a .50 FTE Program Supervisor, for total cost of \$98 per month.

Cost of cell phone for the REACH Social Workers and Supervisor so they are available for post-adoptive families.

Office Internet/Phone Service: \$900

Costs include REACH staff access and use of internet and telephone to ensure communication with REACH clients and use of computer for data entry and documentation. (\$75 month/\$900/year).

IT Services: \$8,398

The technology cost for Aspiranet provides complete support of all IT and telecommunications systems used by Aspiranet. Support includes, but is not limited to, the following: Network & Server monitoring and ongoing maintenance, data hosting, equipment repair and refurbishment, 24/7 user Helpdesk support, application development, application and hardware user support, application and equipment training, mobile device configuration and staff support, on-boarding and off-boarding staff, network peripherals, including multifunction devices, printers and other equipment, staff remote portal access to internet and email, and workstation configuration @ \$699 month/\$8,398 year.

Office Expenses: \$3,660

Postage: \$300

Includes monthly mailings of project brochure, newsletter and additional resource material. (\$25/month \$300/year).

General Office Supplies: \$360

Includes all paper goods, general office supplies, and any other items needed to maintain the project. (\$30 month/\$360/year).

Printing: \$3,000

Includes materials used to produce the resource directory, quarterly newsletter and project brochures. (\$250/month \$3,000/year).

Equipment Expenses: \$120

Copier Lease: \$120

Cost covers the cost of REACH staff use of copier/printer. (\$10/month \$120/year).

Facilities Expenses: \$5,268

Rent: \$3,780

This includes the use of office space the REACH staff will be using in the Fresno Aspiranet Office, this cost includes utilities, janitor, and Security. (\$331 month/\$3,972/year).

Building Supplies: \$96

Cost includes cost of general supplies to maintain an office building. (\$8/month\$96/year).

Event Rent: \$1,200

Includes costs to rent out space in Fresno county to conduct REACH events or trainings when attendance will exceed capacity of Fresno Aspiranet training/conference room. (\$100/month \$1,200/year).

Travel Expenses: \$1,800

Mileage: \$1,800

Includes mileage for REACH staff to serve clients in their homes or community as well as any mileage needed to attend trainings or community events. Mileage is reimbursed at .44 per mile, estimate mileage among all REACH staff to be 340 miles per month. (\$150/month \$1,800/year).

Program Supplies: \$1,080

Includes any necessary items to provide supplies to the parent training/support groups and children's groups. Supplies can include art supplies, training materials, and refreshments. (\$90/month \$1,080/year).

Consultancy/Subcontracts: \$1,800

Includes Childcare worker to provide childcare during parent training/support groups (4 hours per month at \$18.75 per hour for total of \$75 per month), translator to provide translation services for clients that speak language other than REACH staff (1 hour per month at \$25 per hour for total of \$25 per month), and Clinical Supervisor to provide staff with clinical consultation (2 hours per month at \$25 per hour for total of \$50 per month). Total cost (\$150/month \$1,800/year).

Training: \$480

Includes trainings, workshops and roundtables that the REACH staff will be attending for the purpose of gaining additional knowledge and insight in their work with children and families. (\$40/month, \$480/year).

Indirect Costs: \$20,451

Aspiranet's headquarters shared expenses are calculated at 10.0% of all budget activities. This pays for executive level oversight of program staff, statewide networking and advocacy and fractional portions of rent, postage, equipment, leases, phones and office supplies required by executive staff engaged in the services benefiting the program. These costs also include all payroll, accounts receivable and accounts payable, audits, banking, human resource, risk management, legal, program direction and other functions carried out by headquarters administrative staff. Aspiranet uses the Simplified Cost Allocation Method as described OMB circular A-122 for allocation of indirect costs. In this method, the total allowable indirect costs are divided by the total of all allowable direct costs associated with programs and grants. The ratio is used as an agency wide factor to distribute indirect costs. The Agency's ratio for fiscal year 2017-2018 is 0.10. This includes: legal costs; accounting costs; auditing costs; human resources; and oversight. Headquarters' expenses are calculated at 10.0% of expenses.

TOTAL FISCAL YEAR 2019-2020 (YEAR 3): 224,956

PROPOSED BUDGET SUMMARY 2020-21 (YEAR 4)VENDOR NAME: Aspiranet

CATEGORY	BUDGET ITEM #	TOTAL
Salaries	0100	\$135,583
Payroll Taxes	0150	\$10,372
Benefits	0200	\$28,269
SUBTOTAL:		\$174,224
SERVICES & SUPPLIES		
Insurance	0250	\$5,599
Communications	0300	\$10,474
Office Expense	0350	\$3,660
Equipment	0400	\$120
Facilities	0450	\$5,268
Travel Costs	0500	\$1,800
Program Supplies	0550	\$1,080
Consultancy/Subcontracts	0600	\$1,800
Fiscal & Audits	0650	\$
Training	0660	\$480
Indirect Costs	0700	\$20,451
SUBTOTAL:		\$50,732
TOTAL EXPENSES:		\$224,956.00

Note: Costs such as mileage should be included under Transportation. If a bidder requires consultant services, this can be included in "Contracts" but must accompany a detailed description and justification in the Proposed Budget Detail Narrative. Bidders may list additional expenses under "Other" but the County reserves the right to approve these costs upon award notification.

PROPOSED BUDGET DETAIL 2020-21 (Personnel)VENDOR NAME: Aspiranet**SALARIES**

Position	% of Time on Project	Number of Months	Monthly Salary/Hourly Wages	Salary/Wages Funds Requested
Associate Division Director	.05	12	\$6,765/ \$39.02	\$4,059
Division Director	.05	12	\$6,458 / 37.26	\$3,875
Program Supervisor	.50	12	\$4,648 /26.82	\$27,888
Social Workers	2.0	12	\$4,049 /23.36	\$97,176
Administrative Assistant	.02	12	\$2,841 / 16.39	\$682
Communications Coordinator	.05	12	\$3,172 / 18.30	\$1,903

Total Salaries/ Wages \$135,583

BENEFITS (Health Ins; Life Ins; Retirement; Other benefits)

<u>Benefit Item (Calculation)</u>	<u>Item Total</u>
Payroll Taxes 7.65%	\$10,372
Workers Comp 4.30%	\$5,830
Unemployment 3.70%	\$5,017
Health 10.0%	\$13,558
Fringe 2.25%	\$3,051
Pension 0.60%	\$813
TOTAL SALARIES AND BENEFITS:	\$174,224

PROPOSED BUDGET DETAIL 2020-21 (Services and Supplies)

VENDOR NAME: Aspiranet

BUDGET LINE ITEM	CATEGORY & DESCRIPTION/ CALCULATION	SUBTOTAL	TOTAL
250	Insurance Liability/Auto/Etc.	\$5,599	\$5,599
300	Communications Cell Phone Monthly Service Office Internet/Phone Service IT Services	\$1,176 \$900 \$8,398	\$10,474
350	Office Expenses Postage General Office Supplies Printing	\$300 \$360 \$3,000	\$3,660
400	Equipment Copier Lease	\$120	\$120
450	Facilities Rent Building Supplies Event Rent	\$3,780 \$96 \$1,200	\$5,076
500	Travel Costs Mileage	\$1,800	\$1,800
550	Program Supplies Misc Program Supplies (Books, Reference Materials, Training Materials)	\$1,080	\$1,080
600	Consultants/Subcontracts (Childcare worker, Trainer, Translator, Clinical Supervisor)	\$1,800	\$1,800
660	Trainings	\$480	\$480
700	Indirect Costs @10%	\$20,451	\$20,451
TOTAL EXPENSES			\$224,956

PROPOSED BUDGET DETAIL NARRATIVE 2020-21**VENDOR NAME:** Aspiranet

Explain the amounts entered in the Proposed Budget Detail. A clear and concise narrative shall provide a detailed explanation of the proposed budget amount that will be spent on each budget line item. There is no recommendation for page length.

PERSONNEL EXPENSES: \$174,224

Associate Division Director: \$4,059 (0.05 FTE) (\$6,765 month/\$39.03 hour)

Program Director: \$3,875 (0.05 FTE) (\$6,458 month/\$37.26 hour)

Program Supervisor: \$27,888 (0.50 FTE) (\$4,648 month/\$26.82 hour)

Social Workers: \$97,176 (2.0 FTE) (\$4,049 month/23.36 hour X 2)

Administrative Assistant: \$682 (0.02 FTE) (\$2,841 month/16.39 hour)

Communications Coordinator: \$1,903 (0.05 FTE) (\$3,172 month/\$18.30 hour)

Subtotal Personnel: \$135,583
Payroll Taxes: \$10,372

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FICA-ER is figured at 7.65% of the above payroll expenses.

Benefits: \$28,269

Benefits are figured at 20.8% of the above personnel expenses.

WC at 4.30% - \$5,830

Unemployment at 3.70% - \$5,017

Health Insurance at 10.0% - \$13,558

Fringe at 2.25% - \$3,051

Pension at 0.60% - \$813

Subtotal Taxes and Benefits: \$38,641
SERVICES & SUPPLIES EXPENSES: \$50,520**Insurance: \$5,599**

Includes liability, workers comp, and auto insurance

Communications: \$10,474

Cell Phone Monthly Service/Mifi Wireless \$39 per month per person costs for: 2 FTE Social Workers and a .50 FTE Program Supervisor, for total cost of \$98 per month.

Cost of cell phone for the REACH Social Workers and Supervisor so they are available for post-adoptive families.

Office Internet/Phone Service: \$900

Costs include REACH staff access and use of internet and telephone to ensure communication with REACH clients and use of computer for data entry and documentation. (\$75 month/\$900/year).

IT Services: \$8,398

The technology cost for Aspiranet provides complete support of all IT and telecommunications systems used by Aspiranet. Support includes, but is not limited to, the following: Network & Server monitoring and ongoing maintenance, data hosting, equipment repair and refurbishment, 24/7 user Helpdesk support, application development, application and hardware user support, application and equipment training, mobile device configuration and staff support, on-boarding and off-boarding staff, network peripherals, including multifunction devices, printers and other equipment, staff remote portal access to internet and email, and workstation configuration @ \$699 month/\$8,398 year.

Office Expenses: \$3,660

Postage: \$300

Includes monthly mailings of project brochure, newsletter and additional resource material. (\$25/month \$300/year).

General Office Supplies: \$360

Includes all paper goods, general office supplies, and any other items needed to maintain the project. (\$30 month/\$360/year).

Printing: \$3,000

Includes materials used to produce the resource directory, quarterly newsletter and project brochures. (\$250/month \$3,000/year).

Equipment Expenses: \$120

Copier Lease: \$120

Cost covers the cost of REACH staff use of copier/printer. (\$10/month \$120/year).

Facilities Expenses: \$5,268

Rent: \$3,780

This includes the use of office space the REACH staff will be using in the Fresno Aspiranet Office, this cost includes utilities, janitor, and Security. (\$331 month/\$3,972/year).

Building Supplies: \$96

Cost includes cost of general supplies to maintain an office building. (\$8/month\$96/year).

Event Rent: \$1,200

Includes costs to rent out space in Fresno county to conduct REACH events or trainings when attendance will exceed capacity of Fresno Aspiranet training/conference room. (\$100/month \$1,200/year).

Travel Expenses: \$1,800**Mileage: \$1,800**

Includes mileage for REACH staff to serve clients in their homes or community as well as any mileage needed to attend trainings or community events. Mileage is reimbursed at .44 per mile, estimate mileage among all REACH staff to be 340 miles per month. (\$150/month \$1,800/year).

Program Supplies: \$1,080

Includes any necessary items to provide supplies to the parent training/support groups and children's groups. Supplies can include art supplies, training materials, and refreshments. (\$90/month \$1,080/year).

Consultancy/Subcontracts: \$1,800

Includes Childcare worker to provide childcare during parent training/support groups (4 hours per month at \$18.75 per hour for total of \$75 per month), translator to provide translation services for clients that speak language other than REACH staff (1 hour per month at \$25 per hour for total of \$25 per month), and Clinical Supervisor to provide staff with clinical consultation (2 hours per month at \$25 per hour for total of \$50 per month). Total cost (\$150/month \$1,800/year).

Training: \$480

Includes trainings, workshops and roundtables that the REACH staff will be attending for the purpose of gaining additional knowledge and insight in their work with children and families. (\$40/month, \$480/year).

Indirect Costs: \$20,451

Aspiranet's headquarters shared expenses are calculated at 10.0% of all budget activities. This pays for executive level oversight of program staff, statewide networking and advocacy and fractional portions of rent, postage, equipment, leases, phones and office supplies required by executive staff engaged in the services benefiting the program. These costs also include all payroll, accounts receivable and accounts payable, audits, banking, human resource, risk management, legal, program direction and other functions carried out by headquarters administrative staff. Aspiranet uses the Simplified Cost Allocation Method as described OMB circular A-122 for allocation of indirect costs. In this method, the total allowable indirect costs are divided by the total of all allowable direct costs associated with programs and grants. The ratio is used as an agency wide factor to distribute indirect costs. The Agency's ratio for fiscal year 2017-2018 is 0.10. This includes: legal costs; accounting costs; auditing costs; human resources; and oversight. Headquarters' expenses are calculated at 10.0% of expenses.

TOTAL FISCAL YEAR 2020-2021 (YEAR 4): \$224,956

PROPOSED BUDGET SUMMARY 2021-22 (YEAR 5)VENDOR NAME: Aspiranet

CATEGORY	BUDGET ITEM #	TOTAL
Salaries	0100	\$135,583
Payroll Taxes	0150	\$10,372
Benefits	0200	\$28,269
SUBTOTAL:		\$174,224
SERVICES & SUPPLIES		
Insurance	0250	\$5,599
Communications	0300	\$10,474
Office Expense	0350	\$3,660
Equipment	0400	\$120
Facilities	0450	\$5,268
Travel Costs	0500	\$1,800
Program Supplies	0550	\$1,080
Consultancy/Subcontracts	0600	\$1,800
Fiscal & Audits	0650	\$
Training	0660	\$480
Indirect Costs	0700	\$20,451
SUBTOTAL:		\$50,732
TOTAL EXPENSES:		\$224,956.00

Note: Costs such as mileage should be included under Transportation. If a bidder requires consultant services, this can be included in "Contracts" but must accompany a detailed description and justification in the Proposed Budget Detail Narrative. Bidders may list additional expenses under "Other" but the County reserves the right to approve these costs upon award notification.

PROPOSED BUDGET DETAIL 2021-22 (Personnel)VENDOR NAME: Aspiranet**SALARIES**

Position	% of Time on Project	Number of Months	Monthly Salary/Hourly Wages	Salary/Wages Funds Requested
Associate Division Director	.05	12	\$6,765/ \$39.02	\$4,059
Division Director	.05	12	\$6,458 / 37.26	\$3,875
Program Supervisor	.50	12	\$4,648 / 26.82	\$27,888
Social Workers	2.0	12	\$4,049 / 23.36	\$97,176
Administrative Assistant	.02	12	\$2,841 / 16.39	\$682
Communications Coordinator	.05	12	\$3, 172 / 18.30	\$1,903

Total Salaries/ Wages \$135,583

BENEFITS (Health Ins; Life Ins; Retirement; Other b e n e f i t s)

<u>Benefit Item (Calculation)</u>	<u>Item Total</u>
Payroll Taxes 7.65%	\$10,372
Workers Comp 4.30%	\$5,830
Unemployment 3.70%	\$5,017
Health 10.0%	\$13,558
Fringe 2.25%	\$3,051
Pension 0.60%	\$813
TOTAL SALARIES AND BENEFITS:	\$174,224

PROPOSED BUDGET DETAIL 2021-2022 (Services and Supplies)**VENDOR NAME: Aspiranet**

BUDGET LINE ITEM	CATEGORY & DESCRIPTION/ CALCULATION	SUBTOTAL	TOTAL
250	Insurance Liability/Auto/Etc.	\$5,599	\$5,599
300	Communications Cell Phone Monthly Service Office Internet/Phone Service IT Services	\$1,176 \$900 \$8,398	\$10,474
350	Office Expenses Postage General Office Supplies Printing	\$300 \$360 \$3,000	\$3,660
400	Equipment Copier Lease	\$120	\$120
450	Facilities Rent Building Supplies Event Rent	\$3,780 \$96 \$1,200	\$5,076
500	Travel Costs Mileage	\$1,800	\$1,800
550	Program Supplies Misc Program Supplies (Books, Reference Materials, Training Materials)	\$1,080	\$1,080
600	Consultants/Subcontracts (Childcare worker, Trainer, Translator, Clinical Supervisor)	\$1,800	\$1,800
660	Trainings	\$480	\$480
700	Indirect Costs @10%	\$20,451	\$20,451
TOTAL EXPENSES			\$224,956

PROPOSED BUDGET DETAIL NARRATIVE 2021-2022**VENDOR NAME:** Aspiranet

Explain the amounts entered in the Proposed Budget Detail. A clear and concise narrative shall provide a detailed explanation of the proposed budget amount that will be spent on each budget line item. There is no recommendation for page length.

PERSONNEL EXPENSES: \$174,224

Associate Division Director: \$4,059 (0.05 FTE) {\$6,765 month/\$39.03 hour)

Program Director: \$3,875 (0.05 FTE) {\$6,458 month/\$37.26 hour)

Program Supervisor: \$27,888 (0.50 FTE) (\$4,648 month/\$26.82 hour)

Social Workers: \$97,176 (2.0 FTE) (\$4,049 month/23.36 hour X 2)

Administrative Assistant: \$682 (0.02 FTE) (\$2,841 month/16.39 hour)

Communications Coordinator: \$1,903 (0.05 FTE) (\$3,172 month/\$18.30 hour)

Subtotal Personnel: \$135,583
Payroll Taxes: \$10,372

Payroll Taxes: \$10,372

FICA-ER is figured at 7.65% of the above payroll expenses.

Benefits: \$28,269

Benefits are figured at 20.8% of the above personnel expenses.

WC at 4.30% - \$5,830

Unemployment at 3.70% - \$5,017

Health Insurance at 10.0% - \$13,558

Fringe at 2.25% - \$3,051

Pension at 0.60% - \$813

Subtotal Taxes and Benefits: \$38,641
SERVICES & SUPPLIES EXPENSES: \$50,520**Insurance: \$5,599**

Includes liability, works comp, and auto insurance

Communications: \$10,474

Cell Phone Monthly Service/Mifi Wireless \$39 per month per person costs for: 2 FTE Social Workers and a .50 FTE Program Supervisor, for total cost of \$98 per month.

Cost of cell phone for the REACH Social Workers and Supervisor so they are available for post-adoptive families.

Office Internet/Phone Service: \$900

Costs include REACH staff access and use of internet and telephone to ensure communication with REACH clients and use of computer for data entry and documentation. (\$75 month/\$900/year).

IT Services: \$8,398

The technology cost for Aspiranet provides complete support of all IT and telecommunications systems used by Aspiranet. Support includes, but is not limited to, the following: Network & Server monitoring and ongoing maintenance, data hosting, equipment repair and refurbishment, 24/7 user Helpdesk support, application development, application and hardware user support, application and equipment training, mobile device configuration and staff support, on-boarding and off-boarding staff, network peripherals, including multifunction devices, printers and other equipment, staff remote portal access to internet and email, and workstation configuration @ \$699 month/\$8,398 year.

Office Expenses: \$3,660

Postage: \$300

Includes monthly mailings of project brochure, newsletter and additional resource material. (\$25/month \$300/year).

General Office Supplies: \$360

Includes all paper goods, general office supplies, and any other items needed to maintain the project. (\$30 month/\$360/year).

Printing: \$3,000

Includes materials used to produce the resource directory, quarterly newsletter and project brochures. (\$250/month \$3,000/year).

Equipment Expenses: \$120

Copier Lease: \$120

Cost covers the cost of REACH staff use of copier/printer. (\$10/month \$120/year).

Facilities Expenses: \$5,268

Rent: \$3,780

This includes the use of office space the REACH staff will be using in the Fresno Aspiranet Office, this cost includes utilities, janitor, and Security. (\$331 month/\$3,972/year).

Building Supplies: \$96

Cost includes cost of general supplies to maintain an office building. (\$8/month\$96/year).

Event Rent: \$1,200

Includes costs to rent out space in Fresno County to conduct REACH events or trainings when attendance will exceed capacity of Fresno Aspiranet training/conference room. (\$100/month \$1,200/year).

Travel Expenses: \$1,800**Mileage: \$1,800**

Includes mileage for REACH staff to serve clients in their homes or community as well as any mileage needed to attend trainings or community events. Mileage is reimbursed at .44 per mile, estimate mileage among all REACH staff to be 340 miles per month. (\$150/month \$1,800/year).

Program Supplies: \$1,080

Includes any necessary items to provide supplies to the parent training/support groups and children's groups. Supplies can include art supplies, training materials, and refreshments. (\$90/month \$1,080/year).

Consultancy/Subcontracts: \$1,800

Includes Childcare worker to provide childcare during parent training/support groups (4 hours per month at \$18.75 per hour for total of \$75 per month), translator to provide translation services for clients that speak language other than REACH staff (1 hour per month at \$25 per hour for total of \$25 per month), and Clinical Supervisor to provide staff with clinical consultation (2 hours per month at \$25 per hour for total of \$50 per month). Total cost (\$150/month \$1,800/year).

Training: \$480

Includes trainings, workshops and roundtables that the REACH staff will be attending for the purpose of gaining additional knowledge and insight in their work with children and families. (\$40/month, \$480/year).

Indirect Costs: \$20,451

Aspiranet's headquarters shared expenses are calculated at 10.0% of all budget activities. This pays for executive level oversight of program staff, statewide networking and advocacy and fractional portions of rent, postage, equipment, leases, phones and office supplies required by executive staff engaged in the services benefiting the program. These costs also include all payroll, accounts receivable and accounts payable, audits, banking, human resource, risk management, legal, program direction and other functions carried out by headquarters administrative staff. Aspiranet uses the Simplified Cost Allocation Method as described OMB circular A-122 for allocation of indirect costs. In this method, the total allowable indirect costs are divided by the total of all allowable direct costs associated with programs and grants. The ratio is used as an agency wide factor to distribute indirect costs. The Agency's ratio for fiscal year 2017-2018 is 0.10. This includes: legal costs; accounting costs; auditing costs; human resources; and oversight. Headquarters' expenses are calculated at 10.0% of e x p e n s e s .

TOTAL FISCAL YEAR 2021-2022 (YEAR 5): \$224,956

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 Aspiranet (PROVIDER), related to provision of services, 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 County of Fresno Department of Social Services Director or designee.

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

SIGNATURE

DATE