

A G R E E M E N T

THIS AGREEMENT is made and entered into this 27th day of April, by and between the COUNTY OF FRESNO, a Political Subdivision of the State of California, hereinafter referred to as "COUNTY", and **Central Valley Children's Services Network**, a California non-profit public benefit corporation whose address is 1911 N. Helm Avenue, Fresno, CA 93727, hereinafter referred to as "SUBRECIPIENT".

W I T N E S S E T H:

WHEREAS, COUNTY, through its Department of Social Services (DSS), desires to enter into an agreement with the SUBRECIPIENT for the purpose of providing parenting education for parents involved with Child Welfare; and

WHEREAS, SUBRECIPIENT has the qualified personnel, facilities and resources to provide services desired by COUNTY;

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

1. SERVICES

A. SUBRECIPIENT shall perform all services and fulfill all responsibilities set forth in Exhibit A, Summary of Services, attached hereto and by this reference incorporated herein.

B. SUBRECIPIENT shall perform all services and fulfill all responsibilities as identified in COUNTY'S Request for Proposal (RFP) No. 21-019 dated December 2, 2020 and Addendum No. One (1), dated December 28, 2020 hereinafter collectively referred to as COUNTY'S RFP 21-019, and SUBRECIPIENT'S response to said RFP, all incorporated herein and by reference made part of this Agreement.

C. In the event of any inconsistency among the documents described in Paragraph 1.A and 1.B herein above, 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 RFP 21-019; and 3) to SUBRECIPIENT'S Response to RFP. A copy of COUNTY'S RFP 21-019 and SUBRECIPIENT'S response shall be retained and made available during the term of this Agreement by

COUNTY'S DSS.

D. In the event of the termination or expiration of this Agreement in accordance with Section Three (3) of this Agreement, SUBRECIPIENT shall provide transitional services to clients currently receiving services, working with DSS staff and/or COUNTY'S contracted vendor(s). Transitional services shall include, but not limited to the transfer of client records and shall not exceed a maximum of thirty (30) days. This section of the Agreement shall survive thirty (30) days from the expiration or written termination date of this Agreement.

2. TERM

The term of this Agreement shall be for a period of three (3) years, commencing on July 1, 2021 to June 30, 2024.

This Agreement may be extended for two (2) additional consecutive twelve (12) month periods upon written approval of both parties no later than thirty (30) days prior to the first day of the next twelve (12) month extension period. The DSS Director or designee is authorized to execute such written approval on behalf of COUNTY based on SUBRECIPIENT'S satisfactory performance.

3. TERMINATION

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

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

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

In no event shall any payment by the COUNTY constitute a waiver by the COUNTY of any breach of this Agreement or any default which may then exist on the part of the SUBRECIPIENT. Neither shall such payment impair or prejudice any remedy available to the COUNTY with respect to the

breach or default. The COUNTY shall have the right to demand of the SUBRECIPIENT the repayment to the COUNTY of any funds disbursed to the SUBRECIPIENT under this Agreement, which in the judgment of the COUNTY were not expended in accordance with the terms of this Agreement. The SUBRECIPIENT shall promptly refund any such funds upon demand.

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

4. COMPENSATION

For actual services provided as identified in the terms and conditions of this Agreement, including Exhibit A, COUNTY agrees to pay SUBRECIPIENT and SUBRECIPIENT agrees to receive compensation in accordance with Exhibit B, attached here to and by this reference incorporated herein.

In no event shall compensation for services performed under this Agreement be in excess of Six Hundred Seventy-Nine Thousand Nine Hundred Ninety-Eight Dollars (\$679,998) for the period of July 1, 2021 to June 30, 2022. In no event shall compensation for services performed under this Agreement be in excess of Six Hundred Seventy-Nine Thousand Nine Hundred Ninety-Eight Dollars (\$679,998) for the period of July 1, 2022 to June 30, 2023. In no event shall compensation for services performed under this Agreement be in excess of Six Hundred Seventy-Nine Thousand Nine Hundred Ninety-Eight Dollars (\$679,998) for the period of July 1, 2023 to June 30, 2024. Should the term of this Agreement be extended for one (1) additional year, in no event shall compensation for services performed under this Agreement be in excess of Six Hundred Seventy-Nine Thousand Nine Hundred Ninety-Eight Dollars (\$679,998) for the period of July 1, 2024 to June 30, 2025. Should the term of this Agreement be extended for a second additional year, in no event shall compensation for services performed under this Agreement be in excess of Six Hundred Seventy-Nine Thousand Nine Hundred Ninety-Eight Dollars (\$679,998) for the period of July 1, 2025 to June 30, 2026. The cumulative total of this agreement shall not be in excess of Three Million, Three Hundred Ninety-Nine Thousand Nine Hundred Ninety Dollars (\$3,399,990). It is understood that all expenses incidental to SUBRECIPIENT'S performance of services under this Agreement shall be borne by the SUBRECIPIENT.

Except as provided below regarding State payment delays, payments by COUNTY shall be

1 in arrears, for services provided during the preceding month, within forty-five (45) days after receipt,
2 verification and approval of SUBRECIPIENT'S invoices by DSS. If SUBRECIPIENT should fail to comply
3 with any provision of this Agreement, COUNTY shall be relieved of its obligation for further compensation.
4 All final claims shall be submitted by SUBRECIPIENT within sixty (60) days following the final month of
5 service for which payment is claimed. No action shall be taken by COUNTY on claims submitted beyond
6 the sixty (60) day closeout period. Any compensation which is not expended by SUBRECIPIENT pursuant
7 to the terms and conditions of this Agreement shall automatically revert to COUNTY.

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

14 **5. INVOICING**

15 SUBRECIPIENT shall invoice COUNTY'S DSS in arrears by the tenth (10th) of each month
16 for actual expenses incurred and services rendered in the previous month to:
17 DSSInvoices@fresnocountyca.gov.

18 At the discretion of COUNTY'S DSS Director or designee, if an invoice is incorrect or is
19 otherwise not in proper form or substance, COUNTY'S DSS Director or designee shall have the right to
20 withhold payment as to only that portion of the invoice that is incorrect or improper after five (5) days prior
21 written notice to SUBRECIPIENT. SUBRECIPIENT agrees to continue to provide services for a period of
22 ninety (90) days after notification of an incorrect or improper invoice. If after the ninety (90) day period the
23 invoice(s) is still not corrected to COUNTY'S DSS satisfaction, COUNTY'S DSS Director or designee may
24 elect to terminate this Agreement, pursuant to the termination provisions stated in Section Three (3),
25 subparagraph C of this Agreement, or the COUNTY may elect to terminate this Agreement, pursuant to the
26 termination provisions stated in Paragraph Three (3) of this Agreement. In addition, for invoices received
27 ninety (90) days after the expiration of each term of this Agreement or termination of this Agreement, at the
28 discretion of COUNTY'S DSS Director or designee, COUNTY'S DSS shall have the right to deny payment

1 of any additional invoices received.

2 **6. INDEPENDENT CONTRACTOR:**

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

11 SUBRECIPIENT 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
13 thereof.

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

22 **7. MODIFICATION**

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

25 B. Notwithstanding the above, changes to the line item budget attached herein to as
26 Exhibit B, in an amount not to exceed 10% of the total annual maximum compensation as identified in
27 Section Four (4) of this Agreement may be made with the written approval of County's DSS Director or
28 designee and SUBRECIPIENT. Budget line item changes shall not result in any change to the annual

1 maximum compensation amount payable to SUBRECIPIENT, as stated herein.

2 C. SUBRECIPIENT hereby agrees that a reduction to the maximum compensation set
3 forth in Section Four (4) of this Agreement may be necessitated by a reduction in funding from State and/or
4 Federal sources. In such event, COUNTY'S DSS Director or designee may reduce the maximum
5 compensation under this Agreement upon written notice to SUBRECIPIENT. SUBRECIPIENT further
6 understands that this Agreement is subject to any restrictions, limitations or enactments of all legislative
7 bodies, which affect the provisions.

8 **8. HOLD HARMLESS**

9 SUBRECIPIENT agrees to indemnify, save, hold harmless, and at COUNTY'S request,
10 defend the COUNTY, its officers, agents, and employees from any and all costs and expenses (including
11 attorney's fees and costs), damages, liabilities, claims, and losses occurring or resulting to COUNTY in
12 connection with the performance, or failure to perform, by SUBRECIPIENT, its officers, agents, or
13 employees under this Agreement, and from any and all costs and expenses (including attorney's fees and
14 costs), damages, liabilities, claims, and losses occurring or resulting to any person, firm, or corporation who
15 may be injured or damaged by the performance, or failure to perform, of SUBRECIPIENT, its officers,
16 agents, or employees under this Agreement. In addition, SUBRECIPIENT agrees to indemnify COUNTY
17 for Federal, State of California and/or local audit exceptions resulting from noncompliance herein on the
18 part of SUBRECIPIENT.

19 **9. INSURANCE**

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

24 A. Commercial General Liability

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

1 B. Automobile Liability

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

5 C. Professional Liability

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

9 D. Worker's Compensation

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

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

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

23 Within Thirty (30) days from the date SUBRECIPIENT signs and executes this Agreement,
24 SUBRECIPIENT shall provide certificates of insurance and endorsement as stated above for all of the
25 foregoing policies, as required herein, to the County of Fresno, Department of Social Services at
26 DSSContractInsurance@fresnocountyca.gov, Attention: Contract Analyst, stating that such insurance
27 coverage have been obtained and are in full force; that the County of Fresno, its officers, agents and
28 employees will not be responsible for any premiums on the policies; that for such worker's compensation

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

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

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

16 **10. SUBCONTRACTS**

17 SUBRECIPIENT shall obtain written approval from COUNTY or COUNTY'S DSS Director,
18 or designee before assigning or subcontracting any of its rights or duties under this Agreement. Any
19 transferee, assignee or subcontractor will be subject to all applicable provisions of this Agreement, and all
20 applicable State and Federal regulations. SUBRECIPIENT shall be held primarily responsible by COUNTY
21 for the performance of any transferee, assignee or subcontractor unless otherwise expressly agreed to in
22 writing by COUNTY. The use of subcontractors by SUBRECIPIENT shall not entitle SUBRECIPIENT to any
23 additional compensation than is provided for under this Agreement.

24 **11. CONFLICT OF INTEREST**

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

1 Federal, State and local conflict of interest laws, statutes and regulations, which shall be applicable to all
2 parties and beneficiaries under this Agreement and any officers, employee or agent of COUNTY.

3 **12. NON-DISCRIMINATION**

4 During the performance of this Agreement SUBRECIPIENT, shall not unlawfully
5 discriminate against any employee or applicant for employment, or recipient of services, because of ethnic
6 group identification, gender, gender identity, gender expression, sexual orientation, color, physical disability,
7 mental disability, medical condition, national origin, race, ancestry, marital status, religion, or religious
8 creed, pursuant to all applicable State of California and Federal statutes and regulations.

9 **13. RECRUITMENT OF EMPLOYEES AND SERVICES TO CLIENTS**

10 SUBRECIPIENT shall ensure that its employment recruitment efforts, including
11 administrative and professional staff positions, are carried out so as to adequately reflect the cultural and
12 ethnic diversity of the population of Fresno County. SUBRECIPIENT shall use its best efforts to serve all
13 cultural and ethnic groups residing in Fresno County. SUBRECIPIENT employment efforts will be
14 monitored by COUNTY at periodic intervals.

15 **14. LIMITED ENGLISH PROFICIENCY (LEP)**

16 SUBRECIPIENT shall provide interpreting and translation services to persons participating
17 in SUBRECIPIENT'S services who have limited or no English language proficiency, including services to
18 persons who are deaf or blind. Interpreters and translation services shall be provided as necessary to allow
19 such participants meaningful access to the programs, services and benefits provided by SUBRECIPIENT.
20 Interpreter and translations services, including translation of SUBRECIPIENT'S "vital documents" (those
21 documents that contain information that is critical for accessing SUBRECIPIENT'S services or are required
22 by law) shall be provided to participants at no cost to the participant. SUBRECIPIENT shall ensure that any
23 employee, agents, subcontractors, or partner who interpret or translate for a program participant, or who
24 directly communicate with a program participant in a language other than English, demonstrate proficiency
25 in the participant's language and can effectively communicate any specialized terms and concepts peculiar
26 to SUBRECIPIENT'S services.

27 **15. CONFIDENTIALITY AND SECURITY**

28 All services performed by SUBRECIPIENT under this Agreement shall be in strict

1 conformance with all applicable Federal, State of California, and/or local laws and regulations relating to
2 confidentiality. SUBRECIPIENT shall require its employees, agents, officers and subcontractors to comply
3 with the provisions of Sections 10850 and 14100.2 of the Welfare and Institutions Code, as well as the
4 California Department of Social Services (CDSS) Manual of Policies and Procedures, Division 19-0000 and
5 the California Department of Health Care Services (DHCS) Medi-Cal Eligibility Procedures Manual, Section
6 2H. These Code sections provide that:

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

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

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

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

19 In addition, SUBRECIPIENT, its employees, agents and officer shall comply, and require all of its
20 subcontractors to comply, with (1) the DHCS Medi-Cal Privacy and Security Agreement between the
21 California DHCS and the County of Fresno that is then in effect, and (2) the Privacy and Security
22 Agreement between the CDSS and the County of Fresno that is then in effect, both of which together shall
23 be referred to as "the Agreements" and are incorporated herein by this reference. The current versions of
24 both the DHCS and CDSS Privacy and Security agreements are available upon request or can be viewed
25 at: <http://www.co.fresno.ca.us/MediCalPrivacy/>. SUBRECIPIENT shall insure that all personally identifiable
26 information (PII), as defined in the Agreements, concerning program recipients shall be kept confidential
27 and shall not be opened to examination, publicized, disclosed, or used for any purpose not directly
28 connected with the administration of the program. SUBRECIPIENT shall use appropriate administrative,

physical, and technical safeguards to protect PII, as set forth in the Agreements. Upon discovery of a breach, security incident, intrusion, or unauthorized access, use, or disclosure of PII, SUBRECIPIENT shall immediately report the incident to the COUNTY by calling (559) 600-2300 or E-mailing at dssprivacyofficer@fresnocountyca.gov. SUBRECIPIENT shall certify that all employees, agents, officers and subcontractors have received privacy and security training before accessing any PII and have received refresher training annually, as required by the Agreements.

16. DATA SECURITY

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

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

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

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

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

E. SUBRECIPIENT is responsible to employ strict controls to insure the integrity and

1 security of COUNTY'S confidential information and to prevent unauthorized access to data maintained in
2 computer files, program documentation, data processing systems, data files and data processing
3 equipment which stores or processes COUNTY data internally and externally.

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

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

11 H. In the event of a breach of security related to COUNTY'S confidential client
12 information provided to SUBRECIPIENT, COUNTY will manage the response to the incident, however,
13 SUBRECIPIENT will be responsible to issue any notification to affected individuals as required by law or as
14 deemed necessary by COUNTY in its sole discretion. SUBRECIPIENT will be responsible for all costs
15 incurred as a result of providing the required notification.

16 **17. CLEAN AIR AND WATER**

17 In the event the funding under this Agreement exceeds One Hundred Thousand and No/100
18 Dollars (\$100,000.00), SUBRECIPIENT shall comply with all applicable standards, orders, or requirements
19 issued under the Clean Air Act contained in 42 U.S. Code 7601 et seq.; the Clean Water Act contained in
20 33 U.S. Code 1368 et seq.; and any standards, laws, and regulations promulgated thereunder. Under
21 these laws and regulations, SUBRECIPIENT shall assure:

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

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

28 C. COUNTY and U.S. EPA shall be notified about any known violation of the above

laws and regulations; and

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

18. DRUG-FREE WORKPLACE REQUIREMENTS

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

19. CERTIFICATION REGARDING DEBARMENT, SUSPENSIONS, INELIGIBILITY AND VOLUNTARY EXCLUSION-LOWER TIER COVERED TRANSITIONS

A. COUNTY and SUBRECIPIENT recognize that Federal assistance funds will be used under the terms of this Agreement. For purposes of this paragraph, SUBRECIPIENT will be referred to as the “prospective recipient”.

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

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

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

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

1 to this Agreement.

2 4) The prospective recipient shall provide immediate written notice to COUNTY
3 if at any time prospective recipient learns that its certification in Paragraph 19 of this Agreement was
4 erroneous when submitted or has become erroneous by reason of changed circumstances.

5 5) The prospective recipient further agrees that by entering into this Agreement,
6 it will include a clause identical to Paragraph 19 of this Agreement and titled "Certification Regarding
7 Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions", in all
8 lower tier covered transactions and in all solicitations for lower tier covered transaction.

9 6) The certification in Paragraph 19 of this Agreement is a material
10 representation of fact upon which COUNTY relied in entering into this Agreement.

11 **20. DISCLOSURE OF SELF DEALING TRANSACTIONS**

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

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

23 **21. ACKNOWLEDGEMENT**

24 SUBRECIPIENT shall acknowledge in all public relations activates, materials and publications that the
25 COUNTY is the funding source for services to be provided through this Agreement.

26 **22. POLITICAL ACTIVITY**

27 None of the funds, materials, property or services provided directly or indirectly under this
28 Agreement shall be used for any political activity, or to further the election or defeat of any candidate for

public office.

23. LOBBYING ACTIVITY

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

24. STATE ENERGY CONSERVATION

SUBRECIPIENT shall recognize the mandatory standard and policies relating to energy efficiency in the State Energy Conservation Plan as required by the United States Energy Policy and Conservation Act (42 U.S.C. section 6201, et seq).

25. FRATERNIZATION

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

26. 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.

27. COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS

COUNTY, 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.

28. RECORDS

A. Record Establishment and Maintenance

SUBRECIPIENT shall establish and maintain records in accordance with those requirements prescribed by COUNTY, with respect to all matters covered by this Agreement. SUBRECIPIENT 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) SUBRECIPIENT shall submit to COUNTY within fifteen (15) calendar days

1 following the end of each month, all fiscal and program reports for that month. SUBRECIPIENT shall also
2 furnish to COUNTY such statements, records, data and information as COUNTY may request pertaining to
3 matters covered by this Agreement. In the event that SUBRECIPIENT fail to provide reports as provided
4 herein, it shall be deemed sufficient cause for COUNTY to withhold payments until compliance is
5 established.

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

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

16 C. Service Documentation

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

21 D. Use of Data

22 SUBRECIPIENT shall grant to COUNTY and the United States Department of Health and
23 Human Services the royalty-free, nonexclusive and irrevocable license throughout the world to publish,
24 translate, reproduce, deliver, perform, dispose of, duplicate, use, disclose in any manner and for any
25 purpose whatsoever and to authorize others to do so, all subject data now or hereafter covered by
26 copyright. However, with respect to subject data not originated in the performance of this Agreement, such
27 license shall be only to the extent that SUBRECIPIENT have the right to grant such licenses without
28 becoming liable to pay any compensation to others because of such grants. SUBRECIPIENT shall exert all

1 reasonable effort to advise COUNTY at time of delivery of subject data furnished under this Agreement, of
2 all possible invasions of the right of privacy therein contained, and of all portions of such subject data
3 copied from work not composed or produced in the performance of this Agreement and not licensed under
4 this provision.

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

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

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

20 **29. SINGLE AUDIT CLAUSE**

21 If SUBRECIPIENT expends Seven Hundred Fifty Thousand Dollars (\$750,000.00) or
22 more in Federal and Federal flow-through monies, SUBRECIPIENT agrees to conduct an annual audit
23 in accordance with the requirements of the Single Audit Standards as set forth in Office of Management
24 and Budget (OMB) Circular 2 CFR 200. SUBRECIPIENT shall submit said audit and management letter
25 to COUNTY. The audit must include a statement of findings or a statement that there were no findings. If
26 there were negative findings, SUBRECIPIENT must include a corrective action plan signed by an
27 authorized individual. SUBRECIPIENT agrees to take action to correct any material non-compliance or
28 weakness found as a result of such audit. Such audit shall be delivered to COUNTY's DSS

Administration, for review within nine (9) months of the end of any fiscal year in which funds were expended and/or received for the program. Failure to perform the requisite audit functions as required by this Agreement may result in COUNTY performing the necessary audit tasks, or at COUNTY's option, contracting with a public accountant to perform said audit, or, may result in the inability of COUNTY to enter into future agreements with SUBRECIPIENT. All audit costs related to this Agreement are the sole responsibility of SUBRECIPIENT.

30. TAX EQUITY AND FISCAL RESPONSIBILITY ACT

To the extent necessary to prevent disallowance of reimbursement under section 1861 (v) (1) (1) (I) of the Social Security Act, (42 U.S.C § 1395x, subd. (v)(1)[I]), until the expiration of four (4) years after the furnishing of services under this Agreement, SUBRECIPIENT shall make available, upon written request to the Secretary of the United States Department of Health and Human Services, or upon request to 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 SUBRECIPIENT under this Agreement. SUBRECIPIENT further agree that in the event SUBRECIPIENT carries out any of their 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 and regulations.

31. CHILD ABUSE REPORTING

SUBRECIPIENT shall utilize a procedure acceptable to COUNTY to ensure that all of SUBRECIPIENT'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 SUBRECIPIENT'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 SUBRECIPIENT is set forth in Exhibit D, attached hereto and by this reference incorporated herein.

32. CHARITABLE CHOICE

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

33. PERSONNEL DISCLOSURE

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

- A. All full or part-time staff positions by title whose direct services are required to provide the programs described herein;
- B. A brief description of the functions of each such position and hours each person in such position works each week or, for part-time positions, each day or month, as appropriate;
- C. The education and experience levels required for each position; and
- D. The names of persons filling the identified positions.

34. PROHIBITION ON PUBLICITY

None of the funds, materials, property or services provided directly or indirectly under this

Agreement shall be used for SUBRECIPIENT'S advertising, fundraising, or publicity (i.e., purchasing of tickets / tables, silent auction donations, etc.) for the purpose of self-promotion. Notwithstanding the above, publicity of the services described in Paragraph One (1) of this Agreement shall be allowed as necessary to raise public awareness about the availability of such specific services when approved in advance by the Director or designee and at a cost as provided in Exhibit B for such items as written / printed materials, the use of media (i.e., radio, television, newspapers) and any other related expense(s).

35. AUDITS AND INSPECTIONS

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

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

36. NOTICES

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

<u>COUNTY</u>	<u>SUBRECIPIENT</u>
Director, County of Fresno	Executive Director
Department of Social Services	Central Valley Children's Services Network
PO Box 1912	1911 N. Helm Avenue
Fresno, CA 93717-1912	Fresno, CA 93727

All notices between the COUNTY and SUBRECIPIENT provided for or permitted under this Agreement must be in writing and delivered either by personal service, by first-class United States mail, by an overnight commercial courier service, or by telephonic facsimile transmission. A notice delivered by personal service is effective upon service to the recipient. A notice delivered by first-class United States mail is effective three COUNTY business days after deposit in the United States mail, postage prepaid, addressed to the recipient. A notice delivered by an overnight commercial courier service is effective one

COUNTY business day after deposit with the overnight commercial courier service, delivery fees prepaid, with delivery instructions given for next day delivery, addressed to the recipient. A notice delivered by telephonic facsimile is effective when transmission to the recipient is completed (but, if such transmission is completed outside of COUNTY business hours, then such delivery shall be deemed to be effective at the next beginning of a COUNTY business day), provided that the sender maintains a machine record of the completed transmission. For all claims arising out of or related to this Agreement, nothing in this section establishes, waives, or modifies any claims presentation requirements or procedures provided by law, including but not limited to the Government Claims Act (Division 3.6 of Title 1 of the Government Code, beginning with section 810).

37. GOVERNING LAW

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

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

3 **SUBRECIPIENT:**
4 **Central Valley Children's Services Network**

5 By Marco A. Jimenez

6 Print Name: Marco A. Jimenez

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

10 By Susan Gattner

11 Print Name: Susan Gattner

12 Title: Fiscal Manager

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

17 Mailing Address:
18 1911 N. Helm Ave
19 Fresno, CA 93727
20 Phone No: (559) 485-1898
21 Attn: Marco Jimenez, Executive Director

22 **FOR ACCOUNTING USE ONLY:**

23 Fund/Subclass: 0001/10000
24 Organization: 56107460
25 Account: 7870
26
27
28

COUNTY OF FRESNO:

By Steve Brandau

Steve Brandau, Chairman of the Board of
Supervisors of the County of Fresno

ATTEST:

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

By Luzi Cuyf

Deputy

SUMMARY OF SERVICES

ORGANIZATION: Central Valley Children's Services Network

PROGRAM NAME: Nurturing Parenting Program

SERVICE: Parenting Education Classes

OFFICE ADDRESS: 1911 N. Helm, Fresno, CA 93727

OFFICE TELEPHONE: (559) 485-1898

CONTACT(S): Marco Jimenez, Executive Director
Fernando Segura, Program Manager

CONTRACT PERIOD: July 1, 2021 – June 30, 2024 with two (2) possible, one (1) year extensions by written mutual consent

A. SUMMARY OF SERVICES

SUBRECIPIENT shall provide parent education classes, utilizing the Nurturing Parenting Program (NPP), Tertiary Prevention curriculums to parents and their children at risk of abuse or neglect referred by the Department of Social Services (DSS). Parent education classes focus on enhancing parenting practices and behaviors, such as developing and practicing positive discipline techniques, learning age-appropriate child development skills and milestones, and promoting positive play and interaction between parents and children. Services are intended to strengthen parental capacity surrounding age-appropriate expectations, enhance the safety of children from child abuse and neglect, reinforce positive parenting and strengthen parent-child relationships to create healthier families.

SUBRECIPIENT will utilize the NPP, Tertiary Prevention curriculum categories:

1. Parents & Their Infants, Toddlers & Preschoolers;
2. Parents & Their School-Age Children 5-11 Years;
3. Parents & Adolescents; and
4. Families in Substance Abuse Treatment & Recovery.

Parenting classes shall consist of a once a week class for approximately fourteen (14) weeks for each parent. Classes will be offered in cohorts in English and Spanish in both the day and evening. Classes will be held at the following locations:

1. Malaga Elementary School - 3910 S. Ward Ave. Fresno, CA 93725
2. Central Valley Children's Services Network - 1911 N. Helm Ave., Fresno, CA 93727
3. Martin Luther King - 816 E. Florence, Fresno, CA 93706
4. Hacienda Mirabella - 2705 S. MLK Blvd., Fresno, CA 93706
5. Plaza Mendoza - 1725 N. Marks Ave., Fresno, CA 93722
6. Kerman Community Center - 15101 W. Kearney Blvd., Kerman, CA 93630
7. Casa Velasco Community Center - 4050 N. Fruit Ave., Fresno, CA 93705

8. Las Palmas - 5070 E. Kings Canyon Rd., Fresno, CA 93727
9. Location pending in Northwest Fresno in zip code 93711

Service Delivery During COVID-19

Classroom-based parenting classes are the preferred method of service delivery, but due to COVID-19, classes can be provided virtually. SUBRECIPIENT will be required to accommodate in-person, virtual and/or a combination of both modalities, at DSS' discretion. Furthermore, the provision of virtual classes may continue beyond the pandemic, as an added alternative to parents who have barriers to attending in-person.

B. SUBRECIPIENT's RESPONSIBILITIES

The SUBRECIPIENT will provide the NPP to parents with children ages 0-17 that are referred by DSS. The SUBRECIPIENT will:

1. Provide parenting classes to an estimated 360-480 unduplicated parents for each twelve (12) month term of this Agreement. Each parent will be counted toward this goal after attending at least one class.
2. Provide a minimum of twenty-four (24) cohorts, with the option of a few more if needed, in both the day and evening.
 - A cohort will be counted toward this goal in the fiscal year it begins.
 - Cohort shall consist of a once a week class for the duration of the program unless special circumstances require modifying the 14-week schedule. Any modifications to class length and/or duration will be approved by DSS program staff prior to change.
 - Cohorts will be staggered on a twice a month or bi-weekly schedule.
 - Maximum cohort size shall be approximately 15-20 parents per class with at least two (2) facilitators, or other staff configuration consistent with the parenting model.
3. Provide an estimated sixty (60) unduplicated parents with one-on-one sessions for each twelve (12) month term of this Agreement.
 - Approximately five (5) new parents will be served with one-on-one sessions per month. Some months may necessitate more or less.
 - One-on-one sessions are needed for parents with medical needs, mental health issues, learning disabilities, and other special circumstances as identified DSS or by the SUBRECIPIENT and approved by DSS.
4. Provide and explain to each parent the written agreement of responsibilities a parent must satisfy in order to pass the course. Each parent served must physically sign it during the first class or verbally acknowledge and approve if classes are being provided virtually.
5. Facilitate classes in Spanish, as needed and provide additional language support (interpretation) for parents that speak other languages such as Hmong, Punjabi and Sign Language for the Deaf and Hard of Hearing.
6. Contact parents by calling, emailing, sending mail, etc. to engage parents and ensure maximum attendance.

7. Provide additional individual contacts with parents as necessary to meet the parent's goals and highlight core concepts from the NPP parent curriculums. This will include calls, emails, and mail sent to engage the parents in the program, keep them from discharging and/or dropping out, rescheduling classes as needed, and working with clients to keep them in classes.
8. Work closely with DSS to coordinate and implement program services to accommodate parents entering Child Welfare Services (CWS) throughout the year.
9. Ensure the program complies with provisions as set forth in Welfare and Institution Code 16507.7.
10. Provide weekly, monthly and final written progress reports for each parent served to the DSS Social Worker or designated contact. Progress Reports shall include, but are not limited to:
 - Date of referral;
 - Class begin date;
 - Expected end date;
 - Number of sessions SUBRECIPIENT has offered;
 - Number of sessions attended, date of classes and reason if classes were not attended, if applicable;
 - Results of all pre and post-assessments, and evaluations completed;
 - Narrative of parent progress;
 - Reason for termination, if applicable;
 - Copies of certificates of completion from classes, if applicable; and
 - Date of completion.
11. Complete standardized pre and post-assessments of family functioning using the Adult Adolescent Parenting Inventory (AAPI) tool for each enrolled parent. Results shall be provided to the DSS Social Worker within thirty (30) days of pre/posttest completion. Aggregate results will be provided on the Monthly Activity Report as well.
12. Have management staff participate in DSS meetings to discuss program and contract implementation. DSS shall coordinate the meetings.
13. Maintain regular, on-going contact with the assigned DSS Social Worker to discuss family progress, case/service plan coordination, problem solving and any other issues which may need to be discussed.
14. Provide annual Civil Rights and Privacy and Security trainings to budgeted staff in the first 60 days of the contract and in the first quarter of every calendar year. Provide relevant proof of both to DSS within the first 90 days of the contract and by April 1, for each year of the contract.
15. Work closely with DSS to coordinate services in order to accommodate parents entering CWS throughout the final year of the Agreement. The number of cohorts and/or length of cohorts provided in the last fiscal year of the Agreement may be revised by mutual consent between DSS and SUBRECIPIENT to ensure timely services during contract transition.

C. STAFFING

1. SUBRECIPIENT shall maintain sufficient qualified, bilingual and bicultural staff to serve DSS clients and demonstrate a commitment to quality care and cultural competency.
2. SUBRECIPIENT's staff shall have education and experience as listed in job description requirements of proposal.
3. SUBRECIPIENT shall maintain staffing in accordance with Exhibit B, Budget Summary.
4. SUBRECIPIENT shall provide training opportunities to staff, as needed, to improve and maintain outcomes, skills, best practice and cultural competency.
5. Employees, consultants, and any volunteers who work on this contract and work directly with minors, shall have clearances to work with minors completed prior to employment.
6. SUBRECIPIENT shall notify County or designee in writing if a direct service staff position shall be vacant for 30 days or longer.

D. REPORTS

SUBRECIPIENT shall submit the following:

1. Monthly Activity Report (MAR) by the 10th of each month, attached with the monthly invoice, detailing outcomes, program milestones and demographic data. Form and detail shall be provided by DSS to SUBRECIPIENT for submission.
2. A weekly, monthly and final report detailing client progress after each class as described in the SUBRECIPIENT's Responsibilities section. Form and detail shall be approved by DSS.
3. A bi-weekly referral update for each parent referred.

E. OUTCOMES

Outcomes will demonstrate a change in participant attitude, behavior, and/or knowledge. The primary outcome of this program is to assist families in reunifying within 12 months. Objectives should include strengthening parent competencies by training parents in positive communication, behavior management skills, consistent and clear limit setting, non-violent discipline, parent competency and safe parenting. This will be evident by the parent's ability to show improvement in the following:

- Positive self-conception, self-esteem and self-worth;
- Empathy and emotional regulation;
- Use of non-violent discipline;
- Awareness of self, beliefs, family cultural practices and appropriate family roles;
- Healthy sense of empowerment; and
- Positive interactions among family members.

The following table identifies the outcomes to be obtained:

Outcome	Indicator
1. Parents will demonstrate increased parenting skills and awareness toward positive parenting.	<ul style="list-style-type: none">At least 75% of parents that graduate from the program will show improved parenting practices as evidenced by improved scores of the Adult Adolescent Parenting Inventory (AAPI) tool, which shall be given to parents in the beginning of the program and during the last class before graduating.
2. Parents completing the program will be able to identify important knowledge gained and have new positive parenting behavior changes implemented and sustained by the last session.	<ul style="list-style-type: none">At least 75% of parents completing the program will indicate they learned at least three new positive parenting changes as identified in the final satisfaction survey.
3. Parents will experience a welcoming environment and recognize the benefits of the parent education services they received.	<ul style="list-style-type: none">At least 75% of parents measured by a satisfaction survey will respond as satisfied with services.
4. Parents that have begun classes shall complete the parenting education program.	<ul style="list-style-type: none">At least 75% of parents will graduate the program as measured in the Monthly Activity Report.

F. STATE AND FEDERAL GUIDELINES

In accordance with all applicable state and federal funding regulations, including but not limited to: contract monitoring will reflect State of California Welfare and Institutions Code 16507.7 and Federal 2 CFR Part 200. In addition to monthly activity reports, progress and outcomes will be monitored through the combination of regular meetings, site visits, inspection of client files, and observation of service delivery.

G. COUNTY'S RESPONSIBILITIES

1. DSS shall communicate to SUBRECIPIENT in writing changes in Social Worker assignments to client family within ten (10) working days of such change. Email notification is acceptable.
2. DSS staff will meet with SUBRECIPIENT as often as necessary to discuss program and/or contractual issues. DSS will be responsible for coordination of these meetings.
3. DSS Social Worker shall maintain regular, on-going contact to discuss family progress, case/service plan coordination and problem solving with SUBRECIPIENT, as mutually deemed needed.

BUDGET SUMMARY (FY 2021-22)

VENDOR NAME: Central Valley Children's Services Network

CATEGORY	BUDGET ITEM #	TOTAL
Salaries	0100	\$359,000
Payroll Taxes	0150	\$43,080
Benefits	0200	\$64,620
SUBTOTAL:		\$466,700
SERVICES & SUPPLIES		
Insurance	0250	\$3,064
Communications	0300	\$7,956
Office Expense	0350	\$4,128
Equipment	0400	\$11,000
Facilities	0450	\$24,800
Travel Costs	0500	\$15,631
Program Supplies	0550	\$50,761
Consultancy/Subcontracts	0600	\$25,200
Fiscal & Audits	0650	\$4,080
Training	0700	\$4,860
Indirect Costs	0750	\$61,818
SUBTOTAL:		\$213,298
TOTAL EXPENSES:		\$679,998

BUDGET PERSONNEL DETAIL (FY 2021-22)

VENDOR NAME: Central Valley Children's Services Network

SALARIES

Position	% of Time on Project	Number of Months	Monthly Salary/Hourly Wages	Salary/Wages Funds Requested
Program Manager	50%	12	\$6,333 p/m	\$38,000
Assistant Program Manager	100%	12	\$5,500 p/m	\$66,000
Lead Facilitator	100%	12	\$3,750 p/m	\$45,000
Lead Facilitator	100%	12	\$3,750 p/m	\$45,000
Lead Facilitator	100%	12	\$3,750 p/m	\$45,000
Facilitator	100%	12	\$3,333 p/m	\$40,000
Facilitator	100%	12	\$3,333 p/m	\$40,000
Facilitator	100%	12	\$3,333 p/m	\$40,000

Total Salaries/ Wages \$359,000

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

<u>Benefit Item (Calculation)</u>	<u>Item Total</u>
Health, dental, and vision insurance at 15% of total salaries/wages	<u>\$53,850</u>
Retirement: match of 3% to employee contributions for eligible employees. Amount based on 3% of total salaries/wages.	<u>\$10,770</u>
Payroll Taxes: FICA at 7.65%, SUI at 5.4% after first \$7,000 of wages/salary, Employment Training Tax (ETT) at 0.1%, and Workers Compensation at 1.5% of wages/salaries. Total tax 12%	<u>\$43,080</u>
TOTAL SALARIES AND BENEFITS:	<u>\$466,700</u>

BUDGET DETAIL (FY 2021-22)

VENDOR NAME: Central Valley Children's Services Network

BUDGET LINE ITEM	CATEGORY & DESCRIPTION/ CALCULATION	SUBTOTAL	TOTAL
0100	Salaries (1) .50% of a Full-time Program Manager \$38,000 (1) 100% of a Full-time Assistant Program Manager: \$66,000 (3) 100% Full-time Parent Education Lead Facilitators: \$45,000 x 3 = \$135,000 (3) 100% Full-time Parent Education Facilitators: \$40,000 x 3 = \$120,000	\$38,000 \$66,000 \$135,000 \$120,000	\$359,000
0150	Payroll Taxes Taxes at 12%: FICA at 7.65%, SUI at 5.4% after first \$7,000 of wages/salary. Employment Training Tax at 0.1%, and Workers Compensation at 1.5% of wages/salaries	\$43,080	\$43,080
0200	Benefits Health, Dental, and Vision insurance at 15% of total salaries/wages. \$53,850 Retirement: match 3% of total salaries/wages. \$10,770	\$53,850 \$10,770	\$64,620
0250	Insurance General Liability - Fire/Theft: Based on per employee at 0.080% of salary x 8 employee salaries of \$47,870 = \$3,064	\$3,064	\$3,064
0300	Communications Site (1) - Telephone, long distance, and internet @ \$158 x 12 months = \$1,896 Site (2) - Telephone, long distance, and internet @ \$250 x 12 months = \$3,000	\$1,896 \$3,000	\$7,956

	Cell phone \$34 per employee x 7 employees x 12 months = \$2,856 Cell phone \$34 per employee x .5 employees x 12 months = \$204. Total cost \$3,060	\$3,060	
0350	Office Expense General office supplies \$43 per employee x 8 employees x 12 months.	\$4,128	\$4,128
0400	Equipment Computer workstations for 4 staff	\$5,000	\$11,000
	Chairs for 4 new staff	\$600	
	Other video equipment for virtual/hybrid classes (see details under the narrative below)	\$5,400	
0450	Facilities Site (1) – Helm Ave location utilities \$75 x 12 = \$900	\$900	\$24,800
	Maintenance to building, such as minor repairs to appliances, structure, carpet cleaning etc. \$400.	\$400	
	Site (2) – Northwest Fresno facility rent \$1,200 X 12 months = \$14,400, Utilities projected at \$250 per month (\$250 x 12 months = \$3,000); Maintenance to building, such as minor repairs to appliances, structure, carpet cleaning, etc. \$500.	\$17,900	
	Rural area (Kerman) satellite Classrooms fees: \$100 per session x 14 = \$1,400 per cohort. Four off site cohorts 4 x \$1,400 = \$5,600	\$5,600	\$15,631
0500	Travel Costs Nurturing Parenting Program Training. Hotel lodging estimated at \$157/night for 3 days x 3 individuals = \$1,413. Per diems for meals @ \$49.50 per day per person x 3 individuals = \$446 (see details under the narrative below)	\$1,859	

0550	Travel and lodging expense for other possible program related trainings as identified for all staff. Ideally Trauma Informed Care, Working with Families and Substance Use. Etc. Additional training costs as available for all staff estimated at \$300 x 8 staff = \$2,400.	\$2,400	\$50,761
	Mileage to travel throughout Fresno County based on average 187 mi/mo/per staff member x 8 staff x \$.575/mi x 12 months = \$10,322	\$10,322	
	Bus tokens for 30 parents x 2 tokens x 14 sessions = 840 tokens x \$1.25 = \$1,050	\$1,050	
	Program Supplies		
	Parenting Ed. curriculum binders for 480 parents x \$17 = \$8,160.	\$8,160	
	Parenting Education Learning materials for 480 parents x \$2.00 x 14 sessions = \$13,440	\$13,440	
	Weekly activities and children's books kits \$800	\$800	
	AAPL-2 assessments for 480 parents x 2 x \$2.50 = \$2,400.	\$2,400	
	Children's activities materials for 150 children x \$2.00 x 14 sessions = \$4,200.	\$4,200	
	Meals and healthy snack for children while they attend childcare. 150 children x \$2.00 x 14 sessions = \$4,200.	\$4,200	
	Meals and healthy snacks for parents while they attend PE classes; 480 parents x \$2.00 x 14 sessions = \$13,440.	\$13,440	
	Personal protection equipment (PPE) such as facemasks, face shields, hand sanitizer, gloves, disinfecting wipes, etc.	\$2,121	

	Emergency relief assistance funds \$2,000	\$2,000	
0600	Consultancy/Subcontracts Enriched Child Care providers \$15hr x 4hrs per session x two providers = \$120. Five cohorts x 14 sessions = 70 sessions. (\$120 x 70 sessions = \$8,400).	\$8,400	\$25,200
	Interpreting Services 15 parents x 2hrs per session x 14 sessions x \$40/hour = \$16,800	\$16,800	
0650	Fiscal & Audits Audit percentage is based on actual audit costs compared to the agency total contract amounts. In this case \$680,000 x .006% = \$4,080.	\$4,080	\$4,080
0700	Training Training registration fees for New Staff. Nurturing Parenting Program @ \$325. Four staff x \$325 = \$1,300.	\$1,300	\$4,860
	Additional possible program related trainings as identified for all staff. Ideally Trauma Informed Care, Working with Families and Substance Use. Etc. \$445 x 8 staff = \$3,560	\$3,560	
0750	Indirect Costs Indirect costs based on 10% allowed	\$61,818	\$61,818
TOTAL EXPENSES		\$679,998	\$679,998

BUDGET DETAIL NARRATIVE (FY 2021-22)

VENDOR NAME: Central Valley Children's Services Network

SALARIES

(1) .50% of a Full-time Program Manager: **\$38,000**
Oversee the implementation of the program. Coordinate, plan and oversee all aspects of the program. Essential duties include program oversight, program evaluation, budgeting, staff hiring, training, and reflective practice, field, and administrative supervision that includes monthly observation and bi-weekly reflective practice group staff sessions.

(1) 100% of a Full-time Assistant Program Manager: **\$66,000**
Provide day-to-day supervision of the 6 FTE Facilitators (6 people), along with data collection and carrying a small caseload; Assist Program Manager in program budgeting; staff hiring, training and supervision; and, evaluation of program services. Positions filled and in place to start July 1, 2021. If the Family Connections Program procures funding for other DSS programs, the Assistant Program Manager Position may be divided into (2) part-time positions.

(3) 100% Full-time Parent Education Lead Facilitators: \$45,000 x 3 **\$135,000**
Each Lead Facilitator will facilitate eight cohorts (24 cohorts total) of 15 - 25 parents each based on program curriculum, complete accompanying paperwork, conduct AAPI-2 assessments, and link parents to services and resources through existing structures. In addition, provide 10 parents with parenting classes in a one-on-one setting. Two positions filled and in place to start July 1, 2021.

(3) 100% Full-time Parent Education Facilitators: \$40,000 x 3 **\$120,000**
Each Facilitator will co-facilitate eight cohorts (24 cohorts total) of 15 - 25 parents each based on program curriculum, complete accompanying paperwork, conduct AAPI-2 assessments, and link parents to services and resources through existing structures. In addition, provide 10 parents with parenting classes in a one-on-one setting.

PAYROLL TAXES **\$43,080**
Taxes set at 12% - FICA at 7.65%, SUI at 5.4% after first \$7,000 of wages/salary (\$466,700 of above salaries), Employment Training Tax (ETT) at 0.1%, and Workers Compensation at 1.5% of wages/salaries

BENEFITS **\$64,620**
Health, Dental, and Vision insurance at 15% of total salaries/wages. \$53,850

Retirement: match of 3% to employee contributions for eligible employees. Amount based on 3% of total salaries/wages. \$10,770

INSURANCE **\$3,064**
General Liability - Fire/Theft: Based on per employee at 0.080% of salary x 8 employee salaries of \$47,870 = \$3,064

COMMUNICATION **\$7,956**

Communication costs for two sites:

Site (1) - Land line telephone, long distance, and internet @ \$158 x 12 months = \$1,896.

Site (2) - Land line telephone, long distance, and internet @ \$250 x 12 months = \$3,000.

Cell phone \$34 per employee x 7.5 employees x 12 months = \$3,060.

OFFICE EXPENSE

\$4,128

General office supplies \$43 per employee x 8 employees x 12 months.

EQUIPMENT

\$11,000

There will be a one-time purchase of equipment as start-up (only for new staff). Office equipment includes computer workstations for (4) staff (\$5,000) and (4) chairs (\$600).

Projecting that parenting class will be provided virtually or hybrid for the first six months, additional equipment will be required such as web subscriptions, video equipment, projectors, monitors for multiple sites. Other office equipment may be required as printers, fax, landline phones, etc., \$5,400.

FACILITIES COST

\$24,800

Facilities cost are calculated for two sites and possible rural alternative classrooms.

Site (1)- Helm Ave location Alarm monitoring service \$25 x 12 months = \$300; utilities \$50 x 12 = \$600 and Maintenance to building, such as minor repairs to appliances, structure, carpet cleaning etc. \$400. Total \$1,300

Site (2)-Northwest Fresno facility rent \$1,200 X 12 months = \$14,400, Utilities projected at \$250 per month (\$250 x 12 months = \$3,000); Maintenance to building, such as minor repairs to appliances, structure, carpet cleaning, etc. \$500. Total \$17,900. Site 2 will be utilized to offer parenting classes in Northwest Fresno, as well as office space for new staff and admin.

Rural area (Kerman) satellite Classrooms fees: \$100 per session x 14 = \$1,400 per cohort. Four off site cohorts 4 x \$1,400 = \$5,600

TRAVEL COST

\$15,631

Nurturing Parenting Program Training for three employees. Hotel lodging estimated at \$157/night for 3 days x 3 individuals = \$1,413. Per diems for meals @ \$49.50 per day per person x 3 individuals = \$446 (see details under the narrative below)

Travel and lodging expense for other possible program related trainings as identified for all staff. Ideally Trauma Inform Care, Working with Families and Substance Use. Etc. Additional training costs as available for all staff estimated at \$300 x 8 staff = \$2,400.

Mileage to travel throughout Fresno County based on average 187 mi/mo/per staff member x 8 staff x \$.575/mi x 12 months = \$10,322

Bus tokens for 30 parents x 2 tokens x 14 sessions = 840 tokens x \$1.25 = \$1,050.

PROGRAM SUPPLIES

\$50,761

Parenting Education curriculum binders for 480 parents x \$17 = \$8,160.

Parenting Education Learning materials for 480 parents x \$2.00 x 14 sessions = \$13,440. Materials include handouts, booklets, notebooks etc. Activities and learning materials include (books, pens, scissors, butcher paper, construction paper, etc.).

In addition, weekly activities and children's books kit to implement during visitation hours with their children. The kit includes arts and crafts such as wooden family picture frame, discipline toolbox, calming lava bottle, sand timer, stress tool, canvas, journals, calendars, scissors, crayons, construction paper, fabric markers and acrylic paint. \$800

Adult Adolescent Parenting Inventory (AAPI-2) assessments for 480 parents x 2 x \$2.50 = \$2,400.

Children's activities materials for 150 children x \$2.00 x 14 sessions = \$4,200 Materials include: paper, notebooks, crayons, scissors, butcher paper, paint, construction paper, etc.

Meals and healthy snacks for children while they attend enriched childcare. (150 children x \$2.00 x 14 sessions = \$4,200).

Meals and healthy snacks for parents while they attend parenting classes; 480 parents x \$2.00 x 14 sessions = \$13,440.

Personal protection equipment (PPE) such as facemasks, face shields, hand sanitizer, gloves, disinfecting wipes, etc. \$2,121

Emergency services fund to assist families experiencing difficult situations. This assistance may help them attend their parenting classes. Funds may be provided via direct service or gift card. \$2,000

CONSULTANCY/SUBCONTRACTS **\$25,200**

Enriched Child Care providers will be hired hourly as needed utilizing the 1099 Individual form. Program proposes childcare providers to serve 10-15 children for 14-session cohorts. \$15hr x 4hrs per session x two providers = \$120. Five cohorts x 14 sessions = 70 sessions. (\$120 x 70 sessions = \$8,400)

Interpreting Services 15 parents x 2hrs per session x 14 sessions x \$40/hour = \$16,800

FISCAL & AUDITS **\$4,080**

The audit percentage is based on actual audit costs compared to the agency total contract amounts. That percentage (.006%) is then applied to the total amount of each contract. In this case \$680,000 x .006% = \$4,080 per year.

TRAINING **\$4,860**

Training registration fees for New Staff. Nurturing Parenting Program @ \$325. Four staff x \$325 = \$1,300.

Additional possible program related trainings as identified for all staff. Ideally Trauma Informed Care, Working with Families and Substance Use. Etc. \$445 x 8 staff = \$3,560.

INDIRECT COSTS **\$61,818**

Indirect costs based on 10% allowed.

BUDGET SUMMARY (FY 2022-23)

VENDOR NAME: Central Valley Children's Services Network

CATEGORY	BUDGET ITEM #	TOTAL
Salaries	0100	\$359,000
Payroll Taxes	0150	\$43,080
Benefits	0200	\$64,620
SUBTOTAL:		\$466,700
SERVICES & SUPPLIES		
Insurance	0250	\$3,064
Communications	0300	\$7,956
Office Expense	0350	\$4,128
Equipment	0400	\$10,000
Facilities	0450	\$24,800
Travel Costs	0500	\$13,772
Program Supplies	0550	\$54,920
Consultancy/Subcontracts	0600	\$25,200
Fiscal & Audits	0650	\$4,080
Training	0700	\$3,560
Indirect Costs	0750	\$61,818
SUBTOTAL:		\$213,298
TOTAL EXPENSES:		\$679,998

BUDGET PERSONNEL DETAIL (FY 2022-23)

VENDOR NAME: Central Valley Children's Services Network

SALARIES

Position	% of Time on Project	Number of Months	Monthly Salary/Hourly Wages	Salary/Wages Funds Requested
Program Manager	50%	12	\$6,333 p/m	\$38,000
Assistant Program Manager	100%	12	\$5,500 p/m	\$66,000
Lead Facilitator	100%	12	\$3,750 p/m	\$45,000
Lead Facilitator	100%	12	\$3,750 p/m	\$45,000
Lead Facilitator	100%	12	\$3,750 p/m	\$45,000
Facilitator	100%	12	\$3,333 p/m	\$40,000
Facilitator	100%	12	\$3,333 p/m	\$40,000
Facilitator	100%	12	\$3,333 p/m	\$40,000

Total Salaries/ Wages \$359,000

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

<u>Benefit Item (Calculation)</u>	<u>Item Total</u>
Health, dental, and vision insurance at 15% of total salaries/wages	<u>\$53,850</u>
Retirement: match of 3% to employee contributions for eligible employees. Amount based on 3% of total salaries/wages.	<u>\$10,770</u>
Payroll Taxes: FICA at 7.65%, SUI at 5.4% after first \$7,000 of wages/salary, Employment Training Tax (ETT) at 0.1%, and Workers Compensation at 1.5% of wages/salaries. Total tax 12%	<u>\$43,080</u>
TOTAL SALARIES AND BENEFITS:	<u>\$466,700</u>

BUDGET DETAIL (FY 2022-23)

VENDOR NAME: Central Valley Children's Services Network

BUDGET LINE ITEM	CATEGORY & DESCRIPTION/ CALCULATION	SUBTOTAL	TOTAL
0100	Salaries (1) .50% of a Full-time Program Manager \$38,000 (1) 100% of a Full-time Assistant Program Manager: \$66,000 (3) 100% Full-time Parent Education Lead Facilitators: \$45,000 x 3 = \$135,000 (3) 100% Full-time Parent Education Facilitators: \$40,000 x 3 = \$120,000	\$38,000 \$66,000 \$135,000 \$120,000	\$359,000
0150	Payroll Taxes Taxes set at 12%: FICA at 7.65%, SUI at 5.4% after first \$7,000 of wages/salary. Employment Training Tax at 0.1%, and Workers Compensation at 1.5% of wages/salaries	\$43,080	\$43,080
0200	Benefits Health, Dental, and Vision insurance at 15% of total salaries/wages. \$53,850 Retirement: match 3% of total salaries/wages. \$10,770	\$53,850 \$10,770	\$64,620
0250	Insurance General Liability - Fire/Theft: Based on per employee at 0.080% of salary x 8 employee salaries of \$47,870 = \$3,064	\$3,064	\$3,064
0300	Communications Site (1) - Telephone, long distance, and internet @ \$158 x 12 months = \$1,896 Site (2) - Telephone, long distance, and internet @ \$250 x 12 months = \$3,000	\$1,896 \$3,000	\$7,956

	Cell phone \$34 per employee x 7.5 employees x 12 months = \$3,060	\$3,060	
0350	Office Expense General office supplies \$43 per employee x 8 employees x 12 months.	\$4,128	\$4,128
0400	Equipment Upgrade or maintain computer workstations, chairs, printers etc.	\$5,000	\$10,000
	Other video equipment for virtual/hybrid classes (see details under the narrative below)	\$5,000	
0450	Facilities Site (1) – Helm Ave location utilities \$75 x 12 = \$900	\$900	\$24,800
	Maintenance to building, such as minor repairs to appliances, structure, carpet cleaning etc. \$400.	\$400	
	Site (2) – Northwest Fresno facility rent \$1,200 X 12 months = \$14,400, Utilities projected at \$250 per month (\$250 x 12 months = \$3,000); Maintenance to building, such as minor repairs to appliances, structure, carpet cleaning, etc. \$500.	\$17,900	
	Rural area (Kerman) satellite Classrooms fees: \$100 per session x 14 = \$1,400 per cohort. Four off site cohorts 4 x \$1,400 = \$5,600	\$5,600	
0500	Travel Costs Travel and lodging expense for possible program related trainings as identified for all staff. Ideally Trauma Informed Care, Working with Families and Substance Use. Etc. Additional training costs as available for all staff estimated at \$300 x 8 staff = \$2,400.	\$2,400	\$13,772

0550	Mileage to travel throughout Fresno County based on average 187 mi/mo/per staff member x 8 staff x \$.575/mi x 12 months = \$10,322	\$10,322	\$54,920
	Bus tokens for 30 parents x 2 tokens x 14 sessions = 840 tokens x \$1.25 = \$1,050	\$1,050	
	Program Supplies		
	Parenting Ed. curriculum binders for 480 parents x \$17 = \$8,160.	\$8,160	
	Parenting Education Learning materials for 480 parents x \$2.30 x 14 sessions = \$15,456	\$15,456	
	Weekly activities and children's books kits \$1,935	\$1,935	
	AAPI-2 assessments for 480 parents x 2 x \$2.50 = \$2,400.	\$2,400	
	Children's activities materials for 150 children x \$2.00 x 14 sessions = \$4,200.	\$4,200	
	Meals and healthy snack for children while they attend childcare. 150 children x \$2.00 x 14 sessions = \$4,200.	\$4,200	
	Meals and healthy snacks for parents while they attend PE classes; 480 parents x \$2.15 x 14 sessions = \$14,448.	\$14,448	
0600	Personal protection equipment (PPE) such as facemasks, face shields, hand sanitizer, gloves, disinfecting wipes, etc.	\$2,121	\$25,200
	Emergency relief assistance funds \$2,000	\$2,000	
	Consultancy/Subcontracts		
	Enriched Child Care providers \$15hr x 4hrs per session x two providers = \$120. Five cohorts x 14 sessions = 70 sessions. (\$120 x 70 sessions = \$8,400).	\$8,400	

<p>0650</p> <p>Fiscal & Audits Audit percentage is based on actual audit costs compared to the agency total contract amounts. In this case \$680,000 x .006% = \$4,080.</p> <p>0700</p> <p>Training Possible program related trainings as identified for all staff. Ideally Trauma Informed Care, Working with Families and Substance Use. Etc. \$445 x 8 staff = \$3,560</p> <p>0750</p> <p>Indirect Costs Indirect costs based on 10% allowed</p>	<p>Interpreting Services 15 parents x 2hrs per session x 14 sessions x \$40/hour = \$16,800</p>	<p>\$16,800</p> <p>\$4,080</p> <p>\$3,560</p> <p>\$61,818</p>	<p>\$4,080</p> <p>\$3,560</p> <p>\$61,818</p>
<p>TOTAL EXPENSES</p>		<p>\$679,998</p>	<p>\$679,998</p>

BUDGET DETAIL NARRATIVE (FY 2022-23)

VENDOR NAME: Central Valley Children's Services Network

SALARIES

(1) .50% of a Full-time Program Manager: **\$38,000**
Oversee the implementation of the program. Coordinate, plan and oversee all aspects of the program. Essential duties include program oversight, program evaluation, budgeting, staff hiring, training, and reflective practice, field, and administrative supervision that includes monthly observation and bi-weekly reflective practice group staff sessions.

(1) 100% of a Full-time Assistant Program Manager: **\$66,000**
Provide day-to-day supervision of the 6 FTE Facilitators (6 people), along with data collection and carrying a small caseload; Assist Program Manager in program budgeting; staff hiring, training and supervision; and, evaluation of program services. Positions filled and in place to start July 1, 2021. If the Family Connections Program procures funding for other DSS programs, the Assistant Program Manager Position may be divided into (2) part-time positions.

(3) 100% Full-time Parent Education Lead Facilitators: \$45,000 x 3 **\$135,000**
Each Lead Facilitator will facilitate eight cohorts (24 cohorts total) of 15 - 25 parents each based on program curriculum, complete accompanying paperwork, conduct AAPI-2 assessments, and link parents to services and resources through existing structures. In addition, provide 10 parents with parenting classes in a one-on-one setting.

(3) 100% Full-time Parent Education Facilitators: \$40,000 x 3 **\$120,000**
Each Facilitator will co-facilitate eight cohorts (24 cohorts total) of 15 - 25 parents each based on program curriculum, complete accompanying paperwork, conduct AAPI-2 assessments, and link parents to services and resources through existing structures. In addition, provide 10 parents with parenting classes in a one-on-one setting.

PAYROLL TAXES **\$43,080**
Taxes set at 12% - FICA at 7.65%, SUI at 5.4% after first \$7,000 of wages/salary (\$466,700 of above salaries), Employment Training Tax (ETT) at 0.1%, and Workers Compensation at 1.5% of wages/salaries

BENEFITS **\$64,620**
Health, Dental, and Vision insurance at 15% of total salaries/wages. \$53,850

Retirement: match of 3% to employee contributions for eligible employees. Amount based on 3% of total salaries/wages. \$10,770

INSURANCE **\$3,064**
General Liability - Fire/Theft: Based on per employee at 0.080% of salary x 8 employee salaries of \$47,870 = \$3,064

COMMUNICATION **\$7,956**

Communication costs for two sites:

Site (1) - Land line telephone, long distance, and internet @ \$158 x 12 months = \$1,896.

Site (2) - Land line telephone, long distance, and internet @ \$250 x 12 months = \$3,000.

Cell phone \$34 per employee x 7.5 employees x 12 months = \$3,060.

OFFICE EXPENSE **\$4,128**

General office supplies \$43 per employee x 8 employees x 12 months.

EQUIPMENT **\$10,000**

Upgrade or maintain computer workstations, chairs, printers etc. \$5,000.

Projecting that parenting class will be provided virtually or hybrid, additional equipment will be required such as web subscriptions, video equipment, projectors, monitors for multiple sites. Other office equipment may be required as printers, fax, landline phones, etc., \$5,000.

FACILITIES COST **\$24,800**

Facilities cost are calculated for two sites and possible rural alternative classrooms.

Site (1)- Helm Ave location alarm monitoring service \$25 x 12 months = \$300; utilities \$50 x 12 = \$600 and Maintenance to building, such as minor repairs to appliances, structure, carpet cleaning etc. \$400. Total \$1,300

Site (2)- Northwest Fresno facility rent \$1,200 X 12 months = \$14,400, Utilities projected at \$250 per month (\$250 x 12 months = \$3,000); Maintenance to building, such as minor repairs to appliances, structure, carpet cleaning, etc. \$500. Total \$17,900. Site 2 will be utilized to offer parenting classes in Northwest Fresno, as well as office space for new staff and admin.

Rural area (Kerman) satellite Classrooms fees: \$100 per session x 14 = \$1,400 per cohort. Four off site cohorts 4 x \$1,400 = \$5,600

TRAVEL COST **\$13,772**

Travel and lodging expense for other possible program related trainings as identified for all staff. Ideally Trauma Inform Care, Working with Families and Substance Use. Etc. Additional training costs as available for all staff estimated at \$300 x 8 staff = \$2,400.

Mileage to travel throughout Fresno County based on average 187 mi/mo/per staff member x 8 staff x \$.575/mi x 12 months = \$10,322

Bus tokens for 30 parents x 2 tokens x 14 sessions = 840 tokens x \$1.25 = \$1,050.

PROGRAM SUPPLIES **\$54,920**

Parenting Education curriculum binders for 480 parents x \$17 = \$8,160.

Parenting Education Learning materials for 480 parents x \$2.30 x 14 sessions = \$15,456. Materials include handouts, booklets, notebooks etc. Activities and learning materials include (books, pens, scissors, butcher paper, construction paper, etc.).

In addition, weekly activities and children's books kit to implement during visitation hours with their children. The kit includes arts and crafts such as wooden family picture frame, discipline toolbox, calming lava bottle, sand timer, stress tool, canvas, journals, calendars, scissors, crayons, construction paper, fabric markers and acrylic paint. \$1,935

Adult Adolescent Parenting Inventory (AAPI-2) assessments for 480 parents x 2 x \$2.50 = \$2,400.

Children's activities materials for 150 children x \$2.00 x 14 sessions = \$4,200 Materials include: paper, notebooks, crayons, scissors, butcher paper, paint, construction paper, etc.

Meals and healthy snacks for children while they attend enriched childcare. (150 children x \$2.00 x 14 sessions = \$4,200).

Meals and healthy snacks for parents while they attend parenting classes; 480 parents x \$2.15 x 14 sessions = \$14,448.

Personal protection equipment (PPE) such as facemasks, face shields, hand sanitizer, gloves, disinfecting wipes, etc. \$2,121

Emergency services fund to assist families experiencing difficult situations. This assistance may help them attend their parenting classes. Funds may be provided via direct service or gift card. \$2,000

CONSULTANCY/SUBCONTRACTS **\$25,200**

Enriched Child Care providers will be hired hourly as needed utilizing the 1099 Individual form. Program proposes childcare providers to serve 10-15 children for 14-session cohorts. \$15hr x 4hrs per session x two providers = \$120. Five cohorts x 14 sessions = 70 sessions. (\$120 x 70 sessions = \$8,400)

Interpreting Services 15 parents x 2hrs per session x 14 sessions x \$40/hour = \$16,800

FISCAL & AUDITS **\$4,080**

The audit percentage is based on actual audit costs compared to the agency total contract amounts. That percentage (.006%) is then applied to the total amount of each contract. In this case \$680,000 x .006% = \$4,080 per year.

TRAINING **\$3,560**

Possible program related trainings as identified for all staff. Ideally Trauma Inform Care, Working with Families and Substance Use. Etc. \$445 x 8 staff = \$3,560.

INDIRECT COSTS **\$61,818**

Indirect costs based on 10% allowed.

BUDGET SUMMARY (FY 2023-24)

VENDOR NAME: Central Valley Children's Services Network

CATEGORY	BUDGET ITEM #	TOTAL
Salaries	0100	\$370,200
Payroll Taxes	0150	\$44,424
Benefits	0200	\$66,636
SUBTOTAL:		\$481,260
SERVICES & SUPPLIES		
Insurance	0250	\$3,064
Communications	0300	\$7,956
Office Expense	0350	\$4,128
Equipment	0400	\$5,000
Facilities	0450	\$24,800
Travel Costs	0500	\$11,372
Program Supplies	0550	\$49,000
Consultancy/Subcontracts	0600	\$23,520
Fiscal & Audits	0650	\$4,080
Training	0700	\$4,000
Indirect Costs	0750	\$61,818
SUBTOTAL:		\$198,738
TOTAL EXPENSES:		\$679,998

BUDGET PERSONNEL DETAIL (FY 2023-24)

VENDOR NAME: Central Valley Children's Services Network

SALARIES

Position	% of Time on Project	Number of Months	Monthly Salary/Hourly Wages	Salary/Wages Funds Requested
Program Manager	50%	12	\$6,500 p/m	\$39,000
Assistant Program Manager	100%	12	\$5,700 p/m	\$68,400
Lead Facilitator	100%	12	\$3,850 p/m	\$46,200
Lead Facilitator	100%	12	\$3,850 p/m	\$46,200
Lead Facilitator	100%	12	\$3,850 p/m	\$46,200
Facilitator	100%	12	\$3,450 p/m	\$41,400
Facilitator	100%	12	\$3,450 p/m	\$41,400
Facilitator	100%	12	\$3,450 p/m	\$41,400

Total Salaries/ Wages \$370,200

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

<u>Benefit Item (Calculation)</u>	<u>Item Total</u>
Health, dental, and vision insurance at 15% of total salaries/wages	<u>\$55,530</u>
Retirement: match of 3% to employee contributions for eligible employees. Amount based on 3% of total salaries/wages.	<u>\$11,106</u>
Payroll Taxes: FICA at 7.65%, SUI at 5.4% after first \$7,000 of wages/salary, Employment Training Tax (ETT) at 0.1%, and Workers Compensation at 1.5% of wages/salaries. Total tax 12%	<u>\$44,424</u>
TOTAL SALARIES AND BENEFITS:	<u>\$481,260</u>

BUDGET DETAIL (FY 2023-24)

VENDOR NAME: Central Valley Children's Services Network

BUDGET LINE ITEM	CATEGORY & DESCRIPTION/ CALCULATION	SUBTOTAL	TOTAL
0100	Salaries (1) .50% of a Full-time Program Manager \$39,000 (1) 100% of a Full-time Assistant Program Manager \$68,400 (3) 100% Full-time Parent Education Lead Facilitators: \$46,200 x 3 = \$138,600 (3) 100% Full-time Parent Education Facilitators: \$41,400 x 3 = \$124,200	\$39,000 \$68,400 \$138,600 \$124,200	\$370,200
0150	Payroll Taxes Taxes set at 12%: FICA at 7.65%, SUI at 5.4% after first \$7,000 of wages/salary. Employment Training Tax at 0.1%, and Workers Compensation at 1.5% of wages/salaries	\$44,424	\$44,424
0200	Benefits Health, Dental, and Vision insurance at 15% of total salaries/wages. \$55,530 Retirement: match 3% of total salaries/wages. \$11,106	\$55,530 \$11,106	\$66,636
0250	Insurance General Liability - Fire/Theft: Based on per employee at 0.080% of salary x 8 employee salaries of \$47,870 = \$3,064	\$3,064	\$3,064
0300	Communications Site (1) - Telephone, long distance, and internet @ \$158 x 12 months = \$1,896 Site (2) – Telephone, long distance, and internet @ \$250 x 12 months = \$3,000	\$1,896 \$3,000	\$7,956

	Cell phone \$34 per employee x 7.5 employees x 12 months = \$3,060	\$3,060	
0350	Office Expense General office supplies \$43 per employee x 8 employees x 12 months.	\$4,128	\$4,128
0400	Equipment Upgrade or maintain computer workstations, chairs, printers etc. Other video equipment for virtual/hybrid classes (see details under the narrative below)	\$5,000	\$5,000
0450	Facilities Site (1) – Helm Ave location utilities \$75 x 12 = \$900 Maintenance to building, such as minor repairs to appliances, structure, carpet cleaning etc. \$400. Site (2) – Northwest Fresno facility rent \$1,200 X 12 months = \$14,400, Utilities projected at \$250 per month (\$250 x 12 months = \$3,000); Maintenance to building, such as minor repairs to appliances, structure, carpet cleaning, etc. \$500. Rural areas (Kerman) satellite Classrooms fees: \$100 per session x 14 = \$1,400 per cohort. Four off site cohorts 4 x \$1,400 = \$5,600	\$900 \$400 \$17,900 \$5,600	\$24,800
0500	Travel Costs Mileage to travel throughout Fresno County based on average 187 mi/mo/per staff member x 8 staff x \$.575/mi x 12 months = \$10,322 Bus tokens for 30 parents x 2 tokens x 14 sessions = 840 tokens x \$1.25 = \$1,050	\$10,322 \$1,050	\$11,372

0550	Program Supplies		\$49,000
	Parenting Ed. curriculum binders for 480 parents x \$17 = \$8,160.	\$8,160	
	Parenting Education Learning materials for 480 parents x \$2.00 x 14 sessions = \$13,440	\$13,440	
	Weekly activities and children's books kits \$1,160	\$1,160	
	AAPI-2 assessments for 480 parents x 2 x \$2.50 = \$2,400.	\$2,400	
	Children's activities materials for 150 children x \$2.00 x 14 sessions = \$4,200.	\$4,200	
	Meals and healthy snack for children while they attend childcare. 150 children x \$2.00 x 14 sessions = \$4,200.	\$4,200	
	Meals and healthy snack for parents while they attend PE classes; 480 parents x \$2.00 x 14 sessions = \$13,440.	\$13,440	
0600	Emergency assistance funds \$2,000	\$2,000	
	Consultancy/Subcontracts		\$23,520
	Enriched Child Care providers \$15hr x 4hrs per session x two providers = \$120. Four cohorts x 14 sessions = 56 sessions. (\$120 x 56 sessions = \$6,720).	\$6,720	
0650	Interpreting Services 15 parents x 2hrs per session x 14 sessions x \$40/hour = \$16,800	\$16,800	
	Fiscal & Audits		\$4,080
	Audit percentage is based on actual audit costs compared to the agency total contract amounts. In this case \$680,000 x .006% = \$4,080.	\$4,080	

0700	Training Possible program related trainings as identified for all staff. Ideally Trauma Informed Care, Working with Families and Substance Use. Etc. \$500 x 8 staff = \$4,000	\$4,000	\$4,000
0750	Indirect Costs Indirect costs based on 10% allowed.	\$61,818	\$61,818
TOTAL EXPENSES		\$679,998	\$679,998

BUDGET DETAIL NARRATIVE (FY 2023-24)

VENDOR NAME: Central Valley Children's Services Network

SALARIES

(1) .50% of a Full-time Program Manager: **\$39,000**
Oversee the implementation of the program. Coordinate, plan and oversee all aspects of the program. Essential duties include program oversight, program evaluation, budgeting, staff hiring, training, and reflective practice, field, and administrative supervision that includes monthly observation and bi-weekly reflective practice group staff sessions.

(1) 100% of a Full-time Assistant Program Manager: **\$68,400**
Provide day-to-day supervision of the 6 FTE Facilitators (6 people), along with data collection and carrying a small caseload; Assist Program Manager in program budgeting; staff hiring, training and supervision; and, evaluation of program services. Positions filled and in place to start July 1, 2021. If the Family Connections Program procures funding for other DSS programs, the Assistant Program Manager Position may be divided into (2) part-time positions.

(3) 100% Full-time Parent Education Lead Facilitators: \$46,200 x 3 **\$138,600**
Facilitate eight cohorts of 15 - 25 parents each based on program curriculum, complete accompanying paperwork, conduct AAPI-2 assessments, and link parents to services and resources through existing structures. In addition, provide 10 parents with parenting classes in a one-on-one setting.

(3) 100% Full-time Parent Education Facilitators: \$41,400 x 3 **\$124,200**
Co-facilitate eight cohorts of 15 - 25 parents each based on program curriculum, complete accompanying paperwork, conduct AAPI-2 assessments, and link parents to services and resources through existing structures. In addition, provide 10 parents with parenting classes in a one-on-one setting.

PAYROLL TAXES **\$44,424**
Taxes at 12% - FICA at 7.65%, SUI at 5.4% after first \$7,000 of wages/salary (\$466,700 of above salaries), Employment Training Tax (ETT) at 0.1%, and Workers Compensation at 1.5% of wages/salaries

BENEFITS **\$66,636**
Health, Dental, and Vision insurance at 15% of total salaries/wages. \$55,530

Retirement: match of 3% to employee contributions for eligible employees. Amount based on 3% of total salaries/wages. \$11,106

INSURANCE **\$3,064**
General Liability - Fire/Theft: Based on per employee at 0.080% of salary x 8 employee salaries of \$47,870 = \$3,064

COMMUNICATION **\$7,956**
Communication costs for two sites:
Site (1) - Land line telephone, long distance, and internet @ \$158 x 12 months = \$1,896.
Site (2) - Land line telephone, long distance, and internet @ \$250 x 12 months = \$3,000.

Cell phone \$34 per employee x 7.5 employees x 12 months = \$3,060

OFFICE EXPENSE **\$4,128**
\$43 per employee x 8 employees x 12 months. General office supplies include but not limited to (toner for printer, paper, pens, white out, paper clips, envelopes, etc.).

EQUIPMENT **\$5,000**
Upgrade or maintenance of computer workstations, chairs, printers etc. \$5,000

FACILITIES COST **\$24,800**
Facilities cost are calculated for two sites and possible rural alternative classrooms.

Site (1)- Helm Ave location alarm monitoring service \$25 x 12 months = \$300; utilities \$50 x 12 = \$600 and Maintenance to building, such as minor repairs to appliances, structure, carpet cleaning etc. \$400. Total \$1,300

Site (2)- Northwest Fresno facility rent \$1,200 X 12 months = \$14,400, Utilities projected at \$250 per month (\$250 x 12 months = \$3,000); Maintenance to building, such as minor repairs to appliances, structure, carpet cleaning, etc. \$500. Total \$17,900. Site 2 will be utilized to offer parenting classes in Northwest Fresno, as well as office space for new staff and admin.

Rural area (Kerman) satellite Classrooms fees: \$100 per session x 14 = \$1,400 per cohort. Four off site cohorts 4 x \$1,400 = \$5,600

TRAVEL COST **\$11,372**
Mileage to travel throughout Fresno County based on average 187 mi/mo/per staff member x 8 staff x \$.575/mi x 12 months = \$10,322.

Bus tokens for 30 parents x 2 tokens x 14 sessions = 840 tokens x \$1.25 = \$1,050.

PROGRAM SUPPLIES **\$49,000**
Parenting Education curriculum binders for 480 parents x \$17 = \$8,160.

Parenting Education Learning materials for 480 parents x \$2.00 x 14 sessions = \$13,440.

Materials include handouts, booklets, notebooks etc. Activities and learning materials include (books, pens, scissors, butcher paper, construction paper, etc.).

In addition, weekly activities and children's books kit to implement during visitation hours with their children. The kit includes arts and crafts such as wooden family picture frame, discipline toolbox, calming lava bottle, sand timer, stress tool, canvas, journals, calendars, scissors, crayons, construction paper, fabric markers and acrylic paint. \$1,160.

Adult Adolescent Parenting Inventory (AAPI-2) assessments for 480 parents x 2 x \$2.50 = \$2,400.

Children's activities materials for 150 children x \$2.00 x 14 sessions = \$4,200 Materials include: paper, notebooks, crayons, scissors, butcher paper, paint, construction paper, etc.

Meals and healthy snacks for children while they attend enriched childcare. (150 children x \$2.00 x 14 sessions = \$4,200).

Meals and healthy snacks for parents while they attend parenting classes; 480 parents x \$2.00 x 14 sessions = \$13,440.

Emergency services fund to assist families experiencing difficult situations. This assistance may help them attend their parenting classes. Funds may be provided via direct service or gift card. \$2,000

CONSULTANCY/SUBCONTRACTS

\$23,520

Enriched Child Care providers \$15hr x 4hrs per session x two providers = \$120. Four cohorts x 14 sessions = 56 sessions. (\$120 x 56 sessions = \$6,720).

Interpreting Services 15 parents x 2hrs per session x 14 sessions x \$40/hour = \$16,800

FISCAL & AUDITS

\$4,080

The audit percentage is based on actual audit costs compared to the agency total contract amounts. That percentage (.006%) is then applied to the total amount of each contract. In this case \$680,000 x .006% = \$4,080 per year.

TRAINING

\$4,000

Possible program related trainings as identified for all staff. Ideally Trauma Informed Care, Working with Families and Substance Use. Etc. \$500 x 8 staff = \$4,000.

INDIRECT COSTS

\$61,818

Indirect costs based on 10% allowed.

BUDGET SUMMARY (FY 2024-25)

VENDOR NAME: Central Valley Children's Services Network

CATEGORY	BUDGET ITEM #	TOTAL
Salaries	0100	\$370,200
Payroll Taxes	0150	\$44,424
Benefits	0200	\$66,636
SUBTOTAL:		\$481,260
SERVICES & SUPPLIES		
Insurance	0250	\$3,064
Communications	0300	\$7,956
Office Expense	0350	\$4,128
Equipment	0400	\$5,000
Facilities	0450	\$24,800
Travel Costs	0500	\$11,372
Program Supplies	0550	\$49,000
Consultancy/Subcontracts	0600	\$23,520
Fiscal & Audits	0650	\$4,080
Training	0700	\$4,000
Indirect Costs	0750	\$61,818
SUBTOTAL:		\$198,738
TOTAL EXPENSES:		\$679,998

BUDGET PERSONNEL DETAIL (FY 2024-25)

VENDOR NAME: Central Valley Children's Services Network

SALARIES

Position	% of Time on Project	Number of Months	Monthly Salary/Hourly Wages	Salary/Wages Funds Requested
Program Manager	50%	12	\$6,500 p/m	\$39,000
Assistant Program Manager	100%	12	\$5,700 p/m	\$68,400
Lead Facilitator	100%	12	\$3,850 p/m	\$46,200
Lead Facilitator	100%	12	\$3,850 p/m	\$46,200
Lead Facilitator	100%	12	\$3,850 p/m	\$46,200
Facilitator	100%	12	\$3,450 p/m	\$41,400
Facilitator	100%	12	\$3,450 p/m	\$41,400
Facilitator	100%	12	\$3,450 p/m	\$41,400

Total Salaries/ Wages \$370,200

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

<u>Benefit Item (Calculation)</u>	<u>Item Total</u>
Health, dental, and vision insurance at 15% of total salaries/wages	<u>\$55,530</u>
Retirement: match of 3% to employee contributions for eligible employees. Amount based on 3% of total salaries/wages.	<u>\$11,106</u>
Payroll Taxes: FICA at 7.65%, SUI at 5.4% after first \$7,000 of wages/salary, Employment Training Tax (ETT) at 0.1%, and Workers Compensation at 1.5% of wages/salaries. Total tax 12%	<u>\$44,424</u>
TOTAL SALARIES AND BENEFITS:	<u>\$481,260</u>

BUDGET DETAIL (FY 2024-25)

VENDOR NAME: Central Valley Children's Services Network

BUDGET LINE ITEM	CATEGORY & DESCRIPTION/ CALCULATION	SUBTOTAL	TOTAL
0100	Salaries (1) .50% of a Full-time Program Manager \$39,000 (1) 100% of a Full-time Assistant Program Manager \$68,400 (3) 100% Full-time Parent Education Lead Facilitators: \$46,200 x 3 = \$138,600 (3) 100% Full-time Parent Education Facilitators: \$41,400 x 3 = \$124,200	\$39,000 \$68,400 \$138,600 \$124,200	\$370,200
0150	Payroll Taxes Taxes set at 12%: FICA at 7.65%, SUI at 5.4% after first \$7,000 of wages/salary. Employment Training Tax at 0.1%, and Workers Compensation at 1.5% of wages/salaries	\$44,424	\$44,424
0200	Benefits Health, Dental, and Vision insurance at 15% of total salaries/wages. \$55,530 Retirement: match 3% of total salaries/wages. \$11,106	\$55,530 \$11,106	\$66,636
0250	Insurance General Liability - Fire/Theft: Based on per employee at 0.080% of salary x 8 employee salaries of \$47,870 = \$3,064	\$3,064	\$3,064
0300	Communications Site (1) - Telephone, long distance, and internet @ \$158 x 12 months = \$1,896 Site (2) - Telephone, long distance, and internet @ \$250 x 12 months = \$3,000	\$1,896 \$3,000	\$7,956

	Cell phone \$34 per employee x 7.5 employees x 12 months = \$3,060	\$3,060	
0350	Office Expense General office supplies \$43 per employee x 8 employees x 12 months.	\$4,128	\$4,128
0400	Equipment Upgrade or maintain computer workstations, chairs, printers etc. Other video equipment for virtual/hybrid classes (see details under the narrative below)	\$5,000	\$5,000
0450	Facilities Site (1) – Helm Ave location utilities \$75 x 12 = \$900 Maintenance to building, such as minor repairs to appliances, structure, carpet cleaning etc. \$400. Site (2) – Northwest Fresno facility rent \$1,200 X 12 months = \$14,400, Utilities projected at \$250 per month (\$250 x 12 months = \$3,000); Maintenance to building, such as minor repairs to appliances, structure, carpet cleaning, etc. \$500. Rural areas (Kerman) satellite Classrooms fees: \$100 per session x 14 = \$1,400 per cohort. Four off site cohorts 4 x \$1,400 = \$5,600	\$900 \$400 \$17,900 \$5,600	\$24,800
0500	Travel Costs Mileage to travel throughout Fresno County based on average 187 mi/mo/per staff member x 8 staff x \$.575/mi x 12 months = \$10,322 Bus tokens for 30 parents x 2 tokens x 14 sessions = 840 tokens x \$1.25 = \$1,050	\$10,322 \$1,050	\$11,372

0550	Program Supplies		\$49,000
	Parenting Ed. curriculum binders for 480 parents x \$17 = \$8,160.	\$8,160	
	Parenting Education Learning materials for 480 parents x \$2.00 x 14 sessions = \$13,440	\$13,440	
	Weekly activities and children's books kits \$1,160	\$1,160	
	AAPI-2 assessments for 480 parents x 2 x \$2.50 = \$2,400.	\$2,400	
	Children's activities materials for 150 children x \$2.00 x 14 sessions = \$4,200.	\$4,200	
	Meals and healthy snack for children while they attend childcare. 150 children x \$2.00 x 14 sessions = \$4,200.	\$4,200	
	Meals and healthy snack for parents while they attend PE classes; 480 parents x \$2.00 x 14 sessions = \$13,440.	\$13,440	
0600	Emergency assistance funds \$2,000	\$2,000	
	Consultancy/Subcontracts		\$23,520
	Enriched Child Care providers \$15hr x 4hrs per session x two providers = \$120. Four cohorts x 14 sessions = 56 sessions. (\$120 x 56 sessions = \$6,720).	\$6,720	
0650	Interpreting Services 15 parents x 2hrs per session x 14 sessions x \$40/hour = \$16,800	\$16,800	
	Fiscal & Audits		\$4,080
	Audit percentage is based on actual audit costs compared to the agency total contract amounts. In this case \$680,000 x .006% = \$4,080.	\$4,080	

0700	Training Possible program related trainings as identified for all staff. Ideally Trauma Informed Care, Working with Families and Substance Use. Etc. \$500 x 8 staff = \$4,000	\$4,000	\$4,000
0750	Indirect Costs Indirect costs based on 10% allowed.	\$61,818	\$61,818
TOTAL EXPENSES		\$679,998	\$679,998

BUDGET DETAIL NARRATIVE (FY 2024-25)

VENDOR NAME: Central Valley Children's Services Network

SALARIES

(1) .50% of a Full-time Program Manager: **\$39,000**
Oversee the implementation of the program. Coordinate, plan and oversee all aspects of the program. Essential duties include program oversight, program evaluation, budgeting, staff hiring, training, and reflective practice, field, and administrative supervision that includes monthly observation and bi-weekly reflective practice group staff sessions.

(1) 100% of a Full-time Assistant Program Manager: **\$68,400**
Provide day-to-day supervision of the 6 FTE Facilitators (6 people), along with data collection and carrying a small caseload; Assist Program Manager in program budgeting; staff hiring, training and supervision; and, evaluation of program services. Positions filled and in place to start July 1, 2021. If the Family Connections Program procures funding for other DSS programs, the Assistant Program Manager Position may be divided into (2) part-time positions.

(3) 100% Full-time Parent Education Lead Facilitators: \$46,200 x 3 **\$138,600**
Facilitate eight cohorts of 15 - 25 parents each based on program curriculum, complete accompanying paperwork, conduct AAPI-2 assessments, and link parents to services and resources through existing structures. In addition, provide 10 parents with parenting classes in a one-on-one setting.

(3) 100% Full-time Parent Education Facilitators: \$41,400 x 3 **\$124,200**
Co-facilitate eight cohorts of 15 - 25 parents each based on program curriculum, complete accompanying paperwork, conduct AAPI-2 assessments, and link parents to services and resources through existing structures. In addition, provide 10 parents with parenting classes in a one-on-one setting.

PAYROLL TAXES **\$44,424**
Taxes set at 12% - FICA at 7.65%, SUI at 5.4% after first \$7,000 of wages/salary (\$466,700 of above salaries), Employment Training Tax (ETT) at 0.1%, and Workers Compensation at 1.5% of wages/salaries

BENEFITS **\$66,636**
Health, Dental, and Vision insurance at 15% of total salaries/wages. \$55,530

Retirement: match of 3% to employee contributions for eligible employees. Amount based on 3% of total salaries/wages. \$11,106

INSURANCE **\$3,064**
General Liability - Fire/Theft: Based on per employee at 0.080% of salary x 8 employee salaries of \$47,870 = \$3,064

COMMUNICATION **\$7,956**

Communication costs for two sites:

Site (1) - Land line telephone, long distance, and internet @ \$158 x 12 months = \$1,896.

Site (2) - Land line telephone, long distance, and internet @ \$250 x 12 months = \$3,000.

Cell phone \$34 per employee x 7.5 employees x 12 months = \$3,060.

OFFICE EXPENSE **\$4,128**

\$43 per employee x 8 employees x 12 months. General office supplies include but not limited to (toner for printer, paper, pens, white out, paper clips, envelopes, etc.).

EQUIPMENT **\$5,000**

Upgrade or maintenance of computer workstations, chairs, printers etc. \$5,000

FACILITIES COST **\$24,800**

Facilities cost are calculated for two sites and possible rural alternative classrooms.

Site (1)- Helm Ave location alarm monitoring service \$25 x 12 months = \$300; utilities \$50 x 12 = \$600 and Maintenance to building, such as minor repairs to appliances, structure, carpet cleaning etc. \$400. Total \$1,300

Site (2)- Northwest Fresno facility rent \$1,200 X 12 months = \$14,400, Utilities projected at \$250 per month (\$250 x 12 months = \$3,000); Maintenance to building, such as minor repairs to appliances, structure, carpet cleaning, etc. \$500. Total \$17,900. Site 2 will be utilized to offer parenting classes in Northwest Fresno, as well as office space for new staff and admin.

Rural area (Kerman) satellite Classrooms fees: \$100 per session x 14 = \$1,400 per cohort. Four off site cohorts 4 x \$1,400 = \$5,600

TRAVEL COST **\$11,372**

Mileage to travel throughout Fresno County based on average 187 mi/mo/per staff member x 8 staff x \$.575/mi x 12 months = \$10,322.

Bus tokens for 30 parents x 2 tokens x 14 sessions = 840 tokens x \$1.25 = \$1,050.

PROGRAM SUPPLIES **\$49,000**

Parenting Education curriculum binders for 480 parents x \$17 = \$8,160.

Parenting Education Learning materials for 480 parents x \$2.00 x 14 sessions = \$13,440.

Materials include handouts, booklets, notebooks etc. Activities and learning materials include (books, pens, scissors, butcher paper, construction paper, etc.).

In addition, weekly activities and children's books kit to implement during visitation hours with their children. The kit includes arts and crafts such as wooden family picture frame, discipline toolbox, calming lava bottle, sand timer, stress tool, canvas, journals, calendars, scissors, crayons, construction paper, fabric markers and acrylic paint. \$1,160.

Adult Adolescent Parenting Inventory (AAPI-2) assessments for 480 parents x 2 x \$2.50 = \$2,400.

Children's activities materials for 150 children x \$2.00 x 14 sessions = \$4,200 Materials include: paper, notebooks, crayons, scissors, butcher paper, paint, construction paper, etc.

Meals and healthy snacks for children while they attend enriched childcare. (150 children x \$2.00 x 14 sessions = \$4,200).

Meals and healthy snacks for parents while they attend parenting classes; 480 parents x \$2.00 x 14 sessions = \$13,440.

Emergency services fund to assist families experiencing difficult situations. This assistance may help them attend their parenting classes. Funds may be provided via direct service or gift card. \$2,000

CONSULTANCY/SUBCONTRACTS **\$23,520**

Enriched Child Care providers \$15hr x 4hrs per session x two providers = \$120. Four cohorts x 14 sessions = 56 sessions. (\$120 x 56 sessions = \$6,720).

Interpreting Services 15 parents x 2hrs per session x 14 sessions x \$40/hour = \$16,800

FISCAL & AUDITS **\$4,080**

The audit percentage is based on actual audit costs compared to the agency total contract amounts. That percentage (.006%) is then applied to the total amount of each contract. In this case \$680,000 x .006% = \$4,080 per year.

TRAINING **\$4,000**

Possible program related trainings as identified for all staff. Ideally Trauma Informed Care, Working with Families and Substance Use. Etc. \$500 x 8 staff = \$4,000.

INDIRECT COSTS **\$61,818**

Indirect costs based on 10% allowed.

BUDGET SUMMARY (FY 2025-26)

VENDOR NAME: Central Valley Children's Services Network

CATEGORY	BUDGET ITEM #	TOTAL
Salaries	0100	\$370,200
Payroll Taxes	0150	\$44,424
Benefits	0200	\$66,636
SUBTOTAL:		\$481,260
SERVICES & SUPPLIES		
Insurance	0250	\$3,064
Communications	0300	\$7,956
Office Expense	0350	\$4,128
Equipment	0400	\$5,000
Facilities	0450	\$24,800
Travel Costs	0500	\$11,372
Program Supplies	0550	\$49,000
Consultancy/Subcontracts	0600	\$23,520
Fiscal & Audits	0650	\$4,080
Training	0700	\$4,000
Indirect Costs	0750	\$61,818
SUBTOTAL:		\$198,738
TOTAL EXPENSES:		\$679,998

BUDGET PERSONNEL DETAIL (FY 2025-26)

VENDOR NAME: Central Valley Children's Services Network

SALARIES

Position	% of Time on Project	Number of Months	Monthly Salary/Hourly Wages	Salary/Wages Funds Requested
Program Manager	50%	12	\$6,500 p/m	\$39,000
Assistant Program Manager	100%	12	\$5,700 p/m	\$68,400
Lead Facilitator	100%	12	\$3,850 p/m	\$46,200
Lead Facilitator	100%	12	\$3,850 p/m	\$46,200
Lead Facilitator	100%	12	\$3,850 p/m	\$46,200
Facilitator	100%	12	\$3,450 p/m	\$41,400
Facilitator	100%	12	\$3,450 p/m	\$41,400
Facilitator	100%	12	\$3,450 p/m	\$41,400

Total Salaries/ Wages \$370,200

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

<u>Benefit Item (Calculation)</u>	<u>Item Total</u>
Health, dental, and vision insurance at 15% of total salaries/wages	<u>\$55,530</u>
Retirement: match of 3% to employee contributions for eligible employees. Amount based on 3% of total salaries/wages.	<u>\$11,106</u>
Payroll Taxes: FICA at 7.65%, SUI at 5.4% after first \$7,000 of wages/salary, Employment Training Tax (ETT) at 0.1%, and Workers Compensation at 1.5% of wages/salaries. Total tax 12%	<u>\$44,424</u>
TOTAL SALARIES AND BENEFITS:	<u>\$481,260</u>

BUDGET DETAIL (FY 2025-26)

VENDOR NAME: Central Valley Children's Services Network

BUDGET LINE ITEM	CATEGORY & DESCRIPTION/ CALCULATION	SUBTOTAL	TOTAL
0100	Salaries (1) .50% of a Full-time Program Manager \$39,000 (1) 100% of a Full-time Assistant Program Manager \$68,400 (3) 100% Full-time Parent Education Lead Facilitators: \$46,200 x 3 = \$138,600 (3) 100% Full-time Parent Education Facilitators: \$41,400 x 3 = \$124,200	\$39,000 \$68,400 \$138,600 \$124,200	\$370,200
0150	Payroll Taxes Taxes set at 12%: FICA at 7.65%, SUI at 5.4% after first \$7,000 of wages/salary. Employment Training Tax at 0.1%, and Workers Compensation at 1.5% of wages/salaries	\$44,424	\$44,424
0200	Benefits Health, Dental, and Vision insurance at 15% of total salaries/wages. \$55,530 Retirement: match 3% of total salaries/wages. \$11,106	\$55,530 \$11,106	\$66,636
0250	Insurance General Liability - Fire/Theft: Based on per employee at 0.080% of salary x 8 employee salaries of \$47,870 = \$3,064	\$3,064	\$3,064
0300	Communications Site (1) - Telephone, long distance, and internet @ \$158 x 12 months = \$1,896 Site (2) - Telephone, long distance, and internet @ \$250 x 12 months = \$3,000	\$1,896 \$3,000	\$7,956

	Cell phone \$34 per employee x 7.5 employees x 12 months = \$3,060	\$3,060	
0350	Office Expense General office supplies \$43 per employee x 8 employees x 12 months.	\$4,128	\$4,128
0400	Equipment Upgrade or maintain computer workstations, chairs, printers etc. Other video equipment for virtual/hybrid classes (see details under the narrative below)	\$5,000	\$5,000
0450	Facilities Site (1) – Helm Ave location utilities \$75 x 12 = \$900 Maintenance to building, such as minor repairs to appliances, structure, carpet cleaning etc. \$400. Site (2) – Northwest Fresno facility rent \$1,200 X 12 months = \$14,400, Utilities projected at \$250 per month (\$250 x 12 months = \$3,000); Maintenance to building, such as minor repairs to appliances, structure, carpet cleaning, etc. \$500. Rural areas (Kerman) satellite Classrooms fees: \$100 per session x 14 = \$1,400 per cohort. Four off site cohorts 4 x \$1,400 = \$5,600	\$900 \$400 \$17,900 \$5,600	\$24,800
0500	Travel Costs Mileage to travel throughout Fresno County based on average 187 mi/mo/per staff member x 8 staff x \$.575/mi x 12 months = \$10,322 Bus tokens for 30 parents x 2 tokens x 14 sessions = 840 tokens x \$1.25 = \$1,050	\$10,322 \$1,050	\$11,372

0550	Program Supplies		\$49,000
	Parenting Ed. curriculum binders for 480 parents x \$17 = \$8,160.	\$8,160	
	Parenting Education Learning materials for 480 parents x \$2.00 x 14 sessions = \$13,440	\$13,440	
	Weekly activities and children's books kits \$1,160	\$1,160	
	AAPI-2 assessments for 480 parents x 2 x \$2.50 = \$2,400.	\$2,400	
	Children's activities materials for 150 children x \$2.00 x 14 sessions = \$4,200.	\$4,200	
	Meals and healthy snack for children while they attend childcare. 150 children x \$2.00 x 14 sessions = \$4,200.	\$4,200	
	Meals and healthy snack for parents while they attend PE classes; 480 parents x \$2.00 x 14 sessions = \$13,440.	\$13,440	
0600	Emergency assistance funds \$2,000	\$2,000	
	Consultancy/Subcontracts		\$23,520
	Enriched Child Care providers \$15hr x 4hrs per session x two providers = \$120. Four cohorts x 14 sessions = 56 sessions. (\$120 x 56 sessions = \$6,720).	\$6,720	
0650	Interpreting Services 15 parents x 2hrs per session x 14 sessions x \$40/hour = \$16,800	\$16,800	
	Fiscal & Audits		\$4,080
	Audit percentage is based on actual audit costs compared to the agency total contract amounts. In this case \$680,000 x .006% = \$4,080.	\$4,080	

0700	Training Possible program related trainings as identified for all staff. Ideally Trauma Informed Care, Working with Families and Substance Use. Etc. \$500 x 8 staff = \$4,000	\$4,000	\$4,000
0750	Indirect Costs Indirect costs based on 10% allowed.	\$61,818	\$61,818
TOTAL EXPENSES		\$679,998	\$679,998

BUDGET DETAIL NARRATIVE (FY 2025-26)

VENDOR NAME: Central Valley Children's Services Network

SALARIES

(1) .50% of a Full-time Program Manager: **\$39,000**
Oversee the implementation of the program. Coordinate, plan and oversee all aspects of the program. Essential duties include program oversight, program evaluation, budgeting, staff hiring, training, and reflective practice, field, and administrative supervision that includes monthly observation and bi-weekly reflective practice group staff sessions.

(1) 100% of a Full-time Assistant Program Manager: **\$68,400**
Provide day-to-day supervision of the 6 FTE Facilitators (6 people), along with data collection and carrying a small caseload; Assist Program Manager in program budgeting; staff hiring, training and supervision; and, evaluation of program services. Positions filled and in place to start July 1, 2021. If the Family Connections Program procures funding for other DSS programs, the Assistant Program Manager Position may be divided into (2) part-time positions.

(3) 100% Full-time Parent Education Lead Facilitators: \$46,200 x 3 **\$138,600**
Facilitate eight cohorts of 15 - 25 parents each based on program curriculum, complete accompanying paperwork, conduct AAPI-2 assessments, and link parents to services and resources through existing structures. In addition, provide 10 parents with parenting classes in a one-on-one setting. Two positions filled and in place to start July 1, 2021.

(3) 100% Full-time Parent Education Facilitators: \$41,400 x 3 **\$124,200**
Co-facilitate eight cohorts of 15 - 25 parents each based on program curriculum, complete accompanying paperwork, conduct AAPI-2 assessments, and link parents to services and resources through existing structures. In addition, provide 10 parents with parenting classes in a one-on-one setting.

PAYROLL TAXES **\$44,424**
Taxes set at 12% - FICA at 7.65%, SUI at 5.4% after first \$7,000 of wages/salary (\$466,700 of above salaries), Employment Training Tax (ETT) at 0.1%, and Workers Compensation at 1.5% of wages/salaries

BENEFITS **\$66,636**
Health, Dental, and Vision insurance at 15% of total salaries/wages. \$55,530

Retirement: match of 3% to employee contributions for eligible employees. Amount based on 3% of total salaries/wages. \$11,106

INSURANCE **\$3,064**
General Liability - Fire/Theft: Based on per employee at 0.080% of salary x 8 employee salaries of \$47,870 = \$3,064

COMMUNICATION **\$7,956**
Communication costs for two sites:
Site (1) - Land line telephone, long distance, and internet @ \$158 x 12 months = \$1,896.
Site (2) - Land line telephone, long distance, and internet @ \$250 x 12 months = \$3,000.

Cell phone \$34 per employee x 7.5 employees x 12 months = \$3,060

OFFICE EXPENSE **\$4,128**

\$43 per employee x 8 employees x 12 months. General office supplies include but not limited to (toner for printer, paper, pens, white out, paper clips, envelopes, etc.).

EQUIPMENT **\$5,000**

Upgrade or maintenance of computer workstations, chairs, printers etc. \$5,000

FACILITIES COST **\$24,800**

Facilities cost are calculated for two sites and possible rural alternative classrooms.

Site (1)- Helm Ave location alarm monitoring service \$25 x 12 months = \$300; utilities \$50 x 12 = \$600 and Maintenance to building, such as minor repairs to appliances, structure, carpet cleaning etc. \$400. Total \$1,300

Site (2)- Northwest Fresno facility rent \$1,200 X 12 months = \$14,400, Utilities projected at \$250 per month (\$250 x 12 months = \$3,000); Maintenance to building, such as minor repairs to appliances, structure, carpet cleaning, etc. \$500. Total \$17,900. Site 2 will be utilized to offer parenting classes in Northwest Fresno, as well as office space for new staff and admin.

Rural area (Kerman) satellite Classrooms fees: \$100 per session x 14 = \$1,400 per cohort. Four off site cohorts 4 x \$1,400 = \$5,600

TRAVEL COST **\$11,372**

Mileage to travel throughout Fresno County based on average 187 mi/mo/per staff member x 8 staff x \$.575/mi x 12 months = \$10,322.

Bus tokens for 30 parents x 2 tokens x 14 sessions = 840 tokens x \$1.25 = \$1,050.

PROGRAM SUPPLIES **\$49,000**

Parenting Education curriculum binders for 480 parents x \$17 = \$8,160.

Parenting Education Learning materials for 480 parents x \$2.00 x 14 sessions = \$13,440.

Materials include handouts, booklets, notebooks etc. Activities and learning materials include (books, pens, scissors, butcher paper, construction paper, etc.).

In addition, weekly activities and children's books kit to implement during visitation hours with their children. The kit includes arts and crafts such as wooden family picture frame, discipline toolbox, calming lava bottle, sand timer, stress tool, canvas, journals, calendars, scissors, crayons, construction paper, fabric markers and acrylic paint. \$1,160.

Adult Adolescent Parenting Inventory (AAPI-2) assessments for 480 parents x 2 x \$2.50 = \$2,400.

Children's activities materials for 150 children x \$2.00 x 14 sessions = \$4,200 Materials include: paper, notebooks, crayons, scissors, butcher paper, paint, construction paper, etc.

Meals and healthy snacks for children while they attend enriched childcare. (150 children x \$2.00 x 14 sessions = \$4,200).

Meals and healthy snacks for parents while they attend parenting classes; 480 parents x \$2.00 x 14 sessions = \$13,440.

Emergency services fund to assist families experiencing difficult situations. This assistance may help them attend their parenting classes. Funds may be provided via direct service or gift card. \$2,000

CONSULTANCY/SUBCONTRACTS **\$23,520**

Enriched Child Care providers \$15hr x 4hrs per session x two providers = \$120. Four cohorts x 14 sessions = 56 sessions. (\$120 x 56 sessions = \$6,720).

Interpreting Services 15 parents x 2hrs per session x 14 sessions x \$40/hour = \$16,800

FISCAL & AUDITS **\$4,080**

The audit percentage is based on actual audit costs compared to the agency total contract amounts. That percentage (.006%) is then applied to the total amount of each contract. In this case \$680,000 x .006% = \$4,080 per year.

TRAINING **\$4,000**

Possible program related trainings as identified for all staff. Ideally Trauma Informed Care, Working with Families and Substance Use. Etc. \$500 x 8 staff = \$4,000.

INDIRECT COSTS **\$61,818**

Indirect costs based on 10% allowed.

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 **Central Valley Children's Services Network** (PROVIDER) related to provision of emergency shelter care services for COUNTY's dependent children, requires that the undersigned report all known or suspected child abuse or neglect to one or more of the agencies set forth in Penal Code (P.C.) section (§) 11165.9.

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

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

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

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

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

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

SIGNATURE

DATE