

AGREEMENT

THIS AGREEMENT is made and entered into this 27th day of April, 2021, by and between the **COUNTY OF FRESNO**, a Political Subdivision of the State of California, hereinafter referred to as "COUNTY", and **EXCEPTIONAL PARENTS UNLIMITED, INC.**, a California non-profit corporation, whose address is 4440 N. First Street, Fresno, CA 93726, hereinafter referred to as "CONTRACTOR".

WITNESSETH:

WHEREAS, COUNTY, through its Department of Social Services (DSS) is in need of services to decrease the likelihood of child abuse and neglect through preservation and family functioning, and improve safety and home stability; and

WHEREAS, COUNTY desires to enter into an Agreement for community-based intensive home visitation services which nurtures parental competence and successful childhood development by building relationships with parents and children in their home setting; and

WHEREAS, CONTRACTOR represents it possesses the experience and skills to provide the services desired by COUNTY's DSS.

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

1. SERVICES

A. CONTRACTOR shall provide all services set forth in Exhibit A, Summary of Services, attached hereto and by this reference incorporated herein.

B. CONTRACTOR shall perform all services and fulfill all responsibilities as identified in COUNTY'S Request for Proposal (RFP) No. 21-012 dated October 22, 2020, Addendum No. One (1), dated December 1, 2020, hereinafter collectively referred to as COUNTY'S RFP 21-012, and CONTRACTOR'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 Paragraphs 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 21-012; and 3) to CONTRACTOR'S Response to RFP. A copy of COUNTY'S RFP 21-012 and

CONTRACTOR'S response shall be retained and made available during the term of this Agreement by COUNTY'S Department of Social Services (DSS).

D. In the event of the termination or expiration of this Agreement, CONTRACTOR shall provide transitional services to clients currently receiving services, working with COUNTY staff and / or COUNTY's contracted vendor(s). Transitional duties shall include but are 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 after the expiration or 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 through and including 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 Director of COUNTY Department of Social Services, hereinafter referred to as DSS Director, or his or her designee is authorized to execute such written approval on behalf of COUNTY based on CONTRACTOR'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 CONTRACTOR thirty (30) days advance written notice.

B. Breach of Contract - COUNTY or may immediately suspend or terminate this Agreement in whole or in part, where in the determination of 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 COUNTY; or
- 4) Improperly performed service.

In no event shall any payment by COUNTY constitute a waiver by COUNTY of any breach of this Agreement or any default, which may then exist on the part of CONTRACTOR. Neither shall such

1 payment impair or prejudice any remedy available to COUNTY with respect to the breach or default.
2 COUNTY shall have the right to demand of CONTRACTOR the repayment to COUNTY of any funds
3 disbursed to CONTRACTOR under this Agreement, which in the judgment of COUNTY were not
4 expended in accordance with the terms of this Agreement. CONTRACTOR shall promptly refund any such
5 funds upon demand or at COUNTY's discretion such repayment shall be deducted from future payments
6 owing to CONTRACTOR under this Agreement.

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

10 **4. COMPENSATION**

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

14 In no event shall compensation for services performed under this Agreement be in excess
15 of Three Hundred Thousand Dollars (\$300,000) for the period of July 1, 2021 to June 30, 2022; Three
16 Hundred Four Thousand, Five Hundred Dollars (\$304,500) for the period of July 1, 2022 to June 30, 2023;
17 and Three Hundred Nine Thousand, Sixty-Eight Dollars (\$309,068) for the period of July 1, 2023 to June
18 30, 2024. Should the term of this Agreement be extended for one (1) or two (2) additional years, in no
19 event shall compensation for services performed under this Agreement be in excess of Three Hundred
20 Thirteen Thousand, Seven Hundred Four Dollars (\$313,704) for the period of July 1, 2024 to June 30,
21 2025 or Three Hundred Eighteen Thousand Four Hundred Nine Dollars (\$318,409) the period of July 1,
22 2025 to June 30, 2026. The cumulative total of the Agreement shall not be in excess of One Million, Five
23 Hundred Forty-Five Thousand, Six Hundred Eighty-one Dollars (\$1,545,681). It is understood that all
24 expenses incidental to CONTRACTOR'S performance of services under this Agreement shall be borne by
25 CONTRACTOR.

26 Except as provided below regarding State payment delays, payments by COUNTY shall
27 be in arrears, for services provided during the preceding month, within forty-five (45) days after receipt,
28 verification and approval of CONTRACTOR'S invoices by DSS. If CONTRACTOR should fail to comply

1 with any provision of this Agreement, COUNTY shall be relieved of its obligation for further compensation.
2 All final claims shall be submitted by CONTRACTOR within sixty (60) days following the final month of
3 service for which payment is claimed. No action shall be taken by COUNTY on claims submitted beyond
4 the sixty (60) day closeout period. Any compensation which is not expended by CONTRACTOR pursuant
5 to the terms and conditions of this Agreement shall automatically revert to COUNTY.

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

12 **5. INVOICING**

13 CONTRACTOR shall invoice COUNTY's DSS in arrears by the tenth (10th) of each month
14 for actual expenses incurred and services rendered in the previous month to:

15 DSSInvoices@fresnocountyca.gov.

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

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1 **6. INDEPENDENT CONTRACTOR:**

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

10 CONTRACTOR and COUNTY shall comply with all applicable provisions of law and the
11 rules and regulations, if any, of governmental authorities having jurisdiction over matters which are
12 directly or indirectly the subject of this Agreement.

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

21 **7. MODIFICATION**

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

24 **8. HOLD HARMLESS**

25 CONTRACTOR agrees to indemnify, save, hold harmless, and at COUNTY's request,
26 defend COUNTY, its officers, agents, and employees from any and all costs and expenses (including
27 attorney's fees and court costs), damages, liabilities, claims, and losses occurring or resulting to COUNTY
28 in connection with the performance, or failure to perform, of CONTRACTOR, its officers, agents, or

employees under this Agreement, and from any and all costs and expenses (including attorney's fees and court costs), damages, liabilities, claims, and losses occurring or resulting to any person, firm, or corporation who may be injured or damaged by the performance, or failure to perform, by CONTRACTOR, its officers, agents, or employees under this Agreement. In addition, CONTRACTOR agrees to indemnify COUNTY for Federal, State of California and/or local audit exceptions resulting from noncompliance herein on the part of the CONTRACTOR.

9. INSURANCE

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

A. Commercial General Liability

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

B. Automobile Liability

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

C. Professional Liability

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

D. Worker's Compensation

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

E. Child Abuse/Molestation Liability

Child Abuse/Molestation Liability insurance with limits of not less than One Million Dollars (\$1,000,000.00) per occurrence, Two Million Dollars (\$2,000,000.00) annual

1 aggregate. This policy shall be issued on a per occurrence basis.

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

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

14 Within Thirty (30) days from the date CONTRACTOR signs and executes this Agreement,
15 CONTRACTOR shall provide certificates of insurance and endorsement as stated above for all of the
16 foregoing policies, as required herein, to DSSContractInsurance@fresnocountyca.gov or to the County of
17 Fresno Department of Social Services at 205 W. Pontiac Way, Clovis, CA 93612, Attention: John Arbie,
18 stating that such insurance coverages have been obtained and are in full force; that COUNTY, its officers,
19 agents and employees will not be responsible for any premiums on the policies; that such Commercial
20 General Liability insurance names the County of Fresno, its officers, agents and employees, individually
21 and collectively, as additional insured, but only insofar as the operations under this Agreement are
22 concerned; that such coverage for additional insured shall apply as primary insurance and any other
23 insurance, or self-insurance, maintained by COUNTY, its officers, agents and employees, shall be excess
24 only and not contributing with insurance provided under CONTRACTOR'S policies herein; and that this
25 insurance shall not be cancelled or changed without a minimum of thirty (30) days advance written notice
26 given to COUNTY.

27 In the event CONTRACTOR fails to keep in effect at all times insurance coverage as herein
28 provided, COUNTY may, in addition to other remedies it may have, suspend or terminate this Agreement

upon the occurrence of such event.

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

10. NON-ASSIGNMENT

Neither party shall assign, transfer or sub-contract this Agreement nor their rights or duties under this Agreement without the prior written consent of the other party.

11. AUDITS AND INSPECTIONS

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

If this Agreement exceeds ten thousand dollars (\$10,000.00), CONTRACTOR 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).

12. NOTICES

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

COUNTY

Director, County of Fresno DSS
205 W. Pontiac Way
Clovis, CA 93612

CONTRACTOR

Chief Executive Officer
Exceptional Parents Unlimited, Inc.
4440 N. First Street
Fresno, CA 93726

All notices between COUNTY and CONTRACTOR 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).

13. CHANGE OF LEADERSHIP/MANAGEMENT

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

14. DISCLOSURE OF SELF-DEALING TRANSACTIONS

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

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

1 **15. CONFIDENTIALITY AND SECURITY**

2 All services performed by CONTRACTOR under this Agreement shall be in strict
3 conformance with all applicable Federal, State of California, and/or local laws and regulations relating
4 to confidentiality. CONTRACTOR shall require its employees, agents, officers and subcontractors to
5 comply with the provisions of Sections 10850 and 14100.2 of the Welfare and Institutions Code, as well
6 as the California Department of Social Services (CDSS) Manual of Policies and Procedures, Division
7 19-0000 and the California Department of Health Care Services (DHCS) Medi-Cal Eligibility Procedures
8 Manual, Section 2H. These Code sections provide that:

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

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

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

20 CONTRACTOR shall inform all of its employees, agents, officers and subcontractors of
21 the above provisions and that any person knowingly and intentionally violating such provisions is guilty
22 of a misdemeanor.

23 In addition, CONTRACTOR, its employees, agents and officer shall comply, and require
24 all of its subcontractors to comply with (1) the DHCS Medi-Cal Privacy and Security Agreement
25 between the California DHCS and the County of Fresno that is then in effect, and (2) the Privacy and
26 Security Agreement between the CDSS and the County of Fresno that is then in effect, both of which
27 together shall be referred to as "the Agreements" and are incorporated herein by this reference. The
28 current versions of both the DHCS and CDSS Privacy and Security agreements are available upon

request or can be viewed at: <http://www.co.fresno.ca.us/MediCalPrivacy/>. CONTRACTOR shall insure that all personally identifiable information (PII), as defined in the Agreements, concerning program recipients shall be kept confidential and shall not be opened to examination, publicized, disclosed, or used for any purpose not directly connected with the administration of the program. CONTRACTOR 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, CONTRACTOR shall immediately report the incident to the COUNTY by calling (559) 600-2300 or E-mailing at dssprivacyofficer@fresnocountyca.gov. CONTRACTOR 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. CERTIFICATION REGARDING DEBARMENT, SUSPENSIONS, INELIGIBILITY AND VOLUNTARY EXCLUSION-LOWER TIER COVERED TRANSITIONS

A. COUNTY and CONTRACTOR recognize that Federal assistance funds will be used under the terms of this Agreement. For purposes of this paragraph, CONTRACTOR 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 to this Agreement.

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

4 The prospective recipient further agrees that by entering into this Agreement, it will
5 include a clause identical to Paragraph 16 of this Agreement and titled "Certification Regarding
6 Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions", in all
7 lower tier covered transactions and in all solicitations for lower tier covered transaction.

8 5.) The certification in Paragraph 16 of this Agreement is a material
9 representation of fact upon which COUNTY relied in entering into this Agreement.

10 **17. DATA SECURITY**

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

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

21 B. Contractor-Owned Computers or Computer Peripherals may not brought into
22 COUNTY facilities for use, including and not limited to mobile storage devices, without prior authorization
23 from COUNTY's Chief Information Officer or her designee and transferred by means of a Virtual Private
24 Network Connection, or another type of secure connection of this type if any data is approved to be
25 transferred.

26 C. COUNTY Owned Computer Equipment - CONTRACTOR or anyone having an
27 employment relationship with COUNTY may not use COUNTY computers or computer peripherals on
28 non-COUNTY premises without prior authorization from COUNTY's Chief Information Officer or her

1 designee.

2 D. CONTRACTOR may not store COUNTY's private confidential or sensitive data
3 on any hard disk drive.

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

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

11 G. CONTRACTOR is responsible to immediately notify COUNTY of any breaches or
12 potential breaches of security related to COUNTY's confidential information, data maintained in
13 computer files, program documentation, data processing systems, data files and data processing
14 equipment which stores or processes COUNTY data internally or externally.

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

20 **18. CHILD ABUSE REPORTING**

21 CONTRACTOR shall utilize a procedure acceptable to COUNTY to ensure that all of
22 CONTRACTOR's employees, volunteers, consultants, subcontractors or agents performing services
23 under this Agreement shall report all known or suspected child abuse or neglect to one or more of the
24 agencies set forth in Penal Code section 11165.9. This procedure shall include having all of
25 CONTRACTOR's employees, volunteers, consultants, subcontractors or agents performing services
26 under this Agreement sign a statement that he or she knows of and will comply with the reporting
27 requirements set forth in Penal Code section 11166. The statement to be utilized by CONTRACTOR is
28 set forth in Exhibit D, Notice of Child Abuse Reporting Law, attached hereto and by this reference

1 incorporated herein.

2 **19. LICENSES**

3 The CONTRACTOR shall, throughout the term of this Agreement, maintain all necessary
4 licenses, permits, approvals, certificates, waivers and exemptions necessary for the provision of
5 services hereunder and required by the laws and regulations of the United States, State of California,
6 the COUNTY, and any other applicable governmental agencies. The CONTRACTOR shall notify the
7 COUNTY immediately in writing of its inability to obtain or maintain all necessary licenses, permits,
8 approvals, certificates, waivers and exemptions, irrespective of the pendency of all appeal related
9 thereto. Additionally, the CONTRACTOR shall comply with all other applicable rules and regulations, as
10 may not exist or be hereinafter changed.

11 **20. LIMITED ENGLISH PROFICIENCY (LEP)**

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

24 **21. RECRUITMENT OF EMPLOYEES AND SERVICE TO CLIENTS**

25 The CONTRACTOR shall ensure that its employment recruitment efforts relating to this
26 Agreement, including administrative and professional staff positions, are carried out so as to adequately
27 reflect the cultural and ethnic diversity of the population of Fresno County. The CONTRACTOR, in the
28 performance of this Agreement, shall use its best efforts to serve all cultural and ethnic groups residing

1 in Fresno County. The CONTRACTOR'S employment efforts relating to this Agreement will be
2 monitored by the COUNTY at periodic intervals.

3 **22. RECORDS**

4 A. Record Establishment and Maintenance

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

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

10 B. Cost Documentation

11 1) CONTRACTOR shall submit to COUNTY within fifteen (15) calendar days
12 following the end of each month, all fiscal and program reports for that month. CONTRACTOR shall
13 also furnish to COUNTY such statements, records, data and information as COUNTY may request
14 pertaining to matters covered by this Agreement. In the event that CONTRACTOR fail to provide
15 reports as provided herein, it shall be deemed sufficient cause for COUNTY to withhold payments until
16 compliance is established.

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

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

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1 C. Service Documentation

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

6 D. Use of Data

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

14 CONTRACTOR shall exert all reasonable effort to advise COUNTY at time of delivery of subject data
15 furnished under this Agreement, of all possible invasions of the right of privacy therein contained, and
16 of all portions of such subject data copied from work not composed or produced in the performance of
17 this Agreement and not licensed under this provision.

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

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

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

23. CHARITABLE CHOICE

CONTRACTOR may not discriminate in its program delivery against a client or potential client on the basis of religion or religious belief, a refusal to hold a religious belief, or a refusal to actively participate in a religious practice. Any specifically religious activity or service made available to individuals by the CONTRACTOR must be voluntary as well as separate in time and location from County funded activities and services. CONTRACTOR shall inform County as to whether it is faith-based. If CONTRACTOR identify as faith-based, they must submit to DSS a copy of its policy on referring individuals to alternate treatment CONTRACTOR and include a copy of this policy in their client admission forms. The policy must inform individuals that they may be referred to an alternative provider if 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 CONTRACTOR identify as faith-based, by July 1 of each year CONTRACTOR will be required to report to DSS the number of individuals who requested referrals to alternate providers based on religious objection.

24. DRUG-FREE WORKPLACE REQUIREMENTS

For purposes of this paragraph, CONTRACTOR 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. CONTRACTOR shall also comply with the requirements of the Drug-Free Workplace Act of 1990 (California Government Code section 8350 et seq.)

///

1 **25. CONFLICT OF INTEREST**

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

9 **26. CLEAN AIR AND WATER**

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

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

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

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

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

25 **27. STATE ENERGY CONSERVATION**

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

1 **28. POLITICAL ACTIVITY**

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

5 **29. LOBBYING ACTIVITY**

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

9 **30. FRATERNIZATION**

10 CONTRACTOR shall establish procedures addressing fraternization between
11 CONTRACTOR staff and clients. Such procedures will include provisions for informing CONTRACTOR
12 staff and clients regarding fraternization guidelines.

13 **31. INTERPRETATION OF LAWS AND REGULATIONS**

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

16 **32. COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS**

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

20 **33. PERSONNEL DISCLOSURE**

21 CONTRACTOR, upon request, shall make available to COUNTY a current list of all
22 personnel providing services hereunder. Changes to this list will be immediately provided to COUNTY in
23 writing. The list shall provide the following information:

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

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

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

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

2 **34. PROHIBITION ON PUBLICITY**

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

10 **35. SINGLE AUDIT CLAUSE**

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

25 B. A single audit report is not applicable if all CONTRACTOR's Federal contracts
26 do not exceed the Seven Hundred Fifty Thousand Dollars (\$750,000) requirement or CONTRACTOR's
27 funding is through Drug related Medi-Cal. If a single audit is not applicable, a program audit must be
28 performed and a program audit report with management letter shall be submitted by CONTRACTOR to

COUNTY as a minimum requirement to attest to CONTRACTOR's solvency. Said audit report shall be delivered to COUNTY's DSS, Accounting Office, for review no later than nine (9) months after the close of the fiscal year in which the funds supplied through this Agreement are expended. Failure to comply with this Act may result in COUNTY performing the necessary audit tasks or contracting with a qualified accountant to perform said audit. All audit costs related to this Agreement are the sole responsibility of CONTRACTOR who agrees to take corrective action to eliminate any material noncompliance or weakness found as a result of such audit. Audit work performed by COUNTY under this paragraph shall be billed to the CONTRACTOR at COUNTY cost, as determined by COUNTY's Auditor-Controller/Treasurer-Tax Collector.

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

36. 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, CONTRACTOR 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 CONTRACTOR under this Agreement. CONTRACTOR further agrees that in the event CONTRACTOR 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

1 copy of such subcontract and such books, documents, and records of such organization as are necessary
2 to verify the nature and extent of such costs and regulations.

3 **37. NON-DISCRIMINATION**

4 During the performance of this Agreement CONTRACTOR, 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
7 disability, mental disability, medical condition, national origin, race, ancestry, marital status, religion, or
8 religious creed, pursuant to all applicable State of California and Federal statutes and regulations.

9 **38. GRIEVANCES**

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

13 **39. ACKNOWLEDGMENT**

14 The CONTRACTOR shall acknowledge in all public relations activities, materials, and
15 publications that the COUNTY is the funding source for services to be provided through this Agreement.

16 **40. GOVERNING LAW**

17 The parties agree that for the purposes of venue, performance shall only be in Fresno
18 County, California.

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

21 **41. SEVERABILITY**

22 Should any court or regulatory agency or body determine, in a form and manner which
23 render such determination enforceable against either of the parties, that any provision of this Agreement is
24 void, invalid, unenforceable, or illegal, such determination shall not affect any other provision of this
25 Agreement, and this Agreement shall, if reasonable, be construed and performed as if such void, invalid,
26 unenforceable, or illegal provision had never been contained herein.

27 **42. ENTIRE AGREEMENT**

28 This Agreement constitutes the entire agreement between CONTRACTOR 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 year
2 first hereinabove written.

3
4 **CONTRACTOR**

5
6 William E. Chaltrow Jr.
7 William Chaltrow Jr.
8 President of the Board of Directors
9 Exceptional Parents Unlimited

10
11 Suzanne Ellis
12 Suzanne Ellis
13 Chief Financial Officer
14 Exceptional Parents Unlimited

COUNTY OF FRESNO

15
16 Steve Brandau
17 Chairman of the Board of Supervisors of
18 the County of Fresno

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

23
24 By: Chia Cuyf
25 Deputy

26
27 **FOR ACCOUNTING USE ONLY:**

28
Fund: 0001
Subclass: 10000
ORG: 66107441
Account: 7870

SUMMARY OF SERVICES

ORGANIZATION: Exceptional Parents Unlimited, Inc.
PROGRAM NAME : Intensive Home Visitation
ADDRESS: 4440 North First Street, Fresno, CA 93726
SERVICE ADDRESS: 4440 North First Street, Fresno, CA 93726
TELEPHONE: (559) 229-2000
CONTACT: Lowell J. Ens, CEO
Claudette Plascencia, Director

CONTRACT PERIOD/
AMOUNT:

July 1, 2021 – June 30, 2022:	\$300,000.00
July 1, 2022 – June 30, 2023:	\$304,500.00
July 1, 2023 – June 30, 2024:	\$309,068.00
July 1, 2024 – June 30, 2025:	\$313,704.00
July 1, 2025 – June 30, 2026	\$318,409.00

Five (5) year total: \$1,545,681.00

A. SUMMARY OF SERVICES

CONTRACTOR shall provide community-based intensive home visitation services to families and their children at risk of abuse or neglect referred by Department of Social Services (DSS). Services will nurture parental competence and positive childhood development, and shall include education services, child development guidance and coordination, referral, and linkage to existing community resources. CONTRACTOR's Home Visitor staff shall provide services primarily in the family's home setting. Auxiliary services, including but not limited to parenting classes and mental health services, may be referred to a community provider or performed outside of the family's home setting.

Program services shall be for a maximum of six (6) months for each family, with an option of an additional six (6) months with written justification from CONTRACTOR and approval of DSS. Families which have successfully met their family goals shall be successfully discharged.

B. TARGET POPULATION

1. Parents (mothers and fathers) and children whose families are receiving DSS services and are at high risk of abuse or neglect: and

2. Families who are involved in DSS Child Welfare Services and accept services offered through the Voluntary Family Maintenance Program.

C. CONTRACTOR RESPONSIBILITIES

Contractor shall perform services as follows:

1. Serve up to 125 unduplicated DSS families for each fiscal year of this Agreement.
2. CONTRACTOR shall acknowledge each referral by emailing the case assigned DSS Social Worker and providing the name of the Home Visitor assigned to the family. The Social Work Supervisor is to be copied on the email.
3. Track all referrals received from DSS and provide a summary by the 10th of each month, with the invoice and Monthly Activity Report (MAR), to designated DSS staff. The MAR shall include, but is not limited to the referrals received, status and disposition of each referral, in a format mutually agreed upon by Contractor and DSS.
4. 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/post-assessment completion.
5. Complete the standardized child development evaluations [Ages and Stages Questionnaire (ASQ) and Ages and Stages Social and Emotional (ASQ-SE)] for each referred child and every six (6) months thereafter. Results shall be provided to the assigned DSS Social Worker within thirty (30) days of evaluation completion.
6. Complete a minimum of one (1) home visit per week while remaining flexible to family needs. Completed weekly visits are to be indicated in the monthly progress report.
7. Based on DSS Social Worker approval of a family's request for virtual or telephonic service delivery due to concerns regarding COVID-19 exposure, illnesses or other mitigating circumstances, CONTRACTOR shall provide modified services for the period indicated by the Social Worker. CONTRACTOR is to record in case notes when services are provided by alternative means.
8. Participate in Multi-Disciplinary Services that includes Team Decision Making (TDM) meetings and/or case staffing involving specific families served.

9. Supervisory and/or Management staff shall participate in regularly scheduled meetings coordinated by DSS to review program outcomes and progress and/or to discuss contractual issues.
10. Maintain regular, on-going contact with the case assigned DSS Social Worker to discuss family progress and case/service plan coordination, to problem solve and to discuss any other issues which may arise.
11. For each family served, provide a monthly written progress report by the 15th of each month using the "Intensive Home-Based Visitation Services Monthly VFM Report" template. Email reports to the case assigned DSS Social Worker; the Social Work Supervisor is to be copied on the email. Progress Reports shall include, but are not limited to:
 - Date of referral; initial contact attempts made and type of contact i.e. telephone, home visit, email, text;
 - Date of enrollment and number of months enrolled in program;
 - Copy of the most current family service plan;
 - Number of completed home visits, date(s) of visit and reason if visit was not completed;
 - Dates and types of services provided for the month;
 - Adjunct services/classes attended for the month, date of classes and reason if classes were not attended, if applicable
 - Copies of certificates of completion from classes, if applicable;
 - Results of all ASQ, ASQ-SE, and AAPIs completed;
 - Reason for termination, if applicable;
 - Date of successful discharge.
12. If it is determined, through consultation between Home Visitor and DSS Social Worker, that a family will not complete the family case plan in the 6 month program period, the Social Worker will email the Home Visitor, indicating approval for the family's reenrollment in another 6-month session in order to complete the program. The DSS Social Work Supervisor and Home Visitor Program Manager will be included on the email. Services for each client family shall not exceed a total of twelve (12) months.
13. CONTRACTOR will provide annual Civil Rights training to their staff in the first sixty (60) days of the contract and in the first quarter of every successive calendar year and will provide relevant proof to DSS within ninety (90) days of the contract and by April 1, for each year of the contract.
14. CONTRACTOR will provide annual Privacy and Security trainings to their staff in the first sixty (60) days of the contract and in the first quarter of every successive calendar year and will provide relevant proof to DSS within ninety (90) days of the contract and by April 1, for each year of the contract.

15. CONTRACTOR shall maintain sufficient qualified, trained, linguistically and racially/culturally diverse staff to serve DSS clients and demonstrate a commitment to quality care and racial/cultural competency and sensitivity.
16. CONTRACTOR shall maintain a minimum of one (1) Home Visitor staff fluent in Spanish.
17. CONTRACTOR's Supervisor to Home Visitor ratio shall not exceed 1:4.
18. CONTRACTOR shall maintain staffing in accordance with Exhibit B, Budget.
19. Provide a Home Visitor staff roster, which includes phone and email contact information, at the beginning of the contract and at the beginning of each successive fiscal year or as needed in the case of staffing changes. The roster is to be emailed to the Social Work Supervisor.
20. CONTRACTOR shall provide training opportunities to staff, as needed, to improve and maintain outcomes, skills, best practices, and cultural competency.
21. CONTRACTOR shall submit the Monthly Activity Report (MAR) and monthly invoice by the 10th of each month. The MAR shall detail outcomes, program milestones and demographic data. A current roster of budgeted staff and unfilled vacancies will accompany the MAR. Format and manner of submission of the MAR shall be determined by DSS with input from CONTRACTOR, no later than July 30, 2021.
22. Contractor will provide a Certificate of Completion to each family upon successful completion of the program. A copy of the certificate shall be emailed to the assigned DSS Social Worker.

D. COUNTY RESPONSIBILITIES

COUNTY shall perform as follows:

1. DSS shall refer VFM involved families in need of intensive home visitation services to CONTRACTOR.
2. DSS shall communicate to CONTRACTOR in writing changes in case Social Worker assignments to client family within ten (10) working days of such change. Email notification is acceptable.
3. DSS' case assigned Social Worker in conjunction with CONTRACTOR's assigned staff shall schedule the TDM meetings and/or case staffing to ensure CONTRACTOR's staff participation.

4. DSS Social Worker shall maintain regular, on-going contact to discuss family progress, case/service plan coordination and problem solving with CONTRACTOR, as mutually deemed appropriate.
5. DSS Social Worker will review and approve, if appropriate, a family's request for services to be conducted virtually/telephonically due to concerns regarding COVID-19 exposure, illnesses, or other mitigating circumstances. Social Worker, in collaboration with the family, will set time limit for delivery of the modified services and is to indicate in case notes when services are provided by alternative means.
6. DSS staff will coordinate and participate in monthly or quarterly meetings with CONTRACTOR to review program outcomes and progress and/or to discuss contractual issues.
7. DSS shall include CONTRACTOR's staff in DSS trainings that are relevant to the services as described in the term and conditions of this Agreement, if there is sufficient space available, at no cost.

E. GOALS AND OUTCOMES

Program Goals:

- Goal 1: Engage in services a minimum of fifty percent (50%) of referred families each fiscal year while striving to engage sixty percent (60%) of referred families by year three (3) and seventy-five percent (75%) of referred families by year five (5). Family engagement will be measured by completion of assessments (ASQ/ASQ-SE and AAPI). Date of assessments and assessment scores are to be documented in the first monthly progress report.
- Goal 2: Maintain a minimum fifty percent (50%) program completion rate by unduplicated families engaged in services each fiscal year while striving to achieve a sixty percent (60%) program completion rate for engaged families by year three (3), and seventy percent (70%) by year five (5).
- Goal 3: Eighty-five percent (85%) of families with children ages 0-5 will be current with their required immunizations.

Performance Outcomes:

- Outcome 1: Eighty percent (80%) of children ages 0-5 will achieve age appropriate developmental milestone markers at review as determined by the Ages and Stages Questionnaires (ASQ) for families completing the program.

- Outcome 2: Eighty-five percent (85%) of parents will report satisfaction with services received as evidenced on the parent satisfaction survey at completion of the program.
- Outcome 3: Seventy-five percent (75%) of parents will maintain or attain the level of 'low risk' in the Discipline ("use of Corporal Punishment") construct as evidence on the Adult Adolescent Parenting Inventory (AAPI) upon completion of the program.
- Outcome 4: Seventy-five percent (75%) of parents will maintain or attain a level of 'moderate risk' or 'low risk' in the "Expectations of Children" and "Parental Empathy towards Children's Needs" constructs as evidenced on the AAPI upon completion of the program.

BUDGET SUMMARY

VENDOR NAME: Exceptional Parents Unlimited, Inc.

July 1, 2021-June 30, 2022

CATEGORY	BUDGET ITEM #	TOTAL
Salaries	0100	\$ 181,559.00
Payroll Taxes	0150	\$ 15,231.00
Benefits	0200	\$ 26,325.00
SUBTOTAL:		\$ 223,115.00
SERVICES & SUPPLIES		
Insurance	0250	\$ 3,741.00
Communications	0300	\$ 3,580.00
Office Expense	0350	\$ 3,800.00
Equipment	0400	\$ -
Facilities	0450	\$ 21,900.00
Travel Costs	0500	\$ 6,264.00
Program Supplies	0550	\$ 3,600.00
Consultancy/Subcontracts	0600	\$ 1,500.00
Fiscal & Audits	0650	\$ 700.00
Training	0660	\$ 1,800.00
Indirect Costs	0700	\$ 30,000.00
SUBTOTAL:		\$ 76,885.00
TOTAL EXPENSES		\$ 300,000.00

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

BUDGET DETAIL (Personnel)

VENDOR NAME: Exceptional Parents Unlimited, Inc.
BUDGET PERIOD: (July 1, 2021-June 30, 2022)

<u>SALARIES</u> Position	% of Time On Project	Number of	Monthly Salary/Hourly Wages	Salary/Wages Funds Requested
Director of Parenting Services	10%	12	\$ 6,520	\$ 7,824
Supervisor/Home Visitor	100%	12	\$23.00 x 173.34 hrs.	\$ 47,842
Behavioral Health Clinician	15%	12	\$27.00 x 173.34 hrs.	\$ 8,424
Home Visitor III	100%	12	\$20.25 x 173.34 hrs.	\$ 42,122
Home Visitor II	100%	12	\$18.00 x 173.34 hrs.	\$ 37,441
Home Visitor I	80%	12	\$16.50 x 173.34 hrs.	\$ 27,457
Data Management Specialist	21%	12	\$23.92 x 173.34 hrs.	\$ 10,449

Total
Salaries/Wages \$ 181,559

TAXES (FICA, SUI):

FICA (.0765 x \$181,559)	13,889
SUI (.045 x \$7,000 x 4.26 FTE's)	1,342
Total Taxes	15,231

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

Benefit Item (Calculation)

Health, Dental, Vision Insurance (\$408.42/mo. x 4.26 FTE's x 12 mos.)	20,878
Retirement budgeted at 3% of salaries (.03 x \$181,559)	5,447
Total Benefits	\$ 26,325

TOTAL SALARIES AND BENEFITS \$ 223,115

BUDGET DETAIL (Services and Supplies)			
VENDOR NAME: <u>Exceptional Parents Unlimited, Inc.</u>			
Budget Period <u>July 1, 2021 - June 30, 2022</u>			
BUDGET LINE ITEM	CATEGORY & DESCRIPTION/ CALCULATION	SUBTOTAL	TOTAL
0250	Insurance - Worker's Compensation insurance budgeted at .014 x salaries of \$181,559 = \$2,541	2,541	
	General Liability, property, auto Insurance budgeted at \$100 per month x 12 months	1,200	3,741
0300	Communications - Agency phone & internet budgeted at \$65 per month x 12 months	780	
	Cell Phone service for Supervisor & 3 Home Visitors budgeted at \$50/mo. x 12 mos x 4	2,400	
	Purchase of 2 new cell phones at \$200 each	400	3,580
0350	Office Expense - Copying, printing, postage, office supplies, minor equipment, employment verifications, server lease, licenses & fees, & misc. supplies at \$316.67/mo. x 12 months	3,800	3,800
0450	Facilities - Facility cost budgeted at \$1,575 per month x 12 months for a total of \$18,900. Cost includes office space, janitorial service & supplies, alarm & security, & misc. maintenance	18,900	
	Utilities budgeted at \$250/mo x 12 mos.	3,000	21,900
0500	Travel - Mileage reimbursement budgeted at \$522 per month.	6,264	6,264
0550	Program Supplies - budgeted at \$300/month x 12 months = \$3,600. Supplies include AAPI-A/B screening assessments, Nurturing Parenting handbooks, ASQ kits for Home Visitors, home visit activity supplies, and misc. program supplies	3,600	3,600
0600	Consultants - Network administration and data security at \$125/mo. x 12 months	1,500	1,500
0650	Fiscal & Audits - Portion of Agency Single Audit budgeted at \$700	700	700
0660	Training - Domestic violence training for 4 staff budgeted at \$300 x 4 = \$1,200, plus \$600 for required Agency training including CPR, HIPPA, & Mandated Reporter training for all program staff	1,800	1,800
0700	Indirect Costs budgeted at 10% of total award (\$300,000 x 10%)	30,000	30,000
		\$ 76,885	\$ 76,885

BUDGET DETAIL NARRATIVE

VENDOR NAME: Exceptional Parents Unlimited, Inc.

BUDGET PERIOD: (July 1, 2021-June 30, 2022)

Personnel Costs

- **Director of Parenting Services** – Budget includes 10% of full-time Program Director at \$7,824.
Supervises Learning about Parenting (LAP) staff. Assures that all policies and procedures of the organization are adhered to by program staff. Responsible for reporting to the various funding sources and grants that are related to the LAP Program. Works towards developing program components that are responsive to the needs of client families enrolled in LAP.
- **Supervisor/Home Visitor** – Budget includes a full-time Supervisor/Home Visitor at \$47,842.
Supervises Home Visitor staff. Assures that all policies and procedures of the organization are adhered to by Home Visitor staff. Responsible for the training and oversight of the Home Visitor's and management of assigned clients. Communicates effectively with referring parties and helps to connect clients to outside agencies that may meet their specific needs.
- **Behavioral Health Clinician** – Budget includes 15% of a full-time Behavioral Health Clinician at \$8,424.
Reviews the results for both the Edinburg and the PHQ-9 assessment tools. Using clinical judgement and scoring of the tools, assesses the client needs and provides a warm hand off to appropriate services or assists with ensuring that individual services are available and attainable in conjunction with the DBT Skills Training group offered by EPU.
- **Home Visitor** – Budget includes 2 Full-time Home Visitor's and 80% of 1 additional Home Visitor at \$42,122, \$37,441 and \$27,457, respectively. Total cost of Home Visitor staff is \$107,020.
Develops a relationship with the family and works with the family to build upon strengths and to enhance self-sufficiency. Implements Nurturing Parenting Curriculum through weekly home visitation, while supporting the family with their day to day struggles. Assesses child developmentally, and parent in the progress of their goals. Communicates effectively with referring parties and helps connect clients to outside agencies that may meet their needs. Documents interactions and reports as necessary.
- **Data Management Specialist** – Budget includes 21% of a full-time Data Management Specialist at \$10,449.
Manages all aspects of the program data for the LAP Program, which includes data collection, entry, preparation, and dissemination of data reports to the Director of Parenting Services.

- **Payroll Taxes**

FICA – Calculated at 7.65% of wages ($.0765 \times \$181,559 = \$13,889$)

SUI – Calculated at .45% of first \$7,000 in wages ($.045 \times \$7,000 \times 4.26 \text{ FTE's} = \$1,342$)

- **Benefits**

Health, Dental, Vision – ($\$408.42/\text{mo.} \times 4.26 \text{ FTE's} \times 12 \text{ mos.} = \$20,878$)

Retirement – Calculated at 3% of salaries ($.03 \times \$181,559 = \$5,447$)

Services and Supplies

- **Insurance** – Budget includes worker's compensation insurance at the current rate of $.014 \times$ salaries of \$181,559 for a total of \$2,541. Budget also includes general liability, auto, and property insurance budgeted at a cost of \$100 per month for 12 months for a total of \$1,200. Insurance costs are allocated to all of the agency programs based upon number of staff per program. Amount allocated to this grant represents approximately 2% of total agency premium. Total cost is \$3,741.

- **Communications** – Cost of agency telephone and internet service budgeted at a cost of \$65 per month for 12 months for a total of \$780. Cell phone service for the Supervisor and three Home Visitors is budgeted at \$50/mo. $\times 12 \text{ months} \times$ four phones is \$2,400. Budget also includes the \$400 for the purchase of two new cell phones for Supervisor and Home Visitor I, as current Home Visitors already have an agency issued cell phone. Agency issued cell phones are for business use only and are necessary for the safety of the employee and as a way for the client to reach the staff assigned to them. Total communications cost is budgeted at \$3,580.

- **Office Expense** – Office expense budget includes copier and server lease at \$75 per month $\times 12 \text{ mos.} = \900 , plus paper, printer supplies, general office equipment and supplies, agency letterhead and brochures, shredding, employment verifications, and postage at a cost of \$125/mo. $\times 12 \text{ months} = \$1,500$. Budget also includes annual user fee for Apricot data system, which is used for tracking & reporting data required by the County at a cost of \$333.34 per user $\times 4.2 \text{ FTE's}$ for a cost of \$1,400. Total office expense cost budgeted at \$3,800.

- **Facilities** – Office cost budgeted at \$1.25 per sq. ft. $\times 1,260 \text{ sq. ft.} \times 12 \text{ months} = \$18,900$. Cost includes janitorial services and supplies, security, alarm monitoring, & misc. repairs and maintenance. Space includes staff offices, conference rooms for meetings and training, and common areas. Utilities budgeted at \$250 per month $\times 12 \text{ months} = \$3,000$. Utilities include PG&E, water, sewer, and garbage service. Total facilities cost budgeted is at \$21,900.

- **Travel** – Mileage reimbursement is budgeted at \$6,264 (\$522 per mile for 900 miles per month.). Agency personnel use their personal vehicles to travel to families' homes within the service area. Mileage is reimbursed at the IRS approved rate.

- **Program Supplies** – Budget includes Nurturing Parenting books, pens, binders, and other program supplies budgeted at \$1,500. AAPI-A/B screening assessments budgeted at a cost of \$2.50 per parent $\times 250 \text{ parents} = \625 . Home Visitor activity

supplies to promote literacy, parent-child bonding, math skills and school readiness, budgeted at \$100 per month x 12 months = \$1,200. ASQ kits for Home Visitors, which include items such as blocks, books, balls, dolls, puzzles, eating utensils, etc. budgeted at \$275. Total program supply budget = \$3,600.

- **Contracts** – EPU’s network administration is outsourced to a private contractor. Contract includes network, server, and workstation administration, device management, and computer hardware maintenance. Cost is allocated to various agency grants/programs based upon number of users per grant/program. Cost is budgeted at \$29.34 per month x 4.26 FTE’s x 12 months = \$1,500.
- **Fiscal & Audits** – EPU is required to have a Single Audit conducted by an independent accounting firm every year. A portion of the audit fee is donated because of the Agency’s nonprofit status. Cost of the audit is allocated to all agency programs based upon budgeted expenses. Amount budgeted for this contract (\$700) is approximately 2% of total cost of audit. The County will receive a copy of the audit report.
- **Training** – Includes a 40 hour Domestic Violence training course conducted by the Marjaree Mason Center for the Supervisor and 3 Home Visitors at a cost of \$300 per staff x 4 = \$1,200. Professional development and other required training, (which is usually conducted online) include Mandated Reporter training, CPR, HIPPA compliance, Mental Health First Aid, and car seat safety, is budgeted at \$140.85 per FTE x 4.26 FTE’s = \$600. Total training budget is \$1,800.
- **Administrative Overhead** – EPU administrative overhead rate is currently 14%, which includes purchasing, payroll, accounts payable, human resources, accounting, data system management, executive director, and receptionist. The rate is based upon the actual cost of providing these services and is allocated to all grants and programs based upon program expenses. The Agency is currently applying for a Negotiated Indirect Cost Rate with HHS, but the de minimis rate of 10% has been used for budget purposes. Indirect is calculated at \$300,000 x 10% for a total of \$30,000.

BUDGET SUMMARY

VENDOR NAME: Exceptional Parents Unlimited, Inc.

July 1, 2022-June 30, 2023

CATEGORY	BUDGET ITEM #	TOTAL
Salaries	0100	\$ 187,000.00
Payroll Taxes	0150	\$ 15,647.00
Benefits	0200	\$ 26,468.00
SUBTOTAL:		\$ 229,115.00
SERVICES & SUPPLIES		
Insurance	0250	\$ 3,631.00
Communications	0300	\$ 3,180.00
Office Expense	0350	\$ 3,740.00
Equipment	0400	\$ -
Facilities	0450	\$ 21,900.00
Travel Costs	0500	\$ 6,264.00
Program Supplies	0550	\$ 3,600.00
Consultancy/Subcontracts	0600	\$ 1,320.00
Fiscal & Audits	0650	\$ 700.00
Training	0660	\$ 600.00
Indirect Costs	0700	\$ 30,450.00
SUBTOTAL:		\$ 75,385.00
TOTAL EXPENSES		\$ 304,500.00

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

BUDGET DETAIL (Personnel)

VENDOR NAME: Exceptional Parents Unlimited, Inc.
BUDGET PERIOD: (July 1, 2022-June 30, 2023)

<u>SALARIES</u> Position	% of Time On Project	Number of	Monthly Salary/Hourly Wages	Salary/Wages Funds Requested
Director of Parenting Services	10%	12	\$ 6,716	\$ 8,059
Supervisor/Home Visitor	100%	12	\$23.69 x 173.34 hrs.	\$ 49,277
Behavioral Health Clinician	15%	12	\$27.81 x 173.34 hrs.	\$ 8,677
Home Visitor III	100%	12	\$20.85 x 173.34 hrs.	\$ 43,370
Home Visitor II	100%	12	\$18.54 x 173.34 hrs.	\$ 38,565
Home Visitor I	80%	12	\$17.00 x 173.34 hrs.	\$ 28,289
Data Management Specialist	21%	12	\$24.64 x 173.34 hrs.	\$ 10,763

Total
Salaries/Wages \$ 187,000

TAXES (FICA, SUI):

FICA (.0765 x \$187,000)	14,305
SUI (.045 x \$7,000 x 4.26 FTE's)	1,342
Total Taxes	15,647

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

Benefit Item (Calculation)

Health, Dental, Vision Insurance (\$408.02 per mo. x 4.26 FTE's x 12 mos.)	20,858
Retirement budgeted at 3% of salaries (.03 x \$187,000)	5,610
Total Benefits	\$ 26,468

TOTAL SALARIES AND BENEFITS \$ 229,115

BUDGET DETAIL (Services and Supplies)			
VENDOR NAME: <u>Exceptional Parents Unlimited, Inc.</u> Budget Period <u>July 1, 2022 - June 30, 2023</u>			
BUDGET LINE ITEM	CATEGORY & DESCRIPTION/ CALCULATION	SUBTOTAL	TOTAL
0250	Insurance - Worker's Compensation insurance budgeted at .013 x salaries of \$187,000 General Liability, property, auto Insurance budgeted at \$100 per month x 12 months	2,431 1,200	3,631
0300	Communications - Agency phone & internet budgeted at \$65 per month x 12 months Cell Phone service for Supervisor & 3 Home Visitors budgeted at \$50/mo. x 12 mos x 4	780 2,400	3,180
0350	Office Expense - Copying, printing, postage, office supplies, minor equipment, employment verifications, server lease, licenses & fees, & misc. supplies at \$311.67/mo. x 12 months	3,740	3,740
0450	Facilities - Facility cost budgeted at \$1,575 per month x 12 months for a total of \$18,900. Cost includes office space, janitorial service & supplies, alarm & security, & misc. maintenance Utilities budgeted at \$250/mo x 12 mos.	18,900 3,000	21,900
0500	Travel - Mileage reimbursement budgeted at \$522 per month.	6,264	6,264
0550	Program Supplies - budgeted at \$300/month x 12 months = \$3,600. Supplies include AAPI-A/B screening assessments, Nurturing Parenting handbooks, ASQ kits for Home Visitors, home visit activity supplies, and misc. program supplies	3,600	3,600
0600	Consultants - Network administration and data security at \$110/mo. x 12 months	1,320	1,320
0650	Fiscal & Audits - Portion of Agency Single Audit budgeted at \$700	700	700
0660	Training - Various Agency required training for all staff include CPR, Mandated Reporter training, HIPPA compliance, Mental Health First Aid, etc. budgeted at \$140.85 per FTE x 4.26 FTE's	600	600
0700	Indirect Costs budgeted at 10% of total award (\$304,500 x 10%)	30,450	30,450
		\$ 75,385	\$ 75,385

BUDGET DETAIL NARRATIVE

VENDOR NAME: Exceptional Parents Unlimited, Inc.

BUDGET PERIOD: (July 1, 2022-June 30, 2023)

Personnel Costs

- **Director of Parenting Services** – Budget includes 10% of full-time Program Director at \$8,059.
Supervises Learning about Parenting (LAP) staff. Assures that all policies and procedures of the organization are adhered to by program staff. Responsible for reporting to the various funding sources and grants that are related to the LAP Program. Works towards developing program components that are responsive to the needs of client families enrolled in LAP.
- **Supervisor/Home Visitor** – Budget includes a full-time Supervisor/Home Visitor at \$49,277.
Supervises Home Visitor staff. Assures that all policies and procedures of the organization are adhered to by Home Visitor staff. Responsible for the training and oversight of the Home Visitor's and management of assigned clients. Communicates effectively with referring parties and helps to connect clients to outside agencies that may meet their specific needs.
- **Behavioral Health Clinician** – Budget includes 15% of a full-time Behavioral Health Clinician at \$8,677.
Reviews the results for both the Edinburg and the PHQ-9 assessment tools. Using clinical judgement and scoring of the tools, assesses the client needs and provides a warm hand off to appropriate services or assists with ensuring that individual services are available and attainable in conjunction with the DBT Skills Training group offered by EPU.
- **Home Visitor** – Budget includes 2 Full-time Home Visitor's and 80% of 1 additional Home Visitor at \$43,370, \$38,565 and \$28,289, respectively. Total cost of Home Visitor staff is \$110,224.
Develops a relationship with the family and works with the family to build upon strengths and to enhance self-sufficiency. Implements Nurturing Parenting Curriculum through weekly home visitation, while supporting the family with their day to day struggles. Assesses child developmentally, and parent in the progress of their goals. Communicates effectively with referring parties and helps connect clients to outside agencies that may meet their needs. Documents interactions and reports as necessary.
- **Data Management Specialist** – Budget includes 21% of a full-time Data Management Specialist at \$10,763.
Manages all aspects of the program data for the LAP Program, which includes data collection, entry, preparation, and dissemination of data reports to the Director of Parenting Services.

- **Payroll Taxes**

FICA – Calculated at 7.65% of wages ($.0765 \times \$187,000 = \$14,305$)

SUI – Calculated at .4.5% of first \$7,000 in wages ($.045 \times \$7,000 \times 4.26 \text{ FTE's} = \$1,342$)

- **Benefits**

Health, Dental, Vision – ($\$408.02/\text{mo.} \times 4.26 \text{ FTE's} \times 12 \text{ mos.} = \$20,858$)

Retirement – Calculated at 3% of salaries ($.03 \times \$187,000 = \$5,610$)

Services and Supplies

- **Insurance** – Budget includes worker's compensation insurance at the current rate of $.013 \times$ salaries of \$187,000 for a total of \$2,431. Budget also includes general liability, auto, and property insurance budgeted at a cost of \$100 per month for 12 months for a total of \$1,200. Insurance costs are allocated to all of the agency programs based upon number of staff per program. Amount allocated to this grant represents approximately 2% of total agency premium. Total cost is \$3,631.
- **Communications** – Cost of agency telephone and internet service budgeted at a cost of \$65 per month for 12 months for a total of \$780. Cell phone service for the Supervisor and three Home Visitors is budgeted at \$50/mo. $\times 12 \text{ months} \times$ four phones is \$2,400. Agency issued cell phones are for business use only and are necessary for the safety of the employee and as a way for the client to reach the staff assigned to them. Total communications cost is budgeted at \$3,180.
- **Office Expense** – Office expense budget includes copier and server lease at \$75 per month $\times 12 \text{ mos.} = \900 , plus paper, printer supplies, general office equipment and supplies, agency letterhead and brochures, shredding, employment verifications, and postage at a cost of \$120/mo. $\times 12 \text{ months} = \$1,440$. Budget also includes annual user fee for Apricot data system, which is used for tracking & reporting data required by the County at a cost of \$333.34 per user $\times 4.2 \text{ FTE's}$ for a cost of \$1,400. Total office expense cost budgeted at \$3,740.
- **Facilities** – Office cost budgeted at \$1.25 per sq. ft. $\times 1,260 \text{ sq. ft.} \times 12 \text{ months} = \$18,900$. Cost includes janitorial services and supplies, security, alarm monitoring, & misc. repairs and maintenance. Space includes staff offices, conference rooms for meetings and training, and common areas. Utilities budgeted at \$250 per month $\times 12 \text{ months} = \$3,000$. Utilities include PG&E, water, sewer, and garbage service. Total facilities cost budgeted is at \$21,900.
- **Travel** – Mileage reimbursement is budgeted at \$6,264 (\$522 per month for 900 miles per month). Agency personnel use their personal vehicles to travel to families' homes within the service area. Mileage is reimbursed at the IRS approved rate.
- **Program Supplies** – Budget includes Nurturing Parenting books, pens, binders, and other program supplies budgeted at \$1,500. AAPI-A/B screening assessments budgeted at a cost of \$2.50 per parent $\times 250 \text{ parents} = \625 . Home Visitor activity supplies to promote literacy, parent-child bonding, math skills and school readiness, budgeted at \$100 per month $\times 12 \text{ months} = \$1,200$. ASQ kits for Home

Visitors, which include items such as blocks, books, balls, dolls, puzzles, eating utensils, etc. budgeted at \$275. Total program supply budget = \$3,600.

- **Contracts** – EPU’s network administration is outsourced to a private contractor. Contract includes network, server, and workstation administration, device management, and computer hardware maintenance. Cost is allocated to various agency grants/programs based upon number of users per grant/program. Cost is budgeted at \$25.83 per month x 4.26 FTE’s x 12 months = \$1,320.
- **Fiscal & Audits** – EPU is required to conduct a Single Audit conducted by an independent accounting firm every year. A portion of the audit fee is donated because of the Agency’s nonprofit status. Cost of the audit is allocated to all agency programs based upon budgeted expenses. Amount budgeted for this contract (\$700) is approximately 2% of total cost of audit. The County will receive a copy of the audit report.
- **Training** – Professional development and other required trainings, (which are usually conducted online) is budgeted at \$140.85 per FTE x 4.26 FTE’s for a total of \$600. Subjects include Mandated Reporter training, CPR, HIPPA compliance, Mental Health First Aid, and car seat safety.
- **Administrative Overhead** – EPU’s administrative overhead rate is currently 14%, which includes purchasing, payroll, accounts payable, human resources, accounting, data system management, executive director, and receptionist. The rate is based upon the actual cost of providing these services and is allocated to all grants and programs based upon program expenses. The Agency is currently applying for a Negotiated Indirect Cost Rate with HHS, but the de minimis rate of 10% has been used for budget purposes. Indirect is calculated at \$304,500 x 10% for a total of \$30,450.

BUDGET SUMMARY

VENDOR NAME: Exceptional Parents Unlimited, Inc.

July 1, 2023-June 30, 2024

CATEGORY	BUDGET ITEM #	TOTAL
Salaries	0100	\$ 190,741.00
Payroll Taxes	0150	\$ 15,934.00
Benefits	0200	\$ 26,610.00
SUBTOTAL:		\$ 233,285.00
SERVICES & SUPPLIES		
Insurance	0250	\$ 3,680.00
Communications	0300	\$ 3,180.00
Office Expense	0350	\$ 3,740.00
Equipment	0400	\$ -
Facilities	0450	\$ 21,900.00
Travel Costs	0500	\$ 6,156.00
Program Supplies	0550	\$ 3,600.00
Consultancy/Subcontracts	0600	\$ 1,320.00
Fiscal & Audits	0650	\$ 700.00
Training	0660	\$ 600.00
Indirect Costs	0700	\$ 30,907.00
SUBTOTAL:		\$ 75,783.00
TOTAL EXPENSES		\$ 309,068.00

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

BUDGET DETAIL (Personnel)

VENDOR NAME: Exceptional Parents Unlimited, Inc.
BUDGET PERIOD: (July 1, 2023-June 30, 2024)

<u>SALARIES</u>			Monthly	
Position	% of Time On Project	Number of	Salary/Hourly Wages	Salary/Wages Funds Requested
Director of Parenting Services	10%	12	\$ 6,850	\$ 8,220
Supervisor/Home Visitor	100%	12	\$24.16 x 173.34 hrs.	\$ 50,255
Behavioral Health Clinician	15%	12	\$28.37 x 173.34 hrs.	\$ 8,852
Home Visitor III	100%	12	\$21.27 x 173.34 hrs.	\$ 44,243
Home Visitor II	100%	12	\$18.91 x 173.34 hrs.	\$ 39,334
Home Visitor I	80%	12	\$17.34 x 173.34 hrs.	\$ 28,855
Data Management Specialist	21%	12	\$25.14 x 173.34 hrs.	\$ 10,982

Total
Salaries/Wages \$ 190,741

TAXES (FICA, SUI):

FICA (.0765 x \$190,741)	14,592
SUI (.045 x \$7,000 x 4.26 FTE's)	1,342
Total Taxes	15,934

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

Benefit Item (Calculation)

Health, Dental, Vision Insurance (\$408.61/mo. x 4.26 FTE's x 12 mos.)	20,888
Retirement budgeted at 3% of salaries (.03 x \$190,741)	5,722
Total Benefits	\$ 26,610

TOTAL SALARIES AND BENEFITS \$ 233,285

BUDGET DETAIL (Services and Supplies)			
VENDOR NAME: <u>Exceptional Parents Unlimited, Inc.</u> Budget Period <u>July 1, 2023 - June 30, 2024</u>			
BUDGET LINE ITEM	CATEGORY & DESCRIPTION/ CALCULATION	SUBTOTAL	TOTAL
0250	Insurance - Worker's Compensation insurance budgeted at .013 x salaries of \$190,741 General Liability, property, auto Insurance budgeted at \$100 per month x 12 months	2,480 1,200	3,680
0300	Communications - Agency phone & internet budgeted at \$65 per month x 12 months Cell Phone service for Supervisor & 3 Home Visitors budgeted at \$50/mo. x 12 mos x 4	780 2,400	3,180
0350	Office Expense - Copying, printing, postage, office supplies, minor equipment, employment verifications, server lease, licenses & fees, & misc. supplies at \$311.67/mo. x 12 months	3,740	3,740
0450	Facilities - Facility cost budgeted at \$1,575 per month x 12 months for a total of \$18,900. Cost includes office space, janitorial service & supplies, alarm & security, & misc. maintenance Utilities budgeted at \$250/mo x 12 mos.	18,900 3,000	21,900
0500	Travel - Mileage reimbursement budgeted at \$513 per month.	6,156	6,156
0550	Program Supplies - budgeted at \$300/month x 12 months = \$3,600. Supplies include AAPI-A/B screening assessments, Nurturing Parenting handbooks, ASQ kits for Home Visitors, home visit activity supplies, and misc. program supplies	3,600	3,600
0600	Consultants - Network administration and data security at \$110/mo. x 12 months	1,320	1,320
0650	Fiscal & Audits - Portion of Agency Single Audit budgeted at \$700	700	700
0660	Training - Various Agency required training for all staff include CPR, Mandated Reporter training, HIPPA compliance, Mental Health First Aid, etc. budgeted at \$140.85 per FTE x 4.26 FTE's	600	600
0700	Indirect Costs budgeted at 10% of total award (\$309,068 x 10%)	30,907	30,907
		\$ 75,783	\$ 75,783

BUDGET DETAIL NARRATIVE

VENDOR NAME: Exceptional Parents Unlimited, Inc.

BUDGET PERIOD: (July 1, 2023-June 30, 2024)

Personnel Costs

- **Director of Parenting Services** – Budget includes 10% of full-time Program Director at \$8,220.
Supervises Learning about Parenting (LAP) staff. Assures that all policies and procedures of the organization are adhered to by program staff. Responsible for reporting to the various funding sources and grants that are related to the LAP Program. Works towards developing program components that are responsive to the needs of client families enrolled in LAP.
- **Supervisor/Home Visitor** – Budget includes a full-time Supervisor/Home Visitor at \$50,255.
Supervises Home Visitor staff. Assures that all policies and procedures of the organization are adhered to by Home Visitor staff. Responsible for the training and oversight of the Home Visitor's and management of assigned clients. Communicates effectively with referring parties and helps to connect clients to outside agencies that may meet their specific needs.
- **Behavioral Health Clinician** – Budget includes 15% of a full-time Behavioral Health Clinician at \$8,852.
Reviews the results for both the Edinburg and the PHQ-9 assessment tools. Using clinical judgement and scoring of the tools, assesses the client needs and provides a warm hand off to appropriate services or assists with ensuring that individual services are available and attainable in conjunction with the DBT Skills Training group offered by EPU.
- **Home Visitor** – Budget includes 2 Full-time Home Visitor's and 80% of 1 additional Home Visitor at \$44,243, \$39,334 and \$28,855, respectively. Total cost of Home Visitor staff is \$112,432.
Develops a relationship with the family and works with the family to build upon strengths and to enhance self-sufficiency. Implements Nurturing Parenting Curriculum through weekly home visitation, while supporting the family with their day to day struggles. Assesses child developmentally, and parent in the progress of their goals. Communicates effectively with referring parties and helps connect clients to outside agencies that may meet their needs. Documents interactions and reports as necessary.
- **Data Management Specialist** – Budget includes 21% of a full-time Data Management Specialist at \$10,982.
Manages all aspects of the program data for the LAP Program, which includes data collection, entry, preparation, and dissemination of data reports to the Director of Parenting Services.

- **Payroll Taxes**

FICA – Calculated at 7.65% of wages ($.0765 \times \$190,741 = \$14,592$)

SUI – Calculated at .4.5% of first \$7,000 in wages ($.045 \times \$7,000 \times 4.26 \text{ FTE's} = \$1,342$)

- **Benefits**

Health, Dental, Vision – ($\$408.61/\text{mo.} \times 4.26 \text{ FTE's} \times 12 \text{ mos.} = \$20,888$)

Retirement – Calculated at 3% of salaries ($.03 \times \$190,741 = \$5,722$)

Services and Supplies

- **Insurance** – Budget includes worker's compensation insurance at the current rate of $.013 \times$ salaries of \$190,741 for a total of \$2,480. Budget also includes general liability, auto, and property insurance budgeted at a cost of \$100 per month for 12 months for a total of \$1,200. Insurance costs are allocated to all of the agency programs based upon number of staff per program. Amount allocated to this grant represents approximately 2% of total agency premium. Total cost is \$3,680.
- **Communications** – Cost of agency telephone and internet service budgeted at a cost of \$65 per month for 12 months for a total of \$780. Cell phone service for the Supervisor and three Home Visitors is budgeted at \$50/mo. $\times 12 \text{ months} \times$ four phones is \$2,400. Agency issued cell phones are for business use only and are necessary for the safety of the employee and as a way for the client to reach the staff assigned to them. Total communications cost is budgeted at \$3,180.
- **Office Expense** – Office expense budget includes copier and server lease at \$75 per month $\times 12 \text{ mos.} = \900 , plus paper, printer supplies, general office equipment and supplies, agency letterhead and brochures, shredding, employment verifications, and postage at a cost of \$120/mo. $\times 12 \text{ months} = \$1,440$. Budget also includes annual user fee for Apricot data system, which is used for tracking & reporting data required by the County at a cost of \$333.34 per user $\times 4.2 \text{ FTE's}$ for a cost of \$1,400. Total office expense cost budgeted at \$3,740.
- **Facilities** – Office cost budgeted at \$1.25 per sq. ft. $\times 1,260 \text{ sq. ft.} \times 12 \text{ months} = \$18,900$. Cost includes janitorial services and supplies, security, alarm monitoring, & misc. repairs and maintenance. Space includes staff offices, conference rooms for meetings and training, and common areas. Utilities budgeted at \$250 per month $\times 12 \text{ months} = \$3,000$. Utilities include PG&E, water, sewer, and garbage service. Total facilities cost budgeted is at \$21,900.
- **Travel** – Mileage reimbursement is budgeted at \$6,156 (\$513 per month for 900 miles per month). Agency personnel use their personal vehicles to travel to families' homes within the service area. Mileage is reimbursed at the IRS approved rate.
- **Program Supplies** – Budget includes Nurturing Parenting books, pens, binders, and other program supplies budgeted at \$1,500. AAPI-A/B screening assessments budgeted at a cost of \$2.50 per parent $\times 250 \text{ parents} = \625 . Home Visitor activity supplies to promote literacy, parent-child bonding, math skills and school readiness, budgeted at \$100 per month $\times 12 \text{ months} = \$1,200$. ASQ kits for Home

Visitors, which include items such as blocks, books, balls, dolls, puzzles, eating utensils, etc. budgeted at \$275. Total program supply budget = \$3,600.

- **Contracts** – EPU’s network administration is outsourced to a private contractor. Contract includes network, server, and workstation administration, device management, and computer hardware maintenance. Cost is allocated to various agency grants/programs based upon number of users per grant/program. Cost is budgeted at \$25.83 per month x 4.26 FTE’s x 12 months = \$1,320.
- **Fiscal & Audits** – EPU is required to conduct a Single Audit conducted by an independent accounting firm every year. A portion of the audit fee is donated because of the Agency’s nonprofit status. Cost of the audit is allocated to all agency programs based upon budgeted expenses. Amount budgeted for this contract (\$700) is approximately 2% of total cost of audit. The County will receive a copy of the audit report.
- **Training** – Professional development and other required trainings, (which are usually conducted online) is budgeted at \$140.85 per FTE x 4.26 FTE’s for a total of \$600. Subjects include Mandated Reporter training, CPR, HIPPA compliance, Mental Health First Aid, and car seat safety.
- **Administrative Overhead** – EPU’s administrative overhead rate is currently 14%, which includes purchasing, payroll, accounts payable, human resources, accounting, data system management, executive director, and receptionist. The rate is based upon the actual cost of providing these services and is allocated to all grants and programs based upon program expenses. The Agency is currently applying for a Negotiated Indirect Cost Rate with HHS, but the de minimis rate of 10% has been used for budget purposes. Indirect is calculated at \$309,068 x 10% for a total of \$30,907.

BUDGET SUMMARY

VENDOR NAME: Exceptional Parents Unlimited, Inc.

July 1, 2024-June 30, 2025

CATEGORY	BUDGET ITEM #	TOTAL
Salaries	0100	\$ 193,937.00
Payroll Taxes	0150	\$ 16,178.00
Benefits	0200	\$ 27,302.00
SUBTOTAL:		\$ 237,417.00
SERVICES & SUPPLIES		
Insurance	0250	\$ 3,721.00
Communications	0300	\$ 3,180.00
Office Expense	0350	\$ 3,740.00
Equipment	0400	\$ -
Facilities	0450	\$ 21,900.00
Travel Costs	0500	\$ 6,156.00
Program Supplies	0550	\$ 3,600.00
Consultancy/Subcontracts	0600	\$ 1,320.00
Fiscal & Audits	0650	\$ 700.00
Training	0660	\$ 600.00
Indirect Costs	0700	\$ 31,370.00
SUBTOTAL:		\$ 76,287.00
TOTAL EXPENSES		\$ 313,704.00

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

BUDGET DETAIL (Personnel)

VENDOR NAME: Exceptional Parents Unlimited, Inc.
BUDGET PERIOD: (July 1, 2024-June 30, 2025)

<u>SALARIES</u> Position	% of Time On Project	Number of	Monthly Salary/Hourly Wages	Salary/Wages Funds Requested
Director of Parenting Services	10%	12	\$ 6,987	\$ 8,384
Supervisor/Home Visitor	100%	12	\$24.65 x 173.34 hrs.	\$ 51,274
Behavioral Health Clinician	15%	12	\$28.93 x 173.34 hrs.	\$ 9,027
Home Visitor III	100%	12	\$21.59 x 173.34 hrs.	\$ 44,909
Home Visitor II	100%	12	\$19.19 x 173.34 hrs.	\$ 39,917
Home Visitor I	80%	12	\$17.60 x 173.34 hrs.	\$ 29,288
Data Management Specialist	21%	12	\$25.50 x 173.34 hrs.	\$ 11,138

Total
Salaries/Wages \$ 193,937

TAXES (FICA, SUI):

FICA (.0765 x \$193,937)	14,836
SUI (.045 x \$7,000 x 4.26 FTE's)	1,342
Total Taxes	16,178

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

Benefit Item (Calculation)

Health, Dental, Vision Insurance (\$420.27/mo. x 4.26 FTE's x 12 mos.)	21,484
Retirement budgeted at 3% of salaries (.03 x \$193,937)	5,818
Total Benefits	\$ 27,302

TOTAL SALARIES AND BENEFITS \$ 237,417

BUDGET DETAIL (Services and Supplies)			
VENDOR NAME: <u>Exceptional Parents Unlimited, Inc.</u> Budget Period <u>July 1, 2024 - June 30, 2025</u>			
BUDGET LINE ITEM	CATEGORY & DESCRIPTION/ CALCULATION	SUBTOTAL	TOTAL
0250	Insurance - Worker's Compensation insurance budgeted at .013 x salaries of \$193,937	2,521	
	General Liability, property, auto Insurance budgeted at \$100 per month x 12 months	1,200	3,721
0300	Communications - Agency phone & internet budgeted at \$65 per month x 12 months	780	
	Cell Phone service for Supervisor & 3 Home Visitors budgeted at \$50/mo. x 12 mos x 4	2,400	3,180
0350	Office Expense - Copying, printing, postage, office supplies, minor equipment, employment verifications, server lease, licenses & fees, & misc. supplies at \$311.67/mo. x 12 months	3,740	3,740
0450	Facilities - Facility cost budgeted at \$1,575 per month x 12 months for a total of \$18,900. Cost includes office space, janitorial service & supplies, alarm & security, & misc. maintenance	18,900	
	Utilities budgeted at \$250/mo x 12 mos.	3,000	21,900
0500	Travel - Mileage reimbursement budgeted at \$513 per month.	6,156	6,156
0550	Program Supplies - budgeted at \$300/month x 12 months = \$3,600. Supplies include AAPI-A/B screening assessments, Nurturing Parenting handbooks, ASQ kits for Home Visitors, home visit activity supplies, and misc. program supplies	3,600	3,600
0600	Consultants - Network administration and data security at \$110/mo. x 12 months	1,320	1,320
0650	Fiscal & Audits - Portion of Agency Single Audit budgeted at \$700	700	700
0660	Training - Various Agency required training for all staff include CPR, Mandated Reporter training, HIPPA compliance, Mental Health First Aid, etc. budgeted at \$140.85 per FTE x 4.26 FTE's	600	600
0700	Indirect Costs budgeted at 10% of total award (\$313,704 x 10%)	31,370	31,370
		\$ 76,287	\$ 76,287

BUDGET DETAIL NARRATIVE

VENDOR NAME: Exceptional Parents Unlimited, Inc.

BUDGET PERIOD: (July 1, 2024-June 30, 2025)

Personnel Costs

- **Director of Parenting Services** – Budget includes 10% of full-time Program Director at \$8,384.
Supervises Learning about Parenting (LAP) staff. Assures that all policies and procedures of the organization are adhered to by program staff. Responsible for reporting to the various funding sources and grants that are related to the LAP Program. Works towards developing program components that are responsive to the needs of client families enrolled in LAP.
- **Supervisor/Home Visitor** – Budget includes a full-time Supervisor/Home Visitor at \$51,274.
Supervises Home Visitor staff. Assures that all policies and procedures of the organization are adhered to by Home Visitor staff. Responsible for the training and oversight of the Home Visitor's and management of assigned clients. Communicates effectively with referring parties and helps to connect clients to outside agencies that may meet their specific needs.
- **Behavioral Health Clinician** – Budget includes 15% of a full-time Behavioral Health Clinician at \$9,027.
Reviews the results for both the Edinburg and the PHQ-9 assessment tools. Using clinical judgement and scoring of the tools, assesses the client needs and provides a warm hand off to appropriate services or assists with ensuring that individual services are available and attainable in conjunction with the DBT Skills Training group offered by EPU.
- **Home Visitor** – Budget includes 2 Full-time Home Visitor's and 80% of 1 additional Home Visitor at \$44,909, \$39,917 and \$29,288, respectively. Total cost of Home Visitor staff is \$114,114.
Develops a relationship with the family and works with the family to build upon strengths and to enhance self-sufficiency. Implements Nurturing Parenting Curriculum through weekly home visitation, while supporting the family with their day to day struggles. Assesses child developmentally, and parent in the progress of their goals. Communicates effectively with referring parties and helps connect clients to outside agencies that may meet their needs. Documents interactions and reports as necessary.
- **Data Management Specialist** – Budget includes 21% of a full-time Data Management Specialist at \$11,138.
Manages all aspects of the program data for the LAP Program, which includes data collection, entry, preparation, and dissemination of data reports to the Director of Parenting Services.

- **Payroll Taxes**

FICA – Calculated at 7.65% of wages ($.0765 \times \$193,937 = \$14,836$)

SUI – Calculated at .4.5% of first \$7,000 in wages ($.045 \times \$7,000 \times 4.26 \text{ FTE's} = \$1,342$)

- **Benefits**

Health, Dental, Vision – ($\$420.27/\text{mo.} \times 4.26 \text{ FTE's} \times 12 \text{ mos.} = \$21,484$)

Retirement – Calculated at 3% of salaries ($.03 \times \$193,937 = \$5,818$)

Services and Supplies

- **Insurance** – Budget includes worker's compensation insurance at the current rate of $.013 \times$ salaries of \$193,937 for a total of \$2,521. Budget also includes general liability, auto, and property insurance budgeted at a cost of \$100 per month for 12 months for a total of \$1,200. Insurance costs are allocated to all of the agency programs based upon number of staff per program. Amount allocated to this grant represents approximately 2% of total agency premium. Total cost is \$3,721.
- **Communications** – Cost of agency telephone and internet service budgeted at a cost of \$65 per month for 12 months for a total of \$780. Cell phone service for the Supervisor and three Home Visitors is budgeted at \$50/mo. $\times 12 \text{ months} \times$ four phones is \$2,400. Agency issued cell phones are for business use only and are necessary for the safety of the employee and as a way for the client to reach the staff assigned to them. Total communications cost is budgeted at \$3,180.
- **Office Expense** – Office expense budget includes copier and server lease at \$75 per month $\times 12 \text{ mos.} = \900 , plus paper, printer supplies, general office equipment and supplies, agency letterhead and brochures, shredding, employment verifications, and postage at a cost of \$120/mo. $\times 12 \text{ months} = \$1,440$. Budget also includes annual user fee for Apricot data system, which is used for tracking & reporting data required by the County at a cost of \$333.34 per user $\times 4.2 \text{ FTE's}$ for a cost of \$1,400. Total office expense cost budgeted at \$3,740.
- **Facilities** – Office cost budgeted at \$1.25 per sq. ft. $\times 1,260 \text{ sq. ft.} \times 12 \text{ months} = \$18,900$. Cost includes janitorial services and supplies, security, alarm monitoring, & misc. repairs and maintenance. Space includes staff offices, conference rooms for meetings and training, and common areas. Utilities budgeted at \$250 per month $\times 12 \text{ months} = \$3,000$. Utilities include PG&E, water, sewer, and garbage service. Total facilities cost budgeted is at \$21,900.
- **Travel** – Mileage reimbursement is budgeted at \$6,156 (\$513 per month for 900 miles per month). Agency personnel use their personal vehicles to travel to families' homes within the service area. Mileage is reimbursed at the IRS approved rate.
- **Program Supplies** – Budget includes Nurturing Parenting books, pens, binders, and other program supplies budgeted at \$1,500. AAPI-A/B screening assessments budgeted at a cost of \$2.50 per parent $\times 250 \text{ parents} = \625 . Home Visitor activity supplies to promote literacy, parent-child bonding, math skills and school readiness, budgeted at \$100 per month $\times 12 \text{ months} = \$1,200$. ASQ kits for Home

Visitors, which include items such as blocks, books, balls, dolls, puzzles, eating utensils, etc. budgeted at \$275. Total program supply budget = \$3,600.

- **Contracts** – EPU’s network administration is outsourced to a private contractor. Contract includes network, server, and workstation administration, device management, and computer hardware maintenance. Cost is allocated to various agency grants/programs based upon number of users per grant/program. Cost is budgeted at \$25.83 per month x 4.26 FTE’s x 12 months = \$1,320.
- **Fiscal & Audits** – EPU is required to conduct a Single Audit conducted by an independent accounting firm every year. A portion of the audit fee is donated because of the Agency’s nonprofit status. Cost of the audit is allocated to all agency programs based upon budgeted expenses. Amount budgeted for this contract (\$700) is approximately 2% of total cost of audit. The County will receive a copy of the audit report.
- **Training** – Professional development and other required trainings, (which are usually conducted online) is budgeted at \$140.85 per FTE x 4.26 FTE’s for a total of \$600. Subjects include Mandated Reporter training, CPR, HIPPA compliance, Mental Health First Aid, and car seat safety.
- **Administrative Overhead** – EPU’s administrative overhead rate is currently 14%, which includes purchasing, payroll, accounts payable, human resources, accounting, data system management, executive director, and receptionist. The rate is based upon the actual cost of providing these services and is allocated to all grants and programs based upon program expenses. The Agency is currently applying for a Negotiated Indirect Cost Rate with HHS, but the de minimis rate of 10% has been used for budget purposes. Indirect is calculated at \$313,703 x 10% for a total of \$31,370.

BUDGET SUMMARY

VENDOR NAME: Exceptional Parents Unlimited, Inc.

July 1, 2025-June 30, 2026

CATEGORY	BUDGET ITEM #	TOTAL
Salaries	0100	\$ 197,621.00
Payroll Taxes	0150	\$ 16,460.00
Benefits	0200	\$ 27,522.00
SUBTOTAL:		\$ 241,603.00
SERVICES & SUPPLIES		
Insurance	0250	\$ 3,769.00
Communications	0300	\$ 3,180.00
Office Expense	0350	\$ 3,740.00
Equipment	0400	\$ -
Facilities	0450	\$ 21,900.00
Travel Costs	0500	\$ 6,156.00
Program Supplies	0550	\$ 3,600.00
Consultancy/Subcontracts	0600	\$ 1,320.00
Fiscal & Audits	0650	\$ 700.00
Training	0660	\$ 600.00
Indirect Costs	0700	\$ 31,841.00
SUBTOTAL:		\$ 76,806.00
TOTAL EXPENSES		\$ 318,409.00

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

BUDGET DETAIL (Personnel)

VENDOR NAME: Exceptional Parents Unlimited, Inc.
BUDGET PERIOD: (July 1, 2025-June 30, 2026)

<u>SALARIES</u> Position	% of Time On Project	Number of	Monthly Salary/Hourly Wages	Salary/Wages Funds Requested
Director of Parenting Services	10%	12	\$ 7,127	\$ 8,552
Supervisor/Home Visitor	100%	12	\$25.14 x 173.34 hrs.	\$ 52,293
Behavioral Health Clinician	15%	12	\$29.51 x 173.34 hrs.	\$ 9,207
Home Visitor III	100%	12	\$22.02 x 173.34 hrs.	\$ 45,803
Home Visitor II	100%	12	\$19.58 x 173.34 hrs.	\$ 40,728
Home Visitor I	80%	12	\$17.86 x 173.34 hrs.	\$ 29,720
Data Management Specialist	21%	12	\$25.91 x 173.34 hrs.	\$ 11,318

Total
Salaries/Wages \$ 197,621

TAXES (FICA, SUI):

FICA (.0765 x \$197,621)	15,118
SUI (.045 x \$7,000 x 4.26 FTE's)	1,342
Total Taxes	16,460

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

Benefit Item (Calculation)

Health, Dental, Vision Insurance (\$422.40/mo. x 4.26 FTE's x 12 mos.)	21,593
Retirement budgeted at 3% of salaries (.03 x \$197,619)	5,929
Total Benefits	\$ 27,522

TOTAL SALARIES AND BENEFITS \$ 241,603

BUDGET DETAIL (Services and Supplies)			
VENDOR NAME: <u>Exceptional Parents Unlimited, Inc.</u> Budget Period <u>July 1, 2025 - June 30, 2026</u>			
BUDGET LINE ITEM	CATEGORY & DESCRIPTION/ CALCULATION	SUBTOTAL	TOTAL
0250	Insurance - Worker's Compensation insurance budgeted at .013 x salaries of \$197,621	2,569	
	General Liability, property, auto Insurance budgeted at \$100 per month x 12 months	1,200	3,769
0300	Communications - Agency phone & internet budgeted at \$65 per month x 12 months	780	
	Cell Phone service for Supervisor & 3 Home Visitors budgeted at \$50/mo. x 12 mos x 4	2,400	3,180
0350	Office Expense - Copying, printing, postage, office supplies, minor equipment, employment verifications, server lease, licenses & fees, & misc. supplies at \$311.67/mo. x 12 months	3,740	3,740
0450	Facilities - Facility cost budgeted at \$1,575 per month x 12 months for a total of \$18,900. Cost includes office space, janitorial service & supplies, alarm & security, & misc. maintenance	18,900	
	Utilities budgeted at \$250/mo x 12 mos.	3,000	21,900
0500	Travel - Mileage reimbursement budgeted at \$513 per month.	6,156	6,156
0550	Program Supplies - budgeted at \$300/month x 12 months = \$3,600. Supplies include AAPI-A/B screening assessments, Nurturing Parenting handbooks, ASQ kits for Home Visitors, home visit activity supplies, and misc. program supplies	3,600	3,600
0600	Consultants - Network administration and data security at \$110/mo. x 12 months	1,320	1,320
0650	Fiscal & Audits - Portion of Agency Single Audit budgeted at \$700	700	700
0660	Training - Various Agency required training for all staff include CPR, Mandated Reporter training, HIPPA compliance, Mental Health First Aid, etc. budgeted at \$140.85 per FTE x 4.26 FTE's	600	600
0700	Indirect Costs budgeted at 10% of total award (\$318,409 x 10%)	31,841	31,841
		\$ 76,806	\$ 76,806

BUDGET DETAIL NARRATIVE

VENDOR NAME: Exceptional Parents Unlimited, Inc.

BUDGET PERIOD: (July 1, 2025-June 30, 2026)

Personnel Costs

- **Director of Parenting Services** – Budget includes 10% of full-time Program Director at \$8,552.
Supervises Learning about Parenting (LAP) staff. Assures that all policies and procedures of the organization are adhered to by program staff. Responsible for reporting to the various funding sources and grants that are related to the LAP Program. Works towards developing program components that are responsive to the needs of client families enrolled in LAP.
- **Supervisor/Home Visitor** – Budget includes a full-time Supervisor/Home Visitor at \$52,293.
Supervises Home Visitor staff. Assures that all policies and procedures of the organization are adhered to by Home Visitor staff. Responsible for the training and oversight of the Home Visitor's and management of assigned clients. Communicates effectively with referring parties and helps to connect clients to outside agencies that may meet their specific needs.
- **Behavioral Health Clinician** – Budget includes 15% of a full-time Behavioral Health Clinician at \$9,207.
Reviews the results for both the Edinburg and the PHQ-9 assessment tools. Using clinical judgement and scoring of the tools, assesses the client needs and provides a warm hand off to appropriate services or assists with ensuring that individual services are available and attainable in conjunction with the DBT Skills Training group offered by EPU.
- **Home Visitor** – Budget includes 2 Full-time Home Visitor's and 80% of 1 additional Home Visitor at \$45,803, \$40,728 and \$29,720, respectively. Total cost of Home Visitor staff is \$116,251.
Develops a relationship with the family and works with the family to build upon strengths and to enhance self-sufficiency. Implements Nurturing Parenting Curriculum through weekly home visitation, while supporting the family with their day to day struggles. Assesses child developmentally, and parent in the progress of their goals. Communicates effectively with referring parties and helps connect clients to outside agencies that may meet their needs. Documents interactions and reports as necessary.
- **Data Management Specialist** – Budget includes 21% of a full-time Data Management Specialist at \$11,318.
Manages all aspects of the program data for the LAP Program, which includes data collection, entry, preparation, and dissemination of data reports to the Director of Parenting Services.

- **Payroll Taxes**

FICA – Calculated at 7.65% of wages ($.0765 \times \$197,621 = \$15,118$)

SUI – Calculated at .4.5% of first \$7,000 in wages ($.045 \times \$7,000 \times 4.26 \text{ FTE's} = \$1,342$)

- **Benefits**

Health, Dental, Vision – ($\$422.40/\text{mo.} \times 4.26 \text{ FTE's} \times 12 \text{ mos.} = \$21,593$)

Retirement – Calculated at 3% of salaries ($.03 \times \$197,621 = \$5,929$)

Services and Supplies

- **Insurance** – Budget includes worker's compensation insurance at the current rate of $.013 \times$ salaries of \$197,619 for a total of \$2,569. Budget also includes general liability, auto, and property insurance budgeted at a cost of \$100 per month for 12 months for a total of \$1,200. Insurance costs are allocated to all of the agency programs based upon number of staff per program. Amount allocated to this grant represents approximately 2% of total agency premium. Total cost is \$3,769.
- **Communications** – Cost of agency telephone and internet service budgeted at a cost of \$65 per month for 12 months for a total of \$780. Cell phone service for the Supervisor and three Home Visitors is budgeted at \$50/mo. $\times 12 \text{ months} \times$ four phones is \$2,400. Agency issued cell phones are for business use only and are necessary for the safety of the employee and as a way for the client to reach the staff assigned to them. Total communications cost is budgeted at \$3,180.
- **Office Expense** – Office expense budget includes copier and server lease at \$75 per month $\times 12 \text{ mos.} = \900 , plus paper, printer supplies, general office equipment and supplies, agency letterhead and brochures, shredding, employment verifications, and postage at a cost of \$120/mo. $\times 12 \text{ months} = \$1,440$. Budget also includes annual user fee for Apricot data system, which is used for tracking & reporting data required by the County at a cost of \$333.34 per user $\times 4.2 \text{ FTE's}$ for a cost of \$1,400. Total office expense cost budgeted at \$3,740.
- **Facilities** – Office cost budgeted at \$1.25 per sq. ft. $\times 1,260 \text{ sq. ft.} \times 12 \text{ months} = \$18,900$. Cost includes janitorial services and supplies, security, alarm monitoring, & misc. repairs and maintenance. Space includes staff offices, conference rooms for meetings and training, and common areas. Utilities budgeted at \$250 per month $\times 12 \text{ months} = \$3,000$. Utilities include PG&E, water, sewer, and garbage service. Total facilities cost budgeted is at \$21,900.
- **Travel** – Mileage reimbursement is budgeted at \$6,156 (\$513 per month for 900 miles per month). Agency personnel use their personal vehicles to travel to families' homes within the service area. Mileage is reimbursed at the IRS approved rate.
- **Program Supplies** – Budget includes Nurturing Parenting books, pens, binders, and other program supplies budgeted at \$1,500. AAPI-A/B screening assessments budgeted at a cost of \$2.50 per parent $\times 250 \text{ parents} = \625 . Home Visitor activity supplies to promote literacy, parent-child bonding, math skills and school readiness, budgeted at \$100 per month $\times 12 \text{ months} = \$1,200$. ASQ kits for Home

Visitors, which include items such as blocks, books, balls, dolls, puzzles, eating utensils, etc. budgeted at \$275. Total program supply budget = \$3,600.

- **Contracts** – EPU’s network administration is outsourced to a private contractor. Contract includes network, server, and workstation administration, device management, and computer hardware maintenance. Cost is allocated to various agency grants/programs based upon number of users per grant/program. Cost is budgeted at \$25.83 per month x 4.26 FTE’s x 12 months = \$1,320.
- **Fiscal & Audits** – EPU is required to conduct a Single Audit conducted by an independent accounting firm every year. A portion of the audit fee is donated because of the Agency’s nonprofit status. Cost of the audit is allocated to all agency programs based upon budgeted expenses. Amount budgeted for this contract (\$700) is approximately 2% of total cost of audit. The County will receive a copy of the audit report.
- **Training** – Professional development and other required trainings, (which are usually conducted online) is budgeted at \$140.85 per FTE x 4.26 FTE’s for a total of \$600. Subjects include Mandated Reporter training, CPR, HIPPA compliance, Mental Health First Aid, and car seat safety.
- **Administrative Overhead** – EPU’s administrative overhead rate is currently 14%, which includes purchasing, payroll, accounts payable, human resources, accounting, data system management, executive director, and receptionist. The rate is based upon the actual cost of providing these services and is allocated to all grants and programs based upon program expenses. The Agency is currently applying for a Negotiated Indirect Cost Rate with HHS, but the de minimis rate of 10% has been used for budget purposes. Indirect is calculated at \$318,409 x 10% for a total of \$31,841.

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 **Exceptional Parents Unlimited** (PROVIDER), 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