

1 **SERVICE AGREEMENT**

2 This Service Agreement ("Agreement") is dated _____ and is between
3 Cultural Brokers Services, Inc, a California non-profit corporation, whose address is 2025 E.
4 Dakota Ave STE 223, Fresno, CA 93726, ("Contractor"), and the County of Fresno, a political
5 subdivision of the State of California ("County").

6 **Recitals**

7 The County, through its Department of Social Services (DSS), is in need of parent partner
8 and resource parent mentor services, for families referred to and involved with DSS' Child
9 Welfare Services. Parent partner and resource parent mentor services are designed to provide
10 mentorship, advocacy and direct services related to successful navigation of and collaboration
11 with the Child Welfare System.

12 A. County acknowledges the difficulty parents and resource parents face when navigating
13 the complex Child Welfare System. County seeks to alleviate this difficulty by providing targeted
14 services for both parents and resource parents.

15 B. County issued Request for Proposal (RFP) No. 25-042 for Parent Partners and
16 Resource Parent Mentorship Services.

17 C. Contractor responded to said RFP and was selected to provide services in accordance
18 with the RFP and Contractor's response.

19 The parties therefore agree as follows:

20 **Article 1**

21 **Contractor's Services**

22 1.1 **Scope of Services.** The Contractor shall perform all of the services provided in
23 Exhibit A to this Agreement, titled "Scope of Services," and pursuant to the staffing patterns and
24 program expenses detailed in Exhibit B, titled "Compensation."

25 1.2 **Representation.** The Contractor represents that it is qualified, ready, willing, and
26 able to perform all of the services provided in this Agreement.

27 1.3 **Compliance with Laws.** The Contractor shall, at its own cost, comply with all
28 applicable federal, state, and local laws and regulations in the performance of its obligations

1 under this Agreement, including but not limited to workers compensation, labor, and
2 confidentiality laws and regulations.

3 **Article 2**

4 **County's Responsibilities**

5 2.1 The County shall meet all obligations provided in Exhibit A to this Agreement, titled
6 "Scope of Services."

7 **Article 3**

8 **Compensation, Invoices, and Payments**

9 3.1 The County agrees to pay, and the Contractor agrees to receive, compensation for
10 the performance of its services under this Agreement as described in Exhibit B to this
11 Agreement, titled "Compensation."

12 3.2 The services provided by the Contractor under this Agreement are funded in whole
13 or in part by the State of California and/or the United States Federal government. In the event
14 that funding for these services is delayed by the State Controller or the Federal government, the
15 County may defer payment to the Contractor. The amount of the deferred payment shall not
16 exceed the amount of funding delayed to the County. The period of time of the deferral by the
17 County shall not exceed the period of time of the State Controller's or Federal government's
18 delay of payment to County plus forty-five (45) days.

19 3.3 **Maximum Compensation.** The maximum compensation payable to the Contractor
20 under this Agreement is Two Million Three Hundred Thirty-Three Thousand Eighty-Five dollars
21 and no/100 (\$2,333,085).

22 3.4 The Contractor acknowledges that the County is a local government entity, and does
23 so with notice that the County's powers are limited by the California Constitution and by State
24 law, and with notice that the Contractor may receive compensation under this Agreement only
25 for services performed according to the terms of this Agreement and while this Agreement is in
26 effect, and subject to the maximum amount payable under this section. The Contractor further
27 acknowledges that County employees have no authority to pay the Contractor except as
28 expressly provided in this Agreement.

3.5 **Invoices.** The Contractor shall submit monthly invoices in attention to Staff Analyst to: DSSInvoices@fresnocountyca.gov. The Contractor shall submit each invoice within 30 days following the month in which expenses were incurred and services rendered, and in any case within 60 days after the end of the term or termination of this Agreement. Contractor shall submit invoices to the County each month with a detailed general ledger (GL), itemizing costs incurred in the previous month, along with supporting documentation of costs. Failure to submit GL reports and supporting documentation shall be deemed sufficient cause for County to withhold payments until there is compliance, as further described in Section 3.6 herein. Supporting documentation shall include but is not limited to receipts, invoices received, and documented administrative / overhead costs. No reimbursement for services shall be made until invoices, reports and outcomes are received, reviewed and approved by County's DSS. Proof of payment may be required for certain funding streams and will be made available by the Contractor as requested by the County.

3.6 **Payment.** The County shall pay each correctly completed and timely submitted invoice within 45 days after receipt. If an invoice is incorrect or otherwise not in proper form or detail, County's DSS Director or designee shall have the right to withhold payment as to only that portion of the invoices that is incorrect or improper, after five (5) days prior written notice or email correspondence to Contractor. The County shall remit any payment to the Contractor's address specified in the invoice.

3.7 **Incidental Expenses.** The Contractor is solely responsible for all of its costs and expenses that are not specified as payable by the County under this Agreement.

Article 4

Term of Agreement

4.1 **Term.** This Agreement is effective on July 1, 2025 and terminates on June 30, 2028, except as provided in section 4.2, “Extension,” or Article 6, “Termination and Suspension,” below.

4.2 **Extension.** The term of this Agreement may be extended for no more than two, one-year periods only upon written approval of both parties at least 30 days before the first day of

1 the next one-year extension period. The County's DSS Director or his or her designee is
2 authorized to sign the written approval on behalf of the County based on the Contractor's
3 satisfactory performance. The extension of this Agreement by the County is not a waiver or
4 compromise of any default or breach of this Agreement by the Contractor existing at the time of
5 the extension whether or not known to the County.

6 **Article 5**

7 **Notices**

8 5.1 **Contact Information.** The persons and their addresses having authority to give and
9 receive notices provided for or permitted under this Agreement include the following:

10 **For the County:**

11 Director of Department of Social Services
12 County of Fresno
13 205 W. Pontiac Way
14 Clovis, CA 93612
15 DSS Invoices DSSInvoices@fresnocountyca.gov

16 **For the Contractor:**

17 Margaret Jackson
18 Cultural Brokers Services, Inc.
19 2025 E. Dakota Ave STE 223
20 Fresno, Ca 93726
21 Mjackson@culturalbrokerfa.com

22 5.2 **Change of Contact Information.** Either party may change the information in section
23 5.1 by giving notice as provided in section 5.3.

24 5.3 **Method of Delivery.** Each notice between the County and the Contractor provided
25 for or permitted under this Agreement must be in writing, state that it is a notice provided under
26 this Agreement, and be delivered either by personal service, by first-class United States mail, by
27 an overnight commercial courier service, or by a Portable Document Format (PDF) document
28 attached to an email.

(A) A notice delivered by personal service is effective upon service to the recipient.

(B) 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.

1 (C) A notice delivered by an overnight commercial courier service is effective one
2 County business day after deposit with the overnight commercial courier service,
3 delivery fees prepaid, with delivery instructions given for next day delivery, addressed to
4 the recipient.

5 (D) A notice delivered by PDF document attached to an email is effective when
6 transmission to the recipient is completed (but, if such transmission is completed outside
7 of County business hours, then such delivery is deemed to be effective at the next
8 beginning of a County business day), provided that the sender maintains a machine
9 record of the completed transmission.

10 5.4 **Claims Presentation.** For all claims arising from or related to this Agreement,
11 nothing in this Agreement establishes, waives, or modifies any claims presentation
12 requirements or procedures provided by law, including the Government Claims Act (Division 3.6
13 of Title 1 of the Government Code, beginning with section 810).

14 **Article 6**

15 **Termination and Suspension**

16 6.1 **Termination for Non-Allocation of Funds.** The terms of this Agreement are
17 contingent on the approval of funds by the appropriating government agency. If sufficient funds
18 are not allocated, then the County, upon at least 30 days' advance written notice to the
19 Contractor, may:

20 (A) Modify the services provided by the Contractor under this Agreement; or

21 (B) Terminate this Agreement.

22 6.2 **Termination for Breach.**

23 (A) Upon determining that a breach (as defined in paragraph (C) below) has
24 occurred, the County may give written notice of the breach to the Contractor. The written
25 notice may suspend performance under this Agreement, and must provide at least 30
26 days for the Contractor to cure the breach.

27 (B) If the Contractor fails to cure the breach to the County's satisfaction within the
28 time stated in the written notice, the County may terminate this Agreement immediately.

1 (C) For purposes of this section, a breach occurs when, in the determination of the
2 County, the Contractor has:

- 3 (1) Obtained or used funds illegally or improperly;
4 (2) Failed to comply with any part of this Agreement;
5 (3) Submitted a substantially incorrect or incomplete report to the County; or
6 (4) Improperly performed any of its obligations under this Agreement.

7 **6.3 Termination without Cause.** In circumstances other than those set forth above, the
8 County or Contractor may terminate this Agreement by giving at least 30 days advance written
9 notice to the Contractor.

10 **6.4 No Penalty or Further Obligation.** Any termination of this Agreement by the County
11 under this Article 6 is without penalty to or further obligation of the County.

12 **6.5 County's Rights upon Termination.** Upon termination for breach under this Article
13 6, the County may demand repayment by the Contractor of any monies disbursed to the
14 Contractor under this Agreement that, in the County's sole judgment, were not expended in
15 compliance with this Agreement. The Contractor shall promptly refund all such monies upon
16 demand. This section survives the termination of this Agreement.

17 **Article 7**

18 **Independent Contractor**

19 **7.1 Status.** In performing under this Agreement, the Contractor, including its officers,
20 agents, employees, and volunteers, is at all times acting and performing as an independent
21 Contractor, in an independent capacity, and not as an officer, agent, servant, employee, joint
22 venturer, partner, or associate of the County.

23 **7.2 Verifying Performance.** The County has no right to control, supervise, or direct the
24 manner or method of the Contractor's performance under this Agreement, but the County may
25 verify that the Contractor is performing according to the terms of this Agreement.

26 **7.3 Benefits.** Because of its status as an independent Contractor, the Contractor has no
27 right to employment rights or benefits available to County employees. The Contractor is solely
28 responsible for providing to its own employees all employee benefits required by law. The

1 Contractor shall save the County harmless from all matters relating to the payment of
2 Contractor's employees, including compliance with Social Security withholding and all related
3 regulations.

4 7.4 **Services to Others.** The parties acknowledge that, during the term of this
5 Agreement, the Contractor may provide services to others unrelated to the County.

6 **Article 8**

7 **Indemnity and Defense**

8 8.1 **Indemnity.** The Contractor shall indemnify and hold harmless and defend the
9 County (including its officers, agents, employees, and volunteers) against all claims, demands,
10 injuries, damages, costs, expenses (including attorney fees and costs), fines, penalties, and
11 liabilities of any kind to the County, the Contractor, or any third party that arise from or relate to
12 the performance or failure to perform by the Contractor (or any of its officers, agents,
13 subcontractors, or employees) under this Agreement. The County may conduct or participate in
14 its own defense without affecting the Contractor's obligation to indemnify and hold harmless or
15 defend the County.

16 8.2 **Survival.** This Article 8 survives the termination of this Agreement.

17 **Article 9**

18 **Insurance**

19 9.1 The Contractor shall comply with all the insurance requirements in Exhibit C to this
20 Agreement.

21 **Article 10**

22 **Inspections, Audits, Record Maintenance, and Public Records**

23 10.1 **Inspection of Documents.** The Contractor shall make available to the County, and
24 the County may examine at any time during business hours and as often as the County deems
25 necessary, all of the Contractor's records and data with respect to the matters covered by this
26 Agreement, excluding attorney-client privileged communications. The Contractor shall, upon
27 request by the County, permit the County to audit and inspect all of such records and data to
28 ensure the Contractor's compliance with the terms of this Agreement.

1 10.2 **State Audit Requirements.** If the compensation to be paid by the County under this
2 Agreement exceeds \$10,000, the Contractor is subject to the examination and audit of the
3 California State Auditor, as provided in Government Code section 8546.7, for a period of three
4 years after final payment under this Agreement. This section survives the termination of this
5 Agreement.

6 10.3 **Single Audit Clause.** If Contractor expends One Million Dollars (\$1,000,000) or
7 more in Federal and Federal flow-through monies annually, Contractor agrees to conduct an
8 annual audit in accordance with the requirements of the Single Audit Standards as set forth in
9 Office of Management and Budget (OMB) Title 2 of the Code of Federal Regulations Part 200.
10 Contractor shall submit said audit and management letter to County. The audit must include a
11 statement of findings or a statement that there were no findings. If there were negative findings,
12 Contractor must include a corrective action signed by an authorized individual. Contractor
13 agrees to take action to correct any material non-compliance or weakness found as a result of
14 such audit. Such audit shall be delivered to County's DSS, Administration, for review within
15 nine (9) months of the end of any fiscal year in which funds were expended and/or received for
16 the program. Failure to perform the requisite audit functions as required by this Agreement may
17 result in County performing the necessary audit tasks, or at County's option, contracting with a
18 public accountant to perform said audit, or, may result in the inability of County to enter into
19 future agreements with Contractor. All audit costs related to this Agreement are the sole
20 responsibility of Contractor.

21 10.4 **Program Audit Requirements.** A single audit report is not applicable if all
22 Contractor's Federal contracts do not exceed the One Million Dollars (\$1,000,000) requirement
23 or Contractor's funding is through Drug related Medi-Cal. If a single audit is not applicable, a
24 program audit must be performed and a program audit report with management letter shall be
25 submitted by Contractor to County as a minimum requirement to attest to Contractor's
26 solvency. Said audit report shall be delivered to County's DSS, Administration, for review no
27 later than nine (9) months after the close of the fiscal year in which the funds supplied through
28 this Agreement are expended. Failure to comply with this Act may

1 result in County performing the necessary audit tasks or contracting with a qualified accountant
2 to perform said audit. All audit costs related to this Agreement are the sole responsibility of
3 Contractor who agrees to take corrective action to eliminate any material noncompliance or
4 weakness found as a result of such audit. Audit work performed by County under this paragraph
5 shall be billed to the Contractor at County cost, as determined by County's Auditor-
6 Controller/Treasurer-Tax Collector.

7 **///**

8 **10.5 Record Establishment and Maintenance.** Contractor shall establish and maintain
9 records in accordance with those requirements prescribed by County, with respect to all matters
10 covered by this Agreement. Contractor shall retain all fiscal books, account records and client
11 files for services performed under this Agreement for at least five (5) years from date of final
12 payment under this Agreement or until all State and Federal audits are completed for that fiscal
13 year, whichever is later.

14 (A) Cost Documentation. Contractor agrees to maintain records to verify costs under
15 this Agreement including a General Ledger, properly executed payrolls, time records,
16 invoices, vouchers, orders, proof of payment, and any other accounting documents
17 pertaining in whole or in part to this Agreement and they shall be clearly identified and
18 readily accessible. The support documentation must indicate the line budget account
19 number to which the cost is charged.

20 (B) Service Documentation. Contractor agrees to maintain records to verify services
21 under this Agreement including names and addresses of clients served, if applicable,
22 and the dates of service and a description of services provided on each occasion. These
23 records and any other documents pertaining in whole or in part to this Agreement shall
24 be clearly identified and readily accessible.

25 (C) County shall notify Contractor in writing within thirty (30) days of any potential
26 State or Federal audit exception discovered during an examination. Where findings
27 indicate that program requirements are not being met and State or Federal participation
28 in this program may be imperiled in the event that corrections are not accomplished by

1 Contractor within thirty (30) days of receipt of such notice from County, written
2 notification thereof shall constitute County's intent to terminate this Agreement.

3 10.6 **Public Records.** The County is not limited in any manner with respect to its public
4 disclosure of this Agreement or any record or data that the Contractor may provide to the
5 County. The County's public disclosure of this Agreement or any record or data that the
6 Contractor may provide to the County may include but is not limited to the following:

7 (A) The County may voluntarily, or upon request by any member of the public or
8 governmental agency, disclose this Agreement to the public or such governmental
9 agency.

10 (B) The County may voluntarily, or upon request by any member of the public or
11 governmental agency, disclose to the public or such governmental agency any record or
12 data that the Contractor may provide to the County, unless such disclosure is prohibited
13 by court order.

14 (C) This Agreement, and any record or data that the Contractor may provide to the
15 County, is subject to public disclosure under the Ralph M. Brown Act (California
16 Government Code, Title 5, Division 2, Part 1, Chapter 9, beginning with section 54950).

17 (D) This Agreement, and any record or data that the Contractor may provide to the
18 County, is subject to public disclosure as a public record under the California Public
19 Records Act (California Government Code, Title 1, Division 7, Chapter 3.5, beginning
20 with section 6250) ("CPRA").

21 (E) This Agreement, and any record or data that the Contractor may provide to the
22 County, is subject to public disclosure as information concerning the conduct of the
23 people's business of the State of California under California Constitution, Article 1,
24 section 3, subdivision (b).

25 (F) Any marking of confidentiality or restricted access upon or otherwise made with
26 respect to any record or data that the Contractor may provide to the County shall be
27 disregarded and have no effect on the County's right or duty to disclose to the public or
28 governmental agency any such record or data.

(G) Notwithstanding sections A-F above, any information protected by law shall not be subject to public disclosure.

10.7 Public Records Act Requests. If the County receives a written or oral request under the CPRA to publicly disclose any record that is in the Contractor's possession or control, and which the County has a right, under any provision of this Agreement or applicable law, to possess or control, then the County may demand, in writing, that the Contractor deliver to the County, for purposes of public disclosure, the requested records that may be in the possession or control of the Contractor. Within five business days after the County's demand, the Contractor shall (a) deliver to the County all of the requested records that are in the Contractor's possession or control, together with a written statement that the Contractor, after conducting a diligent search, has produced all requested records that are in the Contractor's possession or control, or (b) provide to the County a written statement that the Contractor, after conducting a diligent search, does not possess or control any of the requested records. The Contractor shall cooperate with the County with respect to any County demand for such records. If the Contractor wishes to assert that any specific record or data is exempt from disclosure under the CPRA or other applicable law, it must deliver the record or data to the County and assert the exemption by citation to specific legal authority within the written statement that it provides to the County under this section. The Contractor's assertion of any exemption from disclosure is not binding on the County, but the County will give at least 10 days' advance written notice to the Contractor before disclosing any record subject to the Contractor's assertion of exemption from disclosure. The Contractor shall indemnify the County for any court-ordered award of costs or attorney's fees under the CPRA that results from the Contractor's delay, claim of exemption, failure to produce any such records, or failure to cooperate with the County with respect to any County demand for any such records.

Article 11

Disclosure of Self-Dealing Transactions and Conflict of Interest

11.1 Applicability. This Article 11 applies if the Contractor is operating as a corporation, or changes its status to operate as a corporation.

11.2 **Duty to Disclose.** If any member of the Contractor's board of directors is party to a self-dealing transaction, he or she shall disclose the transaction by completing and signing a "Self-Dealing Transaction Disclosure Form" (Exhibit D to this Agreement) and submitting it to the County before commencing the transaction or immediately after.

11.3 **Definition.** “Self-dealing transaction” means a transaction to which the Contractor is a party and in which one or more of its directors, as an individual, has a material financial interest.

11.4 **Conflict of Interest.** No officer, employee or agent of the County who exercises any function or responsibility for planning and carrying out of the services provided under this Agreement shall have any direct or indirect personal financial interest in this Agreement. In addition, no employee of the County shall be employed by the Contractor under this Agreement to fulfill any contractual obligations with the County. The Contractor shall comply with all Federal, State of California and local conflict of interest laws, statutes and regulations, which shall be applicable to all parties and beneficiaries under this Agreement and any officer, employee or agent of the County.

Article 12

Confidentiality and Data Security

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

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

7 (B) No person shall publish or disclose or permit or cause to be published or
8 disclosed any list of persons receiving public social services, except as is provided by
9 law.

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

13 (D) Contractor shall inform all of its employees, agents, officers and subcontractors
14 of the above provisions and that any person knowingly and intentionally violating such
15 provisions is guilty of a misdemeanor.

16 (E) In addition, Contractor, its employees, agents, and officers shall comply, and
17 require all of its subcontractors to comply, with (1) the DHCS Medi-Cal Privacy and
18 Security Agreement between the California DHCS and the County of Fresno that is then
19 in effect, and (2) the Privacy and Security Agreement between the CDSS and the
20 County of Fresno that is then in effect, both of which together shall be referred to in this
21 section as "the Agreements" and are incorporated herein by this reference. The current
22 versions of both the DHCS and CDSS Privacy and Security agreements are available
23 upon request or can be viewed at: [https://www.fresnocountyca.gov/Departments/
24 Social-Services/DSS-Administration/Privacy-and-Security-Agreements](https://www.fresnocountyca.gov/Departments/Social-Services/DSS-Administration/Privacy-and-Security-Agreements). Contractor
25 shall insure that all personally identifiable information (PII), as defined in the
26 Agreements, concerning program recipients shall be kept confidential and shall not be
27 opened to examination, publicized, disclosed, or used for any purpose not directly
28 connected with the administration of the program. Contractor shall use appropriate
administrative, physical, and technical safeguards to protect PII, as set forth in the

1 Agreements. Upon discovery of a breach, security incident, intrusion, or unauthorized
2 access, use, or disclosure of PII, Contractor shall immediately report the incident to the
3 County by calling (559) 600-2300 or emailing the privacy mailbox at
4 dssprivacyincident@fresnocountyca.gov. Contractor shall certify that all employees,
5 agents, officers and subcontractors have received privacy and security training before
6 accessing any PII and have received refresher training annually, as required by the
7 Agreements.

8 All services performed by Contractor under this Agreement shall be in strict conformance
9 with all applicable Federal, State of California and/or local laws and regulations relating to
10 confidentiality. For the purpose of preventing the potential loss, misappropriation or inadvertent
11 disclosure of County data including sensitive or personal client information; abuse of County
12 resources; and/or disruption to County operations, individuals and/or agencies that enter into a
13 contractual relationship with County for the purpose of providing services under this Agreement
14 must employ adequate data security measures to protect the confidential information provided
15 to Contractor by County,
16 including but not limited to the following:

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

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

27 (C) County-Owned Computer Equipment – Contractor or anyone having an
28 employment relationship with County may not use County computers or computer

peripherals on non-County premises without prior authorization from County's Chief Information Officer or their designee.

(D) Contractor may not store County's private, confidential or sensitive data on any hard-disk drive.

(E) Contractor is responsible to employ strict controls to ensure the integrity and security of County's confidential information and to prevent unauthorized access to data maintained in computer files, program documentation, data processing systems, data files and data processing equipment which stores or processes County data internally and externally.

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

(G) Contractor is responsible to immediately notify County of any breaches or potential breaches of security related to County's confidential information, data maintained in computer files, program documentation, data processing systems, data files and data processing equipment which stores or processes County data internally or externally.

(H) Contractor shall require its subcontractors to comply with the provisions of this Data Security section.

Article 13

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion- Lower Tier Covered Transactions.

13.1 County and Contractor recognize that Contractor is a recipient of State or Federal assistance funds under the terms of this Agreement. By signing this Agreement, Contractor agrees to comply with applicable Federal suspension and debarment regulations, including but not limited to: 7 CFR 3016.35, 29 CFR 97.35, 45 CFR 92.35, and Executive Order 12549. By

1 signing this Agreement, Contractor attests to the best of its knowledge and belief, that it and its
2 principals:

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

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

10 (C) Contractor shall provide immediate written notice to County if at any time during
11 the term of this Agreement Contractor learns that the representations it makes above
12 were erroneous when made or have become erroneous by reason of changed
13 circumstances.

14 13.2 Contractor shall include a clause titled "Certification Regarding Debarment,
15 Suspension, Ineligibility, and Voluntary Exclusion – Lower Tier Covered Transactions" and
16 similar in nature to this Article Thirteen (13) in all lower tier covered transactions and in all
17 solicitations for lower tier covered transactions.

18 13.3 Contractor shall, prior to soliciting or purchasing goods and services in excess of
19 \$25,000 funded by this Agreement, review and retain the proposed vendor's suspension and
20 debarment status at <https://sam.gov/SAM/>.

21 13.4 The certification in Article Thirteen (13) of this Agreement is a material representation
22 of fact upon which County relied in entering into this Agreement.

23 **Article 14**

24 **General Terms**

25 14.1 **Modification.** Except as provided in Article 6, "Termination and Suspension," this
26 Agreement may not be modified, and no waiver is effective, except by written consent by both
27 parties. The Contractor acknowledges that County employees have no authority to modify this
28 Agreement except as expressly provided in this Agreement.

1 (A) Changes to line items in the Exhibit B, Compensation, in an amount not to
2 exceed 10% of the maximum annual compensation payable to the Contractor may be
3 made with the written approval of County's DSS Director or their designee. Said
4 modifications shall not result in any changes to the maximum compensation amount
5 payable to Contractor, as stated in this Agreement.

6 (B) Contractor agrees that reductions to the maximum compensation set forth under
7 Article Three (3) of this Agreement may be necessitated by a reduction in funding from
8 State or Federal sources. Any such reduction to the maximum compensation may be
9 made with the written approval of County's DSS Director or their designee and
10 Contractor. Contractor further understands that this Agreement is subject to any
11 restriction, limitations, or enactments of all legislative bodies which affect the provisions,
12 term, or funding of this Agreement in any manner. If the parties do not provide written
13 approval for modification due to reduced funding, this Agreement may be terminated in
14 accordance with Section 6.1 above.

15 14.2 **Contractor's Name Change.** An amendment, assignment, or new agreement is
16 required to change the name of Contractor as listed on this Agreement. Upon receipt of legal
17 documentation of the name change, County will process the agreement. Payment of invoices
18 presented with a new name cannot be paid prior to approval of said agreement.

19 14.3 **Public Information.** Contractor shall disclose County as a funding source in all
20 public information and program materials developed in support of contracted services.

21 14.4 **Non-Assignment.** Neither party may assign its rights or delegate its obligations
22 under this Agreement without the prior written consent of the other party. Any transferee,
23 assignee or subcontractor will be subject to all applicable provisions of this Agreement, and all
24 applicable State and Federal regulations. Contractor shall be held primarily responsible by
25 County for the performance of any transferee, assignee or subcontractor unless otherwise
26 expressly agreed to in writing by County. The use of subcontractor by Contractor shall not
27 entitle Contractor to any additional compensation than provided for under this Agreement.
28

1 14.5 **Governing Law.** The laws of the State of California govern all matters arising from
2 or related to this Agreement.

3 14.6 **Mandated Reporting.** CONTRACTOR shall utilize a procedure acceptable to
4 COUNTY to ensure that all of CONTRACTOR'S employees, volunteers, consultants,
5 subcontractor or agents performing services under this Agreement shall report all known or
6 suspected child abuse or neglect to one or more of the agencies set forth in Penal Code Section
7 11165.9. This procedure shall include having all of CONTRACTOR'S employees, volunteers,
8 consultants, subcontractor or agents performing services under this Agreement sign a
9 statement that he or she knows of and will comply with the reporting requirements set forth in
10 Penal Code Section 11166. The statement to be utilized by CONTRACTOR is set forth in
11 Exhibit E, attached hereto and by this reference incorporated herein.

12 14.7 **Jurisdiction and Venue.** This Agreement is signed and performed in Fresno
13 County, California. Contractor consents to California jurisdiction for actions arising from or
14 related to this Agreement, and, subject to the Government Claims Act, all such actions must be
15 brought and maintained in Fresno County.

16 14.8 **Construction.** The final form of this Agreement is the result of the parties' combined
17 efforts. If anything in this Agreement is found by a court of competent jurisdiction to be
18 ambiguous, that ambiguity shall not be resolved by construing the terms of this Agreement
19 against either party.

20 14.9 **Days.** Unless otherwise specified, "days" means calendar days.

21 14.10 **Headings.** The headings and section titles in this Agreement are for convenience
22 only and are not part of this Agreement.

23 14.11 **Severability.** If anything in this Agreement is found by a court of competent
24 jurisdiction to be unlawful or otherwise unenforceable, the balance of this Agreement remains in
25 effect, and the parties shall make best efforts to replace the unlawful or unenforceable part of
26 this Agreement with lawful and enforceable terms intended to accomplish the parties' original
27 intent.
28

1 14.12 **Nondiscrimination.** During the performance of this Agreement, the Contractor shall
2 not unlawfully discriminate against any employee or applicant for employment, or recipient of
3 services, because of race, religious creed, color, national origin, ancestry, physical disability,
4 mental disability, medical condition, genetic information, marital status, sex, gender, gender
5 identity, gender expression, age, sexual orientation, military status or veteran status pursuant to
6 all applicable State of California and federal statutes and regulation.

7 (A) Domestic Partners and Gender Identity. For State fund-funded contracts of
8 \$100,000 or more, Contractor certifies that it complies with Public Contract Code Section
9 10295.3.

10
11 (B) Americans with Disabilities Act. Contractor shall comply with the Americans with
12 Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as
13 well as all applicable regulations and guidelines issued pursuant to the ADA (42 U.S.C.
14 12101 et seq.).

15 (C) Contractor shall include the non-discrimination and compliance provisions of this
16 section in all subcontracts to perform work under this Agreement.

17 14.13 **Limited English Proficiency.** Contractor shall provide interpreting and translation
18 services to persons participating in Contractor's services who have limited or no English
19 language proficiency, including services to persons who are deaf or blind. Interpreter and
20 translation services shall be provided as necessary to allow such participants meaningful
21 access to the programs, services and benefits provided by Contractor. Interpreter and
22 translation services, including translation of Contractor's "vital documents" (those documents
23 that contain information that is critical for accessing Contractor's services or are required by law)
24 shall be provided to participants at no cost to the participant. Contractor shall ensure that any
25 employees, agents, subcontractors, or partners who interpret or translate for a program
26 participant, or who directly communicate with a program participant in a language other than
27 English, demonstrate proficiency in the participant's language and can effectively communicate
28 any specialized terms and concepts peculiar to contractor's services.

1 **14.14 Drug-Free Workplace Requirements.** For purposes of this paragraph, Contractor
2 will be referred to as the “grantee”. By drawing funds against this grant award, the grantee is
3 providing the certification that it is required by regulations implementing the Drug-Free
4 Workplace Act of 1988, 45 CFR Part 76, Subpart F. These regulations require certification by
5 grantees that they will maintain a drug-free workplace. False certification or violation of the
6 certification shall be grounds for suspension of payments, suspension or termination of grants,
7 or government wide suspension or debarment. Contractor shall also comply with the
8 requirements of the Drug-Free Workplace Act of 1990 (California Government Code section
9 8350 et seq.).

10 **14.15 Grievances.** Contractor shall establish procedures for handling client complaints
11 and/or grievances. Such procedures will include provisions for informing clients of their rights to
12 a State Hearing to resolve such issues when appropriate.

13 **14.16 Lobbying and Political Activity.** None of the funds provided under this Agreement
14 shall be used for publicity, lobbying or propaganda purposes designed to support or defeat
15 legislation pending in the Congress of the United States of America or the Legislature of the
16 State of California. Contractor shall not directly or indirectly use any of the funds under this
17 Agreement for any political activity or to further the election or defeat of any candidate for public
18 office.

19 **14.17 Clean Air Act and the Federal Water Pollution Control Act.** If the compensation
20 to be paid by the County under this Agreement exceeds One Hundred Fifty Thousand and
21 No/100 Dollars (\$150,000) of Federal funding, Contractor agrees to comply with all applicable
22 standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q)
23 and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations
24 must be reported to the Federal awarding agency and the Regional Office of the Environmental
25 Protection Agency (EPA).

26 **14.18 Procurement of Recovered Materials.** If compensation to be paid by the County
27 under this Agreement is funded in whole or in part with Federal funding, In the performance of
28 this Agreement, Contractor shall comply with section 6002 of the Solid Waste Disposal Act, as

1 amended by the Resource Conservation and Recovery Act. The requirements of Section 6002
2 include procuring only items designated in guidelines of the Environmental Protection Agency
3 (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials
4 practicable, consistent with maintaining a satisfactory level of competition, where the purchase
5 price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding
6 fiscal year exceeded \$10,000; procuring solid waste management services in a manner that
7 maximizes energy and resource recovery; and establishing an affirmative procurement program
8 for procurement of recovered materials identified in the EPA guidelines.

9 ///

10 14.19 **No Waiver.** Payment, waiver, or discharge by the County of any liability or obligation
11 of the Contractor under this Agreement on any one or more occasions is not a waiver of
12 performance of any continuing or other obligation of the Contractor and does not prohibit
13 enforcement by the County of any obligation on any other occasion.

14 14.20 **Child Support Compliance Act.** If compensation to be paid by the County under
15 this Agreement includes State funding in excess of \$100,000, the Contractor acknowledges in
16 accordance with Public Contract Code 7110, that:

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

22 (B) Contractor to the best of its knowledge is fully complying with the earnings
23 assignment orders of all employees and is providing the names of all new employees to
24 the New Hire Registry maintained by the California Employment Development
25 Department.

26 14.21 **Priority Hiring Considerations.** If compensation to be paid by the County under this
27 Agreement includes State funding and services in excess of \$200,000, Contractor shall give
28 priority consideration in filling vacancies in positions funded by the Agreement to qualified

recipients of aid under Welfare and Institutions Code Section 11200, in accordance with Public Contract Code Section 10353.

14.22 Entire Agreement. This Agreement, including its exhibits, is the entire agreement between the Contractor and the County with respect to the subject matter of this Agreement, and it supersedes all previous negotiations, proposals, commitments, writings, advertisements, publications, and understandings of any nature unless those things are expressly included in this Agreement. If there is any inconsistency between the terms of this Agreement without its exhibits and the terms of the exhibits, then the inconsistency will be resolved by giving precedence first to the terms of this Agreement without its exhibits, and then to the terms of the exhibits.

14.23 No Third-Party Beneficiaries. This Agreement does not and is not intended to create any rights or obligations for any person or entity except for the parties.

14.24 Authorized Signature. The Contractor represents and warrants to the County that:

(A) The Contractor is duly authorized and empowered to sign and perform its obligations under this Agreement.

(B) The individual signing this Agreement on behalf of the Contractor is duly authorized to do so and his or her signature on this Agreement legally binds the Contractor to the terms of this Agreement.

14.25 Electronic Signatures. The parties agree that this Agreement may be executed by electronic signature as provided in this section.

(A) An “electronic signature” means any symbol or process intended by an individual signing this Agreement to represent their signature, including but not limited to (1) a digital signature; (2) a faxed version of an original handwritten signature; or (3) an electronically scanned and transmitted (for example by PDF document) version of an original handwritten signature.

(B) Each electronic signature affixed or attached to this Agreement (1) is deemed equivalent to a valid original handwritten signature of the person signing this Agreement for all purposes, including but not limited to evidentiary proof in any administrative or

1 judicial proceeding, and (2) has the same force and effect as the valid original
2 handwritten signature of that person.

3 (C) The provisions of this section satisfy the requirements of Civil Code section
4 1633.5, subdivision (b), in the Uniform Electronic Transaction Act (Civil Code, Division 3,
5 Part 2, Title 2.5, beginning with section 1633.1).

6 (D) Each party using a digital signature represents that it has undertaken and
7 satisfied the requirements of Government Code section 16.5, subdivision (a),
8 paragraphs (1) through (5), and agrees that each other party may rely upon that
9 representation.

10 (E) This Agreement is not conditioned upon the parties conducting the transactions
11 under it by electronic means and either party may sign this Agreement with an original
12 handwritten signature.

13 14.26 **Counterparts.** This Agreement may be signed in counterparts, each of which is an
14 original, and all of which together constitute this Agreement.

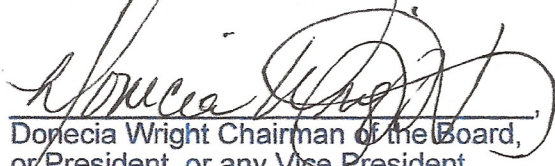
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The parties are signing this Agreement on the date stated in the introductory clause.

Cultural Brokers Services, Inc.

County OF FRESNO


Dorecia Wright Chairman of the Board,
or President, or any Vice President

Ernest Buddy Mendes Chairman of the Board
of Supervisors of the County of Fresno

2025 E. Dakota Ave STE 223
Fresno, CA 93726

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

By: _____
Deputy

For accounting use only:
Org No.: 56107664
Account No.: 7870
Fund No.: 0001
Subclass No.: 10000

Exhibit A

Scope of Services

ORGANIZATION:	Cultural Brokers Services, Inc.
PROJECT TITLE:	Parent Partner and Resource Parent Mentor Services
ADDRESS:	2025 E. Dakota Ave STE 223
TELEPHONE:	(559) 486-1477
EXECUTIVE DIRECTOR:	Margaret Jackson, Executive Director
CONTRACT PERIOD:	July 1, 2025 through June 30, 2028, with two (2) optional twelve (12) month extensions

PROJECT DESCRIPTION

Parent Partners:

The Parent Partner program involves mentorship, advocacy and peer support provided by parents, who have successfully navigated the Child Welfare System (CWS), working with families that are currently involved or at risk of involvement with the CWS. The goals of the Parent Partner program are to encourage, empower and support Child Welfare parents to successfully engage with their case plan and navigate the Child Welfare System. Parent partners further promote a positive collaborative relationship between the families served and Child Welfare staff.

Cultural Brokers Services, Inc. (Contractor) will provide an array of services to Child Welfare families to increase reunification, permanency, and safety. The Parent Partner will receive referrals from Department staff and will coordinate staff to contact and engage with the family. The Parent Partners and will provide information, resources, and technical assistance to Child Welfare families within Fresno and the surrounding community. The Parent Partners will provide support to the family through participation in Child Family Team (CFT) meetings, one-on-one support sessions, and peer support groups. Annual service delivery components will include the following:

- 500 Child and Family Team meetings
- 2000 One-on-One Support Sessions
- 12 Peer Support Groups

Resource Parent Mentors:

The Resource Parent Mentor (RPM) plays a vital role in supporting resource parents by ensuring they receive the guidance and information needed to provide high-quality care for children placed in their homes. This support is delivered in alignment with the Resource Family Approval (RFA) Written Directives and the values and expectations of the Quality Parenting Initiative (QPI).

Exhibit A

Primary Responsibilities:

The RPM's primary responsibility is conducting home visits. During these visits, the RPM:

- Reviews the RFA process, including requirements and expectations for resource parents.
- For new applicants, explains the pre-approval process and emphasizes timely completion of pre-approval requirements, such as Pre-Approval training hours.
- Assists resource parents in maintaining RFA compliance, including completion of ongoing training hours and home updates.
- Educates families about the Child Welfare System and Juvenile Dependency Court processes.
- Provides tailored resources and mentoring services to address the family's needs.

The RPM is expected to make a minimum of two home visits per assigned family, with the flexibility to provide additional visits as needed. They may also receive referrals for concerns regarding resource families and collaborate with the assigned RFA Social Worker and Child Family Team to provide support.

Annual Service Deliverables:

- 260 Home Visits
- 100 Child and Family Team Meetings

GOALS AND OUTCOMES

The Parent Partners will serve a minimum of 75 unduplicated families per fiscal year. Contractor reports these families and case numbers to the Department in the Monthly Activity Report.

The Resource Parent Mentors will serve a minimum of 65 unduplicated families per fiscal year.

Contractor will report outcomes in the Department provided Monthly Activity Report.

Outcome to be Reported		Outcome Indicator
Reunification	1) Families who receive Parent Partner services will successfully reunify with their child(ren). 2) Families remain reunified after twelve (12) consecutive months.	1) 80% of families reunified after receiving parent partner services. 2) At least 95% of families remained reunified 12 months after receiving parent Partner services.

Exhibit A

Successful Navigation of the Child Welfare System	<ol style="list-style-type: none"> 1) Families referred to Parent partner services will accept and engage in services. 2) Parents will demonstrate their understanding of the Child Welfare System by successfully engaging in services, case plan etc. 3) Parents will gain a better understanding of the Child Welfare System. 	<ol style="list-style-type: none"> 1) 50% of families assigned to a Parent Partner will engage in services. 2) 80% of families made satisfactory progress in case plan services. 3) 80% of families showed improved knowledge of navigating the Child Welfare System as indicated on a pre/post survey.
Prevention	<ol style="list-style-type: none"> 1) Families receiving Parent Partner services will have their child(ren) remain in the home and will not enter the Child Welfare system. 2) Families receiving Parent Partner services will successfully complete their safety plan and reunify with their children. 	<ol style="list-style-type: none"> 1) 70% of families that received Parent Partner support with children remaining in the home did not enter care six months post services. 2) 95% of families who work with Parent Partners will successfully complete their safety plan. 3) 95% of families engage in additional support services provided by Parent Partners.
Resource Parent Mentor	<ol style="list-style-type: none"> 1) Resource Parents receiving Resource Parent Mentor services will increase their placement stability. 2) Resource Parents receiving Resource Parent Mentor services will retain their Resource Family Home Approval (RFA) status. 3) Resource Parent's engagement in services and with Child Welfare will increase due to support from Resource Parent Mentor. 	<ol style="list-style-type: none"> 1) 65% of families will have a decreased number in placement transitions. 2) 65% of families will retain their Resource Family Home Approval because of support from the Resource Parent Mentor. 3) 70% of families showed improved engagement as indicated on a pre/post survey.

Exhibit A

CONTRACTOR RESPONSIBILITIES:

1. Contractor will document services, as appropriate, using a computer-based program, in addition to other tracking methods.
2. Contractor will attend program and contract meetings coordinated by DSS.
3. Contractor will complete and submit monthly activity reports in a manner determined by DSS. Monthly Activity Reports will be due to DSS by the 15th of each month. Pre/Post survey data will be provided by the 15th of each month.
4. Contractor will obtain the Department's written approval before making any capital improvements or purchases of equipment or fixtures costing more than \$5,000.
5. Contractor will obtain the Department's written approval prior to any change in service location.
6. Contractor agrees existing services funded from other sources are considered in-kind for this agreement.
7. Contractor will provide annual Civil Rights training to their staff in the third quarter and will provide relevant proof to DSS by April 30, for each fiscal of the contract.

COUNTY RESPONSIBILITIES:

1. Meet with contractor monthly, or as often as needed, to exchange pertinent information, resolve issues/concerns, and work collaboratively to coordinate services.
2. County will provide a Monthly Activity Report template for each annual reporting period.
3. County will track reunification status among clients who are receiving Parent Partner services and share with Contractor.
4. Child Welfare Staff to document CFT attendance, reunification rates, and resource parent retentions/transitions as outcome indicator data and share with Contractor.
5. County will provide approval/feedback of submitted recruitment referrals within 30 days.

Parent Partner/ Resource Parent Mentor
Services Cultural Brokers Services, Inc
Fiscal Year (FY) 2025-26

PROGRAM EXPENSES

1000: DIRECT SALARIES & BENEFITS

Direct Employee Salaries

Acct #	Administrative Position	FTE	Admin	Program	Total
1101	Program Data Analysis and Reporting	0.50	\$ 26,004		\$ 26,004
1102	Executive Director	0.05	9,500		9,500
1103	Controller	0.15	15,750		15,750
1104	Operations Manager	0.15	11,250		11,250
1105	Administrative Position	0.25	13,000		13,000
1106			-		-
1107			-		-
1108			-		-
1109			-		-
1110			-		-
1111			-		-
1112			-		-
1113			-		-
1114			-		-
1115			-		-

Direct Personnel Admin Salaries Subtotal

1.10

\$ 75,504

\$ 75,504

Acct #	Program Position	FTE	Admin	Program	Total
1116				\$ -	\$ -
1117				-	-
1118	Parent Partner 1	1.00		31,200	31,200
1119	Parent Partner 2	1.00		41,600	41,600
1120	Parent Partner 2	1.00		41,604	41,604
1121				-	-
1122	Resource Parent Mentor	1.00		34,670	34,670
1123					
1124	Parent Partner Supervisor	1.00		49,920	49,920
1125	Resource Parent Mentor Supervisor	0.25		18,200	18,200
1126				-	-
1127				-	-
1128				-	-
1129				-	-
1130				-	-
1131				-	-
1132				-	-
1133				-	-
1134				-	-

Direct Personnel Program Salaries Subtotal

5.25

\$ 217,194

\$ 217,194

		Admin	Program	Total
Direct Personnel Salaries Subtotal	6.35	\$ 75,504	\$ 217,194	\$ 292,698

Direct Employee Benefits

Acct #	Description	Admin	Program	Total
1201	Retirement	\$ -	\$ -	\$ -
1202	Worker's Compensation	306	1,462	1,768
1203	Health Insurance	667	3,182	3,849
1204	Dental Insurance	422	2,016	2,438
1205	Vision Insurance	26	122	148

1206	Employee Education and Wellness Benefits	1,000	6,000	7,000
Direct Employee Benefits Subtotal:		\$ 2,421	\$ 12,782	\$ 15,203
Direct Payroll Taxes & Expenses:				
Acct #	Description	Admin	Program	Total
1301	OASDI	\$ 4,719	\$ 13,575	\$ 18,294
1302	FICA/MEDICARE	1,548	4,452	6,000
1303	SUI	2,265	6,516	8,781
1304	Other (specify)	-	-	-
1305	Other (specify)	-	-	-
1306	Other (specify)	-	-	-
Direct Payroll Taxes & Expenses Subtotal:		\$ 8,532	\$ 24,543	\$ 33,075
DIRECT EMPLOYEE SALARIES & BENEFITS TOTAL:				
		Admin	Program	Total
		\$ 86,457	\$ 254,519	\$ 340,976

DIRECT EMPLOYEE SALARIES & BENEFITS PERCENTAGE:	Admin	Program
	25%	75%

2000: DIRECT CLIENT SUPPORT		
Acct #	Line Item Description	Amount
2001	Child Care	\$ -
2002	Client Housing Support	-
2003	Client Transportation & Support	-
2004	Clothing, Food, & Hygiene	-
2005	Education Support	-
2006	Employment Support	-
2007	Household Items for Clients	-
2008	Medication Supports	-
2009	Program Supplies - Medical	-
2010	Utility Vouchers	-
2011	Other (specify)	-
2012	Other (specify)	-
2013	Other (specify)	-
2014	Other (specify)	-
2015	Other (specify)	-
2016	Other (specify)	-
DIRECT CLIENT CARE TOTAL		\$ -

3000: DIRECT OPERATING EXPENSES		
Acct #	Line Item Description	Amount
3001	Telecommunications	\$ 1,740
3002	Printing/Postage	300
3003	Household & Program Supplies	8,000
3004	Advertising	-
3005	Staff Development & Training	6,000
3006	Staff Mileage	6,000
3007	Office Supplies	4,800
3008	Vehicle Maintenance	-
3009	Professional and Liability Insurance	714
3010	D&O Insurance	658
3011	Umbrella Insurance	126
3012	Payroll Service	1,948
DIRECT OPERATING EXPENSES TOTAL:		\$ 30,286

4000: DIRECT FACILITIES & EQUIPMENT
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Acct #	Line Item Description	Amount
4001	Building Maintenance	\$ -
4002	Rent/Lease Building	7,645
4003	Rent/Lease Equipment	-
4004	Rent/Lease Vehicles	-
4005	Security	-
4006	Utilities	-
4007	Other (specify)	-
4008	Other (specify)	-
4009	Other (specify)	-
4010	Other (specify)	-
DIRECT FACILITIES/EQUIPMENT TOTAL:		\$ 7,645

5000: DIRECT SPECIAL EXPENSES		
Acct #	Line Item Description	Amount
5001	Consultant (Network & Data Management)	\$ 6,096
5002	HMIS (Health Management Information System)	-
5003	Contractual/Consulting Services (Specify)	-
5004	Translation Services	-
5005	Other (specify)	-
5006	Other (specify)	-
5007	Other (specify)	-
5008	Other (specify)	-
DIRECT SPECIAL EXPENSES TOTAL:		\$ 6,096

6000: INDIRECT EXPENSES		
Acct #	Line Item Description	Amount
	Administrative Overhead	
6001	Use this line and only this line for approved indirect cost rate	\$ 39,600
	Administrative Overhead	
6002	Professional Liability Insurance	
6003	Accounting/Bookkeeping	
6004	External Audit	
6005	Insurance (Specify): D&O, Umbrella, Property	
6006	Payroll Services	
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	
6008	Personnel (Indirect Salaries & Benefits)	
6009	Other (specify)	
6010	Other (specify)	-
6011	Other (specify)	-
6012	Other (specify)	-
6013	Other (specify)	-
INDIRECT EXPENSES TOTAL		\$ 39,600

INDIRECT COST RATE	10.00%
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7000: DIRECT FIXED ASSETS		
Acct #	Line Item Description	Amount
7001	Computer Equipment & Software	\$ 7,000
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	3,960
7003	Furniture & Fixtures	-
7004	Leasehold/Tenant/Building Improvements	-
7005	Other Assets over \$500 with Lifespan of 2 Years +	-
7006	Assets over \$5,000/unit (Specify)	-
7007	Other (specify)	-
7008	Other (specify)	-

FIXED ASSETS EXPENSES TOTAL	\$ 10,960
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TOTAL PROGRAM EXPENSES	\$ 435,563
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PROGRAM FUNDING SOURCES

8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)
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Acct #	Line Item Description	Service Units	Rate	Amount
8001	Mental Health Services	0	-	\$ -
8002	Case Management	0	-	-
8003	Crisis Services	0	-	-
8004	Medication Support	0	-	-
8005	Collateral	0	-	-
8006	Plan Development	0	-	-
8007	Assessment	0	-	-
8008	Rehabilitation	0	-	-
8009	Other (Specify)	0	-	-
8010	Other (Specify)	0	-	-
Estimated Specialty Mental Health Services Billing Totals:		0		\$ -
Estimated % of Clients who are Medi-Cal Beneficiaries				0%
Estimated Total Cost of Specialty Mental Health Services Provided to Medi-Cal Beneficiaries				-
Federal Financial Participation (FFP) %			0%	-
MEDI-CAL FFP TOTAL				\$ -

8100 - SUBSTANCE USE DISORDER FUNDS
--

Acct #	Line Item Description	Amount
8101	Drug Medi-Cal	\$ -
8102	SABG	\$ -
SUBSTANCE USE DISORDER FUNDS TOTAL		\$ -

8200 - REALIGNMENT

Acct #	Line Item Description	Amount
8201	Realignment	\$ 435,563
REALIGNMENT TOTAL		\$ 435,563

8300 - MENTAL HEALTH SERVICE ACT (MHSA)
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Acct #	MHSA Component	MHSA Program Name	Amount
8301	CSS - Community Services & Supports		\$ -
8302	PEI - Prevention & Early Intervention		-
8303	INN - Innovations		-
8304	WET - Workforce Education & Training		-
8305	CFTN - Capital Facilities & Technology		-
MHSA TOTAL			\$ -

8400 - OTHER REVENUE

Acct #	Line Item Description	Amount
8401	Client Fees	\$ -
8402	Client Insurance	-
8403	Grants (Specify)	-
8404	Other (Specify)	-
8405	Other (Specify)	-
OTHER REVENUE TOTAL		\$ -

TOTAL PROGRAM FUNDING SOURCES:	\$ 435,563
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NET PROGRAM COST:	\$ -
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**Parent Partner/Resource Parent Mentor Services
Cultural Brokers Services, Inc**

Fiscal Year (FY) 2025-26 Budget Narrative

PROGRAM EXPENSE				
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE	
1000: DIRECT SALARIES & BENEFITS		340,976		
Administrative Positions		75,504		
1101	Data Analysis and Reporting	26,004	Provides clerical support for all program activities. Responsibilities include front desk reception and request triage, organizing and scheduling appointments and meetings, maintaining appropriate documentation, entering program data, completion of Monthly Activity Reports, staff scheduling, and coordination of work flow to ensure deadlines are met.	
1102	Executive Director	9,500	Responsible for monitoring project compliance in the areas of service expectations and implementation. Meets monthly with key staff to discuss progress toward the objectives, evaluate services, and resolve any service, staffing, or budgetary issues.	
1103	Controller	15,750	Payroll processing, benefits management, collating of receipts for invoicing, expense reimbursements, financial statements by contract.	
1104	Operations Manager	11,250	Invoicing, tracking of actuals against contract budgets, modifications to contracts (amendments)	
1105	Administrative Assistant	13,000	Administrative support to all contract staff including procurement of supplies, food, equipment etc. Office management including facilities support and maintenance, engagement of IT support as needed, making of copies, manuals, procurement of brochures and flyers	
1106	0	-		
1107	0	-		
1108	0	-		
1109	0	-		
1110	0	-		
1111	0	-		
1112	0	-		
1113	0	-		
1114	0	-		
1115	0	-		
Program Positions		217,194		
1116		-		
1117		-		
1118	Parent Partner 1	31,200	Staff selection is based on "lived experience"; Parent Partners have successfully reunified with their children. All Parent Partners serve under the mentorship and guidance of the Program Supervisor. Parent Partners provide experiential knowledge of the Child Welfare System to other parents/caregivers involved with CWS or at risk of becoming involved. Using an approach of cultural humility, Parent Partners promote understanding and engagement between CWS and the parents/caregivers who are involved or at risk of being involved with DSS. Same position description as above having successfully achieved 1 year post successful reunification.	
1119	Parent Partner 2	41,600	Parent Partner 2 is the journey level class having served as a Parent Partner 1 for 1 year or more. Employees in this role have interfaced with the Child Welfare System as caregivers; they provide experiential knowledge to other parents/caregivers involved with CWS or at risk of becoming involved. Using an approach of cultural humility, Parent Partners 2 promote understanding and engagement between CWS and the parents/caregivers who are involved or at risk of being involved with DSS.	
1120	Parent Partner 2	41,604	Same position description as above.	
1121				
1122	Resource Parent Mentor	34,670	Employees in this role have experience in caring children in Fresno county. They provide information, support, and mentorship to new and existing Fresno County resource families and relative placements. The Resource Parent Mentor will work closely with the Child Welfare team to improve assessment of children for physical, emotional, and developmental progress and provide appropriate linkages as needed. The services will additionally include offering childcare, medical, developmental, and therapeutic resources. Assumes this role is filled 10/12 months for the year.	
1123				
1124	Parent Partner Supervisor	49,920	Provides supervision, training, education, and support to Parent Partner Program staff and interns to support the work and impetus of the Parent Partner Program.	
1125	Resource Parent Mentor Supervisor	18,200	Provides supervision, training, education, and support to Resource Parent Mentors.	
1126	0	-		
1127	0	-		
1128	0	-		
1129	0	-		
1130	0	-		

PROGRAM EXPENSE				
	ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
	1131	0	-	
	1132	0	-	
	1133	0	-	
	1134	0	-	
Direct Employee Benefits			15,203	
	1201	Retirement	-	
	1202	Worker's Compensation	1,768	Assumes \$278.41 per FTE
	1203	Health Insurance	3,849	Based on actual health insurance selections of current employees
	1204	Dental Insurance	2,438	Based on actual health insurance selections of current employees
	1205	Vision Insurance	148	Based on actual health insurance selections of current employees
	1206	Employee Educaton and Wellness Benefits	7,000	Education and wellness benefits are essential to supporting our non-traditional workforce, primarily individuals of color who have faced systemic racism, generational poverty, and other barriers. These benefits address critical needs like transportation, food security, and unexpected expenses, helping employees remain stable and engaged, while also providing opportunities for personal growth through education programs like Students for Family Education. By reducing the risk of crises that stem from poverty or inequality, these supports help break cycles of instability and empower employees to focus on thriving at work. For a workforce disproportionately affected by systemic hurdles, these investments level the playing field and create pathways for healing, advancement, and long-term success. Assumes \$1,000 per person (excludes Executive Director).
Direct Payroll Taxes & Expenses:			33,075	
	1301	OASDI	18,294	Assumes 6.25%
	1302	FICA/MEDICARE	6,000	Assumes 2.05%
	1303	SUI	8,781	Assumes 3%
	1304	Other (specify)	-	
	1305	Other (specify)	-	
	1306	Other (specify)	-	
2000: DIRECT CLIENT SUPPORT			-	
	2001	Child Care	-	
	2002	Client Housing Support	-	
	2003	Client Transportation & Support	-	
	2004	Clothing, Food, & Hygiene	-	
	2005	Education Support	-	
	2006	Employment Support	-	
	2007	Household Items for Clients	-	
	2008	Medication Supports	-	
	2009	Program Supplies - Medical	-	
	2010	Utility Vouchers	-	
	2011	Other (specify)	-	
	2012	Other (specify)	-	
	2013	Other (specify)	-	
	2014	Other (specify)	-	
	2015	Other (specify)	-	
	2016	Other (specify)	-	
3000: DIRECT OPERATING EXPENSES			30,286	
	3001	Telecommunications	1,740	Phone fax and internet lines at \$290 per month at 50%.
	3002	Printing/Postage	300	Assumes \$50 per month at 50%
	3003	Household & Program Supplies	8,000	Training supplies, food for meetings, materials for training \$8,000 a year
	3004	Advertising	-	
	3005	Staff Development & Training	6,000	Assumes \$1,000 for each program staff to develop their skills through training and workshops
	3006	Staff Mileage	6,000	Assumes a total of 8,500 miles driven in the year to provide services. Resource Parent Mentors are expected to have high travel costs.
	3007	Office Supplies	4,800	Assumes \$400 per month (\$36 per person, excludes the Executive Director)
	3008	Vehicle Maintenance	-	
	3009	Professional and Liability Insurance	714	Assumes \$113 per FTE in year 1 and 6% increase for years 2-5
	3010	D&O Insurance	658	Assumes \$104 per FTE in year 1 and 6% increase for years 2-5
	3011	Umbrella Insurance	126	Assumes \$20 per FTE in year 1 and 6% increase for years 2-5
	3012	Payroll Service	1,948	Assumes \$307 per FTE in year 1 and 6% increase for years 2-5
4000: DIRECT FACILITIES & EQUIPMENT			7,645	
	4001	Building Maintenance	-	

PROGRAM EXPENSE				
	ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
	4002	Rent/Lease Building	7,645	Total annual rent is currently \$16,000 a year. This contract portion is calculated at \$695/person per year for 11 people (excludes the Executive Director).
	4003	Rent/Lease Equipment	-	
	4004	Rent/Lease Vehicles	-	
	4005	Security	-	
	4006	Utilities	-	
	4007	Other (specify)	-	
	4008	Other (specify)	-	
	4009	Other (specify)	-	
	4010	Other (specify)	-	

5000: DIRECT SPECIAL EXPENSES			6,096	
	5001	Consultant (Network & Data Management)	6,096	External Consultant for IT and Data Management Services, calculated at 960 per person at 6.35 FTE and a 3% increase each year
	5002	HMIS (Health Management Information System)	-	
	5003	Contractual/Consulting Services (Specify)	-	
	5004	Translation Services	-	
	5005	Other (specify)	-	
	5006	Other (specify)	-	
	5007	Other (specify)	-	
	5008	Other (specify)	-	

6000: INDIRECT EXPENSES			39,600	
	6001	Administrative Overhead	39,600	Represents a 10% overhead rate.
	6002	Professional Liability Insurance	-	
	6003	Accounting/Bookkeeping	-	
	6004	External Audit	-	
	6005	Insurance (Specify): D&O, Umbrella, Property	-	
	6006	Payroll Services	-	
	6007	Depreciation (Provider-Owned Equipment to be Used for	-	
	6008	Personnel (Indirect Salaries & Benefits)	-	
	6009	Other (specify)	-	
	6010	Other (specify)	-	
	6011	Other (specify)	-	
	6012	Other (specify)	-	
	6013	Other (specify)	-	

7000: DIRECT FIXED ASSETS			10,960	
	7001	Computer Equipment & Software	7,000	Seven direct positions to be added, \$1,000 in equipment and software per person
	7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA	3,960	11 employees at \$30/month for cell phones
	7003	Furniture & Fixtures	-	
	7004	Leasehold/Tenant/Building Improvements	-	
	7005	Other Assets over \$500 with Lifespan of 2 Years +	-	
	7006	Assets over \$5,000/unit (Specify)	-	
	7007	Other (specify)	-	
	7008	Other (specify)	-	

PROGRAM FUNDING SOURCES				
8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)				
	ACCT #	LINE ITEM	PROVIDE DETAILS OF METHODOLOGY(IES) USED IN DETERMINING MEDI-CAL SERVICE RATES AND/OR SERVICE UNITS, IF APPLICABLE AND/OR AS REQUIRED BY THE RFP	
	8001	Mental Health Services		
	8002	Case Management		
	8003	Crisis Services		
	8004	Medication Support		
	8005	Collateral		
	8006	Plan Development		
	8007	Assessment		
	8008	Rehabilitation		
	8009	Other (Specify)		
	8010	Other (Specify)		

PROGRAM EXPENSE				
	ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
TOTAL PROGRAM EXPENSE FROM BUDGET NARRATIVE:			435,563	
TOTAL PROGRAM EXPENSES FROM BUDGET TEMPLATE:			435,563	
BUDGET CHECK:			-	

Parent Partner/ Resource Parent Mentor Services

Cultural Brokers Services, Inc

Fiscal Year (FY) 2026-27

PROGRAM EXPENSES

1000: DIRECT SALARIES & BENEFITS

Direct Employee Salaries

Acct #	Administrative Position	FTE	Admin	Program	Total
1101	Program Data Analysis and Reporting	0.50	\$ 26,524		\$ 26,524
1102	Executive Director	0.05	9,690		9,690
1103	Controller	0.15	16,065		16,065
1104	Operations Manager	0.15	11,475		11,475
1105	Administrative Position	0.25	13,260		13,260
1106			-		-
1107			-		-
1108			-		-
1109			-		-
1110			-		-
1111			-		-
1112			-		-
1113			-		-
1114			-		-
1115			-		-

Direct Personnel Admin Salaries Subtotal	1.10	\$ 77,014		\$ 77,014
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Acct #	Program Position	FTE	Admin	Program	Total
1116					\$ -
1117					-
1118	Parent Partner 1	1.00		31,824	31,824
1119	Parent Partner 2	1.00		42,432	42,432
1120	Parent Partner 2	1.00		42,436	42,436
1121					-
1122	Resource Parent Mentor	1.00		35,363	35,363
1123					
1124	Parent Partner Supervisor	1.00		50,918	50,918
1125	Resource Parent Mentor Supervisor	0.25		18,200	18,200
1126				-	-
1127				-	-
1128				-	-
1129				-	-
1130				-	-
1131				-	-
1132				-	-
1133				-	-
1134				-	-

Direct Personnel Program Salaries Subtotal	5.25		\$ 221,173	\$ 221,173
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		Admin	Program	Total
Direct Personnel Salaries Subtotal	6.35	\$ 77,014	\$ 221,173	\$ 298,187

Direct Employee Benefits

Acct #	Description	Admin	Program	Total
1201	Retirement	\$ 1,540	\$ 4,423	\$ 5,963
1202	Worker's Compensation	322	1,535	1,857
1203	Health Insurance	693	3,309	4,002
1204	Dental Insurance	431	2,056	2,487
1205	Vision Insurance	26	125	151
1206	Employee Education and Wellness Benefits	1,000	6,000	7,000
Direct Employee Benefits Subtotal:		\$ 4,012	\$ 17,448	\$ 21,460

Direct Payroll Taxes & Expenses:

Acct #	Description	Admin	Program	Total
1301	OASDI	\$ 4,813	\$ 13,823	\$ 18,636

1302	FICA/MEDICARE	1,579	4,534	6,113
1303	SUI	2,310	6,635	8,945
1304	Other (specify)	-	-	-
1305	Other (specify)	-	-	-
1306	Other (specify)	-	-	-
Direct Payroll Taxes & Expenses Subtotal:		\$ 8,702	\$ 24,992	\$ 33,694
DIRECT EMPLOYEE SALARIES & BENEFITS TOTAL:		Admin	Program	Total
		\$ 89,728	\$ 263,613	\$ 353,341

DIRECT EMPLOYEE SALARIES & BENEFITS PERCENTAGE:	Admin	Program
	25%	75%

2000: DIRECT CLIENT SUPPORT		
Acct #	Line Item Description	Amount
2001	Child Care	\$ -
2002	Client Housing Support	-
2003	Client Transportation & Support	-
2004	Clothing, Food, & Hygiene	-
2005	Education Support	-
2006	Employment Support	-
2007	Household Items for Clients	-
2008	Medication Supports	-
2009	Program Supplies - Medical	-
2010	Utility Vouchers	-
2011	Other (specify)	-
2012	Other (specify)	-
2013	Other (specify)	-
2014	Other (specify)	-
2015	Other (specify)	-
2016	Other (specify)	-
DIRECT CLIENT CARE TOTAL		\$ -

3000: DIRECT OPERATING EXPENSES		
Acct #	Line Item Description	Amount
3001	Telecommunications	\$ 1,792
3002	Printing/Postage	309
3003	Household & Program Supplies	8,240
3004	Advertising	-
3005	Staff Development & Training	6,000
3006	Staff Mileage	6,000
3007	Office Supplies	4,944
3008	Vehicle Maintenance	-
3009	Professional and Liability Insurance	757
3010	D&O Insurance	698
3011	Umbrella Insurance	134
3012	Payroll Service	2,065
DIRECT OPERATING EXPENSES TOTAL:		\$ 30,939

4000: DIRECT FACILITIES & EQUIPMENT		
Acct #	Line Item Description	Amount
4001	Building Maintenance	\$ -
4002	Rent/Lease Building	9,845
4003	Rent/Lease Equipment	-
4004	Rent/Lease Vehicles	-
4005	Security	-
4006	Utilities	-
4007	Other (specify)	-
4008	Other (specify)	-
4009	Other (specify)	-
4010	Other (specify)	-

DIRECT FACILITIES/EQUIPMENT TOTAL: \$ 9,845

5000: DIRECT SPECIAL EXPENSES

Acct #	Line Item Description	Amount
5001	Consultant (Network & Data Management)	\$ 6,279
5002	HMIS (Health Management Information System)	-
5003	Contractual/Consulting Services (Specify)	-
5004	Translation Services	-
5005	Other (specify)	-
5006	Other (specify)	-
5007	Other (specify)	-
5008	Other (specify)	-
DIRECT SPECIAL EXPENSES TOTAL:		\$ 6,279

6000: INDIRECT EXPENSES

Acct #	Line Item Description	Amount
	Administrative Overhead	
6001	Use this line and only this line for approved indirect cost rate	\$ 40,750
	Administrative Overhead	
6002	Professional Liability Insurance	-
6003	Accounting/Bookkeeping	-
6004	External Audit	-
6005	Insurance (Specify):	-
6006	Payroll Services	-
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-
6008	Personnel (Indirect Salaries & Benefits)	-
6009	Other (specify)	-
6010	Other (specify)	-
6011	Other (specify)	-
6012	Other (specify)	-
6013	Other (specify)	-
INDIRECT EXPENSES TOTAL		\$ 40,750

INDIRECT COST RATE 10.00%

7000: DIRECT FIXED ASSETS

Acct #	Line Item Description	Amount
7001	Computer Equipment & Software	\$ 3,000
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	4,079
7003	Furniture & Fixtures	-
7004	Leasehold/Tenant/Building Improvements	-
7005	Other Assets over \$500 with Lifespan of 2 Years +	-
7006	Assets over \$5,000/unit (Specify)	-
7007	Other (specify)	-
7008	Other (specify)	-
FIXED ASSETS EXPENSES TOTAL		\$ 7,079

TOTAL PROGRAM EXPENSES \$ 448,233

PROGRAM FUNDING SOURCES**8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)**

Acct #	Line Item Description	Service Units	Rate	Amount
8001	Mental Health Services	0	-	\$ -
8002	Case Management	0	-	-
8003	Crisis Services	0	-	-
8004	Medication Support	0	-	-
8005	Collateral	0	-	-
8006	Plan Development	0	-	-
8007	Assessment	0	-	-
8008	Rehabilitation	0	-	-
8009	Other (Specify)	0	-	-

8010	Other (Specify)	0	-	-
Estimated Specialty Mental Health Services Billing Totals:		0	\$	-
Estimated % of Clients who are Medi-Cal Beneficiaries				0%
Estimated Total Cost of Specialty Mental Health Services Provided to Medi-Cal Beneficiaries				-
Federal Financial Participation (FFP) %				0%
MEDI-CAL FFP TOTAL				\$ -

8100 - SUBSTANCE USE DISORDER FUNDS		
Acct #	Line Item Description	Amount
8101	Drug Medi-Cal	\$ -
8102	SABG	\$ -
SUBSTANCE USE DISORDER FUNDS TOTAL		\$ -

8200 - REALIGNMENT		
Acct #	Line Item Description	Amount
8201	Realignment	\$ 448,233
REALIGNMENT TOTAL		\$ 448,233

8300 - MENTAL HEALTH SERVICE ACT (MHSA)			
Acct #	MHSA Component	MHSA Program Name	Amount
8301	CSS - Community Services & Supports		\$ -
8302	PEI - Prevention & Early Intervention		-
8303	INN - Innovations		-
8304	WET - Workforce Education & Training		-
8305	CFTN - Capital Facilities & Technology		-
MHSA TOTAL			\$ -

8400 - OTHER REVENUE		
Acct #	Line Item Description	Amount
8401	Client Fees	\$ -
8402	Client Insurance	-
8403	Grants (Specify)	-
8404	Other (Specify)	-
8405	Other (Specify)	-
OTHER REVENUE TOTAL		\$ -

TOTAL PROGRAM FUNDING SOURCES:	\$ 448,233
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NET PROGRAM COST:	\$ -
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Parent Partner/Resource Parent Mentor Services
Cultural Brokers Services, Inc
Fiscal Year (FY) 2026-27 Budget Narrative

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
1000: DIRECT SALARIES & BENEFITS		353,342	
Administrative Positions		77,014	
1101	Data Analysis and Reporting	26,524	Provides clerical support for all program activities. Responsibilities include front desk reception and request triage, organizing and scheduling appointments and meetings, maintaining appropriate documentation, entering program data, completion of Monthly Activity Reports, staff scheduling, and coordination of work flow to ensure deadlines are met.
1102	Executive Director	9,690	Responsible for monitoring project compliance in the areas of service expectations and implementation. Meets monthly with key staff to discuss progress toward the objectives, evaluate services, and resolve any service, staffing, or budgetary issues.
1103	Controller	16,065	Payroll processing, benefits management, collating of receipts for invoicing, expense reimbursements, financial statements by contract
1104	Operations Manager	11,475	Invoicing, tracking of actuals against contract budgets, modifications to contracts (amendments)
1105	Administrative Position	13,260	Administrative support to all contract staff including procurement of supplies, food, equipment etc. Office management including facilities support and maintenance, engagement of IT support as needed, making of copies, manuals, procurement of brochures and flyers
1106	0	-	
1107	0	-	
1108	0	-	
1109	0	-	
1110	0	-	
1111	0	-	
1112	0	-	
1113	0	-	
1114	0	-	
1115	0	-	
Program Positions		221,173	
1116			
1117			
1118	Parent Partner 1	31,824	Staff selection is based on "lived experience"; Parent Partners have successfully reunified with their children. All Parent Partners serve under the mentorship and guidance of the Program Supervisor. Parent Partners provide experiential knowledge of the Child Welfare System to other parents/caregivers involved with CWS or at risk of becoming involved. Using an approach of cultural humility, Parent Partners promote understanding and engagement between CWS and the parents/caregivers who are involved or at risk of being involved with DSS. Same position description as above having successfully achieved 1 year post successful reunification.
1119	Parent Partner 2	42,432	Parent Partner 2 is the journey level class having served as a Parent Partner 1 for 1 year or more. Employees in this role have interfaced with the Child Welfare System as caregivers; they provide experiential knowledge to other parents/caregivers involved with CWS or at risk of becoming involved. Using an approach of cultural humility, Parent Partners 2 promote understanding and engagement between CWS and the parents/caregivers who are involved or at risk of being involved with DSS.
1120	Parent Partner 2	42,436	Same position description as above.
1121			
1122	Resource Parent Mentor	35,363	Employees in this role have experience in caring children in Fresno county. They provide information, support, and mentorship to new and existing Fresno County resource families and relative placements. The Resource Parent Mentor will work closely with the Child Welfare team to improve assessment of children for physical, emotional, and developmental progress and provide appropriate linkages as needed. The services will additionally include offering childcare, medical, developmental, and therapeutic resources. Assumes this role is filled 10/12 months for the year.
1123			
1124	Parent Partner Supervisor	50,918	Provides supervision, training, education, and support to Parent Partner Program staff and interns to support the work and impetus of the Parent Partner Program.
1125	Resource Parent Mentor Supervisor	18,200	Provides supervision, training, education, and support to Resource Parent Mentors.
1126	0	-	
1127	0	-	
1128	0	-	
1129	0	-	
1130	0	-	

PROGRAM EXPENSE				
	ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
	1131	0	-	
	1132	0	-	
	1133	0	-	
	1134	0	-	
Direct Employee Benefits			21,460	
	1201	Retirement	5,963	Assumes addition of 2% 401k contribution
	1202	Worker's Compensation	1,857	Assumes 5% increase over previous year
	1203	Health Insurance	4,002	Assumes 4% increase over previous year
	1204	Dental Insurance	2,487	Assumes 2% increase over previous year
	1205	Vision Insurance	151	Assumes 2% increase over previous year
	1206	Employee Educaton and Wellness Benefits	7,000	Education and wellness benefits are essential to supporting our non-traditional workforce, primarily individuals of color who have faced systemic racism, generational poverty, and other barriers. These benefits address critical needs like transportation, food security, and unexpected expenses, helping employees remain stable and engaged, while also providing opportunities for personal growth through education programs like Students for Family Education. By reducing the risk of crises that stem from poverty or inequality, these supports help break cycles of instability and empower employees to focus on thriving at work. For a workforce disproportionately affected by systemic hurdles, these investments level the playing field and create pathways for healing, advancement, and long-term success. Assumes \$1,000 per person (excludes Executive Director).
Direct Payroll Taxes & Expenses:			33,694	
	1301	OASDI	18,636	Assumes 6.25%
	1302	FICA/MEDICARE	6,113	Assumes 2.05%
	1303	SUI	8,945	Assumes 3%
	1304	Other (specify)	-	
	1305	Other (specify)	-	
	1306	Other (specify)	-	
2000: DIRECT CLIENT SUPPORT			-	
	2001	Child Care	-	
	2002	Client Housing Support	-	
	2003	Client Transportation & Support	-	
	2004	Clothing, Food, & Hygiene	-	
	2005	Education Support	-	
	2006	Employment Support	-	
	2007	Household Items for Clients	-	
	2008	Medication Supports	-	
	2009	Program Supplies - Medical	-	
	2010	Utility Vouchers	-	
	2011	Other (specify)	-	
	2012	Other (specify)	-	
	2013	Other (specify)	-	
	2014	Other (specify)	-	
	2015	Other (specify)	-	
	2016	Other (specify)	-	
3000: DIRECT OPERATING EXPENSES			30,939	
	3001	Telecommunications	1,792	Phone, fax, and internet. Assumes 3% increase over previous year
	3002	Printing/Postage	309	Assumes 3% increase over previous year
	3003	Household & Program Supplies	8,240	Training supplies, food for meetings, materials for training. Assumes 3% increase over previous year.
	3004	Advertising	-	
	3005	Staff Development & Training	6,000	Assumes \$1,000 for each program staff to develop their skills through training and workshops
	3006	Staff Mileage	6,000	Assumes a total of 8,500 miles driven in the year to provide services. Resource Parent Mentors are expected to have high travel costs.
	3007	Office Supplies	4,944	Assumes 3% increase over previous year
	3008	Vehicle Maintenance	-	
	3009	Professional and Liability Insurance	757	Assumes \$113 per FTE in year 1 and 6% increase for years 2-5
	3010	D&O Insurance	698	Assumes \$104 per FTE in year 1 and 6% increase for years 2-5
	3011	Umbrella Insurance	134	Assumes \$20 per FTE in year 1 and 6% increase for years 2-5
	3012	Payroll Service	2,065	Assumes \$307 per FTE in year 1 and 6% increase for years 2-5
4000: DIRECT FACILITIES & EQUIPMENT			9,845	

PROGRAM EXPENSE				
	ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
	4001	Building Maintenance	-	
	4002	Rent/Lease Building	9,845	Assumes need for additional office space in year 2 and an increase to \$895 per person. This is a \$200 per person increase from the year 1 assumption.
	4003	Rent/Lease Equipment	-	
	4004	Rent/Lease Vehicles	-	
	4005	Security	-	
	4006	Utilities	-	
	4007	Other (specify)	-	
	4008	Other (specify)	-	
	4009	Other (specify)	-	
	4010	Other (specify)	-	

5000: DIRECT SPECIAL EXPENSES			6,279	
	5001	Consultant (Network & Data Management)	6,279	External consultant for IT and Data Management services. Assumes 3% increase over previous year.
	5002	HMIS (Health Management Information System)	-	
	5003	Contractual/Consulting Services (Specify)	-	
	5004	Translation Services	-	
	5005	Other (specify)	-	
	5006	Other (specify)	-	
	5007	Other (specify)	-	
	5008	Other (specify)	-	

6000: INDIRECT EXPENSES			40,750	
	6001	Administrative Overhead	40,750	Represents a 10% overhead rate.
	6002	Professional Liability Insurance	-	
	6003	Accounting/Bookkeeping	-	
	6004	External Audit	-	
	6005	Insurance (Specify):	-	
	6006	Payroll Services	-	
	6007	Depreciation (Provider-Owned Equipment to be Used for	-	
	6008	Personnel (Indirect Salaries & Benefits)	-	
	6009	Other (specify)	-	
	6010	Other (specify)	-	
	6011	Other (specify)	-	
	6012	Other (specify)	-	
	6013	Other (specify)	-	

7000: DIRECT FIXED ASSETS			7,079	
	7001	Computer Equipment & Software	3,000	Assumes some replacement equipment will be needed.
	7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA	4,079	Assumes 3% increase over previous year.
	7003	Furniture & Fixtures	-	
	7004	Leasehold/Tenant/Building Improvements	-	
	7005	Other Assets over \$500 with Lifespan of 2 Years +	-	
	7006	Assets over \$5,000/unit (Specify)	-	
	7007	Other (specify)	-	
	7008	Other (specify)	-	

PROGRAM FUNDING SOURCES				
8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)				
	ACCT #	LINE ITEM	PROVIDE DETAILS OF METHODOLOGY(IES) USED IN DETERMINING MEDI-CAL SERVICE RATES AND/OR SERVICE UNITS, IF APPLICABLE AND/OR AS REQUIRED BY THE RFP	
	8001	Mental Health Services		
	8002	Case Management		
	8003	Crisis Services		
	8004	Medication Support		
	8005	Collateral		
	8006	Plan Development		
	8007	Assessment		
	8008	Rehabilitation		
	8009	Other (Specify)		
	8010	Other (Specify)		

TOTAL PROGRAM EXPENSE FROM BUDGET NARRATIVE: 448,233

PROGRAM EXPENSE				
	ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
TOTAL PROGRAM EXPENSES FROM BUDGET TEMPLATE:			448,233	
BUDGET CHECK:			-	

Parent Partner/Resource Parent Mentor Services

Cultural Brokers Services, Inc

Fiscal Year (FY) 2027-28

PROGRAM EXPENSES

1000: DIRECT SALARIES & BENEFITS

Direct Employee Salaries

Acct #	Administrative Position	FTE	Admin	Program	Total
1101	Program Data Analysis and Reporting	0.50	\$ 27,044		\$ 27,044
1102	Executive Director	0.05	9,880		9,880
1103	Controller	0.15	16,708		16,708
1104	Operations Manager	0.15	11,934		11,934
1105	Administrative Position	0.25	13,790		13,790
1106			-		-
1107			-		-
1108			-		-
1109			-		-
1110			-		-
1111			-		-
1112			-		-
1113			-		-
1114			-		-
1115			-		-

Direct Personnel Admin Salaries Subtotal	1.10	\$ 79,356		\$ 79,356
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Acct #	Program Position	FTE	Admin	Program	Total
1116					\$ -
1117					-
1118	Parent Partner 1	1.00		32,448	32,448
1119	Parent Partner 2	1.00		43,264	43,264
1120	Parent Partner 2	1.00		43,268	43,268
1121					-
1122	Resource Parent Mentor	1.00		36,057	36,057
1123					
1124	Parent Partner Supervisor	1.00		51,917	51,917
1125	Resource Parent Mentor Supervisor	0.25		18,200	18,200
1126				-	-
1127				-	-
1128				-	-
1129				-	-
1130				-	-
1131				-	-
1132				-	-
1133				-	-
1134				-	-

Direct Personnel Program Salaries Subtotal	5.25		\$ 225,154	\$ 225,154
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		Admin	Program	Total
Direct Personnel Salaries Subtotal	6.35	\$ 79,356	\$ 225,154	\$ 304,510

Direct Employee Benefits

Acct #	Description	Admin	Program	Total
1201	Retirement	\$ 1,587	\$ 4,503	\$ 6,090
1202	Worker's Compensation	338	1,611	1,949
1203	Health Insurance	721	3,441	4,162
1204	Dental Insurance	439	2,097	2,536
1205	Vision Insurance	27	127	154
1206	Employee Education and Wellness Benefits	1,000	6,000	7,000
Direct Employee Benefits Subtotal:		\$ 4,112	\$ 17,779	\$ 21,891

Direct Payroll Taxes & Expenses:

Acct #	Description	Admin	Program	Total
1301	OASDI	\$ 5,034	\$ 14,283	\$ 19,317

1302	FICA/MEDICARE	1,651	4,685	6,336
1303	SUI	2,416	6,856	9,272
1304	Other (specify)	-	-	-
1305	Other (specify)	-	-	-
1306	Other (specify)	-	-	-
Direct Payroll Taxes & Expenses Subtotal:		\$ 9,101	\$ 25,824	\$ 34,925
DIRECT EMPLOYEE SALARIES & BENEFITS TOTAL:		Admin	Program	Total
		\$ 92,569	\$ 268,757	\$ 361,326

DIRECT EMPLOYEE SALARIES & BENEFITS PERCENTAGE:	Admin	Program
	26%	74%

2000: DIRECT CLIENT SUPPORT		
Acct #	Line Item Description	Amount
2001	Child Care	\$ -
2002	Client Housing Support	-
2003	Client Transportation & Support	-
2004	Clothing, Food, & Hygiene	-
2005	Education Support	-
2006	Employment Support	-
2007	Household Items for Clients	-
2008	Medication Supports	-
2009	Program Supplies - Medical	-
2010	Utility Vouchers	-
2011	Other (specify)	-
2012	Other (specify)	-
2013	Other (specify)	-
2014	Other (specify)	-
2015	Other (specify)	-
2016	Other (specify)	-
DIRECT CLIENT CARE TOTAL		\$ -

3000: DIRECT OPERATING EXPENSES		
Acct #	Line Item Description	Amount
3001	Telecommunications	\$ 1,844
3002	Printing/Postage	318
3003	Household & Program Supplies	8,487
3004	Advertising	-
3005	Staff Development & Training	7,200
3006	Staff Mileage	6,500
3007	Office Supplies	5,088
3008	Vehicle Maintenance	-
3009	Professional and Liability Insurance	803
3010	D&O Insurance	739
3011	Umbrella Insurance	142
3012	Payroll Services	2,189
DIRECT OPERATING EXPENSES TOTAL:		\$ 33,310

4000: DIRECT FACILITIES & EQUIPMENT		
Acct #	Line Item Description	Amount
4001	Building Maintenance	\$ -
4002	Rent/Lease Building	9,845
4003	Rent/Lease Equipment	-
4004	Rent/Lease Vehicles	-
4005	Security	-
4006	Utilities	-
4007		
4008		
4009		
4010		

DIRECT FACILITIES/EQUIPMENT TOTAL: \$ 9,845

5000: DIRECT SPECIAL EXPENSES

Acct #	Line Item Description	Amount
5001	Consultant (Network & Data Management)	\$ 6,467
5002	HMIS (Health Management Information System)	-
5003	Contractual/Consulting Services (Specify)	-
5004	Translation Services	-
5005	Other (specify)	-
5006	Other (specify)	-
5007	Other (specify)	-
5008	Other (specify)	-
DIRECT SPECIAL EXPENSES TOTAL:		\$ 6,467

6000: INDIRECT EXPENSES

Acct #	Line Item Description	Amount
	Administrative Overhead	
6001	Use this line and only this line for approved indirect cost rate	\$ 41,850
	Administrative Overhead	
6002	Professional Liability Insurance	-
6003	Accounting/Bookkeeping	-
6004	External Audit	-
6005	Insurance (Specify):	-
6006	Payroll Services	-
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-
6008	Personnel (Indirect Salaries & Benefits)	-
6009	Other (specify)	-
6010	Other (specify)	-
6011	Other (specify)	-
6012	Other (specify)	-
6013	Other (specify)	-
INDIRECT EXPENSES TOTAL		\$ 41,850

INDIRECT COST RATE 10.00%

7000: DIRECT FIXED ASSETS

Acct #	Line Item Description	Amount
7001	Computer Equipment & Software	\$ 3,000
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	4,759
7003	Furniture & Fixtures	-
7004	Leasehold/Tenant/Building Improvements	-
7005	Other Assets over \$500 with Lifespan of 2 Years +	-
7006	Assets over \$5,000/unit (Specify)	-
7007	Other (specify)	-
7008	Other (specify)	-
FIXED ASSETS EXPENSES TOTAL		\$ 7,759

TOTAL PROGRAM EXPENSES \$ 460,557

PROGRAM FUNDING SOURCES**8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)**

Acct #	Line Item Description	Service Units	Rate	Amount
8001	Mental Health Services	0	-	\$ -
8002	Case Management	0	-	-
8003	Crisis Services	0	-	-
8004	Medication Support	0	-	-
8005	Collateral	0	-	-
8006	Plan Development	0	-	-
8007	Assessment	0	-	-
8008	Rehabilitation	0	-	-
8009	Other (Specify)	0	-	-

8010	Other (Specify)	0	-	-
Estimated Specialty Mental Health Services Billing Totals:		0	\$	-
Estimated % of Clients who are Medi-Cal Beneficiaries				0%
Estimated Total Cost of Specialty Mental Health Services Provided to Medi-Cal Beneficiaries				-
Federal Financial Participation (FFP) %				0%
MEDI-CAL FFP TOTAL				\$ -

8100 - SUBSTANCE USE DISORDER FUNDS				
Acct #	Line Item Description	Amount		
8101	Drug Medi-Cal	\$	-	-
8102	SABG	\$	-	-
SUBSTANCE USE DISORDER FUNDS TOTAL				\$ -

8200 - REALIGNMENT				
Acct #	Line Item Description	Amount		
8201	Realignment	\$	460,557	-
REALIGNMENT TOTAL				\$ 460,557

8300 - MENTAL HEALTH SERVICE ACT (MHSA)				
Acct #	MHSA Component	MHSA Program Name	Amount	
8301	CSS - Community Services & Supports		\$	-
8302	PEI - Prevention & Early Intervention			-
8303	INN - Innovations			-
8304	WET - Workforce Education & Training			-
8305	CFTN - Capital Facilities & Technology			-
MHSA TOTAL				\$ -

8400 - OTHER REVENUE				
Acct #	Line Item Description	Amount		
8401	Client Fees	\$	-	-
8402	Client Insurance		-	-
8403	Grants (Specify)		-	-
8404	Other (Specify)		-	-
8405	Other (Specify)		-	-
OTHER REVENUE TOTAL				\$ -

TOTAL PROGRAM FUNDING SOURCES:	\$ 460,557
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NET PROGRAM COST:	\$ -
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Parent Partner/Resource Parent Mentor
Services Cultural Brokers Services, Inc
Fiscal Year (FY) 2027-28 Budget Narrative

PROGRAM EXPENSE				
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE	
1000: DIRECT SALARIES & BENEFITS		361,326		
Administrative Positions		79,356		
1101	Data Analysis and Reporting	27,044	Provides clerical support for all program activities. Responsibilities include front desk reception and request triage, organizing and scheduling appointments and meetings, maintaining appropriate documentation, entering program data, completion of Monthly Activity Reports, staff scheduling, and coordination of work flow to ensure deadlines are met.	
1102	Executive Director	9,880	Responsible for monitoring project compliance in the areas of service expectations and implementation. Meets monthly with key staff to discuss progress toward the objectives, evaluate services, and resolve any service, staffing, or budgetary issues.	
1103	Controller	16,708	Payroll processing, benefits management, collating of receipts for invoicing, expense reimbursements, financial statements by contract	
1104	Operations Manager	11,934	Invoicing, tracking of actuals against contract budgets, modifications to contracts (amendments)	
1105	Administrative Position	13,790	Administrative support to all contract staff including procurement of supplies, food, equipment etc. Office management including facilities support and maintenance, engagement of IT support as needed, making of copies, manuals, procurement of brochures and flyers	
1106	0	-		
1107	0	-		
1108	0	-		
1109	0	-		
1110	0	-		
1111	0	-		
1112	0	-		
1113	0	-		
1114	0	-		
1115	0	-		
Program Positions		225,154		
1116				
1117				
1118	Parent Partner 1	32,448	Staff selection is based on "lived experience"; Parent Partners have successfully reunified with their children. All Parent Partners serve under the mentorship and guidance of the Program Supervisor. Parent Partners provide experiential knowledge of the Child Welfare System to other parents/caregivers involved with CWS or at risk of becoming involved. Using an approach of cultural humility, Parent Partners promote understanding and engagement between CWS and the parents/caregivers who are involved or at risk of being involved with DSS. Same position description as above having successfully achieved 1 year post successful reunification.	
1119	Parent Partner 2	43,264	Parent Partner 2 is the journey level class having served as a Parent Partner 1 for 1 year or more. Employees in this role have interfaced with the Child Welfare System as caregivers; they provide experiential knowledge to other parents/caregivers involved with CWS or at risk of becoming involved. Using an approach of cultural humility, Parent Partners 2 promote understanding and engagement between CWS and the parents/caregivers who are involved or at risk of being involved with DSS.	
1120	Parent Partner 2	43,268	Same position description as above.	
1121				
1122	Resource Parent Mentor	36,057	Employees in this role have experience in caring children in Fresno county. They provide information, support, and mentorship to new and existing Fresno County resource families and relative placements. The Resource Parent Mentor will work closely with the Child Welfare team to improve assessment of children for physical, emotional, and developmental progress and provide appropriate linkages as needed. The services will additionally include offering childcare, medical, developmental, and therapeutic resources. Assumes this role is filled 10/12 months for the year.	
1123				
1124	Parent Partner Supervisor	51,917	Provides supervision, training, education, and support to Parent Partner Program staff and interns to support the work and impetus of the Parent Partner Program.	
1125	Resource Parent Mentor Supervisor	18,200	Provides supervision, training, education, and support to Resource Parent Mentors.	
1126	0	-		
1127	0	-		
1128	0	-		
1129	0	-		
1130	0	-		

PROGRAM EXPENSE				
	ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
	1131	0	-	
	1132	0	-	
	1133	0	-	
	1134	0	-	
Direct Employee Benefits			21,891	
	1201	Retirement	6,090	Assumes 2% 401k contribution
	1202	Worker's Compensation	1,949	Assumes 5% increase over previous year
	1203	Health Insurance	4,162	Assumes 4% increase over previous year
	1204	Dental Insurance	2,536	Assumes 2% increase over previous year
	1205	Vision Insurance	154	Assumes 2% increase over previous year
	1206	Employee Education and Wellness Benefits	7,000	Education and wellness benefits are essential to supporting our non-traditional workforce, primarily individuals of color who have faced systemic racism, generational poverty, and other barriers. These benefits address critical needs like transportation, food security, and unexpected expenses, helping employees remain stable and engaged, while also providing opportunities for personal growth through education programs like Students for Family Education. By reducing the risk of crises that stem from poverty or inequality, these supports help break cycles of instability and empower employees to focus on thriving at work. For a workforce disproportionately affected by systemic hurdles, these investments level the playing field and create pathways for healing, advancement, and long-term success. Assumes \$1,000 per person (excludes Executive Director).
Direct Payroll Taxes & Expenses:			34,925	
	1301	OASDI	19,317	Assumes 6.34%
	1302	FICA/MEDICARE	6,336	Assumes 2.08%
	1303	SUI	9,272	Assumes 3.05%
	1304	Other (specify)	-	
	1305	Other (specify)	-	
	1306	Other (specify)	-	
2000: DIRECT CLIENT SUPPORT			-	
	2001	Child Care	-	
	2002	Client Housing Support	-	
	2003	Client Transportation & Support	-	
	2004	Clothing, Food, & Hygiene	-	
	2005	Education Support	-	
	2006	Employment Support	-	
	2007	Household Items for Clients	-	
	2008	Medication Supports	-	
	2009	Program Supplies - Medical	-	
	2010	Utility Vouchers	-	
	2011	Other (specify)	-	
	2012	Other (specify)	-	
	2013	Other (specify)	-	
	2014	Other (specify)	-	
	2015	Other (specify)	-	
	2016	Other (specify)	-	
3000: DIRECT OPERATING EXPENSES			33,310	
	3001	Telecommunications	1,844	Phone, fax, and internet. Assumes 3% increase over previous year
	3002	Printing/Postage	318	Assumes 3% increase over previous year
	3003	Household & Program Supplies	8,487	Training supplies, food for meetings, materials for training. Assumes 3% increase over previous year.
	3004	Advertising	-	
	3005	Staff Development & Training	7,200	Assumes \$1,200 for each program staff to develop their skills through training and workshops
	3006	Staff Mileage	6,500	Assumes a total of 8,500 miles driven in the year to provide services. Resource Parent Mentors are expected to have high travel costs.
	3007	Office Supplies	5,088	Assumes 3% increase over previous year
	3008	Vehicle Maintenance	-	
	3009	Professional Liability Insurance	803	Assumes \$113 per FTE in year 1 and 6% increase for years 2-5
	3010	D&O Insurance	739	Assumes \$104 per FTE in year 1 and 6% increase for years 2-5
	3011	Umbrella Insurance	142	Assumes \$20 per FTE in year 1 and 6% increase for years 2-5
	3012	Payroll Services	2,189	Assumes \$307 per FTE in year 1 and 6% increase for years 2-5
4000: DIRECT FACILITIES & EQUIPMENT			9,845	

PROGRAM EXPENSE				
	ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
	4001	Building Maintenance	-	
	4002	Rent/Lease Building	9,845	Assumes \$895 per person.
	4003	Rent/Lease Equipment	-	
	4004	Rent/Lease Vehicles	-	
	4005	Security	-	
	4006	Utilities	-	
	4007	0	-	
	4008	0	-	
	4009	0	-	
	4010	0	-	

5000: DIRECT SPECIAL EXPENSES			6,467	
	5001	Consultant (Network & Data Management)	6,467	External consultant for IT and Data Management services. Assumes 3% increase over previous year.
	5002	HMIS (Health Management Information System)	-	
	5003	Contractual/Consulting Services (Specify)	-	
	5004	Translation Services	-	
	5005	Other (specify)	-	
	5006	Other (specify)	-	
	5007	Other (specify)	-	
	5008	Other (specify)	-	

6000: INDIRECT EXPENSES			41,850	
	6001	Administrative Overhead	41,850	Represents a 10% overhead rate.
	6002	Professional Liability Insurance	-	
	6003	Accounting/Bookkeeping	-	
	6004	External Audit	-	
	6005	Insurance (Specify):	-	
	6006	Payroll Services	-	
	6007	Depreciation (Provider-Owned Equipment to be Used for	-	
	6008	Personnel (Indirect Salaries & Benefits)	-	
	6009	Other (specify)	-	
	6010	Other (specify)	-	
	6011	Other (specify)	-	
	6012	Other (specify)	-	
	6013	Other (specify)	-	

7000: DIRECT FIXED ASSETS			7,759	
	7001	Computer Equipment & Software	3,000	Assumes some replacement equipment will be needed.
	7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA	4,759	Assumes 3% increase over previous year.
	7003	Furniture & Fixtures	-	
	7004	Leasehold/Tenant/Building Improvements	-	
	7005	Other Assets over \$500 with Lifespan of 2 Years +	-	
	7006	Assets over \$5,000/unit (Specify)	-	
	7007	Other (specify)	-	
	7008	Other (specify)	-	

PROGRAM FUNDING SOURCES			
8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)			
	ACCT #	LINE ITEM	PROVIDE DETAILS OF METHODOLOGY(IES) USED IN DETERMINING MEDI-CAL SERVICE RATES AND/OR SERVICE UNITS, IF APPLICABLE AND/OR AS REQUIRED BY THE RFP
	8001	Mental Health Services	
	8002	Case Management	
	8003	Crisis Services	
	8004	Medication Support	
	8005	Collateral	
	8006	Plan Development	
	8007	Assessment	
	8008	Rehabilitation	
	8009	Other (Specify)	
	8010	Other (Specify)	

TOTAL PROGRAM EXPENSE FROM BUDGET NARRATIVE: 460,557

PROGRAM EXPENSE				
	ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
TOTAL PROGRAM EXPENSES FROM BUDGET TEMPLATE:			460,557	
BUDGET CHECK:			-	

Parent Partner/ Resource Parent Mentor Services
Cultural Brokers Services, Inc.
Fiscal Year (FY) 2028-29

PROGRAM EXPENSES

1000: DIRECT SALARIES & BENEFITS

Direct Employee Salaries

Acct #	Administrative Position	FTE	Admin	Program	Total
1101	Program Data Analysis and Reporting	0.50	\$ 27,564		\$ 27,564
1102	Executive Director	0.05	10,070		10,070
1103	Controller	0.15	17,710		17,710
1104	Operations Manager	0.15	12,650		12,650
1105	Administrative Position	0.25	14,618		14,618
1106			-		-
1107			-		-
1108			-		-
1109			-		-
1110			-		-
1111			-		-
1112			-		-
1113			-		-
1114			-		-
1115			-		-

Direct Personnel Admin Salaries Subtotal **1.10** **\$ 82,612** **\$ 82,612**

Acct #	Program Position	FTE	Admin	Program	Total
1116					\$ -
1117					-
1118	Parent Partner 1	1.00		33,072	33,072
1119	Parent Partner 2	1.00		44,096	44,096
1120	Parent Partner 2	1.00		44,100	44,100
1121					-
1122	Resource Parent Mentor	1.00		36,750	36,750
1123					-
1124	Parent Partner Supervisor	1.00		52,915	52,915
1125	Resource Parent Mentor Supervisor	0.25		18,200	18,200
1126				-	-
1127				-	-
1128				-	-
1129				-	-
1130				-	-
1131				-	-
1132				-	-
1133				-	-
1134				-	-

Direct Personnel Program Salaries Subtotal **5.25** **\$ 229,133** **\$ 229,133**

	Admin	Program	Total
Direct Personnel Salaries Subtotal	6.35	\$ 82,612	\$ 311,745

Direct Employee Benefits

Acct #	Description	Admin	Program	Total
1201	Retirement	\$ 1,652	\$ 4,583	\$ 6,235
1202	Worker's Compensation	355	1,692	2,047
1203	Health Insurance	750	3,579	4,329
1204	Dental Insurance	448	2,139	2,587
1205	Vision Insurance	27	130	157
1206	Employee Education and Wellness Benefits	2,000	12,000	14,000
Direct Employee Benefits Subtotal:		\$ 5,232	\$ 24,123	\$ 29,355

Direct Payroll Taxes & Expenses:

Acct #	Description	Admin	Program	Total
1301	OASDI	\$ 5,503	\$ 15,262	\$ 20,765

1302	FICA/MEDICARE	1,805	5,006	6,811
1303	SUI	2,641	7,326	9,967
1304	Other (specify)			-
1305	Other (specify)	-	-	-
1306	Other (specify)	-	-	-
Direct Payroll Taxes & Expenses Subtotal:		\$ 9,949	\$ 27,594	\$ 37,543
DIRECT EMPLOYEE SALARIES & BENEFITS TOTAL:		Admin	Program	Total
		\$ 97,793	\$ 280,850	\$ 378,643

DIRECT EMPLOYEE SALARIES & BENEFITS PERCENTAGE:	Admin	Program
	26%	74%

2000: DIRECT CLIENT SUPPORT		
Acct #	Line Item Description	Amount
2001	Child Care	\$ -
2002	Client Housing Support	-
2003	Client Transportation & Support	-
2004	Clothing, Food, & Hygiene	-
2005	Education Support	-
2006	Employment Support	-
2007	Household Items for Clients	-
2008	Medication Supports	-
2009	Program Supplies - Medical	-
2010	Utility Vouchers	-
2011	Other (specify)	-
2012	Other (specify)	-
2013	Other (specify)	-
2014	Other (specify)	-
2015	Other (specify)	-
2016	Other (specify)	-
DIRECT CLIENT CARE TOTAL		\$ -

3000: DIRECT OPERATING EXPENSES		
Acct #	Line Item Description	Amount
3001	Telecommunications	\$ 1,897
3002	Printing/Postage	327
3003	Household & Program Supplies	8,742
3004	Advertising	-
3005	Staff Development & Training	7,800
3006	Staff Mileage	6,800
3007	Office Supplies	5,232
3008	Vehicle Maintenance	-
3009	Professional and Liability Insurance	851
3010	D&O Insurance	784
3011	Umbrella Insurance	150
3012	Payroll Services	2,320
DIRECT OPERATING EXPENSES TOTAL:		\$ 34,903

4000: DIRECT FACILITIES & EQUIPMENT		
Acct #	Line Item Description	Amount
4001	Building Maintenance	\$ -
4002	Rent/Lease Building	10,337
4003	Rent/Lease Equipment	-
4004	Rent/Lease Vehicles	-
4005	Security	-
4006	Utilities	-
4007	Other (specify)	-
4008	Other (specify)	-
4009	Other (specify)	-
4010	Other (specify)	-

DIRECT FACILITIES/EQUIPMENT TOTAL: \$ 10,337

5000: DIRECT SPECIAL EXPENSES

Acct #	Line Item Description	Amount
5001	Consultant (Network & Data Management)	\$ 6,661
5002	HMIS (Health Management Information System)	-
5003	Contractual/Consulting Services (Specify)	-
5004	Translation Services	-
5005	Other (specify)	-
5006	Other (specify)	-
5007	Other (specify)	-
5008	Other (specify)	-
DIRECT SPECIAL EXPENSES TOTAL:		\$ 6,661

6000: INDIRECT EXPENSES

Acct #	Line Item Description	Amount
	Administrative Overhead	
6001	Use this line and only this line for approved indirect cost rate	\$ 44,000
	Administrative Overhead	
6002	Professional Liability Insurance	-
6003	Accounting/Bookkeeping	-
6004	External Audit	-
6005	Insurance (Specify):	-
6006	Payroll Services	-
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-
6008	Personnel (Indirect Salaries & Benefits)	-
6009	Other (specify)	-
6010	Other (specify)	-
6011	Other (specify)	-
6012	Other (specify)	-
6013	Other (specify)	-
INDIRECT EXPENSES TOTAL		\$ 44,000

INDIRECT COST RATE 10.00%

7000: DIRECT FIXED ASSETS

Acct #	Line Item Description	Amount
7001	Computer Equipment & Software	\$ 4,500
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	4,759
7003	Furniture & Fixtures	-
7004	Leasehold/Tenant/Building Improvements	-
7005	Other Assets over \$500 with Lifespan of 2 Years +	-
7006	Assets over \$5,000/unit (Specify)	-
7007	Other (specify)	-
7008	Other (specify)	-
FIXED ASSETS EXPENSES TOTAL		\$ 9,259

TOTAL PROGRAM EXPENSES \$ 483,803

PROGRAM FUNDING SOURCES**8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)**

Acct #	Line Item Description	Service Units	Rate	Amount
8001	Mental Health Services	0	-	\$ -
8002	Case Management	0	-	-
8003	Crisis Services	0	-	-
8004	Medication Support	0	-	-
8005	Collateral	0	-	-
8006	Plan Development	0	-	-
8007	Assessment	0	-	-
8008	Rehabilitation	0	-	-
8009	Other (Specify)	0	-	-

8010	Other (Specify)	0	-	-
Estimated Specialty Mental Health Services Billing Totals:		0		\$ -
Estimated % of Clients who are Medi-Cal Beneficiaries				0%
Estimated Total Cost of Specialty Mental Health Services Provided to Medi-Cal Beneficiaries				-
Federal Financial Participation (FFP) %				0%
MEDI-CAL FFP TOTAL				\$ -

8100 - SUBSTANCE USE DISORDER FUNDS				
Acct #	Line Item Description	Amount		
8101	Drug Medi-Cal	\$	-	-
8102	SABG	\$	-	-
SUBSTANCE USE DISORDER FUNDS TOTAL				\$ -

8200 - REALIGNMENT				
Acct #	Line Item Description	Amount		
8201	Realignment	\$	483,803	-
REALIGNMENT TOTAL				\$ 483,803

8300 - MENTAL HEALTH SERVICE ACT (MHSA)				
Acct #	MHSA Component	MHSA Program Name	Amount	
8301	CSS - Community Services & Supports		\$	-
8302	PEI - Prevention & Early Intervention			-
8303	INN - Innovations			-
8304	WET - Workforce Education & Training			-
8305	CFTN - Capital Facilities & Technology			-
MHSA TOTAL				\$ -

8400 - OTHER REVENUE				
Acct #	Line Item Description	Amount		
8401	Client Fees	\$	-	-
8402	Client Insurance		-	-
8403	Grants (Specify)		-	-
8404	Other (Specify)		-	-
8405	Other (Specify)		-	-
OTHER REVENUE TOTAL				\$ -

TOTAL PROGRAM FUNDING SOURCES:	\$ 483,803
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NET PROGRAM COST:	\$ -
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**Parent Partner/ Resource Parent Mentor Services
Cultural Brokers Services, Inc.**

Fiscal Year (FY) 2028-29 Budget Narrative

PROGRAM EXPENSE				
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE	
1000: DIRECT SALARIES & BENEFITS		378,644		
Administrative Positions		82,612		
1101	Data Analysis and Reporting	27,564	Provides clerical support for all program activities. Responsibilities include front desk reception and request triage, organizing and scheduling appointments and meetings, maintaining appropriate documentation, entering program data, completion of Monthly Activity Reports, staff scheduling, and coordination of work flow to ensure deadlines are met.	
1102	Executive Director	10,070	Responsible for monitoring project compliance in the areas of service expectations and implementation. Meets monthly with key staff to discuss progress toward the objectives, evaluate services, and resolve any service, staffing, or budgetary issues.	
1103	Controller	15,750	Payroll processing, benefits management, collating of receipts for invoicing, expense reimbursements, financial statements by contract	
1104	Operations Manager	11,250	Invoicing, tracking of actuals against contract budgets, modifications to contracts (amendments)	
1105	Administrative Position	13,000	Administrative support to all contract staff including procurement of supplies, food, equipment etc. Office management including facilities support and maintenance, engagement of IT support as needed, making of copies, manuals, procurement of brochures and flyers	
1106	0	-		
1107	0	-		
1108	0	-		
1109	0	-		
1110	0	-		
1111	0	-		
1112	0	-		
1113	0	-		
1114	0	-		
1115	0	-		
Program Positions		229,133		
1116				
1117				
1118	Parent Partner 1	33,072	Staff selection is based on "lived experience"; Parent Partners have successfully reunified with their children. All Parent Partners serve under the mentorship and guidance of the Program Supervisor. Parent Partners provide experiential knowledge of the Child Welfare System to other parents/caregivers involved with CWS or at risk of becoming involved. Using an approach of cultural humility, Parent Partners promote understanding and engagement between CWS and the parents/caregivers who are involved or at risk of being involved with DSS. Same position description as above having successfully achieved 1 year post successful reunification.	
1119	Parent Partner 2	44,096	Parent Partner 2 is the journey level class having served as a Parent Partner 1 for 1 year or more. Employees in this role have interfaced with the Child Welfare System as caregivers; they provide experiential knowledge to other parents/caregivers involved with CWS or at risk of becoming involved. Using an approach of cultural humility, Parent Partners 2 promote understanding and engagement between CWS and the parents/caregivers who are involved or at risk of being involved with DSS.	
1120	Parent Partner 2	44,100	Same position description as above.	
1121				
1122	Resource Parent Mentor	36,750	Employees in this role have experience in caring children in Fresno county. They provide information, support, and mentorship to new and existing Fresno County resource families and relative placements. The Resource Parent Mentor will work closely with the Child Welfare team to improve assessment of children for physical, emotional, and developmental progress and provide appropriate linkages as needed. The services will additionally include offering childcare, medical, developmental, and therapeutic resources. Assumes this role is filled 10/12 months for the year.	
1123				
1124	Parent Partner Supervisor	52,915	Provides supervision, training, education, and support to Parent Partner Program staff and interns to support the work and impetus of the Parent Partner Program.	
1125	Resource Parent Mentor Supervisor	18,200	Provides supervision, training, education, and support to Resource Parent Mentors.	
1126	0	-		
1127	0	-		
1128	0	-		
1129	0	-		
1130	0	-		

1131	0	-	
1132	0	-	
1133	0	-	
1134	0	-	
Direct Employee Benefits			
		29,355	
1201	Retirement	6,235	Assumes 2% 401k contribution
1202	Worker's Compensation	2,047	Assumes 5% increase over previous year
1203	Health Insurance	4,329	Assumes 4% increase over previous year
1204	Dental Insurance	2,587	Assumes 2% increase over previous year
1205	Vision Insurance	157	Assumes 2% increase over previous year
1206	Employee Education and Wellness Benefits	14,000	Education and wellness benefits are essential to supporting our non-traditional workforce, primarily individuals of color who have faced systemic racism, generational poverty, and other barriers. These benefits address critical needs like transportation, food security, and unexpected expenses, helping employees remain stable and engaged, while also providing opportunities for personal growth through education programs like Students for Family Education. By reducing the risk of crises that stem from poverty or inequality, these supports help break cycles of instability and empower employees to focus on thriving at work. For a workforce disproportionately affected by systemic hurdles, these investments level the playing field and create pathways for healing, advancement, and long-term success. Assumes increase to \$2,000 per person (excludes Executive Director).
Direct Payroll Taxes & Expenses:			
		37,543	
1301	OASDI	20,765	Assumes 6.66%
1302	FICA/MEDICARE	6,811	Assumes 2.18%
1303	SUI	9,967	Assumes 3.20%
1304	Other (specify)	-	
1305	Other (specify)	-	
1306	Other (specify)	-	
2000: DIRECT CLIENT SUPPORT			
		-	
2001	Child Care	-	
2002	Client Housing Support	-	
2003	Client Transportation & Support	-	
2004	Clothing, Food, & Hygiene	-	
2005	Education Support	-	
2006	Employment Support	-	
2007	Household Items for Clients	-	
2008	Medication Supports	-	
2009	Program Supplies - Medical	-	
2010	Utility Vouchers	-	
2011	Other (specify)	-	
2012	Other (specify)	-	
2013	Other (specify)	-	
2014	Other (specify)	-	
2015	Other (specify)	-	
2016	Other (specify)	-	
3000: DIRECT OPERATING EXPENSES			
		34,903	
3001	Telecommunications	1,897	Phone, fax, and internet. Assumes 3% increase over previous year
3002	Printing/Postage	327	Assumes 3% increase over previous year
3003	Household & Program Supplies	8,742	Training supplies, food for meetings, materials for training. Assumes 3% increase over previous year.
3004	Advertising	-	
3005	Staff Development & Training	7,800	Assumes \$1,300 for each program staff to develop their skills through training and workshops
3006	Staff Mileage	6,800	Assumes a total of 8,500 miles driven in the year to provide services. Resource Parent Mentors are expected to have high travel costs.
3007	Office Supplies	5,232	Assumes 3% increase over previous year
3008	Vehicle Maintenance	-	
3009	Professional and Liability Insurance	714	Assumes \$113 per FTE in year 1 and 6% increase for years 2-5
3010	D&O Insurance	658	Assumes \$104 per FTE in year 1 and 6% increase for years 2-5
3011	Umbrella Insurance	126	Assumes \$20 per FTE in year 1 and 6% increase for years 2-5
3012	Payroll Service	1,948	Assumes \$307 per FTE in year 1 and 6% increase for years 2-5
4000: DIRECT FACILITIES & EQUIPMENT			
		10,337	
4001	Building Maintenance	-	
4002	Rent/Lease Building	10,337	Assumes 5% increase over previous year.
4003	Rent/Lease Equipment	-	
4004	Rent/Lease Vehicles	-	

4005	Security	-	
4006	Utilities	-	
4007	Other (specify)	-	
4008	Other (specify)	-	
4009	Other (specify)	-	
4010	Other (specify)	-	

5000: DIRECT SPECIAL EXPENSES		6,661	
5001	Consultant (Network & Data Management)	6,661	External consultant for IT and Data Management services. Assumes 3% increase over previous year.
5002	HMIS (Health Management Information System)	-	
5003	Contractual/Consulting Services (Specify)	-	
5004	Translation Services	-	
5005	Other (specify)	-	
5006	Other (specify)	-	
5007	Other (specify)	-	
5008	Other (specify)	-	

6000: INDIRECT EXPENSES		44,000	
6001	Administrative Overhead	44,000	Represents a 10% overhead rate.
6002	Professional Liability Insurance	-	
6003	Accounting/Bookkeeping	-	
6004	External Audit	-	
6005	Insurance (Specify): D&O, Umbrella, Property	-	
6006	Payroll Services	-	
6007	Depreciation (Provider-Owned Equipment to be Used for	-	
6008	Personnel (Indirect Salaries & Benefits)	-	
6009	Other (specify)	-	
6010	Other (specify)	-	
6011	Other (specify)	-	
6012	Other (specify)	-	
6013	Other (specify)	-	

7000: DIRECT FIXED ASSETS		9,259	
7001	Computer Equipment & Software	4,500	Assumes some replacement equipment will be needed.
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA	4,759	Assumes no change from previous year.
7003	Furniture & Fixtures	-	
7004	Leasehold/Tenant/Building Improvements	-	
7005	Other Assets over \$500 with Lifespan of 2 Years +	-	
7006	Assets over \$5,000/unit (Specify)	-	
7007	Other (specify)	-	
7008	Other (specify)	-	

PROGRAM FUNDING SOURCES			
8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)			
ACCT #	LINE ITEM	PROVIDE DETAILS OF METHODOLOGY(IES) USED IN DETERMINING MEDI-CAL SERVICE RATES AND/OR SERVICE UNITS, IF APPLICABLE AND/OR AS REQUIRED BY THE RFP	
8001	Mental Health Services		
8002	Case Management		
8003	Crisis Services		
8004	Medication Support		
8005	Collateral		
8006	Plan Development		
8007	Assessment		
8008	Rehabilitation		
8009	Other (Specify)		
8010	Other (Specify)		

TOTAL PROGRAM EXPENSE FROM BUDGET NARRATIVE: 483,803

TOTAL PROGRAM EXPENSES FROM BUDGET TEMPLATE: 483,803

BUDGET CHECK: -

Parent Partner/ Resource Parent Mentor
Services Cultural Brokers Services, Inc.
Fiscal Year (FY) 2029-30

PROGRAM EXPENSES

1000: DIRECT SALARIES & BENEFITS

Direct Employee Salaries

Acct #	Administrative Position	FTE	Admin	Program	Total
1101	Program Data Analysis and Reporting	0.50	\$ 28,084		\$ 28,084
1102	Executive Director	0.05	10,260		10,260
1103	Controller	0.15	19,127		19,127
1104	Operations Manager	0.15	13,662		13,662
1105	Administrative Position	0.25	15,787		15,787
1106			-		-
1107			-		-
1108			-		-
1109			-		-
1110			-		-
1111			-		-
1112			-		-
1113			-		-
1114			-		-
1115			-		-

Direct Personnel Admin Salaries Subtotal **1.10** **\$ 86,920** **\$ 86,920**

Acct #	Program Position	FTE	Admin	Program	Total
1116					\$ -
1117					-
1118	Parent Partner 1	1.00		33,696	33,696
1119	Parent Partner 2	1.00		44,928	44,928
1120	Parent Partner 2	1.00		44,932	44,932
1121					-
1122	Resource Parent Mentor	1.00		37,444	37,444
1123					-
1124	Parent Partner Supervisor	1.00		53,914	53,914
1125	Resource Parent Mentor Supervisor	0.25		18,200	18,200
1126				-	-
1127				-	-
1128				-	-
1129				-	-
1130				-	-
1131				-	-
1132				-	-
1133				-	-
1134				-	-

Direct Personnel Program Salaries Subtotal **5.25** **\$ 233,114** **\$ 233,114**

		Admin	Program	Total
Direct Personnel Salaries Subtotal	6.35	\$ 86,920	\$ 233,114	\$ 320,034

Direct Employee Benefits

Acct #	Description	Admin	Program	Total
1201	Retirement	\$ 3,477	\$ 9,325	\$ 12,802
1202	Worker's Compensation	372	1,777	2,149
1203	Health Insurance	780	3,722	4,502
1204	Dental Insurance	457	2,182	2,639
1205	Vision Insurance	28	132	160
1206	Employee Education and Wellness Benefits	2,000	12,000	14,000
Direct Employee Benefits Subtotal:		\$ 7,114	\$ 29,138	\$ 36,252

Direct Payroll Taxes & Expenses:

Acct #	Description	Admin	Program	Total
1301	OASDI	\$ 6,079	\$ 16,304	\$ 22,383

1302	FICA/MEDICARE	1,994	5,348	7,342
1303	SUI	2,918	7,826	10,744
1304	Other (specify)	-	-	-
1305	Other (specify)	-	-	-
1306	Other (specify)	-	-	-
Direct Payroll Taxes & Expenses Subtotal:		\$ 10,991	\$ 29,478	\$ 40,469
DIRECT EMPLOYEE SALARIES & BENEFITS TOTAL:		Admin	Program	Total
		\$ 105,025	\$ 291,730	\$ 396,755

DIRECT EMPLOYEE SALARIES & BENEFITS PERCENTAGE:	Admin	Program
	26%	74%

2000: DIRECT CLIENT SUPPORT		
Acct #	Line Item Description	Amount
2001	Child Care	\$ -
2002	Client Housing Support	-
2003	Client Transportation & Support	-
2004	Clothing, Food, & Hygiene	-
2005	Education Support	-
2006	Employment Support	-
2007	Household Items for Clients	-
2008	Medication Supports	-
2009	Program Supplies - Medical	-
2010	Utility Vouchers	-
2011	Other (specify)	-
2012	Other (specify)	-
2013	Other (specify)	-
2014	Other (specify)	-
2015	Other (specify)	-
2016	Other (specify)	-
DIRECT CLIENT CARE TOTAL		\$ -

3000: DIRECT OPERATING EXPENSES		
Acct #	Line Item Description	Amount
3001	Telecommunications	\$ 1,949
3002	Printing/Postage	336
3003	Household & Program Supplies	9,004
3004	Advertising	-
3005	Staff Development & Training	7,800
3006	Staff Mileage	7,000
3007	Office Supplies	5,376
3008	Vehicle Maintenance	-
3009	Professional and Liability Insurance	902
3010	D&O Insurance	831
3011	Umbrella Insurance	159
3012	Payroll Services	2,460
DIRECT OPERATING EXPENSES TOTAL:		\$ 35,817

4000: DIRECT FACILITIES & EQUIPMENT		
Acct #	Line Item Description	Amount
4001	Building Maintenance	\$ -
4002	Rent/Lease Building	10,337
4003	Rent/Lease Equipment	-
4004	Rent/Lease Vehicles	-
4005	Security	-
4006	Utilities	-
4007	Other (specify)	-
4008	Other (specify)	-
4009	Other (specify)	-
4010	Other (specify)	-

DIRECT FACILITIES/EQUIPMENT TOTAL: \$ 10,337

5000: DIRECT SPECIAL EXPENSES

Acct #	Line Item Description	Amount
5001	Consultant (Network & Data Management)	\$ 6,861
5002	HMIS (Health Management Information System)	-
5003	Contractual/Consulting Services (Specify)	-
5004	Translation Services	-
5005	Other (specify)	-
5006	Other (specify)	-
5007	Other (specify)	-
5008	Other (specify)	-
DIRECT SPECIAL EXPENSES TOTAL:		\$ 6,861

6000: INDIRECT EXPENSES

Acct #	Line Item Description	Amount
	Administrative Overhead	
6001	Use this line and only this line for approved indirect cost rate	\$ 45,900
	Administrative Overhead	
6002	Professional Liability Insurance	-
6003	Accounting/Bookkeeping	-
6004	External Audit	-
6005	Insurance (Specify):	-
6006	Payroll Services	-
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-
6008	Personnel (Indirect Salaries & Benefits)	-
6009	Other (specify)	-
6010	Other (specify)	-
6011	Other (specify)	-
6012	Other (specify)	-
6013	Other (specify)	-
INDIRECT EXPENSES TOTAL		\$ 45,900

INDIRECT COST RATE 10.00%

7000: DIRECT FIXED ASSETS

Acct #	Line Item Description	Amount
7001	Computer Equipment & Software	\$ 4,500
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	4,759
7003	Furniture & Fixtures	-
7004	Leasehold/Tenant/Building Improvements	-
7005	Other Assets over \$500 with Lifespan of 2 Years +	-
7006	Assets over \$5,000/unit (Specify)	-
7007	Other (specify)	-
7008	Other (specify)	-
FIXED ASSETS EXPENSES TOTAL		\$ 9,259

TOTAL PROGRAM EXPENSES \$ 504,928

PROGRAM FUNDING SOURCES**8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)**

Acct #	Line Item Description	Service Units	Rate	Amount
8001	Mental Health Services	0	-	\$ -
8002	Case Management	0	-	-
8003	Crisis Services	0	-	-
8004	Medication Support	0	-	-
8005	Collateral	0	-	-
8006	Plan Development	0	-	-
8007	Assessment	0	-	-
8008	Rehabilitation	0	-	-
8009	Other (Specify)	0	-	-

8010	Other (Specify)	0	-	-
Estimated Specialty Mental Health Services Billing Totals:		0		\$ -
Estimated % of Clients who are Medi-Cal Beneficiaries				0%
Estimated Total Cost of Specialty Mental Health Services Provided to Medi-Cal Beneficiaries				-
Federal Financial Participation (FFP) %				0%
MEDI-CAL FFP TOTAL				\$ -

8100 - SUBSTANCE USE DISORDER FUNDS				
Acct #	Line Item Description	Amount		
8101	Drug Medi-Cal	\$	-	-
8102	SABG	\$	-	-
SUBSTANCE USE DISORDER FUNDS TOTAL				\$ -

8200 - REALIGNMENT				
Acct #	Line Item Description	Amount		
8201	Realignment	\$	504,929	-
REALIGNMENT TOTAL				\$ 504,929

8300 - MENTAL HEALTH SERVICE ACT (MHSA)				
Acct #	MHSA Component	MHSA Program Name	Amount	
8301	CSS - Community Services & Supports		\$	-
8302	PEI - Prevention & Early Intervention			-
8303	INN - Innovations			-
8304	WET - Workforce Education & Training			-
8305	CFTN - Capital Facilities & Technology			-
MHSA TOTAL				\$ -

8400 - OTHER REVENUE				
Acct #	Line Item Description	Amount		
8401	Client Fees	\$	-	-
8402	Client Insurance		-	-
8403	Grants (Specify)		-	-
8404	Other (Specify)		-	-
8405	Other (Specify)		-	-
OTHER REVENUE TOTAL				\$ -

TOTAL PROGRAM FUNDING SOURCES:	\$ 504,929
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NET PROGRAM COST:	\$ -
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Parent Partner/ Resource Parent Mentor Services

Cultural Brokers Services, Inc.

Fiscal Year (FY) 2029-30 Budget Narrative

PROGRAM EXPENSE				
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE	
1000: DIRECT SALARIES & BENEFITS		396,755		
Administrative Positions		86,920		
1101	Data Analysis and Reporting	28,084	Provides clerical support for all program activities. Responsibilities include front desk reception and request triage, organizing and scheduling appointments and meetings, maintaining appropriate documentation, entering program data, completion of Monthly Activity Reports, staff scheduling, and coordination of work flow to ensure deadlines are met.	
1102	Executive Director	10,260	Responsible for monitoring project compliance in the areas of service expectations and implementation. Meets monthly with key staff to discuss progress toward the objectives, evaluate services, and resolve any service, staffing, or budgetary issues.	
1103	Controller	15,750	Payroll processing, benefits management, collating of receipts for invoicing, expense reimbursements, financial statements by contract	
1104	Operations Manager	11,250	Invoicing, tracking of actuals against contract budgets, modifications to contracts (amendments)	
1105	Administrative Position	13,000	Administrative support to all contract staff including procurement of supplies, food, equipment etc. Office management including facilities support and maintenance, engagement of IT support as needed, making of copies, manuals, procurement of brochures and flyers	
1106	0	-		
1107	0	-		
1108	0	-		
1109	0	-		
1110	0	-		
1111	0	-		
1112	0	-		
1113	0	-		
1114	0	-		
1115	0	-		
Program Positions		233,114		
1116				
1117				
1118	Parent Partner 1	33,696	Staff selection is based on "lived experience"; Parent Partners have successfully reunified with their children. All Parent Partners serve under the mentorship and guidance of the Program Supervisor. Parent Partners provide experiential knowledge of the Child Welfare System to other parents/caregivers involved with CWS or at risk of becoming involved. Using an approach of cultural humility, Parent Partners promote understanding and engagement between CWS and the parents/caregivers who are involved or at risk of being involved with DSS. Same position description as above having successfully achieved 1 year post successful reunification.	
1119	Parent Partner 2	44,928	Parent Partner 2 is the journey level class having served as a Parent Partner 1 for 1 year or more. Employees in this role have interfaced with the Child Welfare System as caregivers; they provide experiential knowledge to other parents/caregivers involved with CWS or at risk of becoming involved. Using an approach of cultural humility, Parent Partners 2 promote understanding and engagement between CWS and the parents/caregivers who are involved or at risk of being involved with DSS.	
1120	Parent Partner 2	44,932	Same position description as above.	
1121				
1122	Resource Parent Mentor	37,444	Employees in this role have experience in caring children in Fresno county. They provide information, support, and mentorship to new and existing Fresno County resource families and relative placements. The Resource Parent Mentor will work closely with the Child Welfare team to improve assessment of children for physical, emotional, and developmental progress and provide appropriate linkages as needed. The services will additionally include offering childcare, medical, developmental, and therapeutic resources. Assumes this role is filled 10/12 months for the year.	
1123				
1124	Parent Partner Supervisor	53,914	Provides supervision, training, education, and support to Parent Partner Program staff and interns to support the work and impetus of the Parent Partner Program.	
1125	Resource Parent Mentor Supervisor	18,200	Provides supervision, training, education, and support to Resource Parent Mentors.	
1126	0	-		
1127	0	-		
1128	0	-		
1129	0	-		
1130	0	-		

1131	0	-	
1132	0	-	
1133	0	-	
1134	0	-	
Direct Employee Benefits			
		36,252	
1201	Retirement	12,802	Assumes 4% 401k contribution
1202	Worker's Compensation	2,149	Assumes 5% increase over previous year
1203	Health Insurance	4,502	Assumes 4% increase over previous year
1204	Dental Insurance	2,639	Assumes 2% increase over previous year
1205	Vision Insurance	160	Assumes 2% increase over previous year
1206	Employee Education and Wellness Benefits	14,000	Education and wellness benefits are essential to supporting our non-traditional workforce, primarily individuals of color who have faced systemic racism, generational poverty, and other barriers. These benefits address critical needs like transportation, food security, and unexpected expenses, helping employees remain stable and engaged, while also providing opportunities for personal growth through education programs like Students for Family Education. By reducing the risk of crises that stem from poverty or inequality, these supports help break cycles of instability and empower employees to focus on thriving at work. For a workforce disproportionately affected by systemic hurdles, these investments level the playing field and create pathways for healing, advancement, and long-term success. Assumes increase to \$2,000 per person (excludes Executive Director).
Direct Payroll Taxes & Expenses:			
		40,469	
1301	OASDI	22,383	Assumes 6.99%
1302	FICA/MEDICARE	7,342	Assumes 2.29%
1303	SUI	10,744	Assumes 3.36%
1304	Other (specify)	-	
1305	Other (specify)	-	
1306	Other (specify)	-	
2000: DIRECT CLIENT SUPPORT			
		-	
2001	Child Care	-	
2002	Client Housing Support	-	
2003	Client Transportation & Support	-	
2004	Clothing, Food, & Hygiene	-	
2005	Education Support	-	
2006	Employment Support	-	
2007	Household Items for Clients	-	
2008	Medication Supports	-	
2009	Program Supplies - Medical	-	
2010	Utility Vouchers	-	
2011	Other (specify)	-	
2012	Other (specify)	-	
2013	Other (specify)	-	
2014	Other (specify)	-	
2015	Other (specify)	-	
2016	Other (specify)	-	
3000: DIRECT OPERATING EXPENSES			
		35,817	
3001	Telecommunications	1,949	Phone, fax, and internet. Assumes 3% increase over previous year
3002	Printing/Postage	336	Assumes 3% increase over previous year
3003	Household & Program Supplies	9,004	Training supplies, food for meetings, materials for training. Assumes 3% increase over previous year.
3004	Advertising	-	
3005	Staff Development & Training	7,800	Assumes \$1,300 for each program staff to develop their skills through training and workshops
3006	Staff Mileage	7,000	Assumes a total of 8,500 miles driven in the year to provide services. Resource Parent Mentors are expected to have high travel costs.
3007	Office Supplies	5,376	Assumes 3% increase over previous year
3008	Vehicle Maintenance	-	
3009	Professional and Liability Insurance	714	
3010	D&O Insurance	658	
3011	Umbrella Insurance	126	
3012	Payroll Service	1,948	
4000: DIRECT FACILITIES & EQUIPMENT			
		10,337	
4001	Building Maintenance	-	
4002	Rent/Lease Building	10,337	Assumes no change from previous year.
4003	Rent/Lease Equipment	-	
4004	Rent/Lease Vehicles	-	

4005	Security	-	
4006	Utilities	-	
4007	Other (specify)	-	
4008	Other (specify)	-	
4009	Other (specify)	-	
4010	Other (specify)	-	

5000: DIRECT SPECIAL EXPENSES		6,861	
5001	Consultant (Network & Data Management)	6,861	External consultant for IT and Data Management services. Assumes 3% increase over previous year.
5002	HMIS (Health Management Information System)	-	
5003	Contractual/Consulting Services (Specify)	-	
5004	Translation Services	-	
5005	Other (specify)	-	
5006	Other (specify)	-	
5007	Other (specify)	-	
5008	Other (specify)	-	

6000: INDIRECT EXPENSES		45,900	
6001	Administrative Overhead	45,900	Represents a 10% overhead rate.
6002	Professional Liability Insurance	-	
6003	Accounting/Bookkeeping	-	
6004	External Audit	-	
6005	Insurance (Specify): D&O, Umbrella, Property	-	
6006	Payroll Services	-	
6007	Depreciation (Provider-Owned Equipment to be Used for	-	
6008	Personnel (Indirect Salaries & Benefits)	-	
6009	Other (specify)	-	
6010	Other (specify)	-	
6011	Other (specify)	-	
6012	Other (specify)	-	
6013	Other (specify)	-	

7000: DIRECT FIXED ASSETS		9,259	
7001	Computer Equipment & Software	4,500	Assumes some replacement equipment will be needed.
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA	4,759	Assumes no change from previous year.
7003	Furniture & Fixtures	-	
7004	Leasehold/Tenant/Building Improvements	-	
7005	Other Assets over \$500 with Lifespan of 2 Years +	-	
7006	Assets over \$5,000/unit (Specify)	-	
7007	Other (specify)	-	
7008	Other (specify)	-	

PROGRAM FUNDING SOURCES			
8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)			
ACCT #	LINE ITEM	PROVIDE DETAILS OF METHODOLOGY(IES) USED IN DETERMINING MEDI-CAL SERVICE RATES AND/OR SERVICE UNITS, IF APPLICABLE AND/OR AS REQUIRED BY THE RFP	
8001	Mental Health Services		
8002	Case Management		
8003	Crisis Services		
8004	Medication Support		
8005	Collateral		
8006	Plan Development		
8007	Assessment		
8008	Rehabilitation		
8009	Other (Specify)		
8010	Other (Specify)		

TOTAL PROGRAM EXPENSE FROM BUDGET NARRATIVE: 504,929

TOTAL PROGRAM EXPENSES FROM BUDGET TEMPLATE: 504,929

BUDGET CHECK: -

Exhibit C

Insurance Requirements

1. Required Policies

Without limiting the 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 throughout the term of this Agreement.

- (A) **Commercial General Liability.** Commercial general liability insurance with limits of not less than Two Million Dollars (\$2,000,000) per occurrence and an annual aggregate of Four Million Dollars (\$4,000,000). This policy must be issued on a per occurrence basis. Coverage must include products, completed operations, property damage, bodily injury, personal injury, and advertising injury. The Contractor shall obtain an endorsement to this policy naming the County of Fresno, its officers, agents, employees, and volunteers, individually and collectively, as additional insureds, but only insofar as the operations under this Agreement are concerned. Such coverage for additional insureds will apply as primary insurance and any other insurance, or self-insurance, maintained by the County is excess only and not contributing with insurance provided under the Contractor's policy.
- (B) **Automobile Liability.** Automobile liability insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence for bodily injury and for property damages. Coverage must include any auto used in connection with this Agreement.
- (C) **Workers Compensation.** Workers compensation insurance as required by the laws of the State of California with statutory limits.
- (D) **Employer's Liability.** Employer's liability insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence for bodily injury and for disease.
- (E) **Professional Liability.** Professional liability insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence and an annual aggregate of Three Million Dollars (\$3,000,000). If this is a claims-made policy, then (1) the retroactive date must be prior to the date on which services began under this Agreement; (2) the Contractor shall maintain the policy and provide to the County annual evidence of insurance for not less than five years after completion of services under this Agreement; and (3) if the policy is canceled or not renewed, and not replaced with another claims-made policy with a retroactive date prior to the date on which services begin under this Agreement, then the Contractor shall purchase extended reporting coverage on its claims-made policy for a minimum of five years after completion of services under this Agreement.
- (F) **Molestation Liability.** Sexual abuse / molestation liability insurance with limits of not less than Two Million Dollars (\$2,000,000) per occurrence, with an annual aggregate of Four Million Dollars (\$4,000,000). This policy must be issued on a per occurrence basis.
- (G) **Cyber Liability.** Cyber liability insurance with limits of not less than Two Million Dollars (\$2,000,000) per occurrence. Coverage must include claims involving Cyber Risks. The cyber liability policy must be endorsed to cover the full replacement value of damage to, alteration of, loss of, or destruction of intangible property (including but not limited to information or data) that is in the care, custody, or control of the Contractor.

Exhibit C

Definition of Cyber Risks. “Cyber Risks” include but are not limited to (i) Security Breach, which may include Disclosure of Personal Information to an Unauthorized Third Party; (ii) data breach; (iii) breach of any of the Contractor’s obligations under Article 12 of this Agreement; (iv) system failure; (v) data recovery; (vi) failure to timely disclose data breach or Security Breach; (vii) failure to comply with privacy policy; (viii) payment card liabilities and costs; (ix) infringement of intellectual property, including but not limited to infringement of copyright, trademark, and trade dress; (x) invasion of privacy, including release of private information; (xi) information theft; (xii) damage to or destruction or alteration of electronic information; (xiii) cyber extortion; (xiv) extortion related to the Contractor’s obligations under this Agreement regarding electronic information, including Personal Information; (xv) fraudulent instruction; (xvi) funds transfer fraud; (xvii) telephone fraud; (xviii) network security; (xix) data breach response costs, including Security Breach response costs; (xx) regulatory fines and penalties related to the Contractor’s obligations under this Agreement regarding electronic information, including Personal Information; and (xxi) credit monitoring expenses.

2. Additional Requirements

- (A) **Verification of Coverage.** Within 30 days after the Contractor signs this Agreement, and at any time during the term of this Agreement as requested by the County’s Risk Manager or the County Administrative Office, the Contractor shall deliver, or cause its broker or producer to deliver, to the DSSContractinsurance@fresnocountyca.gov, Attention: Contract Analyst.
- (i) Each insurance certificate must state that: (1) the insurance coverage has been obtained and is in full force; (2) the County, its officers, agents, employees, and volunteers are not responsible for any premiums on the policy; and (3) the Contractor has waived its right to recover from the County, its officers, agents, employees, and volunteers any amounts paid under any insurance policy required by this Agreement and that waiver does not invalidate the insurance policy.
 - (ii) The commercial general liability insurance certificate must also state, and include an endorsement, that the County of Fresno, its officers, agents, employees, and volunteers, individually and collectively, are additional insureds insofar as the operations under this Agreement are concerned. The commercial general liability insurance certificate must also state that the coverage shall apply as primary insurance and any other insurance, or self-insurance, maintained by the County shall be excess only and not contributing with insurance provided under the Contractor’s policy.
 - (iii) The automobile liability insurance certificate must state that the policy covers any auto used in connection with this Agreement.
 - (iv) The professional liability insurance certificate, if it is a claims-made policy, must also state the retroactive date of the policy, which must be prior to the date on which services began under this Agreement.

Exhibit C

- (v) The technology professional liability insurance certificate must also state that coverage encompasses all of the Contractor's obligations under this Agreement, including but not limited to claims involving Cyber Risks, as that term is defined in this Agreement.
 - (vi) The cyber liability insurance certificate must also state that it is endorsed, and include an endorsement, to cover the full replacement value of damage to, alteration of, loss of, or destruction of intangible property (including but not limited to information or data) that is in the care, custody, or control of the Contractor.
- (B) **Acceptability of Insurers.** All insurance policies required under this Agreement must be issued by admitted insurers licensed to do business in the State of California and possessing at all times during the term of this Agreement an A.M. Best, Inc. rating of no less than A: VII.
- (C) **Notice of Cancellation or Change.** For each insurance policy required under this Agreement, the Contractor shall provide to the County, or ensure that the policy requires the insurer to provide to the County, written notice of any cancellation or change in the policy as required in this paragraph. For cancellation of the policy for nonpayment of premium, the Contractor shall, or shall cause the insurer to, provide written notice to the County not less than 10 days in advance of cancellation. For cancellation of the policy for any other reason, and for any other change to the policy, the Contractor shall, or shall cause the insurer to, provide written notice to the County not less than 30 days in advance of cancellation or change. The County in its sole discretion may determine that the failure of the Contractor or its insurer to timely provide a written notice required by this paragraph is a breach of this Agreement.
- (D) **County's Entitlement to Greater Coverage.** If the Contractor has or obtains insurance with broader coverage, higher limits, or both, than what is required under this Agreement, then the County requires and is entitled to the broader coverage, higher limits, or both. To that end, the Contractor shall deliver, or cause its broker or producer to deliver, to the County's Risk Manager certificates of insurance and endorsements for all of the coverages that have such broader coverage, higher limits, or both, as required under this Agreement.
- (E) **Waiver of Subrogation.** The Contractor waives any right to recover from the County, its officers, agents, employees, and volunteers any amounts paid under the policy of worker's compensation insurance required by this Agreement. The Contractor is solely responsible to obtain any policy endorsement that may be necessary to accomplish that waiver, but the Contractor's waiver of subrogation under this paragraph is effective whether or not the Contractor obtains such an endorsement.
- (F) **County's Remedy for Contractor's Failure to Maintain.** If the Contractor fails to keep in effect at all times any insurance coverage required under this Agreement, the County may, in addition to any other remedies it may have, suspend or terminate this Agreement upon the occurrence of that failure, or purchase such insurance coverage, and charge the cost of that coverage to the Contractor. The County may offset such charges against any amounts owed by the County to the Contractor under this Agreement.

Exhibit C

(G) **Subcontractors.** The Contractor shall require and verify that all subcontractors used by the Contractor to provide services under this Agreement maintain insurance meeting all insurance requirements provided in this Agreement. This paragraph does not authorize the Contractor to provide services under this Agreement using subcontractors.

Exhibit D

Self-Dealing Transaction Disclosure Form

In order to conduct business with the County of Fresno ("County"), members of a Contractor's board of directors ("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 used 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.

The form must be signed by the board member that is involved in the self-dealing transaction described in Sections (3) and (4).

Exhibit D

(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:	

Exhibit E

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 **Cultural Brokers Services, Inc.** (CONTRACTOR) related to provision of services, requires that the undersigned report all known or suspected child abuse or neglect to one or more of the agencies set forth in Penal Code (P.C.) section (§) 11165.9.

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

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

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

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

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

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

SIGNATURE

DATE