

1 **AMENDMENT NO. 1 TO SERVICE AGREEMENT**

2 This Amendment No. 1 to Service Agreement (“Amendment No. 1”) is dated  
3 \_\_\_\_\_ and is between Exceptional Parents Unlimited, Inc., a Californian non-  
4 profit corporation (“Contractor”), whose address is 4440 North First Street, Fresno, CA 93726,  
5 and the County of Fresno, a political subdivision of the State of California (“County”).

6 **Recitals**

7 A. On May 3, 2022, the County and the Contractor entered into an “Agreement for Home  
8 Visitation Services”, which is County agreement number 22-189 (“Agreement”), for the purpose  
9 of supporting positive health, development, and well-being outcomes for pregnant and parenting  
10 women, families, and infants born into poverty, expanding their future educational, economic,  
11 and financial capability opportunities, and improving the likelihood that they will exit poverty.

12 B. The County later identified an increase in Fresno County’s FY 2025-2026 allocation for  
13 CalWORKs Home Visiting Program, allowing for a potential increase in Contractor’s use of  
14 funds.

15 C. The County and the Contractor now desire to amend the Agreement to increase the  
16 Total Contract Maximum Compensation as a result of increasing the Fiscal Year 2025-2026  
17 budget.

18 The parties therefore agree as follows:

- 19 1. Section 4 “Compensation” of the Agreement located at page two (2), beginning at  
20 line 25 is deleted in its entirety and replaced with the following:

21 **“4. COMPENSATION**

22 For actual services provided pursuant to the terms of this Agreement, COUNTY  
23 agrees to pay SUBRECIPIENT and SUBRECIPIENT agrees to receive  
24 compensation in accordance with the Exhibit B, Budget Summary.

25 In no event shall compensation paid for services performed under this  
26 Agreement be in excess of Five Million Six Hundred Ninety-Two Thousand Three  
27 Hundred Forty-Five and No/100 dollars (\$5,692,345) during the term of this  
28 Agreement. For the period July 1, 2022 through June 30, 2025, in no event shall

1 compensation paid for services performed under this Agreement be in excess of  
2 Three Million Four Hundred Two Thousand Two Hundred Seven and No/100  
3 dollars (\$3,402,207). For the first 12-month extension period, in no event shall  
4 compensation paid for services performed under this agreement be in excess of  
5 One Million One Hundred Fifty-Six Thousand Sixty-Nine and No/100 dollars  
6 (\$1,156,069). For the second 12-month extension period, in no event shall  
7 compensation paid for services performed under this agreement be in excess of  
8 One Million One Hundred Thirty-Four Thousand Sixty-Nine and No/100 dollars  
9 (\$1,134,069).

10 It is understood that all expenses incidental to SUBRECIPIENT's performance of  
11 services under this Agreement shall be borne by SUBRECIPIENT. If  
12 SUBRECIPIENT should fail to comply with any provision of the Agreement,  
13 COUNTY shall be relieved of its obligation for further compensation. Any  
14 compensation which is not expended by SUBRECIPIENT pursuant to the terms  
15 and conditions of this Agreement shall automatically revert to COUNTY.

16 The services provided by the SUBRECIPIENT under this Agreement are funded  
17 in whole or in part by the State of California and the United States Federal  
18 government. In the event that funding for these services is delayed by the State  
19 Controller or the Federal government, COUNTY may defer payment to  
20 SUBRECIPIENT. The amount of the deferred payment shall not exceed the  
21 amount of funding delayed to the COUNTY. The period of time of the deferral by  
22 COUNTY shall not exceed the period of time of the State Controller's or Federal  
23 government's delay of payment to COUNTY plus forty-five (45) days."

- 24 2. All references in Agreement to "Exhibit B" shall be deemed references to "Revised  
25 Exhibit B", which is attached and incorporated by this reference.
- 26 3. When both parties have signed this Amendment No. 1, the Agreement, and this  
27 Amendment No. 1 together constitute the Agreement.
- 28 4. The Contractor represents and warrants to the County that:

- 1 a. The Contractor is duly authorized and empowered to sign and perform its obligations  
2 under this Amendment.
- 3 b. The individual signing this Amendment on behalf of the Contractor is duly authorized  
4 to do so and his or her signature on this Amendment legally binds the Contractor to  
5 the terms of this Amendment.
- 6 5. The parties agree that this Amendment may be executed by electronic signature as  
7 provided in this section.
- 8 a. An “electronic signature” means any symbol or process intended by an individual  
9 signing this Amendment to represent their signature, including but not limited to (1) a  
10 digital signature; (2) a faxed version of an original handwritten signature; or (3) an  
11 electronically scanned and transmitted (for example by PDF document) version of an  
12 original handwritten signature.
- 13 b. Each electronic signature affixed or attached to this Amendment (1) is deemed  
14 equivalent to a valid original handwritten signature of the person signing this  
15 Amendment for all purposes, including but not limited to evidentiary proof in any  
16 administrative or judicial proceeding, and (2) has the same force and effect as the  
17 valid original handwritten signature of that person.
- 18 c. The provisions of this section satisfy the requirements of Civil Code section 1633.5,  
19 subdivision (b), in the Uniform Electronic Transaction Act (Civil Code, Division 3, Part  
20 2, Title 2.5, beginning with section 1633.1).
- 21 d. Each party using a digital signature represents that it has undertaken and satisfied  
22 the requirements of Government Code section 16.5, subdivision (a), paragraphs (1)  
23 through (5), and agrees that each other party may rely upon that representation.
- 24 e. This Amendment is not conditioned upon the parties conducting the transactions  
25 under it by electronic means and either party may sign this Amendment with an  
26 original handwritten signature.
- 27 6. This Amendment may be signed in counterparts, each of which is an original, and all  
28 of which together constitute this Amendment.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

7. The Agreement as amended by this Amendment No. 1 is ratified and continued. All provisions of the Agreement and not amended by this Amendment No. 1 remain in full force and effect.

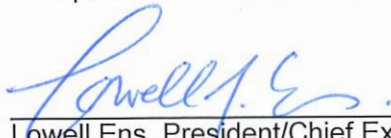
*[SIGNATURE PAGE FOLLOWS]*

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

The parties are signing this Amendment No. 1 on the date stated in the introductory clause.

Exceptional Parents Unlimited, Inc.

COUNTY OF FRESNO



Lowell Ens, President/Chief Executive Officer

Garry Bredefeld, Chairman of the Board of Supervisors of the County of Fresno

4440 N. First Street  
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.: 56107001  
Account No.: 7870/0  
Fund No.: 0001  
Subclass No.: 10000

**BUDGET SUMMARY (Fiscal Year July 1, 2022 – June 30, 2023)**VENDOR NAME: Exceptional Parents Unlimited (EPU)

<b>CATEGORY</b>	<b>BUDGET ITEM #</b>	<b>TOTAL</b>
Salaries	0100	\$ 643,951.00
Payroll Taxes	0150	\$ 53,483.00
Benefits	0200	\$ 87,980.00
<b>SUBTOTAL:</b>		<b>\$ 785,414.00</b>
<b>SERVICES &amp; SUPPLIES</b>		
Insurance	0250	\$ 15,015.00
Communications	0300	\$ 8,994.00
Office Expense	0350	\$ 21,165.00
Equipment	0400	\$ 4,000.00
Facilities	0450	\$ 50,000.00
Travel Costs	0500	\$ 4,914.00
Program Supplies	0550	\$ 105,100.00
Consultancy/Subcontracts	0600	\$ 3,780.00
Fiscal & Audits	0650	\$ 2,800.00
Training	0660	\$ 29,790.00
Indirect Costs	0700	\$ 103,097.00
<b>SUBTOTAL:</b>		<b>\$ 348,655.00</b>
<b>TOTAL EXPENSES:</b>		<b>\$ 1,134,069.00</b>

**BUDGET PERSONNEL DETAIL (Fiscal Year July 1, 2022 – June 30, 2023)****VENDOR NAME: Exceptional Parents Unlimited (EPU)**SALARIES

Position	% of Time on Project	Number of Months	Monthly Salary/Hourly Wages	Salary/Wages Funds Requested for the Year
Program Director	20%	12	\$ 6,714.42	\$ 16,115
Program Manager	100%	12	\$ 5,252.00	\$ 63,024
Behavioral Health Clinician	50%	12	\$ 5,950.00	\$ 35,700
Behavioral Health Clinician	50%	12	\$ 5,721.00	\$ 34,326
Supervisor	100%	12	\$ 4,645.42	\$ 55,745
Intake Coordinator	100%	12	\$ 4,515.00	\$ 54,180
Home Navigator	100%	12	\$ 3,536.00	\$ 42,432
Home Navigator	100%	12	\$ 3,624.00	\$ 43,488
Home Navigator	100%	12	\$ 3,536.00	\$ 42,432
Home Navigator	100%	12	\$ 3,380.35	\$ 40,564
Home Navigator	100%	12	\$ 3,467.00	\$ 41,604
Home Navigator	100%	12	\$ 3,536.00	\$ 42,432
Home Navigator	100%	12	\$ 3,536.00	\$ 42,432
Home Navigator	100%	11	\$ 3,380.00	\$ 37,180
Outreach Specialist	100%	12	\$ 3,519.00	\$ 42,228
Data Mgmt. Coordinator	20%	12	\$ 4,195.50	\$ 10,069

Total  
Salaries/Wages      \$ 643,951

BENEFITS (Health Ins; Life Ins; Retirement; Other benefits)	<u>Item Total</u>
FICA (.0765 x 643,951 )	<u>\$ 49,262</u>
SUI (.045 x \$7,000 x 13.4 FTE's)	<u>\$ 4,221</u>
Health, Dental, Vision (\$426.996/per mo. x 13.4 FTE's x 12 mo.)	<u>\$ 68,661</u>
Retirement budgeted at 3% of salaries (.03 x \$643,951)	<u>\$ 19,319</u>
<b>TOTAL SALARIES AND BENEFITS:</b>	<u><b>\$ 785,414</b></u>

**BUDGET DETAIL (Fiscal Year July 1, 2022 – June 30, 2023)**  
**VENDOR NAME: Exceptional Parents Unlimited (EPU)**

BUDGET LINE ITEM	CATEGORY & DESCRIPTION/ CALCULATION	SUBTOTAL	TOTAL
0250	Insurance: Worker's Comp Ins. @ \$643,951 x .014 General Liability, & Property Insurance @ \$500 per month x 12 months	9,015 6,000	15,015
0300	Communications: Agency internet budgeted @ \$280.50 per month x 12 months Cell Phones stipend for 13.4 FTE's x \$20/mo. 12 mo. VOIP phone system @ \$15 x 12 mo. x 13.4 FTE's	3,366 3,216 2,412	8,994
0350	Office Expense: shred, postage, minor equip., employment verification, misc. office supplies \$860.75/mo. x 12 mo. Apricot user fees @\$45/mo. x12mo. X 13.4 users Printing\$150x12mo. /Copier Lease \$150x12 mo.	10,329 7,236 3,600	21,165
0400	Equipment: various equipment needed for staff including replacement laptop (\$1,250) and 11 docking stations x \$250 = 2,750.	4,000	4,000
0450	Facilities: Office space, utilities, janitorial, budgeted @ \$4,166.67 x 12 months	50,000	50,000
0500	Travel: Mileage reimbursement budgeted @ 700 miles per mo. x \$.585 per mile x 12 mo.	4,914	4,914
0550	Program Supplies: Client Support \$500x186 families Parent Handbooks, bus passes, misc. \$50x186 families PAT Startup Kits for Home Navigators \$250 x 2 FTE's Parenting Assessment (AAPI -2) 2 @ \$250ea. Group Connections meeting supplies \$150x12 meetings	93,000 9,300 500 500 1,800	105,100
0600	Contracts: Network Administration & data security budgeted @ \$315/mo. x 12 months	3,780	3,780
0650	Fiscal & Audits: Portion of annual audit budgeted @ \$2,800	2,800	2,800
0660	Training: PAT Affiliation Fee F&M Impl. Training (\$2,150 initial x 4, \$60 x 10 renewals) Annual Professional Dev.\$500 x 13.4 FTE's Agency Required Training (CPR, etc. \$350 x13.4 FTE's) Clinician Training (3 hrs.x 2 Clinicians x \$100/hr.x 12mo.)	2,000 9,200 6,700 4,690 7,200	29,790
0700	Administrative Overhead: Calculated at 10% of total grant award (\$1,030,972 x 10%)	103,097	103,097
		\$ 348,655	\$ 348,655

**BUDGET DETAIL NARRATIVE (Fiscal Year July 1, 2022 – June 30, 2023)****VENDOR NAME:** Exceptional Parents Unlimited (EPU)

**Insurance** - Budget includes worker's compensation insurance at the current rate of .014 x salaries of \$643,951 for a total of \$9,015. Budget also includes general liability and property insurance at \$500 per month x 12 for a total of \$6,000. Total insurance cost budgeted at \$15,015. Insurance costs are allocated to all of the agency programs based upon number of staff per program. Amount allocated to this grant represents approximately 8.67% of total agency premium.

**Communications** – Cost of agency internet budgeted at \$280.50 per month x12 for a total of \$3,366. Cell phone stipend for 13.4 FTE's budgeted at \$20 per month x 12 months = \$3,216. VOIP phone system is budgeted at \$15 x 13.4FTE's x 12 months=\$2,412, for a total of \$8,994. Amount allocated to this grant represents approximately 14.94% of total agency premium.

**Office Expense** – Office expense budget includes server lease, paper, printer supplies, general office supplies, minor equipment, employment verification, shredding, and postage. Cost is budgeted at \$860.75/mo. X 12 months = \$10,329. Data system, Apricot annual user license budgeted at \$45 per mo. x 12 months' x13.4 FTE's=\$7,236. Copier lease is \$150/mo. x 12 months plus an additional \$150/mo. x 12 months to include per copy charges = \$3,600 for a total of \$21,165. Amount allocated to this grant represents approximately 12.03% of total agency premium.

**Equipment-** Equipment budget will include docking stations for 11 laptops x \$250/ea. =\$2,750. We will also be purchasing 1 laptop for \$1250 for a total of \$4000.

**Facilities** – Office space cost is \$4,166.67 per month x 12 months = \$50,000. Cost includes office space, shared meeting rooms and classrooms, commercial kitchen, restrooms. Facilities cost also includes utilities, maintenance, janitorial services, and supplies. Amount allocated to this grant represents approximately 9.72% of total agency premium.

**Travel** – Mileage reimbursement for staff using their personal vehicles for grant related travel is paid at the IRS approved rate which is currently .585 per mile. Mileage is budgeted at 700 miles per month x .585 x 12 months = \$4,914.

**Program Supplies** – Material goods for 186 HVP participants' x \$500ea.=\$93,000. Parent handbooks, binders, bus passes and misc. program supplies \$50 x186 families =9,300. PAT startup kits for Home Navigators at \$250 each, x2 FTE's = \$500. Parenting Assessment (AAPI-2) at \$250 each, x 2= \$500. Supplies and snacks for Group Connections meetings \$150 x 12 meetings=\$1,800. Total program supplies budget is \$105,100.

**Contracts** – EPU network and data management services are contracted out. Contract includes network and server administration, workstation administration, and computer hardware maintenance. Cost is allocated to various agency grants/programs based upon number of users per grant/program. Cost is budgeted at of \$315 per month x12 mo. =\$3,780 annually.

**Fiscal & Audits** – The agency has a Single Audit conducted by an independent accounting firm every year. Cost of the audit is allocated to all agency programs based upon budgeted expenses. Amount budgeted for this contract (\$2,800) is approximately 10.77% of total cost of audit. The County will receive a copy of the audit report.

**Training** – PAT Affiliation Fee is \$2,000 annually. Foundational & Model Implementation Training is \$2,150 per initial 4 FTE's =\$8,600, plus \$60 x10 FTE's for renewals = \$600. Required Agency trainings include Mandated Reporter, CPR, HIPPA, Crisis Prevention Intervention, etc.) is budgeted at \$500 per FTE x 13.4 = \$6,700. Annual Professional development courses \$350 annually x 13.4 FTE's =\$4,690. Mental Health Clinician specific training and oversight for 3 hours per month per clinician (x2) at \$100 per hour x 12 months =\$7,200 for a total training budget of \$29,790.

**Administrative Overhead** – Agency administrative overhead rate is 14% which includes accounting, payroll, accounts payable, human resources, data system management, purchasing, executive director, and receptionist. The rate is based upon the actual cost of providing these services and is allocated to all grants and programs based upon program expenses. The calculation of this rate is reviewed during the annual agency audit. The RFP limits the administrative cost to 10% so the administrative overhead cost is calculated at \$103,097 (\$1,030,972 x 10%). The shortfall in overhead costs will be offset with fundraising dollars.

**BUDGET SUMMARY (Fiscal Year July 1, 2023 – June 30, 2024)**VENDOR NAME: Exceptional Parents Unlimited (EPU)

<b>CATEGORY</b>	<b>BUDGET ITEM #</b>	<b>TOTAL</b>
Salaries	0100	\$ 660,278.00
Payroll Taxes	0150	\$ 54,732.00
Benefits	0200	\$ 91,888.00
<b>SUBTOTAL:</b>		<b>\$ 806,898.00</b>
<b>SERVICES &amp; SUPPLIES</b>		
Insurance	0250	\$ 15,244.00
Communications	0300	\$ 8,628.00
Office Expense	0350	\$ 19,388.00
Equipment	0400	\$ 1,200.00
Facilities	0450	\$ 50,000.00
Travel Costs	0500	\$ 4,914.00
Program Supplies	0550	\$ 98,800.00
Consultancy/Subcontracts	0600	\$ 3,780.00
Fiscal & Audits	0650	\$ 2,800.00
Training	0660	\$ 19,320.00
Indirect Costs	0700	\$ 103,097.00
<b>SUBTOTAL:</b>		<b>\$ 327,171.00</b>
<b>TOTAL EXPENSES</b>		<b>\$ 1,134,069.00</b>

**BUDGET PERSONNEL DETAIL (Fiscal Year July 1, 2023 – June 30, 2024)****VENDOR NAME: Exceptional Parents Unlimited (EPU)**SALARIES

Position	% of Time on Project	Number of Months	Monthly Salary/Hourly Wages	Salary/Wages Funds Requested
Program Director	20%	12	\$ 6,848.67	\$ 16,437
Program Manager	100%	12	\$ 5,357.00	\$ 64,284
Behavioral Health Clinician	50%	12	\$ 6,068.00	\$ 36,408
Behavioral Health Clinician	50%	12	\$ 5,834.00	\$ 35,004
Supervisor	100%	12	\$ 4,740.50	\$ 56,886
Intake Coordinator	100%	12	\$ 4,606.00	\$ 55,272
Home Navigator	100%	12	\$ 3,607.00	\$ 43,284
Home Navigator	100%	12	\$ 3,697.00	\$ 44,364
Home Navigator	100%	12	\$ 3,606.00	\$ 43,272
Home Navigator	100%	12	\$ 3,448.00	\$ 41,376
Home Navigator	100%	12	\$ 3,536.00	\$ 42,432
Home Navigator	100%	12	\$ 3,606.00	\$ 43,272
Home Navigator	100%	12	\$ 3,606.00	\$ 43,272
Home Navigator	100%	12	\$ 3,448.00	\$ 41,376
Outreach Specialist	100%	12	\$ 3,589.00	\$ 43,068
Data Mgmt. Coordinator	20%	12	\$ 4,279.42	\$ 10,271

Total Salaries/  
Wages      \$660,278

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

<u>Benefit Item (Calculation)</u>	<u>Item Total</u>
FICA (.0765 x 660,278 )	<u>\$ 50,511</u>
SUI (.045 x \$7,000 x 13.4 FTE's)	<u>\$ 4,221</u>
Health, Dental, Vision Insurance (\$448.26/per mo. x 13.4 FTE's x 12 mo.)	<u>\$ 72,080</u>
Retirement budgeted at 3% of salaries (.03 x \$660,278)	<u>\$ 19,808</u>
<b>TOTAL SALARIES AND BENEFITS:</b>	<u><b>\$ 806,898</b></u>

<b>BUDGET DETAIL (Fiscal Year July 1, 2023 – June 30, 2024)</b>			
<b>VENDOR NAME: Exceptional Parents Unlimited (EPU)</b>			
BUDGET LINE ITEM	CATEGORY & DESCRIPTION/ CALCULATION	SUBTOTAL	TOTAL
0250	Insurance: Worker's Comp Ins. @ \$660,278 x .014 General Liability, & Property Insurance @ \$500 per month x 12 months	9,244 6,000	15,244
0300	Communications: Agency internet  budgeted @ \$250 per month x 12 months Cell Phones stipend for 13.4 FTE's x \$20/mo. 12 mo. VOIP phone system @ \$15 x 12 mo. x 13.4 FTE's	3,000 3,216 2,412	8,628
0350	Office Expense: shred, postage, minor equip., employment verification, misc. office supplies \$802.67/mo. x 12 mo. Apricot user fees @ \$45/mo. x12mo. X 13.4 users Printing \$60 x 12mo. /Copier Lease \$150x 12 mo.	9,632 7,236 2,520	19,388
0400	Equipment: various equipment replacements.	1,200	1,200
0450	Facilities:  Office space, utilities, janitorial, budgeted @ \$4,166.67 x 12 months	50,000	50,000
0500	Travel: Mileage reimbursement budgeted @ 700 miles per mo. x \$.585 per mile x 12 mo.	4,914	4,914
0550	Program Supplies:  Client Support \$500 x 186 families Parent Handbooks, bus passes, misc. \$20 x 186 families PAT Startup Kits for Home Navigators \$250 x 2 FTE's Parenting Assessment (AAPI -2) 2 @ \$250 ea. Group Connections meeting supplies \$90 x 12 meetings	93,000 3,720 500 500 1,080	98,800
0600	Contracts: Network Administration & data security budgeted @ \$315/mo. x 12 months	3,780	3,780
0650	Fiscal & Audits: Portion of annual audit budgeted @ \$2,800	2,800	2,800
0660	Training:  PAT Affiliation Fee F&M Impl. Training (\$2,150 initial x,1, \$60x10 renewals) Annual Professional Dev. \$300 x 13.4 FTE's Agency Required Training (CPR, etc. \$250 x 13.4 FTE's) Clinician Training (3 hrs. x 2 Clinicians x \$100/hr. x 12mo.)	2,000 2,750 4,020 3,350 7,200	19,320
0700	Administrative Overhead: Calculated at 10% of total grant award (\$1,030,972 x 10%)	103,097	103,097
		\$ 327,171	\$ 327,171

**BUDGET DETAIL NARRATIVE (Fiscal Year July 1, 2023 – June 30, 2024)****VENDOR NAME:** Exceptional Parents Unlimited (EPU)

**Insurance** - Budget includes worker's compensation insurance at the current rate of .014 x salaries of \$660,278 for a total of \$9,244. Budget also includes general liability and property insurance at \$500 per month x 12 for a total of \$6,000. Total insurance cost budgeted at \$15,244. Insurance costs are allocated to all of the agency programs based upon number of staff per program. Amount allocated to this grant represents approximately 8.67% of total agency premium.

**Communications** – Cost of agency internet budgeted at \$250 per month x12 for a total of \$3,000. Cell phone stipend for 13.4 FTE's budgeted at \$20 per month x13.4 FTE's x 12 months = \$3,216. VOIP phone system is budgeted at \$15 x 13.4 FTE's x 12 months = \$2,412, for a total of \$8,628.

**Office Expense** – Office expense budget includes server lease, paper, printer supplies, general office supplies, minor equipment, employment verification, shredding, and postage. Cost is budgeted at \$802.67/mo. X 12 months = \$9,632. Data system, Apricot annual user license budgeted at \$45 per mo. x 12 months' x13.4 FTE's=\$7,236. Copier lease is \$150/mo. x 12 months plus an additional \$60/mo. x 12 months to include per copy charges=\$2,520 for a total of \$19,388.

**Equipment-** Equipment budget will be included to replace out of date or broken printers, P.C.'s, etc. for a total of \$1,200.

**Facilities** – Office space cost is \$4,166.67 per month x 12 months = \$50,000. Cost includes office space, shared meeting rooms and classrooms, commercial kitchen, restrooms. Facilities cost also includes utilities, maintenance, janitorial services, and supplies.

**Travel** – Mileage reimbursement for staff using their personal vehicles for grant related travel is paid at the IRS approved rate which is currently .585 per mile. Mileage is budgeted at 700 miles per month x .585 x 12 months = \$4,914.

**Program Supplies** – Material goods for 186 HVP participants' x \$500ea.= \$93,000. Parent handbooks, binders, bus passes and misc. program supplies \$20 x186 families = \$3,720. PAT startup kits for Home Navigators at \$250 each, x2 FTE's = \$500. Parenting Assessment (AAPI-2) at \$250 each, x2= \$500. Supplies and snacks for Group Connections meetings \$90 x 12 meetings = \$1,080. Total program supplies budget is \$98,800.

**Contracts** – EPU network and data management services are contracted out. Contract includes network and server administration, workstation administration, and computer hardware maintenance. Cost is allocated to various agency grants/programs based upon number of users per grant/program. Cost is budgeted at of \$315 per month x12 mo. = \$3,780 annually.

**Fiscal & Audits** – The agency has a Single Audit conducted by an independent accounting firm every year. Cost of the audit is allocated to all agency programs based upon budgeted expenses. Amount budgeted for this contract (\$2,800) is approximately 10.77% of total cost of audit. The County will receive a copy of the audit report.

**Training** – PAT Affiliation Fee is \$2,000 annually. Foundational & Model Implementation Training is \$2,150 per initial 1 FTE, plus \$60 x10 FTE's for renewals = \$600. Required Agency trainings include Mandated Reporter, CPR, HIPPA, Crisis Prevention Intervention, etc.) is budgeted at \$300 per FTE x 13.4= \$4,020. Annual Professional development courses \$250 annually x 13.4 FTE's = \$3,350. Mental Health Clinician specific training and oversight for 3 hours per month per clinician (x2) at \$100 per hour x 12 months = \$7,200 for a total training budget of \$19,320.

**Administrative Overhead** – Agency administrative overhead rate is 14% which includes accounting, payroll, accounts payable, human resources, data system management, purchasing, executive director, and receptionist. The rate is based upon the actual cost of providing these services and is allocated to all grants and programs based upon program expenses. The calculation of this rate is reviewed during the annual agency audit. The RFP limits the administrative cost to 10% so the administrative overhead cost is calculated at \$103,097 (\$1,030,972 x 10%). The shortfall in overhead costs will be offset with fundraising dollars.

**BUDGET SUMMARY (Fiscal Year July 1, 2024 – June 30, 2025)**VENDOR NAME: Exceptional Parents Unlimited (EPU)

<b>CATEGORY</b>	<b>BUDGET ITEM #</b>	<b>TOTAL</b>
Salaries	0100	\$ 669,828.00
Payroll Taxes	0150	\$ 55,447.00
Benefits	0200	\$ 95,848.00
<b>SUBTOTAL:</b>		<b>\$ 821,123.00</b>
<b>SERVICES &amp; SUPPLIES</b>		
Insurance	0250	\$ 15,378.00
Communications	0300	\$ 8,007.00
Office Expense	0350	\$ 16,501.00
Equipment	0400	\$ 200.00
Facilities	0450	\$ 50,000.00
Travel Costs	0500	\$ 4,914.00
Program Supplies	0550	\$ 97,350.00
Consultancy/Subcontracts	0600	\$ 3,780.00
Fiscal & Audits	0650	\$ 2,800.00
Training	0660	\$ 11,020.00
Indirect Costs	0700	\$ 103,097.00
<b>SUBTOTAL:</b>		<b>\$ 313,047.00</b>
<b>TOTAL EXPENSES</b>		<b>\$ 1,134,069.00</b>

**BUDGET PERSONNEL DETAIL (Fiscal Year July 1, 2024 – June 30, 2025)****VENDOR NAME: Exceptional Parents Unlimited (EPU)**SALARIES

Position	% of Time on Project	Number of Months	Monthly Salary/Hourly Wages	Salary/Wages Funds Requested
Program Director	20%	12	\$ 6,951.42	\$ 16,683
Program Manager	100%	12	\$ 5,465.00	\$ 65,580
Behavioral Health Clinician	50%	12	\$ 6,190.00	\$ 37,140
Behavioral Health Clinician	45%	12	\$ 5,951.00	\$ 32,136
Supervisor	100%	12	\$ 4,835.00	\$ 58,020
Intake Coordinator	100%	12	\$ 4,698.00	\$ 56,376
Home Navigator	100%	12	\$ 3,679.00	\$ 44,148
Home Navigator	100%	12	\$ 3,771.00	\$ 45,252
Home Navigator	100%	12	\$ 3,679.00	\$ 44,148
Home Navigator	100%	12	\$ 3,517.00	\$ 42,204
Home Navigator	100%	12	\$ 3,607.00	\$ 43,284
Home Navigator	100%	12	\$ 3,679.00	\$ 44,148
Home Navigator	100%	12	\$ 3,679.00	\$ 44,148
Home Navigator	100%	12	\$ 3,517.00	\$ 42,204
Outreach Specialist	100%	12	\$ 3,661.00	\$ 43,932
Data Mgmt. Coordinator	20%	12	\$ 4,343.67	\$ 10,425

Total Salaries/  
Wages      \$669,828

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

<u>Benefit Item (Calculation)</u>	<u>Item Total</u>
FICA (.0765 x 669,828 )	<u>\$ 51,242</u>
SUI (.045 x \$7,000 x 13.35 FTE's)	<u>\$ 4,205</u>
Health, Dental, Vision Insurance (\$472.865/per mo. x 13.35 FTE's x 12 mo.)	<u>\$ 75,753</u>
Retirement budgeted at 3% of salaries (.03 x \$669,828)	<u>\$ 20,095</u>
<b>TOTAL SALARIES AND BENEFITS:</b>	<u><b>\$ 821,123</b></u>

<b>BUDGET DETAIL (Fiscal Year July 1, 2024 – June 30, 2025)</b>			
<b>VENDOR NAME: Exceptional Parents Unlimited (EPU)</b>			
<b>BUDGET LINE ITEM</b>	<b>CATEGORY &amp; DESCRIPTION/ CALCULATION</b>	<b>SUBTOTAL</b>	<b>TOTAL</b>
0250	Insurance:	9,378	
0250	Worker's Comp Ins. @ \$669,828 x .014	6,000	
	General Liability, & Property Insurance @ \$500 per month x 12 months		15,378
0300	Communications: Agency internet budgeted @ \$200 per month x 12 months	2,400	
	Cell Phones stipend for 13.35 FTE's x \$20/mo. 12 mo.	3,204	
	VOIP phone system @ \$15 x 12 mo. x 13.35 FTE's	2,403	8,007
0350	Office Expense: shred, postage, minor equip., employment verification, misc. office supplies \$564.33/mo. x 12 mo.	6,772	
	Apricot user fees @ \$45/mo. x12mo. X 13.35 users	7,209	
	Printing \$60 x 12mo. /Copier Lease \$150 x 12 mo.	2,520	16,501
	Equipment: various equipment replacements.	200	200
0400	Facilities:		
0450	Office space, utilities, janitorial, budgeted @ \$4,166.67 x 12 months	50,000	50,000
0500	Travel: Mileage reimbursement budgeted @ 700 miles per mo. x \$.585 per mile x 12 mo.	4,914	4,914
0550	Program Supplies:		
	Client Support \$500 x 186 families	93,000	
	Parent Handbooks, bus passes, misc. \$20 x 150 families	3,000	
	PAT Startup Kits for Home Navigators \$250 x 1 FTE	250	
	Parenting Assessment (AAPI -2) 2 @ \$250ea.	500	
	Group Connections meeting supplies \$50 x 12 meetings	600	97,350
0600	Contracts:		
	Network Administration & data security budgeted @ \$315/mo. x 12 months	3,780	3,780
0650	Fiscal & Audits:		
	Portion of annual audit budgeted @ \$2,800	2,800	2,800
0660	Training:		
	PAT Affiliation Fee	2,000	
	F&M Impl. Training (\$2,150 initial x1, \$60x10 renewals)	2,750	
	Annual Professional Dev.\$100 x 13.35 FTE's	1,335	
	Agency Required Training (CPR, etc. \$100 x 13.35 FTE's)	1,335	
	Clinician Training (3 hrs.x 1 Clinician x \$100/hr.x 12mo.)	3,600	11,020
0700	Administrative Overhead: Calculated at 10% of total grant award (\$1,030,972 x 10%)	103,097	103,097
103,097		\$ 313,046	\$ 313,046

**BUDGET DETAIL NARRATIVE (Fiscal Year July 1, 2024 – June 30, 2025)****VENDOR NAME:** Exceptional Parents Unlimited (EPU)

**Insurance** - Budget includes worker's compensation insurance at the current rate of .014 x salaries of \$669,828 for a total of \$9,378. Budget also includes general liability and property insurance at \$500 per month x 12 for a total of \$6,000. Total insurance cost budgeted at \$15,378. Insurance costs are allocated to all of the agency programs based upon number of staff per program. Amount allocated to this grant represents approximately 8.67% of total agency premium.

**Communications** – Cost of agency internet budgeted at \$200 per month x 12 for a total of \$2,400. Cell phone stipend for 13.35 FTE's budgeted at \$20 x 12 months = \$3,204. VOIP phone system is budgeted at \$15 x 13.35 FTE's x 12 months= \$2,403, for a total of \$8,007.

**Office Expense** – Office expense budget includes server lease, paper, printer supplies, general office supplies, minor equipment, employment verification, shredding, and postage. Cost is budgeted at \$564.33/mo. X 12 months = \$6,772. Data system, Apricot annual user license budgeted at \$45 per mo. x 12 months' x13.35 FTE's=\$7,209. Copier lease is \$150/mo. x 12 months plus an additional \$60/mo. x 12 months to include per copy charges=\$2,520 for a total of \$16,501.

**Equipment-** Equipment budget will be included to replace out of date or broken printers, P.C.'s, etc. for a total of \$200.

**Facilities** – Office space cost is \$4,166.67 per month x 12 months = \$50,000. Cost includes office space, shared meeting rooms and classrooms, commercial kitchen, restrooms. Facilities cost also includes utilities, maintenance, janitorial services, and supplies.

**Travel** – Mileage reimbursement for staff using their personal vehicles for grant related travel is paid at the IRS approved rate which is currently .585 per mile. Mileage is budgeted at 700 miles per month x .585 x 12 months = \$4,914.

**Program Supplies** – Material goods for 186 HVP participants' x \$500ea.= \$93,000. Parent handbooks, binders, bus passes and misc. program supplies \$20 x 150 families = \$3,000. PAT startup kits for Home Navigators at \$250 each, x1 FTE = \$250. Parenting Assessment (AAPI-2) at \$250 each, x 2= \$500. Supplies and snacks for Group Connections meetings \$50 x 12 meetings=\$600. Total program supplies budget is \$97,350.

**Contracts** – EPU network and data management services are contracted out. Contract includes network and server administration, workstation administration, and computer hardware maintenance. Cost is allocated to various agency grants/programs based upon number of users per grant/program. Cost is budgeted at of \$315 per month x12 mo. = \$3,780 annually.

**Fiscal & Audits** – The agency has a Single Audit conducted by an independent accounting firm every year. Cost of the audit is allocated to all agency programs based upon budgeted expenses. Amount budgeted for this contract (\$2,800) is approximately 10.77% of total cost of audit. The County will receive a copy of the audit report.

**Training** – PAT Affiliation Fee is \$2,000 annually. Foundational & Model Implementation Training is \$2,150 per initial FTE, plus \$60 x 10 FTE's for renewals= \$600 for a total of \$2,750. Required Agency trainings include Mandated Reporter, CPR, HIPPA, Crisis Prevention Intervention, etc.) is budgeted at \$100 per FTE x 13.35= \$1,335. Annual Professional development courses \$100 annually x 13.35 FTE's = \$1,335. Mental Health Clinician specific training and oversight for 3 hours per month for 1 clinician is \$100 per hour x 12 months = \$3,600 for a total training budget of \$11,020.

**Administrative Overhead** – Agency administrative overhead rate is 14% which includes accounting, payroll, accounts payable, human resources, data system management, purchasing, executive director, and receptionist. The rate is based upon the actual cost of providing these services and is allocated to all grants and programs based upon program expenses. The calculation of this rate is reviewed during the annual agency audit. The RFP limits the administrative cost to 10% so the administrative overhead cost is calculated at \$103,097 (\$1,030,972 x 10%). The shortfall in overhead costs will be offset with fundraising dollars.

**BUDGET SUMMARY (Fiscal Year July 1, 2025 – June 30, 2026)**VENDOR NAME: Exceptional Parents Unlimited (EPU)

<b>CATEGORY</b>	<b>BUDGET ITEM #</b>	<b>TOTAL</b>
Salaries	0100	\$ 592,944.00
Payroll Taxes	0150	\$ 46,754.00
Benefits	0200	\$ 99,493.00
<b>SUBTOTAL:</b>		<b>\$ 739,191.00</b>
<b>SERVICES &amp; SUPPLIES</b>		
Insurance	0250	\$ 15,525.00
Communications	0300	\$ 9,514.00
Office Expense	0350	\$ 27,719.00
Equipment	0400	\$ 36,758.00
Facilities	0450	\$ 84,300.00
Travel Costs	0500	\$ 20,078.00
Program Supplies	0550	\$ 68,831.00
Consultancy/Subcontracts	0600	\$ 31,226.00
Fiscal & Audits	0650	\$ 2,800.00
Training	0660	\$ 17,030.00
Indirect Costs	0700	\$ 103,097.00
<b>SUBTOTAL:</b>		<b>\$ 416,878.00</b>
<b>TOTAL EXPENSES</b>		<b>\$ 1,156,069.00</b>

**BUDGET PERSONNEL DETAIL (Fiscal Year July 1, 2025 – June 30, 2026)****VENDOR NAME: Exceptional Parents Unlimited (EPU)**SALARIES

Position	% of Time on Project	Number of Months	Monthly Salary/Hourly Wages	Salary/Wages Funds Requested
Program Director	26%	12	\$ 8,458.00	\$ 26,389
Program Manager	100%	12	\$ 6,494.00	\$ 77,928
Behavioral Health Clinician	66%	12	\$ 7,348.60	\$ 58,201
Supervisor	100%	12	\$ 5,900.00	\$ 70,800
Intake Coordinator	100%	11.5	\$ 5,720.00	\$ 65,780
Home Navigator	100%	12	\$ 4,937.98	\$ 59,256
Home Navigator	100%	12	\$ 4,750.20	\$ 57,002
Home Navigator	100%	11	\$ 4,398.00	\$ 48,378
Home Navigator	100%	5	\$ 4,529.95	\$ 22,650
Home Navigator	100%	5	\$ 4,659.87	\$ 23,299
Home Navigator	100%	3	\$ 4,345.61	\$ 13,037
Outreach Specialist/Home Navigator	100%	12	\$ 4,350.00	\$ 52,200
Data Mgmt. Specialist	25%	12	\$ 6,008.00	\$ 18,024

Total Salaries/  
Wages      \$ 592,944

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

<u>Benefit Item (Calculation)</u>	<u>Item Total</u>
FICA	\$ 45,360
SUI	\$ 1,394
Health, Dental, Vision, Life Insurance	\$ 77,693
Retirement	\$ 21,800
<b>TOTAL SALARIES AND BENEFITS:</b>	<u><b>\$ 739,191</b></u>

**BUDGET DETAIL (Fiscal Year July 1, 2025 – June 30, 2026)**  
**VENDOR NAME: Exceptional Parents Unlimited (EPU)**

BUDGET LINE ITEM	CATEGORY & DESCRIPTION/ CALCULATION	SUBTOTAL	TOTAL
0250	Insurance: Worker's Comp Ins. @ \$592,944 x .01	5,929	
	General Liability, & Property Insurance @ \$799.67/mo. x 12 mo.	9,596	15,525
0300	Communications: Agency internet and iPad data budgeted at \$373.17 per month x 12 months	4,478	
	Cell Phones stipend for 206.50x12 mo.	2,478	
	VOIP phone system @ \$213.18 mo.xx12mo.	2,558	9,514
0350	Office Expense: shred, postage, employment verification, misc. office supplies \$515.42.75/mo. x 12 mo.;	6,185	
	Apricot user fees @\$58.81/mo. x 12mo .x 10.1 users;	7,128	
	Printing/Server/Copier Leases \$241.36x12 mo.; additional ergo/efficiency/motivational items are notated in the narrative.	2,896	
		11,510	27,719
0400	Equipment: Facility move IT infrastructure (i.e. Firewalls, etc.)	5,091	
	Laptops/Desktop with Monitors, Keyboard, Mouse, Docking	26,167	
	Video conference system, Security cameras	5,500	36,758
0450	Facilities: Building Rent, janitorial/ supplies, maintenance, utilities	62,300	
	Facility move costs (i.e. cleaning/cubicle breakdown moving/porting & cabling), Car Port Gate for EPU vehicle.	17,010	
		4,990	84,300
0500	Travel: Mileage reimbursement budgeted (mileage at the IRS rate @ \$409.50x12mo.), PAT Conference (Airline/Hotel)	4,914	
		12,136	
	EPU owned vehicle maintenance	3,028	20,078
0550	Program Supplies: Client Support \$500 x 98 families	49,000	
	Parent Handbooks, bus passes, misc. \$15 x186 families	2,790	
	PAT Startup Kits for Home Navigators \$250x 1 FTE	250	
	Parenting Assessment (AAPI -2) x2 @\$250 ea.	500	
	Group Connections meeting supplies \$107.58 x 12 meetings	1,291	
	Outreach Items: Marketing (i.e. EOC Bus Ads), Banner, Brochures, etc.	15,000	68,831
0600	Contracts: Network Administration & data security @ \$495.50/mo. x 12 mos.	5,946	
	Interpretation Services as needed (roughly \$225/hr. x 112.355 hrs.)	25,280	31,226
0650	Fiscal & Audits: Portion of annual audit budgeted at \$2,800	2,800	2,800
0660	Training: PAT Affiliation Fee (\$2,200 Annual Fee, \$550 Foundation Training)	2,750	
	PAT Model Implementation for New Hires + renewal fees	4,285	
	Annual Professional Dev. \$256.44 x 10.1 FTE's	2,590	
	Agency Required Training (CPR, etc. \$50x 10.1 FTE's)	505	
	PAT Conference Registration	6,900	17,030
0700	Administrative Overhead: Calculated at 10% of original grant award (\$1,030,972 x 10%)	103,097	103,097
		416,878	416,878

**BUDGET DETAIL NARRATIVE (Fiscal Year July 1, 2025 – June 30, 2026)****VENDOR NAME:** Exceptional Parents Unlimited (EPU)

**Insurance** - Budget includes worker's compensation insurance calculated at a rate of .01 × salaries of \$592,944 for a total of \$5,929. General liability and property insurance are budgeted at \$799.67 per month × 12 months for a total of \$9,596. Total insurance cost is \$15,525. Insurance costs are allocated to all agency programs based upon number of staff per program. Amount allocated to this grant represents approximately 8.67% of total agency premium.

**Communications** – Agency internet and iPad data are budgeted at \$373.17 per month × 12 months for a total of \$4,478. Cell phone stipends are budgeted at \$206.50 per month × 12 months for a total of \$2,478. The VOIP phone system is budgeted at \$213.18 per month × 12 months for a total of \$2,558. Total communications cost is \$9,514.

**Office Expense** – Office expenses include shredding, postage, employment verification, and general office supplies budgeted at \$515.42 per month × 12 months=\$6,185. Printer, server, and copier leases are budgeted at \$241.36 per month × 12 months for a total of \$2,896. Apricot data system user fees are budgeted at \$58.81 per month × 12 months × 10.1 users for a total of \$7,128. Office artwork and motivational decorations are budgeted at \$4,000. Additional office supply investments totaling \$7,510 will support staff productivity, ergonomic compliance, and creation of a trauma-informed environment. These include an ice machine (\$400), seven staff chair replacements (\$2,100), scanner for administrative processing (\$400), eight monitor risers/laptop stands (\$200), thirteen ergonomic footrests (\$390), shelving and office organization systems (\$2,210), furniture for family waiting areas and clinician space (\$1,510), and a photo printer for family engagement activities (\$300). These costs improve staff efficiency, ensure safe and ergonomic workspaces, and enhance client experience during service delivery. Total office supplies are budgeted at \$27,719.

**Equipment**- These costs include detailed equipment investments to modernize operations and support hybrid service delivery as well as build infrastructure at a new facility. Purchases include staff laptops (\$13,500) and manager/supervisor laptops (\$6,000), a desktop computer for data management (\$2,000), thirteen monitors with docking capability (\$3,900), and keyboards/mice for all workstations (\$767). Additional IT infrastructure includes UPS systems (\$2,281), firewall (\$553), access point (\$373), rack mount UPS (\$269), surge protectors (\$203), cabling and jumpers (approximately \$180 combined), and video conferencing equipment including a Logitech Rally Bar Huddle (\$1,132) and power extender (\$100). These upgrades ensure network stability, data security, and efficient staff workflows. Lastly, a video conference system (\$3,000) and security cameras (\$2,500) = \$5,500. Total equipment cost is \$36,758.

**Facilities** – Facilities costs include building rent, janitorial services, supplies, maintenance, and utilities totaling \$62,300 annually. Additional costs include facility moving expenses: cubicle breakdown and reinstallation (\$10,000), removal of cubicles in the new space (\$3,000), moving services for furniture and equipment (\$2,500), installation of new ports and cabling (\$1,510), and installation of a secured carport gate for the agency vehicle (\$4,990). These costs are necessary to transition operations into the new United Way facility and ensure the space is functional, secure, and able to accommodate program expansion and increased staffing. Total budget of \$84,300

**Travel** – Mileage reimbursement is budgeted at the IRS rate totaling \$4,914 annually. Additional travel costs include PAT conference airfare and lodging (\$12,136) and EPU-owned vehicle maintenance (\$3,028). These travel costs support staff participation in required PAT conferences to maintain model fidelity and national standards, as well as ensuring the agency-owned vehicle is properly maintained for safe transportation of staff and program-related activities. Total travel cost is \$20,078.

**Program Supplies** – Material goods for 98 HVP participants is budgeted at \$500 × 98 families for a total of \$49,000. Parent handbooks, bus passes, and miscellaneous supplies are budgeted at \$15 × 186 families for \$2,790. PAT startup kits are budgeted at \$250 × 1 FTE (\$250). Parenting Assessment (AAPI-2) is budgeted at \$250 × 2 (\$500). Group connection meeting supplies are budgeted at \$107.58 × 12 meetings (\$1,291). Outreach and marketing materials (e.g., bus ads, banners, brochures, giveaways including but not limited to: fans, bags, stress balls) are budgeted at \$15,000. Total program supplies cost is \$68,831. These resources ensure families receive essential household items, children's supplies, and emergency support necessary to improve program retention, engagement, and outcomes. Total program supplies budget is \$68,831.

**Contracts** – EPU network and data management services are contracted out. Contract includes network and server administration, workstation administration, and computer hardware maintenance. Cost is allocated to various agency grants/programs based upon number of users per grant/program. Network administration and data security services are budgeted at \$495.50 per month × 12 months (\$5,946). Interpretation services are budgeted as needed at approximately \$225 per hour × 112.355 hours (\$25,280). Total contracts cost is \$31,226.

**Fiscal & Audits** – The agency has a Single Audit conducted by an independent accounting firm every year. Cost of the audit is allocated to all agency programs based upon budgeted expenses. Amount budgeted for this contract (\$2,800) is approximately 10.77% of total cost of audit. The County will receive a copy of the audit report.

**Training** – PAT affiliation and foundational training costs total \$2,750. PAT model implementation and renewal training for staff is budgeted at \$4,285. Annual professional development is budgeted at \$256.44 per FTE × 10.1 FTEs (\$2,590). Required agency trainings (CPR, etc.) are budgeted at \$50 × 10.1 FTEs (\$505). PAT conference registration is budgeted at \$6,900. Total training cost is \$17,030. These costs ensure staff maintain certification, adhere to PAT model requirements, and remain current with best practices. Conference participation supports continuous quality improvement, staff development, and program representation, while new hire training ensures consistency in service delivery.

**Administrative Overhead** – Agency administrative overhead rate is 14% which includes accounting, payroll, human resources, data management, purchasing, and executive oversight. The rate is reviewed annually as part of the agency audit process. The rate is based upon the actual cost of providing these services and is allocated to all grants and programs based upon program expenses. Administrative overhead for this grant is calculated at 10% of the original grant award (\$1,030,972 × 10%) for a total of \$103,097. The shortfall in overhead costs will be offset with fundraising dollars.

**BUDGET SUMMARY (Fiscal Year July 1, 2026 – June 30, 2027)**VENDOR NAME: Exceptional Parents Unlimited (EPU)

<b>CATEGORY</b>	<b>BUDGET ITEM #</b>	<b>TOTAL</b>
Salaries	0100	\$ 675,978.00
Payroll Taxes	0150	\$ 55,807.00
Benefits	0200	\$ 94,408.00
<b>SUBTOTAL:</b>		<b>\$ 826,193.00</b>
<b>SERVICES &amp; SUPPLIES</b>		
Insurance	0250	\$ 15,464.00
Communications	0300	\$ 8,220.00
Office Expense	0350	\$ 16,323.00
Equipment	0400	\$ 200.00
Facilities	0450	\$ 50,000.00
Travel Costs	0500	\$ 4,914.00
Program Supplies	0550	\$ 96,768.00
Consultancy/Subcontracts	0600	\$ 3,780.00
Fiscal & Audits	0650	\$ 2,800.00
Training	0660	\$ 6,310.00
Indirect Costs	0700	\$ 103,097.00
<b>SUBTOTAL:</b>		<b>\$ 307,876.00</b>
<b>TOTAL EXPENSES</b>		<b>\$ 1,134,069.00</b>

**BUDGET PERSONNEL DETAIL (Fiscal Year July 1, 2026 – June 30, 2027)****VENDOR NAME: Exceptional Parents Unlimited (EPU)**SALARIES

Position	% of Time on Project	Number of Months	Monthly Salary/Hourly Wages	Salary/Wages Funds Requested
Program Director	20%	12	\$ 7,161.58	\$ 17,188
Program Manager	100%	12	\$ 5,685.00	\$ 68,220
Behavioral Health Clinician	40%	12	\$ 6,440.55	\$ 30,915
Behavioral Health Clinician	40%	12	\$ 6,192.00	\$ 29,722
Supervisor	100%	12	\$ 5,029.00	\$ 60,348
Intake Coordinator	100%	12	\$ 4,889.00	\$ 58,668
Home Navigator	100%	12	\$ 3,827.00	\$ 45,924
Home Navigator	100%	12	\$ 3,923.00	\$ 47,076
Home Navigator	100%	12	\$ 3,827.00	\$ 45,924
Home Navigator	100%	12	\$ 3,659.00	\$ 43,908
Home Navigator	100%	12	\$ 3,752.00	\$ 45,024
Home Navigator	100%	12	\$ 3,827.00	\$ 45,924
Home Navigator	100%	12	\$ 3,827.00	\$ 45,924
Home Navigator	100%	12	\$ 3,659.00	\$ 43,908
Outreach Specialist	80%	12	\$ 3,809.00	\$ 36,566
Data Mgmt. Coordinator	20%	12	\$ 4,474.92	\$ 10,739

Total Salaries/  
Wages      \$675,978

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

<u>Benefit Item (Calculation)</u>	<u>Item Total</u>
FICA (.0765 x 675,978 )	<u>\$ 51,712</u>
SUI (.045 x \$7,000 x 13 FTE's)	<u>\$ 4,095</u>
Health, Dental, Vision Insurance (\$475.185/per mo. x 13 FTE's x 12 mo.)	<u>\$ 74,129</u>
Retirement budgeted at 3% of salaries (.03 x \$675,978)	<u>\$ 20,279</u>
<b>TOTAL SALARIES AND BENEFITS:</b>	<u><b>\$ 826,193</b></u>

<b>BUDGET DETAIL (Fiscal Year July 1, 2026 – June 30, 2027)</b>			
<b>VENDOR NAME: Exceptional Parents Unlimited (EPU)</b>			
BUDGET LINE ITEM	CATEGORY & DESCRIPTION/ CALCULATION	SUBTOTAL	TOTAL
0250	Insurance: Worker's Comp Ins. @ \$675,978 x .014 General Liability, & Property Insurance @ \$500 per month x 12 months	9,464 6,000	15,464
0300	Communications: Agency internet budgeted at \$230 per month x 12 months Cell Phones allotment for 13 FTE's x \$20/mo. x12 mo. VOIP phone system @ \$15x12 mo.x13 FTE's	2,760 3,120 2,340	8,220
0350	Office Expense: shred, postage, minor equip., employment verification, misc. office supplies \$565.25/mo. x 12 mo. Apricot user fees @\$45/mo. x 12mo.x 13 users Printing\$60/mo. /Copier Lease \$150x12 mo.	6,783 7,020 2,520	16,323
0400	Equipment:	200	200
0450	Facilities: Office rent, utilities, janitorial, budgeted at \$4,166.67 x 12 months	50,000	50,000
0500	Travel: Mileage reimbursement budgeted at 700 miles per mo. x \$.585 per mile x 12 mo.	4,914	4,914
0550	Program Supplies: Client Support \$500x186 families Parent Handbooks, bus passes, misc. \$13x186 families PAT Startup Kits for Home Navigators \$250x 1 FTE Parenting Assessment (AAPI -2) x2 @\$250 ea. Group Connections meeting supplies \$50x12 meetings	93,000 2,418 250 500 600	96,768
0600	Contracts: Network Administration & data security budgeted @ \$315/mo. x 12 months	3,780	3,780
0650	Fiscal & Audits: Portion of annual audit budgeted at \$2,800	2,800	2,800
0660	Training: PAT Affiliation Fee F&M Impl.Training (\$2,150 initial x 1, \$60x10 renewals) Annual Professional and Agency Dev.\$120x 13 FTE's	2,000 2,750 1,560	6,310
0700	Administrative Overhead: Calculated at 10% of total grant award (\$1,030,972 x 10%)	103,097	103,097
		\$ 307,876	\$ 307,876

**BUDGET DETAIL NARRATIVE (Fiscal Year July 1, 2026 – June 30, 2027)****VENDOR NAME:** Exceptional Parents Unlimited (EPU)

**Insurance** - Budget includes worker's compensation insurance at the current rate of .014 x salaries of \$675,978 for a total of \$9,464. Budget also includes general liability and property insurance at \$500 per month x 12 for a total of \$6,000. Total insurance cost budgeted at \$15,464. Insurance costs are allocated to all of the agency programs based upon number of staff per program. Amount allocated to this grant represents approximately 8.67% of total agency premium.

**Communications** – Cost of agency internet budgeted at \$230 per month x12 for a total of \$2,760. Cell phone stipend for 13 FTE's budgeted at \$20 per month x13 FTE's x 12 months = \$3,120. VOIP phone system is budgeted at \$15 x 13 FTE's x 12 months=\$2,340 for a total of \$8,220.

**Office Expense** – Office expense budget includes server lease, paper, printer supplies, general office supplies, minor equipment, employment verification, shredding, and postage. Cost is budgeted at \$565.25/mo. X 12 months = \$6,783. Data system, Apricot annual user license budgeted at \$45 per mo. x 12 months' x13 FTE's=\$7,020. Copier lease is \$150/mo. x 12 months plus an additional \$60/mo. x 12 months to include per copy charges=\$2,520 for a total of \$16,323.

**Equipment-** Equipment budget will be included to replace out of date or broken printers, P.C.'s, etc. for a total of \$200.

**Facilities** – Office space cost is \$4,166.67 per month x 12 months = \$50,000. Cost includes office space, shared meeting rooms and classrooms, commercial kitchen, restrooms. Facilities cost also includes utilities, maintenance, janitorial services, and supplies.

**Travel** – Mileage reimbursement for staff using their personal vehicles for grant related travel is paid at the IRS approved rate which is currently .585 per mile. Mileage is budgeted at 700 miles per month x .585 x 12 months = \$4,914.

**Program Supplies** – Material goods for 186 HVP participants' x \$500ea.=\$93,000. Parent handbooks, binders, bus passes and misc. program supplies \$13 x186 families =2,418. PAT startup kits for Home Navigators at \$250 each, x1 FTE =\$250. Parenting Assessment (AAPI-2) at \$250 each, x2= \$500. Supplies and snacks for Group Connections meetings \$50x12 meetings=\$600. Total program supplies budget is \$96,768.

**Contracts** – EPU network and data management services are contracted out. Contract includes network and server administration, workstation administration, and computer hardware maintenance. Cost is allocated to various agency grants/programs based upon number of users per grant/program. Cost is budgeted at of \$315 per month x12 mo. =\$3,780 annually.

**Fiscal & Audits** – The agency has a Single Audit conducted by an independent accounting firm every year. Cost of the audit is allocated to all agency programs based upon budgeted expenses. Amount budgeted for this contract (\$2,800) is approximately 10.77% of total cost of audit. The County will receive a copy of the audit report.

**Training** – PAT Affiliation Fee is \$2,000 annually. Foundational & Model Implementation Training is \$2,150 per initial 1 FTE =\$2,150, plus \$60 x10 FTE's for renewals=\$600 for a total of \$2,750. Required Agency trainings include Mandated Reporter, CPR, HIPPA, Crisis Prevention Intervention, etc., plus Annual Professional development courses budgeted at \$120 x 13 FTE's =\$6,310.

**Administrative Overhead** – Agency administrative overhead rate is 14% which includes accounting, payroll, accounts payable, human resources, data system management, purchasing, executive director, and receptionist. The rate is based upon the actual cost of providing these services and is allocated to all grants and programs based upon program expenses. The calculation of this rate is reviewed during the annual agency audit. The RFP limits the administrative cost to 10% so the administrative overhead cost is calculated at \$103,097 (\$1,030,972 x 10%). The shortfall in overhead costs will be offset with fundraising dollars.