THE INFORMATION IN THIS BOX IS NOT A PART OF THE CONTRACT AND IS FOR COUNTY USE ONLY

SAN BERNARDINO COUNTY

Contract Number
25-494 A-1

SAP Number
4400027388

Transitional Assistance Department

Department Contract Representative	Diane Ettari
Telephone Number	909-386-8313

Contractor	DOVES of Big Bear Valley, Inc.
Contractor Representative	Helen Adams, Executive Director
Telephone Number	909-866-1546
Contract Term	July 1, 2025 through June 30, 2027
Original Contract Amount	$367,000
Amendment Amount	$367,000
Total Contract Amount	$734,000
Cost Center	5017601000 and 5082461000
Grant Number (if applicable)	N/A

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT NO. 1

It is hereby agreed to amend Contract No. 25-494, effective July 1, 2026, as follows:

SECTION C. GENERAL CONTRACT REQUIREMENTS, add Paragraph 69. to read as follows:

69. **Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352 (as amended))** - Contractor certifies on Attachment J that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 USC 1352. Contractor shall also disclose to the County any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.

SECTION D. TERM OF CONTRACT, amend Paragraph 1. to read as follows:

1. This Contract is effective as of July 1, 2025 and is extended from its original expiration date of June 30, 2026, to expire on June 30, 2027 but may be terminated earlier in accordance with provisions of this Contract. The Contract term may be extended for three (3) additional one (1) year periods by mutual agreement of the parties.

SECTION F. FISCAL PROVISIONS, amend Paragraph 1. to read as follows:

1. The maximum amount of reimbursement under this Contract shall not exceed $734,000 ($367,000 for FY 2025-26; $367,000 for FY 2026-27), of which $650,000 may be federally funded, and shall be subject to availability of funds to the County. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof, including travel and per diem.

In order to ensure there is enough Presley funding for all providers, each provider's Presley fund spending will be capped by year-to-date totals as follows:

Month	Total YTD Presley Spending
July	$3,500.00
August	$7,000.00
September	$10,500.00
October	$14,000.00
November	$17,500.00
December	$21,000.00
January	$24,500.00
February	$28,000.00
March	$31,500.00
April	$35,000.00
May	$38,500.00
June	$42,000.00

Each provider will be limited to one month's worth of funds ($3,500.00) each month.

Under spending in one month will be rolled over to the next month(s) and can be spent in addition to the next month's funding.

Total year-to-date spending for Presley funds will not be allowed to exceed the schedule to the left.

Reimbursement under this Contract shall be based on a cost reimbursement method and is limited to the obligations and expenditures specified in the Program Budget, included as Attachment F. Such expenditures shall be further limited to those that are considered both reasonable and necessary, meaning the nature and amount does not exceed what an ordinary prudent person in the conduct of competitive business would incur.

Contractor shall submit a monthly invoice to HS Contracts by the 10th calendar day of the month following the month of service. The monthly invoice shall consist of the actual invoice and the completed San Bernardino County Domestic Abuse Intervention and Shelter Home Services Monthly Report identifying services provided (Attachment D).

ATTACHMENT F A-1 – PROGRAM BUDGET:

Add Program Budget for FY 2026-27

ATTACHMENT J – ANTI-LOBBYING CERTIFICATION

Add Attachment J – Anti-Lobbying Certification

All other terms and conditions of Contract No. 25-494 remain in full force and effect.

This Amendment may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same Amendment. The parties shall be entitled to sign and transmit an electronic signature of this Amendment (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Amendment upon request.

SAN BERNARDINO COUNTY

► Dawn Rowe

Dawn Rowe, Chair, Board of Supervisors

Dated: JUN 0 9 2026

SIGNED AND CERTIFIED THAT A COPY OF THIS DOCUMENT HAS BEEN DELIVERED TO THE CHAIRMAN OF THE BOARD

Lynna Monell
Clerk of the Board of Supervisors
San Bernardino County

By ______________ Deputy

BOARD OF SUPERVISORS SAN BERNARDINO COUNTY, CA 1853

DOVES of Big Bear Valley, Inc.

(Print or type name of corporation, company, contractor, etc.)

By ► Signed by: Helen Adams
39379D6A742B42B...

(Authorized signature - sign in blue ink)

Name Helen Adams

(Print or type name of person signing contract)

Title Executive Director

(Print or Type)

Dated: 5/8/2026

Address P. O. Box 3646

Big Bear Lake, CA 92315-3646

FOR COUNTY USE ONLY

Approved as to Legal Form	Reviewed for Contract Compliance	Reviewed/Approved by Department
► Signed by: Adam Ebright 8FC5599C63614F4...	► Signed by: Lisa Rivas-Ordaz 6F131E330526430...	► Signed by: James LoCurto 5C56AD3374194F9...
Adam Ebright, Deputy County Counsel	Lisa Rivas-Ordaz, Contracts Manager	James LoCurto, Director
Date 5/12/2026	Date 5/12/2026	Date 5/12/2026

ATTACHMENT F A-1

DOVES OF BIG BEAR VALLEY, INC
Program Budget Effective 07/01/26
Domestic Violence Intervention and Shelter Services
July 1, 2026 - June 30, 2027

	Cost Item	TOTAL COST TO THE ORGANIZATION	PERCENT CHARGED TO GRANT	TOTAL TO GRANT
I.	PROGRAM COSTS			
List only those items of cost which are chargeable, in whole or part, to the program.				
1	Job Title: Executive Director			
	Salary:	$109,000.00	11.50%	$12,535.00
	Benefits:	$21,500.00	11.50%	$2,472.50
2	Job Title: Administrative Manager			
	Salary:	$72,000.00	11.50%	$8,280.00
	Benefits:	$8,500.00	11.50%	$977.50
3	Job Title: Mktg/Grant Manager			
	Salary:	$54,000.00	11.50%	$6,210.00
	Benefits:	$5,000.00	11.50%	$575.00
4	Job Title: Receptionist			
	Salary:	$28,000.00	11.50%	$3,220.00
	Benefits:	$3,500.00	11.50%	$402.50
5	Job Title: Program Manager			
	Salary:	$76,500.00	11.50%	$8,797.50
	Benefits:	$10,000.00	11.50%	$1,150.00
6	Job Title: Court Advocate			
	Salary:	$68,000.00	40.00%	$27,200.00
	Benefits:	$21,500.00	40.00%	$8,600.00
7	Job Title: Latino OutReach Specialist			
	Salary:	$35,000.00	40.00%	$14,000.00
	Benefits:	$9,500.00	40.00%	$3,800.00
8	Job Title: Community OutReach Advocate			
	Salary:	$39,000.00	40.00%	$15,600.00
	Benefits:	$6,500.00	40.00%	$2,600.00
9	Job Title: Clinical Program Manager			
	Salary:	$63,500.00	40.00%	$25,400.00
	Benefits:	$9,500.00	40.00%	$3,800.00
10	Job Title: Life Coach			
	Salary:	$29,500.00	40.00%	$11,800.00
	Benefits:	$5,000.00	40.00%	$2,000.00
11	Job Title: Asst Residential Program Mgr			
	Salary:	$108,000.00	40.00%	$43,200.00
	Benefits:	$20,500.00	40.00%	$8,200.00
12	Job Title: Transitional Case Manager			
	Salary:	$67,000.00	25.00%	$16,750.00
	Benefits:	$14,000.00	25.00%	$3,500.00
13	Job Title: Shelter Staff			
	Salary:	$144,000.00	40.00%	$57,600.00
	Benefits:	$25,000.00	40.00%	$10,000.00
14	Job Title: Shelter Case Manager			
	Salary:	$23,500.00	40.00%	$9,400.00
	Benefits:	$10,500.00	40.00%	$4,200.00
SUBTOTALS		$ 1,087,500.00		$ 312,270.00

B. Operational Costs

	Cost Item	TOTAL COST TO THE ORGANIZATION	PERCENT CHARGED TO GRANT	TOTAL TO GRANT
List only those items of cost which are chargeable, in whole or part, to the program.				
1	Insurance	$45,000.00	5.01%	$2,255.00
	Professional			
2	Accountant	$38,000.00	5.00%	$1,900.00
3	CPA	$20,500.00	5.00%	$1,025.00
	IT			
4	Supplies/General	$7,000.00	5.00%	$350.00
5	Staff Development	$3,500.00	5.00%	$175.00
6	Telephone/Communications/Internet	$25,000.00	5.00%	$1,250.00
	Maint/Repairs Occup			
7	OutReach Main	$7,000.00	5.00%	$350.00
8	Shelter	$12,000.00	5.00%	$600.00
	Rent			
9	OutReach Main	$50,000.00	5.00%	$2,500.00
10	OutReach Clinical	$27,000.00	5.00%	$1,350.00
	Utilities			
11	OutReach Main	$7,000.00	5.00%	$350.00
12	OutReach Clinical	$3,000.00	5.00%	$150.00
13	Shelter	$9,500.00	5.00%	$475.00
	Presley	$ 42,000.00	100.00%	$ 42,000.00
	SUBTOTALS	$ 296,500.00		$ 54,730.00
	SUBTOTALS, (A) above	$ 1,087,500.00		$ 312,270.00
	TOTALS	$ 1,384,000.00		$ 367,000.00

Item #	Item Description	Narrative (Explanation/Justification
A	Salary and Benefits	
1	Executive Director	Responsible and accountable for all agency operations; specific accountability for this project; provides direct services, including answering crisis line and case management; direct supervision of Administrative and Management staff; oversees Shelter and Clinical Services in developing and implementing programs for delivery of direct services; is agency liasion with community, participates in community task forces, provides community education Allocation is based upon time spent on program, documented on the personnel activity sheet. Budget / Rate / Proposed Salary: 1.00 FTE @ $ 109,000.00 x 11.50% = $12,535.00 Benefits: $ 21,500.00 x 11.50% = $2,472.50
2	Administrative Manager	Responsible for all agency Human Resources operations; oversees office operations at agency business center and thrift store; preparation of outgoing reports, forms and correspondence; purchase and inventory of all equipment and office supplies. Answers hotline calls. Allocation is based upon time spent on program, documented on the personnel activity sheet. Budget / Rate / Proposed Salary: 1.00 FTE @ $ 72,000.00 x 11.50% = $8,280.00 Benefits: $ 8,500.00 x 11.50% = $977.50
3	Mktg/Grant Manager	Collects grant required statistical information from all staff, maintains accurate statistics on all client services. Assists Executive Director with grant report preparation; routinely assesses staff reporting to ensure grant complicance; assists Accountant with grant billing, assesses staff time sheets to ensure grant compliance; provides direct client services by answering hotline calls, provides phone counseling and Shelter intakes Allocation is based upon time spent on program, documented on the personnel activity sheet. Budget / Rate / Proposed Salary: 1.00 FTE @ $ 54,000.00 x 11.50% = $6,210.00 Benefits: $ 5,000.00 x 11.50% = $575.00

4	Receptionist	Receptionist works closely with office staff to notify them of incoming calls, prepare outgoing mail and make copies or fax documents. Their job is to manage the office tasks while also answering calls from clients, answering questions and helping clients locate the correct staff member.									
		Allocation is based upon time spent on program, documented on the personnel activity sheet.									
							Budget		Rate		Proposed
	Salary:	0.70	FTE	@	$		28,000.00	x	11.50%	=	$3,220.00
	Benefits:				$		3,500.00	x	11.50%	=	$402.50
5	Program Manager	Responsible for Outreach Program deliverables. Provides direct counseling and domestic violence educational and prevention services; facilitates group counseling; provides case management, conducts community presentations and participates in community collaboratives; provides teen dating violence prevention services									
		Allocation is based upon time spent on program, documented on the personnel activity sheet.									
							Budget		Rate		Proposed
		1.00	FTE	@	$		76,500.00	x	11.50%	=	$8,797.50
					$		10,000.00	x	11.50%	=	$1,150.00
6	Court Advocate	Provides direct legal advocacy services to all agency clients, including preparation of restraining orders and coordination of attorney referral services for child custody orders; provides counseling services and DV education services to agency clients; makes community presentations									
		Allocation is based upon time spent on program, documented on the personnel activity sheet.									
							Budget		Rate		Proposed
	Salary:	1.35	FTE	@	$		68,000.00	x	40.00%	=	$27,200.00
	Benefits:				$		21,500.00	x	40.00%	=	$8,600.00
7	Latino OutReach Specialist	Responsible for the development of outreach programs specifically targeting the Latino community; answers hot-line calls from Spanish-speaking callers; develops Spanish language program materials; provides counseling services to Spanish-speaking clients									
		Allocation is based upon time spent on program, documented on the personnel activity sheet.									
							Budget		Rate		Proposed
	Salary:	0.75	FTE	@	$		35,000.00	x	40.00%	=	$14,000.00
	Benefits:				$		9,500.00	x	40.00%	=	$3,800.00
8	Community OutReach Advocate	This position will work closely with agency staff to identify agency needs. Be responsible for scheduling mentors, activities, work force preparedness, self-esteem workshops, attend community events, fundraisers and work on projects, both long and short term. Will work closely with staff on partnering education plans and implementation									
		Allocation is based upon time spent on program, documented on the personnel activity sheet.									
							Budget		Rate		Proposed
	Salary:	0.80	FTE	@	$		39,000.00	x	40.00%	=	$15,600.00
	Benefits:				$		6,500.00	x	40.00%	=	$2,600.00
9	Clinical Program Manager	Provides and oversees therapeutic services to agency clients; supervises the Children & Youth Clinical Coordinator."									
		Allocation is based upon time spent on program, documented on the personnel activity sheet.									
							Budget		Rate		Proposed
	Salary:	0.80	FTE	@	$		63,500.00	x	40.00%	=	$25,400.00
	Benefits:				$		9,500.00	x	40.00%	=	$3,800.00
10	Life Coach	The Child and Youth Clinical coordinator provides therapy for children who have been exposed to domestic violence. Along with this therapeutic intervention, the clinician also provides psycho-education and attachment parenting information and techniques to the parent(s) of these children. The Child and Youth Clinical Coordinator presents to various members and agencies in the community regarding healthy child development as an effort to increase early intervention services									
		Allocation is based upon time spent on program, documented on the personnel activity sheet.									
							Budget		Rate		Proposed
	Salary:	0.50	FTE	@	$		29,500.00	x	40.00%	=	$11,800.00
	Benefits:				$		5,000.00	x	40.00%	=	$2,000.00
11	Asst Residential Program Mgr	Under the direction of the Executive Director, responsible for daily operations at the Shelter, Shelter Program deliverables, including oversight of all client programs and services, including meal delivery, facility maintenance and supervision of Shelter staff over 3 shifts per 24 hour-day; provides direct services including crisis line and case management									
		Allocation is based upon time spent on program, documented on the personnel activity sheet.									
							Budget		Rate		Proposed
	Salary:	1.80	FTE	@	$		108,000.00	x	40.00%	=	$43,200.00
	Benefits:				$		20,500.00	x	40.00%	=	$8,200.00

12	Transitional Case Manager	Oversees the transitional program providing referrals and assistance to clients in need of housing, utility assistance, transportation assistance, and food.					
		Allocation is based upon time spent on program, documented on the personnel activity sheet.					
			Budget	Rate	Proposed		
		1.40 FTE @	$ 41,875.00 x	40.00% =	$16,750.00		
			$ 8,750.00 x	40.00% =	$3,500.00		
13	Shelter Staff	Responsible for shelter-related program deliverables and direct shelter client services, including counseling, case management and group facilitation, on day and swing shifts; answer hotline calls					
		Allocation is based upon time spent on program, documented on the personnel activity sheet.					
			Budget	Rate	Proposed		
	Salary:	4.43 FTE @	$ 230,400.00 x	25.00% =	$57,600.00		
	Benefits:		$ 40,000.00 x	25.00% =	$10,000.00		
14	Shelter Case Manager	Responsible for shelter-related program deliverables and direct shelter client services, including counseling, case management and group facilitation, on day and swing shifts; answer hotline calls					
		Allocation is based upon time spent on program, documented on the personnel activity sheet.					
			Budget	Rate	Proposed		
	Salary:	1.00 FTE @	$ 23,500.00 x	40.00% =	$9,400.00		
	Benefits:		$ 10,500.00 x	40.00% =	$4,200.00		
	Total Salaries	17.53 FTE	$ 978,275.00		$ 259,992.50		
	Total Taxes/Benefits		$ 180,250.00		$ 52,277.50		
	Totals		$1,158,525.00		$ 312,270.00		

Item #	Item Description	Narrative (Explanation/Justification					
B	**Operations**						
1	Insurance - General Liability	Agency liability and D & O insurance.					
			Budget	Rate	Proposed		
			$ 45,000.00 x	5.01% =	$2,255.00		
2	Professional Accountant	Consulting services to maintain agency accounting system, chart of accounts and procedures, and annual					
			Budget	Rate	Proposed		
			$ 38,000.00 x	5.00% =	$1,900.00		
3	CPA	A portion of the cost of independent audit as required by grant.					
			Budget	Rate	Proposed		
			$ 20,500.00 x	5.00% =	$1,025.00		
4	Supplies/General	Supplies to implement the day to day tasks of the program needs					
			Budget	Rate	Proposed		
			$ 7,000.00 x	5.00% =	$350.00		
5	Staff Development	Training including travel, registration, mileage, reimbursements to attend conferences and educational seminars					
		Local Travel (within 100 miles)					
		Includes full staff training: First Aid, CPR, AED and Sexual Harrassment					
		Staff Attendance		12.83	FTE		
		Average Number of Days/Training		5			
		Average Registration Fee		$50			$2,565.00
		Per Diem Allowance (per day)					$280.00
		Lodging		$0			
		Parking		$10			
		Meals/Incendentals		$46			
		Mileage Allowance					
		2025 Calendar Year Rate		$0.700		950	$665.00
					Total Budget		3,510.00
			Budget	Rate	Proposed		
			$ 3,500.00 x	5.00% =	$175.00		
6	Telephone/Communications/Internet	Costs of phone service for hot line, follow-ups for evaluations and other client service to meet agency needs, internet and website services and maintenance.					
			Budget	Rate	Proposed		
			$ 25,000.00 x	5.00% =	$1,250.00		

	Repair Maintenance	Repair/Maintenance of the facilities as required to maintain a safe/secure shelter for clients.								
7	OutReach Main									
		Normal Maintenance includes but not limited to: Alarm, Janitorial, Yard Maintenance, Snow Plow, etc								
		Annual Average Cost/Budget								$7,000.00
		Planned Preventative and/or Replacement Maintenance								$0.00
								Total Budget		$7,000.00
				Budget		Rate		Proposed		
				$ 7,000.00	x	5.00%	=	$350.00		
8	Shelter									
		Normal Maintenance includes but not limited to: Alarm, Janitorial, Yard Maintenance,								
		Annual Average Cost/Budget								$12,000.00
		Planned Preventative and/or Replacement Maintenance								$0.00
								Total Budget		$12,000.00
				Budget		Rate		Proposed		
				$ 12,000.00	x	5.00%	=	$600.00		
	Rent	Facility Costs that benefit all programs will be allocated based on a ratio of each square footage to total FTE as follows:								
9	OutReach Main									
		Facility Costs		$50,000.00		Sq Footage		2,496.00	SqFt Rate	$1.6693
		Facilities costs are allocated based on square footage.								
		Square footage for each program and general and administrative activity is considered in the analysis.								
		General and administrative facilities costs are further allocated to each program based on the square								
		Facility Rental for staffing is based upon the total FTE, times allowable square foot, at the maximum								
		Per Square Foot allowance				125.00		Square Footage		934.90
		Rate per Square Foot				$1.67		Total Staff		7.48
								Total Staffing Allocation per mth		$1,560.67
		Facility Rental for meetings, group sessions, common area, child care, etc								
		Meeting/Small Group Sq Footage				400.00				
		Meeting/Large Group Sq Footage				800.00				
		Child Playroom				250.00				
		Common Area				205.00		Total Common		1,655.00
								Total Common Allocation per		$2,762.75
								Total Mthly Budget		$4,323.42
								Total Annual Budget		$51,881.03
				Budget		Rate		Proposed		
				$ 50,000.00	x	5.00%	=	$2,500.00		
10	OutReach Clinical									
		Facility Costs		$27,000.00		Sq Footage		1,000.00	SqFt Rate	$2.2500
		Facilities costs are allocated based on square footage.								
		Square footage for each program and general and administrative activity is considered in the analysis.								
		General and administrative facilities costs are further allocated to each program based on the square								
		Facility Rental for staffing is based upon the total FTE, times allowable square foot, at the maximum								
		Per Square Foot allowance				125.00		Square Footage		162.50
		Rate per Square Foot				$2.25		Total Staff		1.30
								Total Staffing Allocation per mth		$365.63
		Facility Rental for meetings, group sessions, common area, child care, etc								
		Meeting/Small Group Sq Footage				275.00				
		Meeting/Large Group Sq Footage				400.00				
		Child Playroom				100.00				
		Common Area				50.00		Total Common		825.00
								Total Common Allocation per		$1,856.25
								Total Budget Mthly Budget		$2,221.88
								Total Annual Budget		$26,662.50
				Budget		Rate		Proposed		
				$ 27,000.00	x	5.00%	=	$1,350.00		
	Utilities	Utility (electric, gas, water, trash, cable) cost to operate the facilities to meet client needs.								
11	OutReach Main									
				Budget		Rate		Proposed		
				$ 7,000.00	x	5.00%	=	$350.00		
12	OutReach Clinical									
				Budget		Rate		Proposed		
				$ 3,000.00	x	5.00%	=	$150.00		
13	Shelter									
				Budget		Rate		Proposed		
				$ 9,500.00	x	5.00%	=	$475.00		
	Total Operations			$ 254,500.00				$ 12,730.00		
	Presley			$ 42,000.00	x	100.00%	=	$ 42,000.00		
	TOTALS			$1,455,025.00				$ 367,000.00		

ANTI- LOBBYING CERTIFICATION

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

5. The Contractor, DOVES of Big Bear Valley, Inc., certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

Signed by:

Helen Adams

393790DA742B42B...

Signature of Contractor's Authorized Official

Helen Adams, Executive Director

Name and Title of Contractor's Authorized Official

5/8/2026

Date