



**Contract Number**

20-244 A-4

**SAP Number**

4400014296

**Transitional Assistance Department**

<b>Department Contract Representative</b>	Marianna Martinez, Contract Analyst
<b>Telephone Number</b>	(909) 388-0212
<b>Contractor</b>	House of Ruth, Inc.
<b>Contractor Representative</b>	Pat Bell, Chief Executive Officer
<b>Telephone Number</b>	(909) 623-4364
<b>Contract Term</b>	07/01/2020 through 06/30/2025
<b>Original Contract Amount</b>	\$1,096,871
<b>Amendment Amount</b>	\$281,333
<b>Total Contract Amount</b>	\$1,378,204
<b>Cost Center</b>	5017601000 and 5017611000

**IT IS HEREBY AGREED AS FOLLOWS:**

**AMENDMENT NO. 4**

It is hereby agreed to amend Contract No. 20-244, as follows:

**SECTION V. FISCAL PROVISIONS, amend Paragraph A. to read as follows:**

- A. The maximum amount of reimbursement under this Contract shall not exceed \$1,378,204 of which \$1,168,204 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.
- \$271,846 for FY 2020-21
  - \$271,846 for FY 2021-22
  - \$271,846 for FY 2022-23
  - \$281,333 for FY 2023-24
  - \$281,333 for FY 2024-25

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.

**SECTION VIII. TERM is amended to read as follows:**

This Contract is effective as of July 1, 2020, and is extended from its previous expiration date of June 30, 2024, to expire on June 30, 2025, but may be terminated earlier in accordance with provisions of Section IX of the Contract.

**ATTACHMENT F – PROGRAM BUDGET:**

Add Program Budget for FY 2024-25.

**All other terms and conditions of Contract No. 20-244 remain in full force and effect.**

This Contract 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 Contract. The parties shall be entitled to sign and transmit an electronic signature of this Contract (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 Contract upon request.

SAN BERNARDINO COUNTY

►  
\_\_\_\_\_  
Dawn Rowe, Chair, Board of Supervisors

Dated: \_\_\_\_\_  
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

HOUSE OF RUTH, INC.

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

By ► \_\_\_\_\_  
*(Authorized signature - sign in blue ink)*

Name Pat Bell  
*(Print or type name of person signing contract)*

Title Chief Executive Officer  
*(Print or Type)*

Dated: \_\_\_\_\_

Address PO Box 459  
Claremont, CA 91711

**FOR COUNTY USE ONLY**

Approved as to Legal Form

►  
\_\_\_\_\_  
Adam Ebright, Deputy County Counsel

Date \_\_\_\_\_

Reviewed for Contract Compliance

►  
\_\_\_\_\_  
Patty Steven, Contracts Manager

Date \_\_\_\_\_

Reviewed/Approved by Department

►  
\_\_\_\_\_  
James LoCurto, Director

Date \_\_\_\_\_

Organization: House of Ruth, Inc.

CalWORKs/Presley Domestic Abuse (DA) Intervention and Shelter Services

July 1, 2024 - June 30, 2025

**I. PROGRAM COSTS**

List only those items of cost which are chargeable, in whole or part, to the program.

**A. Salaries and Benefits**

		TOTAL COST TO THE ORGANIZATION	PERCENT CHARGED TO GRANT	PROPOSED BUDGET AMOUNTS	CURRENT BUDGET AMOUNTS	LINE ITEM CHANGE
1	Job Title: Chief Program Officer					
	Salary:	\$120,744	10.00%	\$12,074		\$12,074
	Benefits:	\$ 26,564	10.00%	\$ 2,656		\$ 2,656
2	Job Title: Community Services Director					
	Salary:	\$74,152	50.00%	\$37,076		\$37,076
	Benefits:	\$16,313	50.00%	\$ 8,157		\$ 8,157
3	Job Title: Case Manager - Rovetto					
	Salary:	\$43,271	50.00%	\$21,635		\$21,635
	Benefits:	\$ 9,520	50.00%	\$ 4,760		\$ 4,760
4	Job Title: Case Manager - Garcia					
	Salary:	\$43,271	50.00%	\$21,635		\$21,635
	Benefits:	\$ 9,520	50.00%	\$ 4,760		\$ 4,760
6	Job Title: Therapist - Estrada					
	Salary:	\$52,338	55.00%	\$28,786		\$28,786
	Benefits:	\$11,514	55.00%	\$ 6,333		\$ 6,333
7	Community Services Advocate - Flores					
	Salary:	\$39,020	100.00%	\$39,020		\$39,020
	Benefits:	\$ 8,584	100.00%	\$ 8,584		\$ 8,584
	<b>SUBTOTALS</b>	\$454,811		\$195,476		\$195,476

**B. Operational Costs**

		TOTAL COST TO THE ORGANIZATION	PERCENT CHARGED TO GRANT	PROPOSED BUDGET AMOUNTS	CURRENT BUDGET AMOUNTS	LINE ITEM CHANGE
1.	Office Supplies	\$100	100.00%	\$100		\$100.00
2.	Program Supplies	\$100	100.00%	\$100		\$100.00
3.	SB County Office Telephones	\$2,600	100.00%	\$2,600		\$2,600.00
4.	Rent	\$19,845	56.61%	\$11,235		\$11,235.00
5.	Utilities / Maintenance	\$4,000	100.00%	\$4,000		\$4,000.00
6.	Copier Lease -SB County	\$3,200	100.00%	\$3,200		\$3,200.00
7.	Mileage	\$444	100.00%	\$444		\$444.00
9.	General Liability	\$63,000	4.12%	\$2,595		\$2,595.00
10.	De Minimis	\$205,315	9.54%	\$19,583		\$19,583.00
11.	Presley Expense	\$42,000	100%	\$42,000		\$42,000.00
18..	<b>SUBTOTALS</b>	\$340,604		\$85,857		\$85,857.00
19.	<b>SUBTOTALS, (A) above</b>	\$454,811		\$195,476		\$195,476
20.	<b>TOTALS</b>	\$795,415		\$281,333		\$281,333

<b>HOUSE OF RUTH, INC</b>		
<b>PROGRAM BUDGET NARRATIVE</b>		
<b>CalWORKs/Presley Domestic Abuse (DA) Intervention and Shelter Services</b>		
<b>July 1, 2024 – June 30, 2025</b>		
Provide explanation and justification for <u>every</u> line item declared in the Program Budget Summary for both A. Salaries and Benefits and B. Administrative Costs. Narration is required on <u>how</u> and <u>why</u> the organization derived the cost to organization, the percent charged to the California Work Opportunity and Responsibility to Kids (CalWORKs) grant, and how this amount will be allocated.		
Item#	Item Name	Narrative (explanation/justification)
<b>A. Salaries and Benefits</b>		
1.	Chief Program Officer	The Chief Program Officer has an annual salary of \$120,744 and is responsible for directing the delivery of all program services provided to clients and the community, including residential shelter, community services, and counseling programs; ensures that all programs are compliant. Allocation of 10% (\$12,074) is based on time spent on the program per the personnel activity sheet.
2.	Community Services Director	The Community Services Director has an annual salary of \$74,152 and is responsible for the coordination of day-to-day case management services for battered women in the San Bernardino CalWORKs program and for providing direct services to CalWORKs clients. Allocation of 50% (\$37,076) is based on time spent on the program per the personnel activity sheet.
3.	Case Manager	The Case Manager has an annual salary of \$43,271 and shall provide case management services and support to clients at the San Bernardino County outreach office. The Case Manager is located at the Ontario Outreach office to ease access of services to San Bernardino County residents. Allocation of 50% (\$21,635) is based on time spent on program per the personnel activity sheet. The Case Manager is bilingual English/Spanish.
4.	Case Manager	The Case Manager has an annual salary of \$43,271 and shall provide case management services and support to clients at the San Bernardino County outreach office. The Case Manager is located at the Ontario Outreach office to ease access of services to San Bernardino County residents. Allocation of 50% (\$21,635) is based on time spent on program per the personnel activity sheet. The Case Manager is bilingual English/Spanish.
5.	Therapist	The Therapist has an annual salary of \$52,338 and shall provide counseling services to clients at the San Bernardino County outreach office. Allocation of 55% (\$28,786) is based on time spent on program as documented on the personnel activity sheet.
7.	Community Services Advocate	The Community Services Advocate has an annual salary of \$38,878 and will serve as the first point of contact at House of Ruth's San Bernardino County outreach office, make referrals, and complete intakes for walk-in clients. Allocation of 100% (\$38,878) is based on time spent on the program.
8.	Benefits:	Staff benefits are calculated at 22% of salaries.

<b>B. Operating Expenses</b>		
9.	Office Supplies	100% (\$100) of the total cost of supplies shall be charged to this grant. The percentage of office supplies is based on the number of employees located at the San Bernardino County Office.
10.	Program Supplies	100% (\$100) of the total cost of supplies shall be charged to this grant. All program supplies charged directly benefit the program. The percentage of office supplies is based on the number of employees located at the San Bernardino County Office.
11.	Telephones: San Bernardino County office.	100% (\$2,600) of the total cost of telephone service for House of Ruth's San Bernardino County office shall be charged to this grant.
12.	Rent: San Bernardino County office	56.61% (\$11,235) of the total cost of rent, utilities and maintenance for the San Bernardino County outreach office shall be charged to this grant.
13.	Utilities/Maintenance: San Bernardino County office	100% (\$4,000) of the total cost of, utilities and maintenance for the San Bernardino County outreach office shall be charged to this grant.
14.	Copier Lease: San Bernardino County office	100% (\$3,200) of the total cost of the Copier Lease located at the San Bernardino County Office shall be charged to this grant. Use of the copier includes duplicating printed program materials, data for client files, monthly statistical reporting, and reimbursement requests.
15.	Mileage	100% (\$444) of the total cost of mileage shall be charged to this grant. Mileage is submitted by staff members assigned to the San Bernardino CalWORKs contract for travel related to the project.
16.	General Liability Insurance	4.12% (\$2,595) of the total cost of liability insurance shall be charged to this grant. House of Ruth will maintain all required insurance at the levels specified in this application.
18.	De Minimus	9.538% (\$19,583) of the total cost of salaries, benefits, and operating expenses shall be charged to this grant. De Minimus represents of the administrative costs that are associated with carrying out House of Ruth's domestic abuse services including case management, counseling, and other supportive services to San Bernardino CalWORKs clients.
19.	Presley Funds	House of Ruth uses Presley funds (\$42,000) administered by the County of San Bernardino to support shelter and programs that benefit battered women and their children from the County.