



**Contract Number**

20-243 A-4

**SAP Number**

4400014295

## Transitional Assistance Department

<b>Department Contract Representative</b>	Marianna Martinez, Contract Analyst
<b>Telephone Number</b>	(909) 388-0212
<b>Contractor</b>	Family Assistance Program
<b>Contractor Representative</b>	Darryl Evey, Executive Director
<b>Telephone Number</b>	(760) 843-0701
<b>Contract Term</b>	07/01/2020 through 06/30/2025
<b>Original Contract Amount</b>	\$1,576,784
<b>Amendment Amount</b>	\$439,196
<b>Total Contract Amount</b>	\$2,015,980
<b>Cost Center</b>	5017601000 and 5017611000

**IT IS HEREBY AGREED AS FOLLOWS:**

**AMENDMENT NO. 4**

It is hereby agreed to amend Contract No. 20-243, 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 \$2,015,980 of which \$1,805,980 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.
- \$379,196 for FY 2020-21
  - \$379,196 for FY 2021-22
  - \$379,196 for FY 2022-23
  - \$439,196 for FY 2023-24
  - \$439,196 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. 20-243 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

FAMILY ASSISTANCE PROGRAM

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



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

By

\_\_\_\_\_  
(Authorized signature - sign in blue ink)

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

Name Darryl Evey

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

\_\_\_\_\_  
(Print or type name of person signing contract)

Lynna Monell  
Clerk of the Board of Supervisors  
San Bernardino County

Title Executive Director

\_\_\_\_\_  
(Print or Type)

By \_\_\_\_\_

Deputy

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

Address 15075 7<sup>th</sup> Street

Victorville, CA 92395

**FOR COUNTY USE ONLY**

Approved as to Legal Form

Reviewed for Contract Compliance

Reviewed/Approved by Department

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

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

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

Date \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**FAMILY ASSISTANCE PROGRAM**

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**

	(1)	(2)	(3)
<b>COST ITEM</b>	<b>TOTAL COST TO THE ORGANIZATION</b>	<b>PERCENT CHARGED TO GRANT</b>	<b>TOTAL COST TO GRANT</b>
<b>1. Job Title: Program Manager</b>			
Salary: \$ 76,960 annually	\$ 79,040	25%	\$ 19,760
Benefits: 25 % of Salary	\$ 15,544	25%	\$ 4,940
<b>2. Job Title: CW Advocate (2 positions)</b>			
Salary: \$ 105,040 annually	\$105,040	100%	\$105,040
Benefits: 20% of Salary	\$ 21,008	100%	\$21,008
<b>3. Job Title: CW Advocate II</b>			
Salary: \$ 45,760 annually	\$ 45,760	50%	\$ 22,880
Benefits: 15% of Salary	\$ 6,864	50%	\$ 3,432
<b>4. Job Title: Legal Advocate</b>			
Salary: \$ 43,680 annually	\$ 43,680	50%	\$ 21,840
Benefits: 15% of Salary	\$ 6,552	50%	\$ 3,276
<b>5. Job Title: DA Advocate</b>			
Salary: \$ 39,520 annually	\$39,520	75%	\$29,640
Benefits: 10% of Salary	3,952	75%	\$2,964
<b>6. Job Title: Grant Management</b>			
Salary: \$ 42,640 annually	\$ 42,640	50%	\$ 21,320
Benefits: 10 % of Salary	\$ 6,396	50%	\$ 3,198
<b>7. Job Title: Childcare Advocate</b>			
Salary: \$ 39,520 annually	\$ 39,520	100%	\$ 39,520
Benefits: 10% of Salary	\$ 3,952	100%	\$ 3,952
<b>8. Job Title: Finance Director</b>			
Salary: \$ 108,160 annually	\$108,160	25%	\$27,040
Benefits: 15% of Salary	\$ 16,224	25%	\$ 4,056
<b>SUBTOTALS:</b>	<b>\$ 588,068</b>		<b>\$ 333,866</b>

**B. Operating Expenses**

	(1)	(2)	(3)	(4)
	<b>TOTAL COST TO THE ORGANIZATION</b>	<b>PERCENT CHARGED TO CONTRACT</b>	<b>TOTAL COST TO CONTRACT</b>	
1. Office Supplies	\$ 32,000	50%	\$ 16,000	
2. Promotional Materials	\$ 20,000	50%	\$ 10,000	
3. Utilities	\$ 14,000	50%	\$ 7,000	
4. Telephones	\$ 6,000	50%	\$ 3,000	
5. Audit	\$ 35,000	10%	\$ 3,500	
6. Liability Insurance	\$ 72,000	25%	\$ 18,000	
7. Travel & Training	\$ 2,660	50%	\$ 1,330	
8. Repairs & Maintenance	\$ 9,000	50%	\$ 4,500	
9. Presley Expense	\$ 42,000	100%	\$ 42,000	
<b>SUBTOTALS</b>	<b>\$ 232,660</b>		<b>\$ 105,330</b>	
<b>SUBTOTALS, (A) above</b>	<b>\$ 588,068</b>		<b>\$ 333,866</b>	
<b>TOTALS</b>	<b>\$ 820,728</b>		<b>\$ 439,196</b>	

<b>FAMILY ASSISTANCE PROGRAM</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>		
<b>A. Personnel Costs</b>		
<b>Item#</b>	<b>Item Name</b>	<b>Narrative (explanation/justification)</b>
1.	Program Manager	The Program Manager position is budgeted at 25% of the salary and benefits. It is anticipated that 50% of the time will be spent assisting clients either through direct services, managing staff that are assisting clients, or processing reports for the CALWORKS program, however we will only bill 25% to this grant.
2 & 3	Cal WORKS Advocate	Two (2) Advocates will work on this program. Each of these advocates will be available to work out of local Cal WORKS offices in the service regions. When not at the county office, the advocate will work from one of the agency outreach offices in Victorville, Hesperia DA Shelter, San Bernardino, Redlands, or Fontana. The positions listed on #2 will work full-time, the position listed on #3 will work part-time. All positions will be charged 100% to this contract.
4.	Legal Advocate	This position assists clients with restraining orders, legal issues, and safety planning. Her clientele are typically 50% Works recipients. The salary and benefits for this position will be charged 50% to this contract.
5.	DA Advocate	This full-time position will help DA clients apply for the victim's assistance program, VINE program, help with client relocation services, case management and safety assessments. 75% of her salary will be billed to this grant.
6.	Grant Management	This position will provide reporting for this contract. This position is budgeted at 50% of the salary and benefits
7.	Childcare Advocate	This full-time position will provide child-care services during the daytime hours. This will generally be Monday through Friday, allowing victims in the program to take care of business in the community while their children are being supervised by the Childcare Advocate. 100% of this salary will be billed to the contract.
8.	Finance Director	The Finance Director position is budgeted at 25% of the salary. It is anticipated that 25% of the time will be spend performing duties related to this contract.
<b>B. Administrative Costs</b>		
1.	Office Supplies	Office supplies will be used by all of the offices and will be charged at 50% to this contract.
2.	Promotional Materials	Promotional materials will be distributed at county offices and at other locations throughout the regions served. These materials will be charged 50% to this contract.
3.	Utilities	Utilities for the outreach office will be charged 50% to this contract.
4.	Telephones	The telephones for the Outreach office will be charged 50% to this contract.
5.	Audit	The annual audit of the financials will be charged at 10% to this contract.
6.	Liability Insurance	The liability insurance for the organization will be charged 25% to this contract.
7.	Travel and Training	Travel and training expenses related to domestic abuse services will be charged at 50% to this contract. The travel expense is for travel to and from training or promotional events. The training will cover expenses for bringing training to the staff and for sending staff members to off-site training.
8.	Repairs and Maintenance	Repairs and Maintenance will be charged at 50% to this contract. This expense will cover some minor repairs to the property and weekly maintenance work that needs to be done.
9.	Presley Expense	Annual amount of \$42,000 (100%) will be used for other shelter related expenses as require by the Welfare and Institutions Code section 18290.