



Contract Number

25-498 A-1

SAP Number

4400027419

Transitional Assistance Department

Department Contract Representative	Diane Ettari
Telephone Number	909-386-8313
Contractor	Option House, Inc.
Contractor Representative	Joanna Perez, Executive Director
Telephone Number	909-383-1873
Contract Term	July 1, 2025 through June 30, 2027
Original Contract Amount	\$361,478
Amendment Amount	\$361,478
Total Contract Amount	\$722,956
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. 25-498, 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 \$722,956 (\$361,478 for FY 2025-26; \$361,478 for FY 2026-27), of which \$638,956 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. 25-498 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, 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

Option House, Inc.

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

By ► _____
(Authorized signature - sign in blue ink)

Name Joanna Perez
(Print or type name of person signing contract)

Title Executive Director
(Print or Type)

Dated: _____

Address P.O. Box 970
San Bernardino, CA 92402

FOR COUNTY USE ONLY

Approved as to Legal Form
►
Adam Ebright , Deputy County Counsel
Date _____

Reviewed for Contract Compliance
►
Lisa Rivas-Ordaz, Contracts Manager
Date _____

Reviewed/Approved by Department
►
James LoCurto, Director
Date _____

**OPTION HOUSE, INC
PROGRAM BUDGET
CalWORKs/Presley Domestic Violence Intervention and Shelter Services
July 1, 2026- June 30, 2027**

I. PROGRAM COSTS				
A. Salaries and Benefits				
		TOTAL COST TO THE ORGANIZATION	PERCENT CHARGED TO GRANT	TOTAL COST TO GRANT
1	Job Title: Executive Director			
	Salary:	85,000.00	15.00%	\$ 12,750.00
	Benefits:	15,300.00	15.00%	\$ 2,295.00
2	Job Title: Program Manager			
	Salary:	71,500.00	15.00%	\$ 10,725.00
	Benefits:	9,295.00	15.00%	\$ 1,394.25
3	Job Title: Prevention Specialist			
	Salary:	70,304.00	20.00%	\$ 14,060.80
	Benefits:	9,139.52	20.00%	\$ 1,827.90
4	Job Title: CW Advocate (FT&PT)			
	Salary:	68,640.00	100.00%	\$ 68,640.00
	Benefits:	8,923.20	100.00%	\$ 8,923.20
5	Job Title: Legal Services (FT&PT)			
	Salary:	87,360.00	25.00%	\$ 21,840.00
	Benefits:	11,356.80	25.00%	\$ 2,839.20
6	Job Title: Shelter Staff (FT&PT)			
	Salary:	219,438.00	30.00%	\$ 65,831.40
	Benefits:	39,500.84	30.00%	\$ 11,850.25
7	Job Title: Office Manager			
	Salary:	10,800.00	50.00%	\$ 5,400.00
	Benefits:	1,620.00	50.00%	\$ 810.00
SUBTOTALS		708,177.36		\$ 229,187.00
B. Operational Costs				
		TOTAL COST TO THE ORGANIZATION	PERCENT CHARGED TO GRANT	PROPOSED BUDGET AMOUNTS
1	Insurance	60,120.00	20.00%	\$ 12,024.00
2	Equipment Rental/IT Services	31,000.00	25.00%	\$ 7,750.00
3	Supplies-Office & Program	9,800.00	50.00%	\$ 4,900.00
4	Outreach Office Occupancy Costs	21,120.00	20.00%	\$ 4,224.00
5	Professional Accountant (CPA)	39,600.00	30.00%	\$ 11,880.00
6	Professional CPA Auditing Fees	21,000.00	25.00%	\$ 5,250.00
7	Repairs/Maintenance (Outreach & Shelter)	42,017.33	75.00%	\$ 31,513.00
8	Utilities-Outstation & Shelter (Telephone, Electrical, Water, Gas, Trash, Internet)	51,000.00	25.00%	\$ 12,750.00
9	Presley Expense	42,000.00	100.00%	\$ 42,000.00
SUBTOTALS		317,657.33		\$ 132,291.00
SUBTOTALS, (A) above		708,177.36		\$ 229,187.00
TOTALS		1,025,834.69		\$ 361,478.00

OPTION HOUSE, INC
PROGRAM BUDGET NARRATIVE
CalWORKs/Presley Domestic Violence Intervention and Shelter Services
July 1, 2026- June 30, 2027

Line Item	Explanation
1 Executive Director	1.0 FTE @ \$85,000 annual salary x 15.00% = \$12,750; benefits \$15,300 x 15.00% = \$2,295 (312 hours) 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 Admin and Mgmt staff; oversees Directors of Outreach, Shelter and Clinical Services in developing and implementing programs for delivery of direct services; is agency liaison with the community, participates in community task forces; provides community education. 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.
2 Program Manager	1.0 FTE @ \$71,500 annual salary x 15.00% = \$10,725; benefits \$9,295 x 15.00% = \$1394.25 (312 hours). 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.
3 Prevention Specialist	1.00 FTE @ \$70,304 annual salary x 20.00% = \$14,060.80; benefits \$9139.52 x 20.00% = \$1,827.90 (416 hours) Provides program and administrative support (58%); conducts all educational functions; media relations; makes community presentations; and oversees Law Enforcement Task Force. Allocation is based upon time spent on program, documented on the personnel activity sheet.
4 CW Advocate (FT& PT)	1.50 FTE @ \$68,640 salary x 100% = \$68,640; benefits \$8923.20 x 100% = \$8923.20. Provides direct counseling and domestic violence educational services, facilitates group counseling, and provides case management. Allocation is based upon time spent on program, documented on the personnel activity sheet.
5 Legal Services	2.00 FTE @ \$87,360 salary x 25% = \$21,840; benefits \$11356.80 x 25% = \$2,839.20.(780 hours). Provides direct legal advocacy services to all agency clients, including preparation of restraining orders, court accompaniment, and coordination of attorney referral services for child custody orders; provides counseling services and DV education services to agency clients. Allocation is based upon time spent on program, documented on the personnel activity sheet.
6 Shelter Staff (FT&PT)	6.5 FTE @ \$219,438 annual salary x 30% = \$65831.40; benefits \$39,500.01 x 30% = \$11850.00. (4056 hours) 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.
7 Office Manager (PT)	0.30 FTE @ \$10,820 annual salary x 50% = \$5,400.00; benefits \$1,620.00 x 50% = \$810.00 (312 hours). Responsible for all agency Human Resources operations; assists with office operations at agency Outreach center; prepares outgoing reports, forms and correspondence; responsible for purchases and inventory of all equipment and office supplies.
B. Operating Expenses	
1 Insurance	\$60,120 x 20.00% = \$12,024 Agency liability and D & O insurance.
2 Equipment Rental/IT Services	\$31,000 x 25.00% = \$7,750.00. Necessary Agency equipment which includes computers, copiers, fax machines as well as leases and maintenance of equipment. In addition, rental of off-site storage for Agency materials, archived items, etc. Professional IT services to ensure all equipment is maintained; email encryption, software updates, etc.
3 Supplies-Office, Program & Occupancy	\$9,800 x 50.00% = \$4,900.00. Supplies needed to implement the day to day tasks and those supplies that are program specific.
4 Outreach Office Occupancy Costs	\$21,120 x 20.00% = \$4,224. Building costs for staffing, training, counseling and other client services.
5 Professional Accountant (CPA)	\$39,600 x 30.00% = \$11,880. Services to review bookkeeping done by the Office Manger; preparation of monthly bilings; budget preparation; liaison with annual financial statement auditors
6 Professional CPA Auditing Fees	\$21,000 x 25.00% = \$5,250. Services to provide required annual financial statement audit.
7 Repairs/Maintenance (Outreach & Shelter)	\$42,017.33 x 75.00% = \$31,513. Necessary repairs, maintenance and cleaning for both the Shelter and Outreach locations.
8 Utilities - Outstation & Shelter	\$51,000 x 25.00% = \$12,750. Utility costs (electric, gas, water, trash, telephone, internet etc.) to operate the Outreach office and Shelter to meet program needs.
9 Presley Expense	Annual amount \$42,000 (100%) towards expenses that are attributable to the Domestic Violence Program as augmentation to the cost of providing direct services and maintaining a shelter as a safe haven for victims of domestic violence and their children. The services provided are outlined within the CalWORKs/Presley Domestic Violence Intervention and Shelter Services Plan.

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, Option House, 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.

Signature of Contractor's Authorized Official

Joanna Perez, Executive Director
Name and Title of Contractor's Authorized Official

Date