



Contract Number

20-247 A-1

SAP Number

4400014299

Transitional Assistance Department

Department Contract Representative John Greswit, Contract Analyst
Telephone Number (909) 388-0320

Contractor Victor Valley Domestic Violence, Inc./"A Better Way"
Contractor Representative Inger Robertson, Executive Director
Telephone Number (760) 955-8101
Contract Term 7/01/20 through 06/30/22
Original Contract Amount \$307,000
Amendment Amount \$307,000
Total Contract Amount \$614,000
Cost Center 5017601000 and 5017611000

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT NO. 1

It is hereby agreed to amend Contract No. 20-247, effective July 1, 2021, 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 \$614,000 (\$307,000 for FY 2020-21; \$307,000 for FY 2021-22), of which \$530,000 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

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

ATTACHMENT F

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

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 original expiration date of June 30, 2021, to expire on June 30, 2022, but may be terminated earlier in accordance with provisions of Section IX of the Contract.

Section XI. CONCLUSION, amend Paragraph C and add Paragraph D to read as follows:

- C. 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.
- D. **IN WITNESS WHEREOF**, the Board of Supervisors of the County of San Bernardino has caused this Contract to be subscribed to by the Clerk thereof, and Contractor has caused this Contract to be subscribed in its behalf by its duly authorized officers, the day, month, and year written.

ATTACHMENT F – PROGRAM BUDGET:

Add Program Budget for FY 2021-22.

ATTACHMENT F

All other terms and conditions of Contract No. 20-247 remain in full force and effect.

COUNTY OF SAN BERNARDINO

Victor Valley Domestic Violence, Inc./
"A Better Way"

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

▶

Curt Hagman, Chairman, Board of Supervisors

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

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

Name Inger Robertson
(Print or type name of person signing contract)

Lynna Monell
Clerk of the Board of Supervisors
of the County of San Bernardino

Title Executive Director
(Print or Type)

By _____
Deputy

Dated: _____

Address PO Box 2825
Victorville, CA 92393

FOR COUNTY USE ONLY

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

Reviewed for Contract Compliance
▶
Jennifer Mulhall-Daudel, HS Contracts
Date _____

Reviewed/Approved by Department
▶
Gilbert Ramos, Director
Date _____

**VICTOR VALLEY DOMESTIC VIOLENCE, INC. /"A BETTER WAY"
PROGRAM BUDGET
July 1, 2021 – June 30, 2022**

A. Salaries and Benefits	(1)	(2)	(3)
COST ITEM	TOTAL COST TO THE ORGANIZATION	PERCENT CHARGED TO GRANT	TOTAL COST TO GRANT
1. Job Title: Executive Director			
Salary:	\$ 54,595.47	23.61%	\$ 12,889.99
Benefits:	\$ 5,313.17	23.61%	\$ 1,254.44
2. Job Title: Director of Administrative Services			
Salary:	\$ 38,213.92	22.78%	\$ 8,705.13
Benefits:	\$ 10,189.16	22.78%	\$ 2,321.09
3. Job Title: Director of Outreach Services			
Salary:	\$ 53,827.50	33.02%	\$ 17,773.84
Benefits:	\$ 14,045.06	33.02%	\$ 4,637.68
4. Job Title: Outreach Counselor/DV Advocate CFS			
Salary:	\$ 31,843.10	33.02%	\$ 10,514.59
Benefits:	\$ 11,984.52	33.02%	\$ 3,957.29
5. Job Title: Case Manager			
Salary:	\$ 37,957.96	33.02%	\$ 12,533.72
Benefits:	\$ 13,211.21	33.02%	\$ 4,362.34
6. Job Title: OutReach Counselor/DV Advocate			
Salary:	\$ 37,729.16	33.02%	\$ 12,458.17
Benefits:	\$ 11,344.82	33.02%	\$ 3,746.06
7. Job Title: Community Advocate			
Salary:	\$ 19,904.54	33.02%	\$ 6,572.48
Benefits:	\$ 2,741.22	33.02%	\$ 905.15
8. Job Title: Director of Shelter Services			
Salary:	\$ 52,683.59	33.02%	\$ 17,396.12
Benefits:	\$ 16,403.79	33.02%	\$ 5,416.53
9. Job Title: Shelter Staff (FT/PT/OC/Childcare)			
Salary:	\$210,963.69	33.02%	\$ 69,660.21
Benefits:	\$ 48,076.95	33.02%	\$ 15,875.01
SUBTOTALS	\$671,028.82		\$210,979.84

B. Operating Expenses

COST ITEM	TOTAL COST TO THE ORGANIZATION	PERCENT CHARGED TO GRANT	TOTAL COST TO GRANT
1. Automobile	\$ 13,000.00	25.00%	\$ 3,250.00
2. Insurance	\$ 35,000.81	19.80%	\$ 6,930.16
3. Professional – Accountant	\$ 30,000.00	25.00%	\$ 7,500.00
4. Professional – CPA	\$ 6,000.00	25.00%	\$ 1,500.00
5. Professional – IT	\$ 8,000.00	25.00%	\$ 2,000.00
6. Supplies/General	\$ 10,000.00	25.00%	\$ 2,500.00
7. Staff Development	\$ 2,500.00	25.00%	\$ 625.00
8. Communications/Telephone	\$ 18,000.00	25.00%	\$ 4,500.00
9. Maintenance/Repairs – OutReach Main	\$ 14,750.00	30.00%	\$ 4,425.00
10. Maintenance/Repairs OutReach Ext	\$ 500.00	30.00%	\$ 150.00
11. Maintenance/Repairs – Shelter	\$ 20,000.00	30.00%	\$ 6,000.00
12. Maintenance/Repairs – Transition	\$ 4,000.00	30.00%	\$ 1,200.00
13. Rent – Outreach Ext	\$ 10,800.00	30.00%	\$ 3,240.00
14. Supplies/Occupancy – OutReach Main	\$ 2,000.00	30.00%	\$ 600.00
15. Supplies Occupancy – Shelter	\$ 7,000.00	30.00%	\$ 2,100.00
16. Utilities – OutReach – Main	\$ 5,000.00	30.00%	\$ 1,500.00
17. Utilities – OutReach – Ext	\$ 1,000.00	30.00%	\$ 300.00
18. Utilities – Shelter	\$ 12,000.00	30.00%	\$ 3,600.00
19. Utilities – Transition	\$ 7,000.00	30.00%	\$ 2,100.00
Presley Expense	\$ 42,000.00	100.00%	\$ 42,000.00
SUBTOTALS	\$248,550.81		\$ 96,020.16
SUBTOTALS, (A) above	\$671,028.82		\$210,979.84
TOTALS	\$919,579.63		\$307,000.00

VICTOR VALLEY DOMESTIC VIOLENCE, INC.
“A Better Way”
BUDGET NARRATIVE
July 1, 2021 through June 30, 2022

Administrative Costs		
Item#	Item Name	Narrative (justification/explanation)
1.	Executive Director	1.00 FTE @ \$54,595.47 x 23.61% = \$12,889.99; benefits \$5,313.17 x 23.61% = \$1254.44. 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 liaison with community, participates in community task forces, provides community education. Allocation is based upon time spent on program, documented on the personnel activity sheet.
2.	Director of Administrative Services	1.00 FTE @ \$38,213.92 x 22.78% = \$8,705.13; benefits \$10,189.16 x 22.78% = \$2,321.09. Under the direction and supervision of the Executive Director and Program Manager, the Data Development/Grants Coordinator will maintain primary responsibility for data collection, storage and reporting of the grant data to multiple grantors; updating and renewing the grants as required; works directly with payroll processor for payroll reporting and HR services for all employees; documentation and grant documentation of such activities; required coordination and data input and retrieval from Apricot. The employee is also responsible for meeting grant deadlines, writing grants, renewal of grants, and maintaining reports for all. Allocation is based upon time spent on program, documented on the personnel activity sheet.
3.	Director of Outreach Services	1.00 FTE @ \$53,827.50 x 33.02% = \$17,773.84; benefits \$14,045.06 x 33.02% = \$4,637.68. Under the direction of Executive Director, responsible for daily operations at the Outreach, Outreach Program deliverables, including oversight of all client programs and services, including facility maintenance and supervision of Outreach staff; provides direct services including crisis line and case management. Allocation is based upon time spent on program, documented on the personnel activity sheet.
4.	Outreach Counselor/ DV Advocate CFS	1.00 FTE @ \$31,843.10 x 33.02% = \$10,514.59; benefits \$11,984.52 x 33.02% = \$3,957.29. Responsible for intake screening, information referral for recipients/applications and program administration. Allocation is based upon time spent on program, documented on the personnel activity sheet.

5.	Case Manager	1.00 FTE @ \$37,957.96 x 33.02% = \$12,533.72; benefits \$13,211.21 x 33.02% = \$4,362.34. Outreach Staff are responsible for intake screening of shelter participants and assists with figuring Individualized Action Plans, information referral for CalWORKs recipients/applications and program administration. Allocation is based upon time spent on program, documented on the personnel activity sheet.
6.	Out/Reach Counselor/DV Advocate	1.01 FTE @ \$37,729.16 x 33.02% = \$12,458.17; benefits \$11,344.82 x 33.02% = \$3,746.06. 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.
7.	Community Advocate	0.50 FTE @ \$19,904.54 x 33.02% = \$6,572.48; benefits \$2,741.22 x 33.02% = \$905.15. This position will work closely with agency staff to identify agency needs; be responsible for scheduling mentors, activities, workforce 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.
8.	Director of Shelter Services	1.01 FTE @ \$52,683.59 x 33.02% = \$17,396.12; benefits \$16,403.79 x 33.02% = \$5,416.53. 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.
9.	Shelter Staff (FT/PT/OC/	7.14 FTE @ \$210,963.69 x 33.02% = \$69,660.21; benefits \$48,076.95 x 33.02% = \$15,875.01. Responsible for shelter-related program deliverables and direct shelter client services, including counseling, case management and group facilitation on day and swing shifts; answers hotline calls. Allocation is based upon time spent on program, documented on the personnel activity sheet.

Operating Costs		
1.	Automobile	\$13,000.00 x 25.00% = \$3,250.00. Fuel and Maintenance on agency van used to transport clients.
2.	Insurance	\$35,000.81 x 19.80% = \$6,930.16. Agency liability and D & O insurance.
3.	Professional – Accountant	\$30,000.00 x 25.00% = \$7,500.00. Professional accountant to maintain agency accounting system, chart of accounts and procedures, assist in the annual audit, prepares budgets and financial reports to management, committees, and board of directors. Also responsible for grant financial monitoring, budgets, and modifications.
4.	Professional – CPA	\$6,000.00 x 25.00% = \$1,500.00. A portion of the cost of independent audit as required by the grant.
5.	Professional – IT	\$8,000.00 x 25.00% = \$2,500.00. Professional computer support, hardware and software, to upgrade our data/statistical systems and network.
6.	Supplies/General	\$10,000.00 x 25.00% = \$2,500.00. Supplies to implement the day to day tasks of the program needs.
7.	Staff Development	\$2,500.00 x 25.00% = \$625.00. Training including travel, registration, mileage, reimbursements to attend conferences and educational seminars.
8.	Communications/Telephone	\$18,000.00 x 25.00% = \$4,500.00. Annual costs of phone service for hotline, follow-ups for evaluations and other client services to meet agency needs.
9.	Maintenance/Repairs – Outreach Main	\$14,750.00 x 30.00% = \$4,425.00. Normal Maintenance includes but not limited to: Alarm, Janitorial, Yard Maintenance, etc.
10.	Maintenance/Repairs – Outreach Ext	\$500.00 x 30.00% = \$150.00. Normal Maintenance includes but not limited to: Alarm, Janitorial, Yard Maintenance, etc.
11.	Maintenance/Repairs – Shelter	\$20,000.00 x 30.00% = \$6,000.00. Normal Maintenance includes but not limited to: Alarm, Janitorial, Yard Maintenance, etc.
12.	Maintenance/Repairs – Transitional	\$4,000.00 x 30.00% = \$1,200.00. Normal Maintenance includes but not limited to: Alarm, Janitorial, Yard Maintenance, etc.
13.	Rent – Outreach Ext	\$10,800.00 x 30.00% = \$3,240.00. Facility Costs that benefit all programs will be allocated based on a ratio of each square footage to total FTE as follows.
14.	Supplies Occupancy – OutReach	\$2,000.00 x 30.00% = \$600.00. Supplies to implement the day to day tasks of the program needs.
15.	Supplies Occupancy – Shelter	\$7,000.00 x 30.00% = \$2,100.00. Supplies to implement the day to day tasks of the program needs.
16.	Utilities – OutReach Main	\$5,000.00 x 30.00% = \$1,500.00. Utility (electric, gas, water, trash, cable) cost to operate the facilities to meet program needs.
17.	Utilities – OutReach Ext	\$1,000.00 x 30.00% = \$300.00. Utility (electric, gas, water, trash, cable) cost to operate the facilities to meet program needs.
18.	Utilities – Shelter	\$12,000.00 x 30.00% = \$3,600.00. Utility (electric, gas, water, trash, cable) cost to operate the facilities to meet program needs.

19.	Utilities – Transition	\$7,000.00 x 30.00% = \$2,100.00. Utility (electric, gas, water, trash, cable) cost to operate the facilities to meet program needs.
	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 will be outlined within the CalWORKs/Presley Domestic Violence Intervention and Shelter Services Plan.