



Contract Number

20-242 A-4

SAP Number

4400014294

Transitional Assistance Department

Department Contract Representative	Marianna Martinez, Contract Analyst
Telephone Number	(909) 388-0212
Contractor	DOVES of Big Bear Valley, Inc.
Contractor Representative	Helen A. Adams, Executive Director
Telephone Number	(909) 866-1546
Contract Term	07/01/2020 through 06/30/2025
Original Contract Amount	\$1,348,000
Amendment Amount	\$ 367,000
Total Contract Amount	\$1,715,000
Cost Center	5017601000 and 5017611000

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT NO. 4

It is hereby agreed to amend Contract No. 20-242, 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 \$1,715,000 of which \$1,505,000 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.
- \$327,000 for FY 2020-21
 - \$327,000 for FY 2021-22
 - \$327,000 for FY 2022-23
 - \$367,000 for FY 2023-24
 - \$367,000 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. 20-242 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

DOVES OF BIG BEAR VALLEY, INC..
(Print or type name of corporation, company, contractor, etc.)

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

Name Helen A. Adams
(Print or type name of person signing contract)

Title Executive Director
(Print or Type)

Dated: _____

Address PO Box 3646
Big Bear Lake, CA 92315

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 _____

DOVES OF BIG BEAR VALLEY, INC Program Budget Effective 07/01/24 Domestic Abuse (DA) Intervention and Shelter Services				
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		W	V
	Salary:	\$92,000.00	12.50%	\$11,500.00
	Benefits:	\$21,600.00	12.50%	\$2,700.00
2	Job Title: Administrative Manager			
	Salary:	\$40,000.00	12.50%	\$5,000.00
	Benefits:	\$15,200.00	12.50%	\$1,900.00
3	Job Title: Administrative Assistant			
	Salary:	\$38,400.00	12.50%	\$4,800.00
	Benefits:	\$4,000.00	12.50%	\$500.00
4	Job Title: Receptionist			
	Salary:	\$20,000.00	12.50%	\$2,500.00
	Benefits:	\$2,400.00	12.50%	\$300.00
5	Job Title: Program Manager			
	Salary:	\$68,000.00	12.50%	\$8,500.00
	Benefits:	\$12,000.00	12.50%	\$1,500.00
6	Job Title: Domestic Abuse Court Advocate			
	Salary:	\$45,750.00	40.00%	\$18,300.00
	Benefits:	\$18,500.00	40.00%	\$7,400.00
7	Job Title: Latino Outreach Specialist			
	Salary:	\$34,750.00	40.00%	\$13,900.00
	Benefits:	\$4,750.00	40.00%	\$1,900.00
8	Job Title: Community Outreach Advocate			
	Salary:	\$36,500.00	40.00%	\$14,600.00
	Benefits:	\$4,750.00	40.00%	\$1,900.00
9	Job Title: Clinical Program Manager			
	Salary:	\$65,750.00	40.00%	\$26,300.00
	Benefits:	\$13,750.00	40.00%	\$5,500.00
10	Job Title: Life Coach			
	Salary:	\$24,000.00	40.00%	\$9,600.00
	Benefits:	\$3,250.00	40.00%	\$1,300.00
11	Job Title: Residential Program Manager			
	Salary:	\$94,750.00	40.00%	\$37,900.00
	Benefits:	\$18,250.00	40.00%	\$7,300.00
12	Job Title: Transitional Case Manager			
	Salary:	\$79,200.00	25.00%	\$19,800.00
	Benefits:	\$25,200.00	25.00%	\$6,300.00
13	Job Title: Shelter Staff			
	Salary:	\$192,500.00	40.00%	\$77,000.00
	Benefits:	\$34,250.00	40.00%	\$13,700.00
	Job Title:			
	Salary:			
	Benefits:			
SUBTOTALS		\$ 1,009,500.00		\$ 301,900.00

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	\$50,000.00	2.30%	\$1,150.00
	Professional			
2	Accountant	\$36,000.00	5.00%	\$1,800.00
3	CPA	\$15,000.00	5.00%	\$750.00
4	Supplies/General	\$10,000.00	5.00%	\$500.00
5	Staff Development	\$10,000.00	5.00%	\$500.00
6	Telephone/Communications/Internet	\$8,000.00	5.00%	\$400.00
	Maint/Repairs Occup			
7	Outreach Main	\$8,000.00	15.00%	\$1,200.00
8	Outreach Clinical	\$5,333.33	15.00%	\$800.00
9	Shelter	\$4,666.67	15.00%	\$700.00
10	Transition	\$5,333.33	15.00%	\$800.00
	Rent			
11	Outreach Main	\$45,333.33	15.00%	\$6,800.00
12	Outreach Clinical	\$25,333.33	15.00%	\$3,800.00
	Utilities			
13	Outreach Main	\$8,666.67	15.00%	\$1,300.00
14	Outreach Clinical	\$2,000.00	15.00%	\$300.00
15	Shelter	\$11,333.33	15.00%	\$1,700.00
16	Transition	\$4,000.00	15.00%	\$600.00
	Presley	\$ 42,000.00	100.00%	\$ 42,000.00
SUBTOTALS		\$ 291,000.00		\$ 65,100.00
SUBTOTALS, (A) above		\$ 1,009,500.00		\$ 301,900.00
TOTALS		\$ 1,300,500.00		\$ 367,000.00

DOVES OF BIG BEAR VALLEY, INC									
CalWORKs/Presley Domestic Abuse (DA) Intervention and Shelter Services									
Program Budget Effective 07/01/24									
July 1, 2024 - June 30, 2025									
B. Administrative Costs. Narration is required on <u>how</u> and <u>why</u> the organization derived the cost to organization, the percent of work hours per pay period to CalWORKs program administration, equating to 25% (\$12,500) ch									
Item	Item Description	Narrative (Explanation/Justification)							
A	Salary and Benefits								
						F		G	
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 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.							
				Budget		Rate		Proposed	
	Salary:	1.00	FTE	@	\$ 92,000.00	x	12.50%	=	\$11,500.00
	Benefits:				\$ 21,600.00	x	12.50%	=	\$2,700.00
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:	0.75	FTE	@	\$ 40,000.00	x	12.50%	=	\$5,000.00
	Benefits:				\$ 15,200.00	x	12.50%	=	\$1,900.00
3	Administrative Assistant	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 compliance; 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:	0.88	FTE	@	\$ 38,400.00	x	12.50%	=	\$4,800.00
	Benefits:				\$ 4,000.00	x	12.50%	=	\$500.00
4	Receptionist	Allocation is based upon time spent on program, documented on the personnel activity sheet.							
				Budget		Rate		Proposed	
	Salary:	0.55	FTE	@	\$ 20,000.00	x	12.50%	=	\$2,500.00
	Benefits:				\$ 2,400.00	x	12.50%	=	\$300.00
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 abuse prevention services							
		Allocation is based upon time spent on program, documented on the personnel activity sheet.							
				Budget		Rate		Proposed	
	Salary:	1.00	FTE	@	\$ 68,000.00	x	12.50%	=	\$8,500.00
	Benefits:				\$ 12,000.00	x	12.50%	=	\$1,500.00
6	Domestic Abuse 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 DA 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:	1.00	FTE	@	\$ 45,750.00	x	40.00%	=	\$18,300.00
	Benefits:				\$ 18,500.00	x	40.00%	=	\$7,400.00
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:	0.88	FTE	@	\$ 34,750.00	x	40.00%	=	\$13,900.00
	Benefits:				\$ 4,750.00	x	40.00%	=	\$1,900.00

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:	0.88	FTE	@	\$ 36,500.00 x	40.00% = \$14,600.00
	Benefits:				\$ 4,750.00 x	40.00% = \$1,900.00
9	OutReach Counselor Advocate	Provides direct counseling and domestic abuse educational services, facilitates group counseling, and provides case management.				
		Allocation is based upon time spent on program, documented on the personnel activity sheet.				
				Budget	Rate	Proposed
	Salary:	0.00	FTE	@	\$ - x	0.00% = \$0.00
	Benefits:				\$ - x	0.00% = \$0.00
10	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:	0.88	FTE	@	\$ 65,750.00 x	40.00% = \$26,300.00
	Benefits:				\$ 13,750.00 x	40.00% = \$5,500.00
11	Life Coach	The Child and Youth Clinical coordinator provides therapy for children who have been exposed to domestic abuse. 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	@	\$ 24,000.00 x	40.00% = \$9,600.00
	Benefits:				\$ 3,250.00 x	40.00% = \$1,300.00
12	Residential Program Manager	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:	0.00	FTE	@	\$ 94,750.00 x	40.00% = \$37,900.00
	Benefits:				\$ 18,250.00 x	40.00% = \$7,300.00
13	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
		2.00	FTE	@	\$ 79,200.00 x	25.00% = \$19,800.00
					\$ 25,200.00 x	25.00% = \$6,300.00
14	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:	1.88	FTE	@	\$ 192,500.00 x	40.00% = \$77,000.00
	Benefits:				\$ 34,250.00 x	40.00% = \$13,700.00
	Total Salaries	12.18	FTE		\$831,600.00	\$249,700.00
	Total				\$177,900.00	\$52,200.00
	Totals				<u>\$ 1,009,500.00</u>	<u>\$301,900.00</u>

Item	Item Description	Narrative (Explanation/Justification)				
B	Operations					
1	Insurance - General Liability	Agency liability and D & O insurance.				
		Budget	Rate	Proposed		
		\$ 50,000.00	x 2.30%	= \$1,150.00		
2	Professional Accountant	Consulting services to maintain agency accounting system, chart of accounts and procedures, and annual audit.				
		Budget	Rate	Proposed		
		\$ 36,000.00	x 5.00%	= \$1,800.00		
3	CPA	A portion of the cost of independent audit as required by grant.				
		Budget	Rate	Proposed		
		\$ 15,000.00	x 5.00%	= \$750.00		
	IT	Professional computer support, hardware and software, to upgrade our data/statistical systems, and network.				
		Budget	Rate	Proposed		
			x 0.00%	= \$0.00		
4	Supplies/General	Supplies to implement the day to day tasks of the program needs				
		Budget	Rate	Proposed		
		\$ 10,000.00	x 5.00%	= \$500.00		
5	Staff Development	Training including travel, registration, mileage, reimbursements to attend conferences and educational seminars				
		In-State				
		Includes				
		Staff Attendance	1	FTE		
		Number of Days	4			
		Registration	\$400		\$400.00	
		Per Diem Allowance (per day)			\$704.00	
		Lodging	\$120			
		Parking	\$10			
		Meals/Incidentals	\$46			
		Airfare (avg to Sacramento)	\$134		\$134.00	
		Total Budget for greater than 100 miles				\$1,238.00
		Local Travel (within 100 miles)				
		Includes full staff training: First Aid, CPR, AED and Sexual Harrassment				
		Staff Attendance	17.68	FTE		
		Average Number of Days/Training Events	1			
		Average Registration Fee	\$120		\$8,488.62	
		Per Diem Allowance (per day)			\$56.00	
		Lodging	\$0			
		Parking	\$10			
		Meals/Incidentals	\$46			
		Mileage Allowance				
		2024 Calendar Year Rate	\$0.560	400	\$224.00	
		Staff travel to complete agency business. **Estimated Mileage is based upon fiscal				
		Total Budget for less than 100 miles				\$8,768.62
		Out-Of-State				
		Staff Attendance	0	FTE		
		Number of Days	0			
		Registration	\$0		\$0.00	
		Per Diem Allowance (per day)			\$0.00	
		Lodging	\$0			
		Parking	\$0			
		Meals/Incidentals	\$0			
		Airfare	\$0		\$0.00	
		Total Budget for Out of State				\$0.00
		Total Budget				10,006.62
		Budget	Rate	Proposed		
		\$ 10,000.00	x 5.00%	= \$500.00		

	Rent	Facility Costs that benefit all programs will be allocated based on a ratio of each square footage to total FTE as follows:					
11	OutReach Main	Facility Costs	\$45,520.00	Sq Footage	2,496.00	SqFt Rate	\$1.5198
		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 footage of each grant program to the total square footage of all grant programs.					
		Facility Rental for staffing is based upon the total FTE, times allow able square foot, at the maximum square footage rate allow ed.					
		Per Square Foot allow ance	125.00	Square Footage	928.13		
		Rate per Square Foot	\$1.52	Total Staff	7.43		
				Total Staffing Allocation per mth	\$1,410.53		
		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	115.00	Total Common	1,565.00		
				Total Common Allocation per mth	\$2,378.43		
				Total Mthly Budget	\$3,788.96		
				Total Annual Budget	\$45,467.57		
				Budget	Rate	Proposed	
			\$ 45,333.33	x	15.00%	=	\$6,800.00
12	OutReach Clinical	Facility Costs	\$25,012.00	Sq Footage	600.00	SqFt Rate	\$3.4739
		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 footage of each grant program to the total square footage of all grant programs.					
		Facility Rental for staffing is based upon the total FTE, times allow able square foot, at the maximum square footage rate allow ed.					
		Per Square Foot allow ance	125.00	Square Footage	171.88		
		Rate per Square Foot	\$3.47	Total Staff	1.38		
				Total Staffing Allocation per mth	\$597.07		
		Facility Rental for meetings, group sessions, common area, child care, etc					
		Meeting/Small Group Sq Footage	125.00				
		Meeting/Large Group Sq Footage	162.00				
		Child Playroom	60.00				
		Common Area	82.00	Total Common	429.00		
				Total Common Allocation per mth	\$1,490.30		
				Total Budget Mthly Budget	\$2,087.37		
				Total Annual Budget	\$25,048.48		
				Budget	Rate	Proposed	
			\$ 25,333.33	x	15.00%	=	\$3,800.00
13	OutReach Main	Utility (electric, gas, water, trash, cable) cost to operate the facilities to meet client needs.					
			Budget	Rate	Proposed		
			\$ 8,666.67	x	15.00%	=	\$1,300.00
14	OutReach Clinical		Budget	Rate	Proposed		
			\$ 2,000.00	x	15.00%	=	\$300.00
15	Shelter		Budget	Rate	Proposed		
			\$ 11,333.33	x	15.00%	=	\$1,700.00
16	Transition		Budget	Rate	Proposed		
			\$ 4,000.00	x	15.00%	=	\$600.00

