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**Contract Number**

20-246 A-4

**SAP Number**

4400014298

**Transitional Assistance Department**

<b>Department Contract Representative</b>	<u>Marianna Martinez, Contract Analyst</u>
<b>Telephone Number</b>	<u>(909) 388-0212</u>
<b>Contractor</b>	<u>Option House, Inc.</u>
<b>Contractor Representative</b>	<u>Lisa Lemons, Executive Director</u>
<b>Telephone Number</b>	<u>(909) 383-1602</u>
<b>Contract Term</b>	<u>07/01/2020 through 06/30/2025</u>
<b>Original Contract Amount</b>	<u>\$1,295,912</u>
<b>Amendment Amount</b>	<u>\$ 361,478</u>
<b>Total Contract Amount</b>	<u>\$1,657,390</u>
<b>Cost Center</b>	<u>5017601000 and 5017611000</u>

**IT IS HEREBY AGREED AS FOLLOWS:**

**AMENDMENT NO. 4**

It is hereby agreed to amend Contract No. 20-246, 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 \$1,657,390, of which \$1,447,390 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.
- \$311,478 for FY 2020-21
  - \$311,478 for FY 2021-22
  - \$311,478 for FY 2022-23
  - \$361,478 for FY 2023-24
  - \$361,478 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. 20-246 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  
Dawn Rowe, Chair, Board of Supervisors  
JUN 11 2024

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

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



OPTION HOUSE, INC.

(Print or type name of corporation, company, contractor, etc.)  
By ► Lisa Lemons  
10002E8DAEE14D9...  
(Authorized signature - sign in blue ink)

Name Lisa Lemons  
(Print or type name of person signing contract)

Title Executive Director  
(Print or Type)

Dated: May 19, 2024

Address PO Box 970  
San Bernardino, CA 92402

FOR COUNTY USE ONLY

Approved as to Legal Form  
By Adam Ebright  
Adam Ebright, Deputy County Counsel  
Date May 20, 2024

Reviewed for Compliance  
By Patty Steven  
Patty Steven, Contracts Manager  
Date May 20, 2024

Reviewed/Approved by Department  
By James LoCurto  
James LoCurto, Director  
Date May 20, 2024

**OPTION HOUSE, INC  
PROGRAM BUDGET**

**CalWORKs/Presley Domestic Abuse (DA) Intervention and Shelter Services  
July 1, 2024- June 30, 2025**

**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:	75,000.00	15.00%	\$ 11,250.00
Benefits:	12,000.00	15.00%	\$ 1,800.00
2 Job Title: Program Manager			
Salary:	67,600.00	15.00%	\$ 10,140.00
Benefits:	15,548.00	15.00%	\$ 2,332.20
3 Job Title: Prevention Specialist			
Salary:	67,600.00	20.00%	\$ 13,520.00
Benefits:	8,112.00	20.00%	\$ 1,622.40
4 Job Title: CW Advocate (FT&PT)			
Salary:	64,000.00	100.00%	\$ 64,000.00
Benefits:	7,680.00	100.00%	\$ 7,680.00
5 Job Title: Legal Services (FT&PT)			
Salary:	83,200.00	30.00%	\$ 24,960.00
Benefits:	19,136.00	30.00%	\$ 5,740.80
6 Job Title: Shelter Staff (FT&PT))			
Salary:	304,000.00	30.00%	\$ 91,200.00
Benefits:	79,040.00	30.00%	\$ 23,712.00
7 Job Title: Office Manager			
Salary:	6,000.00	50.00%	\$ 3,000.00
Benefits:	720.00	50.00%	\$ 360.00
<b>SUBTOTALS</b>	<b>809,636.00</b>		<b>\$ 261,317.40</b>

**B. Operational Costs**

	TOTAL COST TO THE ORGANIZATION	PERCENT CHARGED TO GRANT	PROPOSED BUDGET AMOUNTS
1. Insurance	75,000.00	15.00%	\$ 11,250.00
2. Equipment Rental/IT Services	21,933.00	20.00%	\$ 4,386.60
3. Supplies-Office & Program	17,000.00	20.00%	\$ 3,400.00
4. Outreach Office Occupancy Costs	21,120.00	20.00%	\$ 4,224.00
5. Professional Accountant (CPA)	39,600.00	25.00%	\$ 9,900.00
6. Repairs/Maintenance (Outreach & Shelter)	50,000.00	20.00%	\$ 10,000.00
7. Utilities-Outstation & Shelter (Telephone, Electrical, Water, Gas, Trash, Internet)	60,000.00	25.00%	\$ 15,000.00
8. Presley Expense	42,000.00	100.00%	\$ 42,000.00
<b>SUBTOTALS</b>	<b>326,653.00</b>		<b>\$ 100,160.60</b>
<b>SUBTOTALS, (A) above</b>	<b>809,636.00</b>		<b>\$ 261,317.40</b>
<b>TOTALS</b>	<b>1,136,289.00</b>		<b>\$ 361,478.00</b>

**OPTION HOUSE, INC  
PROGRAM BUDGET NARRATIVE**

**CalWORKs/Presley Domestic Abuse (DA) Intervention and Shelter Services  
July 1, 2024- June 30, 2025**

Line Item	Explanation
1 Executive Director	1.0 FTE @ \$75,000 annual salary x 15.00% = \$11,250; benefits \$12,000 x 15.00% = \$1,800 (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 abuse 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, documented on the personnel activity sheet.
2 Program Manager	1.0 FTE @ \$67,600 annual salary x 15.00% = \$10,140; benefits \$15,548 x 15.00% = \$2,332.20 (312 hours). Responsible for Outreach program deliverables. Provides direct counseling and domestic abuse 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 @ \$67,600 annual salary x 20.00% = \$13,520; benefits \$8,112 x 20.00% = \$1,622.40 (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 @ \$64,000 salary x 100% = \$84,000; benefits \$7,680 x 100% = \$7,680. 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.
5 Legal Services	2.00 FTE @ \$83,200 salary x 30% = \$24,960; benefits \$19,136 x 30% = \$5,740.80. (1248 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 DA education services to agency clients. Allocation is based upon time spent on program, documented on the personnel activity sheet.
6 Shelter Staff (FT&PT)	8.0 FTE @ \$304,000 annual salary x 30% = \$91,200; benefits \$79,040 x 30% = \$23,712. (4200 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)	0.25 FTE @ \$6,000 annual salary x 50% = \$3,000; benefits \$720 x 50% = \$360.00 (150 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>B. Operating Expenses</b>		
1	Insurance	\$75,000 x 15.00% = \$11,250 Agency liability and D & O insurance.
2	Equipment Rental/IT Services	\$21,933 x 20.00% = 4,386.60. 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	\$17,000 x 20.00% = \$3,400. 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 25.00% = \$9,900. Services to review bookkeeping done by the Office Manger; preparation of monthly bilings; budget preparation; liaison with annual financial statement auditors
6	Repairs/Maintenance (Outreach & Shelter)	\$50,000 x 20.00% = \$10,000. Necessary repairs, maintenance and cleaning for both the Shelter and Outreach locations.
7	Utilities - Outstation & Shelter	\$60,000 x 20.00% = \$15,000. Utility costs (electric, gas, water, trash, telephone, internet etc.) to operate the Outreach office and Shelter to meet program needs.
8	Presley Expense	Annual amount \$42,000 (100%) towards expenses that are attributable to the Domestic Abuse Program as augmentation to the cost of providing direct services and maintaining a shelter as a safe haven for victims of domestic abuse and their children. The services provided are outlined within the CalWORKs/Presley Domestic Abuse Intervention and Shelter Services Plan (Attachment A).