



**Contract Number**

20-244 A-2

**SAP Number**

4400014296

**Transitional Assistance Department**

**Department Contract Representative** John Greswit, Contract Analyst  
**Telephone Number** (909) 388-0255

**Contractor** House of Ruth, Inc  
**Contractor Representative** Pat Bell, Executive Director  
**Telephone Number** (909) 623-4364  
**Contract Term** 07/01/2020 through 06/30/2023  
**Original Contract Amount** \$543,692  
**Amendment Amount** \$271,846  
**Total Contract Amount** \$815,538  
**Cost Center** 5017601000 and 5017611000

**IT IS HEREBY AGREED AS FOLLOWS:**

**AMENDMENT NO. 1**

It is hereby agreed to amend Contract No. 20-244, effective July 1, 2022, 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 \$815,538 (\$271,846 for FY 2020-21; \$271,846 for FY 2021-22, \$271,846 for FY 2021-22) of which \$731,538 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

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

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

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 amended expiration date of June 30, 2022, to expire on June 30, 2023, but may be terminated earlier in accordance with provisions of Section IX of the Contract. The Contract term may be extended for two (2) additional one year period by mutual agreement of the parties.

**ATTACHMENT F – PROGRAM BUDGET:**

Add Program Budget for FY 2022-23

**All other terms and conditions of Contract No. 20-244 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

►  
\_\_\_\_\_  
Curt Hagman, Chairman, 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

House of Ruth, Inc.  
\_\_\_\_\_  
*(Print or type name of corporation, company, contractor, etc.)*

By ► \_\_\_\_\_  
*(Authorized signature - sign in blue ink)*

Name Pat Bell  
*(Print or type name of person signing contract)*

Title Executive Director  
*(Print or Type)*

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

Address PO Box 459  
\_\_\_\_\_  
Claremont, CA 91711

**FOR COUNTY USE ONLY**

Approved as to Legal Form ► Adam Ebright, Deputy County Counsel Date _____	Reviewed for Contract Compliance ► Patty Steven, HS Contracts Date _____	Reviewed/Approved by Department ► Gilbert Ramos, Director Date _____
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**Organization: House of Ruth, Inc.**  
**CalWORKs/Presley Domestic Violence Intervention and Shelter Services**  
**July 1, 2022 - June 30, 2023**

**I. PROGRAM COSTS**

List only those items of cost which are chargeable, in whole or part, to the program.

**A. Salaries and Benefits**

	TOTAL COST TO THE ORGANIZATION	PERCENT CHARGED TO GRANT	TOTAL COST TO GRANT
1 Job Title: Program Director			
Salary:	105,000	15.00%	\$ 15,750
Benefits:	21,000	15.00%	3,150
2 Job Title: Community SVC Manager			
Salary:	62,400	50.00%	\$ 31,200
Benefits:	12,480	50.00%	6,240
3 Job Title: Case Manager			
Salary:	41,206	50.00%	\$ 20,603
Benefits:	8,241	49.99%	4,120
4 Job Title: Case Manager			
Salary:	40,000	50.00%	\$ 20,000
Benefits:	8,000	50.00%	4,000
6 Job Title: Therapist			
Salary:	49,842	65.00%	\$ 32,397
Benefits:	9,968	65.00%	6,479
7 Community Services Advocate			
Salary:	36,075	90.00%	\$ 32,468
Benefits:	7,215	90.01%	6,494
<b>SUBTOTALS</b>	<b>\$ 401,428</b>		<b>\$ 182,901</b>

**B. Operational Costs**

	TOTAL COST TO THE ORGANIZATION	PERCENT CHARGED TO GRANT	TOTAL COST TO GRANT
1. Office Supplies	\$ 500	100.00%	\$ 500
2. Program Supplies	500	100.00%	500
3. SB County Office Telephones	52,360	4.97%	2,600
4. Rent	19,845	56.61%	11,235
5. Utilities / Maintenance	5,000	100.00%	5,000
6. Copier Lease -SB County	3,200	100.00%	3,200
7. Mileage	800	100.00%	800
8. Printing	183	100.00%	183
9. General Liability	63,000	5.31%	3,344
10. De Minimis	195,828	10.00%	19,583
11. Presley Expense	42,000	100%	42,000
18. <b>SUBTOTALS</b>	<b>\$ 383,216</b>		<b>\$ 88,945</b>
19. <b>SUBTOTALS, (A) above</b>	<b>\$ 401,428</b>		<b>\$ 182,901</b>
20. <b>TOTALS</b>	<b>\$ 784,644</b>		<b>\$ 271,846</b>

<b>HOUSE OF RUTH, INC</b>		
<b>PROGRAM BUDGET NARRATIVE</b>		
<b>CalWORKs/Presley Domestic Violence Intervention and Shelter Services</b>		
<b>July 1, 2022 – June 30, 2023</b>		
<b>Item#</b>	<b>Item Name</b>	<b>Narrative (explanation/justification)</b>
<b>A. Salaries and Benefits</b>		
1.	Program Director	The Programs Director has an annual salary of \$105,000 and is responsible for directing the delivery of all program services provided to clients and the community, including residential shelter, community services, and counseling programs; ensures that all programs are in compliance. Allocation of 15% (\$15,750) is based on time spent on the program per the personnel activity sheet.
2.	Community Services Manager	The Community Services Manager has an annual salary of \$62,400 and is responsible for the coordination of day to day case management services for battered women in the San Bernardino CalWORKs program and for providing direct services to CalWORKs clients. Allocation of 50% (\$31,200) is based on time spent on the program per the personnel activity sheet.
3.	Case Manager	The Case Manager has an annual salary of \$41,206 and shall provide case management services and support to clients at the San Bernardino County outreach office. This position will be co-located at House of Ruth's SB County outreach office and the Ontario and Rancho Cucamonga TAD offices. Allocation of 50% (\$20,603) is based on time spent on program per the personnel activity sheet. The Case Manager is bilingual English/Spanish.
4.	Case Manager	The Case Manager has an annual salary of \$40,000 and shall provide case management services and support to clients at the San Bernardino County outreach office. This position will be co-located at House of Ruth's SB County outreach office and the Ontario and Rancho Cucamonga TAD offices. Allocation of 50% (\$20,000) is based on time spent on program per the personnel activity sheet. The Case Manager is bilingual English/Spanish.
5.	Therapist	The Therapist has an annual salary of \$49,842 and shall provide counseling services to clients at the San Bernardino County outreach office. Allocation of 65% (\$32,397) is based on time spent on program as documented on the personnel activity sheet.
7.	Community Services Advocate	The Community Services Advocate has an annual salary of \$36,075 and will serve as the first point of contact at House of Ruth's SB County outreach office, make referrals, and complete intakes for walk-in clients. Allocation of 90% (32,468) is based on time spent on program.
8.	Benefits:	Staff benefits are calculated at 20% of salaries.

<b>B. Operating Expenses</b>		
1.	Office Supplies	100% (\$500) of the total cost of supplies shall be charged to this grant. The percentage of office supplies is based on the number of employees located at the San Bernardino County Office.
2.	Program Supplies	100% (\$500) of the total cost of supplies shall be charged to this grant. All program supplies charged directly benefit the program. The percentage of office supplies is based on the number of employees located at the San Bernardino County Office.
3.	Telephones: San Bernardino County office.	100% (\$2,600) of the total cost of telephone service for House of Ruth's San Bernardino County office shall be charged to this grant.
4.	Rent: San Bernardino County office	56.60% (\$11,235) of the total cost of rent, utilities and maintenance for the San Bernardino County outreach office shall be charged to this grant.
5.	Utilities/Maintenance: San Bernardino County office	100% (\$5,000) of the total cost of, utilities and maintenance for the San Bernardino County outreach office shall be charged to this grant.
6.	Copier Lease: San Bernardino County office	100% (\$3,200) of the total cost of the Copier Lease located at the San Bernardino County Office shall be charged to this grant. Use of the copier includes duplicating printed program materials, data for client files, monthly statistical reporting and reimbursement
7.	Mileage	100% (\$800) of the total cost of mileage shall be charged to this grant. Mileage is submitted by staff members assigned to the San Bernardino CalWORKs contract for travel related to the project.
8.	Printing	100% (\$183) of the total cost of printing program materials for the San Bernardino County office shall be charged to this grant.
9.	General Liability Insurance	5.31% (\$3,344) of the total cost of liability insurance shall be charged to this grant. House of Ruth will maintain all required insurance at the levels specified in this application.
10.	De Minimus	10% (\$19,583) of the total cost of salaries, benefits, and operating expenses shall be charged to this grant. De Minimus represents of the administrative costs that are associated with carrying out House of Ruth's domestic violence services including case management, counseling, and other supportive services to San Bernardino CalWORKs clients.
11.	Presley Funds	House of Ruth uses Presley funds (\$42,000) administered by the County of San Bernardino to support shelter and programs that benefit battered women and their children from the County.