



Contract Number

20-245 A-4

SAP Number

4400014297

Transitional Assistance Department

| | |
|---|-------------------------------------|
| Department Contract Representative | Marianna Martinez, Contract Analyst |
| Telephone Number | (909) 388-0212 |
| Contractor | Morongo Basin Unity Home, Inc |
| Contractor Representative | Susanna Barnett, Executive Director |
| Telephone Number | (760) 366-1247 |
| Contract Term | 07/01/2020 through 06/30/2025 |
| Original Contract Amount | \$1,261,804 |
| Amendment Amount | \$ 352,951 |
| Total Contract Amount | \$1,614,755 |
| Cost Center | 5017601000 and 5017611000 |

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT NO. 4

It is hereby agreed to amend Contract No. 20-245, effective 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 \$1,614,755 of which \$1,404,755 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.
- \$302,951 for FY 2020-21.
 - \$302,951 for FY 2021-22.
 - \$302,951 for FY 2022-23.
 - \$352,951 for FY 2023-24.
 - \$352,951 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. 20-245 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

MORONGO BASIN UNITY HOME, INC.

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

►

Dawn Rowe, Chair, 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 Susanna Barnett
(Print or type name of person signing contract)

Title Executive Director
(Print or Type)

Lynna Monell
Clerk of the Board of Supervisors
San Bernardino County

By _____
Deputy

Dated: _____

Address PO Box 966
Yucca Valley, CA 92286

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 _____

| Morongo Basin Unity Home, Inc | | | | |
|---|--|--|--------------------------|-------------------------|
| Program Contract Effective 07/01/24 | | | | |
| Domestic Abuse (DA) Intervention and Shelter Services | | | | |
| July 01, 2024 - June 30, 2025 | | | | |
| Cost Item | | TOTAL COST TO THE ORGANIZATION | PERCENT CHARGED TO GRANT | Proposed Budget Amounts |
| A. Salaries and Benefits | | | | |
| 1 | Job Title: | Executive Director | | |
| | Salary: | | \$107,300.00 | 15.00% |
| | Benefits: | | \$26,825.00 | 15.00% |
| 2 | Job Title: | Sr Mgr/HR Administrator | | |
| | Salary: | | \$74,000.00 | 15.00% |
| | Benefits: | | \$18,500.00 | 15.00% |
| 3 | Job Title: | Fiscal Mgr / DA Legal Advocate | | |
| | Salary: | | \$45,760.00 | 35.00% |
| | Benefits: | | \$13,478.91 | 35.00% |
| 4 | Job Title: | DA Prevention Education/Program Mgr | | |
| | Salary: | | \$45,760.00 | 40.00% |
| | Benefits: | | \$15,100.80 | 40.00% |
| 5 | Job Title: | CW Case Worker | | |
| | Salary: | | \$37,440.00 | 100.00% |
| | Benefits: | | \$5,616.00 | 100.00% |
| 6 | Job Title: | DA Statistical Data | | |
| | Salary: | | \$47,840.00 | 30.00% |
| | Benefits: | | \$12,247.04 | 30.00% |
| 7 | Job Title: | Shelter Lead | | |
| | Salary: | | \$43,680.00 | 50.00% |
| | Benefits: | | \$17,472.00 | 50.00% |
| 8 | Job Title: | DA Advocate FT/PT/OC/Childcare (Shelter, Outreach, Transitional) | | |
| | Salary: | | \$277,680.00 | 35.00% |
| | Benefits: | | \$41,652.00 | 35.00% |
| SUBTOTALS | | | \$830,351.75 | |
| B. Operational Costs | | | | |
| Cost Item | | TOTAL COST TO THE ORGANIZATION | PERCENT CHARGED TO GRANT | Proposed Budget Amounts |
| 1 | Insurance | | \$30,000.00 | 15.00% |
| 2 | Professional Accounting Services | | \$36,000.00 | 15.00% |
| 3 | IT/Equipment Rental | | \$10,000.00 | 15.00% |
| 4 | Supplies/General & Program & Occupancy | | \$8,700.00 | 15.00% |
| 5 | Maintenance and Repairs (Outreach, Shelter & Transition) | | \$25,000.00 | 15.00% |
| 6 | Utilities | Outreach, Shelter & Transition | \$40,000.00 | 30.00% |
| | | (electricity, water, gas, trash, telephone and internet) | | |
| | | Presley | \$42,000.00 | 100.00% |
| SUBTOTALS | | | \$228,094.21 | |
| SUBTOTALS, (A) above | | | \$664,508.92 | |
| TOTALS | | | \$892,603.13 | |

Morongo Basin Unity Home, Inc
CalWORKs/Presley Domestic Abuse (DA) Intervention and Shelter Services
Program Contract Effective 07/01/24
July 01, 2024 - June 30, 2025

Provide explanation and justification for every line item declared in Program Budget Summary for both A. Salaries and Benefits and B. Administrative Costs. Narration is required on how and why the organization derived the cost to organization, the percen

| Item # | Item Description | Narrative (Explanation/Justification) | | | | | | | |
|--------|-------------------------------------|--|-----|--------|--------------|------|----------|---|-------------|
| A | | | | | | | | | |
| 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 | @ | \$107,300.00 | x | 15.00% | = | \$16,095.00 |
| | Benefits: | | | | \$26,825.00 | x | 15.00% | = | \$4,023.75 |
| | | | | | | | | | 312 hours |
| 2 | Sr Mgr/HR Administrator | Responsible for working with management to develop staff procedures, revise policies and update job descriptions. Responsible for staff scheduling, pay roll, workmans comp and liability insurance. Back ground scheduling.Keep and maintain all personal files. And all Human Resource responsibilities. | | | | | | | |
| | | Allocation is based upon time spent on program, documented on the personnel activity sheet. | | | | | | | |
| | | | | Budget | | Rate | Proposed | | |
| | Salary: | 1.00 | FTE | @ | \$74,000.00 | x | 15.00% | = | \$11,100.00 |
| | Benefits: | | | | \$18,500.00 | x | 15.00% | = | \$2,775.00 |
| | | | | | | | | | 312 hours |
| 3 | Fiscal Mgr / DA Legal 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. | | | | | | | |
| | | Allocation is based upon time spent on program, documented on the personnel activity sheet. | | | | | | | |
| | | | | Budget | | Rate | Proposed | | |
| | Salary: | 1.00 | FTE | @ | \$45,760.00 | x | 35.00% | = | \$16,016.00 |
| | Benefits: | | | | \$13,478.91 | x | 35.00% | = | \$4,717.62 |
| | | | | | | | | | 728 hours |
| 4 | DA Prevention Education/Program Mgr | Provides program and administrative support (58%), conducts all educational functions, media relations & works as a liaison aboard the military base, makes community Presentations (42%) and Oversees Law Enforcement Task force | | | | | | | |
| | | Allocation is based upon time spent on program, documented on the personnel activity sheet. | | | | | | | |
| | | | | Budget | | Rate | Proposed | | |
| | | 1.00 | FTE | @ | \$45,760.00 | x | 40.00% | = | \$18,304.00 |
| | | | | | \$15,100.80 | x | 40.00% | = | \$6,040.32 |
| | | | | | | | | | 832 hours |

| | | |
|---|--|--|
| 5 | CW Case Worker | Outreach Staff is responsible for intake screening, information referral for Calworks recipients/applications and program administration |
| | | Allocation is based upon time spent on program, documented on the personnel activity sheet. |
| | | Budget Rate Proposed |
| | Salary: | 1.00 FTE @ \$37,440.00 x 100.00% = \$37,440.00 |
| | Benefits: | \$5,616.00 x 100.00% = \$5,616.00 |
| | | 2080 hours |
| 6 | DA Statistical Data | 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, maintains accurate records of accounts payable and receivable, assists in compiling information for annual audits. Purchase and inventory of equipment and supplies. Provides direct client services by answering hotline calls, provides phone counseling. |
| | | Allocation is based upon time spent on program, documented on the personnel activity sheet. |
| | | Budget Rate Proposed |
| | Salary: | 1.00 FTE @ \$47,840.00 x 30.00% = \$14,352.00 |
| | Benefits: | \$12,247.04 x 30.00% = \$3,674.11 |
| | | 624 hours |
| 7 | Shelter Lead | Oversees daily operations at the Shelter; supervises all Shelter staff; ensures compliance at the Shelter with all grant requirements; provides direct client services including counseling with clients and their children |
| | | Allocation is based upon time spent on program, documented on the personnel activity sheet. |
| | | Budget Rate Proposed |
| | Salary: | 1.00 FTE @ \$43,680.00 x 50.00% = \$21,840.00 |
| | Benefits: | \$17,472.00 x 50.00% = \$8,736.00 |
| | | 1040 hours |
| 9 | DA Advocate FT/PT/OC/Childcare (Shelter, Outreach and Transition) | 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; provides referrals and assistance to clients in need of housing, utility assistance, transportation assistance and food. Responsible for shelter-related program deliverables and direct shelter client services, including counseling, case management and group facilitation, on day and swing shifts; answer |
| | | Allocation is based upon time spent on program, documented on the personnel activity sheet. |
| | | Budget Rate Proposed |
| | Salary: | 7.00 FTE @ \$277,680.00 x 35.00% = \$97,188.00 |
| | Benefits: | \$41,652.00 x 35.00% = \$14,578.20 |
| | | 5096 hours |
| | Total Salaries | 14.00 FTE \$679,460.00 \$232,335.00 |
| | Total Taxes/Benefits | \$150,891.75 \$50,161.00 |
| | Totals | <u>\$830,351.75</u> <u>\$282,496.00</u> |

| Item # | Item Description | Narrative (Explanation/Justification) | | | |
|-------------------------|---|--|-----------|----------|----------------------|
| B | Operations | | | | |
| 1 | Insurance - General Liability | Agency liability and D & O insurance. | | | |
| | | Budget | Rate | Proposed | |
| | | \$30,000.00 | x 15.00% | = | \$4,500.00 |
| 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 15.00% | = | \$5,400.00 |
| 3 | IT/Equipment Rental | Professional computer and copier support (including rental fees) for both hardware and software to maintain data/statistical systems and network. | | | |
| | | Budget | Rate | Proposed | |
| | | \$10,000.00 | x 15.00% | = | \$1,500.00 |
| 4 | Supplies (General, Program and Occupancy) | Supplies to implement the day to day tasks of the program needs. | | | |
| | | Budget | Rate | Proposed | |
| | | \$8,700.00 | x 15.00% | = | \$1,305.00 |
| 5 | Maintenance & Repairs | General maintenance, cleaning and repairs of the Shelter, Outreach and Transitional Housing locations to ensure a safe/secure environment for clients and staff. | | | |
| | | Budget | Rate | Proposed | |
| | | \$25,000.00 | x 15.00% | = | \$3,750.00 |
| 11 | Utilities OutReach, Shelter and Transitional Housing Locations | Utility (electric, gas, water, trash, telephone, internet and cable) cost to operate the facilities to meet client needs. | | | |
| | | Budget | Rate | Proposed | |
| | | \$40,000.00 | x 30.00% | = | \$12,000.00 |
| Total Operations | | \$149,700.00 | | | \$28,455.00 |
| Presley | | \$42,000.00 | x 100.00% | = | \$ 42,000.00 |
| TOTALS | | \$872,351.75 | | | \$ 352,951.00 |