



Contract Number

20-244 A-1

SAP Number

4400014296

Transitional Assistance Department

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

Contractor House of Ruth, Inc.
Contractor Representative Pat Bell, Executive Director
Telephone Number (909) 623-4346
Contract Term 7/01/20 through 06/30/22
Original Contract Amount \$271,846
Amendment Amount \$271,846
Total Contract Amount \$543,692
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, 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 \$543,692 (\$271,846 for FY 2020-21; \$271,846 for FY 2021-22), of which \$459,692 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.

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.

All other terms and conditions of Contract No. 20-244 remain in full force and effect.

COUNTY OF SAN BERNARDINO

▶

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
of the County of San Bernardino

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

▶
Jennifer Mulhall-Daudel, HS Contracts

Date _____

Reviewed/Approved by Department

▶
Gilbert Ramos, Director

Date _____

HOUSE OF RUTH, INC.
PROGRAM BUDGET
CalWORKs/Presley Domestic Violence Intervention and Shelter Services
July 1, 2021 through June 30, 2022

I. PROGRAM COSTS**A. Salaries and Benefits**

	TOTAL COST TO THE ORGANIZATION	PERCENT CHARGED TO GRANT	TOTAL COST TO GRANT
1. Job Title: Program Director			
Salary:	\$ 91,413	15.00%	\$ 13,712
Benefits:	26,190	15.00%	3,928
2. Job Title: Community Svc Manager			
Salary:	\$ 56,000	50.00%	\$ 28,000
Benefits:	16,044	50.00%	8,022
3. Job Title: Case Manager			
Salary:	\$ 38,397	50.00%	\$ 19,199
Benefits:	11,001	50.00%	5,500
4. Job Title: Case Manager			
Salary:	\$ 38,397	50.00%	\$ 19,199
Benefits:	11,001	50.00%	5,500
Benefits:	11,001	25.00%	2,750
5. Job Title: Therapist			
Salary:	\$ 50,128	65.00%	\$ 32,583
Benefits:	14,362	65.00%	9,335
6. Job Title: Community Services Advocate			
Salary:	\$ 31,200	100.00%	\$ 31,200
Benefits:	8,939	100.00%	8,939
SUBTOTALS	\$ 393,071		\$ 185,117

B. Operating Expenses

	TOTAL COST TO THE ORGANIZATION	PERCENT CHARGED TO GRANT	TOTAL COST TO GRANT
1. Office Supplies	\$ 250	100.00%	\$ 250
2. Program Supplies	\$ 500	100.00%	\$ 500
3. SB County Office Telephones	\$ 2,600	100.00%	\$ 2,600
4. Rent	\$ 19,845	59.8841%	\$ 11,884
5. Utilities/Maintenance	\$ 3,000	100.00%	\$ 3,000
6. SB County Office Copier Lease	\$ 1,800	100.00%	\$ 1,800
7. Mileage	\$ 1,500	100.00%	\$ 1,500
8. Printing	\$ 200	100.00%	\$ 200
9. General Liability	\$ 63,000	5.3079%	\$ 3,344
10. De Minimis	\$ 196,511	10.00%	\$ 19,651
11. Presley Expense	\$ 42,000	100.00%	\$ 42,000
SUBTOTALS	\$ 331,206		\$ 86,729
SUBTOTALS, (A) above	\$ 393,071		\$ 185,117
TOTALS	\$ 724,277		\$ 271,846

HOUSE OF RUTH, INC		
PROGRAM BUDGET NARRATIVE		
CalWORKs/Presley Domestic Violence Intervention and Shelter Services		
July 1, 2021 – June 30, 2022		
Provide explanation and justification for <u>every</u> line item declared in Program Budget Summary for both <u>A. Salaries and Benefits</u> and <u>B. Administrative Costs</u> . Narration is required on <u>how</u> and <u>why</u> the organization derived the cost to organization, the percent charged to the CalWORKs grant, and how this amount will be allocated.		
Item#	Item Name	Narrative (explanation/justification)
A. Salaries and Benefits		
1.	Program Director	Annual salary of \$91,413 is the comparable rate for this position. The Programs Director 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% (\$13,712) is based on time spent on the program per the personnel activity sheet.
2.	Community Services Manager	Annual salary of \$56,000 is the comparable rate for this position. The Community Services Manager 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% (\$28,000) is based on time spent on the program per the personnel activity sheet.
3.	Case Manager	Annual salary of \$38,397 is the comparable rate for this position. The Case Manager 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% (\$19,199) is based on time spent on program per the personnel activity sheet. The Case Manager is bilingual English/Spanish.
4.	Case Manager	Annual salary of \$38,397 is the comparable rate for this position. The Case Manager 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% (\$19,199) is based on time spent on program per the personnel activity sheet. The Case Manager is bilingual English/Spanish.
5.	Therapist	Annual salary of \$50,128 is the comparable rate for this position. The Therapist shall provide counseling services to clients at the San Bernardino County outreach office. Allocation of 65% (\$32,583) is based on time spent on program as documented on the personnel activity sheet.

6.	Community Services Advocate	Annual salary of \$31,200 is the comparable rate for this position. The Community Services Advocate 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 100% (\$31,200) is based on time spent on program.
7.	Benefits:	Staff benefits are calculated at 28.64% of salaries.

B. Operating Expenses		
1.	Office Supplies	100% (\$250) 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	59.8841% (11,884) 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% 9(\$3,000) 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% (\$1,800) 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 requests.
7.	Mileage	100% (\$1,500) 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
8.	Printing	100% (\$200) of the total cost of printing program materials for the San Bernardino County office shall be charged to this grant.
9.	General Liability Insurance	5.3079% (\$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% (\$19,651) 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 administered by the County of San Bernardino to support shelter and programs that benefit battered women and their children from the County.