

**AGREEMENT WITH CASA DE LA FAMILIA TO PROVIDE
AN OPERATIONS SPECIALIST FOR THE
SANTA ANA FAMILY JUSTICE CENTER**

THIS AGREEMENT is made and entered into on this 21st day of June, 2022 by and between Casa de la Familia, a 501(c)(3) non-profit organization (“Consultant”), and the City of Santa Ana, a charter city and municipal corporation organized and existing under the Constitution and laws of the State of California (“City”).

RECITALS

- A. In June 2019, the City of Santa Ana and the Santa Ana Police Department sought federal funding assistance to assist and implement the Santa Ana Family Justice Center (SAFJC). The SAFJC joined 90 other Family Justice Centers nationwide in their affiliation with Alliance for HOPE International. The establishment of the Family Justice Center, modeled after best practices from across the country, is uniquely situated to immediately and positively impact many lives and has proven a critical and successful resource for the Santa Ana community.
- B. On February 16, 2022, the City issued a Request for Proposal No. 22-022 (“RFP”) seeking a qualified firm to provide a professional and experienced specialist with a background in community service, victim advocacy, and/or social services to coordinate and accomplish the daily operations of the Santa Ana Family Justice Center (SAFJC), while maintaining strong relationships with community partners, planning and coordinating special events, and organizing staff.
- C. The Consultant provided the only timely proposal, incorporated by reference to this Agreement, which was selected by the City. Consultant represents that it is able and willing to provide such services to the City which it has provided to the City since July 1, 2020 (A-2020-110). Consultant has continued to provide services for the SAFJC since the expiration of the Agreement on December 31, 2021.
- D. In undertaking the performance of this Agreement, Consultant represents that it is knowledgeable in this field and that any services performed by Consultant under this Agreement will be performed in compliance with such standards as may reasonably be expected from a professional consulting firm in the field.

NOW THEREFORE, in consideration of the mutual and respective promises, and subject to the terms and conditions hereinafter set forth, the parties agree as follows:

1. SCOPE OF SERVICES

Consultant shall perform during the term of this Agreement, the tasks and obligations required to fully and adequately complete the services detailed in the scope of services related to the **SAFJC Operations Specialist** project as set forth in **Exhibit A**. Consultant shall provide an independent contractor and/or employee who demonstrates experience, knowledge, and capacity

to carry out services as specified herein with the intent that this subcontractor(s) shall be on-site at the SAFJC between 30 – 40 hours per week staffing the SAFJC Monday through Friday.

2. COMPENSATION

- a. City agrees to compensate Consultant for services provided to the City since the expiration of Agreement #A-2020-110 on December 31, 2021 through June 30, 2022 consistent with the rates detailed in Agreement #A-2020-110.
- b. Beginning July 1, 2022, City agrees to pay, and Consultant agrees to accept as total payment for its services for City, the rates and charges provided in **Exhibit B**.
- c. The maximum amount to be paid during the initial term of this Agreement shall not exceed **\$331,633**. This amount includes costs under Section 2.a., above, and compensation for services per the rates and charges provided in **Exhibit B**.
- d. This amount, above, does not include additional compensation for services provided should the parties exercise the extension terms provided under Section 3, below. Additional compensation is subject to approval by the City Council for the City of Santa Ana.
- e. Payment by City shall be made within forty-five (45) days following receipt of proper invoice evidencing work performed, subject to City accounting procedures. Payment need not be made for work which fails to meet the standards of performance set forth in the Recitals which may reasonably be expected by City.

3. TERM

This Agreement shall commence on July 1, 2022 and continue for a three (3) year period until June 30, 2025, with the option for the City to grant up to two (2) one (1) year renewals, exercisable by a writing by the City Manager and the City Attorney, unless terminated earlier in accordance with Section 16, below.

4. INDEPENDENT CONTRACTOR

Consultant, and any employees, subcontractors or substitutes shall, during the entire term of this Agreement, be construed to be an independent contractor and not an employee of the City. This Agreement is not intended nor shall it be construed to create an employer-employee relationship, a joint venture relationship, or to allow the City to exercise discretion or control over the professional manner in which Consultant performs the services which are the subject matter of this Agreement; however, the services to be provided by Consultant shall be provided in a manner consistent with all applicable standards and regulations governing such services. Consultant shall pay all salaries and wages, employer's social security taxes, unemployment insurance and similar taxes relating to employees and shall be responsible for all applicable withholding taxes.

5. OWNERSHIP OF MATERIALS

This Agreement creates a non-exclusive and perpetual license for City to copy, use, modify, reuse, or sublicense any and all copyrights, designs, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded on computer diskettes, which are prepared or caused to be prepared by Consultant under this Agreement (“Documents & Data”). Consultant shall require all subcontractors to agree in writing that City is granted a non-exclusive and perpetual license for any Documents & Data the subcontractor prepares under this Agreement. Consultant represents and warrants that Consultant has the legal right to license any and all Documents & Data. Consultant makes no such representation and warranty in regard to Documents & Data which were provided to Consultant by the City. City shall not be limited in any way in its use of the Documents and Data at any time, provided that any such use not within the purposes intended by this Agreement shall be at City’s sole risk.

6. INSURANCE

Prior to undertaking performance of work under this Agreement, Consultant shall maintain and shall require its subcontractors, if any, to obtain and maintain insurance as described below:

- a. Coverage shall be at least as broad as:
 1. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$1,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
 2. **Automobile Liability:** Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Consultant has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
 3. **Workers’ Compensation** insurance as required by the State of California, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.
 4. **Professional Liability (Errors and Omissions)** Insurance appropriate to the Consultant’s profession, with limit no less than **\$1,000,000** per occurrence or claim, **\$2,000,000** aggregate.

If the Consultant maintains broader coverage and/or higher limits than the minimums shown above, the City requires and shall be entitled to the broader coverage and/or the higher limits maintained by the contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

Additional Insured Status

The City, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Consultant's insurance (at least as broad as ISO Form CG 20 10 11 85 or **both** CG 20 10, CG 20 26, CG 20 33, or CG 20 38; **and** CG 20 37 forms if later revisions used).

Primary Coverage

For any claims related to this contract, the **Consultant's insurance coverage shall be primary** insurance primary coverage at least as broad as ISO CG 20 01 04 13 as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

Notice of Cancellation

Each insurance policy required above shall state that **coverage shall not be canceled, except with notice to the City.**

Waiver of Subrogation

Consultant hereby grants to City a waiver of any right to subrogation which any insurer of said Consultant may acquire against the City by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

Self-Insured Retentions

Self-insured retentions must be declared to and approved by the City. The City may require the Consultant to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or City.

Acceptability of Insurers

Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City.

Claims Made Policies

If any of the required policies provide coverage on a claims-made basis:

1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
2. Insurance must be maintained and evidence of insurance must be provided **for at least five (5) years after completion of the contract of work.**

3. If coverage is canceled or non-renewed, and not ***replaced with another claims-made policyform with a Retroactive Date*** prior to the contract effective date, the Consultant must purchase “extended reporting” coverage for a minimum of ***five (5)*** years after completion of contract work.

Verification of Coverage

Consultant shall furnish the City with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to City before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant’s obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Subcontractors

Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that City is an additional insured on insurance required from subcontractors.

Special Risks or Circumstances

City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

7. INDEMNIFICATION

Consultant agrees to defend, and shall indemnify and hold harmless the City, its officers, agents, employees, contractors, special counsel, and representatives from liability: (1) for personal injury, damages, just compensation, restitution, judicial or equitable relief arising out of claims for personal injury, including death, and claims for property damage, which may arise from the negligent operations of the Consultant, its subcontractors, agents, employees, or other persons acting on its behalf which relates to the services described in section 1 of this Agreement; and (2) from any claim that personal injury, damages, just compensation, restitution, judicial or equitable relief is due by reason of the terms of or effects arising from this Agreement. This indemnity and hold harmless agreement applies to all claims for damages, just compensation, restitution, judicial or equitable relief suffered, or alleged to have been suffered, by reason of the events referred to in this Section or by reason of the terms of, or effects, arising from this Agreement. The Consultant further agrees to indemnify, hold harmless, and pay all costs for the defense of the City, including fees and costs for special counsel to be selected by the City, regarding any action by a third party challenging the validity of this Agreement, or asserting that personal injury, damages, just compensation, restitution, judicial or equitable relief due to personal or property rights arises by reason of the terms of, or effects arising from this Agreement. City may make all reasonable decisions with respect to its representation in any legal proceeding. Notwithstanding the foregoing, to the extent Consultant’s services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant.

8. INTELLECTUAL PROPERTY INDEMNIFICATION

Consultant shall defend and indemnify the City, its officers, agents, representatives, and employees against any and all liability, including costs, for infringement of any United States' letters patent, trademark, or copyright infringement, including costs, contained in the work product or documents provided by Consultant to the City pursuant to this Agreement.

9. RECORDS

Consultant shall keep records and invoices in connection with the work to be performed under this Agreement. Consultant shall maintain complete and accurate records with respect to the costs incurred under this Agreement and any services, expenditures, and disbursements charged to the City for a minimum period of three (3) years, or for any longer period required by law, from the date of final payment to Consultant under this Agreement. All such records and invoices shall be clearly identifiable. Consultant shall allow a representative of the City to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement during regular business hours. Consultant shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement for a period of three (3) years from the date of final payment to Consultant under this Agreement.

10. CONFIDENTIALITY

If Consultant receives from the City information which due to the nature of such information is reasonably understood to be confidential and/or proprietary, Consultant agrees that it shall not use or disclose such information except in the performance of this Agreement, and further agrees to exercise the same degree of care it uses to protect its own information of like importance, but in no event less than reasonable care. "Confidential Information" shall include all nonpublic information. Confidential information includes not only written information, but also information transferred orally, visually, electronically, or by other means. Confidential information disclosed to either party by any subsidiary and/or agent of the other party is covered by this Agreement. The foregoing obligations of non-use and nondisclosure shall not apply to any information that (a) has been disclosed in publicly available sources; (b) is, through no fault of the Consultant disclosed in a publicly available source; (c) is in rightful possession of the Consultant without an obligation of confidentiality; (d) is required to be disclosed by operation of law; or (e) is independently developed by the Consultant without reference to information disclosed by the City.

11. CONFLICT OF INTEREST CLAUSE

Consultant covenants that it presently has no interests and shall not have interests, direct or indirect, which would conflict in any manner with performance of services specified under this Agreement.

12. NON-DISCRIMINATION

Consultant, and any employees, subcontractors or substitutes shall not discriminate because of race, color, creed, religion, sex, marital status, sexual orientation, gender identity, gender expression, gender, medical conditions, genetic information, or military and veteran status, age, national origin, ancestry, or disability, as defined and prohibited by applicable law, in the recruitment, selection, teaching, training, utilization, promotion, termination or other employment related activities or any services provided under this Agreement. Consultant affirms that it is an equal opportunity employer and shall comply with all applicable federal, state and local laws and regulations.

13. LIVE SCAN BACKGROUND CHECK

Consultant, and any employees, subcontractors or substitutes, shall arrange for and submit their fingerprints for a criminal background check through the Department of Justice through the City's Human Resources or Santa Ana Police Department process. Consultant shall be responsible for all charges associated with fingerprinting. Consultant shall not perform any services pursuant to this Agreement until clearance is received and Consultant is notified by the Santa Ana Police Department.

14. EXCLUSIVITY AND AMENDMENT

This Agreement represents the complete and exclusive statement between the City and Consultant, and supersedes any and all other agreements, oral or written, between the parties. In the event of a conflict between the terms of this Agreement and any attachments hereto, the terms of this Agreement shall prevail. This Agreement may not be modified except by written instrument signed by the City and by an authorized representative of Consultant. The parties agree that any terms or conditions of any purchase order or other instrument that are inconsistent with, or in addition to, the terms and conditions hereof, shall not bind or obligate Consultant or the City. Each party to this Agreement acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which is not embodied herein.

15. ASSIGNMENT

Inasmuch as this Agreement is intended to secure the specialized services of Consultant, Consultant may not assign, transfer, delegate, or subcontract any interest herein without the prior written consent of the City and any such assignment, transfer, delegation or subcontract without the City's prior written consent shall be considered null and void. Nothing in this Agreement shall be construed to limit the City's ability to have any of the services which are the subject to this Agreement performed by City personnel or by other consultants retained by City.

16. TERMINATION

This Agreement may be terminated by the City upon thirty (30) days written notice of termination. In such event, Consultant shall be entitled to receive and the City shall pay Consultant

compensation for all services performed by Consultant prior to receipt of such notice of termination, subject to the following conditions:

- a. As a condition of such payment, the Executive Director may require Consultant to deliver to the City all work product(s) completed as of such date, and in such case such work product shall be the property of the City unless prohibited by law, and Consultant consents to the City's use thereof for such purposes as the City deems appropriate.
- b. Payment need not be made for work which fails to meet the standard of performance specified in the Recitals of this Agreement.

17. WAIVER

No waiver of breach, failure of any condition, or any right or remedy contained in or granted by the provisions of this Agreement shall be effective unless it is in writing and signed by the party waiving the breach, failure, right or remedy. No waiver of any breach, failure or right, or remedy shall be deemed a waiver of any other breach, failure, right or remedy, whether or not similar, nor shall any waiver constitute a continuing waiver unless the writing so specifies.

18. JURISDICTION - VENUE

This Agreement has been executed and delivered in the State of California and the validity, interpretation, performance, and enforcement of any of the clauses of this Agreement shall be determined and governed by the laws of the State of California. Both parties further agree that Orange County, California, shall be the venue for any action or proceeding that may be brought or arise out of, in connection with or by reason of this Agreement.

19. PROFESSIONAL LICENSES

Consultant shall, throughout the term of this Agreement, maintain all necessary licenses, permits, approvals, waivers, and exemptions necessary for the provision of the services hereunder and required by the laws and regulations of the United States, the State of California, the City of Santa Ana and all other governmental agencies. Consultant shall notify the City immediately and in writing of its inability to obtain or maintain such permits, licenses, approvals, waivers, and exemptions. Said inability shall be cause for termination of this Agreement.

20. NOTICE

Any notice, tender, demand, delivery, or other communication pursuant to this Agreement shall be in writing and shall be deemed to be properly given if delivered in person or mailed by first class or certified mail, postage prepaid, or sent by fax or other telegraphic communication in the manner provided in this Section, to the following persons:

To City:

Clerk of the City Council
City of Santa Ana
20 Civic Center Plaza (M-30)
P.O. Box 1988
Santa Ana, CA 92702-1988
Fax: 714- 647-6956

With courtesy copies to:

Chief of Police
City of Santa Ana
20 Civic Center Plaza (M-97)
P.O. Box 1988
Santa Ana, California 92702
Fax: 714-245-8007

To Consultant:

Casa de la Familia
Attn: Ana Nogales
1650 E. 4TH Street
Santa Ana, CA 92701
Fax: 714-619-5937

A party may change its address by giving notice in writing to the other party. Thereafter, any communication shall be addressed and transmitted to the new address. If sent by mail, communication shall be effective or deemed to have been given three (3) days after it has been deposited in the United States mail, duly registered or certified, with postage prepaid, and addressed as set forth above. If sent by fax, communication shall be effective or deemed to have been given twenty-four (24) hours after the time set forth on the transmission report issued by the transmitting facsimile machine, addressed as set forth above. For purposes of calculating these time frames, weekends, federal, state, County or City holidays shall be excluded.

21. MISCELLANEOUS PROVISIONS

- a. Each undersigned represents and warrants that its signature herein below has the power, authority and right to bind their respective parties to each of the terms of this Agreement, and shall indemnify City fully, including reasonable costs and attorney's fees, for any injuries or damages to City in the event that such authority or power is not, in fact, held by the signatory or is withdrawn.
- b. All Exhibits referenced herein and attached hereto shall be incorporated as if fully set forth in the body of this Agreement.

- c. The Agreement is the final and complete agreement and any prior or contemporaneous agreements for similar services between the parties is superseded by this Agreement. This clause shall not apply where the Parties are currently engaged and Consultant is providing services not contemplated by this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the date and year first above written.

ATTEST:

CITY OF SANTA ANA

Daisy Gomez
Clerk of the Council

Kristine Ridge
City Manager

APPROVED AS TO FORM:

SONIA R. CARVALHO
City Attorney

By: 

Tamara Bogosian
Senior Assistant City Attorney

CASA DE LA FAMILIA:



By: Ana Nogales, Ph.D.
Title: CEO, Clinical Director

RECOMMENDED FOR APPROVAL:

David Valentin
Chief of Police

EXHIBIT A
SCOPE OF SERVICES



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EXHIBIT 1

SCOPE OF SERVICES

Scope of Services

The City of Santa Ana is seeking a professional and experienced entity to provide a qualified specialist who can oversee the daily operations of the Santa Ana Family Justice Center. Specific expected responsibilities include, but are not limited to the specifications outlined herein.

I. DESCRIPTION

An Operations Specialist (OS) is expected to be onsite at the SAFJC between 30 to 40 hours per work week, staffing the center Monday through Friday. The OS will be hired by the awarded entity and deployed by that entity to the SAFJC, to provide services to the City under the direction of the Santa Ana Police Department's Community Engagement Commander. The OS will be responsible for the Justice Center's consistent achievement of its mission and objectives as they pertain to the operation of the SAFJC. It is understood that the Subcontractor assigned to the SAFJC will have pre-approved days off, vacation time, training days, etc. It shall be the Contractor's responsibility to ensure 5 day per week coverage at the center and the RFP response should indicate how the proposer will ensure compliance with this need.

The SAFJC is a collaboration of 17 service organizations that create a one-stop service center for survivors of domestic violence, sexual assault, child abuse, human trafficking, and elder abuse. This service model houses a multidisciplinary team of professionals under one roof to provide support and services, while promoting self-sufficiency and effectively breaking the cycle of violence.

II. MINIMUM CONTRACTOR QUALIFICATIONS

Contractor must possess the following minimum qualifications:

- A. Three (3) years of non-profit experience in community service, victim advocacy or social services.
- B. Familiarity with the Alliance for HOPE and the national Family Justice Center model.

III. ESSENTIAL CONTRACTOR FUNCTIONS

Contractor shall be responsible for, but not be limited to providing personnel capable of performing the following:

- A. Ensuring the mission and core values of the SAFJC are put into practice in every aspect of the center's operation.
- B. Maintaining strong relationships with both on-site and off-site community partners, interns and volunteers as well as a positive trauma-informed working environment.
- C. Developing and continuously improving appropriate systems, policies, protocols and procedures that create a trauma-informed coordinated service delivery model and support the effective victim-centered operation of the SAFJC (e.g. information handling and confidentiality).
- D. Working closely with experts in the field to implement best practices and guiding principles.



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- E. Initiation/collaboration for the procurement of grants for programs, general operating expenses, and special events.
- F. Developing strategic partnerships with, nonprofits and formal and non-formal community leaders.
- G. Producing content for use in communications (Newsletters / Letters to targeted groups, social media, etc.).
- H. Collaborating with SAPD Community Engagement Commander to produce financial data and financial reporting for special events, programs, operating budget, and all financial reporting responsibilities.
- I. Planning and managing special events with assistance from various event committees.
- J. Facilitating graphic creation/writing, printing, addressing and mailing and/or emailing invitations, sponsor packets, programs and display signage for special events.
- K. Acting as spokesperson for media requests, proactive communication and special events for the Santa Ana Family Justice Center at the direction of the SAPD Community Engagement Commander.
- L. Supervising volunteers/interns.
- M. When directed by the SAPD Community Engagement Commander, to collaborate with the National Family Justice Center Alliance on various initiatives and participate in relevant trainings/webinars hosted by the Alliance.
- N. Performing other duties as assigned by the SAPD Community Engagement Commander.

IV. MINIMUM SUBCONTRACTOR QUALIFICATIONS

- A. Three (3) years of non-profit experience in community service, victim advocacy or social services.
- B. Familiarity with the Alliance for HOPE and the national Family Justice Center model.
- C. Bilingual, biliterate in English and Spanish.

V. DESIRABLE SUBCONTRACTOR KNOWLEDGE, SKILLS, AND ABILITIES

- A. Prior supervisory experience.
- B. Degree from an accredited college or university in social science, business administration, or similar field.
- C. Knowledge of Microsoft Office programs and database management programs.

EXHIBIT B

RATES AND COMPENSATION



Santa Ana Family Justice Center Operations Specialist Budget

12 Month Budget - 5 Year budget with Cost of Living Increases

Cost of Living increases are estimated at 2.4% each year.

A. Year One Total Cost 2022-2023					
Position	Monthly Salary	Months in Budget	FTE %	% in Program	Request
Operations Specialist	\$ 5,206.50	12	100%	100%	\$ 62,477.95
	Base Salary		Percentage		
Management Costs (Percentage of hourly wage) Employers social Security Taxes, Unemployment Insurance, Workers Compensation Insurance, Other Associated Employee Costs	\$ 62,477.95		20%		\$ 12,495.59
	\$ 62,477.95		30%		\$ 18,743.39
	Total Costs				\$ 93,716.93
B. Year Two Total Cost 2023-2024					
Position	Monthly Salary	Months in Budget	FTE %	% in Program	Request
Operations Specialist	\$ 5,331.45	12	100%	100%	\$ 63,977.42
	Base Salary		Percentage		
Management Costs (Percentage of hourly wage) Employers social Security Taxes, Unemployment Insurance, Workers Compensation Insurance, Other Associated Employee Costs	\$ 63,977.42		20%		\$ 12,795.48
	\$ 63,977.42		30%		\$ 19,193.23
	Total Costs				\$ 95,966.13
C. Year Three Total Cost 2024-2025					
Position	Monthly Salary	Months in Budget	FTE %	% in Program	Request
Operations Specialist	\$ 5,459.41	12	100%	100%	\$ 65,512.88
	Base Salary		Percentage		
Management Costs (Percentage of hourly wage) Employers social Security Taxes, Unemployment Insurance, Workers Compensation Insurance, Other Associated Employee Costs	\$ 65,512.88		20%		\$ 13,102.58
	\$ 65,512.88		30%		\$ 19,653.86
	Total Costs				\$ 98,269.32
D. Year Four Total Cost 2025-2026					
Position	Monthly Salary	Months in Budget	FTE %	% in Program	Request
Operations Specialist	\$ 5,590.43	12	100%	100%	\$ 67,085.19
	Base Salary		Percentage		
Management Costs (Percentage of hourly wage) Employers social Security Taxes, Unemployment Insurance, Workers Compensation Insurance, Other Associated Employee Costs	\$ 67,085.19		20%		\$ 13,417.04
	\$ 67,085.19		30%		\$ 20,125.56
	Total Costs				\$ 100,627.78
E. Year Four Total Cost 2026-2027					
Position	Monthly Salary	Months in Budget	FTE %	% in Program	Request
Operations Specialist	\$ 5,724.60	12	100%	100%	\$ 68,695.23
	Base Salary		Percentage		
Management Costs (Percentage of hourly wage) Employers social Security Taxes, Unemployment Insurance, Workers Compensation Insurance, Other Associated Employee Costs	\$ 68,695.23		20%		\$ 13,739.05
	\$ 68,695.23		30%		\$ 20,608.57
	Total Costs				\$ 103,042.85
Total Budget:					\$ 491,623.01