



Contract Number

23-64 A-3

SAP Number

4400021152

Department of Public Health

Department Contract Representative	Samantha Padilla
Telephone Number	(909) 677-3929
Contractor	AIDS Healthcare Foundation
Contractor Representative	Nevin Eapen, Contracts Manager
Telephone Number	(214) 235-7993
Contract Term	March 1, 2023 through February 28, 2027
Original Contract Amount	\$428,000
Amendment 1-2 Amount	\$114,990 & \$272,229
Amendment 3 Amount	\$244,676
Total Contract Amount	\$1,059,895
Cost Center	9300371000
Grant Number (if applicable)	800258 & 800431

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT NO. 3

It is hereby agreed to amend Contract No. 23-64, effective December 16, 2025, as follows:

SECTION D. TERM OF CONTRACT

Paragraph 1 is amended to read as follows:

1. This Contract is effective as of March 1, 2023 and is extended from its expiration date of February 28, 2026, to expire on February 28, 2027, but may be terminated earlier in accordance with provisions of this Contract.

SECTION F. FISCAL PROVISIONS

Paragraph 1 is amended to read as follows:

1. The maximum amount of payment under this Contract shall not exceed \$1,059,895, of which \$1,059,895 may be federally funded, and shall be subject to availability of funds to the County. If the funding source notifies the County that such funding is terminated or reduced, the County

shall determine whether this Contract will be terminated or the County's maximum obligation reduced. The County will notify the Contractor in writing of its determination and of any change in funding amounts. 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.

Original Contract	\$428,000	March 1, 2023 through February 28, 2025
Amendment No. 1	\$114,990	March 1, 2023 through February 28, 2025
Amendment No. 2	\$272,229	March 1, 2023 through February 28, 2026
Amendment No. 3	\$244,676	March 1, 2023 through February 28, 2027

It is further broken down by Program Year as follows:

Program Year	Dollar Amount
March 1, 2023 through February 28, 2024	\$271,495
March 1, 2024 through February 28, 2025	\$271,862
March 1, 2025 through February 28, 2026	\$258,269
March 1, 2026 through February 28, 2027	\$258,269
Total	\$1,059,895

ATTACHMENTS

ATTACHMENT A2. – Replace SCOPE OF WORK – ENDING THE HIV EPIDEMIC: A PLAN FOR AMERICA – PROGRAM YEAR 2025-26

ATTACHMENT A3. – Add SCOPE OF WORK – ENDING THE HIV EPIDEMIC: A PLAN FOR AMERICA – PROGRAM YEAR 2026-27

ATTACHMENT H2. – Replace ENDING THE HIV EPIDEMIC PROGRAM BUDGET AND ALLOCATION PLAN FOR PROGRAM YEAR 2025-26

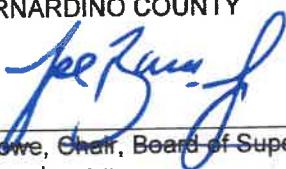
ATTACHMENT H3. – Add ENDING THE HIV EPIDEMIC PROGRAM BUDGET AND ALLOCATION PLAN FOR PROGRAM YEAR 2026-27

This Amendment 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 Amendment. The parties shall be entitled to sign and transmit an electronic signature of this Amendment (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 Amendment upon request.

All other terms and conditions of Contract No. 23-64 remains in full force and effect.

IN WITNESS WHEREOF, the San Bernardino County and the Contractor have each caused this Contract to be subscribed by its respective duly authorized officers, on its behalf.

SAN BERNARDINO COUNTY

► 
Dawn Rowe, Chair, Board of Supervisors

Joe Baca, Jr. Vice Chair, Board of Supervisors

Dated: DEC 16 2025

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



By 
Lynne Morell, Deputy

Lynne Morell
Clerk of the Board of Supervisors
San Bernardino County

FOR COUNTY USE ONLY

Approved as to Legal Form

► 
Adam Ebright, Deputy County Counsel

Date 11/17/2025

Reviewed for Contract Compliance

► Date

Reviewed/Approved by Department

► 
Joshua Dugas (Nov 17 2025 09:58:08 PST)

Joshua Dugas, Director

Date 11/17/2025

SCOPE OF WORK – Ending the HIV Epidemic: A Plan for America

USE A SEPARATE SCOPE OF WORK FOR EACH PROPOSED SERVICE CATEGORY

Contract Number:	Leave Blank
Contractor:	AIDS Healthcare Foundation
Grant Period:	March 1, 2025 – February 28, 2026
Service Category:	Pillar Two: Treat people with HIV rapidly and effectively to reach sustained viral suppression - Early Intervention Services
Service Goal:	To maintain or improve the health status of persons living with HIV/AIDS in the TGA
Service Health Outcomes:	Improved or maintained CD4 cell count; improved or maintained CD4 cell count, as a % of total lymphocyte cell count; Improved or maintained viral load

Proposed Number of Clients	SA1 West Riv	SA2 Mid Riv	SA3 East Riv	SA4 San B West	SA5 San B East	SA6 San B Desert	FY 25/26 TOTAL
Proposed Number of Clients	100						100
Proposed Number of Visits = Regardless of number of transactions or number of units	200						200
Proposed Number of Units = Transactions or 15 min encounters (See Attachment P)	1,600						1,600

Group Name and Description (must be HIV+ related)	Service Area of Service Delivery	Targeted Population	Open/ Closed	Expected Avg. Attend. per Session	Session Length (hours)	Group per Week	Duration	Outcome Measures
• N/A								
•								
•								

PLANNED SERVICE DELIVERY AND IMPLEMENTATION ACTIVITIES:	SERVICE AREA	TIMELINE	PROCESS OUTCOMES
Element #1: Linkage to Care Activities: Implementation Activity #1-1: Establish and maintain relationships with case managers, HIV testing agencies, community-based organizations, etc. Make contacts/calls on a routine basis to build relationships with	1	03/01/25-02/28/26	Documentation of outreach will be recorded in HIV Care Connect. Documentation of new clients in HIV Care Connect.

<p>potential referral sources.</p> <p>Implementation Activity #1-2: Deliver all aspects of linkage services including referral, provisional eligibility determination, assessment, and evaluation of consumer needs/service. Work with AHF Retention Specialists, Benefits Counselors, Office Administrators, and Nurse Case Managers to ensure clients are directly linked to care and remain in care.</p>	<p>Element #2: Retention and Reengagement in Care Activities:</p> <p>Implementation Activity #2-1: Review and generate “104-Days Report” for providers. As part of outreach, send retention letters per providers request to encourage clients to schedule a returning follow-up appointment; schedule new client appointments for potential AHF healthcare center clients; provide potential clients with information on the organization; and do reminder calls for new clients one day prior to appointment.</p> <p>Implementation Activity #2-2: Deliver all aspects of retention services including referral, provisional eligibility determination, assessment, and evaluation of consumer needs/service. Work with AHF Linkage Specialists, Benefits Counselors, Office Administrators, and Nurse Case Managers to ensure clients are reengaged to care and remain in care.</p>	<p>Documentation of timely appointments and medical care will be documented in HIV Care Connect</p> <p>Documentation of outreach (telephone/visits to home-neighborhood) will be recorded in HIV Care Connect</p> <p>Documentation of timely appointments and medical care will be documented in HIV Care Connect</p> <p>Patient retention reports will document the maintenance of clients seen every three months by AHF medical staff and phone calls made to clients.</p> <p>Formal linkage agreements on file and renewed as required</p> <p>Medical records will document the referrals that clients receive ongoing referrals and promote AHF services. Participate in TGA planning activities and community-based health efforts.</p> <p>Referrals and follow-up on referrals provided to clients will be documented in HIV Care Connect</p>
	<p>Element #3: Referral and Follow-up Services Activities:</p> <p>Implementation Activity #3-1: Work with linking agencies to ensure ongoing referrals and promote AHF services. Participate in TGA planning activities and community-based health efforts.</p> <p>Implementation Activity #3-2: Follow-up on Provider referrals for mental health, specialty providers, and needed psychosocial services such as financial assistance, housing, food, etc. Provide ongoing advocacy services on behalf of clients</p>	<p>1</p> <p>03/01/25-02/28/26</p>

SCOPE OF WORK – Ending the HIV Epidemic: A Plan for America

USE A SEPARATE SCOPE OF WORKS FOR EACH PROPOSED SERVICE CATEGORY

Contract Number:	Leave Blank		
Contractor:	AIDS Healthcare Foundation		
Grant Period:	March 1, 2026 – February 28, 2027		
Service Category:	Pillar Two: Treat people with HIV rapidly and effectively to reach sustained viral suppression - Early Intervention Services		
Service Goal:	To maintain or improve the health status of persons living with HIV/AIDS in the TGA		
Service Health	Improved or maintained CD4 cell count; improved or maintained CD4 cell count, as a % of total lymphocyte cell count;		
Outcomes:	Improved or maintained viral load		

PLANNED SERVICE DELIVERY AND IMPLEMENTATION ACTIVITIES	SERVICE AREA	TIMELINE	PROCESS OUTCOMES
Element #1: Linkage to Care Activities: Implementation Activity #1-1: Establish and maintain relationships with case managers, HIV testing agencies, community-based organizations, etc. Make contacts/calls on a routine basis to build relationships with potential referral sources. Implementation Activity #1-2: Deliver all aspects of linkage services including referral, provisional eligibility determination, assessment, and evaluation of consumer needs/service. Work with AHF Retention Specialists, Benefits Counselors, Office Administrators, and Nurse Case Managers to ensure clients are directly linked to care and remain in care.	1	03/01/26-02/28/27	Documentation of outreach will be recorded in HIV Care Connect. Documentation of new clients in HIV Care Connect.
Element #2: Retention and Reengagement in Care Activities: Implementation Activity #2-1: Review and generate “104-Days Report” for providers. As part of outreach, send retention letters per providers request to encourage clients to schedule a returning follow-up appointment; schedule new client appointments for potential AHF healthcare center clients; provide potential clients with information on the organization; and do reminder calls for new clients one day prior to appointment. Implementation Activity #2-2: Deliver all aspects of retention services including referral, provisional eligibility determination, assessment, and evaluation of consumer needs/service. Work with AHF Linkage Specialists, Benefits Counselors, Office Administrators, and Nurse Case Managers to ensure clients are reengaged to care and remain in care.	1	03/01/26-02/28/27	Documentation of timely appointments and medical care will be documented in HIV Care Connect Documentation of timely appointments and medical care will be documented in HIV Care Connect Patient retention reports will document the maintenance of clients seen every three months by AHF medical staff and phone calls made to clients.
Element #3: Referral and Follow-up Services Activities: Implementation Activity #3-1: Work with linking agencies to ensure ongoing referrals and promote AHF services. Participate in TGA planning activities and community-based health efforts. Implementation Activity #3-2: Follow-up on Provider referrals for mental health, specialty providers, and needed psychosocial services such as financial assistance, housing, food, etc. Provide ongoing advocacy services on behalf of clients	1	03/01/26-02/28/27	Formal linkage agreements on file and renewed as required Medical records will document the referrals that clients receive Referrals and follow-up on referrals provided to clients will be documented in HIV Care Connect

AIDS Healthcare Foundation
Ending the HIV Epidemic
Line Item Budget
Budget Period 3/1/2025 - 2/28/2026

	Salary	Program FTE	Program Cost	Direct Costs	Program Total
Personnel					
Program Manager (Martinez, Diana) <i>Mar 25 - Jun 25</i>	\$ 33,564	15%	\$ 5,035	\$ 5,035	\$ 5,035
Program Manager (Martinez, Diana) <i>July 25 - Feb 26</i>	\$ 54,254	25%	\$ 13,563	\$ 13,563	\$ 13,563
Retention Specialist (Navas Toaza, Genesis) <i>Mar 25 - Feb 26</i>	\$ 52,416	90%	\$ 47,174	\$ 47,174	\$ 47,174
Retention Specialist (Marin, Alejandra) <i>Mar 25 - May 25</i>	\$ 8,273	20%	\$ 1,655	\$ 1,655	\$ 1,655
Retention Specialist (Murillo, Silvana) <i>July 25 - Feb 26</i>	\$ 33,280	90%	\$ 29,952	\$ 29,952	\$ 29,952
Linkage Care Specialist (Rodriguez, Justin) <i>Mar 25 - Feb 26</i>	\$ 44,450	90%	\$ 40,005	\$ 40,005	\$ 40,005
Personnel Subtotal			\$ 137,384	\$ 137,384	\$ 137,384
Fringe		Percent	Program Cost	Direct Costs	Program Total
401K		2.00%	\$ 2,748	\$ 2,748	\$ 2,748
Health Insurance		10.00%	\$ 13,738	\$ 13,738	\$ 13,738
Life Insurance		0.05%	\$ 69	\$ 69	\$ 69
Workers' Comp		0.30%	\$ 412	\$ 412	\$ 412
Payroll Taxes		7.65%	\$ 10,510	\$ 10,510	\$ 10,510
Fringe Subtotal		20.00%	\$ 27,477	\$ 27,477	\$ 27,477
Total Personnel			\$ 164,861		\$ 164,861
Supplies			Program Cost	Direct Costs	Program Total
Hygiene Kits			\$ 40,000	\$ 40,000	\$ 40,000
Patients Incentives			\$ 20,000	\$ 20,000	\$ 20,000
Emergency food for clients			\$ 18,216	\$ 18,216	\$ 18,216
Supplies Total			\$ 78,216	\$ 78,216	\$ 78,216
Direct			\$ 243,077	\$ 243,077	\$ 243,077
\$			\$ 243,077	\$ 243,077	\$ 243,077
%			100%	100%	100%

* Only include these in "Other" if they are not already included in Indirect

AIDS Healthcare Foundation
Ending the HIV Epidemic
Budget Narrative Justification
Budget Period 3/1/2025 - 2/28/2026

Direct Costs

Personnel	\$ 137,384
Program Manager (Martinez, Diana) - 15% FTE @ \$87,818/year from March 2025 to June 2025 & 25% FTE @ \$87,818/year from July 2025 to Feb 2026	
To oversee the Medical Case Management staff and operations and to ensure compliance with scope of work and required quality and programmatic requirements are met. In addition, Erica will also be providing nurse care management services to all eligible clients who require care management services. She is responsible for assessing, determining acuity levels, developing a plan of care based upon needs identified in the initial health risk assessment, medical plan of care and the patient's health goals. She is also responsible for educating the patient concerning HIV disease and any other co-morbid conditions in addition to adherence to the medical plan of care and medication regimens. She will provide ongoing education and support to patients who are receiving care management services through telephonic, electronic, face-to-face interventions in the clinic, patient home or venue mutually agreed upon by the patient and the nurse, attend case conferences, required meetings, and community events as assigned.	
Retention Specialist (Navas Toaza, Genesis) - 90% FTE @ \$52,416/year	
The Patient Retention Specialist (PRS) will directly engage clients who are at-risk of falling out of care or are lost to care. The incumbent will be responsible for reaching the patients through all available means of communication, including but not limited to phone calls, text messages, emails, physical mail, and community outreach to parks, food pantries, and shelters.	
Retention Specialist (Marin, Alejandra) - 20% FTE @ \$8,273 for 3 months (March 2025 to May 2025) - TERMED	
The Patient Retention Specialist (PRS) will directly engage clients who are at-risk of falling out of care or are lost to care. The incumbent will be responsible for reaching the patients through all available means of communication, including but not limited to phone calls, text messages, emails, physical mail, and community outreach to parks, food pantries, and shelters.	
Retention Specialist (Murillo, Silvana) - 90% FTE @ \$33,280 for 8 months (July 2025 to Feb 2026)	
The Patient Retention Specialist (PRS) will directly engage clients who are at-risk of falling out of care or are lost to care. The incumbent will be responsible for reaching the patients through all available means of communication, including but not limited to phone calls, text messages, emails, physical mail, and community outreach to parks, food pantries, and shelters.	
Linkage Care Specialist (Rodriguez, Justin) - 90% FTE @ \$44,450/year	
The Linkage Care Specialist will facilitate rapid linkage to care services for HIV positive clients, and will be on call seven days per week. The Linkage Care Specialist assists with linkage to treatment and provides critical support for those newly diagnosed and PLWHA who have fallen out of care or have been living with the disease but not yet accessed care. The Linkage Care Specialist helps with making appointments for clients to appropriate medical and social services; follows retention strategies including: follow-up calls to clients; offering to meet clients to discuss structural and personal barriers to care; and providing strategies to overcome identified barriers.	
Fringe	\$ 27,477
Fringe covers the following below; this calculated based on the Statement of Functional Expenses	
401K 2.00%	
Health Insurance 10.00%	
Life Insurance 0.05%	
Workers' Comp 0.30%	
Payroll Taxes 7.65%	
Total <u>20.00%</u>	
Supplies	Program Cost Direct Costs Admin Costs CQM Costs Program Total
Hygiene Kits (\$40/Hygiene Kits for 1000 clients)	\$ 40,000 \$ 40,000 \$ 40,000
For clients that need to improve their personal hygiene habits for the benefit of their health and wellbeing. Hygiene kits may include blankets, general hygiene products, etc. The invoice amount for orders, primarily through Amazon, will depend on existing inventory throughout the contract period.	
Patients Incentives (\$20/Walmart Gift Cards for 1000 Clients)	\$ 20,000 \$ 20,000 \$ 20,000
Clients will receive a \$20 gift card after completion of their second medical appointment.	
Emergency food for clients (\$10/Emergency Food for 1822 visits/clients)	\$ 18,216 \$ 18,216 \$ 18,216
This will consist of snacks for clients visiting the office. We will purchase fruit and granola bars, nuts, pudding cups, crackers, bottles of water, and similar snacks. The invoice amount for orders, primarily through Amazon, will depend on the demand and existing inventory throughout the contract period.	
	\$ 78,216 \$ 78,216 \$ - \$ - \$ 78,216

Contractual

Direct Costs Total	\$ 243,077
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AIDS Healthcare Foundation
 CQM
 Line Item Budget
 Budget Period 3/1/2025 - 2/28/2026

	Salary	Program FTE	Program Cost	CQM Costs	Program Total
Personnel					
Senior Project Manager-Quality (Bahaya, Sandra Najuna)	\$ 99,193	12.76%	\$ 12,660	\$ 12,660	\$ 12,660
Personnel Subtotal			\$ 12,660	\$ 12,660	\$ 12,660
Fringe	Percent		Program Cost	CQM Costs	Program Total
401K	2.00%	\$ 253	\$ 253	\$ 253	\$ 253
Health Insurance	10.00%	\$ 1,266	\$ 1,266	\$ 1,266	\$ 1,266
Life Insurance	0.05%	\$ 6	\$ 6	\$ 6	\$ 6
Workers' Comp	0.30%	\$ 38	\$ 38	\$ 38	\$ 38
Payroll Taxes	7.65%	\$ 969	\$ 969	\$ 969	\$ 969
Fringe Subtotal	20.00%	\$ 2,532	\$ 2,532	\$ 2,532	\$ 2,532
Total Personnel			\$ 15,192	\$ 15,192	\$ 15,192
Direct		\$ 15,192		\$ 15,192	
CQM			\$ 15,192	\$ 15,192	\$ 15,192
\$		\$ 15,192	\$ 15,192	\$ 15,192	\$ 15,192
%	100%	100%	100%	100%	100%

15192

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AIDS Healthcare Foundation
 CQM
 Budget Narrative Justification
 Budget Period 3/1/2025 - 2/28/2026

CQM Costs	
Personnel	\$ 12,660
Senior Project Manager-Quality (Bahaya, Sandra Najuna) - 12.76% FTE @ \$99,193/year	
This position is responsible for the design and implementation of programs and projects, tracking and trending the quality indicators, establishing and utilizing benchmarks and thresholds as quality indicators, developing corrective action plans in collaboration with management as needed, development of the annual QI Plan and implementation of internal quality improvement projects. In addition, this position assures the ongoing, quarterly, semiannual and annual QI reporting and evaluations as prescribed in the overall QI plan.	
Fringe	\$ 2,532
Fringe covers the following below; this calculated based on the Statement of Functional Expenses	
401K	2.00%
Health Insurance	10.00%
Life Insurance	0.05%
Workers' Comp	0.30%
Payroll Taxes	7.65%
Total	<u><u>20.00%</u></u>
CQM Costs Total	\$ 15,192

AIDS Healthcare Foundation
Ending the HIV Epidemic
Line Item Budget
Budget Period 3/1/2026 - 2/28/2027

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AIDS Healthcare Foundation
Ending the HIV Epidemic
Budget Narrative Justification
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Total <u>20.00%</u>	
Supplies	Program Cost Direct Costs Admin Costs CQM Costs Program Total
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For clients that need to improve their personal hygiene habits for the benefit of their health and wellbeing. Hygiene kits may include blankets, general hygiene products, etc. The invoice amount for orders, primarily through Amazon, will depend on existing inventory throughout the contract period.	
Patients Incentives (\$20/Walmart Gift Cards for 1000 Clients)	\$ 20,000 \$ 20,000 \$ 0 \$ 20,000
Clients will receive a \$20 gift card after completion of their second medical appointment.	
Emergency food for clients (\$10/Emergency Food for 1822 visits/clients)	\$ 18,216 \$ 18,216 \$ 0 \$ 18,216
This will consist of snacks for clients visiting the office. We will purchase fruit and granola bars, nuts, pudding cups, crackers, bottles of water, and similar snacks. The invoice amount for orders, primarily through Amazon, will depend on the demand and existing inventory throughout the contract period.	
	\$ 78,216 \$ 78,216 \$ 0 \$ 0 \$ 78,216

Contractual

ATTACHMENT H3.

Direct Costs Total	\$ 243,077.00
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AIDS Healthcare Foundation
CQM
Line Item Budget
Budget Period 3/1/2026 - 2/28/2027

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CQM				\$ 15,192	\$ 15,192
\$	\$ 15,192		\$ 15,192	\$ 15,192	\$ 15,192
%			100%	100%	100%

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AIDS Healthcare Foundation
 CQM
 Budget Narrative Justification
 Budget Period 3/1/2026 - 2/28/2027

CQM Costs		
Personnel		\$ 12,660
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Fringe		\$ 2,532
Fringe covers the following below; this calculated based on the Statement of Functional Expenses		
401K	2.00%	
Health Insurance	10.00%	
Life Insurance	0.05%	
Workers' Comp	0.30%	
Payroll Taxes	7.65%	
Total	<u><u>20.00%</u></u>	
CQM Costs Total		\$ 15,192