

THE INFORMATION IN THIS BOX IS NOT A PART OF THE CONTRACT AND IS FOR COUNTY USE ONLY

**Contract Number**

16-408 A-4

SAP Number

4400009491

Department of Behavioral Health

Department Contract Representative	Tammi Phillips
Telephone Number	(909) 388-0860
Contractor	Victor Community Support Services, Inc.
Contractor Representative	Paula Quijano
Telephone Number	(909) 890-5930
Contract Term	July 1, 2016 – December 31, 2021
Original Contract Amount	\$34,250,000
Amendment Amount	\$4,325,000
Total Contract Amount	\$38,575,000
Cost Center	9206352200 and 9206362200

THIS CONTRACT is entered into in the State of California by and between the County of San Bernardino, hereinafter called the County, and Victor Community Support Services referenced above, hereinafter called Contractor.

IT IS HEREBY AGREED AS FOLLOWS:

WITNESSETH:

IN THAT CERTAIN **Contract No. 16-408** by and between the County of San Bernardino, a political subdivision of the State of California, and Contractor for wraparound mental health services, which Contract first became effective July 1, 2016, the following changes are hereby made and agreed to, effective July 1, 2021:

- I. ARTICLE IV Funding and Budgetary Restrictions, paragraph K is hereby amended to read as follows:
 - K. The maximum financial obligation under this contract shall not exceed \$5,650,000 per fiscal year for fiscal years 2016-17, 2017-18, and 2018-19 and shall not exceed \$8,650,000 for fiscal year 2019-20, and shall not exceed \$12,975,000 for fiscal year 2020-21. This amendment shall increase the total contract by \$4,325,000, from \$34,250,000 to \$38,575,000 for fiscal year 2021-2022. This amendment hereby adds the Comprehensive Children and Family Support Services

(CCFSS) Schedules A and B for fiscal year 2021-22. All previously approved schedules remain in effect.

II. ARTICLE XIII Duration and Termination, paragraph A is hereby amended to read as follows:

A. The term of this Agreement shall be from July 1, 2016 through December 31, 2021 inclusive.

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III. All other terms, conditions and covenants in the basic agreement remain in full force and effect.

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

COUNTY OF SAN BERNARDINO

► 
Curt Hagman, Chairman, Board of Supervisors

Dated: **MAY 18 2021**

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

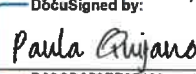
By 
Lynna Monell
Clerk of the Board of Supervisors
of the County of San Bernardino

By 
Deputy



Victor Community Support Services, Inc.

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

By 
D89CD852CE56499
(Authorized signature - sign in blue ink)

Name Paula Quijano
(Print or type name of person signing contract)

Title Regional Director
(Print or Type)

Dated: 5/6/2021

Address 1360 East Lassen Ave
Chico, California, 95973

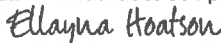
FOR COUNTY USE ONLY

Approved as to Legal Form

► 
Dawn Martin, Deputy County Counsel

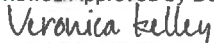
5/6/2021
Date

Reviewed for Contract Compliance

► 
Natalie Kesse, Contracts Manager

5/7/2021
Date

Reviewed/Approved by Department

► 
Veronica Kelley, Director

5/7/2021
Date

SCHEDULE A

SCHEDULE A - Planning Estimates

SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH

Actual Cost Contract (cost reimbursement)

HIGH DESERT (Barstow)
CCFSS/ Success First Wraparound
FY 2021 - 2022
July 1, 2021 - December 31, 2021 (6 month)

Contractor Name: Victor Community Support
Services, Inc.

Provider # 01042

Contract/RFP# 16-498 A3

Address: 1360 E. Lassen Avenue

Chico, CA 95973

Prepared by: Matt Jafari

Title: Financial Analyst

Date Form Completed: 9/15/2020

Date Form Revised:

LINE	MODE OF SERVICE	15- Case Management (01-06,08-09)	15-Outpatient Intensive Care Coordination (07)	15-Outpatient Mental Health Services (10-50)	15-Outpatient Intensive Home Based Services (67)	15-Outpatient TBS (68)	15- Medication Support (60)	15- Crisis Intervention (70)	60-Support Client Flexible Support (72)	60 - Support Other Non- Medi-Cal Client Support (78)	TOTAL
#											
1	Distribution %	1.83%	3.08%	65.42%	3.55%	7.81%	3.99%	2.35%	0.46%	11.02%	
2	EXPENSES										
3	SALARIES	8,674	14,457	296,246	18,685	37,370	14,572	11,102	0	41,247	442,351
4	BENEFITS	2,777	4,629	93,370	5,982	11,964	4,665	3,554	0	14,680	141,622
5	(2+3 must equal total staffing costs)	11,451	19,086	389,616	24,667	49,334	19,237	14,656	0	55,927	583,974
6	OPERATING EXPENSES	3,964	6,807	141,328	8,539	17,078	8,625	5,073	1,000	23,812	216,027
7	TOTAL EXPENSES (2+3+4)	15,415	25,693	530,944	33,206	66,412	27,862	19,729	1,000	79,739	800,000
8	AGENCY REVENUES										
9	PATIENT FEES										
10	PATIENT INSURANCE										
11	MEDI-CARE										
12	GRANTS/OTHER										
13	TOTAL AGENCY REVENUES (6+7+8+9)	0	0	0	0	0	0	0	0	0	0
14	CONTRACT AMOUNT (5-10)	15,415	25,693	530,944	33,206	66,412	27,862	19,729	1,000	79,739	800,000
15	FUNDING										
16	MEDI-CAL (FFP)	5,395	8,992	185,831	11,622	23,244	9,752	6,905	0	0	251,741
17	EPSDT (2011 Realignment)	1,748	2,913	60,200	3,765	7,530	3,159	2,237	0	0	81,552
18	MHSA MATCH	3,648	6,080	125,630	7,857	15,714	6,592	4,669	0	0	170,190
19	MHSA FUNDING	4,625	7,708	159,283	9,962	19,324	8,359	5,919	1,000	79,739	296,517
20	AB 2228	0	0	0	0	0	0	0	0	0	0
21	REALIGNMENT - NET COUNTY	0	0	0	0	0	0	0	0	0	0
22	FUNDING TOTAL	15,415	25,693	530,944	33,206	66,412	27,862	19,729	1,000	79,739	800,000
23	NET COUNTY FUNDS (Local Cost) MUST = ZERO	0	0	0	0	0	0	0	0	0	0
24	STATE FUNDING (Including Realignment)	10,020	16,701	345,113	21,584	43,168	18,110	12,824	1,000	79,739	548,259
25	FEDERAL FUNDING	5,395	8,992	185,831	11,622	23,244	9,752	6,905	0	0	251,741
26	TOTAL FUNDING	15,415	25,693	530,944	33,206	66,412	27,862	19,729	1,000	79,739	800,000
27	SCHEDULE OF MAXIMUM ALLOWANCES (CCR)	2.20	2.20	2.99	2.99	2.99	5.56	4.20	1.00	1.00	
28	TARGET COST PER UNIT OF SERVICE	1.72	1.72	2.34	2.34	2.34	4.35	3.29			
29	UNITS OF TIME (Minutes)	8,962	14,938	226,899	14,191	28,381	6,405	5,997			305,773

SCHEDULE B

Schedule B

SAN BERNARDINO COUNTY DEPARTMENT OF BEHAVIORAL HEALTH
STAFFING DETAIL

FY 2021 - 2022

July 1, 2021 - December 31, 2021 (6 month)

Staffing Detail - Personnel (Includes Personal Services Contracts for Professional Services)

CONTRACTOR NAME: Victor Community Support Services, Inc.

Name	Degree/ License	Position Title	Full Time Annual Salary*	Full Time Fringe Benefits*	Total Full Time Salaries & Benefits*	% Cost Allocated Contract Services	Total Salaries and Benefits Charged to Contract Services (6 month)	Budgeted Hours of Contract Services	Total Salaries Charged to Contract Services (6 month)	Total Benefits Charged to Contract Services (6 month)
Denice Huthner	AMFT	Executive Director	96,913	32,761	129,674	25.25%	16,374		12,237	4,137
Tanisha Jamon-Flores	LMFT	Clinical Supervisor	80,479	27,205	107,684	75.00%	40,382		30,180	10,202
Dessanina Multitalo	LMFT	Clinical Supervisor	80,479	27,205	107,684	60.00%	32,305		24,144	8,162
Karina Barela - Bilingual	ACSW	Clinician	69,784	23,590	93,374	91.67%	42,796	498	31,984	10,812
Vanessa Palacios - Bilingual	AMFT	Clinician	76,762	25,949	102,711	91.67%	47,076	498	35,183	11,893
Leann Borek-Robinson	AMFT	Clinician	69,784	23,590	93,374	91.67%	42,796	498	31,984	10,812
April Gibson	AMFT	Clinician	69,784	23,590	93,374	91.67%	42,796	498	31,984	10,812
Jennie MacEachern	ACSW	Clinician	69,784	23,590	93,374	91.67%	42,796	498	31,984	10,812
Katrina Gonzalez	ACSW	Clinician	69,784	23,590	93,374	50.00%	23,343	272	17,446	5,897
Kenya Polee	BA	FSC (Family Support Counselor/ Case Manager)	40,749	13,775	54,524	91.67%	24,990	498	18,677	6,314
Nancy Aguilar - Bilingual	BA	FSC (Family Support Counselor/ Case Manager)	37,045	12,523	49,567	91.67%	22,718	498	16,979	5,740
Robin Kennedy	BA	FSC (Family Support Counselor/ Case Manager)	37,045	12,523	49,567	75.00%	18,588	407	13,892	4,696
Danielle Hayes	BA	FSC (Family Support Counselor/ Case Manager)	37,045	12,523	49,567	75%	18,588	407	13,892	4,696
Nichole Delgado	BA	FSC (Family Support Counselor/ Case Manager)	37,045	12,523	49,567	10%	2,478	54	1,852	626
Vacant		FSC (Family Support Counselor/ Case Manager)	37,045	12,523	49,567	67%	16,522	362	12,348	4,174
Amber Woods	AA	Family/Parent Partner	32,885	11,116	44,001	67%	14,667		10,962	3,705
Vacant		Family/Parent Partner	32,885	11,116	44,001	92%	20,167		15,072	5,095
Sarah Knadler	LCSW	CQI Supervisor	85,445	28,884	114,328	25.25%	14,436		10,789	3,647
Various Staff		On Call	5,200	0	5,200	100.00%	2,600		2,600	0
Dr. Patel	M.D.	Psychiatrist	468,000	0	468,000	10.00%	23,400	107	23,400	0
Multiple Staff		Program Support (Tech Support, Quality)	69,114	23,363	92,477	26.21%	12,117		9,056	3,061
Multiple Staff		Program Support Team (OSM, HRM, OSS, Accountant, Fiscal Oversight, Regional Support)	60,050	20,299	80,349	152.23%	62,035		45,706	16,329
TOTAL COST:							583,973	Total	\$442,351	\$141,622

Detail of Fringe Benefits: Employer FICA/Medicare, Workers Compensation,
Unemployment, Vacation Pay, Sick Pay, Pension and Health Benefits

* = Sub-Contracted Person listed on Schedule "A" Planning as operating expenses, not salaries & benefits.

SCHEDULE B

**SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
SCHEDULE B**

Victor Community
 Contractor Name: Support Services, Inc.
 Provider # 01042
 Contract/RFP# 16-408 A3
 Address: 1360 E. Lassen Avenue
Chico, CA 95973
 Date Form Completed: 9/15/2020

FY 2021 - 2022

Prepared by: Matt Jafari
 Title: Financial Analyst

Operating Expenses - Please list all operating costs charged to this program, including administrative support costs and management fees along with a detail explanation of the categories below.

July 1, 2021 - December 31, 2021 (6 month)

ITEM	TOTAL COST TO ORGANIZATION	% CHARGED TO OTHER FUNDING SOURCE	TOTAL COST TO OTHER FUNDING SOURCE	PERCENT CHARGED TO PROGRAM	TOTAL COST TO PROGRAM
1 External Database Fee (.26% of Contract)	\$4,160	0%	\$0	100%	\$2,080
2 Professional Fees	\$3,936	0%	\$0	100%	\$1,968
3 Software Maintenance	\$15,644	0%	\$0	100%	\$7,822
4 Employment Expenses	\$1,434	0%	\$0	100%	\$717
5 Office Supplies	\$11,738	0%	\$0	100%	\$5,869
6 Program Supplies	\$10,000	0%	\$0	100%	\$5,000
7 Rent	\$45,947	0%	\$0	100%	\$22,973
8 Utilities	\$29,008	0%	\$0	100%	\$14,504
9 Building Maintenance	\$8,745	0%	\$0	100%	\$4,372
10 Equipment Expense	\$25,724	0%	\$0	100%	\$12,862
11 Transportation	\$71,990	0%	\$0	100%	\$35,995
12 General & Administrative Costs	\$2,889	0%	\$0	100%	\$1,445
13 Conferences & Meetings	\$23,220	0%	\$0	100%	\$11,610
14 Taxes & Insurance	\$4,191	0%	\$0	100%	\$2,095
15 Flex Funds/ Client Assistance/ Incentives	\$2,000	0%	\$0	100%	\$1,000
16 Indirect Expenses	\$171,429	0%	\$0	100%	\$85,714
SUBTOTAL B:	\$432,053		\$0		\$216,027
GROSS COSTS TOTAL STAFFING AND OPERATING EXPENSES:					\$800,000

SCHEDULE B

SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
SCHEDULE B
BUDGET NARRATIVE

FY 2021 - 2022

Contractor Name: Victor Community Support Services, Inc.

Provider # 01042

Contract/RFP# 16-408 A3

Address: 1360 E. Lassen Avenue

Chico, CA 95973

Date Form Completed: 9/15/2020

Prepared by: Matt Jafani
Title: Financial Analyst

Budget Narrative for Operating Expenses. Explain each expense by line item. Provide an explanation for determination of all figures (rate, duration, quantity, Benefits, FTE's, etc.) for example explain how overhead or indirect cost were calculated.

July 1, 2021 - December 31, 2021 (6 month)

ITEM	Justification of Cost
1 External Database Fee (.26% of Contract)	Direct costs that is related to participation in an external database, this is a required aspect of the program to facilitate focus of treatment services and reporting of outcomes.
2 Professional Fees	Direct costs associated with contract support services, interpreter services, staff training materials, and guest speakers for training.
3 Software Maintenance	Direct costs associated with technical support services as well as annual software licenses and maintenance costs; software maintenance includes correcting, updating and enhancing current company software.
4 Employment Expenses	Direct cost associated with recruiting, advertising, completion of 3rd party physical, drug testing, fingerprinting, clinical license renewals, and continuing education.
5 Office Supplies	Direct costs associated with general office supplies, such as paper, pens, pencils, envelopes, folders, tape, printed brochures, checks, business cards, kitchen supplies, toner for copier, fax machine, paper for fax machine, copier and computer printers, postage and shipping costs, and subscription expense. Other supply costs includes, staff recognition, plaques, and staff apparel.
6 Program Supplies	Direct costs associated with general program support supplies. Which may include ESL materials, orientation and treatment packets, tutoring materials, curriculums, craft supplies, therapeutic toys, snack packs, videos, games, nonprescription drugs, instructional supplies, and food provided to clients.
7 Rent	Direct costs associated with facility rental, the rental cost of a leased building and costs related to leasehold improvements.
8 Utilities	Direct costs associated with general utility costs, such as telephone, water, natural gas, electricity, cable television, internet, and garbage.
9 Building Maintenance	Direct costs associated with janitorial, maintenance, building and ground supplies, licenses and permits
10 Equipment Expense	Direct costs associated with equipment leases, equipment maintenance, office equipment, furnishing, and computer equipment.
11 Transportation	Direct costs associated with staff mileage reimbursements (using the current IRS federal mileage reimbursement rate) as well as agency vehicle operating, repair, maintenance, and licensing costs. This is budgeted to cover the cost of staff travel related to service delivery, training, and meetings.
12 General & Administrative Costs	Direct costs associated with miscellaneous charges, bank fees, interest expense, dues and membership.
13 Conferences & Meetings	Direct costs associated with meetings, staff events, and conferences, such as airfare, food and lodging to attend conferences and training.
14 Taxes & Insurance	Direct costs associated with property tax as well as property, liability, and vehicle insurance expense.
15 Flex Funds/ Client Assistance/ Incentives	Direct costs to assist our clients and their families in achieving specific treatment goals. Funds are utilized to support achievement of specific goals identified in the Child and Family Team meetings that address the domain areas of: child strengths, life domain functioning, caregiver needs, caregiver strengths, and culture. They are designed to promote recovery and resilience in the child and family.
16 Indirect Expenses	Indirect costs that support our administrative services which include, but are not limited to, fiscal oversight, accounting, payroll, insurance oversight, legal, human resources, risk management, quality assurance, HIPAA regulation, contract monitoring, and executive oversight. This is based on an estimated calculation of 12% of total direct costs. Total Indirect admin. costs will not exceed 15% of direct costs

SCHEDULE A

SCHEDULE A - Planning Estimates

SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
CENTRAL VALLEY REGION
CCFSS/ Success First Wraparound

Contractor Name: Victor Community Support Services, Inc.
Provider # 36CNEW
Contract/RFP# 16-408 A3
Address: 1360 E. Lassen Avenue
Chico, CA 95973

Prepared by: Matt Jabari
Title: Financial Analyst

FY 2021 - 2022
July 1, 2021 - December 31, 2021 (6 month)

Date Form Completed: 9/15/2020
Date Form Revised:

LINE	MODE OF SERVICE	15-Outpatient Case Management (01-06,08-09)	15-Outpatient Intensive Care Coordination (07)	15-Outpatient Mental Health Services (10-50)	15-Outpatient Intensive Home Based Services (57)	15-Outpatient TBS (58)	15-Outpatient Medication Support (60)	15-Outpatient Crisis Intervention (70)	60-Support Client Flexible Support (72)	60-Support Other Non-Medical Client Support (78)	TOTAL
#	SERVICE FUNCTION										
1	100% Distribution %	2,76%	4,11%	63,18%	4,16%	7,70%	3,43%	2,47%	0,33%	12,86%	
2	EXPENSES										
3	SALARIES	12,013	28,844	476,314	29,149	53,988	23,667	17,349		77,137	718,462
4	BENEFITS	4,013	9,636	157,067	9,738	18,035	7,906	5,796		27,820	240,010
5	(2+3 must equal total staffing costs)	16,026	38,480	633,381	38,887	72,023	31,573	23,145	0	104,957	958,471
6	OPERATING EXPENSES	9,429	14,042	212,373	14,191	26,283	11,719	8,446	1,125	43,919	341,528
7	TOTAL EXPENSES (2+3+4)	25,455	52,522	845,755	53,078	98,306	43,292	31,591	1,125	148,876	1,300,000
8	AGENCY REVENUES										
9	PATIENT FEES										0
10	PATIENT INSURANCE										0
11	MED-CARE										0
12	GRANTS/OTHER										0
13	TOTAL AGENCY REVENUES (6+7+8+9)	0	0	0	0	0	0	0	0	0	0
14	CONTRACT AMOUNT (5-10)	25,455	52,522	845,755	53,078	98,306	43,292	31,591	1,125	148,876	1,300,000
15	Mix % FUNDING										
16	70.00% MEDICAL (FFP)	8,909	18,383	296,014	18,577	34,407	15,152	11,057	0	0	402,499
17	44.65% EPSDT (2011 Realignment)	2,866	5,914	95,234	5,977	11,069	4,875	3,557	0	0	129,492
18	13.97% MHSA MATCH	6,044	12,468	200,781	12,601	23,338	10,277	7,500	0	0	273,008
19	0.00% MHSA FUNDING	7,637	15,757	253,727	15,923	29,492	12,988	9,477	1,125	148,876	495,001
20	0.00% AB2726	0	0	0	0	0	0	0	0	0	0
21	0.00% REALIGNMENT - NET COUNTY	0	0	0	0	0	0	0	0	0	0
22	FUNDING TOTAL	25,455	52,522	845,755	53,078	98,306	43,292	31,591	1,125	148,876	1,300,000
23	NET COUNTY FUNDS (Local Cost) MUST = ZERO	0	0	0	0	0	0	0	0	0	0
24	STATE FUNDING (Including Realignment)	16,546	34,139	549,741	34,501	63,899	28,140	20,534	1,125	148,876	897,501
25	FEDERAL FUNDING	8,909	18,383	296,014	18,577	34,407	15,152	11,057	0	0	402,499
26	TOTAL FUNDING	25,455	52,522	845,755	53,078	98,306	43,292	31,591	1,125	148,876	1,300,000
27	SCHEDULE OF MAXIMUM ALLOWANCES (OCR)	2,20	2,20	2,99	2,99	2,99	2,99	4,20	1,00	1,00	
28	TARGET COST PER UNIT OF SERVICE	1,72	1,72	2,34	2,34	2,34	4,35	3,29	1,00	1,00	
29	UNITS OF TIME (Minutes)	14,799	30,536	361,434	22,683	42,011	9,952	9,602			491,018

SCHEDULE B

SAN BERNARDINO COUNTY DEPARTMENT OF BEHAVIORAL HEALTH
STAFFING DETAIL

Schedule B

FY 2021 - 2022

July 1, 2021 - December 31, 2021 (6 months) (12 months)

Staffing Detail - Personnel (Includes Personal Services Contracts for Professional Services)

(6 month) (6 month)

Name	Degree/ License	Position Title	Full Time Annual Salary	Full Time Fringe Benefits*	Total Full Time Salaries & Benefits*	% Cost Allocated Contract Services	Total Salaries and Benefits Charged to Contract Services	Budgeted Hours of Contract Services	Total Salaries Charged to Contract Services	Total Benefits Charged to Contract Services
Shamelle Parker	MSW	Executive Director	116,512	42,021	158,532	35%	27,929	623	20,527	7,403
Nancy Uribe	LMFT - Bilingual	CQI Supervisor	79,656	28,729	108,385	35%	19,095	623	14,034	5,061
Vacant		CQI Supervisor	72,124	26,012	98,136	29%	14,047	623	10,324	3,724
Vacant		CQI Supervisor	79,656	28,728	108,384	7%	3,580	623	2,631	949
Janel Mercer	LMFT	Clinical Supervisor	79,656	28,729	108,385	100%	54,192	623	39,828	14,365
Marisol Aldaz	LMFT- Bilingual	Clinical Supervisor	75,479	27,222	102,701	50%	25,675	623	18,870	6,806
Vacant		Clinical Supervisor	90,000	32,459	122,459	13%	7,654	623	5,925	2,029
Esthela Sanchez	Licensed Clinical Social Worker- Bilingual	Clinician	72,275	26,066	98,341	100%	49,171	623	36,138	13,033
Klara Camarena	AMFT-Bilingual	Clinician	57,784	20,840	78,624	100%	39,312	623	28,892	10,420
Daniel Benitez	ACSW - Bilingual	Clinician	57,784	20,840	78,624	13%	5,111	81	3,756	1,355
Jeiza Valdez De La Rosa	ACSW	Clinician	69,823	25,182	95,005	13%	6,175	81	4,539	1,637
Virginia Casimiro Pedersen	AMFT- Bilingual	Clinician	57,784	20,840	78,624	100%	39,312	623	28,892	10,420
Talesha Madison	ACSW	Clinician	74,993	27,047	102,039	100%	51,020	623	37,497	13,524
Brie-Anna Reed	AMFT	Clinician	74,969	27,038	102,007	100%	51,004	623	37,485	13,519
Karla Frausto	Licensed Clinical Social Worker	Clinician	57,041	20,572	77,613	100%	38,807	623	28,521	10,286
Vacant		Clinician	72,275	26,066	98,341	100%	49,171	623	36,138	13,033
Macie Manis	AMFT	Clinician	72,275	26,066	98,341	100%	36,162	623	26,577	9,585
Kathryn Hernandez	ACSW	Clinician	53,154	19,170	72,325	100%	36,032	623	26,482	9,551
Vondrai Skillern	BA	IMHS	52,963	19,101	72,064	100%	36,032	623	26,482	9,551
Jessina Beltran		FSC	52,963	19,101	72,064	100%	2,930	62	2,154	777
Angela Williams	AA	FSC	43,068	15,533	58,601	10%	7,561	187	5,557	2,004
Vacant		FSC	37,045	13,360	50,405	30%	25,203	623	18,523	6,680
Vacant		FSC	37,045	13,360	50,405	100%	25,203	623	18,523	6,680
Vacant		FSC	37,045	13,360	50,405	100%	3,223	62	2,369	855
Vacant		FSC	47,375	17,086	64,462	10%	3,130	62	2,300	830
Vacant		FSC	46,003	16,591	62,594	10%	26,213	62	19,265	6,948
Ashleigh Lee	No license/degree	Family Parent Partner	39,529	13,896	53,425	100%	16,220	166	11,921	4,300
Vacant		Family Parent Partner	28,725	10,360	39,085	83%	52,975	0	52,975	0
Dr. Varsha Patel	M.D.	Psychiatrist	468,000	0	468,000	23%	52,975	166	2,600	938
Multiple Staff		on Call Hours	5,200	1,875	7,075	100%	3,538		24,089	8,688
Multiple Staff		Program Support (Tech Support, Quality)	67,312	24,276	91,588	72%	32,776			
Multiple Staff		Program Support Team (OSM, HRM, OSS, Accountant, Fiscal Oversight, Regional Support)	51,391	18,534	69,925	486%	170,021		124,966	45,066
TOTAL									716,462	240,010

Detail of Fringe Benefits: Employer FICA/Medicare, Workers Compensation, Unemployment, Vacation Pay, Sick Pay, Pension and Health Benefits

* = Sub-Contracted Person listed on Schedule "A" Planning as operating expenses, not salaries & benefits.

SCHEDULE B

**SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
SCHEDULE B**

FY 2021 - 2022

Prepared by: Matt Jafari
Title: Financial Analyst

Contractor Name: **Victor Community Support Services, Inc.**
Provider # **36CNEW**
Contract/RFP# **16-408 A3**
Address: **1360 E. Lassen Avenue**
Chico, CA 95973
Date Form Completed: **9/15/2020**

Operating Expenses - Please list all operating costs charged to this program, including administrative support costs and management fees along with a detail explanation of the categories below.

July 1, 2021 - December 31, 2021 (6 month)

ITEM	TOTAL COST TO ORGANIZATION	% CHARGED TO OTHER FUNDING SOURCE	TOTAL COST TO OTHER FUNDING SOURCE	PERCENT CHARGED TO PROGRAM	TOTAL COST TO PROGRAM
1 External Database Fee (.26% of Contract)	\$6,760	0%	\$0	100%	\$3,380
2 Professional Fees	\$13,224	0%	\$0	100%	\$6,612
3 Software Maintenance	\$41,463	0%	\$0	100%	\$20,731
4 Employment Expenses	\$4,597	0%	\$0	100%	\$2,298
5 Office Supplies	\$25,631	0%	\$0	100%	\$12,815
6 Program Supplies	\$4,381	0%	\$0	100%	\$2,190
7 Rent	\$112,455	0%	\$0	100%	\$56,228
8 Utilities	\$31,778	0%	\$0	100%	\$15,889
9 Building Maintenance	\$8,924	0%	\$0	100%	\$4,462
10 Equipment Expense	\$43,649	0%	\$0	100%	\$21,824
11 Transportation	\$58,653	0%	\$0	100%	\$29,326
12 General & Administrative Costs	\$5,142	0%	\$0	100%	\$2,571
13 Conferences & Meetings	\$37,325	0%	\$0	100%	\$18,663
14 Taxes & Insurance	\$8,252	0%	\$0	100%	\$4,126
15 Flex Funds/ Client Assistance/ Incentives	\$2,250	0%	\$0	100%	\$1,125
16 Indirect Expenses	\$278,571	0%	\$0	100%	\$139,286
SUBTOTAL B:	\$683,056		\$0		\$341,528
GROSS COSTS TOTAL STAFFING AND OPERATING EXPENSES:					\$1,300,000

SCHEDULE B

SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
SCHEDULE B
BUDGET NARRATIVE

FY 2021 - 2022

Contractor Name: Victor Community Support Services, Inc.
Provider # 36CNEW
Contract/RFP# 16-408 A3
Address: 1360 E. Lassen Avenue
Chico, CA 95973

Prepared by: Matt Jafari
Title: Financial Analyst

Date Form Completed: 9/15/2020

Budget Narrative for Operating Expenses. Explain each expense by line item. Provide an explanation for determination of all figures (rate, duration, quantity, Benefits, FTE's, etc.) for example explain how overhead or indirect cost were calculated.

July 1, 2021 - December 31, 2021 (6 month

ITEM	Justification of Cost
1 External Database Fee (.26% of Contract)	Direct costs that is related to participation in an external database, this is a required aspect of the program to facilitate focus of treatment services and reporting of outcomes.
2 Professional Fees	Direct costs associated with contract support services, interpreter services, staff training materials, and guest speakers for training.
3 Software Maintenance	Direct costs associated with technical support services as well as annual software licenses and maintenance costs; software maintenance includes correcting, updating and enhancing current company software.
4 Employment Expenses	Direct cost associated with recruiting, advertising, completion of 3rd party physical, drug testing, fingerprinting, clinical license renewals, and continuing education.
5 Office Supplies	Direct costs associated with general office supplies, such as paper, pens, pencils, envelopes, folders, tape, printed brochures, checks, business cards, kitchen supplies, toner for copier, fax machine, paper for fax machine, copier and computer printers, postage and shipping costs, and subscription expense. Other supply costs includes, staff recognition, plaques, and staff apparel.
6 Program Supplies	Direct costs associated with general program support supplies. Which may include ESL materials, orientation and treatment packets, tutoring materials, curriculums, craft supplies, therapeutic toys, snack packs, videos, games, nonprescription drugs, instructional supplies, and food provided to clients.
7 Rent	Direct costs associated with facility rental, the rental cost of a leased building and costs related to leasehold improvements.
8 Utilities	Direct costs associated with general utility costs, such as telephone, water, natural gas, electricity, cable television, internet, and garbage.
9 Building Maintenance	Direct costs associated with janitorial, maintenance, building and ground supplies, licenses and permits
10 Equipment Expense	Direct costs associated with equipment leases, equipment maintenance, office equipment, furnishing, and computer equipment.
11 Transportation	Direct costs associated with staff mileage reimbursements (using the current IRS federal mileage reimbursement rate) as well as agency vehicle operating, repair, maintenance, and licensing costs. This is budgeted to cover the cost of staff travel related to service delivery, training, and meetings.
12 General & Administrative Costs	Direct costs associated with miscellaneous charges, bank fees, interest expense, dues and membership.
13 Conferences & Meetings	Direct costs associated with meetings, staff events, and conferences, such as airfare, food and lodging to attend conferences and training.
14 Taxes & Insurance	Direct costs associated with property tax as well as property, liability, and vehicle insurance expense.
15 Flex Funds/ Client Assistance/ Incentives	Direct costs to assist our clients and their families in achieving specific treatment goals. Funds are utilized to support achievement of specific goals identified in the Child and Family Team meetings that address the domain areas of: child strengths, life domain functioning, caregiver needs, caregiver strengths, and culture. They are designed to promote recovery and resilience in the child and family.
16 Indirect Expenses	Indirect costs that support our administrative services which include, but are not limited to, fiscal oversight, accounting, payroll, insurance oversight, legal, human resources, risk management, quality assurance, HIPAA regulation, contract monitoring, and executive oversight. This is based on an estimated calculation of 12% of total direct costs. Total Indirect admin. costs will not exceed 15% of direct costs

SCHEDULE A

SCHEDULE A - Planning Estimates

SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH

Actual Cost Contract (cost reimbursement)

HIGH DESERT (Victorville)
CCFSS/ Success First Wraparound
FY 2021 - 2022
July 1, 2021 - December 31, 2021 (6 month)

Victor Community Support
Contractor Name: Services, Inc.

Provider # 38CAEW

Contract/RFP# 16-408 A3
Address: 1360 E. Lassen Avenue
Chico, CA 95973

Prepared by: Matt Jafani

Title: Financial Analyst

Date Form Completed: 9/15/2020

Date Form Revised:

LINE	MODE OF SERVICE	15- Case Management (01-06-08- 09)	15-Outpatient Intensive Care Coordination (07)	15-Outpatient Mental Health Services (50)	15-Outpatient Intensive Home Based Services (57)	15-Outpatient TBS (58)	15-Outpatient Medication Support (60)	15-Outpatient Crisis Intervention (70)	50-Support Client Flexible Support (72)	50-Support Other Non-Medi- Cal Client Support (76)	TOTAL
#	Distribution %	1.33%	3.30%	61.12%	3.95%	7.81%	3.95%	2.35%	0.93%	15.25%	
1	EXPENSES										
2	SALARIES	7,713	12,855	224,516	16,614	33,228	32,225	9,871	0	56,298	393,320
3	BENEFITS	2,344	3,907	67,187	5,050	10,096	9,794	3,000	0	18,164	119,544
4	(2+3 must equal total staffing costs)	10,057	16,762	291,703	21,664	43,324	42,019	12,871	0	74,462	512,865
5	OPERATING EXPENSES	3,434	5,723	114,383	7,397	14,794	7,472	4,395	1,000	28,538	187,137
6	TOTAL EXPENSES (2+3+4)	13,491	22,485	406,086	29,061	58,121	49,491	17,266	1,000	103,000	700,000
7	AGENCY REVENUES										
8	PATIENT FEES										
9	PATIENT INSURANCE										
10	MEDI-CARE										
11	GRANTS/OTHER										
12	TOTAL AGENCY REVENUES (6+7+8+9)	0	0	0	0	0	0	0	0	0	0
13	CONTRACT AMOUNT (5-10)	13,491	22,485	406,086	29,061	58,121	49,491	17,266	1,000	103,000	700,000
14	FUNDING										
15	MEDI-CAL (FFP)	4,722	7,870	142,130	10,171	20,342	17,322	5,043	0	0	208,600
16	EPSDT (2011 Realignment)	1,593	2,855	47,950	3,431	6,863	5,844	2,039	0	0	70,375
17	REALIGNMENT - MEDICARE	0	0	0	0	0	0	0	0	0	0
18	MHSA MATCH	3,129	5,215	94,180	6,741	13,480	11,477	4,004	0	0	138,225
19	MHSA FUNDING	4,047	6,746	121,826	8,718	17,436	14,847	5,180	1,000	103,000	282,800
20	REALIGNMENT - NET COUNTY	0	0	0	0	0	0	0	0	0	0
21	FUNDING TOTAL	13,491	22,485	406,086	29,061	58,121	49,491	17,266	1,000	103,000	700,000
22	NET COUNTY FUNDS (Local Cost) MUST = ZERO	0	0	0	0	0	0	0	0	0	0
23	STATE FUNDING (Including Realignment)	8,769	14,615	263,956	18,890	37,779	32,169	11,223	1,000	103,000	491,400
24	FEDERAL FUNDING	4,722	7,870	142,130	10,171	20,342	17,322	6,043	0	0	208,600
25	TOTAL FUNDING	13,491	22,485	406,086	29,061	58,121	49,491	17,266	1,000	103,000	700,000
26	SCHEDULE OF MAXIMUM ALLOWANCES (CCR)	2,20	2,20	2,99	2,99	2,99	5,56	4,20	1,00	1,00	
27	TARGET COST PER UNIT OF SERVICE	1,72	1,72	2,34	2,34	2,34	4,35	3,29			
28	UNITS OF TIME (Minutes)	7,844	13,073	173,541	12,419	24,838	11,377	5,248			248,340

SCHEDULE B

Schedule B

SAN BERNARDINO COUNTY DEPARTMENT OF BEHAVIORAL HEALTH

STAFFING DETAIL

FY 2021 - 2022

July 1, 2021 - December 31, 2021 (6 month (12 months)

Staffing Detail - Personnel (Includes Personnel Services Contracts for Professional Services)

CONTRACTOR NAME Victor Community Support Services, Inc.

Name	Degree/ License	Position Title	Full Time Annual Salary*	Full Time Fringe Benefits*	Total Full Time Salaries & Benefits*	% Cost Allocated Contract Services	Total Salaries and Benefits Charged to Contract Services	Budgeted Hours of Contract Services	Total Salaries Charged to Contract Services	Total Benefits Charged to Contract Services
Vacant		Executive Director	122,597	39,555	162,152	15.84%	12,842		9,709	3,133
Kimberly Currie	MA/MFT	Clinical Supervisor	84,182	27,160	111,342	100.00%	55,671		42,091	13,580
Vacant		Clinical Supervisor	81,479	26,288	107,767	50.00%	26,942		20,370	6,572
Amber Massie	MA/MFT	Clinician	64,750	20,891	85,641	100.00%	42,820	545	32,375	10,445
Dina Mooney	MA/MFT	Clinician	68,183	21,999	90,182	100.00%	45,091	545	34,092	10,999
Vanessa Garcia - Bilingual	BA/ACSW	Clinician	65,521	21,140	86,660	50.00%	21,665	272	16,380	5,285
Jessica Perez - Bilingual	APCC	Clinician	66,825	21,560	88,385	100.00%	44,193	545	33,413	10,780
Lilliana Meljar - Bilingual	BA	FSC (Family Support Counselor/ Case Manager)	37,600	12,131	49,732	66.67%	16,577	363	12,533	4,044
Yunuria Llamas - Bilingual	BA	FSC (Family Support Counselor/ Case Manager)	54,568	17,606	72,174	30.00%	10,826	163	8,185	2,641
Paige Masters	BA	FSC (Family Support Counselor/ Case Manager)	37,045	11,952	48,997	78.00%	19,109	425	14,447	4,661
Vacant		FSC (Family Support Counselor/ Case Manager)	41,358	13,344	54,702	100.00%	27,351	545	20,679	6,672
Vacant		FSC (Family Support Counselor/ Case Manager)	45,483	14,675	60,158	100.00%	30,079	545	22,742	7,337
Sarah Perez - Bilingual	FPP	Family/Parent Partner	32,808	10,585	43,393	100.00%	21,697		16,404	5,293
Ellen Bourne	PP	Family/Parent Partner	43,090	13,902	56,992	85.00%	24,222		18,313	5,909
Dr. Patel	M.D.	Psychiatrist	468,000	0	468,000	7%	17,240	190	17,240	0
Quina Roberts	MA/MFT	CQI Supervisor	70,784	22,838	93,622	11.88%	5,561		4,204	1,357
Multiple Staff		Program Support (Tech Support, Quality)	68,199	22,004	90,203	30.20%	13,619		10,297	3,322
Multiple Staff		Program Support Team (OSM, HRM, OSS, Accountant, Fiscal Oversight, Regional Support)	64,816	20,912	85,728	184.66%	79,154		59,845	17,514
TOTAL COST:							512,863	Total	\$393,320	\$119,544

Detail of Fringe Benefits: Employer FICA/Medicare, Workers Compensation,

Unemployment, Vacation Pay, Sick Pay, Pension and Health Benefits

* = Sub-Contracted Person listed on Schedule "A" Planning as operating expenses, not salaries & benefits.

SCHEDULE B

**SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
SCHEDULE B**

Prepared by: **Matt Jafari**
 Title: **Financial Analyst**
 FY 2021 - 2022
 Contractor Name: **Victor Community Support Services, Inc.**
 Provider # **36CAEW**
 Contract/RFP# **16-408 A3**
 Address: **1360 E. Lassen Avenue**
Chico, CA 95973
 Date Form Completed: **9/15/2020**

Operating Expenses - Please list all operating costs charged to this program, including administrative support costs and management fees along with a detail explanation of the categories below.

July 1, 2021 - December 31, 2021 (6 month)

ITEM	TOTAL COST TO ORGANIZATION	% CHARGED TO OTHER FUNDING SOURCE	TOTAL COST TO OTHER FUNDING SOURCE	PERCENT CHARGED TO PROGRAM	TOTAL COST TO PROGRAM
1 External Database Fee (.26% of Contract)	\$3,640	0%	\$0	100%	\$1,820
2 Professional Fees	\$4,891	0%	\$0	100%	\$2,446
3 Software Maintenance	\$16,793	0%	\$0	100%	\$8,396
4 Employment Expenses	\$3,632	0%	\$0	100%	\$1,816
5 Office Supplies	\$10,226	0%	\$0	100%	\$5,113
6 Program Supplies	\$2,727	0%	\$0	100%	\$1,364
7 Rent	\$68,592	0%	\$0	100%	\$34,296
8 Utilities	\$23,255	0%	\$0	100%	\$11,628
9 Building Maintenance	\$7,030	0%	\$0	100%	\$3,515
10 Equipment Expense	\$25,661	0%	\$0	100%	\$12,831
11 Transportation	\$33,265	0%	\$0	100%	\$16,633
12 General & Administrative Costs	\$2,545	0%	\$0	100%	\$1,273
13 Conferences & Meetings	\$15,606	0%	\$0	100%	\$7,803
14 Taxes & Insurance	\$4,409	0%	\$0	100%	\$2,205
15 Flex Funds/ Client Assistance/ Incentives	\$2,000	0%	\$0	100%	\$1,000
16 Indirect Expenses	\$150,000	0%	\$0	100%	\$75,000
SUBTOTAL B:	\$374,273		\$0		\$187,137
GROSS COSTS TOTAL STAFFING AND OPERATING EXPENSES:					\$700,000

SCHEDULE B

SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
SCHEDULE B
BUDGET NARRATIVE

FY 2021 - 2022

Contractor Name: Victor Community Support Services, Inc.

Provider # 36CAEW

Contract/RFP# 16-408 A3

Address: 1360 E. Lassen Avenue

Chico, CA 95973

Date Form Completed: 9/15/2020

Prepared by: Matt Jafari
Title: Financial Analyst

Budget Narrative for Operating Expenses. Explain each expense by line item. Provide an explanation for determination of all figures (rate, duration, quantity, Benefits, FTE's, etc.) for example explain how overhead or indirect cost were calculated.

July 1, 2021 - December 31, 2021 (6 month)

ITEM	Justification of Cost
1 External Database Fee (.26% of Contract)	Direct costs that is related to participation in an external database, this is a required aspect of the program to facilitate focus of treatment services and reporting of outcomes.
2 Professional Fees	Direct costs associated with contract support services, interpreter services, staff training materials, and guest speakers for training.
3 Software Maintenance	Direct costs associated with technical support services as well as annual software licenses and maintenance costs; software maintenance includes correcting, updating and enhancing current company software.
4 Employment Expenses	Direct cost associated with recruiting, advertising, completion of 3rd party physical, drug testing, fingerprinting, clinical license renewals, and continuing education.
5 Office Supplies	Direct costs associated with general office supplies, such as paper, pens, pencils, envelopes, folders, tape, printed brochures, checks, business cards, kitchen supplies, toner for copier, fax machine, paper for fax machine, copier and computer printers, postage and shipping costs, and subscription expense. Other supply costs includes, staff recognition, plaques, and staff apparel.
6 Program Supplies	Direct costs associated with general program support supplies. Which may include ESL materials, orientation and treatment packets, tutoring materials, curriculums, craft supplies, therapeutic toys, snack packs, videos, games, nonprescription drugs, instructional supplies, and food provided to clients.
7 Rent	Direct costs associated with facility rental, the rental cost of a leased building and costs related to leasehold improvements.
8 Utilities	Direct costs associated with general utility costs, such as telephone, water, natural gas, electricity, cable television, internet, and garbage.
9 Building Maintenance	Direct costs associated with janitorial, maintenance, building and ground supplies, licenses and permits
10 Equipment Expense	Direct costs associated with equipment leases, equipment maintenance, office equipment, furnishing, and computer equipment.
11 Transportation	Direct costs associated with staff mileage reimbursements (using the current IRS federal mileage reimbursement rate) as well as agency vehicle operating, repair, maintenance, and licensing costs. This is budgeted to cover the cost of staff travel related to service delivery, training, and meetings.
12 General & Administrative Costs	Direct costs associated with miscellaneous charges, bank fees, interest expense, dues and membership.
13 Conferences & Meetings	Direct costs associated with meetings, staff events, and conferences, such as airfare, food and lodging to attend conferences and training.
14 Taxes & Insurance	Direct costs associated with property tax as well as property, liability, and vehicle insurance expense.
15 Flex Funds/ Client Assistance/ Incentives	Direct costs to assist our clients and their families in achieving specific treatment goals. Funds are utilized to support achievement of specific goals identified in the Child and Family Team meetings that address the domain areas of: child strengths, life domain functioning, caregiver needs, caregiver strengths, and culture. They are designed to promote recovery and resilience in the child and family.
16 Indirect Expenses	Indirect costs that support our administrative services which include, but are not limited to, fiscal oversight, accounting, payroll, insurance oversight, legal, human resources, risk management, quality assurance, HIPAA regulation, contract monitoring, and executive oversight. This is based on an estimated calculation of 12% of total direct costs. Total Indirect admin. costs will not exceed 15% of direct costs

SCHEDULE B

SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
SCHEDULE B
FY 2021 - 2022
FY 2021 - 2022

July 1, 2021 - December 31, 2021 (6 month)

Victor Community Support Services, Inc.
36CAEW
Contract/RFP# 16-408 A3
Address: 1360 E. Lassen Avenue
Chico, CA 95973
Date Form Completed: 9/15/2020
Date Form Revised:

Date Form Revised:

MONTH	Estimated Units of Service (Minutes)	Planned Clinical FTE's	Required Productivity (based on 168 hours per month per FTE)	Projected Revenue Generated by Service Type							Clients Served		
				Case Mgmt (01-09)	Intensive Care Coordination (07)	Mental Health Services (10-50)	Intensive Home Based Services (57)	TBS (58)	Medication Support (60)	Crisis Intervention (70)	Admissions (Episodes Opened)	Discharges (Episodes Closed)	Monthly Census
Jul-21	20,695	7.32	28%	\$1,124	\$1,874	\$33,840	\$2,422	\$4,843	\$4,124	\$1,439	10	9	9
Aug-21	20,695	7.32	28%	\$1,124	\$1,874	\$33,840	\$2,422	\$4,843	\$4,124	\$1,439	10	10	9
Sep-21	20,695	7.32	28%	\$1,124	\$1,874	\$33,840	\$2,422	\$4,843	\$4,124	\$1,439	10	10	9
Oct-21	20,695	7.32	28%	\$1,124	\$1,874	\$33,840	\$2,422	\$4,843	\$4,124	\$1,439	10	10	9
Nov-21	20,695	7.32	28%	\$1,124	\$1,874	\$33,840	\$2,422	\$4,843	\$4,124	\$1,439	11	11	9
Dec-21	20,695	7.32	28%	\$1,124	\$1,874	\$33,840	\$2,422	\$4,843	\$4,124	\$1,439	11	11	9

Est. Medi-Cal Cost Per Client:	\$8,514
Est. Non-Medi-Cal Cost Per Client:	\$1,486
Est. Total Cost Per Client:	\$10,000

SCHEDULE A

SCHEDULE A - Planning Estimates

**SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH**

Actual Cost Contract (cost reimbursement)

HIGH DESERT - Barstow
CCFSS/ SB163 Wraparound Mental Health

FY 2021 - 2022

July 1, 2021 - December 31, 2021 (6 months)

Contractor Name: **Victor Community Support Ser**
Provider # **36FMWR**

Contract/RFP# **16-408 A-3**
Address: **1360 E Lassen Avenue**
Chico, CA 95973

Prepared by: Matt Jafari
Title: Financial Analyst

Date Form Completed: _____
Date Form Revised: _____

LINE	MODE OF SERVICE	15-Outpatient	15-Outpatient Intensive Care Coordination (07)	15-Outpatient Mental Health Services (10-50)	15-Outpatient Home Based Services (57)	15-Outpatient TBS (58)	15-Outpatient Medication Support (60)	15-Outpatient Crisis Intervention (70)	TOTAL
#	SERVICE FUNCTION	Case Management (01-06,08-09)	7.51%	73.76%	4.92%	4.92%	4.99%	1.46%	
1	Distribution %	2.35%							
EXPENSES									
2	SALARIES	7,050	22,872	221,704	14,780	14,780	15,008	4,391	300,585
3	BENEFITS	1,755	5,694	55,193	3,680	3,680	3,736	1,093	74,830
	(2+3 must equal total staffing costs)	8,805	28,565	276,896	18,460	18,460	18,744	5,484	375,415
4	OPERATING EXPENSES	3,508	11,382	110,330	7,355	7,355	7,469	2,185	149,585
5	TOTAL EXPENSES (2+3+4)	12,314	39,947	387,226	25,815	25,815	26,213	7,669	525,000
AGENCY REVENUES									
6	PATIENT FEES								0
7	PATIENT INSURANCE								0
8	MEDI-CARE								0
9	GRANTS/OTHER								0
10	TOTAL AGENCY REVENUES (6+7+8+9)	0	0	0	0	0	0	0	0
11	CONTRACT AMOUNT (5-10)	12,314	39,947	387,226	25,815	25,815	26,213	7,669	525,000
FUNDING									
Mix %		Share %							
100.00%	MEDICAL (FFP)	6,157	19,974	193,613	12,908	12,908	13,107	3,835	262,502
100.00%	EPSDT (2011 Realignment)	4,437	14,393	139,518	9,301	9,301	9,445	2,763	189,158
14	CFS FUNDING	610	1,978	19,170	1,278	1,278	1,298	380	25,990
15	MHSA FUNDING	1,110	3,603	34,926	2,328	2,328	2,364	691	47,350
16	AS2726	0	0	0	0	0	0	0	0
17	REALIGNMENT - NET COUNTY	0	0	0	0	0	0	0	0
18									0
19	FUNDING TOTAL	12,314	39,947	387,226	25,815	25,815	26,213	7,669	525,000
20	NET COUNTY FUNDS (Local Cost) MUST = ZERO	0	0	0	0	0	0	0	0
21	STATE FUNDING (Including Realignment)	5,547	17,996	174,444	11,629	11,629	11,809	3,454	236,508
22	FEDERAL FUNDING	6,767	21,952	212,783	14,186	14,186	14,405	4,215	288,492
23	TOTAL FUNDING	12,314	39,947	387,226	25,815	25,815	26,213	7,669	525,000
24	SCHEDULE OF MAXIMUM ALLOWANCES (CCR)		2.20	2.99	2.99	2.99	5.56	4.20	
25	TARGET COST PER UNIT OF SERVICE	1.84	1.84	2.38	2.38	2.38	4.39	3.53	
26	UNITS OF TIME (Minutes)	6,694	21,715	162,867	10,858	10,858	5,978	2,172	221,133

SCHEDULE B

Schedule B

**SAN BERNARDINO COUNTY DEPARTMENT OF BEHAVIORAL HEALTH
STAFFING DETAIL**

FY 2021 - 2022

July 1, 2021 - December 31, 2021 (6 months) (6 months)

Staffing Detail - Personnel (Includes Personal Services Contracts for Professional Services)

CONTRACTOR NAME: Victor Community Support Services, Inc.

Name	Degree/ License	Position Title	Full Time Annual Salary	Full Time Fringe Benefits*	Total Full Time Salaries & Benefits*	% Cost Allocated Contract Services	Total Salaries and Benefits Charged to Contract Services	Budgeted Hours of Contract Services	Total Salaries Charged to Contract Services	Total Benefits Charged to Contract Services
Denise Huthner	AMFT	Executive Director	100,753	27,259	128,011	32%	20,332	330	16,003	4,330
Shearly Chambliss	LCSW	Clinical Supervisor	93,340	25,253	118,593	100%	59,296	1,040	46,670	12,627
Edna Rodriguez - Bilingual	AMFT	Clinician	63,909	17,290	81,199	100%	40,600	1,040	31,955	8,645
Lisa Hermann	AMFT	Clinician	59,208	16,019	75,226	50%	18,807	520	14,802	4,005
Torria Payton	AMFT	Clinician	58,634	15,322	71,956	100%	35,978	1,040	28,317	7,661
Jennifer Beat	LFMT	Clinician	58,499	15,827	74,325	100%	37,163	1,040	29,250	7,914
Marsadez Troupe	AMFT	Clinician	56,634	15,322	71,956	40%	14,391	416	11,327	3,065
Sierra Lisby	MA	FSC	49,171	13,303	62,474	100%	31,237	1,040	24,586	6,652
Innocent Odiongwae	BS	FSC	49,113	13,288	62,401	80%	24,960	832	19,646	5,315
Brittany Phillips	BS	FSC	33,787	9,141	42,928	50%	10,732	520	8,447	2,286
Dr. Varsha Patel	M.D.		384,000		384,000	13%	24,000	130	24,000	0
Various Staff	N.A., Bilingual	Program Support Staff	48,913	13,233	62,146	186%	57,918	1,938	45,585	12,333
					0	0%	0	0	0	0
					0	0%	0	0	0	0
									300,595	74,830

TOTAL COST:	375,415
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Detail of Fringe Benefits: Employer FICA/Medicare, Workers Compensation,
Unemployment, Vacation Pay, Sick Pay, Pension and Health Benefits

SCHEDULE B

**SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
SCHEDULE B**

Contractor Name: Victor Community Support Services, Inc.

Region 36FMWR

Contract # 16-408 A-3

Address: 1360 E. Lassen Avenue

Chico, CA 95973

FY 2021 - 2022

Prepared by:

Title:

Date Form Completed:

Updated

Operating Expenses - Please list all operating costs charged to this program, including administrative support costs and management fees along with a detail explanation of the categories below.

July 1, 2021 - December 31, 2021 (6 month)

6 Months

ITEM	TOTAL COST TO ORGANIZATION	% CHARGED TO OTHER FUNDING SOURCE	TOTAL COST TO OTHER FUNDING SOURCE	PERCENT CHARGED TO CONTRACT	TOTAL COST TO CONTRACT
1 Internal Database fee (.26% of Contract)	\$1,365	0%	\$0	100%	\$1,365
2 Professional Fees	\$356	0%	\$0	100%	\$356
3 Software Maintenance	\$3,590	0%	\$0	100%	\$3,590
4 Employment Expenses	\$2,419	0%	\$0	100%	\$2,419
5 Office Supplies	\$7,467	0%	\$0	100%	\$7,467
6 Program Supplies	\$2,567	0%	\$0	100%	\$2,567
7 Rent	\$13,917	0%	\$0	100%	\$13,917
8 Utilities	\$11,667	0%	\$0	100%	\$11,667
9 Building Maintenance	\$4,712	0%	\$0	100%	\$4,712
10 Equipment Expense	\$12,291	0%	\$0	100%	\$12,291
11 Transportation	\$23,480	0%	\$0	100%	\$23,480
12 General & Administrative Costs	\$887	0%	\$0	100%	\$887
13 Conferences & Meetings	\$6,112	0%	\$0	100%	\$6,112
14 Taxes & Insurance	\$2,506	0%	\$0	100%	\$2,506
15 Indirect Expenses 12%	\$56,250	0%	\$0	100%	\$56,250
16		0%	\$0	100%	\$0
17		0%	\$0	100%	\$0
18		0%	\$0	100%	\$0
19		0%	\$0	100%	\$0
SUBTOTAL B:	\$149,585		\$0		\$149,585
GROSS TOTAL STAFFING AND OPERATING COSTS					\$525,000

SCHEDULE B

July 1, 2021 - December 31, 2021 (6 month)

ITEM	Justification of Cost
1 Internal Database fee (.26% of Contract)	Participation in external database is a required aspect of program to facilitate focus of treatment services and reporting of outcomes.
2 Professional Fees	Direct costs associated with technical support services, interpreter services, staff training materials, and guest speakers for training.
3 Software Maintenance	Direct costs associated with technical support services as well as annual software licenses and maintenance costs; software maintenance includes correcting, updating and enhancing current company software.
4 Employment Expenses	Direct cost associated with recruiting, advertising, completion of 3rd party physical, drug testing, fingerprinting, clinical license renewals, and continuing education.
5 Office Supplies	Direct costs associated with general office supplies, such as paper, pens, pencils, envelopes, folders, tape, printed brochures, checks, business cards, kitchen supplies, toner for copier, fax machine, paper for fax machine, copier and computer printers, postage and shipping costs, and subscription expense. Other supply costs includes staff
6 Program Supplies	Direct costs associated with general program support supplies. Which may include ESL materials, orientation and treatment packets, tutoring materials, curriculums, craft supplies, therapeutic toys, snack packs, videos, games, nonprescription drugs, instructional supplies, and food provided to clients.
7 Rent	Direct costs associated with facility rental, the rental cost of a leased building and costs related to leasehold improvements.
8 Utilities	Direct costs associated with general utility costs, such as telephone, water, natural gas, electricity, cable television, internet, and garbage.
9 Building Maintenance	Direct costs associated with janitorial, maintenance, building and ground supplies, licenses and permits
10 Equipment Expense	Direct costs associated with equipment leases, equipment maintenance, office equipment, furnishing, and computer equipment.
11 Transportation	Direct costs associated with staff mileage reimbursements as well as agency vehicle operating, repair, maintenance, and licensing costs. This is budgeted to cover the cost of staff travel related to service delivery, training, and meetings.
12 General & Administrative Costs	Direct costs associated with miscellaneous charges, bank fees, interest expense, dues and membership.
13 Conferences & Meetings	Direct costs associated with meetings, staff events, and conferences, such as airfare, food and lodging to attend conferences and training.
14 Taxes & Insurance	Direct costs associated with property tax as well as property, liability, and vehicle insurance expense.
15 Indirect Expenses 12%	Indirect costs that support our administrative services which include, but are not limited to, fiscal oversight, accounting, payroll, insurance oversight, legal, human resources, risk management, quality assurance, HIPAA regulation, contract monitoring, and executive oversight. This is based on an estimated calculation of 12% of total direct costs.

**SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
SCHEDULE B
FY 2021 - 2022**

Contractor Name: Victor Community Support Services, Inc.													
Provider # 36FMWVR													
Contract/RFP# 16-408 A-3													
Address: 1360 E. Lassen Avenue													
Chico, CA 95973													
Date Form Completed:													
Date Form Revised:													
MONTH	Estimated Units of Service (Minutes)	Planned Clinical FTE's	Required Productivity (based on 168 hours per month per FTE)	Projected Revenue Generated by Service Type						Clients Served			Monthly Census
				Case Mgmt (01-09)	Intensive Care Coordination (07)	Mental Health Services ('10-50)	Intensive Home Based Services (57)	TBS (58)	Medication Support (60)	Crisis Intervention (70)	Admissions (Episodes Opened)	Discharges (Episodes Closed)	
Jul-21	36,856	6.33	58%	\$2,052	\$6,658	\$64,538	\$4,303	\$4,303	\$4,369	\$1,278	6	5	8
Aug-21	36,856	6.33	58%	\$2,052	\$6,658	\$64,538	\$4,303	\$4,303	\$4,369	\$1,278	6	6	8
Sep-21	36,856	6.33	58%	\$2,052	\$6,658	\$64,538	\$4,303	\$4,303	\$4,369	\$1,278	6	6	8
Oct-21	36,856	6.33	58%	\$2,052	\$6,658	\$64,538	\$4,303	\$4,303	\$4,369	\$1,278	6	6	8
Nov-21	36,856	6.33	58%	\$2,052	\$6,658	\$64,538	\$4,303	\$4,303	\$4,369	\$1,278	6	6	8
Dec-21	36,856	6.33	58%	\$2,052	\$6,658	\$64,538	\$4,303	\$4,303	\$4,369	\$1,278	6	6	8

Page 1 of 1

Schedule B

**SAN BERNARDINO COUNTY DEPARTMENT OF BEHAVIORAL HEALTH
STAFFING DETAIL**

FY 2021 - 2022

July 1, 2021 - December 31, 2021 (6 months) (6 months)

Staffing Detail - Personnel (Includes Personal Services Contracts for Professional Services)

CONTRACTOR NAME: Victor Community Support Services, Inc.

[illegible]

Detail of Fringe Benefits: Employer FICA/Medicare, Workers Compensation, Unemployment, Vacation Pay, Sick Pay, Pension and Health Benefits

SCHEDULE B

SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
SCHEDULE B

Contractor Name: Victor Community Support Services, Inc.
Region 36CAWR

Contract # 16-408 A-3

Address: 1360 E. Lassen Avenue
Chico, CA 95973

FY 2021 - 2022

Prepared by:

Title:

Date Form Completed:

Updated

Operating Expenses - Please list all operating costs charged to this program, including administrative support costs and management fees along with a detail explanation of the categories below.

6 Months
July 1, 2021 - December 31, 2021 (6 month)

ITEM	TOTAL COST TO ORGANIZATION	% CHARGED TO OTHER FUNDING SOURCE	TOTAL COST TO OTHER FUNDING SOURCE	PERCENT CHARGED TO CONTRACT	TOTAL COST TO CONTRACT
1 Internal Database fee (.26% of Contract)	\$2,600	0%	\$0	100%	\$2,600
2 Professional Fees	\$2,596	0%	\$0	100%	\$2,596
3 Software Maintenance	\$10,122	0%	\$0	100%	\$10,122
4 Employment Expenses	\$3,281	0%	\$0	100%	\$3,281
5 Office Supplies	\$13,563	0%	\$0	100%	\$13,563
6 Program Supplies	\$1,124	0%	\$0	100%	\$1,124
7 Rent	\$56,447	0%	\$0	100%	\$56,447
8 Utilities	\$17,719	0%	\$0	100%	\$17,719
9 Building Maintenance	\$6,118	0%	\$0	100%	\$6,118
10 Equipment Expense	\$18,039	0%	\$0	100%	\$18,039
11 Transportation	\$35,998	0%	\$0	100%	\$35,998
12 General & Administrative Costs	\$1,677	0%	\$0	100%	\$1,677
13 Conferences & Meetings	\$10,038	0%	\$0	100%	\$10,038
14 Taxes & Insurance	\$4,938	0%	\$0	100%	\$4,938
15 Indirect Expenses 12%	\$107,143	0%	\$0	100%	\$107,143
16		0%	\$0	100%	\$0
17		0%	\$0	100%	\$0
18		0%	\$0	100%	\$0
19		0%	\$0	100%	\$0
SUBTOTAL B:	\$291,403		\$0		\$291,403
GROSS TOTAL STAFFING AND OPERATING COSTS					\$1,000,000

SCHEDULE B

SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
SCHEDULE B
BUDGET NARRATIVE
FY 2021 - 2022

Contractor Name: Victor Community Support Services, Inc.

Provider # 35CAWR

Contract/RFP# 16-408 A-3

Address: 1360 E. Lassen Avenue

Chico, CA 95973

Date Form Completed:

Prepared by: Matt Jafari
Title: Financial Analyst

Budget Narrative for Operating Expenses. Explain each expense by line item. Provide an explanation for determination of all figures (rate, duration, quantity, Benefits, FTE's, etc.) for example explain how overhead or indirect cost were calculated.

July 1, 2021 - December 31, 2021 (6 month)

ITEM	Justification of Cost
1 Internal Database fee (.26% of Contract)	Participation in external database is a required aspect of program to facilitate focus of treatment services and reporting of outcomes.
2 Professional Fees	Direct costs associated with technical support services, interpreter services, staff training materials, and guest speakers for training.
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5 Office Supplies	Direct costs associated with general office supplies, such as paper, pens, pencils, envelopes, folders, tape, printed brochures, checks, business cards, kitchen supplies, toner for copier, fax machine, paper for fax machine, copier and computer printers, postage and shipping costs, and subscription expense. Other supply costs includes, staff recognition, plaques, and staff apparel.
6 Program Supplies	Direct costs associated with general program support supplies. Which may include ESL materials, orientation and treatment packets, tutoring materials, curriculums, craft supplies, therapeutic toys, snack packs, videos, games, nonprescription drugs, instructional supplies, and food provided to clients.
7 Rent	Direct costs associated with facility rental, the rental cost of a leased building and costs related to leasehold improvements.
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Contractor Name:	Victor Community Support Services, Inc.
Provider #	36CAWR
Contract/RFP#	16-408 A-3
Address:	1360 E. Lassen Avenue Chico, CA 95973

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