

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



Contract Number

21-439 A-2

SAP Number

Department of Behavioral Health

Department Contract Representative	Desiree Alfaro
Telephone Number	(909) 388-0932
Contractor	Step Up On Second, Inc.
Contractor Representative	Eddie Estrada
Telephone Number	(909) 963-5355 ext. 910
Contract Term	July 1, 2021 through June 30, 2026
Original Contract Amount	\$42,524,650
Amendment Amount	(\$1,944,000) decrease
Total Contract Amount	\$40,580,650
Cost Center	9209092200
Grant Number (if applicable)	N/A

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT NO. 2:

IN THAT CERTAIN Contract No. 21-439 by and between San Bernardino County, a political subdivision of the State of California, (hereinafter referred to as County) and Step Up on Second, Inc. (hereinafter referred to as Contractor) for Full Service Partnership services, which contract first became effective July 1, 2021, the following changes are hereby made and agreed to:

- I. ARTICLE IV. FUNDING AND BUDGETARY TERMS, paragraph I is hereby amended to read as follows:
 - H. The contract amount shall decrease by \$1,944,000, from \$42,524,650 to the amount not to exceed \$40,580,650, for the contract term.
- II. This amendment hereby adds revised Schedules A and B for Fiscal Years 2024-2025 and 2025-2026.

All other terms and conditions of Contract No. 21-439 remain in full force and effect.

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 Contract. 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.

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

SAN BERNARDINO COUNTY

Step Up On Second, Inc

► *Dawn Rowe*
Dawn Rowe, Chair, Board of Supervisors

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

Dated: JUN 18 2025

By ► Tod Lipka

(Authorized signature - sign in blue ink)

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

Name *Tod Lipka, CEO*
(Print or type name of person signing contract)

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

Title CEO
(Print or Type)

By *Janni*
Deputy

Dated: 6/6/2025

Address 1328 Second Street

Santa Monica, CA 90401

FOR COUNTY USE ONLY

Approved by Legal Form

Reviewed by Contract Compliance

Reviewed/Approved by Department

► *Dawn Martin*

► *Michael Shin*

► *Georgina Yoshioka*

Dawn Martin, Deputy County Counsel

Michael Shin, Administrative Manager

Georgina Yoshioka, Director

Date 6/9/2025

Date 6/6/2025

Date 6/6/2025

SCHEDULE A

SCHEDULE A - Planning Estimates

**SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH**

**Homeless & Housed Intensive Case Management and
Outreach Services Program - Full Service Partnership**

Actual Cost Contract (cost reimbursement)

Contractor Name: Step Up on Second, Inc.

Provider # 36IKF7

Contract/RFP# 21-439

Address: 1328 Second Street
Santa Monica, CA 90401

Prepared by: David Tavlin

Title: CPO

July 1, 2024 - June 30, 2025

Date Form Completed: 4/21/2021

Date Form Revised: 5/16/2025

LINE #	MODE OF SERVICE	SERVICE FUNCTION	Distribution %										TOTAL
			12.00%	75.50%	5.00%	2.00%	0.00%	8.50%	0.00%	5.00%	0.00%	5.00%	
			15-Outpatient Case Management (61-68)	15-Outpatient Mental Health Services (10-50)	15-Outpatient Medication Support (60)	15-Outpatient Crisis Intervention (70)	45-Outreach Mental Health Promotion (10-49)	45-Outreach Community Client Services (20-29)	60-Support Housing & Client Flex Support (70-72)	60-Support Other Non-Medi-Cal Client Support (78)			
EXPENSES													
1	SALARIES		538,066	3,385,329	224,194	89,678	0	22,419	0	0	224,194	4,483,880	
2	BENEFITS		133,308	838,727	55,545	22,218	0	5,554	0	0	55,545	1,110,897	
(1+2 must equal total staffing costs)			671,373	4,224,056	279,739	111,896	0	27,974	0	0	279,739	5,594,777	
3	OPERATING EXPENSES		178,953	1,125,912	74,564	29,825	0	7,456	0	0	74,564	1,491,274	
4	CLIENT FLEXIBLE SUPPORT (72)												
5	OTHER NON-MEDICAL CLIENT SUPPORT (78)												
6	TOTAL EXPENSES (1+2+3+4+5)		850,326	5,349,968	354,303	141,721	0	35,430	755,379	0	354,303	7,841,430	
AGENCY REVENUES													
7	PATIENT FEES											0	
8	PATIENT INSURANCE											0	
9	MEDI-CARE											0	
10	GRANTS/OTHER											0	
11	TOTAL AGENCY REVENUES (7+8+9+10)		0	0	0	0	0	0	0	0	0	0	
12	CONTRACT AMOUNT (6-11)		850,326	5,349,968	354,303	141,721	0	35,430	755,379	0	354,303	7,841,430	
FUNDING													
Share %													
13	21.50% MEDICAL (FP)		382,647	2,407,486	159,436	63,774	0					3,013,343	
14	9.00% EPSDT (2011 REALIGNMENT)		0	0	0	0	0					0	
15	MHSA MATCH		255,098	1,604,990	106,291	42,517	0					2,008,896	
16												0	
17												0	
18	25.00% MHSA (NON-MEDICAL)		212,581	1,337,492	88,576	35,430	0					2,819,190	
19												0	
20	FUNDING TOTAL		850,326	5,349,968	354,303	141,721	0	35,430	755,379	0	354,303	7,841,430	
21	NET COUNTY FUNDS (Local Cost) MUST = ZERO		0	0	0	0	0	0	0	0	0	0	
22	STATE FUNDING (Including Realignment)		467,679	2,942,482	194,867	77,947	0	35,430	755,379	0	354,303	4,828,087	
23	FEDERAL FUNDING		382,647	2,407,486	159,436	63,774	0					3,013,343	
24	TOTAL FUNDING		850,326	5,349,968	354,303	141,721	0	35,430	755,379	0	354,303	7,841,430	
25	SCHEDULE OF MAXIMUM ALLOWANCES		2.20	2.99	5.56	4.20							
26	TARGET COST PER UNIT OF SERVICE		1.87	2.41	4.45	3.58							
27	UNITS OF TIME (Minutes)		454,720	2,219,904	79,619	39,587						2,793,830	

APPROVED:

David Tavlin, CPO

PROVIDER AUTHORIZED SIGNATURE

Jun 6, 2025

Thelma Rodriguez

DATE

DBH FISCAL SERVICES

Edith Lockerman

Jun 6, 2025

DATE

DBH PROGRAM MANAGER

David Tavlin, CPO

Thelma Rodriguez

DBH FISCAL SERVICES (PRINT NAME)

Edith Lockerman

DBH PROGRAM MANAGER (PRINT NAME)

SCHEDULE A

SCHEDULE A - Planning Estimates

Actual Cost Contract (cost reimbursement)

**SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
Homeless & Housed Intensive Case Management and
Outreach Services Program - Full Service Partnership**

FY 2026 - 2026
July 1, 2025 - June 30, 2026

Contractor Name: Step Up on Second, Inc.

Provider # 36MKF7

Contract/RFP# 21-439

Address: 1328 Second Street
Santa Monica, CA 90401

Date Form Completed: 4/21/2021

Date Form Revised: 5/18/2025

Prepared by: David Tavlin
Title: CFO

100% LINE #	Distribution %	15-Outpatient (01-09)	75.00% 15-Outpatient (10-40)	5.00% 15-Outpatient (46)	2.00% 15-Outpatient (70)	5.00% 4E-Outreach (10-18)	5.00% 4E-Outreach (20-39)	6.00% 60-Support (70-72)	5.00% 60-Support (78)	TOTAL
EXPENSES										
1	SALARIES	538,066	3,385,329	224,194	89,678	0	22,419	0	224,194	4,483,880
2	BENEFITS	133,308	838,727	55,545	22,218	0	5,554	0	55,545	1,110,897
(1+2 must equal total staffing costs)										
3	OPERATING EXPENSES	671,373	4,224,056	279,739	111,896	0	27,974	0	279,739	5,594,777
4	CLIENT FLEXIBLE SUPPORT (72)	178,953	1,125,912	74,964	29,825	0	7,456	0	74,964	1,491,274
5	OTHER NON-MEDI-CAL CLIENT SUPPORT (78)								755,378	755,378
6	TOTAL EXPENSES (1+2+3+4+5)	850,326	5,349,988	354,303	141,721	0	35,430	755,378	354,303	7,841,430
AGENCY REVENUES										
7	PATIENT FEES									0
8	PATIENT INSURANCE									0
9	MEDI-CARE									0
10	GRANTS/OTHER									0
11	TOTAL AGENCY REVENUES (7+8+9+10)	0	0	0	0	0	0	0	0	0
12	CONTRACT AMOUNT (8-11)	850,326	5,349,988	354,303	141,721	0	35,430	755,378	354,303	7,841,430
FUNDING										
13	MEDI-CAL (FFP)	382,647	2,407,486	159,436	63,774					3,013,343
14	EPSDT (2011 REALIGNMENT)	0	0	0	0					0
15	MHSA MATCH	255,088	1,604,990	106,291	42,517					2,008,886
16										0
17										0
18	MHSA NON-MEDI-CAL	212,581	1,337,482	88,576	35,430	0	35,430	755,378	354,303	2,819,190
19										0
20	FUNDING TOTAL	850,326	5,349,988	354,303	141,721	0	35,430	755,378	354,303	7,841,430
21	NET COUNTY FUNDS (Local Cost) MUST = ZERO	0	0	0	0	0	0	0	0	0
22	STATE FUNDING (Including Realignment)	467,679	2,942,482	194,867	77,947	0	35,430	755,378	354,303	4,828,087
23	FEDERAL FUNDING	382,647	2,407,486	159,436	63,774	0	0	0	0	3,013,343
24	TOTAL FUNDING	850,326	5,349,988	354,303	141,721	0	35,430	755,378	354,303	7,841,430
25	SCHEDULE OF MAXIMUM ALLOWANCES	2.20	2.99	5.96	4.20					
26	TARGET COST PER UNIT OF SERVICE	1.87	2.41	4.46	3.63					
27	UNITS OF TIME (Minutes)	454,720	2,219,904	79,819	39,567					2,793,630

APPROVED:

David Tavlin, CFO

Jun 6, 2025

DATE

Thelma Rodriguez

DBH FISCAL SERVICES

DATE

Jun 6, 2025

DATE

Edith Lockerman

DBH PROGRAM MANAGER

David Tavlin, CFO

Thelma Rodriguez

Edith Lockerman

PROVIDER AUTHORIZED SIGNER (PRINT NAME)

DBH FISCAL SERVICES (PRINT NAME)

DBH PROGRAM MANAGER (PRINT NAME)

SCHEDULE B

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

Schedule B

FY 2024 - 2025

July 1, 2024 - June 30, 2025

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

CONTRACTOR NAME: Step Up on Second, Inc.

Name	Degree/ License	Position Title	Full Time Annual Salary* 1,025	Full Time Fringe Benefits* 0.26	Total Full Time Salaries & Benefits*	% Time Spent on Contract Services	Total Salaries and Benefits Charged to Contract	Budgeted Units of Contract Services	Total Salaries Charged to Contract Services	Total Benefits Charged to Contract Services
Direct Management	BA/LMFT/LCSW	Director, Program Managers, Asst PM	100,826	26,215	127,041	605%	768,597		609,997	158,599
Lead Service Coordinators	BA/ACSW/AMFT /LMFT/LCSW/LV Nurse	Lead Service Coordinator I, II, III, Nurse	82,399	21,423	103,821	350%	363,375		288,393	74,982
Therapist	CC/LMFT/LCSW/ LPOC	Service Coordinator II and III	74,799	19,448	94,247	1700%	1,602,195		1,271,583	330,612
Service Coordinators Care Coord	AA/BA	Care Coordinator I Care Coordinators	57,657	14,991	72,648	800%	581,183		461,256	119,927
Service Coordinators Community	AA/BA	Service Coordinator I Community Integration	57,672	14,995	72,667	200%	145,333		115,344	29,989
Service Coordinators Housing Sp	AA/BA	Service Coordinator I Housing Specialist	57,672	14,995	72,667	200%	145,333		115,344	29,989
Service Coordinators Substance Abuse	CADAAC	Service Coordinator I Substance Abuse Specialists	64,182	16,687	80,870	100%	80,870		64,182	16,687
Service Coordinators Benefits Specialist	AA/BA	Service Coordinator I Benefits Spec	57,672	14,995	72,667	100%	72,667		57,672	14,995
Service Coordinators Generalist	BA	Service Coordinator I Generalist	55,632	14,464	70,096	1250%	876,204		695,400	180,804
Service Coordinators Nurse	LVN	Service Coordinator Nurse	71,066	18,477	89,543	200%	179,086		142,132	36,954
Biller	AA/BA	Biller	58,916	15,318	74,234	100%	74,234		58,916	15,318
Program Assistant, Receptionist	AA/BA	Program Assistant, Receptionist	56,230	14,620	70,850	200%	141,700		112,460	29,240
Clinical Supervisor	LMFT/LCSW	Clinical Supervisor	95,000	24,700	119,700	100%	119,700		95,000	24,700
QA Specialist	LMFT/LCSW	Quality Assurance Specialist	70,000	18,200	88,200	50%	44,100		35,000	9,100
Clinical Staff Productivity Bonuses			150,000	39,000	189,000	100%	189,000		150,000	39,000
Professional Services-Outside (Locum Psychiatrists included)	MD/Clinical	MD Psych Locum (\$275)	211,200	0	211,200	100%	211,200		211,200	0
Total FTE						61.55				
						TOTAL				
						COST:	\$ 5,594,776		\$ 4,483,880	\$ 1,110,897

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**

Contractor Name: Step Up on Second, Inc.
 Provider # 36IKF7
 Contract/RFP# 21-439
 Address: 1328 Second Street
 Santa Monica, CA 90401
 Date Form Completed: 4/21/2021

July 1, 2024 - June 30, 2025

Prepared by: David Tavlin
 Title: CPO

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, 2024 - June 30, 2025

ITEM (Step Up Chart of Accounts number)	TOTAL COST TO ORGANIZATION	% CHARGED TO OTHER FUNDING SOURCE	TOTAL COST TO OTHER FUNDING SOURCE	PERCENT CHARGED TO PROGRAM	TOTAL COST TO PROGRAM
Housing & Client Flex Support Mode 60 (70 -72) (9100)	\$755,379	0%	\$0	100%	\$755,379
MODE 60 above not included in Operating Costs total					
Rent	\$194,131	0%	\$0	100%	\$194,131
Utilities	\$16,861	0%	\$0	100%	\$16,861
Alarm	\$3,000	0%	\$0	100%	\$3,000
Repairs & Maintenance	\$36,000	0%	\$0	100%	\$36,000
Supplies and Equipment	\$54,000	0%	\$0	100%	\$54,000
Staff Training and Development	\$72,000	0%	\$0	100%	\$72,000
Travel & Meetings Expenses	\$125,000	0%	\$0	100%	\$125,000
Vehicle Lease & Insurance	\$55,000	0%	\$0	100%	\$55,000
Insurance - General, Umbrella, Dir/Officers	\$48,000	0%	\$0	100%	\$48,000
Telephone & Communications	\$75,703	0%	\$0	100%	\$75,703
Dues, Sub, Fees	\$4,800	0%	\$0	100%	\$4,800
Furniture, Fixed Equipment	\$10,000	0%	\$0	100%	\$10,000
Professional Contracted Services (Technical Services, E.H.R.)	\$79,751	0%	\$0	100%	\$79,751
Postage/Shipping/Counter	\$4,000	0%	\$0	100%	\$4,000
Executive, Admin Support and QM Technical Staff	\$713,028	0%	\$0	100%	\$713,028
SUBTOTAL B:	\$1,491,274	0%	\$0	100%	\$1,491,274
GROSS COSTS TOTAL STAFFING AND OPERATING EXPENSES:					\$7,086,050

12.74% indirect (A31) to direct %

does not include cell A14 Mode 60 Flex funds

SCHEDULE B

SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
SCHEDULE B
BUDGET NARRATIVE
FY 2024 - 2025

Contractor Name: Step Up on Second, Inc.
 Provider # 36IKF7
 Contract/RFP# 21-439
 Address: 1328 Second Street
Santa Monica, CA 90401
 Date Form Completed: 4/21/2021

Prepared by: David Tavlin
 Title: CPO

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, 2024 - June 30, 2025

ITEM	Justification of Cost
Housing & Client Flex Support Mode 60 (70-72) (B100)	\$62,948 per month to cover Member/Client Housing Supports; Housing Operating Support; Rent and Utility Arrears, Unit Damage, Educaiton and Employment related supplies and materials, Client Family Caregiver Supports, Medications, Deposits, Moving Cost, Storage Cost, and other using MHSA Expenditure Guide of allowable expenses.
<i>Above Mode 60 not included in Operating Costs Total this page. See Schedule A</i>	
Rent	Average monthly rent is approximately \$16,178 per month x 12 months includes staff parking spaces, facility maintenance, landlord's operational cost including taxes.
Utilities	Cost is estimated at approximately \$1,405 per month x 12 months, includes electricity, water, gas, etc.
Alarm	\$250.00 per month x 12 months
Repairs & Maintenance	\$3,000 per month x 12 months (Vehicles maintenance and repairs, facility related repairs, Misc.)
Supplies and Equipment	\$4,500 per month x 12 months (office supplies, equipment leases, PURE Water, coffees for staff and members, paper cups, plates, utensils, misc.)
Staff Training and Development	\$6,250 per month x 12 months (new staff orientation, live scan services, in-service trainings, team building activities , CEUs, other off site trainings)
Travel & Meetings Expenses	Monthly cost is approximately \$10,417 to cover staff mileage, parking, fuel for company vehicles, staff travel, trainings conferences such as NAEH, NCHC, CSP.
Vehicle Lease & Insurance	Approximate monthly costs to cover 6 vehicle leases and insurance is estimated at \$4,583 per month.
Insurance - General, Umbrella, Dir/Officers	\$4,000 per month, includes Gen Liability, Umbrella and D&O
Telephone & Communications	Monthly cost is estimated at \$6,309, covers staff/ company plan cell phones (Verizon, AT&T); telephone network phones/internet (Windstream, Frontier & Spectrum)]. Microsoft.
Dues, Sub, Fees	Monthly cost is estimated at \$400 to cover dues (Chamber, NCHC, NAEH,NACHC, ACBO)), fees (local, state, & federal licensing).
Furniture, Fixed Equipment	Estimated at \$10,000 annually to purchase or replacement of office furniture,
Professional Contracted Services (Technical Services, E.H.R.)	Monthly cost is \$6,646 to cover Welligent Electronic Health Record, Xobee - IT consultant, monthly; legal, intaact accounting software, Triplog software, other
Postage/Shipping/Courier	\$333 annually to cover operations related mail.
Executive, Admin Support and QM Technical Staff	\$59,262 per month or 10% of the budget including Flex Funds to cover Indirect Cost such as executive salary and benefits: E.H.R, Tech, Accounting & Support Admin Staff, HR support, corporate office related costs, etc.). It is an increase from previous years to account for the increase in goods and services.

SCHEDULE B

**SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
SCHEDULE B
FY 2024 - 2025**

Contractor Name: Step Up on Second, Inc.
 Provider # 36IKF7
 Contract/RFP# 21-439
 Address: 1328 Second Street
 Santa Monica, CA 90401

Mode 15 only on this page
 Net New Unduplicated Clients per month

0

Date Form Completed: 4/21/2021

Units of Service (Minutes)	Client Service Projections for July 1, 2024 - June 30, 2025												TOTAL	
	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25		
	232,819	232,819	232,819	232,819	232,819	232,819	232,819	232,819	232,819	232,819	232,819	232,819	232,819	2,793,830
				<i>Projected Cost per Unit</i>										
Case Management (01-09)	\$70,861	\$70,861	\$70,861	\$70,861	\$70,861	\$70,861	\$70,861	\$70,861	\$70,861	\$70,861	\$70,861	\$70,861	\$70,861	\$850,326
Mental Health Services (10-50)	\$445,831	\$445,831	\$445,831	\$445,831	\$445,831	\$445,831	\$445,831	\$445,831	\$445,831	\$445,831	\$445,831	\$445,831	\$445,831	\$5,349,968
Medication Support (60)	\$29,525	\$29,525	\$29,525	\$29,525	\$29,525	\$29,525	\$29,525	\$29,525	\$29,525	\$29,525	\$29,525	\$29,525	\$29,525	\$354,303
Crisis Intervention (70)	\$11,810	\$11,810	\$11,810	\$11,810	\$11,810	\$11,810	\$11,810	\$11,810	\$11,810	\$11,810	\$11,810	\$11,810	\$11,810	\$141,721
Number of Unduplicated Clients Served	244.0	30.0	30.0	30.0	20.0	12.0	18.0	12.0	8.0	20.0	10.0	10.0	10.0	444

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

Schedule B

FY 2025 - 2026

July 1, 2025 - June 30, 2026

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

CONTRACTOR NAME: Step Up on Second, Inc.

Name	Degree/ License	Position Title	Full Time Annual Salary* \$ 025	Full Time Fringe Benefits* 0.26	Total Full Time Salaries & Benefits*	% Time Spent on Contract Services	Total Salaries and Benefits Charged to Contract	Budgeted Units of Contract Services	Total Salaries Charged to Contract Services	Total Benefits Charged to Contract Services
Direct Management	BA/LMFT/LCSW	Director, Program Managers, Asst PM	100,826	26,215	127,041	605%	768,597		609,997	158,599
Lead Service Coordinators	BA/ACSW/AMFT /LMFT/LCSW/LV Nurse	Lead Service Coordinator I, II, III, Nurse	82,398	21,423	103,821	350%	363,375		288,393	74,982
Therapist	CO/LMFT/LCSW/ LPCC	Service Coordinator II and III Coordinators	74,799	19,448	94,247	1700%	1,802,195		1,271,583	330,612
Service Coordinators Care Coord	AA/BA	Care Coordinator I Care Coordinators	57,857	14,991	72,848	800%	681,183		461,256	119,927
Service Coordinators Community	AA/BA	Service Coordinator I Community Integration	57,872	14,995	72,867	200%	145,333		115,344	29,989
Service Coordinators Housing Sp	AA/BA	Service Coordinator I Housing Specialist	57,672	14,995	72,667	200%	145,333		115,344	29,989
Service Coordinators Substance Abuse	CADAAC	Service Coordinator I Substance Abuse Specialists	64,182	16,687	80,870	100%	80,870		64,182	16,687
Service Coordinators Benefits Specialist	AA/BA	Service Coordinator I Benefits Spec	57,672	14,995	72,667	100%	72,667		57,672	14,986
Service Coordinators Generalist	BA	Service Coordinator I Generalist	55,632	14,464	70,096	1250%	876,204		695,400	180,804
Service Coordinators Nurse	LVN	Service Coordinator Nurse	71,066	16,477	87,543	200%	179,086		142,132	36,954
Biller	AA/BA	Biller	58,916	15,318	74,234	100%	74,234		58,916	15,318
Program Assistant, Receptionist	AA/BA	Program Assistant, Receptionist	56,230	14,620	70,850	200%	141,700		112,460	29,240
Clinical Supervisor	LMFT/LCSW	Clinical Supervisor	95,000	24,700	119,700	100%	119,700		95,000	24,700
QA Specialist	LMFT/LCSW	Quality Assurance Specialist	70,000	18,200	88,200	50%	44,100		35,000	9,100
Clinical Staff Productivity Bonuses			150,000	39,000	189,000	100%	189,000		150,000	39,000
Professional Services - Outside (Locum Psychiatrists included)	MD/Clinical	MD Psych Locum (\$775)	211,200	0	211,200	100%	211,200		211,200	0
Total FTE						61.55				
						TOTAL				
						COST:	\$ 5,594,776		\$ 4,483,880	\$ 1,110,897

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**

Contractor Name: Step Up on Second, Inc.

Provider # 38IKF7

Contract/RFP# 21-439

Address: 1328 Second Street

Santa Monica, CA 90401

July 1, 2025 - June 30, 2026

Prepared by: David Tavlin

Title: CPO

Date Form Completed: 4/21/2021

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, 2025 - June 30, 2026

ITEM (Step Up Chart of Accounts number)	TOTAL COST TO ORGANIZATION	% CHARGED TO OTHER FUNDING SOURCE	TOTAL COST TO OTHER FUNDING SOURCE	PERCENT CHARGED TO PROGRAM	TOTAL COST TO PROGRAM
Housing & Client Flex Support Mode 60 (70 -72) (8100)	\$755,379	0%	\$0	100%	\$755,379
MODE 60 above not included in Operating Costs total					
Rent	\$194,131	0%	\$0	100%	\$194,131
Utilities	\$16,861	0%	\$0	100%	\$16,861
Alarm	\$3,000	0%	\$0	100%	\$3,000
Repairs & Maintenance	\$36,000	0%	\$0	100%	\$36,000
Supplies and Equipment	\$54,000	0%	\$0	100%	\$54,000
Staff Training and Development	\$72,000	0%	\$0	100%	\$72,000
Travel & Meetings Expenses	\$125,000	0%	\$0	100%	\$125,000
Vehicle Lease & Insurance	\$55,000	0%	\$0	100%	\$55,000
Insurance - General, Umbrella, Dir/Officers	\$48,000	0%	\$0	100%	\$48,000
Telephones & Communications	\$75,703	0%	\$0	100%	\$75,703
Dues, Sub, Fees	\$4,800	0%	\$0	100%	\$4,800
Furniture, Fixed Equipment	\$10,000	0%	\$0	100%	\$10,000
Professional Contracted Services (Technical Services, E.H.R.)	\$79,751	0%	\$0	100%	\$79,751
Postage/Shipping/Courier	\$4,000	0%	\$0	100%	\$4,000
Executive, Admin Support and QM Technical Staff	\$713,028	0%	\$0	100%	\$713,028
SUBTOTAL B:	\$1,491,274	0%	\$0	100%	\$1,491,274
GROSS COSTS TOTAL STAFFING AND OPERATING EXPENSES:					
					\$7,086,050

12.74% indirect (A31) to direct %

does not include call A14 Mode 60 Flex funds

SCHEDULE B

**SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
SCHEDULE B
BUDGET NARRATIVE
FY 2025 - 2026**

Contractor Name: **Step Up on Second, Inc.**
 Provider # **36IKF7**
 Contract/RFP# **21-439**
 Address: **1328 Second Street**
Santa Monica, CA 90401
 Date Form Completed: **4/21/2021**

Prepared by: **David Tavlin**
 Title: **CPO**

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, 2025 - June 30, 2026

ITEM	Justification of Cost
Housing & Client Flex Support Mode 60 (70-72) (9100)	\$62,948 per month to cover Member/Client Housing Supports, Housing Operating Support; Rent and Utility Arrears, Unit Damage, Educaiton and Employment related supplies and materials, Client Family Caregiver Supports, Medications, Deposits, Moving Cost, Storage Cost, and other using MHSA Expenditure Guide of allowable expenses.
Above Mode 60 not included in Operating Costs Total this page. See Schedule A	
Rent	Average monthly rent is approximately \$16,178 per month x 12 months includes staff parking spaces, facility maintenance, landlord's operational cost including taxes.
Utilities	Cost is estimated at approximately \$1,405 per month x 12 months. Includes electricity, water, gas, etc.
Alarm	\$250.00 per month x 12 months
Repairs & Maintenance	\$3,000 per month x 12 months (Vehicles maintenance and repairs, facility related repairs, Misc.)
Supplies and Equipment	\$4,500 per month x 12 months (office supplies, equipment leases, PURE Water, coffees for staff and members, paper cups, plates, utensils, misc.)
Staff Training and Development	\$6,250 per month x 12 months (new staff orientation, live scan services, in-service trainings, team building activities , CEUs, other off site trainings)
Travel & Meetings Expenses	Monthly cost is approximately \$10,417 to cover staff mileage, parking, fuel for company vehicles, staff travel, trainings conferences such as NAEH, NCHC, CSP.
Vehicle Lease & Insurance	Approximate monthly costs to cover 6 vehicle leases and insurance is estimated at \$4,583 per month.
Insurance - General, Umbrella, Dir/Officers	\$4,000 per month, includes Gen Liability, Umbrella and D&O
Telephone & Communications	Monthly cost is estimated at \$6,309, covers staff company plan cell phones (Verizon, AT&T); telephone network phones/internet (Windstream, Frontier & Spectrum));. Microsoft.
Dues, Sub, Fees	Monthly cost is estimated at \$400 to cover dues (Chamber, NCHC, NAEH, NACHC, ACBO) , fees (local, state, & federal licensing),
Furniture, Fixed Equipment	Estimated at \$10,000 annually to purchase or replacement of office furniture.
Professional Contracted Services (Technical Services, E.H.R.)	Monthly cost is \$6,646 to cover Welligent Electronic Health Record, Xobee - IT consultant, monthly; legal, intlaect accounting softwars, Tripiog software, other
Postage/Shipping/Courier	\$333 annually to cover operations related mail.
Executive, Admin Support and QM Technical Staff	\$59,282 per month or 10% of the budget including Flex Funds to cover Indirect Cost such as executive salary and benefits; E.H.R. Tech, Accounting & Support Admin Staff, HR support, corporata office related costs, etc.). It is an increase from previous years to account for the increase in goods and services.

SCHEDULE B

**SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
SCHEDULE B
FY 2025 - 2026**

Contractor Name: Step Up on Second, Inc.
 Provider # 361K77
 Contract/RFQ# 21-439
 Address: 1328 Second Street
 Santa Monica, CA 90401

Mode 15 only on this page
 Net New Unduplicated Clients per month

0

Units of Service (Business)	Client Service Projections for July 1, 2025 - June 30, 2026												TOTAL	
	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25		
	232,819	232,819	232,819	232,819	232,819	232,819	232,819	232,819	232,819	232,819	232,819	232,819	232,819	2,793,830
	Projected Cost per Unit													
Case Management (01-09)	\$70,861	\$70,861	\$70,861	\$70,861	\$70,861	\$70,861	\$70,861	\$70,861	\$70,861	\$70,861	\$70,861	\$70,861	\$70,861	\$850,326
Mental Health Services (10-50)	\$445,831	\$445,831	\$445,831	\$445,831	\$445,831	\$445,831	\$445,831	\$445,831	\$445,831	\$445,831	\$445,831	\$445,831	\$445,831	\$5,349,968
Medication Support (60)	\$29,525	\$29,525	\$29,525	\$29,525	\$29,525	\$29,525	\$29,525	\$29,525	\$29,525	\$29,525	\$29,525	\$29,525	\$29,525	\$354,303
Crisis Intervention (70)	\$11,810	\$11,810	\$11,810	\$11,810	\$11,810	\$11,810	\$11,810	\$11,810	\$11,810	\$11,810	\$11,810	\$11,810	\$11,810	\$141,721
Number of Unduplicated Clients Served	244.0	30.0	30.0	30.0	20.0	12.0	18.0	12.0	8.0	20.0	10.0	10.0	10.0	444