

Foothill AIDS Project  
Ryan White Part - A  
Line Item Budget  
Budget Period 3/1/2024 - 2/28/2025

CQM

\$109,438.00

	Salary	Program FTE	Program Cost	CQM Costs	Program Total
<b>Personnel</b>					
F. Kardous	\$ 81,144	0.85	\$ 68,972.40	\$ 68,972.40	\$ 68,972.40
A. De Los Reyes	\$ 57,000	0.20	\$ 11,400.00	\$ 11,400.00	\$ 11,400.00
<b>Personnel Subtotal</b>			<b>\$ 80,372.40</b>	<b>\$ 80,372.40</b>	<b>\$ 80,372.40</b>
<b>Fringe</b>					
		Percent	Program Cost	CQM Costs	Program Total
FICA		7.5%	\$ 6,027.93	\$ 6,027.93	\$ 6,027.93
Staff Insurance (Health)		8.8%	\$ 7,072.77	\$ 7,072.77	\$ 7,072.77
Disability (SUI)		3.3%	\$ 2,652.29	\$ 2,652.29	\$ 2,652.29
Worker's Compensation		2.0%	\$ 1,607.45	\$ 1,607.45	\$ 1,607.45
<b>Fringe Subtotal</b>		<b>21.6%</b>	<b>\$ 17,360.44</b>	<b>\$ 17,360.44</b>	<b>\$ 17,360.44</b>
<b>Total Personnel</b>			<b>\$ 97,732.84</b>	<b>\$ 97,732.84</b>	<b>\$ 97,732.84</b>
<b>Supplies</b>					
			Program Cost	CQM Costs	Program Total
Equipment < \$5,000			\$ 822.00	\$ 822.00	\$ 822.00
Office: Supplies / Furniture			\$ 419.00	\$ 419.00	\$ 419.00
Printing/Advertising Costs*			\$ 246.00	\$ 246.00	\$ 246.00
Postage			\$ 57.16	\$ 57.16	\$ 57.16
<b>Supplies Total</b>			<b>\$ 1,544.16</b>	<b>\$ 1,544.16</b>	<b>\$ 1,544.16</b>
<b>Other</b>					
			Program Cost	CQM Costs	Program Total
Rent*			\$ 7,546.00	\$ 7,546.00	\$ 7,546.00
Telephone/Communication			\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Utlilties*			\$ 518.00	\$ 518.00	\$ 518.00
Licenses (Essential Software/Staff Licenses)			\$ 436.00	\$ 436.00	\$ 436.00
Repair & Maintenance			\$ 661.00	\$ 661.00	\$ 661.00
<b>Other Total</b>			<b>\$ 10,161.00</b>	<b>\$ 10,161.00</b>	<b>\$ 10,161.00</b>
CQM				\$109,438.00	\$ 109,438.00
<b>\$</b>				<b>\$109,438.00</b>	<b>\$ 109,438.00</b>

%

100%

100%

Foothill AIDS Project  
Ryan White Part - A  
Line Item Budget  
Budget Period 3/1/2024 - 2/28/2025  
**CQM-Narrative**

<b>CQM</b>			<b>\$ 80,372.40</b>
<b>1</b>	<b>F. Kardous - Quality Assurance Manager</b>	<b>0.85</b>	<b>\$ 68,972.40</b>
	QAM manger will ensure client meet eligibility requirements and any other standards deemed appropriate to delivery. QAM will also be tasked with participating in the implementation of the Clinical Quality Management activities such as convening client advisory group among others, conducting satisfaction survey.		
<b>2</b>	<b>A. De Los Reyes, Program Support</b>	<b>0.20</b>	<b>\$ 11,400.00</b>
	QA Associate, responsibility is to review client records and control documentation to ensure program compliance. Review deviation and nonconformity records to include client discrepancies and resolutions. As CQM team member, participate in team meetings, tracking metrics and reporting client progress.		
<b>Fringe</b>			<b>\$ 17,360.44</b>
Calculated at 21.6%: FICA 7.25% (SS 7.65% + Med-Cal 1.45%), Worker's Comp 2.00%, State Unemployment Insurance 3.3% and Health Insurance 8.8% =			

**Personnel Without Benefits** **\$ -**

<b>Supplies</b>			<b>\$ 1,544.16</b>
	Office Supplies: Cost of office supplies necessary to the program such as classification folders, copy paper, files, etc. Based on prior year expenses and FTE allocation		
			\$ 419.00
	Direct Program: cost with a allocation @	0.0400% of annual cost: \$36,900.00 = \$1,476.00 funding avail =	
	<b>Equipment Lease/Purchase/Maintenance:</b> Cost of equipment lease for copy machines (inclusive of number of copies allowed per month) and postage meter. And if applicable, cost of purchasing desktops/laptops and/or printers for staff use on RW services.		
			\$ 822.00
	Facility: shared cost with a allocation @	0.0400% of annual cost: \$78,400.00 = \$3,136.00 funding avail =	
	Printing/Duplication: Cost of printing and duplication services associated with the contract such as printing of appointment cards for clients, program materials, and other handouts to be given out to clients.		
			\$ 246.00
	Facility: shared cost with a allocation @	0.0400% of annual cost: \$8,975.00 = \$359.00 funding avail =	
	Postage: Mail appointment reminder cards, referrals and/or certification eligibility.		
			\$ 57.16
	Direct Program: cost with a allocation @	0.0400% of annual cost: \$1,662.00 = \$66.48 funding avail =	

<b>Other</b>			<b>\$ 10,161.00</b>
	<b>Rent*</b> - Cost of facility rent for office dedicated for RW services, based on prior year plus increased rates for current year, (based on previous year(s) expense) =		
			\$ 7,546.00
	Facility: shared cost with a allocation @	0.0400% of annual cost: \$418,500.00 = \$16,740.00 funding avail =	
	<b>Telephone/Communication</b> - Direct cost of telephone and communication expenses. This includes conducting client follow ups when clients miss appointments and conducting crisis intervention when needed; internet and text messaging system used to remind clients of		
			\$ 1,000.00
	Facility: shared cost with a allocation @	0.0400% of annual cost: \$74,800.00 = \$2,992.00 funding avail =	
	<b>Utilities expenses</b> , lights, water and trash (based on previous year(s) expense) =		
			\$ 518.00
	Facility: shared cost with a allocation @	0.0400% of annual cost: \$43,400.00 = \$1,736.00 funding avail =	
	<b>Licenses (Essential Software/Staff Licenses)</b> - Computer Software licenses and update graded Microsoft Office		
			\$ 436.00
	Direct Program: cost with a allocation @	0.0400% of annual cost: \$11,480.00 = \$459.20 funding avail =	
	<b>Repair &amp; Maintenance</b> , AC/Heating, plumbing, carpet/fixtures etc, (based on previous year(s) expense) =		
			\$ 661.00
	Direct Program: cost with a allocation @	0.0400% of annual cost: \$45,600.00 = \$1,824.00 funding avail =	

**CQM Costs Total** **\$109,438.00**

Foothill AIDS Project  
Ryan White Part - A  
Line Item Budget  
Budget Period 3/1/2024 - 2/28/2025

EIS

FB - 5.31.24

\$181,641.00

	Salary	Program FTE	Program Cost	Direct Costs	Admin Costs	Program Total
<b>Personnel</b>						
Vacant - <i>San Bernardino</i>	\$ 60,000	1.00	\$ 60,000.00	\$ 60,000.00	\$ -	\$ 60,000.00
L. Gastelum - San Bern.	\$ 60,000	0.25	\$ 15,000.00	\$ 15,000.00	\$ -	\$ 15,000.00
C. Orozco - Riverside	\$ 58,240	0.25	\$ 14,560.00	\$ 14,560.00	\$ -	\$ 14,560.00
A. Cespedes	\$ 71,201	0.04	\$ 2,848.04	\$ -	\$ 2,848.04	\$ 2,848.04
C. Hicks	\$ 63,648	0.02	\$ 1,272.96	\$ -	\$ 1,272.96	\$ 1,272.96
S. Martinez	\$ 62,537	0.02	\$ 1,250.74	\$ -	\$ 1,250.74	\$ 1,250.74
<b>Personnel Subtotal</b>			<b>\$ 94,931.74</b>	<b>\$ 89,560.00</b>	<b>\$ 5,371.74</b>	<b>\$ 94,931.74</b>
<b>Fringe</b>						
		Percent	Program Cost	Direct Costs	Admin Costs	Program Total
FICA		7.5%	\$ 7,119.88	\$ 6,717.00	\$ 402.88	\$ 7,119.88
Staff Insurance (Health)		8.8%	\$ 8,353.99	\$ 7,881.28	\$ 472.71	\$ 8,353.99
Disability (SUI)		3.3%	\$ 3,132.75	\$ 2,955.48	\$ 177.27	\$ 3,132.75
Worker's Compensation		2.0%	\$ 1,898.63	\$ 1,791.20	\$ 107.43	\$ 1,898.63
<b>Fringe Subtotal</b>		<b>21.6%</b>	<b>\$ 20,505.25</b>	<b>\$ 19,344.96</b>	<b>\$ 1,160.29</b>	<b>\$ 20,505.25</b>
<b>Total Personnel</b>			<b>\$ 115,436.99</b>	<b>\$ 108,904.96</b>	<b>\$ 6,532.03</b>	<b>\$ 115,436.99</b>
<b>Consultant:</b>						
CLIA Medical Director	\$ 37,000	0.25	\$ 9,250.00	\$ 9,250.00	\$ -	\$ 9,250.00
STI Testing	\$ 27,000	0.25	\$ 6,750.00	\$ 6,750.00	\$ -	\$ 6,750.00
<b>Personnel Subtotal</b>			<b>\$ 16,000.00</b>	<b>\$ 16,000.00</b>	<b>\$ -</b>	<b>\$ 16,000.00</b>
<b>Travel</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Local Travel (Mileage)			\$ 236.22	\$ 107.00	\$ 129.22	\$ 236.22
<b>Travel Total</b>			<b>\$ 236.22</b>	<b>\$ 107.00</b>	<b>\$ 129.22</b>	<b>\$ 236.22</b>
<b>Supplies</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Equipment < \$5,000			\$ 4,362.30	\$ 3,488.30	\$ 874.00	\$ 4,362.30
Office: Supplies / Furniture			\$ 3,569.00	\$ 2,778.00	\$ 791.00	\$ 3,569.00
Program / Medical Supplies	20000	0.25	\$ 6,651.00	\$ 6,651.00		\$ 6,651.00
Printing/Advertising Costs*			\$ 774.00	\$ 646.00	\$ 128.00	\$ 774.00
Training			\$ 696.00	\$ 491.00	\$ 205.00	\$ 696.00
Postage			\$ 89.50	\$ 65.64	\$ 23.86	\$ 89.50
<b>Supplies Total</b>			<b>\$ 16,141.80</b>	<b>\$ 14,119.94</b>	<b>\$ 2,021.86</b>	<b>\$ 16,141.80</b>

Contractual	Program Cost	Direct Costs	Admin Costs	Program Total
Kwan & Company CPA Inc	\$ 1,988.00	\$ -	\$1,988.00	\$ 1,988.00
Ellene Wong	\$ 952.00	\$ -	\$952.00	\$ 952.00
Insight HR	\$ 2,403.00	\$ -	\$2,403.00	\$ 2,403.00
Risk Management Consultant	\$ 522.00	\$ -	\$522.00	\$ 522.00
<b>Contractual Total</b>	<b>\$ 5,865.00</b>	<b>\$ -</b>	<b>\$ 5,865.00</b>	<b>\$ 5,865.00</b>
Other	Program Cost	Direct Costs	Admin Costs	Program Total
Rent*	\$ 17,670.00	\$ 16,785.00	\$ 885.00	\$ 17,670.00
Telephone/Communication	\$ 3,730.00	\$ 3,172.00	\$ 558.00	\$ 3,730.00
Property Insurance*	\$ 319.00	\$ -	\$ 319.00	\$ 319.00
Utlilties*	\$ 2,748.00	\$ 2,118.00	\$ 630.00	\$ 2,748.00
Licenses (Essential Software/Staff Licenses)	\$ 521.00	\$ 109.00	\$ 412.00	\$ 521.00
Repair & Maintenance	\$ 2,389.00	\$ 2,161.00	\$ 228.00	\$ 2,389.00
Membership Dues	\$ 298.00	\$ -	\$ 298.00	\$ 298.00
Recruitment	\$ 286.00		\$ 286.00	\$ 286.00
<b>Other Total</b>	<b>\$ 27,961.00</b>	<b>\$ 24,345.00</b>	<b>\$ 3,616.00</b>	<b>\$ 27,961.00</b>
Direct	\$ 181,641.00	\$ 163,476.90		\$ 163,476.90
Admin			\$ 18,164.10	\$ 18,164.10
<b>\$</b>	<b>\$ 181,641.00</b>	<b>\$ 163,476.90</b>	<b>\$ 18,164.10</b>	<b>\$ 181,641.00</b>
%	100%	90%	10%	100%

Foothill AIDS Project  
Ryan White Part - A  
Line Item Budget  
Budget Period 3/1/2024 - 2/28/2025  
**EIS - Narrative**

**Direct Costs**

Personnel		FTE =	1.50	\$	89,560.00
1	<b>TBH, Case Manager</b>	1.00		\$	60,000.00
	Counseling individuals with respect to HIV/AIDS; testing, referrals; ensuring individuals who are out of care/unaware of their HIV positive status are identified of their status, referred into care, and linked to care. Collaborate with Medical Case Manager, to ensure timely access to medical and supportive services. Salary is split between other RW Service Categories not related to this service category.				
2	<b>L. Gastelum, Case Manager</b>	0.25		\$	15,000.00
	Counseling individuals with respect to HIV/AIDS; testing, referrals; ensuring individuals who are out of care/unaware of their HIV positive status are identified of their status, referred into care, and linked to care. Collaborate with Medical Case Manager, to ensure timely access to medical and supportive services. Salary is split between other RW Service Categories not related to this service category.				
3	<b>C. Orozco, Case Manager</b>	0.25		\$	14,560.00
	Counseling individuals with respect to HIV/AIDS; testing, referrals; ensuring individuals who are out of care/unaware of their HIV positive status are identified of their status, referred into care, and linked to care. Collaborate with Medical Case Manager, to ensure timely access to medical and supportive services. Salary is split between other RW Service Categories not related to this service category.				

<b>Fringe</b>		\$	19,344.96
	Calculated at 21.6%: FICA 7.25% (\$5 7.65% + Med-Cal 1.45%), Worker's Comp 2.00%, State Unemployment Insurance 3.3% and Health Insurance 8.8% =	\$	19,344.96

<b>Travel</b>		\$	107.00
	<b>Local Travel</b> for 1 personnel to engage clients at home or at other locations for linkage to care purposes.		
		16.21 miles/mon.	\$0.55 cents per mil 12 month(s) = \$ 107.00

Consultant							\$16,000.00
	CLIA Director - Dr. Richie		0.25				
	Clinical Director: responsible for the overall operation of the laboratory, including the competent performance of test procedures, proficiently, and for assuring compliance with the applicable regulations.: 25%EIS						
	Medical Director: cost with a allocation @	25%	of annual cost:	\$37,000.00	=	\$9,250.00	funding avail = \$9,250.00
	STI Testing LLC:		0.25				
	Consultant: PS Test medical staff to administer on-site STI testing twice a month: 25%EIS						
	Medical Director: cost with a allocation @	25%	of annual cost:	\$27,000.00	=	\$6,750.00	funding avail = \$ 6,750.00

Supplies: (San Bernardino/Riverside)						\$	14,119.94	
	<b>Equipment Lease/Purchase/Maintenance:</b> (San Bernardino/Riverside) Cost of equipment lease for copy machines (inclusive of number of copies allowed per month) and postage meter. And if applicable, cost of purchasing phones/tablets/desktops/laptops and/or printers for staff use on RW services (based on previous year(s) expense) =							
	Facility: shared cost with a allocation @	6.67%	of annual cost:	\$52,350.00	=	\$3,490.00	funding avail =	3,488.30
	<b>Office Supplies:</b> (San Bernardino/Riverside) Cost of office supplies necessary to deliver programs services such as classification folders, copy paper, files, pens, whiteboards, floor mats, small desk item etc., (based on previous year(s) expense) =							
	Facility: shared cost with a allocation @	6.67%	of annual cost:	\$41,860.00	=	\$2,790.67	funding avail =	2,778.00
	<b>Program/Medical Supplies:</b> Cost of program outreach materials (safety sex products; condoms, educational workbooks etc.) , to include HIV Testing kits 21 cases 100 tests per case (approx. \$500/ea.). Lancets 43 bxs, 100 per box (approx. \$20 ea.) 11 control boxes, (\$25.00/ea.) , (based on previous year(s) expense) =							
	Direct Program: cost with a allocation @	100%	of annual cost:	\$6,651.00	=	\$6,651.00	funding avail =	6,651.00
	<b>Printing/Duplication:</b> (San Bernardino/Riverside) Cost of printing and duplication services associated with the contract such as printing of appointment cards for clients, program materials, and other handouts to be given out to clients, (based on previous year(s) expense) =							
	Facility: shared cost with a allocation @	6.67%	of annual cost:	\$9,690.00	=	\$646.00	funding avail =	646.00
	<b>Training:</b> (San Bernardino/Riverside) Integrated Case Management in the New Millennium: Development and Documentation of Client Contact, Individual Service Plans, and Client Follow-up. Skill development in understanding professional roles to include ethical issues and boundaries, acuity level reduction, (based on previous year(s) expense) =							
	Facility: shared cost with a allocation @	6.67%	of annual cost:	\$7,380.00	=	\$492.00	funding avail =	491.00
	<b>Postage:</b> Mail appointment reminder cards, referrals and/or certification eligibility, (based on previous year(s) expense) =							
	Direct Program: cost with a allocation @	100%	of annual cost:	\$65.64	=	\$65.64	funding avail =	65.64

Other							\$	24,345.00
Rent*: (San Bernardino/Riverside) Cost of facility rent for office dedicated for RW services, based on prior year plus increased rates for current								
Facility: shared cost with a allocation @		6.67%	of annual cost:	\$251,800.00	=	\$16,786.67	funding avail =	\$ 16,785.00
Telephone/Communication: (San Bernardino/Riverside) - Direct cost of telephone and communication expenses. This includes conducting client follow ups when clients miss appointments and conducting crisis intervention when needed; internet and text messaging system used to remind clients of appointments/groups, and other announcements, (based on previous year(s) expense) =								
Facility: shared cost with a allocation @		6.67%	of annual cost:	\$47,580.00	=	\$3,172.00	funding avail =	\$ 3,172.00
Utilities: (San Bernardino/Riverside) expenses, lights, water and trash/bio waste (based on previous year(s) expense) =								
Facility: shared cost with a allocation @		6.67%	of annual cost:	\$31,780.00	=	\$2,118.67	funding avail =	\$ 2,118.00
Licenses (Essential Software/Staff Licenses); (San Bernardino/Riverside) Computer Software licenses, Outreach Street Permits, State CLIA certification and registration for STI testing: 25%EIS, (based on previous year(s) expense) =								
Direct Program: cost with a allocation @		6.67%	of annual cost:	\$1,650.00	=	\$110.00	funding avail =	\$ 109.00
Repair & Maintenance: (San Bernardino/Riverside) AC/Heating, plumbing, carpet/fixtures, etc, (based on previous year(s) expense) =								
Direct Program: cost with a allocation @		6.67%	of annual cost:	\$32,480.00	=	\$2,165.33	funding avail =	\$ 2,161.00

<b>Direct Costs Total</b>		\$	163,476.90
---------------------------	--	----	------------

**Administrative Costs**

Personnel		FTE	Annual Salary	0.08	\$	5,371.74
	<b>A. Cespedes, Office Manager / Bookkeeper</b>	0.04	\$71,201.00		\$	2,848.04
	Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records.					
	<b>C. Hicks, Grants Manager</b>	0.02	\$63,648.00		\$	1,272.96
	Plans and execute the grantmaking process by working with the program managers and the finance team to work within the annual budget, support program staff in researching funding opportunities, manage documents and deadlines, track grantee results, and much more.					

	<b>S. Martinez, Operations Manager</b>	0.02	\$62,537.00		\$	1,250.74
	Responsible for assisting in the development and implementation of policies, procedures, and best practices that enhance the delivery of a high customer services.					

Fring \$ 1,160.29

	Calculated at 21.6%: FICA 7.25% (\$5 7.65% + Med-Cal 1.45%), Worker's Comp 2.00%, State Unemployment Insurance 3.3% and Health Insurance 8.8% =	\$	1,160.29
--	---	----	----------

Travel \$ 129.22

	Travel for personnel to engage community program collaborations for linkage to care purposes.					
	Local	19.58	miles/mon.	\$0.55	cents per mil	12 month(s) = \$ 129.22

Supplies \$ 2,021.86

	<b>Equipment:</b> Equipment Lease/Purchase/Maintenance: Cost of equipment lease for copy machines (inclusive of number of copies allowed per month) and postage meter. And if applicable, cost of purchasing desktops/laptops and/or printers for staff use on RW services, (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	1.333%	of annual cost:	\$65,566.40	= \$874.22	funding avail = \$ 874.00
	<b>Office Supplies:</b> Cost of office supplies necessary to the program such as classification folders, copy paper, files, toner, chairs, tables, filing cabinets, desks, lights etc. , (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	1.333%	of annual cost:	\$59,339.84	= \$791.20	funding avail = \$ 791.00
	<b>Printing/Duplication:</b> Cost of printing and duplication services associated with the contract such as agency brochurs, employee manuels, training materials, and other handouts to be given out to vendors, staff and volunteers, (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	1.333%	of annual cost:	\$9,602.40	= \$128.03	funding avail = \$ 128.00
	<b>Postage:</b> Mail proposals, invoices for reimbursement, certifications, state license and insurances, (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	1.333%	of annual cost:	\$3,000.00	= \$40.00	funding avail = \$ 23.86
	<b>Training -</b> Eclinical data base training, fire safety, active shooter training					
	Admin Facility: shared cost with a allocation @	1.333%	of annual cost:	\$29,500.00	= \$393.33	funding avail = \$ 205.00

Contractual \$5,865.00

	<b>Kwan &amp; Company CPA Inc</b> Annual Independent Auditor, prepares Financial Statements, 990s, (based on direct FTE allocation) =					
	Facilities: shared cost with a allocation @	6.67%	of annual cost:	\$29,805.10	= \$1,988.00	funding avail = \$1,988.00
	<b>Ellene Wong</b> Monthly accounting (reconciliation) services, (based on previous year(s) expense) =					
	Facilities: shared cost with a allocation @	6.67%	of annual cost:	\$14,272.86	= \$952.00	funding avail = \$952.00
	<b>Insight HR</b> Facilitates Human Resources policies and procedures in accordance with all Federal and State labor laws. Contract HR personnel to manage workforce planning, employee onboarding, HR record retention, Employee engagement, performance management and risk management for FAP staffing body, (based on previous year(s) expense) =					
	Facilities: shared cost with a allocation @	6.67%	of annual cost:	\$36,026.99	= \$2,403.00	funding avail = \$2,403.00
	<b>Risk Management Consultant</b> Risk management for FAP staffing body, assessing CAL-OSHA regulations, policies and procedures (based on previous year(s) expense) =					
	Facilities: shared cost with a allocation @	6.67%	of annual cost:	\$7,826.09	= \$522.00	funding avail = \$522.00

\$ 3,616.00

	<b>Rent*</b> Office lease facility expenses (Claremont Admin), (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	1.333%	of annual cost:	\$66,391.60	= \$885.22	funding avail = \$ 885.00
	<b>Telephone/Communication</b> This includes conducting client follow ups when clients miss appointments and conducting crisis intervention when needed; internet and text messaging system used to remind clients of appointments/groups, and other announcements, (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	1.333%	of annual cost:	\$41,860.47	= \$558.14	funding avail = \$ 558.00
	<b>Utilities*</b> Cost of air conditions repairs (filters, cleaning), light bulbs, minor construction work orders, (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	1.333%	of annual cost:	\$47,261.82	= \$630.16	funding avail = \$ 630.00
	<b>Property Insurance*</b> General Liability, Auto Physical, Auto Liability, Improper Sexual Conduct, Social Service Professional, directors and officers umbrella property, emp. Dishonesty accident insuranc, (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	1.333%	of annual cost:	\$23,930.98	= \$319.08	funding avail = \$ 319.00
	<b>Certifications / Licenses</b> HIPPA certification for employee, city/county business licenses, etc. Cert/Licenses expenses for processing Direct FTE to complete New Hire Onboarding training expense) = EHE annual material expenses with allocation of 100% of annual cost (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	1.333%	of annual cost:	\$30,907.73	= \$412.10	funding avail = \$ 412.00
	<b>Repair &amp; Maintenance</b> Repair & Maintenance, AC/Heating, plumbing,etc, (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	1.333%	of annual cost:	\$17,104.28	= \$228.06	funding avail = \$ 228.00
	<b>Membership Dues</b> HIV Magazines, coalition dues, social media subscription					
	Admin Facility: shared cost with a allocation @	1.333%	of annual cost:	\$22,355.58	= \$298.07	funding avail = \$ 298.00
	<b>Recruitment</b> Post vacant positions on social media sites to recruit new employees and Facilitates Human					
	Admin Facility: shared cost with a allocation @	1.333%	of annual cost:	\$21,455.36	= \$286.07	funding avail = \$ 286.00

<b>Admin Costs Total</b>						\$ 18,164.10
<b>GRAND TOTAL</b>						\$ 181,641.00

Foothill AIDS Project  
Ryan White Part - A  
Line Item Budget  
Budget Period 3/1/2024 - 2/28/2025

MAI

FB - 5.31.24

\$212,236.00

	Salary	Program FTE	Program Cost	Direct Costs	Admin Costs	Program Total
<b>Personnel</b>						
L. Gastelum - San Bern.	\$ 60,000	0.75	\$ 45,000.00	\$ 45,000.00	\$ -	\$ 45,000.00
C. Orozco - Riverside 1.0	\$ 58,240	0.75	\$ 43,680.00	\$ 43,680.00	\$ -	\$ 43,680.00
A. Cespedes	\$ 71,201	0.05	\$ 3,560.06	\$ -	\$ 3,560.06	\$ 3,560.06
C. Hicks	\$ 63,648	0.01	\$ 636.48	\$ -	\$ 636.48	\$ 636.48
S. Martinez	\$ 62,537	0.04	\$ 2,501.49	\$ -	\$ 2,501.49	\$ 2,501.49
<b>Personnel Subtotal</b>			<b>\$ 95,378.03</b>	<b>\$ 88,680.00</b>	<b>\$ 6,698.03</b>	<b>\$ 95,378.03</b>
<b>Fringe</b>						
		Percent	Program Cost	Direct Costs	Admin Costs	Program Total
FICA		7.5%	\$ 7,153.35	\$ 6,651.00	\$ 502.35	\$ 7,153.35
Staff Insurance (Health)		8.8%	\$ 8,393.27	\$ 7,803.84	\$ 589.43	\$ 8,393.27
Disability (SUI)		3.3%	\$ 3,147.47	\$ 2,926.44	\$ 221.03	\$ 3,147.47
Worker's Compensation		2.0%	\$ 1,907.56	\$ 1,773.60	\$ 133.96	\$ 1,907.56
<b>Fringe Subtotal</b>		<b>21.6%</b>	<b>\$ 20,601.65</b>	<b>\$ 19,154.88</b>	<b>\$ 1,446.77</b>	<b>\$ 20,601.65</b>
<b>Total Personnel</b>			<b>\$ 115,979.68</b>	<b>\$ 107,834.88</b>	<b>\$ 8,144.80</b>	<b>\$ 115,979.68</b>
<b>Consultant:</b>						
CLIA Medical Director	\$ 37,000	0.75	\$ 27,750.00	\$ 27,750.00	\$ -	\$ 27,750.00
STI Testing	\$ 27,000	0.75	\$ 20,250.00	\$ 20,250.00	\$ -	\$ 20,250.00
<b>Personnel Subtotal</b>			<b>\$ 48,000.00</b>	<b>\$ 48,000.00</b>	<b>\$ -</b>	<b>\$ 48,000.00</b>
<b>Travel</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Local Travel (Mileage)			\$ 483.85	\$ 72.64	\$ 411.21	\$ 483.85
<b>Travel Total</b>			<b>\$ 483.85</b>	<b>\$ 72.64</b>	<b>\$ 411.21</b>	<b>\$ 483.85</b>
<b>Supplies</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Equipment < \$5,000			\$ 2,801.00	\$ 1,627.00	\$ 1,174.00	\$ 2,801.00
Office: Supplies / Furniture			\$ 1,771.00	\$ 980.00	\$ 791.00	\$ 1,771.00
Program / Medical Supplies			\$ 19,953.00	\$ 19,953.00		\$ 19,953.00
Printing/Advertising Costs*			\$ 274.00	\$ 146.00	\$ 128.00	\$ 274.00
Training			\$ 798.00	\$ 293.00	\$ 505.00	\$ 798.00
Postage			\$ 79.47	\$ 26.88	\$ 52.59	\$ 79.47
<b>Supplies Total</b>			<b>\$ 25,676.47</b>	<b>\$ 23,025.88</b>	<b>\$ 2,650.59</b>	<b>\$ 25,676.47</b>

Contractual	Program Cost	Direct Costs	Admin Costs	Program Total
Kwan & Company CPA Inc	\$ 1,988.00	\$ -	\$1,988.00	\$ 1,988.00
Ellene Wong	\$ 952.00	\$ -	\$952.00	\$ 952.00
Insight HR	\$ 2,403.00	\$ -	\$2,403.00	\$ 2,403.00
Risk Management Consultant	\$ 522.00	\$ -	\$522.00	\$ 522.00
<b>Contractual Total</b>	<b>\$ 5,865.00</b>	<b>\$ -</b>	<b>\$ 5,865.00</b>	<b>\$ 5,865.00</b>
Other	Program Cost	Direct Costs	Admin Costs	Program Total
Rent*	\$ 10,468.00	\$ 9,311.00	\$ 1,157.00	\$ 10,468.00
Telephone/Communication	\$ 1,673.00	\$ 983.00	\$ 690.00	\$ 1,673.00
Property Insurance*	\$ 383.00	\$ -	\$ 383.00	\$ 383.00
Utilities*	\$ 1,605.00	\$ 818.00	\$ 787.00	\$ 1,605.00
Licenses (Essential Software/Staff Licenses)	\$ 599.00	\$ 106.00	\$ 493.00	\$ 599.00
Repair & Maintenance	\$ 1,124.00	\$ 861.00	\$ 263.00	\$ 1,124.00
Membership Dues	\$ 379.00	\$ -	\$ 379.00	\$ 379.00
<b>OtherTotal</b>	<b>\$ 16,231.00</b>	<b>\$ 12,079.00</b>	<b>\$ 4,152.00</b>	<b>\$ 16,231.00</b>
Direct	\$ 212,236.00	\$ 191,012.40		\$ 191,012.40
Admin			\$ 21,223.60	\$ 21,223.60
<b>\$</b>	<b>\$ 212,236.00</b>	<b>\$ 191,012.40</b>	<b>\$ 21,223.60</b>	<b>\$ 212,236.00</b>
%	100%	90%	10%	100%



Foothill AIDS Project  
Ryan White Part - A  
Line Item Budget  
Budget Period 3/1/2024 - 2/28/2025  
**MAI - Narrative**

**Direct Costs**

Personnel		FTE =	1.50	\$	88,680.00
1	L. Gastelum, Case Manager	0.75		\$	45,000.00
Counseling individuals with respect to HIV/AIDS; testing, referrals; ensuring individuals who are out of care/unaware of their HIV positive status are identified of their status, referred into care, and linked to care. Collaborate with Medical Case Manager, to ensure timely access to medical and supportive services. Salary is split between other RW Service Categories not related to this service category.					
2	C. Orozco, Case Manager	0.75		\$	43,680.00
Counseling individuals with respect to HIV/AIDS; testing, referrals; ensuring individuals who are out of care/unaware of their HIV positive status are identified of their status, referred into care, and linked to care. Collaborate with Medical Case Manager, to ensure timely access to medical and supportive services. Salary is split between other RW Service Categories not related to this service category.					

Fringe				\$	19,154.88
Calculated at 21.6%: FICA 7.25% (\$S 7.65% + Med-Cal 1.45%), Worker's Comp 2.00%, State Unemployment Insurance 3.3% and Health Insurance 8.8% =				\$	19,154.88

Travel				\$	72.64
Local Travel for 1 personnel to engage clients at home or at other locations for linkage to care purposes.					
		11.01	miles/mon.	\$0.55	cents per mil
		12	month(s) =	\$	72.64

Consultant					\$48,000.00
	CLIA Director - Dr. Richie	0.75			
Clinical Director: responsible for the overall operation of the laboratory, including the competent performance of test procedures, proficiently, and for assuring compliance with the applicable regulations.: 75%MAI					
	Medical Director: cost with a allocation @	75%	of annual cost:	\$37,000.00	= \$27,750.00 funding avail = \$27,750.00
	STI Testing LLC:	0.75			
Consultant: PS Test medical staff to administer on-site STI testing twice a month: 75%MAI					
	Medical Director: cost with a allocation @	75%	of annual cost:	\$27,000.00	= \$20,250.00 funding avail = \$20,250.00

Supplies: (San Bernardino/Riverside)				\$	23,025.88
	Equipment Lease/Purchase/Maintenance: (San Bernardino/Riverside) Cost of equipment lease for copy machines (inclusive of number of copies allowed per month) and postage meter. And if applicable, cost of purchasing phones/tablets/desktops/laptops and/or printers for staff use on RW services (based on previous year(s) expense) =				
	Facility: shared cost with a allocation @	6.67%	of annual cost:	\$52,350.00	= \$3,490.00 funding avail = 1,627.00
	Office Supplies: (San Bernardino/Riverside) Cost of office supplies necessary to deliver programs services such as classification folders, copy paper, files, pens, whiteboards, floor mats, small desk item etc., (based on previous year(s) expense) =				
	Facility: shared cost with a allocation @	6.67%	of annual cost:	\$41,860.00	= \$2,790.67 funding avail = 980.00
	Program/Medical Supplies: Cost of program outreach materials (safety sex products; condoms, educational workbooks etc.) , to include HIV Testing kits 21 cases 100 tests per case (approx. \$500/ea.). Lancets 43 bxs, 100 per box (approx. \$20 ea.) 11 control boxes, (\$25.00/ea.) , (based on previous year(s) expense) =				
	Direct Program: cost with a allocation @	100%	of annual cost:	\$19,953.00	= \$19,953.00 funding avail = 19,953.00
	Printing/Duplication: (San Bernardino/Riverside) Cost of printing and duplication services associated with the contract such as printing of appointment cards for clients, program materials, and other handouts to be given out to clients, (based on previous year(s) expense) =				
	Facility: shared cost with a allocation @	6.67%	of annual cost:	\$9,690.00	= \$646.00 funding avail = 146.00
	Training: (San Bernardino/Riverside) Integrated Case Management in the New Millennium: Development and Documentation of Client Contact, Individual Service Plans, and Client Follow-up. Skill development in understanding professional roles to include ethical issues and boundaries, acuity level reduction, (based on previous year(s) expense) =				
	Facility: shared cost with a allocation @	6.67%	of annual cost:	\$7,380.00	= \$492.00 funding avail = 293.00
	Postage: Mail appointment reminder cards, referrals and/or certification eligibility, (based on previous year(s) expense) =				
	Direct Program: cost with a allocation @	100%	of annual cost:	\$26.88	= \$26.88 funding avail = 26.88

Other				\$	12,079.00
	Rent*: (San Bernardino/Riverside) Cost of facility rent for office dedicated for RW services, based on prior year plus increased rates for current year, (based on previous year(s) expense) =				
	Facility: shared cost with a allocation @	6.67%	of annual cost:	\$251,800.00	= \$16,786.67 funding avail = \$ 9,311.00
	Telephone/Communication: (San Bernardino/Riverside) - Direct cost of telephone and communication expenses. This includes conducting client follow ups when clients miss appointments and conducting crisis intervention when needed; internet and text messaging system used to remind clients of appointments/groups, and other announcements, (based on previous year(s) expense) =				
	Facility: shared cost with a allocation @	6.67%	of annual cost:	\$47,580.00	= \$3,172.00 funding avail = \$ 983.00
	Utilities: (San Bernardino/Riverside) expenses, lights, water and trash/bio waste (based on previous year(s) expense) =				
	Facility: shared cost with a allocation @	6.67%	of annual cost:	\$31,780.00	= \$2,118.67 funding avail = \$ 818.00
	Licenses (Essential Software/Staff Licenses); (San Bernardino/Riverside) Computer Software licenses, Outreach Street Permits, State CLIA certification and registration for STI testing: 25%EIS/75%MAI, (based on previous year(s) expense) =				
	Direct Program: cost with a allocation @	6.67%	of annual cost:	\$1,650.00	= \$110.00 funding avail = \$ 106.00
	Repair & Maintenance: (San Bernardino/Riverside) AC/Heating, plumbing, carpet/fixtures, etc, (based on previous year(s) expense) =				
	Direct Program: cost with a allocation @	6.67%	of annual cost:	\$32,480.00	= \$2,165.33 funding avail = \$ 861.00

Direct Costs Total				\$	191,012.40
--------------------	--	--	--	----	------------

**Administrative Costs**

Personnel		FTE	Annual Salary	0.10	\$	6,698.03
	A. Cespedes, Office Manager / Bookkeeper	0.05	\$71,201.00		\$	3,560.06
Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records.						
	C. Hicks, Grants Manager	0.01	\$63,648.00		\$	636.48
Plans and execute the grantmaking process by working with the program managers and the finance team to work within the annual budget, support program staff in researching funding opportunities, manage documents and deadlines, track grantee results, and much more.						
	S. Martinez, Operations Manager	0.04	\$62,537.00		\$	2,501.49

	Responsible for assisting in the development and implementation of policies, procedures, and best practices that enhance the delivery of a high customer services.
--	--

<b>Fring</b>	<b>\$ 1,446.77</b>
Calculated at 21.6%: FICA 7.25% (\$\$ 7.65% + Med-Cal 1.45%), Worker's Comp 2.00%, State Unemployment Insurance 3.3% and Health Insurance 8.8% =	\$ 1,446.77

<b>Travel</b>	<b>\$ 411.21</b>
<b>Travel</b> for personnel to engage community program collaborations for linkage to care purposes.	
Local 62.30 miles/mon. \$0.55 cents per mil 12 month(s) =	<b>\$ 411.21</b>

<b>Supplies</b>	<b>\$ 2,650.59</b>
<b>Equipment:</b> Equipment Lease/Purchase/Maintenance: Cost of equipment lease for copy machines (inclusive of number of copies allowed per month) and postage meter. And if applicable, cost of purchasing desktops/laptops and/or printers for staff use on RW services, (based on previous year(s) expense) =	
Admin Facility: shared cost with a allocation @ 1.80% of annual cost: \$65,566.40 = \$1,180.20 funding avail =	\$ 1,174.00
<b>Office Supplies:</b> Cost of office supplies necessary to the program such as classification folders, copy paper, files, toner, chairs, tables, filing cabinets, desks, lights etc. , (based on previous year(s) expense) =	
Admin Facility: shared cost with a allocation @ 1.80% of annual cost: \$59,339.84 = \$1,068.12 funding avail =	\$ 791.00
<b>Printing/Duplication:</b> Cost of printing and duplication services associated with the contract such as agency brochurs, employee manuals, training materials, and other handouts to be given out to vendors, staff and volunteers, (based on previous year(s) expense) =	
Admin Facility: shared cost with a allocation @ 1.80% of annual cost: \$9,602.40 = \$172.84 funding avail =	\$ 128.00
<b>Postage:</b> Mail proposals, invoices for reimbursement, certifications, state license and insurances, (based on previous year(s) expense) =	
Admin Facility: shared cost with a allocation @ 1.80% of annual cost: \$3,000.00 = \$54.00 funding avail =	\$ 52.59
<b>Training -</b> Eclinical data base training, fire safety, active shooter training	
Admin Facility: shared cost with a allocation @ 1.80% of annual cost: \$29,500.00 = \$531.00 funding avail =	\$ 505.00

<b>Contractual</b>	<b>\$5,865.00</b>
<b>Kwan &amp; Company CPA Inc</b> Annual Independent Auditor, prepares Financial Statements, 990s, (based on direct FTE allocation) =	
Facilities: shared cost with a allocation @ 6.67% of annual cost: \$29,805.10 = \$1,988.00 funding avail =	\$1,988.00
<b>Ellene Wong</b> Monthly accounting (reconciliation) services, (based on previous year(s) expense) =	
Facilities: shared cost with a allocation @ 6.67% of annual cost: \$14,272.86 = \$952.00 funding avail =	\$952.00
<b>Insight HR</b> Facilities Human Resources policies and procedures in accordance with all Federal and State labor laws. Contract HR personnel to manage workforce planning, employee onboarding, HR record retention, Employee engagement, performance management and risk management for FAP staffing body, (based on previous year(s) expense) =	
Facilities: shared cost with a allocation @ 6.67% of annual cost: \$36,026.99 = \$2,403.00 funding avail =	\$2,403.00
<b>Risk Management Consultant</b> Risk management for FAP staffing body, assessing CAL-OSHA regulations, policies and procedures (based on previous year(s) expense) =	
Facilities: shared cost with a allocation @ 6.67% of annual cost: \$7,826.09 = \$522.00 funding avail =	\$522.00

<b>Other</b>	<b>\$ 4,152.00</b>
<b>Rent*</b> Office lease facility expenses (Claremont Admin), (based on previous year(s) expense) =	
Admin Facility: shared cost with a allocation @ 1.80% of annual cost: \$66,391.60 = \$1,195.05 funding avail =	\$ 1,157.00
<b>Telephone/Communication</b> This includes conducting client follow ups when clients miss appointments and conducting crisis intervention when needed; internet and text messaging system used to remind clients of appointments/groups, and other announcements, (based on previous year(s) expense) =	
Admin Facility: shared cost with a allocation @ 1.80% of annual cost: \$41,860.47 = \$753.49 funding avail =	\$ 690.00
<b>Utilities*</b> Cost of air conditions repairs (filters, cleaning), light bulbs, minor construction work orders, (based on previous year(s) expense) =	
Admin Facility: shared cost with a allocation @ 1.80% of annual cost: \$47,261.82 = \$850.71 funding avail =	\$ 787.00
<b>Property Insurance*</b> General Liability, Auto Physical, Auto Liability, Improper Sexual Conduct, Social Service Professional, directors and officers umbrella property, emp. Dishonesty accident insuranc, (based on previous year(s) expense) =	
Admin Facility: shared cost with a allocation @ 1.80% of annual cost: \$23,930.98 = \$430.76 funding avail =	\$ 383.00
<b>Certifications / Licenses</b> HIPPA certification for employee, city/county business licenses, etc. Cert/Licenses expenses for processing Direct FTE to complete New Hire Onboarding training expense) = EHE annual material expenses with allocation of 100% of annual cost (based on previous year(s) expense) =	
Admin Facility: shared cost with a allocation @ 1.80% of annual cost: \$30,907.73 = \$556.34 funding avail =	\$ 493.00
<b>Repair &amp; Maintenance</b> Repair & Maintenance, AC/Heating, plumbing,etc, (based on previous year(s) expense) =	
Admin Facility: shared cost with a allocation @ 1.80% of annual cost: \$17,104.28 = \$307.88 funding avail =	\$ 263.00
<b>Membership Dues</b> HIV Magazines, coalition dues, social media subscription	
Admin Facility: shared cost with a allocation @ 100.00% of annual cost: \$379.00 = \$379.00 funding avail =	\$ 379.00

<b>Admin Costs Total</b>	<b>\$ 21,223.60</b>
<b>GRAND TOTAL</b>	<b>\$ 212,236.00</b>

Foothill AIDS Project  
Ryan White Part - A  
Line Item Budget  
Budget Period 3/1/2024 - 2/28/2025

FOOD

**FB - 5.31.24**

\$380,647.00

	Salary	Program FTE	Program Cost	Direct Costs	Admin Costs	Program Total
<b>Personnel</b>						
A. Cespedes	\$ 71,201	0.15	\$ 10,680.15	\$ 10,680.15	\$ -	\$ 10,680.15
L. Stowers	\$ 153,000	0.08	\$ 12,240.00	\$ -	\$ 12,240.00	\$ 12,240.00
A. Cespedes	\$ 71,201	0.15	\$ 10,680.15	\$ -	\$ 10,680.15	\$ 10,680.15
S. Martinez	\$ 62,537	0.03	\$ 1,876.11	\$ -	\$ 1,876.11	\$ 1,876.11
<b>Personnel Subtotal</b>			<b>\$ 35,476.41</b>	<b>\$ 10,680.15</b>	<b>\$ 24,796.26</b>	<b>\$ 35,476.41</b>
<b>Fringe</b>						
		Percent	Program Cost	Direct Costs	Admin Costs	Program Total
FICA		7.5%	\$ 2,660.73	\$ 801.01	\$ 1,859.72	\$ 2,660.73
Staff Insurance (Health)		8.8%	\$ 3,121.92	\$ 939.85	\$ 2,182.07	\$ 3,121.92
Disability (SUI)		3.3%	\$ 1,170.72	\$ 352.44	\$ 818.28	\$ 1,170.72
Worker's Compensation		2.0%	\$ 709.53	\$ 213.60	\$ 495.93	\$ 709.53
<b>Fringe Subtotal</b>		<b>21.6%</b>	<b>\$ 7,662.90</b>	<b>\$ 2,306.90</b>	<b>\$ 5,356.00</b>	<b>\$ 7,662.90</b>
<b>Total Personnel</b>			<b>\$ 43,139.31</b>	<b>\$ 12,987.05</b>	<b>\$ 30,152.26</b>	<b>\$ 43,139.31</b>
<b>Travel</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Local Travel (Mileage)			\$ 700.00	\$ -	\$ 700.00	\$ 700.00
<b>Travel Total</b>			<b>\$ 700.00</b>	<b>\$ -</b>	<b>\$ 700.00</b>	<b>\$ 700.00</b>
<b>Supplies</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Equipment < \$5,000			\$ 1,680.00	\$ -	\$ 1,680.00	\$ 1,680.00
Office Supplies			\$ 1,358.00	\$ -	\$ 1,358.00	\$ 1,358.00
Printing/Advertising Costs*			\$ 314.00	\$ -	\$ 314.00	\$ 314.00
Postage			\$ 100.00	\$ -	\$ 100.00	\$ 100.00
<b>Supplies Total</b>			<b>\$ 3,452.00</b>	<b>\$ -</b>	<b>\$ 3,452.00</b>	<b>\$ 3,452.00</b>
<b>Contractual</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Kwan & Company CPA Inc			\$ 318.00	\$ -	\$ 318.00	\$ 318.00
Ellene Wong			\$ 154.00	\$ -	\$ 154.00	\$ 154.00
Insight HR			\$ 368.00	\$ -	\$ 368.00	\$ 368.00
Risk Management Consultant			\$ 83.00	\$ -	\$ 83.00	\$ 83.00

<b>Contractual Total</b>	<b>\$ 923.00</b>	<b>\$ -</b>	<b>\$ 923.00</b>	<b>\$ 923.00</b>
<b>Other</b>	<b>Program Cost</b>	<b>Direct Costs</b>	<b>Admin Costs</b>	<b>Program Total</b>
Rent*	\$ 1,055.73	\$ -	\$ 1,055.73	\$ 1,055.73
Telephone/Communication	\$ 579.46	\$ -	\$ 579.46	\$ 579.46
Property Insurance*	\$ 296.00	\$ -	\$ 296.00	\$ 296.00
Utilities*	\$ 235.00	\$ -	\$ 235.00	\$ 235.00
Licenses (Essential Software/Staff Licenses)	\$ 163.00	\$ -	\$ 163.00	\$ 163.00
Repair & Maintenance	\$ 323.25	\$ -	\$ 323.25	\$ 323.25
FOOD Vouchers	\$ 329,595.25	\$ 329,595.25		\$ 329,595.25
Staff Recruitment	\$ 185.00	\$ -	\$ 185.00	\$ 185.00
<b>Other Total</b>	<b>\$ 332,432.69</b>	<b>\$ 329,595.25</b>	<b>\$ 2,837.44</b>	<b>\$ 332,432.69</b>
Direct	\$ 380,647.00	\$ 342,582.30		\$ 342,582.30
Admin			\$ 38,064.70	\$ 38,064.70
<b>\$</b>	<b>\$ 380,647.00</b>	<b>\$ 342,582.30</b>	<b>\$ 38,064.70</b>	<b>\$ 380,647.00</b>
%	100%	90%	10%	100%

Foothill AIDS Project  
Ryan White Part - A  
Line Item Budget  
Budget Period 3/1/2024 - 2/28/2025  
**FOOD - Narrative**

**Direct Costs**

Personnel	FTE	\$	10,680.15
<b>18 A. Cespedes, Office Manager / Bookkeeper</b>	0.15	\$	10,680.15
process client food cards for distribution to ensure eligibility according to different funding sources, disburse payments and communicate with Case Managers on behalf of eligibility.			

<b>Fringe</b>		\$	2,306.90
Calculated at 21.6%: FICA 7.25% (SS 7.65% + Med-Cal 1.45%), Worker's Comp 2.00%, State Unemployment Insurance 3.3% and Health Insurance 8.8% =		\$	2,306.90

<b>Other</b>		\$	329,595.25
<b>FOOD</b>	<b>Food Vouchers</b>	Food Assistance: Staters Bros. food cards to unduplicated clients residing in Service Areas 1, 2, 4, 5, & 6 to supplement their financial ability to maintain continuous access to adequate caloric intake and balance nutrition sufficient to maintain optimal health in the face of compromised health, 100% of annual cost allocation =	
Direct Program: cost with a allocation @		Undup. Clts;	343.33
		Provision =	\$80
		# Months =	12
		\$	329,595.25

**Direct Costs Total** \$ **342,582.30**

**Administrative Costs**

Personnel	FTE	Annual Salary	0.26	\$	24,796.26
<b>L. Stowers, Executive Director</b>	0.08	\$153,000.00		\$	12,240.00
Direct general operations and human resources functions of the organization for all 54 full and part time staff. Responsible for administrative and financial management of all pre- and post- award grant activities including: budget and expenditure justifications of all proposed and awarded grants and their renewals; fund analysis, including forecasts of anticipated surplus/deficits of program budgets; cost allocation plans of functional expenses to assign expenditures to individual fund accounts as necessary; and oversight for all auditor actions.					
<b>A. Cespedes, Office Manager / Bookkeeper</b>	0.15	\$71,201.00		\$	10,680.15
Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records.					
<b>S. Martinez, Operations Manager</b>	0.03	\$62,537.00		\$	1,876.11
Responsible for assisting in the development and implementation of policies, procedures, and best practices that enhance the delivery of a high customer services.					

<b>Fring</b>		\$	5,356.00
Calculated at 21.6%: FICA 7.25% (SS 7.65% + Med-Cal 1.45%), Worker's Comp 2.00%, State Unemployment Insurance 3.3% and Health Insurance 8.8% =		\$	5,356.00

<b>Travel</b>		\$	700.00
<b>Travel</b> for personnel to engage community program collaborations for linkage to care purposes.			
Local	106.06	miles/mon.	\$0.55 cents per mil
			12 month(s) =
			\$ 700.00

<b>Supplies</b>		\$	3,452.00
<b>Equipment:</b> Equipment Lease/Purchase/Maintenance: Cost of equipment lease for copy machines (inclusive of number of copies allowed per month) and postage meter. And if applicable, cost of purchasing desktops/laptops and/or printers for staff use on RW services, (based on previous year(s) expense) =			
Admin Facility: shared cost with a allocation @	3.40%	of annual cost:	\$65,566.40 = \$2,229.26 funding avail = \$ 1,680.00
<b>Office Supplies:</b> Cost of office supplies necessary to the program such as classification folders, copy paper, files, toner, chairs, tables, filing cabinets, desks, lights etc. , (based on previous year(s) expense) =			
Admin Facility: shared cost with a allocation @	3.40%	of annual cost:	\$59,339.84 = \$2,017.55 funding avail = \$ 1,358.00
<b>Printing/Duplication:</b> Cost of printing and duplication services associated with the contract such as agency brochurs, employee manuals, training materials, and other handouts to be given out to vendors, staff and volunteers, (based on previous year(s) expense) =			
Admin Facility: shared cost with a allocation @	3.40%	of annual cost:	\$9,602.40 = \$326.48 funding avail = \$ 314.00
<b>Postage:</b> Mail proposals, invoices for reimbursement, certifications, state license and insurances, (based on previous year(s) expense) =			

Admin Facility: shared cost with a allocation @	3.40%	of annual cost:	\$3,000.00	=	\$102.00	funding avail =	\$	100.00
---	-------	-----------------	------------	---	----------	-----------------	----	--------

### Contractual

**\$923.00**

	<b>Kwan &amp; Company CPA Inc</b>	Annual Independent Auditor, prepares Financial Statements, 990s, (based on direct FTE allocation) =							
	Facilities: shared cost with a allocation @	1.10%	of annual cost:	\$29,805.10	=	\$327.86	funding avail =	\$	318.00
	<b>Ellene Wong</b>	Monthly accounting (reconciliation) services, (based on previous year(s) expense) =							
	Facilities: shared cost with a allocation @	1.10%	of annual cost:	\$14,272.86	=	\$157.00	funding avail =	\$	154.00
	<b>Insight HR</b>	Facilitates Human Resources policies and procedures in accordance with all Federal and State labor laws. Contract HR personnel to manage workforce planning, employee onboarding, HR record retention, Employee engagement, performance management and risk management for FAP staffing body, (based on previous year(s) expense) =							
	Facilities: shared cost with a allocation @	1.10%	of annual cost:	\$36,026.99	=	\$396.30	funding avail =	\$	368.00
	<b>Risk Management Consultant</b>	Risk management for FAP staffing body, assessing CAL-OSHA regulations, policies and procedures (based on previous year(s) expense) =							
	Facilities: shared cost with a allocation @	1.10%	of annual cost:	\$7,826.09	=	\$86.09	funding avail =	\$	83.00

**Other**

**\$ 2,837.44**

	<b>Rent*</b>	Office lease facility expenses (Claremont Admin), (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	3.40%	of annual cost:	\$66,391.60	=	\$2,257.31	funding avail = \$ 1,055.73
	<b>Telephone/Communication</b>	This includes conducting client follow ups when clients miss appointments and conducting crisis intervention when needed; internet and text messaging system used to remind clients of appointments/groups, and other announcements, (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	3.40%	of annual cost:	\$41,860.47	=	\$1,423.26	funding avail = \$ 579.46
	<b>Utilities*</b>	Cost of air conditions repairs (filters, cleaning), light bulbs, minor construction work orders, (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	3.40%	of annual cost:	\$47,261.82	=	\$1,606.90	funding avail = \$ 235.00
	<b>Property Insurance*</b>	General Liability, Auto Physical, Auto Liability, Improper Sexual Conduct, Social Service Professional, directors and officers umbrelia property, emp. Dishonesty accident insuranc, (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	3.40%	of annual cost:	\$23,930.98	=	\$813.65	funding avail = \$ 296.00
	<b>Certifications / Licenses</b>	HIPPA certification for employee, city/county business licenses, etc. Cert/Licenses expenses for processing Direct FTE to complete New Hire Onboarding training expense) = EHE annual material expenses with allocation of 100% of annual cost (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	3.40%	of annual cost:	\$30,907.73	=	\$1,050.86	funding avail = \$ 163.00
	<b>Repair &amp; Maintenance</b>	Repair & Maintenance, AC/Heating, plumbing, etc, (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	3.40%	of annual cost:	\$17,104.28	=	\$581.55	funding avail = \$ 323.25
	<b>Staff Recruitment</b>	Post vacant positions on social media sites to recruit new employees					
	Admin Facility: shared cost with a allocation @	3.40%	of annual cost:	\$5,900.00	=	\$200.60	funding avail = \$ 185.00

Admin Costs Total	\$ 38,064.70
GRAND TOTAL	\$ 380,647.00

Foothill AIDS Project  
Ryan White Part - A  
Line Item Budget  
Budget Period 3/1/2024 - 2/28/2025

TRANSPORTATION

FB - 5.31.24

\$190,323.00

	Salary	Program FTE	Program Cost	Direct Costs	Admin Costs	Program Total
<b>Personnel</b>						
A. Cespedes	\$ 71,201	0.18	\$ 12,816.18	\$ 10,680.15	\$ 2,136.03	\$ 12,816.18
L. Stowers	\$ 153,000	0.05	\$ 7,650.00	\$ -	\$ 7,650.00	\$ 7,650.00
S. Martinez	\$ 62,537	0.03	\$ 1,876.11	\$ -	\$ 1,876.11	\$ 1,876.11
<b>Personnel Subtotal</b>			<b>\$ 22,342.29</b>	<b>\$ 10,680.15</b>	<b>\$ 11,662.14</b>	<b>\$ 22,342.29</b>
<b>Fringe</b>						
		Percent	Program Cost	Direct Costs	Admin Costs	Program Total
FICA		7.5%	\$ 1,675.67	\$ 801.01	\$ 874.66	\$ 1,675.67
Staff Insurance (Health)		8.8%	\$ 1,966.12	\$ 939.85	\$ 1,026.27	\$ 1,966.12
Disability (SUI)		3.3%	\$ 737.29	\$ 352.44	\$ 384.85	\$ 737.29
Worker's Compensation		2.0%	\$ 446.84	\$ 213.60	\$ 233.24	\$ 446.84
<b>Fringe Subtotal</b>		<b>21.6%</b>	<b>\$ 4,825.92</b>	<b>\$ 2,306.90</b>	<b>\$ 2,519.02</b>	<b>\$ 4,825.92</b>
<b>Total Personnel</b>			<b>\$ 27,168.21</b>	<b>\$ 12,987.05</b>	<b>\$ 14,181.16</b>	<b>\$ 27,168.21</b>
<b>Travel</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Local Travel (Mileage)			\$ 100.00	\$ -	\$ 100.00	\$ 100.00
<b>Travel Total</b>			<b>\$ 100.00</b>	<b>\$ -</b>	<b>\$ 100.00</b>	<b>\$ 100.00</b>
<b>Supplies</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Equipment < \$5,000			\$ 1,075.59	\$ -	\$ 1,075.59	\$ 1,075.59
Office Supplies			\$ 819.00	\$ -	\$ 819.00	\$ 819.00
Printing/Advertising Costs*			\$ 227.85	\$ -	\$ 227.85	\$ 227.85
Postage			\$ 95.27	\$ -	\$ 95.27	\$ 95.27
<b>Supplies Total</b>			<b>\$ 2,217.71</b>	<b>\$ -</b>	<b>\$ 2,217.71</b>	<b>\$ 2,217.71</b>
<b>Contractual</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Kwan & Company CPA Inc			\$ 304.00	\$ -	\$ 304.00	\$ 304.00
Ellene Wong			\$ 147.00	\$ -	\$ 147.00	\$ 147.00
Insight HR			\$ 396.00	\$ -	\$ 396.00	\$ 396.00
Risk Management Consultant			\$ 83.00	\$ -	\$ 83.00	\$ 83.00
<b>Contractual Total</b>			<b>\$ 930.00</b>	<b>\$ -</b>	<b>\$ 930.00</b>	<b>\$ 930.00</b>

Other	Program Cost	Direct Costs	Admin Costs	Program Total
Rent*	\$ 910.00	\$ -	\$ 910.00	\$ 910.00
Telephone/Communication	\$ 332.00	\$ -	\$ 332.00	\$ 332.00
Property Insurance*	\$ 99.00	\$ -	\$ 99.00	\$ 99.00
Utlilties*	\$ 51.00	\$ -	\$ 51.00	\$ 51.00
Licenses (Essential Software/Staff Licenses)	\$ 81.00	\$ -	\$ 81.00	\$ 81.00
Repair & Maintenance	\$ 84.00	\$ -	\$ 84.00	\$ 84.00
Transportation Assistance	\$ 158,303.65	\$ 158,303.65		\$ 158,303.65
Staff Recruitment	\$ 46.43	\$ -	\$ 46.43	\$ 46.43
<b>Other Total</b>	<b>\$ 159,907.08</b>	<b>\$ 158,303.65</b>	<b>\$ 1,603.43</b>	<b>\$ 159,907.08</b>
Direct	\$ 190,323.00	\$ 171,290.70		\$ 171,290.70
Admin			\$ 19,032.30	\$ 19,032.30
<b>\$</b>	<b>\$ 190,323.00</b>	<b>\$ 171,290.70</b>	<b>\$ 19,032.30</b>	<b>\$ 190,323.00</b>
%	100%	90%	10%	100%



Foothill AIDS Project  
Ryan White Part - A  
Line Item Budget  
Budget Period 3/1/2024 - 2/28/2025  
**TRANS - Narrative**

**Direct Costs**

Personnel	FTE	\$	10,680.15
<b>18 A. Cespedes, Office Manager / Bookkeeper</b>	0.15	\$	10,680.15
process client food cards for distribution to ensure eligibility according to different funding sources, disburse payments and communicate with Case Managers on behalf of eligibility.			

<b>Fringe</b>		\$	2,306.90
Calculated at 21.6%: FICA 7.25% (SS 7.65% + Med-Cal 1.45%), Worker's Comp 2.00%, State Unemployment Insurance 3.3% and Health Insurance 8.8% =		\$	2,306.90

<b>Other</b>		\$	158,303.65
<b>Gas Vouchers</b>	Transportation Assistance: Transportation Assistance: Annual provision of bus passes, gas cards, LYFT and taxi vouchers to unduplicated clients used to provide emergency medical transportation to enhance clients' access to healthcare and/or supportive services. Client disbursement may varies based on number of medical appointments not to exceed monthly provision. 100% of annual cost allocation =		
Direct Program: cost with a allocation @	Undup. Clts;	188.46	Provision = \$70 # Months = 12 \$ 158,303.65

**Direct Costs Total** \$ 171,290.70

**Administrative Costs**

Personnel	FTE	Annual Salary	0.11	\$	11,662.14
<b>L. Stowers, Executive Director</b>	0.05	\$153,000.00		\$	7,650.00
Direct general operations and human resources functions of the organization for all 54 full and part time staff. Responsible for administrative and financial management of all pre- and post- award grant activities including: budget and expenditure justifications of all proposed and awarded grants and their renewals; fund analysis, including forecasts of anticipated surplus/deficits of program budgets; cost allocation plans of functional expenses to assign expenditures to individual fund accounts as necessary; and oversight for all auditor actions.					
<b>A. Cespedes, Office Manager / Bookkeeper</b>	0.03	\$71,201.00		\$	2,136.03
Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records.					
<b>S. Martinez, Operations Manager</b>	0.03	\$62,537.00		\$	1,876.11
Responsible for assisting in the development and implementation of policies, procedures, and best practices that enhance the delivery of a high customer services.					

<b>Fring</b>		\$	2,519.02
Calculated at 21.6%: FICA 7.25% (SS 7.65% + Med-Cal 1.45%), Worker's Comp 2.00%, State Unemployment Insurance 3.3% and Health Insurance 8.8% =		\$	2,519.02

<b>Travel</b>		\$	100.00
<b>Travel</b> for personnel to engage community program collaborations for linkage to care purposes.			
Local	15.15 miles/mon.	\$0.55 cents per mil	12 month(s) = \$ 100.00

<b>Supplies</b>		\$	2,217.71
<b>Equipment:</b> Equipment Lease/Purchase/Maintenance: Cost of equipment lease for copy machines (inclusive of number of copies allowed per month) and postage meter. And if applicable, cost of purchasing desktops/laptops and/or printers for staff use on RW services, (based on previous year(s) expense) =			
Admin Facility: shared cost with a allocation @	3.27%	of annual cost: \$65,566.40 = \$2,144.02	funding avail = \$ 1,075.59
<b>Office Supplies:</b> Cost of office supplies necessary to the program such as classification folders, copy paper, files, toner, chairs, tables, filing cabinets, desks, lights etc. , (based on previous year(s) expense) =			
Admin Facility: shared cost with a allocation @	3.27%	of annual cost: \$59,339.84 = \$1,940.41	funding avail = \$ 819.00
<b>Printing/Duplication:</b> Cost of printing and duplication services associated with the contract such as agency brochurs, employee manuels, training materials, and other handouts to be given out to vendors, staff and volunteers, (based on previous year(s) expense) =			
Admin Facility: shared cost with a allocation @	3.27%	of annual cost: \$9,602.40 = \$314.00	funding avail = \$ 227.85

	<b>Postage:</b> Mail proposals, invoices for reimbursement, certifications, state license and insurances, (based on previous year(s) expense) =						
	Admin Facility: shared cost with a allocation @	3.27%	of annual cost:	\$3,000.00	=	\$98.10	funding avail = \$ 95.27

**Contractual**
**\$930.00**

	<b>Kwan &amp; Company CPA Inc</b>	Annual Independent Auditor, prepares Financial Statements, 990s, (based on direct FTE allocation) =					
	Facilities: shared cost with a allocation @	1.10%	of annual cost:	\$29,805.10	=	\$327.86	funding avail = \$ 304.00
	<b>Ellene Wong</b>	Monthly accounting (reconciliation) services, (based on previous year(s) expense) =					
	Facilities: shared cost with a allocation @	1.10%	of annual cost:	\$14,272.86	=	\$157.00	funding avail = \$ 147.00
	<b>Insight HR</b>	Facilitates Human Resources policies and procedures in accordance with all Federal and State labor laws. Contract HR personnel to manage workforce planning, employee onboarding, HR record retention, Employee engagement, performance management and risk management for FAP staffing body, (based on previous year(s) expense) =					
	Facilities: shared cost with a allocation @	1.10%	of annual cost:	\$36,026.99	=	\$396.30	funding avail = \$ 396.00
	<b>Risk Management Consultant</b>	Risk management for FAP staffing body, assessing CAL-OSHA regulations, policies and procedures (based on previous year(s) expense) =					
	Facilities: shared cost with a allocation @	1.10%	of annual cost:	\$7,826.09	=	\$86.09	funding avail = \$ 83.00

**Other**
**\$ 1,603.43**

	<b>Rent*</b>	Office lease facility expenses (Claremont Admin), (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	3.27%	of annual cost:	\$66,391.60	=	\$2,171.01	funding avail = \$ 910.00
	<b>Telephone/Communication</b>	This includes conducting client follow ups when clients miss appointments and conducting crisis intervention when needed; internet and text messaging system used to remind clients of appointments/groups, and other announcements, (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	3.27%	of annual cost:	\$41,860.47	=	\$1,368.84	funding avail = \$ 332.00
	<b>Utilities*</b>	Cost of air conditions repairs (filters, cleaning), light bulbs, minor construction work orders, (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	3.27%	of annual cost:	\$47,261.82	=	\$1,545.46	funding avail = \$ 51.00
	<b>Property Insurance*</b>	General Liability, Auto Physical, Auto Liability, Improper Sexual Conduct, Social Service Professional, directors and officers umbrella property, emp. Dishonesty accident insuranc, (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	3.27%	of annual cost:	\$23,930.98	=	\$782.54	funding avail = \$ 99.00
	<b>Certifications / Licenses</b>	HIPPA certification for employee, city/county business licenses, etc. Cert/Licenses expenses for processing Direct FTE to complete New Hire Onboarding training expense) = EHE annual material expenses with allocation of 100% of annual cost (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	3.27%	of annual cost:	\$30,907.73	=	\$1,010.68	funding avail = \$ 81.00
	<b>Repair &amp; Maintenance</b>	Repair & Maintenance, AC/Heating, plumbing,etc, (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	3.27%	of annual cost:	\$17,104.28	=	\$559.31	funding avail = \$ 84.00
	<b>Staff Recruitment</b>	Post vacant positions on social media sites to recruit new employees					
	Admin Facility: shared cost with a allocation @	3.27%	of annual cost:	\$5,900.00	=	\$192.93	funding avail = \$ 46.43

**Admin Costs Total**
**\$ 19,032.30**
**GRAND TOTAL**
**\$ 190,323.00**

Foothill AIDS Project  
Ryan White Part - A  
Line Item Budget  
Budget Period 3/1/2024 - 2/28/2025

Housing

**FB - 5.31.24**

\$126,933.00

	Salary	Program FTE	Program Cost	Direct Costs	Admin Costs	Program Total
<b>Personnel</b>						
N. Camacho Mireles / L. Carpanter	\$ 56,160	1.00	\$ 56,160.00	\$ 56,160.00	\$ -	\$ 56,160.00
A. Cespedes	\$ 71,201	0.025	\$ 1,780.03	\$ -	\$ 1,780.03	\$ 1,780.03
C. Hicks	\$ 63,648	0.03	\$ 1,909.44	\$ -	\$ 1,909.44	\$ 1,909.44
D. McClamy	\$ 56,160	0.05	\$ 2,808.00	\$ -	\$ 2,808.00	\$ 2,808.00
S. Martinez	\$ 62,537	0.03	\$ 1,876.11	\$ -	\$ 1,876.11	\$ 1,876.11
<b>Personnel Subtotal</b>			<b>\$ 64,533.58</b>	<b>\$ 56,160.00</b>	<b>\$ 8,373.58</b>	<b>\$ 64,533.58</b>
<b>Fringe</b>						
		Percent	Program Cost	Direct Costs	Admin Costs	Program Total
FICA		7.5%	\$ 4,840.02	\$ 4,212.00	\$ 628.02	\$ 4,840.02
Staff Insurance (Health)		8.8%	\$ 5,678.96	\$ 4,942.08	\$ 736.88	\$ 5,678.96
Disability (SUI)		3.3%	\$ 2,129.61	\$ 1,853.28	\$ 276.33	\$ 2,129.61
Worker's Compensation		2.0%	\$ 1,290.67	\$ 1,123.20	\$ 167.47	\$ 1,290.67
<b>Fringe Subtotal</b>		<b>21.6%</b>	<b>\$ 13,939.26</b>	<b>\$ 12,130.56</b>	<b>\$ 1,808.70</b>	<b>\$ 13,939.26</b>
<b>Total Personnel</b>			<b>\$ 78,472.84</b>	<b>\$ 68,290.56</b>	<b>\$ 10,182.28</b>	<b>\$ 78,472.84</b>
<b>Travel</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Local Travel (Mileage)			\$ 115.00	\$ 75.00	\$ 40.00	\$ 115.00
<b>Travel Total</b>			<b>\$ 115.00</b>	<b>\$ 75.00</b>	<b>\$ 40.00</b>	<b>\$ 115.00</b>
<b>Supplies</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Equipment < \$5,000			\$ 1,238.00	\$ 1,150.00	\$ 88.00	\$ 1,238.00
Office: Supplies / Furniture			\$ 271.00	\$ 515.00	\$ 56.00	\$ 571.00
Printing/Advertising Costs*			\$ 265.00	\$ 258.00	\$ 7.00	\$ 265.00
Training			\$ 645.00	\$ 345.00	\$ -	\$ 345.00
Postage			\$ 44.90	\$ 32.14	\$ 12.76	\$ 44.90
<b>Supplies Total</b>			<b>\$ 2,463.90</b>	<b>\$ 2,300.14</b>	<b>\$ 163.76</b>	<b>\$ 2,463.90</b>
<b>Contractual</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Kwan & Company CPA Inc			\$ 325.00		\$ 325.00	\$ 325.00
Ellene Wong			\$ 130.00		\$ 130.00	\$ 130.00
Insight HR			\$ 725.00		\$ 725.00	\$ 725.00
Risk Management Consultant			\$ 175.00		\$ 175.00	\$ 175.00
<b>Contractual Total</b>			<b>\$ 1,355.00</b>	<b>\$ -</b>	<b>\$ 1,355.00</b>	<b>\$ 1,355.00</b>

Other	Program Cost	Direct Costs	Admin Costs	Program Total
Rent*	\$ 9,500.00	\$ 9,173.00	\$ 580.00	\$ 9,753.00
Telephone/Communication	\$ 1,378.00	\$ 1,282.00	\$ 96.00	\$ 1,378.00
Property Insurance*	\$ 107.00		\$ 107.00	\$ 107.00
Utlilities*	\$ 1,566.00	\$ 1,525.00	\$ 41.00	\$ 1,566.00
Licenses (Essential Software/Staff Licenses)	\$ 344.00	\$ 75.00	\$ 16.00	\$ 91.00
Repair & Maintenance	\$ 1,156.00	\$ 1,114.00	\$ 42.00	\$ 1,156.00
Emergency Housing Assistance	\$ 30,405.00	\$ 30,405.00		\$ 30,405.00
Staff Recruitment	\$ 70.26		\$ 70.26	\$ 70.26
<b>Other Total</b>	<b>\$ 44,526.26</b>	<b>\$ 43,574.00</b>	<b>\$ 952.26</b>	<b>\$ 44,526.26</b>
Direct	\$ 126,933.00	\$ 114,239.70		\$ 114,239.70
Admin			\$ 12,693.30	\$ 12,693.30
<b>\$</b>	<b>\$ 126,933.00</b>	<b>\$ 114,239.70</b>	<b>\$ 12,693.30</b>	<b>\$ 126,933.00</b>
%	100%	90%	10%	100%

Foothill AIDS Project  
Ryan White Part - A  
Line Item Budget  
Budget Period 3/1/2024 - 2/28/2025  
**Housing - Narrative**

**Direct Costs**

Personnel		FTE	\$	56,160.00
Housing	4 N. Camacho / L. Carpenter, Navigator	1.00	\$	56,160.00
	Bilingual Responsible for conducting client intakes, assessment of housing needs, and income assessment and verification; developing a housing plan to meet identified needs; monitoring client progress. Assists clients with applications for housing related services, including emergency housing, short-term, utilities, and mortgage housing assistance, and permanent housing placement and other supportive services to remove barriers for stable housing. Refers clients to medical services, assists clients to obtain public benefits, and work training programs and employment. Ensures applications are complete and in compliance with grants requirement. Assists clients with applications and paperwork for other government assistance programs. Advocates for clients with hotel/motel managers, and property owners throughout Riverside to promote effective relationships and housing stability. Conducts monthly, quarterly follow ups with clients including home visits as needed.			

Fringe			\$	12,130.56
		Calculated at 21.6%: FICA 7.25% (SS 7.65% + Med-Cal 1.45%), Worker's Comp 2.00%, State Unemployment Insurance 3.3% and Health Insurance 8.8% =		
			\$	12,130.56

Travel			\$	75.00
		Local Travel for 1 personnel to engage clients at home or at other locations for linkage to care purposes.		
		11.36 miles/mon.	\$0.55 cents per mil	12 month(s) = \$ 75.00

Supplies: (San Bernardino/Riverside)			\$	2,300.14
	Equipment Lease/Purchase/Maintenance: Cost of equipment lease for copy machines (inclusive of number of copies allowed per month) and postage meter. And if applicable, cost of purchasing phones/tablets/desktops/laptops and/or printers for staff use on RW services (based on previous year(s) expense) =			
		Facility: shared cost with a allocation @ 4.90%	of annual cost: \$52,350.00 = \$2,565.15	funding avail = 1,150.00
	Office Supplies: Cost of office supplies necessary to deliver programs services such as classification folders, copy paper, files, pens, whiteboards, floor mats, small desk item etc., (based on previous year(s) expense) =			
		Direct Program: cost with a allocation @ 4.90%	of annual cost: \$41,860.00 = \$2,051.14	funding avail = 515.00
	Printing/Duplication: Cost of printing and duplication services associated with the contract such as printing of appointment cards for clients, program materials, and other handouts to be given out to clients, (based on previous year(s) expense) =			
		Facility: shared cost with a allocation @ 4.90%	of annual cost: \$9,690.00 = \$474.81	funding avail = 258.00
	Training: Integrated Case Management in the New Millennium: Development and Documentation of Client Contact, Individual Service Plans, and Client Follow-up. Skill development in understanding professional roles to include ethical issues and boundaries, acuity level reduction, (based on previous year(s) expense) =			
		Facility: shared cost with a allocation @ 4.90%	of annual cost: \$7,380.00 = \$361.62	funding avail = 345.00
	Postage: Mail appointment reminder cards, referrals and/or certification eligibility, (based on previous year(s) expense) =			
		Direct Program: cost with a allocation @ 4.90%	of annual cost: \$1,662.00 = \$81.44	funding avail = 32.14

Other			\$	43,574.00
	Rent* - Cost of facility rent for office dedicated for RW services, based on prior year plus increased rates for current year, (based on previous year(s) expense) =			
		Facility: shared cost with a allocation @ 4.90%	of annual cost: \$251,800.00 = \$12,338.20	funding avail = \$ 9,173.00
	Telephone/Communication - Direct cost of telephone and communication expenses. This includes conducting client follow ups when clients miss appointments and conducting crisis intervention when needed; internet and text messaging system used to remind clients of appointments/groups, and other announcements, (based on previous year(s) expense) =			
		Facility: shared cost with a allocation @ 4.90%	of annual cost: \$47,580.00 = \$2,331.42	funding avail = \$ 1,282.00
	Utilities expenses, lights, water and trash/bio waste (based on previous year(s) expense) =			
		Facility: shared cost with a allocation @ 4.90%	of annual cost: \$31,780.00 = \$1,557.22	funding avail = \$ 1,525.00
	Licenses (Essential Software/Staff Licenses) - Computer Software licenses, Outreach Street Permits, State CLIA certification and registration for STI testing: 25%EIS/75%MAI, (based on previous year(s) expense) =			
		Direct Program: cost with a allocation @ 4.90%	of annual cost: \$1,650.00 = \$80.85	funding avail = \$ 75.00
	Repair & Maintenance, AC/Heating, plumbing, carpet/fixtures etc, (based on previous year(s) expense) =			
		Direct Program: cost with a allocation @ 4.90%	of annual cost: \$32,480.00 = \$1,591.52	funding avail = \$ 1,114.00
	Emergency Crisis Hotel Emergency payments to assist clients with up to 90 nights of emergency housing (i.e. motel and rental assistance), (based on previous year(s) expense) =			
				\$ 30,405.00

Direct Costs Total			\$	114,239.70
--------------------	--	--	----	------------

**Administrative Costs**

Personnel		FTE	Annual Salary	0.135	\$	8,373.58
	A. Cespedes, Office Manager / Bookkeeper	0.025	\$71,201.00		\$	1,780.03
	Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records.					
	C. Hicks, Grants Manager	0.03	\$63,648.00		\$	1,909.44
	Plans and execute the grantmaking process by working with the program managers and the finance team to work within the annual budget, support program staff in researching funding opportunities, manage documents and deadlines, track grantee results, and much more.					
	S. Martinez, Operations Manager	0.03	\$62,537.00		\$	1,876.11
	Responsible for assisting in the development and implementation of policies, procedures, and best practices that enhance the delivery of a high customer services.					
	D. McClamy	0.05	\$56,160.00		\$	2,808.00
	Process Housing payments for Emergency Crisis and utility services					

Fring			\$	1,808.70
		Calculated at 21.6%: FICA 7.25% (SS 7.65% + Med-Cal 1.45%), Worker's Comp 2.00%, State Unemployment Insurance 3.3% and Health Insurance 8.8% =		
			\$	1,808.70

Travel			\$	40.00
		Travel for personnel to engage community program collaborations for linkage to care purposes.		
	Local	6.06 miles/mon.	\$0.55 cents per mil	12 month(s) = \$ 40.00

Supplies			\$	163.76
		Equipment: Equipment Lease/Purchase/Maintenance: Cost of equipment lease for copy machines (inclusive of number of copies allowed per month) and postage meter. And if applicable, cost of purchasing desktops/laptops and/or printers for staff use on RW services, (based on previous year(s) expense) =		

	Admin Facility: shared cost with a allocation @	1.93%	of annual cost:	\$65,566.40	=	\$1,265.43	funding avail =	\$	88.00
	<b>Office Supplies:</b> Cost of office supplies necessary to the program such as classification folders, copy paper, files, toner, chairs, tables, filing cabinets, desks, lights etc. , (based on previous year(s) expense) =								
	Admin Facility: shared cost with a allocation @	1.93%	of annual cost:	\$59,339.84	=	\$1,145.26	funding avail =	\$	56.00
	<b>Printing/Duplication:</b> Cost of printing and duplication services associated with the contract such as agency brochurs, employee manuels, training materials, and other handouts to be given out to vendors, staff and volunteers, (based on previous year(s) expense) =								
	Admin Facility: shared cost with a allocation @	1.93%	of annual cost:	\$9,602.40	=	\$185.33	funding avail =	\$	7.00
	<b>Postage:</b> Mail proposals, invoices for reimbursement, certifications, state license and insurances, (based on previous year(s) expense) =								
	Admin Facility: shared cost with a allocation @	1.93%	of annual cost:	\$3,000.00	=	\$57.90	funding avail =	\$	12.76

#### Contractual

**\$1,355.00**

	<b>Kwan &amp; Company CPA Inc</b>	Annual Independent Auditor, prepares Financial Statements, 990s, (based on direct FTE allocation) =							
	Facility: shared cost with a allocation @	4.9000%	of annual cost:	\$29,805.10	=	\$1,460.45	funding avail =	\$	325.00
	<b>Ellene Wong</b>	Monthly accounting (reconciliation) services, (based on previous year(s) expense) =							
	Facility: shared cost with a allocation @	4.9000%	of annual cost:	\$14,272.86	=	\$699.37	funding avail =	\$	130.00
	<b>Insight HR</b>	Facilitates Human Resources policies and procedures in accordance with all Federal and State labor laws. Contract HR personnel to manage workforce planning, employee onboarding, HR record retention, Employee engagement, performance management and succession planning for FAP staffing body, (based on previous year(s) expense) =							
	Facility: shared cost with a allocation @	4.9000%	of annual cost:	\$36,026.99	=	\$1,765.32	funding avail =	\$	725.00
	<b>Risk Management Consultant</b>	Risk management for FAP staffing body, assessing CAL-OSHA regulations, policies and procedures (based on previous year(s) expense) =							
	Facility: shared cost with a allocation @	4.9000%	of annual cost:	\$7,826.09	=	\$383.48	funding avail =	\$	175.00

#### Other

**\$ 952.26**

	<b>Rent*</b>	Office lease facility expenses, (based on previous year(s) expense) =							
	Admin Facility: shared cost with a allocation @	1.93%	of annual cost:	\$66,391.60	=	\$1,281.36	funding avail =	\$	580.00
	<b>Telephone/Communication</b>	This includes conducting client follow ups when clients miss appointments and conducting crisis intervention when needed; internet and text messaging system used to remind clients of appointments/groups, and other announcements, (based on previous year(s) expense) =							
	Admin Facility: shared cost with a allocation @	1.93%	of annual cost:	\$41,860.47	=	\$807.91	funding avail =	\$	96.00
	<b>Utilities*</b>	Cost of air conditions repairs (filters, cleaning), light bulbs, minor construction work orders, (based on previous year(s) expense) =							
	Admin Facility: shared cost with a allocation @	1.93%	of annual cost:	\$47,261.82	=	\$912.15	funding avail =	\$	41.00
	<b>Property Insurance*</b>	General Liability, Auto Physical, Auto Liability, Improper Sexual Conduct, Social Service Professional, directors and officers umbrella property, emp. Dishonesty accident insuranc, (based on previous year(s) expense) =							
	Admin Facility: shared cost with a allocation @	1.93%	of annual cost:	\$23,930.98	=	\$461.87	funding avail =	\$	107.00
	<b>Certifications / Licenses</b>	HIPPA certification for employee, city/county business licenses, etc. Cert/Licenses expenses for processing Direct FTE to complete New Hire Onboarding training expense) = EHE annual material expenses with allocation of 100% of annual cost (based on previous year(s) expense) =							
	Admin Facility: shared cost with a allocation @	1.93%	of annual cost:	\$30,907.73	=	\$596.52	funding avail =	\$	16.00
	<b>Repair &amp; Maintenance</b>	Repair & Maintenance, AC/Heating, plumbing,etc., (based on previous year(s) expense) =							
	Admin Facility: shared cost with a allocation @	1.93%	of annual cost:	\$17,104.28	=	\$330.11	funding avail =	\$	42.00
	<b>Staff Recruitment</b>	Post vacant positions on social media sites to recruit new employees							
	Admin Facility: shared cost with a allocation @	1.93%	of annual cost:	\$5,900.00	=	\$113.87	funding avail =	\$	70.26

<b>Admin Costs Total</b>								<b>\$</b>	<b>12,693.30</b>
<b>GRAND TOTAL</b>								<b>\$</b>	<b>126,933.00</b>

Foothill AIDS Project  
Ryan White Part - A  
Line Item Budget  
Budget Period 3/1/2024 - 2/28/2025

Emergency Financial Assistance

FB - 5.31.24

\$40,619.00

	Salary	Program FTE	Program Cost	Direct Costs	Admin Costs	Program Total
<b>Personnel</b>						
C. Hicks	\$ 63,648	0.02	\$ 1,272.96	\$ -	\$ 1,272.96	\$ 1,272.96
A. Cespedes	\$ 71,201	0.025	\$ 1,780.03	\$ -	\$ 1,780.03	\$ 1,780.03
<b>Personnel Subtotal</b>			<b>\$ 3,052.99</b>	<b>\$ -</b>	<b>\$ 3,052.99</b>	<b>\$ 3,052.99</b>
<b>Fringe</b>						
		Percent	Program Cost	Direct Costs	Admin Costs	Program Total
FICA		7.5%	\$ 228.97	\$ -	\$ 228.97	\$ 228.97
Staff Insurance (Health)		8.8%	\$ 268.66	\$ -	\$ 268.66	\$ 268.66
Disability (SUI)		3.3%	\$ 100.75	\$ -	\$ 100.75	\$ 100.75
Worker's Compensation		2.0%	\$ 59.53	\$ -	\$ 59.53	\$ 59.53
<b>Fringe Subtotal</b>		<b>21.5%</b>	<b>\$ 657.91</b>	<b>\$ -</b>	<b>\$ 657.91</b>	<b>\$ 657.91</b>
<b>Total Personnel</b>			<b>\$ 3,710.90</b>	<b>\$ -</b>	<b>\$ 3,710.90</b>	<b>\$ 3,710.90</b>
<b>Travel</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Local Travel (Mileage)			\$ 28.48		\$ 28.48	\$ 28.48
<b>Travel Total</b>			<b>\$ 28.48</b>	<b>\$ -</b>	<b>\$ 28.48</b>	<b>\$ 28.48</b>
<b>Supplies</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Equipment < \$5,000			\$ 122.00	\$ -	\$ 122.00	\$ 122.00
Office Supplies			\$ 49.67	\$ -	\$ 49.67	\$ 49.67
Postage			\$ 27.31	\$ -	\$ 27.31	\$ 27.31
<b>Supplies Total</b>			<b>\$ 198.98</b>	<b>\$ -</b>	<b>\$ 198.98</b>	<b>\$ 198.98</b>
<b>Other</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Rent*			\$ 40.08	\$ -	\$ 40.08	\$ 40.08
Telephone/Communication			\$ 9.20	\$ -	\$ 9.20	\$ 9.20
Property Insurance*			\$ 8.30	\$ -	\$ 8.30	\$ 8.30
Utlilities*			\$ 4.31	\$ -	\$ 4.31	\$ 4.31
Licenses (Essential Software/Staff Licenses)			\$ 8.20	\$ -	\$ 8.20	\$ 8.20
Repair & Maintenance			\$ 7.02	\$ -	\$ 7.02	\$ 7.02
Emergency Financial Assistance			\$ 36,557.10	\$ 36,557.10	\$ -	\$ 36,557.10
Staff Recruitment			\$ 46.43	\$ -	\$ 46.43	\$ 46.43
<b>Other Total</b>			<b>\$ 36,680.64</b>	<b>\$ 36,557.10</b>	<b>\$ 123.54</b>	<b>\$ 36,680.64</b>
Direct			\$ 40,619.00	\$ 36,557.10		\$ 36,557.10
Admin					\$ 4,061.90	\$ 4,061.90

\$	\$ 40,619.00	\$ 36,557.10	\$ 4,061.90	\$ 40,619.00
%	100%	90%	10%	100%



Foothill AIDS Project  
Ryan White Part - A  
Line Item Budget  
Budget Period 3/1/2024 - 2/28/2025

**EFA - Narrative**

**Direct Costs**

<b>Housing</b>	<b>Emergency Financial Assistance</b>	Emergency payments to assist clients in both clients with utilities for one time or short term payments no more than 3 months (water, electric and gas)						
	Direct Program: cost with a allocation @	Undup. Clts;	11.08	Avg. Fees =	\$1,100	Months =	3	\$ 36,557.10

**Direct Costs Total** **\$ 36,557.10**

**Administrative Costs**

Personnel	FTE	Annual Salary	0.045	\$	3,052.99
<b>A. Cespedes, Office Manager / Bookkeeper</b>	0.025	\$71,201.00		\$	1,780.03
Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records.					
<b>C. Hicks, Grants Manager</b>	0.02	\$63,648.00		\$	1,272.96
Plans and execute the grantmaking process by working with the program managers and the finance team to work within the annual budget, support program staff in researching funding opportunities, manage documents and deadlines, track grantee results, and much more.					

**Fring:** **\$ 657.91**

Calculated at 21.6%: FICA 7.25% (SS 7.65% + Med-Cal 1.45%), Worker's Comp 2.00%, State Unemployment Insurance 3.3% and Health Insurance 8.8% =	\$ 657.91
--	-----------

**Travel** **\$ 28.48**

<b>Travel</b> for personnel to engage community program collaborations for linkage to care purposes.	
Local	4.32 miles/mon. \$0.55 cents per mil 12 month(s) = \$ 28.48

**Supplies** **\$ 198.98**

<b>Equipment:</b> Equipment Lease/Purchase/Maintenance: Cost of equipment lease for copy machines (inclusive of number of copies allowed per month) and postage meter. And if applicable, cost of purchasing desktops/laptops and/or printers for staff use on RW services, (based on previous year(s) expense) =	
Admin Facility: shared cost with a allocation @	0.94% of annual cost: \$65,566.40 = \$616.32 funding avail = \$ 122.00
<b>Office Supplies:</b> Cost of office supplies necessary to the program such as classification folders, copy paper, files, toner, chairs, tables, filing cabinets, desks, lights etc. , (based on previous year(s) expense) =	
Admin Facility: shared cost with a allocation @	0.94% of annual cost: \$59,339.84 = \$557.79 funding avail = \$ 49.67
<b>Postage:</b> Mail proposals, invoices for reimbursement, certifications, state license and insurances, (based on previous year(s) expense) =	
Admin Facility: shared cost with a allocation @	0.94% of annual cost: \$3,000.00 = \$28.20 funding avail = \$ 27.31

**Other** **\$ 123.54**

<b>Rent*</b>	Office lease facility expenses (Claremont Admin), (based on previous year(s) expense) =				
Admin Facility: shared cost with a allocation @	0.94%	of annual cost:	\$66,391.60	=	\$624.08 funding avail = \$ 40.08
<b>Telephone/Communication</b>	This includes conducting client follow ups when clients miss appointments and conducting crisis intervention when needed; internet and text messaging system used to remind clients of appointments/groups, and other announcements, (based on previous year(s) expense) =				
Admin Facility: shared cost with a allocation @	0.94%	of annual cost:	\$41,860.47	=	\$393.49 funding avail = \$ 9.20
<b>Utilities*</b>	Cost of air conditions repairs (filters, cleaning), light bulbs, minor construction work orders, (based on previous year(s) expense) =				
Admin Facility: shared cost with a allocation @	0.94%	of annual cost:	\$47,261.82	=	\$444.26 funding avail = \$ 4.31
<b>Property Insurance*</b>	General Liability, Auto Physical, Auto Liability, Improper Sexual Conduct, Social Service Professional, directors and officers umbrella property, emp. Dishonesty accident insuranc, (based on previous year(s) expense) =				
Admin Facility: shared cost with a allocation @	0.94%	of annual cost:	\$23,930.98	=	\$224.95 funding avail = \$ 8.30

	<b>Certifications / Licenses</b>	HIPPA certification for employee, city/county business licenses, etc. Cert/Licenses expenses for processing Direct FTE to complete New Hire Onboarding training expense) = EHE annual material expenses with allocation of 100% of annual cost (based on previous year(s) expense) =							
	Admin Facility: shared cost with a allocation @	0.94%	of annual cost:	\$30,907.73	=	\$290.53	funding avail =	\$	8.20
	<b>Repair &amp; Maintenance</b>	Repair & Maintenance, AC/Heating, plumbing,etc, (based on previous year(s) expense) =							
	Admin Facility: shared cost with a allocation @	0.94%	of annual cost:	\$17,104.28	=	\$160.78	funding avail =	\$	7.02
	<b>Staff Recruitment</b>	Post vacant positions on social media sites to recruit new employees							
	Admin Facility: shared cost with a allocation @	0.94%	of annual cost:	\$5,900.00	=	\$55.46	funding avail =	\$	46.43
<b>Admin Costs Total</b>									<b>\$ 4,061.90</b>
<b>GRAND TOTAL</b>									<b>\$ 40,619.00</b>

Foothill AIDS Project  
Ryan White Part - A  
Line Item Budget  
Budget Period 3/1/2024 - 2/28/2025

Mental Health

FB - 5.31.24

\$295,068.00

	Salary	Program FTE	Program Cost	Direct Costs	Admin Costs	Program Total
<b>Personnel</b>						
T. Patton	\$ 116,327	0.50	\$ 58,163.50	\$ 58,163.50	\$ -	\$ 58,163.50
E. Olivarría -Riverside	\$ 72,000	0.85	\$ 61,200.00	\$ 61,200.00	\$ -	\$ 61,200.00
Richard Wright - San B.	\$ 55,000	0.90	\$ 49,500.00	\$ 49,500.00	\$ -	\$ 49,500.00
L. Stowers	\$ 153,000	0.03	\$ 4,590.00	\$ -	\$ 4,590.00	\$ 4,590.00
A. Cespedes	\$ 71,201	0.025	\$ 1,780.03	\$ -	\$ 1,780.03	\$ 1,780.03
C. Hicks	\$ 63,648	0.03	\$ 1,909.44	\$ -	\$ 1,909.44	\$ 1,909.44
S. Martinez	\$ 62,537	0.03	\$ 1,876.11	\$ -	\$ 1,876.11	\$ 1,876.11
<b>Personnel Subtotal</b>			<b>\$ 179,019.08</b>	<b>\$ 168,863.50</b>	<b>\$ 10,155.58</b>	<b>\$ 179,019.08</b>
<b>Fringe</b>						
		Percent	Program Cost	Direct Costs	Admin Costs	Program Total
FICA		7.5%	\$ 13,426.43	\$ 12,664.76	\$ 761.67	\$ 13,426.43
Staff Insurance (Health)		8.8%	\$ 15,753.68	\$ 14,859.99	\$ 893.69	\$ 15,753.68
Disability (SUI)		3.3%	\$ 5,907.63	\$ 5,572.50	\$ 335.13	\$ 5,907.63
Worker's Compensation		2.0%	\$ 3,580.38	\$ 3,377.27	\$ 203.11	\$ 3,580.38
<b>Fringe Subtotal</b>		<b>21.6%</b>	<b>\$ 38,668.12</b>	<b>\$ 36,474.52</b>	<b>\$ 2,193.60</b>	<b>\$ 38,668.12</b>
<b>Total Personnel</b>			<b>\$ 217,687.20</b>	<b>\$ 205,338.02</b>	<b>\$ 12,349.18</b>	<b>\$ 217,687.20</b>
<b>Contract: Personnel Without Benefits</b>						
Richard Wright - San B.	\$ 28,000	1.00	\$ 28,000.00	\$ 28,000.00	\$ -	\$ 28,000.00
<b>Personnel Subtotal</b>			<b>\$ 28,000.00</b>	<b>\$ 28,000.00</b>	<b>\$ -</b>	<b>\$ 28,000.00</b>
<b>Travel</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Local Travel (Mileage)			\$ 223.67	\$ 138.16	\$ 85.51	\$ 223.67
Long Distance Travel			\$ 429.61	\$ -	\$ 429.61	\$ 429.61
<b>Travel Total</b>			<b>\$ 653.28</b>	<b>\$ 138.16</b>	<b>\$ 515.12</b>	<b>\$ 653.28</b>
<b>Supplies</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Equipment < \$5,000			\$ 4,246.00	\$ 3,908.00	\$ 338.00	\$ 4,246.00
Office: Supplies / Furniture			\$ 1,257.00	\$ 1,052.00	\$ 205.00	\$ 1,257.00
Program Supplies			\$ 1,100.00	\$ 1,100.00	\$ -	\$ 1,100.00
Printing/Advertising Costs*			\$ 337.00	\$ 257.00	\$ 80.00	\$ 337.00
Training			\$ 970.00	\$ 500.00	\$ 470.00	\$ 970.00
Postage			\$ 97.84	\$ 42.02	\$ 55.82	\$ 97.84
<b>Supplies Total</b>			<b>\$ 8,007.84</b>	<b>\$ 6,859.02</b>	<b>\$ 1,148.82</b>	<b>\$ 8,007.84</b>

Contractual	Program Cost	Direct Costs	Admin Costs	Program Total
Kwan & Company CPA Inc	\$ 1,907.00	\$ -	\$1,907.00	\$ 1,907.00
Ellene Wong	\$ 1,283.00	\$ -	\$1,283.00	\$ 1,283.00
Insight HR	\$ 4,217.00	\$ -	\$4,217.00	\$ 4,217.00
Risk Management Consultant	\$ 1,226.00	\$ -	\$1,226.00	\$ 1,226.00
<b>Contractual Total</b>	<b>\$ 8,633.00</b>	<b>\$ -</b>	<b>\$ 8,633.00</b>	<b>\$ 8,633.00</b>
Other	Program Cost	Direct Costs	Admin Costs	Program Total
Rent*	\$ 20,811.00	\$ 18,000.00	\$ 2,811.00	\$ 20,811.00
Telephone/Communication	\$ 4,279.00	\$ 3,305.00	\$ 974.00	\$ 4,279.00
Property Insurance*	\$ 943.00		\$ 943.00	\$ 943.00
Utlilities*	\$ 2,342.00	\$ 1,694.00	\$ 648.00	\$ 2,342.00
Licenses (Essential Software/Staff Licenses)	\$ 1,012.00	\$ 150.00	\$ 862.00	\$ 1,012.00
Repair & Maintenance	\$ 2,240.00	\$ 2,077.00	\$ 163.00	\$ 2,240.00
Staff Recruitment	\$ 459.68		\$ 459.68	\$ 459.68
<b>Other Total</b>	<b>\$ 32,086.68</b>	<b>\$ 25,226.00</b>	<b>\$ 6,860.68</b>	<b>\$ 32,086.68</b>
Direct	\$ 295,068.00	\$ 265,561.20		\$ 265,561.20
Admin			\$ 29,506.80	\$ 29,506.80
<b>\$</b>	<b>\$ 295,068.00</b>	<b>\$ 265,561.20</b>	<b>\$ 29,506.80</b>	<b>\$ 295,068.00</b>
%	100%	90%	10%	100%

Foothill AIDS Project  
Ryan White Part - A  
Line Item Budget  
Budget Period 3/1/2024 - 2/28/2025  
**MH - Narrative**

**Direct Costs**

Personnel	FTE	2.25	\$ 168,863.50
5 T. Patton, Dir. Of Mental Health	0.50		\$ 58,163.50
LCSW; Provides counseling services to address substance abuse problems in an outpatient setting. Services conducted in a group or individual setting. General responsibilities include coordinating and conducting psychiatric referrals, evaluations and assessments; creating treatment plans; and participating in case conferences. Salary is split between other RW Service Categories not related to this service category.			
6 E. Olivarria, Mental Health Clinician	0.85		\$ 61,200.00
Registered Marriage Family Therapist; Provides HIV specific psychological treatment and counseling services to individuals with a diagnosed mental illness with a primary goal of improving and sustaining clients' quality of life. Services are conducted in a group or individual setting, and provided by a licensed mental health professional. General responsibilities include coordinating and conducting individual therapy, group therapy, mental health intakes and assessments; creating treatment plans; referrals to psychiatrists; crisis intervention; and participating in case conferences.			
7 R. Wright, Mental Health Clinician	0.90		\$ 49,500.00
Registered Marriage Family Therapist; Provides HIV specific psychological treatment and counseling services to individuals with a diagnosed mental illness with a primary goal of improving and sustaining clients' quality of life. Services are conducted in a group or individual setting, and provided by a licensed mental health professional. General responsibilities include coordinating and conducting individual therapy, group therapy, mental health intakes and assessments; creating treatment plans; referrals to psychiatrists; crisis intervention; and participating in case conferences.			

<b>Fringe</b>	\$ 36,474.52
Calculated at 21.6%: FICA 7.25% (\$S 7.65% + Med-Cal 1.45%), Worker's Comp 2.00%, State Unemployment Insurance 3.3% and Health	\$ 36,474.52

Travel						\$	138.16	
	Local Travel for 1 personnel to engage clients at home or at other locations for linkage to care purposes.							
		20.93	miles/mon.	\$0.55	cents per mil	12	month(s) = \$ 138.16	

Contractual					\$	28,000.00
Social Service Professionals:						
Registered Marriage Family Therapist; Provides HIV specific psychological treatment and counseling services to individuals with a diagnosed mental illness with a primary goal of improving and sustaining clients' quality of life. Services are conducted in a group or individual setting, and provided by a licensed mental health professional. General responsibilities include						
Mental Health Clinician: allocation @		100%	of annual cost:	\$28,000.00	=	\$28,000.00 funding avail = \$ 28,000.00

Supplies: (San Bernardino/Riverside/Hesperia)					\$	6,859.02
Equipment Lease/Purchase/Maintenance: Cost of equipment lease for copy machines (inclusive of number of copies allowed per month) and postage meter. And if applicable, cost of purchasing phones/tablets/desktops/laptops and/or printers for staff use on RW services (based on previous year(s) expense) =						
Facility: shared cost with a allocation @	7.03%	of annual cost:	\$68,400.00	=	\$4,808.52	funding avail = 3,908.00
Office Supplies: Cost of office supplies necessary to deliver programs services such as classification folders, copy paper, files, pens, whiteboards, floor mats, small desk item etc., (based on previous year(s) expense) =						
Direct Program: cost with a allocation @	7.03%	of annual cost:	\$43,600.00	=	\$3,065.08	funding avail = 1,052.00
Program Supplies: Cost of program supplies such as educational materials, workbooks for client utilizations during treatment sessions, reference materials and other related program specific to include safe sex products like condoms (based on previous year(s) expense) =						
Facility: shared cost with a allocation @	7.03%	of annual cost:	\$15,700.00	=	\$1,103.71	funding avail = 1,100.00
Printing/Duplication: Cost of printing and duplication services associated with the contract such as printing of appointment cards for clients, program materials, and other handouts to be given out to clients, (based on previous year(s) expense) =						
Facility: shared cost with a allocation @	7.03%	of annual cost:	\$10,975.00	=	\$771.54	funding avail = 257.00
Training: Integrated Case Management in the New Millennium: Development and Documentation of Client Contact, Individual Service Plans, and Client Follow-up. Skill development in understanding professional roles to include ethical issues and boundaries, acuity level reduction, (based on previous year(s) expense) =						
Facility: shared cost with a allocation @	7.03%	of annual cost:	\$9,250.00	=	\$650.28	funding avail = 500.00
Postage: Mail appointment reminder cards, referrals and/or certification eligibility, (based on previous year(s) expense) =						
Direct Program: cost with a allocation @	100.00%	of annual cost:	\$42.02	=	\$42.02	funding avail = 42.02

Other						\$	25,226.00
Rent* - Cost of facility rent for office dedicated for RW services, based on prior year plus increased rates for current year, (based on							
Facility: shared cost with a allocation @		7.03%	of annual cost:	\$318,500.00	=	\$22,390.55	funding avail = \$ 18,000.00
Telephone/Communication - Direct cost of telephone and communication expenses. This includes conducting client follow ups when clients miss appointments and conducting crisis intervention when needed; internet and text messaging system used to remind clients of appointments/groups, and other announcements, (based on previous year(s) expense) =							
Facility: shared cost with a allocation @		7.03%	of annual cost:	\$56,348.00	=	\$3,961.26	funding avail = \$ 3,305.00
Utilities expenses, lights, water and trash/bio waste (based on previous year(s) expense) =							
Facility: shared cost with a allocation @		7.03%	of annual cost:	\$43,400.00	=	\$3,051.02	funding avail = \$ 1,694.00
Licenses (Essential Software/Staff Licenses) - Computer Software licenses, Outreach Street Permits, (based on previous year(s) expense =							
Direct Program: cost with a allocation @		7.03%	of annual cost:	\$2,260.00	=	\$158.88	funding avail = \$ 150.00
Repair & Maintenance, AC/Heating, plumbing, carpet/fixtures etc, (based on previous year(s) expense) =							
Direct Program: cost with a allocation @		7.03%	of annual cost:	\$38,260.00	=	\$2,689.68	funding avail = \$ 2,077.00

**Direct Costs Total** \$ 265,561.20

**Administrative Costs**

Personnel	FTE	Annual Salary	0.12	\$ 10,155.58
L. Stowers, Executive Director	0.03	\$153,000.00		\$ 4,590.00
Direct general operations and human resources functions of the organization for all 54 full and part time staff. Responsible for administrative and financial management of all pre- and post- award grant activities including: budget and expenditure justifications of all proposed and awarded grants and their renewals; fund analysis, including forecasts of anticipated surplus/deficits of program budgets; cost allocation plans of functional expenses to assign expenditures to individual fund accounts as necessary; and oversight for all auditor actions.				
A. Cespedes, Office Manager / Bookkeeper	0.025	\$71,201.00		\$ 1,780.03
Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records.				
C. Hicks, Grants Manager	0.03	\$63,648.00		\$ 1,909.44
Plans and execute the grantmaking process by working with the program managers and the finance team to work within the annual budget, support program staff in researching funding opportunities, manage documents and deadlines, track grantee results, and much more.				
S. Martinez, Operations Manager	0.03	\$62,537.00		\$ 1,876.11
Responsible for assisting in the development and implementation of policies, procedures, and best practices that enhance the delivery of a high customer services.				

<b>Fring</b>		<b>\$ 2,193.60</b>
	Calculated at 21.6%: FICA 7.25% (\$\$ 7.65% + Med-Cal 1.45%), Worker's Comp 2.00%, State Unemployment Insurance 3.3% and Health Insurance 8.8% =	\$ 2,193.60

<b>Travel</b>		<b>\$ 515.12</b>
	<b>Travel</b> for personnel to engage community program collaborations for linkage to care purposes.	
	Local	12.96 miles/mon. \$0.55 cents per mil 12 month(s) = \$ 85.51
	Distance	65.09 miles/mon. \$0.55 cents per mil 12 month(s) = \$ 429.61

<b>Supplies</b>		<b>\$ 1,148.82</b>
	<b>Equipment:</b> Equipment Lease/Purchase/Maintenance: Cost of equipment lease for copy machines (inclusive of number of copies allowed per month) and postage meter. And if applicable, cost of purchasing desktops/laptops and/or printers for staff use on RW services, (based on previous year(s) expense) =	
	Admin Facility: shared cost with a allocation @ 1.88% of annual cost: \$65,566.84 = \$1,232.66 funding avail =	\$ 338.00
	<b>Office Supplies:</b> Cost of office supplies necessary to the program such as classification folders, copy paper, files, toner, chairs, tables, filing cabinets, desks, lights etc. , (based on previous year(s) expense) =	
	Admin Facility: shared cost with a allocation @ 1.88% of annual cost: \$59,339.84 = \$1,115.59 funding avail =	\$ 205.00
	<b>Printing/Duplication:</b> Cost of printing and duplication services associated with the contract such as agency brochurs, employee manuells, training materials, and other handouts to be given out to vendors, staff and volunteers, (based on previous year(s) expense) =	
	Admin Facility: shared cost with a allocation @ 1.88% of annual cost: \$9,602.40 = \$180.53 funding avail =	\$ 80.00
	<b>Postage:</b> Mail proposals, invoices for reimbursement, certifications, state license and insurances, (based on previous year(s) expense) =	
	Admin Facility: shared cost with a allocation @ 1.88% of annual cost: \$3,000.00 = \$56.40 funding avail =	\$ 55.82
	Training - Eclinical data base training, fire safety, active shooter training	
	Admin Facility: shared cost with a allocation @ 1.88% of annual cost: \$29,500.00 = \$554.60 funding avail =	\$ 470.00

<b>Contractual</b>		<b>\$8,633.00</b>
	<b>Kwan &amp; Company CPA Inc</b>	Annual Independent Auditor, prepares Financial Statements, 990s, (based on direct FTE allocation) =
	Facility: shared cost with a allocation @ 4.9000% of annual cost: \$38,919.00 = \$1,907.03 funding avail =	\$1,907.00
	<b>Elene Wong</b>	Monthly accounting (reconciliation) services, (based on previous year(s) expense) =
	Facility: shared cost with a allocation @ 4.9000% of annual cost: \$26,184.00 = \$1,283.02 funding avail =	\$1,283.00
	<b>Insight HR</b>	Facilities Human Resources policies and procedures in accordance with all Federal and State labor laws. Contract HR personnel to manage workforce planning, employee onboarding, HR record retention, Employee engagement, performance management and succession planning for FAP staffing body, (based on previous year(s) expense) =
	Facility: shared cost with a allocation @ 4.9000% of annual cost: \$86,061.00 = \$4,216.99 funding avail =	\$4,217.00
	<b>Risk Management Consultant</b>	Risk management for FAP staffing body, assessing CAL-OSHA regulations, policies and procedures (based on previous year(s) expense) =
	Facility: shared cost with a allocation @ 4.9000% of annual cost: \$25,021.00 = \$1,226.03 funding avail =	\$1,226.00

<b>Other</b>		<b>\$ 6,860.68</b>
	<b>Rent*</b>	Office lease facility expenses, (based on previous year(s) expense) =
	Admin Facility: shared cost with a allocation @ 1.88% of annual cost: \$149,522.00 = \$2,811.01 funding avail =	\$ 2,811.00
	<b>Telephone/Communication</b>	This includes conducting client follow ups when clients miss appointments and conducting crisis intervention when needed; internet and text messaging system used to remind clients of appointments/groups, and other announcements, (based on previous year(s) expense) =
	Admin Facility: shared cost with a allocation @ 1.88% of annual cost: \$51,809.00 = \$974.01 funding avail =	\$ 974.00
	<b>Utilities*</b>	Cost of air conditions repairs (filters, cleaning), light bulbs, minor construction work orders, (based on previous year(s) expense) =
	Admin Facility: shared cost with a allocation @ 1.88% of annual cost: \$47,261.82 = \$888.52 funding avail =	\$ 648.00
	<b>Property Insurance*</b>	General Liability, Auto Physical, Auto Liability, Improper Sexual Conduct, Social Service Professional, directors and officers umbrella property, emp. Dishonesty accident insuranc, (based on previous year(s) expense) =
	Admin Facility: shared cost with a allocation @ 1.88% of annual cost: \$50,160.00 = \$943.01 funding avail =	\$ 943.00
	<b>Certifications / Licenses</b>	HIPPA certification for employee, city/county business licenses, etc. Cert/Licenses expenses for processing Direct FTE to complete New Hire Onboarding training expense) = EHE annual material expenses with allocation of 100% of annual cost (based on previous year(s) expense) =
	Admin Facility: shared cost with a allocation @ 1.88% of annual cost: \$45,852.00 = \$862.02 funding avail =	\$ 862.00
	<b>Repair &amp; Maintenance</b>	Repair & Maintenance, AC/Heating, plumbing,etc, (based on previous year(s) expense) =
	Admin Facility: shared cost with a allocation @ 1.88% of annual cost: \$17,104.28 = \$321.56 funding avail =	\$ 163.00
	<b>Staff Recruitment</b>	Post vacant positions on social media sites to recruit new employees
	Admin Facility: shared cost with a allocation @ 1.88% of annual cost: \$24,452.00 = \$459.70 funding avail =	\$ 459.68

<b>Admin Costs Total</b>		<b>\$ 29,506.80</b>
	<b>GRAND TOTAL</b>	<b>\$ 295,068.00</b>

Foothill AIDS Project  
Ryan White Part - A  
Line Item Budget  
Budget Period 3/1/2024 - 2/28/2025

Substance Abuse

FB - 5.31.24

\$355,412.00

	Salary	Program FTE	Program Cost	Direct Costs	Admin Costs	Program Total
<b>Personnel</b>						
T. Patton	\$ 116,327	0.50	\$ 58,163.50	\$ 58,163.50	\$ -	\$ 58,163.50
J. Richardson - Hesperia	\$ 64,000	1.00	\$ 64,000.00	\$ 64,000.00	\$ -	\$ 64,000.00
A. Santana - San Bern	\$ 60,000	1.00	\$ 60,000.00	\$ 60,000.00	\$ -	\$ 60,000.00
E. Olivarria -Riverside	\$ 72,000	0.15	\$ 10,800.00	\$ 10,800.00	\$ -	\$ 10,800.00
L. Stowers	\$ 153,000	0.06	\$ 9,180.00	\$ -	\$ 9,180.00	\$ 9,180.00
A. Cespedes	\$ 71,201	0.025	\$ 1,780.03	\$ -	\$ 1,780.03	\$ 1,780.03
C. Hicks	\$ 63,648	0.03	\$ 1,909.44	\$ -	\$ 1,909.44	\$ 1,909.44
S. Martinez	\$ 62,537	0.03	\$ 1,876.11	\$ -	\$ 1,876.11	\$ 1,876.11
<b>Personnel Subtotal</b>			<b>\$ 207,709.08</b>	<b>\$ 192,963.50</b>	<b>\$ 14,745.58</b>	<b>\$ 207,709.08</b>
<b>Fringe</b>						
		Percent	Program Cost	Direct Costs	Admin Costs	Program Total
FICA		7.5%	\$ 15,578.18	\$ 14,472.26	\$ 1,105.92	\$ 15,578.18
Staff Insurance (Health)		8.8%	\$ 18,278.40	\$ 16,980.79	\$ 1,297.61	\$ 18,278.40
Disability (SUI)		3.3%	\$ 6,854.40	\$ 6,367.80	\$ 486.60	\$ 6,854.40
Worker's Compensation		2.0%	\$ 4,154.18	\$ 3,859.27	\$ 294.91	\$ 4,154.18
<b>Fringe Subtotal</b>		<b>21.6%</b>	<b>\$ 44,865.16</b>	<b>\$ 41,680.12</b>	<b>\$ 3,185.04</b>	<b>\$ 44,865.16</b>
<b>Total Personnel</b>			<b>\$ 252,574.24</b>	<b>\$ 234,643.62</b>	<b>\$ 17,930.62</b>	<b>\$ 252,574.24</b>
<b>Contract: Personnel Without Benefits</b>						
Alexis - San B.	\$ 42,045	1.00	\$ 42,045.00	\$ 42,045.00	\$ -	\$ 42,045.00
<b>Personnel Subtotal</b>			<b>\$ 42,045.00</b>	<b>\$ 42,045.00</b>	<b>\$ -</b>	<b>\$ 42,045.00</b>
<b>Travel</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Local Travel (Mileage)			\$ 1,167.76	\$ 775.00	\$ 392.76	\$ 1,167.76
Long Distance Travel			\$ 344.82	\$ -	\$ 344.82	\$ 344.82
<b>Travel Total</b>			<b>\$ 1,512.58</b>	<b>\$ 775.00</b>	<b>\$ 737.58</b>	<b>\$ 1,512.58</b>
<b>Supplies</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Equipment < \$5,000			\$ 6,242.00	\$ 4,980.00	\$ 1,262.00	\$ 6,242.00
Office: Supplies / Furniture			\$ 3,527.00	\$ 2,419.00	\$ 1,108.00	\$ 3,527.00
Program Supplies			\$ 4,163.00	\$ 1,143.00	\$ 3,020.00	\$ 4,163.00
Printing/Advertising Costs*			\$ 392.00	\$ 242.00	\$ 150.00	\$ 392.00

Training	\$ 1,223.00	\$ 673.00	\$ 550.00	\$ 1,223.00
Postage	\$ 198.18	\$ 147.18	\$ 51.00	\$ 198.18
<b>Supplies Total</b>	<b>\$ 15,745.18</b>	<b>\$ 9,604.18</b>	<b>\$ 6,141.00</b>	<b>\$ 15,745.18</b>
<b>Contractual</b>	<b>Program Cost</b>	<b>Direct Costs</b>	<b>Admin Costs</b>	<b>Program Total</b>
Kwan & Company CPA Inc	\$ 2,088.00	\$ -	\$2,088.00	\$ 2,088.00
Ellene Wong	\$ 1,040.00	\$ -	\$1,040.00	\$ 1,040.00
Insight HR	\$ 2,626.00	\$ -	\$2,626.00	\$ 2,626.00
Risk Management Consultant	\$ 570.00	\$ -	\$570.00	\$ 570.00
<b>Contractual Total</b>	<b>\$ 6,324.00</b>	<b>\$ -</b>	<b>\$ 6,324.00</b>	<b>\$ 6,324.00</b>
<b>Other</b>	<b>Program Cost</b>	<b>Direct Costs</b>	<b>Admin Costs</b>	<b>Program Total</b>
Rent*	\$ 24,288.00	\$ 23,000.00	\$ 1,288.00	\$ 24,288.00
Telephone/Communication	\$ 4,891.00	\$ 4,079.00	\$ 812.00	\$ 4,891.00
Property Insurance*	\$ 463.00	\$ -	\$ 463.00	\$ 463.00
Utlilities*	\$ 3,850.00	\$ 2,963.00	\$ 887.00	\$ 3,850.00
Licenses (Essential Software/Staff Licenses)	\$ 626.00	\$ 26.00	\$ 600.00	\$ 626.00
Repair & Maintenance	\$ 2,978.00	\$ 2,735.00	\$ 243.00	\$ 2,978.00
Membership Dues	\$ 115.00	\$ -	\$ 115.00	\$ 115.00
<b>Other Total</b>	<b>\$ 37,211.00</b>	<b>\$ 32,803.00</b>	<b>\$ 4,408.00</b>	<b>\$ 37,211.00</b>
Direct	\$ 355,412.00	\$ 319,870.80		\$ 319,870.80
Admin			\$ 35,541.20	\$ 35,541.20
<b>\$</b>	<b>\$ 355,412.00</b>	<b>\$ 319,870.80</b>	<b>\$ 35,541.20</b>	<b>\$ 355,412.00</b>
%	100%	90%	10%	100%



Foothill AIDS Project  
Ryan White Part - A  
Line Item Budget  
Budget Period 3/1/2024 - 2/28/2025  
**SA - Narrative**

**Direct Costs**

Personnel	FTE	2.65	\$ 192,963.50
1 T. Patton, Dir. Of Mental Health	0.5		\$ 58,163.50
LCSW; Provides counseling services to address substance abuse problems in an outpatient setting. Services conducted in a group or individual setting. General responsibilities include coordinating and conducting psychiatric referrals, evaluations and assessments; creating treatment plans; and participating in case conferences. Salary is split between other RW Service Categories not related to this service category.			
2 E. Olivarría, Mental Health Clinician	0.15		\$ 10,800.00
Registered Marriage Family Therapist; Provides HIV specific psychological treatment and counseling services to individuals with a diagnosed mental illness with a primary goal of improving and sustaining clients' quality of life. Services are conducted in a group or individual setting, and provided by a licensed mental health professional. General responsibilities include coordinating and conducting individual therapy, group therapy, mental health intakes and assessments; creating treatment plans; referrals to psychiatrists; crisis intervention; and participating in case conferences..			
3 A. Sanata, Substance Abuse Counselor	1.00		\$ 60,000.00
Bilingual. CADAC 1 Certified, Primary goal is to maintain and increase participation in medical care, maximize the effectiveness of HIV-related medical care and treatment through cessation or reduction of substance abuse. Provide counseling to address substance abuse problems in an outpatient setting, conducting substance abuse screenings, crisis intervention services, group counseling and support groups, developing substance abuse plan w/ client, and maintaining involvement in aftercare plan to ensure goals and needs are met.			
4 J. Richardson, Substance Abuse Counselor	1.00		\$ 64,000.00
Bilingual. CADAC 1 Certified, Primary goal is to maintain and increase participation in medical care, maximize the effectiveness of HIV-related medical care and treatment through cessation or reduction of substance abuse. Provide counseling to address substance abuse problems in an outpatient setting, conducting substance abuse screenings, crisis intervention services, group counseling and support groups, developing substance abuse plan w/ client, and maintaining involvement in aftercare plan to ensure goals and needs are met.			

**Fringe** \$ 41,680.12

Calculated at 21.6%: FICA 7.25% (\$\$ 7.65% + Med-Cal 1.45%), Worker's Comp 2.00%, State Unemployment Insurance 3.3% and Health Insurance 8.8% =	\$ 41,680.12
--	--------------

**Travel** \$ 775.00

Local Travel for 1 personnel to engage clients at home or at other locations for linkage to care purposes.			
	117.42 miles/mon.	\$0.55 cents per mil	12 month(s) = \$ 775.00

**Contractual** \$ 42,045.00

<b>Social Service Professionals:</b> Bilingual. CADAC 1 Certified, Primary goal is to maintain and increase participation in medical care, maximize the effectiveness of HIV-related medical care and treatment through cessation or reduction of substance abuse. Provide counseling to address substance abuse problems in an outpatient setting, conducting substance abuse screenings, crisis intervention services, group counseling and support groups, developing substance abuse plan w/ client, and maintaining involvement in aftercare plan to ensure goals and needs are met.			
Mental Health Clinician: allocation @	100%	of annual cost: \$42,045.00	= \$42,045.00 funding avail = \$ 42,045.00

**Supplies: (San Bernardino/Riverside/Hesperia)** \$ 9,604.18

<b>Equipment Lease/Purchase/Maintenance:</b> Cost of equipment lease for copy machines (inclusive of number of copies allowed per month) and postage meter. And if applicable, cost of purchasing phones/tablets/desktops/laptops and/or printers for staff use on RW services (based on previous year(s) expense) =			
Facility: shared cost with a allocation @	7.29%	of annual cost: \$68,400.00	= \$4,986.36 funding avail = 4,980.00
<b>Office Supplies:</b> Cost of office supplies necessary to deliver programs services such as classification folders, copy paper, files, pens, whiteboards, floor mats, small desk item etc., (based on previous year(s) expense) =			
Direct Program: cost with a allocation @	7.29%	of annual cost: \$43,600.00	= \$3,178.44 funding avail = 2,419.00
<b>Program Supplies:</b> Cost of program supplies such as educational materials, workbooks for client utilizations during treatment sessions, reference materials and other related program specific to include safe sex products like condoms, Narcan kits to be offered to group			
Facility: shared cost with a allocation @	7.29%	of annual cost: \$15,700.00	= \$1,144.53 funding avail = 1,143.00
<b>Printing/Duplication:</b> Cost of printing and duplication services associated with the contract such as printing of appointment cards for clients, program materials, and other handouts to be given out to clients, (based on previous year(s) expense) =			
Facility: shared cost with a allocation @	7.29%	of annual cost: \$10,975.00	= \$800.08 funding avail = 242.00
<b>Training:</b> Integrated Case Management in the New Millennium: Development and Documentation of Client Contact, Individual Service Plans, and Client Follow-up. Skill development in understanding professional roles to include ethical issues and boundaries, acuity level reduction, (based on previous year(s) expense) =			
Facility: shared cost with a allocation @	7.29%	of annual cost: \$9,250.00	= \$674.33 funding avail = 673.00
<b>Postage:</b> Mail appointment reminder cards, referrals and/or certification eligibility, (based on previous year(s) expense) =			
Direct Program: cost with a allocation @	100.00%	of annual cost: \$147.18	= \$147.18 funding avail = 147.18

**Other** \$ 32,803.00

<b>Rent*</b> - Cost of facility rent for office dedicated for RW services, based on prior year plus increased rates for current year, (based on previous year(s) expense) =			
Facility: shared cost with a allocation @	7.29%	of annual cost: \$318,500.00	= \$23,218.65 funding avail = \$ 23,000.00
<b>Telephone/Communication</b> - Direct cost of telephone and communication expenses. This includes conducting client follow ups when clients miss appointments and conducting crisis intervention when needed; internet and text messaging system used to remind clients of appointments/groups, and other announcements, (based on previous year(s) expense) =			
Facility: shared cost with a allocation @	7.29%	of annual cost: \$56,348.00	= \$4,107.77 funding avail = \$ 4,079.00
<b>Utilities expenses,</b> lights, water and trash/bio waste (based on previous year(s) expense) =			
Facility: shared cost with a allocation @	7.29%	of annual cost: \$43,400.00	= \$3,163.86 funding avail = \$ 2,963.00
<b>Licenses (Essential Software/Staff Licenses)</b> - Computer Software licenses, Outreach Street Permits, (based on previous year(s) expense) =			
Direct Program: cost with a allocation @	7.29%	of annual cost: \$2,260.00	= \$164.75 funding avail = \$ 26.00
<b>Repair &amp; Maintenance,</b> AC/heating, plumbing, carpet/fixtures etc, (based on previous year(s) expense) =			
Direct Program: cost with a allocation @	7.29%	of annual cost: \$38,260.00	= \$2,789.15 funding avail = \$ 2,735.00

**Direct Costs Total** \$ 319,870.80

**Administrative Costs**

Personnel	FTE	Annual Salary	0.15	\$ 14,745.58
L. Stowers, Executive Director	0.06	\$153,000.00		\$ 9,180.00

	Direct general operations and human resources functions of the organization for all 54 full and part time staff. Responsible for administrative and financial management of all pre- and post- award grant activities including: budget and expenditure justifications of all proposed and awarded grants and their renewals; fund analysis, including forecasts of anticipated surplus/deficits of program budgets; cost allocation plans of functional expenses to assign expenditures to individual fund accounts as necessary; and oversight for all auditor actions.			
	<b>A. Cespedes, Office Manager / Bookkeeper</b>	0.025	\$71,201.00	\$ 1,780.03
	Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records.			
	<b>C. Hicks, Grants Manager</b>	0.03	\$63,648.00	\$ 1,909.44
	Plans and execute the grantmaking process by working with the program managers and the finance team to work within the annual budget, support program staff in researching funding opportunities, manage documents and deadlines, track grantee results, and much more.			
	<b>S. Martinez, Operations Manager</b>	0.03	\$62,537.00	\$ 1,876.11
	Responsible for assisting in the development and implementation of policies, procedures, and best practices that enhance the delivery of a high customer services.			

Fring \$ 3,185.04

	Calculated at 21.6%: FICA 7.25% (\$\$ 7.65% + Med-Cal 1.45%), Worker's Comp 2.00%, State Unemployment Insurance 3.3% and Health Insurance 8.8% =	\$ 3,185.04
--	--	-------------

Travel \$ 737.58

	Travel for personnel to engage community program collaborations for linkage to care purposes.			
	Local	59.51 miles/mon.	\$0.55 cents per mil	12 month(s) = \$ 392.76
	Distance	52.25 miles/mon.	\$0.55 cents per mil	12 month(s) = \$ 344.82

Supplies \$ 6,141.00

	<b>Equipment:</b> Equipment Lease/Purchase/Maintenance: Cost of equipment lease for copy machines (inclusive of number of copies allowed per month) and postage meter. And if applicable, cost of purchasing desktops/laptops and/or printers for staff use on RW services, (based on previous year(s) expense) =			
	Admin Facility: shared cost with a allocation @	1.94%	of annual cost: \$65,566.84 =	\$1,272.00 funding avail = \$ 1,262.00
	<b>Office Supplies:</b> Cost of office supplies necessary to the program such as classification folders, copy paper, files, toner, chairs, tables, filing cabinets, desks, lights etc. , (based on previous year(s) expense) =			
	Admin Facility: shared cost with a allocation @	1.94%	of annual cost: \$59,339.84 =	\$1,151.19 funding avail = \$ 1,108.00
	<b>Program Supplies:</b> Group Coffee, creamer, plates etc., for weekly groups (based on previous year(s) expense) =			
	Admin Facility: shared cost with a allocation @	100.00%	of annual cost: \$3,020.00 =	\$3,020.00 funding avail = \$ 3,020.00
	<b>Printing/Duplication:</b> Cost of printing and duplication services associated with the contract such as agency brochurs, employee manuels, training materials, and other handouts to be given out to vendors, staff and volunteers, (based on previous year(s) expense) =			
	Admin Facility: shared cost with a allocation @	1.94%	of annual cost: \$9,602.40 =	\$186.29 funding avail = \$ 150.00
	<b>Postage:</b> Mail proposals, invoices for reimbursement, certifications, state license and insurances, (based on previous year(s) expense) =			
	Admin Facility: shared cost with a allocation @	1.94%	of annual cost: \$3,000.00 =	\$58.20 funding avail = \$ 51.00
	<b>Training</b> - Eclinical data base training, fire safety, active shooter training			
	Admin Facility: shared cost with a allocation @	1.94%	of annual cost: \$29,500.00 =	\$572.30 funding avail = \$ 550.00

Contractual \$6,324.00

	<b>Kwan &amp; Company CPA Inc</b>	Annual Independent Auditor, prepares Financial Statements, 990s, (based on direct FTE allocation) =		
	Facility: shared cost with a allocation @	7.29%	of annual cost: \$29,805.10 =	\$2,172.79 funding avail = \$2,088.00
	<b>Ellene Wong</b>	Monthly accounting (reconciliation) services, (based on previous year(s) expense) =		
	Facility: shared cost with a allocation @	7.29%	of annual cost: \$14,272.86 =	\$1,040.49 funding avail = \$1,040.00
	<b>Insight HR</b>	Facilities Human Resources policies and procedures in accordance with all Federal and State labor laws. Contract HR personnel to manage workforce planning, employee onboarding, HR record retention, Employee engagement, performance management and succession planning for FAP staffing body, (based on previous year(s) expense) =		
	Facility: shared cost with a allocation @	7.29%	of annual cost: \$36,026.99 =	\$2,626.37 funding avail = \$2,626.00
	<b>Risk Management Consultant</b>	Risk management for FAP staffing body, assessing CAL-OSHA regulations, policies and procedures (based on previous year(s) expense) =		
	Facility: shared cost with a allocation @	7.29%	of annual cost: \$7,826.09 =	\$570.52 funding avail = \$570.00

Other \$ 4,408.00

	<b>Rent*</b>	Office lease facility expenses, (based on previous year(s) expense) =		
	Admin Facility: shared cost with a allocation @	1.94%	of annual cost: \$66,391.60 =	\$1,288.00 funding avail = \$ 1,288.00
	<b>Telephone/Communication</b>	This includes conducting client follow ups when clients miss appointments and conducting crisis intervention when needed; internet and text messaging system used to remind clients of appointments/groups, and other announcements, (based on previous year(s) expense) =		
	Admin Facility: shared cost with a allocation @	1.94%	of annual cost: \$41,860.47 =	\$812.09 funding avail = \$ 812.00
	<b>Utilities*</b>	Cost of air conditions repairs (filters, cleaning), light bulbs, minor construction work orders, (based on previous year(s) expense) =		
	Admin Facility: shared cost with a allocation @	1.94%	of annual cost: \$47,261.82 =	\$916.88 funding avail = \$ 887.00
	<b>Property Insurance*</b>	General Liability, Auto Physical, Auto Liability, Improper Sexual Conduct, Social Service Professional, directors and officers umbrella property, emp. Dishonesty accident insuranc, (based on previous year(s) expense) =		
	Admin Facility: shared cost with a allocation @	1.94%	of annual cost: \$23,930.98 =	\$464.26 funding avail = \$ 463.00
	<b>Certifications / Licenses</b>	HIPPA certification for employee, city/county business licenses, etc. Cert/Licenses expenses for processing Direct FTE to complete New Hire Onboarding training expense) = EHE annual material expenses with allocation of 100% of annual cost (based on previous year(s) expense) =		
	Admin Facility: shared cost with a allocation @	1.94%	of annual cost: \$30,928.00 =	\$600.00 funding avail = \$ 600.00
	<b>Repair &amp; Maintenance</b>	Repair & Maintenance, AC/Heating, plumbing,etc, (based on previous year(s) expense) =		
	Admin Facility: shared cost with a allocation @	1.94%	of annual cost: \$17,104.28 =	\$331.82 funding avail = \$ 243.00

Membership Dues	Post vacant positions on social media sites to recruit new employees, include indeed					
Admin Facility: shared cost with a allocation @	1.94%	of annual cost:	\$5,930.00	=	\$115.04	funding avail = \$ 115.00
Admin Costs Total						\$ 35,541.20
	GRAND TOTAL					\$ 355,412.00

Foothill AIDS Project  
Ryan White Part - A  
Line Item Budget  
Budget Period 3/1/2024 - 2/28/2025

Psychosocial

**FB - 5.31.24**

\$92,915.00

	Salary	Program FTE	Program Cost	Direct Costs	Admin Costs	Program Total
<b>Personnel</b>						
M. Chen / A. Rodriguez	\$ 55,120	1.00	\$ 55,120.00	\$ 55,120.00	\$ -	\$ 55,120.00
A. Cespedes	\$ 71,201	0.025	\$ 1,780.03	\$ -	\$ 1,780.03	\$ 1,780.03
C. Hicks	\$ 63,648	0.03	\$ 1,909.44	\$ -	\$ 1,909.44	\$ 1,909.44
S. Martinez	\$ 62,537	0.03	\$ 1,876.11	\$ -	\$ 1,876.11	\$ 1,876.11
<b>Personnel Subtotal</b>			<b>\$ 60,685.58</b>	<b>\$ 55,120.00</b>	<b>\$ 5,565.58</b>	<b>\$ 60,685.58</b>
<b>Fringe</b>						
		Percent	Program Cost	Direct Costs	Admin Costs	Program Total
FICA		7.5%	\$ 4,551.42	\$ 4,134.00	\$ 417.42	\$ 4,551.42
Staff Insurance (Health)		8.8%	\$ 5,340.33	\$ 4,850.56	\$ 489.77	\$ 5,340.33
Disability (SUI)		3.3%	\$ 2,002.62	\$ 1,818.96	\$ 183.66	\$ 2,002.62
Worker's Compensation		2.0%	\$ 1,213.71	\$ 1,102.40	\$ 111.31	\$ 1,213.71
<b>Fringe Subtotal</b>		<b>21.6%</b>	<b>\$ 13,108.08</b>	<b>\$ 11,905.92</b>	<b>\$ 1,202.16</b>	<b>\$ 13,108.08</b>
<b>Total Personnel</b>			<b>\$ 73,793.66</b>	<b>\$ 67,025.92</b>	<b>\$ 6,767.74</b>	<b>\$ 73,793.66</b>
<b>Travel</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Local Travel (Mileage)			\$ 115.00	\$ 75.00	\$ 40.00	\$ 115.00
<b>Travel Total</b>			<b>\$ 115.00</b>	<b>\$ 75.00</b>	<b>\$ 40.00</b>	<b>\$ 115.00</b>
<b>Supplies</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Equipment < \$5,000			\$ 1,430.00	\$ 1,342.00	\$ 88.00	\$ 1,430.00
Office: Supplies / Furniture			\$ 1,024.00	\$ 968.00	\$ 56.00	\$ 1,024.00
Program Supplies			\$ 300.00	\$ 300.00		\$ 300.00
Printing/Advertising Costs*			\$ 265.00	\$ 258.00	\$ 7.00	\$ 265.00
Training			\$ 453.00	\$ 453.00	\$ -	\$ 453.00
Postage			\$ 45.34	\$ 32.58	\$ 12.76	\$ 45.34
<b>Supplies Total</b>			<b>\$ 3,517.34</b>	<b>\$ 3,353.58</b>	<b>\$ 163.76</b>	<b>\$ 3,517.34</b>
<b>Contractual</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Kwan & Company CPA Inc			\$ 325.00		\$ 325.00	\$ 325.00
Ellene Wong			\$ 130.00		\$ 130.00	\$ 130.00
Insight HR			\$ 725.00		\$ 725.00	\$ 725.00
Risk Management Consultant			\$ 175.00		\$ 175.00	\$ 175.00
<b>Contractual Total</b>			<b>\$ 1,355.00</b>	<b>\$ -</b>	<b>\$ 1,355.00</b>	<b>\$ 1,355.00</b>
<b>Other</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Rent*			\$ 9,718.00	\$ 9,138.00	\$ 580.00	\$ 9,718.00

Telephone/Communication	\$ 1,378.00	\$ 1,282.00	\$ 96.00	\$ 1,378.00
Property Insurance*	\$ 107.00		\$ 107.00	\$ 107.00
Utlilities*	\$ 1,566.00	\$ 1,525.00	\$ 41.00	\$ 1,566.00
Licenses (Essential Software/Staff Licenses)	\$ 126.00	\$ 110.00	\$ 16.00	\$ 126.00
Repair & Maintenance	\$ 1,156.00	\$ 1,114.00	\$ 42.00	\$ 1,156.00
Staff Recruitment	\$ 83.00		\$ 83.00	\$ 83.00
<b>Other Total</b>	<b>\$ 14,134.00</b>	<b>\$ 13,169.00</b>	<b>\$ 965.00</b>	<b>\$ 14,134.00</b>
Direct	\$ 92,915.00	\$ 83,623.50		\$ 83,623.50
Admin			\$ 9,291.50	\$ 9,291.50
<b>\$</b>	<b>\$ 92,915.00</b>	<b>\$ 83,623.50</b>	<b>\$ 9,291.50</b>	<b>\$ 92,915.00</b>
%	100%	90%	10%	100%

Foothill AIDS Project  
Ryan White Part - A  
Line Item Budget  
Budget Period 3/1/2024 - 2/28/2025

**Psych - Narrative**

**Direct Costs**

Personnel		FTE	1.00	\$	55,120.00
MH/SA	1 M. Chen/A. Rodriguez, Case Manager	1.00		\$	55,120.00
	General responsibilities include providing support and counseling activities; conducting HIV support groups, client assessments, and one-on-one sessions; coordinating care plans with medical case manager; participating in case conference sessions; providing referrals to mental health professionals.				

Fringe				\$	11,905.92
	Calculated at 21.6%: FICA 7.25% (\$\$ 7.65% + Med-Cal 1.45%), Worker's Comp 2.00%, State Unemployment Insurance 3.3% and Health Insurance 8.8% =				
				\$	11,905.92

Travel				\$	75.00
	Local Travel for 1 personnel to engage clients at home or at other locations for linkage to care purposes.				
		11.36	miles/mon.	\$0.55	cents per mil
		12	month(s) =	\$	75.00

Supplies: (San Bernardino/Riverside/Hesperia)				\$	3,353.58
	<b>Equipment Lease/Purchase/Maintenance:</b> Cost of equipment lease for copy machines (inclusive of number of copies allowed per month) and postage meter. And if applicable, cost of purchasing phones/tablets/desktops/laptops and/or printers for staff use on RW services (based on previous year(s) expense) =				
	Facility: shared cost with a allocation @	4.90%	of annual cost:	\$68,400.00	= \$3,351.60 funding avail = 1,342.00
	<b>Office Supplies:</b> Cost of office supplies necessary to deliver programs services such as classification folders, copy paper, files, pens, whiteboards, floor mats, small desk item etc., (based on previous year(s) expense) =				
	Direct Program: cost with a allocation @	4.90%	of annual cost:	\$43,600.00	= \$2,136.40 funding avail = 968.00
	<b>Program Supplies:</b> Cost of program supplies such as educational materials, workbooks for client utilizations during treatment sessions, reference materials and other related program specific to include safe sex products like condoms, Narcan kits to be offered to group (based on previous year(s) expense) =				
	Facility: shared cost with a allocation @	4.90%	of annual cost:	\$15,700.00	= \$769.30 funding avail = 300.00
	<b>Printing/Duplication:</b> Cost of printing and duplication services associated with the contract such as printing of appointment cards for clients, program materials, and other handouts to be given out to clients, (based on previous year(s) expense) =				
	Facility: shared cost with a allocation @	4.90%	of annual cost:	\$10,975.00	= \$537.78 funding avail = 258.00
	<b>Training:</b> Integrated Case Management in the New Millennium: Development and Documentation of Client Contact, Individual Service Plans, and Client Follow-up. Skill development in understanding professional roles to include ethical issues and boundaries, acuity level reduction, (based on previous year(s) expense) =				
	Facility: shared cost with a allocation @	4.90%	of annual cost:	\$9,250.00	= \$453.25 funding avail = 453.00
	<b>Postage:</b> Mail appointment reminder cards, referrals and/or certification eligibility, (based on previous year(s) expense) =				
	Direct Program: cost with a allocation @	100.00%	of annual cost:	\$32.58	= \$32.58 funding avail = 32.58

Other				\$	13,169.00
	<b>Rent*</b> - Cost of facility rent for office dedicated for RW services, based on prior year plus increased rates for current year, (based on previous year(s) expense) =				
	Facility: shared cost with a allocation @	4.90%	of annual cost:	\$318,500.00	= \$15,606.50 funding avail = \$ 9,138.00
	<b>Telephone/Communication</b> - Direct cost of telephone and communication expenses. This includes conducting client follow ups when clients miss appointments and conducting crisis intervention when needed; internet and text messaging system used to remind clients of appointments/groups, and other announcements, (based on previous year(s) expense) =				
	Facility: shared cost with a allocation @	4.90%	of annual cost:	\$56,348.00	= \$2,761.05 funding avail = \$ 1,282.00
	<b>Utilities expenses,</b> lights, water and trash/bio waste (based on previous year(s) expense) =				
	Facility: shared cost with a allocation @	4.90%	of annual cost:	\$43,400.00	= \$2,126.60 funding avail = \$ 1,525.00
	<b>Licenses (Essential Software/Staff Licenses)</b> - Computer Software licenses, Outreach Street Permits, (based on previous year(s) expense) =				
	Direct Program: cost with a allocation @	4.90%	of annual cost:	\$2,260.00	= \$110.74 funding avail = \$ 110.00
	<b>Repair &amp; Maintenance,</b> AC/heating, plumbing, carpet/fixtures etc, (based on previous year(s) expense) =				
	Direct Program: cost with a allocation @	4.90%	of annual cost:	\$38,260.00	= \$1,874.74 funding avail = \$ 1,114.00

**Direct Costs Total** \$ 83,623.50

**Administrative Costs**

Personnel		FTE	Annual Salary	0.09	\$	5,565.58
	A. Cespedes, Office Manager / Bookkeeper	0.025	\$71,201.00		\$	1,780.03
	Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records.					
	C. Hicks, Grants Manager	0.03	\$63,648.00		\$	1,909.44
	Plans and execute the grantmaking process by working with the program managers and the finance team to work within the annual budget, support program staff in researching funding opportunities, manage documents and deadlines, track grantee results, and much more.					
	S. Martinez, Operations Manager	0.03	\$62,537.00		\$	1,876.11
	Responsible for assisting in the development and implementation of policies, procedures, and best practices that enhance the delivery of a high customer services.					

Fringe				\$	1,202.16
	Calculated at 21.6%: FICA 7.25% (\$\$ 7.65% + Med-Cal 1.45%), Worker's Comp 2.00%, State Unemployment Insurance 3.3% and Health Insurance 8.8% =				
				\$	1,202.16

Travel				\$	40.00
	Travel for personnel to engage community program collaborations for linkage to care purposes.				
	Local	6.06	miles/mon.	\$0.55	cents per mil
		12	month(s) =	\$	40.00

Supplies				\$	163.76
	<b>Equipment:</b> Equipment Lease/Purchase/Maintenance: Cost of equipment lease for copy machines (inclusive of number of copies allowed per month) and postage meter. And if applicable, cost of purchasing desktops/laptops and/or printers for staff use on RW services, (based on previous year(s) expense) =				
	Admin Facility: shared cost with a allocation @	1.80%	of annual cost:	\$65,566.84	= \$1,180.20 funding avail = \$ 88.00
	<b>Office Supplies:</b> Cost of office supplies necessary to the program such as classification folders, copy paper, files, toner, chairs, tables, filing cabinets, desks, lights etc., (based on previous year(s) expense) =				

	Admin Facility: shared cost with a allocation @	1.80%	of annual cost:	\$59,339.84	=	\$1,068.12	funding avail =	\$	56.00
	<b>Printing/Duplication:</b> Cost of printing and duplication services associated with the contract such as agency brochurs, employee manuels, training materials, and other handouts to be given out to vendors, staff and volunteers, (based on previous year(s) expense) =								
	Admin Facility: shared cost with a allocation @	1.80%	of annual cost:	\$9,602.40	=	\$172.84	funding avail =	\$	7.00
	<b>Postage:</b> Mail proposals, invoices for reimbursement, certifications, state license and insurances, (based on previous year(s) expense) =								
	Admin Facility: shared cost with a allocation @	1.80%	of annual cost:	\$3,000.00	=	\$54.00	funding avail =	\$	12.76

#### Contractual

\$1,355.00

	<b>Kwan &amp; Company CPA Inc</b>	Annual Independent Auditor, prepares Financial Statements, 990s, (based on direct FTE allocation) =							
	Facility: shared cost with a allocation @	7.29%	of annual cost:	\$29,805.10	=	\$2,172.79	funding avail =	\$	325.00
	<b>Ellene Wong</b>	Monthly accounting (reconciliation) services, (based on previous year(s) expense) =							
	Facility: shared cost with a allocation @	7.29%	of annual cost:	\$14,272.86	=	\$1,040.49	funding avail =	\$	130.00
	<b>Insight HR</b>	Facilitates Human Resources policies and procedures in accordance with all Federal and State labor laws. Contract HR personnel to manage workforce planning, employee onboarding, HR record retention, Employee engagement, performance management and succession planning for FAP staffing body, (based on previous year(s) expense) =							
	Facility: shared cost with a allocation @	7.29%	of annual cost:	\$36,026.99	=	\$2,626.37	funding avail =	\$	725.00
	<b>Risk Management Consultant</b>	Risk management for FAP staffing body, assessing CAL-OSHA regulations, policies and procedures (based on previous year(s) expense) =							
	Facility: shared cost with a allocation @	7.29%	of annual cost:	\$7,826.09	=	\$570.52	funding avail =	\$	175.00

#### Other

\$ 965.00

	<b>Rent*</b>	Office lease facility expenses, (based on previous year(s) expense) =							
	Admin Facility: shared cost with a allocation @	1.80%	of annual cost:	\$66,391.60	=	\$1,195.05	funding avail =	\$	580.00
	<b>Telephone/Communication</b>	This includes conducting client follow ups when clients miss appointments and conducting crisis intervention when needed; internet and text messaging system used to remind clients of appointments/groups, and other announcements, (based on previous year(s) expense) =							
	Admin Facility: shared cost with a allocation @	1.80%	of annual cost:	\$41,860.47	=	\$753.49	funding avail =	\$	96.00
	<b>Utilities*</b>	Cost of air conditions repairs (filters, cleaning), light bulbs, minor construction work orders, (based on previous year(s) expense) =							
	Admin Facility: shared cost with a allocation @	1.80%	of annual cost:	\$47,261.82	=	\$850.71	funding avail =	\$	41.00
	<b>Property Insurance*</b>	General Liability, Auto Physical, Auto Liability, Improper Sexual Conduct, Social Service Professional, directors and officers umbrella property, emp. Dishonesty accident insuranc, (based on previous year(s) expense) =							
	Admin Facility: shared cost with a allocation @	1.80%	of annual cost:	\$23,930.98	=	\$430.76	funding avail =	\$	107.00
	<b>Certifications / Licenses</b>	HIPPA certification for employee, city/county business licenses, etc. Cert/Licenses expenses for processing Direct FTE to complete New Hire Onboarding training expense) = EHE annual material expenses with allocation of 100% of annual cost (based on previous year(s) expense) =							
	Admin Facility: shared cost with a allocation @	1.80%	of annual cost:	\$30,907.73	=	\$556.34	funding avail =	\$	16.00
	<b>Repair &amp; Maintenance</b>	Repair & Maintenance, AC/Heating, plumbing,etc, (based on previous year(s) expense) =							
	Admin Facility: shared cost with a allocation @	1.80%	of annual cost:	\$17,104.28	=	\$307.88	funding avail =	\$	42.00
	<b>Membership Dues</b>	Post vacant positions on social media sites to recruit new employees, include indeed							
	Admin Facility: shared cost with a allocation @	1.80%	of annual cost:	\$5,900.00	=	\$106.20	funding avail =	\$	83.00

#### Admin Costs Total

#### GRAND TOTAL

\$ 9,291.50  
\$ 92,915.00

Foothill AIDS Project  
Ryan White Part - A  
Line Item Budget  
Budget Period 3/1/2024 - 2/28/2025

Non-Medical CM FB - 5.31.24 \$345,258.00

	Salary	Program FTE	Program Cost	Direct Costs	Admin Costs	Program Total
<b>Personnel</b>						
L. Pinedo , Program Mana	\$ 76,500	0.15	\$ 11,475.00	\$ 11,475.00	\$ -	\$ 11,475.00
A. Estrada -Riverside	\$ 56,500	1.00	\$ 56,500.00	\$ 56,500.00	\$ -	\$ 56,500.00
B. Thomas - Hesp/SB	\$ 58,240	0.60	\$ 34,944.00	\$ 34,944.00	\$ -	\$ 34,944.00
M. Lewis - San Bern	\$ 42,240	1.00	\$ 42,240.00	\$ 42,240.00	\$ -	\$ 42,240.00
T. Knight - San Bern	\$ 61,527	1.00	\$ 61,527.00	\$ 61,527.00	\$ -	\$ 61,527.00
L. Stowers	\$ 153,000	0.06	\$ 9,180.00	\$ -	\$ 9,180.00	\$ 9,180.00
A. Cespedes	\$ 71,201	0.025	\$ 1,780.03	\$ -	\$ 1,780.03	\$ 1,780.03
C. Hicks	\$ 63,648	0.03	\$ 1,909.44	\$ -	\$ 1,909.44	\$ 1,909.44
S. Martinez	\$ 62,537	0.03	\$ 1,876.11	\$ -	\$ 1,876.11	\$ 1,876.11
<b>Personnel Subtotal</b>			<b>\$ 221,431.58</b>	<b>\$ 206,686.00</b>	<b>\$ 14,745.58</b>	<b>\$ 221,431.58</b>
<b>Fringe</b>						
		Percent	Program Cost	Direct Costs	Admin Costs	Program Total
FICA		7.5%	\$ 16,607.37	\$ 15,501.45	\$ 1,105.92	\$ 16,607.37
Staff Insurance (Health)		8.8%	\$ 19,485.98	\$ 18,188.37	\$ 1,297.61	\$ 19,485.98
Disability (SUI)		3.3%	\$ 7,307.24	\$ 6,820.64	\$ 486.60	\$ 7,307.24
Worker's Compensation		2.0%	\$ 4,428.63	\$ 4,133.72	\$ 294.91	\$ 4,428.63
<b>Fringe Subtotal</b>		<b>21.6%</b>	<b>\$ 47,829.22</b>	<b>\$ 44,644.18</b>	<b>\$ 3,185.04</b>	<b>\$ 47,829.22</b>
<b>Total Personnel</b>			<b>\$ 269,260.80</b>	<b>\$ 251,330.18</b>	<b>\$ 17,930.62</b>	<b>\$ 269,260.80</b>
<b>Personnel Without Benefits</b>						
J. Zepeda, Case Mana	\$ 12,160	1.00	\$ 12,160.00	\$ 12,160.00	\$ -	\$ 12,160.00
<b>Personnel Subtotal</b>			<b>\$ 12,160.00</b>	<b>\$ 12,160.00</b>	<b>\$ -</b>	<b>\$ 12,160.00</b>
<b>Travel</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Local Travel (Mileage)			\$ 711.00	\$ 578.00	\$ 133.00	\$ 711.00
<b>Travel Total</b>			<b>\$ 711.00</b>	<b>\$ 578.00</b>	<b>\$ 133.00</b>	<b>\$ 711.00</b>
<b>Supplies</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Equipment < \$5,000			\$ 5,498.00	\$ 5,172.00	\$ 326.00	\$ 5,498.00
Office: Supplies / Furniture			\$ 3,667.00	\$ 3,462.00	\$ 205.00	\$ 3,667.00
Printing/Advertising Costs*			\$ 945.00	\$ 865.00	\$ 80.00	\$ 945.00
Training			\$ 1,115.00	\$ 645.00	\$ 470.00	\$ 1,115.00
Postage			\$ 164.84	\$ 97.02	\$ 67.82	\$ 164.84
<b>Supplies Total</b>			<b>\$ 11,389.84</b>	<b>\$ 10,241.02</b>	<b>\$ 1,148.82</b>	<b>\$ 11,389.84</b>
<b>Contractual</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Kwan & Company CPA Inc			\$1,897.00	\$ -	\$1,897.00	\$ 1,897.00
Ellene Wong			\$1,233.00	\$ -	\$1,233.00	\$ 1,233.00
Insight HR			\$4,210.00	\$ -	\$4,210.00	\$ 4,210.00
Employee Background Screening			\$1,226.00	\$ -	\$1,226.00	\$ 1,226.00
<b>Contractual Total</b>			<b>\$ 8,566.00</b>	<b>\$ -</b>	<b>\$ 8,566.00</b>	<b>\$ 8,566.00</b>
<b>Other</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Rent*			\$ 29,381.00	\$ 25,526.00	\$ 1,657.00	\$ 27,183.00
Telephone/Communication			\$ 8,140.00	\$ 4,518.00	\$ 1,802.00	\$ 6,320.00
Property Insurance*			\$ 943.00	\$ -	\$ 943.00	\$ 943.00
Utilities*			\$ 3,130.00	\$ 3,480.00	\$ 648.00	\$ 4,128.00
Licenses (Essential Software/Staff Licenses)			\$ 662.00	\$ -	\$ 662.00	\$ 662.00
Repair & Maintenance			\$ 2,242.00	\$ 2,899.00	\$ 163.00	\$ 3,062.00
Membership Dues			\$ 442.76	\$ -	\$ 442.76	\$ 442.76
Staff Recruitment			\$ 429.60	\$ -	\$ 429.60	\$ 429.60
<b>Other Total</b>			<b>\$ 45,370.36</b>	<b>\$ 36,423.00</b>	<b>\$ 6,747.36</b>	<b>\$ 43,170.36</b>
Direct			\$ 347,458.00	\$ 310,732.20		\$ 310,732.20
Admin					\$ 34,525.80	\$ 34,525.80
<b>\$</b>			<b>\$ 347,458.00</b>	<b>\$ 310,732.20</b>	<b>\$ 34,525.80</b>	<b>\$ 345,258.00</b>
%			101%	90%	10%	100%



Foothill AIDS Project  
Ryan White Part - A  
Line Item Budget  
Budget Period 3/1/2024 - 2/28/2025  
**CM - Narrative**

**Direct Costs**

Personnel	FTE	3.75	\$ 206,686.00
11 L. Pinedo , Program Manager / M. Francois	0.15		\$ 11,475.00
Counseling individuals with respect to HIV/AIDS; testing, referrals; ensuring individuals who are out of care/unaware of their HIV positive status are identified of their status, referred into care, and linked to care. Collaborate with Medical Case Manager, to ensure timely access to medical and supportive services. Responsible for identifying community partners that provide services to populations that may have less access to care such as i.e. prisons, homeless shelters, etc. Facilitate services to clients with multiple barriers and complex issues. Salary is split between multiple RW Service Categories not related to this service category.			
12 A. Estrada, Case Manager	1.00		\$ 56,500.00
General responsibilities include providing support and counseling activities; conducting HIV support groups, client assessments, and one-on-one sessions; coordinating care plans with medical case manager; participating in case conference sessions; providing referrals to mental health professionals.			
13 M. Lewis, Case Manager	1.00		\$ 42,240.00
General responsibilities include providing support and counseling activities; conducting HIV support groups, client assessments, and one-on-one sessions; coordinating care plans with medical case manager; participating in case conference sessions; providing referrals to mental health professionals.			
14 B. Thomas, Case Manager	0.60		\$ 34,944.00
General responsibilities include providing support and counseling activities; conducting HIV support groups, client assessments, and one-on-one sessions; coordinating care plans with medical case manager; participating in case conference sessions; providing referrals to mental health professionals.			
15 T. Knight, Case Manager	1.00		\$ 61,527.00
General responsibilities include providing support and counseling activities; conducting HIV support groups, client assessments, and one-on-one sessions;			

<b>Fringe</b>	\$ 44,644.18
Calculated at 21.6%: FICA 7.25% (\$S 7.65% + Med-Cal 1.45%), Worker's Comp 2.00%, State Unemployment Insurance 3.3% and Health	\$ 44,644.18

<b>Travel</b>	\$ 578.00
Local Travel for 1 personnel to engage clients at home or at other locations for linkage to care purposes.	
87.58 miles/mon. \$0.55 cents per mil 12 month(s) =	\$ 578.00

<b>Contractual</b>	\$ 12,160.00
<b>Social Service Professionals:</b> General responsibilities include providing support and counseling activities; conducting HIV support groups, client assessments, and one-on-one sessions; coordinating care plans with medical case manager; participating in case conference sessions; providing referrals to mental health professionals.	
Mental Health Clinician: allocation @ 100% of annual cost: \$12,160.00 = \$12,160.00 funding avail =	\$ 12,160.00

<b>Supplies: (San Bernardino/Riverside/Hesperia)</b>	\$ 10,241.02
<b>Equipment Lease/Purchase/Maintenance:</b> Cost of equipment lease for copy machines (inclusive of number of copies allowed per month) and postage meter. And if applicable, cost of purchasing phones/tablets/desktops/laptops and/or printers for staff use on RW services (based on previous year(s) expense) =	
Facility: shared cost with a allocation @ 8.02% of annual cost: \$68,400.00 = \$5,485.68 funding avail =	5,172.00
<b>Office Supplies:</b> Cost of office supplies necessary to deliver programs services such as classification folders, copy paper, files, pens, whiteboards, floor mats, small desk item etc., (based on previous year(s) expense) =	
Direct Program: cost with a allocation @ 8.02% of annual cost: \$43,600.00 = \$3,496.72 funding avail =	3,462.00
<b>Printing/Duplication:</b> Cost of printing and duplication services associated with the contract such as printing of appointment cards for clients, program materials, and other handouts to be given out to clients, (based on previous year(s) expense) =	
Facility: shared cost with a allocation @ 8.02% of annual cost: \$10,975.00 = \$880.20 funding avail =	865.00
<b>Training:</b> Integrated Case Management in the New Millennium: Development and Documentation of Client Contact, Individual Service Plans, and Client Follow-up. Skill development in understanding professional roles to include ethical issues and boundaries, acuity level reduction, (based on previous year(s) expense) =	
Facility: shared cost with a allocation @ 8.02% of annual cost: \$9,250.00 = \$741.85 funding avail =	645.00
<b>Postage:</b> Mail appointment reminder cards, referrals and/or certification eligibility, (based on previous year(s) expense) =	
Direct Program: cost with a allocation @ 100.00% of annual cost: \$97.02 = \$97.02 funding avail =	97.02

<b>Other</b>	\$ 36,423.00
<b>Rent*</b> - Cost of facility rent for office dedicated for RW services, based on prior year plus increased rates for current year, (based on Facility: shared cost with a allocation @ 8.02% of annual cost: \$318,500.00 = \$25,543.70 funding avail =	
	\$ 25,526.00
<b>Telephone/Communication</b> - Direct cost of telephone and communication expenses. This includes conducting client follow ups when clients miss appointments and conducting crisis intervention when needed; internet and text messaging system used to remind clients of appointments/groups, and other announcements, (based on previous year(s) expense) =	
Facility: shared cost with a allocation @ 8.02% of annual cost: \$56,348.00 = \$4,519.11 funding avail =	\$ 4,518.00
<b>Utilities expenses,</b> lights, water and trash/bio waste (based on previous year(s) expense) =	
Facility: shared cost with a allocation @ 8.02% of annual cost: \$43,400.00 = \$3,480.68 funding avail =	\$ 3,480.00
<b>Repair &amp; Maintenance,</b> AC/Heating, plumbing, carpet/fixtures etc, (based on previous year(s) expense) =	
Direct Program: cost with a allocation @ 8.02% of annual cost: \$38,260.00 = \$3,068.45 funding avail =	\$ 2,899.00

**Direct Costs Total** \$ 310,732.20

**Administrative Costs**

Personnel	FTE	Annual Salary	0.15	\$ 14,745.58
L. Stowers, Executive Director	0.06	\$153,000.00		\$ 9,180.00
Direct general operations and human resources functions of the organization for all 54 full and part time staff. Responsible for administrative and financial management of all pre- and post- award grant activities including: budget and expenditure justifications of all proposed and awarded grants and their renewals; fund analysis, including forecasts of anticipated surplus/deficits of program budgets; cost allocation plans of functional expenses to assign expenditures to individual fund accounts as necessary; and oversight for all auditor actions.				
A. Cespedes, Office Manager / Bookkeeper	0.025	\$71,201.00		\$ 1,780.03
Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records.				
C. Hicks, Grants Manager	0.03	\$63,648.00		\$ 1,909.44
Plans and execute the grantmaking process by working with the program managers and the finance team to work within the annual budget, support program staff in researching funding opportunities, manage documents and deadlines, track grantee results, and much more.				
S. Martinez, Operations Manager	0.03	\$62,537.00		\$ 1,876.11
Responsible for assisting in the development and implementation of policies, procedures, and best practices that enhance the delivery of a high customer services.				

Admin Costs Total	\$ 34,525.80
<b>GRAND TOTAL</b>	<b>\$ 345,258.00</b>

Foothill AIDS Project

Ryan White Part - A

Line Item Budget

Budget Period 3/1/2024 - 2/28/2025

Medical Case Management

FB - 5.31.24

\$122,973.00

	Salary	Program FTE	Program Cost	Direct Costs	Admin Costs	Program Total
<b>Personnel</b>						
M. Patterson	\$ 84,864	0.90	\$ 76,377.60	\$ 76,377.60	\$ -	\$ 76,377.60
L. Stowers	\$ 153,000	0.01	\$ 1,530.00	\$ -	\$ 1,530.00	\$ 1,530.00
A. Cespedes	\$ 71,201	0.025	\$ 1,780.03	\$ -	\$ 1,780.03	\$ 1,780.03
C. Hicks	\$ 63,648	0.03	\$ 1,909.44	\$ -	\$ 1,909.44	\$ 1,909.44
S. Martinez	\$ 62,537	0.03	\$ 1,876.11	\$ -	\$ 1,876.11	\$ 1,876.11
<b>Personnel Subtotal</b>			<b>\$ 83,473.18</b>	<b>\$ 76,377.60</b>	<b>\$ 7,095.58</b>	<b>\$ 83,473.18</b>
<b>Fringe</b>						
		Percent	Program Cost	Direct Costs	Admin Costs	Program Total
FICA		7.5%	\$ 6,260.49	\$ 5,728.32	\$ 532.17	\$ 6,260.49
Staff Insurance (Health)		8.8%	\$ 7,345.64	\$ 6,721.23	\$ 624.41	\$ 7,345.64
Disability (SUI)		3.3%	\$ 2,754.61	\$ 2,520.46	\$ 234.15	\$ 2,754.61
Worker's Compensation		2.0%	\$ 1,669.46	\$ 1,527.55	\$ 141.91	\$ 1,669.46
<b>Fringe Subtotal</b>		<b>21.6%</b>	<b>\$ 18,030.20</b>	<b>\$ 16,497.56</b>	<b>\$ 1,532.64</b>	<b>\$ 18,030.20</b>
<b>Total Personnel</b>			<b>\$ 101,503.38</b>	<b>\$ 92,875.16</b>	<b>\$ 8,628.22</b>	<b>\$ 101,503.38</b>
<b>Travel</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Local Travel (Mileage)			\$ 318.00	\$ 218.00	\$ 100.00	\$ 318.00
<b>Travel Total</b>			<b>\$ 318.00</b>	<b>\$ 218.00</b>	<b>\$ 100.00</b>	<b>\$ 318.00</b>
<b>Supplies</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Equipment < \$5,000			\$ 2,205.00	\$ 2,498.00	\$ 107.00	\$ 2,605.00
Office: Supplies / Furniture			\$ 908.00	\$ 1,848.00	\$ 60.00	\$ 1,908.00
Program Supplies			\$ 460.00	\$ 460.00		\$ 460.00
Printing/Advertising Costs*			\$ 260.00	\$ 250.00	\$ 10.00	\$ 260.00
Training			\$ 1,814.00	\$ 414.00	\$ -	\$ 414.00
Postage			\$ 38.62	\$ 25.54	\$ 13.08	\$ 38.62
<b>Supplies Total</b>			<b>\$ 5,685.62</b>	<b>\$ 5,495.54</b>	<b>\$ 190.08</b>	<b>\$ 5,685.62</b>
<b>Contractual</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Kwan & Company CPA Inc			\$ 500.00		\$ 500.00	\$ 500.00
Ellene Wong			\$ 300.00		\$ 300.00	\$ 300.00
Insight HR			\$ 1,300.00		\$ 1,300.00	\$ 1,300.00
Risk Management Consultant			\$ 100.00		\$ 100.00	\$ 100.00
<b>Contractual Total</b>			<b>\$ 2,200.00</b>		<b>\$ 2,200.00</b>	<b>\$ 2,200.00</b>
<b>Other</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Rent*			\$ 8,900.00	\$ 8,400.00	\$ 700.00	\$ 9,100.00
Telephone/Communication			\$ 1,367.00	\$ 1,260.00	\$ 107.00	\$ 1,367.00
Property Insurance*			\$ 141.00		\$ 141.00	\$ 141.00
Utilities*			\$ 1,435.00	\$ 1,390.00	\$ 45.00	\$ 1,435.00
Licenses (Essential Software/Staff Licenses)			\$ 320.00	\$ 102.00	\$ 18.00	\$ 120.00

Repair & Maintenance	\$ 982.00	\$ 935.00	\$ 67.00	\$ 1,002.00
Staff Recruitment	\$ 121.00		\$ 101.00	\$ 101.00
Other Total	\$ 13,266.00	\$ 12,087.00	\$ 1,179.00	\$ 13,266.00
Direct	\$ 122,973.00	\$ 110,675.70		\$ 110,675.70
Admin			\$ 12,297.30	\$ 12,297.30
\$	\$ 122,973.00	\$ 110,675.70	\$ 12,297.30	\$ 122,973.00
%	100%	90%	10%	100%

Foothill AIDS Project  
Ryan White Part - A  
Line Item Budget  
Budget Period 3/1/2024 - 2/28/2025  
**MCM - Narrative**

**Direct Costs**

Personnel	FTE	Annual Salary	0.10	\$ 76,377.60
-----------	-----	---------------	------	--------------

<b>16</b>	<b>M. Patterson, Medical Case Manager</b> (90% of salary allocated to RW Part MCM & 10% Non RW Funding) Licensed Vocational Nurse; Primary service goal is to assist clients in achieving an enhanced level of health and quality of life and maintain wellness and function that will enable them to better self-advocate and make informed healthcare decisions. Responsibilities include coordination of non-RW funded clinic clients' medical care and supportive services, collaborate with medical providers, client and client family members and other non-RW service providers for implementation and development of Individual Service Plans (ISP) that will meet client's needs and goals; locate available resources to achieve goals identified in ISP; and to ensure appropriate access to care for clients in need.	0.90		\$ 76,377.60
-----------	---	------	--	--------------

				\$ 16,497.56
--	--	--	--	--------------

	Calculated at 21.6%: FICA 7.25% (\$5 7.65% + Med-Cal 1.45%), Worker's Comp 2.00%, State Unemployment Insurance 3.3% and Health Insurance 8.8% =			\$ 16,497.56
--	---	--	--	--------------

				\$ 218.00
--	--	--	--	-----------

	Local Travel for 1 personnel to engage clients at home or at other locations for linkage to care purposes.						
		33.03	miles/mon.	\$0.55	cents per mil	12	month(s) = \$ 218.00

				\$ 5,495.54
--	--	--	--	-------------

	<b>Equipment Lease/Purchase/Maintenance:</b> Cost of equipment lease for copy machines (inclusive of number of copies allowed per month) and postage meter. And if applicable, cost of purchasing phones/tablets/desktops/laptops and/or printers for staff use on RW services (based on previous year(s) expense) =						
	Facility: shared cost with a allocation @	4.87%	of annual cost:	\$68,400.00	=	\$3,331.08	funding avail = 2,498.00
	<b>Office Supplies:</b> Cost of office supplies necessary to deliver programs services such as classification folders, copy paper, files, pens, whiteboards, floor mats, small desk item etc., (based on previous year(s) expense) =						
	Direct Program: cost with a allocation @	4.87%	of annual cost:	\$43,600.00	=	\$2,123.32	funding avail = 1,848.00
	<b>Program Supplies:</b> Cost of program supplies such as educational materials, workbooks for client utilizations during treatment sessions, reference materials and other related program specific to include safe sex products like condoms, Narcan kits to be offered to group						
	Facility: shared cost with a allocation @	4.87%	of annual cost:	\$15,700.00	=	\$764.59	funding avail = 460.00
	<b>Printing/Duplication:</b> Cost of printing and duplication services associated with the contract such as printing of appointment cards for clients, program materials, and other handouts to be given out to clients, (based on previous year(s) expense) =						
	Facility: shared cost with a allocation @	4.87%	of annual cost:	\$10,975.00	=	\$534.48	funding avail = 250.00
	<b>Training:</b> Integrated Case Management in the New Millennium: Development and Documentation of Client Contact, Individual Service Plans, and Client Follow-up. Skill development in understanding professional roles to include ethical issues and boundaries, acuity level reduction, (based on previous year(s) expense) =						
	Facility: shared cost with a allocation @	4.87%	of annual cost:	\$9,250.00	=	\$450.48	funding avail = 414.00
	<b>Postage:</b> Mail appointment reminder cards, referrals and/or certification eligibility, (based on previous year(s) expense) =						
	Direct Program: cost with a allocation @	100.00%	of annual cost:	\$25.54	=	\$25.54	funding avail = 25.54

				\$ 12,087.00
--	--	--	--	--------------

	<b>Rent*</b> - Cost of facility rent for office dedicated for RW services, based on prior year plus increased rates for current year, (based on previous year(s) expense) =						
	Facility: shared cost with a allocation @	4.87%	of annual cost:	\$318,500.00	=	\$15,510.95	funding avail = \$ 8,400.00
	<b>Telephone/Communication</b> - Direct cost of telephone and communication expenses. This includes conducting client follow ups when clients miss appointments and conducting crisis intervention when needed; internet and text messaging system used to remind clients of appointments/groups, and other announcements, (based on previous year(s) expense) =						
	Facility: shared cost with a allocation @	4.87%	of annual cost:	\$56,348.00	=	\$2,744.15	funding avail = \$ 1,260.00
	<b>Utilities expenses,</b> lights, water and trash/bio waste (based on previous year(s) expense) =						
	Facility: shared cost with a allocation @	4.87%	of annual cost:	\$43,400.00	=	\$2,113.58	funding avail = \$ 1,390.00
	<b>Licenses (Essential Software/Staff Licenses)</b> - Computer Software licenses, Outreach Street Permits, (based on previous year(s) expense) =						
	Direct Program: cost with a allocation @	4.87%	of annual cost:	\$2,260.00	=	\$110.06	funding avail = \$ 102.00
	<b>Repair &amp; Maintenance,</b> AC/Heating, plumbing, carpet/fixtures etc, (based on previous year(s) expense) =						
	Direct Program: cost with a allocation @	4.87%	of annual cost:	\$38,260.00	=	\$1,863.26	funding avail = \$ 935.00

				\$ 110,675.70
--	--	--	--	---------------

**Administrative Costs**

Personnel	FTE	Annual Salary	0.10	\$ 7,095.58
-----------	-----	---------------	------	-------------

	<b>L. Stowers, Executive Director</b> Direct general operations and human resources functions of the organization for all 54 full and part time staff. Responsible for administrative and financial management of all pre- and post- award grant activities including: budget and expenditure justifications of all proposed and awarded grants and their renewals; fund analysis, including forecasts of anticipated surplus/deficits of program budgets; cost allocation plans of functional expenses to assign expenditures to individual fund accounts as necessary; and oversight for all auditor actions.	0.01	\$153,000.00	\$ 1,530.00
	<b>A. Cespedes, Office Manager / Bookkeeper</b> Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records.	0.025	\$71,201.00	\$ 1,780.03
	<b>C. Hicks, Grants Manager</b> Plans and execute the grantmaking process by working with the program managers and the finance team to work within the annual budget, support program staff in researching funding opportunities, manage documents and deadlines, track grantee results, and much more.	0.03	\$63,648.00	\$ 1,909.44
	<b>S. Martinez, Operations Manager</b> Responsible for assisting in the development and implementation of policies, procedures, and best practices that enhance the delivery of a high customer services.	0.03	\$62,537.00	\$ 1,876.11

				\$ 1,532.64
--	--	--	--	-------------

	Calculated at 21.6%: FICA 7.25% (\$5 7.65% + Med-Cal 1.45%), Worker's Comp 2.00%, State Unemployment Insurance 3.3% and Health Insurance 8.8% =			\$ 1,532.64
--	---	--	--	-------------

				\$ 100.00
--	--	--	--	-----------

Travel for personnel to engage community program collaborations for linkage to care purposes.									
Local	15.15	miles/mon.	\$0.55	cents per mil	12	month(s) =	\$	100.00	

## Supplies

\$ 190.08

	<b>Equipment:</b> Equipment Lease/Purchase/Maintenance: Cost of equipment lease for copy machines (inclusive of number of copies allowed per month) and postage meter. And if applicable, cost of purchasing desktops/laptops and/or printers for staff use on RW services, (based on previous year(s) expense) =						
	Admin Facility: shared cost with a allocation @	1.80%	of annual cost:	\$65,566.84	=	\$1,180.20	funding avail = \$ 107.00
	<b>Office Supplies:</b> Cost of office supplies necessary to the program such as classification folders, copy paper, files, toner, chairs, tables, filing cabinets, desks, lights etc. , (based on previous year(s) expense) =						
	Admin Facility: shared cost with a allocation @	1.80%	of annual cost:	\$59,339.84	=	\$1,068.12	funding avail = \$ 60.00
	<b>Printing/Duplication:</b> Cost of printing and duplication services associated with the contract such as agency brochurs, employee manuals, training materials, and other handouts to be given out to vendors, staff and volunteers, (based on previous year(s) expense) =						
	Admin Facility: shared cost with a allocation @	1.80%	of annual cost:	\$9,602.40	=	\$172.84	funding avail = \$ 10.00
	<b>Postage:</b> Mail proposals, invoices for reimbursement, certifications, state license and insurances, (based on previous year(s) expense) =						
	Admin Facility: shared cost with a allocation @	1.80%	of annual cost:	\$3,000.00	=	\$54.00	funding avail = \$ 13.08

## Contractual

\$2,200.00

	<b>Kwan &amp; Company CPA Inc</b>	Annual Independent Auditor, prepares Financial Statements, 990s, (based on direct FTE allocation) =					
	Facility: shared cost with a allocation @	7.29%	of annual cost:	\$29,805.10	=	\$2,172.79	funding avail = \$ 500.00
	<b>Ellene Wong</b>	Monthly accounting (reconciliation) services, (based on previous year(s) expense) =					
	Facility: shared cost with a allocation @	7.29%	of annual cost:	\$14,272.86	=	\$1,040.49	funding avail = \$ 300.00
	<b>Insight HR</b>	Facilitates Human Resources policies and procedures in accordance with all Federal and State labor laws. Contract HR personnel to manage workforce planning, employee onboarding, HR record retention, Employee engagement, performance management and succession planning for FAP staffing body, (based on previous year(s) expense) =					
	Facility: shared cost with a allocation @	7.29%	of annual cost:	\$36,026.99	=	\$2,626.37	funding avail = \$ 1,300.00
	<b>Risk Management Consultant</b>	Risk management for FAP staffing body, assessing CAL-OSHA regulations, policies and procedures (based on previous year(s) expense) =					
	Facility: shared cost with a allocation @	7.29%	of annual cost:	\$7,826.09	=	\$570.52	funding avail = \$ 100.00

## Other

\$ 1,179.00

	<b>Rent*</b>	Office lease facility expenses, (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	1.80%	of annual cost:	\$66,391.60	=	\$1,195.05	funding avail = \$ 700.00
	<b>Telephone/Communication</b>	This includes conducting client follow ups when clients miss appointments and conducting crisis intervention when needed; internet and text messaging system used to remind clients of appointments/groups, and other announcements, (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	1.80%	of annual cost:	\$41,860.47	=	\$753.49	funding avail = \$ 107.00
	<b>Utilities*</b>	Cost of air conditions repairs (filters, cleaning), light bulbs, minor construction work orders, (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	1.80%	of annual cost:	\$47,261.82	=	\$850.71	funding avail = \$ 45.00
	<b>Property Insurance*</b>	General Liability, Auto Physical, Auto Liability, Improper Sexual Conduct, Social Service Professional, directors and officers umbrella property, emp. Dishonesty accident insuranc, (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	1.80%	of annual cost:	\$23,930.98	=	\$430.76	funding avail = \$ 141.00
	<b>Certifications / Licenses</b>	HIPPA certification for employee, city/county business licenses, etc. Cert/Licenses expenses for processing Direct FTE to complete New Hire Onboarding training expense) = EHE annual material expenses with allocation of 100% of annual cost (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	1.80%	of annual cost:	\$30,907.73	=	\$556.34	funding avail = \$ 18.00
	<b>Repair &amp; Maintenance</b>	Repair & Maintenance, AC/Heating, plumbing,etc, (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	1.80%	of annual cost:	\$17,104.28	=	\$307.88	funding avail = \$ 67.00
	<b>Membership Dues</b>	Post vacant positions on social media sites to recruit new employees, include indeed					
	Admin Facility: shared cost with a allocation @	1.80%	of annual cost:	\$5,900.00	=	\$106.20	funding avail = \$ 101.00

## Admin Costs Total

\$ 12,297.30

## GRAND TOTAL

\$ 122,973.00

Foothill AIDS Project  
Ryan White Part - A  
Line Item Budget  
Budget Period 3/1/2024 - 2/28/2025

Nutrition

**FB - 5.31.24**

\$109,734.00

	Salary	Program FTE	Program Cost	Direct Costs	Admin Costs	Program Total
<b>Personnel</b>						
M. Francois	\$ 107,721	0.05	\$ 5,386.05	\$ 5,386.05	\$ -	\$ 5,386.05
L. Stowers	\$ 153,000	0.01	\$ 1,530.00	\$ -	\$ 1,530.00	\$ 1,530.00
A. Cespedes	\$ 71,201	0.025	\$ 1,780.03	\$ -	\$ 1,780.03	\$ 1,780.03
C. Hicks	\$ 63,648	0.01	\$ 636.48	\$ -	\$ 636.48	\$ 636.48
S. Martinez	\$ 62,537	0.03	\$ 1,876.11	\$ -	\$ 1,876.11	\$ 1,876.11
<b>Personnel Subtotal</b>			<b>\$ 11,208.67</b>	<b>\$ 5,386.05</b>	<b>\$ 5,822.62</b>	<b>\$ 11,208.67</b>
<b>Fringe</b>						
		Percent	Program Cost	Direct Costs	Admin Costs	Program Total
FICA		7.5%	\$ 840.65	\$ 403.95	\$ 436.70	\$ 840.65
Staff Insurance (Health)		8.8%	\$ 986.36	\$ 473.97	\$ 512.39	\$ 986.36
Disability (SUI)		3.3%	\$ 369.89	\$ 177.74	\$ 192.15	\$ 369.89
Worker's Compensation		2.0%	\$ 224.17	\$ 107.72	\$ 116.45	\$ 224.17
<b>Fringe Subtotal</b>		<b>21.6%</b>	<b>\$ 2,421.07</b>	<b>\$ 1,163.38</b>	<b>\$ 1,257.69</b>	<b>\$ 2,421.07</b>
<b>Total Personnel</b>			<b>\$ 13,629.74</b>	<b>\$ 6,549.43</b>	<b>\$ 7,080.31</b>	<b>\$ 13,629.74</b>
<b>Personnel Without Benefits</b>						
RD Nutrition Consult	\$ 68,000	1.00	\$ 68,000.00	\$ 68,000.00	\$ -	\$ 68,000.00
<b>Personnel Subtotal</b>			<b>\$ 68,000.00</b>	<b>\$ 68,000.00</b>	<b>\$ -</b>	<b>\$ 68,000.00</b>
<b>Total Personnel Without Benefits</b>						<b>\$ 68,000.00</b>
<b>Travel</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Local Travel (Mileage)			\$ 211.00	\$ 111.00	\$ 100.00	\$ 211.00
<b>Travel Total</b>			<b>\$ 211.00</b>	<b>\$ 111.00</b>	<b>\$ 100.00</b>	<b>\$ 211.00</b>
<b>Supplies</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Equipment < \$5,000			\$ 875.00	\$ 675.00	\$ 200.00	\$ 875.00
Office: Supplies / Furniture			\$ 446.00	\$ 346.00	\$ 100.00	\$ 446.00
Program Supplies			\$ 14,749.00	\$ 14,749.00		\$ 14,749.00
Printing/Advertising Costs*			\$ 111.00	\$ 101.00	\$ 10.00	\$ 111.00
Training			\$ 110.00	\$ 110.00	\$ -	\$ 110.00
Postage			\$ 29.81	\$ 5.17	\$ 24.64	\$ 29.81
<b>Supplies Total</b>			<b>\$ 16,320.81</b>	<b>\$ 15,986.17</b>	<b>\$ 334.64</b>	<b>\$ 16,320.81</b>
<b>Contractual</b>						
			Program Cost	Direct Costs	Admin Costs	Program Total
Kwan & Company CPA Inc			\$ 862.00	\$ -	\$ 862.00	\$ 862.00
Ellene Wong			\$ 145.00	\$ -	\$ 145.00	\$ 145.00

Insight HR	\$ 803.00	\$ -	\$ 803.00	\$ 803.00
Risk Management Consultant	\$ 333.00	\$ -	\$ 333.00	\$ 333.00
<b>Contractual Total</b>	<b>\$ 2,143.00</b>	<b>\$ -</b>	<b>\$ 2,143.00</b>	<b>\$ 2,143.00</b>
<b>Other</b>	<b>Program Cost</b>	<b>Direct Costs</b>	<b>Admin Costs</b>	<b>Program Total</b>
Rent*	\$ 6,646.00	\$ 6,131.00	\$ 720.00	\$ 6,851.00
Telephone/Communication	\$ 948.00	\$ 803.00	\$ 145.00	\$ 948.00
Property Insurance*	\$ 161.00		\$ 161.00	\$ 161.00
Utlilities*	\$ 598.00	\$ 575.00	\$ 23.00	\$ 598.00
Licenses (Essential Software/Staff Licenses)	\$ 12.00	\$ -	\$ 12.00	\$ 12.00
Repair & Maintenance	\$ 784.45	\$ 605.00	\$ 179.45	\$ 784.45
Membership Dues	\$ 280.00	\$ -	\$ 75.00	\$ 75.00
<b>Other Total</b>	<b>\$ 9,429.45</b>	<b>\$ 8,114.00</b>	<b>\$ 1,315.45</b>	<b>\$ 9,429.45</b>
Direct	\$ 109,734.00	\$ 98,760.60		\$ 98,760.60
Admin			\$ 10,973.40	\$ 10,973.40
<b>\$</b>	<b>\$ 109,734.00</b>	<b>\$ 98,760.60</b>	<b>\$ 10,973.40</b>	<b>\$ 109,734.00</b>
%	100%	90%	10%	100%



Budget Period 3/1/2024 - 2/28/2025

**Nutri - Narrative**

Direct Costs				
	Personnel	FTE		
17	M. Francois, Director of Programs	0.05	\$	5,386.05
	Primary service goal is to direct medical nutrition therapy program and conduct nutritional screening/assessments and periodic reassessment of client's nutritional status; prepares nutritional care plan and meal plan with client; assists client in improving access and linkages to food sources and health care; monitors and evaluates client progress toward planned goal; plans, coordinates and implements educational workshops; collects and analyzes data regarding client's health outcomes and access to food. Salary is split between other RW Service Categories not related to this service category.		\$	5,386.05

<b>Fringe</b>		<b>\$ 1,163.38</b>
	Calculated at 21.6%: FICA 7.25% (SS 7.65% + Med-Cal 1.45%), Worker's Comp 2.00%, State Unemployment Insurance 3.3% and Health	<b>\$ 1,163.38</b>

Travel							\$	111.00
Local Travel for 1 personnel to engage clients at home or at other locations for linkage to care purposes.								
		16.82	miles/mon.	\$0.55	cents per mil	12	month(s) =	\$ 111.00

<b>Contractual</b>	FTE	\$	68,000.00
<b>RD Nutrition Consultants:</b>			
Contracted Registered Nutritionist; Primary service goal is to assist clients in achieving an enhanced level of health and quality of life and maintain wellness and function that will enable them to better self-advocate and make informed healthcare decisions. Responsibilities include coordination of non-RW funded clinic clients' medical care and supportive services, collaborate with medical providers, client and client family members and other non-RW service providers for implementation and development of Individual Service Plans (ISP) that will meet client's needs and goals; locate available resources to achieve goals identified in ISP; and to ensure appropriate access to care for clients in need.			
Registered Nutritionist: allocation @	100%	of annual cost: \$68,000.00 = \$68,000.00	funding avail = \$ 68,000.00

Supplies: (San Bernardino/Riverside/Hesperia)							\$	15,986.17
<b>Equipment Lease/Purchase/Maintenance:</b> Cost of equipment lease for copy machines (inclusive of number of copies allowed per month) and postage meter. And if applicable, cost of purchasing phones/tablets/desktops/laptops and/or printers for staff use on RW services (based on previous year(s) expense) =								
Facility: shared cost with a allocation @		4.87%	of annual cost:	\$68,400.00	=	\$3,331.08	funding avail =	675.00
<b>Office Supplies:</b> Cost of office supplies necessary to deliver programs services such as classification folders, copy paper, files, pens, whiteboards, floor mats, small desk item etc., (based on previous year(s) expense) =								
Direct Program: cost with a allocation @		4.87%	of annual cost:	\$43,600.00	=	\$2,123.32	funding avail =	346.00
<b>Nutrition Program:</b> Cost of office supplies necessary to the program such as classification folders, copy paper, files, etc. Cost of program supplies such as Nutritional supplements, educational materials, workbooks for client utilizations during treatment sessions, reference								
Facility: shared cost with a allocation @		100.00%	of annual cost:	\$14,749.00	=	\$14,749.00	funding avail =	14,749.00
<b>Printing/Duplication:</b> Cost of printing and duplication services associated with the contract such as printing of appointment cards for clients, program materials, and other handouts to be given out to clients. (based on previous year(s) expense) =								
Facility: shared cost with a allocation @		4.87%	of annual cost:	\$10,975.00	=	\$534.48	funding avail =	101.00
<b>Training:</b> Integrated Case Management in the New Millennium: Development and Documentation of Client Contact, Individual Service Plans, and Client Follow-up. Skill development in understanding professional roles to include ethical issues and boundaries, acuity level reduction, (based on previous year(s) expense) =								
Facility: shared cost with a allocation @		4.87%	of annual cost:	\$9,250.00	=	\$450.48	funding avail =	110.00
<b>Postage:</b> Mail appointment reminder cards, referrals and/or certification eligibility, (based on previous year(s) expense) =								
Direct Program: cost with a allocation @		100.00%	of annual cost:	\$5.17	=	\$5.17	funding avail =	5.17

Other						\$	8,114.00
	<b>Rent*</b> - Cost of facility rent for office dedicated for RW services, based on prior year plus increased rates for current year, (based on previous year(s) expense) =						
	Facility: shared cost with a allocation @	4.87%	of annual cost:	\$318,500.00	=	\$15,510.95	funding avail = \$ 6,131.00
	<b>Telephone/Communication</b> - Direct cost of telephone and communication expenses. This includes conducting client follow ups when clients miss appointments and conducting crisis intervention when needed; internet and text messaging system used to remind clients of appointments/groups, and other announcements, (based on previous year(s) expense) =						
	Facility: shared cost with a allocation @	4.87%	of annual cost:	\$56,348.00	=	\$2,744.15	funding avail = \$ 803.00
	<b>Utilities expenses</b> , lights, water and trash/bio waste (based on previous year(s) expense) =						
	Facility: shared cost with a allocation @	4.87%	of annual cost:	\$43,400.00	=	\$2,113.58	funding avail = \$ 575.00
	<b>Repair &amp; Maintenance</b> , AC/Heating, plumbing, carpet/fixtures etc, (based on previous year(s) expense) =						
	Direct Program: cost with a allocation @	4.87%	of annual cost:	\$38,260.00	=	\$1,863.26	funding avail = \$ 605.00

<b>Direct Costs Total</b>	<b>\$ 98,760.60</b>
---------------------------	---------------------

## Administrative Costs

Personnel	FTE	Annual Salary	0.075	\$	5,822.62
<b>L. Stowers, Executive Director</b>	0.01	\$153,000.00		\$	1,530.00
Direct general operations and human resources functions of the organization for all 54 full and part time staff. Responsible for administrative and financial management of all pre- and post- award grant activities including: budget and expenditure justifications of all proposed and awarded grants and their renewals; fund analysis, including forecasts of anticipated surplus/deficits of program budgets; cost allocation plans of functional expenses to assign expenditures to individual fund accounts as necessary; and oversight for all auditor actions.					
<b>A. Cespedes, Office Manager / Bookkeeper</b>	0.025	\$71,201.00		\$	1,780.03
Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records.					
<b>C. Hicks, Grants Manager</b>	0.01	\$63,648.00		\$	636.48
Plans and execute the grantmaking process by working with the program managers and the finance team to work within the annual budget, support program staff in researching funding opportunities, manage documents and deadlines, track grantee results, and much more.					
<b>S. Martinez, Operations Manager</b>	0.03	\$62,537.00		\$	1,876.11
Responsible for assisting in the development and implementation of policies, procedures, and best practices that enhance the delivery of a high customer services.					

<b>Fring</b>		\$	<b>1,257.69</b>
	Calculated at 21.6%: FICA 7.25% (\$5 7.65% + Med-Cal 1.45%), Worker's Comp 2.00%, State Unemployment Insurance 3.3% and Health Insurance 8.8% =	\$	1,257.69

<b>Travel</b>		\$	<b>100.00</b>
	<b>Travel</b> for personnel to engage community program collaborations for linkage to care purposes.		
Local	15.15 miles/mon.	\$0.55 cents per mil	12 month(s) = \$ 100.00

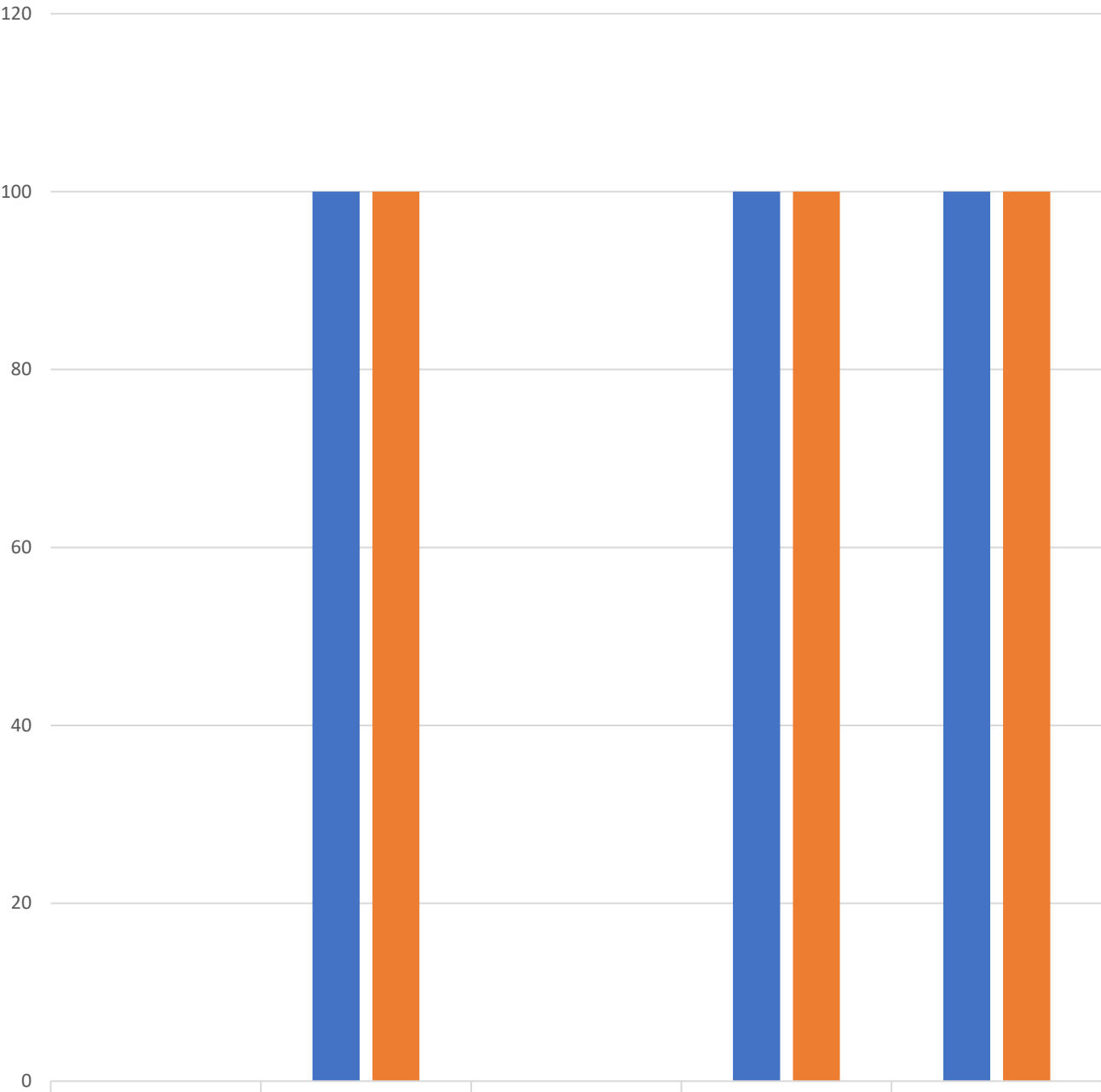
<b>Supplies</b>		\$	<b>334.64</b>
	<b>Equipment:</b> Equipment Lease/Purchase/Maintenance: Cost of equipment lease for copy machines (inclusive of number of copies allowed per month) and postage meter. And if applicable, cost of purchasing desktops/laptops and/or printers for staff use on RW services, (based on previous year(s) expense) =		
Admin Facility: shared cost with a allocation @	1.33%	of annual cost: \$65,566.84 = \$872.04	funding avail = \$ 200.00
	<b>Office Supplies:</b> Cost of office supplies necessary to the program such as classification folders, copy paper, files, toner, chairs, tables, filing cabinets, desks, lights etc. , (based on previous year(s) expense) =		
Admin Facility: shared cost with a allocation @	1.33%	of annual cost: \$59,339.84 = \$789.22	funding avail = \$ 100.00
	<b>Printing/Duplication:</b> Cost of printing and duplication services associated with the contract such as agency brochurs, employee manuels, training materials, and other handouts to be given out to vendors, staff and volunteers, (based on previous year(s) expense) =		
Admin Facility: shared cost with a allocation @	1.33%	of annual cost: \$9,602.40 = \$127.71	funding avail = \$ 10.00
	<b>Postage:</b> Mail proposals, invoices for reimbursement, certifications, state license and insurances, (based on previous year(s) expense) =		
Admin Facility: shared cost with a allocation @	1.33%	of annual cost: \$3,000.00 = \$39.90	funding avail = \$ 24.64

Contractual										\$2,143.00
	Kwan & Company CPA Inc		Annual Independent Auditor, prepares Financial Statements, 990s, (based on direct FTE allocation) =							
	Facility: shared cost with a allocation @	4.87%	of annual cost:	\$29,805.10	=	\$1,451.51	funding avail =	\$	862.00	
	Elene Wong		Monthly accounting (reconciliation) services, (based on previous year(s) expense) =							
	Facility: shared cost with a allocation @	4.87%	of annual cost:	\$14,272.86	=	\$695.09	funding avail =	\$	145.00	
	Insight HR		Facilitates Human Resources policies and procedures in accordance with all Federal and State labor laws. Contract HR personnel to manage workforce planning, employee onboarding, HR record retention, Employee engagement, performance management and succession planning for FAP staffing body, (based on previous year(s) expense) =							
	Facility: shared cost with a allocation @	4.87%	of annual cost:	\$36,026.99	=	\$1,754.51	funding avail =	\$	803.00	
	Risk Management Consultant		Risk management for FAP staffing body, assessing CAL-OSHA regulations, policies and procedures (based on previous year(s) expense) =							
	Facility: shared cost with a allocation @	4.87%	of annual cost:	\$7,826.09	=	\$381.13	funding avail =	\$	333.00	

<b>Other</b>		\$	<b>1,315.45</b>
	<b>Rent*</b> Office lease facility expenses, (based on previous year(s) expense) =		
Admin Facility: shared cost with a allocation @	1.33%	of annual cost: \$66,391.60 = \$883.01	funding avail = \$ 720.00
	<b>Telephone/Communication</b> This includes conducting client follow ups when clients miss appointments and conducting crisis intervention when needed; internet and text messaging system used to remind clients of appointments/groups, and other announcements, (based on previous year(s) expense) =		
Admin Facility: shared cost with a allocation @	1.33%	of annual cost: \$41,860.47 = \$556.74	funding avail = \$ 145.00
	<b>Utilities*</b> Cost of air conditions repairs (filters, cleaning), light bulbs, minor construction work orders, (based on previous year(s) expense) =		
Admin Facility: shared cost with a allocation @	1.33%	of annual cost: \$47,261.82 = \$628.58	funding avail = \$ 23.00
	<b>Property Insurance*</b> General Liability, Auto Physical, Auto Liability, Improper Sexual Conduct, Social Service Professional, directors and officers umbrella property, emp. Dishonesty accident insuranc, (based on previous year(s) expense) =		
Admin Facility: shared cost with a allocation @	1.33%	of annual cost: \$23,930.98 = \$318.28	funding avail = \$ 161.00
	<b>Certifications / Licenses</b> HIPPA certification for employee, city/county business licenses, etc. Cert/Licenses expenses for processing Direct FTE to complete New Hire Onboarding training expense) = EHE annual material expenses with allocation of 100% of annual cost (based on previous year(s) expense) =		
Admin Facility: shared cost with a allocation @	1.33%	of annual cost: \$30,907.73 = \$411.07	funding avail = \$ 12.00
	<b>Repair &amp; Maintenance</b> Repair & Maintenance, AC/Heating, plumbing,etc, (based on previous year(s) expense) =		
Admin Facility: shared cost with a allocation @	1.33%	of annual cost: \$17,104.28 = \$227.49	funding avail = \$ 179.45
	<b>Membership Dues</b> Post vacant positions on social media sites to recruit new employees, include indeed		
Admin Facility: shared cost with a allocation @	1.33%	of annual cost: \$5,900.00 = \$78.47	funding avail = \$ 75.00

<b>Admin Costs Total</b>		\$	<b>10,973.40</b>
	<b>GRAND TOTAL</b>	\$	<b>109,734.00</b>

Chart Title



	Program Cost	Direct Costs	Admin Costs	Program Total
	\$27,168.21	\$12,987.05	\$14,181.16	\$27,168.21
21.6%	\$4,825.92	\$2,306.90	\$2,519.02	\$4,825.92
2.0%	\$446.84	\$213.60	\$233.24	\$446.84
3.3%	\$737.29	\$352.44	\$384.85	\$737.29
8.8%	\$1,966.12	\$939.85	\$1,026.27	\$1,966.12
7.5%	\$1,675.67	\$801.01	\$874.66	\$1,675.67
Percent	Program Cost	Direct Costs	Admin Costs	Program Total

■ Series1 ■ Series2