

SCOPE OF WORK – PART A
USE A SEPARATE SCOPE OF WORK FOR EACH PROPOSED SERVICE CATEGORY

Contract Number:	<i>Leave Blank</i>
Contractor:	Foothill AIDS Project
Grant Period:	March 1, 2025 – February 28, 2026
Service Category:	Medical Case Management Services
Service Goal:	The goal of Medical Case Management is to ensure individuals facing challenges in managing their HIV care, experiencing barriers to access, or struggling with treatment adherence receive comprehensive, client-centered services. These services aim to improve participation in HIV medical care, support better health outcomes, and ensure timely access to necessary healthcare, psychosocial, and support services. Through initial assessments, personalized service planning, and ongoing monitoring, case management facilitates coordinated care, addresses gaps in treatment, and provides continuous advocacy and follow-up. This process ensures clients are empowered to adhere to complex HIV treatments, with regular evaluations to adapt and optimize their care plans.
Service Health Outcomes:	Improve retention in care (at least 1 medical visit in each 6-month period) Improve viral suppression rate

	SA1 West Riv	SA2 Mid Riv	SA3 East Riv	SA4 San B West	SA5 San B East	SA6 San B Desert	FY 25/26 TOTAL
Proposed Number of Clients	19	5	0	35	10	15	84
Proposed Number of Visits = Regardless of number of transactions or number of units	190	50	0	350	100	150	840
Proposed Number of Units = Transactions or 15 min encounters (See Attachment P)	760	200		1400	400	600	3360

Group Name and Description (must be HIV+ related)	Service Area of Service Delivery	Targeted Population	Open/ Closed	Expected Avg. Attend. per Session	Session Length (hours)	Sessions per Week	Group Duration	Outcome Measures
HIV Education	1, 2,4,5,6	Clients engaged with MCM	Open	1,2,4,5,6	3/1/2025-2/28/2026	1 monthly	1.5 hr.	Clients demonstrate improved health outcomes, including better CD4 counts, undetectable viral loads, and increased treatment adherence, as a result of timely access to coordinated HIV care and support services.

Activities	Service Area	Timeline	Process Outcomes
<p>Element #1: Initial and Ongoing Assessment</p> <p>Activities:</p> <p>The Medical Case Manager will conduct both initial and ongoing assessments to identify and address barriers to self-managing HIV care, and CD4 and viral load counts. The goal is to provide intense care coordination for clients in need. Service objectives include promoting client empowerment for self-management, coordinating medical care and support services, collaborating with clients and their healthcare teams, assisting in locating resources, ensuring timely access to care, promoting self-care, and facilitating informed treatment and benefit decisions. This comprehensive approach ensures that clients receive personalized, effective care to meet their individual needs and goals.</p>	1,2,4,5,6	3/1/2025- 2/28/2026	The medical case manager file will document the completion of intake activities, including screening for eligibility and verification of insurance or third-party payor status. Reassessment will be performed at minimum every six months to ensure continued program compliance. Additionally, the client file will reflect both initial and ongoing assessments of client needs, ensuring that care plans are continuously updated to address evolving health and support requirements. This documentation will demonstrate the thoroughness and consistency of service delivery.

<p>Element #2: Development of Comprehensive Care Plan</p> <p>Activities:</p> <p>The Medical Case Manager (MCM) will work with the client to develop a comprehensive, individualized care plan that addresses their unique medical and support needs. This plan will be reviewed and re-evaluated every six months to ensure it remains relevant and effective. The MCM will assess the client's needs and rate the areas of medical case management to determine the acuity level, ensuring that the intensity of services is tailored to the client's current situation. This dynamic care planning process will help facilitate the best possible outcomes for each client.</p>	<p>1,2,4,5,6</p>	<p>3/1/2025- 2/28/2026</p>	<p>The client file will document an individualized comprehensive care plan, including the client's specific medical and support needs, as well as their assessed acuity level. This care plan will be re-evaluated every six months to ensure it aligns with the client's evolving needs and circumstances. The file will serve as a record of the ongoing updates and adjustments made to the care plan, demonstrating the effectiveness of the care coordination process.</p>
<p>Element #3: Care Plan Implementation and Monitoring</p> <p>Activities: The Medical Case Manager (MCM) will regularly monitor the efficacy of the care plan, ensuring that it meets the client's needs and makes periodic re-evaluations every six months. During these meetings, the MCM will assess the client's progress, address any barriers to care, and adjust the care plan as necessary. The MCM will meet with the client to discuss their status, re-define objectives, and ensure that the plan continues to support the client's goals and health outcomes. This ongoing monitoring and adaptation process ensures that the care plan remains relevant and effective.</p>	<p>1,2,4,5,6</p>	<p>3/1/2025- 2/28/2026</p>	<p>Client file will document in HCC case note contacts to monitor progress and re-evaluation of plan every six months.</p>

<p>Element #4: Educational Group</p> <p>Activities:</p> <p>The Medical Case Manager (MCM) will facilitate educational group sessions focused on treatment adherence, with an emphasis on HIV health, such as understanding viral load and its significance in treatment outcomes. These sessions aim to enhance clients' knowledge about their condition, the importance of adherence to their prescribed treatment regimens, and how viral load impacts their health. By fostering a deeper understanding of HIV care, the MCM will help clients make informed decisions and encourage consistent engagement with their treatment plans.</p>	<p>1,2,4,5,6</p>	<p>3/1/2025- 2/28/2026</p>	<p>Group sign-in sheets will be maintained in the Treatment Adherence Group binder and electronically in EMR. These sign-in sheets will document client participation in the educational sessions, ensuring accurate tracking of attendance and engagement with the educational activities. This measure will help assess the reach and involvement of clients in the adherence education program.</p>
<p>Element #5: Advocacy</p> <p>Activities:</p> <p>The Medical Case Manager (MCM) will advocate for clients by reviewing the utilization of services, ensuring that they have access to necessary resources and treatment. The MCM will coordinate and follow up on medical treatments, ensuring timely and appropriate care. Additionally, the MCM will facilitate communication between the client's primary medical provider and HIV specialist to ensure continuity of care. These advocacy efforts will help overcome any barriers to treatment, improve client outcomes, and promote seamless coordination among healthcare providers.</p>	<p>1,2,4,5,6</p>	<p>3/1/2025- 2/28/2026</p>	<p>The client file will document all specific advocacy efforts, coordination activities, and follow-up on services and medical treatments. This includes records of communication between the client's primary medical provider and HIV specialist, as well as any actions taken to address barriers and ensure continuous, effective care. The documentation will serve as evidence of the MCM's efforts in facilitating comprehensive care and ensuring the client's needs are met.</p>

<p>Element #6: Referrals</p> <p>Activities:</p> <p>The Medical Case Manager (MCM) will provide or refer clients to appropriate services for advice, support, and counseling on various topics related to HIV care. This includes education on HIV disease, treatments, and medications, as well as treatment adherence support. These referrals will ensure that clients have access to comprehensive support tailored to their needs.</p>	<p>1,2,4,5,6</p>	<p>3/1/2025- 2/28/2026</p>	<p>The client file will document all services provided, including advice and counseling on treatment adherence, and support to ensure the client’s active participation in their medical care. It will also include documentation of referrals and coordination of services with the client’s local managed-care plan, as applicable.</p> <p>Performance Measures:</p> <ol style="list-style-type: none"> 1) Care Plan: The client file will reflect the development, implementation, and periodic re-evaluation of an individualized care plan that addresses the client’s specific medical and support needs. 2) Gap in HIV Medical Visits: The client file will track any gaps in HIV medical visits, ensuring that clients remain engaged in consistent HIV care and that any lapses are addressed promptly to maintain continuity of care.
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<p>Element #7: Case Closure/Graduation</p> <p>Activities:</p> <p>The Medical Case Manager (MCM) will oversee case closure or graduation in accordance with established standards, whether initiated by the agency or through client self-disengagement or graduation. This process will involve a thorough review of the client's progress, the achievement of care goals, and ensuring all necessary services have been provided before closure. If the client has successfully met their health and care objectives, they will "graduate" from case management, with appropriate documentation reflecting their transition. If the closure is due to self-disengagement, the MCM will ensure that the client's reasons are understood and documented, and provide referrals or resources as needed for continued care.</p>	<p>1,2,4,5,6</p>	<p>3/1/2025- 2/28/2026</p>	<p>The client file will document the date and reason for case closure or graduation, along with any referrals provided, as appropriate. This information will be recorded in the progress note entered in the HCC system to ensure accurate tracking of the closure process. The file will reflect whether the closure was agency-initiated, due to self-disengagement, or a successful graduation, and will include details of any follow-up referrals or resources offered to the client for continued care.</p>
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SCOPE OF WORK – PART A

USE A SEPARATE SCOPE OF WORK FOR EACH PROPOSED SERVICE CATEGORY

Contract Number:	<i>Leave Blank</i>
Contractor:	Foothill AIDS Project
Grant Period:	March 1, 2025 – February 28, 2026
Service Category:	Case Management Services (Non-Medical)
Service Goal:	Facilitate linkage and retention in care through the provision of guidance and assistance with service information and referrals.
Service Health Outcomes:	<p>Improve retention in care (at least 1 medical visit in each 6-month period)</p> <p>Improve viral suppression rate</p>

	SA1 West Riv	SA2 Mid Riv	SA3 East Riv	SA4 San B West	SA5 San B East	SA6 San B Desert	25/26 TOTAL
Proposed Number of Clients	61	23	0	14	78	27	203
Proposed Number of Visits = Regardless of number of transactions or number of units	610	230	0	140	780	270	2,030
Proposed Number of Units = Transactions or 15 min encounters <i>(See Attachment P)</i>	2440	920	0	560	3,120	1,080	8,120

PLANNED SERVICE DELIVERY AND IMPLEMENTATION ACTIVITIES:	SERVICE AREA	TIMELINE	PROCESS OUTCOMES
<p>Element #1: Intake and Eligibility</p> <ul style="list-style-type: none"> • Activities: Intake/Screening for eligibility conducted within 10 days of referral for request and complete required consent forms, • Initial assessment conducted within 30 of first visit <i>*Case Management collaborates with County Public Health HIV clinics, Borrego Health, AIDS HealthCare Foundation, Jerry L Pettis Veterans Hospital, Loma Linda Social Action Clinic Health System and with medical managed-care plans among others.</i> Case Manager will collaborate with Eligibility Worker to ensure service is delivered according to eligibility standards. Eligibility will be conducted every six months 	1,2,4,5,6	03/01/25-02/28/26	<p>Client file will evidence intake activities including orientation to service, screening for eligibility as well as insurance/third party payor. Client file will document HIV status, proof of insurance, residence, and income according to standards. Client file will contain Consent for Services, HCC consent updated every three years, HIPAA Notification and Partner Services Acknowledgement form and any other required forms. Client file will document evidence of certification and re-certification for service eligibility every six months.</p>
<p>Element #2: Assessment and Re-assessment of needs and acuity level</p> <ul style="list-style-type: none"> • Activities: Initial and ongoing assessment of acuity level and of service needs. Case Manager will complete initial Acuity Level based on identified needs and assess new acuity level as needed. 	1,24,5,6	03/01/25-02/28/26	<p>Client file will evidence assessment and re-assessment of needs. Client file will evidence initial acuity level and ongoing acuity level.</p>
<p>Element #3: Development of Individualized Comprehensive Care plan</p> <ul style="list-style-type: none"> • Activities: Case manager will develop a comprehensive individualized Care Plan with client-centered goals and milestones. Care Plan will be re-evaluated every six months or as changes occur. 	1,24,5,6	03/01/25-02/28/26	<p>Client file will document Care Plan and disposition of objectives. Care Plan will be signed by client and Case Manager</p>

<p>Element #4: On-going monitoring of efficacy of Care Plan</p> <ul style="list-style-type: none"> • Activities: Case Manager will monitor efficacy of care plan via on-going monitoring via face to face contact, phone contact and any other forms of communication deemed appropriate. Case Manager will work with clients to identify tasks, interventions, assistance needed to access services, and anticipated time for each task/service. 	1,2,4,5,6	03/01/25-02/28/26	Client file will document monitoring of Care Plan via progress notes and update of service objectives. Progress notes will be entered in HCC.
<p>Element #5: Assistance in accessing services and follow-up</p> <ul style="list-style-type: none"> • Activities: Case Manager will work with clients to determine barriers to access services and provide assistance in addressing identified barriers. • Case Manager will provide education, advice assistance in obtaining medical, social, community, legal, financial (e.g. benefits counseling), and other services from a trauma-informed approach. 	1,2,4,5,6	03/01/25-02/28/26	Client file will document in progress note contacts to provide education and advice on accessing medical, social, community, legal, benefits counseling, treatment adherence counseling and other services. Progress notes will be entered in HCC. Client file will document entry of referrals provided and their outcomes in HCC.
<p>Element #6: Assistance with budgeting</p> <ul style="list-style-type: none"> • Activities: Case Manager will discuss budgeting with clients to maintain access to necessary services. • CM will meet with clients to complete Budgeting form and discuss budgeting issues as related to maintaining access to necessary services. 	1,2,4,5,6	03/01/25-02/28/26	Client file will include Budgeting Form. Client file will document in progress note discussion regarding budgeting to maintain access to necessary services.
<p>Element #7: Participation in case conference</p> <ul style="list-style-type: none"> • Activities: Case Manager will participate in Case conferencing with Medical Case Management (MCM) and other disciplines on behalf of the client. • CM will present issues and discuss resolutions to problem-solve identified issues. 	1,2,4,5,6	03/01/25-02/28/26	Client file will provide evidence for the case conference as documented in progress notes entered in HCC. As applicable, client file will reflect coordination of services with other medical providers and/or professionals.

<p>Element #8: Case Closure/Graduation</p> <ul style="list-style-type: none"> · Activities: Case Manager will carry on case closure/graduation according to standard whether it be agency initiated or self-disengagement or graduation. 	4,5,6	03/01/25-02/28/26	<p>Client file will evidence date, reason for closure, and referrals provided as appropriate in progress note entered in HCC.</p> <p>Case Manager will complete Client Status form which will be placed in client file.</p>
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SCOPE OF WORK – PART A

USE A SEPARATE SCOPE OF WORK FOR EACH PROPOSED SERVICE CATEGORY

Contract Number:	<i>Leave Blank</i>
Contractor:	Foothill AIDS Project
Grant Period:	March 1, 2025 – February 28, 2026
Service Category:	Mental Health Services
Service Goal:	Minimize crisis situations and stabilize HIV clients’ mental health status to maintain clients in the care system
Service Health Outcomes:	<p>Improve retention in care (at least 1 medical visit in each 6-month period)</p> <p>Improve viral suppression rate, improved or maintained CD4 cell count.</p> <p>Decreased level of depression post 12 individual sessions</p> <p>Decreased level of anxiety post 12 individual sessions.</p>

	SA1 West Riv	SA2 Mid Riv	SA3 East Riv	SA4 San B West	SA5 San B East	SA6 San B Desert	FY 25/26 TOTAL
Proposed Number of Clients	42	17	0	14	12	3	88
Proposed Number of Visits = Regardless of number of transactions or number of units	420	170	0	140	120	30	880
Proposed Number of Units = Transactions or 15 min encounters <i>(See Attachment P)</i>	1,680	680	0	560	480	120	3,520

Group Name and Description (must be HIV+ related)	Service Area of Service Delivery	Targeted Population	Open/Closed	Expected Avg. Attend. per Session	Session Length (hours)	Sessions per Week	Group Duration	Outcome Measures
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Living Well with HIV Living Well with HIV/AIDS psychotherapy groups are facilitated by Mental Health clinicians. Focus of group sessions are psychological/emotional	1,2,3,4,5,6	Co-ed	Open	8	1.5 hr	1	On-going	Medical Visits Viral Loads Level of functioning
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issues clients experience related to living with HIV/AIDS, relationships and other topics designated by group members.								
Young and Thriving Young and Thriving group is for clients aged 30 and under. Group focuses on topics and activities that educate as well as equip youth with social skills for cultivating health relationships on the age of social media	1,2,3,4,5	Co-ed	Open	8	1.5 hr	1	On-going	Medical Visits Viral Loads Level of functioning
Rise and Grind This is group is a Co-ed, strength-based psycho-education group. The group is offered in 6 weeks segments with the topic/emphasis changing every new cycle.	4,5	Co-ed	Open	8	1.5 hr	1	On-going	Medical Visits Viral Loads Level of functioning

<p>Aging Well This is a co-ed group which provides support to clients 50+ living with HIV. This group focuses on topics and activities that educate as well as equip social engagement, emotional welfare, and mental welfare which are often-overlooked challenges faced by aging people with HIV who can benefit from engaging in peer support, avoiding isolation, and maintaining open communication.</p>	1,2,3,4,5	Co-ed	Open	8	1.5 hr	1	On-going	Medical Visits Viral Loads Level of functioning
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Planned Service Delivery and Implementation Activities	Service Area	Timeline	Process Outcomes
<p>Element #1: Initial Assessment and Re-assessment Activities: Initial individual mental health assessment (document mental health diagnosis) Client will meet with Mental Health Clinician (MHC) to complete initial assessment and reassessment. MHC will conduct eligibility for services along with screening for Third Party payer.</p>	1,2,3,4,5,6	3/1/2025- 2/28/2026	<p>Client file will document initial mental health assessment and reassessment to include DSMV diagnosis, and other outcome tracking data per program standards and entered in HCC.</p> <p>Client file will document statement of screening and eligibility.</p>
<p>Element #2: Development of Treatment Plan Activities: Client and MHC will meet to develop treatment plan</p>	1,2,3,4,5,6	3/1/2025- 2/28/2026	<p>Client file will include initial and updated treatment plan and entered in HCC.</p>
<p>Element #3: Individual counseling session Activities: Client will meet with MHC for individual session</p>	1,2,3,4,5,6	3/1/2025- 2/28/2026	<p>Client file will document session as case note and entered in HCC.</p>

<p>Element #4: Group counseling session</p> <p>Activities: MHC will convene weekly support group to discuss issues relevant to HIV/AIDS.</p> <p>For individual attending group sessions only, file will include assessment, DSMV diagnosis, and treatment plan and documentation of group participation.</p>	1,2,3,4,5,6	3/1/2025- 2/28/2026	Group counseling documentation will be maintained via sign-in sheets depicting group topic and entered in HCC. Case Note will document attendance to group session
<p>Element #5: Case Conferencing</p> <p>Activities: MHC will participate in case conference to discuss issues and needed referrals.</p> <p>MHC will discuss wrap-up around services regarding access to additional services including psychiatrists and other mental health professionals.</p>	1,2,3,4,5,6	3/1/2025- 2/28/2026	Documentation of case conferencing is kept in program binder and entered in case in HCC.

SCOPE OF WORK – PART A

USE A SEPARATE SCOPE OF WORK FOR EACH PROPOSED SERVICE CATEGORY

Contract Number:	<i>Leave Blank</i>
Contractor:	Foothill AIDS Project
Grant Period:	March 1, 2025 – February 28, 2026
Service Category:	Psychosocial Support Services
Service Goal:	To provide psychosocial support services to people living with HIV/AIDS in the TGA to maintain them in the HIV system of care.
Service Health Outcomes:	<p style="text-align: center;">Improve retention in care (at least 1 medical in each 6-month period)</p> <p style="text-align: center;">Improve viral suppression rate</p>

	SA1 West Riv	SA2 Mid Riv	SA3 East Riv	SA4 San B West	SA5 San B East	SA6 San B Desert	FY 25/26 TOTAL
Proposed Number of Clients	8	4	15	6	6	3	42
Proposed Number of Visits = Regardless of number of transactions or number of units	80	40	150	60	60	30	420
Proposed Number of Units = Transactions or 15 min encounters (See Attachment P)	800	640	1,080	720	720	600	4,560

Group Name and Description (must be HIV+ related)	Service Area of Service Delivery	Targeted Population	Open/Closed	Expected Avg. Attend. per Session	Session Length (hours)	Sessions per Week	Group Duration	Outcome Measures
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Abriendo Caminos: Group provides a safe forum to learn about HIV self-management skills and healthy living while supporting each other	4.5	Spanish-Speaking	Open	8	1.5 hr	1	Open	Self-report of adherence to medical appointments, treatment regimen, knowledge about HIV disease and quality of life
Healthy HIV self-	4,5	Co-ed	Open	8	1.5 hr	1	Open	Self-report of adherence to

management		English						medical appointments, treatment regimen, knowledge about HIV disease and quality of life
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Planned Service Delivery and Implementation Activities	Service Area	Timeline	Process Outcomes
Element #1: Assessment and Development of Psychosocial Support Plan Activities: Psychosocial Case Manager (CM) will meet with clients to complete initial assessment and reassessment.	4,5	3/1/2025- 2/28/2026	Client file will evidence intake activities to include screening for eligibility as well as insurance/third party payor. Client file will document HIV status, proof of insurance, residence, and income according to IEHPC standards. Client file will provide evidence assessment of psychosocial needs and psychosocial support plan based on needs. Client files will contain Consent for Services, HCC consent updated every three years, HIPAA Notification and Partner Services Acknowledgement form and any other required forms.

Element #2: Individual Psychosocial session <ul style="list-style-type: none"> · Activities: Individual support/counseling session Psychosocial CM will meet with client to provide individual session using Trauma-Informed care and psychosocial support approach 	4,5	3/1/2025- 2/28/2026	Client file will evidence in progress note individual support session received.
Element #3: Coordination/Case Conferencing <ul style="list-style-type: none"> · Activities: Psychosocial Case Manager will case conference with Medical Case Manager, if applicable to discuss issues and problem-solve. · Psychosocial CM will participate in case conference to coordinate services, discuss issues and resolution to identified issues 	4,5	3/1/2025- 2/28/2026	Client file will document linkage with Medical Case Management as applicable. Client file will document in progress note coordination with Medical Case Management to include issues discussed and resolutions identified.
Element #4: Activities: Group support/counseling session	4,5	3/1/2025- 2/28/2026	Client file will reflect in progress note participation in support group.
Psychosocial CM will convene weekly support group.			Group sign-in sheets will be maintained.
Element #5: Activities: Referrals to Mental Health Professionals (MHP) Psychosocial CM will provide MHP referrals as needed.	4,5	3/1/2025- 2/28/2026	Client file will evidence referral to MPH. Referrals along with outcome will be entered in HCC.
Element #6: Activities: Eligibility workers will collaborate with Psychosocial CM to conduct eligibility certification and re-certification every six months.	4,5	3/1/2025- 2/28/2026	Client file will provide evidence for documents supporting eligibility for services according to the IEHPC Standards.

SCOPE OF WORK – PART A

USE A SEPARATE SCOPE OF WORK FOR EACH PROPOSED SERVICE CATEGORY

Contract Number:	<i>Leave Blank</i>
Contractor:	Foothill AIDS Project
Grant Period:	March 1, 2025 – February 28, 2026
Service Category:	Food Services
Service Goal:	The overall goal of food services is to supplement eligible HIV/AIDS consumer’s financial ability to maintain continuous access to adequate caloric intake and balanced nutrition sufficient to maintain optimal health in the face of compromised health status due to HIV infection in the TGA.
Service Health Outcomes:	<p>Improve retention on care (at least 1 medical visit in each 6-month period)</p> <p>Improve viral load suppression rate</p>

	SA1 West Riv	SA2 Mid Riv	SA3 East Riv	SA4 San B West	SA5 San B East	SA6 San B Desert	FY 25/26 TOTAL
Proposed Number of Clients	292	110	0	67	374	129	972
Proposed Number of Visits = Regardless of number of transactions or number of units	2920	1100	0	670	3740	1290	9,720
Proposed Number of Units = Transactions or 15 min encounters (See Attachment P)	11680	4400	0	2680	14960	5160	38880

PLANNED SERVICE DELIVERY AND IMPLEMENTATION ACTIVITIES:	SERVICE AREA	TIMELINE	PROCESS OUTCOMES
<p>Element #1: <i>Food Vouchers</i></p> <ul style="list-style-type: none"> • Activities: Providing Food Vouchers <p>Food assistance needs will be identified by staff during assessment/reassessment, which will be included in the individualized Care Plan (CP). Eligibility will be determined according to current financial eligibility guidelines in collaboration with Eligibility Worker. Eligible Clients will make appointment for picking up vouchers – whenever possible.</p> <p>Food vouchers will be distributed monthly to clients not to exceed a maximum of \$80.00 monthly.</p> <p>Food vouchers will be kept in locked file cabinet in FAP’s Administration offices and logged out to program using FAP’s internal Food Voucher Request form.</p> <p>Food vouchers will be kept in locked file cabinet in FAP’s program sites and logged out to eligible clients using FAP’s internal Monthly Food Voucher Log.</p>	<p>1,2,4,5,6</p>	<p>03/01/2025 -02/28/26</p>	<p>Client files will evidence eligibility screening for Ryan White funds as well as other party payors. Client file will document HIV status, proof of medical insurance, residence, and income according to standards.</p> <p>Client file will document evidence of certification and re-certification for service eligibility.</p> <p>Client file will contain Consent for Services; HCC consent updated every three years, HIPAA Notification and Partner Services Acknowledgement form.</p> <p>Client file will evidence need for food assistance.</p> <p>Client file will contain proof of food assistance received as client signature on copy of food vouchers.</p> <p>Client file will contain evidence of referral to other sources of food assistance, as applicable.</p> <p>.</p>

SCOPE OF WORK – PART A
USE A SEPARATE SCOPE OF WORK FOR EACH PROPOSED GRANT AND SERVICE

Contract Number:	
Contractor:	Foothill AIDS Project
Grant & Period:	Part A Contract March 1, 2025 – February 28, 2026
Service Category:	Medical Nutrition Therapy
Service Goal:	The goal of Medical Nutrition Therapy (MNT) services is to optimize nutritional status, prevent nutrient deficiencies, and promote the attainment and maintenance of an optimal body weight. By facilitating the maintenance of nutritional health, MNT aims to improve health outcomes or maintain positive health outcomes for individuals living with HIV. These services are designed to enhance nutritional self-management skills, support overall health, and contribute to the effective treatment and management of HIV disease within the TGA.
Service Health Outcomes:	<ol style="list-style-type: none"> 1. Improve retention in care, ensuring at least one medical visit in each 6-month period. 2. Enhance viral suppression rates through consistent care and treatment adherence. 3. Optimize nutrition status to support overall health and treatment effectiveness. 4. Prevent nutrient deficiencies to improve overall health and well-being. 5. Maintain or achieve optimal body weight for better health outcomes.

	SA1 Wes	SA2 Mid Riv	SA3 East Riv	SA4 San B West	SA5 East	San B	SA6 Desert	San B	FY 25/26
Proposed Number of Clients	15	0	0	5	30		15		65
Proposed Number of Visits = Regardless of number of transactions or number of units	150	0	0	50	300		150		650
Proposed Number of Units = Transactions or 15 min encounters	750	0	0	350	1,350		750		3,200
Group Name and Description (must be HIV+ related)	Service Area of Service Delivery	Targeted Population	Open/Closed	Expected Avg. Attend. per Session	Session Length (hours)	Sessions per Week	Group Duration		Outcome Measures

Healthy Eating	1,2,4,5,6	PLWH engaged with MNT	Open	5	1.5 hr.	1 monthly	On-going	Self-reported increased nutrition knowledge, healthier eating habits, and overall health, including better weight management, viral suppression, and retention in care. Client progress will be assessed through participation, dietary assessments, and health outcomes.
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Planned Service Delivery and Implementation Activities	Service Area	Timeline	Process Outcomes
<p>Element #1: Intake and Assessment</p> <p>Activities:</p> <p>The Registered Dietitian (RD) will conduct a comprehensive intake and assessment to evaluate the client's nutritional needs. This will include an in-depth review of dietary habits, medical history, and current health status to identify areas requiring nutritional support.</p>	1,2,4,5,6	March 1, 2025 – February 28, 2026	<p>Client files will evidence intake activities including screening for eligibility as well as insurance/third party payer. Eligibility certification and re-certification will be conducted every six months. Client file will document HIV status, proof of insurance, residence, and income according to IEHPC standards. Client file will document referral from medical provider. Client file will evidence assessment of nutritional needs signed and dated by Registered Dietician. Client files will contain Consent for Services, HCC consent updated every three years, HIPAA Notification and Partner Services Acknowledgement</p>

<p>Element #2: Development of Nutritional Plan</p> <p>Activities: The RD will work with the client to develop a personalized nutritional care plan within 30 days of the initial assessment. This plan will be reviewed and re-evaluated every six months or more frequently, if needed, to ensure that it remains aligned with the client’s evolving nutritional needs and health goals.</p>	<p>1,2,4,5,6</p>	<p>March 1, 2025 – February 28, 2026</p>	<p>Outcome: Client file will reflect the development of a personalized nutrition care plan within 30 days of the initial assessment, signed by the Registered Dietitian (RD). The plan will include specific recommendations, goals, and the course of medical nutrition therapy to be provided. Documentation will also include updates to the plan every six months or more frequently if needed.</p>
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<p>Element #3: Follow-up and Monitoring</p> <p>Activities:</p> <ul style="list-style-type: none"> • Provide follow-up counseling sessions to clients regarding medical nutritional recommendations. • Discuss barriers clients may face in implementing nutrition recommendations. • Assess and address new nutritional needs as required. • Provide nutritional supplements to clients without medical insurance or those awaiting insurance approval. • Ensure ongoing support to help clients stay on track with their nutrition plan and health goals. 	<p>1,2,4,5,6</p>	<p>March 1, 2025 – February 28, 2026</p>	<p>Outcome: Client file will document all follow-up counseling sessions, including discussions on barriers to nutritional adherence, reassessments of nutritional needs, and provision of nutritional supplements to clients who are uninsured or waiting for insurance approval. Progress notes will track the client’s adherence to the nutrition care plan and adjustments made to support successful implementation.</p>
<p>Element #4: Nutritional Group</p> <p>Activities: The RD will facilitate group education sessions on nutrition, aimed at increasing clients' knowledge of healthy food choices, food/drug interactions, and side effects of medications associated with long-term HIV treatment. These sessions will also provide strategies to help clients meet their nutritional goals.</p>	<p>1,2,4,5,6</p>	<p>March 1, 2025 – February 28, 2026</p>	<p>Outcome: Client file will include documentation of group nutrition education sessions attended, including topics covered (e.g., healthy food choices, food/drug interactions, medication side effects). Participation will be tracked, and the file will show progress toward achieving nutritional goals set during the sessions.</p> <p>Group sign-in will be maintained in Nutrition Group binder and EMR at respective locations.</p>

<p>Element #5: Case Conferencing</p> <p>Activities: The RD will participate in case conferencing with Medical Case Management (MCM) staff and the primary care provider to discuss client progress, address any challenges, and collaborate on problem-solving to ensure optimal care coordination and health outcomes.</p>	1,2,4,5,6	March 1, 2025 – February 28, 2026	<p>Outcome: Client file will document participation in case conferencing meetings with the Medical Case Management (MCM) team and primary care provider. Documentation will include the issues discussed, actions taken, and any changes made to the client’s care plan as a result of collaborative problem-solving.</p>
<p>Element #6: Case Closure/Graduation</p> <p>Activities: The RD will facilitate case closure or graduation in accordance with established standards, whether initiated by the agency, self-disengagement, or successful graduation. The closure process will include a final review of the client's progress and the provision of recommendations for follow-up care or continued nutritional support as necessary.</p>	1,2,4,5,6	March 1, 2025 – February 28, 2026	<p>Outcome: Client file will include documentation of the case closure or graduation process, including the date, reason for closure, and any referrals made for continued care. The file will reflect whether closure was agency-initiated, due to self-disengagement, or graduation. If applicable, follow-up referrals or recommendations for ongoing support will be documented.</p>

SCOPE OF WORK – PART A

USE A SEPARATE SCOPE OF WORK FOR EACH PROPOSED SERVICE CATEGORY

Contract Number:	<i>Leave Blank</i>
Contractor:	Foothill AIDS Project
Grant Period:	March 1, 2025 – February 28, 2026
Service Category:	Medical Transportation Services
Service Goal:	To enhance clients’ access to health care or support services using multiple forms of transportation throughout the TGA
Service Health Outcomes:	Improve retention in care (at least 1 medical visit in each 6-month period) Improve viral suppression rate

	SA1 West Riv	SA2 Mid Riv	SA3 East Riv	SA4 San B West	SA5 San B East	SA6 San B Desert	FY 25/26 TOTAL
Proposed Number of Clients	90	10	6	0	212	45	363
Proposed Number of Visits = Regardless of number of transactions or number of units	810	90	54	0	1,908	405	3,267
Proposed Number of Units = Transactions or 15 min encounters <i>(See Attachment P)</i>	3,240	360	216	0	7,632	1,620	13,068

PLANNED SERVICE DELIVERY AND IMPLEMENTATION ACTIVITIES:	SERVICE AREA	TIMELINE	PROCESS OUTCOMES
<p>Element #1:</p> <ul style="list-style-type: none"> Activities: To provide <i>Bus passes</i> CM in collaboration with Eligibility Worker will determine client eligibility: HIV diagnosis, residency, income, purpose of trips and screening for other party payors. CM will document services ordered in client file. Staff will provide bus passes to clients and will enter service provided on Transportation Log. Transportation allowance is not to exceed \$40.00 monthly. Medical Transportation services will be provided to access services according to standard. 	1,2,3,5,6	03/01/2025 -02/28/26	<p>Client files will evidence eligibility screening for Ryan White funds as well as other party payors. Client file will document eligibility screening every six months and statement of need for bus pass. Client file will contain Consent for Services; HCC consent updated every three years, HIPPA Notification and Partner Services. Transportation Log will evidence client signature acknowledging receipt of bus pass. Bus Pass assistance will be documented in HCC.</p>
<p>Element #2:</p> <ul style="list-style-type: none"> Activities: To provide <i>Taxi service</i> CM in collaboration with Eligibility Worker will determine client eligibility: HIV diagnosis, residency, income, screening for other party payors, purpose and date of trip. CM will document services ordered in client file. Staff will order taxi service, notify clients of time and need to be ready on time. Staff will enter service provided on Taxi Services Binder. Services will be provided to access services according to standard. Transportation allowance is not to exceed \$40.00 monthly. Staff will document trip point of origin, destination and reason for trip. 	1,2,3,5,6	03/01/2025 -02/28/26	<p>Client files will evidence eligibility screening for Ryan White funds as well as other party payors. Client file will document eligibility screening every six months and statement of need for urgent trip. Client file will contain Consent for Services; HCC consent updated every three years, HIPPA Notification and Partner Services. Taxi Services Binder will provide evidence of taxi requests depicting points of origin and destination and statements of need for urgent trip. Services will be provided within San Bernardino County.</p>

<p>Element #3:</p> <p>· Activities: To provide <i>Gas cards</i> CM in collaboration with Eligibility Worker will determine client eligibility: HIV diagnosis, residency, income, screening for other party payors, purpose and date of trip. CM will document service provided in client file. Staff will log voucher disbursement in Gas Card Log. Services will be provided to access services according to</p>	1,2,3,5,6	03/01/2025 -02/28/26	<p>Client files will evidence eligibility screening for Ryan White funds as well as other party payors. Client file will document eligibility screening every six months and statement of need for gas voucher. Client file will contain Consent for Services; HCC consent updated every three years, HIPPA Notification and Partner Services.</p>
<p>standard. Transportation allowance is not to exceed \$40.00 monthly. Staff will document trip point of origin, destination and reason for trip.</p>			<p>acknowledging receipt of gas vouchers. Gas Voucher assistance will be documented in HCC.</p>
<p>Element #3:</p> <p>Activities: CM in collaboration with Eligibility Worker will determine client eligibility: HIV diagnosis, residency, income, screening for other party payors, purpose and date of trip. CM and Mobility Manager will document service provided in client file. Mobility Manager and CM will document trip point of origin, destination, date, and reason for trip.</p>	1,2,3,5,6	03/01/2025 -02/28/26	<p>Client files will evidence eligibility screening for Ryan White funds as well as other party payors. Client files will document eligibility screening every six months and statement of need for van trip. Client file will contain Consent for Services; ARIES consent updated every three years, HIPPA Notification and Partner Services. Excel Transportation will evidence client signature acknowledging receipt of van trips which will be documented in HCC.</p>

SCOPE OF WORK – PART A

USE A SEPARATE SCOPE OF WORK FOR EACH PROPOSED SERVICE CATEGORY

Contract Number:	<i>Leave Blank</i>
Contractor:	Foothill AIDS Project
Grant Period:	March 1, 2025 – February 28, 2026
Service Category:	Housing Services
Service Goal:	To provide shelter, on an emergency or temporary basis, to eligible clients throughout the TGA at risk for homelessness or with unstable housing to ensure that they have access to and/or remain in medical care.
Service Health Outcomes:	<ul style="list-style-type: none"> ✓ Improve retention in care (at least 1 medical visit in each -month period) ✓ Improve viral suppression rate ✓ Improve stable housing rate

Emergency Housing

	SA1 West Riv	SA2 Mid Riv	SA3 East Riv	SA4 San B West	SA5 San B East	SA6 San B Desert		FY 25/26 TOTAL
Proposed Number of Clients	12	4	0	4	14	8		42
Proposed Number of Visits (application) = Regardless of number of transactions or number of units	120	40	0	40	140	80		420
Proposed Number of Units (nights) = Transactions or 15 min encounters	480	160	0	160	560	320		1,680

Housing Case Management

	SA1 West Riv	SA2 Mid Riv	SA3 East Riv	SA4 San B West	SA5 San B East	SA6 San B Desert	FY 24/25 TOTAL
Proposed Number of Clients	0	0	0	12	48	14	74
Proposed Number of Visits = Regardless of number of transactions or number of units	0	0	0	120	480	140	740
Proposed Number of Units = Transactions or 15 min encounters <i>(See Attachment P)</i>	0	0	0	480	1920	560	2,960

Planned Service Delivery and Implementation Activities**Service Area****Timeline****Process Outcomes**

<p>Service Delivery Element #1: Emergency Housing</p> <p>Activities: Housing Case Manager (HCM) will provide Emergency housing assistance for a maximum of 90 nights (hotel/motel or rental assistance for up to 90 nights) per client <u>to 3</u> eligible clients throughout the TGA based on current TGA standards.</p>	1,2,4,5,6	1/2025- 2/28/2026	<p>Client files will evidence housing intake and assessment activities, including comprehensive housing plan, eligibility screening, as well as insurance/third party payor. Client file will document HIV status, acknowledgment of Partner Services, and proof of insurance, income and residency according to IEHPC standards.</p> <p>Client file will contain Consent for Services, HCC consent (updated every three years), HIPPA Notification and Partner Services Acknowledgment form. Client file will contain housing assistance vouchers and proof of payment, housing applications, leases, and any other required forms.</p> <p>Emergency housing assistance will be documented in progress note in HCC.</p>
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<p>Service Delivery Element #2: Housing Case Management</p> <ul style="list-style-type: none"> ▪ Activities: HCM will provide case management to 65 eligible clients assessed at high acuity level based on current TGA standards. HCM will conduct intake and assess housing needs and budgeting. ▪ HCM will conduct visits to clients in emergency housing on a weekly basis and number of contacts with clients will be determined according to acuity level. 	<p>4,5,6</p>	<p>3/1/2025- 2/28/2026</p>	<p>Client files will evidence housing intake and assessment activities, including comprehensive housing plan, eligibility screening, as well as insurance/third party payor. Client file will document HIV status, Acknowledgement of Partner Services, proof of insurance, income and residency according to IEHPC standards. Client files will contain Consent for Services, HCC consent (updated every three years), HIPAA Notification and Partner Services, and Acknowledgement form. Client file will contain housing assistance vouchers and proof of payment, housing applications, leases, etc. Emergency housing assistance will be documented in HCC. Client file will contain Housing Service Plan signed by client and HCM. Client file will contain budgeting form completed in conjunction with client and HCM. Contact with and on behalf of client will be documented in progress note entered in HCC.</p>
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SCOPE OF WORK – PART A

USE A SEPARATE SCOPE OF WORK FOR EACH PROPOSED SERVICE CATEGORY

Contract Number:	<i>Leave Blank</i>
Contractor:	Foothill AIDS Project
Grant Period:	March 1, 2025 – February 28, 2026
Service Category:	Emergency Financial Assistance
Service Goal:	To enable HIV service clients at risk of loss of utility services to remain connected, thus allowing them to maintain a stable living environment thereby improving quality of life and clinical health outcomes
Service Health Outcomes:	Improve retentions on care (at least 1 medical visit in each 6-month period) Improve viral load suppression rate

	SA1 West Riv	SA2 Mid Riv	SA3 East Riv	SA4 San B West	SA5 San B East	SA6 San B Desert		FY 25/26 TOTAL
Proposed Number of Clients	2	0	1	1	1	1		6
Proposed Number of Visits = Regardless of number of transactions or number of units	20	0	10	10	10	10		60
Proposed Number of Units = Transactions or 15 min encounters (See Attachment P)	80	0	40	40	40	40		240

<p>Service Delivery Element #1: Short Term Utility Financial Assistance</p> <p>Activities: The Housing Case Manager (HCM) will provide Emergency Financial Assistance for a maximum of 90 days (up to 3 months) for utility payments to eligible clients within the Targeted Geographic Area (TGA). The assistance will be provided based on the client's current financial need and eligibility criteria.</p>	<p>1,2,4,5,6</p>	<p>3/1/2025-2/28/2026</p>	<p>Client File Documentation for Housing Assistance:</p> <ol style="list-style-type: none"> 1. Housing Intake & Assessment Activities: <ul style="list-style-type: none"> ○ The client file will include evidence of housing intake and assessment activities. This includes a comprehensive housing plan, eligibility screening, and documentation of insurance or third-party payer information. 2. Health and Eligibility Documentation: <ul style="list-style-type: none"> ○ The client file will document the client's HIV status, an acknowledgment of Partner Services, and proof of insurance, income, and residency, as per IEHPC (Inland Empire HIV Planning Council) standards. 3. Consent Forms and Legal Acknowledgments: <ul style="list-style-type: none"> ○ The following documents will be included in the client file: <ul style="list-style-type: none"> ▪ Consent for Services ▪ HCC Consent ▪ ECW (E-Clinical Works) Consent ▪ HIPAA Notification ▪ Partner Services Acknowledgement Form 4. EFA (Emergency Financial Assistance) Documentation: <ul style="list-style-type: none"> ○ The client file will include the following housing-related documents: <ul style="list-style-type: none"> ▪ Utility assistance vouchers and proof of payment ▪ Housing applications ▪ Utility Bill (all pages) ▪ Any other required forms or supporting documentation for utility assistance 5. Emergency Financial Assistance Documentation: <ul style="list-style-type: none"> ○ Any emergency housing assistance provided will be documented in the progress note within HCC.
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SCOPE OF WORK – PART A

USE A SEPARATE SCOPE OF WORK FOR EACH PROPOSED SERVICE CATEGORY

Contract Number:	<i>Leave Blank</i>
Contractor:	Foothill AIDS Project
Grant Period:	March 1, 2025 – February 28, 2026
Service Category:	Early Intervention Services
Service Goal:	Quickly link HIV infected individuals to testing services, core medical services, and support services necessary to support treatment adherence and maintenance in medical care. Decreasing the time between acquisition of HIV and entry into care and decrease instances of out-of-care facility access to medications, decrease transmission, and improve health outcomes.
Service Health Outcomes:	<p>If RW-funded test: maintain 1.1% positivity rate or higher (targeted testing)</p> <p>Link newly diagnosed HIV+ medical care in 30 days or less</p> <p>Improve retention in care (at least 1 medical visit in each 6-month period)</p> <p>Improve viral suppression rate</p>

	SA1 West Riv	SA2 Mid Riv	SA3 East Riv	SA4 San B West	SA5 San B East	SA6 San B Desert	25/26 TOTAL
Proposed Number of Clients	70	35	0	15	200	12	332
Proposed Number of Visits = Regardless of number of transactions or number of units	700	350	0	150	2,000	120	3,320
Proposed Number of Units = Transactions or 15 min encounters (See Attachment P)	2,800	1,400	0	600	8,000	480	13,280

Planned Service Delivery and Implementation Activities	Service Area	Timeline	Process Outcomes
<p>Element #1: Outreach Encounters</p> <ul style="list-style-type: none"> Activities: Early Intervention Services Case manager (EISCM) will conduct one-on-one, in-depth encounters with members of targeted populations at risk and provide referral to HIV Testing and Counseling (HCT), Pre-exposure prophylaxis navigation, Sexually Transmitted Infections testing among others. 	1,2,4,5,6	3/1/2025- 2/28/2026	Client file will evidence encounters in case notes entered in HCC Anonymous Encounter module and on outreach logs
<p>Element #2: Community Collaboration</p> <ul style="list-style-type: none"> Activities: EISCM will Coordinate with local HIV Prevention Programs including surveillance activities of the Data to Care program from county public health departments. EISCM will participate in the End of HIV Epidemic (EHE) of Riverside and San Bernardino County. 	1,2,4,5,6	3/1/2025- 2/28/2026	FAP maintain collaboration with Riverside and San Bernardino DPH and other local prevention programs to coordinate outreach activities. Documentation of outreach activities and attendance to prevention meetings is kept in program binder.
<p>Element #3: Screening, Intake, Assessment</p> <ul style="list-style-type: none"> Activities: EISCM will conduct screening, intake and assess PLWH newly diagnosed or disengaged in care to identify and problem-solve barriers to care. 	1,2,4,5,6	3/1/2025- 2/28/2026	Client file will evidence in case note entered in HCC identification of barriers to care and plan to problem-solve such barriers via intake and assessment.

<p>Element #4:</p> <ul style="list-style-type: none"> Activities: EISCM will develop with client a referral plan to medical care, and support services. 	1,2,4,5,6	3/1/2025- 2/28/2026	Client file will evidence referrals to medical care and support services via the Referral Tracking Plan. Referrals to medical and support services along with their outcome will be documented in HCC. Referrals to testing will be documented in outreach log and sign- in sheet.
<p>Element #5:</p> <ul style="list-style-type: none"> Activities: EISCM will conduct HIV Testing and Counseling. Individuals who test HIV positive will be referred to confirmatory HIV testing and care should confirmatory test result is positive. 	1,2,4,5,6	3/1/2025- 2/28/2026	HIV Testing and counseling and referrals documentation will be maintained following approved HIV testing and counseling quality assurance
<p>Element #6:</p> <ul style="list-style-type: none"> Activities: EISCM will utilize Navigation model to connect newly diagnosed and reconnect those that have fallen out of care. Navigation is an evidence-based intervention from the Centers for Disease Control compendium. Navigation support relies on accompanying clients to medical appointments. 	1,2,4,5,6	3/1/2025- 2/28/2026	FAP follow-up/no contact protocol includes mail, community, home visit, and phone contact. Client file will evidence attempts to contact, education and support provided to address barriers to care. Attempts and contact with clients will be documented in HCC.
<p>Element #7:</p> <ul style="list-style-type: none"> Activities EIS CM will maintain formal linkages with traditional (prisons, homeless shelters, treatment centers, etc.) and non-traditional (faith- based organizations, community centers, hospitals, etc.) entry points 	1,2,4,5,6	3/1/2025- 2/28/2026	Memoranda of Understanding (MOU) are kept at Administration. Staff maintain a List of Collaborators (traditional and non-traditional) which depicts the name of the agency collaborating, the target population, the type and frequency of outreach activity to be provided at the site.

<p>Element #8:</p> <ul style="list-style-type: none"> Activities: EISCM Provide education/information regarding availability of testing and HIV care services to HIV+ those affected by HIV, and caregivers. <i>Activities that are exclusively HIV</i> 	1,2,4,5,6	3/1/2025- 2/28/2026	<p>Encounter files will evidence education of the HIV system of care in case notes entered in enteral log module. Sign-in sheets document location as well as attendees' information for outreach activities.</p>
<p>Element #9:</p> <ul style="list-style-type: none"> Activities: EISCM will utilize standardized, required documentation to record encounters, progress regarding linkage of referrals 	1,2,4,5,6	3/1/2025- 2/28/2026	<p>Client will file evidence use of standardized, required documentation to include EIS Consent form, Enrollment form and Progress report form among others.</p>
<p>Element #10:</p> <p>Activities: EISCM will maintain update, quantifiable, required documentation to accommodate reporting and evaluation.</p>	1,2,4,5,6	3/1/2025- 2/28/2026	<p>Encounters are documented in HCC. Referrals and their outcomes are documented in HCC. Outreach activities are documented in sign-in sheets and in the HCC Anonymous Contact dashboard. Case Manager will track health outcomes (viral load and CD4 as well as access to medical care services data.</p>

<p>Element #11: Activities Eligibility worker will collaborate with Early Intervention Case Manager to conduct eligibility certification and re-certification every six</p>	<p>1,2,4,5,6</p>	<p>3/1/2025- 2/28/2026</p>	<p>Client file will evidence documents supporting eligibility for services according to the IEHPC.</p>
<p>Element #12: Case Closure/Graduation Activities: EISCM will carry on case closure and transfer to another level of care according to standard.</p>	<p>1,2,4,5,6</p>	<p>3/1/2025- 2/28/2026</p>	<p>Client file will evidence date, reason for closure or transfer, referrals provided as appropriate in progress note entered in HCC. Case Manager will complete Client Status form which will be placed in client file.</p>

SCOPE OF WORK – PART A

USE A SEPARATE SCOPE OF WORK FOR EACH PROPOSED SERVICE CATEGORY

Contract Number:	<i>Leave Blank</i>
Contractor:	Foothill AIDS Project
Grant Period:	March 1, 2025 – February 28, 2026
Service Category:	Substance Abuse Services
Service Goal:	Minimize crisis situations and stabilize client’s substance use to maintain their participation in the medical care system.
Service Health Outcomes:	<p>Improve retention in care (at least 1 medical visit in each 6-month period)</p> <p>Improve viral load suppression rate</p> <p>A clinically significant reduction in level of substance use/abuse (12) individual or group sessions</p>

	SA1 West Riv	SA2 Mid Riv	SA3 East Riv	SA4 San B West	SA5 San B East	SA6 San B Desert	FY 25/26 TOTAL
Proposed Number of Clients	24	18	0	28	54	62	186
Proposed Number of Visits = Regardless of number of transactions or number of units	240	180	0	280	540	620	1,860
Proposed Number of Units = Transactions or 15 min encounters (See Attachment P)	960	720	0	1,120	2,160	2,480	7,440

Group Name and Description (must be HIV+ related)	Service Area of	Targeted Population	Open/ Closed	Expected Avg. Attend.	Session Length (hours)	Sessions per Week	Group Duration	Outcome Measures
Circle of Truth Nuevo Amencer The support group goal is to identify irrational beliefs and to refute them. The irrational belief	1,2,3,4,5	English Co-ed Spanish-Speaking	Open	8 8	1.5 hr. 1.5	1 2	On-going	Medical visits Viral loads Substance use/abuse self-report and/or equivalent tool

<p>would then be substituted with more rational or accurate beliefs, which should have an impact on the emotional response. Social and problem-solving skills will also be used to enable clients to develop non-substance use habits to adhere to their HIV care. HIV prevention risk- reduction including condom use as related to substance use is also discussed.</p>								
<p>Clean and Serene ✓ This support group focuses on Cognitive Behavioral content with an emphasis on practicing new coping skills in maintaining sobriety</p>	6	Co-ed	Open	8	1.5 hr	1 Weekly	On-going	<p>Medical visits Viral loads Substance use/abuse self-report and/or equivalent tool</p>

<p>Moving On</p> <ul style="list-style-type: none"> This group targets those who have lived with HIV for a number of years and who have a history of and/or current struggles with substance use. 	4,5	Co-ed	Open	8	1.5 hr	1 Weekly	On-gong	<p>Medical visits Viral loads Substance use/abuse self-report and/or equivalent tool</p>
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Planned Service Delivery and Implementation Activities	Service Area	Timeline	Process Outcomes
Element #1: Initial Assessment and Re-assessment <ul style="list-style-type: none"> · Activities: Initial individual substance abuse assessment Client will meet with Substance Use Disorder Counselor (SUDC) to complete initial assessment and reassessment. SUDC will conduct eligibility for services along with screening for Third Party payor. 	1,2,4,5,6	3/1/2025- 2/28/2026	Client files will document initial substance abuse assessment and reassessment along with and other outcome tracking data per program standards and entered in HCC. Client file will document statement of
Element #2: Development of Treatment Plan <ul style="list-style-type: none"> · Activities: Client and SUDC will meet to develop treatment plan 	1,2,4,5,6	3/1/2025- 2/28/2026	Client file will include initial and updated treatment plan and entered in HCC. Treatment plan will be updated at least every 120 days.
Element #3: Individual Counseling Session <ul style="list-style-type: none"> · Activities: Client will meet with SUDC for individual session 	1,2,4,5,6	3/1/2025- 2/28/2026	Client file will document session as case note and entered in HCC.
Element #4: Group Counseling <ul style="list-style-type: none"> · Activities: Group counseling session SUDC will convene weekly support group to discuss issues relevant to HIV/AIDS. For individual attending group sessions only, file will include assessment, and treatment plan. 	1,2,4,5,6.	3/1/2025- 2/28/2026	Group counseling documentation will be maintained via sign-in sheets and entered in HCC. For individual attending group sessions only, file will include assessment, and treatment plan.
Element #4: Case Conferencing <ul style="list-style-type: none"> · Activities: SUDC will participate in case conferencing to coordinate services and address identified issues 	1,2,4,5,6.	3/1/2025- 2/28/2026	Documentation of case conferencing will be kept in program binder.
Element #5: Referrals <ul style="list-style-type: none"> · Activities: Referral to other mental health professionals SUDC will meet with client to identify needed 	1,2,4,5,6	3/1/2025- 2/28/2026	Client file will document referral(s) provided to include referral information and follow-up on the

SCOPE OF WORK – PART A

USE A SEPARATE SCOPE OF WORK FOR EACH PROPOSED SERVICE CATEGORY

Contract Number:	<i>Leave Blank</i>
Contractor:	Foothill AIDS Project
Grant Period:	March 1, 2025 – February 28, 2026
Service Category:	Early Intervention Services - Minority AIDS Initiative
Service Goal:	Quickly link HIV infected <i>Latinx and African Americans</i> to testing services, core medical services, and support services necessary to support treatment adherence and maintenance in medical care. Decreasing the time between acquisition of HIV and entry into care and decreased instances of out-of-care facility access to medications, decreased transmission, and improved health outcomes.
Service Health Outcomes:	<ul style="list-style-type: none"> • If RW-funded test: maintain 1.1% positivity rate or higher (targeted testing) • Link Latinx and African American newly diagnosed HIV+ medical care in 30 days or less • Improve retention in care (at least 1 medical visit in each 6-month period) • Improve viral suppression rate

BLACK / AFRICAN AMERICAN	SA1 West Riv	SA2 Mid Riv	SA3 East Riv	SA4 San B West	SA5 San B East	SA6 San B Desert	FY 25/26 TOTAL
Number of Clients	21	21	0	12	74	5	133
Number of Visits = Regardless of number of transactions or number of units	210	210	0	120	740	50	1,330
Proposed Number of Units = Transactions or 15 min encounters (See Attachment P)	840	840	0	480	2,960	200	5,320
HISPANIC / LATINO	SA1 West Riv	SA2 Mid Riv	SA3 East Riv	SA4 San B West	SA5 San B East	SA6 San B Deser	FY 25/26 TOTAL
Number of Clients	82	82	0	25	130	150	469
Number of Visits = Regardless of number of transactions or number of units	820	820	0	250	1,300	1,500	4,690
Proposed Number of Units = Transactions or 15 min encounters (See Attachment P)	3,280	3,280	0	1,000	5,200	6,000	18,760
TOTAL MAI (sum of two tables above)	SA1 West Riv	SA2 Mid Riv	SA3 East Riv	SA4 San B	SA5 San B	SA6 San B	FY 25/26 TOTAL

Number of Clients	103	103	0	37	204	155		602
Number of Visits = Regardless of number of transactions or number of units	1,030	1,030	0	370	2,040	1,550		6,020
Proposed Number of Units = Transactions or 15 min encounters (See Attachment P)	4,120	4,120	0	1,480	8,160	6,200		24,080

Planned Service Delivery and Implementation Activities	Service Area	Timeline	Process Outcomes
Element #1: Outreach Encounters <ul style="list-style-type: none"> Activities: Early Intervention Services Case manager (EISCM) will conduct one-on-one, in-depth encounters with members of the Latinx and African American communities and provide referral to HIV Testing and Counseling (HCT), Pre-exposure prophylaxis navigation, Sexually Transmitted Infections testing among others. 	1,2,4,5,6	3/1/2025- 2/28/2026	Client file will evidence encounters in case notes entered in HCC Anonymous Encounter module and on outreach logs
Element #2: Community Collaboration <ul style="list-style-type: none"> Activities: EISCM will coordinate with local HIV Prevention Programs including surveillance activities of the Data to Care program from county public health departments. 	1,2,4,5,6	3/1/2025- 2/28/2026	FAP maintain collaboration with Riverside and San Bernardino DPH and other local prevention programs to coordinate outreach activities. Documentation of outreach activities and attendance to prevention meetings is kept in program binder.

<ul style="list-style-type: none"> EISCM will participate in the End of HIV Epidemic (EHE) of Riverside and San Bernardino County. 			
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<p>Element #3:</p> <ul style="list-style-type: none"> • Activities: EISCM will conduct HIV Testing and Counseling. Individuals who test HIV positive will be referred to confirmatory HIV testing and care should confirmatory test results be positive. 	1,2,4,5,6	3/1/2025- 2/28/2026	HIV Testing and counseling and referrals documentation will be maintained following approved HIV testing and counseling quality assurance
<p>Element #4: Screening, Intake, Assessment</p> <ul style="list-style-type: none"> • Activities: EISCM will conduct screening, intake and assess PLWH newly diagnosed or disengaged in care to identify and problem- solve barriers to care. 	1,2,4,5,6	3/1/2025- 2/28/2026	Client file will evidence in case notes entered in HCC identification of barriers to care and plan to problem-solve such barriers via intake and assessment.
<p>Element #5:</p> <ul style="list-style-type: none"> • Activities: EISCM will develop with client a referral plan to medical care and support services. 	1,2,4,5,6	3/1/2025- 2/28/2026	Client file will evidence referrals to medical care and support services via the Referral Tracking Plan. Referrals to medical and support services along with their outcome will be documented in HCC.
<p>Element #6:</p> <ul style="list-style-type: none"> • Activities: EISCM will utilize Navigation model to connect newly diagnosed and reconnect those that have fallen out of care. Navigation is an evidence-based intervention from the Centers for Disease Control compendium. Navigation support relies on accompanying clients to medical and other support service appointments to ensure linkage. 	1,2,4,5,6	3/1/2025- 2/28/2026	FAP follow-up/no contact protocol includes mail, community, home visit, and phone contact. Client files will evidence attempts to contact, education and support provided to address barriers to care. Attempts and contact with clients will be documented in HCC.
<p>Element #7:</p> <ul style="list-style-type: none"> • Activities EIS CM will maintain formal and informal linkages with traditional (prisons, homeless shelters, treatment centers, etc) and non- traditional (faith-based organizations, community centers, hospitals, etc.) entry points. 	1,2,4,5,6	3/1/2025- 2/28/2026	Memoranda of Understanding (MOU) are kept at Administration. Staff maintain a List of Collaborators (traditional and non-traditional) which depicts the name of the agency collaborating, the target population, the type and frequency of outreach activity to be provided at the site.

<p>Element #8:</p> <ul style="list-style-type: none"> Activities: EISCM Provide education/information regarding availability of testing and HIV care services to HIV+ those affected by HIV, and caregivers. <i>Activities that are exclusively HIV prevention education are prohibited.</i> 	1,2,4,5,6	3/1/2025- 2/28/2026	<p>Encounter files will evidence education of the HIV system of care in case notes entered in HCC and enteral logs. Sign-in sheets document location as well as attendees' information for outreach activities.</p>
<p>Element #9:</p> <ul style="list-style-type: none"> Activities: EISCM will utilize standardized, required documentation to record encounters, progress regarding linkage of referrals 	1,2,4,5,6	3/1/2025- 2/28/2026	<p>Client files will evidence using standardized, required documentation to include EIS Consent form, Enrollment form and Progress report form among others.</p>
<p>Element #10:</p> <p>Activities: EISCM will maintain update, quantifiable, required documentation to accommodate reporting and evaluation.</p>	1,2,4,5,6	3/1/2025- 2/28/2026	<p>Encounters are documented in HCC. Referrals and their outcomes are documented in HCC. Outreach activities are documented in sign-in sheets and outreach logs and entered in the HCC Anonymous Contact dashboard. Case Manager will track health outcomes (viral load and CD4 as well as access to medical care services data.</p>
<p>Element #11:</p> <p>Activities Eligibility worker will collaborate with Early Intervention Case Manager to conduct eligibility certification and re-certification every six months.</p>	1,2,4,5,6	3/1/2025- 2/28/2026	<p>Client file will evidence documents supporting eligibility for services according to the IEHPC.</p>
<p>Element #12: Case Closure/Graduation</p> <ul style="list-style-type: none"> Activities: EISCM will conduct on case closure and transfer to another level of care according to standard. 	1,2,4,5,6	3/1/2025- 2/28/2026	<p>Client file will evidence date, reason for closure or transfer, referrals provided as appropriate in progress note entered in HCC. Case Manager will complete Client Status form which will be placed in client file.</p>

Foothill AIDS Project
Ryan White Part - A
Line Item Budget
Budget Period 3/1/2025 - 2/28/2026

CQM FINAL Budget 8/5/25 \$95,768.00

	Salary	Program FTE	Program Cost	CQM Costs	Program Total
Personnel					
F. Kardous	\$ 85,120	0.50	\$ 42,560.00	\$ 42,560.00	\$ 42,560.00
S. Harma	\$ 21,500	0.60	\$ 12,900.00	\$ 12,900.00	\$ 12,900.00
L. Silvius	\$ 28,293	0.60	\$ 16,975.80	\$ 16,975.80	\$ 16,975.80
Personnel Subtotal			\$ 72,435.80	\$ 72,435.80	\$ 72,435.80
Fringe					
		Percent	Program Cost	CQM Costs	Program Total
FICA		7.5%	\$ 5,432.69	\$ 5,432.69	\$ 5,432.69
Staff Insurance (Health)		8.0%	\$ 5,794.86	\$ 5,794.86	\$ 5,794.86
Disability (SUI)		2.1%	\$ 1,521.15	\$ 1,521.15	\$ 1,521.15
Worker's Compensation		1.4%	\$ 1,014.10	\$ 1,014.10	\$ 1,014.10
Fringe Subtotal		19.0%	\$ 13,762.80	\$ 13,762.80	\$ 13,762.80
Total Personnel			\$ 86,198.60	\$ 86,198.60	\$ 86,198.60
Supplies					
			Program Cost	CQM Costs	Program Total
Equipment < \$5,000			\$ 1,959.97	\$ 1,959.97	\$ 1,959.97
Office: Supplies / Furniture			\$ 455.20	\$ 455.20	\$ 455.20
Printing/Advertising Costs*			\$ 63.60	\$ 63.60	\$ 63.60
Postage			\$ 30.23	\$ 30.23	\$ 30.23
Supplies Total			\$ 2,509.00	\$ 2,509.00	\$ 2,509.00
Other					
			Program Cost	CQM Costs	Program Total
Rent*			\$ 4,838.95	\$ 4,838.95	\$ 4,838.95
Telephone/Communication			\$ 580.69	\$ 580.69	\$ 580.69
Utlilities* (Waste/Gas/Lights/Water)			\$ 1,198.33	\$ 1,198.33	\$ 1,198.33
Licenses (Essential Software/Staff Licenses)			\$ 100.00	\$ 100.00	\$ 100.00
Repair & Maintenance			\$ 342.43	\$ 342.43	\$ 342.43
Other Total			\$ 7,060.40	\$ 7,060.40	\$ 7,060.40
CQM				\$ 95,768.00	\$ 95,768.00
\$				\$ 95,768.00	\$ 95,768.00

% 100% 100%

Foothill AIDS Project
 Ryan White Part - A
 Line Item Budget
 Budget Period 3/1/2025 - 2/28/2026
 CQM-Narrative

Direct Costs				\$ 72,435.80
CQM		FINAL Budget 8/5/25		
CQM	1	F. Kardous - Quality Assurance Manager 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.	0.50	\$ 42,560.00
CQM	2	S. Harma - QA Assistance 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.	0.60	\$ 12,900.00
CQM	2	L. Silvius - QA Assistance 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.	0.60	\$ 16,975.80
Fringe Calculated at 19%: FICA 7.5%, Worker's Comp 1.4%, State Unemployment Insurance 2.1% and Health Insurance 8.0% =				\$ 13,762.80
Supplies				\$ 2,509.00
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				\$ 455.20
Direct Program: cost with a allocation @ 0.019791304% of annual cost: \$23,000.00 = \$455.20 funding avail =				
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.				\$ 1,959.97
Facility: shared cost with a allocation @ 0.019791304% of annual cost: \$99,032.00 = \$1,959.97 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.				\$ 63.60
Facility: shared cost with a allocation @ 0.019800557% of annual cost: \$8,975.00 = \$177.71 funding avail =				
Postage: Mail appointment reminder cards, referrals and/or certification eligibility.				\$ 30.23
Direct Program: cost with a allocation @ 0.0198020% of annual cost: \$1,662.00 = \$32.91 funding avail =				
Other				\$ 7,060.40
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) =				\$ 4,838.95
Facility: shared cost with a allocation @ 0.0553% of annual cost: \$99,983.00 = \$5,529.06 funding avail =				
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) =				\$ 580.69
Facility: shared cost with a allocation @ 0.055303808% of annual cost: \$10,500.00 = \$580.69 funding avail =				
Utilities expenses , lights, water and trash (based on previous year(s) expense) =				\$ 1,198.33
Facility: shared cost with a allocation @ 0.0553% of annual cost: \$43,400.00 = \$2,400.02 funding avail =				
Licenses (Essential Software/Staff Licenses) - Computer Software licenses and update graded Microsoft Office				\$ 100.00
Direct Program: cost with a allocation @ 0.0553% of annual cost: \$11,480.00 = \$634.84 funding avail =				
Repair & Maintenance , AC/Heating, plumbing, carpet/fixtures etc, (based on previous year(s) expense) =				\$ 342.43
Direct Program: cost with a allocation @ 0.0553% of annual cost: \$45,600.00 = \$2,521.68 funding avail =				
Direct Costs Total				\$ 95,768.00

Foothill AIDS Project
 Ryan White Part - A
 Line Item Budget
 Budget Period 3/1/2025 - 2/28/2026

EIS **FINAL Budget 8/5/25** \$186,903.00

	Salary	Program FTE	Program Cost	Direct Costs	Admin Costs	Program Total
Personnel						
L. Pinedo	\$ 79,040	0.40	\$ 31,616.00	\$ 31,616.00	\$ -	\$ 31,616.00
A. Peeples - Claremont (6 months)	\$ 55,750	0.40	\$ 22,300.00	\$ 22,300.00	\$ -	\$ 22,300.00
L. Gastelum - San Bern.	\$ 55,750	0.20	\$ 11,150.00	\$ 11,150.00	\$ -	\$ 11,150.00
C. Orozco - Riverside	\$ 54,250	0.20	\$ 10,850.00	\$ 10,850.00	\$ -	\$ 10,850.00
A. Albandak - EW	\$ 54,250	0.25	\$ 13,562.50	\$ 13,562.50	\$ -	\$ 13,562.50
L. Stowers (6months)	\$ 75,000	0.03	\$ 2,250.00	\$ -	\$ 2,250.00	\$ 2,250.00
A. Cespedes	\$ 71,201	0.06	\$ 4,272.07	\$ -	\$ 4,272.07	\$ 4,272.07
N. Patterson	\$ 49,920	0.02	\$ 998.40	\$ -	\$ 998.40	\$ 998.40
A. De Los Reyes	\$ 57,200	0.02	\$ 1,144.00	\$ -	\$ 1,144.00	\$ 1,144.00
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
Personnel Subtotal			\$ 100,666.67	\$ 89,478.50	\$ 11,188.17	\$ 100,666.67
Fringe						
		Percent	Program Cost	Direct Costs	Admin Costs	Program Total
FICA		7.5%	\$ 7,550.00	\$ 6,710.89	\$ 839.11	\$ 7,550.00
Staff Insurance (Health)		8.0%	\$ 8,053.33	\$ 7,158.28	\$ 895.05	\$ 8,053.33
Disability (SUI)		2.1%	\$ 2,114.00	\$ 1,879.05	\$ 234.95	\$ 2,114.00
Worker's Compensation		1.4%	\$ 1,409.33	\$ 1,252.70	\$ 156.63	\$ 1,409.33
Fringe Subtotal		19.0%	\$ 19,126.67	\$ 17,000.92	\$ 2,125.75	\$ 19,126.67
Total Personnel			\$ 119,793.34	\$ 106,479.42	\$ 13,313.92	\$ 119,793.34
Consultant:						
Medix (Case Mgr.) 10 months	\$ 48,500	0.35	\$ 16,975.00	\$ 16,975.00	\$ -	\$ 16,975.00
CLIA Medical Director	\$ 48,000	0.25	\$ 12,000.00	\$ 12,000.00	\$ -	\$ 12,000.00
STI Testing	\$ 27,000	0.25	\$ 6,750.00	\$ 6,750.00	\$ -	\$ 6,750.00
Personnel Subtotal			\$ 35,725.00	\$ 35,725.00	\$ -	\$ 35,725.00
Travel						
			Program Cost	Direct Costs	Admin Costs	Program Total
Local Travel (Mileage)			\$ 239.86	\$ 130.65	\$ 109.21	\$ 239.86
Travel Total			\$ 239.86	\$ 130.65	\$ 109.21	\$ 239.86
Supplies						
			Program Cost	Direct Costs	Admin Costs	Program Total
Equipment < \$5,000			\$ 3,673.40	\$ 3,474.49	\$ 198.91	\$ 3,673.40
Office: Supplies / Furniture			\$ 1,909.05	\$ 1,779.24	\$ 129.81	\$ 1,909.05
Program / Medical Supplies	20000	0.25	\$ 6,676.59	\$ 6,576.59	\$ 100.00	\$ 6,676.59
Printing/Advertising Costs*			\$ 165.34	\$ 163.00	\$ 2.34	\$ 165.34
Training /conference			\$ 901.00	\$ 800.00	\$ 101.00	\$ 901.00
Postage			\$ 70.82	\$ 23.45	\$ 47.37	\$ 70.82
Supplies Total			\$ 13,396.20	\$ 12,816.77	\$ 579.43	\$ 13,396.20
Contractual						
			Program Cost	Direct Costs	Admin Costs	Program Total
Kwan & Company CPA Inc			\$ 1,000.05	\$ -	\$1,000.05	\$ 1,000.05
Eliene Wong			\$ 259.63	\$ -	\$259.63	\$ 259.63
Insight HR			\$ 1,459.52	\$ -	\$1,459.52	\$ 1,459.52
Risk Management Consultant			\$ 139.21	\$ -	\$139.21	\$ 139.21
Contractual Total			\$ 2,858.41	\$ -	\$ 2,858.41	\$ 2,858.41
Other						
			Program Cost	Direct Costs	Admin Costs	Program Total
Rent*			\$ 9,525.90	\$ 8,518.96	\$ 1,006.94	\$ 9,525.90
Telephone/Communication			\$ 1,679.16	\$ 1,448.58	\$ 230.58	\$ 1,679.16
Outreach Event Fees / Insurance*		2 per yr.	\$ 600.00	\$ 600.00	\$ -	\$ 600.00
Utilities* (Waste/Gas/Lights/Water)			\$ 1,492.02	\$ 1,357.67	\$ 134.35	\$ 1,492.02
Licenses (Essential Software/Staff Licenses)			\$ 244.94	\$ 64.94	\$ 180.00	\$ 244.94
Repair & Maintenance			\$ 1,348.18	\$ 1,070.71	\$ 277.47	\$ 1,348.18
Other Total			\$ 14,890.19	\$ 13,060.85	\$ 1,829.34	\$ 14,890.19
Direct			\$ 186,903.00	\$ 168,212.69	\$ -	\$ 168,212.69
Admin			\$ -	\$ -	\$ 18,690.31	\$ 18,690.31
\$			\$ 186,903.00	\$ 168,212.69	\$ 18,690.31	\$ 186,903.00
%			100%	90%	10%	100%

Foothill AIDS Project
 Ryan White Part - A
 Line Item Budget
 Budget Period 3/1/2025 - 2/28/2026
 EIS - Narrative

Direct Costs **FINAL Budget 8/5/25**

Personnel	FTE =	1.45	\$	89,478.50
1 L. Pinedo, Manager of Program 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.	0.40		\$	31,616.00
2 A. Peeples - Claremont (6 months) 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.	0.40		\$	22,300.00
3 L. Gastelum - San Bern. 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.	0.20		\$	11,150.00
4 C. Orozco - Riverside 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.	0.20		\$	10,850.00
6 A. Albandak - EW Collect and verify required eligibility documentation for receipt of services, review program requirements and procedures, including eligibility factors; conduct home visits when required for the purpose of obtaining and verifying information, advising clients of deadlines, timeframes and necessary actions to be taken, working with clients who need assistance in gathering appropriate documentation, regularly review and update case files to ensure appropriate documentation is in place.	0.25		\$	13,562.50

Fringe	\$ 17,000.92
Calculated at 19%: FICA 7.5%, Worker's Comp 1.4%, State Unemployment Insurance 2.1% and Health Insurance 8.0% =	\$ 17,000.92

Travel	\$ 130.65
Local Travel for 1 personnel to engage clients at home or at other locations for linkage to care purposes.	
19.796 miles/mon. \$0.55 cents per mil 12 month(s) =	\$ 130.65

Contractual	\$35,725.00
Medix Staff - A. Peeples 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. Medical Director: cost with a allocation @ 35% of annual cost: \$48,500.00 = \$16,975.00 funding avail = \$16,975.00	
CLIA Director - Dr. Richie 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/75%MAI Medical Director: cost with a allocation @ 25% of annual cost: \$48,000.00 = \$12,000.00 funding avail = \$12,000.00	
STI Testing LLC: Consultant: PS Test medical staff to administer on-site STI testing twice a month: 25%EIS/75%MAI 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)	\$ 12,816.77
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 @ 3.51% of annual cost: \$99,032.00 = \$3,476.02 funding avail = 3,474.49	
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 @ 3.51% of annual cost: \$53,300.00 = \$1,870.83 funding avail = 1,779.24	
Program/Medical Supplies: Cost of program outreach materials (safety sex products; condoms, educational workbooks etc.) , to include HIV Testing kits 22 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 =	6,576.59
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 @	3.51%	of annual cost:	\$9,690.00	=	\$340.12	funding avail =	163.00
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 @	100%	of annual cost:	\$800.00	=	\$800.00	funding avail =	800.00
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:	\$65.64	=	\$65.64	funding avail =	23.45

Other

\$ 13,060.85

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 @	3.51%	of annual cost:	\$251,800.00	=	\$8,838.18	funding avail =	\$ 8,518.96
Event Permits/Registrations - Three events, Outreach events previous year(s) expense) =							
Facility: shared cost with a allocation @	100.00%	of annual cost:	\$600.00	=	\$600.00	funding avail =	\$ 600.00
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 @	3.51%	of annual cost:	\$47,580.00	=	\$1,670.06	funding avail =	\$ 1,448.58
Utilities: (San Bernardino/Riverside) expenses, lights, water and trash/bio waste (based on previous year(s) expense) =							
Facility: shared cost with a allocation @	3.51%	of annual cost:	\$38,680.00	=	\$1,357.67	funding avail =	\$ 1,357.67
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 @	3.51%	of annual cost:	\$1,850.00	=	\$64.94	funding avail =	\$ 64.94
Repair & Maintenance; (San Bernardino/Riverside) AC/Heating, plumbing, carpet/fixtures, etc, (based on previous year(s) expense) =							
Direct Program: cost with a allocation @	3.51%	of annual cost:	\$33,480.00	=	\$1,175.15	funding avail =	\$ 1,070.71

Direct Costs Total

\$ 168,212.69

Administrative Costs

Personnel	FTE	Annual Salary	0.10		
L. Stowers, Executive Director	0.03	\$75,000.00			\$ 2,250.00
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	0.06	\$71,201.00			\$ 4,272.07
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.					
N. Patterson - Program Support	0.02	\$49,920.00			\$ 998.40
Answer phones, filing, making copies					
A. De Los Reyes - Program Support	0.02	\$57,200.00			\$ 1,144.00
Answer phones, filing, making copies					
C. Hicks, Grants Manager	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.					
S. Martinez, Operations Manager	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.					

Fringe

\$ 2,125.75

Calculated at 19%: FICA 7.5%, Worker's Comp 1.4%, State Unemployment Insurance 2.1% and Health Insurance 8.0% =	\$ 2,125.75
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Travel

\$ 109.21

Travel for personnel to engage community program collaborations for linkage to care purposes.						
Local	16.547	miles/mon.	\$0.55	cents per mil	12 month(s) =	\$ 109.21

Supplies

\$ 579.43

	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 @	1.66666%	of annual cost:	\$65,566.40	=	\$1,092.77	funding avail =	\$ 198.91
	Office Supplies: 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 @	1.66666%	of annual cost:	\$59,339.84	=	\$988.99	funding avail =	\$ 129.81
	Office Program Supplies: General First AIDS supplies and drinking water (based on previous year(s) expense) =						
Admin Facility: shared cost with a allocation @	1.667025%	of annual cost:	\$19,339.84	=	\$322.40	funding avail =	\$ 100.00
	Printing/Duplication: 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 @	1.66666%	of annual cost:	\$9,602.40	=	\$160.04	funding avail =	\$ 2.34
	Postage: Mail proposals, invoices for reimbursement, certifications, state license and insurances, (based on previous year(s) expense) =						
Admin Facility: shared cost with a allocation @	1.66666%	of annual cost:	\$3,000.00	=	\$50.00	funding avail =	\$ 47.37
	Training - Eclinical data base training, fire safety, active shooter training						
Admin Facility: shared cost with a allocation @	1.66666%	of annual cost:	\$16,500.00	=	\$275.00	funding avail =	\$ 101.00

Contractual

\$2,858.41

	Kwan & Company CPA Inc	Annual Independent Auditor, prepares Financial Statements, 990s, (based on direct FTE allocation) =					
Facilities: shared cost with a allocation @	6.67%	of annual cost:	\$30,300.00	=	\$2,021.01	funding avail =	\$1,000.05
	Ellene Wong	Monthly accounting (reconciliation) services, (based on previous year(s) expense) =					
Facilities: shared cost with a allocation @	6.67%	of annual cost:	\$7,400.00	=	\$493.58	funding avail =	\$259.63
	Insight HR	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:	\$42,400.00	=	\$2,828.08	funding avail =	\$1,459.52
	Risk Management Consultant	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:	\$18,219.00	=	\$1,215.21	funding avail =	\$139.21

Other

\$ 1,829.34

	Rent*	Office lease facility expenses (Claremont Admin), (based on previous year(s) expense) =					
Admin Facility: shared cost with a allocation @	1.66667%	of annual cost:	\$66,391.60	=	\$1,106.53	funding avail =	\$ 1,006.94
	Telephone/Communication	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 @	1.66666%	of annual cost:	\$41,860.47	=	\$697.67	funding avail =	\$ 230.58
	Utlilities*	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 @	1.66667%	of annual cost:	\$47,261.82	=	\$787.70	funding avail =	\$ 134.35
	Certifications / Licenses	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					
Admin Facility: shared cost with a allocation @	1.66667%	of annual cost:	\$10,861.03	=	\$181.02	funding avail =	\$ 180.00
	Repair & Maintenance	Repair & Maintenance, AC/Heating, plumbing,etc, (based on previous year(s) expense) =					
Admin Facility: shared cost with a allocation @	1.66667%	of annual cost:	\$17,104.28	=	\$285.07	funding avail =	\$ 277.47

Admin Costs Total							\$ 18,690.31
	GRAND TOTAL						\$ 186,903.00

Foothill AIDS Project
Ryan White Part - A
Line Item Budget
Budget Period 3/1/2025 - 2/28/2026
FINAL Budget 8/5/25 \$355,262.00

Non-Medical CM

	Salary	Program FTE	Program Cost	Direct Costs	Admin Costs	Program Total
Personnel						
L. Pinedo , Program Manager / M. Francois	\$ 79,040	0.10	\$ 7,904.00	\$ 7,904.00	\$ -	\$ 7,904.00
A. Estrada -Riverside	\$ 58,000	0.85	\$ 49,300.00	\$ 49,300.00	\$ -	\$ 49,300.00
B. Thomas - (1.7 months)	\$ 7,884	0.45	\$ 3,547.80	\$ 3,547.80	\$ -	\$ 3,547.80
M. Lewis - San Bern	\$ 58,240	0.85	\$ 49,504.00	\$ 49,504.00	\$ -	\$ 49,504.00
T. Knight - San Bern	\$ 58,300	0.85	\$ 49,555.00	\$ 49,555.00	\$ -	\$ 49,555.00
A. Albandak - EW	\$ 54,250	0.40	\$ 21,700.00	\$ 21,700.00	\$ -	\$ 21,700.00
L. Stowers	\$ 150,000	0.03	\$ 4,500.00	\$ -	\$ 4,500.00	\$ 4,500.00
A. Cespedes	\$ 71,201	0.06	\$ 4,272.07	\$ -	\$ 4,272.07	\$ 4,272.07
N. Patterson	\$ 49,920	0.02	\$ 998.40	\$ -	\$ 998.40	\$ 998.40
A. De Los Reyes	\$ 57,200	0.02	\$ 1,144.00	\$ -	\$ 1,144.00	\$ 1,144.00
C. Hicks	\$ 63,648	0.02	\$ 1,272.96	\$ -	\$ 1,272.96	\$ 1,272.96
S. Martinez	\$ 62,537	0.16	\$ 10,005.94	\$ -	\$ 10,005.94	\$ 10,005.94
Personnel Subtotal			\$ 203,704.17	\$ 181,510.80	\$ 22,193.37	\$ 203,704.17
Fringe						
		Percent	Program Cost	Direct Costs	Admin Costs	Program Total
FICA		7.5%	\$ 15,277.81	\$ 13,613.31	\$ 1,664.50	\$ 15,277.81
Staff Insurance (Health)		8.0%	\$ 16,296.33	\$ 14,520.86	\$ 1,775.47	\$ 16,296.33
Disability (SUI)		2.1%	\$ 4,277.79	\$ 3,811.73	\$ 466.06	\$ 4,277.79
Worker's Compensation		1.4%	\$ 2,851.86	\$ 2,541.15	\$ 310.71	\$ 2,851.86
Fringe Subtotal		19.0%	\$ 38,703.79	\$ 34,487.05	\$ 4,216.74	\$ 38,703.79
Total Personnel			\$ 242,407.96	\$ 215,997.85	\$ 26,410.11	\$ 242,407.96
Personnel Without Benefits						
Medix (Case Mgr.) 6 months	\$ 32,361.64	0.50	\$ 16,180.82	\$ 16,180.82	\$ -	\$ 16,180.82
Medix (Case Mgr.) 6 months	\$ 47,798	0.85	\$ 40,628.30	\$ 40,628.30	\$ -	\$ 40,628.30
Personnel Subtotal			\$ 56,809.12	\$ 56,809.12	\$ -	\$ 56,809.12
Travel						
			Program Cost	Direct Costs	Admin Costs	Program Total
Local Travel (Mileage)			\$ 342.20	\$ 150.00	\$ 192.20	\$ 342.20
Travel Total			\$ 342.20	\$ 150.00	\$ 192.20	\$ 342.20
Supplies						
			Program Cost	Direct Costs	Admin Costs	Program Total
Equipment < \$5,000			\$ 7,216.70	\$ 6,950.00	\$ 266.70	\$ 7,216.70
Office Program Supplies			\$ 380.00	\$ -	\$ 380.00	\$ 380.00
Office: Supplies / Furniture			\$ 2,087.95	\$ 1,913.89	\$ 174.06	\$ 2,087.95
Printing/Advertising Costs*			\$ 315.32	\$ 312.87	\$ 2.45	\$ 315.32
Training			\$ 1,098.00	\$ 998.00	\$ 100.00	\$ 1,098.00
Postage			\$ 186.57	\$ 101.14	\$ 85.43	\$ 186.57
Supplies Total			\$ 11,284.54	\$ 10,275.90	\$ 1,008.64	\$ 11,284.54
Contractual						
			Program Cost	Direct Costs	Admin Costs	Program Total
Kwan & Company CPA Inc			\$ 1,446.12	\$ -	\$ 1,446.12	\$ 1,446.12
Accounting fees			\$ 519.25	\$ -	\$ 519.25	\$ 519.25
Insight HR			\$ 2,619.04	\$ -	\$ 2,619.04	\$ 2,619.04
Risk Management Consultant			\$ 1,278.41	\$ -	\$ 1,278.41	\$ 1,278.41
Contractual Total			\$ 5,862.82	\$ -	\$ 5,862.82	\$ 5,862.82
Other						
			Program Cost	Direct Costs	Admin Costs	Program Total
Rent*			\$ 31,951.68	\$ 30,436.07	\$ 1,515.61	\$ 31,951.68
Telephone/Communication			\$ 3,775.21	\$ 3,586.53	\$ 188.68	\$ 3,775.21
Licenses (Ins./Essential Software/Staff Licenses)			\$ 119.10	\$ -	\$ 119.10	\$ 119.10
Utilities* (Waste/Gas/Lights/Water)			\$ 438.90	\$ 338.90	\$ 100.00	\$ 438.90
Repair & Maintenance			\$ 2,270.47	\$ 2,141.42	\$ 129.05	\$ 2,270.47
Other Total			\$ 38,555.36	\$ 36,502.92	\$ 2,052.44	\$ 38,555.36
Direct			\$ 355,262.00	\$ 319,735.79		\$ 319,735.79
Admin					\$ 35,526.21	\$ 35,526.21
\$			\$ 355,262.00	\$ 319,735.79	\$ 35,526.21	\$ 355,262.00
%			100%	90%	10%	100%

Foothill AIDS Project
 Ryan White Part - A
 Line Item Budget
 Budget Period 3/1/2025 - 2/28/2026
CM - Narrative

Direct Costs **FINAL Budget 8/5/25**

Personnel	FTE	2.20	\$	181,510.80
L. Pinedo , Program Manager / M. Francois 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.	0.10		\$	7,904.00
A. Estrada, Case Manager 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.	0.85		\$	49,300.00
M. Lewis, Case Manager 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.	0.85		\$	49,504.00
B. Thomas, Case Manager 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.	0.45		\$	3,547.80
T. Knight, Case Manager 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.	0.85		\$	49,555.00
A. Albandak - EW Collect and verify required eligibility documentation for receipt of services, review program requirements and procedures, including eligibility factors; conduct	0.40		\$	21,700.00

Fringe	\$	34,487.05
Calculated at 19%: FICA 7.5%, Worker's Comp 1.4%, State Unemployment Insurance 2.1% and Health Insurance 8.0% =	\$	34,487.05

Travel	\$	150.00
Local Travel for 1 personnel to engage clients at home or at other locations for linkage to care purposes.		
22.727 miles/mon. \$0.55 cents per mil 12 month(s) =	\$	150.00

Contractual	\$	56,809.12
Medix Staff - A. Peebles General responsibilities include providing support and counseling activities; conducting HIV support groups, client assessments, and one-on-one- Mental Health Clinician: allocation @ 0.5% of annual cost: \$16,180.82 = \$16,180.82 funding avail = \$16,180.82		
Medix Staff - A. Peebles General responsibilities include providing support and counseling activities; conducting HIV support groups, client assessments, and one-on-one- Mental Health Clinician: allocation @ 85% of annual cost: \$40,628.30 = \$40,628.30 funding avail = \$ 40,628.30		

Supplies: (Claremont/San Bernardino/Riverside/Hesperia)	\$	10,275.90
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 @ 9.40% of annual cost: \$291,842.00 = \$27,433.15 funding avail = 6,950.00		
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 @ 9.40% of annual cost: \$53,300.00 = \$5,010.20 funding avail = 1,913.89		
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 @ 9.40% of annual cost: \$10,975.00 = \$1,031.65 funding avail = 312.87		
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 @	100.00%	of annual cost:	\$998.00	=	\$998.00	funding avail =	998.00
	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:	\$101.67	=	\$101.67	funding avail =	101.14

Other **\$ 36,502.92**

	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 @	9.40%	of annual cost:	\$331,842.00	=	\$31,193.15	funding avail =	\$ 30,436.07
	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 @	9.40%	of annual cost:	\$56,348.00	=	\$5,296.71	funding avail =	\$ 3,586.53
	Utilities expenses , lights, water and trash/bio waste (based on previous year(s) expense) =							
	Facility: shared cost with a allocation @	9.40%	of annual cost:	\$43,400.00	=	\$4,079.60	funding avail =	\$ 338.90
	Repair & Maintenance , AC/Heating, plumbing, carpet/fixtures etc, (based on previous year(s) expense) =							
	Direct Program: cost with a allocation @	9.40%	of annual cost:	\$38,260.00	=	\$3,596.44	funding avail =	\$ 2,141.42

Direct Costs Total **\$ 319,735.79**

Administrative Costs

Personnel	FTE	Annual Salary	0.27	\$	22,193.37
L. Stowers, Executive Director	0.03	\$150,000.00		\$	4,500.00
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	0.06	\$71,201.10		\$	4,272.07
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.					
N. Patterson - Program Support	0.02	\$49,920.00		\$	998.40
Answer phones, filing, making copies					
A. De Los Reyes - Program Support	0.02	\$57,200.00		\$	1,144.00
Answer phones, filing, making copies					
C. Hicks, Grants Manager	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.					
S. Martinez, Operations Manager	0.16	\$62,537.00		\$	10,005.94
Responsible for assisting in the development and implementation of policies, procedures, and best practices that enhance the delivery of a high customer services.					

Fringe **\$ 4,216.74**

Calculated at 19%: FICA 7.5%, Worker's Comp 1.4%, State Unemployment Insurance 2.1% and Health Insurance 8.0% =	\$	4,216.74
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Travel **\$ 192.20**

Travel for personnel to engage community program collaborations for linkage to care purposes.							
Local	29.121	miles/mon.	\$0.55	cents per mil	12	month(s) =	\$ 192.20

Supplies **\$ 1,008.64**

	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 @	1.94%	of annual cost:	\$65,566.84	=	\$1,272.00	funding avail =	\$ 266.70
	Office Program Supplies: General First AIDS supplies group food and drinking water (based on previous year(s) expense) =							
	Admin Facility: shared cost with a allocation @	1.94%	of annual cost:	\$19,650.00	=	\$381.21	funding avail =	\$ 380.00
	Office Supplies: 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 =	\$ 174.06

	Printing/Duplication: 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 @	1.94%	of annual cost:	\$9,600.00	=	\$186.24	funding avail = \$ 2.45
	Postage: 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:	\$4,500.00	=	\$87.30	funding avail = \$ 85.43
	Training - 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 = \$ 100.00

Contractual

\$5,862.82

	Kwan & Company CPA Inc	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 = \$1,446.12
	Ellene Wong	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 = \$519.25
	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 @	4.9000%	of annual cost:	\$55,000.00	=	\$2,695.00	funding avail = \$2,619.04
	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 @	4.9000%	of annual cost:	\$27,000.00	=	\$1,323.00	funding avail = \$1,278.41

Other

\$ 2,052.44

	Rent*	Office lease facility expenses, (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	1.94%	of annual cost:	\$99,983.00	=	\$1,939.67	funding avail = \$ 1,515.61
	Telephone/Communication	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 = \$ 188.68
	Certifications / Licenses	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 @	1.60%	of annual cost:	\$30,907.73	=	\$494.52	funding avail = \$ 119.10
	Utilities*	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 = \$ 100.00
	Repair & Maintenance	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 = \$ 129.05

Admin Costs Total							\$ 35,526.21
	GRAND TOTAL						\$ 355,262.00

Foothill AIDS Project
 Ryan White Part - A
 Line Item Budget
 Budget Period 3/1/2025 - 2/28/2026

FOOD		FINAL Budget 8/5/25				\$391,678.00
	Salary	Program FTE	Program Cost	Direct Costs	Admin Costs	Program Total
Personnel						
A. Estrada - Riverside	\$ 58,000	0.10	\$ 5,800.00	\$ 5,800.00	\$ -	\$ 5,800.00
B. Thomas - Hesp (1 month)	\$ 4,854	0.10	\$ 485.40	\$ 485.40	\$ -	\$ 485.40
M. Lewis - San Bern	\$ 42,240	0.10	\$ 4,224.00	\$ 4,224.00	\$ -	\$ 4,224.00
T. Knight - San Bern	\$ 58,300	0.10	\$ 5,830.00	\$ 5,830.00	\$ -	\$ 5,830.00
A. Peeples - Clar. (7 months)	\$ 38,866	0.10	\$ 3,886.60	\$ 3,886.60	\$ -	\$ 3,886.60
L. Gastelum / N. Patterson -	\$ 55,750	0.10	\$ 5,575.00	\$ 5,575.00	\$ -	\$ 5,575.00
C. Orozco - Riverside	\$ 54,250	0.10	\$ 5,425.00	\$ 5,425.00	\$ -	\$ 5,425.00
A. Rogriguez - San B.	\$ 52,250	0.05	\$ 2,612.50	\$ 2,612.50	\$ -	\$ 2,612.50
N. Patterson (3 months)	\$ 12,480	0.02	\$ 249.60	\$ -	\$ 249.60	\$ 249.60
A. De Los Reyes (3 months)	\$ 14,300	0.02	\$ 286.00	\$ -	\$ 286.00	\$ 286.00
L. Stowers	\$150,000	0.15	\$ 22,500.00	\$ -	\$ 22,500.00	\$ 22,500.00
A. Cespedes	\$ 71,201	0.02	\$ 1,424.02	\$ -	\$ 1,424.02	\$ 1,424.02
S. Martinez	\$ 62,537	0.02	\$ 1,250.74	\$ -	\$ 1,250.74	\$ 1,250.74
Personnel Subtotal			\$ 59,548.87	\$ 33,838.50	\$ 25,710.37	\$ 59,548.87
Fringe						
		Percent	Program Cost	Direct Costs	Admin Costs	Program Total
FICA		7.5%	\$ 4,466.16	\$ 2,537.89	\$ 1,928.28	\$ 4,466.16
Staff Insurance (Health)		8.0%	\$ 4,763.91	\$ 2,707.08	\$ 2,056.83	\$ 4,763.91
Disability (SUI)		2.0%	\$ 1,190.98	\$ 676.77	\$ 514.21	\$ 1,190.98
Worker's Compensation		1.4%	\$ 833.68	\$ 473.74	\$ 359.95	\$ 833.68
Fringe Subtotal		18.9%	\$ 11,254.74	\$ 6,395.48	\$ 4,859.26	\$ 11,254.74
Total Personnel			\$ 70,803.60	\$ 40,233.98	\$ 30,569.62	\$ 70,803.60
Program Total						
Medix (Case Mgr.) 6 months	\$ 48,750	0.17	\$ 8,125.00	\$ 8,125.00		\$ 8,125.00
Personnel Subtotal			\$ 8,125.00	\$ 8,125.00	\$ -	\$ 8,125.00
Travel						
			Program Cost	Direct Costs	Admin Costs	Program Total
Local Travel (Mileage)			\$ 210.00	\$ 150.00	\$ 60.00	\$ 210.00
Travel Total			\$ 210.00	\$ 150.00	\$ 60.00	\$ 210.00
Supplies						
			Program Cost	Direct Costs	Admin Costs	Program Total
Equipment < \$5,000			\$ 2,296.34	\$ 1,336.34	\$ 960.00	\$ 2,296.34
Program Supplies			\$ 200.00	\$ -	\$ 200.00	\$ 200.00
Office Supplies			\$ 710.37	\$ 310.37	\$ 400.00	\$ 710.37
Printing/Advertising Costs*			\$ 163.37	\$ 83.37	\$ 80.00	\$ 163.37
Training			\$ 550.00	\$ 350.00	\$ 200.00	\$ 550.00
Postage			\$ 96.22	\$ 50.22	\$ 46.00	\$ 96.22
Supplies Total			\$ 4,016.30	\$ 2,130.30	\$ 1,886.00	\$ 4,016.30
Contractual						
			Program Cost	Direct Costs	Admin Costs	Program Total
Kwan & Company CPA Inc			\$ 540.00	\$ -	\$ 540.00	\$ 540.00
Accounting fees			\$ 459.00	\$ -	\$ 459.00	\$ 459.00
Insight HR			\$ 2,027.00	\$ -	\$ 2,027.00	\$ 2,027.00
Risk Management Consultant			\$ 45.00	\$ -	\$ 45.00	\$ 45.00
Contractual Total			\$ 3,071.00	\$ -	\$ 3,071.00	\$ 3,071.00
Other						
			Program Cost	Direct Costs	Admin Costs	Program Total
Rent*			\$ 6,483.53	\$ 4,286.53	\$ 2,197.00	\$ 6,483.53
Telephone/Communication			\$ 1,226.22	\$ 736.42	\$ 489.80	\$ 1,226.22
Utlilities* (Waste/Gas/Lights/Water)			\$ 458.91	\$ 65.91	\$ 393.00	\$ 458.91
Licenses (Essential Software/Staff Licenses)			\$ 33.38	\$ -	\$ 33.38	\$ 33.38
Repair & Maintenance			\$ 880.06	\$ 412.06	\$ 468.00	\$ 880.06
FOOD Vouchers			\$ 296,370.00	\$ 296,370.00		\$ 296,370.00
Other Total			\$ 305,452.10	\$ 301,870.92	\$ 3,581.18	\$ 305,452.10
Direct			\$ 391,678.00	\$ 352,510.20		\$ 352,510.20
Admin					\$ 39,167.80	\$ 39,167.80
\$			\$ 391,678.00	\$ 352,510.20	\$ 39,167.80	\$ 391,678.00
%			100%	90%	10%	100%

Foothill AIDS Project
 Ryan White Part - A
 Line Item Budget
 Budget Period 3/1/2025 - 2/28/2026

FOOD - Narrative

Direct Costs **FINAL Budget 8/5/25**

Personnel	FTE	\$	33,838.50
A. Estrada, Case Manager 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.	0.10	\$	5,800.00
M. Lewis, Case Manager 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.	0.10	\$	4,224.00
B. Thomas, Case Manager 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.	0.10	\$	485.40
T. Knight, Case Manager 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.	0.10	\$	5,830.00
A. Peebles - Claremont (6 months) 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.	0.10	\$	3,886.60
L. Gastelum - San Bern. 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.	0.10	\$	5,575.00
C. Orozco - Riverside 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.	0.10	\$	5,425.00
A. Rogriguez - San 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.	0.05	\$	2,612.50
Fringe		\$	6,395.48
Calculated at 18.9%: FICA 7.5%, Worker's Comp 1.4%, State Unemployment Insurance 2.0% and Health Insurance 8.0% =		\$	6,395.48
Personnel Without Benefits		\$	8,125.00
Medix (Case Mgr.) Temporary Staffing (Cover vacant positions): 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.		\$	8,125.00
Annual Allocation	\$48,750.00	Allocated months:	6
		Allocation %	0.1666666666
		funding avail =	\$12,187.50
Travel		\$	150.00
Local Travel for 1 personnel to engage clients at home or at other locations for linkage to care purposes.			
	22.727 miles/mon.	\$0.55 cents per mil	12 month(s) = \$ 150.00
Supplies: (Claremont/San Bernardino/Riverside/Hesperia)		\$	2,130.30
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 @	1.31%	of annual cost:	\$291,842.00 = \$3,823.13 funding avail = 1,336.34
Office Supplies: Cost of office supplies necessary to deliever 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 @	1.31%	of annual cost:	\$53,300.00 = \$698.23 funding avail = 310.37

	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 @	1.31%	of annual cost:	\$10,975.00	=	\$143.77	funding avail = 83.37
	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 @	100.00%	of annual cost:	\$998.00	=	\$998.00	funding avail = 350.00
	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:	\$101.67	=	\$101.67	funding avail = 50.22

Other

\$ 301,870.92

	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 @	1.31%	of annual cost:	\$331,842.00	=	\$4,347.13	funding avail = \$ 4,286.53
	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 @	1.31%	of annual cost:	\$56,375.00	=	\$738.51	funding avail = \$ 736.42
	Utilities expenses, lights, water and trash/bio waste (based on previous year(s) expense) =						
	Facility: shared cost with a allocation @	1.31%	of annual cost:	\$43,400.00	=	\$568.54	funding avail = \$ 65.91
	Repair & Maintenance, AC/Heating, plumbing, carpet/fixtures etc, (based on previous year(s) expense) =						
	Direct Program: cost with a allocation @	1.31%	of annual cost:	\$38,260.00	=	\$501.21	funding avail = \$ 412.06
	Food Vouchers						
	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;	308.718750	Provision =	\$80	# Months = 12	\$ 296,370.00

Direct Costs Total

\$ 352,510.20

Administrative Costs

Personnel	FTE	Annual Salary	0.19	\$	25,710.37
L. Stowers, Executive Director	0.15	\$150,000.00		\$	22,500.00
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	0.02	\$71,201.10		\$	1,424.02
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.					
N. Patterson - Program Support	0.02	\$12,480.00		\$	249.60
Answer phones, filing, making copies					
A. De Los Reyes - Program Support	0.02	\$14,300.00		\$	286.00
Answer phones, filing, making copies					
S. Martinez, Operations Manager	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.					

Fringe

\$ 4,859.26

Calculated at 18.9%: FICA 7.5%, Worker's Comp 1.4%, State Unemployment Insurance 2.0% & Health Insurance 8.0% =	\$ 4,859.26
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Travel

\$ 60.00

Travel for personnel to engage community program collaborations for linkage to care purposes.	
Local	9.091 miles/mon. \$0.55 cents per mil 12 month(s) = \$ 60.00

Supplies

\$ 1,886.00

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) =	
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Admin Facility: shared cost with a allocation @	1.60%	of annual cost:	\$65,566.40	=	\$1,049.06	funding avail =	\$	960.00
Office Program Supplies: General First AIDS supplies group food and drinking water (based on previous year(s) expense) =								
Admin Facility: shared cost with a allocation @	1.60%	of annual cost:	\$19,339.84	=	\$309.44	funding avail =	\$	200.00
Office Supplies: 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 @	1.60%	of annual cost:	\$59,339.84	=	\$949.44	funding avail =	\$	400.00
Printing/Duplication: 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 @	1.60%	of annual cost:	\$9,602.40	=	\$153.64	funding avail =	\$	80.00
Training - Eclinical data base training, fire safety, active shooter training								
Admin Facility: shared cost with a allocation @	100.00%	of annual cost:	\$200.56	=	\$200.56	funding avail =	\$	200.00
Postage: Mail proposals, invoices for reimbursement, certifications, state license and insurances, (based on previous year(s) expense) =								
Admin Facility: shared cost with a allocation @	1.60%	of annual cost:	\$3,000.00	=	\$48.00	funding avail =	\$	46.00

Contractual

\$3,071.00

Kwan & Company CPA Inc Annual Independent Auditor, prepares Financial Statements, 990s, (based on direct FTE allocation) =								
Facilities: shared cost with a allocation @	1.60%	of annual cost:	\$36,300.00	=	\$580.80	funding avail =	\$	540.00
Accounting fees (Payroll and reconciliation services) Payroll and Monthly accounting (reconciliation) services, (based on previous year(s) expense) =								
Facilities: shared cost with a allocation @	1.60%	of annual cost:	\$34,400.00	=	\$550.40	funding avail =	\$	459.00
Insight HR 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, new hire staffing. and recruitment (based on previous year(s) expense) =								
Facilities: shared cost with a allocation @	1.60%	of annual cost:	\$146,308.00	=	\$2,340.93	funding avail =	\$	2,027.00
Risk Management Consultant 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 @	1.60%	of annual cost:	\$18,219.00	=	\$291.50	funding avail =	\$	45.00

Other

\$ 3,581.18

Rent* Office lease facility expenses (Claremont Admin), (based on previous year(s) expense) =								
Admin Facility: shared cost with a allocation @	1.60%	of annual cost:	\$152,390.60	=	\$2,438.25	funding avail =	\$	2,197.00
Telephone/Communication 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 @	1.60%	of annual cost:	\$41,860.47	=	\$669.77	funding avail =	\$	489.80
Utilities* 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 @	1.60%	of annual cost:	\$47,261.82	=	\$756.19	funding avail =	\$	393.00
Certifications / Licenses 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 @	1.60%	of annual cost:	\$30,907.73	=	\$494.52	funding avail =	\$	33.38
Repair & Maintenance Repair & Maintenance, AC/Heating, plumbing,etc, (based on previous year(s) expense) =								
Admin Facility: shared cost with a allocation @	1.60%	of annual cost:	\$29,504.00	=	\$472.06	funding avail =	\$	468.00

Admin Costs Total								\$ 39,167.80
	GRAND TOTAL							\$ 391,678.00

Foothill AIDS Project
 Ryan White Part - A
 Line Item Budget
 Budget Period 3/1/2025 - 2/28/2026

TRANSPORTATION FINAL Budget 8/5/25 \$195,839.00

	Salary	Program FTE	Program Cost	Direct Costs	Admin Costs	Program Total
Personnel						
A. Estrada -Riverside	\$ 58,000	0.05	\$ 2,900.00	\$ 2,900.00	\$ -	\$ 2,900.00
B. Thomas - Hesp (1 montl	\$ 4,854	0.05	\$ 242.70	\$ 242.70	\$ -	\$ 242.70
M. Lewis - San Bern	\$ 42,240	0.05	\$ 2,112.00	\$ 2,112.00	\$ -	\$ 2,112.00
T. Knight - San Bern	\$ 58,300	0.05	\$ 2,915.00	\$ 2,915.00	\$ -	\$ 2,915.00
A. Peebles - Claremont (8 months)	\$ 37,200	0.05	\$ 1,860.00	\$ 1,860.00	\$ -	\$ 1,860.00
L. Gastelum / N. Patterson	\$ 55,750	0.05	\$ 2,787.50	\$ 2,787.50	\$ -	\$ 2,787.50
C. Orozco - Riverside	\$ 54,250	0.05	\$ 2,712.50	\$ 2,712.50	\$ -	\$ 2,712.50
A. Rogriguez - San B.	\$ 52,250	0.05	\$ 2,612.50	\$ 2,612.50	\$ -	\$ 2,612.50
A. Cespedes	\$ 71,201	0.02	\$ 1,424.02		\$ 1,424.02	\$ 1,424.02
L. Stowers	\$ 150,000	0.08	\$ 12,000.00	\$ -	\$ 12,000.00	\$ 12,000.00
N. Patterson (3 months)	\$ 12,480	0.02	\$ 249.60	\$ -	\$ 249.60	\$ 249.60
A. De Los Reyes (3 months)	\$ 22,300	0.02	\$ 446.00	\$ -	\$ 446.00	\$ 446.00
S. Martinez (9 months)	\$ 46,903	0.03	\$ 1,407.09	\$ -	\$ 1,407.09	\$ 1,407.09
Personnel Subtotal			\$ 33,668.91	\$ 18,142.20	\$ 15,526.71	\$ 33,668.91
Fringe						
		Percent	Program Cost	Direct Costs	Admin Costs	Program Total
FICA		7.5%	\$ 2,525.17	\$ 1,360.67	\$ 1,164.50	\$ 2,525.17
Staff Insurance (Health)		9.0%	\$ 3,030.20	\$ 1,632.80	\$ 1,397.40	\$ 3,030.20
Disability (SUI)		2.0%	\$ 673.38	\$ 362.84	\$ 310.53	\$ 673.38
Worker's Compensation		1.8%	\$ 606.04	\$ 326.56	\$ 279.48	\$ 606.04
Fringe Subtotal		20.3%	\$ 6,834.79	\$ 3,682.87	\$ 3,151.92	\$ 6,834.79
Total Personnel			\$ 40,503.70	\$ 21,825.07	\$ 18,678.63	\$ 40,503.70
Program Total						
Medix (Case Mgr.) 4 mont	\$ 48,750	0.08	\$ 4,062.50	\$ 4,062.50	\$ -	\$ 4,062.50
Personnel Subtotal			\$ 4,062.50	\$ 4,062.50	\$ -	\$ 4,062.50
Travel						
			Program Cost	Direct Costs	Admin Costs	Program Total
Local Travel (Mileage)			\$ 150.00	\$ 150.00	\$ -	\$ 150.00
Travel Total			\$ 150.00	\$ 150.00	\$ -	\$ 150.00
Supplies						
			Program Cost	Direct Costs	Admin Costs	Program Total
Equipment < \$5,000			\$ 894.40	\$ 804.40	\$ 90.00	\$ 894.40
Office Supplies			\$ 348.98	\$ 268.98	\$ 80.00	\$ 348.98
Printing/Advertising Costs*			\$ 66.75	\$ 63.08	\$ 3.67	\$ 66.75
Postage			\$ 117.66	\$ 78.76	\$ 38.90	\$ 117.66
Supplies Total			\$ 1,427.79	\$ 1,215.22	\$ 212.57	\$ 1,427.79
Contractual						
			Program Cost	Direct Costs	Admin Costs	Program Total
Kwan & Company CPA Inc			\$ 52.91	\$ -	\$ 52.91	\$ 52.91
Ellene Wong			\$ 54.20	\$ -	\$ 54.20	\$ 54.20
Insight HR			\$ 160.00	\$ -	\$ 160.00	\$ 160.00
Risk Management Consultant			\$ 41.75	\$ -	\$ 41.75	\$ 41.75
Contractual Total			\$ 308.86	\$ -	\$ 308.86	\$ 308.86
Other						
			Program Cost	Direct Costs	Admin Costs	Program Total
Rent*			\$ 3,843.91	\$ 3,573.23	\$ 270.68	\$ 3,843.91
Telephone/Communication			\$ 537.76	\$ 497.52	\$ 40.24	\$ 537.76
Utlilities* (Waste/Gas/Lights/Water)			\$ 32.18	\$ 10.06	\$ 22.12	\$ 32.18
Licenses (Essential Software/Staff Licenses)			\$ 800.00	\$ 800.00	\$ -	\$ 800.00
Repair & Maintenance			\$ 407.70	\$ 356.90	\$ 50.80	\$ 407.70
Transportation Assistance			\$ 143,764.60	\$ 143,764.60	\$ -	\$ 143,764.60
Other Total			\$ 149,386.15	\$ 149,002.31	\$ 383.84	\$ 149,386.15
Direct			\$ 195,839.00	\$ 176,255.10	\$ -	\$ 195,839.00
Admin			\$ -	\$ -	\$ 19,583.90	\$ 19,583.90
\$			\$ 195,839.00	\$ 176,255.10	\$ 19,583.90	\$ 195,839.00
%			100%	90%	10%	100%

Foothill AIDS Project
 Ryan White Part - A
 Line Item Budget
 Budget Period 3/1/2025 - 2/28/2026

Transpo - Narrative

FINAL Budget 8/5/25

Direct Costs

Personnel	FTE	\$	18,142.20
A. Estrada, Case Manager 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.	0.05	\$	2,900.00
M. Lewis, Case Manager 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.	0.05	\$	2,112.00
B. Thomas, Case Manager 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.	0.05	\$	242.70
T. Knight, Case Manager 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.	0.05	\$	2,915.00
A. Peoples - Claremont (6 months) 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.	0.05	\$	1,860.00
L. Gastelum - San Bern. 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.	0.05	\$	2,787.50
C. Orozco - Riverside 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.	0.05	\$	2,712.50
A. Rogriguez - San 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.	0.05	\$	2,612.50

Fringe	\$	3,682.87
Calculated at 20.3%: FICA 7.5%, Worker's Comp 1.80%, State Unemployment Insurance 2.0% and Health Insurance 9.0% =	\$	3,682.87

Personnel Without Benefits	\$	4,062.50
Medix (Case Mgr.) Temporary Staffing (Cover vacant positions): 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.	\$	4,062.50
Annual Allocation \$48,750.00 Allocated months: 4 Allocation % 0.083333333% funding avail =		\$4,062.50

Travel	\$	150.00
Local Travel for 1 personnel to engage clients at home or at other locations for linkage to care purposes.		
22.727 miles/mon. \$0.55 cents per mil 12 month(s) =	\$	150.00

Supplies: (Claremont/San Bernardino/Riverside/Hesperia)	\$	1,215.22
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 @ 0.66% of annual cost: \$291,842.00 = \$1,926.16 funding avail =		804.40
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 @ 0.66% of annual cost: \$53,300.00 = \$351.78 funding avail =		268.98

	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 @	0.66%	of annual cost: \$10,975.00	=	\$72.44	funding avail =	63.08
	Postage: Mail appointment reminder cards, referrals and/or certification eligibility, (based on previous year(s) expense) =						
	Direct Program: cost with a allocation @	0.66%	of annual cost: \$13,000.00	=	\$85.80	funding avail =	78.76

Other **\$ 149,002.31**

	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 @	1.31%	of annual cost: \$331,842.00	=	\$4,347.13	funding avail =	\$ 3,573.23
	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 @	1.31%	of annual cost: \$56,348.00	=	\$738.16	funding avail =	\$ 497.52
	Utilities expenses, lights, water and trash/bio waste (based on previous year(s) expense) =						
	Facility: shared cost with a allocation @	1.31%	of annual cost: \$43,400.00	=	\$568.54	funding avail =	\$ 10.06
	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: \$15,260.00	=	\$1,072.78	funding avail =	\$ 800.00
	Repair & Maintenance, AC/Heating, plumbing, carpet/fixtures etc, (based on previous year(s) expense) =						
	Direct Program: cost with a allocation @	1.31%	of annual cost: \$38,260.00	=	\$501.21	funding avail =	\$ 356.90
	Transpo Vouchers						
	Transportation Assistance: Transportation Assistance: Annual provision of bus passes, gas cards, LYFT and taxi vouchers to approximately 301 of 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 \$40 per month.						
	Direct Program: cost with a allocation @	Undup. Clts;	171.14833	Provision =	\$70	# Months =	12 \$ 143,764.60

Direct Costs Total **\$ 176,255.10**

Administrative Costs

Personnel	FTE	Annual Salary	0.13		\$	15,526.71
L. Stowers, Executive Director	0.08	\$150,000.00			\$	12,000.00
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	0.02	\$71,201.10			\$	1,424.02
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.						
N. Patterson - Program Support	0.02	\$12,480.00			\$	249.60
Answer phones, filing, making copies						
A. De Los Reyes - Program Support	0.02	\$22,300.00			\$	446.00
Answer phones, filing, making copies						
S. Martinez, Operations Manager	0.03	\$46,903.00			\$	1,407.09
Responsible for assisting in the development and implementation of policies, procedures, and best practices that enhance the delivery of a high customer services.						

Fringe **\$ 3,151.92**

Calculated at 20.3%: FICA 7.5%, Worker's Comp 1.8%, State Unemployment Insurance 2.0% and Health Insurance 9.0% =	\$	3,151.92
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Supplies **\$ 212.57**

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 @	0.80%	of annual cost: \$65,566.40	=	\$524.53	funding avail =	\$	90.00
Office Supplies: 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 @	0.80%	of annual cost: \$59,339.84	=	\$474.72	funding avail =	\$	80.00

	Printing/Duplication: 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 @	0.80%	of annual cost: \$9,602.40	=	\$76.82	funding avail =	\$ 3.67
	Postage: Mail proposals, invoices for reimbursement, certifications, state license and insurances, (based on previous year(s) expense) =						
	Admin Facility: shared cost with a allocation @	100.00%	of annual cost: \$3,000.00	=	\$3,000.00	funding avail =	\$ 38.90

Contractual

\$308.86

	Kwan & Company CPA Inc	Annual Independent Auditor, prepares Financial Statements, 990s, (based on direct FTE allocation) =					
	Facilities: shared cost with a allocation @	0.80%	of annual cost: \$30,300.00	=	\$242.40	funding avail =	\$ 52.91
	Elene Wong	Monthly accounting (reconciliation) services, (based on previous year(s) expense) =					
	Facilities: shared cost with a allocation @	0.80%	of annual cost: \$7,400.00	=	\$59.20	funding avail =	\$ 54.20
	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 risk management for FAP staffing body, (based on previous year(s) expense) =					
	Facilities: shared cost with a allocation @	0.80%	of annual cost: \$42,400.00	=	\$339.20	funding avail =	\$ 160.00
	Risk Management Consultant	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 @	0.80%	of annual cost: \$18,219.00	=	\$145.75	funding avail =	\$ 41.75

Other

\$ 383.84

	Rent*	Office lease facility expenses (Claremont Admin), (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	0.80%	of annual cost: \$112,390.60	=	\$899.12	funding avail =	\$ 270.68
	Telephone/Communication	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 @	0.80%	of annual cost: \$41,860.47	=	\$334.88	funding avail =	\$ 40.24
	Utilities*	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 @	0.80%	of annual cost: \$47,261.82	=	\$378.09	funding avail =	\$ 22.12
	Repair & Maintenance	Repair & Maintenance, AC/Heating, plumbing,etc, (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	0.80%	of annual cost: \$17,104.28	=	\$136.83	funding avail =	\$ 50.80

Admin Costs Total							\$ 19,583.90
	GRAND TOTAL						\$ 195,839.00

Foothill AIDS Project
Ryan White Part - A
Line Item Budget
Budget Period 3/1/2025 - 2/28/2026

Housing FINAL Budget 8/5/25 \$130,610.00

	Salary	Program FTE	Program Cost	Direct Costs	Admin Costs	Program Total
Personnel						
L. Carpenter	\$ 58,672	1.00	\$ 58,672.00	\$ 58,672.00	\$ -	\$ 58,672.00
A. Cespedes	\$ 71,201	0.02	\$ 1,424.02	\$ -	\$ 1,424.02	\$ 1,424.02
C. Hicks	\$ 63,648	0.02	\$ 1,272.96	\$ -	\$ 1,272.96	\$ 1,272.96
N. Patterson	\$ 49,920	0.02	\$ 998.40	\$ -	\$ 998.40	\$ 998.40
A. De Los Reyes	\$ 57,200	0.02	\$ 1,144.00	\$ -	\$ 1,144.00	\$ 1,144.00
S. Martinez	\$ 62,537	0.03	\$ 1,876.11	\$ -	\$ 1,876.11	\$ 1,876.11
Personnel Subtotal			\$ 65,387.50	\$ 58,672.00	\$ 6,715.50	\$ 65,387.50
Fringe						
		Percent	Program Cost	Direct Costs	Admin Costs	Program Total
FICA		7.5%	\$ 4,904.06	\$ 4,400.40	\$ 503.66	\$ 4,904.06
Staff Insurance (Health)		8.0%	\$ 5,231.00	\$ 4,693.76	\$ 537.24	\$ 5,231.00
Disability (SUI)		2.0%	\$ 1,307.75	\$ 1,173.44	\$ 134.31	\$ 1,307.75
Worker's Compensation		1.4%	\$ 915.42	\$ 821.41	\$ 94.02	\$ 915.42
Fringe Subtotal		18.9%	\$ 12,358.24	\$ 11,089.01	\$ 1,269.23	\$ 12,358.24
Total Personnel			\$ 77,745.73	\$ 69,761.01	\$ 7,984.73	\$ 77,745.73
Travel						
			Program Cost	Direct Costs	Admin Costs	Program Total
Local Travel (Mileage)			\$ 436.90	\$ 250.00	\$ 186.90	\$ 436.90
Travel Total			\$ 436.90	\$ 250.00	\$ 186.90	\$ 436.90
Supplies						
			Program Cost	Direct Costs	Admin Costs	Program Total
Equipment < \$5,000			\$ 1,421.00	\$ 1,059.00	\$ 362.00	\$ 1,421.00
Office: Supplies / Furniture			\$ 832.88	\$ 603.99	\$ 228.89	\$ 832.88
Printing/Advertising Costs*			\$ 186.78	\$ 154.52	\$ 32.26	\$ 186.78
Training			\$ 100.00	\$ 50.00	\$ 50.00	\$ 100.00
Postage			\$ 107.88	\$ 91.38	\$ 16.50	\$ 107.88
Supplies Total			\$ 2,648.54	\$ 1,958.89	\$ 689.65	\$ 2,648.54
Contractual						
			Program Cost	Direct Costs	Admin Costs	Program Total
Kwan & Company CPA Inc			\$ 755.06		\$ 755.06	\$ 755.06
Ellene Wong			\$ 146.46		\$ 146.46	\$ 146.46
Insight HR			\$ 1,211.84		\$ 1,211.84	\$ 1,211.84
Risk Management Consultant			\$ 360.58		\$ 360.58	\$ 360.58
Contractual Total			\$ 2,473.94	\$ -	\$ 2,473.94	\$ 2,473.94
Other						
			Program Cost	Direct Costs	Admin Costs	Program Total
Rent*			\$ 9,278.32	\$ 8,476.00	\$ 802.32	\$ 9,278.32
Telephone/Communication			\$ 1,108.78	\$ 797.31	\$ 311.47	\$ 1,108.78
Utilities* (Waste/Gas/Lights/Water)			\$ 1,275.00	\$ 913.00	\$ 362.00	\$ 1,275.00
Licenses (Essential Software/Staff Licenses)			\$ 30.05	\$ 10.05	\$ 20.00	\$ 30.05
Repair & Maintenance			\$ 972.90	\$ 742.90	\$ 230.00	\$ 972.90
Emergency Housing Assistance			\$ 34,639.83	\$ 34,639.83		\$ 34,639.83
Other Total			\$ 47,304.88	\$ 45,579.09	\$ 1,725.79	\$ 47,304.88
Direct			\$ 130,610.00	\$ 117,548.99		\$ 117,548.99
Admin					\$ 13,061.01	\$ 13,061.01
\$			\$ 130,610.00	\$ 117,548.99	\$ 13,061.01	\$ 130,610.00
%			100%	90%	10%	100%

Foothill AIDS Project
 Ryan White Part - A
 Line Item Budget
 Budget Period 3/1/2025 - 2/28/2026

Housing - Narrative

Direct Costs

FINAL Budget 8/5/25

Personnel	FTE	\$	58,672.00
L. Carpenter, Navigator 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.	1.00	\$	58,672.00

Fringe	\$	11,089.01
Calculated at 18.9%: FICA 7.5%, Worker's Comp 1.4%, State Unemployment Insurance 2.0% and Health Insurance 8.0% =	\$	11,089.01

Travel	\$	250.00
Local Travel for 1 personnel to engage clients at home or at other locations for linkage to care purposes.		
37.88 miles/mon.	\$0.55 cents per mil	12 month(s) =
	\$	250.00

Supplies: (San Bernardino/Riverside)	\$	1,958.89
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 = 1,059.00		
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 = 603.99		
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 = 154.52		
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: \$9,500.00 = \$465.50 funding avail = 50.00		
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: \$2,000.00 = \$98.00 funding avail = 91.38		

Other	\$	45,579.09
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 = 8,476.00		
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 = 797.31		
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 = 913.00		
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 = 10.05		
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 =	\$	742.90
	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 =								
	90 Nights per client =	7	Average Cost =	\$5,900.00	Total Cost =	\$41,300.00	funding avail =	\$	34,639.83

Direct Costs Total \$ 117,548.99

Administrative Costs

Personnel	FTE	Annual Salary	0.090	\$	6,715.50
A. Cespedes, Office Manager / Bookkeeper	0.02	\$71,201.10		\$	1,424.02
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	0.02	\$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.					
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.					
A. Del Los Reyes - Program Support	0.02	\$57,200.00		\$	1,144.00
Answer phones, filing, making copies					
N. Patterson - Program Support	0.02	\$49,920.00		\$	998.40
Answer phones, filing, making copies					

Fring \$ 1,269.23

Calculated at 18.9%: FICA 7.5%, Worker's Comp 1.4%, State Unemployment Insurance 2.0% and Health Insurance 8.0% =	\$	1,269.23
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Travel \$ 186.90

Travel for personnel to engage community program collaborations for linkage to care purposes.					
Local	28.3188	miles/mon.	\$0.55	cents per mil	12 month(s) = \$ 186.90

Supplies (San Bernardino / Riverside) \$ 689.65

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 @	0.553%	of annual cost:	\$66,000.00	=	\$364.98 funding avail = \$ 362.00
Office Supplies: 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 @	0.553%	of annual cost:	\$59,339.84	=	\$328.15 funding avail = \$ 228.89
Printing/Duplication: 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 @	0.553%	of annual cost:	\$9,602.40	=	\$53.10 funding avail = \$ 32.26
Training - Eclinical data base training, fire safety, active shooter training					
Facility: shared cost with a allocation @	100.00%	of annual cost:	\$998.00	=	\$998.00 funding avail = 50.00
Postage: Mail proposals, invoices for reimbursement, certifications, state license and insurances, (based on previous year(s) expense) =					
Admin Facility: shared cost with a allocation @	0.553%	of annual cost:	\$3,000.00	=	\$16.59 funding avail = \$ 16.50

Contractual \$2,473.94

Kwan & Company CPA Inc Annual Independent Auditor, prepares Financial Statements, 990s, (based on direct FTE allocation) =					
Facility: shared cost with a allocation @	4.9000%	of annual cost:	\$30,300.00	=	\$1,484.70 funding avail = \$ 755.06
Ellene Wong Monthly accounting (reconciliation) services, (based on previous year(s) expense) =					
Facility: shared cost with a allocation @	4.9000%	of annual cost:	\$7,400.00	=	\$362.60 funding avail = \$ 146.46

	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 @	4.9000%	of annual cost:	\$42,400.00	=	\$2,077.60	funding avail = \$ 1,211.84
	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 @	4.9000%	of annual cost:	\$18,219.00	=	\$892.73	funding avail = \$ 360.58

Other **\$ 1,725.79**

	Rent*	Office lease facility expenses, (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	0.768%	of annual cost:	\$112,390.60	=	\$863.16	funding avail = \$ 802.32
	Telephone/Communication	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 @	0.768%	of annual cost:	\$41,860.47	=	\$321.49	funding avail = \$ 311.47
	Utilities*	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 @	0.768%	of annual cost:	\$47,261.82	=	\$362.97	funding avail = \$ 362.00
	Certifications / Licenses	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 @	0.768%	of annual cost:	\$30,907.73	=	\$237.37	funding avail = \$ 20.00
	Repair & Maintenance	Repair & Maintenance, AC/Heating, plumbing,etc, (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	0.768%	of annual cost:	\$30,000.00	=	\$230.40	funding avail = \$ 230.00

Admin Costs Total							\$ 13,061.01
			GRAND TOTAL				\$ 130,610.00

Foothill AIDS Project
Ryan White Part - A
Line Item Budget
Budget Period 3/1/2025 - 2/28/2026

Emergency Financial Assistance

FINAL Budget 8/5/25

\$13,391.00

	Salary	Program FTE	Program Cost	Direct Costs	Admin Costs	Program Total
Personnel						
<i>N. Patterson (3 mont</i>	\$ 12,480	0.01	\$ 124.80	\$ -	\$ 124.80	\$ 124.80
Personnel Subtotal			\$ 124.80	\$ -	\$ 124.80	\$ 124.80
Fringe						
		Percent	Program Cost	Direct Costs	Admin Costs	Program Total
FICA		7.5%	\$ 9.36	\$ -	\$ 9.36	\$ 9.36
Worker's Compensation		2.0%	\$ 2.43	\$ -	\$ 2.43	\$ 2.43
Fringe Subtotal		9.5%	\$ 11.79	\$ -	\$ 11.79	\$ 11.79
Total Personnel			\$ 136.59	\$ -	\$ 136.59	\$ 136.59
Supplies						
			Program Cost	Direct Costs	Admin Costs	Program Total
Equipment < \$5,000			\$ 10.00	\$ -	\$ 10.00	\$ 10.00
Office Supplies			\$ 4.00	\$ -	\$ 4.00	\$ 4.00
Printing			\$ 5.00	\$ -	\$ 5.00	\$ 5.00
Postage			\$ 7.41	\$ -	\$ 7.41	\$ 7.41
Supplies Total			\$ 26.41	\$ -	\$ 26.41	\$ 26.41
Other						
			Program Cost	Direct Costs	Admin Costs	Program Total
Rent*			\$ 20.00	\$ -	\$ 20.00	\$ 20.00
Telephone/Communication			\$ 12.00	\$ -	\$ 12.00	\$ 12.00
Utilities* (Waste/Gas/Lights/Water)			\$ 2.00	\$ -	\$ 2.00	\$ 2.00
Licenses (Essential Software/Staff Licenses)			\$ 20.00		\$ 20.00	\$ 20.00
Repair & Maintenance			\$ 8.00		\$ 8.00	\$ 8.00
Emergency Financial Assistance			\$ 13,166.00	\$ 13,166.00		\$ 13,166.00
Other Total			\$ 13,228.00	\$ 13,166.00	\$ 62.00	\$ 13,228.00
Direct			\$ 13,391.00	\$ 13,166.00		\$ 13,166.00
Admin					\$ 225.00	\$ 225.00
\$			\$ 13,391.00	\$ 13,166.00	\$ 225.00	\$ 13,391.00
%			100%	98%	2%	100%

Foothill AIDS Project
 Ryan White Part - A
 Line Item Budget
 Budget Period 3/1/2025 - 2/28/2026
EFA - Narrative

Direct Costs		FINAL Budget 8/5/25
	Emergency Financial Assistance	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 Cits@	Avg. Monthly Fees = x 1098 Months = x 3 = \$13,176
	4	\$ 13,166.00

Direct Costs Total \$ 13,166.00

Administrative Costs			\$ 124.80
Personnel	FTE	Annual Salary	
	0.01	\$12,480.00	\$ 124.80
	N. Patterson - Program Support 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.		

	Fring		\$ 11.79
	Calculated at 9.50%: FICA 7.50%, Worker's Comp 2.00% =		\$ 11.79

	Supplies		\$ 26.41
	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 @	0.94% of annual cost: \$65,566.40 = \$616.32	funding avail = \$ 10.00
	Office Supplies: 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 = \$ 4.00
	Printing/Duplication: 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 @	0.94% of annual cost: \$9,602.40 = \$90.26	funding avail = \$ 5.00
	Postage: 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 = \$ 7.41

	Other		\$ 62.00
	Rent* Office lease facility expenses (Claremont Admin), (based on previous year(s) expense) =		
	Admin Facility: shared cost with a allocation @	0.94% of annual cost: \$112,390.60 = \$1,056.47	funding avail = \$ 20.00
	Telephone/Communication 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 = \$ 12.00
	Utilities* 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 = \$ 2.00
	Certifications / Licenses 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 = \$ 20.00
	Repair & Maintenance 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 = \$ 8.00

Admin Costs Total

GRAND TOTAL

\$ 225.00
\$ 13,391.00

Foothill AIDS Project
 Ryan White Part - A
 Line Item Budget
 Budget Period 3/1/2025 - 2/28/2026

Psychosocial FINAL Budget 8/5/25 \$95,610.00

	Salary	Program FTE	Program Cost	Direct Costs	Admin Costs	Program Total
Personnel						
A. Rodriguez	\$ 52,250	0.90	\$ 47,025.00	\$ 47,025.00	\$ -	\$ 47,025.00
TBH	\$ 52,250	0.35	\$ 18,287.50	\$ 18,287.50	\$ -	\$ 18,287.50
A. Cespedes	\$ 71,201	0.02	\$ 1,424.02	\$ -	\$ 1,424.02	\$ 1,424.02
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
Personnel Subtotal			\$ 70,522.08	\$ 65,312.50	\$ 5,209.58	\$ 70,522.08
Fringe						
		Percent	Program Cost	Direct Costs	Admin Costs	Program Total
FICA		7.5%	\$ 5,289.16	\$ 4,898.44	\$ 390.72	\$ 5,289.16
Staff Insurance (Health)		8.0%	\$ 5,641.77	\$ 5,225.00	\$ 416.77	\$ 5,641.77
Disability (SUI)		2.0%	\$ 1,410.44	\$ 1,306.25	\$ 104.19	\$ 1,410.44
Worker's Compensation		1.4%	\$ 987.31	\$ 914.38	\$ 72.93	\$ 987.31
Fringe Subtotal		18.9%	\$ 13,328.67	\$ 12,344.06	\$ 984.61	\$ 13,328.67
Total Personnel			\$ 83,850.75	\$ 77,656.56	\$ 6,194.19	\$ 83,850.75
Travel						
			Program Cost	Direct Costs	Admin Costs	Program Total
Local Travel (Mileage)			\$ 112.00	\$ 58.00	\$ 54.00	\$ 112.00
Travel Total			\$ 112.00	\$ 58.00	\$ 54.00	\$ 112.00
Supplies						
			Program Cost	Direct Costs	Admin Costs	Program Total
Equipment < \$5,000			\$ 1,448.46	\$ 893.46	\$ 555.00	\$ 1,448.46
Office: Supplies / Furniture			\$ 622.05	\$ 494.16	\$ 127.89	\$ 622.05
Program Supplies			\$ 277.84	\$ 277.84		\$ 277.84
Printing/Advertising Costs*			\$ 138.20	\$ 119.44	\$ 18.76	\$ 138.20
Training			\$ 265.00	\$ 190.00	\$ 75.00	\$ 265.00
Postage			\$ 111.81	\$ 58.00	\$ 53.81	\$ 111.81
Supplies Total			\$ 2,863.36	\$ 2,032.90	\$ 830.46	\$ 2,863.36
Contractual						
			Program Cost	Direct Costs	Admin Costs	Program Total
Kwan & Company CPA Inc			\$ 501.63		\$ 501.63	\$ 501.63
Ellene Wong			\$ 119.82		\$ 119.82	\$ 119.82
Insight HR			\$ 673.61		\$ 673.61	\$ 673.61
Risk Management Consultant			\$ 295.00		\$ 295.00	\$ 295.00
Contractual Total			\$ 1,590.06	\$ -	\$ 1,590.06	\$ 1,590.06
Other						
			Program Cost	Direct Costs	Admin Costs	Program Total
Rent*			\$ 5,682.53	\$ 5,089.84	\$ 592.69	\$ 5,682.53
Telephone/Communication			\$ 738.64	\$ 643.00	\$ 95.64	\$ 738.64
Utlilities* (Waste/Gas/Lights/Water)			\$ 206.28	\$ 150.63	\$ 55.65	\$ 206.28
Licenses (Essential Software/Staff Licenses)			\$ 10.06	\$ 10.06		\$ 10.06
Repair & Maintenance			\$ 556.32	\$ 408.00	\$ 148.32	\$ 556.32
Other Total			\$ 7,193.83	\$ 6,301.53	\$ 892.30	\$ 7,193.83
Direct			\$ 95,610.00	\$ 86,048.99		\$ 86,048.99
Admin					\$ 9,561.01	\$ 9,561.01
\$			\$ 95,610.00	\$ 86,048.99	\$ 9,561.01	\$ 95,610.00
%			100%	90%	10%	100%

Foothill AIDS Project
 Ryan White Part - A
 Line Item Budget
 Budget Period 3/1/2025 - 2/28/2026

Psych - Narrative

Direct Costs **FINAL Budget 8/5/25**

	Personnel	FTE	0.35						
	1 A. Rodriguez		0.90						\$ 65,312.50
	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.								
	1 TBH		0.35						\$ 18,287.50
	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								
	Calculated at 18.9%: FICA 7.5%, Worker's Comp 1.4%, State Unemployment Insurance 2.0% and Health Insurance 8.0% =								\$ 12,344.06

	Travel								
	Local Travel for 1 personnel to engage clients at home or at other locations for linkage to care purposes.								
		8.789	miles/mon.	\$0.55	cents per mil	12	month(s) =		\$ 58.00

	Supplies: (San Bernardino/Riverside/Hesperia)								
	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:	\$68,400.00	=	\$3,351.60	funding avail =	893.46
	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:	\$43,600.00	=	\$2,136.40	funding avail =	494.16
	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, Narcan kits to be offered to group participants (based on previous year(s) expense) =								
	Facility: shared cost with a allocation @	4.90%		of annual cost:	\$15,700.00	=	\$769.30	funding avail =	277.84
	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:	\$10,975.00	=	\$537.78	funding avail =	119.44
	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:	\$9,250.00	=	\$453.25	funding avail =	190.00
	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:	\$58.00	=	\$58.00	funding avail =	58.00

	Other								
	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:	\$318,500.00	=	\$15,606.50	funding avail =	\$ 5,089.84
	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:	\$56,348.00	=	\$2,761.05	funding avail =	\$ 643.00
	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:	\$43,400.00	=	\$2,126.60	funding avail =	\$ 150.63
	Licenses (Essential Software/Staff Licenses) - 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 =	\$ 10.06
	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:	\$38,260.00	=	\$1,874.74	funding avail =	\$ 408.00

Direct Costs Total \$ **86,048.99**

Administrative Costs

Personnel	FTE	Annual Salary	0.08	\$	5,209.58
A. Cespedes, Office Manager / Bookkeeper	0.02	\$71,201.10		\$	1,424.02
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.					

Fring \$ **984.61**

Calculated at 18.9%: FICA 7.5%, Worker's Comp 1.4%, State Unemployment Insurance 2.0% and Health Insurance 8.0% =	\$	984.61
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Travel \$ **54.00**

Travel for personnel to engage community program collaborations for linkage to care purposes.					
Local	8.182	miles/mon.	\$0.55	cents per mil	12 month(s) = \$ 54.00

Supplies \$ **830.46**

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 @	1.80%	of annual cost:	\$65,566.84	=	\$1,180.20 funding avail = \$ 555.00
Office Supplies: 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 = \$ 127.89
Printing/Duplication: 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 = \$ 18.76
Postage: 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 = \$ 53.81
Training - 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 = \$ 75.00

Contractual \$ **\$1,590.06**

Kwan & Company CPA Inc Annual Independent Auditor, prepares Financial Statements, 990s, (based on direct FTE allocation) =					
Facility: shared cost with a allocation @	7.29%	of annual cost:	\$30,300.00	=	\$2,208.87 funding avail = \$ 501.63
Ellene Wong Monthly accounting (reconciliation) services, (based on previous year(s) expense) =					
Facility: shared cost with a allocation @	7.29%	of annual cost:	\$7,400.00	=	\$539.46 funding avail = \$ 119.82
Insight HR Facilitaties 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:	\$42,400.00	=	\$3,090.96 funding avail = \$ 673.61
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 @	7.29%	of annual cost:	\$18,219.00	=	\$1,328.17 funding avail = \$ 295.00

Other \$ **892.30**

Rent*	Office lease facility expenses, (based on previous year(s) expense) =	
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	Admin Facility: shared cost with a allocation @	1.80%	of annual cost: \$112,390.60	=	\$2,023.03	funding avail =	\$	592.69
	Telephone/Communication	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 =	\$	95.64
	Utilities*	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 =	\$	55.65
	Repair & Maintenance	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 =	\$	148.32
Admin Costs Total							\$	9,561.01
GRAND TOTAL							\$	95,610.00

Foothill AIDS Project
 Ryan White Part - A
 Line Item Budget
 Budget Period 3/1/2025 - 2/28/2026

Mental Health FINAL Budget 8/5/25 \$303,621.00

	Salary	Program FTE	Program Cost	Direct Costs	Admin Costs	Program Total
Personnel						
T. Patton	\$ 125,608	0.40	\$ 50,243.20	\$ 50,243.20	\$ -	\$ 50,243.20
E. Olivarría -Riverside	\$ 68,000	0.75	\$ 51,000.00	\$ 51,000.00	\$ -	\$ 51,000.00
Richard Wright - San B.	\$ 67,900	0.90	\$ 61,110.00	\$ 61,110.00	\$ -	\$ 61,110.00
L. Stowers	\$ 150,000	0.06	\$ 9,000.00	\$ -	\$ 9,000.00	\$ 9,000.00
A. Cespedes	\$ 71,201	0.02	\$ 1,424.02	\$ -	\$ 1,424.02	\$ 1,424.02
C. Hicks	\$ 63,648	0.03	\$ 1,909.44	\$ -	\$ 1,909.44	\$ 1,909.44
N. Patterson (3 months)	\$ 12,480	0.02	\$ 249.60	\$ -	\$ 249.60	\$ 249.60
A. De Los Reyes (3 months)	\$ 22,300	0.02	\$ 446.00	\$ -	\$ 446.00	\$ 446.00
S. Martinez	\$ 62,537	0.05	\$ 3,126.86	\$ -	\$ 3,126.86	\$ 3,126.86
Personnel Subtotal			\$ 178,509.12	\$ 162,353.20	\$ 16,155.92	\$ 178,509.12
Fringe						
		Percent	Program Cost	Direct Costs	Admin Costs	Program Total
FICA		7.5%	\$ 13,388.18	\$ 12,176.49	\$ 1,211.69	\$ 13,388.18
Staff Insurance (Health)		8.0%	\$ 14,280.73	\$ 12,988.26	\$ 1,292.47	\$ 14,280.73
Worker's Compensation		1.4%	\$ 2,499.13	\$ 2,272.94	\$ 226.18	\$ 2,499.13
Fringe Subtotal		16.9%	\$ 30,168.04	\$ 27,437.69	\$ 2,730.35	\$ 30,168.04
Total Personnel			\$ 208,677.16	\$ 189,790.89	\$ 18,886.27	\$ 208,677.16
Contract: Personnel Without Benefits						
Medix - Clinician - Claremont	\$ 50,006.00	1.00	\$ 50,006.00	\$ 50,006.00	\$ -	\$ 50,006.00
Personnel Subtotal			\$ 50,006.00	\$ 50,006.00	\$ -	\$ 50,006.00
Travel						
			Program Cost	Direct Costs	Admin Costs	Program Total
Local Travel (Mileage)			\$ 345.00	\$ 105.00	\$ 240.00	\$ 345.00
Travel Total			\$ 345.00	\$ 105.00	\$ 240.00	\$ 345.00
Supplies						
			Program Cost	Direct Costs	Admin Costs	Program Total
Equipment < \$5,000			\$ 4,147.53	\$ 2,500.00	\$ 1,647.53	\$ 4,147.53
Office: Supplies / Furniture			\$ 2,549.87	\$ 1,894.00	\$ 655.87	\$ 2,549.87
Program Supplies			\$ 1,375.00	\$ 875.00	\$ 500.00	\$ 1,375.00
Printing/Advertising Costs*			\$ 285.00	\$ 105.00	\$ 180.00	\$ 285.00
Training			\$ 265.71	\$ 100.00	\$ 165.71	\$ 265.71
Postage			\$ 222.28	\$ 161.00	\$ 61.28	\$ 222.28
Supplies Total			\$ 8,845.39	\$ 5,635.00	\$ 3,210.39	\$ 8,845.39
Contractual						
			Program Cost	Direct Costs	Admin Costs	Program Total
Kwan & Company CPA Inc			\$ 1,411.00	\$ -	\$ 1,411.00	\$ 1,411.00
Accounting fees			\$ 387.20	\$ -	\$ 387.20	\$ 387.20
Insight HR			\$ 3,855.18	\$ -	\$ 3,855.18	\$ 3,855.18
Risk Management Consultant			\$ 203.00	\$ -	\$ 203.00	\$ 203.00
Contractual Total			\$ 5,856.38	\$ -	\$ 5,856.38	\$ 5,856.38
Other						
			Program Cost	Direct Costs	Admin Costs	Program Total
Rent*			\$ 20,089.24	\$ 18,598.00	\$ 1,491.24	\$ 20,089.24
Telephone/Communication			\$ 4,519.52	\$ 4,234.00	\$ 285.52	\$ 4,519.52
Utilities* (Waste/Gas/Lights/Water)			\$ 1,838.65	\$ 1,653.00	\$ 185.65	\$ 1,838.65
Licenses (Essential Software/Staff Licenses)			\$ 824.13	\$ 800.00	\$ 24.13	\$ 824.13
Repair & Maintenance			\$ 2,619.53	\$ 2,437.00	\$ 182.53	\$ 2,619.53
Other Total			\$ 29,891.07	\$ 27,722.00	\$ 2,169.07	\$ 29,891.07
Direct			\$ 303,621.00	\$ 273,258.89		\$ 273,258.89
Admin					\$ 30,362.11	\$ 30,362.11
\$			\$ 303,621.00	\$ 273,258.89	\$ 30,362.11	\$ 303,621.00
%			100%	90%	10%	100%

Foothill AIDS Project
 Ryan White Part - A
 Line Item Budget
 Budget Period 3/1/2025 - 2/28/2026
MH - Narrative

Direct Costs **FINAL Budget 8/5/25**

Personnel	FTE	2.05	\$ 162,353.20
5 T. Patton, Dir. Of Mental Health 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.	0.40		\$ 50,243.20
6 E. Olivaria, Mental Health Clinician 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..	0.75		\$ 51,000.00
7 R. Wright, Mental Health Clinician 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..	0.90		\$ 61,110.00

Fringe \$ 27,437.69

Calculated at 16.9%: FICA 7.5%, Worker's Comp 1.4%, Health Insurance 8.0% =	\$ 27,437.69
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Travel \$ 105.00

Local Travel for 1 personnel to engage clients at home or at other locations for linkage to care purposes.				
	15.91	miles/mon.	\$0.55	cents per mil
	12	month(s) =		
				\$ 105.00

Contractual \$ 50,006.00

Medix - Clinician - Hesperia 4 months 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: \$50,006.00 = \$50,006.00 funding avail = \$ 50,006.00

Supplies: (San Bernardino/Riverside/Hesperia) \$ 5,635.00

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: \$99,032.00 = \$6,961.95 funding avail = 2,500.00	
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 = 1,894.00	
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 = 875.00	
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 = 105.00	
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 = 100.00	
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: \$407.18 = \$407.18 funding avail = 161.00	

Supplies: (San Bernardino/Riverside/Hesperia) \$ 27,722.00

	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 @	7.03%	of annual cost:	\$318,500.00	=	\$22,390.55	funding avail = \$ 18,598.00
	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:	\$70,000.00	=	\$4,921.00	funding avail = \$ 4,234.00
	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 = \$ 1,653.00
	Licenses (Essential Software/Staff Licenses) - Computer Software licenses, Outreach Street Permits, (based on previous year(s) expense) =						
	Direct Program: cost with a allocation @	100.00%	of annual cost:	\$800.00	=	\$800.00	funding avail = \$ 800.00
	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 = \$ 2,437.00

Direct Costs Total \$ 273,258.89

Administrative Costs

Personnel	FTE	Annual Salary	0.16	\$	16,155.92
L. Stowers, Executive Director	0.06	\$150,000.00		\$	9,000.00
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	0.02	\$71,201.10		\$	1,424.02
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.					
A. Del Los Reyes - Program Support	0.02	\$22,300.00		\$	446.00
Answer phones, filing, making copies					
N. Patterson - Program Support	0.02	\$12,480.00		\$	249.60
Answer phones, filing, making copies					
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	0.05	\$62,537.00		\$	3,126.86
Responsible for assisting in the development and implementation of policies, procedures, and best practices that enhance the delivery of a high customer services.					

Fringe \$ 2,730.35

Calculated at 16.9%: FICA 7.5%, Worker's Comp 1.4%, Health Insurance 8.0% =	\$	2,730.35
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Travel \$ 240.00

Travel for personnel to engage community program collaborations for linkage to care purposes.					
Local	36.364	miles/mon.	\$0.55	cents per mil	12 month(s) = \$ 240.00

Supplies \$ 3,210.39

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 @	1.88%	of annual cost:	\$93,566.84	=	\$1,759.06	funding avail = \$ 1,647.53
Office Program Supplies: General First AIDS supplies group food and drinking water (based on previous year(s) expense) =						
Admin Facility: shared cost with a allocation @	1.88%	of annual cost:	\$29,000.00	=	\$545.20	funding avail = \$ 500.00
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) =						
Admin Facility: shared cost with a allocation @	1.88%	of annual cost:	\$59,339.84	=	\$1,115.59	funding avail = \$ 655.87
Printing/Duplication: 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 @	1.88%	of annual cost:	\$9,602.40	=	\$180.53	funding avail = \$ 180.00
Postage: 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: \$3,500.00	=	\$65.80	funding avail =	\$	61.28
	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 =	\$	165.71

Contractual

\$5,856.38

	Kwan & Company CPA Inc	Annual Independent Auditor, prepares Financial Statements, 990s, (based on direct FTE allocation) =						
	Admin Facility: shared cost with a allocation @	4.9000%	of annual cost: \$30,300.00	=	\$1,484.70	funding avail =	\$	\$1,411.00
	Accounting fees (Payroll and reconciliation services)	Payroll and Monthly accounting (reconciliation) services, (based on previous year(s) expense) =						
	Admin Facility: shared cost with a allocation @	4.9000%	of annual cost: \$8,000.00	=	\$392.00	funding avail =	\$	\$387.20
	Insight HR	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) =						
	Admin Facility: shared cost with a allocation @	4.9000%	of annual cost: \$146,308.00	=	\$7,169.09	funding avail =	\$	\$3,855.18
	Risk Management Consultant	Risk management for FAP staffing body, assessing CAL-OSHA regulations, policies and procedures (based on previous year(s) expense) =						
	Admin Facility: shared cost with a allocation @	4.9000%	of annual cost: \$18,219.00	=	\$892.73	funding avail =	\$	\$203.00

Other

\$ 2,169.07

	Rent*	Office lease facility expenses, (based on previous year(s) expense) =						
	Admin Facility: shared cost with a allocation @	1.88%	of annual cost: \$112,390.60	=	\$2,112.94	funding avail =	\$	1,491.24
	Telephone/Communication	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: \$41,860.47	=	\$786.98	funding avail =	\$	285.52
	Utilities*	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 =	\$	185.65
	Certifications / Licenses	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: \$30,907.73	=	\$581.07	funding avail =	\$	24.13
	Repair & Maintenance	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 =	\$	182.53

Admin Costs Total							\$	30,362.11
	GRAND TOTAL						\$	303,621.00

Foothill AIDS Project
 Ryan White Part - A
 Line Item Budget
 Budget Period 3/1/2025 - 2/28/2026

Substance Abuse FINAL Budget 8/5/25 \$365,711.00

	Salary	Program FTE	Program Cost	Direct Costs	Admin Costs	Program Total
Personnel						
T. Patton	\$ 125,608	0.50	\$ 62,804.00	\$ 62,804.00	\$ -	\$ 62,804.00
J. Richardson - Hesperia	\$ 66,500	1.00	\$ 66,500.00	\$ 66,500.00	\$ -	\$ 66,500.00
A. Santana - San Bern	\$ 62,800	1.00	\$ 62,800.00	\$ 62,800.00	\$ -	\$ 62,800.00
E. Olivarría -Riverside	\$ 68,000	0.25	\$ 17,000.00	\$ 17,000.00	\$ -	\$ 17,000.00
TBH	\$ 42,200	1.00	\$ 42,200.00	\$ 42,200.00	\$ -	\$ 42,200.00
L. Stowers	\$ 150,000	0.08	\$ 12,000.00	\$ -	\$ 12,000.00	\$ 12,000.00
A. Cespedes	\$ 71,201	0.07	\$ 4,984.08	\$ -	\$ 4,984.08	\$ 4,984.08
C. Hicks	\$ 63,648	0.05	\$ 3,182.40	\$ -	\$ 3,182.40	\$ 3,182.40
N. Patterson (3 months)	\$ 12,480	0.02	\$ 249.60	\$ -	\$ 249.60	\$ 249.60
A. De Los Reyes (3 mont	\$ 22,300	0.02	\$ 446.00	\$ -	\$ 446.00	\$ 446.00
S. Martinez	\$ 62,537	0.06	\$ 3,752.23	\$ -	\$ 3,752.23	\$ 3,752.23
Personnel Subtotal			\$ 275,918.31	\$ 251,304.00	\$ 24,614.31	\$ 275,918.31
Fringe						
		Percent	Program Cost	Direct Costs	Admin Costs	Program Total
FICA		7.5%	\$ 20,693.87	\$ 18,847.80	\$ 1,846.07	\$ 20,693.87
Staff Insurance (Health)		8.8%	\$ 24,280.81	\$ 22,114.75	\$ 2,166.06	\$ 24,280.81
Disability (SUI)		2.0%	\$ 5,518.37	\$ 5,026.08	\$ 492.29	\$ 5,518.37
Worker's Compensation		1.4%	\$ 3,862.86	\$ 3,518.26	\$ 344.60	\$ 3,862.86
Fringe Subtotal		19.7%	\$ 54,355.91	\$ 49,506.89	\$ 4,849.02	\$ 54,355.91
Total Personnel			\$ 330,274.21	\$ 300,810.89	\$ 29,463.32	\$ 330,274.21
Travel						
			Program Cost	Direct Costs	Admin Costs	Program Total
Local Travel (Mileage)			\$ 355.00	\$ 250.00	\$ 105.00	\$ 355.00
Travel Total			\$ 355.00	\$ 250.00	\$ 105.00	\$ 355.00
Supplies						
			Program Cost	Direct Costs	Admin Costs	Program Total
Equipment < \$5,000			\$ 5,169.57	\$ 4,543.57	\$ 626.00	\$ 5,169.57
Office: Supplies / Furniture			\$ 2,621.43	\$ 2,116.43	\$ 505.00	\$ 2,621.43
Program Supplies			\$ 1,017.15	\$ 480.00	\$ 537.15	\$ 1,017.15
Printing/Advertising Costs*			\$ 374.12	\$ 201.62	\$ 172.50	\$ 374.12
Training			\$ 700.00	\$ 450.00	\$ 250.00	\$ 700.00
Postage			\$ 139.84	\$ 89.00	\$ 50.84	\$ 139.84
Supplies Total			\$ 10,022.11	\$ 7,880.62	\$ 2,141.49	\$ 10,022.11
Contractual						
			Program Cost	Direct Costs	Admin Costs	Program Total
Kwan & Company CPA Inc			\$ 843.95	\$ -	\$843.95	\$ 843.95
Ellene Wong			\$ 339.51	\$ -	\$339.51	\$ 339.51
Insight HR			\$ 1,717.00	\$ -	\$1,717.00	\$ 1,717.00
Risk Management Consultant			\$ 235.88	\$ -	\$235.88	\$ 235.88
Contractual Total			\$ 3,136.34	\$ -	\$ 3,136.34	\$ 3,136.34
Other						
			Program Cost	Direct Costs	Admin Costs	Program Total
Rent*			\$ 16,166.96	\$ 14,725.41	\$ 1,441.55	\$ 16,166.96
Telephone/Communication			\$ 2,483.61	\$ 2,382.25	\$ 101.36	\$ 2,483.61
Utilities* (Waste/Gas/Lights/Water)			\$ 319.25	\$ 313.60	\$ 5.65	\$ 319.25
Licenses (Essential Software/Staff Licenses)			\$ 30.17	\$ -	\$ 30.17	\$ 30.17
Repair & Maintenance			\$ 2,923.34	\$ 2,777.13	\$ 146.21	\$ 2,923.34
Other Total			\$ 21,923.33	\$ 20,198.39	\$ 1,724.94	\$ 21,923.33
Direct			\$ 365,711.00	\$ 329,139.90	\$ -	\$ 329,139.90
Admin			\$ -	\$ -	\$ 36,571.10	\$ 36,571.10
\$			\$ 365,711.00	\$ 329,139.90	\$ 36,571.10	\$ 365,711.00
%			100%	90%	10%	100%

Foothill AIDS Project
 Ryan White Part - A
 Line Item Budget
 Budget Period 3/1/2025 - 2/28/2026
 SA - Narrative

Direct Costs **FINAL Budget 8/5/25**

Personnel	FTE	\$	251,304.00
T. Patton, Dir. Of Mental Health	0.50	\$	62,804.00
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.			
E. Olivarría, Mental Health Clinician	0.25	\$	17,000.00
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.			
A. Sanata, Substance Abuse Counselor	1.00	\$	62,800.00
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.			
TBH = Riverside	1.00	\$	42,200.00
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.			
J. Richardson, Substance Abuse Counselor	1.00	\$	66,500.00
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	\$ 49,506.89
Calculated at 19.7%: FICA 7.5%, Worker's Comp 1.4%, State Unemployment Insurance 2.0% and Health Insurance 8.8% =	\$ 49,506.89

Travel	\$ 250.00
Local Travel for 1 personnel to engage clients at home or at other locations for linkage to care purposes.	
37.88 miles/mon.	\$0.55 cents per mil
12 month(s) =	\$ 250.00

Supplies: (San Bernardino/Riverside/Hesperia)	\$ 7,880.62
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 @ 7.29% of annual cost: \$99,032.00 = \$7,219.43 funding avail =	4,543.57
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 @ 7.29% of annual cost: \$43,600.00 = \$3,178.44 funding avail =	2,116.43
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, Narcan kits to be offered to group participants (based on previous year(s) expense) =	
Facility: shared cost with a allocation @ 7.29% of annual cost: \$15,700.00 = \$1,144.53 funding avail =	480.00
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 @ 7.29% of annual cost: \$10,975.00 = \$800.08 funding avail =	201.62
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 @ 7.29% of annual cost: \$9,250.00 = \$674.33 funding avail =	450.00
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:	\$147.18	=	\$147.18	funding avail =	89.00
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Other \$ 20,198.39

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 @	7.29%	of annual cost:	\$318,500.00	=	\$23,218.65	funding avail =	\$ 14,725.41
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 @	7.29%	of annual cost:	\$56,348.00	=	\$4,107.77	funding avail =	\$ 2,382.25
Utilities expenses , 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 =	\$ 313.60
Repair & Maintenance , 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 =	\$ 2,777.13

Direct Costs Total \$ 329,139.90

Administrative Costs \$ 24,614.31

Personnel	FTE	Annual Salary		\$
L. Stowers, Executive Director 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.	0.08	\$150,000.00		\$ 12,000.00
A. Cespedes, Office Manager / Bookkeeper 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.	0.07	\$71,201.10		\$ 4,984.08
C. Hicks, Grants Manager 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.	0.05	\$63,648.00		\$ 3,182.40
A. Del Los Reyes - Program Support Answer phones, filing, making copies	0.02	\$22,300.00		\$ 446.00
N. Patterson - Program Support Answer phones, filing, making copies	0.02	\$12,480.00		\$ 249.60
S. Martinez, Operations Manager Responsible for assisting in the development and implementation of policies, procedures, and best practices that enhance the delivery of a high customer services.	0.06	\$62,537.00		\$ 3,752.23

Fringe \$ 4,849.02

Calculated at 19.7%: FICA 7.5%, Worker's Comp 1.4%, State Unemployment Insurance 2.0% and Health Insurance 8.8% =	\$ 4,849.02
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Travel \$ 105.00

Travel for personnel to engage community program collaborations for linkage to care purposes.								
Local	15.91	miles/mon.	\$0.55	cents per mil	12	month(s) =	\$ 105.00	

Supplies \$ 2,141.49

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 @	1.94%	of annual cost:	\$65,566.84	=	\$1,272.00	funding avail =	\$ 626.00
Office Supplies: 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 =	\$ 505.00
Office Program Supplies: General First AIDS supplies group food and drinking water (based on previous year(s) expense) =	Admin Facility: shared cost with a allocation @	1.94%	of annual cost:	\$27,864.00	=	\$540.56	funding avail =	\$ 537.15

	Printing/Duplication: 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 =	\$ 172.50
	Postage: 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 =	\$ 50.84
	Training - 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 =	\$ 250.00

Contractual

\$3,136.34

	Kwan & Company CPA Inc		Annual Independent Auditor, prepares Financial Statements, 990s, (based on direct FTE allocation) =				
	Facility: shared cost with a allocation @	7.29%	of annual cost: \$30,300.00	=	\$2,208.87	funding avail =	\$843.95
	Ellene Wong		Monthly accounting (reconciliation) services, (based on previous year(s) expense) =				
	Facility: shared cost with a allocation @	7.29%	of annual cost: \$7,400.00	=	\$539.46	funding avail =	\$339.51
	Insight HR		Facilitaties 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: \$42,400.00	=	\$3,090.96	funding avail =	\$1,717.00
	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 @	7.29%	of annual cost: \$18,219.00	=	\$1,328.17	funding avail =	\$235.88

Other

\$ 1,724.94

	Rent*		Office lease facility expenses, (based on previous year(s) expense) =				
	Admin Facility: shared cost with a allocation @	1.94%	of annual cost: \$112,390.60	=	\$2,180.38	funding avail =	\$ 1,441.55
	Telephone/Communication		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 =	\$ 101.36
	Utilities*		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 =	\$ 5.65
	Certifications / Licenses		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: \$30,907.73	=	\$599.61	funding avail =	\$ 30.17
	Repair & Maintenance		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 =	\$ 146.21

Admin Costs Total

\$ 36,571.10

GRAND TOTAL

\$ 365,711.00

Foothill AIDS Project
 Ryan White Part - A
 Line Item Budget
 Budget Period 3/1/2025 - 2/28/2026

Medical Case Management FINAL Budget 8/5/25 \$126,536.00

	Salary	Program FTE	Program Cost	Direct Costs	Admin Costs	Program Total
Personnel						
S. Miller , Program Manager	\$ 79,040	0.14	\$ 11,065.60	\$ 11,065.60	\$ -	\$ 11,065.60
M. Patterson	\$ 15,400	0.90	\$ 13,860.00	\$ 13,860.00	\$ -	\$ 13,860.00
A. Cespedes	\$ 71,201	0.02	\$ 1,424.02	\$ -	\$ 1,424.02	\$ 1,424.02
C. Hicks	\$ 63,648	0.03	\$ 1,909.44	\$ -	\$ 1,909.44	\$ 1,909.44
N. Patterson	\$ 49,920	0.02	\$ 998.40	\$ -	\$ 998.40	\$ 998.40
A. De Los Reyes	\$ 57,200	0.02	\$ 1,144.00	\$ -	\$ 1,144.00	\$ 1,144.00
S. Martinez	\$ 62,537	0.03	\$ 1,876.11	\$ -	\$ 1,876.11	\$ 1,876.11
Personnel Subtotal			\$ 32,277.58	\$ 24,925.60	\$ 7,351.98	\$ 32,277.58
Fringe						
		Percent	Program Cost	Direct Costs	Admin Costs	Program Total
FICA		7.5%	\$ 2,420.82	\$ 1,869.42	\$ 551.40	\$ 2,420.82
Staff Insurance (Health)		8.0%	\$ 2,582.21	\$ 1,994.05	\$ 588.16	\$ 2,582.21
Disability (SUI)		2.0%	\$ 645.55	\$ 498.51	\$ 147.04	\$ 645.55
Worker's Compensation		1.4%	\$ 451.89	\$ 348.96	\$ 102.93	\$ 451.89
Fringe Subtotal		18.9%	\$ 6,100.46	\$ 4,710.94	\$ 1,389.52	\$ 6,100.46
Total Personnel			\$ 38,378.04	\$ 29,636.54	\$ 8,741.50	\$ 38,378.04
Contract: Personnel Without Benefits						
Medix - Clinician	\$74,833.00	1.00	\$ 74,833.00	\$ 74,833.00	\$ -	\$ 74,833.00
Personnel Subtotal			\$ 74,833.00	\$ 74,833.00	\$ -	\$ 74,833.00
Travel						
			Program Cost	Direct Costs	Admin Costs	Program Total
Local Travel (Mileage)			\$ 80.00		\$ 80.00	\$ 80.00
Travel Total			\$ 80.00	\$ -	\$ 80.00	\$ 80.00
Supplies						
			Program Cost	Direct Costs	Admin Costs	Program Total
Equipment < \$5,000			\$ 1,224.66	\$ 922.66	\$ 302.00	\$ 1,224.66
Office: Supplies / Furniture			\$ 835.05	\$ 601.05	\$ 234.00	\$ 835.05
Program Supplies			\$ 213.81	\$ 118.81	\$ 95.00	\$ 213.81
Printing/Advertising Costs*			\$ 178.18	\$ 128.38	\$ 49.80	\$ 178.18
Training			\$ 252.00	\$ 150.00	\$ 102.00	\$ 252.00
Postage			\$ 77.00	\$ 28.00	\$ 49.00	\$ 77.00
Supplies Total			\$ 2,780.70	\$ 1,948.90	\$ 831.80	\$ 2,780.70
Contractual						
			Program Cost	Direct Costs	Admin Costs	Program Total
Kwan & Company CPA Inc			\$ 566.97		\$ 566.97	\$ 566.97
Ellene Wong			\$ 138.47		\$ 138.47	\$ 138.47
Insight HR			\$ 894.39		\$ 894.39	\$ 894.39
Risk Management Consultant			\$ 340.91		\$ 340.91	\$ 340.91
Contractual Total			\$ 1,940.74		\$ 1,940.74	\$ 1,940.74
Other						
			Program Cost	Direct Costs	Admin Costs	Program Total
Rent*			\$ 6,317.04	\$ 5,517.04	\$ 800.00	\$ 6,317.04
Telephone/Communication			\$ 887.28	\$ 775.81	\$ 111.47	\$ 887.28
Utilities* (Waste/Gas/Lights/Water)			\$ 213.79	\$ 197.70	\$ 16.09	\$ 213.79
Repair & Maintenance			\$ 1,105.41	\$ 973.41	\$ 132.00	\$ 1,105.41
Other Total			\$ 8,523.52	\$ 7,463.96	\$ 1,059.56	\$ 8,523.52
Direct			\$ 126,536.00	\$ 113,882.40		\$ 113,882.40
Admin					\$ 12,653.60	\$ 12,653.60
\$			\$ 126,536.00	\$ 113,882.40	\$ 12,653.60	\$ 126,536.00
%			100%	90%	10%	100%

Foothill AIDS Project
 Ryan White Part - A
 Line Item Budget
 Budget Period 3/1/2025 - 2/28/2026

MCM - Narrative

Direct Costs				
FINAL Budget 8/5/25				
Personnel	FTE	0.90		\$ 24,925.60
S. Miller, Program Manager 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.	0.14			\$ 11,065.60
16 M. Patterson, Medical Case Manager (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			\$ 13,860.00
Fringe				\$ 4,710.94
Calculated at 18.9%: FICA 7.5%, Worker's Comp 1.4%, State Unemployment Insurance 2.0% and Health Insurance 8.00% =				\$ 4,710.94
Contractual				\$ 74,833.00
Medix - Clinician - Hesperia 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.				
Mental Health Clinician: allocation @ 1% of annual cost: \$74,833.00 = \$74,833.00 funding avail = \$ 74,833.00				
Supplies: (San Bernardino/Riverside/Hesperia)				\$ 1,948.90
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 @ 4.87% of annual cost: \$68,400.00 = \$3,331.08 funding avail = 922.66				
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 @ 4.87% of annual cost: \$43,600.00 = \$2,123.32 funding avail = 601.05				
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, Narcan kits to be offered to group participants (based on previous year(s) expense) =				
Facility: shared cost with a allocation @ 4.87% of annual cost: \$15,700.00 = \$764.59 funding avail = 118.81				
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 @ 4.87% of annual cost: \$10,975.00 = \$534.48 funding avail = 128.38				
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 @ 4.87% of annual cost: \$9,250.00 = \$450.48 funding avail = 150.00				
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: \$28.04 = \$28.04 funding avail = 28.00				
Other				\$ 7,463.96

	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 @	4.87%	of annual cost:	\$318,500.00	=	\$15,510.95	funding avail = \$ 5,517.04
	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 @	4.87%	of annual cost:	\$56,348.00	=	\$2,744.15	funding avail = \$ 775.81
	Utilities expenses , 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 = \$ 197.70
	Repair & Maintenance , 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 = \$ 973.41

Direct Costs Total \$ 113,882.40

Administrative Costs

Personnel	FTE	Annual Salary	\$	7,351.98
A. Cespedes, Office Manager / Bookkeeper	0.02	\$71,201.10	\$	1,424.02
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				
A. Del Los Reyes - Program Support	0.02	\$57,200.00	\$	1,144.00
Answer phones, filing, making copies				
N. Patterson - Program Support	0.02	\$49,920.00	\$	998.40
Answer phones, filing, making copies				
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 \$ 1,389.52

Calculated at 18.9%: FICA 7.5%, Worker's Comp 1.4%, State Unemployment Insurance 2.0% and Health Insurance 8.0% =	\$	1,389.52
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Travel \$ 80.00

Travel for personnel to engage community program collaborations for linkage to care purposes.				
Local	12.121	miles/mon.	\$0.55	cents per mil
	12	month(s) =	\$	80.00

Supplies \$ 831.80

	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 @	1.80%	of annual cost:	\$65,566.84	=	\$1,180.20	funding avail = \$ 302.00
	Office Program Supplies: General First AIDS supplies group food and drinking water (based on previous year(s) expense) =						
	Admin Facility: shared cost with a allocation @	1.94%	of annual cost:	\$27,864.00	=	\$540.56	funding avail = \$ 95.00
	Office Supplies: 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 = \$ 234.00
	Printing/Duplication: 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 = \$ 49.80
	Training - 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 = \$ 102.00
	Postage: 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 = \$ 49.00

Contractual

\$1,940.74

	Kwan & Company CPA Inc	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 =	\$ 566.97
	Elene Wong	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 =	\$ 138.47
	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 @	7.29%	of annual cost: \$36,026.99	=	\$2,626.37	funding avail =	\$ 894.39
	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 @	7.29%	of annual cost: \$7,826.09	=	\$570.52	funding avail =	\$ 340.91

Other

\$ 1,059.56

	Rent*	Office lease facility expenses, (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	1.80%	of annual cost: \$112,390.60	=	\$2,023.03	funding avail =	\$ 800.00
	Telephone/Communication	This includes conducting client follow ups when clients miss appointments and conducting					
	Admin Facility: shared cost with a allocation @	1.80%	of annual cost: \$41,860.47	=	\$753.49	funding avail =	\$ 111.47
	Utilities*	Cost of air conditions repairs (filters, cleaning), light bulbs, minor construction work orders,					
	Admin Facility: shared cost with a allocation @	1.80%	of annual cost: \$47,261.82	=	\$850.71	funding avail =	\$ 16.09
	Repair & Maintenance	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 =	\$ 132.00

Admin Costs Total							\$ 12,653.60
	GRAND TOTAL						\$ 126,536.00

Foothill AIDS Project
 Ryan White Part - A
 Line Item Budget
 Budget Period 3/1/2025 - 2/28/2026

Nutrition FINAL Budget 8/5/25 \$112,914.00

	Salary	Program FTE	Program Cost	Direct Costs	Admin Costs	Program Total
Personnel						
S. Miller , Program Manager	\$ 79,040	0.15	\$ 11,856.00	\$ 11,856.00		\$ 11,856.00
L. Stowers	\$ 150,000	0.03	\$ 4,500.00		\$ 4,500.00	\$ 4,500.00
C. Hicks	\$ 63,648	0.02	\$ 1,272.96	\$ -	\$ 1,272.96	\$ 1,272.96
S. Martinez	\$ 62,537	0.03	\$ 1,876.11	\$ -	\$ 1,876.11	\$ 1,876.11
Personnel Subtotal			\$ 19,505.07	\$ 11,856.00	\$ 7,649.07	\$ 19,505.07
Fringe						
		Percent	Program Cost	Direct Costs	Admin Costs	Program Total
FICA		7.5%	\$ 1,462.88	\$ 889.20	\$ 573.68	\$ 1,462.88
Staff Insurance (Health)		8.0%	\$ 1,560.41	\$ 948.48	\$ 611.93	\$ 1,560.41
Disability (SUI)		2.0%	\$ 390.10	\$ 237.12	\$ 152.98	\$ 390.10
Worker's Compensation		1.4%	\$ 273.07	\$ 165.98	\$ 107.09	\$ 273.07
Fringe Subtotal		18.9%	\$ 3,686.46	\$ 2,240.78	\$ 1,445.68	\$ 3,686.46
Total Personnel			\$ 23,191.53	\$ 14,096.78	\$ 9,094.75	\$ 23,191.53
Personnel Without Benefits						
RD Nutrition Consultants	\$ 70,841.00	1.00	\$ 70,841.00	\$ 70,841.00	\$ -	\$ 70,841.00
Personnel Subtotal			\$ 70,841.00	\$ 70,841.00	\$ -	\$ 70,841.00
Total Personnel Without Benefits			\$ 70,841.00	\$ 70,841.00		\$ 70,841.00
Travel						
			Program Cost	Direct Costs	Admin Costs	Program Total
Local Travel (Mileage)			\$ 258.00	\$ 200.00	\$ 58.00	\$ 258.00
Travel Total			\$ 258.00	\$ 200.00	\$ 58.00	\$ 258.00
Supplies						
			Program Cost	Direct Costs	Admin Costs	Program Total
Equipment < \$5,000			\$ 2,211.85	\$ 2,049.06	\$ 162.79	\$ 2,211.85
Office: Supplies / Furniture			\$ 737.69	\$ 631.44	\$ 106.25	\$ 737.69
Program Supplies			\$ 6,445.57	\$ 6,355.57	\$ 90.00	\$ 6,445.57
Printing/Advertising Costs*			\$ 104.27	\$ 100.60	\$ 3.67	\$ 104.27
Training			\$ 50.00		\$ 50.00	\$ 50.00
Postage			\$ 46.89	\$ 4.89	\$ 42.00	\$ 46.89
Supplies Total			\$ 9,596.27	\$ 9,141.56	\$ 454.71	\$ 9,596.27
Contractual						
			Program Cost	Direct Costs	Admin Costs	Program Total
Kwan & Company CPA Inc			\$ 126.00	\$ -	\$ 126.00	\$ 126.00
Ellene Wong			\$ 153.11	\$ -	\$ 153.11	\$ 153.11
Insight HR			\$ 460.74	\$ -	\$ 460.74	\$ 460.74
Risk Management Consultant			\$ 26.97	\$ -	\$ 26.97	\$ 26.97
Contractual Total			\$ 766.82	\$ -	\$ 766.82	\$ 766.82
Other						
			Program Cost	Direct Costs	Admin Costs	Program Total
Rent*			\$ 6,066.77	\$ 5,361.56	\$ 705.21	\$ 6,066.77
Telephone/Communication			\$ 908.81	\$ 849.69	\$ 59.12	\$ 908.81
Utilities* (Waste/Gas/Lights/Water)			\$ 421.55	\$ 365.90	\$ 55.65	\$ 421.55
Licenses (Essential Software/Staff Licenses)			\$ 14.08		\$ 14.08	\$ 14.08
Repair & Maintenance			\$ 849.17	\$ 766.11	\$ 83.06	\$ 849.17
Other Total			\$ 8,260.38	\$ 7,343.26	\$ 917.12	\$ 8,260.38
Direct			\$ 112,914.00	\$ 101,622.60		\$ 101,622.60
Admin					\$ 11,291.40	\$ 11,291.40
\$			\$ 112,914.00	\$ 101,622.60	\$ 11,291.40	\$ 112,914.00
%			100%	90%	10%	100%

Foothill AIDS Project
 Ryan White Part - A
 Line Item Budget
 Budget Period 3/1/2025 - 2/28/2026

Nutri - Narrative

Direct Costs

FINAL Budget 8/5/25

Personnel	FTE	\$	11,856.00
S. Miller, Manager of Programs			
	0.15	\$	11,856.00
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.			
Fringe			
		\$	2,240.78
Calculated at 18.9%: FICA 7.5%, Worker's Comp 1.4%, State Unemployment Insurance 2.0% and Health Insurance 8.0% =			
		\$	2,240.78
Travel			
		\$	200.00
Local Travel for 1 personnel to engage clients at home or at other locations for linkage to care purposes.			
	30.303 miles/mon.	\$0.55 cents per mil	12 month(s) =
		\$	200.00
Contractual			
	FTE	\$	70,841.00
RD Nutrition Consultants:			
Contracted Registered Nutritionist; Primary service goal is to assist clients in achieving an enhanced level of health and quality of life and			
Registered Nutritionist: allocation @ 100% of annual cost: \$70,841.00 = \$70,841.00 funding avail = \$ 70,841.00			
Supplies: (San Bernardino/Riverside/Hesperia)			
		\$	9,141.56
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 @ 4.87%	of annual cost: \$68,400.00	= \$3,331.08 funding avail = 2,049.06
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 @ 4.87%	of annual cost: \$43,600.00	= \$2,123.32 funding avail = 631.44
Nutrition Program: 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 materials and other related program specific supplies i.e. BMI chart adul MUAC, Tanita scales, (based on previous year(s) expense) =			
	Facility: shared cost with a allocation @ 100.00%	of annual cost: \$16,749.00	= \$16,749.00 funding avail = 6,355.57
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 @ 4.87%	of annual cost: \$10,975.00	= \$534.48 funding avail = 100.60
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: \$5.17	= \$5.17 funding avail = 4.89
Other			
		\$	7,343.26
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 @ 4.87%	of annual cost: \$318,500.00	= \$15,510.95 funding avail = \$ 5,361.56
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 @ 4.87%	of annual cost: \$56,348.00	= \$2,744.15 funding avail = \$ 849.69
Utilities expenses, 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 = \$ 365.90

Repair & Maintenance, 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 = \$ 766.11

Direct Costs Total \$ 101,622.60

Administrative Costs

Personnel	FTE	Annual Salary	0.050		\$	7,649.07
L. Stowers, Executive Director	0.03	\$150,000.00			\$	4,500.00
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.						
C. Hicks, Grants Manager	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.						
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		\$	1,445.68
Calculated at 18.9%: FICA 7.5%, Worker's Comp 1.4%, State Unemployment Insurance 2.0% and Health Insurance 8.0% =		\$	1,445.68

Travel		\$	58.00
Travel for personnel to engage community program collaborations for linkage to care purposes.			
Local	8.789 miles/mon.	\$0.55 cents per mil	12 month(s) = \$ 58.00

Supplies		\$	454.71
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 @	1.33%	of annual cost:	\$65,566.84 = \$872.04 funding avail = \$ 162.79
Office Program Supplies: General First AIDS supplies group food and drinking water (based on previous year(s) expense) =			
Admin Facility: shared cost with a allocation @	1.94%	of annual cost:	\$27,864.00 = \$540.56 funding avail = \$ 90.00
Office Supplies: 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 = \$ 106.25
Printing/Duplication: 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 @	1.33%	of annual cost:	\$9,602.40 = \$127.71 funding avail = \$ 3.67
Training - 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 = \$ 50.00
Postage: 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:	\$3,500.00 = \$46.55 funding avail = \$ 42.00

Contractual		\$766.82
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 = \$ 126.00
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 = \$ 153.11
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) =	

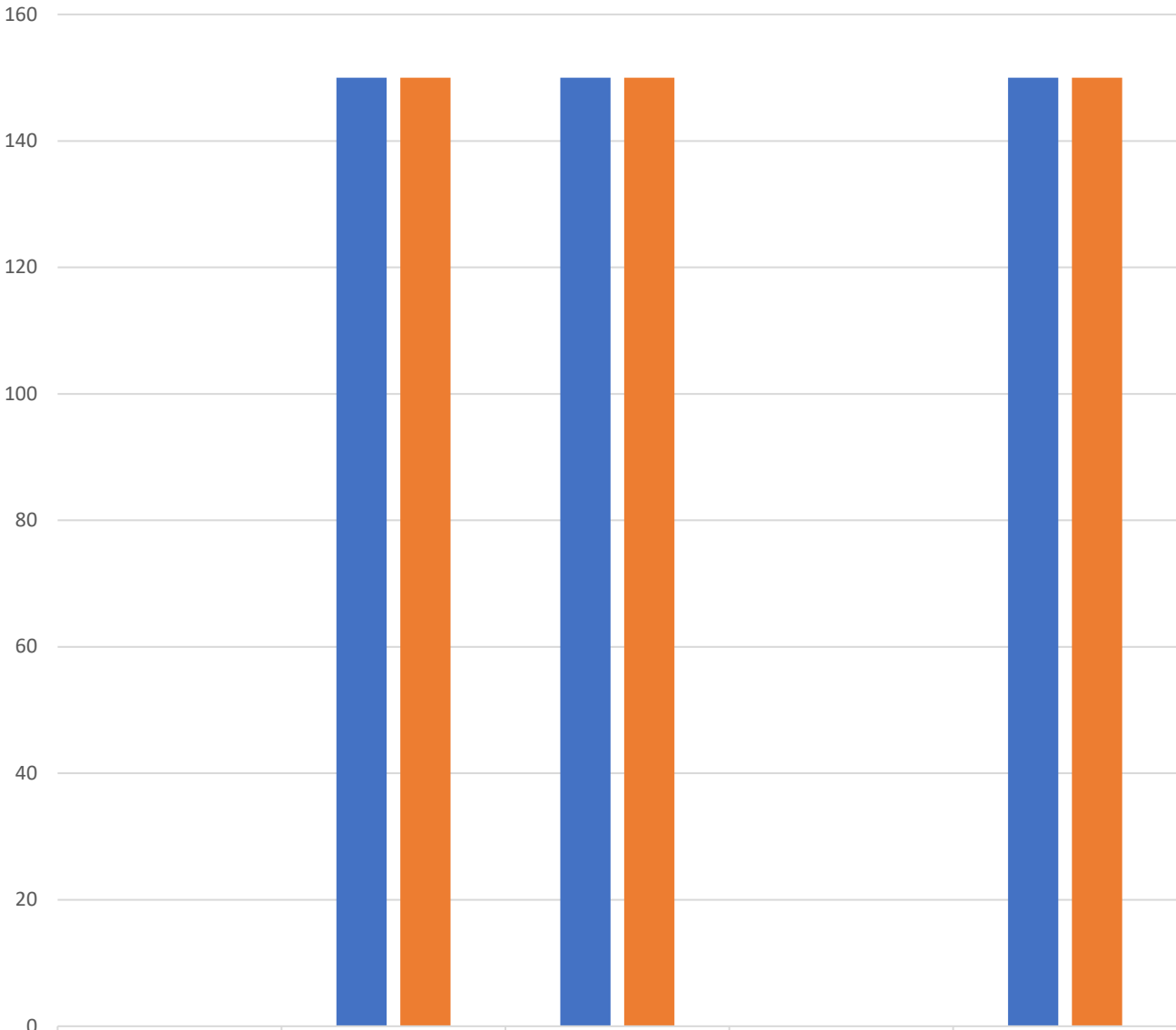
	Facility: shared cost with a allocation @	4.87%	of annual cost: \$36,026.99	=	\$1,754.51	funding avail =	\$	460.74
	Risk Management Consultant		Risk management for FAP staffing body, assessing CAL-OSHA regulations, policies and procedures (based on previous year(s) expense) =					
	Facility: shared cost with a allocation @	4.87%	of annual cost: \$7,826.09	=	\$381.13	funding avail =	\$	26.97

Other **\$ 917.12**

	Rent*		Office lease facility expenses, (based on previous year(s) expense) =					
	Admin Facility: shared cost with a allocation @	1.33%	of annual cost: \$112,390.60	=	\$1,494.79	funding avail =	\$	705.21
	Telephone/Communication		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 =	\$	59.12
	Utlilties*		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 =	\$	55.65
	Certifications / Licenses		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 =	\$	14.08
	Repair & Maintenance		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 =	\$	83.06

Admin Costs Total							\$	11,291.40
	GRAND TOTAL						\$	112,914.00

Chart Title



	Program Cost	Direct Costs	Admin Costs	Program Total
	\$4,062.50	\$4,062.50	\$-	\$4,062.50
0.08	\$4,062.50	\$4,062.50		\$4,062.50
	\$40,503.70	\$21,825.07	\$18,678.63	\$40,503.70
20.3%	\$6,834.79	\$3,682.87	\$3,151.92	\$6,834.79
1.8%	\$606.04	\$326.56	\$279.48	\$606.04
2.0%	\$673.38	\$362.84	\$310.53	\$673.38
9.0%	\$3,030.20	\$1,632.80	\$1,397.40	\$3,030.20
7.5%	\$2,525.17	\$1,360.67	\$1,164.50	\$2,525.17
Percent	Program Cost	Direct Costs	Admin Costs	Program Total

■ Series1 ■ Series2

Foothill AIDS Project
 Ryan White Part - A
 Line Item Budget
 Budget Period 3/1/2025 - 2/28/2026

MAI FINAL Budget 8/5/25 \$222,390.00

	Salary	Program FTE	Program Cost	Direct Costs	Admin Costs	Program Total
Personnel						
L. Pinedo	\$ 79,040	0.30	\$ 23,712.00	\$ 23,712.00	\$ -	\$ 23,712.00
L. Gastelum - San Bern.	\$ 55,750	0.65	\$ 36,237.50	\$ 36,237.50	\$ -	\$ 36,237.50
C. Orozco - Riverside 1.00 f	\$ 54,250	0.65	\$ 35,262.50	\$ 35,262.50	\$ -	\$ 35,262.50
A. Albandak - EW	\$ 54,250	0.05	\$ 2,712.50	\$ 2,712.50	\$ -	\$ 2,712.50
A. Cespedes	\$ 71,201	0.06	\$ 4,272.07	\$ -	\$ 4,272.07	\$ 4,272.07
N. Patterson	\$ 49,920	0.02	\$ 998.40	\$ -	\$ 998.40	\$ 998.40
A. De Los Reyes	\$ 57,200	0.02	\$ 1,144.00	\$ -	\$ 1,144.00	\$ 1,144.00
C. Hicks	\$ 63,648	0.08	\$ 5,091.84	\$ -	\$ 5,091.84	\$ 5,091.84
			\$ -	\$ -	\$ -	\$ -
Personnel Subtotal			\$ 109,430.81	\$ 97,924.50	\$ 11,506.31	\$ 109,430.81
Fringe						
		Percent	Program Cost	Direct Costs	Admin Costs	Program Total
FICA		7.5%	\$ 8,207.31	\$ 7,344.34	\$ 862.97	\$ 8,207.31
Staff Insurance (Health)		8.0%	\$ 8,754.46	\$ 7,833.96	\$ 920.50	\$ 8,754.46
Disability (SUI)		2.1%	\$ 2,298.05	\$ 2,056.41	\$ 241.63	\$ 2,298.05
Worker's Compensation		1.4%	\$ 1,532.03	\$ 1,370.94	\$ 161.09	\$ 1,532.03
Fringe Subtotal		19.0%	\$ 20,791.85	\$ 18,605.66	\$ 2,186.20	\$ 20,791.85
Total Personnel			\$ 130,222.66	\$ 116,530.16	\$ 13,692.50	\$ 130,222.66
Consultant:						
CLIA Medical Director	\$ 48,000	0.75	\$ 36,000.00	\$ 36,000.00	\$ -	\$ 36,000.00
STI Testing	\$ 27,000	0.75	\$ 20,250.00	\$ 20,250.00	\$ -	\$ 20,250.00
Personnel Subtotal			\$ 56,250.00	\$ 56,250.00	\$ -	\$ 56,250.00
Travel						
			Program Cost	Direct Costs	Admin Costs	Program Total
Local Travel (Mileage)			\$ 550.00	\$ 300.00	\$ 250.00	\$ 550.00
Travel Total			\$ 550.00	\$ 300.00	\$ 250.00	\$ 550.00
Supplies						
			Program Cost	Direct Costs	Admin Costs	Program Total
Equipment < \$5,000			\$ 3,763.45	\$ 3,118.15	\$ 645.30	\$ 3,763.45
Office: Supplies / Furniture			\$ 2,238.85	\$ 1,624.18	\$ 614.67	\$ 2,238.85
Program / Medical Supplies			\$ 10,490.50	\$ 10,270.50	\$ 220.00	\$ 10,490.50
Printing/Advertising Costs*			\$ 513.69	\$ 109.00	\$ 404.69	\$ 513.69
Training			\$ 857.40	\$ 477.40	\$ 380.00	\$ 857.40
Postage			\$ 129.12	\$ 40.20	\$ 88.92	\$ 129.12
Supplies Total			\$ 17,993.01	\$ 15,639.43	\$ 2,353.58	\$ 17,993.01
Contractual						
			Program Cost	Direct Costs	Admin Costs	Program Total
Kwan & Company CPA Inc			\$ 1,031.00	\$ -	\$ 1,031.00	\$ 1,031.00
Ellene Wong			\$ 452.00	\$ -	\$ 452.00	\$ 452.00
Insight HR			\$ 1,513.85	\$ -	\$ 1,513.85	\$ 1,513.85
Risk Management Consultant			\$ 524.25	\$ -	\$ 524.25	\$ 524.25
Contractual Total			\$ 3,521.10	\$ -	\$ 3,521.10	\$ 3,521.10
Other						
			Program Cost	Direct Costs	Admin Costs	Program Total
Rent*			\$ 9,337.20	\$ 7,924.44	\$ 1,412.76	\$ 9,337.20
Telephone/Communication			\$ 1,986.39	\$ 1,498.77	\$ 487.62	\$ 1,986.39
Utilities* (Waste/Gas/Lights/Water)			\$ 1,254.63	\$ 957.10	\$ 297.53	\$ 1,254.63
Licenses (Essential Software/Staff Licenses)			\$ 150.22	\$ 50.22	\$ 100.00	\$ 150.22
Repair & Maintenance			\$ 1,124.80	\$ 1,000.89	\$ 123.91	\$ 1,124.80
OtherTotal			\$ 13,853.23	\$ 11,431.42	\$ 2,421.81	\$ 13,853.23
Direct			\$ 222,390.00	\$ 200,151.01	\$ 22,238.99	\$ 222,390.00
Admin					\$ 22,238.99	\$ 22,238.99
\$			\$ 222,390.00	\$ 200,151.01	\$ 22,238.99	\$ 222,390.00
%			100%	90%	10%	100%

Foothill AIDS Project
 Ryan White Part - A
 Line Item Budget
 Budget Period 3/1/2025 - 2/28/2026
 MAI - Narrative

Direct Costs TOTAL
FINAL Budget 8/5/25

Personnel	FTE =	0.00	\$	97,924.50
1	L. Pinedo, Manager of Program	0.30		\$ 23,712.00
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	L. Gastelum, Case Manager	0.65		\$ 36,237.50
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	C. Orozco, Case Manager	0.65		\$ 35,262.50
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.				
4	A. Albandak - EW	0.05		\$ 2,712.50
Collect and verify required eligibility documentation for receipt of services, review program requirements and procedures, including eligibility factors; conduct home visits when required for the purpose of obtaining and verifying information, advising clients of deadlines, timeframes and necessary actions to be taken, working with clients who need assistance in gathering appropriate documentation, regularly review and update case files to ensure appropriate documentation is in place.				

Fringe	\$	18,605.66
Calculated at 19%: FICA 7.5%, Worker's Comp 1.4%, State Unemployment Insurance 2.1% and Health Insurance 8.0% =	\$	18,605.66

Travel	\$	300.00
Local Travel for 1 personnel to engage clients at home or at other locations for linkage to care purposes.		
45.454 miles/mon. \$0.55 cents per mil 12 month(s) =	\$	300.00

Contractual	\$56,250.00
CLIA Director - Dr. Richie 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/75%MAI	
Medical Director: cost with a allocation @ 75% of annual cost: \$48,000.00 = \$36,000.00 funding avail =	\$36,000.00
STI Testing LLC: Consultant: PS Test medical staff to administer on-site STI testing twice a month: 25%EIS/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)	\$	15,639.43
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 @ 3.15% of annual cost: \$99,032.00 = \$3,119.51 funding avail =	3,118.15	
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 @ 3.15% of annual cost: \$53,300.00 = \$1,678.95 funding avail =	1,624.18	
Program/Medical Supplies: Cost of program outreach materials (safety sex products; condoms, educational workbooks etc.) , to include HIV Testing kits 31 cases 100 tests per case (approx. \$500/ea.). Lancets 86 bxs, 75 per box (approx. \$20 ea.) 15 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 =	10,270.50	
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 @ 3.15% of annual cost: \$3,580.00 = \$112.77 funding avail =	109.00	
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 @ 100% of annual cost: \$477.40 = \$477.40 funding avail =	477.40	

	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:	\$40.20	=	\$40.20	funding avail = 40.20

Other **\$ 11,431.42**

	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 @	3.15%	of annual cost:	\$251,800.00	=	\$7,931.70	funding avail = \$ 7,924.44
	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 @	3.15%	of annual cost:	\$47,580.00	=	\$1,498.77	funding avail = \$ 1,498.77
	Utilities: (San Bernardino/Riverside) expenses, lights, water and trash/bio waste (based on previous year(s) expense) =						
	Facility: shared cost with a allocation @	3.15%	of annual cost:	\$31,780.00	=	\$1,001.07	funding avail = \$ 957.10
	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 @	3.15%	of annual cost:	\$1,650.00	=	\$51.98	funding avail = \$ 50.22
	Repair & Maintenance; (San Bernardino/Riverside) AC/Heating, plumbing, carpet/fixtures, etc, (based on previous year(s) expense) =						
	Direct Program: cost with a allocation @	3.15%	of annual cost:	\$32,480.00	=	\$1,023.12	funding avail = \$ 1,000.89

Direct Costs Total **\$ 200,151.01**

Administrative Costs

Personnel	FTE						\$11,506.31
A. Cespedes, Office Manager / Bookkeeper	0.06	\$4,272.07					\$ 4,272.07
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	0.08	\$5,091.84					\$ 5,091.84
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.							
N. Patterson - Program Support	0.02	\$998.40					\$998.40
Answer phones, filing, making copies							
A. De Los Reyes - Program Support	0.02	\$1,144.00					\$1,144.00
Answer phones, filing, making copies							

Fringe **\$ 2,186.20**

Calculated at 19%: FICA 7.5%, Worker's Comp 1.4%, State Unemployment Insurance 2.1% and Health Insurance 8.0% =							\$ 2,186.20
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Travel **\$ 250.00**

Travel for personnel to engage community program collaborations for linkage to care purposes.							
Local	37.88	miles/mon.	\$0.55	cents per mil	12	month(s) =	\$ 250.00

Supplies **\$ 2,353.58**

	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 @	3.15%	of annual cost:	\$65,566.40	=	\$2,065.34	funding avail = \$ 645.30
	Office Supplies: 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 @	3.15%	of annual cost:	\$59,339.84	=	\$1,869.20	funding avail = \$ 614.67
	Office Program Supplies: General First AIDS supplies group food and drinking water (based on previous year(s) expense) =						
	Admin Facility: shared cost with a allocation @	3.15%	of annual cost:	\$19,339.84	=	\$609.20	funding avail = \$ 220.00
	Printing/Duplication: 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 @	3.15%	of annual cost:	\$13,502.40	=	\$425.33	funding avail = \$ 404.69
	Postage: Mail proposals, invoices for reimbursement, certifications, state license and insurances, (based on previous year(s) expense) =						
	Admin Facility: shared cost with a allocation @	3.15%	of annual cost:	\$3,000.00	=	\$94.50	funding avail = \$ 88.92
	Training - Eclinical data base training, fire safety, active shooter training						

Admin Facility: shared cost with a allocation @	3.15%	of annual cost:	\$16,500.00	=	\$519.75	funding avail =	\$ 380.00
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Contractual

\$3,521.10

Kwan & Company CPA Inc	Annual Independent Auditor, prepares Financial Statements, 990s, (based on direct FTE allocation) =						
Facilities: shared cost with a allocation @	6.67%	of annual cost:	\$30,300.00	=	\$2,021.01	funding avail =	\$1,031.00
Elene Wong	Monthly accounting (reconciliation) services, (based on previous year(s) expense) =						
Facilities: shared cost with a allocation @	6.67%	of annual cost:	\$7,400.00	=	\$493.58	funding avail =	\$452.00
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 risk management for FAP staffing body, (based on previous year(s) expense) =						
Facilities: shared cost with a allocation @	6.67%	of annual cost:	\$42,400.00	=	\$2,828.08	funding avail =	\$1,513.85
Risk Management Consultant	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:	\$18,219.00	=	\$1,215.21	funding avail =	\$524.25

\$ 2,421.81

Rent*	Office lease facility expenses (Claremont Admin), (based on previous year(s) expense) =						
Admin Facility: shared cost with a allocation @	3.15%	of annual cost:	\$66,391.60	=	\$2,091.34	funding avail =	\$ 1,412.76
Telephone/Communication	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 @	3.15%	of annual cost:	\$41,860.47	=	\$1,318.60	funding avail =	\$ 487.62
Certifications / Licenses	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 @	3.15%	of annual cost:	\$30,907.73	=	\$973.59	funding avail =	\$ 100.00
Utilities*	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 @	3.15%	of annual cost:	\$47,261.82	=	\$1,488.75	funding avail =	\$ 297.53
Repair & Maintenance	Repair & Maintenance, AC/Heating, plumbing, etc, (based on previous year(s) expense) =						
Admin Facility: shared cost with a allocation @	3.15%	of annual cost:	\$17,104.28	=	\$538.78	funding avail =	\$ 123.91

Admin Costs Total							\$ 22,238.99
GRAND TOTAL							\$ 222,390.00