



Contract Number

20-1068 A-2

SAP Number

4400015584

Department of Public Health

Department Contract Representative Lisa Ordaz, HS Contracts
Telephone Number (909) 388-0222

Contractor Foothill AIDS Project
Contractor Representative Maritza Tona
Telephone Number (909) 482-2066
Contract Term 10/28/2020 through 02/28/2025
Original Contract Amount \$1,447,297
Amendment Amount \$0
Total Contract Amount \$1,447,297
Cost Center 9300371000

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT NO. 2

It is hereby agreed to amend Contract No. 20-1068, effective December 7, 2021, as follows:

SECTION V. FISCAL PROVISIONS

Paragraph A is amended to read as follows:

- A. The maximum amount of payment under this Contract shall not exceed \$1,447,297, of which \$1,447,297 may be federally funded, and shall be subject to availability of funds to the County. If the funding source notifies the County that such funding is terminated or reduced, the County shall determine whether this Contract will be terminated or the County's maximum obligation reduced. The County will notify the Contractor in writing of its determination and of any change in funding amounts. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof, including travel and per diem.

Original Contract	\$304,323	October 28, 2020 through February 28, 2022
Amendment No. 1	\$134,503 increase	March 1, 2021 through February 28, 2022
Amendment No. 1	\$1,008,471	March 1, 2022 through February 28, 2025
Amendment No. 2	\$0	

It is further broken down by Program Year as follows:

Program Year	Dollar Amount
October 28, 2020 through February 28, 2021	\$38,559*
March 1, 2021 through February 28, 2022	\$400,267*
March 1, 2022 through February 28, 2023	\$336,157
March 1, 2023 through February 29, 2024	\$336,157
March 1, 2024 through February 28, 2025	\$336,157
Total	\$1,447,297

*This amount includes the carryover amount of \$64,110 from PY 2020-21 to PY 2021-22.

ATTACHMENTS

ATTACHMENT A – Remove and replace SCOPE OF WORK – ENDING THE HIV EPIDEMIC: A Plan for America for Program Year 2021-22 (revised December 2021)

ATTACHMENT H – Remove and replace PROGRAM BUDGET AND ALLOCATION PLAN for Program Year 2021-22 (revised December 2021)

All other terms and conditions of Contract No. 20-1068 remains in full force and effect.

SAN BERNARDINO COUNTY

▶

Curt Hagman, Chairman, Board of Supervisors

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

Lynna Monell
Clerk of the Board of Supervisors
San Bernardino County

By _____
Deputy

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

By ▶ _____
(Authorized signature - sign in blue ink)

Name Maritza Tona
(Print or type name of person signing contract)

Title Executive Director
(Print or Type)

Dated: _____

Address 233 West Harrison Avenue
Claremont, CA 91711

FOR COUNTY USE ONLY

Approved as to Legal Form

Adam Ebright, County Counsel
Date _____

Reviewed for Contract Compliance

Becky Giroux, HS Contracts
Date _____

Reviewed/Approved by Department

Joshua Dugas, Director
Date _____

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

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, 2021 – February 28, 2022
Service Category:	Pillar 2- Early Intervention Services (Outreach and Linkage Coordination)
Service Goal:	To provide Linkage to Care Coordination to Persons Living with HIV from the targeted population identified via social media outreach, HIV testing services and other community collaborators
Service Health Outcomes:	<p>Link newly diagnosed HIV+ in 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 Wes	SA5 B East	Sar	SA6 San B Desert	FY 21/22 TOTAL
Proposed Number of Clients	45	5	0	5	40		5	100
Proposed Number of Visits = Regardless of number of transactions or number of units	450	50	0	50	400		50	1000
Proposed Number of Units = Transactions or 15 min encounters (See Attachment P)	1800	200	0	200	1600		200	4000

PLANNED SERVICE DELIVERY AND IMPLEMENTATION ACTIVITIES:	SERVICE AREA	TIMELINE	PROCESS OUTCOMES
<p>Element #1:</p> <p>Social Media Engagement and Outreach to target populations</p> <p>Activities:</p> <ul style="list-style-type: none"> ● Increase website utilization and social media following among target at-risk populations. ● Promote support services, outreach services, community of care, and HIV-related resources on website and social media platforms to link undiagnosed, newly diagnosed and those who have fallen out of care. ● Link at-risk populations from social media and website inquiries 	<p>1,2,4,5,6</p>	<p>03/01/21-02/28/22</p>	<ul style="list-style-type: none"> ● Establish 5 partnerships with community-based organizations. Partnerships include a commitment to do one or more of the following: <ul style="list-style-type: none"> ○ Share or utilize FAP’s social media content. ○ Promote FAP services to current and new clients. ○ Direct current and new clients to FAP’s website and encourage following FAP’s social media platforms. ● Increase social media following on all platforms by 15% resulting in a total following of 5,000 people across social media platforms. ● Social media posts generate at least 350 impressions (actual views of post) across all social media platforms every month. ● Social Media Engagement and Outreach coordinator will link 30 new clients to care. New clients will be generated via social media or website. ● Social Media Engagement and Outreach Coordinator will track social media and website analytics monthly to ensure ● target audience is being reached.

			<ul style="list-style-type: none"> New inquiries will be referred to Linkage Coordination within 2 days of receiving inquiry.
<p>Element #2:</p> <p>Linkage to Care Coordination to 100 Person Living with HIV (PLWH) of whom 50 will be MSM PLWH.</p> <p>Activities:</p> <ul style="list-style-type: none"> Identify and problem-solve barriers to care for engagement and retention in care from a strength-based perspective Utilize navigation support to reconnect those who have fallen out of care Link newly diagnosed to care and rapid ART initiation Provide strengths-based linkage follow-up <p>FAP will utilize the evidenced-based intervention ARTAS.</p>	1,2,4,5,6	03/01/21-02/28/22	<p>Client file will evidence intake activities including screening for eligibility. Client file will document HIV status, residence. No financial eligibility is required.</p> <p>Client file will evidence assessment of linkage support needs, linkage plan, and contact with clients.</p> <p>Client file will contain Consent for Services, ARIES consent updated every three years, HIPAA Notification and Partner Services Acknowledgement form and other required consent forms.</p> <p>Contact with clients will be documented in ARIES. ARTAS education will be documented in progress notes.</p> <p>CD4 and Viral Load data will be entered in ARIES.</p>
<p>Element 3</p> <p>Outreach to Community of Care focusing on LGBTQ providers</p> <p>Activities</p> <ul style="list-style-type: none"> Promote availability of continuum of care, HIV-related community resources to link newly diagnosed and out-of-care PLWH 	1,2,4,5,6	03/01/21-02/28/22	<p>Establish 5 partnerships with community organizations or services targeting the LGBTQ community. Encounters with community members will be documented in ARIES under the ARIES Anonymous Encounter module in ARIES and on outreach logs.</p>

<p>Element 4</p> <p>Develop Infrastructure for digital outreach</p> <p>Activities</p> <ul style="list-style-type: none"> • To develop FAP’s current digital infrastructure to support targeted social media outreach to increase: <ul style="list-style-type: none"> ○ Awareness of agency’ social media ads ○ Engagement resulting from awareness of our social media messages ○ Conversion to digital actions post-engaging with our social media presence 	<p>1,2,4,5,6</p>	<p>09/15/21-02/28/22</p>	<p>To identify media placements and develop sets of campaign ads according to campaign goal and target audience(s).</p> <p>To set-up and execute media buys media buys purchased for programmatic intervention.</p> <p>To analyze and optimize each media channel to ensure best performing ads/creatives to support success matrices.</p> <p>To set-up campaign landing page with appropriate tracking and analytics to monitor campaign success.</p> <p>To determine optimal frequency for maximum efficiency for ads/creatives posting by tracing cost per conversion.</p>
<p>Services are provided based on established C&L Competency Standards</p>	<p>1,2,4,5,6</p>		<p>Staff education on FAP cultural competency plan as well as on other cultural competency topics is tracked and documented in agency Training Binder. Staff providing direct services to clients should be culturally and linguistically competent, aware and appreciative of the needs of PLWH.</p> <p>Client file will document preferred language as well as any other pertinent information to provide culturally and linguistically competent services.</p>
<p>Maintain update, quantifiable, required documentation to accommodate reporting and evaluation.</p>	<p>1,2,4,5,6</p>	<p>03/01/21-02/28/22</p>	<p>Linkage referrals and their outcome are documented in ARIES.</p> <p>Outreach activities along with referrals are documented and entered in the ARIES Anonymous Contact dashboard (ACE).</p>

		<p>Quality Management Liaison will track health outcomes (viral load and CD4 as well as access to medical care services to capture engagement and retention. QM liaison will ensure client meet eligibility requirements and any other standard deemed appropriate to delivery. Quality Management Liaison will also be tasked with assisting the implementation of the Clinical Quality Management activities such as convening client advisory group among others.</p> <p>Program staff will participate in quality management activities and compile reports per contract requirements</p>
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RYAN WHITE PART A/MAI PROGRAM BUDGET AND ALLOCATION PLAN
Fiscal Year March 1, 2021 – February 28, 2022

BM 09.29.21

AGENCY NAME: Foothill AIDS ProjectSERVICE: EHE - Early Intervention Services

		A	B	C
Budget Category		Non RW Part A Funds	RW Part A Cost	Total Cost
Personnel				
Linkage to Care Case Manager	Per Year	Allocated		
Z. Martinez x 1.00 FTE =	\$ 52,000	100%		
Bilingual. Support the connection of individuals living with HIV to a variety of health and social services to include medical, financial, psychosocial, private and public benefits, and other supportive services and to ensure linkage outcomes and viral load suppression are captured.		\$0.00	\$52,000.00	\$52,000.00
Linkage to Care Case Manager	Per Year	Allocated		
E. Rojas x 1.00 FTE =	\$ 48,000	50%		
Bilingual. (6 months) Support the connection of individuals living with HIV to a variety of health and social services to include medical, financial, psychosocial, private and public benefits, and other supportive services and to ensure linkage outcomes and viral load suppression are captured.		\$0.00	\$24,000.00	\$24,000.00
Social Media Outreach Coordinator	Per Year	Allocated		
R. Plancarte x 1.00 FTE =	\$ 52,000	100%		
Bilingual. Update website content and user navigation. Increase agency's social media following, partner with community or county-based organizations, healthcare providers, and testing sites. These partners will repost or utilize HIV-related content from FAP as well as refer at-risk populations to the FAP's website and/or social media. Metrics will be used to ensure 75% of content is reaching at-risk populations and messaging is culturally competent.		\$0.00	\$52,000.00	\$52,000.00
Director of Programs	Per Year	Allocated		
M. Francois x 1.00 FTE =	\$ 97,635	35%		
		\$0.00	\$34,172.25	\$34,172.25

Counseling individuals with respect to HIV/AIDS; 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 multiply other RW Service Categories not related to this service category.			
Scheduling Coordinator	Per Year	Allocated	
TBH x 1.00 FTE (Annual \$38,000 x 0.10 FTE allocated to Ending the HIV Epidemic and 0.90 FTE allocated to Ryan White Part A & B)	\$ 3,800	100%	
= Assists clients by determining needs, scheduling or canceling appointments, or referring to correct service provider, client transportation. Maintains and updates schedule of service providers' availability; maintains contact with clients, notifying them of any scheduling changes. Codes information and enter into database scheduler system. Maintains files and databases; update and/or purge client contact information. Assist Linkage to Care Coordinator in handling any necessary arrangements for client utilization, i.e. pulling records, determining needs, schedule HIV testing, ensuring necessary equipment. Salary is split between RW Service Categories not related to this service category.	\$0.00	\$3,800.00	\$3,800.00
Sub – Total Personnel without benefits:	\$0.00	\$165,972.25	\$165,972.25
Sub – Total Fringe Benefit Cost: of Subtotal Personnel Costs	21.0%	\$0.00	\$34,854.17
Quality Management			
Quality Management Liaison	Per Year	Allocated	
D. Castillo x 0.75 FTE =	\$ 47,840	28%	
(72% of salary allocated to EHE, 28% allocated to RW Part A) Liaison will track health outcomes (viral load and CD4 as well as access to medical care services to capture engagement and retention. QM liaison will ensure client meet eligibility requirements and any other standards deemed appropriate to delivery. Quality Management Liaison will be 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. Salary is split between multiply other RW Service Categories not related to this service category.	\$0.00	\$13,395.20	\$13,395.20
Total Personnel without benefits:	\$0.00	\$179,367.45	\$179,367.45
Total Fringe Benefits at a rate of:	21.0%	\$0.00	\$37,667.16

TOTAL PERSONNEL	\$0.00	\$217,034.61	\$217,034.61
Other (Other items related to service provision such as supplies, rent, utilities, depreciation, maintenance, telephone, travel, computer, equipment, etc. can be added below)			
Office Supplies: Cost of office supplies necessary to the program such PPEs, disinfectant products, classification folders, copy paper, files, desk, etc. Based on prior year expenses and FTE allocation, estimated cost per year of: \$6,308.00	\$0.00	\$6,308.00	\$6,308.00
Program Supplies: Cost of printing and duplication services associated with the contract such as printing of appointment cards for clients, program materials including testing supplies, and other handouts to be given out to clients. Based on prior year direct expenditures and / or FTE, estimated cost per year of: \$4,135.00	\$0.00	\$4,135.00	\$4,135.00
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 prior year direct expenditures and/or FTE, estimated cost per year of: \$905.00	\$0.00	\$905.00	\$905.00
Training: Cost to provide staff with essential skills needed to have engaging and influential conversations with clients and co-workers. The course includes six videos (50-60 minutes each) which explore the cultivation of connection, autonomy, self-compassion, positivity, motivation and confidence designed to assist in overall wellness approach to working with client who are out of care, estimated cost of: \$1,500.00	\$0.00	\$1,500.00	\$1,500.00
Equipment Lease/Purchase/Maintenance: Cost of equipment lease for copy machines (inclusive of number of copies allowed per month). And if applicable, cost of purchasing desktops, laptops, IPad and/or printers for staff use on RW services. Based on prior year expenditures and FTE allocation, estimated cost of: \$13,300.00	\$0.00	\$13,300.00	\$13,300.00
Telephone/Communications: 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. If applicable, cell phone. Total cost estimated cost per year: \$10,500.00	\$0.00	\$10,500.00	\$10,500.00

ATTACHMENT H

<p>Staff Mileage: Mileage reimbursement for program staff when conducting home-visits, accompanying clients to public benefit offices, etc. At an estimated cost per year:</p>	\$1,963.30	\$0.00	\$1,963.30	\$1,963.30
<p>Transportation Assistance: Transportation Assistance (Riverside County Only): Ride sharing service costs for Riverside County clients who are not eligible for San Bernardino County restricted transportation services to access medical and supportive services.</p>	\$3,800.00	\$0.00	\$3,800.00	\$3,800.00
<p>Postage: Mail appointment reminder cards, referrals and/or certification eligibility and postage meters.</p>	\$155.39	\$0.00	\$155.39	\$155.39
<p>PC Software: Analytic tools (Google analytics- free; Hootesuite for social media scheduling and/or certification eligibility and postage meters.</p>	\$7,300.00	\$0.00	\$7,300.00	\$7,300.00
<p>Social Media and Website Consultant: Responsible for maintaining and updating the Foothills AIDS Project website. This includes updating the website with an inquiry form, upcoming events, contact information, testimonials, recommendations from current staff or clients and securing the website. The website consultant is also responsible for troubleshooting any technical problems through Wordpress, the content management system.</p>	\$18,000.00	\$0.00	\$18,000.00	\$18,000.00
<p>Website Host: Web pages designed to meet all functionality requirements need to successfully support EHE grant activities including reporting metrics data (awareness, engagement, conversion) and google search engine optimization. Page maintenance including: creation of additional pages and subpages as needed; 24/7 technical support; and communication with designer for site specifications</p>	\$4,000.00	\$0.00	\$4,000.00	\$4,000.00
<p>Advertisement (Social Media Ads): Build a digital campaign with a focus on MSM enrollment to include success metrics by goals i.e. Awareness to develop conversion outcomes. Marketing 5 websites, popular dating sites or social media platforms (ex. Grindr, Scruff, paid promotions on Instagram) targeting the 6 at-risk demographics.</p>	\$0.00	\$0.00	\$0.00	\$0.00
<p>Evaluation: Develop processes and indicators to monitor change resulting from intervention, prepare reports to communicate results and identify changes to improve outcomes.</p>	\$13,000.00	\$0.00	\$13,000.00	\$13,000.00

ATTACHMENT H

Facility Rent: Cost of facility rent for office dedicated for RW services, based on prior year plus increased rates for current year, total cost estimated cost per year: \$19,350.00	\$19,350.00	\$0.00	\$19,350.00	\$19,350.00
Total Other		\$0.00	\$104,216.69	\$104,216.69
SUBTOTAL (Total Personnel and Total Other)		\$0.00	\$321,251.30	\$321,251.30
Administration (limited to 10% of total service budget) Includes cost of administrative salaries for program administration such as Executive Director and Grants Manager. Cost of payroll services, professional and liability expenses, and other costs not allowed under direct program expenses (i.e. equipment maintenance, postage, conferences and trainings).		\$0.00	\$33,615.70	\$33,615.70
TOTAL BUDGET (Subtotal & Administration)		\$0.00	\$354,867.00	\$354,867.00

¹ Total Cost = Non-RW Cost (Other Payers) + RW Cost (A+B)

- **Total Number of Ryan White Units to be Provided for this Service Category: 4,000**
- **Total Ryan White Budget (Column B) Divided by Total RW Units to be Provided: \$88.72**
(This is your agency's RW cost for care per unit)

²**List Other Payers Associated with funding in Column A: HOPWA Programs**

RYAN WHITE PART A/MAI PROGRAM BUDGET AND ALLOCATION PLAN

Fiscal Year March 1, 2021 – February 28, 2022

AGENCY NAME: Foothill AIDS Project SERVICE: EHE – Initiative Services

	A	B	C
Budget Category	Non RW Part A Funds	RW Part A Cost	Total Cost
Other (Other items related to service provision such as supplies, rent, utilities, depreciation, maintenance, telephone, travel, computer, equipment, etc. can be added below)			
Advertisement (Social Media Ads): Build a digital campaign with a focus on MSM enrollment to include success metrics by goals ie. Awareness to develop conversion outcomes. Marketing 5 websites, popular dating sites or social media platforms (ex. Grindr, Scruff, paid promotions on Instagram) targeting the 6 at-risk demographics. \$45,400.00	\$0.00	\$45,400.00	\$45,400.00
Total Other	\$0.00	\$45,400.00	\$45,400.00
SUBTOTAL (Total Personnel and Total Other)	\$0.00	\$45,400.00	\$45,400.00
Administration (limited to 10% of total service budget) Includes cost of administrative salaries for program administration such as Executive Director and Grants Manager. Cost of payroll services, professional and liability expenses, and other costs not allowed under direct program expenses (i.e. equipment maintenance, postage, conferences and trainings).	\$0.00	\$0.00	\$0.00
TOTAL BUDGET (Subtotal & Administration)	\$0.00	\$45,400.00	\$45,400.00

¹ Total Cost = Non-RW Cost (Other Payers) + RW Cost (A+B)

- **Total Number of Ryan White Units to be Provided for this Service Category: 0**
- **Total Ryan White Budget (Column B) Divided by Total RW Units to be Provided: \$0.00**
(This is your agency's RW cost for care per unit)

²**List Other Payers Associated with funding in Column A: HOPWA Programs**