



**Contract Number**

21-09 A-5

**SAP Number**

4400023946

## Department of Public Health

<b>Department Contract Representative</b>	Tarah Cendejas
<b>Telephone Number</b>	909-832-0807
<b>Contractor</b>	Desert AIDS Project dba DAP Health
<b>Contractor Representative</b>	William VanHemert
<b>Telephone Number</b>	760-323-2118
<b>Contract Term</b>	April 1, 2021 through March 31, 2026
<b>Original Contract Amount</b>	\$319,560
<b>Amendment Amount</b>	\$5,589
<b>Total Contract Amount</b>	\$325,149
<b>Cost Center</b>	9300371000
<b>Grant Number (if applicable)</b>	800248

**IT IS HEREBY AGREED AS FOLLOWS:**

### **AMENDMENT NO.5**

It is hereby agreed to amend Contract No. 21-09 effective August 19, 2025, 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 \$325,149, of which \$325,149 may be federally funded, and shall be subject to availability of other 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 will be 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	\$204,039	April 1, 2021 through March 31, 2024
Amendment No. 1	(\$14,406) decrease	April 1, 2021 through March 31, 2024
Amendment No. 2	\$59,347	April 1, 2021 through March 31, 2026
Amendment No. 3	\$3,194	April 1, 2021 through March 31, 2026
Amendment No. 4	\$67,386	April 1, 2021 through March 31, 2026
Amendment No. 5	\$5,589	April 1, 2021 through March 31, 2026

It is further broken down by Program Year as follows:

Program Year	Dollar Amount
April 1, 2021 through March 31, 2022	\$63,211
April 1, 2022 through March 31, 2023	\$63,211
April 1, 2023 through March 31, 2024	\$63,212
April 1, 2024 through March 31, 2025	\$64,963
April 1, 2025 through March 31, 2026	\$70,552
Total	\$325,149

**Paragraph B is amended to read as follows:**

- B. Payment to the Contractor shall be contingent upon the submission by the Contractor, and approval by the County, of the required reports and invoices. Expenditures for services submitted by the Contractor for reimbursement must be consistent with the approved Ryan White Program Budget and Allocation Plan (Attachment H), attached hereto and incorporated by this reference. Invoices shall be issued with corresponding SAP Contract and/or Purchase Order number stated on the invoice, and shall be processed with a net thirty (30) day payment term following approval by County.

## **ATTACHMENTS**

**Attachment A1 – Add Scope of Work 2025-26**

**Attachment H1 – Add Program Budget and Allocation Plan 2025-26**

**All other terms and conditions of Contract No. 21-09 remain in full force and effect.**

This Agreement may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same Agreement. The parties shall be entitled to sign and transmit an electronic signature of this Agreement (whether by facsimile, PDF or other mail transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Agreement upon request.

SAN BERNARDINO COUNTY

► 

Dawn Rowe, Chair, Board of Supervisors

Dated: AUG 19 2025

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

By   
Lynn Monelli  
Clerk of the Board of Supervisors  
of the San Bernardino County  
SAN BERNARDINO COUNTY, CA

Desert AIDS Project dba DAP Health

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

By

►   
David Brinkman (Aug 5, 2025 08:49:22 PDT)  
(Authorized signature - sign in blue ink)

Name

David Brinkman

(Print or type name of person signing contract)

Title

Chief Executive Officer

(Print or Type)

Dated:

08/05/2025

Address

1695 N. Sunrise Way  
Palm Springs, CA, 92262

**FOR COUNTY USE ONLY**

Approved as to Legal Form

►   
Daniel Pasek, Deputy County Counsel

Date 08/05/2025

Reviewed for Contract Compliance

► \_\_\_\_\_  
Date \_\_\_\_\_

Reviewed/Approved by Department

►   
Joshua Dugas, Director

Date 08/05/2025

## SCOPE OF WORK – PART B

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

<b>Contract Number:</b>	DAP Health
<b>Grant Period:</b>	April 1, 2025 – March 31, 2026
<b>Service Category:</b>	Food Services
<b>Service Goal:</b>	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.
<b>Service Health Outcomes:</b>	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
<b>Number of Clients</b>	0	0	0	0	15	15	30
<b>Number of Visits</b> = Regardless of number of transactions or number of units	0	0	0	0	180	180	360
<b>Number of Units</b> = Transactions or 15 min encounters	0	0	0	0	1080	1080	2160

PLANNED SERVICE DELIVERY AND IMPLEMENTATION ACTIVITIES:	SERVICE AREA	TIMELINE	PROCESS OUTCOMES
<b>Element #1: Food</b> vouchers, actual food, and/or hot meals;	5,6	04/01/25-03/31/26	<ul style="list-style-type: none"> <li>Eligibility documentation completed at least every twelve months.</li> </ul>
<b>Element #2: License</b> and Food Handling certification required if applicable; and			<ul style="list-style-type: none"> <li>Current Food Handler license from the County of Riverside Department of Environmental Health.</li> </ul>
<b>Element #3: Current</b> local limit per client per month. <b>Activities:</b> Screening for Payer of Last Resort with support from on-site central registration and case management teams; Renewing food handling certification; Distributing food vouchers once a month on a regular basis, and as needed for emergency assistance, ensuring that every client receives an equal number of food vouchers each month; Securing vouchers from an accessible grocery store chain making every effort to purchase quantities that provide for discounts; Case Conferencing; Co-locating with case managers support review of health indicators to include medical visits and viral load; Ensuring shared access to electronic health records (EHR) and electronic dental records (EDR); Referring clients to co-located (to include shared electronic health records) with			<ul style="list-style-type: none"> <li>Food voucher eligibility lists produced monthly.</li> <li>Invoices showing discount from Stater Bros.</li> <li>Service deliveries in ARIES.</li> <li>Case Conference logs.</li> <li>Referrals documented in Progress Notes, ARIES and EHR.</li> <li>Employment records.</li> <li>MOUs/Contracts/Agreements/Letters of support from partners.</li> </ul>

medical clinic, dental clinic, behavioral health, early intervention programs and other social services such as housing, transportation and case management; and Referring clients to needed services provided by community referral partners.			
<p><b>Element #4: Services</b> are provided based on Cultural and Linguistic (C&amp;L) Competency Standards.</p> <p><b>Activities:</b> Enrolling staff in annual C&amp;L Competency training; Providing care compatible with client culture, health beliefs, practices, preferred language, and in a manner that reflects and respects gender and sexual diversity of community served; Recruiting, retaining and promoting diverse staff and management representative of the demographic characteristics of the service area; Reviewing C&amp;L Competency Plan annually and updating as needed; Assessing C&amp;L Competency and reflectiveness of client and target populations; Tracking client demographics and language needs; Employing bilingual Spanish staff and retaining additional language assistance as needed at no cost to the client; and Providing frequently used materials in Spanish.</p>	5,6	04/01/25-03/31/26	<ul style="list-style-type: none"> <li>• Staff development documentation and personnel files.</li> <li>• Client Satisfaction Survey results.</li> <li>• Staff race/ethnicity/gender/sexual orientation survey results.</li> <li>• C&amp;L Competency Plan and All-Staff Meeting agenda.</li> <li>• C&amp;L Competency Self-Assessment and plan to address deficiencies.</li> <li>• Race, ethnicity and language proficiency recorded in ARIES.</li> <li>• Staff language proficiency survey results.</li> <li>• “Interpreter Needed” alert in EHR as well as accounting of payment to interpretive service vendors.</li> <li>• Spanish versions of most common forms and signage.</li> </ul>

## SCOPE OF WORK – PART B

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

<b>Contract Number:</b>	DAP Health
<b>Grant Period:</b>	April 1, 2025 – March 31, 2026
<b>Service Category:</b>	Medical Transportation Services
<b>Service Goal:</b>	To enhance clients' access to health care or support services using multiple forms of transportation throughout the TGA.
<b>Service Health Outcomes:</b>	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
<b>Number of Clients</b>	0	0	0	0	15	15	30
<b>Number of Visits</b> = Regardless of number of transactions or number of units	0	0	0	0	180	180	360
<b>Number of Units</b> = Transactions or 15 min encounters	0	0	0	0	1260	1260	2520

PLANNED SERVICE DELIVERY AND IMPLEMENTATION ACTIVITIES:	SERVICE AREA	TIMELINE	PROCESS OUTCOMES
<b>Element #1: Bus pass</b> (monthly pass only when justified, otherwise day pass); <b>Element #2: Gasoline vouchers;</b> <b>Element #3: Van trip;</b> <b>Element #4: Urgent taxi trip;</b> <b>Element #5: Collect</b> and maintain data to document that funds are used only for medical appointments and to obtain support services to maintain participation in medical care (origin, destination, method, etc.); and <b>Element #6: Restricted</b> to pick-up and drop-off points within the TGA. <b>Activities:</b> Screening for Payer of Last Resort with support from on-site central registration and case management teams; Educating clients on how to fill out mileage logs to document eligible mileage including purpose, starting point, destination, and signature of medical or social service provider visited. Ensuring that no cash payments are made to clients by securing gas cards from the locally accessible gas station chain; Case Conferencing; Co-	3,5,6	03/01/25-02/28/26	<ul style="list-style-type: none"> <li>Eligibility documentation completed at least every six months.</li> <li>Mileage logs.</li> <li>Invoices and check requests and cancelled checks to/from Valero.</li> <li>Service deliveries in ARIES.</li> <li>Case Conference logs.</li> <li>Referrals documented in Progress Notes.</li> <li>Employment records.</li> <li>MOUs/Contracts/Agreements/Letters of support from partners.</li> <li>Medical visits.</li> <li>Viral loads.</li> </ul>

with case managers to support review of health indicators to include medical visits and viral load; Ensuring shared access to electronic health records (EHR); Referring clients to co-located medical clinic, dental clinic, behavioral health, early intervention programs and other social services such as housing, food and case management; and Referring clients to needed services provided by community referral partners.			
<p><b>Element #7: Services</b> are provided based on Cultural and Linguistic (C&amp;L) Competency Standards.</p> <p><b>Activities:</b> Enrolling staff in annual C&amp;L Competency training; Providing care compatible with client culture, health beliefs, practices, preferred language, and in a manner that reflects and respects gender and sexual diversity of community served; Recruiting, retaining and promoting diverse staff and management representative of the demographic characteristics of the service area; Reviewing C&amp;L Competency Plan annually and updating as needed; Assessing C&amp;L Competency and reflectiveness of client and target populations; Tracking client demographics and language needs; Employing bilingual Spanish staff and retaining additional language assistance as needed at no cost to the client; and Providing frequently used materials in Spanish.</p>	3,5,6	03/01/25-02/28/26	<ul style="list-style-type: none"> <li>• Staff development documentation and personnel files.</li> <li>• Client Satisfaction Survey results.</li> <li>• Staff race/ethnicity/gender/sexual orientation survey results.</li> <li>• C&amp;L Competency Plan and All-Staff Meeting agenda.</li> <li>• C&amp;L Competency Self-Assessment and plan to address deficiencies.</li> <li>• Race, ethnicity and language proficiency recorded in ARIES.</li> <li>• Staff language proficiency survey results.</li> <li>• “Interpreter Needed” alert in EHR as well as accounting of payment to interpretive service vendors.</li> <li>• Spanish versions of most common forms and signage.</li> </ul>

# DAP Health

## Ryan White Part B

### Line Item Budget: Food

Budget Period 4/1/2025 - 3/31/2026

	Salary	Program FTE	Program Cost	Direct Costs	Program Total
<b>Personnel</b>					
Key, Brianna; Food & Transportation Pgms Coordinator	\$ 59,405	0.10000	\$ 5,941	\$ 5,941	\$ 5,941
Avila, Joseph; Food & Transportation Pgms Associate	\$ 47,840	0.10000	\$ 4,784	\$ 4,784	\$ 4,784
<b>Personnel Subtotal</b>			\$ 10,725	\$ 10,725	\$ 10,725

	Percent	Program Cost	Direct Costs	Program Total
<b>Fringe</b>				
FICA, staff insurance, retirement, disability, work's compensation, other benefits	27.0%	\$ 2,896	\$ 2,896	\$ 2,896
<b>Fringe Subtotal</b>		\$ 2,896	\$ 2,896	\$ 2,896

<b>Total Personnel</b>				\$ 13,620
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	Program Cost	Direct Costs	Program Total
<b>Supplies</b>			
Food Vouchers/Assistance	\$ 21,600	\$ 21,600	\$ 21,600
	0		
<b>Supplies Total</b>	\$ 21,600	\$ 21,600	\$ 21,600

Direct	\$ 35,220	\$ 35,220	\$ 35,220
<b>Subtotal</b>			\$ 35,220
<b>GRAND TOTAL</b>	\$ 35,220	\$ 35,220	\$ 35,220
%	100%	100%	100%

\* Only include these in "Other" if they are not already included in Indirect

Total Number of RW Units to be Provided for this Service Category: 2160

Total RW Funding Divided by Total RW Units to be Provided: 20.64

List Other Payers Associated with funding in Column A: Billable insurances, grants and foundations



**DAP Health**  
**Ryan White Part B**

**Line Item Budget: Transportation**  
**Budget Period 4/1/2025 - 3/31/2026**

	Salary	Program FTE	Program Cost	Direct Costs	Program Total
<b>Personnel</b>					
Key, Brianna; Food & Transportation Pgms Coordinat	\$ 59,405	0.10000	\$ 5,941	\$ 5,941	\$ 5,941
Avila, Joseph, Food & Transportation Associate	\$ 47,840	0.10	\$ 4,784	\$ 4,784	\$ 4,784
<b>Personnel Subtotal</b>			\$ 10,725	\$ 10,725	\$ 10,725

<b>Fringe</b>		Percent	Program Cost	Direct Costs	Program Total
FICA, staff insurance, retirement, disability, work's compensation, other benefits		27.0%	\$ 2,896	\$ 2,896	\$ 2,896
<b>Fringe Subtotal</b>		27.0%	\$ 2,896	\$ 2,896	\$ 2,896

<b>Total Personnel</b>					\$ 13,620
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<b>Supplies</b>			Program Cost	Direct Costs	Program Total
Transportation Vouchers			\$ 21,712	\$ 21,712	\$ 21,712
<b>Supplies Total</b>			\$ 21,712	\$ 21,712	\$ 21,712

<b>Direct</b>			\$ 35,332	\$ 35,332	\$ 35,332
<b>Subtotal</b>					\$ 35,332
<b>GRAND TOTAL</b>			\$ 35,332	\$ 35,332	\$ 35,332
<b>%</b>			100%	100%	100%

\* Only include these in "Other" if they are not already included in Indirect

. Total RW Units to be Provided for this Service Category: 2,520  
 . Total RW Funding Divided by Total RW Units to be Provided: 19.12  
 List Other Payers Associated with funding in Column A: Billable insurances, grants and foundations

DAP Health  
Ryan White Part B

Budget Narrative Justification: Food  
Budget Period 4/1/2025 - 3/31/2026

Direct Costs	
Personnel	\$ 10,725
Key, Brianna; Food & Transportation Programs Coordinator - 0.10 FTE @ \$59,405/year	
Coordinates the delivery of vouchers, fresh and non-perishable food items and other supportive services under the supervision of the Director of Social Services. Acts as a resource and referral source for clients concerning food and nutritional needs. Prepares accurate, complete and timely documentation for all client interactions, inputs units of service as required. Supervises Food Bank volunteers.	
Avila, Joseph; Food & Transportation Programs Associate - 0.10 FTE @ \$47,840/year	
Coordinates the purchase and distribution of vouchers in accordance with program policies and procedures. Coordinates with case managers, health center and other supportive services under the direct supervision of the Director of Social Services. Acts as a resource and referral source for clients concerning transportation needs to facilitate access to health care. Prepares accurate, complete and timely documentation for all client interactions, amounts distributed and inputs units of service as required.	
Fringe	\$ 2,896
FICA, staff insurance, retirement, disability, work's compensation, other benefits	
Supplies	\$ 21,600
Food Vouchers/Assistance	
Food Services provides monthly gift card / voucher for local grocery stores to assist a Riverside - San Bernardino TGA RWP client with an urgent need for essential items necessary to improve health outcomes, including: food (including groceries and food vouchers), not covered by an AIDS Drug Assistance Program or AIDS Pharmaceutical Assistance, or another TGA RWP-allowable cost needed to improve health outcomes, as outlined in the Standards of Care Food Services must occur through a gift card or voucher for local grocery stores. SOW ~ 30 clients. Food vouchers at ~\$60-\$80-/month. ~\$1,800/month x grant year 12 months = \$21,600.	
Direct Costs Total	\$ 35,220

DAP Health  
Ryan White Part B

Budget Narrative Justification: Transportation

Budget Period 4/1/2025 - 3/31/2026

Direct Costs

Personnel

\$ 10,725

**Key, Brianna: Food & Transportation Programs Coordinator - 0.10 FTE @ \$59,405/year**

Provides assistance in retaining/obtaining appropriate MTS services to clients per DAP policies and procedures and related program protocols. Assesses client's immediate needs related to MTS, maintains collaborative partnerships. Works as part of the integrated care team with medical, home care, counseling and education staff to ensure early intervention and continuity of care for clients needing MTS. Maintains accurate, complete and timely documentation of all client evaluations, services provided, including the reporting of units-of-service and other reporting required by funding organizations

**Avila, Joseph: Food & Transportation Associate - 0.10 FTE @ \$47,840/year**

Coordinates the purchase and distribution of vouchers in accordance with program policies and procedures. Coordinates with case managers, health center and other supportive services under the direct supervision of the Director of Social Services. Acts as a resource and referral source for clients concerning transportation needs to facilitate access to health care. Prepares accurate, complete and timely documentation for all client interactions, amounts distributed and inputs units of service as required.

Fringe

\$ 2,896

FICA, staff insurance, retirement, disability, work's compensation, other benefits

Supplies

\$ 21,712

Transportation Vouchers

Transportation Services provides monthly bus passes, gas cards and other vouchers for local transportation to assist a Riverside - San Bernardino TGA RWP client with an urgent need to access services and care necessary to improve health outcome, not covered by an AIDS Drug Assistance Program or AIDS Pharmaceutical Assistance, or another TGA RWP-allowable cost needed to improve health outcomes, as outlined in the Standards of Care Transportation Services must occur through a bus pass, gas card or other voucher for local transportation. SOW ~ 30 clients. Gas card/voucher at \$40- \$70/month. Bus pass at \$17 or \$34/month. ~\$1,809/month x grant year 12 months = \$21,712.

Direct Costs Total

\$ 35,332