



**Contract Number**

16-408 A-4

**SAP Number**

4400009491

## Department of Behavioral Health

<b>Department Contract Representative</b>	Tammi Phillips
<b>Telephone Number</b>	(909) 388-0860
<b>Contractor</b>	Victor Community Support Services, Inc.
<b>Contractor Representative</b>	Paula Quijano
<b>Telephone Number</b>	(909) 890-5930
<b>Contract Term</b>	July 1, 2016 – December 31, 2021
<b>Original Contract Amount</b>	\$34,250,000
<b>Amendment Amount</b>	\$4,325,000
<b>Total Contract Amount</b>	\$38,575,000
<b>Cost Center</b>	9206352200 and 9206362200

THIS CONTRACT is entered into in the State of California by and between the County of San Bernardino, hereinafter called the County, and Victor Community Support Services referenced above, hereinafter called Contractor.

**IT IS HEREBY AGREED AS FOLLOWS:**

**WITNESSETH:**

IN THAT CERTAIN **Contract No. 16-408** by and between the County of San Bernardino, a political subdivision of the State of California, and Contractor for wraparound mental health services, which Contract first became effective July 1, 2016, the following changes are hereby made and agreed to, effective July 1, 2021:

- I. ARTICLE IV Funding and Budgetary Restrictions, paragraph K is hereby amended to read as follows:
  - K. The maximum financial obligation under this contract shall not exceed \$5,650,000 per fiscal year for fiscal years 2016-17, 2017-18, and 2018-19 and shall not exceed \$8,650,000 for fiscal year 2019-20, and shall not exceed \$12,975,000 for fiscal year 2020-21. This amendment shall increase the total contract by \$4,325,000, from \$34,250,000 to \$38,575,000 for fiscal year 2021-2022. This amendment hereby adds the Comprehensive Children and Family Support Services

(CCFSS) Schedules A and B for fiscal year 2021-22. All previously approved schedules remain in effect.

II. ARTICLE XIII Duration and Termination, paragraph A is hereby amended to read as follows:

A. The term of this Agreement shall be from July 1, 2016 through December 31, 2021 inclusive.

- REMAINDER OF PAGE INTENTIONALLY LEFT BLANK -

III. All other terms, conditions and covenants in the basic agreement 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 email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Agreement upon request.

COUNTY OF SAN BERNARDINO

►  
\_\_\_\_\_  
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  
of the County of San Bernardino

By \_\_\_\_\_  
Deputy

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

By \_\_\_\_\_  
(Authorized signature - sign in blue ink)

Name \_\_\_\_\_  
(Print or type name of person signing contract)

Title \_\_\_\_\_  
(Print or Type)

Dated: \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

**FOR COUNTY USE ONLY**

Approved as to Legal Form	Reviewed for Contract Compliance	Reviewed/Approved by Department
► Dawn Martin, Deputy County Counsel	► Natalie Kessee, Contracts Manager	► Veronica Kelley, Director
Date _____	Date _____	Date _____

# SCHEDULE A

## SCHEDULE A - Planning Estimates

## SAN BERNARDINO COUNTY DEPARTMENT OF BEHAVIORAL HEALTH

Victor Community Support  
Contractor Name: Services, Inc.

Actual Cost Contract (cost reimbursement)

## HIGH DESERT (Barstow) CCFSS/ Success First Wraparound

Provider # 01042

Contract/RFP# 16-408 A3

Prepared by: Matt Jafari  
Title: Financial Analyst

FY 2021 - 2022  
July 1, 2021 - December 31, 2021 (6 month)

Address: 1360 E. Lassen Avenue  
Chico, CA 95973

Date Form Completed: 9/15/2020

Date Form Revised:

LINE		MODE OF SERVICE	15-	15-Outpatient	15-Outpatient	15-Outpatient	15-Outpatient	15-	15-	60- Support	60 - Support	
#		SERVICE FUNCTION	Case Management (01-06,08-09)	Intensive Care Coordination (07)	Mental Health Services (10-50)	Intensive Home Based Services (57)	TBS (58)	Medication Support (60)	Crisis Intervention (70)	Client Flexible Support (72)	Other Non-Medi-Cal Client Support (78)	TOTAL
1	100%	Distribution %	1.83%	3.06%	65.42%	3.95%	7.91%	3.99%	2.35%	0.46%	11.02%	
		EXPENSES										
2		SALARIES	8,674	14,457	296,246	18,685	37,370	14,572	11,102	0	41,247	442,351
3		BENEFITS	2,777	4,629	93,370	5,982	11,964	4,665	3,554	0	14,680	141,622
		(2+3 must equal total staffing costs)	11,451	19,086	389,616	24,667	49,334	19,237	14,656	0	55,927	583,974
4		OPERATING EXPENSES	3,964	6,607	141,328	8,539	17,078	8,625	5,073	1,000	23,812	216,027
5		TOTAL EXPENSES (2+3+4)	15,415	25,693	530,944	33,206	66,412	27,862	19,729	1,000	79,739	800,000
		AGENCY REVENUES										
6		PATIENT FEES										
7		PATIENT INSURANCE										
8		MEDI-CARE										
9		GRANTS/OTHER										0
10		TOTAL AGENCY REVENUES (6+7+8+9)	0	0	0	0	0	0	0	0	0	0
11		CONTRACT AMOUNT (5-10)	15,415	25,693	530,944	33,206	66,412	27,862	19,729	1,000	79,739	800,000
		FUNDING										
	Mix %	Share %										
12	70.00%	MEDI-CAL (FFP)	50.00%	5,395	8,992	185,831	11,622	23,244	9,752	6,905	0	251,741
13	44.96%	EPSDT (2011 Realignment)	36.03%	1,748	2,913	60,200	3,765	7,530	3,159	2,237	0	81,552
14		MHSA MATCH	13.97%	3,648	6,080	125,630	7,857	15,714	6,592	4,669		170,190
15		MHSA FUNDING		4,625	7,708	159,283	9,962	19,924	8,359	5,919	1,000	296,517
16	0.00%	AB2726		0	0	0	0	0	0	0	0	0
17	0.00%	REALIGNMENT - NET COUNTY		0	0	0	0	0	0	0	0	0
18												0
19		FUNDING TOTAL		15,415	25,693	530,944	33,206	66,412	27,862	19,729	1,000	800,000
20		NET COUNTY FUNDS (Local Cost) MUST = ZERO		0	0	0	0	0	0	0	0	0
21		STATE FUNDING (Including Realignment)		10,020	16,701	345,113	21,584	43,168	18,110	12,824	1,000	548,259
22		FEDERAL FUNDING		5,395	8,992	185,831	11,622	23,244	9,752	6,905	0	251,741
23		TOTAL FUNDING		15,415	25,693	530,944	33,206	66,412	27,862	19,729	1,000	800,000
24		SCHEDULE OF MAXIMUM ALLOWANCES (CCR)		2.20	2.20	2.99	2.99	2.99	5.56	4.20	1.00	
25		TARGET COST PER UNIT OF SERVICE		1.72	1.72	2.34	2.34	2.34	4.35	3.29		
26		UNITS OF TIME (Minutes)		8,962	14,938	226,899	14,191	28,381	6,405	5,997		305,773

**SCHEDULE B**

**SAN BERNARDINO COUNTY DEPARTMENT OF BEHAVIORAL HEALTH**

**Schedule B**

**STAFFING DETAIL**

FY 2021 - 2022

July 1, 2021 - December 31, 2021 (6 month)

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

CONTRACTOR NAME: **Victor Community Support Services, Inc.**

Name	Degree/ License	Position Title	Full Time Annual Salary*	Full Time Fringe Benefits*	Total Full Time Salaries & Benefits*	% Cost Allocated Contract Services	(6 month)	Budgeted Hours of Contract Services	(6 month)	(6 month)
							Total Salaries and Benefits Charged to Contract Services		Total Salaries Charged to Contract Services	Total Benefits Charged to Contract Services
Denice Hutner	AMFT	Executive Director	96,913	32,761	129,674	25.25%	16,374		12,237	4,137
Tanisha Jarmon-Flores	LMFT	Clinical Supervisor	80,479	27,205	107,684	75.00%	40,382		30,180	10,202
Dessarina Multalo	LMFT	Clinical Supervisor	80,479	27,205	107,684	60.00%	32,305		24,144	8,162
Karina Barela - Bilingual	ACSW	Clinician	69,784	23,590	93,374	91.67%	42,796	498	31,984	10,812
Vanessa Palacios - Bilingual	AMFT	Clinician	76,762	25,949	102,711	91.67%	47,076	498	35,183	11,893
Leann Borek-Robinson	AMFT	Clinician	69,784	23,590	93,374	91.67%	42,796	498	31,984	10,812
April Gibson	AMFT	Clinician	69,784	23,590	93,374	91.67%	42,796	498	31,984	10,812
Jennie MacEachern	ACSW	Clinician	69,784	23,590	93,374	91.67%	42,796	498	31,984	10,812
Katrina Gonzalez	ACSW	Clinician	69,784	23,590	93,374	50.00%	23,343	272	17,446	5,897
Kenya Polee	BA	FSC (Family Support Counselor/ Case Manager)	40,749	13,775	54,524	91.67%	24,990	498	18,677	6,314
Nancy Aguilar - Bilingual	BA	FSC (Family Support Counselor/ Case Manager)	37,045	12,523	49,567	91.67%	22,718	498	16,979	5,740
Robin Kennedy	BA	FSC (Family Support Counselor/ Case Manager)	37,045	12,523	49,567	75.00%	18,588	407	13,892	4,696
Danielle Hayes	BA	FSC (Family Support Counselor/ Case Manager)	37,045	12,523	49,567	75%	18,588	407	13,892	4,696
Nichole Delgado	BA	FSC (Family Support Counselor/ Case Manager)	37,045	12,523	49,567	10%	2,478	54	1,852	626
Vacant		FSC (Family Support Counselor/ Case Manager)	37,045	12,523	49,567	67%	16,522	362	12,348	4,174
Amber Woods	AA	Family/Parent Partner	32,885	11,116	44,001	67%	14,667		10,962	3,705
Vacant		Family/Parent Partner	32,885	11,116	44,001	92%	20,167		15,072	5,095
Sarah Knadler	LCSW	CQI Supervisor	85,445	28,884	114,328	25.25%	14,436		10,789	3,647
Various Staff		On Call	5,200	0	5,200	100.00%	2,600		2,600	0
Dr. Patel	M.D.	Psychiatrist	468,000	0	468,000	10.00%	23,400	107	23,400	0
Multiple Staff		Program Support (Tech Support, Quality)	69,114	23,363	92,477	26.21%	12,117		9,056	3,061
Multiple Staff		Program Support Team (OSM, HRM, OSS, Accountant, Fiscal Oversight, Regional Support)	60,050	20,299	80,349	152.23%	62,035		45,706	16,329
<b>TOTAL COST:</b>							<b>583,973</b>	Total	\$442,351	\$141,622

**Detail of Fringe Benefits:** Employer FICA/Medicare, Workers Compensation,  
Unemployment, Vacation Pay, Sick Pay, Pension and Health Benefits

\* = Sub-Contracted Person listed on Schedule "A" Planning as operating expenses, not salaries & benefits.

**SCHEDULE B**

**SAN BERNARDINO COUNTY  
DEPARTMENT OF BEHAVIORAL HEALTH  
SCHEDULE B**

**FY 2021 - 2022**

Prepared by: Matt Jafari  
Title: Financial Analyst

**Victor Community**  
Contractor Name: **Support Services, Inc.**  
Provider # **01042**  
Contract/RFP# **16-408 A3**  
Address: **1360 E. Lassen Avenue**  
**Chico, CA 95973**  
Date Form Completed: **9/15/2020**

**Operating Expenses - Please list all operating costs charged to this program, including administrative support costs and management fees along with a detail explanation of the categories below.**

**July 1, 2021 - December 31, 2021 (6 month)**

ITEM	TOTAL COST TO ORGANIZATION	% CHARGED TO OTHER FUNDING SOURCE	TOTAL COST TO OTHER FUNDING SOURCE	PERCENT CHARGED TO PROGRAM	TOTAL COST TO PROGRAM
1 External Database Fee (.26% of Contract)	\$4,160	0%	\$0	100%	\$2,080
2 Professional Fees	\$3,936	0%	\$0	100%	\$1,968
3 Software Maintenance	\$15,644	0%	\$0	100%	\$7,822
4 Employment Expenses	\$1,434	0%	\$0	100%	\$717
5 Office Supplies	\$11,738	0%	\$0	100%	\$5,869
6 Program Supplies	\$10,000	0%	\$0	100%	\$5,000
7 Rent	\$45,947	0%	\$0	100%	\$22,973
8 Utilities	\$29,008	0%	\$0	100%	\$14,504
9 Building Maintenance	\$8,745	0%	\$0	100%	\$4,372
10 Equipment Expense	\$25,724	0%	\$0	100%	\$12,862
11 Transportation	\$71,990	0%	\$0	100%	\$35,995
12 General & Administrative Costs	\$2,889	0%	\$0	100%	\$1,445
13 Conferences & Meetings	\$23,220	0%	\$0	100%	\$11,610
14 Taxes & Insurance	\$4,191	0%	\$0	100%	\$2,095
15 Flex Funds/ Client Assistance/ Incentives	\$2,000	0%	\$0	100%	\$1,000
16 Indirect Expenses	\$171,429	0%	\$0	100%	\$85,714
<b>SUBTOTAL B:</b>	\$432,053		\$0		\$216,027
<b>GROSS COSTS TOTAL STAFFING AND OPERATING EXPENSES:</b>					\$800,000

# SCHEDULE B

## SAN BERNARDINO COUNTY DEPARTMENT OF BEHAVIORAL HEALTH SCHEDULE B BUDGET NARRATIVE

FY 2021 - 2022

Prepared by: Matt Jafari  
Title: Financial Analyst

Victor Community Support  
Services, Inc.  
Contractor Name: \_\_\_\_\_  
Provider # **01042**  
Contract/RFP# **16-408 A3**  
Address: **1360 E. Lassen Avenue**  
**Chico, CA 95973**  
Date Form Completed: **9/15/2020**

**Budget Narrative for Operating Expenses. Explain each expense by line item. Provide an explanation for determination of all figures ( rate, duration, quantity, Benefits, FTE's, etc.) for example explain how overhead or indirect cost were calculated.**

**July 1, 2021 - December 31, 2021 (6 month)**

ITEM	Justification of Cost
1 External Database Fee (.26% of Contract)	Direct costs that is related to participation in an external database, this is a required aspect of the program to facilitate focus of treatment services and reporting of outcomes.
2 Professional Fees	Direct costs associated with contract support services, interpreter services, staff training materials, and guest speakers for training.
3 Software Maintenance	Direct costs associated with technical support services as well as annual software licenses and maintenance costs; software maintenance includes correcting, updating and enhancing current company software.
4 Employment Expenses	Direct cost associated with recruiting, advertising, completion of 3rd party physical, drug testing, fingerprinting, clinical license renewals, and continuing education.
5 Office Supplies	Direct costs associated with general office supplies, such as paper, pens, pencils, envelopes, folders, tape, printed brochures, checks, business cards, kitchen supplies, toner for copier, fax machine, paper for fax machine, copier and computer printers, postage and shipping costs, and subscription expense. Other supply costs includes, staff recognition, plaques, and staff apparel.
6 Program Supplies	Direct costs associated with general program support supplies. Which may include ESL materials, orientation and treatment packets, tutoring materials, curriculums, craft supplies, therapeutic toys, snack packs, videos, games, nonprescription drugs, instructional supplies, and food provided to clients.
7 Rent	Direct costs associated with facility rental, the rental cost of a leased building and costs related to leasehold improvements.
8 Utilities	Direct costs associated with general utility costs, such as telephone, water, natural gas, electricity, cable television, internet, and garbage.
9 Building Maintenance	Direct costs associated with janitorial, maintenance, building and ground supplies, licenses and permits
10 Equipment Expense	Direct costs associated with equipment leases, equipment maintenance, office equipment, furnishing, and computer equipment.
11 Transportation	Direct costs associated with staff mileage reimbursements (using the current IRS federal mileage reimbursement rate) as well as agency vehicle operating, repair, maintenance, and licensing costs. This is budgeted to cover the cost of staff travel related to service delivery, training, and meetings.
12 General & Administrative Costs	Direct costs associated with miscellaneous charges, bank fees, interest expense, dues and membership.
13 Conferences & Meetings	Direct costs associated with meetings, staff events, and conferences, such as airfare, food and lodging to attend conferences and training.
14 Taxes & Insurance	Direct costs associated with property tax as well as property, liability, and vehicle insurance expense.
15 Flex Funds/ Client Assistance/ Incentives	Direct costs to assist our clients and their families in achieving specific treatment goals. Funds are utilized to support achievement of specific goals identified in the Child and Family Team meetings that address the domain areas of: child strengths, life domain functioning, caregiver needs, caregiver strengths, and culture. They are designed to promote recovery and resilience in the child and family.
16 Indirect Expenses	Indirect costs that support our administrative services which include, but are not limited to, fiscal oversight, accounting, payroll, insurance oversight, legal, human resources, risk management, quality assurance, HIPAA regulation, contract monitoring, and executive oversight. This is based on an estimated calculation of 12% of total direct costs. <b>Total Indirect admin. costs will not exceed 15% of direct costs</b>

**SCHEDULE B**

**SAN BERNARDINO COUNTY  
DEPARTMENT OF BEHAVIORAL HEALTH  
SCHEDULE B  
FY 2021 - 2022**

Contractor Name: Victor Community Support Services, Inc.  
 Provider #: 01042  
 Contract/RFP#: 16-408 A3  
 Address: 1360 E. Lassen Avenue  
 Chico, CA 95973  
 Date Form Completed: 9/15/2020  
 Date Form Revised:

MONTH	Estimated Units of Service (Minutes)	Planned Clinical FTE's	Required Productivity (based on 168 hours per month per FTE)	Projected Revenue Generated by Service Type							Clients Served		
				Case Mgmt (01-09)	Intensive Care Coordination (07)	Mental Health Services (10-50)	Intensive Home Based Services (57)	TBS (58)	Medication Support (60)	Crisis Intervention (70)	Starting Census		9
											Admissions (Episodes Opened)	Discharges (Episodes Closed)	Monthly Census
Jul-21	50,962	9.28	54%	\$2,569	\$4,282	\$88,491	\$5,534	\$11,069	\$4,644	\$3,288	11	10	10
Aug-21	50,962	9.28	54%	\$2,569	\$4,282	\$88,491	\$5,534	\$11,069	\$4,644	\$3,288	12	12	10
Sep-21	50,962	9.28	54%	\$2,569	\$4,282	\$88,491	\$5,534	\$11,069	\$4,644	\$3,288	12	12	10
Oct-21	50,962	9.28	54%	\$2,569	\$4,282	\$88,491	\$5,534	\$11,069	\$4,644	\$3,288	12	12	10
Nov-21	50,962	9.28	54%	\$2,569	\$4,282	\$88,491	\$5,534	\$11,069	\$4,644	\$3,288	12	12	10
Dec-21	50,962	9.28	54%	\$2,569	\$4,282	\$88,491	\$5,534	\$11,069	\$4,644	\$3,288	12	12	10
<b>TOTAL</b>	<b>305,773</b>			<b>\$15,415</b>	<b>\$25,693</b>	<b>\$530,944</b>	<b>\$33,206</b>	<b>\$66,412</b>	<b>\$27,862</b>	<b>\$19,729</b>	<b>71</b>	<b>70</b>	<b>80</b>
<b>Total Revenue</b>									<b>\$719,261</b>	<b>Unduplicated Clients Served</b>			
<b>Est. Medi-Cal Cost Per Client:</b>											<b>\$8,991</b>		
<b>Est. Non-Medi-Cal Cost Per Client:</b>											<b>\$1,009</b>		
<b>Est. Total Cost Per Client:</b>											<b>\$10,000</b>		



# SCHEDULE A

## SCHEDULE A - Planning Estimates

### SAN BERNARDINO COUNTY DEPARTMENT OF BEHAVIORAL HEALTH

Victor Community Support  
Contractor Name: Services, Inc.

Actual Cost Contract (cost reimbursement)

### CENTRAL VALLEY REGION CCFSS/ Success First Wraparound FY 2021 - 2022 July 1, 2021 - December 31, 2021 (6 month)

Provider # **36CNEW**  
Contract/RFP# **16-408 A3**  
Address: 1360 E. Lassen Avenue  
Chico, CA 95973  
Date Form Completed: 9/15/2020  
Date Form Revised:

Prepared by: Matt Jafari  
Title: Financial Analyst

LINE		MODE OF SERVICE	15-Outpatient Case Management (01-06,08-09)	15-Outpatient Intensive Care Coordination (07)	15-Outpatient Mental Health Services (10-50)	15-Outpatient Intensive Home Based Services (57)	15-Outpatient TBS (58)	15-Outpatient Medication Support (60)	15-Outpatient Crisis Intervention (70)	60- Support Client Flexible Support (72)	60 - Support Other Non-Medi- Cal Client Support (78)	TOTAL
#		SERVICE FUNCTION										
1	100%	Distribution %	2.76%	4.11%	62.18%	4.16%	7.70%	3.43%	2.47%	0.33%	12.86%	
		EXPENSES										
2		SALARIES	12,013	28,844	476,314	29,149	53,988	23,667	17,349		77,137	718,462
3		BENEFITS	4,013	9,636	157,067	9,738	18,035	7,906	5,796		27,820	240,010
		(2+3 must equal total staffing costs)	16,026	38,480	633,381	38,887	72,023	31,573	23,145	0	104,957	958,471
4		OPERATING EXPENSES	9,429	14,042	212,373	14,191	26,283	11,719	8,446	1,125	43,919	341,528
5		TOTAL EXPENSES (2+3+4)	25,455	52,522	845,755	53,078	98,306	43,292	31,591	1,125	148,876	1,300,000
		AGENCY REVENUES										
6		PATIENT FEES										0
7		PATIENT INSURANCE										0
8		MEDI-CARE										0
9		GRANTS/OTHER										0
10		TOTAL AGENCY REVENUES (6+7+8+9)	0	0	0	0	0	0	0	0	0	0
11		CONTRACT AMOUNT (5-10)	25,455	52,522	845,755	53,078	98,306	43,292	31,591	1,125	148,876	1,300,000
		FUNDING										
	Mix %	Share %										
12	70.00%	50.00%	8,909	18,383	296,014	18,577	34,407	15,152	11,057	0	0	402,499
13	44.65%	36.03%	2,866	5,914	95,234	5,977	11,069	4,875	3,557	0	0	129,492
14		13.97%	6,044	12,468	200,781	12,601	23,338	10,277	7,500			273,008
15			7,637	15,757	253,727	15,923	29,492	12,988	9,477	1,125	148,876	495,001
16	0.00%		0	0	0	0	0	0	0	0	0	0
17	0.00%		0	0	0	0	0	0	0	0	0	0
18												0
19			25,455	52,522	845,755	53,078	98,306	43,292	31,591	1,125	148,876	1,300,000
20		NET COUNTY FUNDS (Local Cost) <b>MUST = ZERO</b>	0	0	0	0	0	0	0	0	0	0
21		STATE FUNDING (Including Realignment)	16,546	34,139	549,741	34,501	63,899	28,140	20,534	1,125	148,876	897,501
22		FEDERAL FUNDING	8,909	18,383	296,014	18,577	34,407	15,152	11,057	0	0	402,499
23		TOTAL FUNDING	25,455	52,522	845,755	53,078	98,306	43,292	31,591	1,125	148,876	1,300,000
24		SCHEDULE OF MAXIMUM ALLOWANCES (CCR)	2.20	2.20	2.99	2.99	2.99	5.56	4.20	1.00	1.00	
25		TARGET COST PER UNIT OF SERVICE	1.72	1.72	2.34	2.34	2.34	4.35	3.29	1.00	1.00	
		UNITS OF TIME (Minutes)	14,799	30,536	361,434	22,683	42,011	9,952	9,602			491,018

# SCHEDULE B

## SAN BERNARDINO COUNTY DEPARTMENT OF BEHAVIORAL HEALTH

### Schedule B

### STAFFING DETAIL

FY 2021 - 2022

July 1, 2021 - December 31, 2021 (6 month) (12 months)

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

Name	Degree/ License	Position Title	Full Time Annual Salary*	Full Time Fringe Benefits*	Total Full Time Salaries & Benefits*	% Cost Allocated Contract Services	Total Salaries and Benefits Charged to Contract Services	Budgeted Hours of Contract Services	Total Salaries Charged to Contract Services	Total Benefits Charged to Contract Services
Sharmelle Parker	MSW	Executive Director	116,512	42,021	158,532	35%	27,929		20,527	7,403
Nancy Uribe	LMFT - Bilingual	CQI Supervisor	79,656	28,729	108,385	35%	19,095		14,034	5,061
Vacant		CQI Supervisor	72,124	26,012	98,136	29%	14,047		10,324	3,724
Vacant		CQI Supervisor	79,656	28,728	108,384	7%	3,580		2,631	949
Janell Mercer	LMFT	Clinical Supervisor	79,656	28,729	108,385	100%	54,192		39,828	14,365
Marisol Aldaz	LMFT- Bilingual	Clinical Supervisor	75,479	27,222	102,701	50%	25,675		18,870	6,806
Vacant		Clinical Supervisor	90,000	32,459	122,459	13%	7,654		5,625	2,029
Esthela Sanchez	Licensed Clinical Social Worker- Bilingual	Clinician	72,275	26,066	98,341	100%	49,171	623	36,138	13,033
Kiara Camarena	AMFT-Bilingual	Clinician	57,784	20,840	78,624	100%	39,312	623	28,892	10,420
Daniel Benitez	ACSW - Bilingual	Clinician	57,784	20,840	78,624	13%	5,111	81	3,756	1,355
Jetza Valdez De La Rosa	ACSW	Clinician	69,823	25,182	95,005	13%	6,175	81	4,539	1,637
Virginia Casimiro Pedersen	AMFT- Bilingual	Clinician	57,784	20,840	78,624	100%	39,312	623	28,892	10,420
Talesha Madison	ACSW	Clinician	74,993	27,047	102,039	100%	51,020	623	37,497	13,524
Brie-Anna Reed	AMFT	Clinician	74,969	27,038	102,007	100%	51,004	623	37,485	13,519
Karina Frausto	Licensed Clinical Social Worker	Clinician	57,041	20,572	77,613	100%	38,807	623	28,521	10,286
Vacant		Clinician	72,275	26,066	98,341	100%	49,171	623	36,138	13,033
Macie Manis	AMFT	Clinician	53,154	19,170	72,325	100%	36,162	623	26,577	9,585
Kathryn Hernandez	ACSW	Clinician	52,963	19,101	72,064	100%	36,032	623	26,482	9,551
Vondrai Skillern	BA	MHRS	52,963	19,101	72,064	100%	36,032	623	26,482	9,551
Jessina Beltran		FSC	43,068	15,533	58,601	10%	2,930	62	2,154	777
Angela Williams	AA	FSC	37,045	13,360	50,405	30%	7,561	187	5,557	2,004
Vacant		FSC	37,045	13,360	50,405	100%	25,203	623	18,523	6,680
Vacant		FSC	37,045	13,360	50,405	100%	25,203	623	18,523	6,680
Vacant		FSC	47,375	17,086	64,462	10%	3,223	62	2,369	855
Vacant		FSC	46,003	16,591	62,594	10%	3,130	62	2,300	830
Ashleigh Lee	No license/degree	Family Parent Partner	38,529	13,896	52,425	100%	26,213		19,265	6,948
Vacant		Family Parent Partner	28,725	10,360	39,085	83%	16,220		11,921	4,300
Dr. Varsha Patel	M.D.	Psychiatrist	468,000	0	468,000	23%	52,975	166	52,975	0
Multiple Staff		on Call Hours	5,200	1,875	7,075	100%	3,538		2,600	938
Multiple Staff		Program Support (Tech Support, Quality)	67,312	24,276	91,588	72%	32,776		24,089	8,688
Multiple Staff		Program Support Team (OSM, HRM, OSS, Accountant, Fiscal Oversight, Regional Support)	51,391	18,534	69,925	486%	170,021		124,956	45,066
								8,184	718,462	240,010

<b>TOTAL COST:</b>	958,471
--------------------	---------

**Detail of Fringe Benefits:** Employer FICA/Medicare, Workers Compensation, Unemployment, Vacation Pay, Sick Pay, Pension and Health Benefits

\* = Sub-Contracted Person listed on Schedule "A" Planning as operating expenses, not salaries & benefits.

# SCHEDULE B

## SAN BERNARDINO COUNTY DEPARTMENT OF BEHAVIORAL HEALTH SCHEDULE B

FY 2021 - 2022

Prepared by: Matt Jafari  
Title: Financial Analyst

**Victor Community Support**  
Contractor Name: **Services, Inc.**  
Provider # **36CNEW**  
Contract/RFP# **16-408 A3**  
Address: **1360 E. Lassen Avenue**  
**Chico, CA 95973**  
Date Form Completed: **9/15/2020**

**Operating Expenses - Please list all operating costs charged to this program, including administrative support costs and management fees along with a detail explanation of the categories below.**

July 1, 2021 - December 31, 2021 (6 month)

(6 month)

ITEM	TOTAL COST TO ORGANIZATION	% CHARGED TO OTHER FUNDING SOURCE	TOTAL COST TO OTHER FUNDING SOURCE	PERCENT CHARGED TO PROGRAM	TOTAL COST TO PROGRAM
1 External Database Fee (.26% of Contract)	\$6,760	0%	\$0	100%	\$3,380
2 Professional Fees	\$13,224	0%	\$0	100%	\$6,612
3 Software Maintenance	\$41,463	0%	\$0	100%	\$20,731
4 Employment Expenses	\$4,597	0%	\$0	100%	\$2,298
5 Office Supplies	\$25,631	0%	\$0	100%	\$12,815
6 Program Supplies	\$4,381	0%	\$0	100%	\$2,190
7 Rent	\$112,455	0%	\$0	100%	\$56,228
8 Utilities	\$31,778	0%	\$0	100%	\$15,889
9 Building Maintenance	\$8,924	0%	\$0	100%	\$4,462
10 Equipment Expense	\$43,649	0%	\$0	100%	\$21,824
11 Transportation	\$58,653	0%	\$0	100%	\$29,326
12 General & Administrative Costs	\$5,142	0%	\$0	100%	\$2,571
13 Conferences & Meetings	\$37,325	0%	\$0	100%	\$18,663
14 Taxes & Insurance	\$8,252	0%	\$0	100%	\$4,126
15 Flex Funds/ Client Assistance/ Incentives	\$2,250	0%	\$0	100%	\$1,125
16 Indirect Expenses	\$278,571	0%	\$0	100%	\$139,286
<b>SUBTOTAL B:</b>	\$683,056		\$0		\$341,528
<b>GROSS COSTS TOTAL STAFFING AND OPERATING EXPENSES:</b>					\$1,300,000

# SCHEDULE B

SAN BERNARDINO COUNTY  
DEPARTMENT OF BEHAVIORAL HEALTH  
SCHEDULE B  
BUDGET NARRATIVE

FY 2021 - 2022

Prepared by: Matt Jafari  
Title: Financial Analyst

Contractor Name: **Victor Community Support Services, Inc.**  
Provider # **36CNEW**  
Contract/RFP# **16-408 A3**  
Address: **1360 E. Lassen Avenue**  
**Chico, CA 95973**  
Date Form Completed: **9/15/2020**

**Budget Narrative for Operating Expenses. Explain each expense by line item. Provide an explanation for determination of all figures ( rate, duration, quantity, Benefits, FTE's, etc.) for example explain how overhead or indirect cost were calculated.**

**July 1, 2021 - December 31, 2021 (6 month)**

ITEM	Justification of Cost
1 External Database Fee (.26% of Contract)	Direct costs that is related to participation in an external database, this is a required aspect of the program to facilitate focus of treatment services and reporting of outcomes.
2 Professional Fees	Direct costs associated with contract support services, interpreter services, staff training materials, and guest speakers for training.
3 Software Maintenance	Direct costs associated with technical support services as well as annual software licenses and maintenance costs; software maintenance includes correcting, updating and enhancing current company software.
4 Employment Expenses	Direct cost associated with recruiting, advertising, completion of 3rd party physical, drug testing, fingerprinting, clinical license renewals, and continuing education.
5 Office Supplies	Direct costs associated with general office supplies, such as paper, pens, pencils, envelopes, folders, tape, printed brochures, checks, business cards, kitchen supplies, toner for copier, fax machine, paper for fax machine, copier and computer printers, postage and shipping costs, and subscription expense. Other supply costs includes, staff recognition, plaques, and staff apparel.
6 Program Supplies	Direct costs associated with general program support supplies. Which may include ESL materials, orientation and treatment packets, tutoring materials, curriculums, craft supplies, therapeutic toys, snack packs, videos, games, nonprescription drugs, instructional supplies, and food provided to clients.
7 Rent	Direct costs associated with facility rental, the rental cost of a leased building and costs related to leasehold improvements.
8 Utilities	Direct costs associated with general utility costs, such as telephone, water, natural gas, electricity, cable television, internet, and garbage.
9 Building Maintenance	Direct costs associated with janitorial, maintenance, building and ground supplies, licenses and permits
10 Equipment Expense	Direct costs associated with equipment leases, equipment maintenance, office equipment, furnishing, and computer equipment.
11 Transportation	Direct costs associated with staff mileage reimbursements (using the current IRS federal mileage reimbursement rate) as well as agency vehicle operating, repair, maintenance, and licensing costs. This is budgeted to cover the cost of staff travel related to service delivery, training, and meetings.
12 General & Administrative Costs	Direct costs associated with miscellaneous charges, bank fees, interest expense, dues and membership.
13 Conferences & Meetings	Direct costs associated with meetings, staff events, and conferences, such as airfare, food and lodging to attend conferences and training.
14 Taxes & Insurance	Direct costs associated with property tax as well as property, liability, and vehicle insurance expense.
15 Flex Funds/ Client Assistance/ Incentives	Direct costs to assist our clients and their families in achieving specific treatment goals. Funds are utilized to support achievement of specific goals identified in the Child and Family Team meetings that address the domain areas of: child strengths, life domain functioning, caregiver needs, caregiver strengths, and culture. They are designed to promote recovery and resilience in the child and family.
16 Indirect Expenses	Indirect costs that support our administrative services which include, but are not limited to, fiscal oversight, accounting, payroll, insurance oversight, legal, human resources, risk management, quality assurance, HIPAA regulation, contract monitoring, and executive oversight. This is based on an estimated calculation of 12% of total direct costs. <b>Total Indirect admin. costs will not exceed 15% of direct costs</b>

**SCHEDULE B**

**SAN BERNARDINO COUNTY  
DEPARTMENT OF BEHAVIORAL HEALTH  
SCHEDULE B  
FY 2021 - 2022**

Contractor Name: Victor Community Support Services, Inc.  
 Provider #: 36CNEW  
 Contract/RFP#: 16-408 A3  
 Address: 1360 E. Lassen Avenue  
 Chico, CA 95973  
 Date Form Completed: 9/15/2020  
 Date Form Revised:

MONTH	Estimated Units of Service (Minutes)	Planned Clinical FTE's	Required Productivity (based on 168 hours per month per FTE)	Projected Revenue Generated by Service Type							Clients Served		
				Case Mgmt (01-09)	Intensive Care Coordination (07)	Mental Health Services (10-50)	Intensive Home Based Services (57)	TBS (58)	Medication Support (60)	Crisis Intervention (70)	Starting Census		90
											Admissions (Episodes Opened)	Discharges (Episodes Closed)	Monthly Census
Jul-21	40,918	12.86	32%	\$2,121	\$4,377	\$70,480	\$4,423	\$8,192	\$3,608	\$2,633	8	10	88
Aug-21	40,918	12.86	32%	\$2,121	\$4,377	\$70,480	\$4,423	\$8,192	\$3,608	\$2,633	8	14	82
Sep-21	40,918	12.86	32%	\$2,121	\$4,377	\$70,480	\$4,423	\$8,192	\$3,608	\$2,633	6	12	76
Oct-21	40,918	12.86	32%	\$2,121	\$4,377	\$70,480	\$4,423	\$8,192	\$3,608	\$2,633	8	10	74
Nov-21	40,918	12.86	32%	\$2,121	\$4,377	\$70,480	\$4,423	\$8,192	\$3,608	\$2,633	6	10	70
Dec-21	40,918	12.86	32%	\$2,121	\$4,377	\$70,480	\$4,423	\$8,192	\$3,608	\$2,633	4	10	64
<b>TOTAL</b>	<b>491,018</b>			<b>\$25,455</b>	<b>\$52,522</b>	<b>\$845,755</b>	<b>\$53,078</b>	<b>\$98,306</b>	<b>\$43,292</b>	<b>\$31,591</b>	<b>40</b>	<b>66</b>	
<b>Total Revenue</b>									<b>\$1,149,999</b>	<b>Unduplicated Clients Served</b>	<b>130</b>		
<b>Est. Medi-Cal Cost Per Client:</b>											<b>\$8,846</b>		
<b>Est. Non-Medi-Cal Cost Per Client:</b>											<b>\$1,154</b>		
<b>Est. Total Cost Per Client:</b>											<b>\$10,000</b>		

# SCHEDULE A

## SCHEDULE A - Planning Estimates

### SAN BERNARDINO COUNTY DEPARTMENT OF BEHAVIORAL HEALTH

#### Actual Cost Contract (cost reimbursement)

### HIGH DESERT (Victorville) CCFSS/ Success First Wraparound FY 2021 - 2022 July 1, 2021 - December 31, 2021 (6 month)

Prepared by: Matt Jafari  
Title: Financial Analyst

Victor Community Support  
Contractor Name: Services, Inc.  
Provider # 36CAEW  
Contract/RFP# 16-408 A3  
Address: 1360 E. Lassen Avenue  
Chico, CA 95973  
Date Form Completed: 9/15/2020  
Date Form Revised:

LINE		MODE OF SERVICE	15- Case Management (01-06,08- 09)	15-Outpatient Intensive Care Coordination (07)	15-Outpatient Mental Health Services (10- 50)	15-Outpatient Intensive Home Based Services (57)	15-Outpatient TBS (58)	15-Outpatient Medication Support (60)	15-Outpatient Crisis Intervention (70)	60- Support Client Flexible Support (72)	60 - Support Other Non-Medi- Cal Client Support (78)	TOTAL
#		SERVICE FUNCTION										
1	100%	Distribution %	1.83%	3.06%	61.12%	3.95%	7.91%	3.99%	2.35%	0.53%	15.25%	
		EXPENSES										
2		SALARIES	7,713	12,855	224,516	16,614	33,228	32,225	9,871	0	56,298	393,320
3		BENEFITS	2,344	3,907	67,187	5,050	10,099	9,794	3,000	0	18,164	119,544
		(2+3 must equal total staffing costs)	10,057	16,762	291,703	21,664	43,327	42,019	12,871	0	74,462	512,865
4		OPERATING EXPENSES	3,434	5,723	114,383	7,397	14,794	7,472	4,395	1,000	28,538	187,137
5		TOTAL EXPENSES (2+3+4)	13,491	22,485	406,086	29,061	58,121	49,491	17,266	1,000	103,000	700,000
		AGENCY REVENUES										
6		PATIENT FEES										
7		PATIENT INSURANCE										
8		MEDI-CARE										
9		GRANTS/OTHER										0
10		TOTAL AGENCY REVENUES (6+7+8+9)	0	0	0	0	0	0	0	0	0	0
11		CONTRACT AMOUNT (5-10)	13,491	22,485	406,086	29,061	58,121	49,491	17,266	1,000	103,000	700,000
		FUNDING										
	Mix %	Share %										
12	70.00%	MEDI-CAL (FFP)	50.00%	4,722	7,870	142,130	10,171	20,342	17,322	6,043	0	208,600
13	45.49%	EPSDT (2011 Realignment)	37.08%	1,593	2,655	47,950	3,431	6,863	5,844	2,039	0	70,375
14	0.00%	HEALTHY FAMILIES MEDICAL	65.00%	0	0	0	0	0	0	0	0	0
15		MHSA MATCH	12.92%	3,129	5,215	94,180	6,741	13,480	11,477	4,004		138,225
16		MHSA FUNDING		4,047	6,746	121,826	8,718	17,436	14,847	5,180	1,000	282,800
17	0.00%	AB2726		0	0	0	0	0	0	0	0	0
18	0.00%	REALIGNMENT - NET COUNTY		0	0	0	0	0	0	0	0	0
19												0
20		FUNDING TOTAL		13,491	22,485	406,086	29,061	58,121	49,491	17,266	1,000	700,000
21		NET COUNTY FUNDS (Local Cost) MUST = ZERO		0	0	0	0	0	0	0	0	0
22		STATE FUNDING (Including Realignment)		8,769	14,615	263,956	18,890	37,779	32,169	1,000	103,000	491,400
23		FEDERAL FUNDING		4,722	7,870	142,130	10,171	20,342	17,322	6,043	0	208,600
24		TOTAL FUNDING		13,491	22,485	406,086	29,061	58,121	49,491	17,266	1,000	700,000
25		SCHEDULE OF MAXIMUM ALLOWANCES (CCR)		2.20	2.20	2.99	2.99	2.99	5.56	4.20	1.00	
26		TARGET COST PER UNIT OF SERVICE		1.72	1.72	2.34	2.34	2.34	4.35	3.29		
27		UNITS OF TIME (Minutes)		7,844	13,073	173,541	12,419	24,838	11,377	5,248		248,340

# SCHEDULE B

## SAN BERNARDINO COUNTY DEPARTMENT OF BEHAVIORAL HEALTH

### Schedule B

### STAFFING DETAIL

FY 2021 - 2022

July 1, 2021 - December 31, 2021 (6 month) (12 months)

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

CONTRACTOR NAME: Victor Community Support Services, Inc.

Name	Degree/ License	Position Title	Full Time Annual Salary*	Full Time Fringe Benefits*	Total Full Time Salaries & Benefits*	% Cost Allocated Contract Services	(6 month) Total Salaries and Benefits Charged to Contract Services	Budgeted Hours of Contract Services	(6 month) Total Salaries Charged to Contract Services	(6 month) Total Benefits Charged to Contract Services
Vacant		Executive Director	122,597	39,555	162,152	15.84%	12,842		9,709	3,133
Kimberly Currie	MA/MFT	Clinical Supervisor	84,182	27,160	111,342	100.00%	55,671		42,091	13,580
Vacant		Clinical Supervisor	81,479	26,288	107,767	50.00%	26,942		20,370	6,572
Amber Massie	MA/MFT	Clinician	64,750	20,891	85,641	100.00%	42,820	545	32,375	10,445
Dina Mooney	MA/MFT	Clinician	68,183	21,999	90,182	100.00%	45,091	545	34,092	10,999
Vanessa Garcia - Bilingual	BA/ACSW	Clinician	65,521	21,140	86,660	50.00%	21,665	272	16,380	5,285
Jessica Perez - Bilingual	APCC	Clinician	66,825	21,560	88,385	100.00%	44,193	545	33,413	10,780
Lilliana Melgar - Bilingual	BA	FSC (Family Support Counselor/ Case Manager)	37,600	12,131	49,732	66.67%	16,577	363	12,533	4,044
Yururia Llamas - Bilingual	BA	FSC (Family Support Counselor/ Case Manager)	54,568	17,606	72,174	30.00%	10,826	163	8,185	2,641
Paige Masters	BA	FSC (Family Support Counselor/ Case Manager)	37,045	11,952	48,997	78.00%	19,109	425	14,447	4,661
Vacant		FSC (Family Support Counselor/ Case Manager)	41,358	13,344	54,702	100.00%	27,351	545	20,679	6,672
Vacant		FSC (Family Support Counselor/ Case Manager)	45,483	14,675	60,158	100.00%	30,079	545	22,742	7,337
Sarah Perez - Bilingual	FPP	Family/Parent Partner	32,808	10,585	43,393	100.00%	21,697		16,404	5,293
Ellen Bourne	PP	Family/Parent Partner	43,090	13,902	56,992	85.00%	24,222		18,313	5,909
Dr. Patel	M.D.	Psychiatrist	468,000	0	468,000	7%	17,240	190	17,240	0
Quina Roberts	MA/MFT	CQI Supervisor	70,784	22,838	93,622	11.88%	5,561		4,204	1,357
Multiple Staff		Program Support (Tech Support, Quality)	68,199	22,004	90,203	30.20%	13,619		10,297	3,322
Multiple Staff		Program Support Team (OSM, HRM, OSS, Accountant, Fiscal Oversight, Regional Support)	64,816	20,912	85,728	184.66%	79,154		59,845	17,514
TOTAL COST:							512,863	Total	\$393,320	\$119,544

Detail of Fringe Benefits: Employer FICA/Medicare, Workers Compensation,

Unemployment, Vacation Pay, Sick Pay, Pension and Health Benefits

\* = Sub-Contracted Person listed on Schedule "A" Planning as operating expenses, not salaries & benefits.

**SCHEDULE B**

**SAN BERNARDINO COUNTY  
DEPARTMENT OF BEHAVIORAL HEALTH  
SCHEDULE B**

**FY 2021 - 2022**

Prepared by: Matt Jafari  
Title: Financial Analyst

**Victor Community**  
Contractor Name: **Support Services, Inc.**  
Provider # **36CAEW**  
Contract/RFP# **16-408 A3**  
Address: **1360 E. Lassen Avenue**  
**Chico, CA 95973**  
Date Form Completed: **9/15/2020**

**Operating Expenses - Please list all operating costs charged to this program, including administrative support costs and management fees along with a detail explanation of the categories below.**

**July 1, 2021 - December 31, 2021 (6 month)**

ITEM	TOTAL COST TO ORGANIZATION	% CHARGED TO OTHER FUNDING SOURCE	TOTAL COST TO OTHER FUNDING SOURCE	PERCENT CHARGED TO PROGRAM	TOTAL COST TO PROGRAM
1 External Database Fee (.26% of Contract)	\$3,640	0%	\$0	100%	\$1,820
2 Professional Fees	\$4,891	0%	\$0	100%	\$2,446
3 Software Maintenance	\$16,793	0%	\$0	100%	\$8,396
4 Employment Expenses	\$3,632	0%	\$0	100%	\$1,816
5 Office Supplies	\$10,226	0%	\$0	100%	\$5,113
6 Program Supplies	\$2,727	0%	\$0	100%	\$1,364
7 Rent	\$68,592	0%	\$0	100%	\$34,296
8 Utilities	\$23,255	0%	\$0	100%	\$11,628
9 Building Maintenance	\$7,030	0%	\$0	100%	\$3,515
10 Equipment Expense	\$25,661	0%	\$0	100%	\$12,831
11 Transportation	\$33,265	0%	\$0	100%	\$16,633
12 General & Administrative Costs	\$2,545	0%	\$0	100%	\$1,273
13 Conferences & Meetings	\$15,606	0%	\$0	100%	\$7,803
14 Taxes & Insurance	\$4,409	0%	\$0	100%	\$2,205
15 Flex Funds/ Client Assistance/ Incentives	\$2,000	0%	\$0	100%	\$1,000
16 Indirect Expenses	\$150,000	0%	\$0	100%	\$75,000
<b>SUBTOTAL B:</b>	\$374,273		\$0		\$187,137
<b>GROSS COSTS TOTAL STAFFING AND OPERATING EXPENSES:</b>					\$700,000



# SCHEDULE B

SAN BERNARDINO COUNTY  
DEPARTMENT OF BEHAVIORAL HEALTH  
SCHEDULE B  
BUDGET NARRATIVE

FY 2021 - 2022

Prepared by: Matt Jafari  
Title: Financial Analyst

Contractor Name: Victor Community Support Services, Inc.  
Provider # 36CAEW  
Contract/RFP# 16-408 A3  
Address: 1360 E. Lassen Avenue  
Chico, CA 95973  
Date Form Completed: 9/15/2020

**Budget Narrative for Operating Expenses. Explain each expense by line item. Provide an explanation for determination of all figures ( rate, duration, quantity, Benefits, FTE's, etc.) for example explain how overhead or indirect cost were calculated.**

**July 1, 2021 - December 31, 2021 (6 month)**

ITEM	Justification of Cost
1 External Database Fee (.26% of Contract)	Direct costs that is related to participation in an external database, this is a required aspect of the program to facilitate focus of treatment services and reporting of outcomes.
2 Professional Fees	Direct costs associated with contract support services, interpreter services, staff training materials, and guest speakers for training.
3 Software Maintenance	Direct costs associated with technical support services as well as annual software licenses and maintenance costs; software maintenance includes correcting, updating and enhancing current company software.
4 Employment Expenses	Direct cost associated with recruiting, advertising, completion of 3rd party physical, drug testing, fingerprinting, clinical license renewals, and continuing education.
5 Office Supplies	Direct costs associated with general office supplies, such as paper, pens, pencils, envelopes, folders, tape, printed brochures, checks, business cards, kitchen supplies, toner for copier, fax machine, paper for fax machine, copier and computer printers, postage and shipping costs, and subscription expense. Other supply costs includes, staff recognition, plaques, and staff apparel.
6 Program Supplies	Direct costs associated with general program support supplies. Which may include ESL materials, orientation and treatment packets, tutoring materials, curriculums, craft supplies, therapeutic toys, snack packs, videos, games, nonprescription drugs, instructional supplies, and food provided to clients.
7 Rent	Direct costs associated with facility rental, the rental cost of a leased building and costs related to leasehold improvements.
8 Utilities	Direct costs associated with general utility costs, such as telephone, water, natural gas, electricity, cable television, internet, and garbage.
9 Building Maintenance	Direct costs associated with janitorial, maintenance, building and ground supplies, licenses and permits
10 Equipment Expense	Direct costs associated with equipment leases, equipment maintenance, office equipment, furnishing, and computer equipment.
11 Transportation	Direct costs associated with staff mileage reimbursements (using the current IRS federal mileage reimbursement rate) as well as agency vehicle operating, repair, maintenance, and licensing costs. This is budgeted to cover the cost of staff travel related to service delivery, training, and meetings.
12 General & Administrative Costs	Direct costs associated with miscellaneous charges, bank fees, interest expense, dues and membership.
13 Conferences & Meetings	Direct costs associated with meetings, staff events, and conferences, such as airfare, food and lodging to attend conferences and training.
14 Taxes & Insurance	Direct costs associated with property tax as well as property, liability, and vehicle insurance expense.
15 Flex Funds/ Client Assistance/ Incentives	Direct costs to assist our clients and their families in achieving specific treatment goals. Funds are utilized to support achievement of specific goals identified in the Child and Family Team meetings that address the domain areas of: child strengths, life domain functioning, caregiver needs, caregiver strengths, and culture. They are designed to promote recovery and resilience in the child and family.
16 Indirect Expenses	Indirect costs that support our administrative services which include, but are not limited to, fiscal oversight, accounting, payroll, insurance oversight, legal, human resources, risk management, quality assurance, HIPAA regulation, contract monitoring, and executive oversight. This is based on an estimated calculation of 12% of total direct costs. <b>Total Indirect admin. costs will not exceed 15% of direct costs</b>

**SCHEDULE B**

**SAN BERNARDINO COUNTY  
DEPARTMENT OF BEHAVIORAL HEALTH  
SCHEDULE B  
FY 2021 - 2022  
FY 2021 - 2022**

**July 1, 2021 - December 31, 2021 (6 month)**

Victor Community Support Services, Inc.  
Provider # 36CAEW  
Contract/RFP# 16-408 A3  
Address: 1360 E. Lassen Avenue  
Chico, CA 95973  
Date Form Completed: 9/15/2020  
Date Form Revised:

MONTH	Estimated Units of Service (Minutes)	Planned Clinical FTE's	Required Productivity (based on 168 hours per month per FTE)	Projected Revenue Generated by Service Type							Clients Served		
				Case Mgmt (01-09)	Intensive Care Coordination (07)	Mental Health Services (10-50)	Intensive Home Based Services (57)	TBS (58)	Medication Support (60)	Crisis Intervention (70)	Starting Census		8
											Admissions (Episodes Opened)	Discharges (Episodes Closed)	Monthly Census
Jul-21	20,695	7.32	28%	\$1,124	\$1,874	\$33,840	\$2,422	\$4,843	\$4,124	\$1,439	10	9	9
Aug-21	20,695	7.32	28%	\$1,124	\$1,874	\$33,840	\$2,422	\$4,843	\$4,124	\$1,439	10	10	9
Sep-21	20,695	7.32	28%	\$1,124	\$1,874	\$33,840	\$2,422	\$4,843	\$4,124	\$1,439	10	10	9
Oct-21	20,695	7.32	28%	\$1,124	\$1,874	\$33,840	\$2,422	\$4,843	\$4,124	\$1,439	10	10	9
Nov-21	20,695	7.32	28%	\$1,124	\$1,874	\$33,840	\$2,422	\$4,843	\$4,124	\$1,439	11	11	9
Dec-21	20,695	7.32	28%	\$1,124	\$1,874	\$33,840	\$2,422	\$4,843	\$4,124	\$1,439	11	11	9
TOTAL	248,340			\$13,491	\$22,485	\$406,086	\$29,061	\$58,121	\$49,491	\$17,266	62	61	
				Total Revenue					\$596,000	Unduplicated Clients Served			70
									Est. Medi-Cal Cost Per Client:		\$8,514		
									Est. Non-Medi-Cal Cost Per Client:		\$1,486		
									Est. Total Cost Per Client:		\$10,000		

# SCHEDULE A

## SCHEDULE A - Planning Estimates

Actual Cost Contract (cost reimbursement)

Prepared by: Matt Jafari  
Title: Financial Analyst

## SAN BERNARDINO COUNTY DEPARTMENT OF BEHAVIORAL HEALTH

### HIGH DESERT - Barstow CCFSS/ SB163 Wraparound Mental Health

FY 2021 - 2022  
July 1, 2021 - December 31, 2021 (6 month)

Contractor Name: Victor Community Support Ser

Provider # 36FMWR

Contract/RFP# 16-408 A-3

Address: 1360 E. Lassen Avenue  
Chico, CA 95973

Date Form Completed:

Date Form Revised:

LINE		MODE OF SERVICE	15-Outpatient	15-Outpatient	15-Outpatient	15-Outpatient	15-Outpatient	15-Outpatient	15-Outpatient	
#		SERVICE FUNCTION	Case Management (01-06,08-09)	Intensive Care Coordination (07)	Mental Health Services (10-50)	Intensive Home Based Services (57)	TBS (58)	Medication Support (60)	Crisis Intervention (70)	TOTAL
1	100%	Distribution %	2.35%	7.61%	73.76%	4.92%	4.92%	4.99%	1.46%	
<b>EXPENSES</b>										
2		SALARIES	7,050	22,872	221,704	14,780	14,780	15,008	4,391	300,585
3		BENEFITS	1,755	5,694	55,193	3,680	3,680	3,736	1,093	74,830
		(2+3 must equal total staffing costs)	8,805	28,565	276,896	18,460	18,460	18,744	5,484	375,415
4		OPERATING EXPENSES	3,508	11,382	110,330	7,355	7,355	7,469	2,185	149,585
5		TOTAL EXPENSES (2+3+4)	12,314	39,947	387,226	25,815	25,815	26,213	7,669	525,000
<b>AGENCY REVENUES</b>										
6		PATIENT FEES								0
7		PATIENT INSURANCE								0
8		MEDI-CARE								0
9		GRANTS/OTHER								0
10		TOTAL AGENCY REVENUES (6+7+8+9)	0	0	0	0	0	0	0	0
11		CONTRACT AMOUNT (5-10)	12,314	39,947	387,226	25,815	25,815	26,213	7,669	525,000
<b>FUNDING</b>										
12	100.00%	MEDI-CAL (FFP)	50.00%	6,157	19,974	193,613	12,908	12,908	13,107	262,502
13	100.00%	EPSDT (2011 Realignment)	36.03%	4,437	14,393	139,518	9,301	9,301	9,445	189,158
14		CFS FUNDING up to \$25,990		610	1,978	19,170	1,278	1,278	1,298	25,990
15	13.97%	MHSA FUNDING		1,110	3,603	34,926	2,328	2,328	2,364	47,350
16	0.00%	AB2726		0	0	0	0	0	0	0
17	0.00%	REALIGNMENT - NET COUNTY		0	0	0	0	0	0	0
18										0
19		FUNDING TOTAL		12,314	39,947	387,226	25,815	25,815	26,213	525,000
20		NET COUNTY FUNDS (Local Cost) <b>MUST = ZERO</b>		0	0	0	0	0	0	0
21		STATE FUNDING (Including Realignment)		5,547	17,996	174,444	11,629	11,629	11,809	236,508
22		FEDERAL FUNDING		6,767	21,952	212,783	14,186	14,186	14,405	288,492
23		TOTAL FUNDING		12,314	39,947	387,226	25,815	25,815	26,213	525,000
24		SCHEDULE OF MAXIMUM ALLOWANCES (CCR)		2.20	2.20	2.99	2.99	2.99	5.56	4.20
25		TARGET COST PER UNIT OF SERVICE		1.84	1.84	2.38	2.38	2.38	4.39	3.53
26		UNITS OF TIME (Minutes)		6,694	21,715	162,867	10,858	10,858	5,970	221,133

**SCHEDULE B**

**SAN BERNARDINO COUNTY DEPARTMENT OF BEHAVIORAL HEALTH**

**Schedule B**

**STAFFING DETAIL**

**FY 2021 - 2022**

**July 1, 2021 - December 31, 2021 (6 month) (6 months)**

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

**CONTRACTOR NAME: Victor Community Support Services, Inc.**

**(6 Months)**

1040

**(6 Months)**

**(6 Months)**

Name	Degree/ License	Position Title	Full Time Annual Salary*	Full Time Fringe Benefits*	Total Full Time Salaries & Benefits*	% Cost Allocated Contract Services	Total Salaries and Benefits Charged to Contract Services	Budgeted Hours of Contract Services	Total Salaries Charged to Contract Services	Total Benefits Charged to Contract Services
Denice Hutner	AMFT	Executive Director	100,753	27,259	128,011	32%	20,332	330	16,003	4,330
Shearly Chambless	LCSW	Clinical Supervisor	93,340	25,253	118,593	100%	59,296	1,040	46,670	12,627
Edna Rodriguez - Bilingual	AMFT	Clinician	63,909	17,290	81,199	100%	40,600	1,040	31,955	8,645
Lisa Herrmann	AMFT	Clinician	59,208	16,019	75,226	50%	18,807	520	14,802	4,005
Torria Payton	AMFT	Clinician	56,634	15,322	71,956	100%	35,978	1,040	28,317	7,661
Jennifer Beat	LFMT	Clinician	58,499	15,827	74,325	100%	37,163	1,040	29,250	7,914
Marsadez Troupe	AMFT	Clinician	56,634	15,322	71,956	40%	14,391	416	11,327	3,065
Sierra Lisby	MA	FSC	49,171	13,303	62,474	100%	31,237	1,040	24,586	6,652
Innocent Odinigwe	BS	FSC	49,113	13,288	62,401	80%	24,960	832	19,646	5,315
Brittany Phillips	BS	FSC	33,787	9,141	42,928	50%	10,732	520	8,447	2,286
Dr. Varsha Patel	M.D.		384,000		384,000	13%	24,000	130	24,000	0
Various Staff	N.A., Bilingual	Program Support Staff	48,913	13,233	62,146	186%	57,918	1,938	45,585	12,333
					0	0%	0	0	0	0
					0	0%	0	0	0	0
									300,585	74,830

**TOTAL  
COST:** 375,415

**Detail of Fringe Benefits:** Employer FICA/Medicare, Workers Compensation,  
Unemployment, Vacation Pay, Sick Pay, Pension and Health Benefits

# SCHEDULE B

## SAN BERNARDINO COUNTY DEPARTMENT OF BEHAVIORAL HEALTH SCHEDULE B

FY 2021 - 2022

Contractor Name: Victor Community Support Services, Inc.

Region 36FMWR

Contract # 16-408 A-3

Address: 1360 E. Lassen Avenue

Chico, CA 95973

Date Form Completed: \_\_\_\_\_

Updated \_\_\_\_\_

Prepared by: \_\_\_\_\_

Title: \_\_\_\_\_

**Operating Expenses - Please list all operating costs charged to this program, including administrative support costs and management fees along with a detail explanation of the categories below.**

**6 Months**

**July 1, 2021 - December 31, 2021 (6 month)**

ITEM	TOTAL COST TO ORGANIZATION	% CHARGED TO OTHER FUNDING SOURCE	TOTAL COST TO OTHER FUNDING SOURCE	PERCENT CHARGED TO CONTRACT	TOTAL COST TO CONTRACT
1 Internal Database fee (.26% of Contract)	\$1,365	0%	\$0	100%	\$1,365
2 Professional Fees	\$356	0%	\$0	100%	\$356
3 Software Maintenance	\$3,590	0%	\$0	100%	\$3,590
4 Employment Expenses	\$2,419	0%	\$0	100%	\$2,419
5 Office Supplies	\$7,467	0%	\$0	100%	\$7,467
6 Program Supplies	\$2,567	0%	\$0	100%	\$2,567
7 Rent	\$13,917	0%	\$0	100%	\$13,917
8 Utilities	\$11,667	0%	\$0	100%	\$11,667
9 Building Maintenance	\$4,712	0%	\$0	100%	\$4,712
10 Equipment Expense	\$12,291	0%	\$0	100%	\$12,291
11 Transportation	\$23,480	0%	\$0	100%	\$23,480
12 General & Administrative Costs	\$887	0%	\$0	100%	\$887
13 Conferences & Meetings	\$6,112	0%	\$0	100%	\$6,112
14 Taxes & Insurance	\$2,506	0%	\$0	100%	\$2,506
15 Indirect Expenses 12%	\$56,250	0%	\$0	100%	\$56,250
16		0%	\$0	100%	\$0
17		0%	\$0	100%	\$0
18		0%	\$0	100%	\$0
19		0%	\$0	100%	\$0
<b>SUBTOTAL B:</b>	\$149,585		\$0		\$149,585
<b>GROSS TOTAL STAFFING AND OPERATING COSTS</b>					<b>\$525,000</b>

## SCHEDULE B

July 1, 2021 - December 31, 2021 (6 month)

ITEM	Justification of Cost
1 Internal Database fee (.26% of Contract)	Participation in external database is a required aspect of program to facilitate focus of treatment services and reporting of outcomes.
2 Professional Fees	Direct costs associated with technical support services, interpreter services, staff training materials, and guest speakers for training.
3 Software Maintenance	Direct costs associated with technical support services as well as annual software licenses and maintenance costs; software maintenance includes correcting, updating and enhancing current company software.
4 Employment Expenses	Direct cost associated with recruiting, advertising, completion of 3rd party physical, drug testing, fingerprinting, clinical license renewals, and continuing education.
5 Office Supplies	Direct costs associated with general office supplies, such as paper, pens, pencils, envelopes, folders, tape, printed brochures, checks, business cards, kitchen supplies, toner for copier, fax machine, paper for fax machine, copier and computer printers, postage and shipping costs, and subscription expense. Other supply costs includes, staff
6 Program Supplies	Direct costs associated with general program support supplies. Which may include ESL materials, orientation and treatment packets, tutoring materials, curriculums, craft supplies, therapeutic toys, snack packs, videos, games, nonprescription drugs, instructional supplies, and food provided to clients.
7 Rent	Direct costs associated with facility rental, the rental cost of a leased building and costs related to leasehold improvements.
8 Utilities	Direct costs associated with general utility costs, such as telephone, water, natural gas, electricity, cable television, internet, and garbage.
9 Building Maintenance	Direct costs associated with janitorial, maintenance, building and ground supplies, licenses and permits
10 Equipment Expense	Direct costs associated with equipment leases, equipment maintenance, office equipment, furnishing, and computer equipment.
11 Transportation	Direct costs associated with staff mileage reimbursements as well as agency vehicle operating, repair, maintenance, and licensing costs. This is budgeted to cover the cost of staff travel related to service delivery, training, and meetings.
12 General & Administrative Costs	Direct costs associated with miscellaneous charges, bank fees, interest expense, dues and membership.
13 Conferences & Meetings	Direct costs associated with meetings, staff events, and conferences, such as airfare, food and lodging to attend conferences and training.
14 Taxes & Insurance	Direct costs associated with property tax as well as property, liability, and vehicle insurance expense.
15 Indirect Expenses 12%	Indirect costs that support our administrative services which include, but are not limited to, fiscal oversight, accounting, payroll, insurance oversight, legal, human resources, risk management, quality assurance, HIPAA regulation, contract monitoring, and executive oversight. This is based on an estimated calculation of 12% of total direct costs.

# SCHEDULE B

SAN BERNARDINO COUNTY  
DEPARTMENT OF BEHAVIORAL HEALTH  
SCHEDULE B  
FY 2021 - 2022

Contractor Name: Victor Community Support Services, Inc.  
Provider #: 36FMWR  
Contract/RFP#: 16-408 A-3  
Address: 1360 E. Lassen Avenue  
Chico, CA 95973  
Date Form Completed:  
Date Form Revised:

MONTH	Estimated Units of Service (Minutes)	Planned Clinical FTE's	Required Productivity (based on 168 hours per month per FTE)	Projected Revenue Generated by Service Type							Clients Served		
				Case Mgmt (01-09)	Intensive Care Coordination (07)	Mental Health Services (10-50)	Intensive Home Based Services (57)	TBS (58)	Medication Support (60)	Crisis Intervention (70)	Starting Census		7
											Admissions (Episodes Opened)	Discharges (Episodes Closed)	Monthly Census
Jul-21	36,856	6.33	58%	\$2,052	\$6,658	\$64,538	\$4,303	\$4,303	\$4,369	\$1,278	6	5	8
Aug-21	36,856	6.33	58%	\$2,052	\$6,658	\$64,538	\$4,303	\$4,303	\$4,369	\$1,278	6	6	8
Sep-21	36,856	6.33	58%	\$2,052	\$6,658	\$64,538	\$4,303	\$4,303	\$4,369	\$1,278	6	6	8
Oct-21	36,856	6.33	58%	\$2,052	\$6,658	\$64,538	\$4,303	\$4,303	\$4,369	\$1,278	6	6	8
Nov-21	36,856	6.33	58%	\$2,052	\$6,658	\$64,538	\$4,303	\$4,303	\$4,369	\$1,278	6	6	8
Dec-21	36,856	6.33	58%	\$2,052	\$6,658	\$64,538	\$4,303	\$4,303	\$4,369	\$1,278	6	6	8
TOTAL	221,133			\$12,314	\$39,947	\$387,226	\$25,815	\$25,815	\$26,213	\$7,669	36	35	
Total Revenue									\$525,000	Unduplicated Clients Served		43	
Est. Total Cost Per Client:									\$12,209				

# SCHEDULE A

## SCHEDULE A - Planning Estimates

## SAN BERNARDINO COUNTY DEPARTMENT OF BEHAVIORAL HEALTH

Actual Cost Contract (cost reimbursement)

## HIGH DESERT - Victor Valley CCFSS/ SB163 Wraparound Mental Health FY 2021 - 2022 July 1, 2021 - December 31, 2021 (6 month)

Prepared by: Matt Jafari  
Title: Financial Analyst

Contractor Name: Victor Community Support Services, Inc.  
Provider # 36CAWR  
Contract/RFP# 16-408 A-3  
Address: 1360 E. Lassen Avenue  
Chico, CA 95973

Date Form Completed:  
Date Form Revised:

LINE		MODE OF SERVICE	15-Outpatient	15-Outpatient	15-Outpatient	15-Outpatient	15-Outpatient	15-Outpatient	15-Outpatient	
#		SERVICE FUNCTION	Case Management (01-06,08-09)	Intensive Care Coordination (07)	Mental Health Services (10-50)	Intensive Home Based Services (57)	TBS (58)	Medication Support (60)	Crisis Intervention (70)	TOTAL
1	100%	Distribution %	2.34%	7.59%	73.57%	4.90%	4.90%	5.23%	1.46%	
<b>EXPENSES</b>										
2		SALARIES	13,304	43,101	417,798	27,853	27,853	29,721	8,275	567,905
3		BENEFITS	3,296	10,678	103,505	6,900	6,900	7,363	2,050	140,692
		(2+3 must equal total staffing costs)	16,600	53,779	521,303	34,754	34,754	37,084	10,325	708,597
4		OPERATING EXPENSES	6,827	22,116	214,380	14,292	14,292	15,250	4,246	291,403
5		TOTAL EXPENSES (2+3+4)	23,426	75,895	735,683	49,046	49,046	52,334	14,570	1,000,000
<b>AGENCY REVENUES</b>										
6		PATIENT FEES								0
7		PATIENT INSURANCE								0
8		MEDI-CARE								0
9		GRANTS/OTHER								0
10		TOTAL AGENCY REVENUES (6+7+8+9)	0	0	0	0	0	0	0	0
11		CONTRACT AMOUNT (5-10)	23,426	75,895	735,683	49,046	49,046	52,334	14,570	1,000,000
<b>FUNDING</b>										
	Mix %	Share %								
12	100.00%	MEDI-CAL (FFP)	50.00%	11,713	37,948	367,841	24,523	24,523	26,167	500,000
13	100.00%	EPSDT (2011 Realignment)	36.03%	8,441	27,345	265,066	17,671	17,671	18,856	360,300
14	13.97%	CFS FUNDING up to \$49,505	1,160	3,757	36,420	2,428	2,428	2,591	721	49,505
15		MHSA FUNDING	2,113	6,845	66,356	4,424	4,424	4,720	1,314	90,195
16	0.00%	AB2726	0	0	0	0	0	0	0	0
17	0.00%	REALIGNMENT - NET COUNTY	0	0	0	0	0	0	0	0
18										0
19		FUNDING TOTAL	23,426	75,895	735,683	49,046	49,046	52,334	14,570	1,000,000
20		NET COUNTY FUNDS (Local Cost) <b>MUST = ZERO</b>	0	0	0	0	0	0	0	0
21		STATE FUNDING (Including Realignment)	10,554	34,190	331,422	22,095	22,095	23,576	6,564	450,495
22		FEDERAL FUNDING	12,873	41,705	404,261	26,951	26,951	28,758	8,006	549,505
23		TOTAL FUNDING	23,426	75,895	735,683	49,046	49,046	52,334	14,570	1,000,000
24		SCHEDULE OF MAXIMUM ALLOWANCES (CCR)	2.20	2.20	2.99	2.99	2.99	5.56	4.20	
25		TARGET COST PER UNIT OF SERVICE	1.84	1.84	2.37	2.37	2.37	4.39	3.53	
26		UNITS OF TIME (Minutes)	12,750	41,308	309,777	20,654	20,654	11,934	4,130	421,207



**SCHEDULE B**

**SAN BERNARDINO COUNTY DEPARTMENT OF BEHAVIORAL HEALTH**

**Schedule B**

**STAFFING DETAIL**

**FY 2021 - 2022**

**July 1, 2021 - December 31, 2021 (6 month) (6 months)**

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

CONTRACTOR NAME:		Victor Community Support Services, Inc.					(6 Months)	1040	(6 Months)	(6 Months)
Name	Degree/ License	Position Title	Full Time Annual Salary*	Full Time Fringe Benefits*	Total Full Time Salaries & Benefits*	% Cost Allocated Contract Services	Total Salaries and Benefits Charged to Contract Services	Budgeted Hours of Contract Services	Total Salaries Charged to Contract Services	Total Benefits Charged to Contract Services
Vacant		Executive Director	120,811	32,719	153,530	30%	23,279	315	18,318	4,961
Vacant		Clinical Supervisor	79,325	21,484	100,809	100%	50,405	1,040	39,663	10,742
Alexandra Lopez - Bilingual	MFT	Clinical Supervisor	79,325	21,484	100,809	35%	17,642	364	13,882	3,760
Vacant	Termed	Clinician	59,205	16,034	75,239	100%	37,619	1,040	29,603	8,017
Yasser Tinoco - Bilingual	BA/AMFT	Clinician	57,480	15,341	72,822	100%	36,411	1,040	28,740	7,671
Nyree Watson	MFT	Clinician	56,631	15,337	71,968	100%	35,984	1,040	28,316	7,669
Lashon Friloux - Gonzalez	ACSW	Clinician	56,631	15,337	71,968	100%	35,984	1,040	28,316	7,669
Monica Castro - Bilingual	MFT	Clinician	57,480	15,567	73,048	80%	29,219	832	22,992	6,227
Lizette Camacho - Bilingual	BA/ACSW	Clinician	59,205	16,034	75,239	100%	37,619	1,040	29,603	8,017
Amber Bettley	MA/MFT	Clinician	49,168	13,316	62,484	100%	31,242	1,040	24,584	6,658
Caroline Reyna	MA/MFT	Clinician	48,339	13,092	61,431	100%	30,716	1,040	24,170	6,546
Adriana Rojas - Bilingual	BA	MHRS	49,448	13,392	62,840	100%	31,420	1,040	24,724	6,696
Sattier Potter	BS	MHRS	47,231	12,791	60,022	100%	30,011	1,040	23,616	6,396
Pauline Depinto - Bilingual	BA	FSC	44,933	12,169	57,102	100%	28,551	1,040	22,467	6,085
Olivia Pearce - Bilingual	BS	FSC	36,374	9,851	46,226	100%	23,113	1,040	18,187	4,926
Jose Luiz Hernandez - Bilingual	BA	FSC	70,397	19,066	89,463	85%	38,022	884	29,919	8,103
Quina Roberts	MA/MFT	CQI Supervisor	76,833	20,810	97,643	75%	36,616	780	28,813	7,804
Dr. Varsha Patel	M.D.	Psychiatrist	384,000		384,000	25%	48,000	260	48,000	0
Various Staff	N.A., Bilingual	Program Support Staff	50,752	13,745	64,497	331%	106,746	3,442	83,997	22,749
					0	0%	0	0	0	0
					0	0%	0	0	0	0
					0	0%	0	0	0	0
									567,905	140,692

<b>TOTAL COST:</b>	708,597
------------------------	---------

**Detail of Fringe Benefits:** Employer FICA/Medicare, Workers Compensation,  
Unemployment, Vacation Pay, Sick Pay, Pension and Health Benefits

# SCHEDULE B

## SAN BERNARDINO COUNTY DEPARTMENT OF BEHAVIORAL HEALTH SCHEDULE B

FY 2021 - 2022

Contractor Name: Victor Community Support Services, Inc.

Region 36CAWR

Contract # 16-408 A-3

Address: 1360 E. Lassen Avenue

Chico, CA 95973

Prepared by:

Title:

Date Form Completed:

Updated

**Operating Expenses - Please list all operating costs charged to this program, including administrative support costs and management fees along with a detail explanation of the categories below.**

**6 Months**

**July 1, 2021 - December 31, 2021 (6 month)**

ITEM	TOTAL COST TO ORGANIZATION	% CHARGED TO OTHER FUNDING SOURCE	TOTAL COST TO OTHER FUNDING SOURCE	PERCENT CHARGED TO CONTRACT	TOTAL COST TO CONTRACT
1 Internal Database fee (.26% of Contract)	\$2,600	0%	\$0	100%	\$2,600
2 Professional Fees	\$2,596	0%	\$0	100%	\$2,596
3 Software Maintenance	\$10,122	0%	\$0	100%	\$10,122
4 Employment Expenses	\$3,281	0%	\$0	100%	\$3,281
5 Office Supplies	\$13,563	0%	\$0	100%	\$13,563
6 Program Supplies	\$1,124	0%	\$0	100%	\$1,124
7 Rent	\$56,447	0%	\$0	100%	\$56,447
8 Utilities	\$17,719	0%	\$0	100%	\$17,719
9 Building Maintenance	\$6,118	0%	\$0	100%	\$6,118
10 Equipment Expense	\$18,039	0%	\$0	100%	\$18,039
11 Transportation	\$35,998	0%	\$0	100%	\$35,998
12 General & Administrative Costs	\$1,677	0%	\$0	100%	\$1,677
13 Conferences & Meetings	\$10,038	0%	\$0	100%	\$10,038
14 Taxes & Insurance	\$4,938	0%	\$0	100%	\$4,938
15 Indirect Expenses 12%	\$107,143	0%	\$0	100%	\$107,143
16		0%	\$0	100%	\$0
17		0%	\$0	100%	\$0
18		0%	\$0	100%	\$0
19		0%	\$0	100%	\$0
<b>SUBTOTAL B:</b>	\$291,403		\$0		\$291,403
<b>GROSS TOTAL STAFFING AND OPERATING COSTS</b>					\$1,000,000

## SCHEDULE B

**SAN BERNARDINO COUNTY  
DEPARTMENT OF BEHAVIORAL HEALTH  
SCHEDULE B  
BUDGET NARRATIVE  
FY 2021 - 2022**

Prepared by: Matt Jafari  
Title: Financial Analyst

Contractor Name: Victor Community Support Services, Inc.  
Provider # 36CAWR  
Contract/RFP# 16-408 A-3  
Address: 1360 E. Lassen Avenue  
Chico, CA 95973  
Date Form Completed: \_\_\_\_\_

**Budget Narrative for Operating Expenses. Explain each expense by line item. Provide an explanation for determination of all figures ( rate, duration, quantity, Benefits, FTE's, etc.) for example explain how overhead or indirect cost were calculated.**

**July 1, 2021 - December 31, 2021 (6 month)**

ITEM	Justification of Cost
1 Internal Database fee (.26% of Contract)	Participation in external database is a required aspect of program to facilitate focus of treatment services and reporting of outcomes.
2 Professional Fees	Direct costs associated with technical support services, interpreter services, staff training materials, and guest speakers for training.
3 Software Maintenance	Direct costs associated with technical support services as well as annual software licenses and maintenance costs; software maintenance includes correcting, updating and enhancing current company software.
4 Employment Expenses	Direct cost associated with recruiting, advertising, completion of 3rd party physical, drug testing, fingerprinting, clinical license renewals, and continuing education.
5 Office Supplies	Direct costs associated with general office supplies, such as paper, pens, pencils, envelopes, folders, tape, printed brochures, checks, business cards, kitchen supplies, toner for copier, fax machine, paper for fax machine, copier and computer printers, postage and shipping costs, and subscription expense. Other supply costs includes, staff recognition, plaques, and staff apparel.
6 Program Supplies	Direct costs associated with general program support supplies. Which may include ESL materials, orientation and treatment packets, tutoring materials, curriculums, craft supplies, therapeutic toys, snack packs, videos, games, nonprescription drugs, instructional supplies, and food provided to clients.
7 Rent	Direct costs associated with facility rental, the rental cost of a leased building and costs related to leasehold improvements.
8 Utilities	Direct costs associated with general utility costs, such as telephone, water, natural gas, electricity, cable television, internet, and garbage.
9 Building Maintenance	Direct costs associated with janitorial, maintenance, building and ground supplies, licenses and permits
10 Equipment Expense	Direct costs associated with equipment leases, equipment maintenance, office equipment, furnishing, and computer equipment.
11 Transportation	Direct costs associated with staff mileage reimbursements as well as agency vehicle operating, repair, maintenance, and licensing costs. This is budgeted to cover the cost of staff travel related to service delivery, training, and meetings.
12 General & Administrative Costs	Direct costs associated with miscellaneous charges, bank fees, interest expense, dues and membership.
13 Conferences & Meetings	Direct costs associated with meetings, staff events, and conferences, such as airfare, food and lodging to attend conferences and training.
14 Taxes & Insurance	Direct costs associated with property tax as well as property, liability, and vehicle insurance expense.
15 Indirect Expenses 12%	Indirect costs that support our administrative services which include, but are not limited to, fiscal oversight, accounting, payroll, insurance oversight, legal, human resources, risk management, quality assurance, HIPAA regulation, contract monitoring, and executive oversight. This is based on an estimated calculation of 12% of total direct costs.

**SAN BERNARDINO COUNTY  
DEPARTMENT OF BEHAVIORAL HEALTH  
SCHEDULE B  
FY 2021 - 2022**

Date Form Revised: \_\_\_\_\_

Page 4 of 4