

SCOPE OF WORK – PART B

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

Contract Number:	
Contractor:	DAP Health
Grant Period:	April 1, 2025 – March 31, 2026
Service Category:	Food Services
Service Goal:	Supplement eligible HIV/AIDS consumer's financial ability to maintain continuous access to adequate caloric intake and balanced nutrition sufficient to maintain optimal health in the face of compromised health status due to HIV infection in the TGA.
Service Health Outcomes:	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
Number of Clients	0	0	0	0	15	15		30
Number of Visits = Regardless of number of transactions or number of units	0	0	0	0	180	180		360
Number of Units = Transactions or 15 min encounters	0	0	0	0	1080	1080		2160

PLANNED SERVICE DELIVERY AND IMPLEMENTATION ACTIVITIES:	SERVICE AREA	TIMELINE	PROCESS OUTCOMES
Element #1: Food vouchers, actual food, and/or hot meals; Element #2: Licensure and Food Handling certification required if applicable; and Element #3: Current local limit per client per month. Activities: 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	5,6	04/01/25-03/31/26	<ul style="list-style-type: none"> Eligibility documentation completed at least every twelve months. Current Food Handler license from the County of Riverside Department of Environmental Health. Food voucher eligibility lists produced monthly. Food voucher distribution receipts. Invoices showing discount from Stater Bros. Service deliveries in ARIES. Case Conference logs. Referrals documented in Progress Notes, ARIES and EHR. Employment records. MOUs/Contracts/Agreements/Letters of support from partners.

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>Element #4: Services are provided based on Cultural and Linguistic (C&L) Competency Standards.</p> <p>Activities: Enrolling staff in annual C&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&L Competency Plan annually and updating as needed; Assessing C&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"> • Staff development documentation and personnel files. • Client Satisfaction Survey results. • Staff race/ethnicity/gender/sexual orientation survey results. • C&L Competency Plan and All-Staff Meeting agenda. • C&L Competency Self-Assessment and plan to address deficiencies. • Race, ethnicity and language proficiency recorded in ARIES. • Staff language proficiency survey results. • “Interpreter Needed” alert in EHR as well as accounting of payment to interpretive service vendors. • Spanish versions of most common forms and signage.

SCOPE OF WORK – PART B

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

Contract Number:	
Contractor:	DAP Health
Grant Period:	April 1, 2025 – March 31, 2026
Service Category:	Medical Transportation Services
Service Goal:	To enhance clients' access to health care or support services using multiple forms of transportation throughout the TGA.
Service Health Outcomes:	Improve retention in care (at least 1 medical visit in each 6-month period); Improve viral suppression rate.

	SA1 West Riv	SA2 Mid Riv	SA3 East Riv	SA4 San B West	SA5 San B East	SA6 San B Desert		FY 25/26 TOTAL
Number of Clients	0	0	0	0	15	15		30
Number of Visits = Regardless of number of transactions or number of units	0	0	0	0	180	180		360
Number of Units = Transactions or 15 min encounters	0	0	0	0	1260	1260		2520

PLANNED SERVICE DELIVERY AND IMPLEMENTATION ACTIVITIES:	SERVICE AREA	TIMELINE	PROCESS OUTCOMES
Element #1: Bus pass (monthly pass only when justified, otherwise day pass); Element #2: Gasoline vouchers; Element #3: Van trip; Element #4: Urgent taxi trip; Element #5: Collect 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 Element #6: Restricted to pick-up and drop-off points within the TGA. Activities: 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"> Eligibility documentation completed at least every six months. Mileage logs. Invoices and check requests and cancelled checks to/from Valero. Service deliveries in ARIES. Case Conference logs. Referrals documented in Progress Notes. Employment records. MOUs/Contracts/Agreements/Letters of support from partners. Medical visits. Viral loads.

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>Element #7: Services are provided based on Cultural and Linguistic (C&L) Competency Standards.</p> <p>Activities: Enrolling staff in annual C&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&L Competency Plan annually and updating as needed; Assessing C&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"> • Staff development documentation and personnel files. • Client Satisfaction Survey results. • Staff race/ethnicity/gender/sexual orientation survey results. • C&L Competency Plan and All-Staff Meeting agenda. • C&L Competency Self-Assessment and plan to address deficiencies. • Race, ethnicity and language proficiency recorded in ARIES. • Staff language proficiency survey results. • “Interpreter Needed” alert in EHR as well as accounting of payment to interpretive service vendors. • Spanish versions of most common forms and signage.

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
Personnel						
	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
	Personnel Subtotal			\$ 10,725	\$ 10,725	\$ 10,725

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

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

Direct				\$ 35,220	\$ 35,220	\$ 35,220
Subtotal						\$ 35,220
GRAND TOTAL				\$ 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
Personnel						
	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
	Personnel Subtotal			\$ 10,725	\$ 10,725	\$ 10,725

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

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

Direct				\$ 35,332	\$ 35,332	\$ 35,332
Subtotal						\$ 35,332
GRAND TOTAL				\$ 35,332	\$ 35,332	\$ 35,332
%				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
<p>Key, Brianna; Food & Transportation Programs Coordinator - 0.10 FTE @ \$59,405/year</p> <p>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</p>		
<p>Avila, Joseph; Food & Transportation Associate - 0.10 FTE @ \$47,840/year</p> <p>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.</p>		
Fringe	\$	2,896
<p>FICA, staff insurance, retirement, disability, work's compensation, other benefits</p>		
Supplies	\$	21,712
<p>Transportation Vouchers</p> <p>Transoprtation 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 servcies 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 transportaion. 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.</p>		
Direct Costs Total	\$	35,332