



Contract Number

21-439 A-2

SAP Number

Department of Behavioral Health

Department Contract Representative	Desiree Alfaro
Telephone Number	(909) 388-0932
Contractor	Step Up On Second, Inc.
Contractor Representative	Eddie Estrada
Telephone Number	(909) 963-5355 ext. 910
Contract Term	July 1, 2021 through June 30, 2026
Original Contract Amount	\$42,524,650
Amendment Amount	(\$1,944,000) decrease
Total Contract Amount	\$40,580,650
Cost Center	9209092200
Grant Number (if applicable)	N/A

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT NO. 2:

IN THAT CERTAIN Contract No. 21-439 by and between San Bernardino County, a political subdivision of the State of California, (hereinafter referred to as County) and Step Up on Second, Inc. (hereinafter referred to as Contractor) for Full Service Partnership services, which contract first became effective July 1, 2021, the following changes are hereby made and agreed to:

- I. ARTICLE IV. FUNDING AND BUDGETARY TERMS, paragraph I is hereby amended to read as follows:
 - H. The contract amount shall decrease by \$1,944,000, from \$42,524,650 to the amount not to exceed \$40,580,650, for the contract term.
- II. This amendment hereby adds revised Schedules A and B for Fiscal Years 2024-2025 and 2025-2026.

All other terms and conditions of Contract No. 21-439 remain in full force and effect.

This Amendment 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 Contract. The parties shall be entitled to sign and transmit an electronic signature of this Amendment (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 Amendment upon request.

IN WITNESS WHEREOF, the San Bernardino County and the Contractor have each caused this Contract Amendment to be subscribed by its respective duly authorized officers, on its behalf.

SAN BERNARDINO COUNTY

►

Dawn Rowe, Chair, Board of Supervisors

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

Lynna Monell
Clerk of the Board of Supervisors
San Bernardino County

By _____
Deputy

Step Up On Second, Inc

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

By ► _____
Tod Lipka
(Authorized signature - sign in blue ink)

Name _____
(Print or type name of person signing contract)

Title _____
CEO
(Print or Type)

Dated: _____

Address _____
1328 Second Street

Santa Monica, CA 90401

FOR COUNTY USE ONLY

Approved as to Legal Form

► _____
Dawn Martin, Deputy County Counsel

Date _____

Reviewed for Contract Compliance

► _____
Michael Shin, Administrative Manager

Date _____

Reviewed/Approved by Department

► _____
Georgina Yoshioka, Director

Date _____

SCHEDULE A - Planning Estimates

SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH

Contractor Name: Step Up on Second, Inc.

Actual Cost Contract (cost reimbursement)

Homeless & Housed Intensive Case Management and
Outreach Services Program - Full Service Partnership

Provider # 36IKF7

Contract/RFP# 21-439

Address: 1328 Second Street
Santa Monica, CA 90401

Prepared by: David Tavlin
Title: CPO

FY 2024 - 2025
July 1, 2024 - June 30, 2025

Date Form Completed: 4/21/2021

Date Form Revised: 5/16/2025

100%		Distribution %	12.00%	75.50%	5.00%	2.00%	0.00%	0.50%	0.00%	5.00%	
LINE		MODE OF SERVICE	15-Outpatient	15-Outpatient	15-Outpatient	15-Outpatient	45-Outreach	45-Outreach	60-Support	60-Support	
#		SERVICE FUNCTION	Case Management (01-09)	Mental Health Services (10-50)	Medication Support (60)	Crisis Intervention (70)	Mental Health Promotion (10-19)	Community Client Services (20-29)	Housing & Client Flex Support (70-72)	Other Non-Medi-Cal Client Support (78)	TOTAL
EXPENSES											
1		SALARIES	538,066	3,385,329	224,194	89,678	0	22,419	0	224,194	4,483,880
2		BENEFITS	133,308	838,727	55,545	22,218	0	5,554	0	55,545	1,110,897
		(1+2 must equal total staffing costs)	671,373	4,224,056	279,739	111,896	0	27,974	0	279,739	5,594,777
3		OPERATING EXPENSES	178,953	1,125,912	74,564	29,825	0	7,456	0	74,564	1,491,274
4		CLIENT FLEXIBLE SUPPORT (72)							755,379		755,379
5		OTHER NON-MEDI-CAL CLIENT SUPPORT (78)									0
6		TOTAL EXPENSES (1+2+3+4+5)	850,326	5,349,968	354,303	141,721	0	35,430	755,379	354,303	7,841,430
AGENCY REVENUES											
7		PATIENT FEES									0
8		PATIENT INSURANCE									0
9		MEDI-CARE									0
10		GRANTS/OTHER									0
11		TOTAL AGENCY REVENUES (7+8+9+10)	0	0	0	0	0	0	0	0	0
12		CONTRACT AMOUNT (6-11)	850,326	5,349,968	354,303	141,721	0	35,430	755,379	354,303	7,841,430
FUNDING											
13	75.00%	MEDI-CAL (FFP)	60.00%	382,647	2,407,486	159,436	63,774				3,013,343
14	0.00%	EPSDT (2011 REALIGNMENT)		0	0	0	0				0
15		MHSA MATCH		255,098	1,604,990	106,291	42,517				2,008,896
16											0
17											0
18	25.00%	MHSA (NON-MEDI-CAL)		212,581	1,337,492	88,576	35,430	0	35,430	755,379	2,819,190
19											0
20		FUNDING TOTAL		850,326	5,349,968	354,303	141,721	0	35,430	755,379	7,841,430
21		NET COUNTY FUNDS (Local Cost) MUST = ZERO		0	0	0	0	0	0	0	0
22		STATE FUNDING (Including Realignment)		467,679	2,942,482	194,867	77,947	0	35,430	755,379	4,828,087
23		FEDERAL FUNDING		382,647	2,407,486	159,436	63,774	0	0	0	3,013,343
24		TOTAL FUNDING		850,326	5,349,968	354,303	141,721	0	35,430	755,379	7,841,430
25		SCHEDULE OF MAXIMUM ALLOWANCES		2.20	2.99	5.56	4.20				
26		TARGET COST PER UNIT OF SERVICE		1.87	2.41	4.45	3.58				
27		UNITS OF TIME (Minutes)		454,720	2,219,904	79,619	39,587				2,793,830

APPROVED:

David Tavlin, CPO

Jun 6, 2025

Thelma Rodriguez

Jun 6, 2025

Edith Lockerman

Jun 6, 2025

David Tavlin, CPO (Jun 6, 2025 09:21 PDT)

Edith Lockerman (Jun 6, 2025 11:26 PDT)

David Tavlin, CPO

Thelma Rodriguez

Edith Lockerman

PROVIDER AUTHORIZED SIGNER (PRINT NAME)

DBH FISCAL SERVICES (PRINT NAME)

DBH PROGRAM MANAGER (PRINT NAME)

SCHEDULE A - Planning Estimates

SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTHHomeless & Housed Intensive Case Management and
Outreach Services Program - Full Service Partnership

FY 2025 - 2026

July 1, 2025 - June 30, 2026

Contractor Name: Step Up on Second, Inc.

Provider # 36IKF7

Contract/RFP# 21-439

Address: 1328 Second Street
Santa Monica, CA 90401

Date Form Completed: 4/21/2021

Date Form Revised: 5/16/2025

Prepared by: David Tavlin

Title: CPO

100%		Distribution %	12.00%	75.50%	5.00%	2.00%	0.00%	0.50%	0.00%	5.00%	
LINE		MODE OF SERVICE	15-Outpatient	15-Outpatient	15-Outpatient	15-Outpatient	45-Outreach	45-Outreach	60-Support	60-Support	TOTAL
#		SERVICE FUNCTION	Case Management (01-09)	Mental Health Services (10-50)	Medication Support (60)	Crisis Intervention (70)	Mental Health Promotion (10-19)	Community Client Services (20-29)	Housing & Client Flex Support (70-72)	Other Non-Medi-Cal Client Support (76)	
EXPENSES											
1		SALARIES	538,066	3,385,329	224,194	89,678	0	22,419	0	224,194	4,483,880
2		BENEFITS	133,308	838,727	55,545	22,218	0	5,554	0	55,545	1,110,897
		(1+2 must equal total staffing costs)	671,373	4,224,056	279,739	111,896	0	27,974	0	279,739	5,594,777
3		OPERATING EXPENSES	178,953	1,125,912	74,564	29,825	0	7,456	0	74,564	1,491,274
4		CLIENT FLEXIBLE SUPPORT (72)							755,379		755,379
5		OTHER NON-MEDI-CAL CLIENT SUPPORT (78)									0
6		TOTAL EXPENSES (1+2+3+4+5)	850,326	5,349,968	354,303	141,721	0	35,430	755,379	354,303	7,841,430
AGENCY REVENUES											
7		PATIENT FEES									0
8		PATIENT INSURANCE									0
9		MEDI-CARE									0
10		GRANTS/OTHER									0
11		TOTAL AGENCY REVENUES (7+8+9+10)	0	0	0	0	0	0	0	0	0
12		CONTRACT AMOUNT (6-11)	850,326	5,349,968	354,303	141,721	0	35,430	755,379	354,303	7,841,430
FUNDING											
13	75.00%	MEDI-CAL (FFP)	382,647	2,407,486	159,436	63,774					3,013,343
14	0.00%	EPSDT (2011 REALIGNMENT)	0	0	0	0					0
15		MHSA MATCH	255,098	1,604,990	106,291	42,517					2,008,896
16											0
17											0
18	25.00%	MHSA (NON-MEDI-CAL)	212,581	1,337,492	88,576	35,430	0	35,430	755,379	354,303	2,819,190
19											0
20		FUNDING TOTAL	850,326	5,349,968	354,303	141,721	0	35,430	755,379	354,303	7,841,430
21		NET COUNTY FUNDS (Local Cost) MUST = ZERO	0	0	0	0	0	0	0	0	0
22		STATE FUNDING (Including Realignment)	467,679	2,942,482	194,867	77,947	0	35,430	755,379	354,303	4,828,087
23		FEDERAL FUNDING	382,647	2,407,486	159,436	63,774	0	0	0	0	3,013,343
24		TOTAL FUNDING	850,326	5,349,968	354,303	141,721	0	35,430	755,379	354,303	7,841,430
25		SCHEDULE OF MAXIMUM ALLOWANCES	2.20	2.99	5.56	4.20					
26		TARGET COST PER UNIT OF SERVICE	1.87	2.41	4.45	3.58					
27		UNITS OF TIME (Minutes)	454,720	2,219,904	79,619	39,587					2,793,830

APPROVED:

David Tavlin, CPO

Jun 6, 2025 Thelma Rodriguez

Jun 6, 2025 Edith Lockerman

Jun 6, 2025

PROVIDER AUTHORIZED SIGNATURE

DATE

DBH FISCAL SERVICES

DATE

DBH PROGRAM MANAGER

DATE

David Tavlin, CPO

Thelma Rodriguez

Edith Lockerman

PROVIDER AUTHORIZED SIGNER (PRINT NAME)

DBH FISCAL SERVICES (PRINT NAME)

DBH PROGRAM MANAGER (PRINT NAME)

SAN BERNARDINO COUNTY DEPARTMENT OF BEHAVIORAL HEALTH

Schedule B

STAFFING DETAIL

FY 2024 - 2025

July 1, 2024 - June 30, 2025

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

CONTRACTOR NAME: Step Up on Second, Inc.

Name	Degree/ License	Position Title	Full Time Annual Salary ^a 1.025	Full Time Fringe Benefits ^a 0.26	Total Full Time Salaries & Benefits ^a	% Time Spent on Contract Services	Total Salaries and Benefits Charged to Contract	Budgeted Units of Contract Services	Total Salaries Charged to Contract Services	Total Benefits Charged to Contract Services
Direct Management	BA/LMFT/LCSW	Director, Program Managers, Asst PM	100,826	26,215	127,041	605%	768,597		609,997	158,599
Lead Service Coordinators	BA/ACSW/AMFT /LMFT/LCSW/LV	Lead Service Coordinator I, II, III, Nurse	82,398	21,423	103,821	350%	363,375		288,393	74,982
Therapist	CC/LMFT/LCSW/ LPCC	Service Coordinator II and III	74,799	19,448	94,247	1700%	1,602,195		1,271,583	330,612
Service Coordinators Care Coord	AA/BA	Care Coordinator I Care Coordinators	57,657	14,991	72,648	800%	581,183		461,256	119,927
Service Coordinators Community	AA/BA	Service Coordinator I Community Integration	57,672	14,995	72,667	200%	145,333		115,344	29,989
Service Coordinators Housing Sp	AA/BA	Service Coordinator I Housing Specialist	57,672	14,995	72,667	200%	145,333		115,344	29,989
Service Coordinators Substance Abuse	CADAAC	Service Coordinator I Substance Abuse Specialists	64,182	16,687	80,870	100%	80,870		64,182	16,687
Service Coordinators Benefits Specialist	AA/BA	Service Coordinator I Benefits Spec	57,672	14,995	72,667	100%	72,667		57,672	14,995
Service Coordinators Generalist	BA	Service Coordinator I Generalist	55,632	14,464	70,096	1250%	876,204		695,400	180,804
Service Coordinators Nurse	LVN	Service Coordinator Nurse	71,066	18,477	89,543	200%	179,086		142,132	36,954
Biller	AA/BA	Biller	58,916	15,318	74,234	100%	74,234		58,916	15,318
Program Assistant, Receptionist	AA/BA	Program Assistan, Receptionist	56,230	14,620	70,850	200%	141,700		112,460	29,240
Clinical Supervisor	LMFT/LCSW	Clinical Supervisor	95,000	24,700	119,700	100%	119,700		95,000	24,700
QA Specialist	LMFT/LCSW	Quality Assurance Specialist	70,000	18,200	88,200	50%	44,100		35,000	9,100
Clinical Staff Productivity Bonuses			150,000	39,000	189,000	100%	189,000		150,000	39,000
Professional Services - Outside (Locum Psychiatrists included)	MD/Clinical	MD Psych Locum (\$275)	211,200	0	211,200	100%	211,200		211,200	0
Total FTE						61.55				
						TOTAL				
						COST: \$	5,594,776		\$ 4,483,880	\$ 1,110,897

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

July 1, 2024 - June 30, 2025

Prepared by: David Tavlin
Title: CPO

Contractor Name: Step Up on Second, Inc.
Provider # 36IKF7
Contract/RFP# 21-439
Address: 1328 Second Street
Santa Monica, CA 90401
Date Form Completed: 4/21/2021

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, 2024 - June 30, 2025

ITEM (Step Up Chart of Accounts number)	TOTAL COST TO ORGANIZATION	% CHARGED TO OTHER FUNDING SOURCE	TOTAL COST TO OTHER FUNDING SOURCE	PERCENT CHARGED TO PROGRAM	TOTAL COST TO PROGRAM
Housing & Client Flex Support Mode 60 (70 -72) (8100)	\$755,379	0%	\$0	100%	\$755,379
MODE 60 above not included in Operating Costs total					
Rent	\$194,131	0%	\$0	100%	\$194,131
Utilities	\$16,861	0%	\$0	100%	\$16,861
Alarm	\$3,000	0%	\$0	100%	\$3,000
Repairs & Maintenance	\$36,000	0%	\$0	100%	\$36,000
Supplies and Equipment	\$54,000	0%	\$0	100%	\$54,000
Staff Training and Development	\$72,000	0%	\$0	100%	\$72,000
Travel & Meetings Expenses	\$125,000	0%	\$0	100%	\$125,000
Vehicle Lease & Insurance	\$55,000	0%	\$0	100%	\$55,000
Insurance - General, Umbrella, Dir/Officers	\$48,000	0%	\$0	100%	\$48,000
Telephone & Communications	\$75,703	0%	\$0	100%	\$75,703
Dues, Sub, Fees	\$4,800	0%	\$0	100%	\$4,800
Furniture, Fixed Equipment	\$10,000	0%	\$0	100%	\$10,000
Professional Contracted Services (Technical Services, E.H.R.)	\$79,751	0%	\$0	100%	\$79,751
Postage/Shipping/Courier	\$4,000	0%	\$0	100%	\$4,000
Executive, Admin Support and QM Technical Staff	\$713,028	0%	\$0	100%	\$713,028
SUBTOTAL B:	\$1,491,274	0%	\$0	100%	\$1,491,274
GROSS COSTS TOTAL STAFFING AND OPERATING EXPENSES:					\$7,086,050

12.74% indirect (A31) to direct %

does not include cell A14 Mode 60
Flex funds

**SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
SCHEDULE B
BUDGET NARRATIVE
FY 2024 - 2025**

Contractor Name: Step Up on Second, Inc.

Provider # 36IKF7

Contract/RFP# 21-439

Address: 1328 Second Street

Santa Monica, CA 90401

Date Form Completed: 4/21/2021

Prepared by: David Tavlin

Title: CPO

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, 2024 - June 30, 2025

ITEM	Justification of Cost
Housing & Client Flex Support Mode 60 (70 -72) (8100)	\$62,948 per month to cover Member/Client Housing Supports; Housing Operating Support; Rent and Utility Arrears, Unit Damage, Educaiton and Employment related supplies and materials, Client Family Caregiver Supports, Medications, Deposits, Moving Cost, Storage Cost, and other using MHSA Expenditure Guide of allowable expenses.
Above Mode 60 not included in Operating Costs Total this page. See Schedule A	
Rent	Average monthly rent is approximately \$16,178 per month x 12 months includes staff parking spaces, facility maintenance, landlord's operational cost including taxes.
Utilities	Cost is estimated at approximately \$1, 405 per month x 12 months, includes electricity, water, gas, etc.
Alarm	\$250.00 per month x 12 months
Repairs & Maintenance	\$3,000 per month x 12 months (Vehicles maintenance and reparis, facility related repairs, Misc.)
Supplies and Equipment	\$4,500 per month x 12 months (office supplies, equipment leases, PURE Water, coffees for staff and members, paper cups, plates, utensils, misc.)
Staff Training and Development	\$6,250 per month x 12 months (new staff orientation, live scan services, in-service trainings, team building activities , CEUs, other off site trainings)
Travel & Meetings Expenses	Monthly cost is approximately \$10,417 to cover staff mileage, parking, fuel for company vehicles, staff travel, trainings conferences such as NAEH, NCHC, CSP.
Vehicle Lease & Insurance	Approximate monthly costs to cover 6 vehicle leases and insurance is estimated at \$4,583 per month.
Insurance - General, Umbrella, Dir/Officers	\$4,000 per month, includes Gen Liability, Umbrella and D&O
Telephone & Communications	Monthly cost is estimated at \$6,309, covers staff/ company plan cell phones (Verizon, AT&T); telephone network phones/internet (Windstream, Frontier & Spectrum)], Microsoft,
Dues, Sub, Fees	Monthly cost is estimated at \$400 to cover dues (Chamber, NCHC, NAEH,NACHC, ACBO)), fees (local, state, & federal licensing),
Furniture, Fixed Equipment	Estimated at \$10,000 annually to purchase or replacement of office furniture,
Professional Contracted Services (Technical Services, E.H.R.)	Monthly cost is \$6,646 to cover Welligent Electronic Health Record, Xobee - IT consultant, monthly; legal, Intaact accounting software, Triplog software, other
Postage/Shipping/Courier	\$333 annually to cover operations related mail.
Executive, Admin Support and QM Technical Staff	\$59,262 per month or 10% of the budget including Flex Funds to cover Indirect Cost such as executive salary and benefits: E.H.R. Tech, Accounting & Support Admin Staff, HR support, corporate office related costs, etc.). It is an increase from previous years to account for the increase in goods and services.

**SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
SCHEDULE B
FY 2024 - 2025**

Contractor Name: Step Up on Second, Inc.
Provider # 38IKF7
Contract/RFP# 21-439
Address: 1328 Second Street
Santa Monica, CA 90401

0

Mode 15 only on this page

Net New Unduplicated Clients per month

Date Form Completed: 4/21/2021

Client Service Projections for July 1, 2024 - June 30, 2025													
	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	TOTAL
Units of Service (Minutes)	232,819	232,819	232,819	232,819	232,819	232,819	232,819	232,819	232,819	232,819	232,819	232,819	2,793,830
Projected Cost per Unit													
Case Management (01-09)	\$70,861	\$70,861	\$70,861	\$70,861	\$70,861	\$70,861	\$70,861	\$70,861	\$70,861	\$70,861	\$70,861	\$70,861	\$850,326
Mental Health Services (10-50)	\$445,831	\$445,831	\$445,831	\$445,831	\$445,831	\$445,831	\$445,831	\$445,831	\$445,831	\$445,831	\$445,831	\$445,831	\$5,349,968
Medication Support (60)	\$29,525	\$29,525	\$29,525	\$29,525	\$29,525	\$29,525	\$29,525	\$29,525	\$29,525	\$29,525	\$29,525	\$29,525	\$354,303
Crisis Intervention (70)	\$11,810	\$11,810	\$11,810	\$11,810	\$11,810	\$11,810	\$11,810	\$11,810	\$11,810	\$11,810	\$11,810	\$11,810	\$141,721
Number of Unduplicated Clients Served	244.0	30.0	30.0	30.0	20.0	12.0	18.0	12.0	8.0	20.0	10.0	10.0	444

Schedule B

SAN BERNARDINO COUNTY DEPARTMENT OF BEHAVIORAL HEALTH

STAFFING DETAIL

FY 2025 - 2026

July 1, 2025 - June 30, 2026

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

CONTRACTOR NAME: Step Up on Second, Inc.

Name	Degree/ License	Position Title	Full Time Annual Salary*	Full Time Fringe Benefits*	Total Full Time Salaries & Benefits*	% Time Spent on Contract Services	Total Salaries and Benefits Charged to Contract	Budgeted Units of Contract Services	Total Salaries Charged to Contract Services	Total Benefits Charged to Contract Services
			1.025	0.26						
Direct Management	BA/LMFT/LCSW	Director, Program Managers, Asst PM	100,826	26,215	127,041	605%	768,597		609,997	158,599
Lead Service Coordinators	BA/ACSW/AMFT /LMFT/LCSW/LV	Lead Service Coordinator I, II, III, Nurse	82,398	21,423	103,821	350%	363,375		288,393	74,982
Therapist	CC/LMFT/LCSW/ LPCC	Service Coordinator II and III	74,799	19,448	94,247	1700%	1,602,195		1,271,583	330,612
Service Coordinators Care Coord	AA/BA	Care Coordinator I Care Coordinators	57,657	14,991	72,648	800%	581,183		461,256	119,927
Service Coordinators Community	AA/BA	Service Coordinator I Community Integration	57,672	14,995	72,667	200%	145,333		115,344	29,989
Service Coordinators Housing Sp	AA/BA	Service Coordinator I Housing Specialist	57,672	14,995	72,667	200%	145,333		115,344	29,989
Service Coordinators Substance Abuse	CADAAC	Service Coordinator I Substance Abuse Specialists	64,182	16,687	80,870	100%	80,870		64,182	16,687
Service Coordinators Benefits Specialist	AA/BA	Service Coordinator I Benefits Spe	57,672	14,995	72,667	100%	72,667		57,672	14,995
Service Coordinators Generalist	BA	Service Coordinator I Generalist	55,632	14,464	70,096	1250%	876,204		695,400	180,804
Service Coordinators Nurse	LVN	Service Coordinator Nurse	71,066	18,477	89,543	200%	179,086		142,132	36,954
Billr	AA/BA	Billr	58,916	15,318	74,234	100%	74,234		58,916	15,318
Program Assistant, Receptionist	AA/BA	Program Assistan, Receptionist	56,230	14,620	70,850	200%	141,700		112,460	29,240
Clinical Supervisor	LMFT/LCSW	Clinical Supervisor	95,000	24,700	119,700	100%	119,700		95,000	24,700
QA Specialist	LMFT/LCSW	Quality Assurance Specialist	70,000	18,200	88,200	50%	44,100		35,000	9,100
Clinical Staff Productivity Bonuses			150,000	39,000	189,000	100%	189,000		150,000	39,000
Professional Services - Outside (Locum Psychiatrists included)	MD/Clinical	MD Psych Locum (\$275)	211,200	0	211,200	100%	211,200		211,200	0
Total FTE						61.55				
						TOTAL				
						COST:	\$ 5,594,776		\$ 4,483,880	\$ 1,110,897

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.

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

July 1, 2025 - June 30, 2026

Prepared by: David Taviin
Title: CPO

Contractor Name: Step Up on Second, Inc.
Provider # 36IKF7
Contract/RFP# 21-439
Address: 1328 Second Street
Santa Monica, CA 90401
Date Form Completed: 4/21/2021

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, 2025 - June 30, 2026

ITEM (Step Up Chart of Accounts number)	TOTAL COST TO ORGANIZATION	% CHARGED TO OTHER FUNDING SOURCE	TOTAL COST TO OTHER FUNDING SOURCE	PERCENT CHARGED TO PROGRAM	TOTAL COST TO PROGRAM
Housing & Client Flex Support Mode 60 (70 -72) (8100)	\$755,379	0%	\$0	100%	\$755,379
MODE 60 above not included in Operating Costs total					
Rent	\$194,131	0%	\$0	100%	\$194,131
Utilities	\$16,861	0%	\$0	100%	\$16,861
Alarm	\$3,000	0%	\$0	100%	\$3,000
Repairs & Maintenance	\$36,000	0%	\$0	100%	\$36,000
Supplies and Equipment	\$54,000	0%	\$0	100%	\$54,000
Staff Training and Development	\$72,000	0%	\$0	100%	\$72,000
Travel & Meetings Expenses	\$125,000	0%	\$0	100%	\$125,000
Vehicle Lease & Insurance	\$55,000	0%	\$0	100%	\$55,000
Insurance - General, Umbrella, Dir/Officers	\$48,000	0%	\$0	100%	\$48,000
Telephone & Communications	\$75,703	0%	\$0	100%	\$75,703
Dues, Sub, Fees	\$4,800	0%	\$0	100%	\$4,800
Furniture, Fixed Equipment	\$10,000	0%	\$0	100%	\$10,000
Professional Contracted Services (Technical Services, E.H.R.)	\$79,751	0%	\$0	100%	\$79,751
Postage/Shipping/Courier	\$4,000	0%	\$0	100%	\$4,000
Executive, Admin Support and QM Technical Staff	\$713,028	0%	\$0	100%	\$713,028
SUBTOTAL B:	\$1,491,274	0%	\$0	100%	\$1,491,274
GROSS COSTS TOTAL STAFFING AND OPERATING EXPENSES:					\$7,086,050

12.74% indirect (A31) to direct %

does not include cell A14 Mode 60 Flex funds

**SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
SCHEDULE B
BUDGET NARRATIVE
FY 2025 - 2026**

Prepared by: David Tavlin
Title: CPO

Contractor Name: Step Up on Second, Inc.

Provider # 36IKF7

Contract/RFP# 21-439

Address: 1328 Second Street

Santa Monica, CA 90401

Date Form Completed: 4/21/2021

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, 2025 - June 30, 2026

ITEM	Justification of Cost
Housing & Client Flex Support Mode 60 (70 -72) (8100)	\$62,948 per month to cover Member/Client Housing Supports; Housing Operating Support; Rent and Utility Arrears, Unit Damage, Educaiton and Employment related supplies and materials, Client Family Caregiver Supports, Medications, Deposits, Moving Cost, Storage Cost, and other using MHSA Expenditure Guide of allowable expenses.
Above Mode 60 not included in Operating Costs Total this page. See Schedule A	
Rent	Average monthly rent is approximately \$16,178 per month x 12 months includes staff parking spaces, facility maintenance, landlord's operational cost including taxes.
Utilities	Cost is estimated at approximately \$1, 405 per month x 12 months, includes electricity, water, gas, etc.
Alarm	\$250.00 per month x 12 months
Repairs & Maintenance	\$3,000 per month x 12 months (Vehicles maintenance and reparis, facility related repairs, Misc.)
Supplies and Equipment	\$4,500 per month x 12 months (office supplies, equipment leases, PURE Water, coffees for staff and members, paper cups, plates, utensils, misc.)
Staff Training and Development	\$6,250 per month x 12 months (new staff orientation, live scan services, in-service trainings, team building activities , CEUs, other off site trainings)
Travel & Meetings Expenses	Monthly cost is approximately \$10,417 to cover staff mileage, parking, fuel for company vehicles, staff travel, trainings conferences such as NAEH, NCHC, CSP.
Vehicle Lease & Insurance	Approximate monthly costs to cover 6 vehicle leases and insurance is estimated at \$4,583 per month.
Insurance - General, Umbrella, Dir/Officers	\$4,000 per month, includes Gen Liability, Umbrella and D&O
Telephone & Communications	Monthly cost is estimated at \$6,309, covers staff/ company plan cell phones (Verizon, AT&T); telephone network phones/internet (Windstream, Frontier & Spectrum)], Microsoft,
Dues, Sub, Fees	Monthly cost is estimated at \$400 to cover dues (Chamber, NCHC, NAEH,NACHC, ACBO)), fees (local, state, & federal licensing),
Furniture, Fixed Equipment	Estimated at \$10,000 annually to purchase or replacement of office furniture,
Professional Contracted Services (Technical Services, E.H.R.)	Monthly cost is \$6,646 to cover Welligent Electronic Health Record, Xobee - IT consultant, monthly; legal, Intaact accounting software, Triplog software, other
Postage/Shipping/Courier	\$333 annually to cover operations related mail.
Executive, Admin Support and QM Technical Staff	\$59,262 per month or 10% of the budget including Flex Funds to cover Indirect Cost such as executive salary and benefits: E.H.R. Tech, Accounting & Support Admin Staff, HR support, corporate office related costs, etc.). It is an increase from previous years to account for the increase in goods and services.

SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
SCHEDULE B
FY 2025 - 2026

Contractor Name: Step Up on Second, Inc.
Provider # 36IKF7
Contract/RFP# 21-439
Address: 1328 Second Street
Santa Monica, CA 90401

0

Date Form Completed: 4/21/2021

Mode 15 only on this page

Net New Unduplicated Clients per month

		Client Service Projections for July 1, 2025 - June 30, 2026											
	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	TOTAL
Units of Service (Minutes)	232,819	232,819	232,819	232,819	232,819	232,819	232,819	232,819	232,819	232,819	232,819	232,819	2,793,830
Projected Cost per Unit													
Case Management (01-09)	\$70,861	\$70,861	\$70,861	\$70,861	\$70,861	\$70,861	\$70,861	\$70,861	\$70,861	\$70,861	\$70,861	\$70,861	\$850,326
Mental Health Services (10-50)	\$445,831	\$445,831	\$445,831	\$445,831	\$445,831	\$445,831	\$445,831	\$445,831	\$445,831	\$445,831	\$445,831	\$445,831	\$5,349,968
Medication Support (60)	\$29,525	\$29,525	\$29,525	\$29,525	\$29,525	\$29,525	\$29,525	\$29,525	\$29,525	\$29,525	\$29,525	\$29,525	\$354,303
Crisis Intervention (70)	\$11,810	\$11,810	\$11,810	\$11,810	\$11,810	\$11,810	\$11,810	\$11,810	\$11,810	\$11,810	\$11,810	\$11,810	\$141,721
Number of Unduplicated Clients Served	244.0	30.0	30.0	30.0	20.0	12.0	18.0	12.0	8.0	20.0	10.0	10.0	444